

# CHILDREN AND YOUNG PEOPLE COMMITTEE



**Date: Tuesday, 13 November 2018**

**Democratic and Members' Services**

Fiona McMillan  
Monitoring Officer

**14:00hr**

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

**Kreis Viersen Room  
Shire Hall, Castle Hill, Cambridge, CB3 0AP**

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

- 1. Apologies for absence and declarations of interest**  
*Guidance on declaring interests is available at*  
<http://tinyurl.com/ccc-conduct-code>
- 2. Minutes of the Meeting on 9 October 2018** **5 - 18**
- 3. Action Log** **19 - 24**
- 4. Petitions**

### **KEY DECISION**

- 5. Update on Child and Family Centres and exemption to extend the contract with Ormiston Families for the provision of child and family centres for March, Chatteris and Whittlesey** **25 - 36**

## **DECISIONS**

- |            |   |                  |
|------------|---|------------------|
| <b>6.</b>  | <b>Expansion of the Bellbird Primary School, Sawston</b>  | <b>37 - 48</b>   |
| <b>7.</b>  | <b>Free School Proposals</b>  |                  |
|            | <i>Standing item. No business to discuss.</i>   |                  |
| <b>8.</b>  | <b>Amalgamation of Eastfield Infant and Nursery School and Westfield Junior School, St Ives</b>   | <b>49 - 60</b>   |
| <b>9.</b>  | <b>Finance and Performance Report - September 2018</b>  | <b>61 - 110</b>  |
| <b>10.</b> | <b>School Admission Arrangements for Community and Voluntary Controlled Schools Academic Year 2020-21 and School Admission Appeal arrangements for all admission authorities Financial Year 2019-20 onwards</b> | <b>111 - 140</b> |
| <b>11.</b> | <b>Parental Preferences in Schools</b>  | <b>141 - 148</b> |

## **INFORMATION AND MONITORING**

- |            |  |                  |
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| <b>12.</b> | <b>Corporate Parenting Annual Report 2017-2018</b> | <b>149 - 186</b> |
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## **DECISIONS**

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| <b>13.</b> | <b>Agenda Plan, Appointments and Training Plan</b> | <b>187 - 204</b> |
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### **Date of Next Meeting**

The Children and Young People Committee will meet next on Tuesday 4 December at 2.00pm in the Kreis Viersen Room, Shire Hall, Cambridge.

The Children and Young People Committee comprises the following members:

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

Councillor David Ambrose Smith Councillor Anna Bradnam Councillor Peter Downes  
Councillor Lis Every Councillor Anne Hay 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 and facilities for people with disabilities, please contact*

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Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting the Democratic Services Officer no later than 12.00 noon three working days before the meeting. Full details of arrangements for public speaking are set out in Part 4, Part 4.4 of the Council's Constitution <https://tinyurl.com/ProcedureRules>.

The Council does not guarantee the provision of car parking on the Shire Hall site and you will need to use nearby public car parks <http://tinyurl.com/ccf-car-park> or public transport.





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

**Date:** 9 October 2018

**Time:** 2.00pm – 4.50pm

**Venue:** Kreis Viersen Room, Shire Hall, Cambridge

**Present:** Councillors S Bywater (Chairman), S Hoy (Vice Chairwoman), D Ambrose Smith, A Bradnam, P Downes (to 4.40pm), L Every, A Hay, S Taylor, J Whitehead and J Wisson

Co-opted Member: A Read

**Apologies:** F Vettese (co-opted member)

### **CONSTITUTIONAL MATTERS**

#### **149. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman stated that he had agreed to a request by officers to defer Item 6: The Proposed Expansion of Bellbird Primary School, Sawston to the meeting on 13 November 2013. This was to allow officers time to consider further comments received recently from another primary school in the town.

#### **150. NOTIFICATION OF A CHANGE IN COMMITTEE MEMBERSHIP**

The Chairman welcomed Councillor David Ambrose Smith to the Committee and thanked his predecessor, Councillor David Wells, for his contribution to the Committee's work during his tenure.

#### **151. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were noted as recorded above. There were no declarations of interest.

#### **152. MINUTES OF THE MEETING ON 11 SEPTEMBER 2018**

The minutes of the meeting on 11 September 2018 were approved as an accurate record and signed by the Chairman.

#### **153. ACTION LOG**

The Action Log was reviewed and the following verbal updates noted:

- i. Minute 101: To reflect on how elements of the detailed supporting data might be included in future reports, perhaps via a separate document or web link  
This would be reflected in the report being brought to Committee in January 2019.
- ii. Minute 102: To explore running a pilot project with a group of GP surgeries and to provide information on the extended Early Years entitlement to town and parish councils to enable them to signpost residents  
This would be covered in the report coming to Committee in January 2019.

- iii. Minute 130: To provide an information report on how children at risk were identified by front line services, possibly through the Local Safeguarding Children Board

The Domestic Abuse and Sexual Violence (DASV) Delivery Board would be considering a scoping report at its November 2018 meeting, to undertake a review of current and future specialist provision to support children and families impacted by domestic abuse. This would include an analysis of how children were identified by front line services, and would be done in collaboration with the Local Safeguarding Children Board (LSCB). The outcome from the review, which would be completed during 2019, would be fed back to the Children and Young People Committee.

A Member asked for clarification of whether the Children and Young People Committee would be receiving the information report which had been requested in addition to being advised of the outcome of the review.

(**Action:** Democratic Services Officer)

- iv. Minute 142: Future Special Educational Needs (SEND) and Outcome Focused Review reports to cover the possibility of seeking Transformation Funding to fund work on SEND transport

Noted. Work on SEND Sufficiency was continuing and a report on this would be brought to the Committee in January 2019.

- v. Minute 144: To circulate a copy of the document setting out the Local Authority's statutory responsibilities in relation to schools

A copy would be circulated to all Committee members by email.

(**Action:** Service Director for Education)

## **154. PETITIONS**

No petitions were received.

## **KEY DECISION**

## **155. EXEMPTION AND DELEGATION TO AWARD FOR LOOKED AFTER CHILDREN AND INDEPENDENT SPECIAL EDUCATIONAL NEEDS (KD2018/073)**

The Head of Children's Social Care Commissioning stated that approval was being sought to begin commissioning activity in relation to Residential Childrens Homes, Independent Fostering Agencies, Independent Non Maintained Special Schools and Out of School Tuition. Officers were recommending that the Committee delegate authority to the Executive Director for People and Communities to commission these services through a Dynamic Purchasing System. This provided a quick and efficient tool to enable providers to join and leave a commissioning framework and allowed services to be commissioned as 'lots' within a single procurement, so generating efficiencies and reductions in cost. In total the annual budget across the four areas listed was in excess of £30m.

In response to questions from Members, the Head of Children's Social Care Commissioning stated that:

- Spot purchasing included a competitive process to identify providers where needs could not be met from within an existing commissioning framework. It was subject to quality assurance checks;
- 'Dynamic' in this context was a technical term used in contract regulations;
- The use of mixed lots was a process also currently being used in West Sussex.

It was resolved to:

- a) Give approval to Commission, and delegate authority to the Executive Director for People and Communities to award the above Dynamic Purchasing System; (**Action:** Executive Director for People and Communities/ Democratic Services Officer)
- b) give approval to seek to spot purchase Independent Fostering Agency placements using the existing specification and individual placement agreement for a period of up to six months, to 30.6.2019;
- c) give approval to seek an exemption to spot purchase Independent Non Maintained Special Schools using the National Association for Special Schools Contract and Schedule 2 Agreement for individual placement agreements for a further six months, to 30.6.2019.

## DECISIONS

### 156. THE BELLBIRD PRIMARY SCHOOL, SAWSTON: PROPOSED EXPANSION

This item was deferred to the meeting on 13 November 2018. Minute 149 above refers.

### 157. FINANCE AND PERFORMANCE REPORT – AUGUST 2018

The Strategic Finance Business Partner stated that as of the end of August 2018 there was a forecast pressure of £5.4m on those budgets within the Children and Young People Committee's remit. The main changes since the previous month were an increase in the pressure on the Children in Care budget to £1.4m and the High Needs Top-Up Funding budget of £1.5m. In response to these pressures the Service Director for Childrens' Services and Safeguarding had gained agreement from other Eastern Region Local Authorities to reduce the expectation that Authorities would accommodate Unaccompanied Asylum Seeking Children (UASC) at a rate 0.07% of their total population of children and young people to 0.06%. As Cambridgeshire was already at 0.07% this would help reduce future numbers by assigning new arrivals to other Local Authorities within the region who were still below the threshold. Considerable work was also taking place in relation to High Needs pressures including a detailed discussion by the Cambridgeshire Schools Forum on 5 October 2018 and its establishment of a Working Group to examine the issue in more detail. There were no significant changes to report in relation to the five Children and Young People Performance Indicators currently graded as red. Due to the continued high level of demand for Childrens' Services the Committee was recommended to consider requesting that the General Purposes Committee (GPC) consider allocating up to £3.413m from the smoothing fund reserve to help address pressures on this budget in 2018-19.

The Chairman expressed his thanks to the Service Director for Childrens' Services and Safeguarding for his hard work in successfully re-negotiating the percentage of UASC accommodated within each of the Local Authorities in the Eastern Region to create a more equitable balance. He also expressed the hope that all members of the

Committee would feel able to join him in endorsing the recommendation to seek GPC's agreement to allocating monies from the smoothing fund reserve to address the significant pressures on the Children's Services budget in the current financial year.

Arising from the report:

- A Member asked about the implications of wider Children's Services pressures on the Staying Put budget. Officers stated that this needed to be considered in the wider context of the Placement Planning budget, but that it was acknowledged that Staying Put (Looked After Children remaining with their foster carers beyond the age of 16) was often a positive option;
- A Member asked whether the discussion about making a request to GPC in relation to the smoothing fund reserve should be deferred until the Committee discussed the Business Planning reports later in the agenda. Officers stated that the recommendation was to seek additional funds for the current financial year and so was distinct from the consideration of future budget funding;
- A Member asked the total size of the smoothing fund reserve. Officers undertook to check the exact figure and report back;  
(**Action:** Strategic Finance Manager)
- Officers stated that they were not aware of any other bids having been made so far to GPC in relation to the smoothing fund reserve.

It was resolved unanimously to:

- a) review and comment on the report;
- b) request that the General Purposes Committee allocate up to £3.413m from the smoothing fund reserve towards pressures in children's services budgets in 2018-19.

## **158. SERVICE COMMITTEE REVIEW OF THE DRAFT CAPITAL PROGRAMME 2019-20**

The Head of 0-19 Place Planning and Organisation stated that the report before the Committee represented an annual review of the People and Communities Directorate Capital Programme. Sections one to four contained standard information which was provided to all Policy and Service Committees whilst the information from section five onward related specifically to the business of the Children and Young People Committee. The Capital Programme had undergone a fundamental review and this had included identifying a number of projects for possible removal from the programme. Members' attention was drawn to a request to give an agreement in principle to including a new project in the programme at a later date to address longstanding issues at Abbey College in Ramsey, subject to a feasibility study. Officers also recommended a revision to Recommendation (b): to comment on the draft proposals for P&C's 2019-20 Capital Programme and endorse their development, to recognise that the Committee had requested a further report on the proposed amalgamation of Eastfield Infant and Nursey School and Westfield Junior School. The revised Recommendation would read: to comment on the draft proposals for P&C's 2019-20 Capital Programme and endorse their development, *with the exception of the Eastfield and Westfield capital scheme as this is the subject of a separate options appraisal which will be considered by the Committee at its meeting in November 2018.*

The Chairman stated that he had accepted two requests to speak on this item in relation to the proposal to remove planned works at Spring Common Academy from the

capital programme. He invited Councillor Tom Sanderson to address the Committee in his capacity as the local Member for Huntingdon West.

Councillor Sanderson stated that he had visited Spring Common Academy on a number of occasions and had been impressed by the difference being made to the lives of children and young people with severe and profound physical and learning difficulties and life-limiting conditions. However, classrooms and communal spaces needed to be adapted to meet students' needs and safeguarding requirements. Around 200 children and young people were currently on roll from across the county and they were entitled to suitable and safe facilities under the Special Educational Needs (SEN) Code of Practice. New specialist mobile classrooms had now been installed on site, but the school needed to be able to plan ahead and would be willing to co-operate with phased building work.

The Chairman thanked Councillor Sanderson for his comments and invited Dr Kim Taylor OBE, headteacher at Spring Common Academy, to address the Committee.

Dr Taylor stated that the current building had been designed to cater predominantly for children with moderate learning difficulties, but that 60% of current pupils were non-ambulatory and significant numbers had complex and profound needs requiring the use and storage of specialist living aids and medical equipment. The upper school had no sinks in classrooms or cubicle toilets and there was little space for the delivery of therapy. Some children were unable to move outside to reach other accommodation due to the implications for their health. The Academy Trust had assisted as far as possible, but she was concerned that a future Ofsted inspection might judge that the current building was not fit for purpose.

In discussion of the report:

- Officers stated that the Spring Common School capital project had a projected cost of £5.9m;
- A Member commented that they had previously been a Governor of Spring Common School for a number of years. The pupil intake had changed significantly over time and the severity of pupils' disabilities was now much greater. Their sense was that the existing buildings had been built for pupils with less complex needs than the current intake and they would be concerned if the Council was unable to find a way to help. They questioned whether there might be an intermediate solution which either cost less than the projected £5.9m or was spread over a number of years;
- A Member commented that their understanding was that when a school converted to academy status the Local Authority handed over the land and buildings and that they then became the responsibility of the Academy Trust and the Department for Education (DfE). They felt the discussion was symptomatic of wider confusion regarding the division of responsibilities between the Local Authority and Academy Trusts in relation to school buildings whereby academies were no longer accountable to the Local Authority, but would still look to the Local Authority to contribute to some costs. Officers clarified that the Local Authority had a different order of responsibility in relation to pupils at special schools as it was the Local Authority who commissioned their places.

Officers stated that the core issue at Spring Common related to the suitability of the buildings rather than their condition. The Trust had maintained the building well and invested in it, and because of that it could not draw down condition

funding from the Education and Skills Funding Agency (ESFA). In view of this the officers had been working with the academy to ameliorate the situation by providing two specialist temporary classrooms on site. These had been specially adapted to meet the needs of the pupils who would be using them and had been built to a specification which had been agreed by Dr Taylor. Planning permission for these temporary classrooms had been granted for five years, but subject to further planning consents they might last up to 30 years. The works which had been planned would bring the existing building up to the standards set out in the latest government Building Bulletin guidelines. Officers acknowledged that this was a difficult and emotive decision, but it was illustrative of the financial challenges which the Local Authority now faced. If Members wished, they could revisit the recommendation to explore deferring the planned works for a year or two or phasing the work in order to focus on key aspects.

- The Service Director for Education stated that the budget planning report included the assumption that that Spring Common project would be removed from the capital programme. If it was not the planned saving would have to be met from elsewhere. The findings of a recent sufficiency study had not yet been shared fully with schools, but it would be important to take into account the new special schools which would be opening at Northstowe and Alconbury;
- A Member commented that there appeared to be some uncertainty about whether the existing building was compliant with current Building Bulletin guidelines. The Head of 0-19 Place Planning and Organisation confirmed that the existing building met the standards in place at the time it was built, but that it would be deficient in some areas against the new Building Bulletin guidelines. Officers did not judge the school was at a point where it would risk being closed due to its condition;
- The Group Accountant stated that the £5.9m cost of the Spring Common works would all be funded through borrowing. Over the lifetime of the asset the actual cost would be around £10.5m, including interest charges;
- A Member commented that councillors had a responsibility for the wellbeing of Cambridgeshire's children. The Council had decided that these children should attend a special school and they found it intolerable that their basic hygiene requirements were not being met. They called on the Committee to direct officers to find a way to start the works programme at Spring Common;
- A Member asked whether some of the budget for temporary accommodation could be re-directed to part fund the works. Officers stated that this would have a knock-on effect on other planned projects;
- Members asked whether it would be possible to visit Spring Common School to see the situation first hand. Dr Taylor confirmed that she would welcome this and would facilitate any such visits;
- A Member asked whether there would be value in approaching the DfE to seek a funding contribution for the planned works at Spring Common. The Service Director for Education stated that the DfE did not provide any funding of this type for existing schools;
- A Member sought clarification of what was meant by the 'St Neots Eastern Expansion'. Officers stated that this referred to the expansion of Wintringham Park and Loves Farm which meant that the creation of an additional single form of entry primary school in the area was no longer needed.

Summing up, the Chairman stated that the Committee faced a number of extremely difficult decisions in relation to the capital programme. In order to obtain further detail to inform the Committee's decision on the Spring Common project the Chairman proposed an additional resolution, seconded by Councillor Every, that the Committee

*defer the decision on Spring Common Special School until sufficiency work had been carried out*

On being put to the vote it was resolved unanimously to:

- a) note the overview and context provided for the 2019-20 Capital Programme for People & Communities (P&C);
- b) comment on the draft proposals for P&C's 2019-20 Capital Programme and endorse their development, with the exception of the Eastfield and Westfield capital scheme as this is the subject of a separate options appraisal which will be considered by the Committee at its meeting in November 2018;
- c) agree that, following the Programme's adoption by full Council, where it proves necessary for new schemes to be added to the Capital Programme for the reasons identified in sections 5.10 and 5.11, these are detailed in the Finance Performance Report for approval initially by the Children and Young People (CYP) Committee and then the General Purposes Committee;
- d) defer the decision on Spring Common Special School until sufficiency work had been carried out.

#### **159. SERVICE COMMITTEE REVIEW OF DRAFT REVENUE BUSINESS PLANNING PROPOSALS FOR 2019/20 to 2023/24**

The Chairman noted that the Draft Revenue Business Planning Proposals report contained a confidential appendix and asked whether any members of the Committee wished to discuss that appendix. No Members expressed the wish to do so.

Officers gave a short presentation to provide additional context to the proposals contained in the draft revenue business planning proposals for 2019/20 to 2023/24. This described the significant and continuing pressures being faced across a range of services within the Children and Young People's remit and the savings which were still being delivered.

The Service Director for Children's Services and Safeguarding stated that the number of Looked After Children in Cambridgeshire remained higher than would be expected with the increase in associated costs. Officers were broadly satisfied that the right children were being taken into care, but work continued to move these children through the care system more quickly. Work was also being undertaken to look at alternatives to bringing older children into care where the impact was limited. It cost around £850 to place a child through an Independent Foster Care Agency compared with around £300-350 per week to place a child with an in-house foster care. The national shortage of placements meant that more young people went into residential placements at a cost of around £3,500 per week. In total an estimated pressure of £2.7m was forecast against the Children's Services budget by the end of the financial year. Officers judged that the number of children and young people in the County's care would only reduce when current restructuring of the Service was complete. It was forecast that Cambridgeshire would be back in line with its statistical neighbours in terms of the number of children in care by 2020/21. A programme in Hertfordshire which had led to a reduction in the number of children in care was currently being trialled in Peterborough. If successful this might be introduced in Cambridgeshire, but it would require upfront investment.

The Service Director for Education stated that pressures on the Education budget were driven by increased demand and a rapidly growing pupil intake. This placed pressure

both on services and on the number of school places required. Planning for the irregular changes in pupil numbers was hugely challenging and central Government funding was not meeting the growing basic need for school places in Cambridgeshire. The Cambridgeshire Schools Forum was kept fully briefed on the pressures which existed and remained strongly supportive. Pay increases and the associated increases in pension contributions needed to be managed from within existing resources and huge pressures existed on the High Needs Block, although Cambridgeshire still remained better placed on this than many shire counties. Home to school transport was also an area of significant pressure, particularly in relation to pupils with special educational needs and disabilities. Officers were working closely with colleagues in Peterborough and remained committed to delivering better outcomes and better quality services, but tough decisions were unavoidable.

Arising from the report:

- The Vice Chairwoman asked whether more detail was available in relation to the proposals contained in Section 5 of the report. Officers stated that the proposals and figures remained draft at this stage and that updated figures and proposals and the associated Impact Assessments would be presented again to the Committee in November and then in December in their final form for the Committee to endorse. The Chairman asked that Members should feedback to officers outside of the meeting if there were any specific proposals where they would like to see more detail;
- Paragraph 4.3: A Member asked what 'changing the way we organise our services to support people' and 'better managing the contracts we have with suppliers and external providers' meant in practice. The Executive Director for People and Communities stated new staff had been employed to increase the skill level of contract managers;
- Paragraphs 5.2, 5.3 and 5.6: A Member commented that there appeared to be reductions proposed in preventative Youth Offending and Early Years services. They expressed the view that reductions should not be made in preventative services. Officers undertook to provide more detail on this point and to check whether the budget line referred to at Paragraph 5.3 was no longer used;  
(**Action:** Strategic Finance Business Partner)
- Paragraph 5.9: A Member commented that small primary schools were the most likely to be affected by the proposal to reduce internal funding to school facing traded services (ICT and PE) as they would be unlikely to have the capacity to buy these services in from elsewhere;
- Paragraph 5.11: A Member asked whether the proposed changes to contracts would affect new or existing staff. Officers stated that it would initially be voluntary and that it needed to be tested to establish the level of take-up;
- Paragraph 5.12: The Vice Chairwoman asked for more information on the 'other interventions' mentioned in the report's next iteration.  
(**Action:** Strategic Finance Business Partner)

#### **160. PROPOSAL TO CLOSE THE RESIDENTIAL CHILDREN'S HOME AT VICTORIA ROAD, WISBECH**

The Service Director for Children's Services and Safeguarding stated that the Victoria Road residential children's home had offered accommodation for five children and young people and provided a base for a range of outreach services. The outreach services had been relocated and were not affected by the proposal to close the residential element of the building. The accommodation had been empty since June



2018 and the two young people resident at the time had been relocated to alternative accommodation. At the point of closure there had been a longstanding difficulty in recruiting the necessary staff. The existing staff had been redeployed to fill vacant posts elsewhere within the Council. The closure was in line with the current practice of having smaller or more specialist residential settings and would generate net savings of around £300k per year. Work was continuing to establish whether the building could be used for an alternative purpose by the People and Communities Directorate or whether it should be offered up for possible disposal.

Arising from the report:

- A Member asked about the alternative accommodation provided to the two young people who had been moved out of Victoria Road. Officers stated that one had completed a planned move into semi-independent accommodation and the other had moved to another residential home;
- A Member asked about the impact of the closure of the Hawthorns Residential Children's Home. Officers stated that the Hawthorns had faced similar difficulties in maintaining an appropriate staffing complement and that the closure had gone smoothly. The Executive Director for People and Communities stated that there was only a small number of children and young people for whom a family setting was not appropriate. These young people had very specific challenges and needs and in these cases it was preferable to look across the whole of the independent sector to identify the specialist provision which they needed. This could be a costly option, but in this small number of cases the cost was justified;
- The Vice Chairwoman expressed concern that a private sector company might purchase the building and run an independent residential setting which might not necessarily provide homes to Cambridgeshire children. Officers stated that no decision had yet been reached on whether the site would be re-purposed within the People and Communities Directorate. If it was not it would be for the Commercial and Investment Committee to consider whether it should be retained or disposed of and members of the Children and Young People Committee could make representations at that time.

It was resolved unanimously to:

- a) note the content of the report;
- b) accept the recommendation to close the residential children's home at Victoria Road, Wisbech;
- c) note that funds released through this decision will be used to contribute to the cost of placements for children in care;
- d) note that officers are seeking to ensure that as many members of staff affected by this decision are offered alternative employment opportunities as possible.

## **161. SCHOOL ADMISSIONS AND TRANSPORT OUTCOME FOCUSE REVIEW: PHASE 2 UPDATE**

The Chairman advised those present that he had exercised his discretion to accept the Schools Admissions and Transport Outcome Focused Review as a late report on the following grounds:

1. Reason for lateness: Officer illness.
2. Reason for Urgency: To enable the next stages to be developed.

The Transformation Adviser stated that in autumn 2017 Council services had been asked to conduct a series of outcome focused reviews (OFRs) which would include an in-depth evaluation of the activities which services delivered, why the service delivered those activities and how the activities were delivered. The OFR of the School Admissions and Education Transport Services was launched in November 2017. This recognised that the two services were closely linked and that the ability of the two teams to collaborate effectively had significant implications for parents' overall experience.

Arising from the report:

- A Member commented that Post 16 transport of was of particular significance in rural areas and asked what research had been carried out into the impact of the recommendations on this user group. The Service Director for Education stated that the current Post 16 transport offer was slightly above statutory requirements. Whilst there were no proposals to extend that entitlement there was still a conversation to be had around making the best use of the funding available. This formed part of the wider picture of Post 16 education as a whole and the gaps which existed in rural communities in relation to Post 16 provision which needed to be explored;
- A Member commented that some Local Authority responsibility to coordinate the award of government funding which could be used to meet transport costs had been transferred to schools with sixth forms and Further Education colleges. Officers clarified that this was known as the Post-16 Bursary and each school or college set their own eligibility criteria. It was not proposed to remove the current Local Authority subsidy for those Post-16 students meeting the low income criteria;
- A Member asked whether schools had been consulted about the proposal that they take greater responsibility for organising Post 16 transport. Officers stated that schools were aware that this option was being considered and that a consultation would form part of the planned future work;
- A Member expressed the hope that the learning gained through the Total Transport project, including offering up spare seats to other users, would be utilised as part of the current review.

It was resolved:

- a) that the Local Authority establishes a Transport board to evaluate the Council's position on its future role in facilitating access to education within the area of Post-16 Education Transport, informed by additional engagement with schools and customers, and that the strategy will be reported to the Children and Young People Committee for final approval;
- b) to make website content more accessible and provide well-timed guidance to residents in order to reduce demand on customer services;
- c) resource needs to be dedicated to implement improvements to the systems that the services use in order to streamline processes for the customer, adapt to customer needs, and enable more efficient back-office processes for the team;
- d) to re-introduce an opt-in system for secondary transport in order to reduce additional unused capacity;
- e) Services working more closely together by co-locating the School Admissions and Education Transport team;
- f) development of more robust reflective practices.

## INFORMATION AND MONITORING ITEMS

### 162. FREE SCHOOL PROPOSALS

The Head of Place Planning 0-19 and Organisation gave the following updates to the information contained in the report:

#### Wave 12

- Paragraph 3.1 - Godmanchester Secondary Academy: A response had now been sent to the Department for Education (DfE);
- Paragraph 3.4 - St Bede's Inter-Church School: New information indicated that the Trust was now focusing on a possible secondary school in Soham. Existing schools in the area were expressing concerns and officers had reservations regarding basic need. The DfE was investigating the proposals and the Committee would be kept informed of any developments.

#### Wave 13

- Paragraph 4.1.4: The DfE was currently carrying out a sift of expressions of interest and not all of these would result in an application being submitted.
- Paragraph 4.3 – Special or Alternative Provision Free Schools: A decision on whether to pursue this would be subject to the outcome of the county-wide review of special school provision currently taking place.

Arising from the report and the verbal updates provided:

- A Member sought more information on the statement that Longsands Academy and Ernulf Academy in St Neots were both now part of the Astrea Academy Trust. Officers stated that following discussions with the Regional Schools Commissioner the Astrea Academy Trust had been invited to take those schools on;
- A Member commented that a letter had been circulated in relation to the possible new school in Soham suggesting that parents wanting a religious education for their children should make contact. The Co-opted Member representing the Diocese of Ely stated that the Diocese had some concerns regarding the Soham proposal. The Diocese had made contact with the potential sponsor, who was not connected to the Diocese of Ely Multi Academy Trust, and they did not appear to be aware of the issue of demographic need. The Service Director for Education stated that a press release had been issued stating that there was no basic need for an additional secondary school in Soham;
- Officers confirmed that the Wave 12 application relating to the Wing Primary (Anglian Learning Trust) was progressing, but that officers had no new information to report at this stage;
- Several Members re-stated their opposition to building new schools where there was no basic need.

It was resolved to:

- a) note the latest position regarding Wave 11 and Wave 12 free schools in Cambridgeshire;
- b) note the level of interest with regard to establishing new schools in Cambridgeshire via Wave 13 of the government's central free school programme.

## 163. CHILDRENS' SERVICES FEEDBACK ANNUAL REPORT 2017/18

The Service Director for Children's Services and Safeguarding stated that it was a statutory requirement that the Children and Young People Committee receive an annual report on Children's Services complaints. Some were dealt with through the corporate complaints procedure rather than through Children's Services, but in total numbers were very low. The Customer Service Manager stated that the report covered the period from April 2017 to March 2018. During that period the number of complaints made equated to around 3% of the cases open to Children's Social Care. There had been a slight drop in the number of compliments recorded in the period, but some teams collated these separately.

Arising from the report:

- A Member sought clarification of the distinction between statutory and corporate complaints. Officers stated that the statutory complaints process comprised three stages: Stage 1 complaints where a local resolution was sought; Stage 2 complaints which could not be resolved locally and were referred for independent investigation; and Stage 3 complaints which were reviewed by a panel of independent people who reviewed the Stage 1 and 2 complaints and reached a final decision. Any complaints falling outside of the guidelines for statutory complaints about Children's Social Care were dealt with under the Council's own corporate complaints procedure. Until 2017 only statutory complaints had been recorded, but now both statutory and corporate complaints regarding Children's Social Care were recorded to ensure a complete picture;
- Members asked that future reports should include the number of complaints received by electoral district in addition to being shown by Social Care District/Area teams;  
(**Action:** Customer Service Manager)
- Graph 7: The Chairman of the Corporate Parenting Sub-Committee asked for more information about the complaints which had been made by Looked After Children in the period covered (suitably anonymised);  
(**Action:** Customer Care Manager)
- A Member noted the number of enquiries from local Members of Parliament had increased and asked why this might be the case. The Executive Director for People and Communities stated that she saw local MPs regularly and encouraged them to raise issues so that they could be dealt with quickly. Sometimes several enquiries might be received in quick succession relating to a single complaint where a complainant chose to involve their local councillor or MP either before contacting the Council themselves or at the same time;
- A Member noted that the report did not include information about transport appeals. The Service Director for Education stated that an annual officer report was produced on this which could be circulated to Members for information.  
(**Action:** Service Director for Education)

It was resolved to:

- a) consider the content of the report and appendix;
- b) request a further report in 12 months.

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

The Chairman stated that the Constitution and Ethics Committee was conducting a review of appointments to outside bodies across all Committees and that its findings would be reported in due course. Members reviewed the agenda plan, Committee appointments and the Committee training plan.

It was resolved to:

- a) note the following change to the published agenda plan: Placement Sufficiency for Looked After Children: Six Month Update Report deferred to January 2018;
- b) appoint Councillor Samantha Hoy as the Children and Young People's representative on the Communities and Partnership Committee's Poverty Working Group.

Chairman  
(date)



**CHILDREN AND YOUNG  
PEOPLE COMMITTEE**

**Minutes-Action Log**



**Introduction:**

This log captures the actions arising from Children and Young People Service Committee meetings and updates Members on progress. It was last updated on **29 October 2018**.

Minutes of the meeting on 13 March 2018					
98.	Child and Family Centres Update	Jon Lewis	To keep the Committee informed of developments relating to The Field's Centre.	<b>12.06.18:</b> A balanced budget has been received and adjustment to offer shared with parents. <b>27.10.18:</b> Meeting planned with the Fields in November.	<b>Review in Autumn term</b>

## Minutes of the meeting on 13 March 2018

101.	<b>Educational Performance in Cambridgeshire in the 2016/ 17 Academic Year</b>	<del>Hazel Belchamber</del> <b>Lou Gostling</b>	To reflect on how elements of the detailed supporting data might be included with future reports, perhaps via separate document or web link.	<b>03.09.18:</b> Reassigned to the Business Intelligence Team.  <b>09.10.18:</b> Will be included in the report to Committee in January 2019.	<b>On-going</b>
102.	<b>Delivering the Extended Entitlement to an additional 15 hours free childcare for eligible 3-4 year olds</b>	<b>Sam Surtees</b>	To explore running a pilot project with a group of GP surgeries and to provide information on the extended entitlement to town and parish councils to enable them to signpost their residents.	<b>29.06.18:</b> This will be explored during the Autumn and a further update provided then.  <b>09.10.18:</b> Will be included in the report to Committee in January 2019.	<b>On-going</b>



## Minutes of the meeting on 10 July 2018

130.	<b>Update on Domestic Abuse and Sexual Violence Work in Children and Education Services</b>	<b>Sarah Ferguson</b>	<p><b>10.07.18:</b> To provide an information report on how children at risk were identified by front line services, possibly through the Local Safeguarding Children Board.</p> <p><b>09.10.18:</b> A Member asked for clarification of whether CYP would be receiving the information report which had been requested in addition to being advised of the outcome of the planned review.</p>	<p><b>03.10.18:</b> Update sent by email to all Committee members.</p> <p><b>12.10.18:</b> Update sent by email. Officers have confirmed that this can be done, and that it will be based on the scoping report which the Domestic Abuse and Sexual Violence (DASV) Delivery Board will be considering at its meeting in November 2018.</p>	<b>On-going</b>
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## Minutes of the meeting on 11 September 2018

139.	<b>Recommissioning of Young Carers Services across Cambridgeshire and Peterborough (KD2018/064)</b>	<b>Will Patten/ Richenda Greenhill</b>	The Service Director for Commissioning to advise when he has exercised delegated authority to commit funding at the time of the award of the contract.		
142.	<b>Finance and Performance Report July 2018</b>	<b>Jon Lewis</b>	Future reports on SEND sufficiency and the Outcome Focused Review of school admissions and transport to cover the possibility of seeking Transformation Funding to fund work on SEND transport.	<b>09.10.18:</b> Noted. Work on SEND Sufficiency was continuing and a report would be brought to the Committee in January 2019.	<b>January 2019</b>
		<b>Tom Barden</b>	To ensure in future reports that all graphs and tables are clearly legible in black and white copy.		
		<b>Jon Lewis</b>	To circulate Ofsted figures relating to academies.	<b>09.10.18:</b> This is being produced and will be shared in November 2018.	<b>On-going</b>
143.	<b>Childrens Services Budget Pressures</b>	<b>Lou Williams</b>	To provide an update on the position in relation to family meetings in the next relevant report to Committee.		
144.	<b>Update on Education Strategy and Plan</b>	<b>Jon Lewis</b>	To circulate a copy of the document setting out the LA's statutory responsibilities.	<b>10.10.18:</b> Circulated to the Committee by email.	<b>Completed</b>

**Minutes of the meeting on 9 October 2018**

155.	<b>Exemption and delegation to award for LAC and Independent Special Educational Needs (KD2018/073)</b>	<b>Wendi Ogle-Welbourn/ Richenda Greenhill</b>	The Executive Director for People and Communities to advise when she has exercised delegated authority to award the Dynamic Purchasing System, as specified in the report.		
157.	<b>Finance and Performance Report – August 2018</b>	<b>Martin Wade</b>	To advise on the total size of the smoothing fund reserve.	<b>23.10.18:</b> The total smoothing fund reserve for 2018/19 is £3.413m. It was agreed today by GPC to approve the allocation of the full £3.413m towards pressures in children's services budgets in 2018-19.	<b>Completed</b>
159.	<b>Service Committee review of the draft revenue business planning proposals for 2019/20 to 2023/24</b>	<b>Tom Kelly/ Tessa Adams</b>	Paragraph 5.12: To include more information on the 'other interventions' mentioned in the report's next iteration.		
163.	<b>Childrens' Services Feedback Annual report 2017/18</b>	<b>Jo Shickell</b>	Future reports to include the number of complaints received by electoral district, in addition to being shown by Social Care District/Area teams.	<b>16.10.18:</b> This will be reflected in future reports.	<b>Completed</b>
		<b>Jo Shickell</b>	Graph 7: To provide more information about the complaints which had been made by Looked After Children in the period covered (suitably anonymised).	<b>22.10.18:</b> Details sent to members of the CYP Committee and Corporate Parenting Sub-Committee.	<b>Completed</b>

		<b>Jon Lewis</b>	To provide a copy of the annual officer report on education transport appeals for information.	<b>27.10.18:</b> Will be circulated to committee in November with Admissions annual report.	<b>On-going</b>
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**UPDATE ON CHILD AND FAMILY CENTRES AND EXEMPTION TO EXTEND THE CONTRACT WITH ORMISTON FAMILIES FOR THE PROVISION OF CHILD AND FAMILY CENTRE SERVICES FOR MARCH, CHATTERIS AND WHITTLESEY**

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

*Meeting Date:* **13th November 2018**

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

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

*Forward Plan ref:* **2018/075** *Key decision:* **Yes**

*Purpose:* **To update Members on the implementation of the Child and Family Centre offer.**

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

- a) note work done to date and details of the new service offer from April 2018;**
- b) agree the direct award of a contract with Ormiston Families Trust for the provision of Child and Family Centre services to March, Chatteris and Whittlesey to 31st March 2020; and**
- c) consider how often it wishes to receive an update on this area.**

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Helen Freeman	Names:	Cllrs Simon Bywater/Samantha Hoy
Post:	Children's Commissioner	Post:	Chair/Vice-Chair
Email:	<a href="mailto:Helen.freeman@cambridgeshire.gov.uk">Helen.freeman@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:Simon.bywater@cambridgeshire.gov.uk">Simon.bywater@cambridgeshire.gov.uk</a> <a href="mailto:Samantha.hoy@cambridgeshire.gov.uk">Samantha.hoy@cambridgeshire.gov.uk</a>

## 1. BACKGROUND

- 1.1 This paper updates Committee on the progress to date on the implementation of the Child and Family Centre offer, and requests the agreement of the committee for the extension of the contract with Ormiston Families via direct award for a further 12 months (see section 3).
- 1.2 This service redesign was agreed at full council in October 2017 following on from a public consultation on the future shape of Children's Centres in the county. The new offer is designed to be more responsive to the needs of a rapidly changing county by being increasingly flexible and targeted towards meeting families' needs locally, whilst delivering the agreed savings target (£900k (Business Plan Ref A/R 6.224 and F/R 6.110) in 2018/19).
- 1.3 The Child and Family Centre model is delivered in a mixed model approach of providers. This consists of internally delivered provision, delivery via Memorandums of Understanding with two maintained nursery schools, and a contract with Ormiston Families Trust in South Fenland.

## 2. IMPLEMENTATION UPDATE

- 2.1 As previously reported to this committee on 13th March 2018, an implementation board has been established that provides strategic leadership, oversight, challenge and decision making to enable the successful delivery of the new service from April 2018. The board oversees and drives the work of five work streams which are workforce, specification and commissioning, service offer, property, and communications.

Following an intensive period of work to implement the new model, the implementation board is now moving in to business as usual. This report gives an update on the progress of these workstreams.

- 2.2 Specification and Commissioning  
A new specification for Child and Family Centres was developed as part of this process. This specification reflects the key changes brought about from the consultation.

New contracts and Memorandums of Understanding with external providers have been established. External providers no longer commissioned to deliver services to the new model were decommissioned from 1st April 2018. 19 Staff transferred over to Cambridgeshire County Council as part of this process.

- 2.3 Workforce  
A large workforce consultation to move to the new structure was completed at the end of 2017. Between January and March, management and frontline staff were reconfigured to the new model. This included 19 people transferring in under TUPE to the Local Authority from 5 external providers.

As vacancies were responsibly managed in the period leading up to the consultation, this restructure was held without any compulsory redundancies being necessary.

Recruitment to remaining vacancies took place between March and July 2018, vacancy levels across the county are now at a low level.

The opportunity was taken to align the Family Work role with the wider District Early Help offer, and the Child and Family Centre Worker post was also regraded to better reflect their district wide role.

## 2.4 Property

All of this work was done ensuring we were in keeping with the clawback regulations with respect to protecting use of these sites for families with young children. These are outlined in the finance section.

The new model allows us to work in a new way, moving from a large number of fixed delivery sites to a smaller number of centres and zones supported by a flexible and responsive outreach offer. As a result of this, we have worked with colleagues from our 0-19 Sufficiency team and Property Services to change the use of a number of sites and to enable expansion of childcare space. An update for each district is given below.

### 2.4.1 *Cambridge City*

Site	Update
North Cambridge, The Fields, Chesterton and Trumpington (Fawcett)	These four sites now operate as Child and Family Centres and Zones.
Brookfields (Peacock Centre)	The Child and Family Centre is now delivering regular services from the newly opened Peacock Centre including a new parent group and family worker support sessions.
Central Library	Youth support services are held regularly in the Library alongside family activities. We are working with library colleagues to look at how we can further enhance this offer.
Clay Farm	The Child and Family Centre is now delivering regular activities from the newly opened Clay Farm Centre.
Arbury	This small venue is no longer used as a Children's Centre. The building which was mainly an office base is owned by Cambridge City Council and has been handed back to them. Service delivery for the area continue from community venues such as St Luke's church.
Cherry Hinton	The site is no longer used as a designated Children's Centre, however the Child and Family Centre and Health teams continue to deliver regular groups from the building.
Homerton	This site is no longer used as a Children's Centre. The space is now used by the Nursery School for the delivery of Early Years childcare.
Romsey Mill	This site is no longer used as a Children's Centre. The Romsey Mill organisation own the building and continue to deliver services for children and young people from the building.

#### 2.4.2 *East Cambridgeshire*

Site	Update
Ely, Littleport, and Soham	These three sites now operate as Child and Family Centres and Zones.
Ely Library	Youth and Adult Learning services are run regularly in the Library. There is currently some work taking place in the building to update the lift and make the space more suitable for all members of the community. There will be further work to increase the delivery of Child and Family Centre services from this building.
Bottisham	This site is no longer a designated Children's Centre. The District Early Help team remain based in the building. Midwifery and Health Visiting teams continue to deliver clinics and groups, and the Child and Family Centre continue to offer outreach sessions from the building.
Sutton	Sutton is no longer a designated Children's Centre. The building is used by a range of providers for the delivery of childcare for 0-5s, as well as community activities. There will continue to be delivery of Child and Family Centre outreach sessions from the building including health visiting clinics.

#### 2.4.3 *Fenland*

Site	Update
Chatteris, March, Wisbech South and The Oasis Centre (Wisbech)	These four sites now operate as Child and Family Centres.
Whittlesey, New Road/ Scaldgate	The New Road site currently operates as a Child and Family Zone, however it is planned that this will move to the nearby Scaldgate building. This will allow for the existing space to be used to create additional school places and for the Child and Family Zone to be located with a range of other family and youth services already based at Scaldgate. It is planned that the new site will open in early 2019.
Murrow	This site is no longer a designated Children's Centre. The building is now used for delivery of childcare for 0-5s. The Child and Family Centre continue to serve Murrow and the surrounding villages via outreach sessions delivered from a range of community venues.



#### 2.4.4 *Huntingdonshire*

Site	Update
Eaton Socon, Eynesbury, Huntingdon Nursery, Ramsey and St Ives	These five sites now operate as Child and Family Centres and Zones.
Huntingdon Youth Centre	This site now operates as a split site Child and Family Centre with Huntingdon Nursery, with youth activities being delivered from this site.
Sawtry, Infant School/ Youth and Community Centre	The Child and Family Zone has now moved from the infant school site to the Youth and Community Centre. There will continue to be 0-5 childcare delivered from the infant school site. The move to the newly refurbished Sawtry Youth and Community Centre allows people to access Child and Family Centre services alongside a range of other services delivered from the building, including the Library.
Farcet	This site is no longer used as a designated Children's Centre. There will continue to be delivery of 0-5 childcare from the building, as well as a range of Child and Family Centre outreach sessions, Health clinics, Special Educational Needs and Disability (SEND) activities and delivery by other Cambridgeshire County Council (CCC) services.
Godmanchester	This site will no longer be used as a designated Children's Centre, space will be used for the delivery of childcare for 0-5s. The Child and Family Centre team will continue to deliver a range of outreach activities in the area including Godmanchester Baptist Church.
Brampton	This site is no longer used as a designated Children's Centre. The space will be used for the delivery of childcare for 0-5s. The Child and Family Centre team will continue to deliver a range of outreach activities in the area including at RAF Brampton
Somersham	This site is no longer used as a designated Children's Centre. The space will be used for the delivery of childcare for 0-5s. The Child and Family Centre team will continue to deliver a range of outreach activities in the area including from this site.

#### 2.4.5 South Cambridgeshire

Site	Update
Cambourne	This site now operates as a Child and Family Centre.
Waterbeach	This site now operates as a Child and Family Zone.
Northstowe	This new site will operate as a Child and Family Zone. There is already some Child and Family Centre outreach delivered from the site including a weekly stay and play.
Sawston	This site now operates as a Child and Family Zone. It is planned for the Child and Family Zone to relocate to the Sawston Community Hub building in due course.
Melbourn	This site now operates as a Child and Family Zone. Due to an extension to the space for the onsite pre-school we now have increased capacity at this site.
Bar Hill	This site is no longer used as a designated Children's Centre. The space is now used for the extended delivery of childcare for 0-5s by a local provider.
Bassingbourn	This site is no longer used as a designated Children's Centre. The space will be used for the delivery of childcare for 0-5s. Health services, including midwifery, and regular Child and Family Centre outreach activities will continue to be delivered from this site.
Caldecote	This site is no longer used as a designated Children's Centre. The space will be used for the delivery of childcare for 0-5s. The school site is still used for SEND activities.
Histon	This site is no longer used as a designated Children's Centre. Histon Early Years Centre will continue to deliver childcare for 0-5s from the site. The Child and Family Centre team will continue to deliver a range of outreach activities in the area including a stay and play in Cottenham.
Linton	This site is no longer used as a designated Children's Centre. The Child and Family Centre team will continue to deliver a range of outreach activities from the site including a young parents group and midwifery services.
Papworth	This site is no longer used as a designated Children's Centre. The space will be used for the delivery of childcare for 0-5s. The Child and Family Centre team will continue to deliver a range of outreach activities in the area from the Papworth Studio.

## 2.5 Service Offer

### 2.5.1 *South Cambridgeshire*

There has been a significant staffing restructure in this district, joining together three separate staff teams across a large area. Recruitment to the final management posts was completed in July and the new team has already been able to see the benefits of district-wide working such as simplified processes and less transitions between service teams.

The team has prioritised working with local communities to ensure the expanded outreach offer delivers the right services in the right places, building on existing community-based provision. The first groups have started in Northstowe, with ongoing community engagement alongside local partners continuing to assess the rapidly changing needs of this growing new community.

### 2.5.2 *Cambridge City*

Families in Cambridge City can now access Child and Family Centre services from a range of sites. These have been complemented by the outreach offer from existing venues such as Storey's Field Centre and Bewick Bridge Primary School, in addition to delivery of activities from the new Peacock Centre and Clay Farm venues.

Prior to the consultation the Children's Centre teams in the City were employed by four separate employers. A major achievement for the staff has been the integration of these teams and processes in a short timescale. This has enabled the staff to deliver a full and varied programme of services for families in Cambridge without disruption even during the implementation period.

#### **Delivering to New Communities**

The new service was designed to be more responsive to the needs of a rapidly changing county by being increasingly flexible and targeted towards meeting families' needs locally. Our work in emerging and developing new communities across the county is a good example of this.

The southern fringe of Cambridge City is one such area, and our activities delivered from the newly opened 'Clay Farm' centre are serving this expanding community. As well as supporting parenting classes in the centre, our weekly Story and Rhyme time session is attracting an average of 70 people per week. Sarah who runs this session has been pleased with how much the group is enjoyed and how positive the links with the onsite library have been. There has been noticeable improvements in the speech and language abilities of a number of the children attending the sessions.

### 2.5.3 *East Cambridgeshire*

In East Cambridgeshire Child and Family Centre services are now delivered from Child and Family Centres and Zones in Ely, Littleport and Soham. The period of change had resulted in this team operating at a high vacancy rate, and the implementation of the new offer has enabled these posts to now be filled so the district is fully staffed.

The service is now feeling settled is looking at developing the local vision for how and

where services are delivered in the future to best suit the needs of the area. New projects include partnership work with the district council and third sector partners to better support families accessing local foodbanks, also piloting the use of Instagram to communicate with families.

#### 2.5.4 *Fenland*

Child and Family Centre services in Fenland continue to be delivered directly by the County Council in the Wisbech area, with Ormiston Families Trust delivering Child and Family Centres for the south Fenland area (March, Chatteris and Whittlesey). These have been complemented by a growing range of outreach venues (see below).

The Wisbech team is about to pilot a new integrated approach to antenatal education, alongside colleagues for health visiting and midwifery. This will use the 'pathway to parenting' model that has been successful across the border in Norfolk. Colleagues in South Fenland are focusing on the development of a new parent support offer for SEND families, and looking into new communication methods with parents via Twitter.

##### **Building the outreach offer**

As part of the new Child and Family Centre approach agreed at full council last year, we decided to no longer keep a designated centre in the village of Murrow, and instead serve the north Fenland villages via an expanded outreach offer.

The Wisbech team have developed a new 'Happy Hands' activity programme, designed to support children's early development and improve parental skills and confidence. Happy Hands launched in Friday Bridge last term will be delivered to families in Murrow and Parson's Drove this term. This is alongside supporting other outreach activities in villages including Gorefield and Tydd St Giles. A parent attending one of our new Happy Hands sessions told us:

"Absolutely brilliant- thank you. So grateful for something happening in the village so we can easily get to it and get out of the house."

#### 2.5.5 *Huntingdonshire*

There has been significant changes in this area, bringing together two separate teams into a single management structure across a large geographical patch. Filling vacancies, including to the management structure is now nearly complete. The team's focus has moved from ensuring a stable delivery of services during the transition, to focusing on future development of the offer in response to understanding local need.

The district team is contributing to the support of a large proportion of local families open to social care, in line with the ambition in the restructure to ensure a particular focus on our most vulnerable families. A 'Healthy Relationships' course is a new programme being piloted to offer support to families affected by domestic abuse.

### 2.6 Communications

#### *Branding*

The new Child and Family Centre logo is in use in branding across all Child and Family Centres. There is some outstanding work to complete the updating of signage on buildings across the county to reflect the change to the new offer. This work is being

completed in conjunction with Communications and Property colleagues.

#### *Website*

Updates have been made to the website to reflect the new offer. Additional work is planned to enhance the online offer for families as part of the larger piece of work looking at integrated services across health and children's services.

#### *Social Media*

The Child and Family Centre social media offer has been updated across the county to reflect the new offer. New branding is in place, and there are now District rather than locality based Facebook pages. Child and Family Centres continue to receive good engagement on their Facebook pages, and are currently exploring how Instagram or Twitter could be used to enhance the online offer.

Cambridge City - <https://www.facebook.com/cambridgeshirechildandfamilycentre/>  
East Cambridgeshire - <https://www.facebook.com/EastCambsChildandFamilyCentres/>  
Huntingdonshire - <https://www.facebook.com/huntingdonshirechildandfamilycentres/>  
South Cambridgeshire - <https://www.facebook.com/SouthCambsChildandFamilyCentre/>  
South Fenland - <https://www.facebook.com/ormistoncambs/>  
Wisbech - <https://www.facebook.com/Oasis-Wisbech-South-Murrow-Childrens-Centres-1677535419163298/>

2.7

## Finance

### *Sure Start Capital*

We identified as part of these changes the need to be mindful of any liability for capital clawback from the Department for Education which had been invested under the Sure Start programme. The guidelines around this meant that we needed to protect any asset wholly or partly funded for delivery of services for 0-5s.

Officers have worked closely with colleagues from the Department of Education (DfE) to update on the new use of these buildings. The DfE have confirmed that Cambridgeshire County Council are not liable for the payment of any clawback as a result of the change of use of these sites. The DfE retain an interest in these sites, and any future changes to the use of these buildings must be reported to the DfE via the pro forma process.

### *Update on the Programme Savings*

We are currently forecasting that overall, the agreed savings target of £900k will be delivered in full in 2018/19, with savings from management costs, buildings and infrastructure costs and business support costs.

Of the available budget to deliver the Child and Family Centre Offer, £672k is allocated to external providers; two maintained nursery schools - Huntingdon Nursery and The Fields - and Ormiston Families Trust in South Fenland. Within the terms of the Memoranda of Understanding and service contracts respectively, the providers set their own budget to deliver to the service specification, apportioning their costs across the key areas of Management, Buildings and Infrastructure, Business Support and Front Line Delivery. For the internally delivered provision only, in 2018/19 we have budgeted to spend £712k on Management, £422k on Business Support and £2,213k on Front Line Delivery.

As outlined in section 2.4, there has been some delay in moving out of some properties. Consequently this has delayed the delivery of approximately £30k of the planned property and infrastructure element of the saving. This is a one-off issue for the 2018/19 budget only and we expect this element of the overall planned saving will be delivered in full on a permanent basis from 2019/20. In 2018/19, we will cover this pressure in full by allocating salary vacancy savings that were accrued at the start of the financial year as we worked to recruit to vacancies that remained after the initial staff preferencing process and recruitment to management posts.

## 2.8 Next Steps

Officers would welcome guidance on how often updates are required. We have planned to come back to Children and Young People Committee with a full year one report next summer. Following that updates could be part of business as usual if that approach is agreed.

## 3. **PROVISION OF SERVICES IN SOUTH FENLAND**

### 3.1 Ormiston Families Trust is commissioned to deliver Child and Family Centre services to the South Fenland area (covering March, Chatteris and Whittlesey). Their current contract is due to end on the 31st March 2019.

We are requesting agreement to extend the current contract with Ormiston Families Trust, until 31st March 2020, in order to maintain service continuity until proposals for the wider Children, Young People and Families (CYPF) workstream are further developed. The CYPF programme is aiming to integrate services across Peterborough and Cambridgeshire and includes within scope the Healthy Child Programme (health visiting, Family Nurse Partnership, school nursing), Clinical Commissioning Group (CCG) commissioned and specialist therapies. Looking at the Child and Family Centre offer as part of this process will enable us to identify opportunities for more joined-up support for families.

We are asking Committee to agree an extension to the contract that was directly awarded to Ormiston without competition in April 2018 for a further 12 month period, based on current specifications and financial costings (£399,000 PA). There was no extension option included in the current contract, so this is an extension outside of the original contract terms and conditions. This will allow for ample time to determine the health delivery moving forward and to properly evaluate future requirements in order to conduct the necessary steps to ensure the alignment and integration of services.

The Joint Commissioning Board gave approval, subject to member agreement at its September meeting. It was noted that until further work had been completed as part of the CYPF programme, options for the continuation of services delivered through other contractual arrangements cannot be progressed.

If this is agreed by committee, officers will publish a voluntary ex ante transparency notice (VEAT Notice) in the Official Journal of the European Union outlining our intention to enter into the contract.

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

##### **4.1 Developing the local economy for the benefit of all**

There are no significant implications for this priority as this is an update on implementation of a previously agreed change.

##### **4.2 Helping people live healthy and independent lives**

There are no significant implications for this priority as this is an update on implementation of a previously agreed change.

##### **4.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority as this is an update on implementation of a previously agreed change.

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

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

The report above sets out details of significant implications in section 2.7.

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

The report above sets out details of significant implications in section 3.

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

The report above sets out details of significant implications in section 3.

##### **5.4 Equality and Diversity Implications**

There are no significant implications within this category as update on implementation only.

##### **5.5 Engagement and Communications Implications**

There are no significant implications within this category as update on implementation only.

##### **5.6 Localism and Local Member Involvement**

There are no significant implications within this category as update on implementation only.

##### **5.7 Public Health Implications**

The ability to extend via direct award the contract for South Fenland provision to

Ormiston Families will allow time to determine the health delivery moving forward and to properly evaluate future requirements in order to conduct the necessary steps to ensure the alignment and integration of CYPF services.

<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Martin Wade
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes Name of Officer: Paul White
<b>Has the impact on statutory, legal and risk implications been cleared by LGSS Law?</b>	Yes Name of Legal Officer: Virginia Lloyd
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Sarah-Jane Smedmor
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Jo Dickson
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Wendi Ogle-Welbourn
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Raj Lakshman/ Liz Robin

## **SOURCE DOCUMENTS**

<b>Source Documents</b>	<b>Location</b>
Children's Centre public consultation response document	<a href="https://cmis.cambridgeshire.gov.uk/ccs_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/650/Committee/20/SelectedTab/Documents/Default.aspx">https://cmis.cambridgeshire.gov.uk/ccs_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/650/Committee/20/SelectedTab/Documents/Default.aspx</a>



**EXPANSION OF THE BELLBIRD PRIMARY SCHOOL, SAWSTON**

**To:** Children & Young People's Committee

**Meeting Date:** 13 November 2018

**From:** Wendi Ogle-Welbourn, Executive Director: People & Communities

**Electoral division(s):** Sawston and Shelford

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

**Purpose:** To seek the Committee's approval for the permanent expansion of The Bellbird Primary School, Sawston from 315 to 420 places in response to demographic changes in the local area.

**Recommendation:** The Committee is asked to

- a) Note the current and projected demographic pressures and the strategic mitigations proposed to address these;
- b) Note the statutory consultation process to seek feedback on the proposal to increase the physical capacity of The Bellbird Primary School and the concerns raised by The Icknield Primary School; and
- c) Approve the proposal to expand The Bellbird Primary School from 315 to 420 places and for officers to seek approval from the Office of the Schools Adjudicator to delay the implementation of the increase in the school's Published Admission Number (PAN) from 45 to 60 until September 2020 in response to the concerns raised by The Icknield Primary School.

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

- 1.1 The Council has a statutory duty to provide a school place for every child living in its area of responsibility who is of school age and whose parents want their child educated in the state funded sector. To achieve this, the Council has to keep the number of school places under review and to take the appropriate steps to manage the position where necessary. The Education and Inspections Act 2006 also requires local authorities to adopt a strategic role, with a duty to promote choice, diversity and fair access to school provision.
- 1.2 Sawston is served by two primary schools. In broad terms, The Bellbird Primary School serves the south and west side of the village and the village of Pampisford. The Icknield Primary School serves the east side of the village. The Bellbird Primary School opened in September 2007 following the amalgamation of John Falkner Infant and John Paxton Junior Schools. The school building was designed in a way that would allow it to be extended to 420 places (two forms of entry (FE)) when this was required.
- 1.3 The Council has faced consistent pressure on primary school places in the area served by the two schools serving Sawston and Pampisford. This is set out in **Appendix A**, table 1, which provides an overview of the primary aged cohorts in the village. The capacity in Babraham helps offset these pressures to some extent, although as a popular school it fills from pupils outside the catchment, not just from the Sawston catchments. The impact of these pressures has been further exacerbated by similar growth in demand in surrounding villages. This increasingly limits the potential for parents to secure places at the schools which serve those villages.

## 2. CURRENT POSITION

- 2.1 Starting in 2015/16, where there have been insufficient places in Sawston to meet in-catchment demand, the Council has met the need for places by agreeing admissions above the school's Published Admission Number (PAN) at The Bellbird. This was because of the two schools it was the only one which offered the potential to make over-admissions prior to securing temporary accommodation and finally expansion of the school. To meet demand with the accommodation, it also reflected the fact that when the school was built it was designed with the scope to expand to 2FE, which meant that the cost of expansion would offer better value for money. Whilst recognising that it could affect admissions to Icknield, this was considered to be the most appropriate means of securing sufficient places.
- 2.2 In 2017/18, the Council took the decision to turn down a request from Bellbird to make over admissions as it did not consider there to be a case for the additional capacity proposed. There were, however, four families who chose to appeal for places at the school. All four appeals were upheld by the Independent Appeal Panel. In the period 2014-2018, these were the only four of ten appeals, for either school, to be upheld.
- 2.3 Tables 2 and 3 (Appendix A) provide an overview of the current pupils at both Bellbird and Icknield, as held by the Council's Admissions Team. This analysis shows that if the Council had not taken the decision to make over admissions in 2015/16, 2016/17 and 2018/19, then there would not have been sufficient capacity in Sawston schools to

meet the demand within the village and the Council would have faced the prospect of transporting significant numbers of pupils to other school, possibly as far as Linton in some years. However, as will also be evident, Icknield has and continues to operate with pupil numbers below the school's capacity.

### **3. FUTURE DEMAND AND RESPONSE**

- 3.1 It is anticipated that the demand for school places in the village in excess of the two schools' combined capacities will continue. This reflects continued demographic pressures, infill development and the impact of proposed housing development on the north-east fringe of the village (sites to the north and south of Babraham Road). The map attached as Appendix B shows the location of the two schools and the development sites.
- 3.2 The Council has been aware of these development pressures since 2013/14 as they were proposed allocations in the South Cambridgeshire Local Plan. The scale of development – up to around 600 homes - is slightly greater than proposed in 2013. This would suggest demand for between 180 and 240 additional primary school places based on the Council's general multipliers.
- 3.3 A number of meetings with all schools were held starting in 2013 through to 2015. These looked at potential options and phasing of mitigations for these growing pressures. The conclusions reached at the time were that:
  1. The Bellbird would provide the most cost effective solution for creating the additional 0.5 FE identified as necessary to meet needs in the short to medium term.
  2. The Icknield should be redeveloped and extended to 2FE in response to the planned housing development on the edge of the village as this is the closest school to it. A further consideration was the potential to secure S106 funding to offset the costs of addressing the wider challenges of the site.
- 3.4 Following the conclusion of these discussions, the majority of engagement has been with the Bellbird Governing Body as part of the wider Design Process. As part of this strategic response, a capital scheme to expand The Bellbird was included as part of the Council's capital programme approved by the Committee in December 2017. A planning application for the proposed scheme was approved in early September 2018.
- 3.5 Tables 4 and 5, Appendix A, provide a summary of the most recent catchment level forecasts. These continue to suggest that there will be a significant gap between the demand in the village and the current combined capacity of the two schools. They also suggest that there could be very limited capacity to facilitate historic trends of out-catchment admission at surrounding schools. Additionally, these forecasts make limited allowance for housing development as the vast majority of homes would be built beyond the current forecast window. These forecasts do not include the impact of the planning application for 158 dwellings North of Babraham Road, submitted to South Cambridgeshire as a Full Application in late September. They also do not take account of the fact that the scale of development across sites locally is expected to significantly exceed that previously identified. Some projects suggest that these could total between 550-700 homes, although this cannot be confirmed at this stage.

#### **4. MAIN ISSUES**

- 4.1 On 5 September 2018, the Council published a statutory notice to make a prescribed alteration to increase the capacity of The Bellbird Primary School from 315 to 420 places with effect from 1 September 2019. The notice expired on 3 October. .
- 4.2 Through this consultation process a number of challenges have been made, notably by Icknield Primary School. Specifically these have highlighted concerns about the impact the previous decisions to over admit and the future expansion in capacity at Bellbird would have on the school.
- 4.3 The proposal to change the PAN at The Bellbird Primary School from 45 to 60 from September 2019 was included in the annual consultation on school admission arrangements undertaken from November 2017 to January 2018. This change was subsequently confirmed as part of the Council's determined admission arrangements and the school's PAN is shown as 60 in the information provided to parents who will be applying for Reception places for entry in September 2019.

#### **5. PROPOSED ACTIONS**

- 5.1 Officers have carefully considered the concerns raised by Icknield and accept that, given the delays in South Cambridgeshire District Council's Local Plan being adopted and the subsequent delays in housing, there is a case for deferring the PAN increase at Bellbird until September 2020. To this end, officers are in the process of seeking formal agreement from the Office of the Schools Adjudicator to facilitate this. If this is not approved, then the Council will be required to offer up to 60 places at The Bellbird for Reception entry in September 2019, in compliance with the Admissions Code.
- 5.2 Having reviewed accommodation at The Bellbird it has been determined that regardless of the outcome of decisions about PAN arrangements, there will be a need for additional teaching accommodation to be in place by September 2019. This is due to the number of classes currently being run at the school. The current year 6 is a single class cohort. Even if the admissions were limited to PAN (45 places), infant class size regulations would require two classes to be run. This would lead to an overall increase in class numbers. This could not be mitigated in any other way without having a detrimental impact on educational outcomes for pupils. In view of the wider situation, and reflecting on the cost impact of delays and provision of temporary accommodation, it has been determined that the expansion works should be progressed in line with the agreed programme of works. The contractors were, therefore, mobilised on 20 October with an expectation of completion ahead of September 2019.

#### **6. ALIGNMENT WITH CORPORATE PRIORITIES**

- 6.1 **Developing the local economy for the benefit of all**
  - 6.1.1 Providing access to local and high quality education and associated children's services 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.

## **6.2 Helping people live healthy and independent lives**

- 6.2.1 If pupils have access to local schools and associated children's services, they are more likely to attend them by either cycling or walking rather than through local authority-provided transport or car. They will also be able to access more readily out of school activities such as sport and homework clubs and develop friendship groups within their own community. This should contribute to the development of both healthier and more independent lifestyles.

## **6.3 Supporting and protecting vulnerable people**

- 6.3.1 Providing access to local primary education and childcare services will ensure that services delivered through the schools will meet the demands of those families within the respective catchment areas.

# **7. SIGNIFICANT IMPLICATIONS**

## **7.1 Resource Implications**

- 7.1.1 The cost of the scheme to expand The Bellbird from 315 to 420 places was approved for inclusion in the Council's capital programme by the Committee in December 2017 and was £2.46m. The current assumption is that £59k will come from the Schools Condition Grant and £2,401k from prudential borrowing although part of the cost will be recouped from contributions from new housing developments, which have recently received planning permission in the local area.
- 7.1.2 The Council has responded to concerns raised by Icknield about health and safety and significant condition issues with the current accommodation. Over the summer holiday, a programme of work to address the most pressing issues was commenced, with investment in the region of £600k being made.
- 7.1.3 It is recognised that there will remain significant challenges associated with the school's accommodation. However, the Council's approved priorities for investment, around meeting basic need, and wider financial pressures on borrowing to deliver its capital programme, significantly restrict the Council's ability to address these without substantial additional capital resources. The potential to secure S106 contributions from the substantial developments around Sawston will help to partially mitigate this issue.
- 7.1.4 A planning application (Full not Outline) has recently been submitted to South Cambridgeshire District Council for consideration. In the Council's response the need for additional investment in education provision in the village has been identified. Following this application, officers will be working to review the anticipated timescales of mitigation to be secured. It is likely that this will require a scheme to be identified with the Council's five year capital plan within the next 18 months. The final approach to this will need to be determined following further discussions with the developer and planning colleagues at the District Council.

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

- 7.2.1 The design and build project will be undertaken under the Council's framework arrangements.

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

- 7.3.1 The Council has complied throughout with the relevant Department for Education (DfE) statutory guidance. Officers have responded to all questions and queries raised throughout the process. The Council published a statutory notice on 5 September 2018 to give effect to the enlargement proposal. This commenced a four week period during which anyone with an interest in the proposals could make representations to the Council.

## **7.4 Equality and Diversity Implications**

- 7.4.1 The Council is committed to ensuring that children with special educational needs and/or disability (SEND) are able to attend their local mainstream school where possible, with only those with the most complex and challenging needs requiring places at specialist provision.
- 7.4.2 The accommodation provided by the Council will fully comply with the requirements of the Public Sector Equality Duty and current Council standards.

## **7.5 Engagement and Communications Implications**

- 7.5.1 The Bellbird Primary School was designed in a way that allowed it to be extended to 420 places when this was required, hence the potential expansion of the school has been known about for a number of years.
- 7.5.2 There have been discussions between the Council and the Governing Body of the Bellbird Primary School, and other local schools, since 2013 regarding the need to increase its PAN and the overall capacity of the school. Since 2015 when the way forward was identified these discussions have mostly involved The Bellbird's Governing Body. The school has been kept informed of these proposals and has been involved in the proposed design of the building.
- 7.5.3 The PAN change to 60 for September 2019 was included in the annual consultation on school admission arrangements undertaken from November 2017 to January 2018 as required by the School Admissions Code.
- 7.5.4 There has been ongoing planning consultation with neighbours, as identified by planning officers as the proposed scheme has been taken through the planning application process. A public consultation was held at the school in March 2018, attended by 39 people. Individuals were able to respond by completing the questionnaire at the end of the consultation document or writing separately to the named officer. 10 feedback forms were submitted at the end of the consultation event. Details of the proposals were also made available more widely within the village, including displays at the library and discussions with the Parish Council.

- 7.5.5 As required by statutory guidance, copies of the Council's proposal to expand The Bellbird from 315 to 420 places effective from 1 September 2019 were sent directly to:
- union representatives
  - the governing bodies of the two schools
  - the Local MP
  - South Cambridgeshire District Council
  - the Regional Schools Commissioner
  - the Church of England Diocese Ely
  - the Roman Catholic Diocese of East Anglia

Local schools and pre-schools were asked to inform their staff and parents of children attending of the proposed changes.

## 7.6 Localism and Local Member Involvement

- 7.6.1 The local Members (Sawston & Shelford division) have been kept apprised by officers of each stage of the process and its outcome.

## 7.7 Public Health Implications

- 7.7.1 It is Council policy that schools:

- should be sited as centrally as possible to the communities they serve, unless location is dictated by physical constraints and/or the opportunity to reduce land take by providing playing fields within the green belt or green corridors;
- should be sited so that the maximum journey distance for a young person is less than the statutory walking distances (3 miles for secondary school children, 2 miles for primary school children)
- should be located close to public transport links and be served by a good network of walking and cycling routes
- should be provided with Multi-use Games Areas (MUGAs) and all weather pitches (AWPs) to encourage wider community use of school.

- 7.7.2 There is also an expectation that schools will provide access to and use of the school's accommodation for activities e.g. sporting, cultural, outside of school hours.

Implications	Officer Clearance
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Martin Wade
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?</b>	Yes Name of Financial Officer: Paul White
<b>Has the impact on statutory, legal and risk implications been cleared by LGSS Law?</b>	Yes Name of Legal Officer: Ismail Shahin
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Jonathan Lewis

<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Matthew Hall
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Jonathan Lewis
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Tess Campbell

<b>Source Documents</b>	<b>Location</b>
Sawston Housing Development Map	<b><i>Appendix B</i></b>
Opening and closing maintained schools. Statutory guidance for proposers and decision-makers. April 2016:	<a href="https://www.gov.uk/government/publications/school-organisation-maintained-schools">https://www.gov.uk/government/publications/school-organisation-maintained-schools</a>
Complete proposal document and public notice	<a href="https://www.cambridgeshire.gov.uk/proposed-bellbird-primary-expansion/">https://www.cambridgeshire.gov.uk/proposed-bellbird-primary-expansion/</a>



## Appendix A – Demographic and school forecasts for Sawston schools

**Table 1: Current primary-aged cohort in Sawston, Pampisford and Babraham**

Year of Entry	Current Year Group	Babraham	Sawston & Pampisford
2017/18	Rec	2	95
2016/17	Yr 1	4	86
2015/16	Yr 2	5	101
2014/15	Yr 3	1	83
2013/14	Yr 4	3	83
2012/13	Yr 5	3	68
2011/12	Yr 6	3	92

\* It should be noted that there may be slight variations between intake and current numbers due to in-year movements and families moving into the area choosing not to change schools.

**Table 2: Icknield pupil numbers – based on School Organisation Chart held by the Council (5 October 2018)**

Year of admission	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
Year Group	Rec	1	2	3	4	5	6
Pupils on Roll	25	22	26	28	26	27	25
Comparison to PAN of 30	-5	-8	-4	-2	-4	-3	-5

**Table 3: Bellbird pupil numbers – based on School Organisation Chart held by the Council (5 October 2018)**

Year of admission	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
Year Group	Rec	1	2	3	4	5	6
Pupils on Roll	60	49	58	60	45	46	27
Comparison to PAN*	+15	+4	+13	+20	+5	+6	-13

\* Bellbird's PAN increased from 40 to 45 effective from September 2016

**Table 4: Sawston Pupils Numbers – based on School Organisation Charts held by the Council (5 October 2018)**

Year of admission	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
Year Group	Rec	1	2	3	4	5	6
Pupils on Roll	85	71	84	88	71	73	52
Comparison to PAN*	+10	+4	+9	+18	+1	-3	+18

\* Bellbird's PAN increased from 40 to 45 effective from September 2016

**Table 5: Projected catchment demand showing only Sawston and Pampisford. Includes analysis of impact of proposed PAN increase.**

	<b>Projected 4 years olds</b>	<b>Combined current PAN</b>	<b>Projected shortfall / surplus</b>	<b>Combined proposed PAN</b>	<b>Projected shortfall / surplus</b>
2018/2019	100	75	-25	90	-10
2019/2020	81	75	-6	90	+9
2020/2021	95	75	-20	90	-5
2021/2022	89	75	-14	90	1
2022/2023	93	75	-18	90	-3

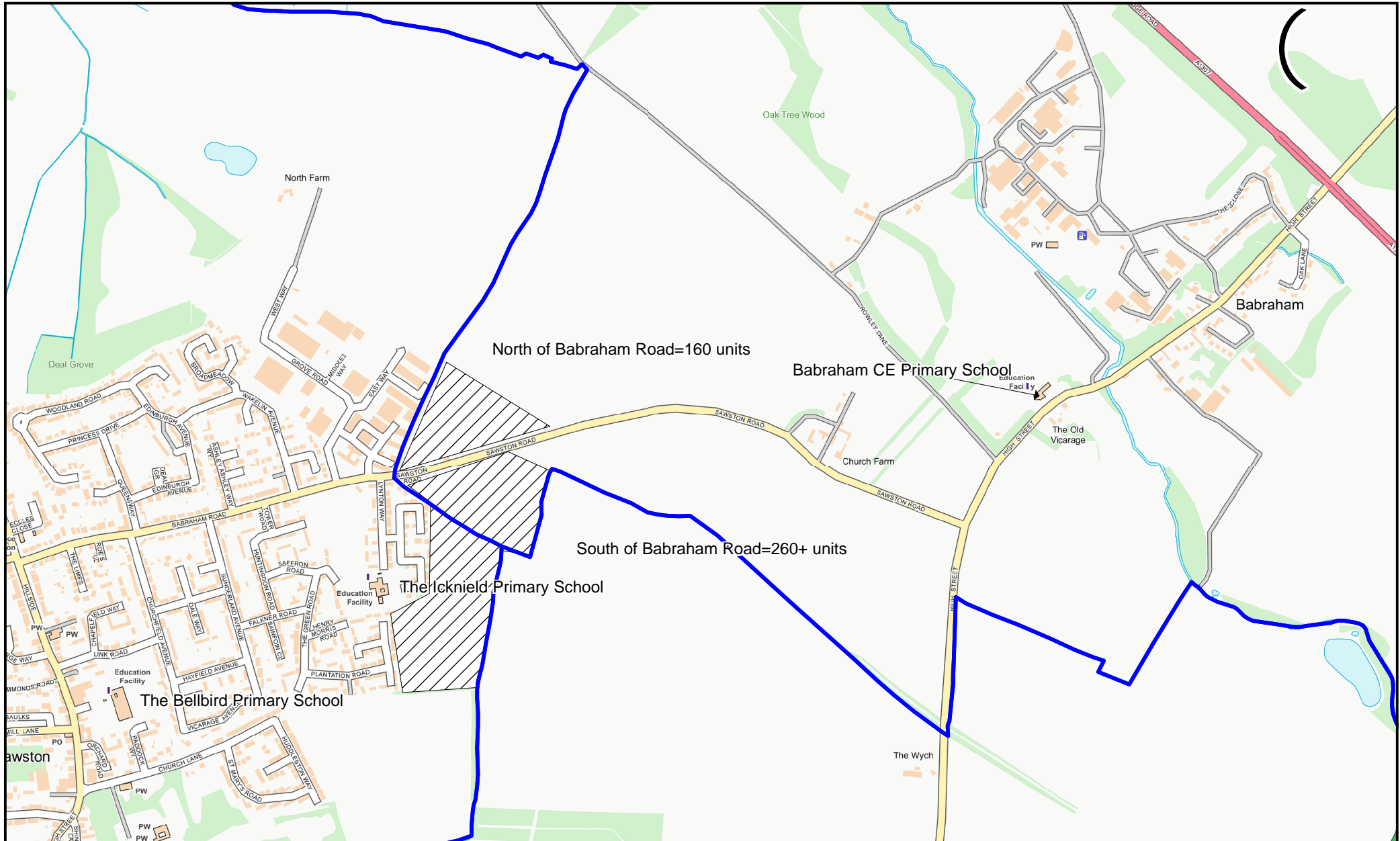
\* It should be noted that these forecasts reflect the numbers of pupils born and living within the catchment area who attend a state-funded school. It does not represent the numbers of pupils projected to attend the catchment school.

**Table 6: Projected catchment demand showing Sawston and Babraham. Includes analysis of impact of proposed PAN increase**

	<b>Projected 4 years olds</b>	<b>Combined current PAN</b>	<b>Projected shortfall / surplus</b>	<b>Combined proposed PAN</b>	<b>Projected shortfall / surplus</b>
2017/2018	97	87	-10	102	5
2018/2019	110	87	-23	102	-8
2019/2020	86	87	1	102	16
2020/2021	103	87	-16	102	-1
2021/2022	98	87	-11	102	4
2022/2023	101	87	-14	102	1

\* It should be noted that these forecasts reflect the numbers of pupils living with the catchment area who attend a state-funded school. It does not represent the numbers of pupils projected to attend the catchment school.

# Sawston Housing Developments





**AMALGAMATION OF EASTFIELD INFANT & NURSERY SCHOOL AND  
WESTFIELD JUNIOR SCHOOL, ST IVES**

**To:** Children & Young People's Committee

**Meeting Date:** 13 November 2018

**From:** Wendi Ogle-Welbourn Executive Director: People & Communities

**Electoral division(s):** St Ives South & Needingworth, St Ives North & Wyton

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

**Purpose:** To advise the Committee on the relevant costs of the three options for the capital project to replace temporary with permanent accommodation and achieve the physical amalgamation of Eastfield Infant & Nursery and Westfield Junior Schools, St Ives.

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

- a) Note and comment on the option appraisal analysis and the respective cost implications for the Council; and
- b) Advise on which option the General Purposes Committee should be asked to approve to be taken forward to implementation, subject to the Office of the Schools Adjudicator's decision on the amalgamation proposal.

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

- 1.1 Eastfield Infant & Nursery and Westfield Junior Schools were built in 1969 and 1964 respectively and have been supplemented over time with a number of mobile classrooms. Eastfield Infant & Nursery School currently provides early years education and childcare for children aged 2 to 4 years, all of which is currently delivered in the mobile accommodation. In addition, there are deficiencies with both schools' current accommodation which need to be addressed.
- 1.2 In October 2012, following a review of education provision in St Ives, the Council's Cabinet agreed to replace all temporary accommodation at the Eastfield Infant & Nursery School and Westfield Junior School, with permanent, whilst at the same time increasing the number of places at both schools to provide for 90 children in each year group. Currently the published admission number (PAN) is 80 at both schools.
- 1.3 In the autumn of 2017, the governing bodies of both schools agreed in principle to amalgamate the two schools. Local informal consultation on this proposal has received overwhelming support. The statutory consultation period for this proposal closed on 3 October 2018 and the final decision is awaited from the Office of the School Adjudicator.
- 1.4 At its meeting in September, officers presented three options to the Committee which were the result of a study commissioned by the Council from Atkins for delivering primary and early years education to children living in the catchment area of the existing Eastfield and Westfield schools.
- 1.5 The Committee agreed in principle to the establishment of an all through primary school, amalgamating the existing Eastfield Infant & Nursery and Westfield Junior Schools, subject to more detailed information with regard to the business case for each of the options being brought back to the Committee in November 2018.

## **2. MAIN ISSUES**

### **2.1 Site Information**

- 2.1.1 The minimum total site area specified in the Department for Education (DfE) Building Bulletin 103 guidance for a 3FE primary school with early years provision is 3.113ha. The two existing school sites total 3.464ha (Eastfield 1.154 ha, Westfield 2.310ha). The difference of 0.3ha, is equivalent to just over half the size of a junior football pitch (5000m<sup>2</sup>).
- 2.1.2 An aerial view of the two sites can be found at the end of this report.

### **2.2 Condition of the two existing schools**

- 2.2.1 There is a deficit in existing accommodation at both schools. In particular at Westfield:
  - there is insufficient space to deliver the wide range of interventions and small group support required by pupils

- the staff room is undersized, able to seat only 16 of the 35 staff (of a total of 50) who need to use the room at any given break or lunchtime
- there is a lack of spaces for confidential meetings for example, those between the Special Educational Needs Co-ordinator (SENCo) and visiting specialists
- it is difficult to store supplies and cook within the limited space available

2.2.2 A condition survey report of Eastfield Infant & Nursery School and Westfield Junior School was commissioned in order to prepare a 10 year property plan. Of the many issues it identified the following were the most significant and fall in the category of works which, if investment in improvement was not made, could lead to a school not being able to operate on health and safety grounds.

- roof covering is reaching the end of its design life
- boilers are reaching the end of their life expectancy
- the drainage system for the toilets is not adequate for the numbers using them

2.2.3 Other considerations which would be addressed by new buildings, relate to accessibility legislation and fire regulations. For example, current fire regulations mean that in new schools, cloakroom facilities (hooks and benching) are not sited in corridors.

## 2.3 Option Appraisal

### 2.3.1 Option One:

To expand both infant and junior schools, providing a 3FE infant (270 places) and a 3FE junior (360 places) plus out of school club and nursery. The total cost, £10,816m would include £3,146m for a 10 year condition maintenance programme/property plan to maintain both schools.

This would continue the current arrangement of two individual schools i.e. separate infant and junior establishments

### 2.3.2 Option Two:

To create an all-through primary school but operating on two sites. The distance involved is 160m. The Eastfield site would function as early years facility with nursery and Reception classes and also provide wrap around care through the existing out-of school provision on the site. An expanded/altered Westfield site would offer 3FE primary provision for KS1 and KS2 classes. The total cost would be £9,715m including £3,146m for a 10 year condition maintenance programme/property plan for both schools.

There are no other models like this in Cambridgeshire. The nearest approximation are the Foundation Units which operate in some schools, integrating pre-school and Foundation Stage/Reception classes but none of these operate on separate sites from the rest of the schools of which they are a part. There could be some positives to be gained pedagogically from a space dedicated to the Foundation Stage, but it would create a transition point between Reception and KS1.

This would not address any of the existing condition issues at the Eastfield site.

The mobiles at Westfield would have to be moved during the capital works to ensure continued provision of education during the project period, before their final removal at the end of the works.

### 2.3.3 Option 3:

To build a new 3FE primary school with early years provision, located on the existing school site. The original cost estimate for this was £15,130,000, including demolishing the two existing schools. The final cost is more likely to be in the region of £14m because the project was initially costed against government Guidance (Building Bulletin103). The Guidance has subsequently been revised and the build project would now be undertaken using the new guidance which reflects a reduction in the size of teaching areas. The new guidance has not resulted in any changes to site areas.

### 2.3.4 All three options:

- involve replacing mobiles with permanent accommodation
- would require increased capital investment above the £7m originally allocated to the project, and revenue costs associated with the additional prudential borrowing which would be incurred

As the project progresses and costing becomes more detailed at each stage, it is expected, as in all capital projects, to see further reductions on the original cost estimates. As stated in 3.2.3, this has already been achieved in the case of Option 3.

### 2.3.5 Options 1 and 2 would:

- entail intrusive and extensive work to improve and expand accommodation which will involve costs associated with disturbing asbestos which could only be carried out when the schools are not operating
- highly likely require the provision of additional work, as yet uncoded, to install enhanced electrical services as the current circuits are at capacity. This is based on experience of other expansion projects.

### 2.3.6 The table attached at **Appendix 1** provides a more detailed breakdown of costs.

### 2.3.7 Officers have also explored a 4<sup>th</sup> option, a hybrid approach, whereby one of the two schools would be demolished and the other extended. Early indications from the Design & Build contractor are that such an approach would involve significant and costly decant into mobile accommodation and disruption over a two year period. Officers could not support this option given the impact it would have on the education of the children during the decant/construction period.

## 3. ALIGNMENT WITH CORPORATE PRIORITIES

### 3.1 Developing the local economy for the benefit of all

Providing access to local and high quality education and associated children's services 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.



### **3.2 Helping people live healthy and independent lives**

If pupils have access to local schools and associated children's services, they are more likely to attend them by either cycling or walking rather than through local authority-provided transport or car. They will also be able to access more readily out of school activities such as sport and homework clubs and develop friendship groups within their own community. This should contribute to the development of both healthier and more independent lifestyles.

### **3.3 Supporting and protecting vulnerable people**

Providing access to local primary education and childcare services will ensure that the services delivered will meet the demands of those families within the respective catchment areas.

## **4. SIGNIFICANT IMPLICATIONS**

### **4.1 Resource Implications**

4.1.1 Following revisions to the DfE's capital funding formula, the Council has limited funds available and, therefore, must prioritise school sites where failure to address the poor condition of existing facilities could result in risk of closure of the school, for example, where the boiler needs replacing or the roof repairing. Realistically, therefore, a new primary school project is likely to be the only way to secure significantly improved facilities for pupils at both Eastfield and Westfield.

4.1.2 The following criteria were adopted in 2009 to inform decisions on the relative priority for capital funding.

1. Investment, where required on the grounds of health and safety, where it would avoid the closure of a school or the loss of school capacity in an area where such places are required.
2. The statutory duty to provide sufficient school places (basic need).
3. The implementation of statutory changes, for example, an increase in the age range which a school serves.
4. Investment to support the implementation of recommendations resulting from a review of educational provision, for example the amalgamation of an infant and junior school to create an all-through primary school.
5. Implementation of new statutory duties or education policy for which there are no other sources of funding available, for example, the need to increase capacity to enable the Council to provide sufficient and suitable free early years and childcare places for children aged 3 and 4 in line with the requirements of the 2006 Childcare Act.

4.1.3 Currently there is provision for this project in the 2018-19 Capital Plan for £7m prudential borrowing funding. Officers recognise the financial challenges the Council currently faces and the significance of seeking up to a further £7,200,000 of borrowing; the additional amount currently identified as required to fund Option 3. The associated revenue cost based on an asset life payback period of 35 years for this sum would be

£3,364,200. The decision on whether to approve this increase would rest with the General Purposes Committee (GPC). Should agreement from GPC not be forthcoming, in light of the challenging financial position the Council faces, officers would need to review the project options.

- 4.1.4 The Educational Building Development Officers' Group (EBDOG) represents local authorities on all issues associated with education, property and capital planning. EBD OG provides expert advice to Government about education and capital planning issues, including benchmarking on education infrastructure costs to which the Council also regularly contributes data. The revised project estimate for Option 3, the most expensive of the three, gives a cost per pupil which would fall just below the 20<sup>th</sup> centile, (the lower quartile), of EBD OG nationally benchmarked cost per pupil for a new 3FE/630 place primary school.

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

- 4.2.1 All new schools which are designed and built by the Council are done so under its framework arrangements.
- 4.2.2 Eastfield Infant & Nursery School provides early years education and childcare for children aged 2 to 4 years. CLUB4U, a voluntary, committee-run setting, currently provides out of school care and mornings-only early years sessional provision (Playgroup) for children from 2 years old. CLUB4U would be offered a lease on similar terms as part of the amalgamation proposals. Any arrangements resulting in new contracts being awarded will be undertaken in accordance with the Council's Contract Procedure Rules.

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

- 4.3.1 With regard to the amalgamation proposal, the Council has complied throughout with the relevant DfE statutory guidance. Officers have responded to all questions and queries raised during the process. The Council published a statutory notice on 5 September 2018 to give effect to the amalgamation proposal. This commenced a four week period during which anyone with an interest in the proposals could make representations to the Council.

## **4.4 Equality and Diversity Implications**

- 4.4.1 The Council is committed to ensuring that children with special educational needs and/or disability (SEND) are able to attend their local mainstream school where possible, with only those with the most complex and challenging needs requiring places at specialist provision.
- 4.4.2 The accommodation provided by the Council will fully comply with the requirements of the Public Sector Equality Duty and current Council standards.

## **4.5 Engagement and Communications Implications**

- 4.5.1 The statutory consultation period regarding the proposed amalgamation of the two schools period closed on 3 October 2018 and was preceded by local informal

consultation.

## 4.6 Localism and Local Member Involvement

- 4.6.1 In addition to two public consultation meetings held for the schools' parents/carers and the local community regarding the amalgamation proposal, the Local Member (St Ives South & Needingworth Division) has been kept apprised by officers of each stage of the process and its outcome.

## 4.7 Public Health Implications

- 4.7.1 It is Council policy that schools:

- should be sited as centrally as possible to the communities they serve, unless location is dictated by physical constraints and/or the opportunity to reduce land take by providing playing fields within the green belt or green corridors;
- should be sited so that the maximum journey distance for a young person is less than the statutory walking distances (3 miles for secondary school children, 2 miles for primary school children)
- should be located close to public transport links and be served by a good network of walking and cycling routes
- should be provided with Multi-use Games Areas (MUGAs) and all weather pitches (AWPs) to encourage wider community use of school

- 4.7.2 There is also an expectation that schools will provide access to and use of the school's accommodation for activities e.g. sporting, cultural, outside of school hours.

## Site plans for the existing infant and junior schools



<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Martin Wade
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?</b>	Yes Name of Officer: Paul White
<b>Has the impact on statutory, legal and risk implications been cleared by LGSS Law?</b>	No Name of Legal Officer:
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Jonathan Lewis
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Jo Dickson
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Jonathan Lewis
<b>Have any Public Health implications been cleared by Public Health</b>	No Name of Officer:

<b>Source Documents</b>	<b>Location</b>
<p><b>Opening and closing maintained schools. Statutory guidance for proposers and decision-makers. April 2016</b></p> <p><b>Complete proposal document</b></p> <p><b>The Future Pattern of Education Provision in St Ives, report to Cabinet 02.10.2012</b></p>	<p><a href="https://www.gov.uk/government/publications/school-organisation-maintained-schools">https://www.gov.uk/government/publications/school-organisation-maintained-schools</a></p> <p><a href="http://www.cambridgeshire.gov.uk/east-field-westfield">www.cambridgeshire.gov.uk/east-field-westfield</a></p> <p><a href="https://www2.cambridgeshire.gov.uk/committeeMinutes/committees/Meeting.aspx?meetingID=425">https://www2.cambridgeshire.gov.uk/committeeMinutes/committees/Meeting.aspx?meetingID=425</a></p> <p>Clare Buckingham, Octagon 2<sup>nd</sup> floor, Shire Hall, Cambridge</p>

**Eastfield Infant & Nursery and Westfield Junior Schools****Appendix 1**

Resource implications for the capital project options.

<b>Option</b>	<b>Description</b>	<b>Key points</b>	<b>Cost</b>
1	To expand both infant and junior schools, providing: a 3FE infant school with maintained nursery class, pre-school and out of school club (both operated by Club4U) and a 3FE junior school plus wrap around care (through existing out of school provision)	Status quo with separate infant and junior schools. All mobile accommodation would be replaced with permanent	Total cost £10,816m. Includes £3,146m for a 10 year condition maintenance programme/property plan to maintain both schools.
2	Early Years/Foundation stage (Reception) provision on Eastfield site plus wrap around care through the existing out-of school provision.  An expanded/altered Westfield site would offer 3FE primary provision for Key Stage 1 (KS1) and KS2 classes.	All through primary school but operating across two sites. Provision currently made in mobile accommodation would move into areas of Eastfield vacated by KS1 classes. All mobile accommodation would be replaced with permanent. No condition issues on the Eastfield site would be addressed.	Total cost £9,715m. Includes £3,146m for a 10 year condition maintenance programme/property plan to maintain both schools.
3	To build a new 3FE primary school with early years provision, located on the combined site of the current infant and junior schools.	Achieves amalgamation. Purpose built all through primary, and early years and wrap around childcare facilities	Total cost £14,200,000. Includes demolition costs of £640,000

More detailed breakdown of the 3 Options

Option	(a) Description	(b) Advantages	(c) Disadvantages	Cost
1 – Eastfield	To extend the southern side of the school by 5 new classrooms and ancillary areas for early years/add in a new entrance/additional toilets/general office and extend kitchens to the northern side of the building.	<p>The final scheme will replace all temporary mobile accommodation, including out of school accommodation which will become part of the school building.</p> <p>Reasonably minimal disruption to existing classrooms. Building footprint is compact and economical, minimising corridor and circulation space.</p>	<p>Other than the kitchen facilities no other enhancement of facilities for pupils/staff are included. The existing hall will be used by an increased number of pupils including at lunch times.</p> <p>Not supported by the schools.</p>	£5,704,000
1-Westfield	A two storey block comprised on the ground floor of a 4 new permanent classroom extension to the eastern side of the existing two storey teaching block/an ICT suite/break out rooms/new library/extension to staff room/conversion of existing classroom to new studio hall/ existing music hall conversion to food tech room/additional toilet facilities.	<ul style="list-style-type: none"> <li>- the layout is organised in zones reflective of age groups</li> <li>- offers increased opportunities for small group break out</li> <li>- building orientated to maximise utilisation of north light which is ideal for learning spaces</li> <li>- building footprint minimises corridor and circulation space</li> <li>- reasonably minimal disruption to existing classrooms</li> </ul>	<p>Temporary classrooms will need to be relocated during construction works.</p> <p>Not supported by the schools.</p>	£5,112,000

	<p>The first floor will accommodate 2 new build classrooms, breakout spaces, toilets and facilities in order to meet BB103 standards.</p> <p>Some heavy refurbishment (structural changes to the fabric of the building) and remodelling are required on the existing building to meet current standards.</p>			
2 -Eastfield	<p>Extension to eastern side of the school creating a new entrance.</p> <p>The existing accommodation will be re-configured to provide for the maintained nursery class, pre-school and out of school club facilities (all currently in mobile accommodation). In addition there will be 3 Reception classes to meet the requirements to expand to 3FE.</p>	<p>Out of school club will be able to use Infant school hall which has kitchenette facilities.</p> <p>The new build extensions are reduced to a minimum.</p>	<p>Although technically an all-through primary it will be on a split site and there will be a transition point between Reception Year and KS1 with Eastfield remaining a standalone site offering provision for early years, Reception children and out of school club.</p> <p>No condition issues would be addressed on the Eastfield site.</p> <p>Not supported by the schools.</p>	£1,735,000

2- Westfield	<p>Provision for KS1 and KS2 with two storey extension, admin facilities retained and extended. The new two storey block releases the existing school to be remodelled to accommodate KS1. This offers 10 new KS1 and KS2 classrooms, new studio hall, food tech, toilets, storage areas, extended kitchen, remodelled entrances and admin areas.</p> <p>Some heavy refurbishment works required to existing school to bring accommodation up to new standards.</p>	<ul style="list-style-type: none"> <li>- School can be used during construction works</li> <li>- Offers minimal disruption to pupils</li> <li>- Library/ICT space designed as a central double height space to improve circulation</li> <li>- Layout enables zones reflective of age groups</li> </ul>	<p>Mobile classrooms will need to be relocated for the duration of the build to enable the school to function.</p> <p>Six classrooms will not benefit from north-south orientation. Steps will need to be taken to control solar gain.</p> <p>Not supported by the schools.</p>	£7,980,000
3	<p>New build all-through 3FE Primary School serving 4-11 age range with nursery class, pre-school/wrap around care, all on one site.</p>	<ul style="list-style-type: none"> <li>- All classes have direct access to external play</li> <li>- Building footprint is compact</li> <li>- Large hall can accommodate all children</li> <li>- Existing separate schools to be demolished avoiding maintenance costs</li> </ul>	<p>Cost</p> <p>Existing playing field site will be used for new proposed building and existing Westfield school site will be used for external sports/play areas.</p> <p>Supported by both schools.</p>	£ 14, 200,000 new build including £640,000 demolition costs



**FINANCE AND PERFORMANCE REPORT – SEPTEMBER 2018**

**To:** Children and Young People Committee

**Meeting Date:** 13 November 2018

**From:** Executive Director: People and Communities  
Chief Finance Officer

**Electoral division(s):** All

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

**Purpose:** To provide the Committee with the August 2018 Finance and Performance report for People And Communities Services (P&C).

The report is presented to provide the Committee with the opportunity to comment on the financial and performance position as at the end of August 2018.

**Recommendations:** The Committee is asked to review and comment on the report.

<b>Officer contact:</b>		<b>Member contacts:</b>	
Name:	Martin Wade	Names:	Cllrs Simon Bywater/Samantha Hoy
Post:	Strategic Finance Business Partner	Post:	Chair/Vice-Chair
Email:	<a href="mailto:martin.wade@cambridgeshire.gov.uk">martin.wade@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:Simon.bywater@cambridgeshire.gov.uk">Simon.bywater@cambridgeshire.gov.uk</a> <a href="mailto:Samantha.hoy@cambridgeshire.gov.uk">Samantha.hoy@cambridgeshire.gov.uk</a>
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## 1.0 BACKGROUND

- 1.1 A Finance & Performance Report for People and Communities (P&C) is produced monthly and the most recent available report is presented to the Committee when it meets.
- 1.2 The report is presented to provide the Committee with the opportunity to comment on the financial and performance position of the services for which the Committee has responsibility.
- 1.3 This report is for the whole of the P&C Service, and as such, not all of the budgets contained within it are the responsibility of this Committee. Members are requested to restrict their attention to the budget lines for which this Committee is responsible, which are detailed in **Appendix 1**, whilst the table below provides a summary of the budget totals relating to Children and Young People (CYP) Committee:

<b>Forecast Variance Outturn (August) £000</b>	<b>Directorate</b>	<b>Budget 2018/19 £000</b>	<b>Actual September 2018 £000</b>	<b>Forecast Outturn Variance £000</b>
3,750	Children's Commissioning	32,633	11,081	3,750
-50	Communities & Safety - Youth Offending Service & Central Integrated Youth Support Services	2,603	1,015	-50
1,615	Children & Safeguarding	51,285	24,960	1,615
2,367	Education	79,586	55,544	3,421
504	Executive Director and Central Financing	4,336	376	-2,909
<b>8,219</b>	<b>Total Expenditure</b>	<b>170,442</b>	<b>95,526</b>	<b>5,827</b>
-2,309	Grant Funding (including Dedicated Schools Grant etc.)	-67,088	-33,176	-3,362
<b>5,910</b>	<b>Total</b>	<b>103,354</b>	<b>62,350</b>	<b>2,465</b>

**Please note:** Strategic Management – Commissioning covers all of P&C and is therefore not included in the table above. The Executive Director and Central Financing budgets have now been included as contain significant spend relevant to CYP Committee.

## 1.4 Financial Context

As previously discussed at CYP Committee the major savings agenda continues with £99.2m of savings required across the Council between 2017 and 2022. The total planned savings for P&C in the 2018/19 financial year total £21,287k.

Although significant savings have been made across the directorate the service continues to face demand pressures, particularly in children's services related to the rising number of looked after children.

The Committee have previously received reports confirming the medium term approach to managing demand on the looked after children's placement budget as well as outlining the major change and restructuring programme underway in the service. The changes are evidence based and respond to a series of reviews over the past twelve months by Oxford

Brooks University, Office for Standards in Education (OFSTED), and Local Government Association (LGA) peers. The outcome of the changes will be easier referrals into the council's contact centre, social work teams based in districts led by non-case holding team managers who can provide more support and challenge, lower caseloads for social workers overall, with more resilience built in to larger teams, two dedicated teams focussed on adolescents, and more Child Practitioners focussed on working with children in need and able to undertake more sustained and in depth work.

It is acknowledged that these changes, and resulting budgetary improvements, will take time to embed and it is increasingly recognised that it will not be possible to fully address and reduce the pressures through offsetting savings and mitigating actions within P&C during 2018-19. General Purposes Committee have now approved the allocation of the £3.413m smoothing fund reserve to support Children's Services pressures, as recommended by CYP Committee, and as such this has now been reflected in the latest reported position.

## 2.0 MAIN ISSUES IN THE SEPTEMBER 2018 P&C FINANCE & PERFORMANCE REPORT

2.1 The September 2018 Finance and Performance report is attached at **Appendix 2**. At the end of September, following the allocation of the smoothing fund the P&C forecast overspend has reduced from £6,240k to £2,671k.

### 2.2 Revenue

The main changes to the revenue forecast variances within CYP Committees areas of responsibility since the previous report are as follows:

- The allocation of the £3.413m smoothing fund as referred to in 1.4 above.
- A £1m overspend is currently being forecast against the funding allocated to Special Schools and High Needs Units, which is now reported within Special Educational Needs and Disability (SEND) Specialist Services (0-25 years). This is a result of increasing numbers of young people with Education Health and Care Plans (EHCP), and a corresponding increase of young people taking up a place at Special Schools and Units. This budget is funded from the Dedicated Schools Grant (DSG) High Needs Block and will be managed within the overall available DSG resources. Work is being undertaken across SEND Services 0-25 to reduce the pressure on this budget. This will comprise both short-term mitigations such as reviewing high-cost provision to ensure that the additional support being provided is still required, and longer term structural review looking at the role of all schools and units within the county's overall SEN provision.

2.3 The table below identifies the key areas of over and underspends within CYP alongside potential mitigating actions:

<p><b>Looked After Children (LAC) Placements</b></p> <p>Forecast year-end variance: <b>+£3,000k</b></p>	<p>The key reasons for the overspend in this area is:</p> <ul style="list-style-type: none"> <li>• Underlying pressure brought forward from the previous year.</li> <li>• The continuing higher than budgeted number of LAC placements and forecast under-delivery of savings.</li> </ul> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Reconstitution of panels to ensure greater scrutiny and supportive challenge.</li> <li>• Monthly budget and savings reconciliation meetings attended by senior managers accountable for each area of spend/practice.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Investment in children's social care commissioning to support the development of robust commissioning pseudo-dynamic purchasing systems for external spend.</li> <li>• Provider meetings scheduled through the Children's Placement Service [ART] to support the negotiation of packages at or post placement.</li> <li>• Regular Permanence Tracking meetings chaired by the Independent Reviewing Service Manager to ensure no drift in care planning decisions, and support the identification of foster carers suitable for Special Guardianship Order (SGO)/permanence arrangements.</li> <li>• Additional investment in the recruitment and retention of the in-house fostering service to increase the number of fostering households over a three year period.</li> </ul>
<b>Home to School Transport - Special</b>  Forecast year-end variance: <b>+£750k</b>	<p>The key reason for the overspend in this area is:</p> <ul style="list-style-type: none"> <li>• Increasing demand for SEND Transport, with a 9% increase in pupils attending special schools between May 2017 and May 2018 and an 11% increase in pupils with EHCPs over the same period.</li> </ul> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> <li>• A review of processes in the Social Education Transport and SEND teams with a view to reducing costs.</li> <li>• A strengthened governance system around requests for costly exceptional transport requests.</li> <li>• A change to the process around Personal Transport Budgets to ensure they are offered only when they are the most cost-effective option.</li> <li>• Implementation of an Independent Travel Training programme to allow more students to travel to school and college independently.</li> </ul>
<b>Children in Care</b>  Forecast year-end variance: <b>+£1,367k</b>	<p>The key reason for the overspend in this area is:</p> <ul style="list-style-type: none"> <li>• A significant increase in numbers of unaccompanied children and young people. Support is available via a Home Office grant, but this does not fully cover the expenditure.</li> <li>• The increasing number of staying put arrangements agreed for Cambridgeshire children placed in external placements, the cost of which is not covered by DFE grant.</li> <li>• The use of additional relief staff and external agencies required to cover the current Supervised Contact Cases.</li> </ul> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Reviewing the structure of Children's Services. This will focus on creating capacity to meet additional demand.</li> <li>• Agreement from other local authorities who are part of the Eastern Region scheme to reduce the 0.07% expectation of authorities to 0.06%.</li> <li>• Region writing to the Home Office stating the need for additional funding to support Unaccompanied Asylum Seeking Children (UASC) and the imperative to expedite decisions on leave to remain at eighteen.</li> </ul>

<p><b>Adoption</b></p> <p>Forecast year-end variance: <b>+£248k</b></p>	<p>The key reason for the overspend in this area is:</p> <ul style="list-style-type: none"> <li>• Additional demand on the need for adoptive places.</li> <li>• Re-negotiated contract with Coram Cambridgeshire Adoption (CCA) based on an equal share of the extra costs needed to cover those additional placements.</li> </ul> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Ongoing dialogue with CCA to identify more cost effective medium term options to recruit more adoptive families to meet the needs of our children.</li> </ul>
<p><b>Schools Partnership Service</b></p> <p>Forecast year-end variance: <b>+£148k</b></p>	<p>The key reason for the overspend in this area is:</p> <ul style="list-style-type: none"> <li>• The decision by Schools Forum to discontinue the de-delegation for the Cambridgeshire Race Equality &amp; Diversity Service (CREDS) from 1st April 2018, resulting in service closure.</li> </ul>
<p><b>Special Schools and High Needs Units Funding</b></p> <p>Forecast year-end variance: <b>+£1,000k</b></p> <p><b>DSG Funded</b></p>	<p>The key reason for the overspend in this area is:</p> <ul style="list-style-type: none"> <li>• Increase in numbers of young people being placed in Special Schools and High Needs Units within mainstream schools.</li> </ul> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Review of high cost packages and provision.</li> <li>• Longer term structural review looking at the role of Special Schools and Units within the county's overall SEN provision.</li> </ul>
<p><b>High Needs Top-Up Funding</b></p> <p>Forecast year-end variance: <b>+£1,500k</b></p> <p><b>DSG Funded</b></p>	<p>The key reason for the overspend in this area is:</p> <ul style="list-style-type: none"> <li>• Numbers of young people with Education Health and Care Plans (EHCP) in Post-16 Further Education (FE) providers continue to increase and there has been an increase in the number of secondary aged pupils in receipt of an EHCP.</li> </ul> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> <li>• A detailed analysis and review of all high cost packages, to ensure that the additional support is still needed, and also look at alternatives to providing ongoing support for small groups of children with a similar need.</li> <li>• Review of FE funding rates.</li> </ul>
<p><b>SEN Placements</b></p> <p>Forecast year-end variance: <b>+£518k</b></p> <p><b>DSG Funded</b></p>	<p>The key reasons for the overspend in this area are:</p> <ul style="list-style-type: none"> <li>• Placement of one young person in out of county school needing residential provision, where there is appropriate educational provision to meet needs.</li> <li>• Placement of a young person in out of county provision as outcome of SENDIST appeal.</li> <li>• An unprecedented increase in requests for specialist SEMH (social, emotional and mental health) provision. Local provision is now full, which is adding an additional demand to the high needs block.</li> </ul>

	<p>Mitigating actions include:</p> <ul style="list-style-type: none"> <li>• SEND Sufficiency work is underway to inform future commissioning strategy. This will set out what the SEND need is across Cambridgeshire, where it is and what provision we need in future, taking account of demographic growth and projected needs.</li> <li>• Alternatives such as additional facilities in the existing schools, looking at collaboration between the schools in supporting post 16, and working with further education providers to provide appropriate post 16 course is also being explored in the plan.</li> <li>• Peterborough and Cambridgeshire SEND Strategy is being developed with a renewed focus and expectation of children and young people having their needs met locally.</li> <li>• Review and renegotiation of packages with some providers to ensure best value is still being achieved.</li> </ul>
<p><b>Out of School Tuition</b></p> <p>Forecast year-end variance: <b>+£291k</b></p> <p><b>DSG Funded</b></p>	<p>The key reasons for the overspend in this area are:</p> <ul style="list-style-type: none"> <li>• A higher number of children remaining on their existing packages and a higher number of children accessing new packages, due to a breakdown of placement, than the budget can accommodate.</li> </ul> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Proposal to create an in-house “bank” of teachers, tutors, teaching assistants or specialist practitioners and care workers in order to achieve a lower unit cost of provision;</li> <li>• Move to a Dynamic Purchasing System, which would provide a wider, more competitive market place, where a lower unit cost of provision could be achieved;</li> <li>• Enhance the preventative work of the Statutory Assessment Team by expanding the SEND District Team, so that support can be deployed for children with an EHCP, where currently the offer is minimal and more difficult to access;</li> <li>• Creation of an outreach team from the Pilgrim Pupil Referral Unit (PRU) to aid quicker transition from tuition or inpatient care, back into school; and</li> <li>• Review of existing tuition packages to gain a deeper understanding of why pupils are on tuition packages and how they can be moved back into formal education.</li> </ul>
<p><b>Executive Director and Central Financing</b></p> <p>Forecast year-end variance: <b>-£2,909k</b></p>	<p>The key reasons for the forecast variance in this area are:</p> <ul style="list-style-type: none"> <li>• A £504k overspend due costs of the Mosaic project that were previously capitalised being moved to revenue.</li> <li>• Changes in Children’s Services, agreed at the Children’s and Young People’s committee, have led to a change in approach for the IT system for Children’s Services. At its meeting on 29th May General Purposes Committee supported a recommendation to procure a new Children’s IT System that could be aligned with Peterborough City Council. A consequence of this decision is that the Mosaic system will no longer be rolled out for Children’s Services.</li> <li>• The underspend within the Central Financing policy line reflects the allocation of the £3.413m smoothing fund</li> </ul>

	reserve to support Children's Services pressures, as recommended by CYP Committee and approved by General Purposes Committee.
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## 2.4 Capital

The Capital Programme Board recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to allocate this to individual schemes in advance. As forecast underspends start to be reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up until the point where slippage exceeds this budget. The allocation for P&C's negative budget adjustments has been calculated as follows, shown against the slippage forecast to date:

2018/19					
Service	Capital Programme Variations Budget £000	Forecast Outturn Variance (Sept 18) £000	Capital Programme Variations Budget Used £000	Capital Programme Variations Budget Used %	Revised Outturn Variance (Sept 18) £000
P&C	-10,469	7,595	7,595	72.5	-2,874
<b>Total Spending</b>	-10,469	7,595	7,595	72.5	-2,874

## 2.5 Performance

Of the thirty-eight P&C service performance indicators nine are shown as green, eight as amber and seven as red. Fourteen have no target and are therefore not RAG-rated.

Of the Children and Young People Performance Indicators, six are green, five are amber and five are red. Three have no target and were therefore not RAG-rated. The five red performance indicators are:

1. Number of children with a Child Protection Plan per 10,000 population under 18
2. The number of looked after children per 10,000 population under 18
3. KS4 Attainment 8 (All children)
4. % of disadvantaged households taking up funded 2 year old childcare places
5. Ofsted – Pupils attending schools that are judged as Good or Outstanding (Special Schools)

## 3.0 2018-19 SAVINGS TRACKER

- 3.1 As previously reported the "tracker" report – a tool for summarising delivery of savings – will be updated throughout the year and the overall position reported to members periodically.

## 4.0 ALIGNMENT WITH CORPORATE PRIORITIES

### 4.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

## **4.2 Helping people live healthy and independent lives**

There are no significant implications for this priority

## **4.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority

## **5.0 SIGNIFICANT IMPLICATIONS**

### **5.1 Resource Implications**

This report sets out details of the overall financial position of the P&C Service.

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

There are no significant implications within this category.

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

There are no significant implications within this category.

### **5.4 Equality and Diversity Implications**

There are no significant implications within this category.

### **5.5 Engagement and Consultation Implications**

There are no significant implications within this category.

### **5.6 Localism and Local Member Involvement**

There are no significant implications within this category.

### **5.7 Public Health Implications**

There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
As well as presentation of the F&PR to the Committee when it meets, the report is made available online each month.	<a href="https://www.cambridgeshire.gov.uk/council/finance-and-budget/finance-&amp;-performance-reports/">https://www.cambridgeshire.gov.uk/council/finance-and-budget/finance-&amp;-performance-reports/</a>



## **Appendix 1**

### **Children & Young People Committee Revenue Budgets within the Finance & Performance report**

#### **Commissioning Directorate**

Strategic Management – Commissioning – *covers all of P&C*  
Access to Resource & Quality

#### Children's Commissioning

Looked After Children Placements  
Commissioning Services  
Home to School Transport – Special  
LAC Transport

#### **Community & Safety Directorate**

Youth Offending Service

#### **Children & Safeguarding Directorate**

Strategic Management – Children & Safeguarding  
Partnerships and Quality Assurance  
Children in Care  
Integrated Front Door  
Children's Centre Strategy  
Support to Parents  
Adoption Allowances  
Legal Proceedings

#### District Delivery Service

Safeguarding Hunts and Fenland  
Safeguarding East & South Cambs and Cambridge  
Early Help District Delivery Service –North  
Early Help District Delivery Service – South

#### **Education Directorate**

Strategic Management - Education  
Early Years Service  
Schools Curriculum Service  
Schools Intervention Service  
Schools Partnership Service  
Children's Innovation & Development Service  
Teachers' Pensions & Redundancy

#### SEND Specialist Services (0-25 years)

SEND Specialist Services  
Children's Disability Service  
High Needs Top Up Funding  
Special Educational Needs Placements  
Early Years Specialist Support  
Out of School Tuition

#### Infrastructure

0-19 Organisation & Planning  
Early Years Policy, Funding & Operations  
Education Capital

Home to School/College Transport – Mainstream

**Executive Director**

Executive Director - *covers all of P&C*

Central Financing - *covers all of P&C*

**Grant Funding**

Financing DSG

Non Baselined Grants - *covers all of P&C*

**People & Communities (P&C) Service****Finance and Performance Report – September 2018****1. SUMMARY****1.1 Finance**

Previous Status	Category	Target	Current Status	Section Ref.
<b>Red</b>	Income and Expenditure	Balanced year end position	<b>Red</b>	2.1
<b>Green</b>	Capital Programme	Remain within overall resources	<b>Green</b>	3.2

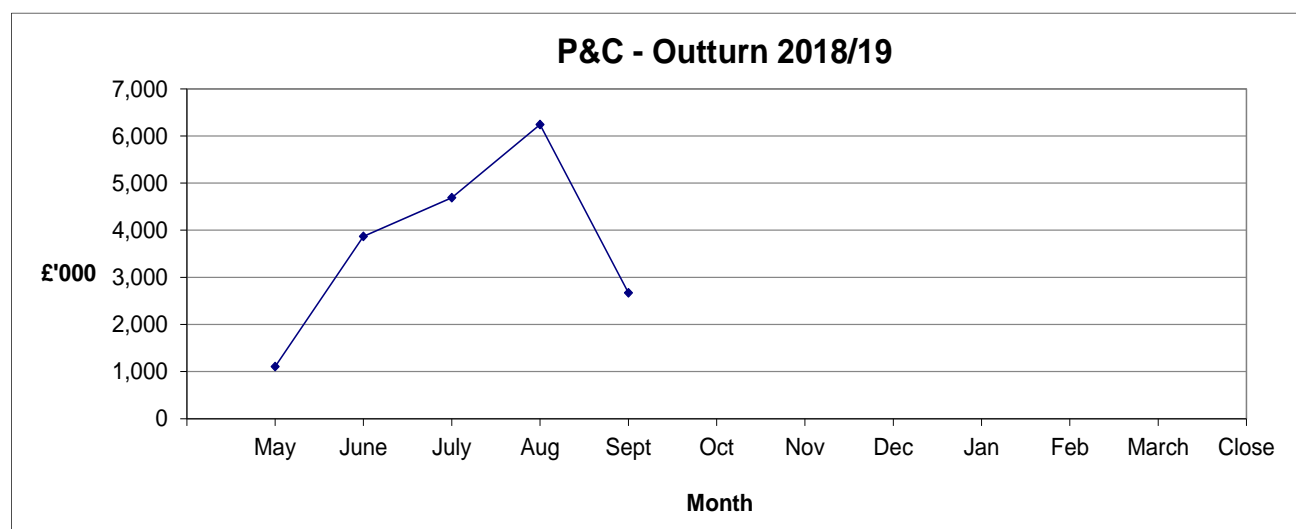
**1.2. Performance Indicators – August 2018 Data (see sections 4&5)**

Monthly Indicators	Red	Amber	Green	No Target	Total
August 17/18 Performance (No. of indicators)	7	8	9	14	38

**2. INCOME AND EXPENDITURE****2.1 Overall Position**

Forecast Variance Outturn (Aug) £000	Directorate	Budget 2018/19 £000	Actual £000	Forecast Outturn Variance £000	Forecast Outturn Variance %
-37	Adults & Safeguarding	153,997	60,200	-161	-0.1%
4,117	Commissioning	44,102	33,870	4,117	9.3%
-50	Communities & Safety	6,693	3,039	-50	-0.7%
1,648	Children & Safeguarding	51,285	24,960	1,615	3.1%
2,367	Education	79,586	55,544	3,421	4.3%
504	Executive Director	4,336	376	-2,909	-67.1%
<b>8,549</b>	<b>Total Expenditure</b>	<b>339,999</b>	<b>177,989</b>	<b>6,033</b>	<b>1.8%</b>
-2,309	Grant Funding	-96,735	-47,605	-3,362	3.5%
<b>6,240</b>	<b>Total</b>	<b>243,263</b>	<b>130,384</b>	<b>2,671</b>	<b>1.1%</b>

The service level finance & performance report for 2018/19 can be found in [appendix 1](#). Further analysis of the forecast position can be found in [appendix 2](#).



## 2.2 Significant Issues

At the end of September 2018, the overall P&C position is an overspend of £2,671k.

Significant issues are detailed below:

### Adults

- The Carers service is forecasting an underspend of -£150k due to lower levels of direct payments to carers than was expected over the first half of the year. Uptake of direct payments has continued at 2017/18 levels, reflecting continued good progress to increase direct payments compared to previous years.

### Children

- A £1m overspend is currently being forecast against the funding allocated to Special Schools and High Needs Units. This is a result of increasing numbers of young people with Education Health and Care Plans (EHCP), and a corresponding increase of young people taking up a place at Special Schools and Units. This budget is funded from the Dedicated Schools Grant (DSG) High Needs Block and will be managed within the overall available DSG resources. Work is being undertaken across SEND Services 0-25 to reduce the pressure on this budget. This will comprise both short-term mitigations such as reviewing high-cost provision to ensure that the additional support being provided is still required, and longer term structural review looking at the role of all schools and units within the county's overall SEN provision.
- The underspend within the Central Financing policy line reflects the allocation of the £3.413m smoothing fund reserve to support Children's Services pressures, as recommended by CYP Committee and approved by General Purposes Committee.

## 2.3 Additional Income and Grant Budgeted this Period

(De Minimis reporting limit = £160,000)

A full list of additional grant income anticipated and reflected in this report can be found in [appendix 3](#).

## 2.4 Virements and Transfers to / from Reserves (including Operational Savings Reserve) (De Minimis reporting limit = £160,000)

A list of virements made in the year to date can be found in [appendix 4](#).

## 2.5 Key Activity Data

The Actual Weekly Costs for all clients shown in section 2.5.1-2 are calculated based on all clients who have received a service, are receiving a service, or we plan will receive a service. Some clients will have ceased receiving a service in previous months, or during this month, or we will have assumed an end date in the future.

### 2.5.1 Key activity data to September 2018 for **Looked After Children (LAC)** is shown below:

Service Type	BUDGET				ACTUAL (September)				VARIANCE		
	No of placements Budgeted	Annual Budget	No. of weeks funded	Average weekly cost per head	Snapshot of No. of placements September 18	Yearly Average	Forecast Outturn	Average weekly cost per head	Yearly Average budgeted no. of placements	Net Variance to Budget	Average weekly cost diff +/-
Residential - disability	1	£132k	52	2,544.66	2	1.84	£368k	3,537.43	0.84	£236k	992.77
Residential - secure accommodation	0	£k	52	0.00	1	0.52	£163k	5,908.00	0.52	£163k	5,908.00
Residential schools	16	£2,277k	52	2,716.14	19	17.25	£2,433k	2,858.99	1.25	£156k	142.85
Residential homes	39	£6,725k	52	3,207.70	37	35.29	£5,962k	3,368.65	-3.71	-£763k	160.95
Independent Fostering	199	£9,761k	52	807.73	285	283.44	£11,608k	797.01	84.44	£1,847k	-10.72
Supported Accommodation	31	£2,355k	52	1,466.70	22	21.26	£1,478k	1,187.04	-9.74	-£876k	-279.66
16+	8	£89k	52	214.17	7	4.70	£72k	270.34	-3.3	-£17k	56.17
Growth/Replacement	-	£k	-	-	-	-	£729k	-	-	£729k	-
Pressure funded within directorate	-	-£1,526k	-	-	-	-	£k	-	-	£1,526k	-
<b>TOTAL</b>	<b>294</b>	<b>£19,813k</b>			<b>373</b>	<b>364.30</b>	<b>£22,813k</b>		<b>70.3</b>	<b>£3,000k</b>	
In-house fostering - Basic	191	£1,998k	56	181.30	182	179.18	£1,914k	179.79	-11.82	-£83k	-1.51
In-house fostering - Skills	191	£1,760k	52	177.17	190	187.46	£1,742k	179.17	-3.54	-£18k	2.00
Kinship - Basic	40	£418k	56	186.72	31	38.56	£387k	195.91	-1.44	-£31k	9.19
Kinship - Skills	11	£39k	52	68.78	10	9.62	£34k	67.42	-1.38	-£6k	-1.36
In-house residential	5	£603k	52	2,319.99	0	1.33	£431k	6,234.79	-3.67	-£172k	3,914.80
Growth	0	£k	-	0.00	0	0.00	£k	0.00	-	£k	-
<b>TOTAL</b>	<b>236</b>	<b>£4,818k</b>			<b>213</b>	<b>219.07</b>	<b>£4,508k</b>		<b>-16.93</b>	<b>-£310k</b>	
Adoption Allowances	105	£1,073k	52	196.40	106	106.28	£1,141k	194.59	1.28	£69k	-1.81
Special Guardianship Orders	246	£1,850k	52	144.64	248	247.69	£1,831k	142.14	1.69	-£19k	-2.50
Child Arrangement Orders	91	£736k	52	157.37	89	90.37	£727k	153.57	-0.63	-£10k	-3.80
Concurrent Adoption	5	£91k	52	350.00	5	4.93	£90k	350.00	-0.07	-£1k	0.00
<b>TOTAL</b>	<b>447</b>	<b>£3,750k</b>			<b>448</b>	<b>449.27</b>	<b>£3,789k</b>		<b>1.28</b>	<b>£39k</b>	
<b>OVERALL TOTAL</b>	<b>977</b>	<b>£28,382k</b>			<b>1034</b>	<b>1,032.64</b>	<b>£31,110k</b>		<b>54.65</b>	<b>£2,729k</b>	

NOTE: In house Fostering and Kinship basic payments fund 56 weeks as carers receive two additional weeks payment during the Summer holidays, one additional week payment at Christmas and a birthday payment.

## 2.5.2 Key activity data to the end of September for **SEN Placements** is shown below:

BUDGET				ACTUAL (September 18)				VARIANCE			
Ofsted Code	No. of Placements Budgeted	Total Cost to SEN Placements Budget	Average annual cost	No. of Placements September 18	Yearly Average	Total Cost to SEN Placements Budget	Average Annual Cost	No of Placements	Yearly Average	Total Cost to SEN Placements Budget	Average Annual Cost
Autistic Spectrum Disorder (ASD)	98	£6,165k	£63k	95	97.15	£6,289k	£65k	-3	-0.85	£123k	£2k
Hearing Impairment (HI)	3	£100k	£33k	2	2.00	£74k	£37k	-1	-1.00	-£26k	£4k
Moderate Learning Difficulty (MLD)	3	£109k	£36k	8	9.07	£131k	£14k	5	6.07	£21k	-£22k
Multi-Sensory Impairment (MSI)	1	£75k	£75k	0	0.00	£0k	-	-1	-1.00	-£75k	£k
Physical Disability (PD)	1	£19k	£19k	5	5.00	£91k	£18k	4	4.00	£72k	-£1k
Profound and Multiple Learning Difficulty (PMLD)	1	£41k	£41k	1	0.99	£67k	£68k	0	-0.01	£26k	£26k
Social Emotional and Mental Health (SEMH)	35	£1,490k	£43k	43	41.47	£2,063k	£50k	8	6.47	£572k	£7k
Speech, Language and Communication Needs (SLCN)	3	£163k	£54k	2	2.00	£88k	£44k	-1	-1.00	-£76k	-£11k
Severe Learning Difficulty (SLD)	2	£180k	£90k	4	3.73	£388k	£104k	2	1.73	£207k	£14k
Specific Learning Difficulty (SPLD)	8	£164k	£20k	9	7.66	£232k	£30k	1	-0.34	£68k	£10k
Visual Impairment (VI)	2	£64k	£32k	2	2.00	£57k	£29k	0	0.00	-£7k	-£4k
Growth / (Saving Requirement)	-	£1,000k	-	-	-	£612k	-	-	-	-£388k	-
<b>TOTAL</b>	<b>157</b>	<b>£9,573k</b>	<b>£61k</b>	<b>171</b>	<b>171.07</b>	<b>£10,091k</b>	<b>£55k</b>	<b>14</b>	<b>14.07</b>	<b>£518k</b>	<b>-£6k</b>

In the following key activity data for Adults & Safeguarding, the information given in each column is as follows:

- Budgeted number of clients: this is the number of full-time equivalent (52 weeks) service users anticipated at budget setting, given budget available
- Budgeted average unit cost: this is the planned unit cost per service user per week, given the budget available
- Actual service users and cost: these figures are derived from a snapshot of the commitment record at the end of the month and reflect current numbers of service users and average cost

The forecasts presented in Appendix 1 reflect the estimated impact of savings measures to take effect later in the year. The “further savings within forecast” lines within these tables reflect the remaining distance from achieving this position based on current activity levels.

## 2.5.3 Key activity data to end of September for **Learning Disability Services** is shown below:

		BUDGET			ACTUAL (September 18)			Year End		
Service Type		Expected No. of Service Users 2018/19	Budgeted Average Unit Cost (per week) £	Annual Budget £000	Current Service Users	DoT	Current Average Unit Cost (per week) £	DoT	Forecast Actual £000	Variance £000
Learning Disability Services	Residential	299	£1,379	£21,440k	281	↓	£1,471	↑	£22,605k	↓ £1,165k
	Nursing	8	£1,678	£698k	8	↔	£1,694	↔	£729k	↓ £31k
	Community	1,285	£666	£44,527k	1,308	↔	£686	↑	£48,048k	↓ £3,521k
<b>Learning Disability Service Total</b>		<b>1,592</b>		<b>£66,665k</b>	<b>1,597</b>				<b>£71,382k</b>	<b>£4,717k</b>
<b>Income</b>				<b>-£2,814k</b>					<b>-£3,306k</b>	<b>↓ -£493k</b>
<b>Further savings assumed within forecast as shown in Appendix 1</b>										<b>-£1,295k</b>
<b>Net Total</b>				<b>£63,851k</b>						<b>£2,929k</b>

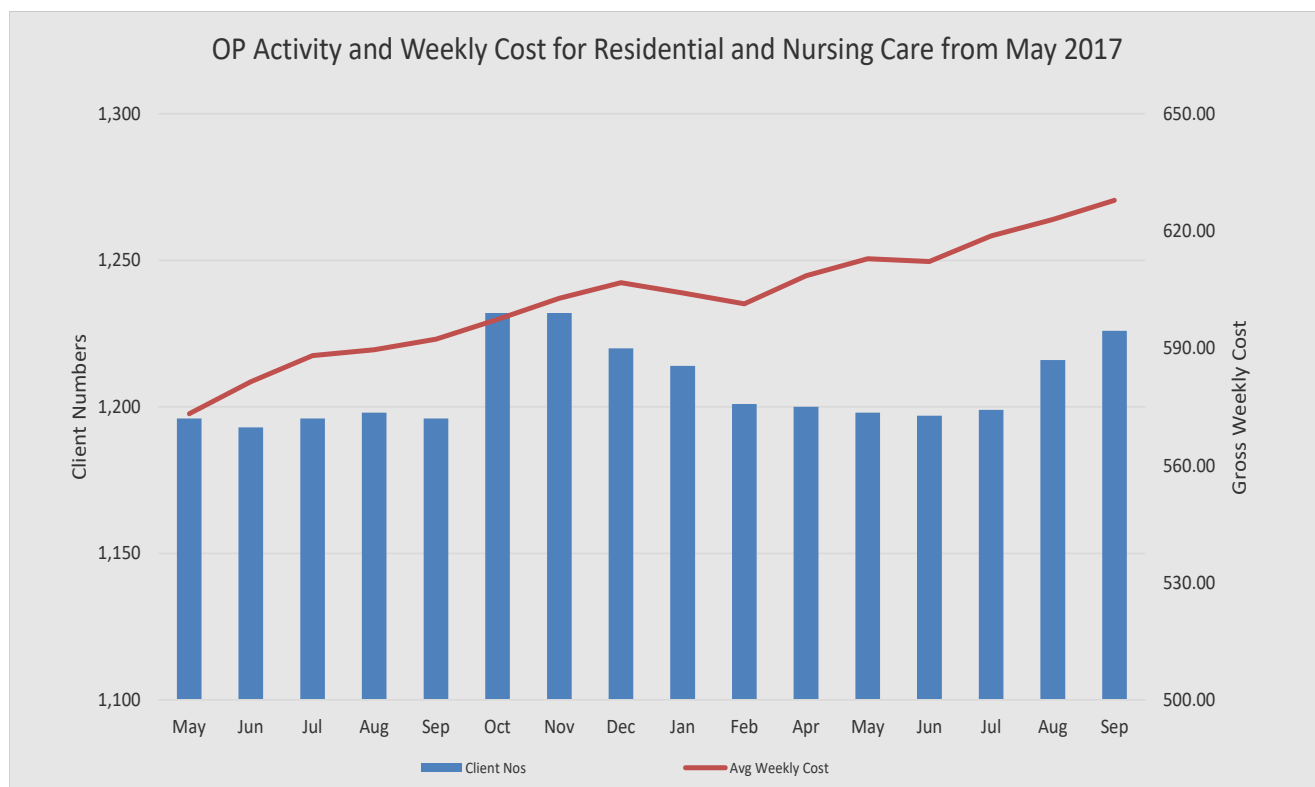
## 2.5.4 Key activity data to end of September for **Adult Mental Health Services** is shown below:

		BUDGET			ACTUAL (September)				Year End		
Service Type		Expected No. of Service Users 2018/19	Budgeted Average Unit Cost (per week) £	Annual Budget £000's	Current Service Users	D o T	Current Average Unit Cost (per week) £	D o T	Forecast Actual £000's	D o T	Variance £000's
Adult Mental Health	Community based support	11	£127	£71k	7	↑	£61	↓	£38k	↑	-£32k
	Home & Community support	164	£100	£857k	152	↓	£100	↓	£757k	↓	-£100k
	Nursing Placement	14	£648	£457k	17	↔	£694	↑	£598k	↑	£141k
	Residential Placement	75	£690	£2,628k	69	↓	£671	↑	£2,297k	↑	-£331k
	Supported Accommodation	130	£120	£792k	131	↓	£174	↑	£1,090k	↓	£298k
	Direct Payments	12	£288	£175k	14	↔	£233	↓	£212k	↑	£37k
Total Expenditure		406		£4,980k	390				£4,993k		£12k
Health Contribution				-£298k					-£361k		-£63k
Client Contribution				-£234k					-£183k		£51k
Total Income				-£532k					-£545k		-£12k
Adult Mental Health Net Total		406		£4,448k	390				£4,448k		£k

Direction of travel compares the current month to the previous month.

## 2.5.5 Key activity data to the end of September for **Older People (OP) Services** is shown below:

OP Total		BUDGET			ACTUAL (September 18)				Year End		
Service Type		Expected No. of Service Users 2018/19	Budgeted Average Unit Cost (per week) £	Annual Budget £000	Current Service Users	D o T	Current Average Unit Cost (per week) £	D o T	Forecast Actual £000	D o T	Variance £000
Residential		514	£541	£14,589k	469	↓	£558	↑	£14,786k	↓	£198k
Residential Dementia		389	£554	£11,286k	376	↑	£559	↑	£11,439k	↓	£153k
Nursing		312	£750	£12,284k	292	↔	£768	↑	£12,898k	↑	£614k
Nursing Dementia		62	£804	£2,593k	89	↑	£828	↑	£2,722k	↑	£130k
Respite				£1,562k					£1,796k	↑	£235k
Community based											
~ Direct payments		538	£286	£8,047k	502	↓	£332	↑	£8,142k	↑	£95k
~ Day Care				£1,097k					£1,048k	↑	-£50k
~ Other Care				£4,905k					£4,986k	↑	£82k
~ Homecare arranged		1,516	per hour £16.31	£14,598k	1,452	↑	per hour £16.17	↑	£14,660k	↑	£62k
~ Live In Care arranged		50		£2,086k	52	↔	£767.40	↓	£2,045k	↓	-£40k
Total Expenditure		3,381		£73,046k	3,180				£74,523k		£1,476k
Residential Income				-£9,274k					-£9,722k	↓	-£448k
Community Income				-£8,896k					-£9,631k	↓	-£735k
Health Income				-£651k					-£853k	↓	-£202k
Total Income				-£18,821k					-£20,206k		-£1,385k



## 2.5.6 Key activity data to the end of September for **Older People Mental Health (OPMH)** Services is shown below:

For both Older People's Services and Older People Mental Health:

- Respite care budget is based on clients receiving 6 weeks care per year instead of 52.
- Day Care OP Block places are also used by OPMH clients, therefore there is no day care activity in OPMH

Although this activity data shows current expected and actual payments made through direct payments, this in no way precludes increasing numbers of clients from converting arranged provisions into a direct payment.

OPMH Total	BUDGET			ACTUAL (September 18)				Year End		
Service Type	Expected No. of Service Users 2018/19	Budgeted Average Unit Cost (per week) £	Annual Budget £000	Current Service Users	Difference	Current Average Unit Cost (per week) £	Difference	Forecast Actual £000	Difference	Variance £000
Residential	27	£572	£801k	15	↓	£514	↓	£760k	↓	-£42k
Residential Dementia	26	£554	£740k	26	↓	£618	↑	£701k	↓	-£39k
Nursing	29	£648	£992k	16	↓	£649	↑	£895k	↑	-£97k
Nursing Dementia	84	£832	£3,720k	83	↑	£834	↑	£3,356k	↑	-£364k
Respite			£4k					£24k	↓	£20k
Community based										
~ Direct payments	13	£366	£241k	8	↓	£420	↑	£226k	↓	-£15k
~ Day Care			£4k					£4k	↑	£k
~ Other Care			£44k					£44k	↓	£k
~ Homecare arranged	50	per hour £16.10	£445k	39	↓	per hour £17.26	↑	£477k	↓	£32k
~ Live In Care arranged	4		£185k	3	↓	£869.48	↑	£152k	↓	-£33k
<b>Total Expenditure</b>	<b>229</b>		<b>£6,991k</b>	<b>187</b>				<b>£6,639k</b>		<b>-£504k</b>
Residential Income			-£1,049k					-£620k	↓	£429k
Community Income			-£97k					-£378k	↑	-£281k
Health Income			-£281k					-£10k	↑	£271k
<b>Total Income</b>			<b>-£1,427k</b>					<b>-£1,008k</b>		<b>£419k</b>



### 3. **BALANCE SHEET**

#### 3.1 **Reserves**

A schedule of the planned use of Service reserves can be found in [appendix 5](#).

#### 3.2 **Capital Expenditure and Funding**

##### 2018/19 In Year Pressures/Slippage

As at the end of September 2018 the capital programme forecast underspend continues to be zero. The level of slippage has not exceeded the revised Capital Variation budget of £10,469k. A forecast outturn will only be reported once slippage exceeds this level. However in September movements on schemes has occurred totaling £320k. The significant changes in schemes are detailed below;

- Sawtry Infant School; £230k slippage due to the start on site now being later than initially scheduled. Start on site scheduled 18<sup>th</sup> March 2019 with works to be complete September 2020.

A detailed explanation of the position can be found in [appendix 6](#).

### 4. **PERFORMANCE**

The detailed Service performance data can be found in [appendix 7](#) along with comments about current concerns.

The performance measures included in this report have been developed in conjunction with the Peoples & Communities management team and link service activity to key Council outcomes. The revised set of measures includes 15 of the previous set and 23 that are new. The measures in this report have been grouped by outcome, then by responsible directorate. The latest available benchmarking information has also been provided in the performance table where it is available. This will be revised and updated as more information becomes available. Work is ongoing with service leads to agree appropriate reporting mechanisms for the new measures included in this report and to identify and set appropriate targets.

**Seven** indicators are currently showing as RED:

- **Number of children with a Child Protection (CP) Plan per 10,000 children**

During August we saw the numbers of children with a Child Protection plan increase from 480 to 523.

The introduction of an Escalation Policy for all children subject to a Child Protection Plan was introduced in June 2017. Child Protection Conference Chairs raise alerts to ensure there is clear planning for children subject to a Child Protection Plan. This has seen a decrease in the numbers of children subject to a Child Protection Plan.

- **The number of Looked After Children per 10,000 children**

At the end of August there were 737 children who were looked after by the Local Authority and of these 85 were unaccompanied asylum seeking children and young people. There were 652 non asylum seeking looked after children and whilst there was a minimal increase in the number of looked after children overall, there has been a significant increase of unaccompanied asylum seeking children (11) who have spontaneously arrived within the Cambridgeshire border, the majority assessed as being between the ages of 16-17 years. This trend has not continued in September. Cambridgeshire are supporting 105 care leavers who were previously assessed as being unaccompanied asylum seeking children and 32 adult asylum seekers whose

claims have not reached a conclusion. These adults have been waiting between one and three years for a status decision to be made by the Home Office.

Actions being taken include:

- The Children's Director is in communication with our Eastern Region colleagues to raise the issue of the increasing demand in Cambridgeshire and to request assistance. Elected members have also been informed of the financial impact of this increased demand specifically in relation to the cohort of adult asylum seekers.
- There is currently a review underway of the Threshold to Resources Panel (TARP) which is chaired by the Assistant Director for Children's Services. The panel is designed to review children on the edge of care, specifically looking to prevent escalation by providing timely and effective interventions. The intention is to streamline a number of District and Countywide Panels to ensure close scrutiny of thresholds and use of resources but also to provide an opportunity for collaborative working across services to improve outcomes for children. It is proposed that the new panel structure will be in place for the implementation of the Change for Children transformation.
- Since the last update, the Partnership and Quality Assurance service have implemented a number of new initiatives which support and provide challenge to the care planning for children. A county wide Legal Tracker is in place which tracks all children subject to the Public Law Outline (pre proceedings), Care Proceedings and children accommodated by the Local Authority with parental agreement. This is having a positive impact on the care planning for Cambridgeshire's most vulnerable children, for example in the identification of wider family members in pre-proceedings where there are concerns that is not safe for children to remain in the care of their parents. In addition a monthly Permanency Tracker Meeting considers all children who are looked after, paying attention to their care plan, ensuring reunification is considered and if this is not possible a timely plan is made for permanence via Special Guardianship Order, Adoption or Long Term Fostering. The multi-agency Unborn Baby Panel operational in the South and North of the County monitors the progress of care planning, supporting timely decision making and permanency planning.
- Monthly Placement Strategy, Finance and Looked After Children Savings Meetings are now operational and attended by representatives across Children's Social Care, Commissioning and Finance. The purpose of these meetings is to provide increased scrutiny on financial commitments for example placements for looked after children, areas of specific concern and to monitor savings targets. This meetings reports into the People and Communities Delivery Board.
- Supporting this activity, officers in Children's Social Care and Commissioning are holding twice weekly placement forum meetings which track and scrutinise individual children's care planning and placements. These meetings, led by Heads of Service have positively impacted on a number of looked after children who have been consequently been able to move to an in house and in county foster care placement, plans have been made to de-escalate resources in a timely way or children have returned to live with their family. In Cambridgeshire we have 74% of our looked after children in foster care as opposed to 78% nationally and 42% of these children are placed with in-house carers as opposed to 58% in external placements.

- **Average monthly number of bed day delays (social care attributable) per 100,000 18+ population**

In July 2018, there were 1006 ASC-attributable bed-day delays recorded in Cambridgeshire. For the same period the previous year there were 948 delays – a 6% increase. The Council is continuing to invest considerable amounts of staff and management time into improving processes, identifying clear performance targets and clarifying roles & responsibilities. We continue to work in collaboration with health colleagues to ensure correct and timely discharges from hospital.

Delays in arranging residential, nursing and domiciliary care for patients being discharged from Addenbrooke's remain the key drivers of ASC bed-day delays.

- **Proportion of Adults with Learning Disabilities in paid employment**

Performance remains low. As well as a requirement for employment status to be recorded, unless a service user has been assessed or reviewed in the year, the information cannot be considered current. Therefore this indicator is also dependent on the review/assessment performance of LD teams – and there are currently 53 service users identified as being in employment yet to have a recorded review in the current year. (N.B: This indicator is subject to a cumulative effect as clients are reviewed within the period.)

- **KS4 Attainment 8 (All Children)**

Performance for the 2016/17 year fell in comparison to the 2015/16 results but remains above the average for our statistical neighbours and the England average.

The results for 2017/18 will be released 23<sup>rd</sup> August 2018 however the provisional Attainment 8 figures will not be validated and released by the DFE until October 2018.

- **Percentage of disadvantaged households taking up funded 2 year old childcare places**

Performance decreased by just under 4 percentage points in comparison to the previous figure for the spring 2018 term.

- **Ofsted – Pupils attending special schools that are judged as Good or Outstanding**

Performance has remained the same as the previous month. Both the national figure and the statistical neighbour average remain unchanged.

There are currently 2 schools which received an overall effectiveness grading of requiring improvement and 104 pupils attend these schools in total.

Ofsted recently concluded a consultation on changes to their Official Statistics and Management Information. The key change is that, from June 2018, Ofsted include judgements from the predecessor schools for schools that have not yet been inspected in their current form.

In Cambridgeshire this has affected 1 special school with the old judgement, from their predecessor school, of requiring improvement now included. The previous inspection occurred in 2016.

## APPENDIX 1 – P&C Service Level Budgetary Control Report

Forecast Outturn Variance (Aug) £'000	Service		Budget 2018/19 £'000	Actual Sept 2018 £'000	Forecast Outturn Variance £'000   %	
Adults & Safeguarding Directorate						
-2,146	1	Strategic Management - Adults	7,632	-13,975	-2,212	-29%
-0		Principal Social Worker, Practice and Safeguarding	1,575	681	-0	0%
0		Autism and Adult Support	925	313	-71	-8%
0	2	Carers	661	236	-150	-23%
Learning Disability Partnership						
1,264	3	LD Head of Service	3,614	2,227	1,264	35%
599	3	LD - City, South and East Localities	34,173	17,666	651	2%
439	3	LD - Hunts & Fenland Localities	29,663	15,209	477	2%
352	3	LD - Young Adults	5,782	2,629	449	8%
91	3	In House Provider Services	6,071	2,884	91	1%
-636	3	NHS Contribution to Pooled Budget	-18,387	-9,194	-680	-4%
Older People and Physical Disability Services						
0		OP - City & South Locality	19,257	9,574	0	0%
0		OP - East Cambs Locality	5,898	3,293	0	0%
0		OP - Fenland Locality	8,949	4,028	0	0%
0		OP - Hunts Locality	12,457	5,873	0	0%
0		Neighbourhood Cares	855	228	0	0%
0		Discharge Planning Teams	1,872	1,100	0	0%
0		Shorter Term Support and Maximising Independence	7,958	4,469	50	1%
0		Physical Disabilities	11,352	6,435	0	0%
Mental Health						
0		Mental Health Central	368	399	-30	-8%
0		Adult Mental Health Localities	6,821	2,917	0	0%
0		Older People Mental Health	6,503	3,209	0	0%
-37	Adult & Safeguarding Directorate Total		153,997	60,200	-161	0%
Commissioning Directorate						
0		Strategic Management –Commissioning	879	502	-0	0%
0		Access to Resource & Quality	865	306	0	0%
-10		Local Assistance Scheme	300	0	-10	-3%
Adults Commissioning						
369	4	Central Commissioning - Adults	5,635	18,944	369	7%
0		Integrated Community Equipment Service	925	-586	0	0%
8		Mental Health Voluntary Organisations	3,730	1,378	8	0%
Childrens Commissioning						
3,000	5	Looked After Children Placements	19,813	9,031	3,000	15%
0		Commissioning Services	2,452	1,012	-0	0%
750	6	Home to School Transport – Special	7,871	2,582	750	10%
0		LAC Transport	1,632	699	0	0%
4,117	Commissioning Directorate Total		44,102	33,870	4,117	9%

Forecast Outturn Variance (Aug) £'000	Service	Budget 2018/19  £'000	Actual Sept 2018  £'000	Forecast Outturn Variance  £'000   %	
Communities & Safety Directorate					
0	Strategic Management - Communities & Safety	-38	64	0	0%
-50	Youth Offending Service	1,650	769	-50	-3%
0	Central Integrated Youth Support Services	953	246	0	0%
0	Safer Communities Partnership	947	533	0	0%
0	Strengthening Communities	521	309	0	0%
0	Adult Learning & Skills	2,660	1,118	0	0%
-50	Communities & Safety Directorate Total	6,693	3,039	-50	-1%
Children & Safeguarding Directorate					
0	Strategic Management – Children & Safeguarding	3,774	1,568	0	0%
0	Partnerships and Quality Assurance	1,988	1,088	0	0%
1,400	<sup>7</sup> Children in Care	14,013	7,789	1,367	10%
0	Integrated Front Door	2,660	1,324	0	0%
0	Children’s Centre Strategy	70	45	0	0%
0	Support to Parents	2,870	159	0	0%
248	<sup>8</sup> Adoption Allowances	5,282	2,787	248	5%
0	Legal Proceedings	1,940	1,055	0	0%
District Delivery Service					
0	Safeguarding Hunts and Fenland	4,646	2,329	0	0%
0	Safeguarding East & South Cambs and Cambridge	4,489	1,873	0	0%
0	Early Help District Delivery Service –North	4,817	2,391	0	0%
0	Early Help District Delivery Service – South	4,736	2,550	0	0%
1,648	Children & Safeguarding Directorate Total	51,285	24,960	1,615	3%

Forecast Outturn Variance (Aug) £'000	Service		Budget 2018/19 £'000	Actual Sept 2018 £'000	Forecast Outturn Variance £'000   %	
Education Directorate						
0		Strategic Management - Education	3,563	426	-60	-2%
0		Early Years' Service	1,442	779	-0	0%
0		Schools Curriculum Service	62	-24	11	18%
0		Schools Intervention Service	1,095	615	60	5%
148	9	Schools Partnership Service	776	627	148	19%
0		Children's' Innovation & Development Service	214	164	30	14%
0		Teachers' Pensions & Redundancy	2,910	1,082	-40	-1%
SEND Specialist Services (0-25 years)						
0		SEND Specialist Services	8,077	4,622	0	0%
0	10	Funding for Special Schools and Units	16,739	10,867	1,000	6%
0		Children's Disability Service	6,542	3,732	0	0%
1,500	11	High Needs Top Up Funding	13,599	8,487	1,500	11%
518	12	Special Educational Needs Placements	9,973	13,211	518	5%
0		Early Years Specialist Support	381	259	53	14%
291	13	Out of School Tuition	1,519	780	291	19%
Infrastructure						
-90		0-19 Organisation & Planning	3,692	3,098	-90	-2%
0		Early Years Policy, Funding & Operations	92	-16	0	0%
0		Education Capital	168	3,266	0	0%
0		Home to School/College Transport – Mainstream	8,742	3,569	0	0%
2,367	Education Directorate Total		79,586	55,544	3,421	4%
Executive Director						
504	14	Executive Director	833	359	504	61%
0	15	Central Financing	3,504	17	-3,413	-97%
504	Executive Director Total		4,336	376	-2,909	-67%
8,549	Total		339,999	177,989	6,033	2%
Grant Funding						
-2,309	16	Financing DSG	-58,100	-29,050	-3,362	-6%
0		Non Baselined Grants	-38,635	-18,555	0	0%
-2,309	Grant Funding Total		-96,735	-47,605	-3,362	3%
6,240	Net Total		243,263	130,384	2,671	1%

## APPENDIX 2 – Commentary on Forecast Outturn Position

Narrative is given below where there is an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater.

Service	Budget 2018/19	Actual	Forecast Outturn Variance	
	£'000	£'000	£'000	%
<b>1) Strategic Management – Adults</b>	<b>7,632</b>	<b>-13,975</b>	<b>-2,212</b>	<b>-29%</b>
<p>Grant funding provided to the Council from central government through the Improved Better Care Fund and Adult Social Care Support Grant has been applied to the Strategic Management – Adults budget line offset pressures on care budgets in Adults Services described below. This results in a favourable forecast outturn of -£2,212k on this budget line, countering overspend forecasts on care budgets that are shown separately.</p> <p>These grants are specifically to support local authorities in meeting cost and demand pressures in adult social care, and spending plans are agreed annually through Health and Wellbeing Board and General Purposes Committee respectively. In these spending plans, an element of both grants was earmarked to be applied in-year against emerging pressures, and further funding has been identified from other spend lines that have not happened or where there has been slippage.</p>				
<b>2) Carers</b>	<b>661</b>	<b>236</b>	<b>-150</b>	<b>-23%</b>
<p>The Carers service is expected to be -£150k underspent at the end of the year. The under spend is due to lower levels of direct payments to carers than was expected over the first half of the year. Uptake of direct payments has continued at 2017/18 levels, reflecting continued good progress to increase direct payments compared to previous years.</p>				
<b>3) Learning Disability Partnership</b>	<b>60,916</b>	<b>31,421</b>	<b>2,252</b>	<b>4%</b>
<p>An overspend of £2,931k is forecast against the Learning Disability Partnership (LDP) at the end of September 18. According to the risk sharing arrangements for the LDP pooled budget, the proportion of the over spend that is attributable to the council is <b>£2,252k</b>, an increase of £143k from August.</p> <p>Total new savings / additional income expectation of £5,329k are budgeted for 18/19. As at the end of September, a £1,232k shortfall is expected against the reassessment saving proposal and from the conversion of residential to supported living care packages. For both savings programmes, the shortfall is as a result of slippage of planned work and a lower level of delivery per case than anticipated.</p> <p>Demand pressures have been higher than expected, despite positive work that has reduced the overall number of people in high-cost out-of-area in-patient placements. New package costs continued to be high in 17/18 due to increased needs identified at reassessment that we had a statutory duty to meet. This, together with a shortfall in delivery of 17/18 savings, has led to a permanent opening pressure in the 18/19 budget above that level expected during business planning, reflected in the overall forecast at the end of August.</p> <p>Where there are opportunities to achieve additional savings that can offset any shortfall from the delivery of existing planned savings these are being pursued. For example, work is ongoing to maximise referrals to the in-house Assistive Technology team as appropriate, in order to increase the number of 'Just Checking' kits that can be issued to help us to identify the most appropriate level of resource for services users at night. £103k of savings are expected to be delivered by reviewing resource allocation as informed by this technology and this additional saving has been reflected in the forecast. Also, negotiations are continuing with CCGs outside of Cambridgeshire, where people are placed out of area and the CCG in that area should be contributing to the cost of meeting health needs.</p> <p>In addition, around £90k of pressure is forecast for the in-house provider units, due to lower than expected vacancy levels in-year. The provider units have managed within reducing budgets for a number of years, and this year they are working towards a 5% saving on their staffing costs. Staffing levels continue to be reviewed by the units in order to ensure staff members are being used as efficiently as possible, but a minimum level of staffing is required in units to ensure safe service delivery and to meet the regulatory standards of the Care Quality Commission.</p>				

Service	Budget 2018/19	Actual	Forecast Outturn Variance																																														
	£'000	£'000	£'000	%																																													
<b>4) Central Commissioning – Adults</b>	<b>5,635</b>	<b>18,944</b>	<b>369</b>	<b>7%</b>																																													
<p>An overspend of £369k is forecast for Central Commissioning – Adults. This is due to the slower than expected delivery of a major piece of work to transform the Council's Housing Related Support contracts. It is still expected that this piece of work will be completed and deliver in full, but that this will be phased over a longer time-period due to the large number of contracts and the amount of redesigning of services that will be needed rather than simply re-negotiating contract costs. This is partially offset by savings made through recommissioning other contracts, particularly the rationalisation of block domiciliary care car rounds from the start of 18/19.</p>																																																	
<b>5) Looked After Children Placements</b>	<b>19,813</b>	<b>9,031</b>	<b>3,000</b>	<b>15%</b>																																													
<p>LAC Placements budget continues to forecast an overspend of £3m this month. A combination of the expected demand pressures on this budget during 18/19, over and above those forecast and budgeted for, along with the part delivery of the £1.5m saving target in 18/19 and the underlying pressure brought forward from 17/18, results in a forecast overspend of £3m. This position continues to be closely monitored throughout the year, with subsequent forecasts updated to reflect any change in this position.</p> <p>The budgeted position in terms of the placement mix is proving testing, in particular pressures within the external fostering line showing a +86 position. Given an average £800 per week placement costs, this presents a c. £70k weekly pressure. The foster placement capacity both in house and externally is overwhelmed by demand both locally and nationally, as has been evidenced at the end of the month with a sibling group of 8 children having to be accommodated within IFA provision, the costs for which are expected to be offset by some recent favourable placement fee changes. The real danger going forward is that the absence of appropriate fostering provision by default, leads to children and young people's care plans needing to change to residential services provision.</p> <p>Overall LAC numbers at the end of September 2018, including placements with in-house foster carers, residential homes and kinship, were 736, 1 less than at the end of August. This includes 82 unaccompanied asylum seeking children (UASC).</p> <p>External placement numbers (excluding UASC but including 16+ and supported accommodation) at the end of September were 373, 1 more than at the end of August.</p> <table border="1"> <thead> <tr> <th>External Placements Client Group</th><th>Budgeted Packages</th><th>31 Aug 2018 Packages</th><th>30 Sep 2018 Packages</th><th>Variance from Budget</th></tr> </thead> <tbody> <tr> <td>Residential Disability – Children</td><td>1</td><td>2</td><td>2</td><td>+1</td></tr> <tr> <td>Child Homes – Secure Accommodation</td><td>0</td><td>1</td><td>1</td><td>+1</td></tr> <tr> <td>Child Homes – Educational</td><td>16</td><td>19</td><td>19</td><td>+3</td></tr> <tr> <td>Child Homes – General</td><td>39</td><td>34</td><td>37</td><td>-2</td></tr> <tr> <td>Independent Fostering</td><td>199</td><td>287</td><td>285</td><td>+86</td></tr> <tr> <td>Supported Accommodation</td><td>31</td><td>23</td><td>22</td><td>-9</td></tr> <tr> <td>Supported Living 16+</td><td>8</td><td>6</td><td>7</td><td>-1</td></tr> <tr> <td><b>TOTAL</b></td><td><b>294</b></td><td><b>372</b></td><td><b>373</b></td><td><b>+79</b></td></tr> </tbody> </table> <p>'Budgeted Packages' are the expected number of placements by Mar-19, once the work associated to the saving proposals has been undertaken and has made an impact.</p> <p>Mitigating factors to limit the final overspend position include:</p> <ul style="list-style-type: none"> <li>Reconstitution of panels to ensure greater scrutiny and supportive challenge.</li> </ul>					External Placements Client Group	Budgeted Packages	31 Aug 2018 Packages	30 Sep 2018 Packages	Variance from Budget	Residential Disability – Children	1	2	2	+1	Child Homes – Secure Accommodation	0	1	1	+1	Child Homes – Educational	16	19	19	+3	Child Homes – General	39	34	37	-2	Independent Fostering	199	287	285	+86	Supported Accommodation	31	23	22	-9	Supported Living 16+	8	6	7	-1	<b>TOTAL</b>	<b>294</b>	<b>372</b>	<b>373</b>	<b>+79</b>
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Service	Budget 2018/19	Actual	Forecast Outturn Variance	
	£'000	£'000	£'000	%
<b>Looked After Children Placements continued</b>				
<ul style="list-style-type: none"> <li>Monthly commissioning intentions (sufficiency strategy work-streams), budget and savings reconciliation meetings attended by senior managers accountable for each area of spend/practice. Enabling directed focus on emerging trends and appropriate responses, ensuring that each of the commissioning intentions are delivering as per work-stream and associated accountable officer. Production of datasets to support financial forecasting (in-house provider services and Access to Resources).</li> <li>Investment in children's social care commissioning to support the development of robust commissioning pseudo-dynamic purchasing systems for external spend (<i>to be approved</i>). These commissioning models coupled with resource investment will enable more transparent competition amongst providers bidding for individual care packages, and therefore support the best value offer through competition driving down costs.</li> <li>Provider meetings scheduled through the Children's Placement Service (Access to Resources) to support the negotiation of packages at or post placement. Working with the Contracts Manager to ensure all placements are funded at the appropriate levels of need and cost.</li> <li>Regular Permanence Tracking meetings (per locality attended by Access to Resources) chaired by the Independent Reviewing Service Manager to ensure no drift in care planning decisions, and support the identification of foster carers suitable for SGO/permanence arrangements. These meetings will also consider children in externally funded placements, ensuring that the authority is maximizing opportunities for discounts (length of stay/siblings), volume and recognising potential lower cost options in line with each child's care plan.</li> <li>Additional investment in the recruitment and retention of the in-house fostering service to increase the number of fostering households over a three year period.</li> <li>Recalculation of the Unaccompanied Asylum Seeking Children (UASC) Transfer Scheme allotment (0.07% of the 0-18 year old population to 0.06% - the aim that this will create greater capacity within the local market in the long term).</li> <li>Access to the Staying Close, Staying Connected Department for Education (DfE) initiative being piloted by a local charity offering 16-18 year old LAC the opportunity to step-down from residential provision, to supported community based provision in what will transfer to their own tenancy post 18.</li> <li>Greater focus on those LAC for whom permanency or rehabilitation home is the plan, to ensure timely care episodes and managed exits from care.</li> </ul>				
<b>6) Home to School Transport – Special</b>	<b>7,871</b>	<b>2,582</b>	<b>750</b>	<b>10%</b>
<p>Home to School Transport – Special is reporting an anticipated £750k overspend for 2018/19. This is largely due to increasing demand for SEND Transport, with a 9% increase in pupils attending special schools between May 2017 and May 2018 and an 11% increase in pupils with EHCPs over the same period. An increase in complexity of need has meant that more individual transport, and transport including a passenger assist, is needed. Further, there is now a statutory obligation to provide post-19 transport putting further pressure on the budget.</p> <p>While only statutory provision is provided in this area, and charging is in line with our statistical neighbours, if this level of growth continues then it is likely that the overspend will increase from what is currently reported. This will be clearer in October once routes have been finalised for the 18/19 academic year.</p> <p>Actions being taken to mitigate the position include</p> <ul style="list-style-type: none"> <li>A review of processes in the Social Education Transport and SEND teams with a view to reducing costs</li> <li>A strengthened governance system around requests for costly exceptional transport requests</li> <li>A change to the process around Personal Transport Budgets to ensure they are offered only when they are the most cost-effective option</li> <li>Implementation of an Independent Travel Training programme to allow more students to travel to school and college independently.</li> </ul>				

Service	Budget 2018/19	Actual	Forecast Outturn Variance	
	£'000	£'000	£'000	%
<b>Home to School Transport – Special continued</b>				
Some of these actions will not result in an immediate reduction in expenditure, but will help to reduce costs over the medium term.				
<b>7) Children in Care</b>	<b>14,013</b>	<b>7,789</b>	<b>1,367</b>	<b>10%</b>
<p>The Children in Care budget is forecasting a £1.367m over spend.</p> <p>The UASC U18 budget is currently forecasting a £439k overspend</p> <p>There has been a significant increase in numbers of unaccompanied children and young people over the last 10 weeks (26 spontaneous arrivals in Cambridgeshire and 2 via the National Transfer Scheme). As of the 30 September 2018 there were 82 under 18 year old UASC. Support is available via an estimated £2m Home Office grant but this does not fully cover the expenditure. Semi-independent accommodation for this age range has traditionally been possible to almost manage within the grant costs but the majority of the recent arrivals have been placed in high cost placements due to the unavailability of lower cost accommodation.</p> <p>The UASC Leaving Care budget is forecasting a £392k overspend.</p> <p>Support is available via an estimated £550k Home Office grant but this does not fully cover the expenditure. We are currently supporting 103 UASC care leavers of which 32 young people have been awaiting a decision from the Home Office on their asylum status for between 1 and three years. The £502k overspend is partially offset by £50k from the migration fund and £60k from the 14-25 team budget.</p> <p><u>Actions being taken:</u></p> <p>The team proactively support care leavers in claiming their benefit entitlements and other required documentation and continue to review all high cost placements in conjunction with commissioning colleagues but are restricted by the amount of lower cost accommodation available.</p> <p>The Staying Put budget is currently forecasting a £261k overspend. A £32k reduction from last month due to placement movement.</p> <p>This is a result of the increasing number of staying put arrangements agreed for Cambridgeshire children placed in external placements, the cost of which is not covered by the DFE grant. We currently support 13 in-house placements and 15 independent placements and the DCLG grant of £171k does not cover the full cost of the placements. Staying put arrangements are beneficial for young people, because they are able to remain with their former foster carers while they continue to transition into adulthood. Outcomes are much better as young people remain in the nurturing family home within which they have grown up and only leave they are more mature and better prepared to do so.</p> <p>The fostering service will be undertaking a systematic review of all staying put costs for young people in external placements to ensure that financial packages of support are needs led and compliant with CCC policy.</p> <p>The Supervised Contact budget is forecasting an over spend of £275k.</p> <p>This is due to the use of additional relief staff and external agencies required to cover the current (end Sep 2018) 216 Supervised Contact Cases which equate to 467 supervised contact sessions a month. 327 children are currently open to the service.</p> <p>An exercise is underway reviewing the structure of Children's Services. This will focus on creating capacity to meet additional demand.</p>				

Service	Budget 2018/19	Actual	Forecast Outturn Variance	
	£'000	£'000	£'000	%
<b>8) Adoption</b>	<b>5,282</b>	<b>2,787</b>	<b>248</b>	<b>5%</b>
<p>The Adoption Allowances budget is forecasting a £248k over spend.</p> <p>In 2018/19 we are forecasting additional demand on our need for adoptive placements. We have re-negotiated our contract with Coram Cambridgeshire Adoption (CCA) based on an equal share of the extra costs needed to cover those additional placements. The increase in Adoption placements is a reflection of the good practice in making permanency plans for children outside of the looked after system and results in reduced costs in the placement budgets.</p>				
<b>9) Schools Partnership Service</b>	<b>776</b>	<b>627</b>	<b>148</b>	<b>19%</b>
<p>Schools Forum took the decision to discontinue the de-delegation for the Cambridgeshire Race Equality &amp; Diversity Service (CREDS) from 1<sup>st</sup> April 2018, resulting in service closure. The closure timescales have led to a period of time where the service is running without any direct funding and a resulting pressure of £148k. This will be a pressure in 2018/19 only, and mitigating underspends elsewhere in the Education directorate will be sought.</p>				
<b>10) Funding to Special Schools and Units</b>	<b>16,739</b>	<b>10,867</b>	<b>1,000</b>	<b>6%</b>
<p>A £1m overspend against Funding to Special Schools and Units is being forecast. This anticipated overspend is a result of increasing numbers of young people with Education Health and Care Plans (EHCP), and a corresponding increase of young people taking up a place at Special Schools or Specialist Units. This budget is funded from the Dedicated Schools Grant (DSG) High Needs Block and will be managed within the overall available DSG resources.</p> <p>Work is being done as part of the SEND Strategy to reduce the pressure on this budget. This will comprise both short-term mitigations such as reviewing high-cost provision to ensure that the additional support being provided is still required, and longer term structural review looking at the role of Special Schools and Units within the county's overall SEN provision.</p>				
<b>11) High Needs Top Up Funding</b>	<b>13,599</b>	<b>8,487</b>	<b>1,500</b>	<b>11%</b>
<p>Numbers of young people with Education Health and Care Plans (EHCP) in Post-16 Further Education providers continue to increase and there has been an increase in the number of secondary aged pupils in receipt of an EHCP. We anticipate that this increase will result in a £1.5m overspend at the end of the 2018/19 financial year. This budget is funded from the Dedicated Schools Grant (DSG) High Needs Block and will be managed within the overall available DSG resources.</p> <p><u>Actions going forward:</u></p> <p>Through the current Strategic Review of High Needs Provision, we have developed an action plan to ensure longer term financial sustainability of this budget whilst improving outcomes for young people. In summary, the initial focus will be on:</p> <ul style="list-style-type: none"> <li>- A detailed analysis and review of all high cost packages, to ensure that the additional support is still needed, and also look at alternatives to providing ongoing support for small groups of children with a similar need;</li> <li>- The development of a Tiered funding model for schools. This is already in place for 3 and 4 year olds, and will be in place for further education from September 2019. It would provide schools with funding for shorter term interventions, and reduce demand on EHCPs;</li> <li>- A review of top up rates, to ensure that they are comparable to statistical neighbours, taking account of the funding rates for Cambridgeshire schools.</li> </ul>				

Service	Budget 2018/19	Actual	Forecast Outturn Variance	
	£'000	£'000	£'000	%
<b>12) SEN Placements</b>	<b>9,973</b>	<b>13,211</b>	<b>518</b>	<b>5%</b>
<p>The SEN Placements budget continues to forecast an overspend of £0.5m at the end of September. This is due to a combination of factors, including:</p> <ul style="list-style-type: none"> <li>• Placement of one young person in out of county school needing residential provision, where there is appropriate educational provision to meet needs.</li> <li>• Placement of a young person in out of county provision as outcome of SENDIST appeal.</li> <li>• We are currently experiencing an unprecedented increase in requests for specialist SEMH (social, emotional and mental health) provision. Our local provision is now full, which is adding an additional demand to the high needs block.</li> </ul> <p>The first of these pressures highlights the problem that the Local Authority faces in accessing appropriate residential provision for some children and young people with SEN. Overall there are rising numbers of children and young people who are LAC, have an EHCP and have been placed in a 52 week placement. These are cases where the child cannot remain living at home. Where there are concerns about the local schools meeting their educational needs, the SEN Placement budget has to fund the educational element of the 52 week residential placement; often these are residential schools given the level of learning disability of the young children, which are generally more expensive.</p> <p>In addition, there are six young people not able to be placed in county due to lack of places in SEMH provision. Some of these young people will receive out of school tuition package whilst waiting for a suitable mainstream school placement, with support. Others have needs that will not be able to be met by mainstream school, and if no specialist places are available in county, their needs will have to be met by independent/out county placements.</p> <ul style="list-style-type: none"> <li>• The SEN Placement budget is funded from the High Needs Block (HNB) element of the Dedicated Schools Grant (DSG).</li> </ul> <p><u>Actions being taken:</u></p> <ul style="list-style-type: none"> <li>• SEND Sufficiency work is underway to inform future commissioning strategy. This will set out what the SEND need is across Cambridgeshire, where it is and what provision we need in future, taking account of demographic growth and projected needs. As part of this, the SEMH Review is well underway and options for sufficient provision in the right places is being developed.</li> <li>• Alternatives such as additional facilities in the existing schools, looking at collaboration between the schools in supporting post 16, and working with further education providers to provide appropriate post 16 course is also being explored in the plan;</li> <li>• Peterborough and Cambridgeshire SEND Strategy is being developed with a renewed focus and expectation of children and young people having their needs met locally.</li> <li>• Review and renegotiation of packages with some providers to ensure best value is still being achieved. Part of this work includes a proposed SEND platform of the PAT team in Adults Services to look at effective and cost efficient ways to meet need.</li> </ul>				
<b>13) Out of School Tuition</b>	<b>1,519</b>	<b>780</b>	<b>291</b>	<b>19%</b>
<p>The Out of School Tuition budget continues to forecast a £0.3m overspend at the end of September – this is after the application of £0.4m of High Needs pressure funding being allocated to the Out of School Tuition budget in 18/19. The overspend is due to a combination of a higher number of children remaining on their existing packages and a higher number of children accessing new packages, due to a breakdown of placement, than the budget can accommodate.</p> <p>There has been an increase in the number of children with an Education Health and Care Plan (EHCP) who are awaiting a permanent school placement, with many of those placements unable to commence until September 2018.</p>				

Service	Budget 2018/19	Actual	Forecast Outturn Variance	
	£'000	£'000	£'000	%
<b>Out of School Tuition continued</b>  Several key themes have emerged throughout the last year, which have had an impact on the need for children to receive a package of education, sometimes for prolonged periods of time: <ul style="list-style-type: none"> <li>• Casework officers were not always made aware that a child's placement was at risk of breakdown until emergency annual review was called.</li> <li>• Casework officers did not have sufficient access to SEND District Team staff to prevent the breakdown of an education placement in the same way as in place for children without an EHCP.</li> <li>• There were insufficient specialist placements for children whose needs could not be met in mainstream school.</li> <li>• There was often a prolonged period of time where a new school was being sought, but where schools put forward a case to refuse admission.</li> <li>• In some cases of extended periods of tuition, parental preference was for tuition rather than in-school admission.</li> </ul> It has also emerged that casework officers do not currently have sufficient capacity to fulfil enough of a lead professional role which seeks to support children to return to mainstream or specialist settings. Proposals going forward to address the underlying issues: <ul style="list-style-type: none"> <li>• Proposal to create an in-house "bank" of teachers, tutors, teaching assistants or specialist practitioners and care workers in order to achieve a lower unit cost of provision;</li> <li>• Move to a Dynamic Purchasing System, which would provide a wider, more competitive market place, where a lower unit cost of provision could be achieved;</li> <li>• Enhance the preventative work of the Statutory Assessment Team by expanding the SEND District Team, so that support can be deployed for children with an EHCP, where currently the offer is minimal and more difficult to access;</li> <li>• Creation of an outreach team from the Pilgrim PRU to aid quicker transition from tuition or inpatient care, back into school; and</li> <li>• Review of existing tuition packages to gain a deeper understanding of why pupils are on tuition packages and how they can be supported back into formal education.</li> </ul>				
<b>14) Executive Director</b>	<b>833</b>	<b>359</b>	<b>504</b>	<b>61%</b>
The Executive Director Budget is currently forecasting an overspend of £504k. This is mainly due to costs of the Mosaic project that were previously capitalised being moved to revenue.  Changes in Children's Services, agreed at the Children's and Young People's committee, have led to a change in approach for the IT system for Children's Services. At its meeting on 29th May General Purposes Committee supported a recommendation to procure a new Children's IT System that could be aligned with Peterborough City Council. A consequence of this decision is that the Mosaic system will no longer be rolled out for Children's Services. Therefore £504k of costs for Mosaic, which were formerly charged to capital, will be a revenue pressure in 2018/19.				
<b>15) Central Financing</b>	<b>3,504</b>	<b>17</b>	<b>-3,413</b>	<b>97%</b>
The underspend within the Central Financing policy line reflects the allocation of the £3.413m smoothing fund reserve to support Children's Services pressures, as recommended by CYP Committee and approved by General Purposes Committee.				
<b>16) Financing DSG</b>	<b>-58,100</b>	<b>-29,050</b>	<b>-3,362</b>	<b>-6%</b>
Within P&C, spend of £58.1m is funded by the ring fenced Dedicated Schools Grant. A contribution of £3.36m has been applied to fund pressures on a number of High Needs budgets including High Needs Top Up Funding (£1.50m), Funding to Special Schools and Units (£1.0m), SEN Placements (£0.52m) and Out of School Tuition (£0.29m). For this financial year the intention is to manage within overall available DSG resources.				

### APPENDIX 3 – Grant Income Analysis

The table below outlines the additional grant income, which is not built into base budgets.

Grant	Awarding Body	Expected Amount £'000
<b>Grants as per Business Plan</b>		
Public Health	Department of Health	293
Better Care Fund	Cambs & P'Boro CCG	26,075
Social Care in Prisons Grant	DCLG	372
Unaccompanied Asylum Seekers	Home Office	2,200
Staying Put	DfE	171
Youth Offending Good Practice Grant	Youth Justice Board	531
Crime and Disorder Reduction Grant	Police & Crime Commissioner	127
Troubled Families	DCLG	2,031
Children's Social Care Innovation Grant (MST innovation grant)	DfE	313
Opportunity Area	DfE	3,400
Opportunity Area - Essential Life Skills	DfE	523
Adult Skills Grant	Skills Funding Agency	2,123
AL&S National Careers Service Grant	European Social Fund	335
Non-material grants (+/- £160k)	Various	142
<b>Total Non Baselined Grants 2018/19</b>		<b>38,635</b>

Financing DSG	Education Funding Agency	58,100
<b>Total Grant Funding 2018/19</b>		<b>96,735</b>

The non-baselined grants are spread across the P&C directorates as follows:

Directorate	Grant Total £'000
Adults & Safeguarding	26,567
Children & Safeguarding	4,885
Education	3,422
Community & Safety	3,761
<b>TOTAL</b>	<b>38,635</b>

## APPENDIX 4 – Virements and Budget Reconciliation

### Virements between P&C and other service blocks:

	Eff. Period	£'000	Notes
<b>Budget as per Business Plan</b>		<b>239,124</b>	
Strategic Management – Education	Apr	134	Transfer of Traded Services ICT SLA budget to Director of Education from C&I
Childrens' Innovation & Development Service	Apr	71	Transfer of Traded Services Management costs/recharges from C&I
Strategic Management – Adults	June	-70	Transfer Savings to Organisational Structure Review, Corporate Services
Strategic Management – C&S	June	295	Funding from General Reserves for Children's services reduced grant income expectation as approved by GPC
Children in Care	June	390	Funding from General Reserves for New Duties – Leaving Care as approved by GPC
Strengthening Communities	Aug	2	Transfer of Community Resilience Development Team from Planning & Economy
Strategic Management – Commissioning	Sept	-95	Transfer of Advocacy budget to Corporate
<b>Budget 2018/19</b>		<b>239,850</b>	

## APPENDIX 5 – Reserve Schedule as at Close 2017/18

(Update for 2018/19 will be available for the Oct 18 F&PR)

Fund Description	Balance at 1 April 2017	2017/18		Year End 2017/18	Notes
		Movements in 2017/18	Balance at Close 17/18		
	£'000	£'000	£'000	£'000	
<b><u>General Reserve</u></b>					
P&C carry-forward	540	-7,493	-6,953	-6,953	Overspend £6,953k applied against General Fund.
<b>subtotal</b>	<b>540</b>	<b>-7,493</b>	<b>-6,953</b>	<b>-6,953</b>	
<b><u>Equipment Reserves</u></b>					
IT for Looked After Children	133	-69	64	64	Replacement reserve for IT for Looked After Children (2 years remaining at current rate of spend).
<b>subtotal</b>	<b>133</b>	<b>-69</b>	<b>64</b>	<b>64</b>	
<b><u>Other Earmarked Reserves</u></b>					
<b>Adults &amp; Safeguarding</b>					
Homecare Development	22	-22	0	0	Managerial post worked on proposals that emerged from the Home Care Summit - e.g. commissioning by outcomes work.
Falls prevention	44	-44	0	0	Up scaled the falls prevention programme with Forever Active
Dementia Co-ordinator	13	-13	0	0	Used to joint fund dementia co-ordinator post with Public Health
Mindful / Resilient Together	188	-133	55	55	Programme of community mental health resilience work (spend over 3 years)
Increasing client contributions and the frequency of Financial Re-assessments	14	-14	0	0	Hired fixed term financial assessment officers to increase client contributions as per BP
Brokerage function - extending to domiciliary care	35	-35	0	0	Trialled homecare care purchasing co-ordinator post located in Fenland
Hunts Mental Health	200	0	200	200	Provision made in respect of a dispute with another County Council regarding a high cost, backdated package
<b>Commissioning</b>					
Capacity in Adults procurement & contract management	143	-143	0	0	Continuing to support route rationalisation for domiciliary care rounds
Specialist Capacity: home care transformation / and extending affordable care home capacity	25	-25	0	0	External specialist support to help the analysis and decision making requirements of these projects and tender processes
Home to School Transport Equalisation reserve	-240	296	56	56	A £296k contribution has been made back to reserves to account for 2017/18 having fewer schools days where pupil require transporting
Reduce the cost of home to school transport (Independent travel training)	60	0	60	60	Programme of Independent Travel Training to reduce reliance on individual taxis
Prevent children and young people becoming Looked After	25	-25	0	0	Re-tendering of Supporting People contracts (ART)



Fund Description	Balance at 1 April 2017	2017/18		Year End 2017/18	Notes
		Movements in 2017/18	Balance at Close 17/18		
	£'000	£'000	£'000	£'000	
Disabled Facilities	44	-6	38	38	Funding for grants for disabled children for adaptations to family homes.
<b>Community &amp; Safety</b>					
Youth Offending Team (YOT) Remand (Equalisation Reserve)	150	-90	60	60	Equalisation reserve for remand costs for young people in custody in Youth Offending Institutions and other secure accommodation.
<b>Children &amp; Safeguarding</b>					
Child Sexual Exploitation (CSE) Service	250	-250	0	0	The funding was required for a dedicated Missing and Exploitation (MET) Unit and due to a delay in the service being delivered this went back to GPC to obtain approval, as originally the Child Sexual Exploitation service was going to be commissioned out but now this was bought in house within the Integrated Front Door and this funding was required in 2017/18 to support this function (1 x Consultant Social Worker & 4 x MET Hub Support Workers).
<b>Education</b>					
Cambridgeshire Culture/Art Collection	47	106	153	153	Providing cultural experiences for children and young people in Cambs - fund increased in-year due to sale of art collection
ESLAC Support for children on edge of care	36	-36	0	0	Funding for 2 year post re CIN
<b>Cross Service</b>					
Develop 'traded' services	30	-30	0	0	£30k was for Early Years and Childcare Provider Staff Development
Improve the recruitment and retention of Social Workers (these bids are cross-cutting for adults, older people and children and young people)	78	-78	0	0	This funded 3 staff focused on recruitment and retention of social work staff
Reduce the cost of placements for Looked After Children	110	-110	0	0	Used for repairs & refurb to council properties: £5k Linton; £25k March; £20k Norwich Rd; £10k Russell St; Alterations: £50k Havilland Way Supported the implementation of the in-house fostering action plan: £74k
Other Reserves (<£50k)	149	-57	92	92	Other small scale reserves.
<b>subtotal</b>	<b>1,423</b>	<b>-709</b>	<b>714</b>	<b>714</b>	
<b>TOTAL REVENUE RESERVE</b>	<b>2,096</b>	<b>-8,271</b>	<b>-6,175</b>	<b>-6,175</b>	

Fund Description	Balance at 1 April 2017	2017/18		Year End 2017/18	Notes
		Movements in 2017/18	Balance at Close 17/18		
	£'000	£'000	£'000	£'000	
<b><u>Capital Reserves</u></b>					
Devolved Formula Capital	780	980	1,760	717	Devolved Formula Capital Grant is a three year rolling program managed by Cambridgeshire Schools.
Basic Need	0	32,671	32,671	0	The Basic Need allocation received in 2017/18 is fully committed against the approved capital plan.
Capital Maintenance	0	4,476	4,476	0	The School Condition allocation received in 2017/18 is fully committed against the approved capital plan.
Other Children Capital Reserves	1,448	1,777	3,225	5	£5k Universal Infant Free School Meal Grant c/fwd.
Other Adult Capital Reserves	379	3,809	4,188	56	Adult Social Care Grant to fund 2017/18 capital programme spend.
<b>TOTAL CAPITAL RESERVE</b>	<b>2,607</b>	<b>43,713</b>	<b>46,320</b>	<b>778</b>	

(+) positive figures represent surplus funds.

(-) negative figures represent deficit funds.

## APPENDIX 6 – Capital Expenditure and Funding

### 6.1 Capital Expenditure

2018/19					TOTAL SCHEME	
Original 2018/19 Budget as per BP £'000	Scheme	Revised Budget for 2018/19 £'000	Actual Spend (Aug 18) £'000	Forecast Outturn (Aug 18) £'000	Total Scheme Revised Budget £'000	Total Scheme Forecast Variance £'000
	<b>Schools</b>					
44,866	Basic Need – Primary	34,189	16,329	32,997	309,849	7,328
35,502	Basic Need - Secondary	36,939	8,972	30,282	274,319	0
1,222	Basic Need - Early Years	1,488	0	1,488	6,126	0
2,400	Adaptations	2,381	1,115	2,560	7,329	0
3,476	Specialist Provision	486	-16	516	26,631	6,870
2,500	Condition & Maintenance	2,500	2,621	2,500	9,927	-123
1,005	Schools Managed Capital	1,599	0	1,599	25,500	0
100	Site Acquisition and Development	100	113	100	200	0
1,500	Temporary Accommodation	1,500	486	1,500	13,000	0
295	Children Support Services	370	6	415	2,850	75
5,565	Adult Social Care	5,565	5,491	5,565	43,241	0
-12,120	Capital Variation	-10,469	0	-2,874	-58,337	1,651
1,509	Capitalised Interest	1,509	0	1,509	8,798	0
<b>87,820</b>	<b>Total P&amp;C Capital Spending</b>	<b>78,157</b>	<b>35,117</b>	<b>78,157</b>	<b>669,433</b>	<b>15,801</b>

#### Basic Need - Primary £7,328k increase in scheme cost

A total scheme variance of £7,328k has occurred due to changes since the Business Plan was approved in response to adjustments to development timescales and updated school capacity information. The following schemes require the cost increases to be approved by GPC for 2018/19;

- St Ives, Eastfield / Westfield / Wheatfields; £7,000k overall scheme increase of which £300k will materialise in 2018/19. The scope of the project has changed to amalgamate Eastfield infant & Westfield junior school into a new all through primary.
- St Neots, Wintringham Park; £5,150k increase in total scheme cost. £3,283k will materialise in 2018/19. Increased scope to build a 3FE Primary and associated Early Years, Offset by the deletion of the St Neots Eastern Expansion scheme.
- Wing Development; £400k additional costs in 2018/19. New school required as a result of new development. Total scheme cost £10,200k, it is anticipated this scheme will be funded by both the EFA as an approved free school and S106 funding.
- Bassingbourn Primary School; £3,150k new scheme to increase capacity to fulfil demand required from returned armed forces families. £70k expected spend in 2018/19.

The following scheme has reduced in cost since business plan approval.

- St Neots – Eastern expansion; £4,829k reduction. Only requirement is spend on a temporary solution at Roundhouse Primary. Wintringham Park scheme will be progressed to provide places.

#### Basic Need - Primary £1,192k slippage

The following Basic Need Primary schemes have experienced slippage in 2018/19 as follows;

- Waterbeach Primary scheme has experienced slippage of £631k due to start on site now being January 2019, a one month delay. The contract length has also increase from 13 to 15 months.
- North West Cambridge (NIAB) scheme has incurred accelerated spend of £100k to undertake initial ground works within the planning permission timescales.

- Wyton Primary has experienced £149k slippage due to slighter slower progress than originally expected.
- St Neots – Eastern expansion has experienced £35k slippage as a proportion of costs will not due until 2019/20 financial year.
- Ermine Street Primary has experienced £140k slippage due to revised phasing of the scheme.
- Littleport 3<sup>rd</sup> Primary has experienced £180k slippage as the scheme is now not required until September 2021.
- Sawtry Infant School £230k and Sawtry Junior school £40k due to the revised start on site dates of 18<sup>th</sup> March 2019 with completion to remain at September 2020.

The slippage above has been offset by accelerated expenditure incurred on Meldreth, Fulbourn, Sawtry Infants and Bassingbourn where progress is ahead of originally plan.

### **Basic Need - Secondary £6,657k slippage**

The following Basic Need Secondary schemes have experienced slippage in 2018/19 as follows;

- Northstowe Secondary & Special has experienced £4,700k slippage in 2018/19 due to a requirement for piling foundations on the site, which will lead to an increase in scheme cost and also extend the build time, also enabling works are only being completed for the SEN provision and part of the Secondary school in 2018/19, this is not what was initialled planned.
- Alconbury Weald Secondary & Special has to date forecasting £200k slippage as currently there is no agreed site for the construction. Scheme expected to be delivered for September 2022.
- Cambourne Village College is not starting on site until February 2019 for a September 2019 completion the impact being £1,932k slippage.
- North West Fringe School; £50k slipped as the scheme has not yet progressed.

### **Specialist Provision £6,870k increase in scheme cost**

Highfields Special School has experienced £250k additional cost in 2018/19. New scheme to extend accommodation for the current capacity and create teaching space for extended age range to 25 total cost £6,870k

### **Adaptations £179k accelerated spend**

Morley Memorial Scheme is experiencing accelerated spend as works is progressing slightly ahead of the original planned timescales.

### **Devolved Formula Capital**

The revised budget for Devolved Formula capital has reduced by £123k due to government confirming the funding for 2018/19 allocations.

### **Children's Minor Works and Adaptions £75k increased scheme costs. £45k 2018/19 overspend.**

Additional budget to undertake works to facilitate the Whittlesey Children's Centre move to Scaldgate Community Centre. There has also been further increase in the cost of the Scaldgate scheme resulting in an estimated £45k overspend in 2018/19.

## P&C Capital Variation

The Capital Programme Board recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to allocate this to individual schemes in advance. As forecast underspends start to be reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up until the point where slippage exceeds this budget. The allocation for P&C's negative budget adjustments has been calculated as follows, shown against the slippage forecast to date:

2018/19					
Service	Capital Programme Variations Budget £000	Forecast Outturn Variance (Sep18) £000	Capital Programme Variations Budget Used £000	Capital Programme Variations Budget Used %	Revised Outturn Variance (Sep 18) £000
P&C	-10,469	7,595	7,595	72.5	-2,874
<b>Total Spending</b>	<b>-10,469</b>	<b>7,595</b>	<b>7,595</b>	<b>72.5</b>	<b>-2,874</b>

## 6.2 Capital Funding

2018/19				
Original 2018/19 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2018/19 £'000	Forecast Funding Outturn (Aug 18) £'000	Forecast Funding Variance - Outturn (Aug 18) £'000
24,919	Basic Need	24,919	24,919	0
4,043	Capital maintenance	4,202	4,202	0
1,005	Devolved Formula Capital	1,599	1,599	0
4,115	Adult specific Grants	4,171	4,171	0
5,944	S106 contributions	6,324	6,324	0
833	Other Specific Grants	833	833	0
1,982	Other Capital Contributions	1,982	1,982	0
47,733	Prudential Borrowing	36,881	36,881	0
-2,754	Prudential Borrowing (Repayable)	-2,754	-2,754	0
<b>87,820</b>	<b>Total Funding</b>	<b>78,157</b>	<b>78,157</b>	<b>0</b>


## APPENDIX 7 – Performance at end of August 2018

Outcome	Adults and children are kept safe									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
% of adult safeguarding enquiries where outcomes were at least partially achieved	Adults & Safeguarding	73.0%	n/a	95.0%	Mar-18	↑	No target	n/a	n/a	Performance is improving as the 'Making Safeguarding Personal' agenda become imbedded in practice
% of people who use services who say that they have made them feel safer	Adults & Safeguarding	84.8%	n/a	83.2%	2017/2018	↓	No target	n/a	n/a	Performance has fallen since last year's survey, however the change is not considered statistically significant based on the survey methodology used.
Rate of referrals per 10,000 of population under 18	Children & Safeguarding	41.5	n/a	28.1	Aug	↑	No target	455.8	548.2	The referral rate is favourable in comparison to statistical neighbours and the England average
% children whose referral to social care occurred within 12 months of a previous referral	Children & Safeguarding	20.8%	20.0%	15.9%	Aug	↑	On target (Green)	22.3%	21.9%	Performance in re-referrals to children's social care has gone back below target this month and remains well below average in comparison with statistical neighbours and the England average.

Outcome		Adults and children are kept safe								
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
Number of children with a Child Protection Plan per 10,000 population under 18	Children & Safeguarding	35.7	30.0	38.9	Aug	↓	Off target (Red)	36.93	43.3	<p>During August we saw the numbers of children with a Child Protection plan increase from 480 to 523.</p> <p>The introduction of an Escalation Policy for all children subject to a Child Protection Plan was introduced in June 2017. Child Protection Conference Chairs raise alerts to ensure there is clear planning for children subject to a Child Protection Plan. This has seen a decrease in the numbers of children subject to a Child Protection Plan.</p>
Proportion of children subject to a Child Protection Plan for the second or subsequent time (within 2 years)	Children & Safeguarding	3.8%	5%	2.6%	Aug	↑	On target (Green)	22.5%	18.7%	<p>In August there were 8 children subject to a child protection plan for the second or subsequent time.</p> <p>The rate is favourable in comparison to statistical neighbours and the England average and below target.</p> <p>NOTE: Target added in July 2018.</p>

Outcome		Adults and children are kept safe								
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
The number of looked after children per 10,000 population under 18	Children & Safeguarding	53.9	40	54.9	Aug	↓	Off target (Red)	44.9	62	<p>At the end of August there were 737 children who were looked after by the Local Authority and of these 85 were unaccompanied asylum seeking children and young people. There were 652 non asylum seeking looked after children and whilst there was a minimal increase in the number of looked after children overall, there has been a significant increase of unaccompanied asylum seeking children (11) who have spontaneously arrived within the Cambridgeshire border, the majority assessed as being between the ages of 16-17 years. This trend has not continued in September.</p> <p>Cambridgeshire are supporting 105 care leavers who were previously assessed as being unaccompanied asylum seeking children and 32 adult asylum seekers whose claims have not reached a conclusion. These adults have been waiting between one and three years for a status decision to be made by the Home Office.</p> <p>Actions being taken include: The Children's Director is in communication with our Eastern Region colleagues to raise the issue of the increasing demand in Cambridgeshire and to request assistance. Elected members have also been informed of the financial impact of this increased demand specifically in relation to the cohort of adult asylum seekers.</p> <p>There is currently a review underway of the Threshold to Resources Panel (TARP) which is chaired by the Assistant Director for Children's Services. The panel is designed to review children on the edge of care, specifically looking to prevent escalation by providing timely and effective interventions. The intention is to streamline a number of District and Countywide Panels to ensure close scrutiny of thresholds and use of resources but also to provide an opportunity for collaborative working across services to improve outcomes for children. It is proposed that the new panel structure will be in place for the implementation of the Change for Children transformation.</p> <p>Since the last update, the Partnership and Quality Assurance service have implemented a number of new initiatives which support and provide challenge to the care planning for children. A county wide Legal Tracker is in place which tracks all children subject to the Public Law Outline (pre proceedings), Care Proceedings and children accommodated by the Local Authority with parental agreement. This is having a positive</p>



Outcome		Adults and children are kept safe								
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
										<p>impact on the care planning for Cambridgeshire's most vulnerable children, for example in the identification of wider family members in pre-proceedings where there are concerns that is not safe for children to remain in the care of their parents. In addition a monthly Permanency Tracker Meeting considers all children who are looked after, paying attention to their care plan, ensuring reunification is considered and if this is not possible a timely plan is made for permanence via Special Guardianship Order, Adoption or Long Term Fostering. The multi-agency Unborn Baby Panel operational in the South and North of the County monitors the progress of care planning, supporting timely decision making and permanency planning.</p> <p>Monthly Placement Strategy, Finance and Looked After Children Savings Meetings are now operational and attended by representatives across Children's Social Care, Commissioning and Finance. The purpose of these meetings is to provide increased scrutiny on financial commitments for example placements for looked after children, areas of specific concern and to monitor savings targets. This meetings reports into the People and Communities Delivery Board.</p> <p>Supporting this activity, officers in Children's Social Care and Commissioning are holding twice weekly placement forum meetings which track and scrutinise individual children's care planning and placements. These meetings, led by Heads of Service have positively impacted on a number of looked after children who have been consequently been able to move to an in house and in county foster care placement, plans have been made to de-escalate resources in a timely way or children have returned to live with their family. In Cambridgeshire we have 74% of our looked after children in foster care as opposed to 78% nationally and 42% of these children are placed with in-house carers as opposed to 58% in external placements.</p>
Number of young first time entrants into the criminal justice system, per 10,000 of	Community & Safety	3.38	n/a	2.18	Q1		No target			Awaiting comparator data to inform target setting

Outcome	Adults and children are kept safe									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
population compared to statistical neighbours										

Outcome	Older people live well independently									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
Number of contacts for community equipment in period	Adults & Safeguarding		n/a				No target	n/a	n/a	New measure, currently in development
Number of contacts for Assistive Technology in period	Adults & Safeguarding		n/a				No target	n/a	n/a	New measure, currently in development
Proportion of people finishing a reablement episode as independent (year to date)	Adults & Safeguarding	55.8	57%	54.7%	Aug	↓	Within 10% (Amber)	n/a	n/a	The throughput volumes are close to the expected target and this measure is expected to improve across the rest of the year

Outcome		Older people live well independently								
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
Average monthly number of bed day delays (social care attributable) per 100,000 18+ population	Adults & Safeguarding	117	114	137	Jul	↓	Off target (Red)	n/a	n/a	<p>In July 2018, there were 1006 ASC-attributable bed-day delays recorded in Cambridgeshire. For the same period the previous year there were 948 delays – a 6% increase. The Council is continuing to invest considerable amounts of staff and management time into improving processes, identifying clear performance targets and clarifying roles &amp; responsibilities. We continue to work in collaboration with health colleagues to ensure correct and timely discharges from hospital.</p> <p>Delays in arranging residential, nursing and domiciliary care for patients being discharged from Addenbrooke's remain the key drivers of ASC bed-day delays.</p>
Number of Community Action Plans Completed in period	Adults & Safeguarding	125	n/a	125	Aug	→	No target	n/a	n/a	No change against the previous period.
Number of assessments for long-term care completed in period	Adults & Safeguarding	175	n/a	123	Aug	↓	No target	n/a	n/a	Performance decreased against the previous period. This is likely to be related to annual leave being taken over the school holidays.

Outcome	Older people live well independently									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
BCF 2A PART 2 - Admissions to residential and nursing care homes (aged 65+), per 100,000 population	Adults & Safeguarding	118.0	564.0	164.8	Aug	↓	On Target (Green)	n/a	n/a	<p>The implementation of the Transforming Lives model, combined with a general lack of available residential and nursing beds in the area has continued to keep admissions below national and statistical neighbour averages.</p> <p>N.B. This is a cumulative figure, so will always go up. An upward direction of travel arrow means that if the indicator continues to increase at the same rate, the ceiling target will not be breached.</p>

Outcome	People live in a safe environment									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
Victim-based crime per 1,000 of population compared to statistical neighbours (hate crime)	Community & Safety	59.44	n/a	59.61	Q1	↓	No target	55.81	69.23	New measure, in development

Outcome		People with disabilities live well independently								
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
Proportion of adults with a primary support reason of learning disability support in paid employment (year to date)	Adults & Safeguarding	0.5%	6.0%	0.8%	Aug	↑	Off Target (Red)	n/a	n/a	Performance remains low. As well as a requirement for employment status to be recorded, unless a service user has been assessed or reviewed in the year, the information cannot be considered current. Therefore this indicator is also dependent on the review/assessment performance of LD teams – and there are currently 53 service users identified as being in employment yet to have a recorded review in the current year. (N.B: This indicator is subject to a cumulative effect as clients are reviewed within the period.)
Proportion of adults in contact with secondary mental health services in paid employment	Adults & Safeguarding	12.6%	12.5%	12.2%	Aug	↓	Within 10% (Amber)	n/a	n/a	Performance at this measure is below target. Reductions in the number of people in contact with services are making this indicator more variable while the numbers in employment are changing more gradually.
Proportion of adults with a primary support reason of learning disability support who live in their own home or with their family	Adults & Safeguarding	67.1%	72.0%	68.0%	Aug	↑	Within 10% (Amber)	n/a	n/a	Performance is slightly below target, but improving

Outcome	People with disabilities live well independently									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
Proportion of adults in contact with secondary mental health services living independently, with or without support	Adults & Safeguarding	80.7%	75.0%	80.7%	Aug	➔	On Target (Green)	n/a	n/a	No change against the previous period.
Proportion of adults receiving Direct Payments	Adults & Safeguarding	24.4%	24%	24.2%	Aug	⬇	On Target (Green)	n/a	n/a	Performance is slightly above target
Proportion of carers receiving Direct Payments	Adults & Safeguarding	96.3%	n/a	96.4%	Jul	⬆	No target	n/a	n/a	Direct payments are the default option for carers support services, as is reflected in the high performance of this measure.

Outcome	Places that work with children help them to reach their full potential									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
% of EHCP assessments completed within timescale	Children & Safeguarding	57.6%	70.0%	69.5%	Aug	⬆	Within 10% (Amber)			Performance improved in August and is now only slightly below target.
Number of young people who are NEET, per 10,000 of population compared to statistical neighbours	Children & Safeguarding	305.0	n/a	306.0	Aug	⬇	No target	213.8	271.1	The rate increased against the previous reporting period. The rate remains higher than statistical neighbours.

Outcome	Places that work with children help them to reach their full potential									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
Proportion of young people with SEND who are NEET, per 10,000 of population compared to statistical neighbours	Children & Safeguarding		n/a	738	Q1		No target	524		The figure is higher than statistical neighbours.
KS2 Reading, writing and maths combined to the expected standard (All children)	Education	58.7%	65.0%	60.9%	2017/18	↑	Within 10% (Amber)	61.3% (2016/17)	64.3% (2017/18)	2017/18 Performance increased but remains below that of the national average. Please note the 2017/18 figures have been calculated from provisional data which means it is subject to changes in future revised releases. In addition it means the 2017/18 statistical neighbour average is not yet available so the 2016/17 figure has been left in as a comparison and will be updated as soon as new data becomes available.
KS4 Attainment 8 (All children)	Education	51.5	50.1	47.7	2016/17	↓	Off target (Red)	47.5	46.3	Performance fell in comparison to the previous reporting period but is above the average for our statistical neighbours and the England average. GCSE results for the 2017/18 year will be released 23/08/18 however the provisional Attainment 8 figures will not be validated and released by the DFE until October 2018.

Outcome	Places that work with children help them to reach their full potential									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
% of Persistent absence (All children)	Education	9.2%	8.5%	8.9%	2016/17	↑	Within 10% (Amber)	10.0%	10.8%	2016/17 Persistent absence has reduced from 9.2% to 8.9% and is below both the statistical neighbour and national averages.
% Fixed term exclusions (All children)	Education	3.47%	3.7%	3.76%	2016/17	↓	On target (Green)	4.30%	4.76%	The % of fixed term exclusions rose by 0.5 percentage points in 2016/17 in comparison to the previous year. This is well below the statistical neighbour average and the national figure.
% receiving place at first choice school (Primary)	Education	91.3%	93.0%	93.2%	Sept-17	↑	On target (Green)	90.1%	90.0%	Performance increased by 1.9 percentage points in comparison to the previous reporting period and is above both the statistical neighbour average and the national figure.
% receiving place at first choice school (Secondary)	Education	92.9%	91.0%	92.5%	Sept-17	↓	On target (Green)	88.4%	83.5%	Performance fell by 0.4 percentage points in comparison to the previous reporting period and is still above both the statistical neighbour average and the national figure.
% of disadvantaged households taking up funded 2 year old childcare places	Education	70.6%	75.0%	68%	Summer term 2018		Off target (Red)	73.3% (2018)	71.8% (2018)	Performance decreased by just under 4 percentage points in comparison to the previous figure for the spring 2018 term. The annual figure for Cambridgeshire is 68% and this is below the annual figures for statistical neighbour and national comparators.



Outcome	Places that work with children help them to reach their full potential									
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
Ofsted - Pupils attending schools that are judged as Good or Outstanding (Primary Schools)	Education	80.4%	90%	80.4%	Aug-17	➡	Within 10% (Amber)	88.0%	87.9%	Performance has remained the same as the previous month. The national figure remains unchanged and the statistical neighbour average only saw a 0.2 percentage point change.
Ofsted - Pupils attending schools that are judged as Good or Outstanding (Secondary Schools)	Education	86.1%	90%	86.1%	Aug-17	➡	Within 10% (Amber)	84.9%	81.0%	Performance has remained the same as the previous month. The national figure remains unchanged and the statistical neighbour average only saw a 0.5 percentage point change.
Ofsted - Pupils attending schools that are judged as Good or Outstanding (Special Schools)	Education	89.6%	100%	89.6%	Aug-17	➡	Off target (Red)	94.7%	94.0%	Performance has remained the same as the previous month. Both the national figure and the statistical neighbour average remain unchanged.  There are currently 2 schools which received an overall effectiveness grading of requiring improvement and 104 pupils attend these schools in total.
Ofsted - Pupils attending schools that are judged as Good or Outstanding (Nursery Schools)	Education	100%	100%	100%	Aug-17	➡	On target (Green)	100%	98.1%	Performance is high and has remained the same as the previous month. Both the national figure and the statistical neighbour average remain unchanged.

Outcome		The Cambridgeshire economy prospers to the benefit of all residents								
Measure	Responsible Directorate(s)	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	RAG Status	Stat Neighbours	England	Comments
Proportion of new apprentices per 1,000 of population, compared to national figures	Community & Safety		n/a				No target			New measure in development
Engagement with learners from deprived wards as a proportion of the total learners engaged	Community & Safety		n/a				No target			New measure in development

**SCHOOL ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS ACADEMIC YEAR 2020-21 AND SCHOOL ADMISSION APPEAL ARRANGEMENTS FOR ALL ADMISSION AUTHORITIES FINANCIAL YEAR 2019-20 – 2020 ONWARDS**

**To:** Children and Young People Committee

**Meeting Date:** 13 November 2018

**From:** Executive Director: People and Communities

**Electoral division(s):** All

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

**Purpose:** To advise the Committee of the proposed admission arrangements for the 2020/21 academic year for Community and Voluntary Controlled Schools for whom the Local Authority (LA) is the admission authority.

To seek Committee's approval to proposed changes to provision of, and funding arrangements for, a school admission appeals service for all admission authorities in Cambridgeshire for implementation effective from the 2019/20 financial year.

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

- a) approve the proposed changes to admission arrangements for Community and Voluntary Controlled Schools for the 2020/21 academic year for inclusion in the Authority's annual consultation which commences on 19th November 2018;
- b) consider the options appraisal for the provision of, and funding arrangements for a Cambridgeshire's School Admission Appeals Service; and
- c) approve Option 1 (as detailed in Appendix 8) for implementation for the 2019/20 financial year.

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

### 1.1 School Admission Arrangements

The School Admissions Code ('the Code'), issued under Section 84 of the School Standards and Framework Act 1998, imposes mandatory requirements in relation to the admission of children to school on the Local Authority (LA), as the admission authority for community and voluntary controlled schools in Cambridgeshire.

1.2 The purpose of the Code is to ensure that all school places are allocated and offered in an open and fair way. "In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated." (Para 14 of the Code)

1.3 **Appendix 1** is an excerpt from the Code on "How Admissions work". Appendices 2-5 relate to admission arrangements referenced later in this report.

### 1.4 Charging for School Admission Appeals

The School Admission Appeals Code ("the Appeals Code"), issued under Section 84 of the School Standards and Framework Act 1998, imposes mandatory requirements in relation to the appeals lodged against a decision to refuse the admission of a child to a school. The LA is responsible for arranging appeals as the admission authority for community and voluntary controlled schools in Cambridgeshire. This is currently provided as a free service.

1.5 Own admission authority schools (Voluntary Aided, Foundation and Academies) are able to buy the following services from the LA:-

- All work undertaken in preparation for the Appeal hearing in compliance with the School Admissions Appeals Code
- Presentation of the case against admission at the independent appeal hearing,
- Clerking of the appeal hearing
- The presence of a legal advisor at the appeal hearing
- Communication with parents after the appeal hearing
- Response to any subsequent complaints lodged by the family

Democratic Services, working with the school admissions team to ensure the independence of the process, book meeting rooms and liaise with panel members for each appeal scheduled. Clerking of the appeal hearing is undertaken through a commissioned arrangement, currently, with LGSS Law. **Appendix 6** details the current charges made to own admission authority schools for this service

1.6 Currently only 1 secondary school chooses not to use the appeal service provided for any admission rounds. A further 5 secondary schools, those who choose to manage their own in year admissions, are unable to use the service for appeals as the LA has not been involved in the decisions leading up to the refusal of a place.

## **2. MAIN ISSUES**

### **2.1 School Admission Arrangements**

The LA publishes the proposed admission arrangements for admission to all community and voluntary controlled schools in Cambridgeshire each year as part of its annual consultation process. These have remained essentially unchanged for many years, apart from where legislative changes have dictated otherwise. The determined arrangements for admission to LA admission authority schools in September 2019/20 are shown in **Appendix 2**.

### **2.2 Proposed Changes to Oversubscription Criteria**

#### **Children who have previously been in state care outside of England**

2.2.1 The Minister of State for School Standards wrote to all LAs and admission authorities on 4 December 2017 (**Appendix 3**) concerning priority being given to children who have previously been in state care outside of England, and have ceased to be in state care as a result of being adopted in their oversubscription criteria.

2.2.2 Further guidance regarding this proposed change was issued by the Department for Education (DfE) in August 2018, (**Appendix 4**) with the express intention that all admission authorities will make this change as part of the annual consultation process for admission to schools in September 2020/21, the earliest opportunity for this change to be made.

2.2.3 Initial indications from Virtual School colleagues indicate that this will change will apply to extremely small numbers of children across Cambridgeshire. It is proposed, therefore, to include this within the oversubscription criteria for Community and Voluntary Controlled Schools effective from September 2020, in advance of a legislative requirement to do so. Officers will be recommending all own admission authority schools in the County to do the same.

### **2.3 Out of Catchment Children**

2.3.1 The LA currently gives priority to out of catchment area children who have applied for and been refused a place at their catchment school. This does not align with the LA Home to School Transport Policy, which states that transport will be offered to the next nearest alternative school with a place available from the home address of the child. This can cause confusion for parents when the preference can be met, but the child does not qualify for free transport under the LA's policy as a place could have been offered at a nearer school to the child's home address. It is proposed, therefore, to remove this criterion from the current admission arrangements.

### **2.4 Children of School Staff**

2.4.1 Peterborough City Council, currently gives priority to the children of staff before the admission of children from out of catchment within their admission arrangements, in recognition of recruitment difficulties. Cambridgeshire does not, although many own admission authority schools in the county now do. Recruitment of staff can be difficult in some areas of the county and it is proposed, therefore, to align policies across the two LAs. This will result in the inclusion of an over-subscription criterion which gives priority for the admission of the children of members of staff, provided that they have

been employed for a minimum of two years and/or are recruited to fill a vacant post, for which there is a demonstrable skills shortage.

- 2.5 The proposed arrangements for admission to Community and Voluntary Controlled schools in Cambridgeshire, taking account of the proposed changes in 2.4, 2.5 and 2.6 is shown in **Appendix 5**.

2.6 **Charging for School Admission Appeals**

As stated in section 1.5, Cambridgeshire charges own admission authority schools who wish to use its appeals service. This arrangement has been in place for several years and has never been challenged. However, some recent correspondence (**Appendix 7**), shared by a colleague in a neighbouring LA, suggests that as a result of a change to Department for Education (DfE) Operational Guidance, it will no longer be possible to differentiate between own admission authority schools and those for which the LA is the admissions authority (Community and Voluntary Controlled Schools).

- 2.7 As own admission authority schools will have already made buy-in decisions regarding the school admission appeals service before the end of the last academic year, the earliest any change could come into effective would be for the start of the 2019 financial year.

- 2.8 The table below shows the number of appeals lodged and heard over the last four years and the total cost of delivering the appeals service in those years.

<i><b>Academic Year</b></i>	<i><b>No of appeals lodged</b></i>	<i><b>No of appeals heard</b></i>	<i><b>Total cost of service</b></i>
<b>2014/15</b>	<b>721</b>	<b>486</b>	<b>£128,590</b>
<b>2015/16</b>	<b>812</b>	<b>471</b>	<b>£105,602</b>
<b>2016/17</b>	<b>711</b>	<b>480</b>	<b>£109,031</b>
<b>2017/18</b>	<b>606</b>	<b>476</b>	<b>£105,711</b>

- 2.9 Officers have identified three possible options in response to the DfE letter attached as Appendix 7. The options appraisal is set out in **Appendix 8**. Officers' view is that Option 1 would provide the best means of securing a fair, independent and consistent school admissions appeals service for Cambridgeshire families irrespective of the status of the school at which they are seeking a school place.

- 2.10 Taking an average of the last four years it has been identified that an amount of £110,000 would be sufficient to enable the delivery of appeal services to all schools in the next financial year as described in Option 1. It is proposed that this amount would be found within the overall available Central Services School Block (CSSB), including any uplift received, without the need to ask schools for additional funding or any anticipated impact on any other services/budget. If approved by Committee this will be recommended to the School Finance Forum in January for adoption effective from the start of the 2019/20 financial year.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

There are no significant implications for this priority.

#### **3.2 Helping people live healthy and independent lives**

There are no significant implications for this priority.

#### **3.3 Supporting and protecting vulnerable people**

This is a pre-emptive change to LA policy to support priority for the admission of a vulnerable group of children to school, prior to the legislative change required to amend the Code.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

Should the LA choose not to continue to provide this service to own admission authority schools as set out in Option 1 there will be resource implications across a number of services

With an increasing number of academy conversions year on year, there will be a reducing number of LA maintained schools for whom we would be legally required to provide an appeal service. Within Education this would call into question the need for a full-time Education Admission Appeals and Fair Access Officer in the future.

A reduced number of appeals would see a reduced requirement for appeal panels to be convened. This would reduce the role of officers in Democratic Services who currently set up the appeals hearings and liaise with panel members. Additionally, a reduced number of hearings will dilute experience and knowledge within the existing pool of panel members, which could impact on their ability to undertake the role effectively.

There would also be an impact for colleagues in LGSS Law Ltd who currently provide clerking services to the appeal hearings through a Service Level Agreement with the Admissions Team.

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

There are no significant implications within this category

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

This is a pre-emptive change to a legislative change we have been advised will follow at the earliest opportunity available to the DfE.

#### **4.4 Equality and Diversity Implications**

There are no significant implications within this category

#### **4.5 Engagement and Communications Implications**

This proposed changes will be published as part of the 6 week consultation process which will take place between Monday 19<sup>th</sup> November and Friday 16<sup>th</sup> January 2019. A decision on whether to proceed to implementation will need to be taken by 28 February 2019 and the resulting determined admission arrangements for 2020/21 published on the Council's website.

#### **4.6 Localism and Local Member Involvement**

All schools and other interested parties are invited to respond to the annual consultation process. All schools will have the option not to use the Appeals Service delivered by the LA.

#### **4.7 Public Health Implications**

There are no significant implications within this category.



<b>Implications</b>	<b>Officer Clearance</b>
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Martin Wade
<b>Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?</b>	Yes Name of Financial Officer: Paul White
<b>Has the impact on statutory, legal and risk implications been cleared by LGSS Law?</b>	Yes Name of Legal Officer: Shahin Ismail
<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Jon Lewis
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Jo Dickson
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Jon Lewis
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Tess Campbell

<b>Source Documents</b>	<b>Location</b>
School Admissions Code	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>



**How Admission Work – Paragraph 15 of the School Admissions Code**

In summary, the process operates as follows:

All schools **must** have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.

- a) Admission authorities **must** set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publically consult on those arrangements<sup>7</sup>. If no changes are made to admission arrangements, they **must** be consulted on at least once every 7 years. For admission arrangements for entry in September 2016, consultation **must** be for a minimum of 8 weeks and **must** be completed by **1 March 2015**. For all subsequent years, consultation **must** be for a minimum of 6 weeks and **must** take place between **1 October** and **31 January** of the school year before those arrangements are to apply. For example: for arrangements which are to apply to applications in 2016 (entry in September 2017), consultation **must** be completed by 31 January 2016. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- b) Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator. Objections to admission arrangements for entry in September 2016 **must** be referred to the Adjudicator by **30 June 2015**. For all subsequent years, objections **must** be referred to the Adjudicator by **15 May** in the determination year. Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. The local authority will collate and publish all the admission arrangements in the area in a single composite prospectus.
- c) In the normal admissions round<sup>8</sup> parents apply to the local authority in which they live for places at their preferred schools. Parents are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives: a parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the local authority. Published admission arrangements **must** make clear to parents that a separate application **must** be made for any transfer from nursery to primary school, and from infant to junior school.
- d) All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. For secondary schools, the offer is made on or about **1 March** (known as National Offer Day) in the year in which the child will be admitted. For primary schools, the offer is made on or about **16 April**, in the year in which the child will be admitted.

- e) Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority **must** set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

**OVERSUBSCRIPTION CRITERIA FOR VOLUNTARY CONTROLLED AND  
COMMUNITY SCHOOLS IN CAMBRIDGESHIRE**

Children who have a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with a statement of SEN / EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.

1. Children in Care, also known as Looked After Children (LAC), and children who were previously looked after but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
2. Children living in the catchment area with a sibling at the school (or a partner junior school) at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school (or a partner junior school) at the time of admission.
5. Children living outside the catchment area who have applied and been unable to gain a place at their Cambridgeshire catchment area school because of oversubscription.
6. Children who live outside the catchment area, but nearest the school as measured by a straight line.

Under each criterion, in cases of equal merit, priority will go to children living nearest the school as measured by a straight line.





**Rt Hon Nick Gibb MP**  
Minister of State for School Standards

Sanctuary Buildings, 20 Great Smith Street, Westminster, London, SW1P 3BT  
tel: 0370 000 2288 [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)

**4** December 2017

To: local authorities and admission authorities

### **The admission into school of children previously in care outside of England**

Children in care are amongst the most vulnerable in our society. We know that the vast majority of children taken into local authority care have experienced abuse or neglect and therefore require additional support. Wherever possible, they should be admitted to the school which is best able to meet their needs. School admission authorities have been required to give looked after children<sup>1</sup> highest priority in their admission arrangements since 2007.

In February 2012, this priority was extended to previously looked after children – children who have been looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. Our intention was to ensure that all children who receive highest priority whilst in care of the local authority continue to receive that priority once they have left care.

We have now also decided that when the opportunity arises, we intend to make further changes to the School Admissions Code to ensure that children who were previously in care outside of England also receive highest priority for admission into a school in England. We are doing this because these children are also vulnerable and may have experienced abuse and neglect prior to being placed in care. We therefore feel it is right that these children should be on an equal footing for the purposes of admission to school as those children looked after and previously looked after by a local authority in England.

Any changes to the School Admissions Code will be subject to consultation and the will of Parliament. However, until we are able to change the Code to require admission authorities to give such children highest priority for

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<sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions.

admission into school, I would like to encourage admission authorities, when setting school admission arrangements, to use their discretion and give these children second highest admissions priority in their oversubscription criteria.

I understand that many admission authorities may have already started to consult on making changes to their admission arrangements for the 2019/20 intake and many may not need to consult at all. If that is the case, I would like to encourage admission authorities to introduce this change for the following school year.

*I am sure*

*Nail Gill*





## The admission into school of children previously in state care outside of England

On 4 December 2017, the Minister of State for School Standards wrote to all local authorities and admission authorities about giving priority in their oversubscription criteria to children who have previously been in state care outside of England, and have ceased to be in state care as a result of being adopted. This advice has been produced to help admission authorities implement this.

### Key points

- School admission authorities are currently required to give looked after children<sup>1</sup> and previously looked after children<sup>2</sup> highest priority in their oversubscription criteria<sup>3</sup>. On 4 December 2017, the Minister announced that when the opportunity arises he intends to amend the School Admissions Code (the Code) to ensure that children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, also receive the same highest priority for admission into a school in England.
- Until such a time, however, the Minister wishes admission authorities to introduce oversubscription criteria to give these children second highest priority for admission into school. Any changes to admission arrangements will need to be consulted upon in the normal way.
- By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.
- Admission authorities must ensure that they apply their oversubscription criteria fairly and lawfully. In the case of children adopted from state care overseas, admission authorities will

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<sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority in England or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

<sup>2</sup> Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

<sup>3</sup> Admission authorities for schools designated with a religious character may give priority to looked after and previously looked after children whether or not of the faith, but they must give priority to looked after and previously looked after children of the faith, before other children of the faith.

want to satisfy themselves that a child is eligible by asking the child's parents for appropriate evidence of their previously looked-after status.

- As state care systems around the world vary greatly, some having more formal arrangements than others, the evidence provided by parents may vary. Admission authorities should take a pragmatic approach and be flexible in terms of what evidence they require from parents. Where parents are, for good reason, unable to provide clear evidence of their child's previously looked after status, admission authorities will need to use their professional judgement and common sense in deciding whether a child should be regarded as adopted from state care overseas.
- Admission authorities may find it helpful to work with other admission authorities in the area, the local authority and local Virtual School Heads to agree a consistent approach.

## **The admission of looked after and previously looked after children**

Looked after and previously looked after children are amongst the most vulnerable in our society. We know that the vast majority of children taken into local authority care have experienced abuse or neglect and therefore require additional support. Wherever possible, they should be admitted to the school which is best able to meet their needs.

School admission authorities have been required to give looked after children highest priority in their oversubscription criteria since 2007. In 2012, this priority was extended to previously looked after children. Our intention was to ensure that all children who receive highest priority whilst looked after by the local authority continue to receive that priority once they have left care.

The Minister has now also decided that when the opportunity arises, he intends to propose further changes to the Code to ensure that children who were previously in state care outside of England, and leave that care as a result of being adopted, also receive highest priority for admission into a school in England. This is because we believe such children are also vulnerable and may have experienced abuse and neglect prior to being adopted. We believe it is right that we put these children on an equal footing for the purposes of admission into school to those children who are looked after and previously looked after by a local authority in England.

We are committed to making this change; however, any changes to the Code are subject to consultation and the will of Parliament.

Nevertheless, and until changes can be made to the Code, we are keen to ensure that such children are given the highest possible priority for school admission as soon as possible. This is why, in December last year, the Minister wrote to all local authorities and admission authorities encouraging them to use their discretion when setting school admission arrangements, to give these children second highest admissions priority in their oversubscription criteria, until the relevant changes can be made to the Code. Annex A contains advice on how this can be implemented. Any changes to school admission arrangements will need to be consulted upon in the normal way.

## Children previously in state care outside of England

The number of children in the school system who were previously in some form of state care outside of England is small. However, the vast majority of those children will be moving onto the secondary phase of their education in the next few years. Admission authorities are encouraged to introduce a priority for such children in their admission arrangements now so that it provides the maximum benefit possible for the time being for the children concerned.

It should be borne in mind that such children are also eligible for support from the local Virtual School Head<sup>4</sup>.

### Determining eligibility

We recognise that it is not always easy to establish that a child was in state care outside of England and we are aware that some admission authorities have concerns about how best to determine this. Currently, it is for school admission authorities to check and, where necessary, request evidence from parents to demonstrate their child is eligible for priority under a particular oversubscription criterion. Similarly, admission authorities will want to satisfy themselves that a child is eligible for admissions priority by asking parents for evidence of the child's adoption from state care outside England.

The arrangements for looking after children who cannot be cared for by their birth parents vary enormously and, in many countries, are less formal than in England and with less written evidence. In light of this, we encourage admission authorities to be pragmatic and flexible in terms of what evidence they require from parents.

The vast majority of families who have adopted children from outside of England will have some form of paperwork to evidence this e.g. a UK adoption order or a copy of the adoption order from the child's country of origin. These may not necessarily contain information about the child's background and whether the child was previously in state care. Where parents are, for good reason, unable to provide clear evidence of their child's previously looked after status, admission authorities will need to use their professional judgement and common sense to decide whether the child should be treated as having that status.

We also consider it important that there is local consistency in decision-making, so that parents know that the schools in their area, who are operating this priority, will reach the same conclusion about the status of any particular child. Admission authorities may find it helpful to work with other admission authorities in the area, the local authority and the local Virtual School Head to agree a consistent approach. They may also find it helpful to work with Virtual School Heads from nearby local authorities, particularly where children are applying for school places across local area boundaries.

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<sup>4</sup> Section 23ZZA of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017) places a duty on local authorities to promote the educational achievement of children previously in care outside of England and Wales, which include those who were in the care of, or were accommodated by, a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society.

## Annex A

### **Example of how priority for children previously in state care outside of England can be written into oversubscription criteria, until the relevant changes can be made to the School Admissions Code**

*Oversubscription Criterion 1: Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>*

*Oversubscription Criterion 2: Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>2</sup>*

*Oversubscription Criterion 3: xxx*

*Oversubscription Criterion 4: xxx*

*Oversubscription Criterion 5: xxx*

*Oversubscription Criterion 6: xxx*

<sup>1</sup> A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

<sup>2</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

## **PROPOSED OVERSUBSCRIPTION CRITERIA FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS IN CAMBRIDGESHIRE**

Children who have a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with a statement of SEN / EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.

1. Children in Care, also known as Looked After Children<sup>1</sup> (LAC), and children who were previously looked after but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
2. Children who appear to have been in state care outside of England and ceases to be in state care as a result of being adopted<sup>2</sup>
3. Children living in the catchment area with a sibling at the school (or a partner junior school) at the time of admission.
4. Children living in the catchment area.
5. Children living outside the catchment area who have a sibling at the school (or a partner junior school) at the time of admission.
6. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
7. Children who live outside the catchment area, but nearest the school as measured by a straight line.

Under each criterion, in cases of equal merit, priority will go to children living nearest the school as measured by a straight line.

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<sup>1</sup> A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions

<sup>2</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society



## Service Level Agreement

### School Admissions and School Admission Appeals Services Service Package Renewal - Academic Year 2018/19

#### The Service

This specification outlines the School Admission and School Admission Appeals services that are available from the Council to Schools during the Academic Year 2018/19 either free of charge or on payment of a subscription fee.

#### **Service Package 1a: School Admissions Validation Service – Transitions (the point of entry to a School i.e. Reception and Year 7 for September 2019)**

This is **only** available as a subscription service. It comprises, but is not limited to:

- Verification of a child's catchment area
- Verification of a child's home address
- Determination of whether the child has a Statement of Special Educational Needs or Education Health Care Plan
- Determination of whether the child is Looked After or was previously Looked After
- Checking whether there are any older siblings already on roll at the School
- The calculation of the home to school distance measurements; and
- The subsequent ranking of applications against the school's published over-subscription criteria, with the any applications made under an Academy's church criteria.

In cases where a Voluntary Aided and Foundation school subscribed to this Service Package prior to conversion, no further charges will be raised for the remainder of Academic Year 2018/19.

#### **Service Package 1b: –School Admissions In Year Validation Service (those applications received outside the normal transitions round)**

This service is available free of charge. It covers the coordination of all admission applications received for children moving school during the course of the year and all tasks relating to this process (as provided in Package 1a above).

*A list of all inclusions and exclusions of packages 1a and 1b is detailed within the full Service Level Agreement document.*

## Service Package 2a: Admission Appeals- Transitions

This is **only** available as a subscription service **in conjunction with** Service Package 1a. This will entitle you to a fully comprehensive appeals service for those families who are refused a place at your school as part of the Transitions process.

It includes:

- All work undertaken in preparation for the Appeal hearing in compliance with the School Admissions Appeals Code
- Presentation of the case against admission at the independent appeal hearing,
- Clerking of the appeal hearing
- The presence of a legal advisor at the appeal hearing
- Communication with parents after the appeal hearing
- Response to any subsequent complaints lodged by the family

## Service Package 2b: Admission Appeals- In Year

This is **only** available as a subscription service **in conjunction with** Service Package 1b. This will entitle you to a fully comprehensive appeals service for those families who are refused a place at your school during the course of the academic year. The service is the same as that detailed in Service Package 2a.

*A list of all inclusions and exclusions of packages 2a and 2b is detailed within the full Service Description document.*

Please note that VAT will be charged for any School Admission Appeals services supplied after the date of conversion to Academy status.



## **The Period Covered by Annual Subscription to these Service Packages is:**

**1<sup>st</sup> September 2018 - 31<sup>st</sup> August 2019**

### **Charging Details**

#### **Service Package 1a**

Primary Academies - **£395.00 net/Academic Year**

Secondary Academies **£1995.00 net/Academic Year**

#### **Service Package 1b**

**Free of charge**

**Service Package 2a and 2b** – *(Invoiced termly on “pay-as-you-go” basis dependent upon the number of appeals heard over the course of the annual subscription period)*

For the first 5 appeals : **£320.00 net /Appeal**

For the 6<sup>th</sup>-10<sup>th</sup> appeal: **£290.00 net /Appeal**

For the 11<sup>th</sup> and subsequent appeals heard: **£205.00 net /Appeal**

NB Charges for appeals only become due once an appeal is heard. No charges are made if the appeal case is withdrawn, irrespective of the reasons for this. Invoices are then subsequently raised after the end of the term in which the appeals were heard.

Should you choose not to subscribe to Service Packages 2a and/or 2b, before 1 September 2018, but later identify a requirement for the Admission Appeals Services, you will be charged a £100 net administrative amendment fee.

If you wish to cancel your subscription at any time during the academic year, you will be required to give a minimum of one month's notice.

### **For any Queries, Feedback, Suggestions & Complaints**

The School Admissions Service welcomes all feedback and will implement improvements where necessary.

Please contact: **Samantha Bennett, Education Admission Appeals & Fair Access Officer**

Tel: 01223 699794

Email: [samantha.bennett@cambridgeshire.gov.uk](mailto:samantha.bennett@cambridgeshire.gov.uk)

### **Quality, Standards & Performance Indicators**

Cambridgeshire County Council School Admissions Service undertakes to:

- 1) Commit to all reasonable steps to deliver the services described above.
- 2) Give due notice of any proposed changes in the terms of the agreement, charges or cancellation.

### **Additional Services**

We also offer Admissions Policy checking Service

Further details including charges are available within the *full Service Level Agreement document*

**School Admissions and School Admission Appeals Services  
Service Package Renewal - Academic Year 2018/19**

Academy Name:

Name:

Position:

Date:

Signature:

**Please indicate below the service packages selected by your School for 2018/19:**

Service Package	Charge £ net	Selected? ✓ or X			
<b>1a Admissions Validation, Transitions</b>	<i>£395.00 Primary £1995.00 Secondary</i>	Yes		No	
<b>1b Admissions Service, In Year</b>	Free of Charge	Yes		No	
<b>2a Admissions Appeals, Transitions</b>	<i>£320 / £290 / £205 per appeal heard (Sliding scale)</i>	Yes		No	
<b>2b Admissions Appeals, In Year</b>	<i>£320 / £290 / £205 per appeal heard (Sliding scale)</i>	Yes		No	

Please return this completed form to Samantha Bennett, Education Admission Appeals & Fair Access Officer, by email [samantha.bennett@cambridgeshire.gov.uk](mailto:samantha.bennett@cambridgeshire.gov.uk) or by post to:

**Samantha Bennett - Education Admission Appeals & Fair Access Officer**

0-19 Places Planning & Organisation Service

Education Directorate

People and Communities

Cambridgeshire County Council

OCT1221

Shire Hall

Cambridge

CB3 0AP

## **FEEDBACK FORM**

The School Admissions Team is committed to improving the service it provides and would welcome your views. Please assist us by completing and returning this form to, Operations and Policy Manager Admissions and EY Funding, 0-19 Places Planning & Organisation Service, Education Directorate, People and Communities, Cambridgeshire County Council, OCT 1221, Shire Hall, Cambridge, CB3 0AP  
email: [samantha.bennett@cambridgeshire.gov.uk](mailto:samantha.bennett@cambridgeshire.gov.uk)

**Academy Name:**

**Contact for follow up discussion:**

**Have you used the Admissions Team's Services previously?**

**Have you been happy with the service that you have received? If not please provide details below.**

**Do you feel that the Services provided offer value for money?**

**Do you think that the service could be improved?**

**Either in its delivery?**

**Or in the packages offered?**

**Do you have any other comments or suggestions?**





## Appendix 7

23 July 2018

If you've received this letter in error, please  
[update your organisation's contact details](#).

Dear colleague

### Funding for school admission appeals

We're writing to remind you about the duties of local authorities in relation to funding for school admission appeals. We're doing this as an academy within your trust has previously claimed funding for admission appeals from ESFA.

#### The role of your local authority

Local authorities receive funding through the central school services block (CSSB) of the dedicated schools grant (DSG) for the statutory duties they hold for both maintained schools and academies. The DSG conditions of grant state that the local authority must treat maintained schools and academies equally when using funding from the CSSB. This is also emphasised in the [2018 to 2019 schools revenue funding operational guide](#).

If local authorities use this funding to provide a free admissions appeals service for community and voluntary controlled schools, they must also provide this service free to academies, voluntary aided schools and foundation schools, although these schools may choose not to use it.

#### At a glance:

- your local authority might provide a free admissions appeals service
- familiarise yourself with your local authority's policy on admissions appeals services before you submit a claim to ESFA
- if you have any questions, contact us via our [enquiry form](#)

#### 2018 to 2019 academic year appeals

For appeals related to the 2018 to 2019 academic year, we'll ask academies making claims to state in their covering letter that they have checked if they could access support from their local authority where the authority is holding DSG centrally for this purpose. Of course, we will continue to pay claims where this is not the case.

#### Further information

You should familiarise yourself with your local authority's policy on admissions appeals services before you submit a claim to ESFA.

If you have any questions about the content of this letter, contact us via our [enquiry form](#).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Owen Jenkins', with a stylized, cursive script.

Owen Jenkins

**Academies & Maintained Schools Group**

**Funding Division**

**Education and Skills Funding Agency**

**Option 1 – Provide this service to all schools for no charge**

<b><u>For</u></b>	<b><u>Against</u></b>
We will continue to provide a robust, legally compliant and independent admission appeals service which we know ensures that the vast majority of parents applying for a place at a Cambridgeshire school are able to exercise their legal right to appeal.	There may be an increase in the number of appeals heard, as there is no cost implication for own admission authority schools when refusing places. This will make identification of the amount to be retained each year difficult.
We would look to manage from within the overall available Central Services to School Block (CSSB), therefore we would not anticipate any impact on other services/budgets. A sum of £110,000 would be required for this purpose.	
Continued low level of complaints regarding the service both to the Local Government Ombudsman (LGO) and the Education Skills Funding Agency (ESFA).	As there will be no financial implication for own admission authority schools by refusing the admission of a child and the subsequent right of appeal, it may be more difficult to negotiate with a school regarding the admission of a child.

**Option 2 – Provide this as a chargeable service to all schools**

<b><u>For</u></b>	<b><u>Against</u></b>
Schools will stop and consider the possible financial impact of their decision to refuse a place	Where schools are restricted by Infant Class Size Legislation they will be penalised financially for being popular
The amount of Dedicated Schools Grant (DSG) currently retained to cover the cost of delivery of this service to LA maintained schools could be distributed back to schools in their budgets	This is such a small amount, £203 per school, the impact on schools will be minimal
	For maintained schools this will add an additional financial burden which they have not previously had to consider when budget setting.

**Option 3 – Provide this as a free service to Voluntary Controlled and Community Schools only**

<b><u>For</u></b>	<b><u>Against</u></b>
The reduction in the volume of appeals would create capacity within the current Education Admission Appeals and Fair Access Officer role which would allow for the development of this role to support Fair Access and Inclusion functions further.	Funding for this would need to be found within existing budgets as this could not be funded through the CSSB of DSG just for LA admission authority schools
	Own Admission Authority Schools would be required to find alternative ways of meeting this statutory duty. This could be more costly, less consistent and extremely difficult for the LA to monitor to ensure compliance with the School Admission Appeals Code.
	The continued provision of a robust service by the LA would be at risk. As more and more schools become their own admission authority, future job security would possibly affect retention of existing experienced staff and recruitment of suitable staff in the future.
	Significant risk of challenge from the DfE, own admission authority schools, the LGO and ESFA, potentially in terms of a Judicial Review.



**PARENTAL PREFERENCES IN SCHOOLS**

**To:** Children & Young People's Committee

**Meeting Date:** 13th November 2018

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

**Electoral division(s):** All

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

**Purpose:** To consider the outcome and recommendations to result from the Cambridge University Science and Policy Exchange's (CUSPE) research into the parental preference in Cambridgeshire.

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

- a) Note and comment on the findings of the research undertaken by CUSPE into parental preference in Cambridgeshire;
- b) Consider the recommendations made by CUSPE and officers' responses to these as detailed in section 2; and
- c) Approve the proposal that officers proceed to develop a plan with clear timescales for the identified actions.

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Jonathan Lewis	Names:	Cllrs Simon Bywater/Samantha Hoy
Post:	Service Director - Education	Post:	Chair/Vice-Chair
Email:	<a href="mailto:Jonathan.lewis@cambridgeshire.gov.uk">Jonathan.lewis@cambridgeshire.gov.uk</a>	Email:	<a href="mailto:Simon.bywater@cambridgeshire.gov.uk">Simon.bywater@cambridgeshire.gov.uk</a> <a href="mailto:Samantha.hoy@cambridgeshire.gov.uk">Samantha.hoy@cambridgeshire.gov.uk</a>
Tel:	01223 507165	Tel:	01223 706398

## **1. BACKGROUND**

- 1.1 In October 2016, the Council initiated a collaboration with the Cambridge University Science and Policy Exchange (CUSPE), involving teams of researchers to explore some of the challenges faced by the Council.
- 1.2 In December 2017 the Committee received a report from CUSPE which outlined the education achievement gap. Two further reports were commissioned around rurality and its impact on education and parental preference. The focus of this report is to share the findings and recommendations in relation to the latter. The research focused on the following question: ‘What factors influence parental preference of schools, and what are the outcomes of those preferences (and for whom)?’
- 1.3 To address this question, the research team reviewed international school choice policies followed by an examination of other research on parental preference in school admissions in England. They then evaluated four Cambridgeshire-specific data sources:
  - School admissions statistics in respect of the 12,745 first round applications received from parents for September 2018 entry;
  - A survey of Cambridgeshire parents on their experiences and opinions of school admissions which was completed in full by 282 parents;
  - Summaries of 34 parental appeals lodged against school admission allocations and the outcomes of those;
  - Interviews with a Headteacher and a School Business Manager.
- 1.4 Initial meetings with Councillors and Council senior officers identified differences in equal access to state-funded primary and secondary schools based on parental preference, whether due to rurality, family socioeconomic resources, or other factors. Post-16 educational options are being addressed by another Policy Challenges team.

## **2. MAIN ISSUES**

- 2.1 The key conclusions of the research team are detailed below.
- 2.2 **What factors do parents take into consideration when deciding on school preferences?**
- 2.3 According to the parent survey, the qualities that Cambridgeshire parents highly value in prospective schools include characteristics that affect child development; such as school leadership, school climate, curriculum, and academic achievements. Many parents are also highly concerned about the distance from home to school, which relates primarily to family resource constraints, but also to possibilities for links between the home, school, and neighbourhood community. The emphasis on school quality is supported by our analysis of secondary school admissions data, which found a correlation between a school’s Ofsted (Office for Standards in Education) rating and its popularity. The school admissions data also suggests that not all parents prioritise a short home-to-school commute: only 41% of parents named the catchment school as their first preference. However, both the free-text comments in the parent survey as well as the summarised appeals data—in which ‘transport’ and ‘convenience’ were by

far the most common reasons to lodge an appeal—indicate that home-to-school transport is a source of considerable stress for some families. Thus, our Cambridgeshire data align with other studies of parental preference in England, which found that parents care about both practicality and educational quality.

**2.4 What sources of information do parents use to influence their preference of schools?**

2.5 Based on the parent survey, Cambridgeshire parents are most likely to refer to school open days, word of mouth, school websites, Ofsted reports/Parent View, and their own experience and knowledge of local schools. At least half of the survey respondents used one of these five sources. These findings correspond to national-level findings from the Sutton Trust's recent 'Parent Power' survey. School open days were, by far, seen as the most useful source of information by those Cambridgeshire parents who completed the survey.

**2.6 What demographic factors influence differences in parental preference of schools?**

2.7 One key factor influencing how much parents can take advantage of the school admissions system is where in the county they live. As with England as a whole, Cambridgeshire has uneven geographic variation in the distribution of popular and unpopular schools, and in the likelihood of a family receiving a placement in their first preference. Another key factor is the family's socioeconomic background. While the parents that we surveyed prioritised the same school characteristics regardless of background, socioeconomically disadvantaged parents referred to fewer sources of information in making school choices—with especially big gaps for school open days and Ofsted information.

**2.8 What are the outcomes of those preferences (and for whom)?**

2.9 Based on the research into school choice policies around the world, parental preference systems usually aim to serve the following three goals:

1. To improve the overall quality of schools through market-based competition, with parents acting as consumers who spur schools to raise their quality in order to attract more students. Unfortunately, it has not been possible to draw any conclusions about whether parental preference has improved the overall quality of Cambridgeshire schools from the research undertaken by CUPSE.
2. To give parents the freedom to choose the schools that would best suit their children. The data on this outcome are mixed. On one hand, in March and April 2018, 95% of Cambridgeshire families applying for primary school entry and 88% of families applying for secondary school entry were offered places in their first-preference schools. On the other hand, the parent survey revealed a great deal of frustration among some parents who felt that they did not have any meaningful choice of schools because desirable schools were out of their reach due to reasons including oversubscription, transport logistics, catchment boundaries, or childcare availability.

3. To raise socioeconomic equity by giving lower-income families access to a range of schools, a form of access that more affluent families already enjoy due to their capacity for paying fees at private schools. The data suggest that the opposite is true in Cambridgeshire, as other studies have found for England as a whole. Although it has not been possible to trace direct causal pathways from family income through parental preferences to student outcomes, the data sources suggest that the parental preference system reinforces, rather than weakens, the relationship between family affluence and pupil education. Firstly, the parent survey found that parents of children eligible for Free School Meals (FSM) referred to relatively fewer sources of information in making school preference decisions. This indicates that less privileged families are less likely to have the information needed to fully take advantage of the parental preference system. The parent survey also found that many parents had great concerns about home-to-school transport, a constraint more likely to be faced by less privileged families. Some comments also noted the benefits of buying houses in the catchment areas of desirable schools—an avenue that would likely be out of reach for less privileged families. All of this indicates that socioeconomically underprivileged children are more likely to be enrolled in less popular schools. This was borne out by the analysis undertaken of school admissions data, which found that schools with higher proportions of FSM-eligible pupils are, on average, likely to have lower Ofsted ratings and more unfilled school places.

2.10 In light of the findings that some Cambridgeshire parents face informational and logistical constraints on fully expressing their preferences via the school admissions system, and that these constraints may worsen educational inequities within the county, the Committee is asked to consider the following recommendations. An officer response has been made to support the Committee's decision making.

2.11 **Recommendation 1: Use web-based tools to facilitate families' access to information on schools and admissions processes.**

- (a) Create microsites on the Council web page containing the guidance that is currently presented in the 'First Steps' and 'Next Steps' booklets, along with:
- An acknowledgement that many families may have a limited range of choice in schools, due to limited educational budgets at the county and national levels.
  - Advice about the grounds on which school admissions appeals are usually upheld.
  - We also suggest highlighting pieces of information that are of particular concern to parents.
- (b) Enhance the Council website's Schools Directory by adding admissions-related information to each school's page, along with space for each school to give a brief statement of values and to upload a limited number of photographs.
- (c) Investigate the viability of establishing an online carpool board to help parents coordinate school runs, especially to out-of-catchment schools.

## 2.12 **Officer Response to Recommendation 1:**

- (a) It would be much harder to ensure that the LA's published information remains accurate and up-to-date if it is duplicated in the micro sites suggested. In addition, we do not consider it to be appropriate to publish information in relation to the outcome of appeals as each case is considered on its own merits. There are no generic reasons as to why cases are successful, or not, just the facts of each individual case.
- (b) This information can be included in the school directory and could be in place for summer 2019. We are currently working with schools to update our Teach in Cambridgeshire website and this will hold more details on the school including photographs. A link to this website could be included in the schools directory.
- (c) It is proposed an online car pool board is considered as part of the wider transport review agreed by the Committee in October. Consideration over safeguarding will need to form part of this discussion. It would also be important to consult with schools over this proposal.

## 2.13 **Recommendation 2: Ensure that schools have sufficient information to plan strategically for future admissions**

Specifically, we recommend:

- (a) Increased communication between the Council and schools, especially in terms of long-term strategy as well as anticipated changes in incoming student numbers (e.g. due to academy openings or housing developments).
- (b) Council brokerage of collaboration between schools (especially between high-and low-performing schools), to foster school improvement.
- (c) An automated system of email notifications from the school admissions portal to schools when a change in admission allocations is made.

## 2.14 **Officer Response to Recommendation 2**

Points (a) and (b) were considered as part of the Education Strategy at the September Committee. Building collaboration across Cambridgeshire is key in our improvement journey and we have strengthened our data capability to support this aspiration. Updated demographic data will be published later this term. This will be shared with schools to ensure we make appropriate decisions in relation to school place planning. Discussions will be scheduled with Capita, to determine how the Admissions and Transport module of the ONE system could be adapted to produce automated email notifications (point (c)).

## 2.15 **Recommendation 3: Investigate the possibility of including Pupil Premium (PP) eligibility as an oversubscription criterion for community and voluntary controlled schools.**

## 2.16 **Officer Response to Recommendation 3**

The principle concern would be if this recommendation were to be adopted that children may not being able to access their local school. In addition it would be necessary to ask all parents to complete a Supplementary Information Form (SIF) in order to determine eligibility under this proposed criterion, adding further complexity to the

admissions process. This would be an added administrative task.

- 2.17 It is proposed that the overall findings of the CUPSE research report are shared at Headteachers forums for further discussion.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

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.

#### **3.2 Helping people live healthy and independent lives**

No significant implications.

#### **3.3 Supporting and protecting vulnerable people**

No significant implications.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

All the recommendations in the report can be met within existing resources.

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

No significant implications.

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

Any proposed changes to published admissions arrangements will need to follow statutory process and times i.e. they would need to be subject to the annual consultation process. The earliest date by which any changes could come into effect would be for admission to school in the 2020/21 academic year.

#### **4.4 Equality and Diversity Implications**

No significant implications.

#### **4.5 Engagement and Communications Implications**

It is proposed the report by CUPSE is shared with all schools in the county.

#### **4.6 Localism and Local Member Involvement**

No significant implications

#### 4.7 Public Health Implications

No significant implications

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Martin Wade
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?	No Name of Financial Officer: Paul White The report contains no procurement issues.
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Shahin Ismail
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Jonathan Lewis
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Matthew Hall
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Jonathan Lewis
Have any Public Health implications been cleared by Public Health	N/A Name of Officer:

#### **SOURCE DOCUMENTS**

Source Documents	Location
<p>What factors influence parental preference of schools, and what are the outcomes of those preferences (and for whom)? Bence Börcsök, Erin Cullen, and Yue-Yi Hwa September 2018</p> <p>Cambridge University Science and Policy Exchange (CUSPE) in collaboration with the Cambridgeshire County Council</p>	Shire Hall, Cambridge





**CORPORATE PARENTING ANNUAL REPORT 2017-2018**

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

**Meeting Date:** 13 November 2018

**From:** Wendi Ogle-Welbourn, Executive Director: People & Communities

**Electoral division(s):** All

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

**Purpose:** To inform the Committee, as requested, of Looked After Children and Care Leaver Activity and Data for April 2017 to March 2018.

**Recommendation:** The Committee is asked to note and provide comments on the Corporate Parenting Annual Report 2017/2018.

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Jacqui Barry	Names:	Cllrs Simon Bywater/Samantha Hoy
Post:	Service Development & Commissioning	Post:	Chair/Vice-Chair
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Tel:	01223 715530	Tel:	01223 706398

## **1. BACKGROUND**

- 1.1 Cambridgeshire County Council (CCC) is committed to providing high quality, cost effective public services that reflect the views and wishes of the people of Cambridgeshire.

Cambridgeshire remains an identified Government Growth Area, so CCC is continuing to improve services against a backdrop of growth in housing, employment and the economy. This report provides information on activity in respect of Looked After Children and Care Leavers from 1st April 2017 to 31st March 2018.

## **2. MAIN ISSUES**

- 2.1 Outlined below are the key elements from the corporate parenting annual report 2017-2018 (**Appendix 1**):

- 1.89% increase (from 685 and 698) in number of Looked After Children in 12 months 50 children per 10,000 locally, compared to 61 per 10,000 nationally
- Unaccompanied children seeking asylum (UASC), make up 8.7% for the total looked after population in Cambridgeshire
- More children exited care than became looked after for 6 months of the year
- There are similar numbers of boys and girls looked after
- Children enter care at all ages, but there is a spike in teenagers becoming looked after
- 9% of children have disabilities
- The ethnicity of the Looked After population has remained consistent
- 57.73% of children have their futures secured with permanent plans. 20.91% are subject to care proceedings and 21.34% are accommodated by parental agreement
- 55% of all looked after children were placed within Cambridgeshire boundaries
- 30.94% of children live more than 20 miles over Cambridgeshire borders. 70% are placed in neighbouring authorities
- 231 are in in-house placements through the mainstream Fostering, Kinship Care and Supported Lodgings services
- 33 children receive Short Break Care through the Link Scheme. 10 young people are in Staying Put Arrangements and there are also 28 Children in Private Fostering arrangements

- 10.7% of children moved 3 or more times and some of these moves were on to permanent placements
- The timeliness of children having their initial health assessments needs improving
- There has been a marked improvement in statutory visit performance during this reporting period
- The timing of Looked After Child Reviews is strong
- Performance in relation to children waiting less than 14 months to be adopted has been 100% for 10 months of the year
- The percentage of looked after children going missing increased to from 7% in 2016 to 9% last year
- There has been an increase in the numbers of boys and girls at risk of Child Sexual Exploitation and Gang Exploitation

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

There are no significant implications for this priority.

#### **3.2 Helping people live healthy and independent lives**

There are no significant implications for this priority.

#### **3.3 Supporting and protecting vulnerable people**

Cambridgeshire County Council fulfils its statutory duties in safeguarding the welfare of vulnerable children.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

There are no significant implications within this category.

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

There are no significant implications within this category.

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

There no significant implications – the report outlines some areas where performance needs to improve in line with statutory requirements.

#### 4.4 Equality and Diversity Implications

There are no significant implications – the report outlines the demographics of those accessing services and needs of some specific groups.

#### 4.5 Engagement and Communications Implications

There are no significant implications within this category.

#### 4.6 Localism and Local Member Involvement

There are no significant implications within this category.

#### 4.7 Public Health Implications

There are no significant implications within this category.

Source Documents	Location
Corporate Parenting Annual Report 2017/2018	Appendix 1

**DRAFT**

**Appendix 1**



[cambridgeshire.gov.uk](http://cambridgeshire.gov.uk)

# **Corporate Parenting Annual Report 2017-2018**

## **Looked After Children & Care Leavers**

Jacqui Barry

Service Development and Commissioning Manager

September 2018

## **Contents**

1. Introduction & Executive Summary
  - 1.1. Local Context
  - 1.2. Performance Data Source
  - 1.3. Corporate Parenting
  - 1.4. Our Commitment in The Pledge to Looked After Children and Care Leavers
  - 1.5. Executive Summary
2. Looked After Children - Population
  - 2.1. Rate of Looked After Children per 10,000
  - 2.2. Ofsted Inspection
  - 2.3. Impact of District Based Model
  - 2.4. Audit and Quality Assurance
  - 2.5. Reunification Programme
  - 2.6. Beginning and Ceasing to be Looked After
  - 2.7. Unaccompanied Asylum Seeking Children
3. Looked After Children – Demographics
  - 3.1. Age and Gender
  - 3.2. Disability
  - 3.3. Ethnicity
  - 3.4. Legal Status
  - 3.5. In and Out of County Placements
  - 3.6. Fostering Activity
4. Looked After Children – Placement Types In and Out of County as at End of March 2018
5. Looked After Children – Placements During the year (Cumulative)
6. Looked After Children – Visits, Reviews and Health
  - 6.1. Health Assessments
7. Looked After Children – Care Leavers and Adoption
8. Looked After Children – Education
9. Looked After children – Missing
10. All Children – Child Sexual Exploitation and Gang Exploitation
11. Glossary

## **1. Introduction**

### **1.1. Local Context**

Cambridgeshire County Council (CCC) is committed to providing high quality, cost effective public services that reflect the views and wishes of the people of Cambridgeshire.

Cambridgeshire remains an identified Government Growth Area, so CCC is continuing to improve services against a backdrop of growth in housing, employment and the economy – right across the county.

This report provides information on activity in respect of Looked After Children and Care Leavers from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018.

### **1.2. Performance Data Sources**

- 'One' (Integrated Children's System) - Internal database
- Access to Resources Team placements dataset
- Business Intelligence Analytical Team

### **1.3. Corporate Parenting**

The role of the Corporate Parenting Committee is to ensure that the Council fulfils its responsibilities to Looked After Children and Care Leavers in accordance with the Corporate Parenting Strategy 2015-2018 and the Council's Pledge to Looked After Children.

Corporate Parents including Members, Officers and Partners are to oversee the effective consultation and engagement of children, young people and carers in the planning and delivery of services.

The Corporate Parenting Committee meet every second month and Looked After Children and Care Leavers Performance Data is discussed at each meeting. 2 Care Leavers are Co-Opted Members of the Committee. They also sit on the Children in Care Council, Voices Matter, meaning they are well placed to advise, consult and challenge and to represent the views of the wider Looked After population.

### **1.4. Our Commitment in The Pledge to Looked After Children and Care Leavers**

*"As Corporate Parents we will ensure you feel safe, supported and cared for. We will respect and listen to you and involve you wherever possible. This is our pledge and our promise to you".*

**1.5. Executive Summary** - The Report refers to Cambridgeshire's performance from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 and in this summary, figures relate to those recorded at the end of that period

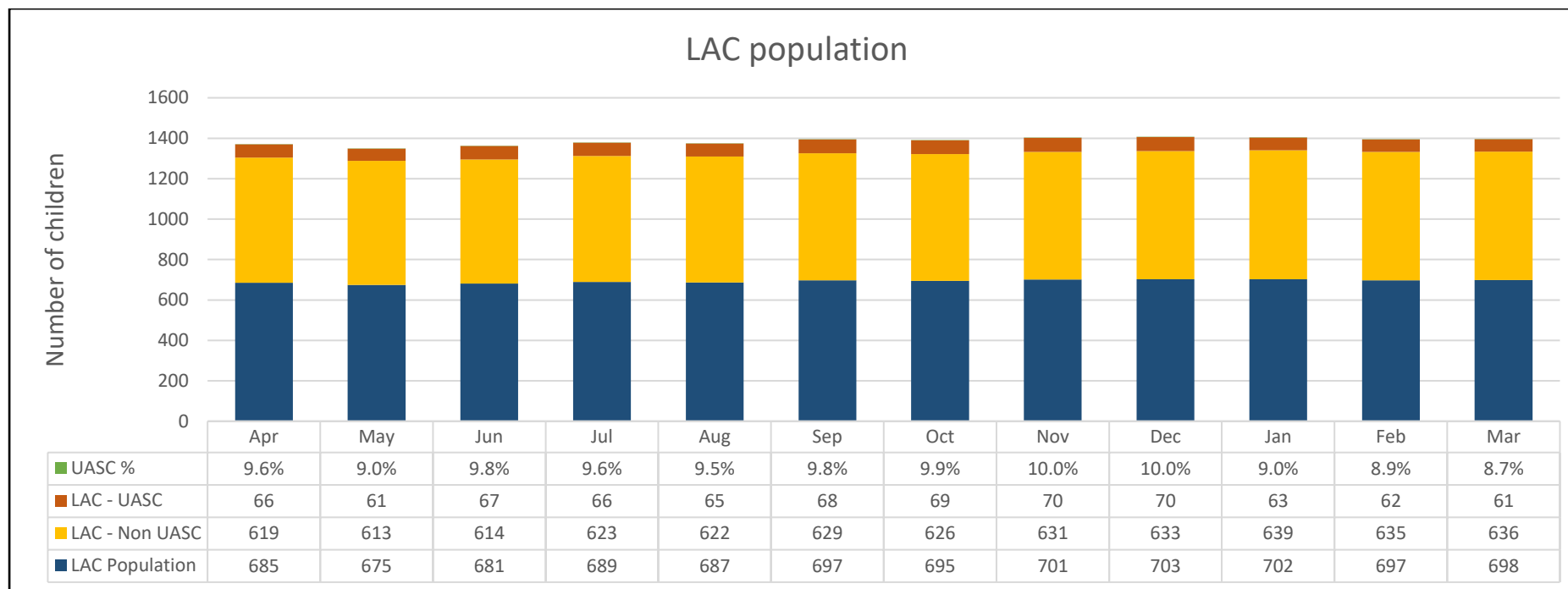
- 1.89% increase (from 685 at the start of the period to 698 at the end) in number of Looked After Children
- Unaccompanied children seeking asylum (UASC), make up 8.7% for the total looked after population in Cambridgeshire at the end of March 2018
- More children exited care than became looked after for 6 months of the year by the end of March 2018
- There are similar numbers of boys and girls looked after 56% boys and 44% girls
- Children enter care at all ages, but there is a spike in teenagers becoming looked after
- 9% of children have disabilities
- The proportion of children from different ethnicities has remained similar to last year
- 57.73% of children have their futures secured with permanent plans. 20.91% are subject to care proceedings and 21.34% are accommodated by parental agreement
- 55% of all looked after children were placed within Cambridgeshire boundaries. 30.94% of children live more than 20 miles over Cambridgeshire borders. 70% are placed in neighbouring authorities.
- 231 children are in in-house placements through the mainstream Fostering, Kinship Care and Supported Lodgings services
- 33 children receive Short Break Care through the Link Scheme. 10 young people are in Staying Put Arrangements and there are also 28 Children in Private Fostering arrangements
- 10.7% of children moved 3 or more times and some of these moves were on to permanent placements
- The timeliness of children having their initial health assessments needs improving
- There has been a marked improvement in statutory visit performance during this reported period
- The timing of Looked After Child Reviews is strong
- Performance in relation to children waiting less than 14 months to be adopted has been 100% for 10 months of the year
- The percentage of looked after children going missing increased to from 7% in 2016-2017 to 9% last year 2017-2018
- There has been an increase in the recorded numbers of boys and girls at risk of Child Sexual Exploitation and Gang Exploitation



## 2. Looked After Children – Population

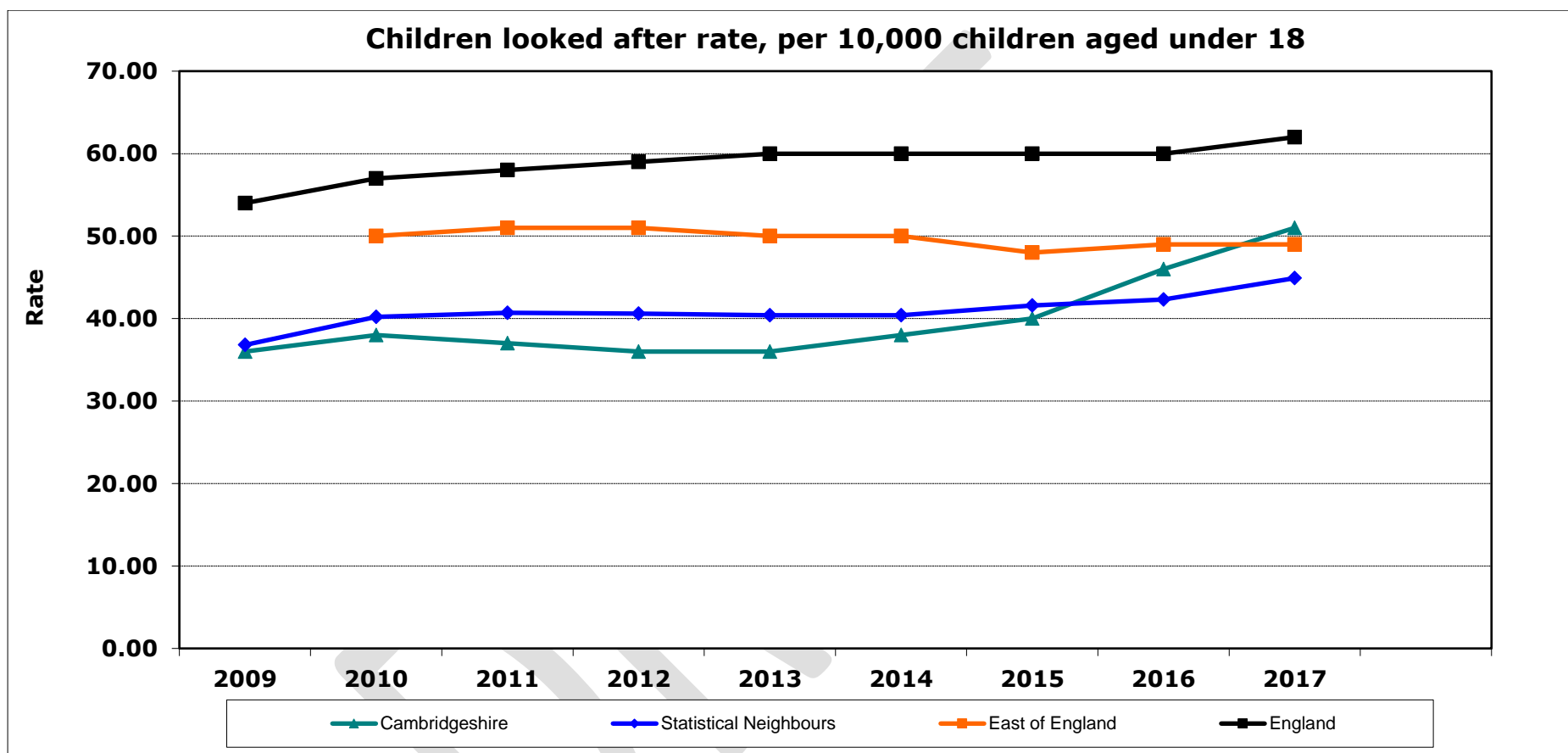
Looked After Children (LAC)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Average
LAC Population	685	675	681	689	687	697	695	701	703	702	697	698	<b>693</b>
LAC - Non UASC	619	613	614	623	622	629	626	631	633	639	635	636	<b>627</b>
LAC - UASC	66	61	67	66	65	68	69	70	70	63	62	61	<b>66</b>
UASC %	9.6	9.0	9.8	9.6	9.5	9.8	9.9	10.0	10.0	9.0	8.9	8.7	<b>9.5%</b>
Rate per 10,000	51.0	50.2	50.7	51.3	51.1	51.9	51.7	52.2	52.3	52.3	51.9	52.0	<b>51.5</b>
Became Looked After	21	17	13	36	38	32	23	22	26	24	23	25	<b>25</b>
Ceased Looked After	17	26	19	38	22	23	26	17	21	28	24	21	<b>24</b>

Between April 17 and March 18 (to be referred to as this reporting period) the number of children looked after by Cambridgeshire County Council increased by 1.89%, from 685 to 698 children. Cambridgeshire remains an identified Government Growth Area, so Cambridgeshire County Council is continuing to improve services against a backdrop of growth in housing, employment and the economy throughout the County. This increase is built into the Local Authorities Sufficiency Statement for Children and Young People.



Cambridgeshire is one of the fastest growing cities in England and whilst it is in a strong economic position, its rate of growth does place a number of challenges which impact on Children's Social Care. These include increased pressure on suitable and affordable housing for families and residents in poverty. Research indicates that these factors are among the multitude of reasons children become looked after.

## 2.1. Rate of Looked After Children per 10,000



The averages presented here are simple averages for the authorities listed. They provide a simple comparator of the performance indicators without placing too much emphasis on any one Local Authority.

The increase in the Looked After population has placed significant demands all of Cambridgeshire Children's Services, including the Fostering Service. As an Authority, there are a variety of mechanisms used to review and evaluate the thresholds applied to every single case of a child becoming Looked After. The Threshold and Resources Panel (TaRP) is chaired by an Assistant

Director and is used to consider the appropriateness of referrals. There is also a schedule of audits lead by the Partnership and Quality Assurance Service used to look at the work and progress of children's care plans though to permanency.

## **2.2. Ofsted Inspection**

Ofsted undertook a focussed Inspection in March 2018 into Cambridgeshire's arrangements for Children in Need and those subject to a Child Protection Plan. Findings concluded that there are strong partnership working arrangements which ensures that children in Cambridgeshire are protected. Children's needs are quickly identified and the services provided reduce risks and enable children to remain at home with their families. This means that Cambridgeshire is working with the right children and in the right way, and at the right time, so the Authority is confident in knowing its business.

## **2.3. Impact of the District Based Model**

The reorganisation of Children's Services 12 months ago to a district-based structure has not resulted in all of the positive changes envisaged for Looked After Children. However the new structure proposed from Autumn 18 should address this. The Local Authority is confident that the right children are entering care and that social workers build meaningful relationships with children. However, systems to re-assess and support children to exit care need strengthening.

## **2.4. Audit and Quality Assurance**

The Partnerships and Quality Assurance Service has undertaken work to look at why there is a 'bulge' in Cambridgeshire's numbers in care. It has concluded that permanence planning for children is strong, although opportunities to fully review care plans and potentially reunify children with their families when there has been proven and sustained changes in circumstances, are being overlooked.

## **2.5. Reunification Programme**

The Local Authority has invested in the NSPCC Reunification Package. This builds a strong and recognisable framework around re-assessing a family's capacity to change and to safely meet the needs of their children. This programme is being rolled out during 2017-2019 and it is envisaged as having a significant impact on the target to reduce looked after numbers.

## **2.6. Beginning and Ceasing to be Looked After**

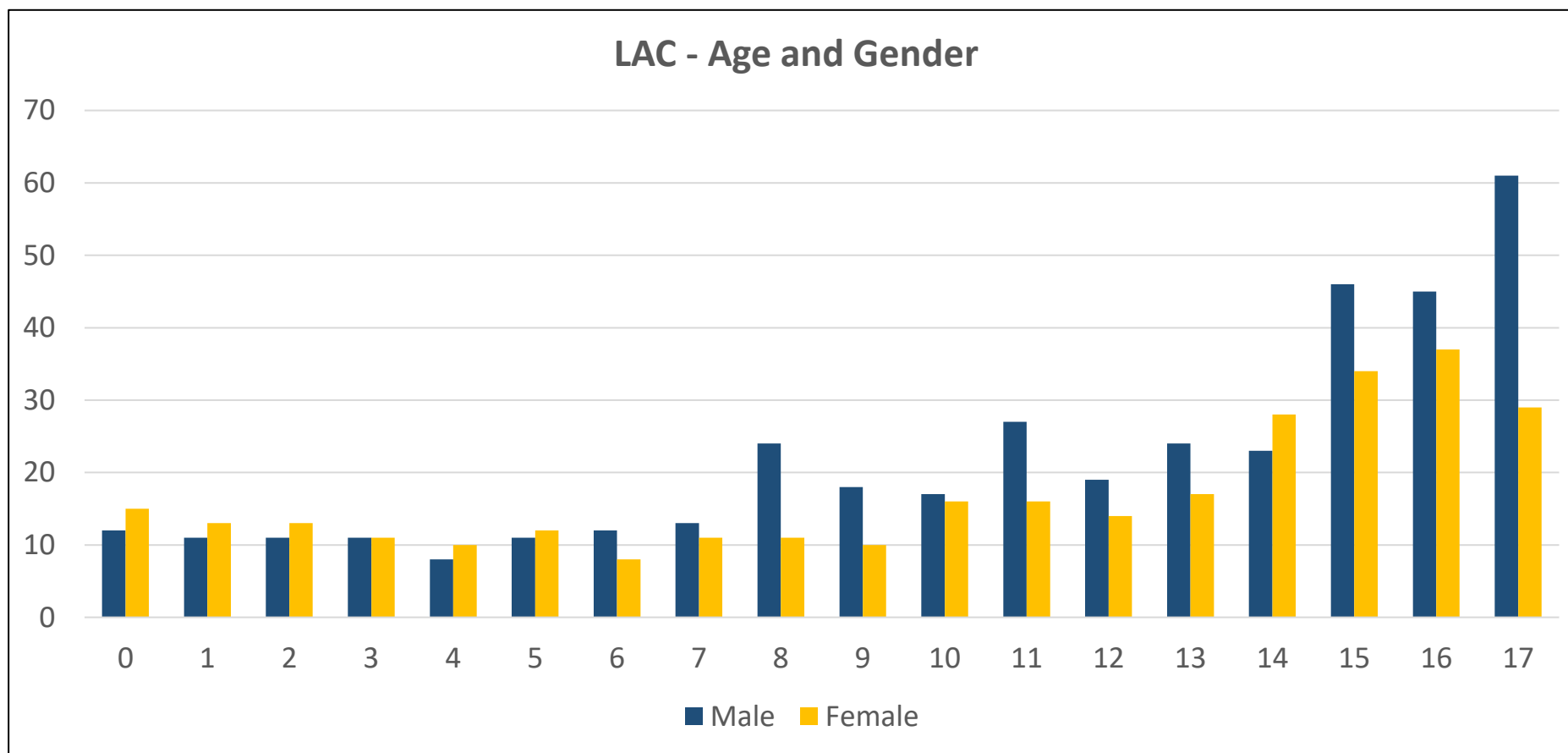
It is encouraging to note that in this reporting period, more children exited care than became Looked After for 6 months of the year. These are most likely to be care leavers who reached their 18<sup>th</sup> birthday, but for whom the Local Authority continues to hold responsibility.

## **2.7. Unaccompanied Asylum Seeking Children**

Unaccompanied children seeking asylum make up 8.7% of the total Looked after Population in Cambridgeshire. The national increase in the number of unaccompanied children arriving in the UK does place a greater demand on the Local Authority. This is because unaccompanied children are not 'already in the system', as 'Children in Need' of services, or subject to a Child Protection Plan. The challenge in planning services for unaccompanied children is around the unpredictability of their arrival in the UK. However, the National Transfer Scheme (a voluntary transfer arrangement between local authorities to ensure a more even distribution of caring responsibilities across the country) does mean that Local Authorities are looking after a proportionate number of unaccompanied children.

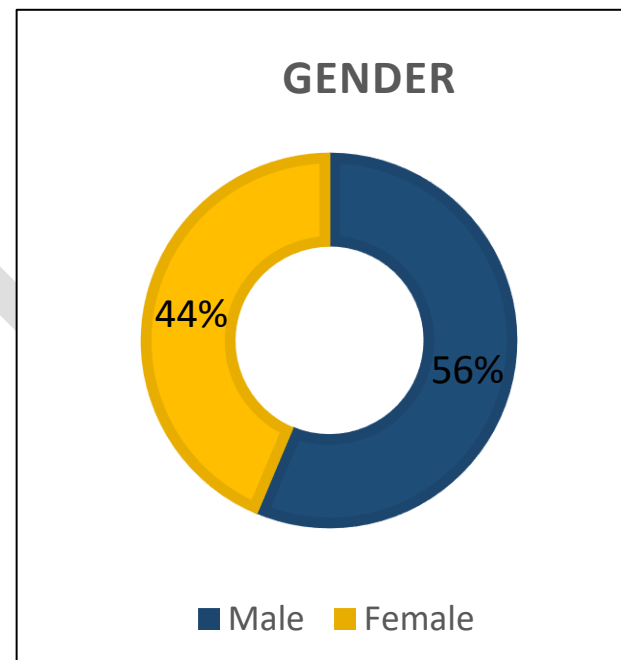
Of the 72,670 children being Looked After in England at 31 March 2017, 4,560 were unaccompanied asylum seeking children. This was a 6% increase in looked after unaccompanied asylum seeking children from the previous year. At 31 March 2017, nationally, unaccompanied asylum seeking children represent 6% of the Looked After children population.

### 3. Looked After Children – Demographics as at 31<sup>st</sup> March 18



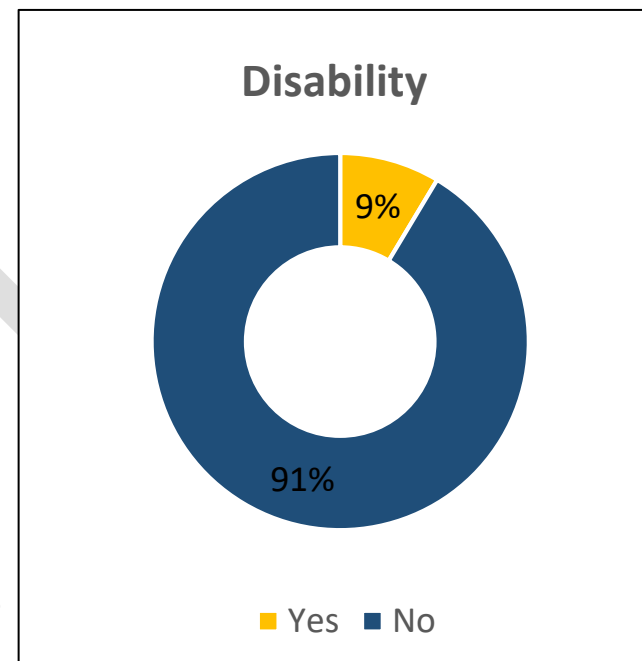
### 3.1. Age and Gender

Overall, the male to female gender split is fairly even within the Looked After population. The data around gender and age highlights that in Cambridgeshire, there are higher numbers of children, and boys in particular entering care in their later teenage years, 15- 17 years. This figure has been increasing over time and is due in part to the significant increase to Cambridgeshire's population of unaccompanied asylum seeking young people. Children's Services will have been working with the families of teenagers 'On the Edge of Care' for periods of time. However, analysis from audit work carried out within Partnerships and Quality Assurance Service indicates that some interventions may have happened too late, resulting in the need for emergency care placements. Children entering care in their mid-teens are also less likely to return home to their families so this places a sustained pressure on Leaving Care Services. The Local Authority has a continued role with Care Leavers, whether Eligible, Relevant or Former Relevant. Duties to Care Leavers were extended on 1<sup>st</sup> April 2018 and Local Authorities now must offer help to all Care Leavers up to the age of 25, even if they are not in education.



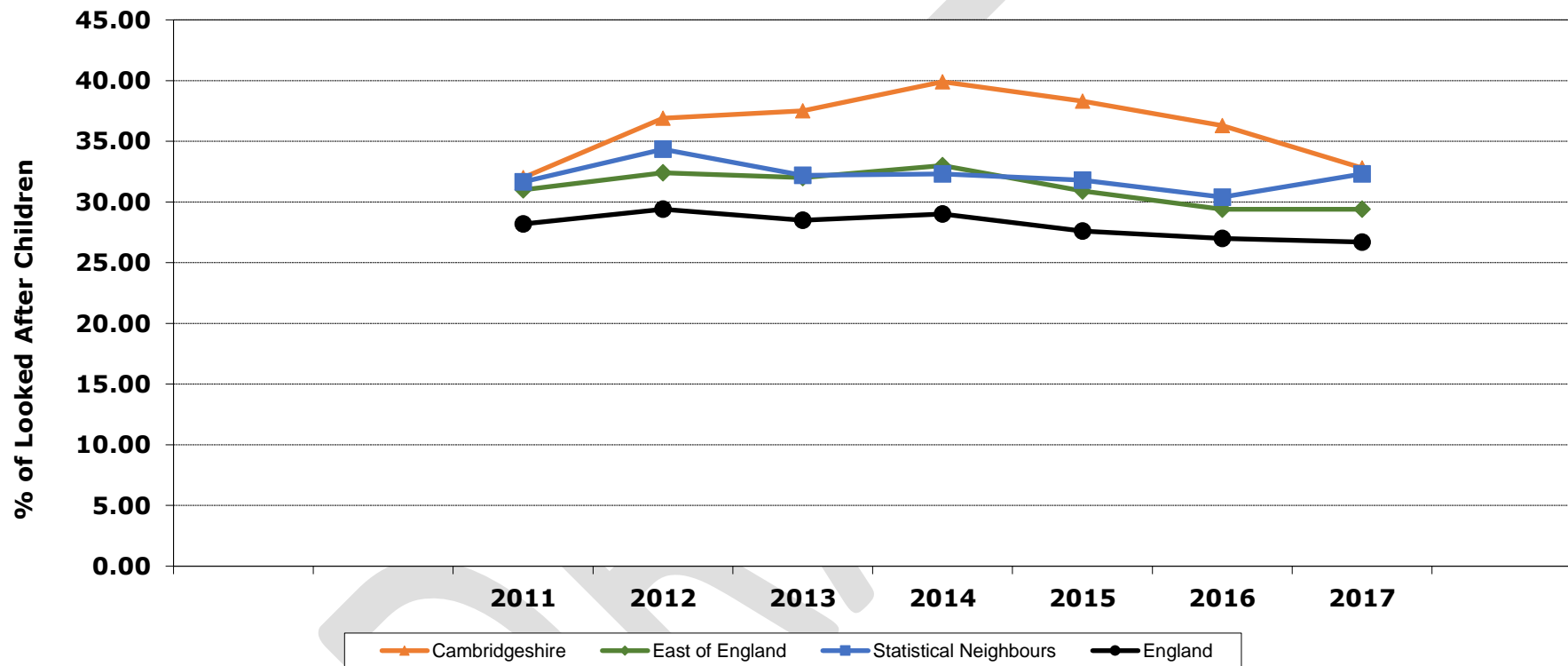
### 3.2. Disability

Children with disabilities have a range of physical needs and learning difficulties. Some of these children require very specialised, and sometimes medical care to meet their needs. This means that a proportion of children with disabilities are accommodated in residential settings. Some of these homes are out of County due to the special nature of the care provided. Whilst this does reflect some of the complex needs of this cohort of children, there continues to be a need to increase the number of specialist foster placements for children with disabilities. In Cambridgeshire, children with disabilities make up 9% of the Looked After population. This figure has remained stable for two years and is in line with that of statistical neighbours. In addition, approximately 32% of the Looked After population have an Education Health and Care Plan (formerly called a Statement of Special Educational Needs) for a range of reasons including learning difficulties and behavioural issues. This means that carers with a range of skills are required to meet the needs of children with a range of additional needs.



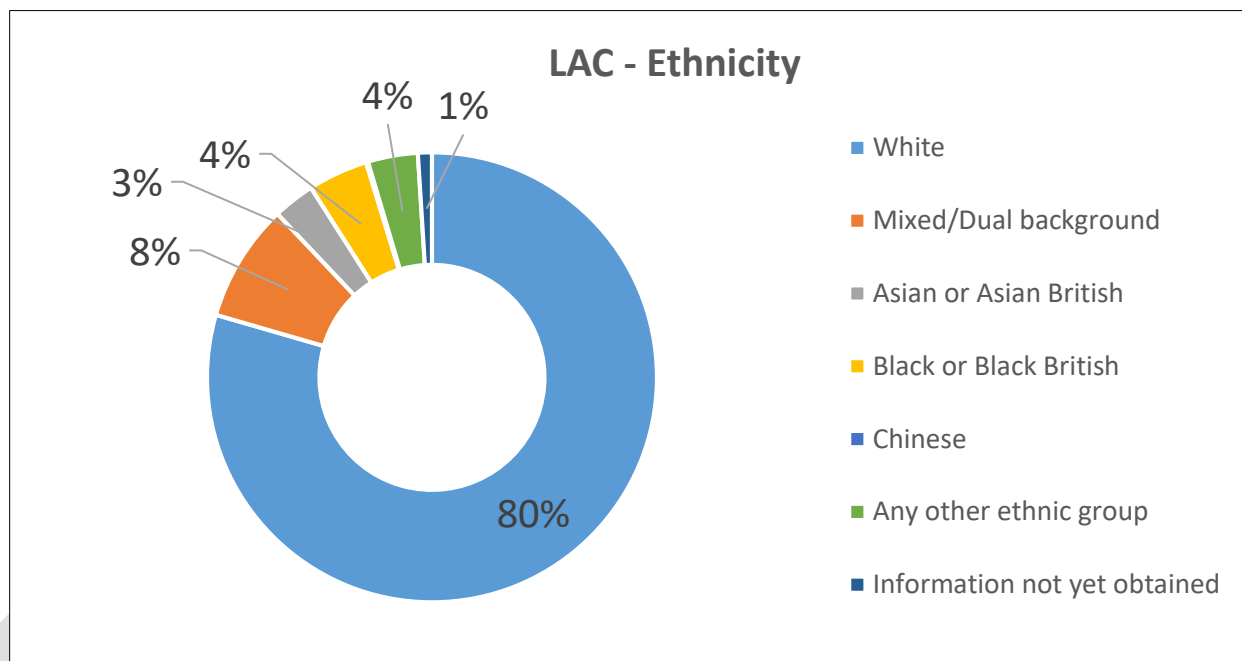


**% of children looked after who have a statement of SEN/EHCP**



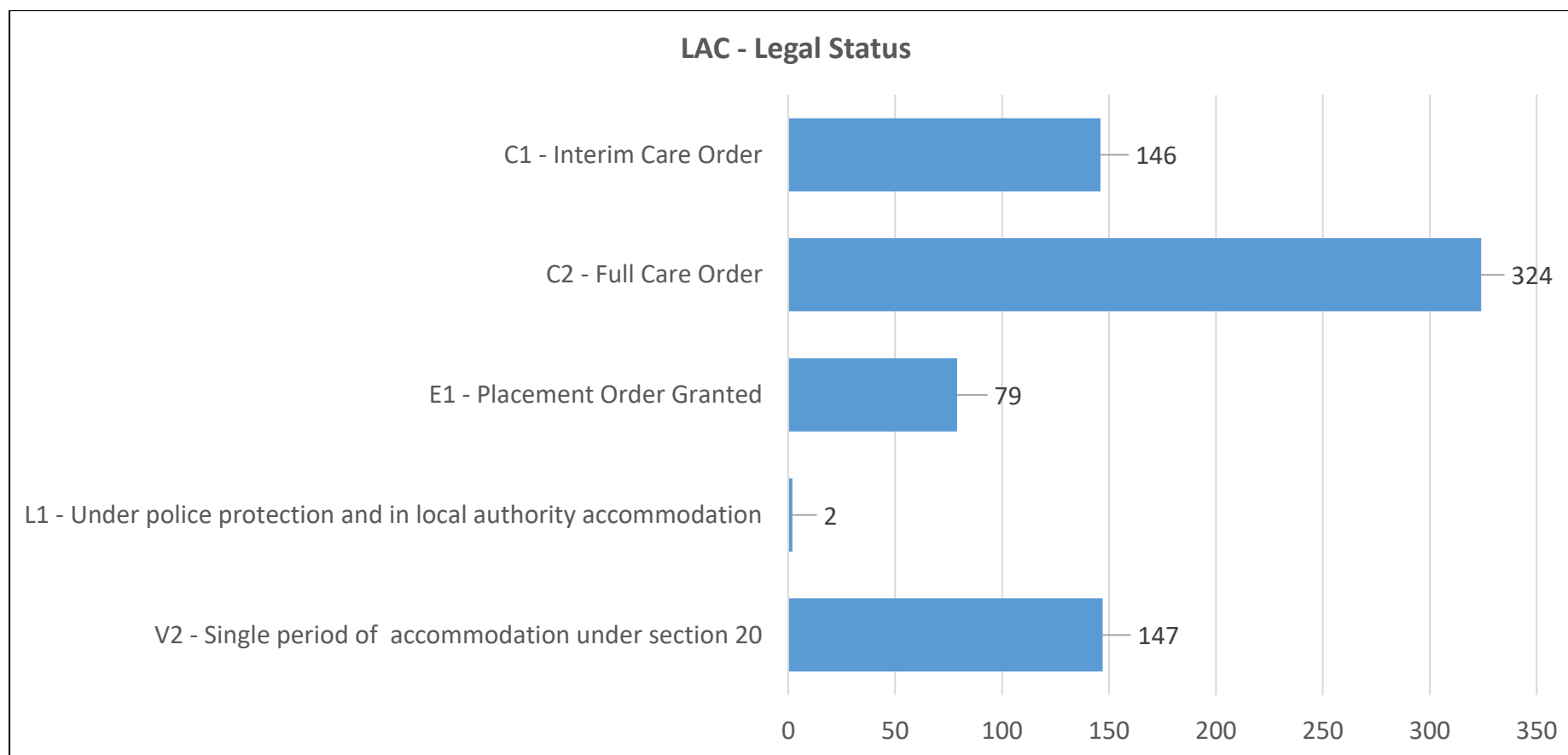
### 3.3. Ethnicity

The Ethnicity of Looked After population has does reflect the local population.



### 3.4. Legal Status 31<sup>st</sup> March 18

20.91% of Cambridgeshire's Looked After Children population are subject to court proceedings, and therefore will not be in a permanent placement. A further 21.34% of children and young people are accommodated with parental agreement, without legal order. 57.73% of children and young people are subject to full care orders, placement orders, and adoption. This continuing trend demonstrates Cambridgeshire's need for a mix of long and short medium term placements for children and young people, to meet the needs of the Looked After Children population.



### 3.5. In and Out of County Placements

In this reporting period, 55% of all Looked After children were placed within Cambridgeshire boundaries. Using the Department for Education (DfE) measurement of children living 20 plus miles over Local Authority borders, Cambridgeshire's figures are 30.94%. The national target is 20%.

Cambridgeshire has historically had a high number of children placed out of County. Analysis into the reason for this trend concludes that as a University City, some potential foster carer candidates actually prefer to be recruited as host families to

overseas students visiting for short periods. This option requires little or no training and short-term commitment which may be more appealing to families thinking of entering a fostering type role. An additional factor which influences foster carer recruitment is around the demographic of the County. There is affluence around the City, but there are areas of deprivation that cover wide parts of the County, particularly in Fenland.

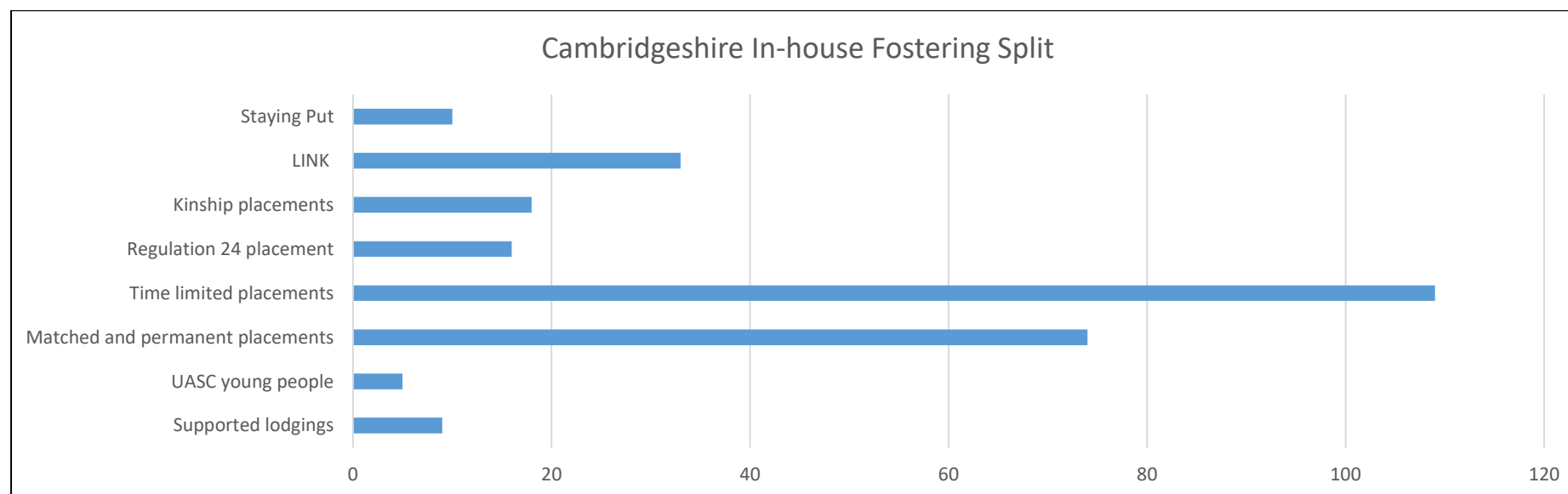
The Local Authority is challenged in the lack of availability of suitable accommodation for Care Leavers. Many of this group are placed in Peterborough and almost all young people seeking asylum are placed in that area. In terms of resources and services, including Mosques and bi-lingual shopping facilities, Peterborough offers greater diversity and support for young people from overseas. Additionally, as a neighbouring Authority, and with a great many shared services Cambridgeshire Looked After children are not disadvantaged by living in Peterborough, in the same way that a child might be considered to be if they live much further afield.

### **3.6. Fostering Activity**

Whilst Cambridgeshire has continued to grow its in house fostering service, the number of carers retiring or deregistering has also increased. At the end of this reporting period, Cambridgeshire's Fostering Service provides 231 in house placements through the mainstream Fostering, Kinship Care and Supported Lodgings services. In addition, there are 33 children receiving Short Breaks Care through the Link Scheme. 10 young people are in Staying Put Arrangements. There are also 28 children in Private Fostering arrangements.

Cambridgeshire continues to have a growing need for foster care placements. The fostering sector is not always able to meet the needs of fostering referrals. Referrals for placements always take into account the needs of the child, location and suitability of the match with carers. Children are only placed out of County, where placements are not available with in-house carers.

The numbers are made up as follows:



#### 4. Looked After Children - Placement Types In and Out of County as at end of March 2018

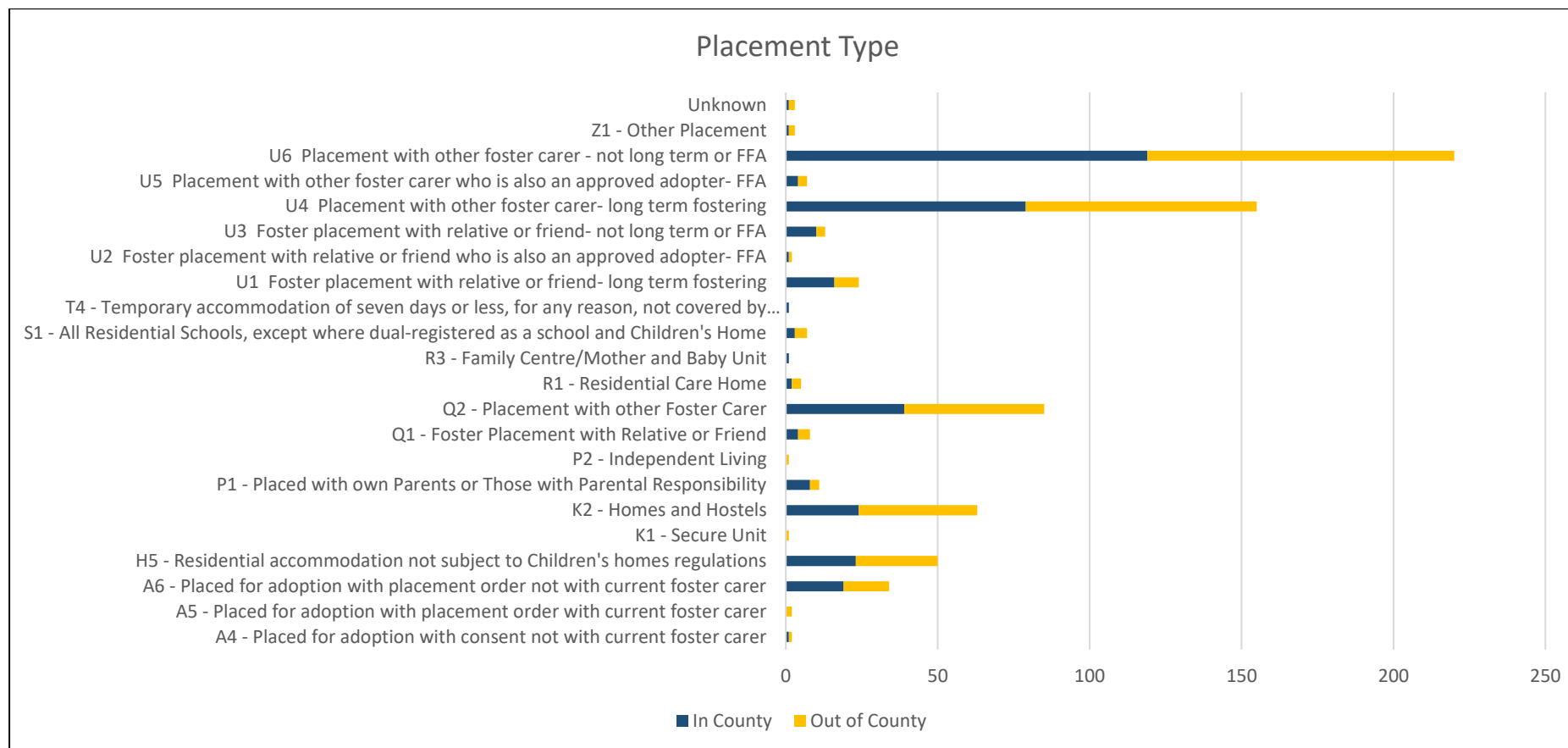
<b>All LAC children placed IN county</b>	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
LAC placed In county	366	353	301	361	364	385	372	376	371	367	362	357
<b>Children placed out of county (not incl: UASC)</b>	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
LAC placed out of county	272	276	330	282	277	261	271	273	279	286	283	290
% Non-UASC placed out of county	43.9	45.0	53.7	45.3	44.5	41.5	43.3	43.3	44.1	44.8	44.6	45.6
LAC placed out of county & 20 miles +	196	199	195	204	206	195	203	203	206	212	209	216
% Non-UASC placed out of county & 20 miles +	31.7	32.5	31.8	32.7	33.1	31.0	32.4	32.2	32.5	33.2	32.9	34.0
<b>UASC placed out of county</b>	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
UASC placed out of county	47	46	50	46	46	51	52	52	53	49	52	51
% UASC placed out of county	71.2	75.4	74.6	69.7	70.8	75.0	75.4	74.3	75.7	77.8	83.9	83.6

Local Authorities have a statutory duty to ensure that there is a range of placement options to meet the needs of Looked After children in their community and this includes foster care, residential care and other routes to permanence such as family and friends care, special guardianship and adoption. This duty is supported by statutory guidance that makes it clear that children should live in the local authority area, with access to local services and close to their friends and family, when it is safe to do so. The guidance emphasises that 'having the right placement in the right place, at the right time', with the necessary support services such as education and health in place, is crucial in improving placement stability, which leads to better outcomes for looked after children.

Cambridgeshire's Commissioning Team work to ensure a range of placements are available for Looked After children and young people. 45% of Cambridgeshire Looked After children are placed in out of county placements, a reduction of 2% from 2016-17. Some out of county placements present particular challenges in ensuring positive outcomes for looked after children, including access to health services, continuing links to local community, and maintaining education provisions. Of these out of county placements over 70% are placed in neighbouring authorities: because of the proximity of these placements it is easier to support these young people compared to those young people at far greater distances.

Cambridgeshire's commitment to developing its in-house fostering and supported lodgings offer is expected to contribute towards the continued development of in county provision. Cambridgeshire now has a shared Commissioning Directorate with Peterborough and this has created a significant development for shared commissioning across the Authorities.

The Positive Behaviour Support model (lead by the Clinical team) seeks to reduce the number of out of county residential placements, by developing robust local services to provide effective support for children and young people with learning disabilities and challenging behaviours.

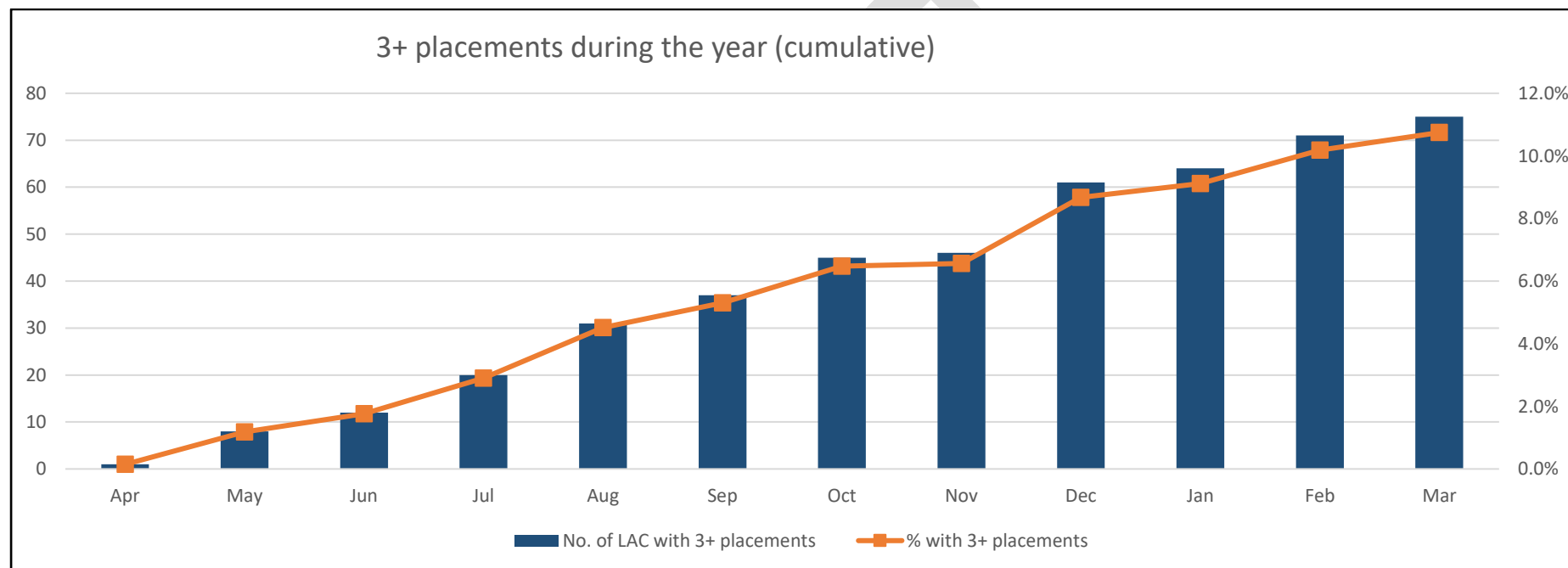


Children placed at a distance do not always experience the same equity of services as children closer to home. It is known that this group access education and health services in the same way as children in County, although they can experience delays in having their health assessments. Children placed away from home do travel for their contact, but the frequency and supervision arrangements for contact are not altered by distance.

What is different for all Cambridgeshire children however is the availability to Clinical support. Children placed away from home participate in meetings about them and are usually visited by staff within statutory timescales. However, drop-in visits and catch ups

do not happen in the same way and this can mean that relationships with new professionals take longer to form for children Out of County. These children do not have a voice in Participation Services in the same way as others. This again is an issue nationally.

## 5. Looked After Children – Placements During the Year (Cumulative)



At the end of this reporting period, 75 children experienced 3 or more placements. This equates to 10.7% of the Looked After population and this is in line with the figures for England which sit at 10%.

It is important to explore the reasons children move. Planned moves may occur on the basis that a child ceases to be Looked After, adoption, a Court Care Plan for permanence is ratified and a child requires a long-term placement, insufficient placement choice and/or emergency admission which may mean that children are moved to more appropriate placements when they become available. Cambridgeshire data indicates that placements moves are most likely amongst children who have been Looked After for less than twelve months. It is therefore reasonable to conclude that the first 12 months is a critical time when Social Workers



continue to work with families and Courts to assess and determine the long term needs of children. After this time, the long term plan is known and actioned.

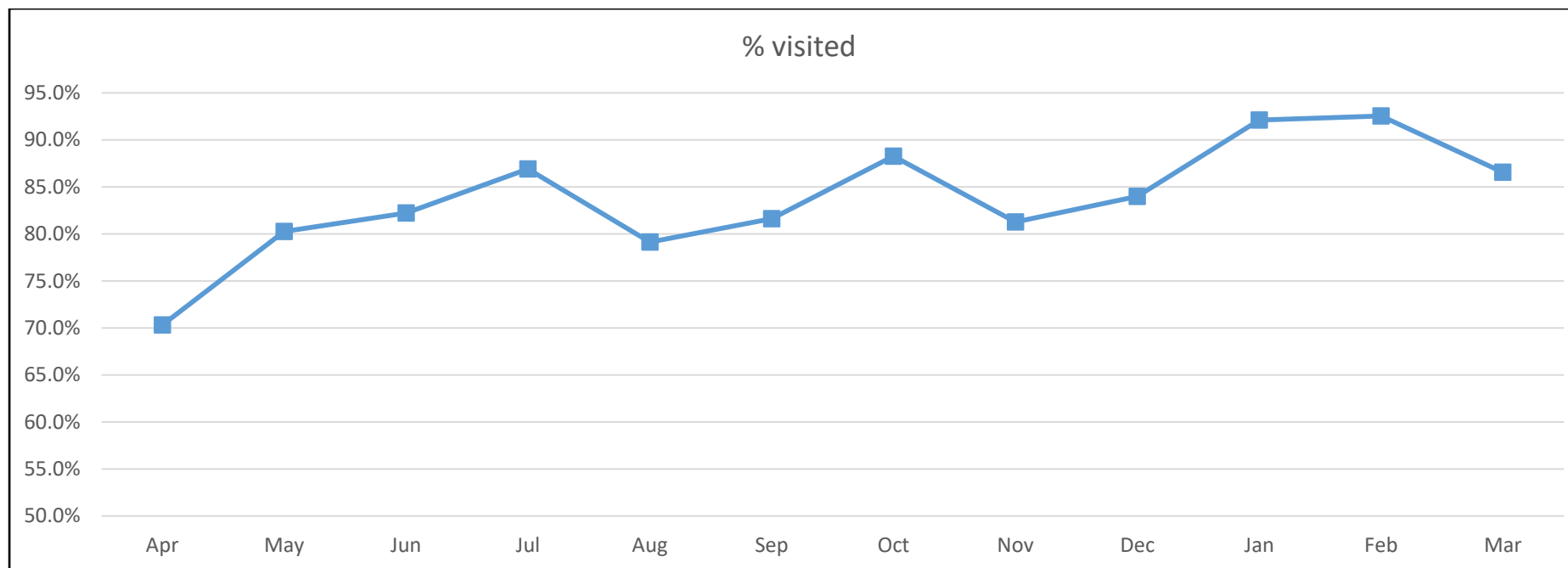
Many children who move 3 or more times do so for positive reasons. However, there are a small but not insignificant number of children who move around within the looked after system beyond the first 12 months. Audit work highlights that these young people are in the older age range, 13+. These children tend to be accommodated under Section 20 of the Children Act. The question as to 'why' seems in part to be that some of these children exit care on a relatively frequent basis when family crisis have abated and in an unplanned way. Consequently the return home is unsustainable, causing the young person to experience a further care episode in a short space of time. Cambridgeshire has invested in the NSPCC's reunification programme which is currently being delivered to staff. It is envisaged that the impact will lead to improved quality assessments and managed returns home where it is safe for children to do so. This should help with a reduction in children experiencing multiple placement moves.

There has been a decrease in the number of foster carers being recruited nationally. However, Cambridgeshire Fostering Service has had a **more** positive 12 months in recruiting carers than in previous years. As with last year, a number of Independent Fostering Agency (IFA) carers looking after Cambridgeshire children have chosen to move across to the County's in house provision and have in turn been able to offer their additional 'bed spaces' to Cambridgeshire children. Cambridgeshire's fostering recruitment campaign is ongoing.

The Authority is challenged by the accommodation offer to young people leaving care. The vast majority of provision accessed is in Peterborough and this is particularly significant in the availability of placements to young people seeking asylum.

## 6. Looked After Children - Visits, Reviews and Health

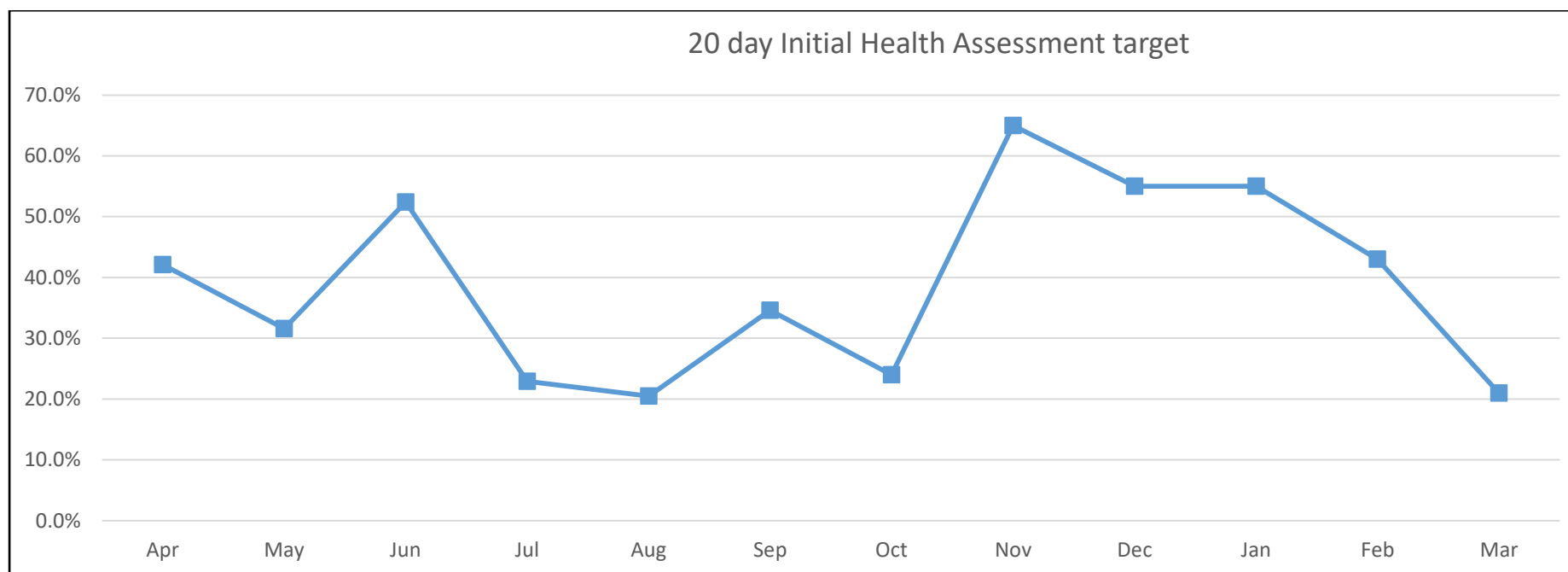
<b>Visits and Reviews</b>	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Average
Children to be visited	465	471	495	466	503	462	477	470	437	519	429	521	<b>476</b>
No. not seen in timescale	138	93	88	61	105	85	56	88	70	41	32	70	<b>77</b>
% visited	70.3	80.3	82.2	86.9	79.1	81.6	88.3	81.3	84.0	92.1	92.5	86.6	<b>83.8%</b>
Late Reviews this month	4	0	7	1	3	9	5	3	1	4	8	8	<b>4</b>
Cumulative late reviews	4	4	11	12	15	24	29	32	33	37	45	53	
% reviews in timescale	97.3	100.0	95.3	99.3	98.2	93.7	97.3	98.3	99.5	97.8	93.9	93.9	<b>97.0%</b>



Looked After Children are required to be visited 6 weekly in their first year of entering care, and between 6 weekly and 3 monthly thereafter. There has been a marked improvement in statutory visit performance during this reported period. Delays in visits happening is around cancelled visits, and staffing capacity. Some Cambridgeshire children are in stable placements a significant distance from Cambridgeshire and this involved a full working day in travelling and conducting visits to sometimes one child. The frequency of these visits is set in statute. However, it is important to point out that Looked After Children have a range of professionals around them including their carers, teachers, health professionals. So, whilst late visits do not mitigate the need for children to be seen regularly, equally, it does not mean that children go 'unseen' by professionals in their network.

Performance around the timing of Looked After Child Reviews is strong with 100% achieved in May 2017.

## 6.1. Health Assessments



Performance around newly looked after children having their health assessment in 20 days of becoming looked is below where it needs to be. The Looked After Health Team are responsible for conducting Initial Health Assessments for Cambridgeshire children in area and up to 20 miles outside our borders. **30.94%** of the looked after population are placed more than 20 miles outside of Cambridgeshire. This means that the Health Assessments for these children are organised by the hosting Primary Care Trust and Cambridgeshire cannot specifically determine when the assessment takes place. The 20 day timescale is national guidance so all Health Trusts do work to the same arrangements, but it is important to highlight that Health Authorities prioritise seeing children from their local area, before assessing the needs of children placed in their area by other Authorities. Reasons for the delay in assessments taking place include the absence of parental consent in their child having an assessment, Health services having limited clinics available and sometimes needing to co-ordinate assessments with interpreters therefore impacting on time.

Although outside of this reporting period, new arrangements have been put in place to raise standards in this area of practice and results are proving positive.

## **7. Looked After Children - Care Leavers and Adoption**

<b>Care Leavers</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Care leaver cohort	27	30	21	27	20	15	29	12	19	39	26	29
Care leavers in suitable accommodation - Yes	15	16	16	14	10	13	26	12	15	35	23	26
Care leavers in suitable accommodation - Unknown	10	12	3	3	1	0	1	0	0	0	0	0
Care leavers who are EET -Yes	6	5	9	13	8	9	23	8	12	25	15	18
Care leavers who are EET - Unknown	10	12	3	3	1	0	0	0	0	0	0	0
Care leavers in touch - Yes	23	21	21	23	18	12	24	11	14	37	24	29
Care leavers in touch - Returned Home	2	2	0	1	0	0	2	1	0	0	1	0
Care leavers in touch - No Longer Required	0	2	0	0	0	0	0	0	0	0	0	0

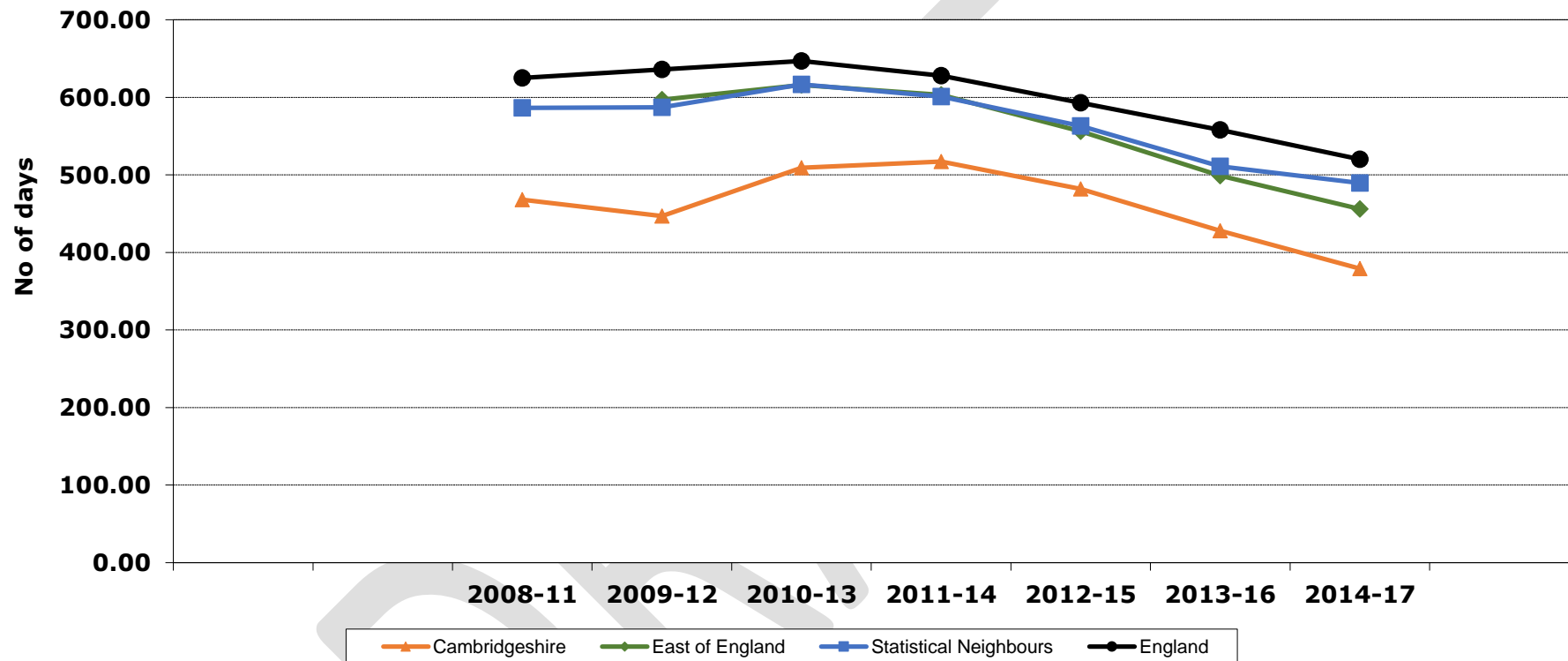
The data relating to care leavers is presented in the same way all Local Authorities are required to report in to the Department for Education. The Care Leaver Cohort are the Care Leavers whose 17th, 18th 19th, 20th and 21st birthdays fell within the reporting month. There are approximately 275 care leavers within the 15-25 service in total.

<b>Corum Cambridge Adoption</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Number of adoptions per month	2	6	1	4	0	1	2	4	3	6	2	6
Average time between child entering care and moving in with its adoptive family (days)	365	310	938	352	N/A	168	381	284	617	417	210	326
Average time between an LA receiving court authority to place a child and the LA deciding on a match	146	127	757	132	N/A	46	179	111	226	223	52	75
% Children who wait less than 14 months between entering care and moving in with their adoptive family	100	100	0	100	N/A	100	100	100	66.7	83.3	100	100

Performance in relation to children waiting less than 14 months to be adopted has been 100% with the exception of during the months December and January.

Compared to statistical neighbours and England, Cambridgeshire has a lower average time between a child entering care and moving in with its adoptive family.

**Average time between a child entering care and moving in with its adoptive family**



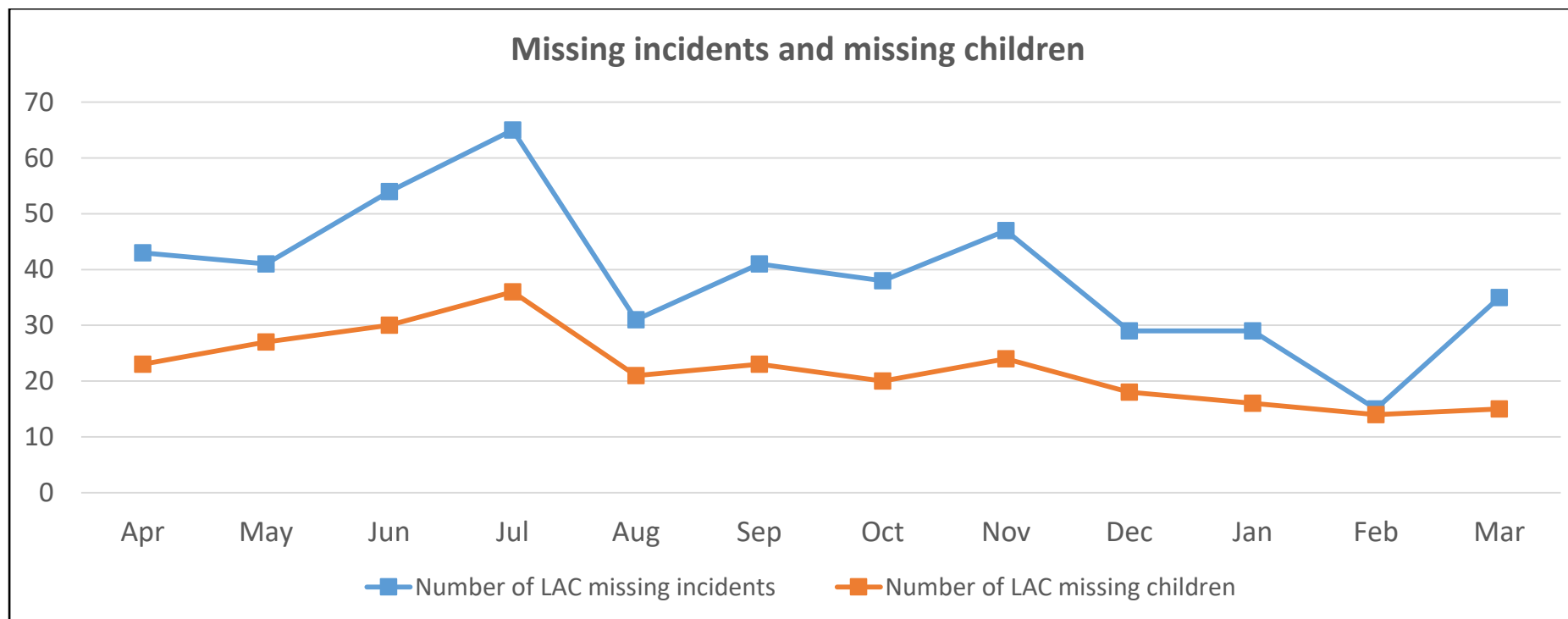
## 8. Looked After Children – Education, Employment and Training

Education	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
% yr 12s who are in learning	93.9	93.9	93.8	93.8	92.8	89.7	94.6	96.2	96.1	95.6	95.5	95.2
% yr 13s who are in learning	90.7	90.7	90.8	90.8	90.6	88.9	90.6	91.7	91.6	91.3	91.0	91.0
% of 16-18 yr olds who are NEET	3.0	3.0	2.9	2.9	3.1	2.0	2.3	2.4	2.4	2.5	2.4	2.6

## 9. Looked After Children - Missing

LAC - Missing	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Number of LAC missing incidents	43	41	54	65	31	41	38	47	29	29	15	35
Number of LAC missing children	23	27	30	36	21	23	20	24	18	16	14	15

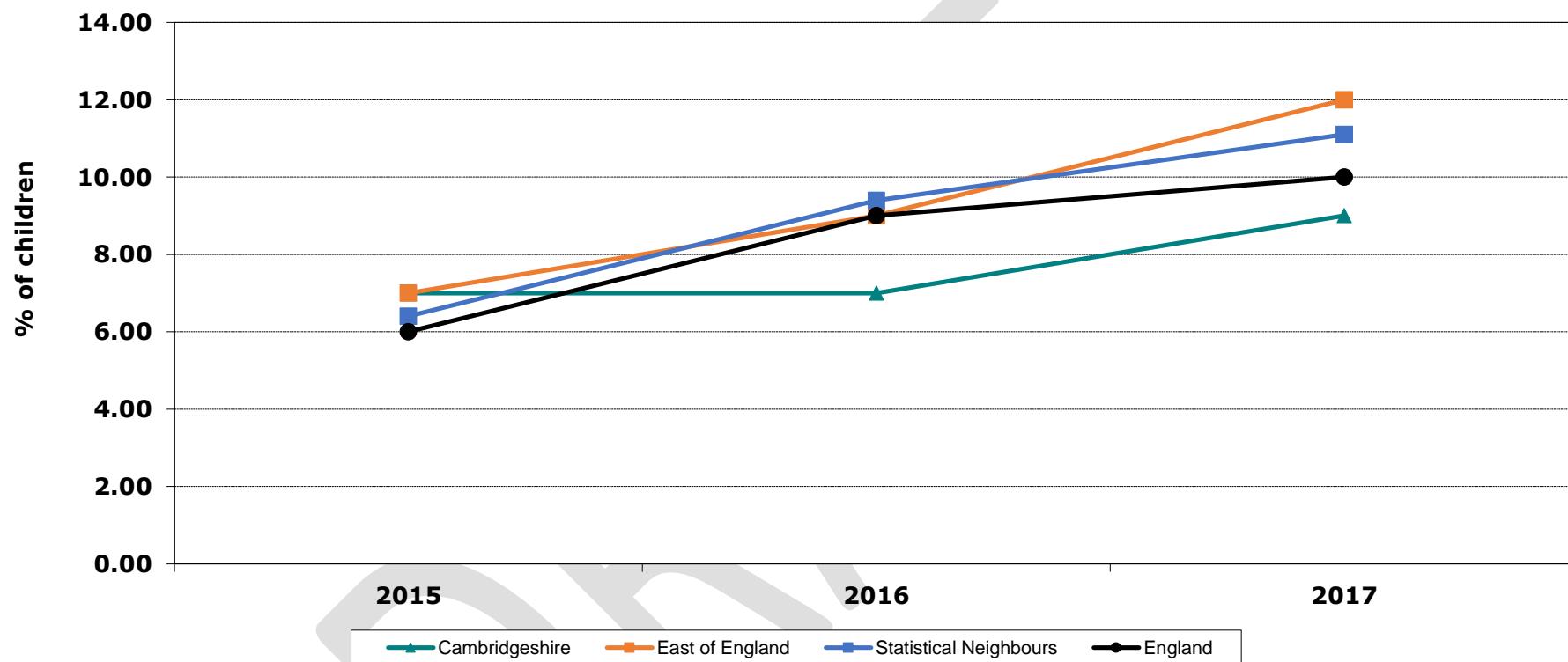




Each time a child goes missing is recorded as a single missing episode. 1 child went missing 10 times during the reporting month. There is a multi-agency approach to missing and supporting children to tell their story. Children are monitored individually and patterns are examined to identify individuals and locations of concern and to plan intervention to break dangerous cycles.

The percentage of Looked After Children going missing increased to from 7% in 2016 to 9% last year. Despite the increase the percentage is less than England and our statistical neighbours.

**Percentage of Children Looked after whom had a missing incident during the year**



## 10. All Children - Child Sexual Exploitation and Gang Exploitation

Child Sexual Exploitation (CSE) (All Children)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Gender</b>												
Male	11	13	12	6	25	27	26	25	21	26	40	39
Female	49	60	56	60	69	81	88	84	83	89	88	88
<b>Age of children</b>												
0-8	0	0	0	0	0	0	0	0	0	0	0	0
9-12	4	4	4	5	4	5	5	4	2	2	2	2
13-16	48	53	54	51	69	81	82	73	73	81	93	90
17+	8	3	10	10	21	22	27	32	29	32	33	35

Gang Exploitation (All Children)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Gender</b>												
Male	27	25	22	25	27	23	22	22	19	21	28	27
Female	2	3	1	1	2	3	4	4	5	5	4	4
<b>Age of children</b>												
0-8	0	0	0	0	0	0	0	0	0	0	0	0
9-12	0	0	0	0	0	0	0	0	0	0	1	1
13-16	19	18	13	13	14	12	12	11	11	13	23	22
17+	10	10	10	13	15	14	14	15	13	13	8	8

As part of a child's assessment practitioners assess a child or young person's level of risk of Child Sexual Exploitation (CSE). CSE is defined as children under 18 in exploitative situations, contexts or relationships where they receive 'something' (e.g. food,

accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

As part of a child's assessment practitioners assess a child or young person's level of risk of gang exploitation. The definition of being at risk of gang-related exploitation is: 'There are tangible indicators/evidence that suggests risks that a young person is being groomed and/or coerced into moving or selling drugs and being involved in other violence related gang activity, e.g. missing episodes with limited information on whereabouts and/or involvement with groups involved in the supply of drugs and carrying of weapons'.

Figures in respect of boys at risk of CSE stayed relatively stable in the period between August and January. When comparing the figures from the start to the end of this reporting period, there has been an increase of 254% for boys and 79% for girls. It is important to note that the actual numbers are relatively small and so percentages seem very high. Child Sexual Exploitation and Gang Exploitation are not a new phenomenon, however, systems to identify children at risk in these categories have improved so the recorded numbers have increased. The number of children with gang involvement has remained relatively stable during 2017-18.

## 11. Glossary

- **Eligible child** is a child aged 16 and 17 who has been looked after for at least 13 weeks since the age of 14 and who is still being looked after.
- **Relevant child** is a child aged 16 and 17 who has been looked after for at least 13 weeks since the age of 14 and who has left care. This also includes young people who were detained (e.g. in a youth offending institution or hospital) when they turned 16, but who were looked after immediately before being detained.
- **Former relevant child** is a young person over 18 who was previously 'eligible' or 'relevant'. Councils support this group until aged 21, or longer if they are in education or training.
- **Qualifying child** is any young person under 21 (or 24 if in education or training) who stops being looked after or accommodated in a variety of other settings, or being privately fostered, after the age of 16. This also includes young people who are under a special guardianship order.
- **Former relevant child pursuing education** is any former relevant child whose case was closed, for any reason. If we are informed that they are planning to continue education or training they can ask the council to assess whether they can get any support. Any help would last until their 25th birthday.
- **Care Leaver Cohort** - the Care Leavers whose 17th, 18th 19th, 20th and 21st birthdays fell within the reporting month.
- **Suitable Accommodation** – whether accommodation is deemed 'suitable' is judged on an individual case. The Department for Education judge the following accommodation types as suitable ('Parents or relatives', 'Community home or other form of residential care', 'Semi-independent', 'transitional accommodation', 'Supported lodgings', 'Ordinary lodgings' without formal support, 'Foyers and similar supported accommodation' and 'Independent living').

- **In Touch** - there should be “contact” between the authority and the young person around 3 months before and one month after the Care Leaver’s birthday. This is designed to monitor the situation of young people when they have left care, rather than their situation immediately before they left care.
- **EET** - Education, Employment and Training
- **NEET** - not in Education, Employment and Training
- **Missing Children Incident** - each episode of a child going missing is recorded as a missing incident

DRAFT

# CHILDREN AND YOUNG PEOPLE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 1 November 2018  
Updated 5 November 2018

## 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;
- Free School Proposals
- Finance and Performance Report;
- Agenda Plan, Appointments and Training Plan

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>13/11/18</b>	Update on implementation of Child and Family Centre, and exemption to extend the contract with Ormiston Families for the provision of Child and Family Centre services for March, Chatteris and Whittlesey	W Ogle-Welbourn/ H Freeman	2018/075	01/11/18	05/11/18
	Amalgamation of Eastfield Infant and Westfield Junior Schools, St Ives ( <i>business case and options</i> )	C Buckingham			

<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>
	The Bellbird Primary School, Sawston - Proposed Expansion	R Lewis	Not applicable		
	Annual Corporate Parenting report	S-J Smedmor	Not applicable		
	Cambridge University Science and Policy Exchange (CUSPE) research projects 2018: Report 1 - Parental Preference	J Lewis	Not applicable		
	Admission Arrangements for Community and Voluntary Controlled Primary Schools	S Surtees	Not applicable		
<b>04/12/18</b>	CCC Consultants Framework	H Belchamber/ R Holliday	2018/072	22/11/18	26/11/18
	Schools Funding Formula: Update	J Lee	Not applicable		
	Review of implementation of Change for Children programme, including development of shared services across Cambridgeshire and Peterborough	L Williams	Not applicable		
	Cambridge University Science and Policy Exchange (CUSPE) research projects 2018: Report 2 - Rurality	J Lewis	Not applicable		
	Service Committee Review of Draft Revenue and Capital Business Planning Proposals for 2019-20 to 2023-24	T Kelly	Not applicable		
	Cambridgeshire Positive Behaviour Support project continuing funding from Transformation Fund	S Fitton	Not applicable		
<b>15/01/19</b>	Schools Funding Formula Approval	J Lee	Not applicable	03/01/19	07/01/19



<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>
	Sufficiency of school places and special educational needs places	J Lewis	tbc		
	Placement Sufficiency for Looked After Children: Six Month Update Report	L Williams	Not applicable		
	Validated examination results 2018	J Lewis	Not applicable		
	Determination of Admission Arrangements for Community and Voluntary Controlled Primary Schools	S Surtees	2019/017		
	Delivering the Extended Entitlement to an Additional 15 Hours Free Childcare for Eligible 3-4 Year Olds: Update	C Buckingham	Not applicable		
<i>[12/02/19] Provisional Meeting</i>					
<b>12/03/19</b>	Regional Adoption Agency Award of Contract	H Carr	2019/009	28/02/19	04/03/19
	School Admissions and Transport Outcome Focused Review: Transport Board Recommendations	E Baffa-Isaacs	TBC		
	Review of Children's Centres Changes	L Williams	Not applicable		
	Developing Family Safeguarding in Cambridgeshire	L Williams	TBC		
	Corporate Parenting Sub-Committee Annual Report	S-J Smedmor	Not applicable		
<i>[16/04/19] Provisional Meeting</i>				04/04/18	08/04/19

<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>21/05/19</b>	Notification of the Appointment of the Chairman/ Chairwoman and Vice Chairman/ Chairwoman	Democratic Services	Not applicable	09/05/19	13/05/19
	Cambourne – review of current proposals for primary school provision	I Trafford	tbc		
	East Cambs Secondary School Review – Phase 1	I Trafford	tbc		
<i>[18/06/19] Provisional Meeting</i>				06/06/19	10/06/19
<b>09/07/19</b>	Children's Service Annual Feedback Report 2018/19	L Williams/ J Shickell		27/06/19	01/07/19
<i>[13/08/19] Provisional Meeting</i>				01/08/19	05/08/18
<b>10/09/19</b>				29/08/18	02/09/18
<b>08/10/19</b>				26/09/19	30/09/19
<b>12/11/19</b>				31/10/19	04/11/19
<b>02/12/19</b> <i>(Monday meeting)</i>	Schools Funding Formula: Update	J Lee		20/12/19	22/11/19

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<b>21/01/20</b>	Schools Funding Formula Approval	J Lee		09/01/20	13/01/20
<i>[18/02/20] Provisional Meeting</i>				06/02/20	10/02/20
<b>10/03/20</b>				27/02/20	02/03/20
<i>[21/04/20] Provisional Meeting</i>				09/04/20	13/04/20
<b>26/05/20</b>	Notification of the Appointment of the Chairman/ Chairwoman and Vice Chairman/ Chairwoman	Democratic Services	Not applicable	14/05/20	18/05/20



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

Vacancies are shown in red.

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Accelerating the Achievement of Vulnerable Groups Steering Group</b> The Group steers the development and implementation of the Accelerating Achievement Action Plan, which aims to rapidly improve the educational achievement of vulnerable groups.	6	2	1. Councillor A Costello (Con) 2. Councillor L Joseph (Con)	Jonathan Lewis Service Director: Education  01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a>
<b>Cambridgeshire Culture Steering Group</b> 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.	4	3	1. Councillor N Kavanagh (Lab) 2. Cllr L Joseph (Con) 3. Vacancy	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)	CONTACT DETAILS
<b>Cambridgeshire Schools Forum</b>  The Cambridgeshire Schools Forum exists to facilitate the involvement of schools and settings in the distribution of relevant funding within the local authority area	6	3	1. Councillor S Bywater (Con) 2. Councillor P Downes (LD) 3. Councillor J Whitehead (Lab)	Richenda Greenhill Democratic Services Officer  01223 699171  <a href="mailto:Richenda.greenhill@cambridgeshire.gov.uk">Richenda.greenhill@cambridgeshire.gov.uk</a>
<b>Communities and Partnership Committee Poverty Working Group</b>  Cross party working group to lead the development of a poverty/ social mobility strategy and action plan. The full scope of the work to be determined by the working group, which is expected to start work as soon as practically possible.	Monthly for four months (Oct 2018)	1	1. Councillor S Hoy	Sarah Ferguson Assistant Director: Housing, Communities and Youth  01223 729099  <a href="mailto:Sarah.Ferguson@cambridgeshire.gov.uk">Sarah.Ferguson@cambridgeshire.gov.uk</a>
<b>Corporate Parenting Sub-Committee</b>  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.	6	-	2. Councillor L Every: Chairman 3. Councillor A Hay: Vice Chairman	Richenda Greenhill Democratic Services Officer  01223 699171  <a href="mailto:Richenda.greenhill@cambridgeshire.gov.uk">Richenda.greenhill@cambridgeshire.gov.uk</a>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Educational Achievement Board</b> For Members and senior officers to hold People and Communities to account to ensure the best educational outcomes for all children in Cambridgeshire.	3	5	4. Councillor S Bywater (Con) (Chairman) 5. Cllr S Hoy (Con) 6. Cllr J Whitehead (Lab) 7. Cllr S Taylor (Ind) 8. Cllr P Downes (Lib Dem)	Jonathan Lewis Service Director: Education  01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a>
<b>Fostering Panel</b> 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.	2 all-day panel meetings a month	1	1. Councillor S King (Con) 2. Cllr P Topping (Con)	Fiona van den Hout Interim Head of Service Looked After children  01223 518739 <a href="mailto:Fiona.VanDenHout@cambridgeshire.gov.uk">Fiona.VanDenHout@cambridgeshire.gov.uk</a>
<b>Outcome Focused Reviews</b>	As required	4	1. Councillor Bywater – Outdoor Education 2. Councillor S Hoy – School Admissions and Education Transport 3. Councillor L Every – The Learning Directorate 4. Councillor J Gowing – Education ICT	Owen Garling Transformation Manager  01223 699235 <a href="mailto:Owen.Garling@cambridgeshire.gov.uk">Owen.Garling@cambridgeshire.gov.uk</a>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Outcome Focused Review of Cambridgeshire Music: Member Reference Group</b>  Council decided on 12 December 2017 to establish a Cambridgeshire Music Members' Reference Group comprising members of CYP and C&I. This is politically proportionate and will consist of four Conservative Members, one Liberal Democrat Member and one Labour Member.	As required	3	1. Councillor S Bywater (Con) 2. Councillor L Every (Con) 3. Councillor J Whitehead (Lab)	Geoff Hinkins Transformation Manager Tel: 01223 699679 <a href="mailto:Geoff.Hinkins@cambridgeshire.gov.uk">Geoff.Hinkins@cambridgeshire.gov.uk</a>
<b>Standing Advisory Council for Religious Education (SACRE)</b>  To advise on matters relating to collective worship in community schools and on religious education.  In addition to the three formal meetings per year there is some project work which requires members to form smaller sub-committees.	3 per year (usually one per term) 1.30- 3.30pm	3	1. Councillor C Richards (Lab) 2. Councillor S Hoy (Con) 3. <b>Vacancy</b>	Amanda Fitton SACRE Adviser  <a href="mailto:Amanda.Fitton@cambridgeshire.gov.uk">Amanda.Fitton@cambridgeshire.gov.uk</a>



NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Virtual School Management Board</b>  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.	Termly	1	Councillor A Costello (Con)	Jonathan Lewis Service Director: Education  01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a>  Edwina Erskine Business Support Officer – Administration Services Team Cambridgeshire’s Virtual School for Looked After Children (ESLAC Team)  01223 699883 <a href="mailto:edwina.erskine@cambridgeshire.gov.uk">edwina.erskine@cambridgeshire.gov.uk</a>

**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)	CONTACT DETAILS
<b>Cambridgeshire Music Hub</b>  A partnership of school music providers, led by the County Council, to deliver the government's National Plan for School Music.	3	2	1. Councillor L Every 2. Councillor S Taylor	Jonathan Lewis Service Director: Education  01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a>  Matthew Gunn Head of Cambridgeshire Music  01480 373500/ 01480 373830 <a href="mailto:Matthew.Gunn@cambridgeshire.gov.uk">Matthew.Gunn@cambridgeshire.gov.uk</a>
<b>Cambridgeshire School Improvement Board</b>  To improve educational outcomes in all schools by ensuring that all part of the school improvement system work together.	6	2	1. Councillor S Bywater (Con) 2. Councillor C Richards (Lab)	Jonathan Lewis Service Director: Education  01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a>
<b>Centre 33</b>  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.	4	1	Councillor E Meschini (Lab)	Melanie Monaghan Chief Executive  01223 314763  <a href="mailto:help@centre33.org.uk">help@centre33.org.uk</a>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>College of West Anglia Governing Body</b>  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.  The appointment is subject to the nominee completing the College's own selection process.	5	1	Councillor L Nethsingha	Rochelle Woodcock Clerk to the Corporation College of West Anglia  01553 815288. Ext 2288 <a href="mailto:Rochelle.Woodcock@cwa.ac.uk">Rochelle.Woodcock@cwa.ac.uk</a>
<b>F40 Group</b>  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.	As required	1 +substitute	Councillor P Downes (LD).  Substitute: Cllr S Hoy (Con)	Jonathan Lewis Service Director: Education  01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a>
<b>Huntingdonshire Area Partnership</b>  Meetings are chaired by Daniel Beckett, (daniel.beckett@godmanchesterbaptist.org) also attends them.  Cambridgeshire County Council's Children and Young People's Area Partnerships' Manager is Gill Hanby ( <a href="mailto:gill.hanby@cambridgeshire.gov.uk">gill.hanby@cambridgeshire.gov.uk</a> ).	3-4	1	Councillor A Costello (Con)	Dawn Shepherd Business Support Officer St Ives Locality/Hunts SEND SS/ PA for Sarah Tabbitt Unit 7 The Meadow, Meadow Lane St Ives PE27 4LG <a href="mailto:dawn.shepherd@cambridgeshire.gov.uk">dawn.shepherd@cambridgeshire.gov.uk</a> 01480 699173

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Joint Consultative Committee (Teachers)</b>  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.	2	6	1. Vacancy 2. Vacancy 3. Vacancy 4. Vacancy 5. Vacancy 6. Vacancy  <i>(appointments postponed pending submission of proposals on future arrangements)</i>	Jonathan Lewis Service Director: Education  01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a>
<b>Local Safeguarding Children's Board</b>  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.	tbc	1	Councillor S Bywater (Con)	Andy Jarvis, LSCB Business Manager  07827 084135 <a href="mailto:andy.jarvis@cambridgeshire.gov.uk">andy.jarvis@cambridgeshire.gov.uk</a>

**Children and Young People (CYP) Committee Training Plan 2017/18**

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	<p>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</p>	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>	tbc	CYP & Adults Committees		

Areas for consideration:

- Special Educational Needs - strategy, role and operational delivery/ understanding the pressures
- Place Planning 0-19; commissioning new schools, admissions and Transport (Hazel Belchamber)

