



# Education & Children's Services Policy Overview Committee

**Date:** WEDNESDAY, 16 JANUARY 2013

**Time:** 7.00 PM

**Venue:** COMMITTEE ROOM 5 - CIVIC CENTRE, HIGH STREET, UXBRIDGE UB8 1UW

**Meeting Details:** Members of the Public and Press are welcome to attend this meeting

## Councillors on the Committee

Catherine Dann (Chairman)  
Judith Cooper (Vice-Chairman)  
Jazz Dhillon (Labour Lead)  
David Benson  
Lindsay Bliss  
John Hensley  
Susan O'Brien  
John Riley

## Other voting Representative

Anthony Little – Roman Catholic Diocesan

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## **Terms of Reference**

**The Constitution defines the terms of reference for Policy Overview Committees as:**

**The Following Terms of Reference are Common to all Policy Overview Committees (referred to below as “The overview role”):**

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);
5. To review or scrutinise decisions made or actions taken by the Cabinet, a Cabinet Member, a Council Committee or an officer.
6. To make reports and recommendations to the Council, the Leader, the Cabinet, a Policy Overview Committee or any other Council

**This Committee performs the policy overview role outlined above in relation to:**

1. All of the functions of the Council as an education authority under the Education Acts, School Standards and Framework Act 1998 and all other relevant legislation in force from time to time;
2. Pre-school and the Council’s work with the Early Years Development and Childcare Partnership
3. The Youth Service and the Council’s work with the Connexions Service and Partnership;
4. Social Care Services for Children, Young Persons, and Children with Special Needs.

# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters coming before this meeting.
- 3 To confirm that all items marked Part 1 will be considered in Public and all Part 2 items will be considered in Private
- 4 Matters that have been notified in advance or urgent
- 5 To receive the minutes of the previous meeting held on 21 November 2012 **Pages 1-6**
- 6 Major Review - Access to education for Hillingdon's vulnerable children **Pages 7-14**
- 7 Budget Proposals for Education & Children's Services 2013/14 **Pages 15-44**
- 8 Fostering Inspection Report **Pages 45-56**
- 9 Forward Plan 2013/2014 **Pages 57-60**
- 10 Work Programme 2013/2014 **Pages 61-64**

# Agenda Item 5

## Minutes

### EDUCATION & CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE

21 November 2012



HILLINGDON  
LONDON

Meeting held at Committee Room 4 - Civic Centre,  
High Street, Uxbridge UB8 1UW

	<p><b>Committee Members Present:</b> Councillors Catherine Dann (Chairman) Judith Cooper (Vice-Chairman) David Benson Lindsay Bliss Jazz Dhillon John Hensley John Riley</p> <p><b>Representative Member:</b> Anthony Little</p> <p><b>LBH Officers Present:</b> Linda Sanders (Corporate Director of Social Care and Health), Paul Hewitt (Service Manager for Safeguarding Children and Reviewing Service), Merlin Joseph (Deputy Director Children and Families), Julien Kramer (Interim Chief Education Officer), Dan Kennedy (Service Manager – Performance and Intelligence), Khalid Ahmed (Democratic Services Manager) and Steven Maiden (Democratic Services Officer).</p>	
32.	<p><b>APOLOGIES FOR ABSENCE</b> <i>(Agenda Item 1)</i></p> <p>Apologies for absence were received from Councillor Susan O'Brian with Councillor Wayne Bridges substituting.</p>	<b>Action by</b>
33.	<p><b>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND ALL PART 2 ITEMS WILL BE CONSIDERED IN PRIVATE</b> <i>(Agenda Item 3)</i></p> <p>It was agreed that Item 6, Quality Assurance and Audit Framework – Children's Services, be considered in Part II of the agenda. The rest of the agenda was considered in part I.</p>	<b>Action by</b>
34.	<p><b>MINUTES OF THE MEETING HELD ON 10 OCTOBER 2012</b> <i>(Agenda Item 5)</i></p> <p>The minutes of the meetings held on 10 October 2012 were agreed as a correct record.</p>	<b>Action by</b>
35.	<p><b>ANNUAL COMPLAINTS REPORT 2011/12 FOR SOCIAL CARE, HEALTH &amp; HOUSING</b> <i>(Agenda Item 6)</i></p> <p>Officers presented the Annual Complaints Report 2012/13 for Social Care, Health and Housing.</p>	<b>Action by</b>

The Committee discussed the Report and the following areas were covered:

- Whether it would be possible to receive a similar complaints report which covered education complaints and complaints made to schools across the Borough. Officers noted that it would be possible to draw such a report together but it would not give a complete picture for the Borough because Academies and Free Schools were not required to report complaints to Local Authorities.
- Members noted that they would like the reporting mechanisms from Academies and Free Schools to local authorities formalised.
- It was acknowledged that social workers and officers in Children Social Services had caseloads significantly above the 15 cases recommended by the Munro Review of Child Protection. Given this workload the service was seen to be performing extremely well.
- The increase in complaints received by Children in Need and across the service was largely seen to be due to the way in which officers communicated decisions rather than about the decisions themselves. Staff training in this area had been undertaken in the previous 6 months which had led to a reduction by half in the number of complaints being upheld.
- It was noted that the Children's and Families team were doing an outstanding job given the pressure that they were under. It was especially noted that the problems with staff turnover was a difficult situation but was being dealt with extremely well. Officers advised that they were trying to stabilise the staffing situation but that it was difficult to find and appoint the right candidates.
- Members commended officers for their hard work and for resolving complaints efficiently at Stage 1 rather than allowing them to progress further.

**Resolved: That:**

1. **The Service Manager – Performance and Intelligence would provide details of education complaints at a future meeting.**
2. **The Annual Complaint Report be noted and officers thanked for resolving all complaints of Stage 1 of the complaints procedure.**

36.	<b>MAJOR REVIEW - SAFEGUARDING CHILDREN WHO ARE REPORTED MISSING - SUGGESTED RECOMMENDATIONS AND DRAFT FINAL REPORT (Agenda Item 7)</b> <p>Officers presented the draft final report on the Safeguarding Children who are Reported Missing review and noted that the following amendments were to be made to the recommendations in the report:</p> <ul style="list-style-type: none"> <li>▪ Recommendation 1 would be re-worded from "Oyster and numbers" to "Oyster card numbers and known addresses".</li> </ul>	Action by
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	<ul style="list-style-type: none"> <li>▪ Recommendation 5 would have the words “some of” deleted from the first sentence.</li> <li>▪ Recommendation 5, bullet point 3 would be reworded to refer to the “mobile youth services bus” being made accessible to children in all care homes in the Borough.</li> </ul> <p>Members discussed the draft report and the following areas were covered:</p> <ul style="list-style-type: none"> <li>▪ There was concern that Recommendation 1 may have data protection implications which should be explored by officers before it is included in the report submitted to Cabinet.</li> <li>▪ That Recommendation 5, bullet point 1 needed to be reworded to reflect that only approved members of staff would be able to deal with missing children prior to it going to the Police. It was suggested that this might only be authorised by a Care Home manager.</li> <li>▪ It was advised that Recommendations 2 and 3 should be reworded to include “semi-independent units” in addition to private and voluntary sector care homes.</li> <li>▪ That Recommendation 5, bullet points 2 and 6 needed to be merged into a single recommendation covering the Multi-Agency Safeguarding Hub (MASH).</li> </ul> <p>It was agreed officers would revise the recommendations as outlined above and email them to Members for their information to the submission of the report to Cabinet.</p> <p><b>Resolved: That Members:</b></p> <ol style="list-style-type: none"> <li>1. Considered the evidence which the Committee gathered during its review.</li> <li>2. Highlighted issues for further investigation.</li> <li>3. Considered the draft recommendations and instructed officers to make revisions as discussed and email the updated report to Members for approval prior to being submitted to Cabinet.</li> </ol>	Khalid Ahmed
37.	<p><b>EDUCATION AND CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE - REVIEW TOPIC 2012/13 (Agenda Item 8)</b></p> <p>The Committee discussed a number of possible review topics for its second major review of 2012/13. The topics put forward were:</p> <ul style="list-style-type: none"> <li>▪ Local arrangements to ensure access to education for vulnerable children.</li> <li>▪ Auditing and overseeing the safeguarding arrangements of partners.</li> <li>▪ Risk assessment for placing children in residential homes.</li> </ul> <p>Following discussion, the Committee agreed that a draft scoping report be produced on the Local arrangements to ensure access to education for vulnerable children for the January meeting of the Committee.</p>	Action by Julien Kramer

	<p>It was also agreed that a report be submitted to the Committee's meeting in April on the arrangements for auditing and overseeing the safeguarding of partners via the Local Safeguarding Children Board.</p> <p><b>Resolved: That Members:</b></p> <ol style="list-style-type: none"> <li>1. Discussed the possible topics for the Committee to undertake its second major review of 2012/13</li> <li>2. Instructed officers to produce a draft scoping report on Local arrangements to ensure access to education for vulnerable children.</li> </ol>	Julien Kramer / Steven Maiden
38.	<p><b>WORK PROGRAMME 2012/2013 (Agenda Item 9)</b></p> <p>Members requested that a bi-annual report on school admissions be considered at this Committee to see what the trends are across the Borough. Officers advised that such a report was already produced and considered by Cabinet. It was suggested that it might be more useful for this Committee to consider the 10 year plan for schools which highlighted hot spots across the Borough. It was agreed that the 10 year plan should be considered by the Committee in due course.</p> <p>It was clarified that the item listed as "Quarterly Assurance and Audit Framework – Children's Services" should be listed as "Quality Assurance and Audit Framework – Children's Services".</p> <p>It was agreed that the recent Fostering Inspection Report should be considered by the Committee at its January meeting.</p> <p><b>Resolved: That Members confirmed dates for meetings and made minor amendments to the work programme.</b></p>	<p><b>Action by</b></p> <p>Steven Maiden</p> <p>Steven Maiden</p>
39.	<p><b>FORWARD PLAN 2012/2013 (Agenda Item 10)</b></p> <p><b>Resolved: That Members noted the items and decided not to comment.</b></p>	<p><b>Action by</b></p>
40.	<p><b>QUALITY ASSURANCE AND AUDIT FRAMEWORK - CHILDREN'S SERVICES (Agenda Item 11)</b></p> <p>The report on this item was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12 A to the Local Government (Access to Information) Act 1985 as amended).</p> <p>Officers introduced the report giving a brief outline of the information contained in the report. Following discussion the committee noted the report.</p>	<p><b>Action by</b></p>

	<b>Resolved: That Members noted the report.</b>	
	The meeting, which commenced at 7.00 pm, closed at 9.10 pm.	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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# Agenda Item 6

## **SECOND MAJOR REVIEW – ACCESS TO EDUCATION FOR HILLINGDON'S VULNERABLE CHILDREN**

**Contact Officer:** Steven Maiden  
**Telephone:** 01895 250472

### **REASON FOR ITEM**

To consider the draft scoping report on this Committee's major review into Access to Education for Hillingdon's Vulnerable Children which had been agreed as a review topic at the last meeting of this Committee.

Officers will provide Members with a brief presentation on the topic of access to education within Hillingdon which will give an overview of some of the key issues facing vulnerable children and young people in accessing education outside of the normal admissions process.

### **OPTIONS AVAILABLE TO THE COMMITTEE**

1. To give consideration to the detail contained in the draft scoping report and to make comments and suggestions on the detail contained within.
2. To request clarification and further information from officers.
3. To agree the scoping report and the witnesses that will be required for the Committee to conduct its review.

### **INFORMATION**

1. At the 21 November 2012 meeting of this Committee, approval was given to the Committee undertaking its second major review of the Municipal Year on local arrangements for access to education for vulnerable children in Hillingdon.
2. Local Authorities are responsible for ensuring every child of statutory school age (currently 5-16) is receiving full-time education. Over the past few years there has been a significant increase in the number of casual, in-year move-ins to the Borough's Schools. Most pupils are dealt with via the normal admissions process and are offered a school place accordingly. However, more vulnerable young people may require additional support to find a suitable placement. These pupils include Unaccompanied Asylum Seeking Children, those who have been off-rolled by a previous school, those unable to attend a school in their local area due to pressure on place, etc.

3. The aim of the review is to assess Hillingdon's current arrangements and future plans for ensuring that access to education for vulnerable pupils is timely and effective. Particular attention will be given to the key barriers facing vulnerable children and young people in accessing education outside of the normal admissions processes.
4. The review will identify areas for improvement and future development and, if needed, will bring forward positive and practical policy recommendations.

#### **PAPERS WITH THE REPORT**

Draft Scoping Report (Appendix A).



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## Education and Children's Services Policy Overview Committee Review Scoping Report 2012/13

### **OBJECTIVE**

#### **Short title of review**

Access to education for Hillingdon's vulnerable children

#### **Aim of review**

To review Hillingdon's current arrangements and future plans for ensuring that access to education for vulnerable pupils is timely and effective. The review will focus particularly on the key barriers facing vulnerable children and young people in accessing education outside of the normal admissions processes and, in so doing, will identify areas for improvement and future development.

#### **Terms of Reference**

- To review the process for in-year admissions to schools and learn about the In-Year Fair Access Protocol (IYFAP) and the Managed Move and Inclusion Panel (MMIP).
- To review local arrangements for pupils without a school place.
- To understand the local implications of statutory guidance relating to children's access to education.
- To understand pupil place planning in Hillingdon.
- To review the practice around pupils who are not admitted to a school within 20 school days.
- After due consideration of the above, to bring forward positive and practical policy recommendations (if needed), in relation to the Council's in-year admissions processes for vulnerable children.

## **Reasons for the review**

The Local Authority is responsible for ensuring every child of statutory school age (currently 5-16) is receiving full-time education (School Admissions Code).

The focus of this review will be on the admission of pupils to education outside of the normal admissions processes meaning that it will not focus on those pupils moving into infant, junior or secondary school at the normal transfer time.

## **Supporting the Cabinet & Council's policies and objectives**

The Council's practices and policies on access to education for vulnerable children will be reviewed and updated.

## **Definitions**

For the purpose of this review, the following definitions will be used:

**Vulnerable:** Children and young people who, because of their additional needs, disability or personal circumstances are at risk of disadvantage and barriers in securing a place of their choice in a local school.

**Access:** The ease of entering and remaining in a suitable education provision.

**Education:** A provision offering the statutory entitlement to a broad and balanced curriculum including the National Curriculum suitable to the individual's needs and age.

## **INFORMATION AND ANALYSIS**

### **Key Issues**

A significant increase in the number of casual in-year move-ins to the Borough in the last few years has been noted. Most of these young people will apply for a school place through the normal admissions process and will be offered a school place accordingly. More vulnerable young people may require additional support to find a suitable placement. These include:

1. Unaccompanied Asylum Seeking Children (UASC), approximately 50-60 per year of which require an assessment and alternative provision in the first instance.
2. Pupils who, for a wide range of reasons, are not offered a place through the normal admissions process and are put forward to the Fair Access to Inclusion Panel, e.g those deemed to have behaviour difficulties, those who do not speak English (not UASC) and those with very difficult family issues (e.g DV or gang related behaviour in previous LA).

3. Pupils who are in Year 11 seeking a school place and are not placed in a school. These pupils often require assessments prior to placement.
4. Pupils who are 'off rolled' from Hillingdon schools, in particular from secondary academy schools, leaving the child without a school place and the parent with the responsibility to find one (this then requires LA support through the Children Missing Education statutory duty).
5. Pupils who are unsuccessful at obtaining a place in more popular schools in their area. There is significant pressure on places at the more popular schools and, in some parts of the Borough, parents will express a preference for up to six local schools but are unsuccessful as the schools are full.

Academy schools are responsible for their pupils' attendance. The removal from roll may only become apparent to the Council retrospectively, if at all, as the statutory duty for the LA to inspect school registers was removed in 2010. This raises safeguarding issues and a lack of knowledge about pupils without a school place.

Pupils out of school were raised and recognised as a safeguarding issue at the recent Local Strategic Children Safeguarding Board conference (it is a national issue).

### **Interim education arrangements**

In response to the rising demand and complexity of pupils without a school place, a short-term provision was established at Brookfields Adult Learning Centre in February 2012 to provide full-time education for pupils awaiting a school place through the Borough's Pupil Support Team. This provision is still required and is being extended to pupils of a younger age group.

In addition, a separate process has been agreed with Schools not to place any Year 11 move-in pupil in a school setting. They are instead assessed and placed according to their academic needs and education preferences where possible; this has included colleges of Further Education.

## **EVIDENCE & ENQUIRY**

The Policy Overview Committee will receive reports, data and hear from witnesses about the issues relating to vulnerable pupils who are unable to access a school place in a timely manner.

### **Witnesses**

The following is a list of potential witnesses that may be used to assist with this review:

- Council's Service Manager, Early Intervention, Behaviour and Attendance
- Council's Interim Chief Education Officer
- Council's Performance and Intelligence Manager

- Head Teacher, Hillingdon Virtual School / a Hillingdon School
- Head Teacher of a Hillingdon School
- Chair of the Hillingdon Fair Access Panel
- Parent of affected child

## Intelligence

On 15 November 2012 the Guardian ran the article, "Illegal school exclusions: how pupils are slipping through the net" from which the following quote is taken:

*[Councillor] David Simmonds, of the Local Government Association, estimates there have been 25% cuts to education welfare and admissions services.*

*"Despite a 25% reduction in government funding there has been no reduction in the statutory services we have to provide," he says. "If anything, there is an increase as competing schools play pass the parcel with difficult children, with councils trying to ensure they get the education they deserve, which remains a core legal duty."*

The article can be found in full here:

<http://www.guardian.co.uk/education/2012/nov/15/illegal-school-exclusions?INTCMP=SRCH>

Additionally, in Lord Carlile's report on the Edlington case published 22 November 2012 following the serious case review from Doncaster, mention is made of the risks and dangers associated with children out of school. More information on this can be found via the following links:

<https://www.education.gov.uk/publications/standard/AllPublications/Page1/DF-E-00124-2012>

<http://www.education.gov.uk/inthenews/speeches/a00218062/david-laws-speech-to-the-lga-education-conference>

## Key information required

In order to provide a full picture of the range of pupils being admitted to the Borough's Schools in-year, it may be helpful to be provided with a further breakdown of these pupils. Subject to the availability of this information, this may include - but not be limited to - data on pupils who have transferred from out of Borough, pupils who have been excluded and need to be re-placed, pupils who have been off-rolled and are seeking a re-placement, Unaccompanied Asylum Seeking Children, etc.

## LOGISTICS

### Proposed timeframe & milestones

<b>Meeting Date *</b>	<b>Action</b>	<b>Purpose / Outcome</b>
16 January 2013	Agree Scoping Report	Information and analysis Council's Service Manager, Access and Inclusion
20 February 2013	Witness Session 1	Evidence & enquiry Council's Service Manager, Early Intervention, Behaviour and Attendance Council's Interim Chief Education Officer Council's Performance and Intelligence Manager
20 March 2013	Witness session 2	Evidence & enquiry Head Teacher, Hillingdon Virtual School / Head Teacher of a Hillingdon School Chair of the Hillingdon Fair Access Panel Parent of affected child
17 April 2013	Draft Final Report	Proposals – To consider draft recommendations and draft final report

*\* Specific meetings can be shortened or extended to suit the review topic and needs of the Committee*

### **Risk assessment**

Failure to secure witnesses to provide evidence and advice to the Committee will impact on the thoroughness and completeness of the review.

This is an extensive area and the Committee may not be able to cover all the issues that they wish to examine within the time available.

### **Background Reading**

- School Admission Code:

<http://media.education.gov.uk/assets/files/pdf/school%20admissions%20code%202012%20february%202012.pdf>

- In-Year Fair Access Protocol 2012:

<http://www.hillingdon.gov.uk/media.jsp?mediaid=27377&filetype=pdf>

- Centre for Social Justice, “No Excuses: A Review of Educational Exclusion”:

<http://www.centreforsocialjustice.org.uk/publications/no-excuses>

- Children’s Commissioner: “They never give up on you” Office of the Children’s Commissioner School Exclusions Inquiry’:

[http://www.childrenscommissioner.gov.uk/content/publications/content\\_561](http://www.childrenscommissioner.gov.uk/content/publications/content_561)

# Agenda Item 7

## BUDGET PROPOSALS REPORT FOR EDUCATION AND CHILDREN'S SERVICES 2013/14

**Contact Officer:** Steve Cross & Peter Malewicz  
**Telephone:** 0398/0325

### REASON FOR ITEM

1. To comply with the Budget and Policy Framework procedure rules as part of the agreed consultation process for the General Fund revenue budget, Housing Revenue Account budget and capital programme for 2013/14, this report sets out the draft revenue budget and capital programme of the Education and Children's Services for 2013/14, along with indicative projections for the following two years. Following consideration by Cabinet on 20 December 2012, these proposals are now under consultation, and the proposals for each Group are being discussed at the January cycle of Policy Overview Committees.
2. Cabinet will next consider the budget proposals on 14 February 2013, and the report will include comments received from Policy Overview Committees. At the meeting on 14 February 2013 Cabinet will make recommendations to full Council regarding the budget and Council Tax levels for 2013/14. Full Council will meet to agree the budgets and Council Tax for 2013/14 on 28 February 2013.
3. The Committee needs to consider the budget proposals as they relate to Education and Children's Services, but within the corporate context and the constraints applying as a result of the aggregate financial position of the authority.

### OPTIONS AVAILABLE TO THE COMMITTEE

4. It is recommended that the Committee notes the budget projections contained in the report, and comments as appropriate on the combined budget proposals put forward by the Education and Children's Services, within the context of the corporate budgetary position.

### INFORMATION

#### Background

5. As reported to Council in February 2012, the budget report for Council Tax setting for 2012/13 contained an initial savings requirement of £12.1m for 2012/13. The budget strategy developed in response to the CSR 2010, which is reliant on the HIP Business Improvement Delivery project, contained challenging savings targets totalling in excess of £60m over the subsequent four year period. Having delivered budgeted savings of around £15.6m in 2010/11, £26.2m in 2011/12 and being well on track to deliver an additional £17.7m savings in 2012/13, initial plans had been developed to deliver the £12.8m savings required in 2013/14. Alongside this, Groups were also tasked with reviewing all pressures and a review also commenced of all corporate pressures.

6. Since February 2012, Central Government has published a large number of consultation papers that will potentially impact on council funding, including a number in relation to Education funding. In addition, the local government finance settlement issued in late December laid out a new 2 year settlement for local government as well as incorporating fundamental changes to the local government finance system. The estimated impact of these numerous changes on the likely level of council funding have been incorporated into the draft budget and the budget gap currently stands at £12.8m. However, there is clearly a high degree of uncertainty that will not be removed until the settlement has been analysed in detail. This analysis will be incorporated into the February 2013 Cabinet budget report.
7. The timetable for the development of the 2013/14 budget was brought forward as in previous years with work commencing as soon as the 2012/13 budget was agreed by Council in February 2012. The initial technical consultation for the proposed Business Rates Retention scheme released in July included a commitment to maintain funding stability for local government as far as possible. This provided a basis for the development of the MTFF for 2013/14 building upon the total government funding agreed for 2012/13 and enabled estimation of the likely budget gap for 2013/14 and the plans to bridge this gap to be developed.
8. Work on the development of savings proposals was integrated with service transformation work programmes and managed through the HIP Business Improvement Delivery programme. Over the year, two blocks of six challenge sessions were held covering the three groups, Corporate Budgets, BID cross cutting proposals and the Housing Revenue Account. These sessions focused on the latest in year position, a review of existing and emerging pressures, and progress on the development of savings proposals for 2013/14. As a result of this work the draft 2012/13 budget was comprehensively updated and early draft budget reports were provided to the Leader at the end of July and then to the Cabinet and CMT awayday in November.
9. The structure of the report reflects the budget proposals reported to Cabinet on 20 December 2012, and sets out the aggregate corporate position, followed by Education and Children's Services proposals extracted from the corporate budget.

### **The Budget and Policy Framework Procedure Rules**

10. The consultation on the budget proposals commenced on 21 December 2012 following decisions taken by Cabinet on 20 December 2012.
11. There will be a further consideration by Cabinet of the budget proposals on 14 February 2013, including comments from Policy Overview Committees. These will be collated and reported back to Cabinet by the Corporate Services and Partnerships Policy Overview Committee. Council will be requested to approve the Cabinet's proposals on 28 February 2013, and if approved without further amendment they will be effective immediately.

## **Corporate Summary**

12. While the focus of the discussion for the Policy Overview Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position.
13. The budget proposals included in this report represent Cabinet's budget strategy for 2013/14 and beyond. The revenue budget proposals have been developed to deliver a zero increase in Council Tax for 2013/14 whilst maintaining balances and reserves at well above the minimum recommended level.
14. The main challenge in delivering a balanced budget for 2013/14, as in the previous two years, is the development of significant savings - around £12.8m, on top of the £60m delivered over the last three years. However, the Council's Business Improvement Delivery Programme is now well established and is driving the delivery of these savings. The month 7 budget monitoring for 2012/13 shows that good progress is being made in responding to this challenge; with the latest year end forecast showing a projected budget underspend of £2,066k and 86% of the 2012/13 savings being on track for delivery.
15. The final funding settlement for 2013/14 has been announced, but not yet fully analysed, and so the budget was therefore drafted on the latest estimated position.
16. Detailed within the draft budget proposals, in addition to the £12.8m savings proposals are £2.4m of corporate reductions, £3.9m of contingency provisions and service pressures and an allowance of £2.9m for inflation.
17. The development of savings proposals has continued to concentrate on more efficient service delivery methods, the rolling out of the new Council operating model, focusing on core services and by not creating new pressures by providing services that are no longer funded by Central Government.
18. The draft general fund capital programme for 2013/14 amounts to £220m over three years, with £149m of that investment focused on meeting demand for Primary School Places across the Borough. In addition this programme will provide an additional £2m investment in highways & pavements; complete the borough wide libraries refurbishment programme; over £1m investment on improvements at Ruislip Lido; the re-provision of West Drayton Boys Club and £1.2m for grounds maintenance vehicles.

## **Children & Families Social Care Budget Proposals**

### **Summary of Key Financial Issues**

19. The Children & Families Social Care management team has identified significant budget savings for 2013/14 totalling £1.9m million (out of a total of £7.4m million for the combined Social Care & Health (SC&H) Directorate). The management team remains focussed on ensuring the delivery of the current MTFF budget, the full year effect of which significantly contributes to the 2013/14 budget. Progress against these objectives will be reported to each Cabinet as part of the monthly finance report.
20. The Children's transformation programme includes:
  - a. reviewing children's pathway; and

b. continuing recruitment of new foster carers which will reduce the reliance on independent Fostering agencies and residential care.

21. Major challenges for Children & Families Social Care include demographic pressure; legislation; rising expectations; recruitment and retention of key qualified posts; and minimising the unique financial burden of Heathrow on the borough. The department is in ongoing discussion with UKBA both on individual and specific LBH matters and in consultation with other most affected councils regarding a joint approach to UKBA with regard to funding shortfalls for UASC. At the time of finalising this report the UKBA had yet to reply to either the Joint Councils letter or our own on this subject.

22. It should be noted that the statutory safeguarding responsibilities linked to Heathrow Airport have not diminished. Even though the numbers of UASC arriving through the airport has steadily declined, the overall numbers of referrals to Children's social care, made by UKBA and other professionals based at the airport has increased slightly over the past three years. The work generated by these referrals is not specifically funded by UKBA, and continues to represent a demand on Hillingdon services, both in terms of placements and safeguarding activity.

23. Another growing challenge for children and families within Hillingdon is the change being made by central government in relation to Universal Benefits; especially the restrictions in Housing benefits. This has already resulted in more families presenting to children's social care for "housing and accommodation reasons", rather than simply "welfare" type issues. It is unclear at this stage if this demand will continue to grow or is a reaction to Benefit changes yet to take full effect. This will therefore be kept under close review during 2013.

24. The government proposes changes to the way Youth Justice is funded as part of the Legal Aid, Sentencing and Punishment of Offenders Act 2012 which will come into effect on 3<sup>rd</sup> December 2012. Financial responsibility will be devolved from April 2013.

25. Youth remand is used to supervise and support children and young people in the period between being charged with a serious offence and being brought to trial and sentence. This often involves remand into secure accommodation such as a young offender institution, but for less serious offences it is often more appropriate to make use of community-led alternatives such as intensive bail support or specialist foster care.

26. Based on current consultation documents the grant may not cover the full cost of remand placements in the future. Currently the Youth Justice Board (YJB) funds  $\frac{2}{3}$ rds of placements in a Secure Training Centre (STC) or Secure Children's Home (SCH) but the responsibility for funding these have sat with Local Authorities for many years. As this area is not seen as a 'new burden' funding will only transfer for placements in Youth Offender Institutions (YOIs). Although the final funding formula has yet to be decided there are indications that it will be based on the last three years usage of secure beds with a 15% reduction built in, based on an anticipated reduction in remands due to other legislative changes. It is unclear at this stage what the financial impact could be and will therefore be kept under close review during 2013.

## Group Revenue Budget 2013/14

27. The movement between the current year's budget and the draft budget requirement for 2013/14 is summarised in Table 1 below. Each of the lines in Table 1 is set out in the following sections and in Appendix A.

Table 1: Group Revenue Budget 2013/14 for Children & Families Social Care Services

	Budget (£000s)
Budget 2012/13	28,283
Inflation	110
Corporate Items	0
2012/13 Contingency releases	140
Priority Growth	25
Savings	(1,900)
Other Adjustments	(30)
Draft Group Revenue Budget 2013/14	26,628

### Inflation (£110k)

28. Inflation projections have been updated to reflect latest economic conditions and available forecast information from HM Treasury as at November 2012. Future inflation forecasts have reduced over the current financial year as it became clearer that the economy had gone back into recession and that any recovery is likely to be very slow.

29. The current inflation assumptions allow for a potential 1% Local Government pay award for 2013/14 and an uplift of 1% to fund increased employers pension contributions for those staff within the Local Government Pension Scheme. The pay forecast remains broadly in line with that assumed in the budget forecast in February 2012.

### 2012/13 Contingency releases (£140k)

30. When proposing the 2012/13 budget the level of demand following the Southwark judgement<sup>1</sup> was unclear and a contingency sum of £165k was set aside whilst these additional costs became clear. During the year the additional demand was confirmed and Cabinet released £140k of this sum for 2012/13. The allocation of £140k can now be confirmed as permanent.

### Priority Growth (£25k)

31. Growth for an increase in the Care Leavers Grant for Children as proposed by this committee has been included in the draft budget for consultation. The proposal is for an increase from £1,000 to a minimum of £1,500, or up to £1,800 for exceptional reasons.

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<sup>1</sup> House of Lords ruling G v LB Southwark (May 2009) states that Local Authorities should presume any lone homeless children should be provided with accommodation under s20 of the 1989 Children Act.

## **Savings (£1,900k)**

32. The savings proposals contained within this draft budget have been developed through the HIP Business Improvement Delivery programme (BID), the Council's response to Central Government's austerity programme.
33. Savings proposals currently developed total £12.8m for 2013/14 across the council. The total savings figure for each group is net of the redundancy costs contained within their package of proposals. The savings included in the draft budget for Children & Families Social Care Services total £1.9m and are included in Appendix A.
34. The savings included in the budget for Children & Families Social Care Services total £1.9m and are shown in 3 parts. The first part represent the savings that will flow through unchanged from the current MTFF which total £1,136k; the second part represent an unchanged MTFF strategy but the financial appraisal has been revised following implementation which total £209k; and the third part relates to new savings and total £555k.
35. There are proposals for 2 new savings contained in the third part which in part reflect the success of measures already taken and the expected saving from an alternative approach to residential care. These are:
  - a. Use of Care Funding Calculator for Children services (£255k). To use the Care Fund Calculator to negotiate lower rates on the private and voluntary market for residential and independent foster care places. This accelerates and brings forward this tool to be used for all placements.
  - b. Complex Cases for Fostering (£300k). The Multi Treatment Fostering Care team will target 8 complex cases to ensure that by effective use of alternative provision the outcome is intensive Fostering support rather than a residential placement. This will achieve a cost reduction estimated at £700 per week.

## **Other adjustments (£30k)**

36. This is a technical adjustment relating to the recent Council restructuring.

## **Development and Risk Contingency and Service pressures (£781k)**

37. The Development and Risk Contingency provides for resources within the revenue budget that are unallocated at the beginning of the year, but that can be applied to issues as they arise during the year. The contingency is therefore used to budget for items where the probability or value of items is uncertain at the beginning of the year. The current draft Development and Risk Contingency includes items totalling £0.8m for 2013/14 for Children & Families Social Care Services.
38. This item reflects that the caseloads of children Social Work staff has increased significantly since the November 2011 inspection, is above DfE guidelines and at serious risk of exceeding safe working practices. This has resulted in an increase in Looked After Children (LAC) resulting in a pressure on Fostering services. Although the rate of increase has slowed since April 2012, and now appears to be in a steady state position albeit following a 'step change' increase. This contingency provision reflects

that increase and should this remain unchanged will in due course be released into the departments base budget.

39. Currently there are 311 children subject to child protection plans with a total of 2,200 children designated as children in need. There has been a steady increase in children social care work over the last few years and child protection activity has in particular increased significantly over the last year. The tables below illustrate these increases. Table 2 showing 2011/12 compared with 2010/11 and 2012/13 to end of Q2 compared with the same period in 2011/12. Table 3 shows the impact in the first 6 months of 2012 as compared with the same period in 2011.

Table 2 : Comparison between 2010/11, 2011/12 and 2012/13 of increased children social work and child protection activity

Activity	2010/11	2011/12	% Change	2011/12 (Apr-Sep)	2012/13 (Apr-Sep)	% Change
Contacts	9,029	9,633	+7%	4,398	6,129	+39%
Referrals	2,814	3,625	+29%	1,733	1,745	+1%
Initial Assessments	2,498	3,024	+21%	1,548	1,577	+2%
Core Assessments	871	1,162	+33%	417	930	+123%
Child Protection Enquiry (section 47)	568	1,000	+76%	326	461	+41%
Initial Child Protection Conferences	243	417	+72%	129	120	-7%
Child Protection Statutory Visits		7,040	-	3,418	4,305	+26%
LAC Statutory Visits		3,695	-	1,946	2,766	+42%

Table 3: Change in Children's Social Care Work Activity between 2011 and 2012

Activity (Jan - Jun)	2011	2012	% Change
CP case conferences	412	717	+74%
Core group meetings	2,050	2,720	+33%
Legal planning meetings	57	62	+9%
Court hearings (inc directions hearings / case management mtngs)	247	267	+8%
Court reports for initial court hearings	114	123	+8%
Reports for final court hearings	152	164	+8%

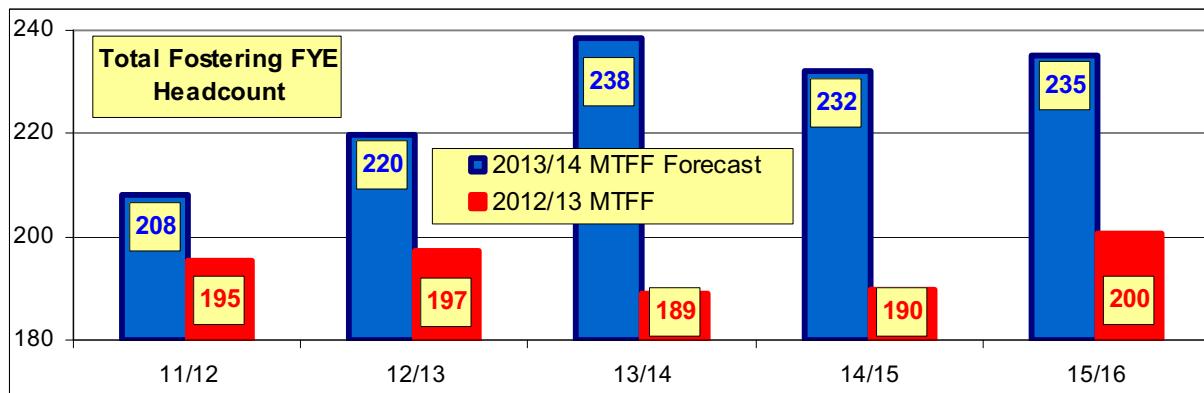
40. The financial impact of this increase has though been mitigated by the availability of in-house foster carers which prior to the recruitment launch would not have been possible.

41. The graph below shows how this 'step change' has impacted on the 2012/13 MTFF Fostering strategy developed 12 months ago and the revised forecast now included in the current MTFF. Nonetheless should this change remain constant throughout 2013/14

the estimated additional pressure has been calculated at £781k which is the basis for the £781k development and risk contingency proposed.

42. As part of the BID review a new structure will combine Assessment & Intervention and the Children In Need Teams to create integrated Assessment and Support Teams. This will enable greater continuity of service to children and families until support is either no longer necessary or the case has to be escalated to care proceedings. The new system will reduce hand off's between workers and increase effectiveness of interventions with children and families.

Table 4 : The planned increase in foster carers 2012/13 compared with 2013/14



### Fees and Charges

43. The Council is empowered to seek income from fees and charges to service users across a wide range of activities. Some of these fees and charges are set by the Government or other stakeholders, but many others are set at the discretion of the Council, based on Cabinet's recommendations.

44. The inflation assumption included in the budget does not take account of any increase in income from fees and charges. However, within their detailed savings proposals groups will take account of any projected increases as was the case in 2012/13.

45. For Children & Families Social Care there are no set charges raised to parents or children in receipt of children's social care services. However a charge is raised to parents if their child is in care; the weekly amount is subject to a financial assessment. One exception to this relates to UASC where a charge is made when a young UASC is living in tenanted accommodation.

46. Schedules detailing the proposals relating to fees and charges for 2013/14 for Children & Families Social Care Services are attached at Appendix B.

### Education Service Budget Proposals

#### Summary of Key Financial Issues

47. The approach to the delivery of savings within the wider Residents Services (including Education and Housing Services) continues to be driven through a programme of transformational reviews of every service area, and is managed through the established HIP Business Improvement Delivery Programme. This includes large scale

reorganisation, restructuring and removal of duplication. Within this over-arching work, the opportunity is being taken to question the need for services and examine alternative methods of service delivery, through process efficiency, use of technology or combining previously discrete service areas.

48. The Group has undertaken its annual review of the scale of fees and charges, within which there continues to be an emphasis on differentiating Hillingdon resident and non-residential charges. However, for 2013/14 and 2014/15 it is proposed to freeze most fees and charges to residents.
49. A number of workstreams will continue to focus on procurement, alongside an ongoing review of contract-related expenditure across all services. Alongside the procurement work, the robust process and controls for controlling and challenging expenditure decisions that were already in place have been updated, and applied to the new service configuration.
50. The Education Service is on track to deliver £3.6m of savings in 2012/13 out of an overall total 2012/13 programme of £8.6 million for Residents Services, which includes Housing services.

## **NATIONAL SCENE**

51. The coalition Government continues to consult with local authorities on a wide range of proposals, which are described in more detail in the following paragraphs. This also provides an update on the number of schools that have converted or are in the process of converting to Academy status following the introduction of the Academies Act 2010.

### **Replacing Local Authority Central Spend Equivalent Grant (LACSEG) with the Education Services Grant**

52. On 17 July 2012, the Government issued a consultation paper on funding Academies and local authorities for the functions that devolve to Academies, which proposed that the current arrangement would be replaced by introducing an Education Services Grant, that would provide a simple rate of funding per pupil for local authorities and Academies alike.
53. The Government's response to this consultation was released on 19 December 2012, which set out the mechanism for providing local authorities and Academies with the relevant Education Services Grant. For 2013/14, local authorities will receive £116 per pupil aged 3-19 for children in state funded schools (these figures to be weighted for PRU's, where the rate will be £435 per pupil and special schools, where the rate will be £493 per pupil). Additionally the local authority will receive £15 per pupil for all pupils (including Academies) for retained statutory services (which includes the Education Welfare Service, Asset Management, the Chief Education Officer role and central support services).

54. At the time of preparing this report these proposals has not yet been released, as the final adjustment to the Revenue Support Grant has not been published. The original estimated impact indicated that the Council would see a reduction of £2.7 million in its funding. This figure will be revised and will be factored into the budget proposals for Cabinet on 14 February 2013, once known.

### **Early Education Funding for Two Year Olds from Lower Income Households**

55. In November 2012, the Government announced that Free early education will become a statutory entitlement for eligible two year olds from 1 September 2013, with the local authority having a duty to secure provision, and that the funding would be included within the Dedicated Schools Grant.

56. This places a requirement on local authorities to fund eligible two year old places (deemed to be those families that fall within the 20% most deprived) through an Early Years Single Funding Formula with effect from 1 April 2013.

### **School Funding Reform – Arrangements for 2013/14**

57. The framework for funding education services for 2013/14 has undergone a major review, the outcomes and requirements of which are set out in the DfE's paper; Schools Funding Reform – Arrangements for 2013/14. These arrangements affect all schools including Academies, Free Schools and sponsored academies, PVI Nursery settings and Childminders who receive funding from the Dedicated Schools Grant (DSG) or the Education Funding Agency (EFA).

58. The authority will receive its DSG funding through three funding blocks; Early Years, Schools and High Needs. The funds allocated within these blocks will not be ring-fenced within the DSG, but the total DSG will be ring-fenced.

59. In practice, the arrangements set out in the DfE's paper; Schools Funding Reform – Arrangements for 2013/14, are very prescriptive and allow very minimal flexibility at a local level. The funding formula factors for Early Years and Primary and Secondary schools are defined by the DfE as is the funding of High Needs placements.

60. The new arrangements for 2013/14, sets out significant changes to the funding of Primary and Secondary schools, which have to be implemented for 2013/14. This includes the following:

- More delegation
- Tighter control on centrally retained budgets
- Funding Formula restricted to 12 Factors
- Funding based on October Census (4 October 2012)
- The Council have to use the data provided by the EFA (which is based on the percentage of numbers on roll)
- Limited flexibility on setting values
- Simplification of Minimum Funding Guarantee

61. The most significant change being proposed is the delegation of Mainstream Special Educational Needs (SEN) funding. The new arrangements for funding SEN pupils, implies that schools have sufficient funds to manage pupils with SEN through both the Age Weighted Pupil Unit (AWPU) and the notional SEN funding (estimated to be £10,000; £4,000 for AWPU and £6,000 for Notional SEN). From 1 April 2013, schools would then only receive top up funding above the £10,000.

62. The new arrangements allows the funding formula to factor in additional resources for those schools that take a greater proportion of SEN pupils (termed as a cluster school), which allows those schools to receive the full amount of SEN funding (£6,000 plus top-up). It has been agreed that this will be set at 2% of a schools number on roll.

63. The new arrangements also introduce a significant change to SEN funding and effectively removes the requirement for a special schools funding formula. The main change is that the authority will move much more towards a commissioning role for pupils with SEN and that schools' will take more responsibility for managing SEN pupils placed in Mainstream schools.

64. The funding provided within the High Needs block will be used to support those students that require a provision where the pupil has a Statement of Special Educational Need. The Government have set a minimum value of funding at £10,000 as the baseline, which each setting (listed below) is assumed to have (including mainstream schools) or will receive.

65. Inter Authority recoupment will no longer exist as local authorities will be responsible for commissioning services directly from providers, no matter where they are located.

66. Specialist Settings (defined as maintained special schools, special Academies and Free Schools, Special Resource Provisions/Units (SRP's) in mainstream schools/Academies, Independent and Non-Maintained Special Schools (INMMS), post-16 Independent Specialist Providers (ISP), Pupil Referral Units and any Alternative Provision settings), will receive the following base level of funding:

- a. For pre-16 SEN and post-16 SEN settings, base funding of £10,000 per planned place will be provided to each setting
- b. For Alternative Provision, base funding of £8,000 per planned place will be provided to each setting

67. The new arrangements stipulate that Pupil Referral Units will need to operate with a delegated budget with effect from 1 April 2013.

### **Academy School Conversions**

68. As at 1 December 2012, 22 schools have successfully converted to Academy status (15 secondary, 3 special and 4 primary). A further 7 primary schools are in the process of converting, the majority of which will convert before 31 March 2013.

## **Group Revenue Budget 2013/14**

69. The movement between the current year's budget and the draft budget requirement for 2013/14 is summarised in Table 4 below. Each of the lines in Table 4 is set out in the following sections and in Appendix C.

Table 4: Group Revenue Budget 2013/14 for the Education Service

	<b>Budget (£000s)</b>
Budget 2012/13	35,285
Inflation	159
Corporate Items	0
2012/13 Contingency releases	0
Priority Growth	0
Savings	(1,219)
Other Adjustments	217
Draft Group Revenue Budget 2013/14	34,441

### **Inflation (£159k)**

70. Inflation projections have been updated to reflect latest economic conditions and available forecast information from HM Treasury as at November 2012. Future inflation forecasts have reduced over the current financial year as it became clearer that the economy had gone back into recession and that any recovery is likely to be very slow.

71. The current inflation assumptions allow for a potential 1% Local Government pay award for 2013/14 and an uplift of 1% to fund increased employers pension contributions for those staff within the Local Government Pension Scheme. The pay forecast remains broadly in line with that assumed in the budget forecast in February 2012.

### **Savings (£1,219k)**

72. The savings proposals contained within this draft budget have been developed through the HIP Business Improvement Delivery programme (BID), the Council's response to Central Government's austerity programme.

73. Savings proposals currently developed total £12.8m for 2013/14 across the council. The total savings figure for each group is net of the redundancy costs contained within their package of proposals. The savings included in the draft budget for the Education Service total £1,219k and are included in Appendix C.

### **Other adjustments (£217k)**

74. This is a technical adjustment relating to the recent Council restructuring.

## **Development and Risk Contingency and Service pressures**

75. The Development and Risk Contingency provides for resources within the revenue budget that are unallocated at the beginning of the year, but that can be applied to issues as they arise during the year. The contingency is therefore used to budget for items where the probability or value of items is uncertain at the beginning of the year. The current draft Development and Risk Contingency includes no items for the Education Service.

## **Fees and Charges**

76. The Council is empowered to seek income from fees and charges to service users across a wide range of activities. Some of these fees and charges are set by the Government or other stakeholders, but many others are set at the discretion of the Council, based on Cabinet's recommendations.

77. The inflation assumption included in the budget does not take account of any increase in income from fees and charges. However, within their detailed savings proposals groups will take account of any projected increases as was the case in 2012/13.

78. Schedules detailing the proposals relating to fees and charges for 2013/14 for the Education Service are attached at Appendix D. As noted above it is proposed to freeze most residents fees and charges for 2013/14.

## **SUGGESTED COMMITTEE ACTIVITY**

To be written by the O&S Team

## **BACKGROUND PAPERS**

Medium Term Financial Forecast 2013/14 – 2016/17 – report to Cabinet 20 December 2012

**Children & Families Social Care Savings**

	Description	2013-14 £000's	2014-15 £000's	2015-16 £000's	2016-17 £000's
<b>(1) FULL YEAR IMPACT OF PRIOR YEAR SAVING (NO CHANGES)</b>					
1.3	Full year impact of 2011-12 saving – Corporate parenting function admin cost reduction	-40	-40	-40	-40
1.4	Full year impact of 2011-12 saving – Looked after children placements review	-1,096	-1,096	-1,096	-1,096
<b>(2) FULL-YEAR IMPACT OF PRIOR YEAR SAVING (REVISED)</b>					
<b>B12- C&amp;F</b>	<b>Children's &amp; Families, Non-Essential Spend Review</b>	-209	-209	-209	-209
	A comprehensive review of non-essential spend budgets within the department has identified that savings, including reductions in spend on Advertising, travel expenses, consultancy fees, equipment, stationery, and other expenses.				
<b>(3) NEW 2013-14 MEASURES</b>					
<b>PR1p</b>	<b>Use of Care Funding Calculator for Children services</b>	-255	-255	-255	-255
	To use the Care Fund Calculator to negotiate lower rates on the private and voluntary market for residential and independent foster care places. This accelerates and brings forward this tool to be used for all placements.				
<b>CCF</b>	<b>Complex Cases - Fostering</b>	-300	-300	-300	-300
	The Multi Treatment Fostering Care team will target 8 complex cases to ensure that by effective use of alternative provision the outcome is intensive Fostering support rather than a residential placement.				
<b>Total Savings for Children &amp; Families Social Care</b>		<b>-1,900</b>	<b>-1,900</b>	<b>-1,900</b>	<b>-1,900</b>

## CHILDREN & FAMILIES SOCIAL CARE SERVICES

### FEES AND CHARGES 2013/14

#### Introduction

1. This appendix sets out the current 2012/13 charges and any proposed changes to Children Social Care fees and charges for 2013/14.
2. There are no set charges raised to parents or children in receipt of children's social care services. However a charge is raised to parents if their child is in care; the weekly amount is subject to a financial assessment.

#### Recommendations

3. It is recommended that discretionary charges for Children Social Care services remain unchanged.

Type of Fee / Charge	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
<b>Asylum Service</b>									
Charges for 18+	R	OTS	5.00	5.00	0.00%	5.00	5.00	0.00%	01-Feb-2011
Rental contribution	R	OTS	75.00	75.00	0.00%	75.00	75.00	0.00%	01-Feb-2011
Charges for 18+									

#### **Notes:**

Charges are per month

R relates to a charge that is resident based

The VAT status code 'OTS' relates to Outside Scope

**Education Service Savings**

	<b>Description of proposal</b>	<b>2013/14 £000's</b>	<b>2014/15 £000's</b>	<b>2015/16 £000's</b>	<b>2016/17 £000's</b>
<b>(2) FULL-YEAR IMPACT OF PRIOR YEAR SAVING (REVISED)</b>					
<b>PEECS12-26</b>	<b>Education Funding - Academy transfers</b>	-804	-804	-804	-804
	Reduction in expenditure to reflect the reduced level of central government funding due to Academy transfers				
<b>(3) 2013-14 SAVINGS</b>					
<b>PEECS13-01</b>	<b>Education Funding - Continuing review</b>	-115	-115	-115	-115
	Further savings in Education to reflect revised Education funding regime				
	<b>Major Transformation Projects &amp; BID Reviews</b>	-300	-300	-300	-300
<b>Total Savings</b>		<b>-1,219</b>	<b>-1,219</b>	<b>-1,219</b>	<b>-1,219</b>

<b>All prices are VAT inclusive</b>						
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase
<b>15. Children's Centres</b>						
<b>Full day care provision</b>						
Nestles Avenue Children's Centre	R	205.00	205.00	EXP	205.00	0.00%
South Ruislip Early Years Centre	R	205.00	205.00	EXP	205.00	0.00%
Uxbridge Early Years Centre	R	205.00	205.00	EXP	205.00	0.00%
<b>Barra Hall Room Hire</b>						
Daytime room hire per hour (9am to 6pm) (concession for voluntary organisations)	M	30.00	30.00	EXP	30.00	0.00%
Daytime room hire per day (9am to 6pm) (concession for voluntary organisations)	M	150.00	150.00	EXP	150.00	0.00%
Evening room hire per hour (concession for voluntary organisations)	M	33.00	33.00	EXP	33.00	0.00%
Weekend room hire per hour (concession for voluntary organisations)	M	37.50	37.50	EXP	37.50	0.00%

<b>All prices are VAT inclusive</b>						
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase
					Proposed Charges Non-Residents £	% Increase
Weekend room hire per day (9am to 6pm) (concession for voluntary organisations)	M	187.50	187.50	EXP	187.50	0.00%
Additional tea / coffee (per mug)	M	0.80	0.80	STD	0.80	0.00%
<b>16. Adult Education And Music Service</b>						
<b>Tuition Fees</b>						
Tuition Fee per Guided Learning Hour –LSC funded provision	R	2.48	4.50	EXP	2.48	0.00%
Tuition Fee per Guided Learning Hour –LBH funded provision	R	2.48	4.50	EXP	2.48	0.00%
Charge for a fully equipped and serviced classroom	M	150.00	150.00	EXP	150.00	0.00%
Charge for a fully equipped and serviced classroom	M	100.00	100.00	EXP	100.00	0.00%
<b>Music Service (termly charge)</b>						
Group tuition	R	58.50	58.50	EXP	58.50	0.00%
Individual tuition	R	110.00	110.00	EXP	110.00	0.00%
Saturday Music Centre	R	58.50	58.50	EXP	58.50	0.00%
Evening Activity or Saturday Choir Only	R	33.00	33.00	EXP	33.00	0.00%

Type  
 B - Business R - Resident  
 M - Mixed C - Concession

VAT Status  
 STD- Standard  
 EXP - Exempt  
 NB- Non Business

All prices are VAT inclusive		Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non-Residents £	% Increase	Date of last change to charge	Effective Date
Use of Instrument individual 15 minute lesson		R	12.00	12.00	EXP	12.00	0.00%	N/A	15.00	25.00%	01-Sep-11
<b>Music Service (concession)</b>									N/A		
Group tuition	R	12.75	12.75	EXP	12.75	0.00%		13.00	1.96%	01-Sep-10	
Individual tuition	R	21.25	21.25	EXP	21.25	0.00%		21.50	1.18%	01-Sep-10	
Saturday Music Centre	R	12.75	12.75	EXP	12.75	0.00%		13.00	1.96%	01-Sep-10	
Evening Activity or Saturday Choir Only	R	9.25	9.25	EXP	9.25	0.00%		9.50	2.70%	01-Sep-10	
Use of Instrument individual 15 minute lesson	R	4.10	4.10	EXP	4.10	0.00%		5.10	24.39%	01-Sep-10	
<b>Music Service (Schools Charges)</b>											
Hourly Charge for School Projects	S	N/A	37.00	NB	N/A	N/A		37.00	0.00%	01-Sep-10	
Hourly Charge for School Projects (to academies)	S	N/A	44.40	STD	N/A	N/A		44.40	0.00%	01-Sep-10	

Type  
 B - Business R - Resident  
 M - Mixed C - Concession

VAT Status  
 STD- Standard  
 EXP - Exempt  
 NB- Non Business

All prices are VAT inclusive						
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase
17. Young People's Centre						
Charville YPC	Northwood YPC	South Ruislip YPC				
Council directly managed	M	20.00	20.00	EXP	20.00	0.00%
Affiliated Youth Groups	M	25.00	25.00	EXP	25.00	0.00%
Other voluntary group lettings	M	30.00	30.00	EXP	30.00	0.00%
Other lettings	M	40.00	40.00	EXP	40.00	0.00%
Daily Charges (Up to 8 Hours)						
Council directly managed	M	120.00	120.00	EXP	120.00	0.00%
Affiliated Youth Groups	M	150.00	150.00	EXP	150.00	0.00%
Other voluntary group lettings	M	180.00	180.00	EXP	180.00	0.00%
Other lettings	M	241.00	241.00	EXP	241.00	0.00%
Daily Charges (More than 8 Hours)						
Council directly managed	M	241.00	241.00	EXP	241.00	0.00%
Affiliated Youth Groups	M	301.00	301.00	EXP	301.00	0.00%
Other voluntary group lettings	M	361.00	361.00	EXP	361.00	0.00%
Other lettings	M	481.00	481.00	EXP	481.00	0.00%

All prices are VAT inclusive							Effective Date		
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge
<b>Individual Rooms</b>									
<b>Hourly</b>									
Charge for 1 room	M	7.00	7.00	EXP	7.00	0.00%	7.00	0.00%	01-Apr-11
Small hall	M	10.00	10.00	EXP	10.00	0.00%	10.00	0.00%	01-Apr-11
Large Hall	M	15.00	15.00	EXP	15.00	0.00%	15.00	0.00%	01-Apr-11
<b>Daily (up to 8 hours)</b>									
Charge for 1 room	M	40.00	40.00	EXP	40.00	0.00%	40.00	0.00%	01-Apr-11
Small hall	M	60.00	60.00	EXP	60.00	0.00%	60.00	0.00%	01-Apr-11
Large Hall	M	90.00	90.00	EXP	90.00	0.00%	90.00	0.00%	01-Apr-11
<b>Daily (more than 8 hours)</b>									
Charge for 1 room	M	80.00	80.00	EXP	80.00	0.00%	80.00	0.00%	01-Apr-11
Small hall	M	120.00	120.00	EXP	120.00	0.00%	120.00	0.00%	01-Apr-11
Large Hall	M	180.00	180.00	EXP	180.00	0.00%	180.00	0.00%	01-Apr-11
<b>West Drayton YPC</b>									
<b>Hourly charges</b>									
Council directly managed	M	21.00	21.00	EXP	21.00	0.00%	21.00	0.00%	01-Apr-11
Affiliated Youth Groups	M	26.00	26.00	EXP	26.00	0.00%	26.00	0.00%	01-Apr-11
Other voluntary group lettings	M	31.00	31.00	EXP	31.00	0.00%	31.00	0.00%	01-Apr-11
Other lettings	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-11

Type  
 B - Business R - Resident  
 M- Mixed C- Concession

VAT Status  
 STD- Standard  
 EXP - Exempt  
 NB- Non Business

All prices are VAT inclusive						
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase
Daily Charges (UP to 8 HOURS)						
Council directly managed	M	124.00	124.00	EXP	124.00	0.00%
Affiliated Youth Groups	M	155.00	155.00	EXP	155.00	0.00%
Other voluntary group lettings	M	186.00	186.00	EXP	186.00	0.00%
Other lettings	M	248.00	248.00	EXP	248.00	0.00%
Daily Charges (More than 8 HOURS)						
Council directly managed	M	248.00	248.00	EXP	248.00	0.00%
Affiliated Youth Groups	M	310.00	310.00	EXP	310.00	0.00%
Other voluntary group lettings	M	372.00	372.00	EXP	372.00	0.00%
Other lettings	M	496.00	496.00	EXP	496.00	0.00%
Individual Rooms						
Hourly						
Charge for 1 room	M	7.00	7.00	EXP	7.00	0.00%
Small hall	M	10.00	10.00	EXP	10.00	0.00%
Large Hall	M	16.00	16.00	EXP	16.00	0.00%
Daily (up to 8 hours)						
Charge for 1 room	M	41.00	41.00	EXP	41.00	0.00%
Small hall	M	62.00	62.00	EXP	62.00	0.00%
Large Hall	M	93.00	93.00	EXP	93.00	0.00%

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All prices are VAT inclusive						
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase
					Proposed Charges Non-Residents £	% Increase
Charge for 1 room	M	83.00	83.00	EXP	83.00	0.00%
<b>Small hall</b>						
Large Hall	M	124.00	124.00	EXP	124.00	0.00%
	M	186.00	186.00	EXP	186.00	0.00%
<b>Harlington YPC</b>						
<b>Hourly</b>						
Council directly managed	M	16.00	16.00	EXP	16.00	0.00%
Affiliated Youth Groups	M	20.00	20.00	EXP	20.00	0.00%
Other voluntary group lettings	M	24.00	24.00	EXP	24.00	0.00%
Other lettings	M	32.00	32.00	EXP	32.00	0.00%
<b>Daily (up to 8 hours)</b>						
Council directly managed	M	97.00	97.00	EXP	97.00	0.00%
Affiliated Youth Groups	M	122.00	122.00	EXP	122.00	0.00%
Other voluntary group lettings	M	146.00	146.00	EXP	146.00	0.00%
Other lettings	M	194.00	194.00	EXP	194.00	0.00%

All prices are VAT inclusive		Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
<b>Daily (more than 8 hours)</b>											
Council directly managed	M	194.00	194.00	EXP	194.00	0.00%	194.00	0.00%	194.00	0.00%	01-Apr-11
Affiliated Youth Groups	M	243.00	243.00	EXP	243.00	0.00%	243.00	0.00%	243.00	0.00%	01-Apr-11
Other voluntary group lettings	M	292.00	292.00	EXP	292.00	0.00%	292.00	0.00%	292.00	0.00%	01-Apr-11
Other lettings	M	389.00	389.00	EXP	389.00	0.00%	389.00	0.00%	389.00	0.00%	01-Apr-11
<b>Individual Rooms</b>											
<b>Hourly</b>											
Charge for 1 room	M	5.00	5.00	EXP	5.00	0.00%	5.00	0.00%	5.00	0.00%	01-Apr-11
Small Hall	M	8.00	8.00	EXP	8.00	0.00%	8.00	0.00%	8.00	0.00%	01-Apr-11
Large Hall	M	12.00	12.00	EXP	12.00	0.00%	12.00	0.00%	12.00	0.00%	01-Apr-11
<b>Daily (up to 8 hours)</b>											
Charge for 1 room	M	32.00	32.00	EXP	32.00	0.00%	32.00	0.00%	32.00	0.00%	01-Apr-11
Small hall	M	49.00	49.00	EXP	49.00	0.00%	49.00	0.00%	49.00	0.00%	01-Apr-11
Large Hall	M	73.00	73.00	EXP	73.00	0.00%	73.00	0.00%	73.00	0.00%	01-Apr-11
<b>Daily (more than 8 hours)</b>											
Charge for 1 room	M	65.00	65.00	EXP	65.00	0.00%	65.00	0.00%	65.00	0.00%	01-Apr-11
Small hall	M	97.00	97.00	EXP	97.00	0.00%	97.00	0.00%	97.00	0.00%	01-Apr-11
Large Hall	M	146.00	146.00	EXP	146.00	0.00%	146.00	0.00%	146.00	0.00%	01-Apr-11

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase
Ruislip YPC						
<b>Hourly</b>						
Council directly managed	M	16.00	16.00	EXP	16.00	0.00%
Affiliated Youth Groups	M	20.00	20.00	EXP	20.00	0.00%
Other voluntary group lettings	M	24.00	24.00	EXP	24.00	0.00%
Other lettings	M	32.00	32.00	EXP	32.00	0.00%
<b>Daily (up to 8 hours)</b>						
Council directly managed	M	95.00	95.00	EXP	95.00	0.00%
Affiliated Youth Groups	M	118.00	118.00	EXP	118.00	0.00%
Other voluntary group lettings	M	142.00	142.00	EXP	142.00	0.00%
Other lettings	M	189.00	189.00	EXP	189.00	0.00%
<b>Daily (more than 8 hours)</b>						
Council directly managed	M	189.00	189.00	EXP	189.00	0.00%
Affiliated Youth Groups	M	237.00	237.00	EXP	237.00	0.00%
Other voluntary group lettings	M	284.00	284.00	EXP	284.00	0.00%
Other lettings	M	379.00	379.00	EXP	379.00	0.00%

All prices are VAT inclusive						
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase
<b>Individual Rooms</b>						
<b>Hourly</b>						
Charge for 1 room	M	5.00	5.00	EXP	5.00	0.00%
Small hall	M	8.00	8.00	EXP	8.00	0.00%
Large Hall	M	12.00	12.00	EXP	12.00	0.00%
<b>Daily (up to 8 hours)</b>						
Charge for 1 room	M	32.00	32.00	EXP	32.00	0.00%
Small hall	M	47.00	47.00	EXP	47.00	0.00%
Large Hall	M	71.00	71.00	EXP	71.00	0.00%
<b>Daily (more than 8 hours)</b>						
Charge for 1 room	M	63.00	63.00	EXP	63.00	0.00%
Small hall	M	95.00	95.00	EXP	95.00	0.00%
Large Hall	M	142.00	142.00	EXP	142.00	0.00%
<b>Mountain Mills YPC</b>						
<b>Hourly</b>						
Council directly managed	M	20.00	20.00	EXP	20.00	0.00%
Affiliated Youth Groups	M	26.00	26.00	EXP	26.00	0.00%
Other voluntary group lettings	M	31.00	31.00	EXP	31.00	0.00%
Other lettings	M	41.00	41.00	EXP	41.00	0.00%

All prices are VAT inclusive							Effective Date		
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge
<b>Daily (up to 8 hours)</b>									
Council directly managed	M	123.00	123.00	EXP	123.00	0.00%	123.00	0.00%	01-Apr-11
Affiliated Youth Groups	M	153.00	153.00	EXP	153.00	0.00%	153.00	0.00%	01-Apr-11
Other voluntary group lettings	M	184.00	184.00	EXP	184.00	0.00%	184.00	0.00%	01-Apr-11
Other lettings	M	245.00	245.00	EXP	245.00	0.00%	245.00	0.00%	01-Apr-11
<b>Daily (more than 8 hours)</b>									
Council directly managed	M	245.00	245.00	EXP	245.00	0.00%	245.00	0.00%	01-Apr-11
Affiliated Youth Groups	M	306.00	306.00	EXP	306.00	0.00%	306.00	0.00%	01-Apr-11
Other voluntary group lettings	M	368.00	368.00	EXP	368.00	0.00%	368.00	0.00%	01-Apr-11
Other lettings	M	490.00	490.00	EXP	490.00	0.00%	490.00	0.00%	01-Apr-11
<b>Individual Rooms</b>									
<b>Hourly</b>									
Charge for 1 room	M	7.00	7.00	EXP	7.00	0.00%	7.00	0.00%	01-Apr-11
Small hall	M	10.00	10.00	EXP	10.00	0.00%	10.00	0.00%	01-Apr-11
Large Hall	M	15.00	15.00	EXP	15.00	0.00%	15.00	0.00%	01-Apr-11
<b>Daily (up to 8 hours)</b>									
Charge for 1 room	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-11
Small hall	M	61.00	61.00	EXP	61.00	0.00%	61.00	0.00%	01-Apr-11
Large Hall	M	92.00	92.00	EXP	92.00	0.00%	92.00	0.00%	01-Apr-11
<b>Daily (more than 8 hours)</b>									
Charge for 1 room	M	82.00	82.00	EXP	82.00	0.00%	82.00	0.00%	01-Apr-11
Small hall	M	123.00	123.00	EXP	123.00	0.00%	123.00	0.00%	01-Apr-11
Large Hall	M	184.00	184.00	EXP	184.00	0.00%	184.00	0.00%	01-Apr-11

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18. FIESTA											
FIESTA in the Park - SY 7+	M	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	0.00%	01-Apr-11	
Summer Action - SY 4-	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Summer Action - SY 6-	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Summer Action - SY 8-	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Summer Action - SY 10	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Summer Action Sparks - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Fashion School - SY 8+	M	62.50	62.50	EXP	62.50	0.00%	62.50	0.00%	0.00%	01-Apr-11	
Mural Design - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Street Art - SY 8+	M	31.25	31.25	EXP	31.25	0.00%	31.25	0.00%	0.00%	01-Apr-11	
Digital Photography - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Film Production - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Radio Broadcasting - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Web Communications and Design - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Drama and Improvisation - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Advanced Drama and Improvisation - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Musical Theatre - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Recording Studio Production - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Rock School - SY 8+	M	62.50	62.50	EXP	62.50	0.00%	62.50	0.00%	0.00%	01-Apr-11	

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Street Dance - SY 8+	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	0.00%	01-Apr-11	
Street Dance (Advanced) - SY 8+	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	0.00%	01-Apr-11	
Urban Vocal Performance - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Bollywood Dance - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Make Up and Beauty Techniques - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Advanced Make Up and Beauty Techniques - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Babysitting - SY 11 Careers: What Next? - SY 11	M	31.25	31.25	EXP	31.25	0.00%	31.25	0.00%	0.00%	01-Apr-11	
Event Management - SY 8+	M	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	0.00%	01-Apr-11	
Food Hygiene Certificate - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Hairdressing - SY 8+ Health and Safety Training for the Workplace - SY 11	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	0.00%	01-Apr-11	
Motor Vehicle Maintenance - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	

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Motor Vehicle Maintenance (Advanced) - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Office Skills - SY 11	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
British Sign Language - SY 8+	M	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	0.00%	01-Apr-11	
Cycling Proficiency - SY 6+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	0.00%	01-Apr-11	
Driving Theory Test (Introduction to) - SY 8+ English as a Second Language (ESOL) - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
First Aid Skills (Introduction to) - SY 8+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	0.00%	01-Apr-11	
First Aid: Appointed Person (Advanced) - SY 11	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	0.00%	01-Apr-11	
Hillingdon's Young Master Chef - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
International Cooking Skills - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
Massage and Aromatherapy - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	
What Do You Stand for? Politics for Beginners - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	0.00%	01-Apr-11	

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# London Borough of Hillingdon Fostering Service

Inspection report for local authority fostering agency

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**Unique reference number** SC042828  
**Inspection date** 28/09/2012  
**Inspector** Paul Clark  
**Type of inspection** Full

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**Setting address** London Borough of Hillingdon, Civic Centre, High Street,  
Uxbridge, Middlesex, UB8 1UW  
**Telephone number** 01895 277852  
**Email** dfry@hillingdon.gov.uk  
**Registered person** London Borough of Hillingdon  
**Registered manager** David Fry  
**Responsible individual** Merlin Joseph  
**Date of last inspection** 29/09/2008

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## Service information

### Brief description of the service

This is a Local Authority Fostering Service operated by the London Borough of Hillingdon. The service is based at the Civic Centre in Uxbridge. Foster carers live throughout the Greater London area and many provide care to asylum seeking children and young people. The service has an approved number of family and friends as foster carers. There is also a respite-fostering scheme for children with disabilities within the authority. Placements are made by a separate team that is under the same overall management.

### The inspection judgements and what they mean

**Outstanding:** a service of exceptional quality that significantly exceeds minimum requirements

**Good:** a service of high quality that exceeds minimum requirements

**Adequate:** a service that only meets minimum requirements

**Inadequate:** a service that does not meet minimum requirements

## Overall effectiveness

The overall effectiveness is judged to be **good**.

The large majority of children and young people who are looked after by this council live with foster carers and benefit from stable placements. The young people report that they generally feel safe and are looked after in accordance with their individual care plans. Foster carers receive regular and appropriate training and supervision. Staff recruitment and vetting systems are generally thorough and the performance and delivery of the service is well monitored. The service has maintained an effective recruitment programme designed in part to address service shortfalls and this has been achieved. Children's health is well supported and educational attainment is higher than the national average for looked after children. Carers assessments are timely and of a good quality. There is good quality monitoring of the fostering service and much evidence of on-going service development.

There are some shortfalls in connection with the need to appoint independent visitors to children who have had no family contact for over 12 months; the need to ensure that younger children are supported in attending their review meetings; information in the children's guides; and correctly recording the manager's qualification in management. The senior management of children's services are aware of these shortfalls and plans are in place to further develop the fostering service accordingly.

## Areas for improvement

### Recommendations

To improve the quality and standards of care further the registered person should take account of the following recommendation(s):

- ensure that children communicate their views on all aspects of their care and support (NMS 1.3)
- ensure that children have access to independent advice and support from adults who they can contact directly and in private about problems or concerns (NMS 1.5)
- ensure that the Children's Guide shows how a child can contact the Children's Rights Director and Ofsted (NMS 16.4)
- ascertain that the manager has a qualification in management at least at level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services. (NMS 17.2)

### Outcomes for children and young people

Outcomes for children and young people are **good**.

Children and young people who live with foster carers in Hillingdon benefit from stable placements where there are fewer moves between placements than comparable authorities. There are few unplanned endings. There are good arrangements in place to consult children about their care and to listen to their wishes and feelings. Although young people are generally invited to attend the review meetings of their care, younger looked after children do not always attend these reviews. Instead, they complete a consultation form together with their social worker and this is presented to the review meeting. Although young people do receive written notification informing them of their review dates, these notifications do not advise them that they may have an advocate with them at the review. Neither does it give them the contact details of the advocacy service.

The authority previously had a service level agreement with an advocacy service to which children could go to for advice and support. This service is now provided in-house. Young people say they have good support from their carers and social workers, or there is a participation worker with whom they can share their views. There is also a Children in Care Council to whom they may present concerns. All of these built-in resources mean that children have good avenues of support while they are being looked after. Heathrow Airport is within Hillingdon's boundary and as a result a high number of children who are unaccompanied asylum seekers are received. Several unaccompanied young people have not had family contact for over 12 months and no independent visitor arrangements put in place.

Most children and young people say they are comfortable in their foster homes and

are treated as part of their fostering family. Children say they have the information they need about their foster carers. Carers construct written personal profiles about themselves and their households which help children in making decisions about their choice of placement.

The authority has a short-breaks scheme for children who have disabilities which is independent of the fostering service. There are also a number of mainstream fostering households who are skilled and well trained in caring for children with disabilities, ensuring that disabled children who are fostered have a good level of care.

Children and young people are supported in having a knowledge and understanding of their background. Social workers in the team construct high quality placement books and memory boxes (life story work); a foster carer who has been trained in life story work cascades this skill to other carers. Case histories on young people are comprehensive and clearly written and these give carers the detail of children's backgrounds.

Young people's health is well promoted by the provision of a range of services. A looked after children's nurse carries out a health assessment of each child placed and provides this in written form to carers. This is updated annually and presented to the child's review meeting. The nurse ensures that carers register children with a general practitioner, dentist and optician and that routine checks and immunisations are carried out. Children benefit from the services of a clinical psychologist who is attached to the fostering team and who will undertake direct work with children and offer a consultancy service to carers. The clinical psychologist also leads clinical review meetings of the fostering team. Children are referred to the local Child and Adolescent Mental Health Services (CAMHS) teams when necessary.

Children receive good support with their educational progress. This is provided by a Virtual School comprised of a headteacher and four educational officers (currently two vacancies). The school sets up an initial personal education plan within seven days for each child entering foster care and this plan is appropriately reviewed. All looked after children in foster care have educational arrangements in place. There are few school exclusions and little absenteeism. The authority has a system in place for measuring children's educational progress. Educational attainment in Hillingdon is better than the national average for looked after children. Several looked after children have achieved university places in the past year. Pathway plans are in place for those young people of the appropriate age.

## **Quality of service**

The quality of the service is **good**.

The service generally recruits carers who will meet the needs of looked after children. However, between 2010/11 there were two siblings groups for whom the plan was for them to be fostered together who were not able to be fostered together. This was because of a lack of available carers who could take larger sibling

groups. Since this time the authority have put extensive recruitment drives in place to address this. Of the 12 fostering households approved between September 2011/2012, nine were approved which could take more than two children. This action will avoid the need to separate sibling groups and will help children to have effective family links and help to maintain their sense of identity. Identifying and positively responding to service shortfalls demonstrates a good commitment to service development in meeting the best needs of children.

The assessment and preparation process for carers is thorough and informative and several carers commented that this was of benefit later when they were approved to care for children. The assessment process is always completed within the recommended timescale. Foster carers' assessments are of a good quality. Minutes of panel meetings record clearly the detail of the discussions held and these show that consideration of approval is given due rigour. The fostering panel is properly constituted and there are clear policies and procedures and a central list of members in accordance with regulations. Panel members undertake an annual personal development profile which identifies their on-going training and development needs

The levels of supervision that carers report indicates that it is regular and appropriate, as is the training and support that they receive. Placing social workers are provided with supervising social worker's summaries of the daily and weekly logs received from carers. Carers are provided with free membership of an organisation that gives them personal advice and guidance about fostering which enhances their fostering task. Although some foster carers from a white UK background said that they were caring for young people from a black or mixed race parentage background and vice versa, the service now actively recruits carers from minority ethnic communities and these carers mainly reflect the composition of the council's looked after child population; this ensures that children are mainly placed in homes which reflect their birth culture.

All carers have to undertake the Children's Workforce Development Council's training within the first year of approval. They receive on-going training in all areas of core skills and state that they are able to access any further and specific training required which may be specific to the needs of an individual young person. Carers always attend children's reviews and contribute to children's on-going care plans.

## **Safeguarding children and young people**

The service is **good** at keeping children and young people safe and feeling safe.

Looked after children and young people comment that they feel safe, know how to complain and how to talk to people to express any concerns regarding their care. Children felt confident that any concerns or bullying incidents reported would be dealt with effectively either by raising them with their carers, the participation officer or the advocacy service. Complaints are investigated and responded to within appropriate timescales. Foster carers' training as part of their assessment includes a focus on safeguarding, safe caring and current child protection practice; this is refreshed over time and takes place before and after approval. Foster carers also

receive training on the effects of attachment and loss and birth trauma on children. This ensures that carers have a clear understanding of safeguarding and that they demonstrate an awareness of current practice and the impact of abuse on a child's development and future behaviours. There is a clear process in place for dealing with any allegations that children may raise about their carers or placements. This ensures that any allegations will be handled in a manner which is in the best interests of looked after children and foster carers. No such allegations have been made within the past 12 months.

In order to check that the care of young people is safe, unannounced visits to foster carers' homes take place more than once a year and there is a system to record this. Children are always seen alone by placing social workers and asked if they feel safe in placement. Concerns about foster carers' practice which is identified by supervising social workers, is shared with management and this can result in the reconsideration of the carers' approval. The recruitment and vetting of staff and carers is generally thorough and organised to ensure that staff appointed and carers approved are vetted correctly and are aware of their responsibilities to keep looked after children safe.

Foster carers are aware of their responsibilities to report when children go missing. There is a clear policy in place to describe necessary actions. The authority has established a clear protocol with the local police to identify the necessary action to follow should a child go missing. There have been few instances of children going missing within the past 12 months and those who did effectively returned to their foster care placement.

## **Leadership and management**

The leadership and management of the local authority fostering agency are **good**.

Following service developments there has been a change of manager of the service. Ofsted have been formally advised in writing of these changes. The performance and delivery of the fostering service are well monitored and reported upon every three months to the senior management group, thus ensuring that the level of care that fostered children receive is constantly being monitored. There are also action plans in place which identify areas for development. The corporate parent body of the council is actively involved in the development of the fostering service. There is some evidence that children and young people are involved in this process which ensures that their voices are heard in developing the service.

In order to help to make sure looked after children's needs are known and practice is professionally applied, social work staff in the fostering service are appointed with relevant child protection knowledge, experience, qualifications and registration. There is evidence of an induction process for new staff and regular appraisals take place at least annually. Staff supervision and team meetings take place fortnightly and there are clinical review meetings conducted by the clinical psychologist. Social workers in the fostering service have access to a good level of on-going training provided by an in-house training section of the council. They are all

professionally qualified and are members of the General Social Care Council. The manager of the service is a professionally qualified social worker who is registered with the General Social Care Council and who has many years' experience in child care management. The manager's file does not clearly identify the management qualification held or have a copy of the award certificate. On-going staff training and supervision ensures that children receive good quality care from carers whose work is supervised by skilled professionals.

Foster carers say that they feel part of a professional team in working with and helping children and young people. Support group meetings and on-going training and information events are available for foster carers and this further ensures that children are cared for by an informed and professional service. The service maintains an out-of-hour's telephone line staffed by social workers in the fostering team. This is highly regarded by carers. The Statement of Purpose is comprehensive and informative and there are children's guides in place in different age-related formats. However, these do not clearly identify Ofsted's role and the contact details are incorrect. Also, they do not explicitly give the contact details of the Children's Rights Director.

Managers of the service have developed a good working relationship with other agencies including the police, education and health services to ensure that there is a joint approach when assessing and meeting the needs of looked after children.

The three recommendations made at the previous inspection have all been implemented.

## **About this inspection**

The purpose of this inspection is to assure children and young people, parents, the public, local authorities and government of the quality and standard of the service provided. The inspection was carried out under the Care Standards Act 2000 to assess the effectiveness of the service and to consider how well it complies with the relevant regulations and meets the national minimum standards.

The report details the main strengths, any areas for improvement, including any breaches of regulation, and any failure to meet national minimum standards. The judgements included in the report are made against the inspection framework and the evaluation schedule for local authority fostering agencies.

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**LB Hillingdon, SCHH Dept, Children & Families Division  
Children's Resources Service  
Ofsted Fostering Inspection Action Plan 2012-10-29**

The overall effectiveness judgement was Good.

There were 4 Recommendations:

1. ensure that children communicate their views on all aspects of their care and support (NMS 1.3)
2. ensure children have access to independent advice and support from adults who they can contact directly and in private about problems and concerns (NMS 1.5)
3. ensure that the Children's Guide shows how a child can contact the Children's Rights Director and Ofsted (NMS 1.6)
4. ascertain that the manager has a qualification in management at least at level 5 Diploma in Leadership for Health & Social Care for Children and Young People's Services (NMS 17.2)

**Action Plan**

<b>Recommendation</b>	<b>Action</b>	<b>Lead officer</b>	<b>Target date</b>	<b>Progress</b>
1. ensure that children communicate their views on all aspects of their care and support (NMS 1.3)	To improve the active participation of Looked After Children in their statutory reviews the QA Safeguarding service is rolling out Viewpoint. IROs will also take steps to consult with children and record their views	Paul Hewitt	January 2013	On target
2.ensure children have access to independent advice and support from adults who they can contact directly and in private about problems and	Independent visitor's scheme has been tendered. In the interim, Children's Rights & participation staff are available to support children & young people.	Meng Pocock	April 2013	On target

concerns (NMS 1.5)				
3.ensure that the Children's Guide shows how a child can contact the Children's Rights Director and Ofsted (NMS 1.6)	The Children's Guide is being amended to update the contact details for Children's Rights Director and Ofsted,(which have changed since publication)	Yvonne Williams/ Corp Comms	November 2012	On target
4.ascertain that the manager has a qualification in management at least at level 5 Diploma in Leadership for Health & Social Care for Children and Young People's Services (NMS 17.2)	Steps have been taken to trace a copy certificate through Anglia Ruskin University & Open University (who hold records of pre-1992 degrees). A response is awaited from the course providers	Dave Fry	November 2012	

# Agenda Item 9

## FORWARD PLAN 2012/2013

**Contact officer:** Steven Maiden  
**Telephone:** 01895 250472

### REASON FOR ITEM

The Committee is required by its Terms of Reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

### OPTIONS OPEN TO THE COMMITTEE

- To comment on items going to Cabinet or Cabinet Member for decision.
- Or to note the items and decide not to comment.

### INFORMATION

1. The latest published Forward Plan is attached. Any additions to the current published Forward Plan will be provided at the meeting. The Committee may wish to consider the non standard items that fall within its remit.

### SUGGESTED COMMITTEE ACTIVITY

To consider whether there are comments or suggestions that the Committee wishes to make.

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Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	New Item	Private decision?
Council Departments: RS = Residents Services SC&H =Social Care & Health AD = Administration Directorate FD= Finance Directorate									
<b>Cabinet meeting - 24 January 2013</b>									
873	<b>School Condition survey works</b>	Cabinet will receive a report progressing a number of works to improve the condition of schools within the Borough.	Various		Cllr David Simmonds & Cllr Jonathan Bianco	RS - Norman Benn		New	Private (3)
712	<b>Standards and Quality in Education 2013</b>	An information report to Cabinet on the latest educational academic attainment in Hillingdon.	All		Cllr David Simmonds	RS - Steve Buckingham	Department for Education		
SI	<b>School Capital Programme Update</b>	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - Boe Williams-Obasi / Norman Benn	Corporate consultees		Private (3)
SI	<b>Academy Conversions</b>	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
<b>Cabinet Member Decisions - January 2013</b>									
860	<b>Hillingdon Standing Advisory for Religious Education (HSACRE)</b>	As required in the Constitution, the Cabinet Member will be asked to approve HSACRE's annual report setting out the work of the body in the previous year.	N/A		Cllr David Simmonds	RS - Eric Blaire	HSACRE		
828	<b>Hillingdon Families Service IT System</b>	Procure and implement an IT database application to support the work of the new Children's Pathway Programme Preventative Services Hub, as well as Hillingdon Families Service practitioners to carry out the key tasks of assessment, planning, intervention and review.	N/A		Cllr David Simmonds & Cllr Ray Puddifoot	RS - Malcolm Rodger	Various		Private (3)
<b>Cabinet meeting - 14 February 2013</b>									
878	<b>Schools Places Planning (2013-2023)</b>	The demand for school places in Hillingdon has been rising for the last five years and is forecast to continue to grow. This is in line with national and London-wide predictions. The report will recommend establishing School Places Plan for all age groups covering the next ten years, focusing on priority areas across the Borough and will seek approval to explore options to meet the rising need for school places. Cabinet will be asked to agree the outline plan and agree to further discussion with schools and other stakeholders to develop costed school places plans for priority areas in the Borough.	All		Cllr David Simmonds	RS - Julian Kramer		New	
871	<b>Consideration of the Abolished Discretionary Social Fund</b>	Cabinet will also consider the abolished discretionary Social Fund as part of the wider welfare reforms and make any necessary decisions on the scheme's design, rules and eligibility.	All		Cllr Ray Puddifoot & Cllr Jonathan Bianco	F - Paul Whaymand		New	
801b	<b>The Council's Budget - Medium Term Financial Forecast 2013/14 - 2016/17 &amp; HRA Budget BUDGET &amp; POLICY FRAMEWORK</b>	This report will set out the Medium Term Financial Forecast (MTFF), which includes the proposed General Fund reserve budget, HRA budget and capital programme for 2013/14, along with indicative projections for the following three years.	All	28-Feb-13	Cllr Jonathan Bianco & Cllr Ray Puddifoot	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
516	<b>Schools Budget 2013/14</b>	To agree the Schools budget following consultation.	All		Cllr Jonathan Bianco & Cllr Ray Puddifoot	RS - Peter Malewicz	Schools Forum		
SI	<b>School Capital Programme Update</b>	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - Boe Williams-Obasi / Norman Benn	Corporate consultees		Private (3)

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services SC&H =Social Care & Health AD = Administration Directorate FD= Finance Directorate									
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
<b>Cabinet meeting - 21 March 2013</b>									
869	Charter for Care Leavers	On the 30th October 2012 the Children's Minister launched the Charter for care leavers. It sets out the principles and promises that care leavers expect from central and local government in being good corporate parents. Cabinet is asked to endorse the Charter.	N/A		Cllr David Simmonds	SC&H - Meng Pocock	Children in Care, Education and Children's Services Policy Overview Committee	New	
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - Boe Williams-Obasi / Norman Benn	Corporate consultees		Private (3)
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
<b>Cabinet meeting - 24 April 2013</b>									
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - Boe Williams-Obasi / Norman Benn	Corporate consultees	New	Private (3)
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson		New	Private (3)

## WORK PROGRAMME 2012/2013

**Contact Officer:** Steven Maiden  
**Telephone:** 01895 250472

### REASON FOR REPORT

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of each agenda.

### OPTIONS OPEN TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and reviews.

### INFORMATION

**Meeting Dates and Rooms - *Meetings start at 7pm unless indicated below***

<b>Meetings</b>	<b>Room</b>
<b>16 January 2013</b>	<b>CR5</b>
<b>20 February 2013</b>	<b>CR5</b>
<b>20 March 2013</b>	<b>CR5</b>
<b>17 April 2013</b>	<b>CR5</b>

## EDUCATION AND CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE

2012/13

### WORK PROGRAMME

<b>7<sup>th</sup> June 2012</b>	School Admissions Update
	Major Review – To discuss agree topics for potential review topics for 2012/13
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year.

<b>30<sup>th</sup> July 2012</b>	Review Topics 2012/13 – Draft Scoping Reports
	Single Meeting Review – Leaving Care Grant
	Budget Planning Report for Education & Children's Services 2013/14
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year.

<b>12<sup>th</sup> September 2012</b>	Major Review - Witness Session 1
	Draft Final Report for Minor Review
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year.

<b>10<sup>th</sup> October 2012</b>	Major Review – Safeguarding Children Who are Reported Missing - Witness Session 2
	Local Safeguarding Children's Board Annual Report
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year.

<b>21<sup>st</sup> November 2012</b>	Safeguarding Children who go Missing - Draft Final Report and recommendations
	Topics for next Review
	Quality Assurance and Audit Framework – Children's Services
	Annual Complaints Report 2011/12 for Social Care, Health and Housing
	Cabinet Forward Plan
	Work Programme
<b>16<sup>th</sup> January 2013</b>	Draft Budget for Consideration
	Major Review – Draft scoping report on the Effectiveness of Local Arrangements to Ensure Access to Education for Vulnerable Children
	Cabinet Forward Plan - Review forthcoming decisions.
	Work Programme – Review the work programme for the coming year.
<b>20<sup>th</sup> February 2013</b>	Standards and Quality in Education
	Major Review – Witness Session 1
	Cabinet Forward Plan - Review forthcoming decisions
	Update on the Implementation of Recommendations from past reviews of the Committee
	Work Programme – Review the work programme for the coming year.
<b>20<sup>th</sup> March 2013</b>	Major Review – Witness Session 2
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year.
<b>17<sup>th</sup> April 2013</b>	Major Review – Draft Final Report
	Quarterly Child Social Care Audit Update 2012/2013

	Cabinet Forward Plan - Review forthcoming decisions
	Update on Arrangements for auditing and overseeing the safeguarding arrangements of partners (via the LSCB)
	Work Programme – Review the work programme for the coming year.