



# Education & Children's Services Policy Overview Committee

**Date:** **WEDNESDAY,  
7 SEPTEMBER 2011**

## Councillors on the Committee

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

**Time:** **7.00 PM**

## Other Voting Representative

Anthony Little, Roman Catholic Diocesan.

**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

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**Published:** Tuesday, 30 August 2011

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<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=242&Year=2011>

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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

## **Chairman's Announcements**

- 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 Pages 1 – 6
- 6** Integrated Youth Support Update Pages 7 – 10
- 7** Short Breaks Update Pages 11 – 14
- 8** First Major Review - Witness Session 1 Pages 15 – 24
- 9** Forward Plan 2011/2012 Pages 25 – 30
- 10** Work Programme 2011/2012 Pages 31 – 34
- 11** Any Other items the Chairman agrees are relevant or urgent.

# Agenda Item 5

## Minutes

### Education & Children's Services Policy Overview Committee

Tuesday, 5 July 2011



HILLINGDON  
LONDON

Meeting held at Committee Room 5 - Civic Centre,  
High Street, Uxbridge UB8 1UW

Come into effect on: Immediately

	<p><b>Members Present:</b> Councillors Catherine Dann (Chairman) Judith Cooper (Vice-Chairman) David Benson Lindsay Bliss Peter Curling John Hensley Susan O'Brien John Riley</p> <p><b>Advisory Members / Co-optee Members present:</b> Tony Little – Roman Catholic Diocese</p> <p><b>Officers Present:</b> Linda Sanders – Corporate Director, Social Care, Health &amp; Housing, Anna Crispin - Chief Education Officer, Merlin Joseph – Deputy Director, Children &amp; Families, Peter Malewicz – Head of Finance Manager Central Services and Steve Cross – Head of Finance - Social Care, Health &amp; Housing</p>	
13.	<p><b>Apologies for Absence</b></p> <p>There were no apologies for absence.</p>	
14.	<p><b>Declarations of Interest in matters coming before this meeting.</b></p> <p>Councillor Catherine Dann declared a general Personal Interest as she was a Governor of Newham Junior School and Bishop Ramsay C of E School. She remained in the room during the meeting and took part in the discussion.</p> <p>Councillor Susan O'Brien declared a general Personal Interest as she was a Governor at Sacred Heart Roman Catholic School. She remained in the room during the meeting and took part in the discussion.</p> <p>Councillor David Benson declared general Personal Interest as he was a Governor of Uxbridge High School. He remained in the room during the meeting and took part in the discussion.</p>	<p><b>Action By:</b></p> <p><i>Gill Brice</i></p>

	<p>Councillor John Riley declared a general Personal Interest as he was a Governor of Field End Infant School. He remained in the room during the meeting and took part in the discussion.</p> <p>Councillor Peter Curling declared a general Personal Interest as he was a Governor of Mellow Lane School and Harefield Academy. He remained in the room during the meeting and took part in the discussion.</p> <p>Councillor Lindsay Bliss declared a general Personal Interest as she was a Governor of Brookside Primary School. She remained in the room during the meeting and took part in the discussion.</p> <p>Tony Little declared a general Personal Interest as he was a Governor at Pinkwell &amp; Harlington School. He remained in the room during the meeting and took part in the discussion.</p>	
15.	<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></p> <p>It was confirmed that all items would be heard in Part 1.</p>	
16.	<p><b>Matters that have been notified in advance or urgent</b></p> <p>There have been no items notified as urgent.</p>	
17.	<p><b>To receive the minutes of the previous meeting.</b></p> <p>The minutes of the meeting held on 8 June were agreed as a correct record and signed by the Chairman.</p>	
18.	<p><b>Quarterly Performance &amp; Budget Report</b></p> <p>Officers introduced the report advising the committee that this was the first opportunity for the Policy Overview Committee to discuss the current stage of development of budget planning work with regard to Education and Children's Service budget for 2012/13.</p> <p>The report gave a general overview of the corporate issues that the Council was currently facing and set out a timetable for the Medium Term Financial Forecast. Proposals for consideration by the Cabinet would be put forward in October, with a further report coming to the Policy Overview Committee in January 2012.</p> <p>Officers advised that an update on the council's performance and risk management arrangements was attached as an appendix to the report.</p> <p>The committee asked a number of questions of officers before noting the information contained in the report.</p> <p><b>Resolved – That the report be noted.</b></p>	

19.	<p><b>Scoping Reports for Review Topics</b></p> <p>The committee received 3 draft scoping reports for consideration to enable them to decide, which topic they wished to undertake as their major review for 2011/12. Officers gave a brief overview of each scoping report and the committee asked a number of points as follows:-</p> <p><u>Elective Home Education in Hillingdon</u></p> <ul style="list-style-type: none"> <li>• The committee asked for consideration to be given to including the following Terms of Reference:- <ul style="list-style-type: none"> <li>i. To look at the Psychological Development of a home educated child.</li> <li>ii. To look at partnership working and how this worked.</li> <li>iii. To look at how a young persons attainment progress was measured.</li> <li>iv. To look at the transition back to formal education (if and when this transition was made)</li> </ul> </li> </ul> <p><i>Officers agreed that it may be useful to include the issues raised above in the Terms of Reference.</i></p> <p>Members asked a number of questions:</p> <ul style="list-style-type: none"> <li>• Were the unannounced visits random or was there a reason for them taking place?</li> </ul> <p><i>Officers advised that unannounced visits were carried out on an ad hoc basis and were not undertaken for a specific reason.</i></p> <ul style="list-style-type: none"> <li>• Does the authority know the outcomes for home educated children?</li> </ul> <p><i>Officers advised that the outcomes for home educated children were received by the Local Authority in relation to GCSE level. There was no information on the milestones that they had met to reach GCSE level.</i></p> <ul style="list-style-type: none"> <li>• Should the title of the review be Elective Home Education in Hillingdon, and did Hillingdon take part in an internet pilot in relation to home schooling.</li> </ul> <p><i>Officers informed the committee that Elective Home Education was a general term and used nationally. The internet pilot, which looked at the use of ICT to allow learning at home was used for the following situations.</i></p>	<p><b>Action By:</b></p> <p><i>Gill Brice</i></p>
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	<p> <i>i. a young person who had additional needs,      ii. re-engaging a young person in education,      iii. medical needs of a child, or      iv. the process to find a permanent placement for a child.</i> </p> <p> <i>There was already provision for young people who were out of school long term. This provision was currently being reviewed as part of the Early intervention review.</i> </p> <ul style="list-style-type: none"> <li>• What support and guidance was given to parents who home educated and were there any groups within Hillingdon where parents met to exchange ideas?</li> </ul> <p> <i>Officers reported that there was a range of reasons why parents decided to home education. Parents were offered assistance and practical support once they had made the decision to home educate and would help them move forward in the right direction. Officers welcomed the suggestion of a support group being set up as this would help with the concern in regard to intervention and would be an important part of the review.</i> </p> <p>The committee felt that there needed to be a strong message coming out of the review about access for voluntary or professional organisations for children that were home educated. It may mean that the committee needed to consider lobbying for a change to the current legislation to ensure that a child was seen by a voluntary or professional organisation.</p> <p><b><u>Risky Behaviour amongst Young People</u></b></p> <p>Officers introduced the report and informed the committee that there was currently a Business Improvement Delivery (BID) project being undertaken on Early Intervention Services, which was expected to help mitigate some elements of risky behaviour by Young People.</p> <p>The committee suggested that as there was an ongoing review that would include risky behaviour amongst young people that the Committee should see the final report from BID when it had been completed. This would enable the committee to look at whether there was a specific area that required further review.</p> <p><b><u>Parental Skills in Education Attainment</u></b></p> <p>Officers introduced the report, giving members a general overview of the background to the issues in regard to funding for the provision of parental support in education attainment. The role and the function of the Children's Centres were child focused but parental skills in education attainment was important supported. It was felt that the support for this provision would be the responsibility of schools and not that of the Local Authority.</p>	
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	<p>A member raised concerns that there were parents that wanted to help their children's attainment but often did not understand the methods of learning used in schools. This caused a barrier for parents.</p> <p>The committee was informed that a number of schools offered evenings for parents on the curriculum. This may not be the case in all schools and it was suggested that schools should share good practice with other schools.</p> <p>Officers advised that the Government was focusing on issues of Parental Skills in education attainment and there were other ways of moving this forward. The committee was advised that the 5 year attainment figures showed an increase in attainment. There were also a number of outstanding schools in the borough sharing good practice with other schools.</p> <p>The committee following discussion agreed to undertake their major review on Elective Home Education. Members suggested that witnesses should include, expert external witness in regards to safeguarding issues, an overview of national picture, Community Health Visitor, an older child that had been home educated.</p> <p><b>Resolved – That Elective Home Education be undertaken as a major review for 2011/2012.</b></p>	
20.	<p><b>Forward Plan 2011/2012</b></p> <p>The committee received a report setting out the Education items on the Forward Plan for July to September.</p> <p><b>Resolved - That the information in the report was noted.</b></p>	
21.	<p><b>Work Programme 2011/2012</b></p> <p>The work programme was to be amended to change the date for the receipt of a report on the Inclusion Strategy Green Paper from October/November to early in 2011.</p> <p>The change was noted by the committee.</p> <p><b>Resolved – That the report was noted and be amended to incorporate the change to the date of the report on the Inclusion Strategy Green Paper was to be submitted.</b></p>	<p><b>Action By:</b></p> <p><i>Gill Brice</i></p>
	<p>The meeting, which commenced at 6.30 p.m., closed at 7.55 p.m.</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Gill Brice on 01895 250693. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## Integrated Youth Support Update

**Contact officer:** Tom Murphy  
**Telephone:** 01895 558273

### REASON FOR ITEM

To update the committee on the recommendation from previous reviews.

### BACKGROUND

1. Education Policy Overview Committee chose 'meeting the needs of troubled young people' as a review topic in 2007/8. The review took place between December 2007 and April 2008.
2. Subsequent to the review a series of actions and initiatives have been pursued as a consequence of the outcomes of the review, including the establishment of targeted youth support services and associated integrated services for young people.

### INFORMATION

3. This paper provides Policy Overview Committee Members with an overview of progress in response to previously made recommendations relating to the provision of integrated youth support services. It also advises members that the advocated approach for meeting the needs of troubled young people through the provision of integrated services is being pursued through the plans and priorities of Hillingdon Children and Families Trust (HCFT).
4. Education Policy Overview Committee Members offered the view as an outcome of the original review, that success in terms of meeting the needs of young people at risk, can only be achieved if all partners recognise interdependencies and work together to achieve common goals. This view was recommended to, and endorsed by Cabinet together with a number of others recommendations relating to operational delivery of youth support services.
5. The recommended direction of travel in terms of increasing integrated working in support of vulnerable young people and their families has been maintained. In order to achieve a fully integrated approach, strategic and operational activity concerning integrated youth support is now an integral part of the work of HCFT.
6. HCFT is the primary vehicle through which Hillingdon Council and its partners pursue their ambition to "***Improve the outcomes for children, young people and their families in need or at risk through co-ordinated evidence based services.***" The HCFT will be going to Full Council for approval on 8 September as a Policy Framework Document. The POC have already been part of the consultation for this document.

7. The purpose of HCFT is:

- to ensure that children, young people and their families in Hillingdon experience better outcomes through improved services; and
- to support practitioners working in their constituent agencies to see themselves (and also act) as part of a community of Hillingdon children's workers, interconnected with others, and able to see their role in the wide range of provision and services.

8. HCFT is in the process of finalising a new 2011 – 2014 plan. The plan sets out the following priorities to pursue:

- Priority 1: Keeping all children and young people safe;
- Priority 2: Ensuring all children have the best start in life;
- Priority 3: Improving the health and well-being of young people, focusing on those groups undertaking risky behaviours;
- Priority 4: Improving the outcomes of Looked After Children;
- Priority 5: Improving the outcomes of Disabled Children; and
- Priority 6: Strengthen multi-professional integrated working.

9. All HCFT priorities relate to the scope and outcomes of the original 'Meeting the needs of troubled young people' review with priority 3 having particular relevance to the requirement for services to work together to support young people to negotiate risks that may present during transition through adolescence to adulthood. The 'risky behaviours' referred to are considered as:

- Young people having unprotected sex leading to STI's and under 18 conceptions;
- Young people engaging in substance misuse (including alcohol);
- Young people not being in education, employment or training (NEET); and
- Young people engaged in criminal activity leading to first time entrance into the criminal justice system.

10. The 'strengthening multi-professional integrated working' priority seeks to further the practice developed following the original review such as the provision of targeted youth support services, by ensuring best practice in terms of integrated service delivery is built upon.

11. Evidence and best practice indicates that integrated working and early intervention to address risks and problems makes a real difference to the lives of children and young people. In its report '*Grasping the Nettle, Early Intervention for Children, Families and Communities*' The Centre for Excellence and Outcomes (C4EO) suggests, based on evidence of best practice nationally and internationally, that "*early intervention clearly works when it's an appropriate intervention, applied well following timely identification of a problem; and the earlier the better to secure maximum impact and greatest long-term stability.*

12. HCFT is intent on ensuring that integrated working is fully embedded across the partnership so that everyone supporting children and young people work together effectively to put the child at the centre of all services in order to meet their needs and improve their lives.

13. Integrated working is being achieved through collaboration and co-ordination at all levels and across all services to identify needs early, deliver co-ordinated packages of support for the child/young person and their family and help to secure better outcomes.

14. Activities contained with the HCFT plan include:

- Establishing a Team Around the Child model and identification of a Lead Professional for every child requiring multi-agency support;
- Providing services that deliver good value for money by working together across the children's partnership as efficiently as possible;
- Maintaining multi-professional communication and best practice whilst agencies progress through structural change; and
- Offering skills development in areas identified by the Board as a priority.

### **Early Intervention and Prevention and the Family Intervention Project**

15. In keeping with the priorities contained within the HCFT plan and research and best practice elsewhere, partners are in the process of reviewing current approaches to the provision of early intervention and prevention services in Hillingdon through the Family Intervention Project. The project seeks to create a holistic service that can co-ordinate and deliver interventions to families, children and young people with experiencing significant difficulties that they may not be able to overcome without effective support.

16. The project has carried out local research with families in receipt of a range of support services and has identified the need to create a 'one service' approach which will ensure timely and co-ordinated interventions to tackle emergent problems for children, young people and their families. The project is currently considering the best team model to implement to achieve it goal of supporting families in overcoming their difficulties and making their lives better.

17. The recommendations arising from the Review of Meeting the Needs of Troubled Young People continue to be acted upon through the approaches and activities detailed in this paper.

18. The view as articulated by Members as a consequence of the review, that success can only be achieved if all partners recognise interdependencies and work together to achieve common goals is informing the collaborative approach now being taken to meet the needs of young people who may be troubled. Education Policy Overview Committee members also recommended that support is essential for the whole family experiencing the actions of a troubled child. The work detailed in this report illustrates that this recommendation is informing the partnership approach to meeting the needs of vulnerable children, young people and their families.

19. Associated work arising as a consequence of the original review continues. Targeted youth support, information advice and guidance services for vulnerable young people and partnership work to address substance misuse amongst young people continue to be provided. This work is being delivered within the context of ongoing work, as described in this report, to create fully integrated services that make the most efficient use of resources and provide a seamless service to children, young people and families.

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# Agenda Item 7

## SHORT BREAKS UPDATE

**Contact officer:** Merlin Joseph  
**Telephone:** 01895 250527

### REASON FOR ITEM

Short Break provision was selected as an area of review by this Committee in 2008 and the Committee has requested an update on the progress of all its recommendations approved by the Cabinet.

The attached paper provides a brief summary of progress and next steps with regard to the development of short breaks for disabled children and their families in Hillingdon.

### OPTIONS OPEN TO THE COMMITTEE

- To note the progress provided in the report .

### INFORMATION

- The latest report is attached. The Committee may wish to consider the progress to date and developments since the last report to POC.

### SUGGESTED COMMITTEE ACTIVITY

- Consider whether there are comments or suggestions that the Committee wishes to make that will aid future planning.

## APPENDIX A

RECOMMENDATIONS	PROGRESS UPDATE AS AT SEPTEMBER 2011
1.1 Review signposting of services to ensure clear and consistent information is available via both our own information services including the contact centre, schools and via our partner agencies including the PCT	Following the POC report in 2008, improvements in communication and information were made, for example, regular short breaks newsletters and a parents/carers website. Most of the developments during that period have been sustained, including the using the Parent Partnership as a direct communication point for parents and carers. However, uncertainties over funding in 2011/12 (with a subsequent uncertainty over the funding of some services and some later-than-usual decisions around the funding of activities such as summer holiday programmes) have meant that this is an area where there will be renewed focus this autumn.
1.2 The demand of extra services within the Extended Schools programme to be assessed. Provision of inclusive services with mainstream settings to be reviewed together with the expansion of specialist provision via the special schools	<p>The Council has continued to contribute funding to the summer holiday activity programmes in 3 Hillingdon special schools.</p> <p>The expansion of Sports and Leisure short breaks has continued, for example, with two disabled children multi sports clubs now in operation, (at Queensmead and Botwell Green) enhanced swimming facilities at the new Hillingdon and Botwell Green pools, and a football project for young people with moderate learning difficulties (working with DASH) – all of which are new or enhanced since the POC report in 2010.</p> <p>In addition, the growth in disabled young people accessing youth services has continued. For example, whilst final figures are currently being compiled it is likely that the total number of children with additional needs accessing the summer FIESTA programme will be similar (i.e. 140) to the level of attendees last year; more than double the numbers accessing the programme 3 years ago. In addition, 94 places have been allocated for young people with additional needs through the specialised Summer SPARKS programme.</p>
1.3 To expand the current flexible payment arrangements ensuring that parents/carers can access the types of provision that best suits their needs	<p>Direct payments enable parents to directly commission and pay for services which more suit their child's needs. The use of direct payments has increased by approximately 30% in the last 3 years.</p> <p>Work is underway with Adult Social Care, who administer direct payments on behalf of Children's Services, to strengthen arrangements, both to ensure parents are using direct payments appropriately and to identify the types of service parents are using, as that will help inform the Council's own commissioning decisions around services.</p>
1.4 Ensure that suitable transport is available to enable all children to access extended school services:	Schools delivering the summer holiday short break programmes (funded by the Council) included transport to/from the activities as part of the programme offer.

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1.5 Provide clear information to all users on appeal processes.	LBH is the commissioner rather than the provider of short breaks in most cases. However when writing up service level agreements all providers are asked to consider and publish their complaints procedures. In addition, an analysis is currently being carried out by LBH's corporate complaints department to analyse any complaints received from parents of disabled children in 2011.
1.6 Review management of outreach services to ensure that cover is available when regular workers are absent. Methods of communication to parents to be reviewed	The outreach service is moving to its new office base in the newly developed first floor of Merrifield House in September 2011 (to be confirmed). This move will help ensure that cover is available for outreach services when regular workers are absent.
1.7 The Fiesta booking process to be reviewed to ensure ease of access for all users	The FIESTA booking process was enhanced in 2010 to improve access. These developments (for example, the simplified referral process for young people with additional support needs referred to the programme) have been sustained. In addition, other minor modifications and improvements have been implemented in 2011; for example, changing the web site content to ensure that disabled young people and their parents were aware that they could access both specialised provision (SPARKS) and other "mainstream" activities.
1.8 Further work to be undertaken to ensure that there is a smooth transition between child and adults services in particular for the most needy	The re-structuring of Children's Social Care into the same directorate as Adult Social Care (Social Care, Health and Housing directorate) has led to a major review commencing this autumn aimed at strengthening transition processes between child and adult social care.  Options being considered include, for example, a creation of a transition team which would cover the activities currently carried out in separate functions within Children's and Adult Social Care.

## Sustainability

The reduction in Aiming High funding from over £1m revenue grant in 2010/11 to approximately £700k in 2011/12 has led inevitably to some funding reductions, for example, paying for a smaller number of weeks/places on special school summer holiday programmes, a reduction in one-off short breaks grants made to voluntary groups, the deletion of the Short Breaks Co-ordinator post etc.

However, there are plans to expand on specific areas of short breaks provision, for example, growth in family link (foster-carer type) respite workers where this provision can clearly demonstrate a positive payback to both the Council and families supported (in this case, the respite helping the family to cope/stay together and avoiding the child/young person entering costly out-of-borough, long-term residential provision).

## **Summary and Further Development**

Much of the momentum gained over the 2009-11 period of the ring-fenced Aiming High for Disabled Children grant has been sustained into the 2011/12 year, both in terms of services (improvements in both specialised and universal services) and infrastructure (for example, parent participation in the governance and shaping of services).

However, the tighter funding environment which now exists for short breaks means that continued funding of services and investments in new services will focus increasingly on:

- (a) those services where there is clear evidence that the service makes a difference/measurable positive impact on the child/young person and their family; and
- (b) where the money invested in short breaks now has a demonstrable payback in reducing the costs of local authority/public service interventions in the future.

# Agenda Item 8

## FIRST MAJOR REVIEW - WITNESS SESSION 1

**Contact Officer:** Gill Brice  
**Telephone:** 01895 250693

### REASON FOR ITEM

To enable the Committee to gather evidence as part of their First Major Review in relation to Elective Home Education.

### OPTIONS AVAILABLE TO THE COMMITTEE

1. Question the witnesses
2. Highlight issues for further investigation
3. To make a note of possible recommendations for the review

### INFORMATION

At this Committee's last meeting of 5 July 2011 Members gave consideration to three draft scoping reports on Elective Home Education, Parental Skills in Education Attainment and Risky Behaviours.

The Committee decided that their first major review would be Elective Home Education. The Aim of the review was to reach consensus on the EHE Policy adopted by the Planning Environment Education and Communities (PEECS) and the Local Safeguarding Children's Board (HSCB) – ensuring lawfulness and mindful of the views of Residents.

The Policy and Overview Committee is to hear from witnesses as follows

#### **First Witness Session**

Deborah Bell  
Paul Hewitt  
Cllr Carol Melvin

#### **Second Witness Session**

Parents that Home Education and have contact with the Local Education Authority  
Parents that Home Education and have no contact with the Local Education Authority  
Young people that have been home educated

#### ***Key Issues and areas of possible questioning***

#### **Scale of elective home education**

1. How many children are currently being educated at home in Hillingdon?
2. How many parents advise the Council each year that they are electing to educate their child/children at home?

## **Quality of home education**

3. What information is kept about the suitability of home education being provided in Hillingdon?

## **Hillingdon EHE adviser home visiting**

4. How many home visits are made each year to homes where a child or children are receiving home education?
5. Does every home educator receive a visit at least once a year?
6. How are visits arranged? Are some announced and others unannounced?

## **Safeguarding and suitable education**

7. Child Safeguarding involves careful assessment of risk and sharing of information. There is no power under the Education Act 2002 for local authorities to enter homes of children receiving home education.
  - a. What arrangements are in place for assessing any risks to children where a parent elects to educate at home?
  - b. How is information shared between services working with children when Hillingdon is considering its duties on safeguarding and provision of suitable education?

## **Information and advice**

8. Hillingdon's draft policy on Home Education says that guidance can be provided on request. The Council website has a leaflet which provides a limited amount of information for parents.
  - a. How have parents been consulted on the new draft policy?
  - b. The existing Hillingdon leaflet on the Council website and the draft policy both aim to be clear but in fact are not clearly worded include a lot of jargon. There are better examples of information and guidance available elsewhere. For example, Westminster City Council provides clear information on its website along with guidance which takes a positive view of home education and gives practical advice in clear plain language. Could Hillingdon seek to emulate the positive clear information provided by Westminster and others?

<http://www.westminster.gov.uk/services/educationandlearning/schoolsandcolleges/schoolsinfoformation/educationwelfare/elective-home-education/>

[http://www3.westminster.gov.uk/docstores/publications\\_store/Guidance%20For%20Parents.pdf](http://www3.westminster.gov.uk/docstores/publications_store/Guidance%20For%20Parents.pdf)

## **PAPERS WITH THE REPORT**

Scoping report attached as Appendix A.

## **SUGGESTED COMMITTEE ACTIVITY**

1. Members question the witnesses and identify important issues for their review.
2. Members identify areas where further information and evidence is required to help greater understanding of the issues.
3. Members to give consideration to initial recommendations for the review.

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## Policy Overview & Scrutiny Committee Review Scoping Report 2011/12

### OBJECTIVE

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

#### **ELECTIVE HOME EDUCATION (EHE) IN HILLINGDON**

#### **Aim of Review**

This review aims to review the Council's Elective Home Education Policy and the balance of both safeguarding issues and the rights of parents.

#### **Terms of Reference**

- To look at the reasons why parents opt for EHE.
- To analyse at what stage parents decide to opt for EHE.
- To consider the needs of people within the EHE Community for inclusion in the policy.
- To look at all sources of good practice and to recommend a revised policy to Cabinet.
- To look at the psychological development of children that are home educated
- To look at partnership arrangements associated with EHE
- To look at how attainment progress is measured.
- To look at the transition to formal education if and when they choose to take that step

#### **Reasons for the review**

At the last meeting of the Committee, Members were informed of some issues that were ripe for review regarding the children whose parents had decided would be educated at home. The Council has an existing Elective Home Education Policy but it needs to be updated to reflect a more balanced approach to both safeguarding issues and the rights of parents. This would be a potential review involving both internal and external witnesses,

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including parents and young children. This is a service area that has not been reviewed at Member-level for a long time. Such a review would also result in a new policy on this matter being presented to Cabinet by the Committee.

The Hillingdon EHE Policy in partnership with the Local Safeguarding Children's Board (LSCB) was ratified in 2009. The Policy has been delivered ever since.

In February 2011, a Member was contacted and met with a group of EHE parents, some being Hillingdon Residents. This group expressed concerns that unannounced 'safeguarding' ad-hoc visits to EHE homes by Hillingdon officers were unlawful and unwelcome.

Subsequently, the ad hoc visiting element of the Hillingdon EHE Policy has been on hold pending a full review of the policy.

Members and Residents will be assured that Hillingdon children are safeguarded as far as is reasonably possible. Delivery of EHE is of a quality and quantity to prepare Hillingdon children to be contributing members of society when adults

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

Hillingdon Children's & Family's Trust Plan priorities:

- P1 Keeping children and young people safe
- P2 Ensure all children have a good start to life

### **INFORMATION AND ANALYSIS**

#### **Key Issues**

There is a conflict in the Education law in regard to EHE and the Children's law in relation to safeguard.

The responsibility for a child's education rests with their parents. In England, education is compulsory (for children aged 5 to 16), but schooling is not.

2.2 Article 2 of Protocol 1 of the European Convention on Human Rights states that:

*No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions.*

This right is enshrined in English law. Section 7 of the Education Act 1996 provides that:

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable -*

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- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

And Section 9 of the Education Act 1996 provides that:

*In exercising or performing all their respective powers and duties under the Education Acts the Secretary of State local education authorities and the funding authorities shall have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents, so far as that is compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure.*

In conjunction with this, The Children Act 2004 places duties on the Local Authority to:

- safeguard and promote the wellbeing of children in partnership with children and young people, parents and carers, and the wider community.

### **Remit - who / what is this review covering?**

Access and Inclusion Service (Planning, Environment, Education and Community Services)

The Home Education Advisory Service - <http://www.heas.org.uk/>

The Hillingdon Safeguarding Children's Board

### **Connected work** (recently completed, planned or ongoing)

Revised EHE draft Policy for Hillingdon, which has been agreed by Access & Inclusion (PEECs), LBH Legal Services and the Hillingdon LSCB and a background report for information.

### **Key information required**

The proposed EHE Policy for Hillingdon, Sections 7 & 9 of the Education Act 1996 and the Children Act 2004.

### **EVIDENCE & ENQUIRY**

Scrutiny of documents available on EHE.

Consideration of information provided by witness sessions from officers, stakeholder agencies and other interested parties.

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### Witnesses

- Education Officers (PEECS)
- Representative from the Home Education Advisory Service
- Paul Hewitt – Safeguarding, Social Care, Health & Housing
- Parents providing EHE for various reasons.
- Community Health Visitor
- An older child that has been home educated

### Information & Intelligence

#### *Intelligence*

<http://www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Documents-by-type/Thematic-reports/Local-authorities-and-home-education/LocalAuthoritiesandHomeEducation>

<http://www.heas.org.uk/>

Badman Review

European Convention on Human Rights - Article 2 of Protocol 1

Sections 7 & 9 of the Education Act 1996.

The Children Act 2004

#### *Information*

This is a contentious area and many EHE parents across the country are passionate about the field. The previous Government commissioned the Badman Review with a view to altering current legislation. Members may wish to read this review and be familiar with the response from the EHE community.

The Home Education Advisory Committee has represented a minority of Hillingdon EHE parents who were dissatisfied with the previous Hillingdon policy of ad hoc visits when a child had not been seen for a year. A Member met a group of EHE parents expressing this view in February 2011.

### Consultation and Communications

Hillingdon has a standard information letter and leaflet available on line or through the Contact Centre/EWS Duty Line to support and advise EHE parents.

Consultation with Hillingdon EHE parents has been planned for the proposed revised policy. With the POC leading on this review, it can undertake this consultation as part of the review and through its witnesses.

### Lines of enquiry

How does LBH propose to support EHE parents to ensure all residents children are safe when they are not seen in the wider community?

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### **PROPOSALS**

Recommendations will be put forward following the witness sessions.

### **LOGISTICS**

#### **Proposed timeframe & milestones**

<b>Meeting Date *</b>	<b>Action</b>	<b>Purpose / Outcome</b>
5 July 2011	Agree Scoping Report and Presentation by officer	Information and analysis
September 2011	Witness Session 1	Evidence & enquiry
October 2011	Witness session 2	Evidence & enquiry
November 2011	Draft Final Report	Proposals – agree recommendations and final draft report

*\* Specific meetings can be shortened or extended to suit the review topic and needs of the Committee and additional meetings arranged when required.*

#### **Risk assessment**

There may be Legislative Changes required arising from the review.

Policy may not please all stakeholders

There are tensions between the LA statutory safeguarding responsibilities and current EHE Legislation.

#### **Equality Implications**

The Council has a public duty to eliminate discrimination, advance equality of opportunity and foster good relations across protected characteristics according to the Equality Act 2010. Our aim is to improve and enrich the quality of life of those living and working within this diverse borough. Where it is relevant, an impact assessment will be carried out as part of this review to ensure we consider all of our residents' needs.

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## FORWARD PLAN 2011/2012

**Contact officer:** Gill Brice  
**Telephone:** 01895 250693

### 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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# The Cabinet Forward Plan

Period of Plan: September 2011 to early 2012

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<p>SCH&amp;H = Social Care, Health &amp; Housing; CS = Central Services; PEECS = Planning, Environment, Education &amp; Community Services</p>									
<h2>Cabinet - 29 September 2011</h2>									
657	<b>Tender acceptance for Abbotsfield School</b>	Cabinet will be requested to accept a tender for the replacement and repairs of all roof coverings, gutters, down pipes and associated elements at Abbotsfield School.	Hillingdon East		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby / Cllr David Simmonds	PEECS - Michael Kinsella	School and Corporate Procurement		
<h2>Cabinet Member Decisions - September 2011</h2>									
668 27	<b>Response to Government consultation on the implementation of the 2010-11 Review of Education Capital</b>	Cabinet Member approval will be sought on the Council's response to the Department for Education's consultation reviewing education capital, which was released on 19 July 2011 and followed the publication of the independent James Review into the matter.			Cllr David Simmonds	CS - Peter Malewicz	Schools Forum	Consultation Document & Independent Review of Education Capital by Sebastian James, April 2011	NEW
667	<b>Response to Government consultation on School Funding Reform</b>	Cabinet Member approval will be sought on the Council's response to the Department for Education's consultation on proposals for a fairer system of school funding, released on 19 July 2011.			Cllr David Simmonds	PEECS - Ben Lea	Schools Forum	Consultation Document	NEW
<h2>Cabinet - 24 November 2011</h2>									
<h2>Cabinet Member Decisions - November 2011</h2>									

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
663	<b>Phase 3 Children's Centre Contract Variation Report</b>	The report to the Cabinet Member will seek approval, in line with current Procurement Standing Orders, for a contract variation.	N/A		Councillor David Simmonds / Cllr Scott Seaman-Digby	PEECS - Michael Kinsella	Corporate Procurement		NEW
<b>Cabinet - 15 December 2011</b>									
647a	<b>The Council's Budget - Medium Term Financial Forecast 2012/13 - 2015/16</b>	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2012/13 for consultation, along with indicative projections for the following three years.	All		Cllr Jonathan Bianco	CS- Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
<b>Cabinet - 26 January 2012</b>									
582b	<b>Music tuition in Hillingdon - Phase 2 of the Working Group's review</b>	Cabinet will receive a report on Phase 2 of the Working Group's in-depth review into music tuition, chaired by Councillor Judy Kelly. The Working Group will review possible alternative methods of delivering music tuition in Hillingdon and produce a second report to Cabinet with options / recommendations as to how good quality music tuition can be delivered on a cost effective, sustainable basis.	All		Cllr Ray Puddifoot / Cllr David Simmonds	Tricia Collis / Democratic Services	Working Group meetings, site visits and witness sessions	Working Group (Phase 1) report to Cabinet on 26 May 2011	
<b>Cabinet - 16 February 2012</b>									

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
647b	<b>The Council's Budget - Medium Term Financial Forecast 2012/13 - 2015/16</b>	This report will set out the Medium Term Financial Forecast (MTFF), which includes the proposed General Fund reserve budget and capital programme for 2012/13, along with indicative projections for the following three years.	All	23-Feb-12	Cllr Jonathan Bianco	CS- Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		NEW
516	<b>Schools Budget 2012/13</b>	To agree the Schools budget following consultation.	All		Cllr David Simmonds	CS - Amar Barot / Georgina Ayling	Schools Forum		NEW

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## WORK PROGRAMME 2011/2012

**Contact Officer:** Gill Brice  
**Telephone:** 01895 250693

### 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**

Meetings	Room
8 June 2011	CR5
5 July 2011	CR5
7 September 2011	CR5
19 October 2011	CR5
23 November 2011	CR5
19 January 2012	CR5
9 February 2012	CR5
20 March 2012	CR5
24 April 2012	CR5

## EDUCATION AND CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE

2011/12

### WORK PROGRAMME

<b>8<sup>th</sup> June 2011</b>	School Admissions Update
	First Review – Agree topics for scoping reports.
	Cabinet Forward Plan
	Work Programme

<b>5<sup>th</sup> July 2011</b>	First Review – To receive Scoping Reports on the Review subjects agreed by the June Committee
	Quarterly Performance & Budget Report
	Cabinet Forward Plan
	Work Programme

<b>7<sup>th</sup> September 2011</b>	First Review – Elective Home Education (EHE) – Receive Amended Scoping Report
	Witness Session 1 - EHE
	Update on 2 Review Recommendations
	Quarterly Child Social Care Audit Update 2010/11
	Cabinet Forward Plan
	Work Programme

<b>19<sup>th</sup> October 2011</b>	Witness Session 2 - EHE
	Update on 2 Previous Review Recommendations
	Update on Looked After Children
	Cabinet Forward Plan
	Work Programme

<b>23<sup>rd</sup> November 2011</b>	Witness Session 3 - EHE
	Consider Topics for 2 <sup>nd</sup> minor Review
	Quarterly Child Social Care Audit Update 2010/2011
	Cabinet Forward Plan
	Work Programme

<b>19<sup>th</sup> January 2012</b>	Draft Budget for Consideration
	Major Review EHE Draft Final Report
	Update on Funding for Youth Services previously provided by Connexions.
	Cabinet Forward Plan
	Work Programme

<b>9<sup>th</sup> February 2012</b>	Final Report for the Review
	Standards and Quality in Education
	Second Minor Review – Witness Session 1
	Cabinet Forward Plan
	Work Programme

<b>20 March 2012</b>	Quarterly Child Social Care Audit Update 2010/11
	Second Review – Witness Session 2
	Cabinet Forward Plan
	Work Programme

<b>24<sup>th</sup> April 2012</b>	Update on 2 Previous Review Recommendations
	Second Minor Review – Final Report
	Cabinet Forward Plan
	Work Programme

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