



HILLINGDON  
LONDON



# Education & Children's Services Policy Overview Committee

## Councillors on the Committee

Catherine Dann (Chairman)  
David Benson  
Lindsay Bliss  
Wayne Bridges  
Jazz Dhillon, Labour Lead  
Dominic Gilham  
John Hensley  
John Riley

**Date:** THURSDAY, 7 JUNE 2012

**Time:** 7.00 PM

**Venue:** COMMITTEE ROOM 6  
CIVIC CENTRE  
HIGH STREET  
UXBRIDGE  
UB8 1UW

## Other Voting Representative

Anthony Little, Roman Catholic Diocesan.

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

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This Agenda is available online at:  
<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=242&Year=2012>

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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 decisionmaker 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

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5.	To receive the minutes of the meetings held on 24 April & 10 May 2012.	1 - 6
6.	Review Topics Discussion	7 – 10
7.	Cabinet Forward Plan 2012	11 - 14
8.	Work Programme 2012/2013	15 – 18



**Minutes**

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

**24 April 2012**

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

	<p><b>Committee Members Present:</b>                  Councillors Catherine Dann (Chairman), Judith Cooper (Vice-Chairman), David Benson Peter Curling, John Hensley, Susan O'Brien, David Allam</p> <p><b>LBH Officers Present:</b>                  Linda Sanders, Corporate Director – Social Care, Health &amp; Housing, Merlin Joseph – Deputy Director, Children &amp; Families, David Fry – Service Manager - Children’s Resources, Paul Hewitt – Service Manager, Safeguarding Children &amp; Quality Assurance, Tricia Collis – Universal Service for Education and Skills, Gill Brice – Democratic Services</p>	
<p>81.</p>	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies had been received from Councillor John Riley and Councillor Lindsay Bliss; Councillor Dave Allam substituted for Councillor Lindsay Bliss.</p>	
<p>82.</p>	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING.</b> (<i>Agenda Item 2</i>)</p>	<p><b>Action by</b></p>
	<p>Councillor Judith Cooper declared a personal interest on Item 9 – Review on Adoption &amp; Permanence for Looked After Children and remained in the meeting to discuss the item.</p> <p>Councillor John Hensley declared a personal interest in Item 9 – Review on Adoption &amp; Permanence for Looked After Children and remained in the meeting to discuss the item.</p> <p>Councillor Catherine Dann declared a personal interest in Item 7 – Schools Update, 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 Judith Cooper declared a personal interest Item 7 – Schools Update, as she was a Governor of Charville &amp; St Andrews Schools. She remained in the room during the meeting and took part in the discussion.</p> <p>Councillor Susan O’Brien declared a personal interest Item 7 – Schools Update, 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 a personal interest in Item 7 – Schools Update, 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><i>Gill Brice</i></p>

	Councillor Peter Curling declared a personal interest in Item 7 – Schools Update, as he was a Governor of Hewens College and Harefield Academy. He remained in the room during the meeting and took part in the discussion.	
83.	<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 confirmed that the all items would be heard in Part 1 except Item 8 - Quarterly Assurance Audit Framework as it contained sensitive information.</p>	
84.	<p><b>MATTERS THAT HAVE BEEN NOTIFIED IN ADVANCE OR URGENT</b> (<i>Agenda Item 4</i>)</p> <p>There were no matters that were notified in advance or urgent.</p>	
85.	<p><b>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 20 MARCH 2012</b> (<i>Agenda Item 5</i>)</p> <p>The minutes of the meeting held on 20 March 2012, were agreed as a correct record and signed by the chairman.</p>	<p><b>Action by</b></p> <p><i>Gill Brice</i></p>
86.	<p><b>CORPORATE PARENTING ANNUAL REPORT 2011-2012</b> (<i>Agenda Item 6</i>)</p> <p>The committee received the Annual report of the Corporate Parenting Board for 2011-2102.</p> <p>The report provided a summary of the work for Looked After Children and Care Leavers in and how as corporate parents how its responsibilities had been discharged. The report also provided information on the work of the Board over the past year and the recommended priorities for 2012/2013.</p> <p>Members asked for clarification on the following points:-</p> <ul style="list-style-type: none"> <li>• Why there had been a decrease in the number of asylum seeking children.</li> <li>• Can the committee be advised whether the figures in the table on page 10 are correct?</li> <li>• Does a representative from Step Up attend all meetings of the Corporate Parenting Board?</li> <li>• Why done so well in attainment for Hillingdon LAC.</li> <li>• Where officers aware of the new Ofsted Inspection regime starting in September.</li> </ul> <p>Officers gave the following response the points raised by the committee:</p> <ul style="list-style-type: none"> <li>• The number of Unaccompanied Asylum Seeking Children (UASC) had decreased dramatically as there were less UAS children coming through Heathrow Airport.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There were more care leavers and under the new regulations the Council had a duty to support Looked After Children until they were 25 years of age.</li> <li>• A representative from Step Up does attend all meetings and agendas had been re-designed to put items of interest to them at the beginning of the meeting.</li> <li>• There had been efforts by the Virtual School in targeting the Looked After Children population. The attainment figures were not as good as was wanted but was heading in the right direction.</li> <li>• The aspiration is to be outstanding and work was continuing to look at what was needed to achieve good/outstanding.</li> <li>• There had been no indication given of the care regime change. Work was ongoing on the ways of working to streamline adoption and fostering processes.</li> </ul> <p><b>Resolved – That the report be noted.</b></p>	
87.	<p><b>SCHOOL ADMISSIONS UPDATE</b> (<i>Agenda Item 7</i>)</p> <p>Officers introduced the report providing the committee with an update on the allocation of school places in Hillingdon. The report showed that there had been an increase in the number of first preferences offered in Secondary Schools, which was likely due to the expansion of Ruislip High School. In relation to Primary School allocation there had been additional places provided to meet the rising demand and those application received within the deadline had all been allocated places.</p> <p>The committee thanked the officer for the report, as last year there had been pressures on school places. The committee asked that an update on school admissions be provided to the committee in June each year.</p> <p><b>Resolved –</b></p> <ol style="list-style-type: none"> <li><b>1. That the report be noted.</b></li> <li><b>2. That an update on school admissions be provided to the committee in June each year.</b></li> </ol>	<p><b>Action by</b></p> <p><i>Tricia Collis</i> <i>Gill Brice</i></p>
88.	<p><b>QUALITY ASSURANCE AND AUDIT FRAMEWORK - CHILDREN'S SERVICES</b> (<i>Agenda Item 8</i>)</p>	
	<p>The committee received a report on the Quarterly Assurance and Audit Framework – Children’s Services.</p> <p>The committee agreed that the report be moved into Part 2 as it contained a high level of detailed sensitive information.</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>Resolved – That the report be noted.</b></p>	

89.	<p><b>ADOPTION &amp; PERMANENCY FOR LOOKED AFTER CHILDREN - DRAFT FINAL REPORT</b> (<i>Agenda Item 9</i>)</p> <p>The committee received a first draft of the final report on Adoption &amp; Permanency for Looked After Children.</p> <p>The committee made a number of amendments to the report and asked that recommendation 7 be re-worded to provide clarity.</p> <p>A member suggested that an additional recommendation should be added to ensure that parallel permanency planning for a child was undertaken. This would ensure that there was no delay in providing permanency for a child. An additional recommendation on parallel permanency planning was agreed by the committee.</p> <p><b>Resolved –</b></p> <ol style="list-style-type: none"> <li><b>1. That the committee agreed the amended and additional recommendations as put forward at the meeting and the general content of the report;</b></li> <li><b>2. That the report as amended be endorsed and submitted to Cabinet in June and;</b></li> <li><b>3. Noted that the Chairman, in liaison with Democratic Services, make any minor amendments as required to the report prior to it's submission to Cabinet.</b></li> </ol>	<p><b>Action by</b></p> <p><i>David Fry Gill Brice</i></p>
90.	<p><b>FORWARD PLAN 2010/2011</b> (<i>Agenda Item 10</i>)</p> <p>The committee was asked to note that the Elective Home Education Final Report was unlikely to be presented to the May meeting of Cabinet.</p> <p>The committee noted the report setting out the items on the Forward Plan relating to Education &amp; Children's Services.</p> <p><b>Resolved – That the items on the Forward Plan be noted.</b></p>	
91.	<p><b>WORK PROGRAMME 2010/2011</b> (<i>Agenda Item 11</i>)</p> <p>The committee received a report setting out the Work Programme for 2011/2012.</p> <p><b>Resolved – That report be noted.</b></p>	
<p>The meeting, which commenced at 7.00 pm, closed at 21.55 pm.</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.



**Minutes****EDUCATION & CHILDREN'S SERVICES POLICY  
OVERVIEW COMMITTEE**

10 May 2012



Meeting held at Council Chamber - 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 John Hensley Susan O'Brien John Riley Jazz Dhillon</p> <p><b>LBH Officers Present:</b> Nikki Stubbs</p>	
92.	<p><b>APPOINTMENT OF CHAIRMAN &amp; VICE-CHAIRMAN</b> (<i>Agenda Item 1</i>)</p> <p><b>RESOLVED: That:</b></p> <ol style="list-style-type: none"> <li>1. Councillor Catherine Dann be elected Chairman of the Education &amp; Children's Services Policy Overview Committee for the municipal year 2012/2013; and</li> <li>2. Councillor Judith Cooper be elected as Vice-Chairman of the Education &amp; Children's Services Policy Overview Committee for the municipal year 2012/2013.</li> </ol>	
	<p>The meeting, which commenced at 8.38 pm, closed at 8.39 pm.</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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## REVIEW TOPICS 2012/13

Contact Officer: Gill Brice  
Telephone: 01895 250693

### REASON FOR ITEM

To enable the Committee to agree the review it wishes to undertake in the 2012/13 Council year.

### OPTIONS OPEN TO THE COMMITTEE

Agree topics for in-depth review in 2012/13

### INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the services provided by the Education & Children's Services Group. The full range of services under the Committee's remit is outlined in the terms of reference attached as an appendix.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select one or a topic for major review.
4. In selecting a topic, Members are reminded of the Committee's work from 2006 to 2012, included reviews of:

#### **2006/7**

Transition from Primary to Secondary School  
Widening the Scope of the Education Service

#### **2007/8**

Extended Schools and Children's Centres  
Meeting the Needs of Troubled Teenagers

#### **2008/9**

Development of Inclusion in Hillingdon Schools  
14 to 19 Strategy  
Develop a Short Breaks Provision

**2009/10**

Child Trafficking - Arrangements and future plans to support inclusive practice in Hillingdon Schools are effective.

**2010/11**

14/19 Education & Training

**2011/12**

Elective Home Education Policy  
Adoption & Permanency for Looked After Children

### **SUGGESTED SCRUTINY ACTIVITY**

Members agree one or two topics for in-depth review, using the selection criteria below suggested by the Audit Commission and their knowledge of residents' priorities.

#### **Selection criteria recommended by the Audit Commission**

##### **(A) Possible Reasons for Scrutiny**

Strong public interest  
Government pressure  
Included in the council plan or Hillingdon Improvement Programme  
Inspection report recommendation (e.g. performance below target)

##### **(B) Scope for Making an Impact**

Area within Council's control/influence  
High impact on residents  
Expertise available on which to draw  
Good practice available elsewhere

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## **FORWARD PLAN 2012/2013**

**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.

# The Cabinet Forward Plan

Period of Plan: May to August 2012

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<p><b>SCH&amp;H = Social Care, Health &amp; Housing; CS = Central Services; PEECS = Planning, Environment, Education &amp; Community Services</b></p> <p><b>Cabinet - 24 May 2012</b></p>									
751	<b>Primary School Capital Programme Update</b>	This report will update Cabinet and request any necessary decisions in order to progress the Primary School Capital Programme.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	PEECS - Boe Williams-Obasi / Norman Benn			
752	<b>Guru Nanak Sikh Primary School - decision on statutory proposals</b>	In 2011 the Secretary of State approved proposals by Guru Nanak Sikh Academy to lower its age of range to encompass the nursery and primary phases of education. Following this, statutory consultation took place as the School has to formally close as a local authority maintained school and re-open as an academy. Cabinet is asked to approve the closure pending consultation. If no objections to the proposals are received, this decision can be taken by the Cabinet Member.	Townfield		Cllr David Simmonds	PEECS - Venetia Rogers	Statutory Consultation		



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									
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 Member Decisions - May 2012</b>									
757	<b>Schools ICT Managed service</b>	Cabinet will be requested to approve a short contract extension whilst opportunities to consolidate with corporate Council systems are considered.	N/A		Cllr Jonathan Bianco / Cllr Scott-Seaman Digby	PEECS - Steve Palmer			<b>NEW</b>

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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***

<b>Meetings</b>	<b>Room</b>
<b>7 June 2012</b>	<b>CR5</b>
<b>25 July 2012</b>	<b>CR5</b>
<b>12 September 2012</b>	<b>CR5</b>
<b>10 October 2012</b>	<b>CR5</b>
<b>21 November 2012</b>	<b>CR5</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>25<sup>th</sup> July 2012</b>	First Review – To receive Scoping Reports on the Review subjects agreed by the June Committee
	Quarterly Performance & Budget Report
	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
	Update on Review Recommendations
	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 - Witness Session 2
	Quarterly Child Social Care Audit Update 2012/2013
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year.

<b>21<sup>st</sup> November 2012</b>	Major Review Draft Final Report
	Consider topics for Minor Review
	Annual Safeguarding Report
	Cabinet Forward Plan - Review forthcoming decisions Work Programme – Review the work programme for the coming year.
<b>16<sup>th</sup> January 2013</b>	Draft Budget for Consideration
	Scoping Report and Witness session 1 for Minor Review
	Quarterly Child Social Care Audit Update 2012/2013
	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
	Minor Review – Witness Session 2
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year.
<b>20<sup>th</sup> March 2013</b>	Minor Review – Draft Final Report
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year.
<b>17<sup>th</sup> April 2013</b>	Minor Review – Final Report
	Quarterly Child Social Care Audit Update 2012/2013
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year.

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