



HILLINGDON  
LONDON



# Children, Young People and Learning Policy Overview Committee

## Councillors on the Committee

John Riley (Chairman)  
Judith Cooper (Vice-Chairman)  
David Benson  
Lindsay Bliss  
Brian Crowe  
Jazz Dhillon (Labour Lead)  
Dominic Gilham  
John Hensley

**Date:** TUESDAY, 30 JULY 2013

**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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further information.**

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This Agenda is available online at:  
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INVESTOR IN PEOPLE

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# Terms of Reference

A central role of a Policy Overview Committees is to undertake in-depth policy reviews on specific issues. Reviews provide the opportunity to hear from members of the public and expert witnesses, including people from a wide range of external organisations. Reviews usually make recommendations to the Cabinet on how the Council could improve its work. They therefore perform an important role in opening up the policy-making process to a wider audience, including people who would not normally have the opportunity to participate.

This Committee undertakes the policy overview role in relation to the following matters:

- Education Services and statutory education authority functions
- School performance and attainment
- School Transport
- Relationships with Local Academies / Free Schools
- Pre-School & Early Years Services
- Youth Services & Careers Services
- Juvenile justice & probation services
- Adult Learning
- Education and learning partnerships
- Music & The Arts
- Social care services for children, young persons and children with special needs
- Adoption and Fostering
- Family Services

# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters coming before the meeting
- 3 To sign and receive the minutes of the meeting dated 26 June 2013 1 - 6
- 4 Matters that have been notified in advance or urgent
- 5 To confirm that items of business marked Part 1 will be considered in public and that the items marked Part 2 will be considered in private
- 6 Major Review: Strengthening the Council's Role as a Corporate Parent - third witness session 7 - 18
- 7 Budget Planning Report for Children, Young People and Learning Services 2014/15 19 - 24
- 8 Second round schools admissions update 25 - 26
- 9 Cabinet Forward Plan 27 - 28
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## Minutes

### CHILDREN, YOUNG PEOPLE AND LEARNING POLICY OVERVIEW COMMITTEE

26 June 2013



Meeting held at Committee Room 3a - Civic  
Centre, High Street, Uxbridge UB8 1UW

	<p><b>Committee Members Present:</b> Councillors John Riley (Chairman), David Benson, Brian Crowe, Jazz Dhillon (Labour Lead), Janet Gardner (In place of Lindsay Bliss), Dominic Gilham and John Hensley</p> <p><b>Also Present:</b> Ann Holmes (Service Manager, Children in Care), Keith Ivey (Foster Carer), Tedros Tzegai (Foster Carer), Stephen White (Registered Manager, Hillingdon Children's Resource Centre) and David Fry (Service Manager, Children's Resources)</p> <p><b>LBH Officers Present:</b> Angela Harris (Residential / Placements Manager), Merlin Joseph (Director of Children &amp; Young People's Services), Julien Kramer (Interim Chief Education Officer), Steven Maiden (Democratic Services Officer) and Meng Pocock (Corporate Parenting Manager)</p>
11.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillors Bliss and Cooper with Councillor Gardner substituting for Councillor Bliss.</p>
12.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THE MEETING</b> (<i>Agenda Item 2</i>)</p> <p>Councillor John Riley declared a non-pecuniary interest as he was a Governor of Field End Infant School. He remained in the room during the meeting and took part in the discussions.</p> <p>Councillor Dominic Gilham declared a non-pecuniary interest as he was a Governor at Pinkwell Primary School and Hillingdon Primary School. He remained in the room during the meeting and took part in the discussions.</p> <p>Councillor David Benson declared a non-pecuniary interest as he was a Governor of Uxbridge High School and lectured at further and higher education colleges. He remained in the room during the meeting and took part in the discussions.</p> <p>Tony Little declared a non-pecuniary interest as he was a Governor at Pinkwell Primary School and Harlington Community School. He remained in the room during the meeting and took part in the discussions.</p>
13.	<p><b>TO SIGN AND RECEIVE THE MINUTES FROM THE MEETING DATED 04 JUNE 2013</b> (<i>Agenda Item 3</i>)</p> <p>The minutes of the meeting dated 04 June 2013 were agreed as a correct record.</p>

14.	<p><b>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED AS PART 2 WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 5</i>)</p> <p>It was confirmed that all items would be considered in Part 1.</p>
15.	<p><b>MAJOR REVIEW: STRENGTHENING THE COUNCIL'S ROLE AS A CORPORATE PARENT - SECOND WITNESS SESSION</b> (<i>Agenda Item 6</i>)</p> <p>To assist Members with the review Tedros Tzegai, Foster Carer; Keith Ivey, Foster Carer; Stephen White, Registered Manager for Hillingdon Children's Resource Centre; David Fry, Service Manager, Children's Resources; and Ann Holmes, Service Manager, Children in Care were present to provide information to the Committee.</p> <p>A summary of the evidence provided by the Committee is set out below.</p> <p><b>Foster Carers</b></p> <p>Mr Ivey advised that he had been a single foster carer since 2007 and that his experience had initially been with challenging, local adolescents and, more recently, with unaccompanied asylum seekers. Although there were barriers in caring for asylum seekers due to their uncertain status, he noted that a number had gone on to university and significant, personal progress had been made with others. Mr Ivey noted that he had started to foster because of work that he had done previously with LAC in some of the Borough's residential children's homes and in providing Supervised Contact. Through this he had become aware of the positive impact that fostering could have on vulnerable children's lives and how rewarding the role could be.</p> <p>Mr Tzegai advised that he had been fostering children and young people between the ages of 5 and 17 years old for over 10 years. He explained that, with the support of the Council, the role involved assisting LAC with their health and education needs as well as offering them general support. Mr Tzegai advised that he had started to foster because he too had seen the positive impact that can be made on the children. He noted that fostering could be challenging but also satisfying when children progressed.</p> <p>Both witnesses advised that the support offered by the Council was of a high quality. The training courses that foster carers were required to attend had been improving and they appropriately addressed the issues facing the diverse range of children coming through the Borough's care system. Foster carers also received valuable support from the Council through monthly meetings with their supervisors. In particular, witnesses praised the Council for the continuity of the Foster Care Team despite changes to the structure of the service.</p> <p><u>Challenges Facing Those Leaving Foster Care</u></p> <p>Witnesses advised that one of the major challenges faced by LAC in foster care was that they were required to leave their placement and move into independent living between the ages of 17 and 18. Foster carers were able to provide some support in this transition but care leavers were not offered the level of support and guidance that a parent would offer to their own child. It was noted that this posed particular problems when young people were at critical times in their studies as the move out of foster care could be disruptive to their education, especially where their new accommodation was</p>

removed from their school or college.

It was noted that the transition was also often emotionally difficult for young people as they felt isolated at a difficult and formative period of their lives. Foster carers did as much as they could to ease the transition to independence but they often had other responsibilities that meant that they were required to stand back at some point.

In response to questions on how the support offered to care leavers moving into independence could be improved, witnesses suggested that there should be no strict “cut off” age at which young people were required to leave foster care. A tapered approach would be more appropriate and would allow young people to get into work prior to moving into independence. It was also noted that foster carers should have more of an input in the next stages of young people’s lives as was often a stressful time.

Officers advised that the Council did have a “staying put” policy which meant that, if a foster child was in education, he/she would be able to stay in a placement until their studies were complete. Decisions as to when young people were ready to leave care were made on a case-by-case basis and Members were reassured that there was no definite “cut off” point.

Officers also noted that there was no funding for foster children after the age of 18. Consequently, the Council began to prepare young people for independence from the age of 16 so that the full transition at 18 was as smooth as possible. To ensure that those leaving care were offered support during the transition to independence, the Council was currently increasing the number of Personal Advisors offering support during this period.

## **Council Support**

### Challenges to the Service

Witnesses noted that a current challenge facing residential children’s homes related to young people’s experience of the food available. The issue had arisen due to a food contract stipulating that all food had to be purchased through a central system rather than directly by staff. This was not felt to be conducive to teaching domestic self-management skills to residents of the homes. Witnesses suggested that, if possible and financially viable, a recommendation could be included in the final report that asked that the contract be varied to allow more flexibility.

Members raised concerns that not enough was known about the contract in question to make a recommendation on it at this stage. Officers noted that they would investigate the issue further and report findings back to Members outside of the meeting.

Witnesses also highlighted challenges with Child and Adolescent Mental Health Services (CAMHS) and the difficulties that they had with getting support for a young person not in a stable placement. It was noted that CAMHS restricted access to some services if the child was not in a stable placement. Witnesses stated that, in their views, most children in care had some form of mental health issue but CAMHS did not necessarily recognise their specific needs. As a result of this the Council was required to use its in-house psychological services to provide support despite capacity issues. It was noted that the Council currently had a 0.6 full time equivalent psychologist post in the Children in Care team with a further 1 full time equivalent post supporting Hillingdon foster carers. Extending this to 2.5 full time equivalent overall could lead to a significant

improvement in the support of LAC.

Officers advised that a significant proportion of the Borough's LAC were placed outside of the Borough and that this exacerbated some of the challenges with CAMHS. As a result of these challenges, local authorities with which Hillingdon LAC were placed may not have attempted to get CAMHS support for a child and, instead, supported them with their own in-house services. This was problematic as no brokerage between local authorities on mental health support took place. The role of acting as broker in such cases would usually be undertaken by CAMHS but for this to take place the LAC would have to be within the system. Consequently, there was the risk that there were children with complex needs waiting for years to receive appropriate support.

Witnesses advised that the major challenge with the CAMHS service was with flexibility and thresholds for access. To ensure that the needs of LAC were met, the ease and speed with which children with mental health problems were provided CAMHS support would need to improve drastically.

### Engaging Children

Witnesses advised that LAC's feedback was gathered in a number of ways to better understand the views of children. This included gathering feedback from children in care participation groups. It was noted that the best way to gain feedback and safeguard LAC was through the development of relationships with frontline staff and social workers.

### Education

With regards to increasing the Borough's capacity for supporting LAC, it was suggested that schools currently being built could have residential arrangements developed alongside them. Such facilities had been put in place by local authorities elsewhere in the country.

Members expressed an interest in the suggestion and it was agreed that further investigation into its viability would be undertaken by officers and reported to Members in due course.

The Chairman asked that the remaining witnesses provide written responses to the questions set out below. Responses would be circulated to Members outside of the meeting.

1. How can the Council promote the best interests of young people in education (especially given that the raising of participation age support was now provided until the age of 25) and their emotional wellbeing?
2. How can the Council better prepare young people for independent living?

### Permanency

Officers noted that the Council aimed to maintain children in their family unit for as long as possible. To achieve this, social workers undertook a significant amount of early intervention work in the community and at the Borough's children's centres. However, when the risk to the child was deemed to be sufficiently high, the Council did seek permanency.

Members raised concerns that, in many cases, children should have been removed from their family much earlier than they were.



Officers advised that removing children from a family was not straight forward, especially where the issues related to chronic neglect, and that this was hotly contested in the courts. In many cases, children were also extremely committed to their families which made it difficult to secure early permanence.

A Member raised concerns that the quality of care at Jupiter House Foyer was not of the highest quality and that young people at the facility felt isolated and alone.

Officers advised that they would investigate the service provided by Jupiter House Foyer and report findings back to a future meeting.

During the course of discussion, officers advised that the recent BBC Panorama documentary, "Kids Lost in Care" had inaccurately reported on the figures with regards to LAC in Hillingdon. The following figures were provided for clarification:

	<b>Outstanding</b>	<b>Good</b>	<b>Adequate</b>	<b>Inadequate</b>
31 December 2013	7	6	2	0
26 June 2013	9	9	3	0

Officers advised that they were in the process of liaising with the journalist involved with regard to this inaccuracy.

**Resolved: That:**

1. **David Fry, Ann Holmes and Stephen White to provide written answers to the following questions:**
  - a) **How can the Council promote the best interests of young people in education (especially given that support is now provided until the age of 25) and their emotional wellbeing?**
  - b) **How can the Council better prepare young people for independent living?**
2. **Merlin Joseph to investigate issues raised with regards to Jupiter House. Steven Maiden to circulate findings outside of the meeting.**
3. **Merlin Joseph to investigate what scope there was for varying the food contract in place for residential homes. Steven Maiden to circulate findings outside of the meeting.**
4. **Julien Kramer to investigate the viability of developing residential arrangements for LAC in future schools building programmes.**

16. **CABINET FORWARD PLAN** (*Agenda Item 7*)

A Member asked for further information on the admission of girls into the Abbotsfield School for Boys post-16 centre.

Officers advised that the proposal was in the early stages and that further information would be provided on the issue in due course.

**Resolved: That the Committee noted the Forward Plan.**

17.	<b>WORK PROGRAMME</b> ( <i>Agenda Item 8</i> )  <b>Resolved: That the Committee noted the dates of the meetings and the Committee's future business.</b>
	The meeting, which commenced at 7.00 pm, closed at 9.32 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steven Maiden on 01895 250692. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

## MAJOR REVIEW – STRENGTHENING THE COUNCIL’S ROLE AS A CORPORATE PARENT – WITNESS SESSION 3

**Contact Officer:** Steven Maiden  
**Telephone:** 01895 250692

### REASON FOR ITEM

To enable the Committee to gather evidence as part of their Major Review into strengthening the Council’s roles as a Corporate Parent.

### OPTIONS AVAILABLE TO THE COMMITTEE

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

### INFORMATION

For this **third witness session** Members will hear evidence from:

Name	Position
Tom Murphy	Head of Early Intervention Services
Josephine Mee	Participation Worker
Sarah Rayner	Children’s Rights Co-ordinator
Howard Griffin	Sports Development Manager

### PAPERS WITH THE REPORT

Corporate Parenting Review – Terms of Reference

Written Submission: Tom Murphy

Written Submission: Josephine Mee and Sarah Rayner (includes Talkers’ feedback)

Written Submission: Howard Griffin

### SUGGESTED COMMITTEE ACTIVITY

- (1) Members are asked to question the witnesses to enable them to gather evidence as part of the review.
- (2) To identify any areas or other lines of enquiry which will be required to help Members in their review.

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## **Strengthening the Council's role as a Corporate Parenting**

### **Terms of Reference**

1. To gain an understanding of:-
  - i) The profile of children and young people looked after by Hillingdon Council.
  - ii) The role of each Elected Member as a Corporate Parent and how this can be enhanced.
2. To explore how the Council and partner organisations support looked after children / young people across all aspects of their lives which include:
  - i) how they are kept safe;
  - ii) how their views are taken into account;
  - iii) the educational needs of LAC and care leavers;
  - iv) the promotion of their health and well-being; and
  - v) their preparation for leaving care, including support for housing and training needs.
3. To explore the performance of the Council against national trends.
4. To understand the impact of recent legislative changes and judgements on the delivery of services to LAC and care leavers and the impact of these on current and future budget pressures.
5. To ensure that the Local Authority's pledges to LAC and care leavers are promoted and delivered.
6. To gain an understanding on early permanency planning for LAC
7. To make recommendations to Cabinet based on the outcome of this review.

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# **STRENGTHENING THE COUNCIL'S ROLE AS A CORPORATE PARENT – WRITTEN SUBMISSION**

**Name: Tom Murphy**

**Role: Head of Early Intervention Services**

## **SERVICE THAT IS PROVIDED TO LOOKED AFTER CHILDREN / CARE LEAVERS**

In the main, the services outlined in this report are provided to all children, young people and families with some elements targeted at specific needs groups, including looked after children and care leavers.

### **Early Years and Childcare Services through Council managed Early Years and Children's Centres**

The provision of day care and early years foundation stage (EYFS) education for looked after children includes provision through referral, access by foster carers and potential access to services for care leavers who become parents. EYFS areas of learning are:

#### **Prime**

- communication and language
- physical development
- personal, social and emotional development

#### **Specific**

- literacy
- mathematics
- understanding the world
- expressive arts and design

The provision of activities to support school readiness and health and wellbeing through the provision of Children's Centre activities includes access to universal child development activity such as 'stay and play' and more specific programmes targeted at foster carers covering topics ranging from child development to behaviour management. The provision is integrated; with children and foster parents participating with other children and families.

### **Youth Work and Youth Support Services**

The provision of universal youth work services which supports young people's personal and social development includes open access, centre-based youth provision delivered through young people's centres and specialist programmes ranging from the Duke of Edinburgh Award to Young Leaders' Programmes.

Mobile youth services delivered through a mobile youth project is able to bring provision to particular localities and / or to target work with specific needs groups including young people in care in care homes.

The provision of more specialist youth support services including counselling and sexual health and substance misuse services includes the provision of personal adviser services

to support young people in care and care leavers with information, advice guidance and support to support their ongoing participation in education, employment and training.

Support for young people without a school place.

### **Key-worker Support Services**

A newly developed service which provides children, young people and families with key-work support to overcome particular barriers or issues hindering their progression.

## **CHALLENGES AND GAPS IN SERVICE**

- Promotion of service offer to looked after children and those who support them; and
- Consistent partnership working to support and enable young people in care and care leavers to fully access the service offer.

## **OUTCOMES ACHIEVED**

### **Through Early Years and Childcare Services:**

- Learning outcomes relating to the previously mentioned learning areas;
- Early access to education promoting solid foundations school readiness and for future learning;
- Educating and advising foster carers on a range of issues ranging from food and nutrition to child development;
- School readiness outcomes achieved.

### **Through Youth Work and Youth Support Services:**

- The acquisition of personal and social skills ranging from independent living skills to job readiness through youth work;
- Access to and sustained engagement in education, employment and training. As of March 2013 36 young people in care or care leavers were in receipt of youth adviser support;
- The Young People's Education and Skills Team secured education placements for 78 Year 11 students who started in September 2012, of which the number of Looked After Children was 18.
- The acquisition of skills, knowledge, attitudes and behaviours to negotiate risk and / or avoid risk related behaviour.



# STRENGTHENING THE COUNCIL'S ROLE AS A CORPORATE PARENT – WRITTEN SUBMISSION

Name: Sarah Rayner  
Role: Children's Rights Co-ordinator

Josephine Mee  
Participation Worker

## SERVICE THAT IS PROVIDED TO LOOKED AFTER CHILDREN / CARE LEAVERS

We provide the Children's Rights Service. Our role is to ensure the active and meaningful participation of LAC and care leavers. The service helps enable and empower children and young people's direct participation in planning and delivery of services, as well as ensuring young people in care have an awareness of their rights. We do this through the delivery of a variety of projects:

- *Step UP* the children in care council, (13+) who meet fortnightly and have a direct link into the Corporate Parenting Board;
- *Talkers* a monthly group, similar to the principle of Step Up, but for younger children (7+);
- *Young Trainers* project (16+) care experienced young people who are trained to deliver participation training to staff;
- *Interview panels*, we train and support young people to participate in the interviewing process and selection of social care staff (16+);
- Champions for *Viewpoint*, the online questionnaire for young people to input and voice their views, wishes and feelings into their statutory reviews (5+) The Children's Rights Service and Step Up will also be able to use these collectively to campaign for change based on young people's responses;
- Monthly *Children's Rights drop-in's* to children's homes. Informs young people of the Children's Rights Services, and enables young people to express concerns or issues to somebody independent of the home itself;
- We run *conferences* and *consultations* to support and encourage communication between Social Services and young people, and to provide opportunities for children and young people to voice their opinions of the service they receive in a child friendly forum. Most recently we ran the care leavers conference. We also involve our young people in national consultations.
- In May, the pilot *peer mentoring* scheme began. We trained 7 care leavers to become peer mentors.
- We offer two *work placement opportunities* to care leavers within our service a year;
- Assist in running KICA.
- Projects in the planning stages: *Owning your Review*, to support young people to have stronger voice in their reviews; consultation at Merrifield house respite unit; working with children at Meadow High school to include young people with learning difficulties in our work; plans for a care leavers parents group to ensure they have a voice.

## **CHALLENGES AND GAPS IN SERVICE**

- It is always a challenge to ensure we reach and include the voice of such a diverse range of young people, especially those placed out of the Borough.
- We feel young people are listened to and consulted, but they need to be involved in the earlier stages of service reviews and planning to ensure they have a voice in how services are delivered.
- There is a need to have the principles of participation embedded into every aspect of Social Services teams work. This could initially be improved by: more uptake of young people's interview panels, particularly for front line social services staff. A broader spectrum of staff participating in the Young Trainers training. A mandatory induction for new staff to the Children's Rights Service.
- A more cohesive Social Services/Council structure is needed for monitoring and reviewing how young people's participation and input results in positive change and action. Greater measurements of how effective these changes are, and the impact young people have experienced are also needed.
- Robust means of feedback needs to be developed and valued to demonstrate to young people how and where their expressed opinions have been listened to, and if appropriate, how this has influenced the Council's actions. Greater emphasis needs to be placed on collaboration with young people, rather than simply consulting.
- Need to improve the methods we have to communicate with young people. Such as website/email/social networking sites.
- We would like to offer paid work placements to care leavers to support our work and offer greater opportunities for young people

## **OUTCOMES ACHIEVED**

- Since September 2012 over 150 children and young people have accessed the Participation Service.
- 70 young people attended our care leavers' conference in May.
- Step Up now have 15 dedicated core members. They have a strong voice and issues they raise are taken to the Corporate Parenting Board.
- Leaflets have been made for Step Up, Viewpoint, Care Leavers Charter, and a generic Participation Leaflet enabling us to promote our work to young people.

## **Talkers Feedback for the Policy and Overview Committee**

Josephine Mee, Children's Participation Worker

The Talkers are the younger Children in Care Council. There are currently eight members aged between seven and fourteen. The group meet once a month for two hours.

They work on a range of activity-based projects related to being in care with a strong focus on building self-confidence and social skills. It is a positive place for young children to meet, make friends and meet others who are in similar situations; developing a better understanding and awareness of being in care.

Below is an overview of the findings and the feedback members gave in preparation for the POC meeting. Members worked on this through interactive activities and supported discussions.

The session was based around three questions.

### **What do you like about being in Care?**

Answers that were given concentrated on the positive experiences of foster placements and foster carers.

These included:

"Having someone to take care of me"

"Having a foster carer because they look after me and take me on holiday in the summer"

"Having a foster carer, they take care of me when I get bullied"

"You get to go on holiday and have new clothes"

"Getting a comfy bed"

### **What do you not like so much about being in care?**

Answers were varied; here is what the children stated:

"I do not like going to contact because it is not fun. There are a lot of games at contact, but some of the toys are broken"

"I would like to see my family more, I feel like no-one tells me anything"

"What I don't like is when people talk about my mum, it makes me very angry"

"I don't like going shopping"

### **What one thing would you change to help make it better for other children in care?**

Again, children gave varied feedback and suggestions. Further exploration elicited the following:

Predominantly the children raised concerns about the amount of "big people" in their lives and that they felt there are just too many. The changing of Social Workers was also raised by many of the children, stating that this made them feel confused and scared to talk to them.

Children also stated that it would have helped them if they had more information of who their foster carers were before they moved into their placements:

“You can help people because it is scary talking to Social Workers, children can feel scared when with their Social Worker”

“Help them by telling them what carer they might have”

“More information given to children before moving into care, I should’ve been told when I was leaving my family.”

“To know more who a Social Worker is and why she is there. There are too many different Social Workers and people”.

# **STRENGTHENING THE COUNCIL'S ROLE AS A CORPORATE PARENT – WRITTEN SUBMISSION**

**Name:** Howard Griffin  
**Role:** Sports Development Manager

## **SERVICE THAT IS PROVIDED TO LOOKED AFTER CHILDREN / CARE LEAVERS**

The service provides discounted admission at leisure centres to Looked After Children, Care Leavers and Foster Carers as part of the Council's LeisureLink Concession scheme. This provides reduced entry fees for activities including swimming, fitness classes and courses at the same level of discount as that offered to other concessionary groups including disabled residents and those receiving state-related benefits.

The Sports Development Team has also supported events for Looked After Children by providing sports taster sessions that are connected to regular opportunities to participate in community-based sports activities. Officers have periodically attended the Step-Up group to obtain direct feedback with young people in care.

A scheme has also been introduced to encourage residents at the Hayes YMCA and Jupiter House to make use of the facilities at Botwell Green Leisure Centre. Managed by the Senior Youth Worker, the scheme provides the residential units with a number of memberships that any young resident at Jupiter House or The Tumbler can access providing they complete an initial induction at the centre. The induction is provided free within the terms of the membership after which the young person can then access one of the membership cards from the Senior Youth Worker in return for a reduced fee.

## **CHALLENGES AND GAPS IN SERVICE**

Getting information to young people about activities available can be a challenge. It is hoped that through increased use of social media, attendance at the Step-up group and better use of services that work directly with young people in care that we can improve the information available to young people.

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## **BUDGET PLANNING REPORT FOR CHILDREN, YOUNG PEOPLE AND LEARNING SERVICES POLICY OVERVIEW COMMITTEE 2014/15**

**Contact Officer:** Peter Malewicz  
**Telephone:** 01895 250325

### **REASON FOR ITEM**

This is the first opportunity for the Policy Overview Committee to discuss the current stage of development of budget planning work with regard to Children, Young People and Learning Services. Within the context of the Council's overall financial position, this paper sets out the main financial issues facing the Group's services and the work being undertaken to respond to them. This paper gives a strategic context in which the detailed proposals to be discussed at the Policy Overview Committee meeting in January 2014 will need to be considered.

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

It is recommended that the Committee notes the development of the financial planning process undertaken to date, and comments as appropriate on the response to the issues being developed by the Group.

### **INFORMATION**

- 1 This is the first of two opportunities within the planning cycle for the Policy Overview Committee to consider issues relating to budget planning for 2014/15. The focus of this report is the major issues that have been identified through the service and financial planning process for Children, Young People and Learning Services. The report to be considered in January 2014 will set out the detailed budget proposals for the Group, those proposals having been included in the report to Cabinet on the Medium Term Financial Forecast (MTFF) on 19 December 2013.

### **Corporate Summary**

- 2 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.
- 3 The Comprehensive Spending Review 2010 set out the financial challenge facing local government over the following four year period, the last of which is 2014/15. Whilst the initial assessment of the CSR suggested that the cuts were heavily front loaded in the first two years, it has since become apparent that the estimates on which the CSR was based were over optimistic and the period of austerity will continue for a significantly longer period, potentially until 2018 or later. The budget report to Council in February 2013 identified the savings requirement for 2014/15 as £17.0m and work is currently underway to refresh this figure. Whilst the finance settlement announced in December 2012 was for a two year period, the figures for

2014/15 were indicative rather than confirmed at that time. The budget in March introduced a further 1% cut for 2014/15, however, until the final settlement is announced towards the end of the year the final funding position will not be clarified.

4 In addition, there is significant other uncertainty within the budget for next year both from changes introduced in 2013 and from the ongoing welfare reforms:

- The responsibility of public health transferred to local government on 1 April 2013 and significant work remains outstanding in the allocation of that funding.
- Council Tax benefit was abolished on 1 April 2013 and replaced with a local Council Tax Reduction scheme with a 10% cut in funding. The new scheme has only been in operation for just over 3 months and so the impact on Council Tax revenue is unclear.
- The retention of business rates commenced in April 2013 giving local authorities a stake in the generation of additional business rates income. However, the system is sensitive to changes in the rateable value of the Borough and at this early stage of the year it is not easy to predict the impact on next year's funding.
- Central Government is introducing significant Welfare Reforms including Universal Credit, under occupancy and the Benefit Cap all of which are forecast to impact significantly on Council services and on budgets. Early indications of budget pressures are starting to emerge in Month 2 monitoring.
- A reform of education funding is also expected, but details on this scheme are not yet available.

5 Alongside this, any other emerging pressures which arise throughout this financial year will have to be provided for in next year's budget. The budget gap will be monitored throughout the year and the budget strategy adjusted accordingly to ensure that a balanced budget for 2014/15 can be set.

### **Strategy to deal with the budget gap**

6 The Council remains strongly placed to deal with the challenges ahead. We have a good track record of coming in or under budget each year and have accumulated balances of £30.2m by the end of 2012/13. We have a well established HIP programme that has helped steer the Council from a position of having low balances to one of having healthy balances at the same time as dealing with significant external challenges. This has been enhanced by the development of the BID programme as the main vehicle for delivering the fundamental changes required to the Council's structure and ways of working in order to address the reductions in funding going forward.

### **MTFF process update**

7 The timetable for the budget process was refreshed in February 2013 and the first MTFF sessions with Groups took place during late June and early July to review



the detailed budget proposals developed by each group. Progress on the development and delivery of these proposals will be monitored monthly by CMT and the Leader of the Council throughout the remainder of the year.

### **Timetable for 2014/15 Budget**

8 The broad timetable is as follows:

<b>Process</b>	<b>Timetable</b>
Monthly BTB updates (March 13 to Feb 14)	Monthly
Monthly Leader MTFF updates (March 13 to Feb 14)	Monthly
Special Budget CMT to address opening 14/15 gap	Late February
MTFF BID Proposals – Firm up plans on cross cutting BID Initiatives	March
MTFF strategy report to Leader	May
MTFF Review – 1st Challenge Sessions	June/July
Initial MTFF 2014/15 Report to Leader	End July
POC Reviews – Context for 2014/15 Budgets	July
MTFF Review (2) – 2 <sup>nd</sup> Challenge Session	Sept/Early October
Updated MTFF Report to Leader	November
Joint CMT and Cabinet Awayday	November
Draft Local Government Finance Settlement	December
Draft MTFF reported to Cabinet	December
POC review of draft Group Plans and budget proposals	January
Council Tax setting	February

### **Budget Planning in Children, Young People and Learning Services**

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

##### **Education Service**

- 9 The Education Service has identified budget savings for 2013/14 totalling £1.369 million. These include efficiency savings from reviews of Discretionary expenditure across the service, the full year effect of the restructure of the School Improvement Service and the School Organisation and Resources Team, a further review of the Early Years Service external training budgets and a further review of the Educational Psychological Service. Additionally, further savings were required to address the impact of schools converting to Academy status.
- 10 The 2014/15 MTFF proposals will continue to focus on opportunities that arise through ongoing reviews of service expenditure and identifying any new opportunities for savings and efficiencies that are emerging from the work undertaken through the Council's now well established HIP and BID processes, which includes the Children's Pathway, the Special Educational Needs and Disabilities Pathway and the Education Service review. The emphasis continues to be on generating savings through service improvement based on process efficiency, use of technology and consolidation of provision.

- 11 Alongside the development of further savings proposals, the Group continues to review all contract-related and discretionary spend, within a robust process for controlling and challenging expenditure decisions.
- 12 The Education Service continues to respond to ongoing consultations relating to school funding, Dedicated Schools Grant funding and the roles and responsibilities of local authorities in light of more schools converting to academy status and the growth in the number of Free Schools, University Technical Colleges and Studio Colleges that are being agreed by the Department for Education. In the latest CSR review, the Government set out a commitment to put in place a national funding formula for 2015/16. To progress this, they have released the next stage of the School Funding Reform for 2014/15, which will require a further review of the schools funding formula. The Government are also continuing their review of 16-19 funding.
- 13 The SEN Green Paper has progressed to the next stage of its move towards becoming an Act, through the publication of the Children's and Families Bill 2013, which aims to make changes to adoption so as to speed up the process, provide support for looked after children by requiring every local authority to have a Virtual School Head, a review of the Family Justice system to speed up the decision making process, extending Special Educational Needs to cover the age range 0 to 25, introducing personalised budgets and introducing a single plan (the Education, Health and Care Plan) and improving childcare provision across the country.
- 14 Additionally, the Government are undertaking a major review of the Ofsted inspection framework, with the introduction of a more challenging regime, which will impact on all Education and Children's services (including schools). The main changes see the introduction of a local authority inspection as well as a single inspection of Looked After Children's services.
- 15 The consultation for a new Single Inspection Framework for Children in need of help, protection and children looked after and care leavers<sup>1</sup> closed on 12 July 2013 to which LBH prepared a response, which broadly agreed with the proposals, a copy of which is available on request.
- 16 The new framework will comprise of one of 4 "judgements" (Inadequate, Requires Improvement, Good and Outstanding). These will be applied to the following "performance areas":
  - Key judgement 1: The experiences and progress of children who need help and protection
  - Key judgement 2: The experiences and progress of children looked after and achieving permanence
  - Graded judgement 2a: The quality of an adoption service
  - Graded judgement 2b: The experiences and progress of care leavers
  - Key judgement 3: Leadership, management and governance

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<sup>1</sup> <http://www.ofsted.gov.uk/consultations/inspection-of-services-for-children-need-of-help-and-protection-children-looked-after-and-care-leave>

## **Children's Social Care**

- 17 The management team remains focussed on ensuring the delivery of the MTFF budget agreed at February Cabinet, the full year effect of which significantly contributes to balancing the 2014/15 budget. Progress against these objectives will be reported to each Cabinet as part of the monthly finance report.
- 18 Children Social Care were given a savings target for 2013/14 of £5,014k and whilst challenging the service are confident of delivering this amount; to date £293k (15.1%) has been banked. Budgets will continue to be monitored throughout the year to ensure that any expenditure is appropriate and essential and that controls are in place to challenge spend.
- 19 The initial monitoring for 2013/14 indicates a pressure of £1m in looked after children due to an additional 18 FTE placements in excess of the number expected when the MTFF was finalised in January. This cost pressure for Children Services is mainly driven by the number of Looked After Children (LAC) which is at risk of increasing due to the influx of children now arriving in the Borough. To minimise any potential impact of these increased numbers, management are addressing preventative measures to mitigate against a like-for-like increase. For example, the estimated average cost of a LAC is some £50k over the course of their 'stay'. There is anecdotal evidence [stories of personal experience] which demonstrate that families are being moved into the Borough by other Local Authorities that then require significant services from Hillingdon Council's Children's Services.
- 20 A recent report produced by the London Councils' Safeguarding Board on the numbers of LAC in inner-London boroughs showed a significant reduction against an increase nationally, and, more importantly, against outer London boroughs. It may be that inner London boroughs are more effective with their prevention services but one could also take the view it is because there is a movement of families away from inner London effected by welfare capping. It is too early to be confident about the impact of these changes for Hillingdon but increasing pressure from numbers of intentionally homeless families with no access to public funds is, and will continue to, place significant demands on the resources of Children Services.
- 21 There has also been a sharp increase recently in the need for C&F services (under s17 of the Children Act) to fund homeless families (e.g. with children) who have been evicted. At this stage it is not clear whether this is a one-off 'spike' or the beginning of a 'cost shunt' resulting from impending Welfare Benefit changes. However, the spend from January to May 2013 totals £47k and, if this continued, there could be an increase of £120k over last year's costs. Whilst this is not included in the budget forecast at this stage, the position will continue to be carefully monitored over the next few months.

## **Asylum Service**

- 22 A renegotiation of the UKBA Gateway agreement is currently in progress in conjunction with the three other most affected councils. The four councils met with UKBA in May 2013 and these discussions were encouraging with broad agreement reached on several issues albeit subject to formalised agreements. In respect of

other issues raised by the councils the UKBA have not shut the door but have asked for evidence and further information to substantiate the council's argument.

- 23 The financial forecast does, though, indicate that the call on contingency for 2013/14 will be £495k less than that provided for in the Risk and Development Contingency; this is due to grant income being higher than the budget for 2013/14.

### **Next Steps**

- 24 The Medium Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet on 19 December 2013 and issued for consultation during the remainder of December 2013 and January 2014. This will include detailed consideration by each of the Policy Overview Committees of the proposals relating to their respective services.

### **SUGGESTED COMMITTEE ACTIVITY**

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

### **BACKGROUND PAPERS**

The Council's Budget: General Fund Revenue Budget and Capital Programme 2013/14 – reports to Cabinet 14 February 2013 and Council 28 February 2013.

## SECOND ROUND SCHOOL ADMISSIONS UPDATE

**Contact Officer:** Laura Palmer  
**Telephone:** 01895 558670

### REASON FOR REPORT

To meet the Committee's request for an update on late applications received for the allocation of school places in the Borough.

### SECONDARY ALLOCATION

PAN-London data was released on 2<sup>nd</sup> March. The statistics for offers for the 2013 admission year have been submitted previously

- 2789 on time offers made, everyone who applied on time received an offer.
- Between closing date of 1 November 2012 and 17 July 2013; 189 late applications have been received. All late applicants have been offered a school place.
- 589 school vacancies currently available for Year 7 in September across the Borough.

### PRIMARY ALLOCATION

PAN-London data was released on 18<sup>th</sup> April. The statistics for offers for the 2013 admission year have been submitted previously

- 3781 on time offers made, everyone who applied on time received an offer.
- Between closing date of 16 January 2013 and 17 July 2013; 411 late applications have been received.
- Out of these 411 applications there are currently 22 children who have not received a school offer due to unexpected delays with two free schools and the signing of their funding agreements. It is expected that these delays will be resolved before September and the 22 children will be accommodated with a reasonable school offer.
- 174 school vacancies currently available for Reception in September across the Borough.
- Since the last POC meeting 3 additional Reception bulge classes were agreed for September as follows:
  - Cherry Lane Primary School
  - Rosedale College
  - William Byrd

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## **FORWARD PLAN 2013/2014**

**Contact officer:** Steven Maiden  
**Telephone:** 01895 250692

### **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.

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?
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Council Departments: RS = Residents Services CYPs =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

### No Cabinet meeting in August

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### Cabinet Member Decisions - August 2013

SI	Standard items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		
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### Cabinet meeting - 26 September 2013

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 - David Murnaghan	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)

### Cabinet Member Decisions - September 2013

SI	Standard items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		
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### CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH

SI	School Governing Bodies and Governors	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Officer or Member to be a Governor or Director of an Academy			Cllr David Simmonds	AD - Democratic Services			
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## WORK PROGRAMME 2013/2014

**Contact Officer:** Steven Maiden  
**Telephone:** 01895 250692

### 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>
04 June 2013	<b>CR5</b>
26 June 2013	<b>CR3A</b>
30 July 2013	<b>CR6</b>
11 September 2013	<b>CR6</b>
09 October 2013	<b>CR6</b>
27 November 2013	<b>CR6</b>
15 January 2014	<b>CR6</b>
19 February 2014	<b>CR6</b>
19 March 2014	<b>CR6</b>
16 April 2014	<b>CR6</b>

**CHILDREN, YOUNG PEOPLE & LEARNING POLICY OVERVIEW COMMITTEE**

**2013/14**

**WORK PROGRAMME**

<b>4<sup>th</sup> June 2013</b>	Major Review – Corporate Parenting – 1 <sup>st</sup> witness session
	School Admissions Update
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

<b>26<sup>th</sup> June 2013 (additional meeting)</b>	Major Review – Corporate Parenting – 2 <sup>nd</sup> witness session
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

<b>30<sup>th</sup> July 2013 – including pre-session with young witnesses</b>	Major Review – Corporate Parenting – 3 <sup>rd</sup> witness session
	Budget Planning Report for Education & Children’s Services 2014/15
	Second Round Schools Admissions Update
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

<b>11<sup>th</sup> September 2013</b>	Draft Final Report for Corporate Parenting Major Review
	Annual Complaints Report 2012/13 for Social Care, Health and Housing
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

<b>9<sup>th</sup> October 2013</b>	Topics for Single Meeting Review
	Local Safeguarding Children's Board Annual Report to include an update on arrangements for auditing and overseeing the safeguarding of partners.
	Report on Hillingdon's Troubled Families Programme
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

<b>27<sup>th</sup> November 2013</b>	Single Meeting Review
	Quality Assurance and Audit Framework – Children's Services
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

<b>15<sup>th</sup> January 2014</b>	Draft Final Report – Single Meeting Review
	Update on SEN to include information on funding, the Green Paper and the Task Group
	Budget Proposals Report
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

<b>19<sup>th</sup> February 2014</b>	Standards and Quality in Education
	Report - education complaints
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

<b>19<sup>th</sup> March 2013</b>	Update on the Implementation of Recommendations from past reviews of the Committee
	Cabinet Forward Plan - Review forthcoming decisions

	Work Programme – Review the work programme for the coming year
<b>16<sup>th</sup> April 2014</b>	Quarterly Child Social Care Audit Update 2012/2013
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year