



HILLINGDON  
LONDON



# Education & Childrens' Services Policy Overview Committee

## Councillors on the Committee

Catherine Dann, (Chairman)  
Brian Crowe, (Vice-Chairman)  
Judith Cooper  
Peter Curling  
John Hensley  
Anita MacDonald

## Other Voting Representatives

Anthony Little, Roman Catholic Diocesan

**Date:** THURSDAY, 11 FEBRUARY  
2010

**Time:** 7.00 PM

**Venue:** COMMITTEE ROOM 3,  
COMMITTEE ROOM 4 -  
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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further information.**

Published: Thursday, 4 February 2010

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=242&MId=275&Ver=4>

Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
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INVESTOR IN PEOPLE

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# Agenda

- 1 Apologies of absence
- 2 Declarations of Interest in matter coming before this meeting
- 3 To confirm that all items marked Part 1 will be considered in public, and all items marked Part 2 will be considered in private.
- 4 To receive and agree the minutes of 11 January 2010
- 5 Review 2: Child Trafficking - witness session 2
- 6 To agree the Forward Plan 2010
- 7 To agree the Work Programme 2010

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**Minutes**

**Education & Children’s Services Policy Overview  
 Committee  
 Monday 11 January 2010  
 Meeting held at High Street, Uxbridge, UB8 1UW**



<p><b>Members Present:</b>                  Councillors Catherine Dann (Chairman), Brian Crowe (Vice-Chairman), Judith Cooper, Peter Curling, and John Hensley.</p> <p><b>Officers Present:</b> Natasha Dogra, Debbie Haith, Tim Lake and Chris Spencer.</p>	
<p><b>1. APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Tony Little.</p>	
<p><b>2. DECLARATIONS OF INTEREST IN MATTER COMING BEFORE THIS MEETING</b></p> <p>Councillors Catherine Dann, Judith Cooper, Peter Curling, and John Hensley declared personal interests in all items on the agenda due to their roles as school governors.</p>	
<p><b>3. TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND ALL THOSE MARKED IN PART 2 WILL BE CONSIDERED IN PRIVATE</b></p> <p>All items were Part 1 and were considered in public.</p>	
<p><b>4. TO RECEIVE AND AGREE THE MINUTES OF 26 NOVEMBER 2009</b></p> <p>The minutes were agreed by the Committee.</p>	
<p><b>5. ECS REPORTS: Child Social Care and Educational Attainment</b></p> <p><b><u>Child Social Care</u></b>                  The Chairman welcomed the officers present to the Committee meeting and asked Debbie Haith (Head of Safeguarding) to begin presenting her report.</p> <p>Officers informed Members that the purpose of the report was to provide further details on the arrangements for auditing and archiving case records.</p> <p>The file auditing procedure outlined the process for auditing case records across Children and Families Services, this procedure had been in place since October 2008 and records were now audited on a quarterly basis. The audit tool included a set of 15 standards which applied to all records and there were a further set of customised audit materials which were specifically designed to cover the practice requirements of regulated services such as fostering and adoption records.</p> <p>Supervising managers audit a minimum of one file per team member each</p>	<p>Action By:</p>

quarter, the last audit was undertaken in September 2009 and over 200 records were audited non were judged inadequate. The scheduled audit for December did not take place due to the announced Ofsted inspection which independently audited over 100 case records of which 20 were in reviewed on a multi-agency basis with Health records, no records were identified as inadequate. The inspection judged Hillingdon to be Good in both Safeguarding and Looked After Children's services. However, internal and external scrutiny has identified and issue of timeliness of recording which is being addressed.

All personnel who handled Hillingdon data were subject to Criminal Records Bureau checks. All current agency staff must complete a CRB check before joining the service. Staff who had not been checked were provided with a risk assessment. Agency staff were checked on a yearly basis. Certain specific information was stored in high security cages and access to these areas was even further restricted to a more limited number of personnel. The building was fitted with specialist fire detection equipment and linked directly to the fire station. Currently there were no issues relating to files not being available when requested.

Currently records of a looked-after child were kept for 75 years. The records of an adopted child were kept for 100 years. Records pre-1965 have been requested in the past and have been made available. Officers informed Members that the archiving system was safe and secure, and records were retrieved with ease.

Some staff were being provided with laptops to take with them when visiting the child, so the time lapse between a visit and updating of records was kept to a minimum. Records kept by agency staff were checked before the staff left the service to ensure that records were not left unfinished.

Files which included paper information such as a written letter were kept up to date with paper information scanned in and attached to the file. This was to ensure that when audited, the full file was being audited. This also ensured that all information was available in an electronic format as well as hard copy.

The Committee thanked Officers for the update and requested a full Child Social Care quarterly update which also included the following information; live files, closed files, archived files, number of files audited, children with no allocated social worker, timeliness of assessment, timeliness of record updating and vacancy rates. This report would come to Committee at their first meeting of the next municipal year – June 2010.

**To Note:**  
**The Committee noted the update.**

### **Educational Attainment**

The Chairman welcomed officers to the meeting and requested Tim Lake (Manager of performance and analysis team) to begin the update.

*Debbie  
Haith, EYL*

Officers informed the Committee that overall Hillingdon was performing well. The real improvement had taken place in the secondary schools, where schools in the borough were performing at a high level. Work still needed to be done to improve the performance of primary schools in the borough, although they were still performing well. The concept of forming federations between a very successful school and a school not performing as well had proven to be very successful with schools being able to help each other in a number of fields. Some Members of the Committee expressed their reservations over the use of federations.

Officers informed the Committee that there had been a huge improvement at Key Stage 4 level with a large proportion of secondary school overachieving.

The Committee requested figures regarding the achievement of looked-after child. Officers said the figures along with a report on 'virtual schooling' would be made presented to Committee at either the March or April meeting.

*Chris  
Spencer,  
ECS.*

**To Note:**  
**The Committee noted the report.**

The meeting closed at 19.30

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## REVIEWS IN 2010: Child Trafficking WITNESS SESSION 2

**Contact Officer:** Natasha Dogra  
**Telephone:** 01895 277488

### REASON FOR ITEM

To hear from witnesses, as part of the Committee's 2010 review of Child Trafficking.

### AIM OF REVIEW

To review the statutory safeguarding duties of the Council and other agencies with regard to young people who arrive unaccompanied and to review current practice.

### OPTIONS AVAILABLE TO THE COMMITTEE

1. To question the witnesses about how Child Trafficking is tackled in the London Borough of Hillingdon.

### INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to Education and Children's Services. This role is outlined at the start of the agenda.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a particular topic at one or several meetings.
3. Following discussion at the Committee's meeting on 23 October 2009, Members decided to review the statutory safeguarding duties of the Council and other agencies with regard to young people who arrive unaccompanied and to review current practice. The scoping report for the review was agreed by Committee in July and is attached to this agenda item.
4. This is the second witness session for the review. The following will be attending to give evidence to the Committee:  
**Jane Graver – Head of Care, Children's Home**  
**Paula Neil – Manager, Asylum Team**

### SUGGESTED SCRUTINY ACTIVITY

- Question the witnesses.
- Start to identify possible conclusions and recommendations from the evidence given.
- Identify issues that the Committee should investigate further as part of the review.

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## **REVIEWS IN 2009/10:**

**How does the Council work with partner agencies to provide safeguarding at Heathrow Airport port of entry?**

**Contact Officer:** Natasha Dogra

**Telephone:** 01895 277488

### **REASON FOR ITEM**

To approve the scoping report for the Committee's 2009/10 review.

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

1. To approve the scoping report on how Children's Services work with partner agencies to provide safeguarding at Heathrow Airport port of entry in the London Borough of Hillingdon.
2. To request further amendments to the report to best reflect the Committee's intentions during the review.

### **INFORMATION**

1. The Committee is responsible for undertaking the 'policy overview' role in relation to Education and Children's Services. This role is outlined at the start of the agenda.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a particular topic at one or several meetings.
3. Following discussion at the Committee's meeting on 10<sup>th</sup> June 2009, Members decided to review how Children's Services work with partner agencies to provide safeguarding at Heathrow Airport port of entry. The scoping report for the review was agreed by Committee in July.

### **SUGGESTED SCRUTINY ACTIVITY**

- To approve the scoping report for the review.
- Identify issues that the Committee should investigate further as part of the review.

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## ***London Borough of Hillingdon***

### **EDUCATION AND CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE**

2009/10

#### **REVIEW SCOPING REPORT**

### **Child Trafficking: How does the Council work with partner agencies to provide safeguarding at Heathrow Airport as a port of entry?**

#### **Aim of Review**

To review the statutory safeguarding duties of the Council and other agencies with regard to young people who arrive unaccompanied and to review current practice.

#### **Terms of Reference/Key Tasks**

1. To learn more about the world and dangers of Child Trafficking
2. To understand how we safeguard newly arrived vulnerable children and young people, including assessment and intervention
3. To understand the role of key agencies and seek assistance on the effectiveness of partnership working
4. To investigate if there are further developments to best practice which can enhance current services to promote safeguarding and reduce the risk of trafficking
5. To examine best practice elsewhere through case studies, policy ideas, witness sessions and visits
6. After due consideration of the above, to bring forward positive and practical policy recommendations to the Cabinet in relations to the Council's approach to Child Trafficking in Hillingdon.

#### **Methodology**

The Policy and Overview Committee is to receive reports, presentations and hear from witnesses, possibly including a site visit.

## Documentation

- Information on the structure of services and the roles and responsibilities of partner agencies.
- Data on Unaccompanied Asylum Seeking Children and data on missing children
- Evidence of national and local policy and practice

## Proposed Timeframe and Milestone (to be finalised once witnesses agree and dates set)

Meeting Date	Action
22 <sup>nd</sup> Oct 2009	Approve scoping report for the review
27 <sup>th</sup> Jan 2010	A detailed presentation from the Head of Service and key managers. Background and context of the Asylum Service and safeguarding arrangements. Description the issues, and practice from a local and national perspective.  <b>Witnesses Session 1:</b> UK Border Agency Police
11 <sup>th</sup> Feb 2010	<b>Witness Session 2:</b>
23 <sup>rd</sup> March 2010	Consider and comment on draft report
27 <sup>th</sup> April 2010	Agree final report.

## Background Information

Overview of Children's Asylum Service and the role of the Referral and Assessment Team

Heathrow Airport is the world's busiest international airport and it is situated in the London Borough of Hillingdon. Hillingdon Children and Families service have to deal with the complexities of safeguarding significant numbers of children and young people who arrive at this port of entry every year. The Children and families service have developed a specialist intake service to address issues of child safeguarding and age disputes. Heathrow Airport is operational 24 hours a day and children and young people are can be referred at anytime of day or night. Indeed statistical evidence demonstrates that over 90% are referred outside of the hours of 9.00 am and 5.00 pm Monday to

Friday. It is also clear that each new arrival must have, in order to maximise safeguarding, a rapid and skilled service that is delivered immediately on referral. The dedicated airport intake team has enabled Hillingdon to provide such a response to contacts from UK Border Agency UKBA at Heathrow's five terminals and is a unique service.

Attached - appendix A: statistics and background information

## Appendix A.

### Safeguarding arrangements

Safeguarding of children arriving at Heathrow is a high priority for Hillingdon Local Safeguarding Children Board (LSCB) and the Child Trafficking Sub Group. Staff in Children's Services work very closely with partners including the police and immigration service in relation to safeguarding young people who may be victims of trafficking and/or other forms of exploitation. Staff in teams across the service have developed specialist skills in safeguarding children and young people who arrive from abroad. Out of hours referrals are managed by standby staff who are on call. Cases are transferred into the appropriate team by the next working day. All USAC cases are dealt with by the Asylum Service, non USAC by the Referral and Assessment Team and 16+. Each are of service carries out all statutory and specialist assessments. This teams have developed skills in undertaking age assessments and assessments of children and young people who are believed to be the victims of trafficking.

The Asylum Service has contributed to the development of the Trafficking Toolkit and is currently involved in piloting its use.

Trafficking is a complex issue however over the last two years Hillingdon has been working closely with UKBA and the policing agencies to disrupt the trafficking of children through Heathrow and put in place strategies to discourage young people from leaving the care of Hillingdon children's services. This has led to a reduction of young people who have gone missing and the number who have been returned has increased.



The above graph represents referrals in relation to Heathrow for the past three years.

2006/07 251 total children, 70 went missing

2007/08 221 total children, 54 went missing

2008/09 160 total children, 20 went missing



Hillingdon faced a particular challenge in relation to Chinese young people going missing soon after arrival. Due to strategies implemented and intelligence employed this pattern has been severely disrupted and there has been a significant reduction in the arrival rate and numbers of Chinese young people going missing.

The ability to respond rapidly and identify potential victims of trafficking at the earliest possible opportunity after arrival has also had a positive effect in relation to our work in identifying vulnerable children/young people and the numbers going missing.

However, the profile of trafficked children and young people is subject to frequent change and does not apply to only one nationality. The increased communication between all services through the recently implemented fortnightly Trafficking Operational Group has led to rapid identification of common factors in the stories and profile of those presenting, sharing of information and intelligence and co-operation leading to both identifying potential victims and potentially disrupting organised crime.

## **Key Developments**

- Hillingdon has developed unique local level, multi-agency operational protocols to combat Child Trafficking and prevent Missing Children at ports of entry. This Protocol includes fortnightly operational meetings held at the offices of UKBA to consider all children individually who have come to notice through the airport terminals. The terms of reference for this operational meeting stipulates core membership of the group, and includes all relevant key law enforcement agencies, such as the Metropolitan Police, [Paladin team], Borough Police and the Heathrow Intelligence Unit, as well as, UKBA and Children's Social Care. This operational work is the first of its kind, and a model of best practice. The terms of reference for this group and the Protocols are being sought by ports of entry throughout the UK. [Staff from Hillingdon have been to Manchester airport, Birmingham, Stansted and Gatwick to share best practice]
- The LCSB in Hillingdon has established a multi-agency sub group focused on Child-trafficking to lead policy and practice. Representation at this group includes not only local public and voluntary sector agencies as traditional, but also includes National NGO's; National Society for the Prevention of Cruelty to Children (NSPCC), End Child Prostitution, Child Pornography and the Trafficking of Children (ECPAT), Child Exploitation and Online Protection Centre (CEOP) and Children First, as well as the Private Sector; British Airports Authority (BAA) and the Group 4 Securicor (G4S). This demonstrates that Hillingdon is influential on a national level and is taking a national lead with policy issues which affect points of entry.
- Hillingdon Child Trafficking leaflets have been developed in 10 different languages and are being rolled out to Ports of Entry across Europe. One

Example being Denmark, as Copenhagen is a transition airport for many children trafficked into the UK. These leaflets will also be included in the National Trafficking Toolkit, which is linked to the national referral mechanism administered by the United Kingdom Human Trafficking Centre (UKHTC).

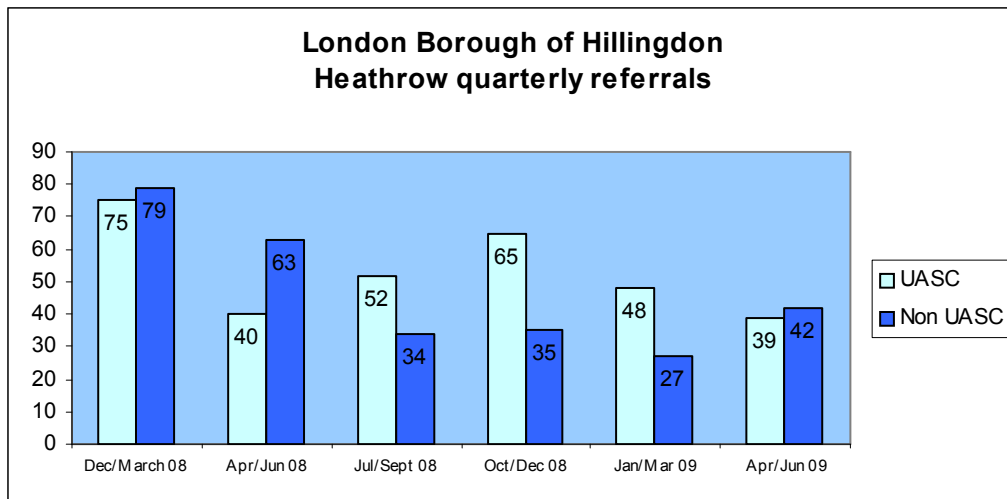
- Hillingdon has developed a bespoke Stand by Service to provide a flexible and skilled professional response at the Airport terminals. A virtual team set up from experienced 'day time' staff who are available between 5pm and 9am, and also includes weekends, provides this service.
- Hillingdon's strong partnership working with UKBA and Policing Agencies, such as the Serious Organised Crime Agency (SOCA) and Scotland Yard has disrupted the trafficking of children through Heathrow Airport. This has resulted in both a significant reduction in the number arriving at Heathrow and the number of young people who have gone missing (chart 1)
- Statistical information demonstrates that the joined up approach described in this document has impacted upon the numbers of children and young people arriving. The trends in terms of those that go missing has been greatly reduced and the opportunities for law enforcement agencies to capture intelligence and take action against offenders has gone up.
- The work has been recognised by the Office for Standards in Education, Children's Services and Skills (OFSTED), the Department for Children, Schools and Families (DSCF) and the Home Office as a model for best practice particularly in the area of child trafficking

## Asylum Service

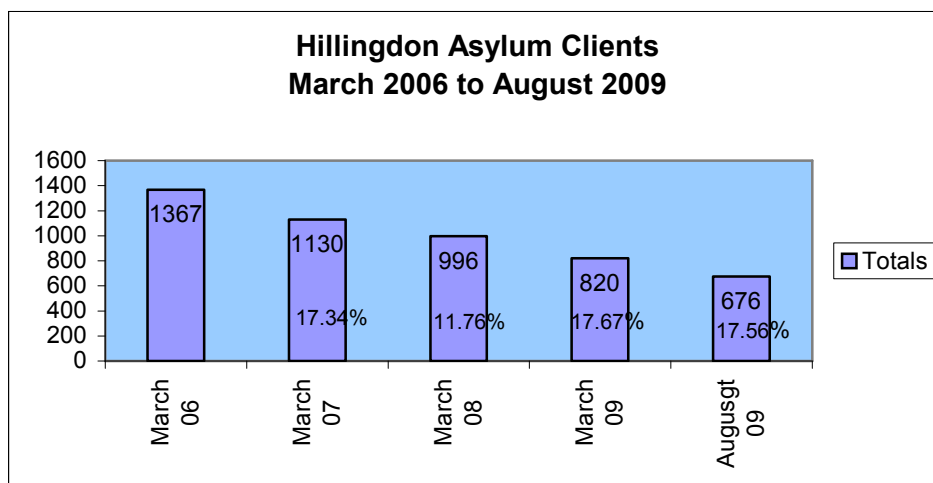
### Missing Clients

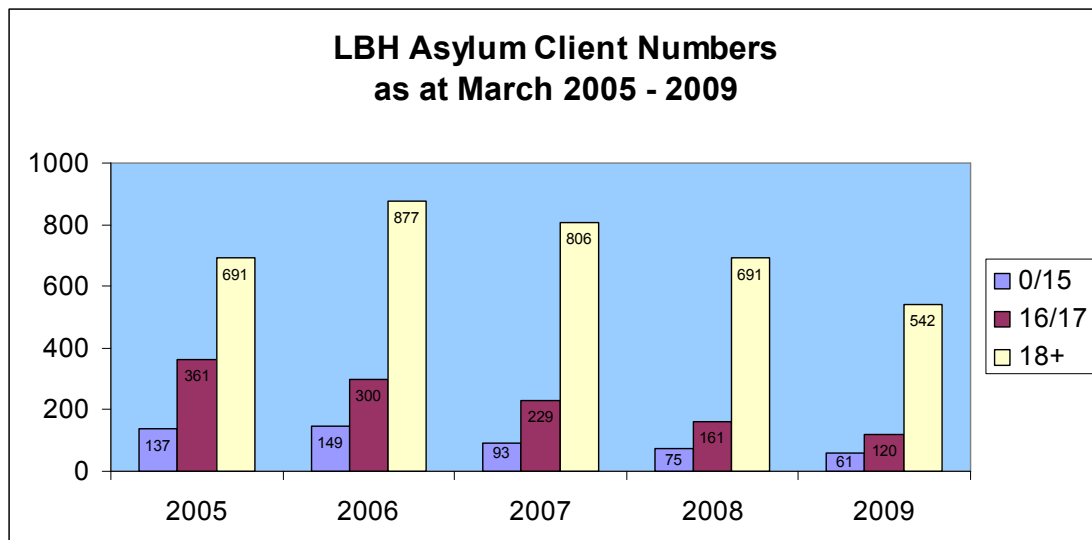
	06/07	07/08	08/09
<b>Afghani</b>	1	8	5
<b>Albanian</b>	1	2	0
<b>Chinese</b>	63	32	4
<b>Congolese</b>	1	1	0
<b>Indian</b>	1	6	6
<b>Iranian</b>	0	1	0
<b>Iraqi</b>	0	0	1
<b>Nigerian</b>	0	3	2
<b>Palestinian</b>	1	0	0
<b>Somalian</b>	1	1	1
<b>Syrian</b>	1	0	0
<b>Vietnamese</b>	0	0	1
<b>Total</b>	<b>70</b>	<b>54</b>	<b>20</b>

## B. Children's Asylum Service



The Asylum Service currently supports just under 700 children and young people 155 who are Looked After Children and 540 Care Leavers





All Unaccompanied Asylum Seeking Children under 16 on arrival are placed in foster care with a few placed in our specialist residential unit.

### **Accommodation**

The Service provides a range of semi- independent and shared accommodation for Looked After Children and Care Leavers. All accommodation is of a high standard and in addition to young people having allocated workers the service commissions a range of outreach support via Notting Hill Housing Group and a voluntary organisation Asphaleia.

#### **16-18 year olds**

A 47 room supported unit providing self-contained units and including 3 emergency rooms for newly arrived young people.  
A 26 rooms and 1 disability room.

Both units are staffed and of a very high specification and standard.

#### **Mother & Baby Accommodation**

20 flats/bed sits for sole occupancy  
5 shared houses

#### **18+ Accommodation**

90 shared houses (350 rooms)

The Asylum Service has low numbers of NEET (Not in Education Training or Employment) with the majority (85%) of children and young people in education, training or employment.

As at 1<sup>st</sup> March 2009 of 695 young people **101(15%)** are NEET. Included in the NEET figures are very newly arrived young people (9); Missing (10); Prison/ Detained (4)

**121 (24%)** of our 18+ care leavers (**total 514**) are in Higher Education.

### **Well-being Project (WBP)**

A mainly Department of Health funded project which for the past 4 years has provided specialist mental health assessment and treatment including individual and group work and creative therapies for UASCs. For example the Orientation Memory Box offers newly arrived young people support in relation to emotional and physiological needs and assists their successful orientation and integration into the UK.

The WBP also offers consultation, training and support to staff carers and interpreters.

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## **FORWARD PLAN: ITEMS GOING TO CABINET OR CABINET MEMBERS FOR DECISION THAT FALL WITHIN THE COMMITTEE'S REMIT**

**Contact officer:** Natasha Dogra  
**Telephone:** 01895 277488

### **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 for 2009/10 is attached. The Committee may wish to consider the non standard items that fall within its remit.

### **SUGGESTED COMMITTEE ACTIVITY**

- Consider whether there are comments or suggestions that the Committee wishes to make that will aid Cabinet decision-making.

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# The Cabinet Forward Plan

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>ASCH&amp;H = Adult Social Care, Health &amp; Housing; DCEO = Deputy Chief Executive's Office; E&amp;CS = Education &amp; Children's Services; E&amp;CP = Env't &amp; Consumer Protection; F&amp;R = Finance &amp; Resources; P&amp;CS = Planning &amp; Community Services</small>									
<b>CABINET - 18 FEBRUARY 2010</b>									
377	Schools Budget 2010/11	To agree the Schools budget following consultation.	All		Cllr David Simmonds	F&R Amar Barot / Georgina Ayling	Schools Forum		
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
SI Page	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed	TBC		as appropriate	DCEO Democratic Services			
<b>CABINET MEMBER DECISIONS - FEBRUARY 2010</b>									
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	DCEO Democratic Services	Various	Various	
<b>CABINET - 18 MARCH 2010</b>									
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
<b>CABINET MEMBER DECISIONS - MARCH 2010</b>									
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	DCEO Democratic Services	Various	Various	
<b>CABINET - 15 APRIL 2010</b>									

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
<b>CABINET MEMBER DECISIONS - APRIL 2010</b>									
SI	<b>Standard Items taken each month by the Cabinet Member</b>	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	DCEO Democratic Services	Various	Various	
<b>CABINET - 27 MAY 2010</b>									
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
<b>CABINET MEMBER DECISIONS - MAY 2010</b>									
SI	<b>Standard Items taken each month by the Cabinet Member</b>	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	DCEO Democratic Services	Various	Various	
<b>CABINET - 24 JUNE 2010</b>									
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>ASCH&amp;H = Adult Social Care, Health &amp; Housing; DCEO = Deputy Chief Executive's Office; E&amp;CS = Education &amp; Children's Services; E&amp;CP = Env't &amp; Consumer Protection; F&amp;R = Finance &amp; Resources; P&amp;CS = Planning &amp; Community Services</small>									
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	<b>F&amp;R</b> Paul Whaymand 01895 556074			

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# Agenda Item 7

## 2009/10 WORK PROGRAMME

**Contact Officer:** Natasha Dogra  
**Telephone:** 01895 277488

## 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/or reviews.

## INFORMATION

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

<b>Meetings</b>	<b>Room</b>
10 <sup>th</sup> June 2009	CR 4
8 <sup>th</sup> July 2009	CR 4
9 <sup>th</sup> September 2009	CR 4
22 <sup>nd</sup> October 2009	CR 4
26 <sup>th</sup> November 2009	CR 4
27 <sup>th</sup> January 2010	CR 3
11 <sup>th</sup> February 2010	CR 3
23 <sup>rd</sup> March 2010	CR 3
27 <sup>th</sup> April 2010	CR 3

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

**2009/10**

**WORK PROGRAMME**

<b>Meeting Date</b>	<b>Item</b>
<b>10<sup>th</sup> June 2009</b> <b><u>All Members</u></b>	Building Schools for the 21 <sup>st</sup> Century – all Members briefing, presented by Head of Education and Children's Services, Chris Spencer.
<b>Education and Children's Services POC Committee Members <u>ONLY</u></b>	Work Programme 2009/10. Inclusion Review – agree scoping report.
<b>8<sup>th</sup> July 2009</b>	Inclusion Review – Witness Session 1
	Maths Inclusion update
	Performance and Financial Management reports
	Cabinet Forward Plan
	Work Programme
<b>9<sup>th</sup> September 2009</b>	Inclusion Review – Witness Session 2
	Review 2 – receive various scoping reports and agree second review topic for 2009/10.
	Work Programme
	Cabinet Forward Plan
<b>22<sup>nd</sup> October 2009</b>	Inclusion Review – conclusions and recommendations
	Cabinet Forward Plan
	Review 2 – scoping report
	Work Programme
<b>26<sup>th</sup> November 2009</b>	Inclusion Review – agreed Final report

	Cabinet Forward Plan
	Quarterly Child Social Care Audit Update 2009/10
	Work Programme

<b>11<sup>th</sup> January 2010</b>	Quarterly Child Social Care Audit Update 2009/10
	Education Attainment Report 2008/9

<b>27<sup>th</sup> January 2010</b>	Review 2 – Witness Session 1
	Cabinet Forward Plan
	Budget Reports and Group Plans 2010
	Work Programme

<b>11<sup>th</sup> February 2010</b>	Review 2 – Witness Session 2
	Cabinet Forward Plan

<b>23<sup>rd</sup> March 2010</b>	Review 2 – Agree Conclusion and recommendations
	Update – achievement of looked-after child and report on virtual schooling.
	Overview of safeguarding responsibilities and scrutiny paper
	Cabinet Forward Plan
	Work Programme

<b>27<sup>th</sup> April 2010</b>	Review 2 – agree final report
	Cabinet Forward Plan

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