



HILLINGDON  
LONDON



# Children, Families and Education Select Committee

## Councillors on the Committee

Councillor Heena Makwana (Chairman)  
Councillor Roy Chamdal (Vice-Chairman)  
Councillor Kishan Bhatt  
Councillor Tony Gill  
Councillor Rita Judge  
Councillor Peter Smallwood  
Councillor Jan Sweeting (Opposition Lead)

## Co-Opted Member

Tony Little, Roman Catholic Diocesan  
Representative

**Date:** WEDNESDAY 4 JANUARY  
2023

**Time:** 7.00 PM

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

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

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Published: Thursday 22 January 2022

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## Terms of Reference

### Children, Families, & Education Select Committee

To undertake the overview and scrutiny role in relation to the following Cabinet Member portfolio(s) and service areas:

Cabinet Member Portfolios	<ul style="list-style-type: none"><li>• Cabinet Member for Children, Families &amp; Education</li></ul>
Relevant service areas	<ol style="list-style-type: none"><li>1. Children's Services (including corporate parenting)</li><li>2. Children's Safeguarding</li><li>3. Youth Justice</li><li>4. Youth Services</li><li>5. SEND</li><li>6. Education</li><li>7. Children and Families Development</li><li>8. Skills &amp; lifelong learning</li></ol>

This Select Committee will establish a Panel to support strong oversight of the Council's corporate parenting responsibilities. The Committee may appoint 3 Members to this Panel based on political balance. Membership may include non-Cabinet Members not on the Committee. The Committee may also appoint relevant Council officers and other external stakeholders to the Panel and agree its chairmanship and operation. In agreeing its operation, the Committee will provide for the Panel not to be able to establish any other sub-group or body to carry out its responsibilities.

# Agenda

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 Minutes of the previous meeting 1 - 6
- 4 To confirm that the items of business marked as Part I will be considered in Public and that the items marked as Part II will be considered in Private
- 5 Budget Proposals For Services Within The Remit Of The Children, Families & Education Select Committee 7 - 18
- 6 Youth Offer Update 19 - 38
- 7 Consultation on changes to school admissions arrangement 39 - 54
- 8 Corporate Parenting Panel Minutes 55 - 62
- 9 Forward Plan 63 - 68
- 10 Work Programme 69 - 72
- 11 Ofsted report - Part II 73 - 76

# Agenda Item 3

## Minutes

### CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE

6 December 2022

Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge UB8 1UW



	<p><b>Committee Members Present:</b> Councillors Heena Makwana (Chairman), Roy Chamdal (Vice-Chairman), Kishan Bhatt, Rita Judge, Peter Smallwood, Jan Sweeting (Opposition Lead)</p> <p><b>Co-opted Member:</b> Tony Little</p> <p><b>LBH Officers Present:</b> Anisha Teji (Democratic Services Officer) and Antony Madden (The Head of Service for First Response, MASH and out of hours social work - Children &amp; Young People Services)</p>
40.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Tony Gill.</p>
41.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>None.</p>
42.	<p><b>MINUTES OF THE PREVIOUS MEETING</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That the minutes from the meeting on 3 November 2022 be agreed.</p>
43.	<p><b>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART I WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED AS PART II WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items would be heard in Part I.</p>
44.	<p><b>THE STRONGER FAMILIES HUB: OUR ENGAGEMENT WITH KEY STAKEHOLDERS - EXPLORING PARTICIPATION AND FEEDBACK TO IMPROVE SERVICE AND SATISFACTION - WITNESS SESSION 1</b> (<i>Agenda Item 5</i>)</p> <p>The Head of Service for First Response, MASH and out of hours social work - Children &amp; Young People Services introduced the report on The Stronger Families Hub: Our engagement with key stakeholders – exploring participation and feedback to improve service and satisfaction – Witness Session One. A detailed overview of the report was provided and key aspects of the report were highlighted.</p>

## **The Stronger Families Hub**

The Stronger Families Hub was launched in August 2021. The Committee heard that the service provided a single point of contact for children, young people and families in Hillingdon to access a wide range of support services 24/7 and aimed to offer the right help at the right time.

Members were informed that experience gained through the Covid 19 pandemic informed the ways of working and helped shaped a delivery model to meet the demand for out of hours support. The new model aimed to:

- Focus on 'prevention' from the very first point of contact.
- Transition from 'Emergency Duty' to 24/7 Support
- Deliver a robust Early Help Offer
- Reduce the demand on statutory services

It was noted that operating under a clearly defined pathway had helped ensure all advice and support to children and families was targeted, consistent, and the use of pre statutory resources was maximised. The Stronger Families Hub changed the 'front door' approach, as well as the capacity and capability to deliver strong preventative services via an Early Help Assessment and Team around the family approach. Redirected resources embedded the Key Working Service across three localities offering a rich skill set by integrating the workforce. Members were informed that the service had supported and strengthened each locality to encourage lead professionals to confidently manage Stronger Families Plans where appropriate and build community resilience.

A review of the Stronger Families model was undertaken 12 months of operation. The findings of the reviews were outlined to the Committee.

In order to ensure that the service remained dynamic and responsive to children's changing needs, it was reported that a number of initiatives were taking place including a review of the All Age Multi Agency Safeguarding Hub, MASH and Stronger Families Hub establishment.

### **Performance data**

The Committee received detailed performance data throughout the report and presentation. Headline performance data highlighted included:

Contacts in the last 6 months	11,541
Early Help Assessments completed	816
Referrals in the last 6 months	2,074
Statutory assessments completed in the last 6 months	2083

### **Service user feedback**

The Committee was presented with feedback from service users. Since the Stronger Families Hub was launched it had been well received and utilised.

### **Appendices**

The Committee had regard to a number of appendices including:

- A blank Early Help Assessment form.
- A completed Early Help Assessment form that had been completed and referred to the Stronger Families Hub.
- An example of a Stronger Families Plan that detailed information such as child contact details, summary of review discussion and plan going forward.
- Terms of Reference for the Stronger Families multi agency review.
- Feedback from parents on the intervention from Stronger Families.
- Children's Services Analysis Tool (ChAT) data report for October 2022 that included in-depth information such as contacts in the last six month, early help placements and demographics of children across all areas of children's social care.

### **Committee discussion**

The Committee noted the information presented and sought additional information on a few points.

Regarding the Stronger Families Champion in schools, it was explained that this initiative was a response to a recommendation from a subgroup and helped support joint working and contributions to Early Help Assessments and Stronger Families Plans. Discussions with colleagues in schools were being planned to promote the initiative further. In terms of working with the third sector and voluntary organisations, the Committee heard that there were already good working relationships in place with organisations such as Brilliant Parents and feedback was often used to consider how services could be improved.

On the matter of out of hours lines and how serious cases were managed, it was noted that the Stronger Families Hub was a single point of access for professionals and families and included a 24/7 Triage Service that replaced the previous out of hours model (known as the Emergency Duty Team). To support Early Help Key Working services were realigned to create three locality based Stronger Families Key Working Teams and; new pathways were implemented to help ensure that preventative intervention was fully utilised and statutory social work was retained for children with complex needs and children at risk. There was regular training available depending on which agencies were involved and all partners attended induction days for additional training. The duty to refer was always emphasised.

The Committee heard that going forward there would no longer be the requirement for the commissioned service Anchor to handle social care calls out of hours thus reducing the need for handovers and streamlining this service further. Cases were coordinated by triage and allocated to teams depending on the nature of the call and specialism. The demands of out of hours social work had changed significantly and detailed analysis had been undertaken of the nature of out of hours work in order to reshape the service. Data collated demonstrated that childrens contact outweighed adults at a ratio of 27% adults to 73% CYPS and although the adults ratio was lower, the nature of work was more complex.

Members welcomed the positive feedback from parents and were informed that when there were any complaints officers worked to resolve the issues quickly. It was also noted that as part of the review's witness programme Members would have an opportunity to meet with parents and young people and would be able to explore any

suggestions for improvements/complaints then.

Officers were thanked for their work in this area which was clear throughout the report and data provided. Given that there had already been reviews undertaken in April and October 2022, it was questioned what was hoped by the Committee's review. It was explained that the Stronger Families Hub had increased in size since its introduction and there had been large investment in this area. Members were requested to provide scrutiny on the area to consider how the service could be improved, strengthened and whether it was delivering value for money. It was also acknowledged that Councillors engaged first hand in the community, and it was hoped that the review would encourage a positive outlook of the Stronger Families Hub and help breakdown any negative stereotypes. There was now a strong focus on Early Help and safeguarding and the review would raise further awareness of the initiative.

During Member questions it was noted that existing data came from a variety of different sources that was cross referenced.

In terms of how the Stronger Families Hub engaged with children where English was not the first language, it was reported that having a diverse work force helped to develop relationships with service users. There was always the opportunity to use interpreters to ensure that comprehensive assessments took place.

The Committee was aware that sometimes there appeared to be a stigma attached to asking for help. It was confirmed that the Stronger Families Hub was promoted through the safeguarding partnership, council website and communications issued from the Corporate Communications team. There was also work being done within religious settings and schools to increase education and consultation including with young people. An example of this was the DfE Build Back Better Fund initiative in regards to safeguarding woman and children from harmful practices including Female Genital Mutilation. The initiative was based in the Stronger Families Hub and included 4 consultation events with residents.

During Member discussions, it was noted that police referrals often related to domestic violence and neglect. It was highlighted that the Stronger Families Hub was a one point contact to encourage and simplify the Early Help route. To avoid discouraging people to complete forms the Committee was informed that the forms were made created in a user-friendly way and avoided any technical jargon. Having the single point of contact made the process more efficient as it avoided going back and forth and enabled accurate assessments to be made.

The Committee thanked officers for their work in this area and the detailed report and presentation.

**RESOLVED: That the Committee noted the and commented on the progress made by the Stronger Families initiative at this time and asked questions as part of its review.**

45. **CABINET FORWARD PLAN** (*Agenda Item 6*)

**RESOLVED: That the Forward Plan be noted.**

46. **WORK PROGRAMME** (*Agenda Item 7*)

	<p>The following updates were noted:</p> <ul style="list-style-type: none"> <li>• The requested report on how funding had been allocated in schools for Ukrainian children would be presented to the Committee on 2 February 2023</li> <li>• Youth Services, the Budget and Corporate Parenting Panel meeting minutes would be considered at the Committee meeting on 4 January 2023.</li> <li>• The service update on Early Years and Children’s Centres had been marked to ‘to be confirmed’ and would be added to the work programme at the appropriate time. This was due to changes ongoing in the area.</li> </ul> <p>The Committee was mindful that the requested information report on an Ofsted inspection of a school in the Borough had been deferred for a second time. Members were keen to receive this report at the January 2023 meeting.</p> <p>It was agreed that Democratic Services would explore whether any additional information could be provided on whether the Council would be undertaking new capacity calculations for each school within Hillingdon in response to Government guidelines.</p> <p><b>RESOLVED: That the updates and work programme be noted.</b></p>
	<p>The meeting, which commenced at 7.00 pm, closed at 8.17 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Anisha Teji on [ateji@hillington.gov.uk](mailto:ateji@hillington.gov.uk) or 01895 277655. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

**The public part of this meeting was filmed live on the Council's YouTube Channel to increase transparency in decision-making, however these minutes remain the official and definitive record of proceedings.**

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## 2023/24 BUDGET PROPOSALS FOR SERVICES WITHIN THE REMIT OF THE CHILDREN, FAMILIES & EDUCATION SELECT COMMITTEE

Committee name	Children, Families & Education Select Committee
Officer reporting	Iain Watters, Finance
Papers with report	N/A
Ward	All

### HEADLINES

1. To comply with the Budget and Policy Framework procedure rules as part of the agreed consultation process for the General Fund and Housing Revenue Account budgets, alongside the Council's Capital Programme, this report sets out the draft revenue budget and Capital Programme for the services within the remit of the Children, Families & Education Select Committee. Following consideration by Cabinet on 15 December 2022, these proposals are now under consultation, and the relevant proposals being discussed at the January cycle of the Select Committees.
2. Cabinet will next consider the budget proposals on 16 February 2023, and the report will include comments received from Select Committees. At the meeting on 16 February 2023 Cabinet will make recommendations to full Council regarding the budget and Council Tax levels for 2023/24. Subsequently, Council will then meet to agree the budgets and Council Tax for 2023/24 on 23 February 2023.
3. The Committee needs to consider the budget proposals as they relate to the relevant service areas within the Children, Families & Education Cabinet Portfolios, but within the corporate context and the constraints applying as a result of the aggregate financial position of the authority.

### RECOMMENDATIONS

4. **It is recommended that the Committee notes the budget projections contained in the report and comments as appropriate on the combined budget proposals affecting the relevant service areas within the Children, Families & Education Cabinet Portfolios, within the context of the corporate budgetary position.**

## General Fund Budget

### Budget Strategy

5. Budget proposals for 2023/24 have been prepared in the context of a wider strategy addressing the five-year MTFF period through which service expenditure is to be managed within available resources in the context of a challenging economic environment both in terms of an exceptional inflationary pressures and legacy COVID-19 impacts, with further impacts resulting from the cost-of-living crisis and the impact on residents' financial standing. This balanced budget is to be achieved through a combination of delivering efficiency savings, increases in the Council Tax, and Fees and Charges, while maintaining General Balances at forecast 2022/23 levels.
6. This budget strategy is based upon the principle of sound financial management set against the backdrop of these challenging economic conditions, with the latest monitoring position for the 2022/23 financial year reporting a net underspend of £61k which will leave uncommitted General Balances at £26,780k entering the 2023/24 financial year. However, included in the 2022/23 position is a significant use of Earmarked Reserves to fund £5,307k of exceptional inflationary pressures on service budgets experienced to date, with much of this reserve created from favourable movements during outturn 2021/22. Furthermore, the Council budgeted to drawdown £5,913k to fund COVID-19 pressures included in the February 2022 budget strategy with a further £3,431k being drawn down above this and the inflation drawdown to fund pressures within service operating budgets, the majority of which are covering new and emerging COVID-19 pressures.
7. The Month 7 monitoring position for the services within this select committee present a net variance of £198k as presented in the table below:

**Table 1: Service Operating Budgets**

Cabinet Member Portfolio		Approved Budget	Forecast Outturn	Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
		£'000	£'000	£'000	£'000	£'000
Children, Families & Education	Expenditure	74,910	75,839	929	581	348
	Income	(22,615)	(23,346)	(731)	(377)	(354)
	<b>Sub-Total</b>	<b>52,295</b>	<b>52,493</b>	<b>198</b>	<b>204</b>	<b>(6)</b>

8. With the following narrative setting out the variances and movement from Month 6 on an exception basis:

- a. **Children, Families & Education** – an overspend of £198k is being reported within this portfolio, with a favourable movement of £6k from Month 6. Additional income is being achieved from a number of sources including Government grant income for schools' attendance and exclusions and FGM support. This is being offset by increased costs, predominantly driven by additional demand for Children's Social Care, including support for Looked After Children and expenditure associated with the delivering functions funded by the additional grant income, with the subjective movements relating to additional resource being used to work on the Schools budget recovery plan offset by funding from the Department for Education to contribute towards this work.
9. Of the £13,346k savings within the 2022/23 budget, 92% are banked or on track for delivery in full, with potential risks on 7% (£986k) - relating to the Leisure Centre management fee and reflects the particular impact of the COVID-19 pandemic on this sector and the ongoing challenges facing this service. Further information on this position is set out in the budget monitoring report also presented to Cabinet on this agenda, but it is expected that all 2022/23 savings will ultimately be banked in full.
10. The position on the savings included in the 2022/23 budget within the remit of this Select Committee is as follows:

**Table 2: Savings Tracker**

Cabinet Member Portfolio	Blue Banked £'000	Green Delivery in progress £'000	Amber I Early stages of delivery £'000	Amber II Potential problems in delivery £'000	Red Serious problems in delivery £'000	Total £'000
Cabinet Member for Children, Families & Education	0	(1,213)	(723)	0	0	(1,936)

11. Based on 2.99% per annum increases in the core Council Tax and 2% per annum increases in the Social Care Precept, funding available to support service expenditure is projected to grow by £39,475k to £290,522k between 2022/23 and 2027/28. A combination of inflation and demand-led pressures (including legacy impacts of the COVID-19 pandemic), together with capital investment plans is projected to generate a £49,017k uplift in service expenditure. In order to address this differential, to date, a savings programme of £45,683k has been developed, leaving a residual budget gap of £9,542k in later years of the MTF period.

**Table 3: Budget Strategy**

	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
Total Resources	251,047	264,763	271,475	277,868	284,082	290,522
Total Service Expenditure	251,047	264,763	271,475	281,886	290,046	300,064
<b>Cumulative Budget Gap</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,018)</b>	<b>(5,964)</b>	<b>(9,542)</b>
<u>Of which, Service Expenditure in the remit of this committee:</u>						
Children, Families & Education	52,295	58,231	59,132	61,702	64,090	66,694

12. As is the case for the vast majority of local authorities, the Council has experienced exceptional economic factors that are driving a material inflationary requirement, which is having a significant impact on the cost of providing services to residents. The generally accepted measure of inflation, the Consumer Price Index (CPI) reached 10.1% in September 2022 and has yielded a forecast inflationary requirement of £21,877k in 2023/24, rising to £62,047k by 2027/28. This compares to a forecast of £6,430k for 2023/24 when the Council set out the previous iteration of the budget strategy in February 2022, with this latest refresh presenting a three-and-a-half-fold increase from these projections. Inflation, along with other updates on demand-led growth and corporate items has generated the need for a major savings programme, which stands at £20,791k in 2023/24, a significant increase from the £9,630k which was identified in February 2022.
13. The adverse economic conditions and particularly the sudden onset of a recession and inflationary pressures represent the main cause of the current cost-of-living crisis, with the impact from increasing costs and declining revenues having negative impacts on local residents and businesses, creating a challenging economic environment. It should be recognised that this in turn creates an element of risk on the Council's funding, with circa 75% of the Council's funding now being derived from local taxation.
14. Furthermore, COVID-19 legacy issues continue to impact on Council services and finances, with pandemic related pressures in 2022/23 of £14,722 at Month 7, with £11,291k of this having been factored into the previous budget strategy in February 2022 and £3,431k of new and emerging issues. While these extraordinary costs have been financed from specific central government grants up to 31 March 2022, it is not expected that any further funding will be forthcoming and ongoing structural pressures emerging from the pandemic will continue to cause cost pressures. This is largely driven by the unwinding of £4,406k of reserve balances used in 2022/23 to cover part of the budgeted pressure for the year and the £3,431k of new and emerging issues.
15. Notwithstanding the additional challenges presented by economic turmoil and the legacy impacts from the pandemic, this budget strategy does not rely upon use of General Balances to support service expenditure and therefore maintains these at £26,780k over the five-year

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Classification: Public

Children, Families & Education Select Committee – 4 January 2023

MTFF period. A review of the range of general risks affecting the Council indicates that the recommended level of uncommitted reserves should be between £20,000k and £39,000k, meaning that £6,780k remains available to the Council to deploy, should it be required.

16. In addition to General Balances, the Council holds Earmarked Reserves to manage specific risks, projects and cyclical expenditure commitments. At 31 March 2023, these are projected to total £18,641k, with £2,149 k of this sum being the remaining balance held to manage COVID-19 costs and a further £4,297k being the remaining balance of identified funding to meet exceptional inflationary pressures. This strategy includes budgeted releases from Earmarked Reserves of £6,791k, with a drawdown of £3,834k being included to bridge the gap between funding and expenditure in 2023/24, with a further £1,535k of previously planned releases from COVID-19 funding and the continuation of the funding for the Older Peoples Discount for a further year, leaving a forecast £10,328k of Earmarked Reserves on the balance sheet at the end of the five-year budget strategy.
17. Savings proposals totalling £45,683k have been developed towards mitigating the emerging expenditure pressures as funding levels are projected to grow at a slower rate than demand for Council Services, with a residual £9,542k budget gap to be mitigated over the period from 2025/26 to 2027/28 should this programme of savings be realised in full. As in previous years, savings proposals for the forthcoming financial year are specific in nature, with medium-term plans structured around wider strategic approaches to transformation of local services. Proposals have been developed within the themes of Service Transformation, Effective Procurement, Managing Demand and Income Generation & Commercialisation, with an overview of specific measures set out within this report.
18. Whilst the Local Authority settlement is still awaited, it is clear that Government Grants and Business Rates income will fail to match prevailing levels of inflation currently and in the medium term and that demand levels for Adult and Children's Social Care provision have shown and will continue to show unrelenting growth. It has therefore proved necessary for the Council to propose a step change increase in Fees & Charges. These have historically been the lowest in London. The proposed increases will narrow the gap with other authorities and will still leave Hillingdon with the one of the lowest levels of Fees & Charges per capita in London.
19. Within Income Generation & Commercialisation savings are a range of proposals relating to levels of income raised from Fees & Charges, which are levied to support a number of specific services rather than the cost of these measures falling wholly on the local Council Taxpayer. The Council has sought to maintain lower levels of charges as part of the broader approach of delivering Sound Financial Management for residents, a strategy which has succeeded with charges per household being amongst the very lowest across London. As a result of the

broad range of competing demands on limiting funding, a strategy of moving towards full cost recovery on these charges is set out within this budget.

20. This draft budget outlines £340,003k of proposed capital expenditure – including substantial investment in local infrastructure, a new leisure centre and delivery of significant additional SEND capacity in the borough’s schools – of which £59,405k is to be financed through borrowing. Taken together with historic capital spending, this investment will result in the Capital Financing Requirement peaking at £273,015k in 2024/25 and declining thereafter. Of this peak borrowing requirement, £232,870k is expected to necessitate external borrowing, with £40,145k being financed through General Fund reserves and working capital.

## **Risk Management**

21. A fundamental context to the Council’s budget strategy are its levels of reserves. The Council holds a combination of General and Earmarked Reserves in order to mitigate the Council’s financial position against the risk of unforeseen or exceptional financial shocks, with General Balances held to cover a broad range of risks as set out in the Council’s Balances & Reserve Policy that was approved in February 2022 (along with the Council’s current budget strategy) which set a range of balances between £20m and £39m, and Earmarked Reserves being held to mitigate specific risks, or to fund project and cyclical expenditure (where the cycle is something other than a financial year).
22. The rationale for holding General Balances is set out in the Balances & Reserves Policy, and covers impacts from the general financial climate, including the Council’s own financial standing and that of its residents and local businesses, the risk of inflation and/or interest rate shocks, demography and contact management, the timing of capital receipts and availability of reserve levels. These General Reserves represent a mechanism for the Council to manage shocks, and with the reserve balance forecast to be £26,780k by 31 March 2023 these are within the approved range. For 2022/23, General Reserves stand at 13% of the Council’s budgeted Net Revenue Expenditure, which represents the cost of running Council services before taxation income and Government grants.
23. Earmarked Reserves are held for a number of reasons but are more specific in nature than the risks that General Balances cover, with the Council forecast to hold £18,641k by 31 March 2023. The Council holds Earmarked Reserves for a variety of purposes which include the mitigation of inflation and price risk, smoothing the impact of project related and cyclical commitments spanning financial years, managing expenditure associated with transformation and holding ringfenced/specific funding streams.
24. Based on the approach adopted to generating the Council’s budget strategy, the procedures it follows, and the assumptions included in this report, the budget strategy is deemed to be

based on sound forecasting and realistic assumptions that enable the Cabinet to present this position to the public, local businesses and Council members for consideration.

25. As part of the Cabinet’s final budget proposals to Council presented in February 2022, the Corporate Director of Finance will provide assurances around robustness of estimates and adequacy of reserves as part of the statutory framework for local authority budget setting. These assurances will be framed with reference to principles and standards included within CIPFA’s Financial Management Code.

**Budget Proposals for the Children, Families & Education Select Committee**

26. Service expenditure will grow due to inflationary pressures, demand-led growth and other corporate items including capital financing costs. The below table sets out the impact of these expenditure movements across the Cabinet Portfolios within the remit of this Select Committee for 2022/23.

**Table 4: Service Expenditure Budget Proposals**

	2022/23	Inflation	Demand-led Growth	Corporate Items	Savings Proposals	2023/24
	£'000	£'000	£'000	£'000	£'000	£'000
Children, Families & Education	52,295	4,125	2,922	0	(1,111)	58,231

27. Inflation: Cost pressures of £4,125k are projected against 2022/23 expenditure going into 2023/24, with material uplifts in relation to workforce budgets, care placements, contracted expenditure and energy costs. In line with wider MTFE modelling, inflation projections are predicated on CPI being 10% during 2022/23 and 2023/24 before returning to 4% over the remainder of the Council’s budget strategy. The exceptional inflationary environment within the national, and global, economy is the largest driving force behind the Council’s saving requirement in the short-term, with 2022/23 CPI running above the Council’s assumptions at the time of setting the 2022/23 budget, leading to the 2023/24 budget proposals including an element of funding for the 2022/23 uplifts above the budgeted level which are currently being funded from Earmarked Reserves.
28. Demand-Led Growth: items within the remit of this Select Committee account for £4,555k of the £23,081k increase across the Council over the life of the budget strategy to 2027/28, with a breakdown of these items presented below.
29. The COVID-19 pandemic continues to have a legacy impact in numbers of Looked after Children, with 2022/23 continuing to see higher than budgeted demand, with this demand being driven by demand for mental health services and the impact of court delays on

children's care provision. The 2023/24 increase therefore includes an element of funding for those children that have already presented to the Council. With the legacy pandemic related demand now starting to slow and return to normal levels, future years are forecast to grow by 2% per annum in line with population growth forecasts. This position therefore adds £2,266k to the Council's Service Expenditure for 2023/24 before reducing to £1,453k for the remaining four-year period. This area remains one of the Council's high risk service areas, with demand continuing to be volatile, the ongoing risk exposure to high cost in-year placements and with the potential for the cost-of-living crisis to drive further demand for this service area. Included in the Council's Saving Programme presented elsewhere in this report, is a proposed saving to reduce spend on Looked After Children by £950k from 2024/25 from the creation of the registered care beds, with the Demand-Led Growth bid representing the increase required before this mitigating action.

30. Numbers of Children with Disabilities are expected to grow in line with historic trends, adding a further £223k to the cost of this service over the life of the budget strategy. As a result of increasing numbers of children being supported by an Education, Health and Care Plan (EHCP), demand for SEND Transport is expected to grow by £3,166k by 2027/28 to finance transport to education settings within and outside the borough.
31. Demand pressures associated with supporting Unaccompanied Asylum-Seeking Children (UASC), some of which is being driven by global crises, are intended to be met through specific grant. However, an increase in the number of children not eligible for grant funding is one of the key factors behind an increase the Council's net service expenditure, with a further impact being driven by subsistence for Care Leavers, with an increase of £599k in 2023/24, followed by a residual £14k in 2024/25, taking the total increase to £613k over the life of the budget strategy. It should be noted, that grant funding has not been sufficient to meet the financial burden on the Local Authority and that the Home Office are yet to revise rates for 2022/23, in the current economic climate, the absence of an inflationary increase in the funding regime could lead to further pressures on the Council's budget.
32. Corporate Items: No Corporate Items fall within the remit of this Select Committee.

### **Savings Proposals**

33. As mentioned above, £20,971k of savings proposals have been incorporated into the draft budget for 2023/24, with £1,111k falling within the remit of this Select Committee. Included within this savings programme are proposals to increase Fees & Charges at a general increase of 30%, representing the unprecedented inflation rates for 2022/23 and 2023/24 and an accelerated catch up of historically low fees and charges compared to neighbouring authorities, with Hillingdon generating £108.61 per resident from this funding stream

compared to the Council's three immediate neighbours in West London raising £209.02 per resident.

34. Details of the savings programme proposals within the remit of this Select Committee are discussed below:
35. Children, Families & Education: Demand management and innovation to reduce costs are the key focus within Children's Services. The Stronger Families programme continues to embed and to support families in crisis or at risk, to ensure that the family unit remains intact where appropriate and avoids children entering the care system, with a further cost reduction of £150k anticipated from this work. Reductions in the cost of SEN transport are anticipated across the term of the MTFP, in line with the DSG recovery plan through the creation of greater in-Borough sufficiency of placements, with this expected to deliver £229k in 2023/24. In addition, further work will be done to minimise the current subsidy on the Council's provision of Early Years nursery provision, with a target of a £130k reduction in 23/24. Amendments to Fees & Charges are expected to yield a further £602k within this area.

### Capital Proposals

36. Capital investment of £340,003k over the period 2022/23 to 2027/28 has been incorporated into the wider General Fund budget strategy set out within this report, with £193,865k investment in major projects, primarily delivering new or expanded infrastructure, and £137,358k investment in recurrent programme of works, ensuring that existing infrastructure is maintained and improved, with a contingency of £8,780k being set against this programme. An overview of these investment plans is detailed in appendix A8 that accompanied the Consultation Budget Report presented at December Cabinet.

**Table 5: General Fund Capital Programme by Cabinet Portfolio**

	Major Projects	Programme of Works	General Contingency	Total
	£'000	£'000	£'000	£'000
<b>Total Capital Programme</b>	<b>193,865</b>	<b>137,358</b>	<b>8,780</b>	<b>340,003</b>
<u>Of which, Service Expenditure in the remit of this committee:</u>				
Children, Families & Education	25,092	4,694	0	29,786

37. Further to the overview presented above, the below section sets out the Capital Proposals within the remit of this Select Committee.
38. **Children, Families and Education** – within Major Projects a total of £25,092k based on current confirmed grant funding is included for increasing special educational needs places

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Children, Families & Education Select Committee – 4 January 2023

at several identified school sites, supporting the DSG recovery plan. There is also £4,694k under Programmes of Works for providing new uniformed scout/guide groups facilities (£1,900k) and devolved capital to schools.

## **SCHOOLS BUDGET**

### **In-Year monitoring position and background**

39. At month 7, the Schools Budget is reporting an in-year deficit of £6,029k which represents a net £543k adverse movement from the original budgeted position. The cumulative deficit is therefore forecast to be £21,801k at 31 March 2023 after accounting for the £3,750k of Safety Valve funding and £4,000k Local Authority amortisation.
40. At the time of writing the Council is currently forecasting an in-year deficit, with a potential further deficit in 2023/24, however, the actions agreed in the Safety Valve agreement with the Department for Education are still forecast to be delivered by 2025/26 and deliver a balanced budget in that year, with the potential for this to deliver a surplus.

### **Funding Outlook**

41. The core assumptions for the 2023/24 DSG budget have been informed by the funding announcements which indicated favourable settlements for both the Schools and High Needs Blocks in 2023/24 of 1%, however, in line with the process introduced in 2020/21 funding for the Central School services will decrease by a further 20% in 2023/24. The final funding settlements for the DSG are usually published in December alongside the wider local government settlement details and the detailed impact set out in the discrete Schools Budget report.
42. The recent Spending Review announced further COVID-19 recovery monies that were expected to be allocated directly to schools alongside a significant uplift in SEND capital funding. This latter element will support measures included within the Council's DSG recovery plan which are incorporated into the general fund capital forecasts.

### **Timetable**

43. The Council is required to transition towards the national funding formula and in 2023/24 will need to be within 10% of this measure, with the Council presenting an update to Schools Forum to agree the Council's approach in January following the Government funding announcement in December, with the formal Schools Budget being set in March 2023.

### **Implications on related Council policies**

Select Committees are at the heart of how the Council shapes policy at Member level.

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Children, Families & Education Select Committee – 4 January 2023

### **How this report benefits Hillingdon residents**

Select Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

### **Financial Implications**

None at this stage.

### **Legal Implications**

None at this stage.

### **BACKGROUND PAPERS**

THE COUNCIL'S BUDGET: MEDIUM TERM FINANCIAL FOECAST 2023/24 - 2027/28, presented to 15 December 2022 Cabinet Meeting

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## YOUTH OFFER

Committee name	Education and Childrens
Officer reporting	Julie Kelly/Kat Wyatt, Children's Services
Papers with report	Appendix 1 – Youth Survey 2021
Ward	All

## HEADLINES

To provide the committee with an update on the Council's provision of youth services across the Borough.

## RECOMMENDATIONS

**That the Committee notes the information presented within the report.**

## SUPPORTING INFORMATION

The Select Committee were provided with an update on the Councils provision of youth services in early February 2022, from Dan Kennedy, Corporate Director Central Services and requested a further update be scheduled.

In February 2022 the Universal Youth Service transitioned from the Residents Services Directorate to the Children and Young Peoples Directorate. The movement of the Universal Youth Service provided a timely opportunity to review the youth offer within Hillingdon. Alongside continued service delivery, a thorough review of services, delivery models and residents' feedback has informed an in-depth, transformational review of the youth offer to residents.

## THE YOUTH OFFER VISION

The vision for the transformed youth offer in Hillingdon is ***to support and enable young people to achieve their full potential***. Establishing an integrated Hillingdon Youth Offer, as part of wider early help and prevention arrangements is an integral part of implementing the strategy and supporting young people to reach their potential.

The proposed new Youth Offer will consist of a wide range of provision and support for young people across the borough. A comprehensive directory of opportunities will provide young people with access to positive opportunities delivered by a range of organisations. The Youth Offer will provide a model of open access youth work whilst also delivering targeted support for young people that need additional help, including those on the cusp of statutory services.

Over the last decade, and especially over the last few years when the country responded to the COVID pandemic, the focus and interests of children and young people have changed. Their needs, social requirements and engagement methods with one another, as well as with professionals and communities has evolved. These changes, alongside a reduction in

engagement with the traditional “drop in” style of Young People’s Centres, have led to the need to modernise the Youth Offer in Hillingdon and to adapt the engagement mechanisms to match what our young people are telling us. This allows young people to engage with their peers in the best format that works for them.

We know what our young people are telling us from our regular interaction with them and, a 2021 survey of children and young people in Hillingdon showed that our young people want services that are accessible, close to where they live and spend recreational time, and that are informed by local community diversity needs. The vast majority of young people surveyed had never been to a Young People’s Centre, highlighting the deficits in the reach and attraction of building-based services to our young people.

Realigning the Hillingdon Adolescent Development and Universal Youth Services provides opportunities to create a modern, responsive and dynamic Youth Offer. This will be driven by co-production and informed by data to deliver a locality-based provision that is in line with what our young residents tell us. Young people told us they wanted services brought to them. This is achievable by utilising a detached and outreach delivery youth work model, building on the success of the Transporter bus, to engage with young people across the Borough where they live, learn and in their community to provide support to meet those young people’s needs. This is complimented by a buildings-based offer utilising flexible assets in our communities including some young people’s centres, schools, sports facilities, community centres and community hubs.

By maximising opportunities to engage with young people in their spaces and chosen locations rather than static building places we support our young residents to have access to a wider range of services across the borough. At the same time this is in line with our approach of relationship-based practice that is predicated on putting the young people at the centre of what we do and listening to them in co-producing services and solutions.

Utilising delivery from the network of different community spaces provides a unique environment to deliver locality based, accessible, community led youth work. Working closely with those developing community and family hubs ensures that the needs of children accessing the youth offer are incorporated. This contemporaneous approach to youth work delivery enables more opportunities to engage and access a range of services including libraries, leisure centres, sports activities, arts etc. This is achieved in a way that is focussed on young people, their needs and their community, supporting them to connect with organised activities that are meaningful to them.

The Covid-19 pandemic demonstrated the importance and power of digital engagement with children and young people. Technology is a key communication tool for engaging with young people and has shown its potential in not only sharing information but also in the delivery of programmes, interventions and support. As part of the modernised Youth Offer in Hillingdon we are building on the learning of the last years, and we are ambitious in delivering a comprehensive digital option that will complement face-to-face youth work and reach young people wherever they are in the way they choose to engage. We believe this will make the Youth Service in Hillingdon more young people friendly and will provide both inclusivity and reach to this provision in the way young people want it and choose to access it and thus putting our young resident first.

The Youth Offer will have a delivery model made up from a range of flexible provisions across the borough. These will be delivered in a way that is flexible, adaptable and efficient. Some examples are:

- Locality Facility based – family hubs, young peoples centres, libraries, sports venues,

schools

- Detached and street-based youth work - recreational areas, town centres, housing estates
- Outreach youth work - supporting children in centre activities
- Outdoor learning - bushcraft, water sports, outdoor adventure, camping
- Digital youth work - accessing information, youth work and targeted sessions, online opportunities educational development
- Other activities such as residential, social action, volunteering.

Delivering a comprehensive Youth Offer in Hillingdon cannot and should not be done by one agency alone. That is why we extend the principle of co-production to a wide range of partnership agencies, stakeholders and organisations that can work together to maximise funding opportunities, plan and co-deliver a coherent borough wide youth offer. This engagement will be underlined by our youth strategy that provides the framework for collaborative and coordinated work, including digital outreach.

The proposed move to a locality based operating model is aligned with the Council's objectives and wider transformation of some frontline services. The service will be working in collaboration with other services across the Council to expand on this operating model to deliver more efficient services for our young residents. Robust data and analysis including the Joint Strategic Needs Assessment (JSNA) and the Index of Multiple Deprivation (IMD) will inform how resources are deployed to prioritise the delivery of services into neighbourhoods with the highest need.

The proposed vision for the Youth Offer was agreed, in principle by at HIP on 14<sup>th</sup> December 2022. A further detailed business case will be presented at HIP on 12<sup>th</sup> January 2023 and then to full Cabinet in February 2023.

## **PERFORMANCE DATA**

Although decision making and consultation of the revised Youth Offer has not yet been agreed or implemented, we have continued to deliver a range of services for young people across the borough.

There are a range of group and one to one sessions delivered in a variety of settings across the borough by the Universal Youth Service, Adolescent Development Service and the Mobile and Detached Youth Team on a weekly basis.

### **Universal Youth Service**

13 open access group sessions a week.

*\*it is projected that the new Youth Offer will increase this number to 29 programmes.*

### **Delivery Spaces**

Universal Youth Service currently offers the following youth work sessions from the following Young Peoples Centres:

#### **Fountains Mill Young Peoples Centre**

Tuesday D of E and young enterprise  
Friday Juniors (school years 3 – 6)

Friday Inters (school years 7 – 9)

**Harlington Young Peoples Centre**

Tuesday Duke of Edinburghs Award

Wednesday SPARKS ( SEND )

Thursday Inters (school years 7 – 9)

Seniors (school years 10 -13)

Friday Juniors (school years 3 – 6)

Friday Seniors (school years 10 – 13)

Saturday Young Carers

**Ruislip Young Peoples Centre**

Monday Seniors (school years 10 – 13)

Wednesday Duke of Edinburgh's Award

**South Ruislip Young Peoples Centre**

Thursday HACS

**Adolescent Development Services**

11 targeted programme group sessions offering 125 spaces a week.

212 targeted 1-1 sessions per week.

**Delivery Spaces**

**Barrahall Childrens Centre**

Monday Evening 'AIMS' (1 – 1 Mentoring)

Monday Evening 'U choose' (online groupwork session mixed gender)

Tuesday After school 'Connect' (1-1 sessions)

Tuesday After school 'Being Me' (groupwork session mixed gender)

Wednesday After school 'Connect' (1- 1 sessions)

Thursday After school 'LINK' (Counselling sessions)

Saturday Morning 'AIMS' (group work session)

**Botwell Library**

Monday Evening 'KISS' (sexual health and wellbeing programme)

**Harlington Young Peoples Centre**

Monday After school ichoose (boys and young men's programme)

Monday After school 1-1 sessions (connect)

**Learn Hillingdon**

Tuesday After school LGBTQI+ session

Thursday After school 'Unique Swagga' (girls and young women's programme)

**Oakwood School**

Tuesday 11.00 - 3.00 'AIMS' (1 – 1 Mentoring)

**Park Academy**

Wednesday 11.00 - 3.00 'AIMS' (1 – 1 Mentoring)

### **P3**

Wednesday After school 'LINK' ( emotional health and wellbeing programme)

Friday After school 'KISS' (sexual health and wellbeing programme)

### **Skills Hub**

Thursday All Day 'Sorted' (substance use and misuse programme)

Friday After school 'Unique Swagga' (girls and young women's programme)

### **Uxbridge Family Hub**

Monday Daytime and Evening 'LINK' (emotional health and wellbeing programme)

Tuesday Daytime and Evening 'LINK' (emotional health and wellbeing programme)

Wednesday After school 'AIMS' (1-1 mentoring)

Wednesday After school and eve 'LINK' (emotional health and wellbeing programme)

Thursday After school 'AIMS' (one to one mentoring)

Thursday After school and eve 'LINK' (emotional health and wellbeing programme)

Thursday After school and eve 'Sorted' (substance use and misuse programme)

Saturday morning 'LINK' (emotional health and wellbeing programme)

### **Wakely Centre**

Monday After school 'KISS' 1- 1 sessions (sexual health and wellbeing programme)

### **Primary Schools**

4 sessions per week various days and times

Up to 4 schools per year

'SWiTCh' (transition support groups for school year 6)

Sept – June

### **Mobile Detached Team**

6 sessions a week delivered in hotspot areas across the borough.

### **Delivery Spaces**

Sessions range from 1-1 emotional health/substance misuse/sexual health counselling, targeted group sessions such as LGBTQI+ to open access youth work sessions and accredited programmes such as the Duke of Edinburgh scheme. The Mobile and Detached Youth Team deploy across the borough into hotspot areas to engage with those children and young people who are hardest to reach.

### **February – March**

Monday- Uxbridge Town Centre (6:45pm till 9:45pm)

Tuesday - Hayes Town Centre (6:45pm till 9:45pm)

Wednesday - Yeading Lane (6:45pm till 9:45pm)

Thursday - Hayes *St Dunstable Estate* (6:45pm till 9:45pm)

Friday - Yiewsley Town Centre - (6:45pm till 9:45pm)

Saturday - Uxbridge Town Centre (2pm till 5:00pm)

### **April – June**

Monday - Northwood Hills High, Joel Street (16:00-19:00)

Tuesday – Hayes Town, East Avenue (17:00 – 20:00)

Wednesday- Yeading Lane (19:00 – 22:00)  
Thursday – Yiewsley High Street (19:00 – 22:00)  
Friday – Hayes Town, Red Brick Estate (16:00 – 19:00)  
Friday – Uxbridge Town Centre (19:00 –22:00)

### **July (Summer sessions)**

Monday- Northwood (16:00 – 19:00)  
Tuesday - Hayes (16:00 – 19:00)  
Wednesday – Yeading (19:00- 22:00)  
Thursday – Hayes (19:00 – 22:00)  
Friday – Uxbridge (15:30 – 18:30)  
Friday - West Drayton/Yiewsley (18:45 – 21:45)

### **August**

*\*From 15.08.2022*

Monday - Northwood/Eastcote/Ruislip (15:45 – 18:45)  
Tuesday - Hayes, Hayes End, Harlington (15:45 – 18:45)  
Wednesday- Yeading, Barnhill, Kingshil Avenue (18:45- 21:45)  
Thursday- West Drayton, Yiewsley, Cowley Road (18:45- 21:45)  
Friday - Harefield, Uxbridge, Ickenham (15:45 – 18:45)

### **September – December**

Monday – Northwood, Joel Street (15:00 – 18:00)  
Tuesday- Hayes Town, Botwell Leisure Centre (16:00 – 19:00)  
Wednesday – West Drayton/Yiewsley/Yiewsley Library (17:00 – 20:00)  
Thursday – Ruislip, High Street (17:00 – 20:00)  
Friday – Uxbridge, Hillingdon Sports & Leisure Complex (16:00- 19:00)

In addition to the above year-round programme services also deliver bespoke programmes during the school holiday periods. An example of this was the summer programme.

Week One: 01.08.2022- 05.08.2022 - Hayes (Summer Programme)

Week Two: 08.08.2022 - 12.08.2022 - Yiewsley (Summer Programme)

### **Summer 2022 Youth Offer**

Over the summer holiday period a wide range of targeted and universal activities were on offer to children and young people across Hillingdon. 2 weeks of targeted, all day activities encompassing locality-based sports events and to promote engagement with wider services and build self-confidence was delivered by the Mobile and Detached Team in the key areas of West Drayton and Hayes, engaging with a total of 224 young people. This work complimented the wider targeted activity delivered by the Adolescent Development Service who delivered a 5-day residential to Jamie's Farm for 10 children and offered 72 spaces on targeted programmes including group activities, outdoor adventure pursuits and craft enhancing the year round offer from the service.

The Fiesta Programme offered a total of 1478 places (238 more than last year) over 45 wide ranging, accessible programmes with activities including sports, musical theatre to creative arts. The Fiesta programme is included in the wider Youth Offer transformation work to ensure that the programme model aligns with the wider strategy.

The Holiday Activity Programme (HAF) encompassed a comprehensive and inclusive programme of activities offering 5264 places over 26 programmes. The HAF programme offered a range of universal activities alongside tailored programmes for children with additional needs and a bespoke programme for Refugee children. All programmes under the umbrella of HAF delivered a nutritious meal to children attending.

### **Holiday Activities Food (HAF) programme**

Following the success of a pilot in 2021/22 a further 3 years funding has been secured to deliver the Holiday Activity and Food (HAF) programme. The programme provides access to free holiday activities for children in years reception to Year 11 who are in receipt of free school meals. Additionally, recent changes to the grant funding has enabled the programme to expand its reach and offer free activities to vulnerable groups of children including those with additional needs and refugees.

In 22/23 the HAF offered a huge a variety of programmes in the easter and summer holidays including a range of sports based physical activity programmes such as basketball, water sports, cricket, cycling, football and dance. A series of arts-based programming including dance, drama, musical theatre, arts and crafts. Personal development courses; life skills, building confidence and resilience, paediatric first aid, and safer cycling award. Programmes to support children with SEND including SEND musical theatre, SEND summer camp for those with more complex needs requiring 1:1 support and programmes delivered by HACS and Eden Academy Trust. Specialist provision for asylum and refugee children was piloted in the summer working with The Compass Collective and Brunel university to deliver drama programming.

In Easter we commissioned 6 providers and delivered across 2 weeks of the holiday period. We offered 1785 places on programmes lasting minimum of 4 hours per day for 4 days. In Summer 2022 we commissioned 27 providers to deliver 5750 places on programmes, a total of 22,195 sessional places for children delivered across the 6-week summer holiday period.

### **RESIDENT BENEFIT**

It is proposed that the new Youth Offer will provide children and young people in Hillingdon with a comprehensive, diverse and inclusive range of opportunities that are visible and accessible.

A role of the Committee is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

### **FINANCIAL IMPLICATIONS**

None at this stage.

### **LEGAL IMPLICATIONS**

None at this stage.

### **BACKGROUND PAPERS**

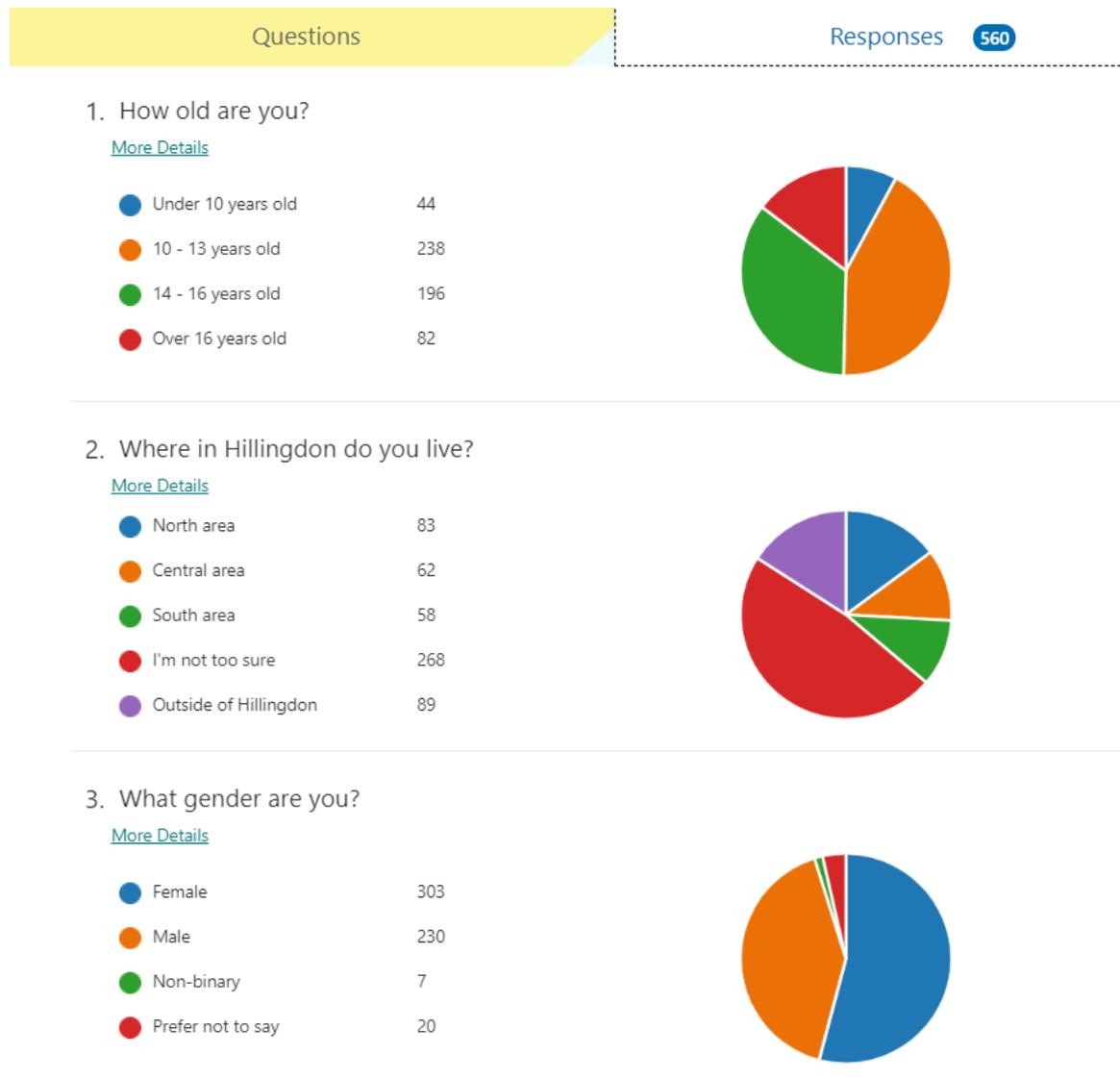
Youth Survey 2021- Appendix 1

# APPENDICES

Appendix 1 (see attached paper)

## HILLINGDON YOUTH SURVEY: July 2020

There are 35 questions. The average time taken to answer the survey is 24 minutes which would suggest the young people are putting a lot of thought into their answers.

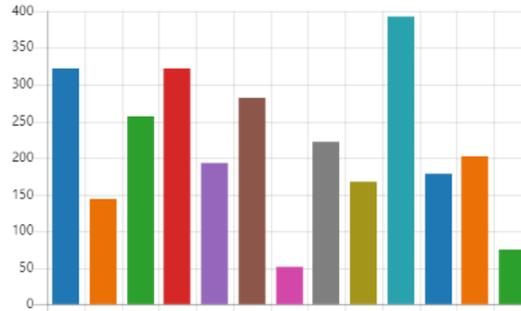


- a range of ages
- a range of locations with a sizeable proportion from outside the borough
- the majority being female

#### 4. What are your personal interests?

[More Details](#)

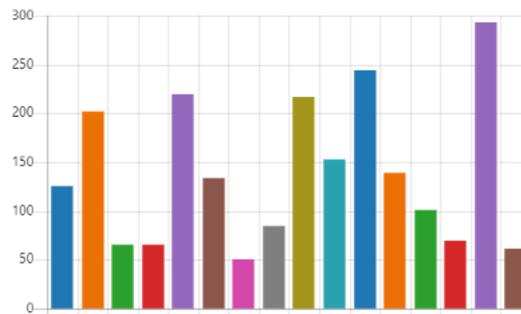
● Music	322
● Watching sport	144
● Playing sport	257
● Watching TV / films	322
● Creative arts	192
● Gaming	282
● Programming	51
● Social media	222
● Technology	167
● Spending time with friends	393
● School / education	178
● Socialising	202
● Other	75



#### 5. What type of activities do you enjoy?

[More Details](#)

● Dance	125
● Artwork	202
● Mechanics	65
● Politics	66
● Fitness	219
● Health	133
● Hardware	51
● Software	85
● Travel	217
● Meeting new people	153
● Animals / pets	244
● Outdoor pursuits	139
● Volunteering	101
● Community-based activities	69
● Sleeping	293
● Other	61

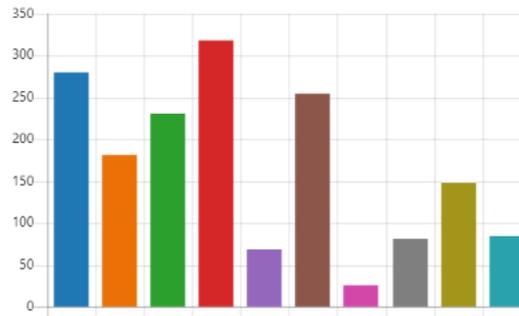


- a valuable indication of activities they enjoy and likely want more of in the future

6. What do you spend the majority of your time doing?

[More Details](#)

● Family time	280
● Playing or watching sports	182
● Learning / education	230
● Playing / listening to music	318
● Clubs	69
● Seeing friends	254
● Community-based activities	25
● Organising your potential futu...	81
● More sleeping	148
● Other	85



7. Are many of your activities school based?

[More Details](#)

● Yes	66
● No	246
● Some	216
● I would do more if I could	62
● I feel pressured to take part	16



8. Do you know what your school offers?

[More Details](#)

● Yes	398
● No	85
● No one has told me	40
● I keep being told	35
● Not applicable	33



9. Are the activities you take part in based in Hillingdon?

[More Details](#)

[Insights](#)

● Yes	226
● No	163
● A mixture	171

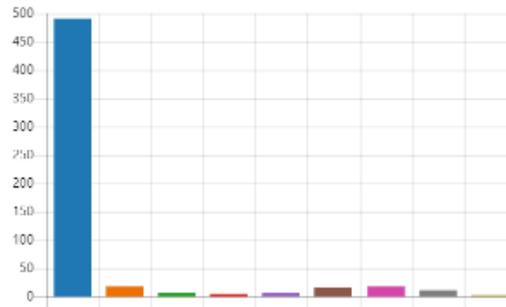


- even although schools offer many activities, the majority of activities undertaken are not schools based
- a proportion of these activities are outside the borough, as would be expected

10. Have you ever attended a Young People's Centre in Hillingdon?

[More Details](#)

● I have never attended one	492
● I have attended one but I can...	18
● I have attended Harlington Yo...	6
● I have attended Charville Youn...	4
● I have attended West Drayton ...	6
● I have attended South Ruislip ...	17
● I have attended Ruislip Young ...	19
● I have attended Fountains Mill...	11
● I have attended Northwood Y...	3



11. How often did you attend?

[More Details](#)

[Insights](#)

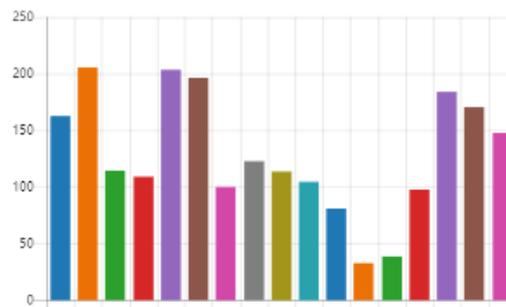
● Once a week	34
● More than once a week	9
● Only every now and again	27
● Never	490



12. What are the things you would want most from a Young People's Centre?

[More Details](#)

● Somewhere to go	162
● Something to do	206
● Someone to speak to	115
● Food	109
● To learn new skills	203
● To socialise	197
● Music nights	100
● Organised activities	123
● Arts	114
● Comedy	105
● Discussions	81
● Presentations	33
● Homework Club	39
● Advice	98
● Games	184
● To get out of the house	170
● I don't want anything	148



- even although there are clear views of what should be in a YPC, the vast majority have never been to one. This must therefore raise questions about the reach and draw of the centres and how effective they are

13. When you have attended a Young People's Centre, have you always felt safe there?

[More Details](#)

Yes	67
No	15
Sometimes	6
I have never attended so cann...	473



14. Are you currently involved in the Duke of Edinburgh Award scheme?

[More Details](#)

[Insights](#)

Yes	54
No, but I would like to be	170
No and I am not interested in ...	149
I do not know what this is	188



15. Are you involved in a uniformed group?

[More Details](#)

[Insights](#)

Yes	127
No	434



16. Are you currently involved in the Youth Council?

[More Details](#)

[Insights](#)

Yes	15
No, but I would like to be	68
No and I am not interested in ...	182
I do not know what this is	296



- a small but important number did not feel safe when they visited a YPC
- a surprisingly large proportion is involved with uniformed groups
- there is interest in both the DoE and Youth Council

17. Are you currently involved in the National Citizens Service?

[More Details](#)

[Insights](#)

● Yes	8
● No	249
● What is it?	304



18. Are you a member of the Youth Parliament?

[More Details](#)

[Insights](#)

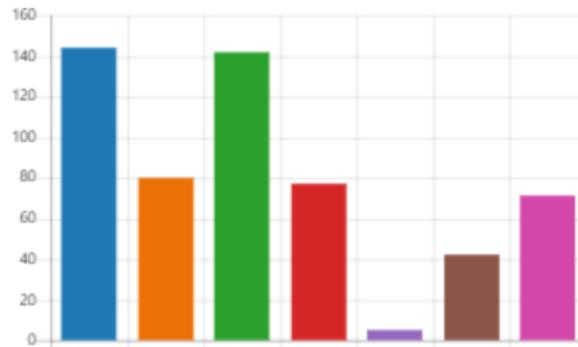
● Yes	2
● No	337
● What is it?	222



19. What type of career's advice would you like?

[More Details](#)

● Detailed	144
● General	80
● Step-by-step guides	142
● More than what I am currently...	77
● Less than I am currently getting	5
● I don't need career advice at all	42
● Not applicable	71

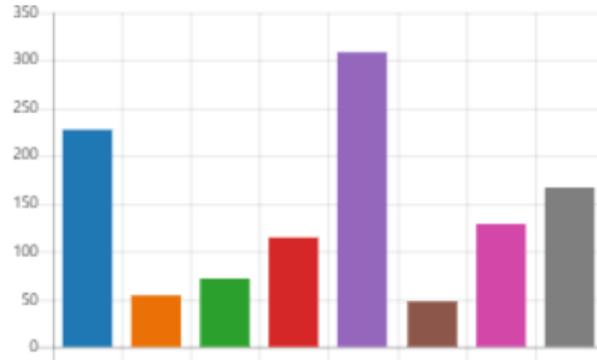


- can it be assumed that most young people have either not heard of the National Citizens Service and the Youth Parliament – or see no value?
- there is a clear requirement for careers advice

20. When you think about your future, what do you see?

[More Details](#)

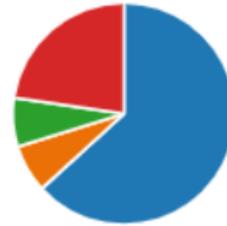
● Freedom	227
● Restriction	54
● Limitations	71
● No limits	115
● It is positive	309
● It is negative	47
● I am not sure	129
● Thinking about the future is c...	167



21. Do you feel you have options for your future?

[More Details](#)

● Yes	382
● No	42
● I am being held back	43
● I am not sure	137



22. What would you like to achieve in the future?

[More Details](#)

[Insights](#)

554  
Responses

Latest Responses

"Having a nice family"

"A long positive life with family, money, health and friends."

" "

- there seems to be a positive outlook for the future, which would suggest media hype is unfounded
- the overwhelming majority believe they have options for the future
- Q22 is free text

23. Would you like to develop skills which help you to communicate better?

[More Details](#)

Yes	344
No	85
Maybe	132



24. Would having a mentor interest you?

[More Details](#)

Yes	153
No	152
Not sure	160
I don't know what they do	96



25. Who is your role model?

[More Details](#)

[Insights](#)

554  
Responses

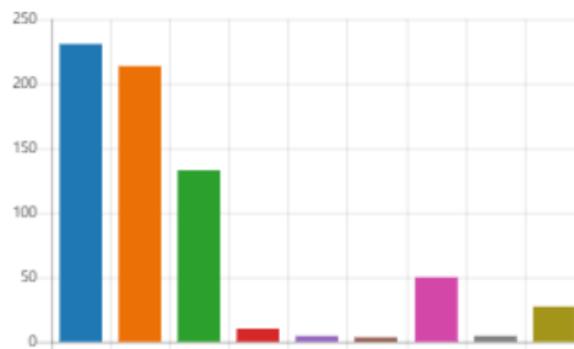
Latest Responses

"My dad"  
"My grandparents."  
..

26. What is home life like for you?

[More Details](#)

Brilliant	231
Good	214
It's ok	133
Not so good	10
Bad	5
Dangerous	3
I would like it to be better	50
I don't feel I have one but wo...	4
Prefer not to say	27



- young people want to communicate more
- the role model text would suggest strong family links
- homelife for many is good to reasonable but with a small minority saying it isn't – a prime reason to create a more suitable service offer

27. Do you ever feel alone?

[More Details](#)

● Yes, and I want to talk about it	22
● Yes, but I don't want to talk ab...	101
● No	236
● Sometimes	173
● Prefer not to say	29



28. Have you ever experienced bullying?

[More Details](#)

● Yes, I am currently experiencin...	25
● Yes, but it was in the past	256
● No	253
● I know other people who have...	124



29. Do you know where to go to get advice or to talk about things which are affecting you?

[More Details](#)

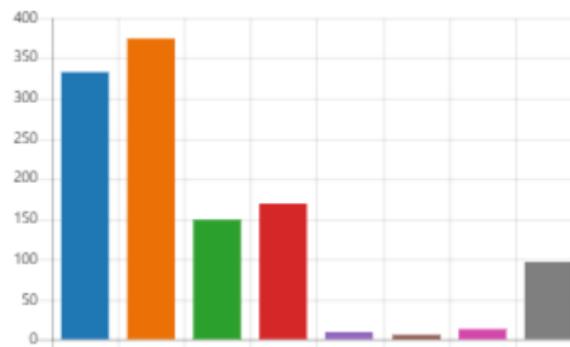
● Yes, and I have been there	296
● Yes, but I cannot use them	100
● No, there is nowhere to go	71
● No, but I would like to know a...	94



30. Who do you currently go to when you need advice?

[More Details](#)

● Friends	333
● Parent / carer	375
● Other family members	150
● Teacher or school staff	170
● Youth worker	10
● Social Worker	6
● An outside organisation	12
● No one	96

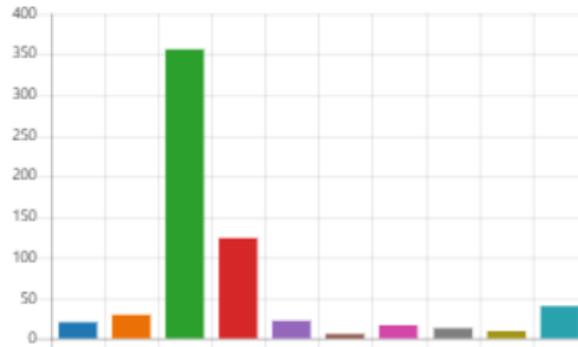


- the majority experience some form of loneliness
- the majority have either direct or indirect experience of bullying
- the majority know where to find advice ... but some do not. This is a clear area for targeted advice / communication

31. Is there anything preventing you accessing important services?

[More Details](#)

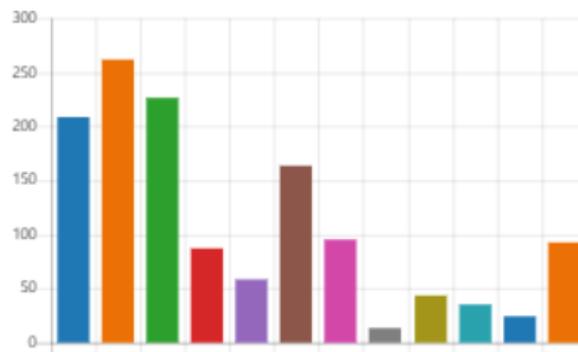
● Yes, and I have selected the o...	20
● Yes, but I would prefer not to ...	30
● No, I have everything I need	357
● I am not sure what you mean	124
● I feel like I need help but I do...	21
● Friends	6
● Family	16
● Cultural expectations	13
● Language barriers	9
● I am afraid	40



32. What does the future look like to you?

[More Details](#)

● Bright	208
● Full of opportunity	262
● Full of hope	226
● I've got it sorted	87
● I'm going to fix it	58
● Good	164
● Difficult	96
● Grim	14
● Frustrating	44
● A zombie apocalypse	36
● I don't care	25
● I can't imagine the future	93

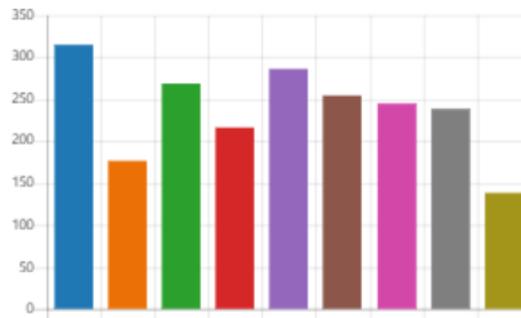


- the majority can be seen to be content with the current and potential future, but there is a troubling minority who feel they are prevented from accessing services, and some being afraid

33. If you had the opportunity to, would you be interested in learning more about any of the following:

[More Details](#)

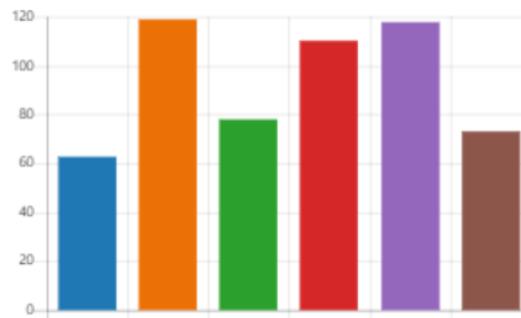
● Financial skills (how to manag...	315
● Digital skills (this goes beyond...	177
● Communication skills (how to ...	269
● Healthy living (diet, nutrition, f...	216
● Confidence (being able to trus...	287
● Social skills (how to make and...	254
● Interview skills (CV writing, int...	245
● Business skills (starting up you...	239
● Government ( local, national ...	139



34. Do you feel like social media has taken over your life?

[More Details](#)

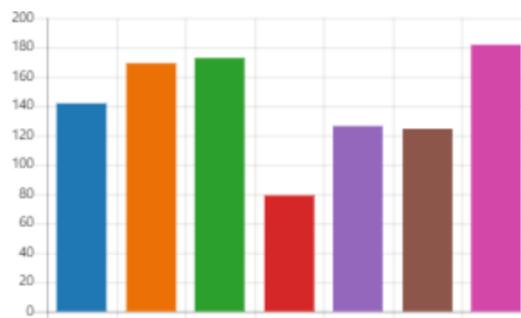
● Yes, I can't do without it	63
● Yes, but only a little bit	119
● Yes, but it's nothing I can't ha...	78
● I have found a balance	110
● No, I have a life outside of soc...	118
● No, I do not use social media	73



35. What is the best way to get in touch with you?

[More Details](#)

● Phone	142
● Email	169
● Text	173
● Social media	79
● In person	126
● Communication app, such as ...	125
● I do not want to be contacted	182



- there is a clear need for real life skills
- as expected, social media is a major role in the lives of young people

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## PROPOSED CHANGES TO ADMISSIONS CRITERIA AND PAN FOR COMMUNITY SCHOOLS

<b>Committee name</b>	Children, Families & Education Select Committee
<b>Officer reporting</b>	Lynda Poole - Head of School Place Planning and Improvement
<b>Papers with report</b>	Proposed Change to the Published Admissions Number (PAN) for a Community Schools - Cabinet Report
<b>Ward</b>	All

### HEADLINES

1. Hillingdon Council has a statutory responsibility to secure sufficient early years and school places for children resident in Hillingdon. Over the last ten years the Council has worked closely with schools in Hillingdon to successfully deliver an ambitious programme of school expansion to ensure every child living in Hillingdon can be offered a school place as close to home as possible.
2. The proposed changes to the school admissions criteria contained in the cabinet report will ensure that we continue to provide fair placement and review the impact, so that priority is given to children to access places at schools as close to their home as possible.

### RECOMMENDATIONS

#### That the Committee:

1. **Review the proposed changes to Hillingdon's Admissions Arrangements detailed in the report.**
2. **Review the responses from the consultation on a PAN change to a community primary phase school that are provided in the report below.**
3. **Provide comments to be included in the Cabinet report which will be presented in February.**

### SUMMARY AND ANALYSIS OF THE RESPONSES TO THE CONSULTATION

4. There were a total of two responses (a total of five responses were received for the consultation that was carried out in Autumn 2021, to reduce the PAN of four schools to take effect from September 2023). One respondent agreed and the other disagreed. This reflects the school being contacted by the LA from November 2021 onwards with plans being discussed and prepared, including for the headteacher to brief governors and parents informally on the possibility of proposals to change PAN. In this case the school was operating partly at the proposed reduced number now. The change will have no impact

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Children, Families and Education Select Committee - 4 January 2023

on current pupils, their siblings and other local parents wishing for future places at the school, though it will improve the use of resources to benefit pupils at the school. There have been similar discussions with the Foundation schools who have decided to propose reductions, as well as academies who may consider reducing their PAN's in the future and the same points apply. All the schools will continue to be above average size, sustainable, viable and successful in their community.

5. One of the respondents raised concern at all the schools that choice and access would be reduced for residents. Coteford Infant School have large levels of vacancies and has a handful of pupils travelling from outside the priority distance radius. Officers remain clear that all the proposed arrangements will still ensure that parents for whom it is their local school will all be able to secure a place and there will also be local choice. It is likely that some who live further away will also be able to secure a place, beyond the distance priority radius, which is set at 750m for a two form entry school. No schools can afford to keep many empty places just in case parents from far away seek places. The School Admissions Brochure sets out in full the criteria that apply if schools that are oversubscribed.
6. Coteford Infant School has been graded Good by Ofsted following a school inspection in April 2022. As Coteford Infant School is a community school it will continue to be supported by the school improvement team to ensure they offer quality education.
7. To conclude, it is clear the consultation responses do not indicate any local residents would be unable to secure a place at their local preferred school, or than any particular group will be disproportionately affected by the proposed changes.

## **SUPPORTING INFORMATION**

8. A public consultation was open between Monday 24 October 2022 and Monday 19 December, 12pm 2022. A summary of consultation responses is detailed below in Appendix 1.

### **Implications on related Council policies**

9. A role of the Select Committee is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

### **How this report benefits Hillingdon residents**

10. Over the past year Officers have reviewed all schools and discussed the proposal with the headteacher of Coteford Infant School. The Headteacher at Coteford Infant School had updated parents over the Summer term in a newsletter that a reduction in PAN was being considered, referencing that the school already had a year group operating at the proposed lower PAN, with two other year groups operating very close to this. This proposal would give stability to classes and benefit pupils, and that siblings and other local parents would still be able to access the school. Only one parent expressed a concern that a reduction in PAN would increase class sizes. This was in advance of the formal consultation.

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Children, Families and Education Select Committee - 4 January 2023

11. Once proposed changes are agreed it will ensure fair placement and that priority is continued to be given to children to access places at schools as close to their home as possible.

### **Financial Implications**

12. The financial implications are centred around staffing. The school is working with their commissioned HR provider to review the staff structure to reflect the PAN reduction. This will help in future planning to help reduce the financial pressure on the school and the risk of the school running into deficit. The spare physical space can be used in future if rolls rise in the relevant areas and will be used by the school meanwhile.

13. It is important that the Committee considers cost effective proposals that benefit resident taxpayers in relation to this review, which would ultimately be determined by Cabinet as part of the Council's broader budget planning process.

### **Legal Implications**

14. The proposals for changes to the Council's admissions criteria, which the Cabinet have been invited to consider comply with the DfE School Admissions Code 2021. Therefore, it is lawful for the Council to have commenced a consultation exercise in relation to these proposals.

## APPENDIX 1:

### **Consultation Responses**

Two responses were received in total during the consultation period. All were submitted via the online questionnaire. A summary of responses is detailed below:

1. Two respondents stated that they had children under the age of 18 living in their household. Respondents were also given the opportunity to provide information on their interest in the proposals.
  1. Parent/carer/guardian - 2
2. Respondents were invited to state which school(s) their child(ren) currently attend and the responses were as follows:
  - Riverside Nursery, Windsor - 1
  - Did not specify - 1
3. Respondents were invited to state why they had chosen their child(ren)'s current school(s) and the responses were as follows (where a response was received):
  - Performance of the school - 2
4. One respondents gave contact details, neither of these respondents had made comments to which required further explanation. Both responses have been given due consideration and have assisted with a review of additional improvements which can be implemented.

### **Below are the responses to specific questions on each individual change proposed:**

Do you agree with the proposed admission arrangements for Hillingdon Community Schools?

- Agree: 1
- Disagree: 1

### **Proposal 1: Published Admissions Number (PAN) Coteford Infant School**

The Local Authority is consulting to reduce the PAN for Coteford Infant School from 81 to 60 from September 2024.

- Do you agree with this proposed change to the above admissions criteria?
  - Agree: 1
  - Disagree: 1\*

*\*The respondent who disagreed with the changes stated:*

*1) that the reduction in PAN may disadvantage residents to access a preferred school.*

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- Do you think this proposed change will disadvantage any residents in Hillingdon?
  - Yes: 1
  - Don't know: 1

## **BACKGROUND PAPERS**

[Consultation on changes to School Admissions Arrangements](#)

[Community School's Proposed Admission Arrangements 2024-25](#)

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# PROPOSED CHANGES TO ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS

<b>Cabinet Member(s)</b>	Councillor Susan O'Brien
<b>Cabinet Portfolio(s)</b>	Cabinet Member for Children, Families & Education
<b>Officer Contact(s)</b>	Vikram Hansrani – Education and SEND Directorate
<b>Papers with report</b>	N/A

## HEADLINES

<p><b>Summary</b></p>	<p>Hillingdon Council has a statutory responsibility to secure sufficient early years and school places for children resident in Hillingdon. Over the last eleven years the Council has worked closely with schools in Hillingdon to successfully deliver an ambitious programme of school expansion to ensure every child living in Hillingdon can be offered a school place as close to home as possible.</p> <p>Following review and discussions with the schools, the Council is proposing to reduce the Published Admission Number for Coteford Infant School from 81 to 60. This PAN reduction will come into effect from 2024 and there will be sufficient places to ensure that local residents and siblings can access the school. This reduction in PAN will also reduce the distance priority radius from 1000m to 750m in line with the Council's admissions arrangements.</p> <p>In addition, the Cabinet report details known information on two non-community schools, that are likely to consult to reduce their PAN. The Council will be formally invited to respond, and the Cabinet Member will determine the Council's response.</p> <p>Cabinet is, therefore, asked to consider the proposed change to the PAN for Coteford Infant School to address the findings of the review to provide continuing access for residents to their local school and improve stability of pupil numbers and budgets.</p>
<p><b>Putting our Residents First</b></p>	<p>This report supports the council objectives of: <i>Our People and Strong financial management</i>. The recommended changes to the school admissions criteria contained in this report will support the aim that all children in Hillingdon can be offered a local school place as close to home as possible and ensure effective, and best use of the investment the Council has made to expand primary schools across the Borough.</p>

<b>Financial Cost</b>	There are no direct financial implications from the recommendations contained in this report. However, schools with excess places above the local demand can experience part-empty classes which are not financially viable, stretching school budgets to cover the staffing and limiting resources available to all pupils. This can lead to an overall deficit and the school seeking a loan from the council Dedicated Schools Grant for maintained schools (community, foundation, and VA) or to their Academy Trust.
<b>Relevant Select Committee</b>	Children, Families & Education Select Committee
<b>Ward(s) affected</b>	Eastcote / All

## RECOMMENDATIONS

### That Cabinet:

1. **Considers the proposal to reduce the Published Admission Number for Coteford Infant School from 81 to 60 and authorises officers to undertake a full consultation exercise in relation to it.**
2. **Agrees to receive a further report at its 16th February 2023 meeting for the purpose of considering the consultation responses for a new Published Admissions Number for Coteford Infant School which is set to take effect from 1 September 2024.**
3. **Notes the proposal likely to be submitted to the Authority following formal consultation from the following non-community schools, Grange Park Infant and Nursery School and Grange Park Junior School to reduce their Planned Admissions Numbers by 30; and delegates authority to the Cabinet Member for Children, Families & Education, in consultation with the Executive Director of Education and SEND, to make the final decision as to whether the following proposals should be supported:**
  - **Grange Park Infant and Nursery School from 120 to 90.**
  - **Grange Park Junior School from 120 to 90.**

### Reasons for recommendation

4. As an education authority, the Council must plan for a sufficiency of places and efficient use of resources. There has been a slight decline in demand across the primary sector since 2018, with some fluctuations, but the overall level of primary surplus places continues to be too high and is pooling in a few schools. Each year the Council reviews the number of places against pupils rolls and projections and considers changing Published Admission Numbers (PAN) in some schools. Across the Borough, small annual changes are needed to meet parental demand, up and down. This ensures schools and

the authority best meet the needs of all pupils across the Borough and make effective use of resources in schools and between them. The PAN is the 'operating figure', and the physical building remains the same. Academy, Foundation and Voluntary Aided (VA) schools make their own decisions, and they must consult the Council and others on proposed reductions, but their Governors/Trusts can agree temporary or permanent increases. The review has included all primary and secondary schools. The Cabinet is the relevant authority for the community primary schools.

5. The Local Authority now recognise a need to reduce the published admission number in one of our community infant schools, by 21 places. This is due to demographic changes leading to declining pupil rolls and Reception intakes, and into Year 3 into the Junior school, over the past few years which is projected to continue for another few years. There would be no difference for current pupils after the proposed change takes effect from Reception 2024, and there would be sufficient places to meet future demand from their siblings and other local parents.
6. Following a review of school places, it is proposed to consult to reduce the Published Admission Numbers for:
  - Coteford Infant School - from 81 to 60 from 2024. All local residents will still be able to access places there. This reduction will also reduce the distance priority radius from **1000m to 750m** in line with our admissions arrangements.

#### **Alternative options considered / risk management**

7. The proposals presented in this report are intended to be reasonable, clear, objective, procedurally fair and comply with all relevant legislation to mitigate the potential future risk that a small number of children living in Hillingdon may not be guaranteed a school place as close to home as possible. Options have been considered to address this risk, some of which are specific to a location in the Borough. Where alternative options have been considered therefore, these are set out in the body of the report.
8. The proposals for a reduction in PAN are to improve schools' ability to efficiently plan their staffing and educational provision and not reducing could lead to schools suffering financial pressures leading to deficits, which in the community schools could then require a loan, further adding to the deficit in the Dedicated Schools Grant.

#### **Select Committee comments**

9. The Children, Families & Education Select Committee has scheduled this matter on its multi-year work programme and will consider the proposals as part of the consultation process, before a final report is brought back to Cabinet in 2023 for decision.

## SUPPORTING INFORMATION

### The Statutory School Admissions Code

10. The purpose of the statutory School Admissions Code is to ensure that all school places for maintained schools (excluding maintained special schools) and academies are allocated in an open and fair way. The Code contains mandatory requirements, such as setting a Published Admissions Number for each school. The admission arrangements to community schools are determined by the Local Authority as the 'admission authority.'
11. In drawing up the admission arrangements to schools, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated. All schools must have admission arrangements that clearly set out how children will be admitted. The admission authority for the school must also set out in the arrangements the oversubscription criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied.
12. To ensure that the criteria applied in prioritising access to community schools which are oversubscribed remains procedurally fair, objective and clear, a review of the criteria has been undertaken using three four years of Hillingdon admissions data to primary school reception places. The focus of the review sought to identify any residual risk that the Council would not fulfil its statutory duty to ensure every child is offered a school place.
13. The review considered the following area:
  - Ensure there are sufficient school places in Hillingdon and eliminate financial constraints where evidence shows a continued and sustained reduction in admissions.

### **Reduction of Published Admissions Numbers**

14. All community schools have a Published Admissions Number (PAN) in accordance with the School Admissions Code 2021. This is the number of school places that the admission authority must offer in each relevant age group (Reception, Year 3 for Junior and Year 7 for secondary) of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.
15. As an education authority the Borough must plan for a sufficiency of places and efficient use of resources. The demand and capacity across the primary sector have been variable from year to year since 2012. Currently there are unusually high levels of movement in, out and around the Borough following the Pandemic and Brexit and new arrivals into accommodation near Heathrow airport. However, it is clear that the level of overall surplus places in the primary sector continues to be too high and is concentrated in a few schools. To ensure schools and the authority best meet the needs of all pupils across the Borough and make effective use of resources in schools and between them, this reduction in a Community school PAN is proposed.

16. Currently there are 16% of vacant places across all primary schools (May Census 2022). Pupil numbers will always fluctuate but the aim is to have around 8% vacancies which will ensure there will be places to meet parental demand in each area and for those moving in mid-year, and secure stability for all schools. Having any schools with a PAN over 30 pupils above the level of their local demand, (21 in the case for Coteford Infant school) means some schools attract a few pupils from further away requiring more classes to be run, but they are not economic, with a risk that if pupils join or leave, a class may need to be opened or closed. This disrupts education for all the pupils in the year group. To balance school budgets, classes need to include 25 or more pupils. Schools with declining or volatile rolls face big changes in their annual budget, and consequent cuts in staff and risk financial deficit. The aim of PAN reductions is to match the operational level of schools to local demand and improve the focus of resources in each school on their pupils and reduce the risk of deficits. Meanwhile the physical capacity will remain available if demand rises, when it is possible to increase the PAN immediately, without consultation. It is considered prudent that in future PANs should be increased temporarily a year at a time, whilst parental demand is kept under review.
17. Coteford Infant School is concerned about changes in their local demand and the governing body supports the reduction since it will enable the school to focus their budget and resources better for pupils, so supporting school improvement. The governing body will agree an increase should local demand for places rise. Importantly, though the process to reduce PAN requires considerable data and consultation, it is easy to reverse, so admissions authorities can quickly respond to a rise in demand and decide to admit over PAN on a temporary or permanent basis.
18. Separately, two Foundation schools may also propose to consult on a reduction of 1 Form Entry (FE); Grange Park Infant and Nursery School and Grange Park Junior School from 120 to 90. This has been discussed with officers and would not impact on residents' access to their local schools and proposals reflect that the schools are already operating in most year groups at 1FE under their current PAN. If a consultation is carried out by Grange Park Infant School and Grange Park Junior School in this period and is approved by the governing body as the admissions authority the school will be able to reduce their PAN effective September 2024.
19. Hillingdon has one of the largest pupil populations in London with growth in some areas and 52,873 pupils in the May 2022 census. The past few years of roll volatility now require annual review and regular changes in PAN, up and down, to adjust the 'operating capacity' of the schools since school finances are so challenging. Most London local authorities have agreed or are planning reductions in primary capacity and increases in secondary places. As the birth rate has slowed, reception numbers have plateaued since 2016 and new pupil roll growth will be from new housing and migration into various year groups, not just to reception. Over half of primary schools are full to capacity but the pockets of surplus places in a few schools continue to grow. The demographic changes in the Borough, short and long-term effects of Brexit, Covid and employment and affordability of housing are all factors being monitored.

20. The Headteacher has updated parents over the summer term in newsletters that a reduction in PAN was being considered, referencing that the school already have many year groups operating at the proposed lower PAN and this proposal would give stability to classes and benefit pupils, and that siblings and other local parents would still be able to access the school. No parents expressed concerns. This was in advance of the formal consultation now being proposed.

## Next Steps

### Proposals to reduce Planned Admission Numbers in 1 community school.

#### a. Coteford Infant School from 81 to 60. Primary Planning Area 3 – Eastcote

The proposal for consultation is to reduce the Published Admission Number for Coteford Infant School from 81 to 60 from 2024. The school is located close to the boundary with Harrow and there are many primary schools within one and two miles walk. Rolls have fallen over the past few years with several year groups below the existing PAN and the September Reception number is 59. It is clear the school should have a PAN of 60, until local demand rises. Coteford Junior school converted to an academy within Vanguard Trust in September 2021 and currently has higher year groups. Officers will discuss the current projections and future demand for Year 3 places with the Trust as they will be directly impacted by the pupil numbers coming through Coteford Infant School.

PRIMARY PLANNING AREA 3		CENSUS MAY 2022 ROLL										CONFIRMED RECEPTION/ YR3 NUMBERS IN SEPTEMBER 2022
SCHOOL	PAN	R	Y1	Y2	Y3	Y4	Y5	Y6	TOTAL	IF FULL	% vacant	
Coteford Infant School	81	57	64	65					186	243	23.5%	59
Coteford Junior School	81				76	71	69	80	296	324	8.6%	64
Bishop Winnington Ingram CofE Primary School	30	22	22	30	28	33	29	35	199	210	5.2%	26
Whiteheath Infant and Nursery School	90	89	80	90					259	270	4.1%	72
Whiteheath Junior School	90				80	75	85	86	326	360	9.4%	90
Warrender Primary School	60	60	55	60	60	29	30	30	324	330	1.8%	60
<b>Planning Area 3 Total</b>	<b>432</b>	<b>228</b>	<b>221</b>	<b>244</b>	<b>244</b>	<b>208</b>	<b>213</b>	<b>231</b>	<b>1590</b>	<b>1737</b>	<b>8.5%</b>	<b>371</b>

## Process For PAN Reduction

21. The process is statutory and must follow the Admissions Code, as amended in September 2021. It requires a six-week consultation between October and January. The Local Authority has reviewed the demand for the school within their local context and discussed with the

school and meetings of their Full Governing Bodies will formally resolve they support the proposals.

22. Full Cabinet has to consider the proposal to reduce PAN in the community school as it affects residents access to local schools.
23. If Cabinet approves the consultation, it will then take place from 24th October 2022 until 19th December 2022, a total of 8 weeks. Consultees will be invited to respond via a dedicated email address and online questionnaire. The statutory requirement for consultation in this case is a minimum of 6 weeks and must take place between 1st October 2022 and 31st January 2023 for a reduction in the PAN to be published in March 2023 for applications for pupils to start in September 2024 in Reception (or Year 3 in Junior schools and Year 7 in secondary). The outcome of the consultations will be reported to Cabinet in February 2023 to take the final decision. Separately the Council will be a formal consultee of formal consultations carried out by non-community schools.

### **Likely proposals from non-community schools**

24. It is likely that two non-community schools will consult in the same timeframe on proposals to reduce PAN by 1 form entry. This has been discussed with officers and would still enable places for all local parents seeking them and reflect that they are already operating in most year groups at 1FE under their PAN, with intakes for September 2022 also 1 FE, or more, lower. The relevant Foundation Board would run their consultation and then decide on proposals. They must formally consult with the local authority and the Cabinet Member would then agree to support their proposal or oppose it, as provided through delegated authority in recommendation 3. In these cases, if no serious issues or objections are raised, officers would recommend agreeing the reductions, as they will support overall school improvement, stability and effectiveness:

**a. Grange Park Infant and Nursery School (Foundation) from 120 to 90. Planning Area 8 - Belmore**

Intakes for at least one year group have been around 90 for the last couple of years increasing to all three year groups in September 2022. Both schools would increase to 90 if local demand significantly rises to fill that.

**b. Grange Park Junior School (Foundation) from 120 to 90. Planning Area 8 - Belmore**

Intakes for at least one year group have been around 90 for the last couple of years and the Grange Park Junior School will be requesting to reduce their PAN as the school will be directly impacted by the pupil numbers coming through Grange Park Infant School

25. The table overleaf shows Primary Planning Area 8 indicating current school place numbers in the area:

PRIMARY PLANNING AREA 8		CENSUS MAY 2022 ROLL										CONFIRMED RECEPTION/YR3 NUMBERS IN SEPTEMBER 2022
SCHOOL	PAN	R	Y1	Y2	Y3	Y4	Y5	Y6	TOTAL	IF FULL	% vacant	
Charville Academy	90	46	53	49	70	55	61	68	402	630	36.1%	43
Grange Park Infants	120	88	87	109					284	360	21.1%	85
Grange Park Junior School	120				106	88	108	99	401	480	16.5%	111
Hayes Park	90	80	86	90	89	91	91	91	618	630	1.9%	72
Hewens Primary	60	58	56	47	56	55	60	60	392	420	6.7%	56
<b>Planning Area 8 Total</b>	<b>480</b>	<b>272</b>	<b>282</b>	<b>295</b>	<b>321</b>	<b>289</b>	<b>320</b>	<b>318</b>	<b>2097</b>	<b>2520</b>	<b>16.8%</b>	<b>367</b>

## Financial Implications

26. There are no direct financial implications arising from this report. However, it will help reduce the financial pressure on this individual school and the risk of this school running into deficit. Additionally, it will also reduce the risk of maintained schools requesting contributions from the council to meet redundancy costs in relation to staffing restructures. The spare physical space can be used in future if rolls rise in the relevant areas, and will be used by the schools meanwhile, or kept empty.

## RESIDENT BENEFIT & CONSULTATION

### The benefit or impact upon Hillingdon residents, service users and communities?

27. The proposals set out in this report will help to mitigate the residual risk of Hillingdon children not securing access to a place at a local school close to where they live. Local families can access primary places nearby. The rising vacancies in a few schools reflect residents are currently not choosing to fill the school to the level of the current PAN, so the places are not needed. The schools now risk a few more pupils turning up, from further away, requiring an additional teacher which destabilises school budget and staffing and affects all the pupils. The proposals will enable better targeting of resources to priorities to help pupils, in line with the Council's vision to put our residents first.

### Consultation Carried Out or Required

28. The statutory School Admissions Code sets out that admission authorities must set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least once

every 7 years. For admission arrangements for entry to school in September 2024, consultation must be for a minimum of 6 weeks and must take place between 1st October 2022 and 31st January 2023. The Code states that this consultation period will allow parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.

29. To ensure compliance with the Code, the Local Authority will consult with:

- a) Parents of children between the ages of two and eighteen:
- b) Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions:
- c) All other admission authorities within the relevant area (except that primary schools need not consult secondary schools):
- d) Any adjoining neighbouring local authorities where the admission authority is the local authority:

30. Subject to agreement from the Cabinet, the proposals will be available through the Council's established communication channels for comment. It is proposed that the consultation will last from 24th October 2022 until 19th December 2022.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommended amendments to the school admissions criteria. Broader financial implications associated with the Council's strategic education function are managed through the wider Medium-Term Financial Forecast.

### Legal

If an admission authority of a mainstream school wishes to increase or decrease PAN, without increasing the overall physical capacity of the buildings, this would be classed as an admissions change. Admissions authorities must follow the processes set out within the School Admissions Code in order to make an admissions change. Details of the processes that must be followed are summarised within the body of this report. There are no other legal implications arising from the recommendations set out at the beginning of the report.

## **BACKGROUND PAPERS**

[School Admissions Code 2021](#)

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## CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE - CORPORATE PARENTING PANEL MINUTES

<b>Committee name</b>	Children, Families and Education Select Committee
<b>Officer reporting</b>	Anisha Teji, Democratic Services
<b>Papers with report</b>	Appendix A – Draft Corporate Parenting Panel Minutes
<b>Ward</b>	All

### HEADLINES

The Corporate Parenting Panel met on 2 November 2022.

### RECOMMENDATION

**That the Children, Families and Education Select Committee notes the Corporate Parenting Panel minutes.**

### SUPPORTING INFORMATION

The draft minutes from the Corporate Parenting Panel from the meeting on 2 November 2022 are included as Appendix A. For the Select Committee's purposes, these minutes are for noting and will be approved by the panel at the next meeting.

### Implications on related Council policies

The Panel provides an important voice for children in care and care leavers, ensuring their views are heard as part of the council's policy making and decision-making processes

### How this report benefits Hillingdon residents

The Panel gives young people in Hillingdon a valued role within our democratic process and enables Councillors to work directly with them and hear their views.

### Financial Implications

None at this stage.

### Legal Implications

None at this stage.

### BACKGROUND PAPERS

NIL.

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## Minutes

### CORPORATE PARENTING PANEL

02 November 2022



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

	<p><b>Voting Panel Members Present:</b> Councillors Nick Denys (Chair), Heena Makwana (Co-Chair) and Gursharan Mand</p> <p><b>Non-Voting Panel Members Present:</b> Siobhan Appleton (The Local Authority's Designated LAC Nurse), Representatives of the Children in Care Council, and Care Leavers, Helen Smith (Principal Social Worker and Corporate Parenting Manager), Kathryn Angelini (Head of Education for Vulnerable Children), Alex Coman (Director of Safeguarding, Partnerships and Quality Assurance)</p> <p><b>LBH Officers Present:</b> Neil Fraser (Democratic Services Officer), James Jones (Democratic Services Apprentice), and (Michelle Thomas (Safeguarding Manager)</p> <p><b>Councillors Present:</b> Councillor Peter Smallwood</p>
62.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Deborah Price-Williams.</p>
63.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>None.</p>
64.	<p><b>MINUTES OF THE MEETING ON 20 JULY 2022</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 20 July 2022 be agreed as a correct record.</p>
65.	<p><b>REVIEW OF SUMMER 2022 (INCL. KICA FEEDBACK)</b> (<i>Agenda Item 4</i>)</p> <p>Officers presented the panel with highlights from the activities attended in the summer. These included Eid celebrations, a pride party, football stadium tours, CiCC days out, a summer BBQ, and the KICA awards. Feedback from event attendees and the Panel was positive, and Members highlighted the sense of community these activities helped to instil.</p> <p>In response to a query on how events were chosen, officers confirmed that suggestions were requested for consideration through the various meetings with Young People (YP), including Step Up and Stepping Out meetings. Attendance at such events was monitored and there were ongoing efforts to engage with those YP who were more reticent to attend activities.</p>

	<p>Officers highlighted the Virtual School's links with Brunel University, which included recent STEM trips to the university as well as revision sessions with year 11 students, and a trip to Oxford University.</p> <p>Panel members provided positive feedback on the Walking in Our Shoes training and requested that officers review the potential for incorporation into skills for foster training.</p>
66.	<p><b>ANNUAL REPORT - CHILDREN'S SAFEGUARDING PARTNERSHIP</b> (<i>Agenda Item 5</i>)</p> <p>Officers introduced the annual report for the Children's Safeguarding Partnership and its vision; to encourage young people to have a sense of belonging, good physical and mental health, and an opportunity to thrive. It was highlighted that the context to the report was related to Covid-19 recovery and moving away from lockdown constraints.</p> <p>Officers informed the Panel that the main priorities associated with this report were contextual safeguarding, prevention of child sexual abuse and early intervention. To work towards these priorities, practise development forums had taken place and various updates from external and internal agencies had also been received.</p> <p>The YP present were asked who they would go to when presented with a personal problem. The Panel was informed that it was likely that teachers would typically be the first point of contact if such a situation ever arose, due to their regular contact with YP. Additionally, officers reminded the Panel that YP had asked that interviews for new social workers required them to answer how they would manage such a situation.</p> <p>The Panel enquired about the confidentiality surrounding YP reporting problems to professionals and other affiliates. Officers assured the Chair that there was strict confidentiality in most circumstances. However, when there was a safeguarding risk, details were required to be shared with the relevant professionals. The response was proportionate based on the level of risk. The Panel asked if they could be provided with any examples of shared partnerships. The officers reported that there was a live website, a practice briefing, annual reviews and independent scrutiny, and also strategy discussions which included pathways to encourage broader participation.</p> <p><b>RESOLVED: That the report be noted.</b></p>
67.	<p><b>ANNUAL REPORT - INDEPENDENT REVIEWING OFFICERS</b> (<i>Agenda Item 6</i>)</p> <p>Officers presented the annual report of the Independent Reviewing Officers (IROs), highlighting that it was primarily focused on the post-pandemic world and that changes instigated during the pandemic had now reverted back to normal. The panel was briefed on participation, the profile of Hillingdon's Looked After Children (LAC) and outlined the summary of key points in the report which included:</p> <ul style="list-style-type: none"> <li>• 429 children and young people were in Local Authority care year ending March 22.</li> <li>• Timeliness of reviews and participation of children to reviews continued to be good.</li> <li>• A 100% permanent IRO team had continued to ensure excellent continuity to children.</li> <li>• IRO caseloads remained in line with the statutory guidance.</li> </ul>

- The quality assurance system, including the dispute resolution process, was fully embedded and continued to evidence improvements in the provision of services to children and young people.
- LBH continued to provide care for a large number of Unaccompanied Asylum-Seeking Children (UASC). The LAC participation and timeliness for UASC had continued to improve, supported by the allocation of a named IRO; and,
- the allocation of a named IRO for children remanded into Local Authority's care has continued to improve partner relationships and raise standards for care.

The YP present confirmed that they had a good relationship with their IRO's and that typical discussions involved talks about school, home life and other matters.

The Panel enquired whether IRO's were truly independent, despite being employed by the Council. Officers confirmed that IRO's shared in the same priorities and were autonomous in their decision making but reminded the Panel that there was a robust escalation process in place if necessary.

Invited by the Chairman to participate, Councillor Smallwood asked officers for clarity on the procedure for when a YP raised a concern, and how this is dealt with. Officers confirmed that social workers and placements could be changed, but that stability was encouraged. Engagement with independent visitors and the associated advocacy service, as well as the multi-agency psychology service was also encouraged. Additionally, Councillor Smallwood endorsed the statistic provided which stated 60/70% of YP were self-referring; but, in relation to this asked how YP would approach the situation in question. Officers subsequently informed the Councillor that information regarding self-referrals was made available to YP and they were well informed of this. It was also stated that IRO's were reminding YP of the advocacy service.

The Panel requested elaboration on the statement that 'timeliness of reviews and participation of our children to reviews continue to be good'. Officers explained that this referred to the set time for review meetings, which were regularly within the pre-established time-frame, and that participation remained at a satisfactory 60/70%, despite recent decline. Officers went on to set out the process by which the scrutiny process was conducted by IRO's, foster carers and others.

In response to a query regarding whether IRO staff resourcing, officers advised that there had been a significant spike in the number of UASC which had necessitated a temporary asylum intake team and consequently, an extra IRO had been employed during the period. Regarding monitoring, care plans were in place and IRO's were being invited to meetings, alongside the YP. Additionally, officers confirmed the quality assurance framework which was in place across all of children's social care.

**RESOLVED: That the report be noted.**

68. **UPDATES ON WORKPLACE OPPORTUNITIES** (*Agenda Item 7*)

In relation to workplace visits for YP, it was requested that officers provide a list of suggested workplaces that were of interest to YP, in order to cross-reference further opportunities for workplace visits. Officers communicated that the broad interests expressed by YP included health and care, engineering, creative arts and working in a business environment. It was agreed that a more detailed list would be provided the Chairman through the clerk.

	<p>It was agreed that officers would liaise with the Chairman regarding workplace opportunities for YP, with an update to follow at the January meeting.</p> <p><b>RESOLVED:</b></p> <p><b>1. That an update on workplace opportunities for YP be provided at the January meeting.</b></p>
69.	<p><b>CHILDREN'S SERVICES PERFORMANCE DATA - Q2</b> (<i>Agenda Item 8</i>)</p> <p>Officers briefed the Panel on the data and the key points of the report. It was noted that a national system for relocating UASC had been implemented and as a result, numbers had consequently levelled. Further detail on the profile of YP under Hillingdon care, their health and dental assessments, and foster placements, was provided.</p> <p>The Panel complimented the officers on the report figures and more specifically, the data on foster care placements and recruitment of social workers. Members asked for clarification on 'NEET' numbers and the specifics for supporting these. It was agreed that further detail would be provided to the Panel through the clerk.</p> <p>It was requested that officers elaborate on the 'pilot project', detailed on page 68 of the report. Officers highlighted the work done by the Virtual School and its collaboration with external partners in this capacity. It was explained that the circumstances for and causes of NEET categorisation was a key priority. In regard to the pilot project, officers disclosed that this related to attempts to move (mostly over-18) UASC from residential homes into foster care placements, private shared accommodation, or independent housing.</p> <p><b>RESOLVED: That the report be noted.</b></p>
70.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 9</i>)</p> <p>Consideration was given to the Panel's Work Programme.</p> <p>It was confirmed that the forthcoming LAC Health Report would be received at the January 2023 meeting.</p> <p>It was agreed that a new item on career opportunities and career development for YP be added to the work programme for the January 2023 meeting.</p> <p><b>RESOLVED:</b></p> <p><b>1. That the Work Programme, be noted.</b></p> <p><b>2. That a new item on career opportunities and career development for YP be added to the work programme for the January 2023 meeting.</b></p>
	<p>The meeting, which commenced at 5.00 pm, closed at 6.40 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact James Jones on 01895 250692. Circulation of these minutes is to Councillors and officers.



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## CABINET FORWARD PLAN

<b>Committee name</b>	Children, Families and Education Select Committee
<b>Officer reporting</b>	Anisha Teji, Democratic Services
<b>Papers with report</b>	Appendix A – Latest Forward Plan
<b>Ward</b>	As shown on the Forward Plan

### HEADLINES

To monitor the Cabinet's latest Forward Plan which sets out key decisions and other decisions to be taken by the Cabinet collectively and Cabinet Members individually over the coming year. The report sets out the actions available to the Committee.

### RECOMMENDATION

**That the Children, Families and Education Select Committee notes the Cabinet Forward Plan.**

### SUPPORTING INFORMATION

The Cabinet Forward Plan is published monthly, usually around the first or second week of each month. It is a rolling document giving the required public notice of future key decisions to be taken. Should a later edition of the Forward Plan be published after this agenda has been circulated, Democratic Services will update the Committee on any new items or changes at the meeting.

As part of its Terms of Reference, each Select Committee should consider the Forward Plan and, if it deems necessary, comment as appropriate to the decision-maker on the items listed which relate to services within its remit. For reference, the Forward Plan helpfully details which Select Committee's remit covers the relevant future decision item listed.

The Select Committee's monitoring role of the Forward Plan can be undertaken in a variety of ways, including both pre-decision and post-decision scrutiny of the items listed. The provision of advance information on future items listed (potentially also draft reports) to the Committee in advance will often depend upon a variety of factors including timing or feasibility, and ultimately any such request would rest with the relevant Cabinet Member to decide. However, the 2019 Protocol on Overview & Scrutiny and Cabinet Relations (part of the Hillingdon Constitution) does provide guidance to Cabinet Members to:

- Actively support the provision of relevant Council information and other requests from the Committee as part of their work programme;
- Where feasible, provide opportunities for committees to provide their input on forthcoming executive reports as set out in the Forward Plan to enable wider pre-decision scrutiny (in addition to those statutorily required to come before committees, *i.e. policy framework documents – see para. below*).

As mentioned above, there is both a constitutional and statutory requirement for Select Committees to provide comments on the Cabinet's draft budget and policy framework proposals after publication. These are automatically scheduled in advance to multi-year work programmes.

Therefore, in general, the Committee may consider the following actions on specific items listed on the Forward Plan:

	<b>Committee action</b>	<b>When</b>	<b>How</b>
1	<b>To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.</b>	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide its influence and views on a particular matter within the formal report to the Cabinet or Cabinet Member before the decision is made.</p> <p>This would usually be where the Committee has previously considered a draft report or the topic in detail, or where it considers it has sufficient information already to provide relevant comments to the decision-maker.</p>	<p>These would go within the standard section in every Cabinet or Cabinet Member report called "Select Committee comments".</p> <p>The Cabinet or Cabinet Member would then consider these as part of any decision they make.</p>
2	<b>To request further information on future reports listed under its remit.</b>	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to discover more about a matter within its remit that is listed on the Forward Plan.</p> <p>Whilst such advance information can be requested from officers, the Committee should note that information may or may not be available in advance due to various factors, including timescales or the status of the drafting of the report itself and the formulation of final recommendation(s). Ultimately, the provision of any information in advance would be a matter for the Cabinet Member to decide.</p>	<p>This would be considered at a subsequent Select Committee meeting. Alternatively, information could be circulated outside the meeting if reporting timescales require this.</p> <p>Upon the provision of any information, the Select Committee may then decide to provide specific comments (as per 1 above).</p>
3	<b>To request the Cabinet Member considers providing a draft of the report, if feasible, for the Select Committee to consider prior to it being considered formally for decision.</b>	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide an early steer or help shape a future report to Cabinet, e.g., on a policy matter.</p> <p>Whilst not the default position, Select Committees do occasionally receive draft versions of Cabinet reports prior to their formal consideration. The provision of such draft reports in advance may depend upon different factors, e.g., the timings required for that decision. Ultimately any request to see a draft report early would need the approval of the relevant Cabinet Member.</p>	<p>Democratic Services would contact the relevant Cabinet Member and Officer upon any such request.</p> <p>If agreed, the draft report would be considered at a subsequent Select Committee meeting to provide views and feedback to officers before they finalise it for the Cabinet or Cabinet Member. An opportunity to provide specific comments (as per 1 above) is also possible.</p>
4	<b>To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting</b>	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

Page 64

#### BACKGROUND PAPERS

- [Protocol on Overview & Scrutiny and Cabinet relations adopted by Council 12 September 2019](#)
- [Scrutiny Call-in App](#)

# Upcoming Decisions

Further details

Ref

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place CS = Central Services R = Resources CY = Children & Young People ES = Education & SEND

## Cabinet Member Decisions expected - December 2022

063	<b>SEND Strategy 2022-2026</b>	Following consultation, the Cabinet Member will consider approval of the Council's Special Educational Needs and Disabilities (SEND) Strategy - a collaborative document outlining the vision and priorities for service delivery to children, young people and young adults in Hillingdon over the next few years.	Various		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Vikram Hansrani / Jayne Mumsford	Children, Families & Education Select Committee		Public
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## Cabinet meeting - Thursday 5 January 2023 (report deadline 12 December)

094	<b>Secure Children's Home for London and Pan-London Commissioning Vehicle</b>	To seek approval to join a Pan-London Vehicle for commissioning which will develop secure welfare provision for children in care in London and will also provide a mechanism for future joint commissioning.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CY - Alex Coman		NEW ITEM	Private (3)
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

## Cabinet Member Decisions expected - January 2023

065	<b>Parenting Support and Development Programmes</b>	Cabinet will consider the award of a contract for Parenting Support and Development Programmes. Such programmes offer community-based support and guidance to parents teenagers who are experiencing challenges.	All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CY / R - Kathryn Wyatt / Sally Offin			Private (3)
59b	<b>Approval of school admissions arrangements</b>	Subject to Cabinet's decision in October 2022 to consult on this matter, there is the opportunity to review the number of primary places and potentially reduce Published Admission Numbers (PAN) in some schools to ensure schools and the authority best meet the needs of all pupils across the Borough, and make effective use of resources in schools and between them. Therefore, the Council is proposing to reduce the Published Admission Number for Coteford Infant School. Cabinet will make a decision on this following consideration of the consultation responses.	Eastcote / All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Tajinder Bhojani / Vikram Hansrani	Statutory consultation		Public
040b	<b>The Council's Budget - Medium Term Financial Forecast 2023/24 - 2027/28 (BUDGET FRAMEWORK)</b>	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 23 February 2023	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public

SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
<b>Cabinet meeting - Thursday 23 March 2023 (report deadline 6 March 2023)</b>										
065	<b>Family Group Conference Service</b>	Cabinet will consider the award of a contract for the Hillingdon Family Group Conference Service, which comprises independent meetings for families in need of support. They are often used when a child might be taken into care, to get family members to make a plan to allow the child to stay with them safely.	All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CY / R - Tehseen Kauser / Sally Offin			Private (3)
<b>Cabinet meeting - Thursday 20 April 2023 (report deadline 3 April 2023)</b>										
046	<b>Standards and quality of education in Hillingdon during 2021/22</b>	The Annual Report to Cabinet regarding children and young people's educational performance across Hillingdon schools.	All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Vikram Hansrani / Rani Dady	Select Committee		Public
<b>AUGUST 2023 - NO CABINET MEETING</b>										
SI	<b>Interim or urgent executive decision-making by the Leader of the Council</b>	As there is no Cabinet meeting in August, the Leader of the Council may take interim or urgent key decisions, and if so required, on behalf of the full Cabinet. These will be reported to Cabinet at a later date for ratification and public record.	Various		Cllr Ian Edwards - Leader of the Council	TBC	CS - Democratic Services	Various		Public / Private - TBD
<b>Cabinet meeting - October 2023 (date TBC)</b>										
SI	<b>The Annual Report Of Adult and Child Safeguarding Arrangements</b>	This report provides the Cabinet with a summary of the activity undertaken by the Safeguarding Children Partnership Board and the Safeguarding Adults Board to address the identified local priorities. The Cabinet will consider this report and approve the activity and the local priorities for the two boards.	All		Cllr Susan O'Brien - Children, Families & Education / Cllr Jane Palmer - Health & Social Care	Health & Social Care / Children, Families & Education	CY / AS - Alex Coman / Sandra Taylor	Select Committees		Public
<b>CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month</b>										
SI	<b>School Governing Bodies, Instruments of Government and Governors / Authorising Academy Appointments</b>	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 Member to be a Governor or Director of an Academy.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Vikram Hansrani / CS - Democratic Services			Public
SI	<b>School Redundancy Payments</b>	To consider requests for School Redundancy Payments and decide whether to approve them on behalf of the Local Authority	TBC		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Vikram Hansrani			Private (1,2,3)



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## CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE - WORK PROGRAMME

<b>Committee name</b>	Children, Families and Education Select Committee
<b>Officer reporting</b>	Anisha Teji, Democratic Services
<b>Papers with report</b>	Appendix A – Work Programme
<b>Ward</b>	All

### HEADLINES

To enable the Committee to note future meeting dates and to forward plan its work for the current municipal year.

### RECOMMENDATIONS

**That the Children, Families and Education Select Committee considers the report and agrees any amendments.**

### SUPPORTING INFORMATION

- The Committee's meetings will start at 7pm and the witnesses attending each of the meetings may include representatives from external organisations, some of whom travel from outside of the Borough. Forthcoming meeting dates are as follows:

Meeting Date	Room
4 January 2023	CR6
2 February 2023	CR6
14 March 2023	CR5
18 April 2023	CR5

### Implications on related Council policies

The role of the Select Committees is to make recommendations on service changes and improvements to the Cabinet, who are responsible for the Council's policy and direction.

### How this report benefits Hillingdon residents

Select Committees directly engage residents in shaping policy and recommendations and the Committees seek to improve the way the Council provides services to residents.

### Financial Implications

None at this stage.

## **Legal Implications**

None at this stage.

## **BACKGROUND PAPERS**

Nil.

# MULTI-YEAR WORK PROGRAMME 2022 - 2026

	2022/23										2023/24
Children, Families & Education Select Committee	June 28	July 20	August No meeting	September 21	November 3	December 6	January 4	February 2	March 14	April 18	May No meeting
<b>Review A: TBC</b> Topic selection / scoping stage Witness / evidence / consultation stage Findings, conclusions and recommendations Final review report agreement Target Cabinet reporting		Selection				Scoping Report / Witness Session		Witness Session		Findings	Final Report
<b>Regular service &amp; performance monitoring</b> Children's Safeguarding Partnership Annual Report Twice Yearly School Places Planning Report Improvements & Outcomes of Discussions on Performance Quarterly Performance Monitoring Annual Education Standards report (prior to Cabinet) Mid-year budget / budget planning report Reports/minutes from the Corporate Parenting Panel Cabinet Forward Plan Monthly Monitoring				X	X					X	
				X			X		X		
				X			X		X		
	X	X		X	X	X	X	X	X	X	
	X	X		X	X	X	X	X	X	X	
<b>One-off information items</b> Scrutiny Introduction (Democratic Services) Overview of Corporate Parenting Responsibilities Policy Review Discussion & Guidance <b>Service Update on Early Years &amp; Children's Centres TBC</b> Council Strategy 2022-2026 consultation Youth Services Update Consultation on changes to school admissions arrangement SEND Strategy Ofsted report - PART II Learn Hillingdon Self Assessment Review 2020/21 Ukrainian Children - how funding from Central Government has been delivered to schools Corporate Parenting Panel Membership to agree + subs	X					X					
		X							X		
		X									
							X				
							X				
							X				
									X		
									X		
<b>Past review delivery</b> Adult & Community Learning Review 2021/22										X	
<b>Internal use only</b> Date deadline confirmed to report authors Report deadline Agenda published											
	16 Jun	8 Jul		9 Sep	24 Oct	24 Nov	20 Dec	23 Jan	2 Mar	6 Apr	
	20 Jun	12 Jul		13 Sep	26 Oct	28 Nov	22 Dec	25 Jan	6 Mar	10 Apr	

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STRICTLY NOT FOR PUBLICATION

Exempt information by virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972 (as amended).

# Agenda Item 11

Document is Restricted

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