

CHILDREN, EDUCATION AND SKILLS SCRUTINY COMMITTEE

AGENDA

**Meeting to be held in the Civic Centre (Committee Room No. 2) on
Wednesday 6th September, 2017 at 5.30 p.m.**

Membership

Cllr Bell, Elliott, Francis (Vice-Chairman), Hunt, Jackson, F. Miller, O'Neil, Scullion, P. Smith (Chairman), Stewart, M. Turton and Tye

Coopted Members – Mrs A Blakey, Ms R Elliott and Mr S Williamson

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	Part A – Cabinet Referrals and Responses	
	No Items	
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	Report of the Director of Children's Services (copy attached)	

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E. WAUGH,
Head of Law and Governance,
Civic Centre,
SUNDERLAND.

29th August, 2017.

Item 2

At a meeting of the CHILDREN, EDUCATION AND SKILLS SCRUTINY COMMITTEE held in COMMITTEE ROOM 1 of the CIVIC CENTRE, SUNDERLAND on THURSDAY, 13th JULY, 2017 at 5.30 p.m.

Present:-

Councillor Smith in the Chair

Councillors Bell, Elliott, Francis, Hunt, Jackson, F. Miller, O'Neil, Stewart and Tye together with Ms. R. Elliott

Also in attendance:-

Ms. Sue Carty, Director Quality Assurance
Mr. James Diamond, Scrutiny Officer
Mr. Sam Ivory, Sunderland Youth Parliament
Ms. Marie Johnston, Complaints Manager
Mr. Tom Newton, Sunderland Youth Parliament
Ms. Gillian Robinson, Area Co-ordinator
Ms. Joanne Stewart, Principal Governance Services Officer

Apologies for Absence

Apologies for absence were submitted to the meeting on behalf of Councillors Farthing, Scullion and N. Wright and on behalf of Ms. Blakey and Mr. Williamson

Minutes of the last ordinary meeting of the Children, Education and Skills Scrutiny Committee held on 27th June, 2017

Subject to the inclusion of Councillor Tye's apologies, it was:-

1. RESOLVED that the minutes of the last ordinary meeting of the Children, Education and Skills Scrutiny Committee held on 27th June, 2017 (copy circulated), be confirmed and signed as a correct record.

Declarations of Interest (including Whipping Declarations)

Item 7 – Pupil Place Planning 2017

Councillor Tye made an open declaration in the item as he was a Trust Governor on the Local Academy Council of Venerable Bede CE Academy.

Together for Children Performance Update

The Director of Children's Services submitted a report (copy circulated) which provided performance information in relation to Together for Children and the commissioning arrangements in the Council, offering assurance over progress and any issues that have arose, in the context of the scope of the service and performance indicators set out in the service contract.

(for copy report – see original minutes)

Ms. Sue Carty, Director Quality Assurance presented the report advising that the contractual and performance of Together for Children was monitored on a monthly basis through the Operational Commissioning Group and the Chief Executives Performance Clinic. Ms. Carty continued to take Members through the report advising of the current position in relation to all nine of the Key Performance Indicators.

Councillor Jackson referred to paragraph 3.8 of the report and the case file audits and asked if the criteria used to rate them could be shared? Ms. Carty advised that they had tried to develop a suite of tools to use as their own audit tool but that it had proved complicated and the new audit tool was very much in line with Ofsted measures to some extent. Within the tool some of the responses were yes or no answers whereas others could be more subjective but there was no problem in circulating a copy of the audit tool to Committee Members.

Councillor Stewart referred to the percentage of Looked After Children with an up to date care plan within six months showing a slight decline since January, 2017 and asked what was in place to address this. Ms. Carty advised that it could be in terms of reviews of plans where issues may have come about during a changeover in staff and advised that she believed this was an issue around the systems being used but that she would have the discussion with relevant Officers and get back to Members with further information.

Ms. Elliott commented that throughout the report it referred to the progress against targets being made and how it would be helpful to have the target shown upon the graphs for comparison. Ms. Carty agreed that this would be included in future reports as it would be easier to see at a glance how performance against targets was doing.

Councillor Bell referred to the increase in referrals of young people and commented that the Headteacher of a nursery where he was a Governor had stated that they felt there was a spike in the number of referrals for young people in the North Sunderland area and asked if it would be possible to have further information on any hotspot areas that were being identified. Ms. Carty advised that she would look to provide the information broken down into areas of the city and referrals by locality so Members of the Committee could see any trends.

In relation to the case file audits, Councillor Stewart asked if further information could be provided on the numbers of files that were rated as requiring improvement or otherwise in actual figures. Ms. Carty commented that she would look to provide those figures for case file audits that were rated as requiring improvement, good, or outstanding to Members directly.

Councillor Hunt referred to the reduction in outreach universal services such as the Baby Days and Time for Rhyme sessions previously held in communities and asked what impact, if any, had been noticed on attendances at these and similar provisions. As an example she commented that her concern was that residents who may have attended satellite delivery sites no longer had that availability and had to travel further, and asked if they had evidence whether people were still attending sessions that were less locally based within areas and if they had evidence of where those who did attend sessions were from.

She went on to advise that her main concern was that by not having early intervention access through these sessions some vulnerable young Mums may be missed. In the past the sessions based within locality's were ideal opportunities for professionals to meet with parents in a relaxed atmosphere and introduce low levels of intervention if necessary that may stop issues that would see a future referral having to be made. She was interested to see what impact there had been, if any, since the change of model of delivery.

Ms. Carty advised that this was not information she had available but that she could look into this further and circulate information to Members outside of the meeting.

Councillor Tye drew the Committee's attention to the graph in paragraph 3.17 and asked why it was specific to young people 12 - 13 and why there was then a gap in data until they were 19 years old? He commented that he would be more interested to see the percentage of young people who were EET from 13 years old to school leaver's age and not just as a percentage but as actual figures. Within the paragraph it states that current monthly figures show that 90% of young people in April of statutory school age are in employment, training or education which was below target but that it doesn't give the national targets which he was curious to know.

He then went on to refer to paragraph 3.19 which was very similar in that it only referred to care leavers aged 19-21 and he asked why they did not look at the figures from age 16. He commented that it was vital for the Scrutiny Committee to have actual figures and not just percentages and across the cohort of young people not just particular age ranges, leaving gaps.

Ms. Carty advised that the contract with Together for Children and the Council was specific as to which figures they had requested and had been set by and agreed for the Company to provide by the Council. She commented that she would look at the data figures they currently had and provide the information to Committee Members.

Councillor Tye commented that they needed to see exact data and figures in relation to the areas he had raised so that the Scrutiny Committee were able to effectively challenge that information and the Company.

Councillor Smith asked how the service now compared both on a regional and national level, with Council's who were in similar positions to that of Sunderland, following all of the funding invested into improving Children's Services and was informed by Ms. Carty that it was difficult to compare against other authorities but the recent monitoring visit undertaken by Ofsted had been reasonably positive. The service was improving and the data collected reflects this and that the quality of service is also continuing to improve.

Councillor Smith commented that Members wanted to be safe in the knowledge that things were continuing to get better in relation to Children's Services and Ms. Carty advised that there were a number of monitoring bodies, including this Scrutiny Committee, overlooking the improvements and challenging them where necessary. She advised that they were carrying out self-audits within the services and being as open as possible to scrutiny and challenge as they could.

Councillor Smith also referred to the use of acronyms throughout the report, which had been raised at previous Committee meetings, and asked if a glossary could be included in future for Members reference.

Councillor Francis referred to the graphs throughout the report and requested that the population figures be included in future. At present the graphs show percentages but do not identify what it actually a percentage is of. Including the population figures would allow Members to see the percentage changes over time and how they refer to actual numbers of persons involved.

Councillor Francis went on to draw the Officers attention to paragraph 3.7 and the reference to performance being below target but within tolerance levels and asked what the tolerance levels were and who set them and monitored them. Ms. Carty advised that it was the Council who set the tolerance levels and that these were set by looking at regional and national levels and neighbouring authorities before coming up with a target which was reviewed at the end of the year. The tolerance levels were set so that should a target only be marginally missed they could look to keep an eye on that area to make sure they were comfortable with the area and that it was continuing to work towards improving and hitting the targets.

In response to a question from Ms. Elliott around the percentage of agency social workers and whether it would ever reach zero, Ms. Carty advised that there would always be an element of some positions that may be filled with agency staff but as the Company gains momentum and continues to improve they would expect to attract good, new, social worker staff and see the number improve with an ultimate aim to have the level of agency staff reduced to 16%.

Members, having fully considered the report, it was:-

2. RESOLVED that:-

- i) The report on the performance to date in relation to Together for Children be received and noted;
- ii) A copy of the audit tool used to rate case files be circulated to Members of the Committee;
- iii) Further information be circulated to Members of the Committee in relation to the decrease of the percentage of looked after children with an up to date care plan within six months;
- iv) Future reports show the targets upon the graph for easier visual comparisons of performance;
- v) Further information be circulated to Members of the Committee in relation to the number of referrals of young people broken down into locality areas of the city;

- vi) A breakdown of actual numbers of case file audits rated as requiring improvement, good or outstanding be circulated to Members of the Committee;
- vii) Further information on the impact of the change in the delivery model of universal services, such as Baby Days, etc, had had on the attendance of residents at sessions around the city;
- viii) Actual figures in relation to the percentages shared in graphs 3.17 and 3.19 be provided to Members of the Committee; including figures for young people of all ages as set out in the comments above;
- ix) The use of acronyms in future reports be limited, or a glossary of terms be included within the report; and
- x) Future reports include the population figures considered within each graph so that the Committee can establish what the percentages relate to in individual terms.

Compliments and Complaints

The Head of Law and Governance submitted a report (copy circulated) which provided the Committee with information regarding complaints and compliments received by the Council.

(for copy report – see original minutes)

Ms. Marie Johnston, Complaints manager was in attendance and took Members through the report and invited questions from the Committee.

Councillor Tye commented that he had raised concerns last year around the cost to the Council of commissioning independent investigating officers, which this year had increased to almost £130,000 and asked if a piece of work could be carried out so that members could understand the costs involved and how charges are applied. He also asked that the report offer more detail around the reasons for complaints being pursued further and queried whether this was just the way of the world that people are more eager to raise complaints or if there was an area that the Council were just not performing well at.

Ms. Carty advised that since the complaints had transferred into the Together for Children Company it had been picked up that the costs incurred were increasing, although they were aware that the way in which investigating officers were paid had now changed to monthly rather than just at the end of a complaint which could account for some increase within this year. She also advised that they were looking at other options open to them just as to how to procure external investigators or whether to carry out the work in house as although it is accepted that there will always be a level of complaints received there was a need to look to reduce the amount.

Ms. Carty also advised that they were looking at those complaints that were upheld to see if there were any patterns as to which service they related to or what area the complaint was in relation to and then they could see if there were recurring issues that could be improved upon to reduce complaints in those areas also.

Councillor Tye commented that it was important that expectations were set with clients so they were clearly aware from the outset what to expect from a service in

the first place to reduce complaints which may be submitted at a later date. He also commented that it was particularly worrying when some of the complaints were in relation to not being responded to as this should be the first action on receipt of a complaint, to advise the complainant that it had been received and was being acted upon.

Ms. Johnston advised that this report, in its entirety and not just the Children's Services excerpt, had been presented to the Scrutiny Coordinating Committee who had also requested that further information around the decisions made be included and they would look to address this in the next report that was submitted, although they had to remain cautious that a complainant could not be identified by the particulars of a case.

Councillor Tye referred to the number of compliments being received having increased again which was positive to see and Ms. Johnston advised that Children's Services by its very nature is a difficult service area and they often found that a lot of compliments received by staff were not forwarded on to be recorded. It was important that they continued to be included so that a balance could continue to be seen as complains could otherwise come across as a quite negative report by its very nature.

Councillor Smith raised concerns over habitually seeing the same reasons for complaints being brought up over and over again, such as failure to attend meetings, inaccuracy of minutes but pointed out that the reoccurring issue that bothered her the most, and had done for some time, was the lack of communication. Ms Johnston advised that within the report they could only give the basic elements of a complaint as to go into any more detail may identify the individuals involved but that they would work on the future format of the report to include more details were able to so it gave more information around the complaint rather than just picking one element, as lack of communication could actually be a number of wide ranging issues.

Ms. Carty advised that where complaints are upheld, a set of actions are drawn up against that complaint at an individual level and that these are monitored and reported back on to ensure the issue that was raised is less likely to reoccur.

Councillor O'Neil referred to the eight stage one complaints which had failed to hit the timescales and sought further information regarding these and was informed by Ms. Johnston that sometimes it could be due to the level of complexity of the complaint. The statutory timescale of ten working days could be unworkable for an Officer to cover all of the issues raised in a complaint and seeking information from other departments could take time when it was a request on top of their day to day duties.

In response to a follow up question from Councillor O'Neil, Ms. Johnston advised she could find out if any of the eight complaints that missed the timescales had gone on to stage two and advise Members accordingly.

Councillor Stewart commented that the statistics from previous years were critical within the report as it showed the improvements that were being made, such as the increase in the number of stage one complaints that were resolved, which should be complimented and the reduction in stage two investigations. He also felt it was important to look for the reasons for the improvements and the changes in direction of the service, was this down to better Manager training that had been introduced in

relation to dealing with complaints? He also asked if the costs relating to investigations could be broken down in future reports as one large, costly, case could skew the figures.

In response to a question around which budget the costs of complaints were against, he was informed that the Council would cover the cost of Officer time and resources in pulling together the complaint and responding but that any compensation cost from investigations, such as instructions from the Ombudsman to reimburse complainants, etc would fall directly to the budget head in which the complaint issue lies.

Members referred to the format of the current report and asked if it would continue to be presented in a similar way now that it had moved over to Together for Children to prepare and Ms. Carty advised she would feed Members wishes back to the report author.

Members having fully considered the report, and having no further questions or comments, it was:-

3. RESOLVED that:-

- i) the information provided regarding compliments, complaints and feedback received within the report be received and noted;
- ii) the Committee be provided with further information once the review into the costings of investigations is complete; and
- iii) a further quarterly report, set out in the similar detailed way, be submitted to a future meeting of the Committee.

Annual Report of the Local Authority Designated Officer 2016/2017

The Director of Children's Services submitted a report (copy circulated) asking the Committee to consider the progress and performance of the Local Authority Designated Service Officer (LADO) service between April 2016 – March 2017 and highlighting the future actions for the year ahead.

(for copy report – see original minutes)

Ms. Kim Roberts, Independent Reviewing Manager, with responsibility for the Local Authority Designated Officer service was in attendance to present the report and answer the Committees questions.

Councillor Tye referred to the completed referrals in 2016/17 and asked how many of the 31 cases where the allegations were substantiated had involved criminal investigations and of those that had what the actions were in relation to them. Ms. Roberts advised this was not information she had available but that she would gather that information and circulate it to members directly.

In response to a comment from Councillor Tye around the involvement of the voluntary community sector now that youth provision was no longer being commissioned by Together for Children, Ms. Roberts advised that she had been involved in discussions around how the voluntary community sector network could be utilised to reach out to young people. She advised that she was in conversation

with Community Officers and costing the production of a flyer setting out the work of the LADO service and that once this was available they would look to circulate them to youth groups and through agencies to highlight the LADO service and their role.

Councillor Smith commented on the number of referrals in relation to neglect and sexual abuse as set out in Chart 2 of the report and how it continued to increase and expressed her concerns that neglect had been an issue when she was first elected onto the Council and wondered what was being done if it was still raised as an area of such concern as it appeared that no difference was being made. Ms. Roberts commented that the number of referrals were increasing but as the profile of the LADO was raised this was expected.

Ms. Carty also commented that as the profile was raised and more training and support was provided then so long as referrals were being made correctly and appropriately then the increase in the numbers of referrals was a positive thing. Ms. Roberts advised that there had been 42 LADO enquiries in June, 2017 and that of these 21 had been given advice and guidance and 21 had gone to referrals.

In relation to the case studies that had been provided within the annual report, Councillor Smith commented that they had been really helpful in giving Members a typical example of issues that are managed by the LADO and the outcomes that are achieved.

In response to a question from a member of the youth parliament in relation to the area of concern chart as to how the other criteria had reached zero, Ms. Carty advised that this may be due to Officers better recognising where cases were more suitably allocated than simply placing them under 'Other' and that this could also have had an impact on the increase in the remainder of the areas.

There being no further comments or questions from Members, it was:-

4. RESOLVED that:-

- i) the annual report on the Local Authority Designated Officer be received and noted; and
- ii) further information in relation to the number of criminal investigations carried out as part of the outcomes in table 4 of the report be circulated to Members of the Committee.

Pupil Place Planning 2017

The Director of Children's Services submitted a report (copy circulated) which provided an overview of the pupil place planning process used to project the requirement for school places in Sunderland.

(for copy report – see original minutes)

Mr. Alan Rowan, Business Relationships and Governance Manager, presented the report (copy circulated) advising that the report set out the Council's key legal duties related to pupil place planning, methodology used to project the demand for school places and indication of need across the city in future years.

Councillor Tye referred to section 5.0 of the report and the South Sunderland Growth Area and commented that Venerable Bede CE Academy were improving but that this was at the detriment of Farrington Academy which was also in the South Sunderland Area. In relation to the two primary school which had been identified as suitable expansion sites, he commented that these were both faith schools, i.e. Benedict Biscop CE Academy and St Paul's CE VC School, which would in turn feed into Venerable Bede CE Academy which was already oversubscribed.

Mr. Rowan advised that in 2015 he had spoke with all of the Headteachers in the South Sunderland area and asked them to consider the possibility of increasing their capacity and that the only two schools to come forward had been Benedict Biscop CE Academy and St Paul's CE VC School and therefore they had been agreed. With regards to secondary places in the area, Mr. Rowan advised that Farrington Academy did have surplus places in the past and therefore had capacity to bring some areas of the site back into use as teaching space if it was required.

Members having fully considered the report, and having no further questions or comments, it was:-

5. RESOLVED that the report on the pupil place planning process used to project the requirement for school places in Sunderland be received and noted.

Annual Work Programme

The Head of Member Support and Community Partnerships submitted a report (copy circulated) which set out for Members attention the current work programme for the 2016/17 municipal year.

(for copy report – see original minutes)

There being no further comments or questions for Mr. Diamond, it was:-

6. RESOLVED that the information contained within the work programme be received and noted.

Notice of Key Decisions

The Head of Member Support and Community Partnerships submitted a report (copy circulated) providing Members with an opportunity to consider those items on the Executive's Notice of Key Decisions for the 28 day period from the 20 June, 2017.

(for copy report – see original minutes)

Members having fully considered the report, it was:-

7. RESOLVED that the Notice of Key Decisions be received and noted.

The Chairman then closed the meeting having thanked Members and Officers for their attendance and contributions to the meeting.

(Signed) P. SMITH,
Chairman.

REPORT OF DIRECTOR OF CHILDREN'S SERVICES TOGETHER FOR CHILDREN PERFORMANCE UPDATE

1. Purpose of the Report

- 1.1 To provide performance information in relation to Together for Children and the commissioning arrangements in the Council, offer assurance over progress and any issues that arise, in the context of the scope of service and performance indicators set out in the service contract.

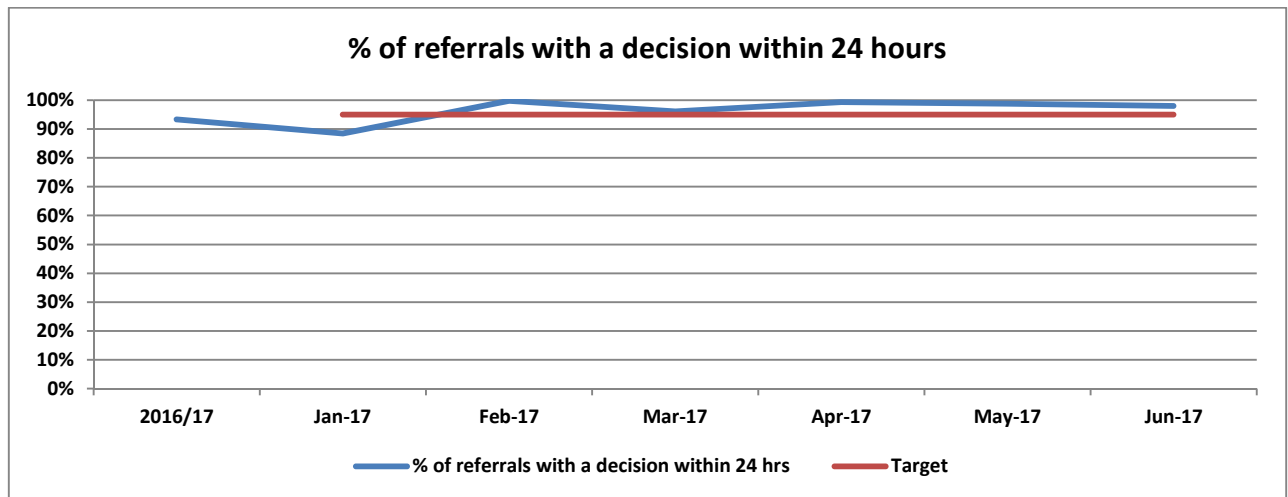
2. Background

- 2.1 The guide to contractual and governance arrangements has been shared with members and outlines the governance and how the company will be held to account for delivery/performance.
- 2.2 The Performance Framework arrangements under the Service Contract are described within the aforementioned guide and were developed in consultation with elected members to put arrangements in place which provide assurance that the relevant statutory duties and functions of the Council are being met and that services are being delivered to meet the agreed requirements.
- 2.3 The contractual and performance of Together for Children is monitored on a monthly basis through the Operational Commissioning Group and the Chief Executives Performance Clinic.

3. Current Position

- 3.1 The Operational Commissioning Group and Chief Executives Clinic are meeting on a monthly basis to consider information and progress made.
- 3.2 Information contained within this report will include all 9 of the Key Performance Indicators, those supporting measures that are not meeting target and some areas of management information. The tolerance levels for each of the measures will be included within the report.
- 3.3 Each graph will include current Sunderland Performance, the target for the year and Statistical Neighbour and National Rates for the measure where this is available.
- 3.4 The population figures used to calculate the rate in some of the measures are the number of children and young people in Sunderland aged 0 – 17 (54,403) based upon the latest mid-year estimate figures, currently 2015

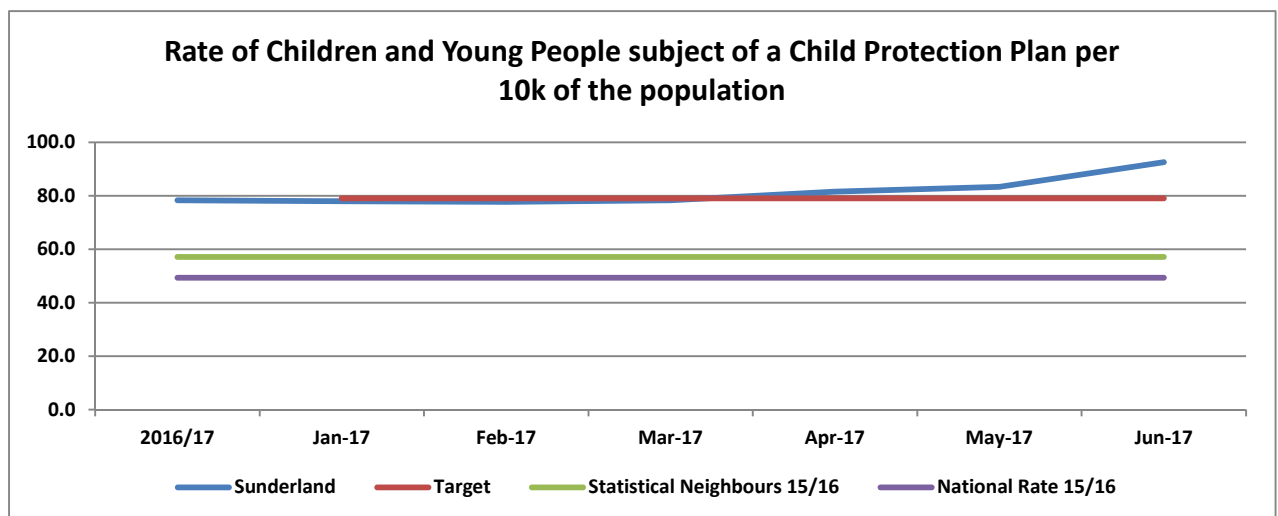
3.3 Key Performance Indicator 1 - % of referrals with a decision within 24 hours Tolerance 85 – 100%



April to June 2017 has seen the timeliness of decision making within 24 hours for referrals exceeding the target. In June 98% of referrals received a decision within 24 hours.

This remains ahead of the target of 95% for 2016/17.

3.4 Supporting Measure 1.1 - Rate of Children and Young People subject to Child Protection plan per 10k of the population Tolerance 69 - 89



There continues to be an increase in the rate of children and young people subject to a child protection plan from February, with an increase of 50 children subject to a plan at the end of June 2017 compared to May. The rate has increased in June to 92.6 from 83.4 in May.

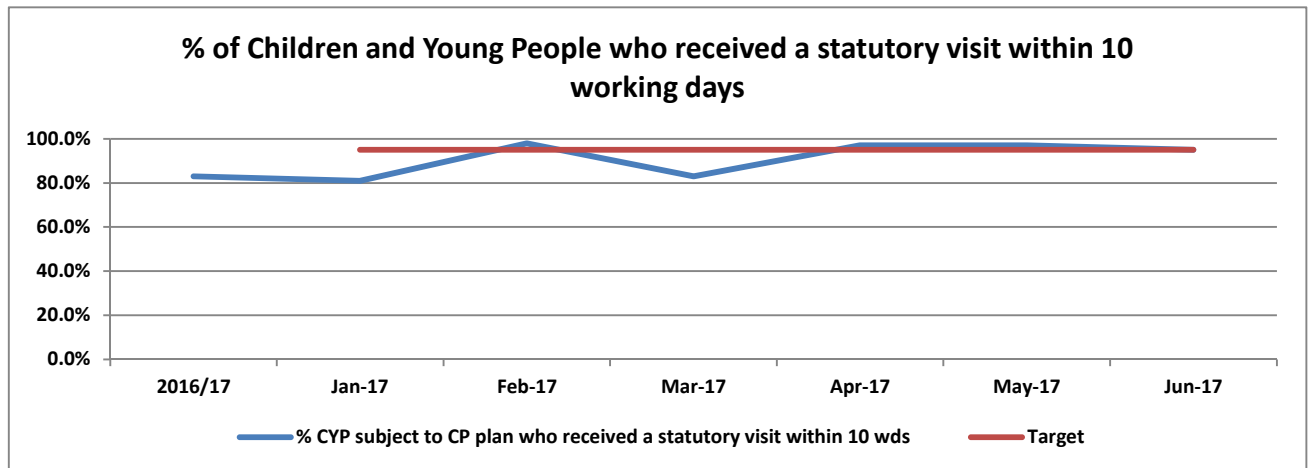
There continues to be a higher number of referrals throughout May and June 17 and a significant proportion of these cases have appropriately progressed to initial child protection conference and child protection plans.

Each plan is reviewed through the child protection processes and where safe and appropriate to do so is so is stepped down. In addition as the Early Help offer is embedded it is expected that this will support prevention at the earliest opportunity.

This measure is now above target and outside of tolerance levels and will continue to be monitored closely

The performance remains within tolerance and this rate be affected by improvements seen in the system in relation to Looked After Children, if cases are being stepped down.

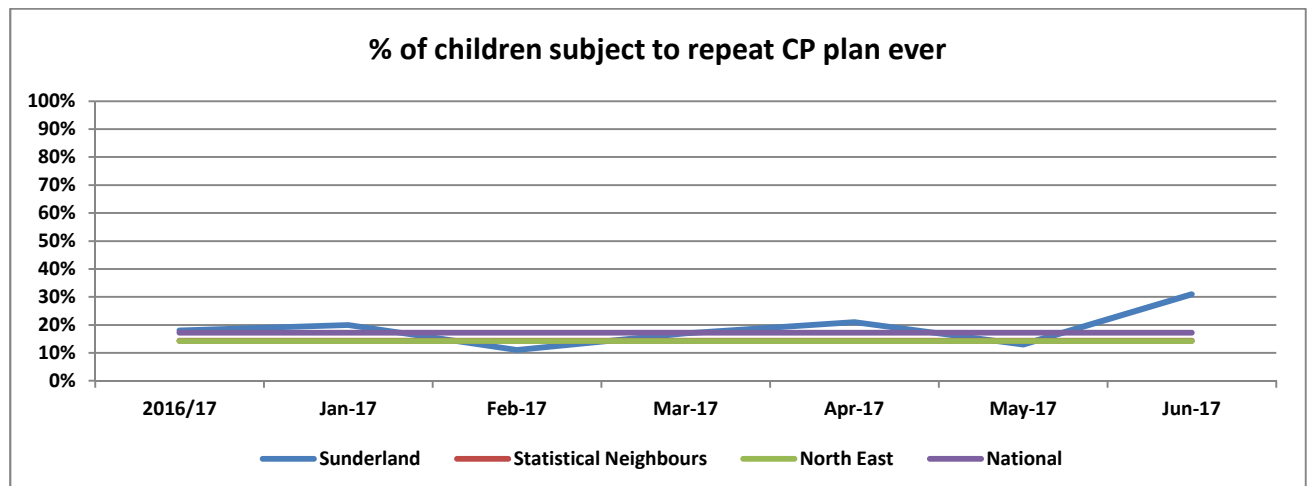
3.5 **Key Performance Indicator 2 - % of Children and Young People subject to Child Protection plan who received a statutory visit within 10 working days** **Tolerance 85 – 100%**



From April – June there has been an increase in the performance against this KPI, with 95% of children receiving a visit within 10 wds of the previous visit in June 2017.

Current performance is achieving target.

3.6 **Management Information 2.7 - % of children subject to a repeat CP plan ever** **No tolerance/target**

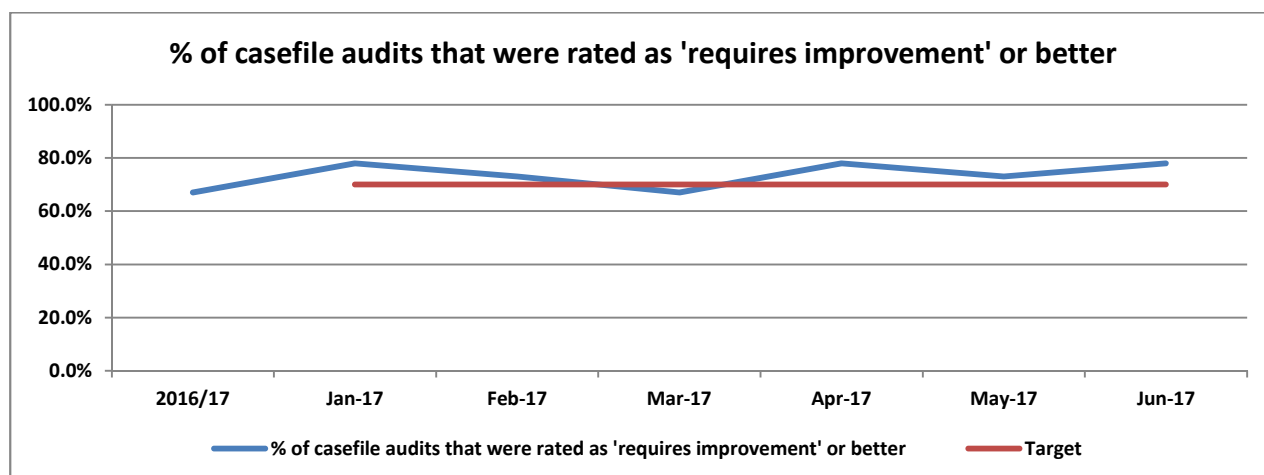


There were 25 children in June 17 who became subject to a repeat child protection plan.

There were 7 of the children whose last child protection plan ceased within the last 2 years, including 2 sibling groups. There were 18 children whose last child protection plan ceased over 2 years ago including 3 sibling groups accounting for 11 of these children.

Performance in this area has been impacted in June by the high number of sibling groups and the size of those sibling groups.

3.7 Key Performance Indicator 3 - % of casefile audits that were rated as 'requires improvement' or better
Tolerance 60 – 100%

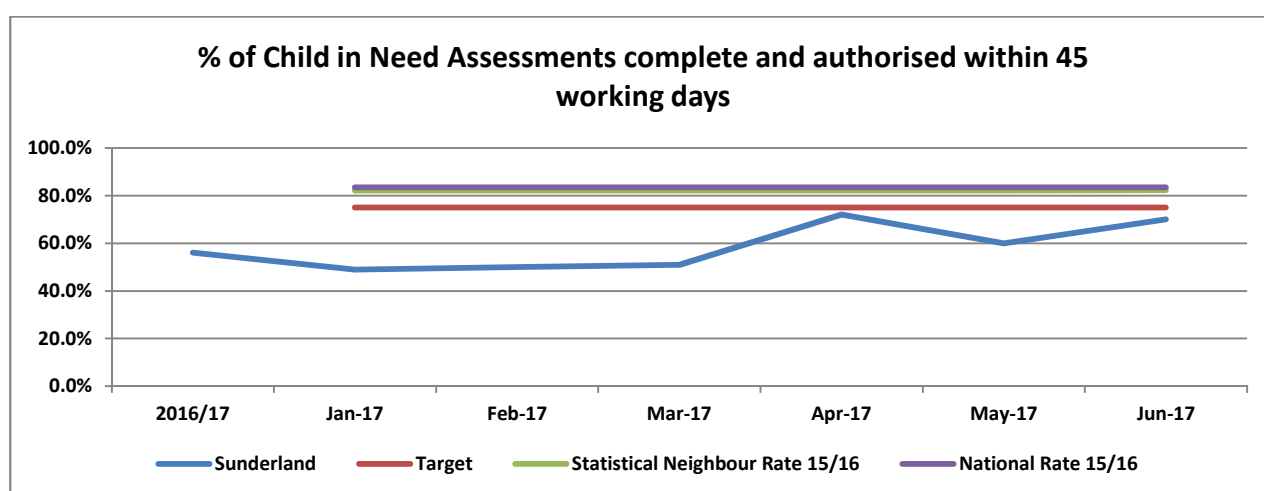


In April – June 73 case files audits have been completed across the service of which 47 (64.4%) were rated as requires improvement or better. The latest figures show that there has been an improvement in the findings of the audits, in June of the 20 audits completed 2 were found to be 'good' and 12 found to be 'requires improvement'.

In May and June a reduced number of audits were undertaken as TfC were preparing for and taking part in the Ofsted monitoring visit.

In month performance continues to exceed the target of 70%.

3.8 Supporting Measure 3.1 - % of Child In Need assessments completed and authorised in timescales within 45 working days
Tolerance 65 – 100%



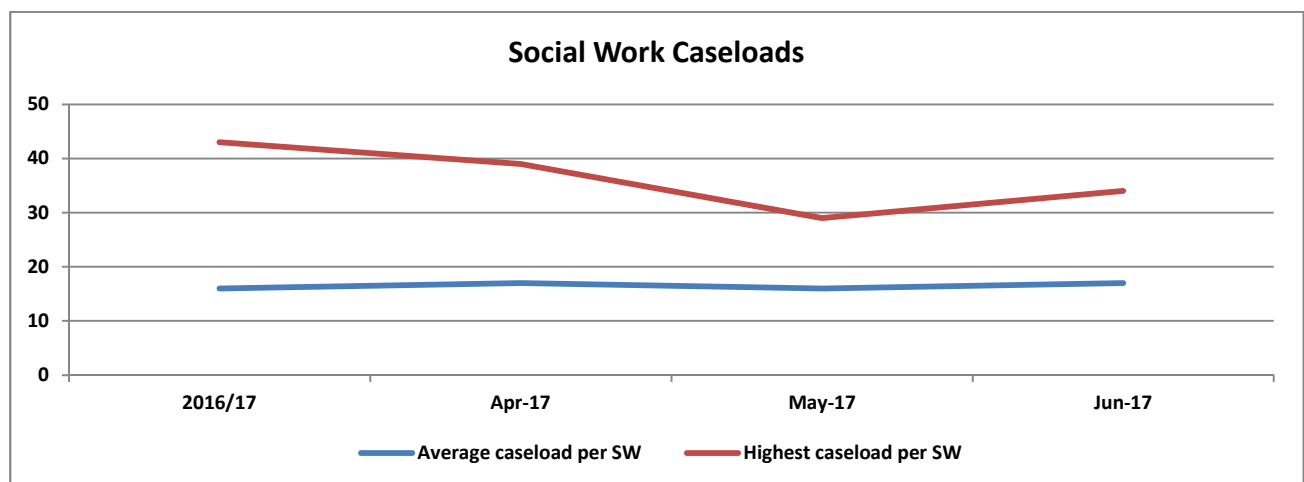
Child in Need assessments completed in timescales has improved throughout April to June 17, with 70% of assessments in June being completed in timescales and the year to date rate (April – June) at 68%.

Performance in this area has been impacted by high rates of referrals progressing to assessment in May and June, higher volumes of agency staff within the team and the turnover associated which has meant case being reallocated for completion of the assessment.

The service are recruiting a team of six practioners who will come into this area for a period of 13 weeks to support the staff to clear the backlog of activity whilst managing new assessments within timescales. It is expected that this will support the team to enable the team to sustain the improvements in timeliness.

Performance in this area is below target but within tolerance levels.

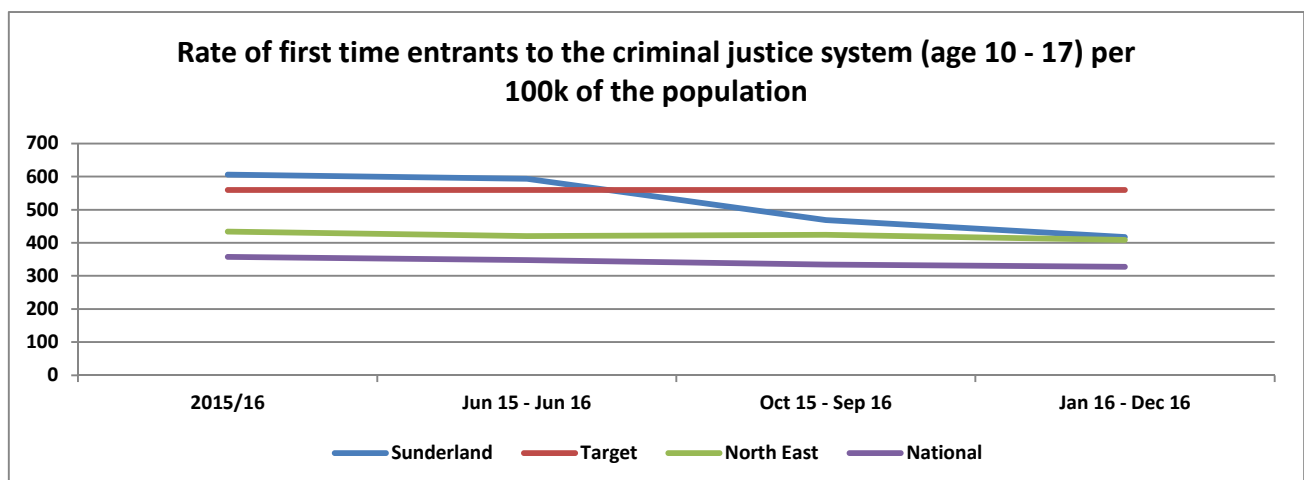
3.9 Management Information 3.5 and 3.6 – Average and Highest caseload per SW (not including the assessment team) No target or tolerance



There has been an increase in average and highest caseloads for social workers (not including the assessment teams).

Whilst the average caseload remains within reasonable expectations the highest caseload exceeds the recommended 25.

3.10 Key Performance Indicator 4 - Rate of first time entrants to the criminal justice system (per 100k) of 10-17 population Tolerance target +10%



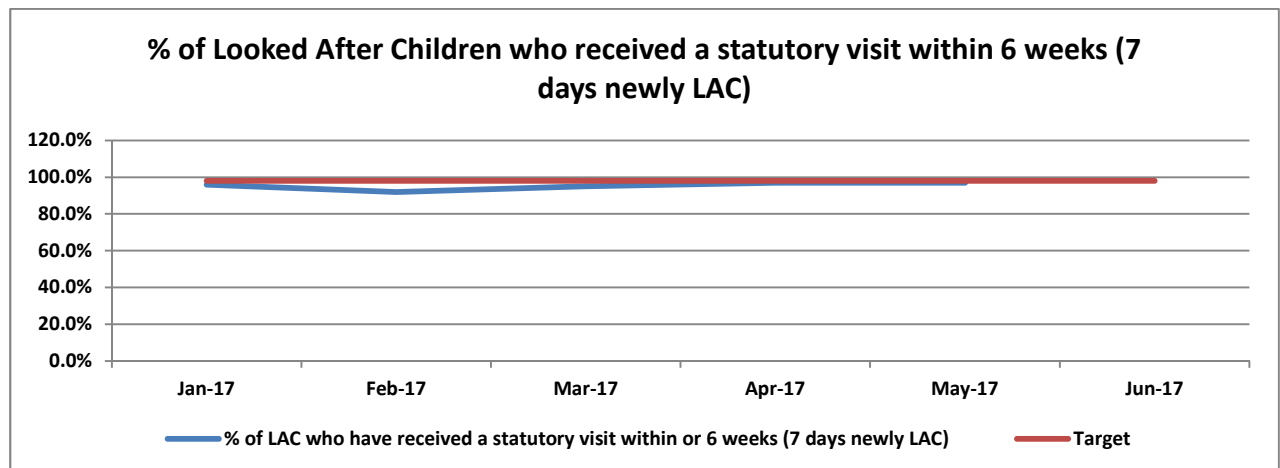
There is a data lag on the data metrics as the data source used is the Police National Computer; data reflects the most recent publication as at May 2017.

The figures within this measure are measured quarterly but have been included for information purposes.

The rate of first time entrants has decreased over the last 2 reportable quarters up to December 2016 with the latest reported figures at 417 per 10k of the 10-17 year old population; this is a positive decrease from 606 2015/16 and 469 for the period Oct 15 – September 2016.

This measure is exceeding target.

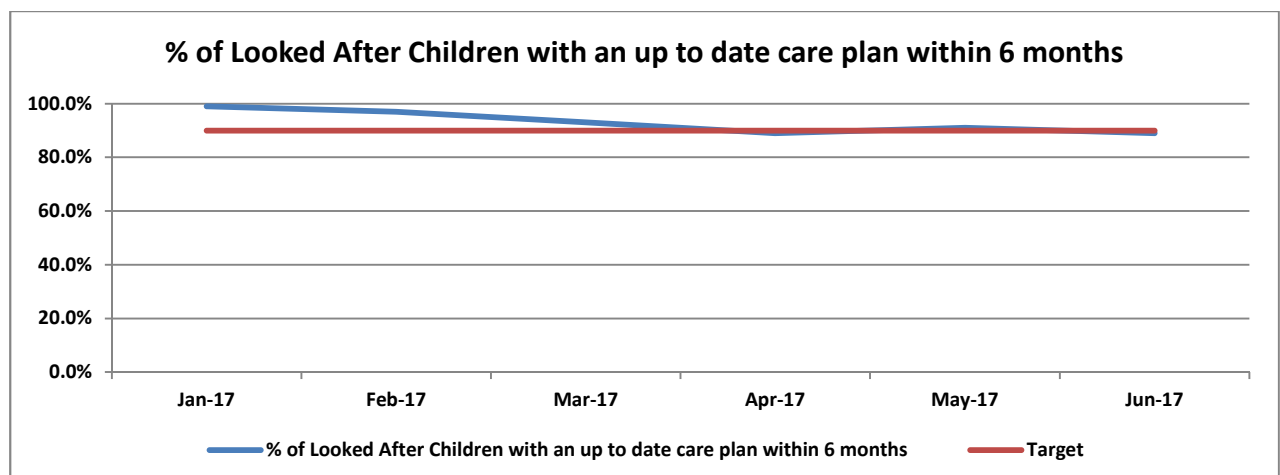
3.11 Key Performance Indicator 5 - % of Looked After Children who have received a statutory visit within 6 weeks (7 days newly Looked After Children)
Tolerance 95 – 100%



Performance against this measure has improved in throughout April to June 2017 with the latest performance in June reporting 97% of visits in timescales. There has been no significant change (increase or decrease) in the numbers of looked after children with 532 children looked after at the end of June slightly more than the 531 at the end of May.

The current system does not allow for variations in visiting schedules where Looked After Children may be in stable placements and only require a visit 12 weekly. There were 15 visits out of time in June of which 12 were on a 12 week visiting schedule and therefore were not out of time.

3.12 Supporting Measure 5.1 - % of Looked After Children with an up to date care plan within 6 months
Tolerance 90 – 100%



Performance against this measure remains just below target at 89% of Looked After Children with an up to date care plan in June 2017. Currently the care plans are completed outside of the case management system with shell information being input onto the system.

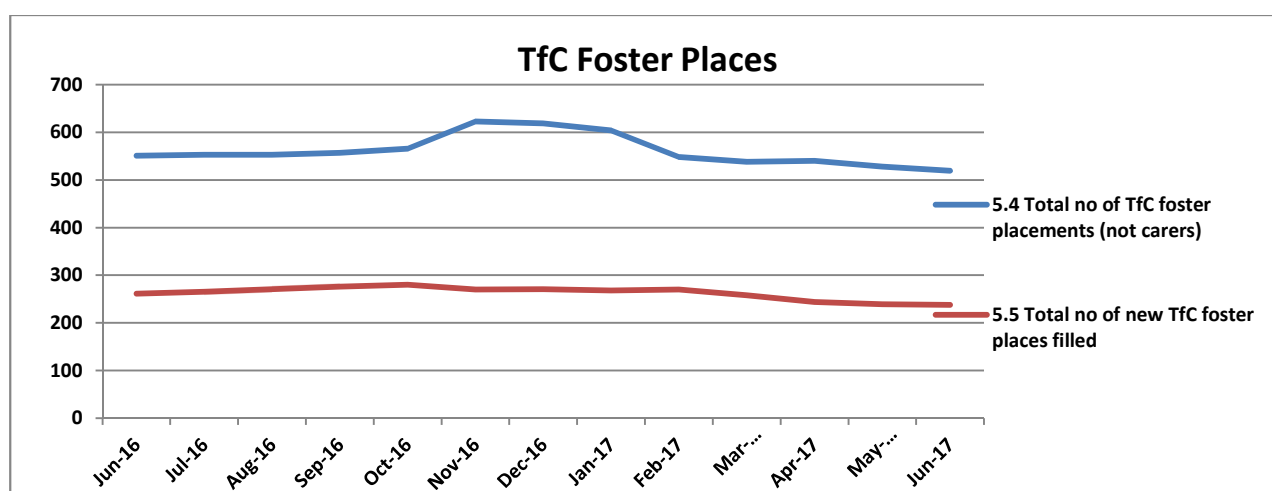
The shell information has not been updated routinely on the case management system. The service will ensure this happens in the future and are pursuing a system fix in the case management system to allow the actual care plan to be recorded fully.

The measure is not meeting target but is within tolerance levels.

3.13 Management Information - 5.4 Total number of Together for Children foster places (not carers)

Management Information - 5.5 Total number of Together for Children foster places filled

No Tolerance set



The number of TfC foster places and TfC foster places filled has reduced through April – June 17.

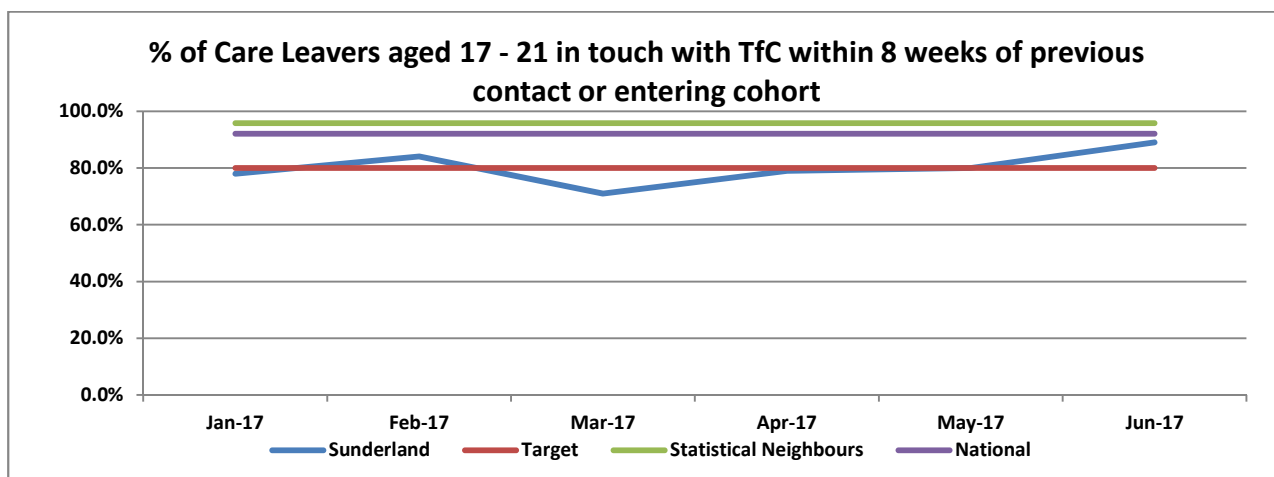
There is a national issue with the recruitment of foster carers for both Local Authorities and Independent Fostering Agencies. In particular there is a need to recruit carers for adolescents, children with complex needs and for large siblings groups.

Nationally, the reported number of applications to become a foster carer fell by one third. There were 11,460 applications in 2015 to 2016, compared to 16,920 the previous year.

The current position is 194 foster carers looking after 238 children, with 6 vacancies at the end of June 17.

TfC continue to recruit and more recently a consultant has been appointed who will complete a needs analysis of the TfC fostering service and support the transition.

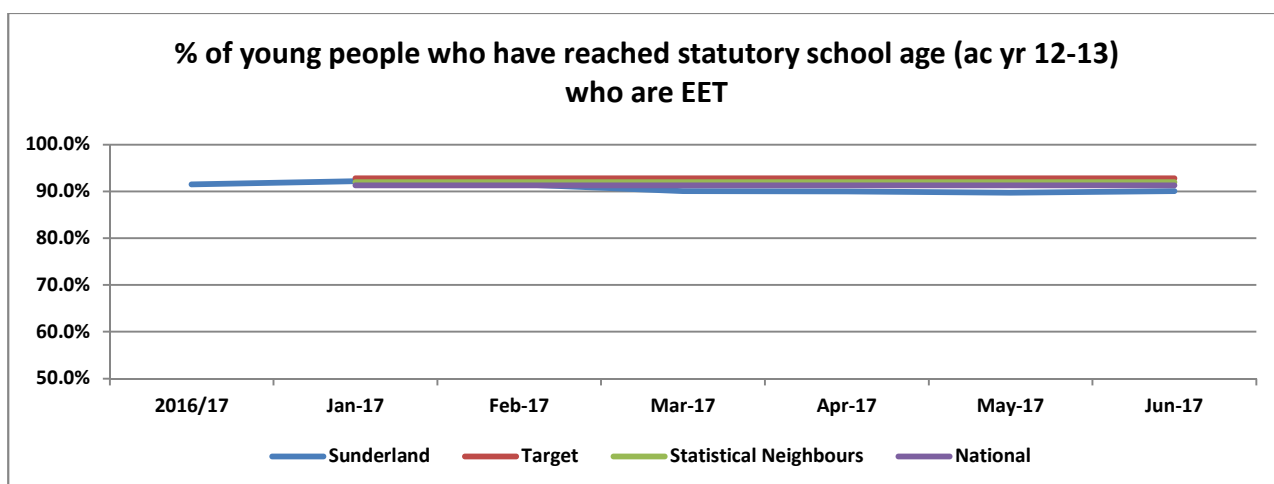
3.14 Key Performance Indicator 6 - % of care leavers in touch with Together for Children within 8 weeks of the previous contact age 17 – 21
Tolerance 72 – 100%



There has been an increase in the number of care leavers in touch with TfC throughout April – June with to 89% care leavers in touch within 8 weeks of the previous contact. This is a key measure of the reach and effectiveness of the care leavers service, nationally the measure is those in touch within the 'birthday window' which is a 4 month period within the year, so contact within TfC is measured at a greater frequency.

This measure is now exceeding target.

3.15 Key Performance Indicator 7 - % of young people who have reached statutory school age (academic year 12 – 13) who in Employment, Education or Training
Tolerance 92.3 – 100%



Cohort	Apr-17		May-17		Jun-17	
	Numbers	Percent	Numbers	Percent	Numbers	Percent
EET	5541	91.8%	5510	91.3%	5547	91.9%
NEET	264	4.4%	272	4.5%	285	4.7%
Unknown	229	3.8%	254	4.2%	203	3.4%
Meeting Duty	5430	90.0%	5414	89.7%	5435	90.1%
Cohort Total	6034		6036		6035	

At the last meeting members requested the detail of the numbers within the NEET/EET cohort and these have been included above for the last 3 months.

The target and tolerance agreed for this measure is annual based upon November to January average as per the DFE methodology, which is the duty to participate. Data is provided on a monthly basis but actual YTD data is only available after January each year.

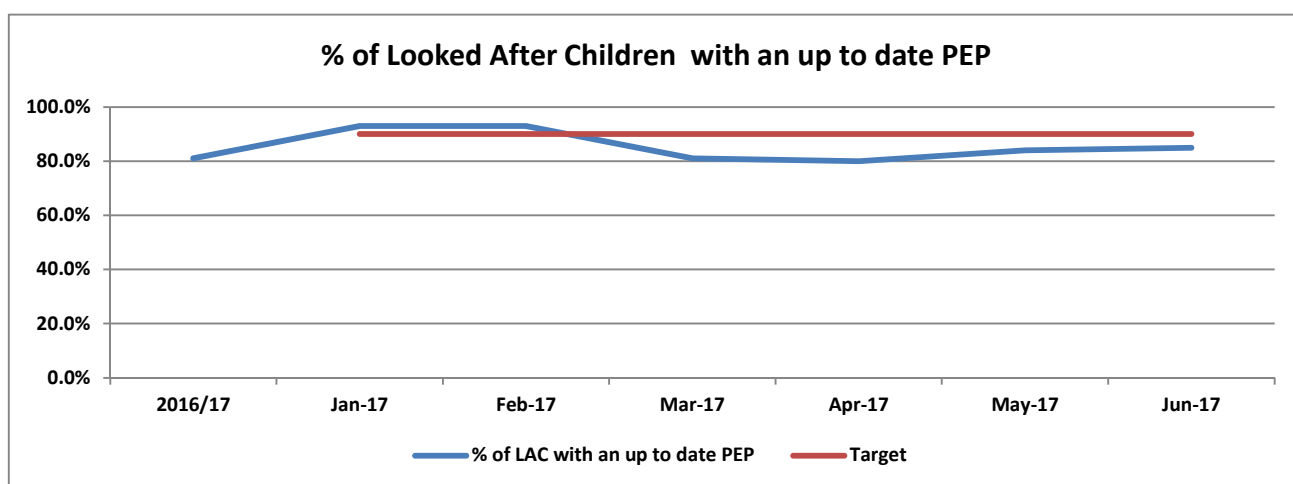
There has been a slight increase in performance from 89.7% in May to 90.1% in June however the target has not been met and is outside of the tolerance range.

A number of arrangements are being put in place to increase performance against this indicator including:

- Increase focus on tracing and tracking from Connexions Workers across the summer and autumn period.
- Training more members of Early Help staff to undertake basic tracking and reporting. Carry out regular “tracking blitzes” throughout year focussing in particular on Year 12 young people.
- Opportunities and benefits for partner agencies to work with TFC to support tracking arrangements to be reinforced and awareness raised July to September.
- Work to re-establish controlled data sharing arrangements with partner LAs and partner colleges has started and will continue across summer to ensure our data is updated on a timely and accurate basis.

Whilst this activity identifies improvements in tracking young people and will improve the data particularly in relation to those whose status is unknown. What is the activity that will be undertaken to help young people to access employment, education or training as appropriate.

3.16 **Key Performance Indicator 8 - % of Looked After Children with an up to date Personal Education Plan** **Tolerance 81 – 100%**

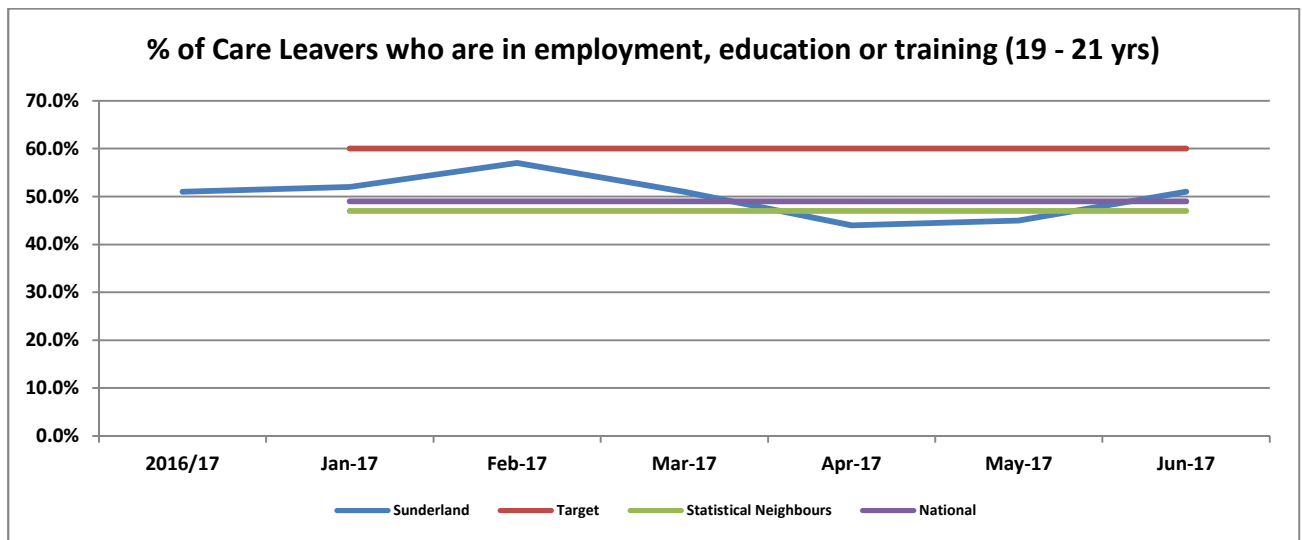


In June 2017 performance for this indicator has improved by 1% compared to May, but remains d within tolerance levels.

The virtual school continues to request outstanding PEPs from schools. Some PEP’s have been returned to schools due to the poor quality of the submissions. TfC anticipate more PEPs being submitted by schools during the summer break.

30% of outstanding PEPS are from out of area (OOA) placements and these are proving very difficult to action at the end of the academic year group.

3.17 Supporting Measure - 8.1 % of care leavers (aged 19-21) who are in Employment, Education or Training Tolerance 40 – 100%



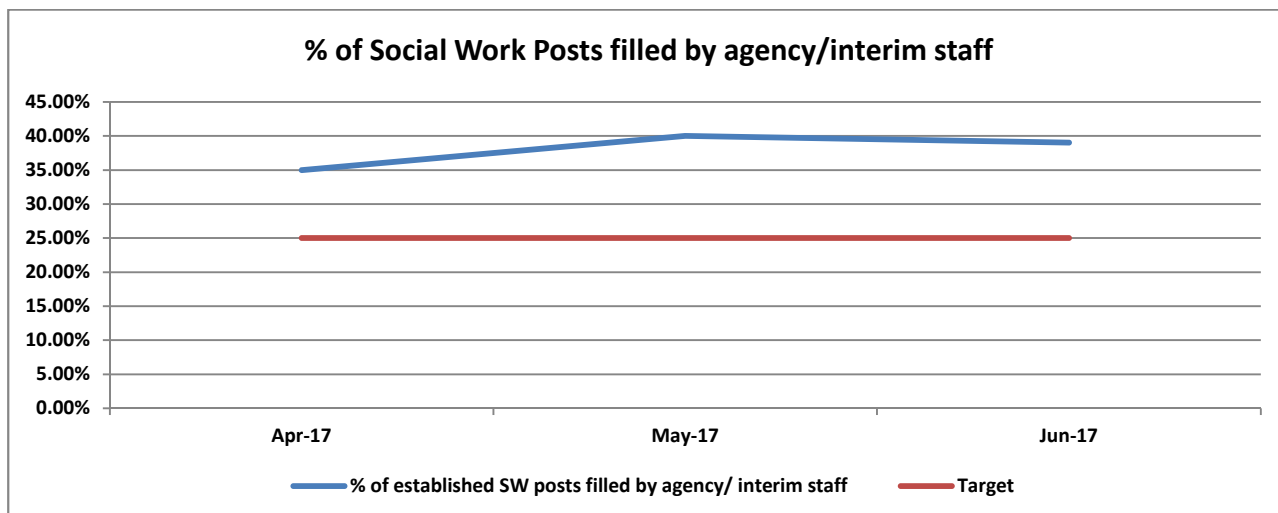
The % of care leavers aged 19 – 21 who are in education, employment or training has increased to 51% in June 2017 compared with 45% in May. This is above statistical neighbours and the national average.

Current performance is below target. It is acknowledged that this % will be affected by both the numbers in the cohort which will change each month as well as the performance of being 'in touch' with the young person within 8 weeks.

In order to address this and increase the numbers further the service has established the ELEET (Engage Learning-Education, Training, Employment and Training) team that is a multi-agency co-located team designed to offer targeted interventions to NEET young people and to also offer support at sustaining EET. This team comprises of a Re-engagement Support Worker, Connexions Advisor and Virtual School representative. Strength of relationships between professionals and consultation has increased and there is very positive feedback from the colleagues re improved outcomes for young people. Whilst the team have supported many young people the impact has been less than desired and we are more aspirational for our young people. Team Managers are currently reviewing the impact of this team and developing a strategic plan and proposal to senior management to strengthen this.

In terms of those Young people in touch this is increasing week on week which in turn will have a positive impact upon the data for those in EET.

3.18 **Key Performance Indicators 9 - % of established Social Work posts filled by agency/interim staff**
Tolerance 25 – 27.5%



The performance against this KPI is not being measured until period 7 (October) as per the agreements contained within the contract.

The measure has been included in the report for information purposes only and is reported a month behind due to availability of information from HR.

Currently performance is below target and outside of tolerance through April - June. It has been confirmed that recent recruitment has been successful with 15 Social Work Managers recruited, 10 Social Workers recruited and the conversion of 12 AYSE to social work posts in September.

TfC have developed a workforce strategy to address and enhance the recruitment and retention processes.

4. Recommendations

4.1 The Scrutiny Committee is asked to consider and comment on the performance to date.

5. Background Papers

Guide to Governance and Contractual Arrangements

Item 5

CHILDREN EDUCATION AND SKILLS SCRUTINY COMMITTEE

6 SEPTEMBER 2017

REPORT OF THE EXECUTIVE DIRECTOR OF CHILDREN'S SERVICES

ANNUAL REPORT OF THE INDEPENDENT REVIEWING OFFICER SERVICE 2016/2017

1. Purpose of the Report

- 1.1 To consider and comment on the progress and performance of Independent Reviewing Officer Service for the period 1 April 2016 - 31 March 2017 and highlight future action for the year ahead.

2. Background

- 2.1 Paragraph 7.11 of the Care Planning and Placement Regulations 2010 states that the Independent Review Officer should be responsible for the production of an Annual Report. There is also a duty to monitor the performance of the local authority as a corporate parent, identify any practice deficits and alert managers about these in a timely manner.

3. Current Position

- 3.1 A copy of the Independent Reviewing Officer Service Child Protection Annual Report 2016/17 is attached for information and comment.
- 3.2 The report sets out the progress made since last year's report and considers the impact the work has had upon children and young people. The report includes an overview of areas of service improvement, emerging themes, examples of good practice and the IRO service priorities for the next 12 months.

4 Conclusion

- 4.1 The report provides members with an overview of the progress being made by the Independent Reviewing Officer Service and plans for the year ahead.

5. Recommendations

- 5.1 The Scrutiny Committee is asked to consider and comment on the progress being made.

6. Glossary

CAFCASS	- Children and Family Court Advisory Service
CCM	- Certified Case Manager
ICS	- International Citizen Service
IRO	- Independent Review Officer
LADO	- Local Authority Designated Officer
SSCB	- Sunderland Safeguarding Children Board
MOMO	- Mind of My Own
DRP	- Dispute Resolution Process
QPR	- Quality Performance Record
PEP	- Personal Education Plan
CLA	- Children Looked After
SMT	- Senior Management Team

7 Background Papers

Annual Report of the Independent Review Service 2016/17.

Independent Reviewing Officer Service Child Protection Annual Report 2016/17

1 Purpose of the Annual Report

- 1.1 This report covers the period 1st April 2016 to 31st March 2017. The report will be presented to the Sunderland Safeguarding Board, Children Services Senior Management Team, Corporate Parenting Board and the Scrutiny Committee.
- 1.2 The report updates on the progress made since the last annual report 2015-2016 and the impact that the work has had upon children and young people. The report provides an overview of areas of service improvement, emerging themes, examples of good practice and the IRO service priorities for the next 12 months. The report focus is upon performance in relation to Child Protection. A separate report is provided in relation to Looked After Children

2 The role and function of the Child Protection Chair within Child Protection

- 2.1 The Independent Reviewing Service (IROs) has a dual role of Independent Reviewing Officer and Child Protection Conference Chair (CPCC). This report focuses upon the role of the CPCC
- 2.2 Working Together to Safeguard Children 2015 outlines the following in relation to the CPCC role:-
 - Is accountable to the Director of Children's Services.
 - Where possible the same CPCC should chair subsequent Child Protection Reviews.
 - Should be a professional, independent of operation and/or line management responsibilities for the case.
 - Should meet the child and parent in advance to ensure they understand the purpose and the process.
- 2.3 The central role of the CPCC is to ensure that Child Protection Conferences are managed and chaired in accordance with the above and Sunderland Safeguarding Children Board's (SCCB) Child Protection Procedures.

3 IRO Services in Sunderland – Overview of staffing structure and training

- 3.1 In September 2016 the management of the IRO service transferred to the Quality and Performance Directorate. A new structure followed in November 2016 which permanently increased the number of IROs from 10.6 to 13.5 and IRO Management from 1 to 2. The aim of the new structure is to improve managerial oversight and to ensure that caseloads can be continually maintained, within statutory requirements.

- 3.2 In April 2017, Together for Children –Sunderland was launched and the IRO service transferred to the Company. The IRO service also took over the direct line management of a dedicated administration team from this date.
- 3.3 Since the last annual report only one part time permanent staff member has left the CPCC/IRO service due to retirement. As the overall capacity has increased, there has been a strong emphasis on recruitment to a permanent team. The recruitment drive has been very successful and by June 2017, all newly appointed IRO will have taken up their position and all team members will be permanent. The service is also working on ensuring that the administration team have a more permanent work force.
- 3.4 All CPCC/ IRO's in Sunderland are qualified Social Workers and are registered with the Health Care Professionals Council. They undertake a dual role of CPCC/IRO and all have a broad range of appropriate knowledge and experience including:-
- Frontline Child Protection Social Work
 - Team Management
 - Adoption and Fostering
 - Next Steps (Leaving Care)
 - Children with Disabilities
 - Therapeutic Work
 - Residential Work
 - Cafcass Work
 - Direct Work with Looked after Children
- 3.5 The IRO Service has maintained its independent scrutiny and challenge through:-
- Strengthening and communicating directly with children and young people to understand their views, wishes and feelings about what they want to happen and how their CP Plan could help reduce risk for them.
 - Building upon relationships with Social Workers, Team Managers, Operational Managers and Directors through open discussion around practice and service developments and ensuring every team has a dedicated CPCC/IRO link person.
 - Sharing of monthly data in relation to DRP's and QPR's with Children's Social Care, identifying themes and practice issues.
 - The development of the Independent Review Service score card will support and direct service priorities on a monthly basis.
 - Strengthened relationships with Elected Members and raised awareness of the role of the CPCC has been achieved via the presentation of the annual report to both the corporate parenting group and the scrutiny committee and in participation in elected members training.

- The service now has a clear pathway to seek independent legal advice should there be a need.
- The IRO service has continued to work closely with SSCB members by attending the Quality Assurance sub group and undertaken auditing work on their behalf.

4 Child Protection Process for Children and Young People 2016/17

- 4.1 On the 31st March 2017, Sunderland had 425 children who were subject of child protection plans. At the same period of time last year Sunderland had 438 children subject to child protection plans this represents a reduction of 2.7% of children subject of plans.
- 4.2 On the 31 March 2017, the rate of children subject to a child protection plan per 10,000 children in Sunderland was 78.3% this is reduction on the same period last year of 80.1%

5 Timeliness of Initial Child Protection Conferences (ICPC's)

- 5.1 The performance relating to the timeliness of ICPC's is calculated by how many conferences are held within 15 working days from the date of the strategy meeting, whereby the decision has been made to undertake a child protection investigation. The outturn 2016/17 showed 80% of all ICPC's were held within timescale. This represents a 14% increase in our performance compared with the previous year.
- 5.2 Reasons for ICPC's being out of timescale are reported to senior management. During this reporting year ICPC timescales have not been met for the following reasons:
- Late notification
 - Calculation Error
 - Missing Report
 - Non-Attendance by Social Worker
 - Conference not quorate
- 5.3 The national average for the percentage of ICPC's held in timescale is 77%. Whilst Sunderland performance is above the national average at 80%, the IRO service continues to work with Children's Social Care to improve in this area. The following actions are being undertaken:
- Monthly reporting to senior management in Social Care, to ensure updated information with regards to reasons why ICPC's go out of timescales is shared; so that if need be this can be addressed with individuals.

- A new allocation process has been put into place to ensure that ICPC's are now provisionally planned at the start of the section 47 investigation giving Social Care and the IRO Service the full 15 days to plan the ICPC.
- Strengthen the CPCC role through the use of the Quality Performance Records process (QPR) to ensure that practice themes are raised.

6 Timeliness of Child Protection Reviews

- 6.1 The SSCB procedure states the following with regards to the timeliness of reviewing:-
- 6.2 "The Child Protection Plan and its criteria should be reviewed at a Child Protection Review Conference (RCPC) which should be held within three months of the Initial Child Protection Conference and then at intervals of no more than 6 months."
- 6.3 The outturn for 2016/17 showed that 98% of RCPC's were held in timescale. For eight months within the year performance was either 99% or 100%. The lowest performing month was August 2016 at 96%, due to issues of attendance.
- 6.4 The reasons for conferences being held out of timescale are as follows:
- Calculation error
 - Missing Report
 - Non-attendance by a significant person
 - Non-attendance by a social worker

7 Progression of Child Protection Plans

- 7.1 In March 2016 there were 55 children and young people who were subject to plan for more than 12 months compared with 57 in March 2017. Work is being undertaken with Child Protection Conference Chairs to ensure that where it is identified that a child or young person has been the subject of a child protection plan for more than 12 months, the Chair must ask, on behalf of the child or young person the reasons why. Where it is identified that the delay in the plan is due to practice issues the CPCC is aware of their responsibility to raise a QPR.

8 Quality Performance Reports (QPR's)

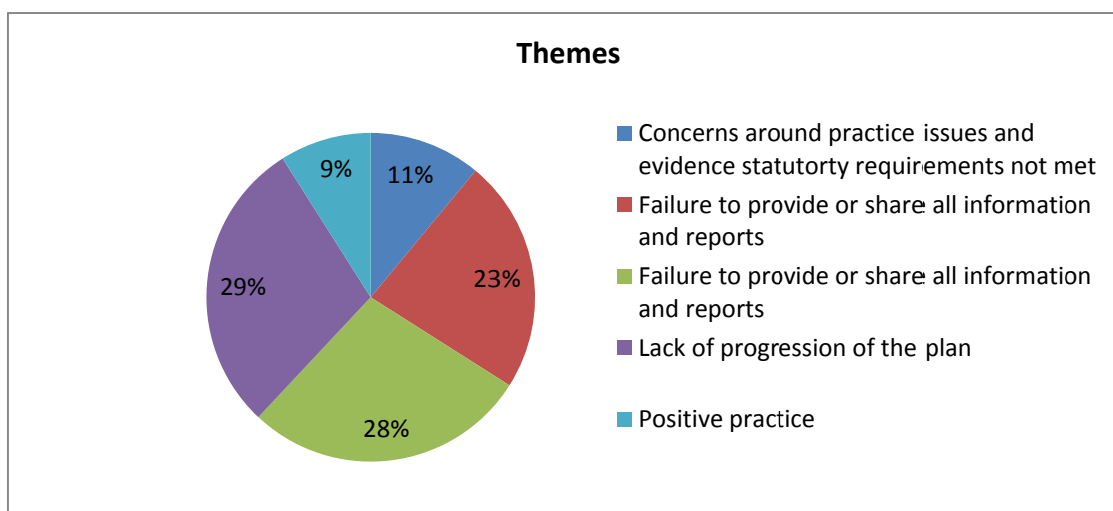
- 8.1 In Sunderland, the Child Protection Conference Chair has the responsibility to raise any quality or performance issues within the QPR process. The purpose is to ensure that for issues of drift and delay in the planning for a child or young person there is a timely resolution in keeping with the child or young person's need. The QPR process is a 5 stage process with a 20 working day timescale from start to finish.

8.2 There were 98 QPR's in 2016/17. 10 of these were raised with Health, Housing, Police, YMCA and Counted 4, a drug and alcohol service. The remaining 88 were raised with Children's Social Care.

8.3 As the table below shows, 94 were dealt with at the informal or stage 1 of the procedure, indicating the commitment by all parties to the swift resolution of concerns raised by the CPCC. There were only 4 disputes escalated to stage 2.

	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total	
Informal	0	0.00%	3	15.00%	3	14.29%	10	45.45%	16	16.33%
Stage 1	34	97.14%	15	75.00%	17	80.95%	12	54.55%	78	79.59%
Stage 2	1	2.86%	2	10.00%	1	4.76%	0	0.00%	4	4.08%
Stage 3	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Stage 4	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Stage 5	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Totals	35	100.00%	20	100.00%	21	100.00%	22	100.00%	98	100.00%

8.4 QPR's are issues in relation to 5 main areas. The main themes raised this year within the QPR process are shown below:



8.5 It is acknowledged that there is still a varying degree of use in respect of the QPR procedure within the Service. Training was delivered in March 2017 to all members of the IRO Service to ensure everyone is aware of when and how to apply the process. The training will now be part of a rolling programme delivered to CPCC/IRO's annually and with new employees as part of their induction programme.

8.6 Individual performance data in relation to QPRs is used as a tool to discuss individual CPCC's challenge during supervision sessions. It is hoped that by improving the consistent and persistent use of this process it will support the on-going improvement

for children/young people and therefore assist in raising standards and evidence themes and learning needs for all going forward.

9 Engagement with Children and Young People

- 9.1 The IRO service in Sunderland uses a number of different means to seek to engage children and young people in the child protection conference process. Children and young people (as appropriate) are invited to attend child protection conferences and reviews.
- 9.2 Where children and young people are in attendance, the CPCC will invite them into a pre-meeting half an hour prior to the start of the conference as means to support their engagement. Where a child/young person is not attending a conference, the CPCC will encourage professionals working with the child or young person to collect their views either through the use of the child protection conference pack or the use of the MOMO application (Mind of My Own).
- 9.3 In the past year a total of 129 MOMO statements were completed by children/young people to enable them to share their views.

10 Parents views regarding conference chair's performance.

- 10.1 In December 2016 the IRO service introduced a questionnaire to ask parents for their views on the Conference Chair's role during the course of the meeting. The completion of the questionnaire was optional.
- 10.2 During this time a total of 58 questionnaires were completed, 18 from parents who attended an ICPC and the remainder from those parents in attendance at Child Protection Reviews. A copy of the questionnaire is attached in appendix 1.
- 10.3 Analysis from the 58 completed questionnaires shows that parents feel Chairs are providing clear information about the purpose of initial child protection conferences or child protection reviews and that the Chairs are supportive, ensuring that parents' views are shared and heard during the course of the conference.
- 10.4 All parents agreed that Chairs were clear about what needed to change to promote the ending the Child Protection plan for their child or young person. A couple examples of statements provided via the questionnaires are below:

"The Chair is keeping people informed about the updates".

"The Chair ensured that all professionals turn up on time with the correct and appropriate information was shared"

11 Partnership Working

11.1 The IRO service in Sunderland is committed to working in partnership with agencies across the multi-agency spectrum to achieve best practice. The service is currently working closely with partners on the development of Liquid Logic, the new electronic social care system, to ensure it supports the needs of all services. The child protection plan template has also been reviewed with partners.

11.2 The IRO service has continued to be involved in key groups and developments:-

- Sunderland Safeguarding Children Board (SSCB)
- SSCB audit work in the area of child protection minutes to improve standards
- SSCB Quality Assurance Sub Committee
- SSCB training in relation to safeguarding children
- Lessons learned events with multi-agency professionals to identify improvement in CP practise
- Regional training in the area of safeguarding
- IRO team attachment with Social Work teams to share and support learning in the area of child protection
- Delivery of bespoke training for Children's Services and partners
- Family Group Conference
- Independent legal advice for the IRO service

12 What are we doing well?

12.1 Professionals have provided examples of the positive work of Child Protection Conference Chairs:-

- *"The Chair enabled all of the concerns and strengths to be shared and discussed in a really strengths-focused and child-focused manner, and ultimately this is what was able to de-escalate the family (even granddad) and get them to agree to co-operate with us."*
- *"The Chair had understanding of the risks and how they could be best managed. CPCC had clearly taken time to make themselves aware of the issues, CPCC controlled the meeting, and was directive when required and allowed everyone the opportunity to contribute. CPCC's case management was similarly good.....I was impressed. "*
- *"I just wanted to commend CPCC on how they managed and handled the meeting. Father, is a serial complainer who is also extremely manipulative, rigid in his views and can be difficult to engage effectively meaningfully with. I felt that CPCC handled father really well as she kept re-focusing him back on the views of his children".*

- *“Professionals prior to the meeting had been typically avoidant telling the father that ‘we don’t have concerns’ leaving Children’s services as the only agency raising concerns despite their involvement in the Strategy meeting before the ICPC. In addressing the professionals, CPCC asked each one to summarise their involvement and specify the concerns. This I felt was skilful in moving past professionals’ fear of the father and again focussing on the children.”*
- *“Overall, I felt the CPCC was very well supportive as I had gone into this conference already anxious because of father’s threats to sue/complain about my involvement.”*

13 What has this service achieved in 2016/17?

13.1 At the beginning of 2015/16 the IRO service identified a number of key priorities. A summary of progress against these priorities is detailed below and further information in Appendix 2.

- *Improving Performance Data* - The availability of performance data has been strengthened by the introduction of the IRO scorecard, which is being used to improve overall performance and promote practice improvements. It has provided strength and evidence around themes and issues which impact upon children/young people and which we can address.
- *Drift and Delay* - Children’s care plans are now more rigorously monitored by the IRO. Where there are issues with drift and delay these issues are being raised within the DRP process. The DRP process was reviewed in December 2016, further streamlining is to take place in April 2017. This streamlining will lead to one single process for the child protection conference chairs and IROs to follow when raising an issue on behalf of the child.
- *Permanency planning* - The IRO service in 2016/2017 has continued to focus upon the need for a permanency plan at the second review, due to the importance of this it will remain a priority area throughout 2017/2018.
- *Voice of child* - The working relationship with the Change Council has been strengthened and will be key within the IRO service development, this positive link will ensure that the voice of young people is heard and will guide the IRO service in its future developments.
- *Customer feedback* - Feedback from parents has been strengthened via the introduction in December 2016 of a feedback questionnaire. Information to date from this questionnaire has highlighted strengths in relation to the services chairing of child protection conferences. The IRO Service has continued to attend multi-agency forums and where necessary has reviewed and adapted its practice on the feedback that it has received from peers.

14 What do we need to do? Priorities for 2017/18

14.1 The IRO service continues to remain committed to the Ofsted improvement plan and our key priorities for 2017/2018 are detailed below (please refer to appendix 3 for further information).

- Recruitment, retention and staff development – ensuring that all positions have a permanent appointment by June 2017 and ensuring that staff are fully trained to undertake their roles effectively.
- Further improve the Child Protection Conference Chair footprint and challenge on the child's case file in progressing plans and evidencing informal challenge.
- Continue to strengthen the voice of the child in looked after reviews and child protection conferences.
- Integrate the Business Support unit into the IRO Service
- Continue to build and improve relationships
- Continue to challenge the quality of practice and ensuring that emerging themes are fed into the training programme
- To strengthen the IRO Service profile in Sunderland with professionals and young people.

Appendix 1: Parent/Carer Questionnaire

Family Name _____ (Please Print)

Date and Time of Conference _____

Chairperson _____ (Please print)

Type of Conference:

Initial ☐

Review ☐

Transfer in ☐

Parents/carers we would be grateful if you could spend some time completing this form.

1) The Chair explained to me before the meeting what was going to happen

Strongly Agree

☐

Agree

☐

Disagree

☐

Strongly disagree

☐

2) The Chair supported me so I was able to share my views within the conference

Strongly Agree

☐

Agree

☐

Disagree

☐

Strongly disagree

☐

3) The concerns for my children were clearly explained with the conference

Strongly Agree

☐

Agree

☐

Disagree

☐

Strongly disagree

☐

4) I am clear about what needs to change/happen for the conference to be able to consider ending the Child protection plan

Strongly Agree

☐

Agree

☐

Disagree

☐

Strongly disagree

☐

Not Applicable

☐

For review Conference only:

5) The Child Protection Plan helped my family achieve positive change

Strongly Agree

☐

Agree

☐

Disagree

☐

Strongly disagree

☐

Is there anything else that you would like to tell us which might help us improve the experience for parents attending a Child Protection conference?

Thank you for taking the time to complete this feedback form.

putting
the child first

Working on behalf of Sunderland City Council

www.togetherforchildren.org.uk

Appendix 2: IRO Service priorities for 2016/17

Action	Lead	Deadline	Annual Update 31.03.2017
Enhance the stability of the workforce as part of future developments			
Recruit permanent staff to: IRO managers IRO LADO Foster Carer Reviewing Officer	IRO Manager	December 2016	All posts within the IRO Service as of 10.02.2017 have been successfully recruited to. The IRO Service is currently in transition from agency workers to permanent members of staff. It is anticipated that this will be achieved by June 2017 as all newly recruited staff will be in post.
Enhanced Team development and cohesion			
Team Development day to be arranged.	IRO Manager – IRO's	January 2017	Whilst the IRO Service has not been able to hold a full development day in this annual year 4 dates are fixed for 2017-2018. The first of these dates was the 03.05.17. Training events however have continued to be undertaken with the IRO Service with the most recent of these being delivered on 15.03.17 covering the Dispute Resolution Process and the IRO Looked after review process.
Remove barriers affecting performance in relation to CCM V29			
IRO Managers will continue to collaborate with their colleagues in Children's Services, CCM project team to achieve positive change for Service users in Sunderland	IRO Managers	July 2016	IRO Service has had regular meetings with the senior management group in 2016 with regards to quality assurance data and CCM. The IRO Service has been represented on liquid logic development sessions in October and November 2016 and January and March 2017. The IRO Service continues to provide monthly performance data to the senior management team.
Achieve a more effective case escalation process for practice alerts			
DRP and QPR processes to be reviewed and updated to include an informal stage of resolution. IRO's, IRO Management and business support to further develop tracking of DRPs and QPR.	IRO Managers, Business Manager Children's services	September 2016	A review of the DRP process took place in December 2016. There is currently a weekly tracker on all open DRPs which is shared between Children's Social Care management team and the IRO Service. Training with regards to the DRP process was delivered on the 15.03.2017. Going forward the IRO Service is seeking to streamline how they raise challenge by using a sole process for both child protection and looked after.

Action	Lead	Deadline	Annual Update 31.03.2017
Achieve a more systematic data collation and reporting mechanism in respect of Children looked after			
Ensure a single practice/SMART pro forma for recording review decisions and review minutes.	IRO Managers Business Manager, ICT	Review three monthly	A new recommendation pro forma was introduced by the IRO Service in March 2016. This was further amended in October 2016 to enable it to be compatible with version 29.
Reduce the choice of CCM tabs to record IRO pre-review and mid-term visits from three to two to avoid potential for mistake.	IRO Managers Business Manager, ICT	Review three monthly	Work has been undertaken and CCM tabs are in the process of being updated to achieve consistent reporting from the IRO Service. The IRO pre lac visit tab and midway review case note has been introduced and performance data for Quarter 4 is available. This has meant that performance data is now available on the number of children who are being visited by the IRO.
Strengthen the admin function in relation to this.	IRO Managers Business Manager, ICT	Review three monthly	A new reporting mechanism was implemented in December 2016 to enable the service to be able to report on performance in relation to timeliness of CP minutes being completed and available.
To engage in the development of any new IT system for Children Services	IRO Managers	Review three monthly	Over the last 6 month the IRO service has had representation on all relevant liquid logic events. The IRO Service has prioritised its engagement in the development of liquid logic as a means to ensure the system supports the role of the IRO
Establish a reporting mechanism for the timeliness of distribution of child protection conference plans and minutes			
IRO Service will work with the specialist minute taking team to ensure that the practice standards and reporting mechanisms are fit for purpose.	IRO Managers, Specialist Minute Taking Team Managers	November 2016	As above this area remains a high priority going forward into 2017/18 as ongoing strengthening is required to ensure that the administration team is able to meet the needs of the business.
Increase participation of children and parents in their meetings			
Collaborate with participation and engagement colleagues and the change council to increase the use of advocacy, MOMO, other mechanisms.	IRO Service, IRO's, Service Users, Change Council	February 2017	In July 2016 all IROs were provided with smart phones to enable the use of MOMO whilst in the community. IROs have undergone further MOMO training in January 2017. The IRO service has attended 2 Change Council meetings to seek the views of young people in relation to the IRO team. Letters were sent to all young people in January 2017 to ensure they were advised of who their IRO was and how to contact the service if needed.

Action	Lead	Deadline	Annual Update 31.03.2017
Increase the level of pre-review and mid-review visits of IRO's to children			
<p>IRO managers to ensure that IRO caseloads are sustained within the recommendations of the IRO handbook. (50 -70 cases). To enable IROs to undertake mid-way reviews and pre LA review visits for children and young people.</p> <p>IRO's will continue to manage their diaries effectively.</p> <p>With expectation that midway review and pre CL review visit will be timetabled in advanced of the main review.</p>	IRO Managers, IRO's	December 2016	The IRO staffing team has been strengthened since 2016 report and the permanent structure has been implemented and recruited to. This has enabled caseloads to remain on average within 10% of the recommendation from the IRO handbook.
Achieve effective customer feedback and reporting mechanisms			
<p>IRO Service will establish feedback mechanisms for:</p> <ul style="list-style-type: none"> • children and young people • families • professionals 	IRO Managers, IRO's, Change council, Participation and engagement team, QA directorate	February 2017	<p>The IROs continue to manage their diaries effectively to ensure that they are able to fulfill their IRO duties. This has seen an increase in the number of pre Iac review visits being completed and an increase in the number of mid-way reviews. The IRO Service has also developed mechanisms to enable performance data to be reported on within this area of practice.</p> <p>In total 2 Change Council meetings have been attended since the last annual report and arrangements are in place to ensure the IRO Service has an effective link to children and young people in care therefore the IRO services attends Change Council, at the request of young people, on a quarterly basis. Feedback from parents has been strengthened via the introduction in December 2016 of a feedback questionnaire. Information to date from this questionnaire has highlighted strengths in relation to the services chairing of child protection conferences. The IRO Service has continued to attend multi-agency forums and where necessary has reviewed and adapted its practice on the feedback that it has received from peers.</p>

Action	Lead	Deadline	Annual Update 31.03.2017
Evaluate the increased incident of the category of emotional abuse in the child protection arena			
Track and analysis children who have protection plans under the category emotional abuse.	IRO Managers, QA Audit functions, IRO's Business Support Staff	February 2017	Ongoing Overview on the use of emotional abuse is that as there has been a decrease in the use of neglect as the category of registration there has been an increase in the use of emotional. This is due to greater level of understanding by professionals with regards to issues of domestic violence.
IRO Service will utilise up to date research and development to improve the quality of practice in the service			
IRO Managers will liaise with Chief Social Worker and local Universities to promote bespoke learning	IRO Service, Chief Social Worker, local Universities, Research and development forum, QA Directorate	March 2017	In December 2016 the IRO Manager met with the chief social worker and developed a training matrix for the IRO team. Ongoing training opportunities have been undertaken whilst IROs have attended regional and national training events. IRO to consolidate work with the Chief SW to involve local Universities
Whilst at the same time via staff appraisal consideration to be given individual learning needs.	IRO management IRO's		Staff appraisal remains an area that requires ongoing work
IRO Service will continue to improve timeliness of meetings			
IRO manager to continue to address the issue of timeliness with other Children Service Managers and ensure that IROs maintain timescales.	IRO Managers, MASH Managers, Business Managers	July 2016	Issues have presented themselves that have impacted the timeliness of meetings within the IRO Service. In recognition of the impact that this was having for children at the time of request for an ICPC there has been process changes which were agreed in December 2016 as an attempt to improve performance. The IRO Service continues to provide performance data for the improvement board and senior management group.
Child protection conference will be held in appropriate child and family centered venues			
Due to capacity issues and the shortage of suitable venues in which to hold conferences, the IRO Service will collaborate with commissioners to achieve more suitable	Head of Service - Commissioning Service, Children's Services	March 2017	There remains an ongoing pressure with regards to accommodation. The IRO Service uses a wide range of buildings to ensure that it is able to meet the needs of the business. In 2017/18 ongoing reviewing of the services accommodation will need to be in place

Action	Lead	Deadline	Annual Update 31.03.2017
venues, which meet the needs of our service users.			
All quality assurance mechanisms to be further strengthened			
IRO service is to move into Quality Assurance Directorate which will strengthen QA role of IROs.	Head of Service, QA Directorate, IRO Team	October 2016	The IRO Service moved into the Quality and Performance Directorate as of 01.09.16.
Elevate the sharing of good practice			
This will be achieved via: <ul style="list-style-type: none"> • Supervision • Appraisal. • Peer audits • Peer observation • Group supervision. 	IRO Service	November 2016	Since September 2016 there has been a team programme of peer observation, group supervision and individual supervisions with staff. In December 2016 the IRO Service reviewed and strengthened its supervision to support outcomes and actions being SMART. In addition to this the auditing team has undertaken audits on 6 of the permanent IRO staff members. In March 2017 an IRO auditing programme started with the IRO management team to ensure the service has the appropriate level of managerial scrutiny.
The provision of legal advice to IRO's			
IRO service to seek confirmation of legal arrangements for access to independent legal advice.	Head of Service	July 2016	Achieved July 2016 Arrangements were put in place with an independent solicitor to ensure that the IRO Service has access to legal advice.
Business Support to the IRO Service to be further strengthened			
IRO Managers will continue to liaise with Business Managers in order to streamline the allocation process and develop appropriate systems to ensure effective services.	IRO Managers, Business Managers, Business Staff	September 2016	Achieved In December 2016 administration process was implemented whereby the IRO Service had 1 sole system for arranging ICPCs, RCPCs and CLAs. In addition to this a daily allocation meeting was implemented to take place at a set time.

IRO Service-Conference Chair

Priority Plan 2017-18

Priority 1: Recruitment, retention and staff development

Outcome: All positions to have a permanent appointment.
To maintain high staff retention rates within the Service.
Workforce to be skilled and competent in order to undertake roles effectively.

Action	Success measure(s)	Lead	Time	RAG Previous	RAG Current	Progress Update
To seek to appoint to IRO business manager	Business Manager in post	IRO Managers	July 2017			
All new IRO appointees to be in post no later than June 2017	No further requirement for agency staff in the IRO Service	IRO Managers	May 2017			
Fostering Reviewing and Reg. 44 Officer to be in post	Fostering Reviewing and Reg. 44 Officer in post	Gavin Taylor	May 2017			
Fully support staff development through effective induction, supervision and training	% of staff who feel supported Monthly supervision records Attendance at training courses	IRO Managers	Ongoing			
All members of staff to have an annual appraisal	% of staff who have received an appraisal every 12 months	IRO Managers	December 2017			

Priority 2: Improve the CPCC footprint and challenge on the child's behalf

Outcome: Further increase the 'footprint' of the CPCC on the child's case file in progressing plans and evidencing challenge

Action	Success measure(s)	Lead	Time	RAG Previous	RAG Current	Progress Update
Prior to conference every child over the age of 4 years has the opportunity to communicate / contact their identified CPCC and that the CPCC records on CCM this contact thus evidencing the CPCC's footprint.	Improved performance data.	IRO Managers	September 2017			

Priority 3: The voice of the child

Outcome: To strengthen evidence that the child's voice/ participation in looked after reviews and child protection conferences informs the decisions made on their behalf

Action	Success measure(s)	Lead	Time	RAG Previous	RAG Current	Progress Update
Increase use of MOMO within child protection conferences	Evidence the use of MOMO statements within CLA minutes. To be evidenced through case file audits and performance information.	Child Protection Conference Chairs	Monthly via the IRO score card			.
Work effectively with Change Council members to promote the IRO/CPCC presence and utilise the advice offered by Change Council to inform our service development	IRO service web page developed for young people	IRO Manages Change Council Young People's Officer	February 2018			

Priority 4: Integrate business support into the IRO team

Outcome: To have admin service that is fit for purpose in the supporting the IRO business

Action	Success measure(s)	Lead	Time	RAG Previous	RAG Current	Progress Update
IRO admin to support the service to meet its statutory requirements in terms of the disruption of CP minutes and plans to reduce the current backlog	Improvement to be achieved with regards to performance in this area	Business Manager	July 2017			
Business manager to support the IRO service with the production of relevant and timely performance data	Monthly scorecard	Business Manager/IRO managers	Monthly			

Priority 5: Strengthen working relationship with Social Work team

Outcome: To ensure that the IRO service has an effective working relationship with children social worker

Action	Success measure(s)	Lead	Time	RAG Previous	RAG Current	Progress Update
IRO service to maintain and develop on going team links with Social Worker team	Open discussions between IRO services and the Social worker teams. Sharing of knowledge between the services	IROs with IRO management oversight	Quarterly			
Reintroduction of IRO and Team Manager quarterly meeting	Improved working relationships and sharing of information	Service Manger Children's Social Care	Summer 2017			
IRO managers to continue to meet with Service Managers to progress discussion around case themes and issues	Improved working relationships	IRO manager	July 2017			

Priority 6: Further develop IRO training matrix and improve training opportunities for IRO's**Outcome:** to ensure that the IRO service has a training programme to meet staff needs

Action	Success measure(s)	Lead	Time	RAG Previous	RAG Current	Progress Update
All IRO/CPCC's to be registered on the City Sunderland learning Hub	There increase in IRO/CPCC engagement in the IRO training. All IRO/CPCC to attend the minimum of two training events in a reporting year.	IRO's	June 2017			
Every IRO/CPCC to undertake appropriate training to support their personal learning	Every IRO/CPCC will complete a minimum of one day's professional training.	IRO's	March 2018			.

Priority 7: Strengthen IRO services quality assurance and safeguarding oversight**Outcome:** Ensure that emerging themes are fed into the QA framework and training programme

Action	Success measure(s)	Lead	Time	RAG Previous	RAG Current	Progress Update
To utilise the information provided by the IRO scorecard; to identify themes and performance issues within areas of looked after children and child protection	To be evidenced via performance information and case file auditing	IRO Managers	Quarterly			
Undertake audits to assess quality of IRO work and carry our audit actions	Number of audits completed Audit gradings	IRO Managers	Monthly			
Peer observation to continue to be undertaken on quarterly cycles to support peer learning	Improve consistency of practise by IRO's	IRO's	Bi monthly			

Priority 8: To strengthen the IRO Service profile within Sunderland

Outcome: IRO Service to become a respected and utilised resource to support better outcomes for children/young people within the City.

Action	Success measure(s)	Lead	Time	RAG Previous	RAG Current	Progress Update
All IRO's to identify a lead in key areas of work within Together for Children and with partner agencies.	Increased membership of appropriate steering groups	IRO's IRO management	February 2018			

SCRUTINY COMMITTEE

EARLY YEARS FUNDING

REPORT OF THE EXECUTIVE DIRECTOR OF CHILDREN'S SERVICES

1. Purpose of the report

- 1.1 To update members of the Children, Education and Skills Scrutiny Committee on changes and impact to Early Years Funding introduced in 2017.

2. Background

- 2.1 A new early year's national funding formula for 3 and 4 year olds was introduced from April 2017. This included both the formula that determines the Local Authority Early Years Dedicated Schools Grant and the requirements on how local authorities allocate funding to providers from 2017/18.
- 2.2 The key points are:
- The new formula allocates funding to local authorities for the existing 15 hour entitlement for all three and four year olds and the additional 15 hours for three and four year children of eligible working parents. The funding rates for both are the same.
 - The formula includes a minimum funding rate of £4.30 per hour to local authorities, which gives local authorities the scope to pay providers an average funding rate of at least £4 per hour.
 - A funding floor ensures that no local authority can face a reduction in its hourly funding rate of greater than 10% against its 2016/17 baseline. Transitional protections ensure that in any year, no local authority sees an annual reduction in their hourly funding rate of more than 5%.
 - All local authorities should be funded by the early years national funding formula by 2019-20.
- 2.3 The requirements on how LA allocates funds to providers are intended to ensure that funding is fairly distributed to providers. The main changes are:
- A minimum threshold on the proportion of funding that the LA must pass on to providers - 93% 2017/18 then 95% 2018/19.
 - A local universal base rate for all types of provider.
 - Supplementary funding for maintained nursery schools.
 - Reforms to mandatory and discretionary supplements local authorities are able to use.
 - The introduction of a disability access fund.
 - A requirement for authorities to establish a special educational needs inclusion fund.

3. Indicative Funding Allocations

Funding Settlement	DSG Early Years 2016/17 £m	DSG Early Years 2017/18 £m	DSG Early Years 2018/19 £m
Universal entitlement for 3&4 year olds	13.007	12.356	11.703
Illustrative Nursery Funding	0.000	0.758	0.758
Illustrative Disability Access Funding	0.000	0.086	0.086
Illustrative EY Pupil Premium	0.333	0.205	0.205
	<hr/> 13.340	<hr/> 13.405	<hr/> 12.752
3 & 4 Year Old - Additional Hours	0.000	1.876	3.046
	<hr/> 13.340	<hr/> 15.281	<hr/> 15.798
2 year old funding	2.783	3.014	3.014
	<hr/> 16.123	<hr/> 18.295	<hr/> 18.812

- 3.1 Indicative funding allocations are provided by the Department for Education in December of each year. Early Years funding is updated based on January 2017 and January 2018 census data. The final figure is not confirmed until July 2018, after the end of the financial year. It is therefore important that all funding is pupil led to ensure payments made to providers can be contained within final Early Years Dedicated Schools Grant allocation.

4. Sunderland 3 and 4 Year Old Funding Formula

- 4.1 Following a significant period of consultation with Early Years Providers and Sunderland's Schools Forum the following formula was implemented from April 2017:

- Universal Base Rate (90%) – Single Rate paid to all providers at £4 per hour
- Supplementary Factors (Capped at 10%)
 - Deprivation (Mandatory) - IDACI Rates £113 - £550
 - Flexibility – A rate of £0.44 per pupil per hour to apply from April 2017 to those children taking up the flexible offer:
 - Summer Term – Existing criteria
 - September 2017 - Paid to providers offering 42 weeks or more per year
 - Rural Schools Protection – Using existing criteria – Sustainability
- Nursery Funding (Mandatory)
- Transitional Protection – Hourly Rate £0.10 2017/18 only

- 4.2 The funding formula applies to both the existing 15 hour entitlement for all three and four year olds and the additional 15 hours for three and four year children of eligible working parents.
- 4.3 Provision for disabled children and children with special educational needs (SEN). Legislation prescribes that LA must ensure that disabled children entitled to a place are found suitable provision. Two new measures are being introduced for 2017/18 to support children with disabilities or SEN:
- Disability access fund - the child is in receipt of child disability living allowance and receives free early education. (£615 per year)
 - Inclusion fund - LA targets funds at children with lower level or emerging SEN needs.
- 4.4 The key area of focus for both the Local Authority and Providers is take-up. For the Local Authority this controls the level of funding to be received through the Early Years Dedicated Schools Grant. Whilst for providers the level of funding to be received determines financial viability.

5. Early Years Pupil Premium (EYPP)

- 5.1 The EYPP remains distinct from the early year's national funding formula and will continue as a separate funding stream provided to Local Authorities in order to support disadvantaged pupils. The funding will continue to be paid within the DSG and there are no funding changes proposed for 2017/18, with the full 15 hour entitlement remaining at £302.10 (or £0.53 per hour).

6. 2 Year old Formula

- 6.1 Those providers that deliver free early years education to eligible 2 year old children will be funded based on a snapshot of those children attending at each census date, as with the 3 & 4 year old offer. The funding rate for 2 year olds in 2017/18 is £4.94 per child per hour.

7. Census Data and payments to providers

- 7.1 Funding is based on participation for all providers. A revised funding statement is sent to each provider each term after the census date adjusting their allocation to reflect the actual take up of provision at the census date. The census dates for 2017/18 are the 18th May 2017, 5th October 2017 and 18th January 2018.
- 7.2 Early years funding is only payable to providers that offer and deliver the free entitlement of 570 hours early education to eligible children. All providers are required to sign up to the provider agreement and funding is conditional on compliance with the provisions set out in the agreement.

- 7.3 For the period April 2017 to March 2018, eligibility for 3 year olds relates to those children born on or between 01/01/2014 and 31/12/2014 and for 4 year olds, children born on or between 01/01/2013 and 31/12/2013. Children are eligible to take up their entitlement in the term after they reach their third birthday.
- 7.4 Academies, private, voluntary, independent providers and childminders will receive six payments across the financial year from April 2017 to March 2018, including three interim payments at the start of term. The indicative funding statement provided in March 2017 to providers shows the interim payments that will be made in 2017/18.
- 7.5 The remaining three payments relate to the final allocation for each term, which is paid to providers after the census date and based on actual participation.

8. Future Developments

- 8.1 As part of the changes to early years funding Local Authorities should consider the introduction of monthly payments to providers. To date all providers are comfortable with the current system, however, the introduction of the additional 15 hours presents challenges as to how this can be reflected in an interim payment. The Local Authority will continue to monitor impact with providers and discuss alternatives if providers deem this to have a negative impact on their cash flow and business.

9. Recommendation

- 9.1 The Children, Education and Skills Scrutiny Committee is recommended to consider and comment on the information provided regarding early years funding.

CHILDREN EDUCATION AND SKILLS SCRUTINY COMMITTEE

6 SEPTEMBER 2017

ANNUAL WORK PROGRAMME 2017-18

REPORT OF THE HEAD OF MEMBER SUPPORT AND COMMUNITY PARTNERSHIPS

1. Purpose of the Report

- 1.1 The report sets out the current work programme of the Committee for the 2017-18 municipal year.

2. Background

- 2.1 The work programme is designed to set out the key issues to be addressed by the Committee during the year and provide it with a timetable of work. The Committee itself is responsible for setting its own work programme, subject to the coordinating role of the Scrutiny Coordinating Committee.
- 2.2 The work programme is intended to be a working document which Committee can develop throughout the year, allowing it to maintain an overview of work planned and undertaken during the Council year.
- 2.3 In order to ensure that the Committee is able to undertake all of its business and respond to emerging issues, there will be scope for additional meetings or visits not detailed in the work programme.
- 2.4 In delivering its work programme the Committee will support the Council in achieving its corporate outcomes

3. Current position

- 3.1 The current work programme is attached as an appendix to this report.

4. Conclusion

- 4.1 The work programme is intended to be a flexible mechanism for managing the work of the Committee in 2017-18.

5 Recommendation

- 5.1 That Members note the information contained in the work programme.

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CHILDREN, EDUCATION AND SKILLS SCRUTINY COMMITTEE – WORK PROGRAMME 2017-18

REASON FOR INCLUSION	27 JUNE 17	13 JULY 17	6 SEPTEMBER 17	5 OCTOBER 17	2 NOVEMBER 17	30 NOVEMBER17	4 JANUARY 18	1 FEBRUARY 18	1 MARCH 18	12 APRIL 18
Policy Framework/ Cabinet Referrals and Responses	Children and Young People's Partnership Plan (Jane Hibberd)				Youth Justice Plan (Sharon Clutton-Dowell)					
Scrutiny Business	Remit and Work Programme of Committee (Jim Diamond)	Local Authority Designated Officer (LADO) –Annual Report (Gavin Taylor) Pupil Place Planning (Alan Rowan)	Independent Review Officer (IRO) – Annual Report (Gavin Taylor) Early Years Funding (David May)	Apprenticeships Role of FE College - 16-19 yrs Training and Skills Preparing for work – role of business sector in schools Education Health and Care Plans – (Annette Parr) Youth Offer	Corporate Parenting Annual Report (Sheila Lough)	School Non-Attendance/Fixed Penalty Notices (Elaine Matterson) School Exclusions Levels of Attendance in Schools (Simon Marshall)	Safeguarding Board Annual Report (Independent Chair) Early Help Strategy (Karen Davison)	Educational Attainment Schools Results (Simon Marshall) Child Sexual Exploitation/Role of Licensing (Stuart Douglass)	Suicide and Self Harm, children & young people – Progress Report (Gillian Gibson/Lorraine Hughes) Special Educational Needs/Services Provided for Autistic Children (Simon Marshall)	Scrutiny Annual Report (JD) University Technical Colleges(Alan Rowan)
Performance / Service Improvement		Together for Children – Performance Monitoring Report (Julie Lynn) Children's Services Complaints (Rhiannon Hood)	Together for Children – Performance Monitoring Report (Julie Lynn)		Together for Children – Performance Monitoring Report (Julie Lynn)	Children's Services Complaints (Stacy Hodgkinson)				Children's Services Complaints (Stacy Hodgkinson)
Consultation / Awareness Raising	Notice of Key Decisions Work Programme 17-18	Notice of Key Decisions Work Programme 17-18	Notice of Key Decisions Work Programme 17-18	Notice of Key Decisions Work Programme 17-18	Notice of Key Decisions Work Programme 17-18	Notice of Key Decisions Work Programme 17-18	Notice of Key Decisions Work Programme 17-18	Notice of Key Decisions Work Programme 17-18	Notice of Key Decisions Work Programme 17-18	Notice of Key Decisions Work Programme 17-18

Items to Programme:

CAMHS

CHILDREN, EDUCATION AND SKILLS SCRUTINY COMMITTEE

NOTICE OF KEY DECISIONS

REPORT OF THE HEAD OF MEMBER SUPPORT AND COMMUNITY PARTNERSHIPS

1. PURPOSE OF THE REPORT

- 1.1 To provide Members with an opportunity to consider the items on the Executive's Notice of Key Decisions.

2. BACKGROUND INFORMATION

- 2.1 Holding the Executive to account is one of the main functions of Scrutiny. One of the ways that this can be achieved is by considering the forthcoming decisions of the Executive (as outlined in the Notice of Key Decisions) and deciding whether Scrutiny can add value in advance of the decision being made. This does not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.2 To this end, the most recent version of the Executive's Notice of Key Decisions is included on the agenda of this Committee. The Notice of Key Decisions is attached marked **Appendix 1**.

3. CURRENT POSITION

- 3.1 In considering the Notice of Key Decisions, Members are asked to consider only those issues where the Scrutiny Committee or relevant Scrutiny Panel could make a contribution which would add value prior to the decision being taken.
- 3.2 In the event of Members having any queries that cannot be dealt with directly in the meeting, a response will be sought from the relevant Directorate.

4. RECOMMENDATION

- 4.1 To consider the Executive's Notice of Key Decisions at the Scrutiny Committee meeting.

5. BACKGROUND PAPERS

- Cabinet Agenda

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28 day notice
Notice issued 22 August 2017

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Notice is given of the following proposed Key Decisions (whether proposed to be taken in public or in private) and of Executive Decisions (including key decisions) intended to be considered in a private meeting:-

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
160728/94	To approve the disposal of premises within the Athenaeum Buildings, Fawcett Street, Sunderland.	Cabinet	Y	During the period 20 September to 31 October 2017.	N	Not Applicable	Cabinet report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170123/161	To approve the appointment of a development partner for the International Advanced Manufacturing Park and funding required to progress the project.	Cabinet	Y	During the period 12 to 20 September 2017	Y	The report is one which relates to an item during the consideration of which by Cabinet the public are likely to be excluded under Paragraphs 3 of Schedule 12A of the Local Government Act 1972, as amended, as the report will contain information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining this exemption outweighs the public interest in disclosing the information.	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
170207/164	To procure a Building Operator for offices at Vaux Building One, currently under construction, at the former Vaux site, St Marys Way, Sunderland and to approve a variation of the Vaux Phase one Development Agreement to include the delivery of the Vaux Promontory (The Launch) and the Vaux Building One fit out.	Cabinet	Y	During the period 19 July to 30 September 2017	Y	The Part II report is one which relates to an item during the consideration of which by Cabinet the public are likely to be excluded under Paragraphs 3 of Schedule 12A of the Local Government Act 1972, as amended, as the report will contain information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining this exemption outweighs the public interest in disclosing the information. The remainder of the information will be included in a report to the public part of the meeting.	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170207/165	To seek approval to procure a contractor for the refurbishment of offices at 28-32 Fawcett Street	Cabinet	Y	During the period 19 July to 30 September 2017	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
170418/184	To approve an outline business case for Sunderland Strategic Transport Corridor Phase 3.	Cabinet	Y	During the period 20 September to 31 October 2017	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170425/189	To agree to procure a developer for the redevelopment of Site D, Sheepfolds Industrial Estate and the disposal of land at Sheepfolds Industrial Estate	Cabinet	Y	During the period 18 October to 31 December 2017	Y	The report is one which relates to an item during the consideration of which by Cabinet the public are likely to be excluded under Paragraphs 3 of Schedule 12A of the Local Government Act 1972, as amended, as the report will contain information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining this exemption outweighs the public interest in disclosing the information.	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170428/192	To approve the implementation of a locally administered business rates relief scheme	Cabinet	Y	During the period 19 July to 30 September 2017	N	Not Applicable	Cabinet report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
170505/195	To approve the Stadium Village Masterplan Supplementary Planning Document (SPD) for the purposes of public consultation and as a material consideration in assessing planning applications, pending its finalisation following public consultation.	Cabinet	Y	20 September 2017	N	Not applicable	Cabinet Report Stadium Village Masterplan Supplementary Planning Document (SPD)	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170725/196	To approve the Sunderland Energy Storage - ERDF Project	Cabinet	Y	During the period 20 September to 31 October 2017.	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170725/197	To approve the sale of land at former Kentmere House, Houghton.	Cabinet	Y	20 September 2017	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk

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170724/198	To approve the Housing Financial assistance Policy 2017 – 2019.	Cabinet	Y	20 September 2017	N	Not applicable	Cabinet Report Housing Financial Assistance Policy 2017 - 2018	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170727/199	To approve the Budget Planning Framework 2018/2019, Revenue Budget Proposals 2018/19 to 2019/20 and Medium Term Financial Strategy.	Cabinet	Y	20 September 2017	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170728/200	To approve a consultation exercise in relation to the Local Council Tax Support Scheme.	Cabinet	Y	During the period 1st September 2017 to 31st October 2017	N	Not Applicable	Cabinet report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk

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170807/201	To approve Data Centre Energy Efficiency Proposals.	Cabinet	Y	20 September 2017	N	Not Applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170807/202	To agree to enter the Better Care Fund Section 75 agreement for 2017-2019.	Cabinet	Y	20 September 2017	N	Not Applicable	Cabinet report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170807/203	To update on the delivery of library services and to consider options for future governance.	Cabinet	Y	20 September 2017	N	Not Applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk

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170810/204	To confirm contract arrangements for a Materials Recovery Facility to ensure service continuation when existing contract expires 31/3/2018.	Cabinet	Y	20 September 2017	N	Not Applicable	Cabinet Report Contract for Materials Recovery Facility- Update	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk
170810/205	To approve the freehold acquisition of a property to provide children's services accommodation.	Cabinet	Y	During the period 20 September to 31 December 2017	Y	The report is one which relates to an item during the consideration of which by Cabinet the public are likely to be excluded under Paragraphs 3 of Schedule 12A of the Local Government Act 1972, as amended, as the report will contain information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining this exemption outweighs the public interest in disclosing the information.	Cabinet report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN committees@sunderland.gov.uk

Note; Some of the documents listed may not be available if they are subject to an exemption, prohibition or restriction on disclosure.

Further documents relevant to the matters to be decided can be submitted to the decision-maker. If you wish to request details of those documents (if any) as they become available, or to submit representations about a proposal to hold a meeting in private, you should contact Governance Services at the address below.

Subject to any prohibition or restriction on their disclosure, copies of documents submitted to the decision-maker can also be obtained from the Governance Services team PO Box 100, Civic Centre, Sunderland, or by email to committees@sunderland.gov.uk

Who will decide;

Cabinet; Councillor Paul Watson - Leader; Councillor Henry Trueman – Deputy Leader; Councillor Mel Speding – Cabinet Secretary; Councillor Louise Farthing – Children’s Services; Councillor Graeme Miller – Health, Housing and Adult Services; Councillor John Kelly – Public Health, Wellness and Culture; Councillor Michael Mordey – City Services; Councillor Cecilia Gofton – Responsive Services and Customer Care

This is the membership of Cabinet as at the date of this notice. Any changes made by the Leader will be specified on a supplementary notice.

Elaine Waugh

Head of Law and Governance **22 August 2017**