

Policy Committee

Wednesday, 06 January 2016 at 10:30

County Hall, County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

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Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford (Tel. 0115 977 2590) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>



Meeting **POLICY COMMITTEE**

Date **Wednesday 9 December 2015 at 10.30 am**

membership

Persons absent are marked with 'A'

COUNCILLORS

Alan Rhodes (Chairman)
Joyce Bosnjak (Vice-Chairman)

	Reg Adair	John Knight
	Chris Barnfather	Diana Meale
	Jim Creamer	Philip Owen
	Mrs Kay Cutts MBE	John Peck
A	Stephen Garner	Ken Rigby
	Glynn Gilfoyle	Stuart Wallace
	Kevin Greaves	Muriel Weisz
	Richard Jackson	Jason Zadrozny
	David Kirkham	

ALSO IN ATTENDANCE

Councillor Pauline Allan	Councillor Alice Grice
Councillor Roy Allan	Councillor Darren Langton
Councillor Alan Bell	Councillor David Martin
Councillor Nicki Brooks	Councillor Sheila Place
Councillor Steve Calvert	Councillor Liz Plant
Councillor Steve Carroll	Councillor John Wilkinson
Councillor Kate Foale	

OFFICERS IN ATTENDANCE

Anthony May	Chief Executive
Chris Kenny	} Adult, Social Care, Health & Public Protection
David Pearson	

Carl Bilbey	}	Resources
Paul Davies		
Martin Done		
Jayne Francis-Ward		
Jo Kirkby		
Celia Morris		
Catherine Munro		
Anna O'Daly-Kardasinska		
Nigel Stevenson		
Michelle Welsh		

MINUTES

The Minutes of the last meeting held on 11 November 2015, having been previously circulated, were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Stephen Garner (unwell).

It was also reported that Councillor Zadrozny had been appointed to the Committee, and that Councillors Barnfather and Rigby had been appointed in place of Councillors Suthers and Heptinstall, for this meeting only.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None

SPENDING PROPOSALS 2016/17 – 2018/19

RESOLVED: 2015/065

- 1) That the financial landscape in which the Council is operating be noted.
- 2) That the Category A savings proposals be approved.
- 3) That the Category B and C savings be approved for public consultation.

Councillor Zadrozny requested that his vote against the motion be recorded in the minutes.

HATE CRIME POLICY

RESOLVED: 2015/066

- 1) That the proposed Hate Crime Policy be adopted.
- 2) That the policy be kept under review and further developed in line with emerging legal and operational issues.

INFORMATION COMMISSIONER'S OFFICE AUDIT REPORT AND ACTION PLAN

RESOLVED: 2015/067

- 1) That the outcome of the Information Commissioner's Office audit be noted.
- 2) That the action plan be approved.
- 3) That a further report updating the progress of the action plan be brought back to Policy Committee in April.
- 4) That any new or updated policies be brought to Policy Committee for approval.

ROLE OF THE NOTTINGHAMSHIRE COUNTY COUNCIL MENTAL HEALTH CHAMPION

RESOLVED: 2015/068

- 1) That the report be noted.
- 2) That the work of the Council's Mental Health Champion be supported.
- 3) That further update reports be submitted to the Health and Wellbeing Board on an annual basis.

USE OF URGENCY PROCEDURES

RESOLVED: 2015/069

That the use of the Council's urgency procedures in the last six months, to enable urgent decisions to be taken where appropriate, be noted.

APPOINTMENT TO OUTSIDE BODY - CONSTABLE'S FIELD FOUNDATION

RESOLVED: 2015/070

- 1) That the Constable's Field Foundation be added to the Council's list of Outside Bodies.
- 2) That Councillor Roy Allan be appointed as the Council's representative.

WORK PROGRAMME

RESOLVED: 2015/071

That the work programme be noted.

The meeting closed at 11.05 am

**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S
COMMITTEE****ACCESSIBILITY STRATEGY (SUPPORT TO SCHOOLS) FOR
NOTTINGHAMSHIRE****Purpose of the Report**

1. To seek Committee approval of the proposed Accessibility Strategy (Support to Schools) for Nottinghamshire, attached as **Appendix 1**.

Information and Advice

2. The Equality Act 2010 replaced and consolidated the previous discrimination legislation in England and Wales. Under Schedule 10 of the Equality Act 2010, the Local Authority is required to prepare and implement an Accessibility Strategy for those schools and nurseries for which they are responsible.
3. The Strategy illustrates the methods used by the County Council to increase the extent to which pupils with Special Educational Needs and Disabilities (SEND) are supported to participate in schools' curriculums. This includes the planned improvement of the physical environment of schools; methods by which information is made available to all pupils, including those with SEND; and ways in which assistance and support is provided to schools.
4. The County Council has produced a Strategy in Draft, which is currently available via the Nottinghamshire SEND Local Offer
5. Following the implementation of the Equalities Act, there were changes to the responsibilities of schools and school governing bodies. During the Summer of 2011, the County Council provided training aimed at informing schools and governing bodies of their specific roles and responsibilities. Four hot topic sessions were presented, which were open to all governors from all schools and the course was also offered to governing bodies to have the information presented directly at their school. Thirty three schools took advantage of the offer of individual training sessions.
6. Written guidance has also been issued to schools which reminds governing bodies of the policies that should be produced for each school and the need to consider equality legislation when changing any policies.
7. The County Council undertakes a number of initiatives aimed at increasing the access of pupils with SEND to the curriculum. One of the most visible of these initiatives relates to

the physical adaptation of buildings. This is undertaken through both the provision of individual pupil specific adaptations and by the inclusion of access considerations within routine maintenance projects.

8. Requests for pupil specific adaptations are received from schools and considered by the Disabled Pupils Access Panel, which meets on a monthly basis. The Panel assesses the requests and decides what 'reasonable adjustments' might be made to improve pupils' access to the curriculum. The 'reasonable adjustments' include: specialist ICT Services; Occupational Therapy support; specialist equipment or building adaptations. The building adaptations have included the installation of hygiene suites, ramps, acoustic ceilings, platform lifts, security fencing and calming rooms.
9. During the period April 2014 to March 2015 work was undertaken in 26 (mainly primary) schools around the County to improve physical access/sensory provision. Since April 2015, another 34 projects have commenced.
10. A recent analysis of the secondary schools in the County has indicated that 69% of the schools are substantially or fully wheelchair-accessible. Of the remaining 31%, the majority of the sites have a topography that would make it financially impractical to adapt them so that all areas of the curriculum were wheelchair-accessible.
11. The Accessibility Strategy highlights the partnership between the County Council and schools in maintaining an accessible building stock. The County Council funds any necessary adjustments and schools undertake to maintain the provision and gain the County Council's agreement to make any future alterations to accessible areas.
12. The Strategy has been issued for consultation with the Nottinghamshire Participation Hub. The responses received have indicated that the Strategy clearly identifies the support mechanisms available for pupils with physical disabilities, but that it insufficiently addresses the issues of Sensory Disabilities. This is an area of development that the County Council is currently considering.
13. The maintenance of the current levels of support available to pupils in Nottinghamshire schools would not involve the need for any additional funding. Any possible future developments would, however, necessitate further consideration.

Other Options Considered

14. No alternative options have been considered.

Reason/s for Recommendation/s

15. The rationale for the recommendation is to ensure that the Local Authority has in place an Accessibility Strategy, which enables it to comply with the statutory requirements of the Equality Act 2010.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health

only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the Committee approves the proposed Accessibility Strategy (Support to Schools) for Nottinghamshire, attached as **Appendix 1**.

Councillor John Peck
Chairman of the Children and Young People's Committee

For any enquiries about this report please contact:

Jill Norman
Temporary Group Manager, SEND Policy and Provision
T: 0115 9932566
E: jill.smith@nottsgov.uk

Constitutional Comments (LM 03/12/15)

17. The recommendations in the report fall within the Terms of Reference of the Policy Committee.

Financial Comments (SS 08/12/15)

18. There are no financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Accessibility Strategy (Support to Schools) for Nottinghamshire – report to Children and Young People's Committee on 14 December 2015

Electoral Division(s) and Member(s) Affected

All.

C0742

Accessibility Strategy

(Support to Schools)

2014-2016



“ We are committed to securing excellence in education for all and we want to enable all young people in Nottinghamshire to fulfill their potential. ”

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1 Introduction

1 Introduction

1.1 The aim of the Accessibility Strategy is to identify the methods by which Nottinghamshire County Council is able to assist pupils with Special Educational Needs and Disabilities (SEND) to access the National Curriculum. This is achieved through the provision of specialist support and a programme of improvement to the physical environment of the schools in Nottinghamshire.

1.2 Break-down of population

Nottinghamshire is a large and diverse county. It is estimated that there are currently 235,960 children and young people resident within the County between the ages of 0-25 and this number is projected to increase by 6% over the next 20 years. Of these children and young people, more than 1 in 5 have some degree of SEND; 1.2% having a Statement of SEND or an Education Health and Care (EHC) plan. The primary SEND needs identified by schools, broken down into educational stages are:

- Primary Schools – Speech, Language and Communication;
- Secondary Schools – Social, Emotional and Mental Health;
- Special Schools – Autistic Spectrum Disorder.

1.3 Within Nottinghamshire there are a total of 338 schools, 282 are Primary, 45 Secondary and 11 Special. Of these, there are currently a total of 77 Academies; 35 Primary, 40 Secondary and 2 Special. For the purposes of this Strategy, the term 'Schools' will include Maintained schools, Academies, Free Schools and Voluntary Aided Schools.

1.4 Legislation

The Equality Act 2010 (The Act) consolidates and replaces the previous discrimination legislation for England, Scotland and Wales. The Act states that a pupil has a disability if they have a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day-to-day activities. Physical or mental impairment includes sensory impairments such as those affecting sight or hearing. More guidance on the definition of disability is available from:

www.equalityhumanrights.com/uploaded_files/EqualityAct/odi_equality_act_guidance_may.pdf

(Source: Equality and Human Rights Commission Guidance 'Reasonable adjustments for disabled pupils')

A copy of the Equality Act 2010 can be accessed via the following link:

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

1.5 Under the Equality Act Schedule 10, the Local Authority is required to prepare and implement an Accessibility Strategy:

- for those schools and nurseries for which they are responsible
- which will increase the extent to which disabled pupils can participate in the schools' curriculums
- which will plan the improvement of the physical environment of the schools for the purpose of increasing the extent to which pupils with SEND are able to take advantage of education and benefits, facilities or services provided or offered by the schools.

- which will improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled
- which will indicate how the Local Authority will provide information to school governing bodies on their responsibilities with regard to the disability discrimination legislation and access issues
- which is reviewed regularly and where progress towards the aims of the Strategy are monitored appropriately.

expanded within the document 'Reasonable adjustments for disabled pupils' (please see the link to this document below):

www.equalityhumanrights.com/sites/default/files/publication_pdf/Reasonable%20adjustments%20for%20disabled%20pupils_0.pdf

- improve the availability of accessible information to disabled pupils
- be regularly reviewed

1.6 Schools must implement Accessibility Plans, which will:

- increase the extent to which disabled pupils can participate in the curriculum
- improve the physical environment of schools to enable disabled pupils to take better advantage of education, benefits, facilities and services provided (this duty is

1.7 Schools and school governors have a duty under the Equality Act 2010 to make reasonable adjustments to enable pupils with SEND to access the curriculum and achieve their full potential. The County Council will assist schools and school governors to meet this duty through the provision of specialist support and advice and, where appropriate, by making physical adjustments to the fabric of the school.



2 Vision and Values



‘We are committed to securing excellence in education for all and we want to enable all young people in Nottinghamshire to fulfil their potential.’



(source: Nottinghamshire County Council Strategic Plan 2014-2018)

2 Vision and Values

2.1 The County Council is committed to the improvement of attainment for all pupils, including those with SEND. Ensuring that learning is accessible to all children and young people in ways that will enable each individual to achieve the best outcomes for them is the guiding principle that underpins this strategy.

2.2 Nottinghamshire County Council’s ‘Pathways to Provision’ sets out guidance to support practitioners in identifying a child, young person and/or family’s level of need, and clarifies the referral pathways to the most appropriate services. The Pathway can be accessed through the search facility on the County Council’s webpage, or by using the following link:

www.nottinghamshire.gov.uk/caring/childrenstrust/pathway-to-provision/pathway-to-provision-documents/

2.3 Nottinghamshire’s SEN Strategy is currently detailed within two documents; Inclusion Plus and 5 Steps to Collective Responsibility. A comprehensive review of the Nottinghamshire SEN Strategy will take place during 2015/16.

a) Inclusion Plus – SEN and Inclusion Strategy for Nottinghamshire 2009-2012

<http://cms.nottinghamshire.gov.uk/inclusionplussenandinclusionstrategyfornottinghamshire2009-2012.pdf>

This document summarises the outcomes of a comprehensive review of SEN and Inclusion that was undertaken throughout 2008. The report identified four priorities for improvement:

- **Behaviour**

To create balanced and graduated provision and responses that meet the needs of a range of children and young people with behavioural needs. This issue was expanded within the behavior strategy – 5 Steps to Collective Responsibility.

- **Financial Resources**

Nottinghamshire has a strong partnership with schools and, in consultation with the Schools Forum, is continuing to review and adjust the devolution of funding so that it can be targeted accurately to address local need.

- **Graduated Response**

To develop a graduated range of responses, including specialist, targeted and universal support.

This is being addressed through the development of specialist support for learning in mainstream school settings; improving the physical environment within schools through the County Council's capital and maintenance programmes; developing extended services and opportunities for children and young people within the special school population

- **Integrated Locality Teams**

This initiative aims to develop an integrated, locality based support service that responds to the needs of individuals, their families and their localities. This is aimed at developing services to reduce 'gaps' in educational achievement between those pupils with SEND and those without.

- b) **5 Steps to Collective Responsibility**

This is a strategy for improving arrangements for children and young people with social emotional and behavioural difficulties (now classified as Social Emotional and Mental Health – SEMH).

A copy of the document is found at:
<http://bit.ly/1Wtrus6>



3 Key Services

3 Key Services

3.1 The County Council operates a number of initiatives aimed at supporting Access to the Curriculum for children and young people with SEND, including:

- The devolution of funding streams directly to schools, to enable the effective local distribution of funding. This includes:
 - Additional Family Needs Funding (schools to direct queries to casework. teamleader@nottsc.gov.uk)
 - High Level Needs Funding (schools to direct queries to: hln.panel@nottsc.gov.uk)
- Physical Disability Support Service – consists of specialist teachers, who provide specialist advice to schools to promote the inclusion of pupils with complex physical or medical needs. Referrals are usually made by Schools
- Disabled Pupils Access Panel – the panel consists of representatives from Education and Health (including specialist input from Occupational Therapists) and co-ordinates the allocation of resources to enable physical access to schools (see Section 4 – Pupil Specific Adaptations)
- Inclusive Technology Panel – the panel consists of specialist teachers from the Schools and Families Specialist Services and co-ordinates the provision of specialist ICT equipment to pupils. Referrals are usually made by schools and specialist teachers
- Communication Aids Panel – the panel consists of representatives from Nottinghamshire County Council, Nottingham City Council and Health (including specialist advice from Speech and Language Therapists) and co-ordinates the provision of specialist communication aids to enable pupils for whom such a device is the only way that they have of communicating to

express themselves and access the National Curriculum. Referrals are made by NHS Speech and Language Therapists

- Complex Health Needs Panel – the panel consists of representatives from Health and Education and co-ordinates the provision of support for specialist health needs in schools, particularly those cases where invasive support is required e.g. diabetes and epilepsy. Referrals are made by schools and the Panel meets annually to consider requests for the coming school year.

3.2 The Nottinghamshire SEND Local Offer is a resource that provides information about the help and support available for children and young people with SEND in Nottinghamshire aged 0 – 25 years. It covers services and provision across education, health and social care within the public, private and voluntary sectors. It provides access to universal services for all children and young people with SEND, as well as targeted and specialist support for those with more complex needs, who may additionally have an EHC Plan. The Local Offer can be accessed at: www.nottinghamshire.sendlocaloffer.org.uk

3.3 A minority of children and young people with particularly complex needs will require support through a statutory Education Health and Care (EHC) Plan. This plan replaces the statement of Special Educational Needs. Further information about the EHC Plan pathway can be obtained by viewing the Nottinghamshire County Council's EHC Plan animation via the link below:

<http://nottinghamshire.familyservicedirectory.org.uk/kb5/nottinghamshire/directory/site.page?id=zWZ8hGAI9vw>

and/or via the EHC Plan leaflet –

<http://search3.openobjects.com/mediamanager/nottinghamshire/fsd/files/ehcplanpathway.pdf>

4 Pupil Specific Adaptations

4 Public Specific Adaptations

4.1 The County Council ensures compliance with the specific duties contained within the Equality Act 2010 that refer to the physical adaptations to buildings necessary to ensure the provision of access for pupils with Special Educational Needs and Disabilities (SEND). The County Council seeks to increase accessibility across the range of schools available to the families of children and young people with SEND in Nottinghamshire. The County Council will work with schools to ensure that the investment made provides robust and enduring facilities for the current and future school population.

This will be achieved through:

- Individual pupil specific adaptations – the identification of access issues and how they will be addressed
- Routine building projects - ensuring that consideration is given to the impact upon pupils with SEND of any planned building maintenance or new building projects.

4.2 The County Council Access Officer provides expert access advice to the County Council and Schools to assist them to comply with their statutory duties, including the Public Sector Equality Duty. The advice provided will identify the 'reasonable adjustments' that could be made to enable pupils, staff and the public to access the services provided. The Access Officer is also able to provide specialist access advice to any member of the public.

4.3 Requests for specialist assessments are made by schools to the Disabled Pupils Access Panel, which meets on a monthly basis. These requests usually follow consultation with parents and health or other relevant professionals. Further information and referral forms can be obtained from the PDSS by e-mail at pdss@fountaindale.notts.sch.uk

4.4 The Panel considers applications from Schools relating to perceived Access issues and arranges for the appropriate assessments to be made. The assessments will identify any 'reasonable adjustments', including physical adjustments, that may be necessary, either by the School or the County Council to enable the pupil to access the curriculum. These 'reasonable adjustments' could cover a variety of requirements, which could include: specialist ICT Services, Occupational Therapy support, curriculum support, specialist equipment or building adaptations. Consideration is also given to whether alternative, more accessible, provision might be available, to inform families of their full range of choice.

4.5 Where adaptations are required to a building following an assessment of the pupils' needs, these are classified either as:

- Design projects (larger projects e.g. hygiene suite extension; lift extension etc.) These are longer-term projects that require building regulations or planning approvals
- or
- Fast Track projects (small to medium projects e.g. internal adaptations; external ramps etc.) These are generally short-term building projects to provide minor adaptations.

4.6 Where the Access Officer has identified physical adaptations that are necessary to enable the pupil to access the building, they will liaise with the school and commission the appropriate adaptations. With respect to Academies, this may involve the provision of funding directly to the Academy to enable them to undertake the work. The Academy will be required to enter into an agreement with the County Council. This agreement will recognize the funding, the specification for the provision and an understanding that the provision cannot be removed or remodeled in the future without the agreement of the County Council.

4.7 The County Council's maintained schools would be required to seek Landlord's Consent from the Council if they were to consider the removal or remodeling of any provision made by the County Council.

5 Admissions

5 Admissions

- 5.1** Nottinghamshire County Council seeks to provide good quality advice, support and information to parents and carers of children with SEND who are in the process of choosing a school for their child.
- 5.2** The County Council supports children and young people, wherever possible, to attend local mainstream schools through the provision of appropriate support, which could include undertaking adaptations to the school site.
- 5.3** In addition, advice and support is available through the School Admissions Team (<http://www.nottinghamshire.gov.uk/learning/schools/admissions/contacts/>) on issues relating to school admissions and appeals for families who are finding it a daunting process. Specific queries can be emailed to admissions.ed@nottscc.gov.uk
- 5.4** Information relating to admissions issues can also be accessed through the Nottinghamshire SEND Local Offer or by contacting the Information, Advice and Support Service (IASS) which includes the former Parent Partnership Service, who can provide advice and support to families who are anxious or concerned about the process.
- 5.5** Nottinghamshire County Council operates a Fair Access Team, which provides assistance for families who are experiencing difficulties with locating a school placement. Referrals to the Fair Access Team are normally made via the Admissions Team.

6 Transport

6 Transport

- 6.1** The Nottinghamshire County Council 'Home to School' transport policy details the support available to assist children to travel to school. Further details are available from the Nottinghamshire County Council website: <http://www.nottinghamshire.gov.uk/learning/schools/schooltravel/>
- 6.2** The County Council operates a Travel Training Programme, which aims to train children and young people with SEND to become more independent travellers. Details of the scheme are available from the following link: <http://www.nottinghamshire.gov.uk/travelling/travel/itt/>

7 Publication of the Accessibility Strategy

7 Publication of the Accessibility Strategy

The Strategy is to be reviewed on an annual basis and it should be noted that the information contained within the Strategy is current at the time of writing.

We will promote and publish our Accessibility Strategy:

- Via the Nottinghamshire County Council's website
- Via the Nottinghamshire County Council's intranet
- Via the Nottinghamshire Local Offer
- By ensuring the strategy is available in different formats, when requested.



If you require this information in an alternative language,
large font, braille, audio tape or text only version, please
call 0300 500 80 80.

**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S
COMMITTEE****ADAPTATIONS TO PROPERTY POLICY - FOSTER CARERS, ADOPTIVE
PARENTS AND SPECIAL GUARDIANS****Purpose of the Report**

1. This report seeks Committee approval of the proposed Adaptations to Property Policy – Foster Carers, Adoptive Parents and Special Guardians, attached as **Appendix 1**. This policy is applicable where foster carers, adoptive parents or Special Guardians of a child/ren on behalf of Nottinghamshire County Council (NCC) may be considering an adaptation to their property in connection with their role. Committee is also asked to note the Process Flowchart and Information for Social Workers, attached as **Appendices 2 and 3**.

Information and Advice

2. Children's Social Care (CSC) receives requests for financial support from service users (foster carers, adoptive parents, family and friends through Special Guardianship Orders), to adapt their home property to provide a permanent placement for a specific child, or to increase capacity to provide a placement for a non-specific child.
3. There is established custom and practice which involves report submission to Children and Young People's Committee and extensive liaison with Legal Services. However, absence of specific Policy Procedure and Guidance (PPG) has left the Authority potentially vulnerable to legal challenge. This policy provides a comprehensive and clear process, and ensures greater transparency and equitable use of resources, which is targeted at those most in need.
4. The policy is underpinned by principles which inform all decision making. These are that wherever possible children should be able to live in a stable family-based setting for the duration of their childhood with any siblings, and placement moves should be minimal. The process itself should be equitable regardless of placement type. Public funds should be used responsibly and fairly, and the process should be fair and transparent
5. The objectives are clearly defined, which are:
 - to increase the number of placements
 - to provide permanence for specific Looked After child/ren or young people
 - to provide permanence for specific children / young people to whom the Local Authority has responsibility.

6. The financial assistance will typically be to adapt or extend the present property to create extra room, or in exceptional circumstances to provide assistance to buy a bigger property to alleviate overcrowding or take extra children.
7. In order to be eligible to apply for financial assistance, service users must either be foster carers of NCC children, adopters of NCC children, or family and friends/carers of children who are under a Care Order or subject to Care Proceedings.
8. These eligibility requirements must be in place before an application for an adaptation to a property can be made. Therefore any request for funding made to the County Council must satisfy at least one of the following criteria before it can be considered:
 - to provide extra capacity in their home to care for another child on behalf of NCC
 - to secure a long-term placement for a child already in their care
 - to enable sibling groups for whom they are caring to remain together
 - to meet the needs of a child with multiple disabilities in their care
 - to meet certain health and safety requirements, which otherwise would mean that a child in their care would have to be moved.
9. Carers must also be the legal owner of the property in question before an application for an adaptation can be considered.
10. If carers meet one or more of the eligibility requirements outlined above, the social worker should have discussions with the carers, and consider:
 - alternative options for finance
 - the need for legal contracts and charges, including claw back arrangements
 - the ability of the carers to contribute financially towards some of the costs.
11. Further discussions should also take place with the child/ren's social worker and Independent Reviewing Officer, where appropriate. This will ensure that any decisions are based on full information regarding plans for the child.
12. If there is merit in the proposal, the Team Manager (Fostering) will agree if an application can be made. It will be made clear to the carers that this does not guarantee that a grant will be made.
13. Upon the approval of the Team Manager, the carers are required to obtain three quotes for the cost of the proposed building work. The lowest quote is usually the one that is agreed by the County Council.
14. A new application form has been created, which is completed by the fostering social worker, together with the carer. This includes an analysis of the risk and benefits of the proposed adaptations from the child's perspective.
15. NCC adopts a flexible, shared-cost policy in relation to these grants. Therefore, there is some expectation that carers make a financial contribution to the cost of the adaptation, where possible.

16. If the application for funding is over £2,500, carers complete a Financial Statement. This includes evidence of carers' sources of income and expenditure, Council Tax, mortgage repayments, value of their property, private pensions, court commitments and savings.
17. This information is needed as possible increases to the value of the carer's property and their potential ability to generate income as a result of the funding, are taken in to account. This is in order to determine how much NCC will consider funding, and how much the Council expects carers to contribute as part of the process. It is the responsibility of the Group Manager to make this decision.
18. The completed application form is assessed by the relevant Children's Service Manager, who forwards on to the Group Manager for amounts over £2,500. For amounts in excess of £30,000, a report will be drafted to go to the Children and Young People's Committee.
19. For all amounts approved, carers must sign a Financial Assistance Agreement. For amounts over £10,000, a Legal Charge is also needed. NCC will then authorise payment and the building work can begin.
20. The carers will manage the building project and must obtain the necessary building/planning permissions. It will also be their responsibility to talk to their mortgage provider about the proposed adaptation work if applicable.
21. The Council usually releases the money in three instalments - the last one being when the work has been completed to the satisfaction of a building inspector.
22. The social worker will ensure that the work progresses satisfactorily, and any delays or difficulties are promptly reported back to Team Managers and Service Managers.
23. Approval and tracking of the application is provided within the application form and is overseen by the Service Manager. Improved tracking means that changes in the carer's circumstances can be readily highlighted, and Children and Young People's Payments will set up an alert system to refer back to the Service Manager on an annual basis for review.
24. As potentially large sums of money are involved, legal agreements (as mentioned in **paragraph 19**) will need to be put in place.
25. For amounts up to £10,000, the legal contract is a Financial Assistance Agreement. This details the financial assistance offered, including the conditions by which the grant will be paid, and what will happen if carers breach their part of the agreement. In some circumstances, this may include repayment of the grant if carers choose not to continue as a carer. This must be signed by carers and a representative from NCC.
26. For amounts over £10,000, a Legal Charge is also needed. This makes clear any expectations of carers in connection with the grant, including any terms and conditions of the money being granted. Typically this agreement will set out expectations about a carer's intention to continue as a carer, and what may happen if they choose to stop caring for a child/ren, including repayment of the grant to NCC.

27. If the application for funding is less than £2,500, NCC will pay in full if the application is successful in the approvals process.

Other Options Considered

28. A working party of representatives from all relevant services and Legal Services reviewed the options thoroughly. The option of not providing any funding whatsoever was rejected as not in the best interests of the children and also potentially not cost effective.
29. Consideration was given to offering loans but this would be very difficult to enforce (for example deducting payments from carers allowances) and was therefore rejected.
30. Reviewing recent cases, it emerged that the greatest impact of adaptations had typically been smaller amounts (approx. £2,500), and therefore these amounts should be made more easy to obtain. The system therefore promotes a relatively straight forward process for carers to apply for up to £2,500 for minor adaptations which could support a child staying with them.

Reason/s for Recommendation/s

31. NCC already regularly awards grants to carers. This policy provides a robust framework, with a clear fair and straightforward process, with clear layers of decision making and accountability.
32. The benefits for NCC are that small investments such as this can provide a longer term saving by a child remaining with an internal foster carer, rather than needing to move to a more expensive external provider. It also promotes good will and encourages carers to stay with the Authority.
33. NCC will not actively promote this scheme, but will ensure social workers are aware of it and have a clear process they can share with carers should a clear need emerge. This process also takes into account the financial ability of carers to contribute, for larger amounts.
34. This means that NCC can be more targeted in its approach, and support carers who cannot afford to make changes to their own property, specifically for a child. It is anticipated that very few applications for larger amounts will be made.

Statutory and Policy Implications

35. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

36. Any grants for adaptations under this policy would need to come from existing budgets.

Human Rights Implications

37. A child's right to family life is enhanced when appropriate adaptations are provided.

Implications for Service Users

38. For children, this policy helps support them to remain with carers who are committed to them, and to remain with siblings if the only barrier is space in a house.
39. Carers now have a clear process for consideration of financial support to enable this to happen. The financial assessment makes this a fairer process, so supports those less able to afford this.

Public Sector Equality Duty implications

40. An Equality Impact Assessment (EqIA) has not been completed there will be no negative effect on those with protected characteristics.

RECOMMENDATION/S

That:

- 1) the proposed Adaptations to Property Policy – Foster Carers, Adoptive Parents and Special Guardians, attached as **Appendix 1**, be approved
- 2) the Process Flowchart and Information for Social Workers, attached as **Appendices 2 and 3**, be noted.

Councillor John Peck

Chairman of the Children and Young People's Committee

For any enquiries about this report please contact:

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Constitutional Comments (LM 09/12/15)

41. The recommendations in the report fall within the Terms of Reference of the Policy Committee.

Financial Comments (SS 08/12/15)

43. The financial implications of this report are contained within paragraph 36 above.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Policy and process guidance for Discretionary Payments towards the provision of adaptations to homes of foster carers, adoptive parents or special guardians – report to Children and Young People's Committee on 14 December 2015.

Electoral Division(s) and Member(s) Affected

All.

C0743

ADAPTATIONS TO PROPERTY POLICY

Policy Description

1. This policy is applicable where foster carers, adoptive parents or Special Guardians of a child/ren on behalf of Nottinghamshire County Council may be considering an adaptation to their property in connection with their role.
2. The objectives of this policy are to:
 - increase the number of placements;
 - provide permanence for specific looked after child/ren or young person;
 - provide permanence for specific children / young people to whom the Local Authority has responsibility.
3. In order to achieve these objectives the County Council will provide grants to adapt home properties. Grants will typically be to:
 - adapt present property to create extra room;
 - extend present property to create extra room;
 - assistance to buy bigger property to alleviate overcrowding or take extra children.

Principles and Commitments

Wherever possible children should be able to live in a stable family-based setting for the duration of their childhood with any siblings, and placement moves should be minimal;

To be equitable regardless of placement type;

To use public funds responsibly and fairly;

To be fair and transparent.

Scope of this policy

4. This policy is relevant to:

Foster carers;

Adopters;

Family and Friends: SGO's, Child Arrangement Orders.

5. Those eligible for support under this policy include:

Foster carers of County Council children;

Adopters of County Council children;

Family and friends / carers of children who are under a Care Order or subject to Care Proceedings.

Awarding Criteria

6. Any request for funding made to the County Council must satisfy at least one of the following criteria before it can be considered:

- to provide extra capacity in their home to care for another child on behalf of the County Council;
- to secure a long-term placement for a child already in their care;
- to enable sibling groups for whom they are caring to remain together;
- to meet the needs of a child with multiple disabilities in their care;
- to meet certain health and safety requirements, which otherwise would mean that a child in their care would have to be moved.

7. Carers must also be the **legal owner of the property in question**.

8. In addition, the council retains the right to undertake a cost benefit analysis to ensure any proposed work provides Best Value.

9. The process which will be followed in assessing any request for support will be:

- Request for adaptation;
- Social Worker has initial discussion with carers and provides relevant information;
- Discussion to include alternative options for finance, the need for legal contracts and charges, including claw back arrangements and the ability of the carers to contribute financially towards some of the costs;
- Meets eligibility threshold (carer must be the legal owner of the property);
- Team Manager approval to make application (does not guarantee approval);
- Carer (foster / family / adoptor) obtains 3 quotes – (information sheet to carer);
- Application completed by fostering social worker, with input from child's social worker;
- If request is over £2500, financial statement is required from the applicant;
- Application sent to relevant Service Manager for decision:
 - Adoption Service Manager;
 - Fostering Service Manager;
 - SGO's Service Manager.

Decision Making

10. Nottinghamshire County Council adopts a flexible, shared-cost policy in relation to these grants. Therefore, there is some expectation that carers make a financial contribution to the cost of the adaptation, where possible.

11. **Amounts up to £2500** – decision made by Service Manager (per application, not per child).

12. If Yes

- Financial Assistance Agreement sent to carers;
- Once signed, work can proceed;
- Finance informed.

13. If No

- Letter to carers with reason why;
- Decision logged on Framework database.

14. **Amounts £2501 - £30,000** – Decision by Group Manager (initial recommendation and report forwarded on by Service Manager).

15. If Yes

Legal Department informed;
Financial Assistance Agreement sent to carers;
In addition, a Legal Charge is applied if over £10,000 (the legal charge is imposed upon the foster carer's property and serves to protect the Local Authority's investment);
Once signed, work can proceed;
Finance informed.

16. If No

Letter to carers with reason why;
Decision logged on Framework.

17. **Amounts over £30,000**, Group Manager make recommendation and report must go to Children and Young People's Committee.

18. If Yes

Financial Assistance Agreement sent to carers;
Legal Charge is applied;
Once signed, work can proceed;
Finance informed.

19. If No

Letter to carers with reason why;
Decision logged on Framework.

Payments

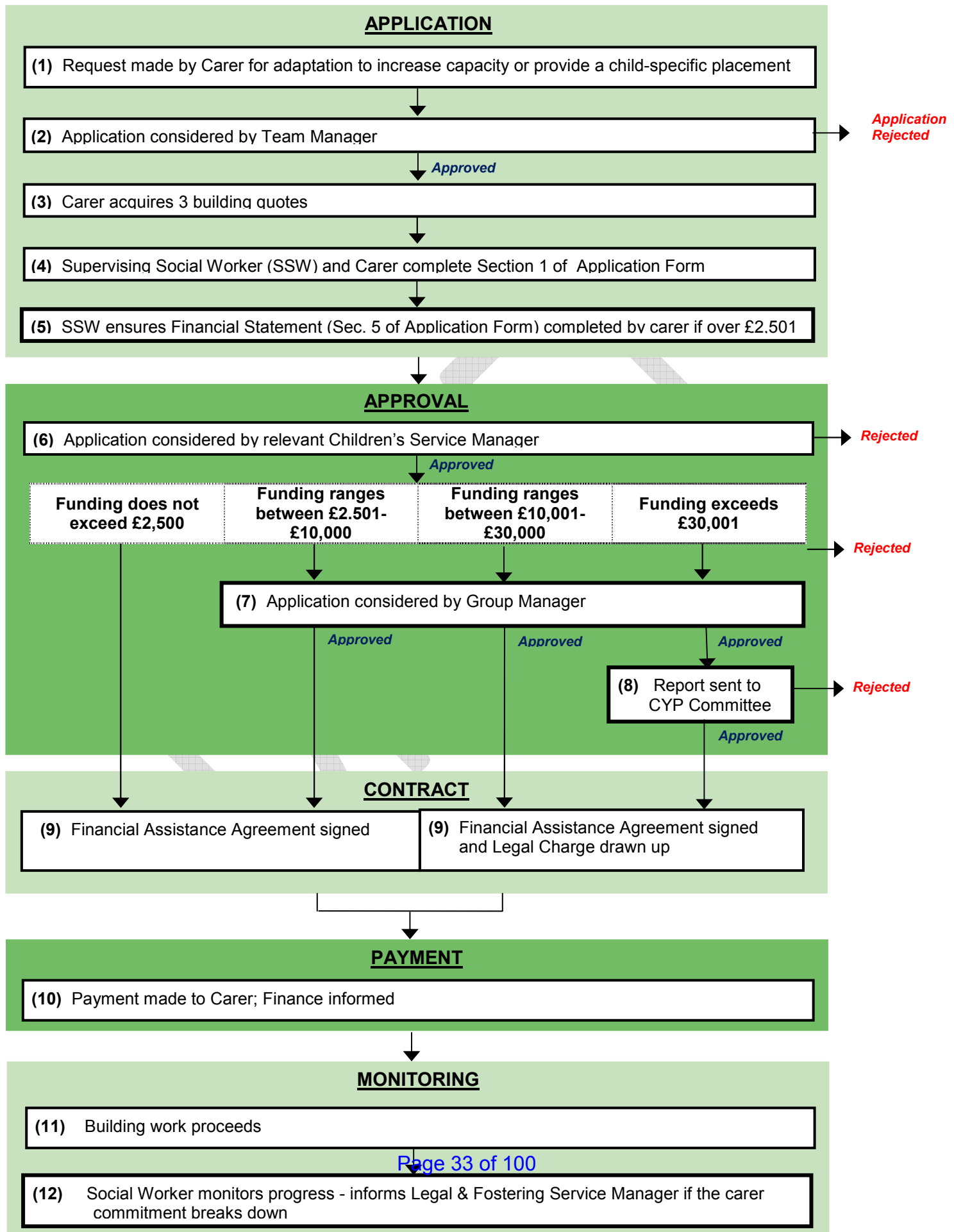
20. Payments for the building work are made to the foster carer in instalments and a final payment is not released until the building works have been completed to standard and to the satisfaction of a local building inspector.

21. The payments are monitored by the foster carer's team manager and by the children and young people's payment team.

Additional Relevant Documentation:

Application Form – Request for Funding for Building Adaptations, including Financial Statement;
Process Flow Chart;
Information for Carers;
Information for Social Workers;
Legal Checklist;
Legal FAQ's;
Financial Assistance Agreement (up to £2500, £2501 to £10,000, £10,001 and above);
Legal Charge (over £10,001).

PROVISION FOR FUNDING: ADAPTATIONS TO CARERS' HOMES



GUIDANCE FOR SOCIAL WORKERS REGARDING CARERS WHO ARE CONSIDERING AN ADAPTATION TO THEIR PROPERTY

Purpose

1. On occasions, foster carers, adoptive parents or Special Guardians of a child/ren on behalf of Nottinghamshire County Council may be considering an adaptation to their property in connection with their role.
2. This guidance outlines the clear process by which such applications for funding from the County Council can be approved. Please refer to the [Adaptations Policy](#) and [Process Chart](#).

ELIGIBILITY

3. There are certain eligibility requirements in place before an application for an adaptation to their property can be made. Any request for funding made to the County Council must satisfy at least one of the following criteria before it can be considered:

To provide extra capacity in their home to care for another child on behalf of the County Council;

To secure a long-term placement for a child already in their care;

To enable sibling groups for whom they are caring to remain together;

To meet the needs of a child with multiple disabilities in their care;

To meet certain health and safety requirements, which otherwise would mean that a child in their care would have to be moved.

4. Carers must also be the **legal owner of the property in question** before an application for an adaptation can be considered. Therefore, if carers are renting a property, we cannot consider adapting their home.

PRE-APPLICATION PROCESS

5. If carers meet one or more of the eligibility requirements outlined above, please discuss the options in detail with the carer, ensuring you consider at an early stage:

Alternative options for finance;

The need for legal contracts and charges, including claw back arrangements;

The ability of the carers to contribute financially towards some of the costs;

Provide written information to the carers - [Information for Carers](#).

6. Further discussions should also take place, for example with the child/ren's social worker and Independent Reviewing Officer, where appropriate.
7. If there is merit in the proposal, please discuss with your Team Manager who will agree if an application can be made. Please note this doesn't guarantee that a grant will be made.

8. Upon the approval of the Team Manager, please advise the carers they are required **to obtain three quotes for the cost of the proposed building work**. The lowest quote is usually the one that is agreed by the County Council.

APPLICATION PROCESS

9. Complete the [Request for Funding for Building Adaptations](#) form with the carer. Information required from the carer's at this stage includes:

The details of the work required to their property, including the total cost obtained in their building quotation and the relevant timescales for the work to be completed;
How such an adaptation will benefit the child/ren in their care;
Whether there are other appropriate funding options available.

10. You also need to provide written analysis of the **risk and benefits** of the proposed adaptations from the child's perspective.
11. The form also requires the input of the **child's social worker** so you must ensure that they complete their own relevant section
12. Please also consider the **views of the child/ren** and evidence this in the appropriate section of the form.

FINANCIAL ISSUES

13. Nottinghamshire County Council adopts a **flexible, shared-cost policy** in relation to grants and loans. Therefore, there is some expectation that carers make a financial contribution to the cost of the adaptation, where possible.
14. If the application for funding is less than £2,500 in total, the County Council will pay this funding in full if the application is successful in the approvals process. There is **no requirement** for you to obtain a Financial Statement from carers for applications up to £2,500.
15. If the application for funding is over £2,500 in total, you will need to ensure the carers complete the [Financial Statement](#) which is attached to the Application Form. This will include evidence of carer's sources of income and expenditure, Council Tax, mortgage repayments, value of their property, private pensions, court commitments and savings.
16. This information is needed as we take account of possible increases to the value of the carer's property and their potential ability to generate income as a result of the funding. This is in order to determine how much the County Council will consider funding, and how much we expect carers to contribute as part of the process. It is the responsibility of the Group Manager to make this decision (see below).

APPROVALS PROCESS

17. Once you have the completed application form, including the Financial Statement if over £2,501, please forward for **the consideration of the relevant Children's Service Manager**.
18. If approval is made by the Children's Service Manager, the next steps of the process depend on the value of the adaptation request:

	Funding Request (total)	Approvals Process
A	£2,500 or less	(1) A Financial Assistance Agreement will be produced which carers must sign (2) The County Council will then authorise payment and the building work can begin
B	Between £2,501 and £10,000	(1) Application considered by a Group Manager (forwarded on by Service Manager) (2) If the Group Manager approves the application, a Financial Assistance Agreement will be produced which carers must sign. (3) The County Council will then authorise the payment agreed to as part of the financial assessment process and shared cost principle (4) Building work can begin
C	Between £10,001 and £30,000	(1) Application considered by a Group Manager (forwarded on by Service Manager). (2) If the Group Manager approves the application, a Financial Assistance Agreement and a Legal Charge will be produced which carers must sign. (3) The County Council will then authorise the payment agreed to as part of the financial assessment process and shared cost principle (4) Building work can begin
D	In excess of £30,000	(1) Application will be considered by a Group Manager . (2) If the Group Manager approves the application, a report will be drafted to go to the Children and Young People's Committee , where elected members will deliberate on the application for funding (3) If approved at Committee, a Financial Assistance Agreement and a Legal Charge will be produced which carers must sign. (4) The County Council will then authorise the payment agreed to as part of the financial assessment process and shared cost principle (5) Building work can begin

19. **Note:** if the application is not approved, the social worker ensures a letter is sent to carers with reason why and the decision is logged on the Framework database.
20. Approval and Tracking of the application is provided within the [Application](#) form.

LEGAL PROCESS

21. Ensure that carers are aware that as potentially large sums of money are involved, a legal agreement will need to be put in place. As highlighted in the table above, there are different legal documents depending on the value of the funding requested.
22. Up to £10,000 (A and B in the table above)
A legal contract will be produced, called a [Financial Assistance Agreement](#). This puts in writing the detail of the financial assistance offered by the County Council, including the conditions by which we will pay the grant and what will happen if carer's breach their part of the agreement. In some circumstances, this may include repayment of the grant to the County Council if carers choose not to continue as a carer with us.
23. This must be signed by carers and a representative from the County Council
24. £10,001 or more (C and D in the table above)
In this situation, a **Financial Assistance Agreement** will be produced (as above), **as well as a [Legal Charge](#)**. A legal charge makes clear any expectations of carers in connection with the grant, including any terms and conditions of the money being granted. Typically this agreement will set out expectations about carer's intention to continue as a carer, and what may happen if they choose to stop caring for a child/ren, including repayment of the grant to the County Council.
25. Usually legal charges are in place for a **certain number of years**. This duration will be explained to carers before they sign the legal charge, so they are fully aware of how long the commitment will last.
26. Carers will be required to sign the legal charge, alongside a representative from the County Council. They may wish to seek legal representation before choosing to commit to this agreement.
27. Further detailed information regarding the legal process has been provided by Legal Services:
[Frequently Asked Questions Checklist](#)

PROJECT DELIVERY

28. It is your responsibility to liaise with the carers to ensure they are informed about the outcomes of the process. Please ensure that carers know that they will be responsible for the building work.
29. As they manage the building project, they must obtain the necessary building/planning permissions and ensure they have fully considered the costs that will be incurred from the proposed building work.
30. It will also be their responsibility to talk to their mortgage provider about the proposed adaptation work if applicable.
31. The council usually releases the money in three instalments - the last one being when the work has been completed to the satisfaction of a building inspector.

32. Please ensure that the work progresses satisfactorily, and any delays or difficulties are promptly reported back to Team Managers and Service Managers.
33. Once the work is finished, and the final payment released, Children and Young People's Payments will set up an alert system to refer back to the Service Manager on an annual basis for review.
34. In order to provide a continuous over view of the funding awarded, please complete an **amend note on the front screen of the carers file**. This will ensure it is considered on an annual basis at their review.
35. Any changes to the placement specific to the adaptation or the carers status, please inform your Team Manager / Service Manager.

SUMMARY OF RESPONSIBILITIES

WORKER	TASK
SSW	Initial discussion with carers
	Obtain approval to proceed from Team Manager
	Complete Application form, ensuring contribution from child's social worker
	Ensure Financial Statement is completed if over £2501
	Send completed form and Financial Statement to Service Manager
	Convey decision back to carers and child's social worker
	Support carers to sign Financial Assistance Agreement
	Support carers to sign Legal Charge if over £10,001
	Ensure work progresses (note - carers are the Project Managers)
	Report back to TM/SM on completion / or any delays and difficulties
	After completion put amend note on front screen of carer file
	After completion report any changes in carer status/ child placement to Service Manager / legal
Service Manager	Approve / reject grants up to £2500
	If approved up to £2500 responsible for Financial Assistance Agreement
	For requests of £2501 and above, forward to Group Manager
	If approved inform Legal if over £2501 (who have oversight of Financial Assistance Agreement and Legal Charge documents)
	If approved inform Finance
	Track completion of work and sign off (on Application Form)
Group Manager	Approve / reject grants £2501 to £30,000
	When approved, back to SM who informs Legal and Finance
	For requests over £30,001, ensure report goes to CYP Committee
CYP Finance	Set up alert to review with Service Manager on annual basis when final payment released

**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S
COMMITTEE****NOTTINGHAMSHIRE FAMILY AND PARENTING STRATEGY 2015-17****Purpose of the Report**

1. This report seeks Committee approval of the proposed Nottinghamshire Family and Parenting Strategy 2015 – 2017, attached as **Appendix 1**.

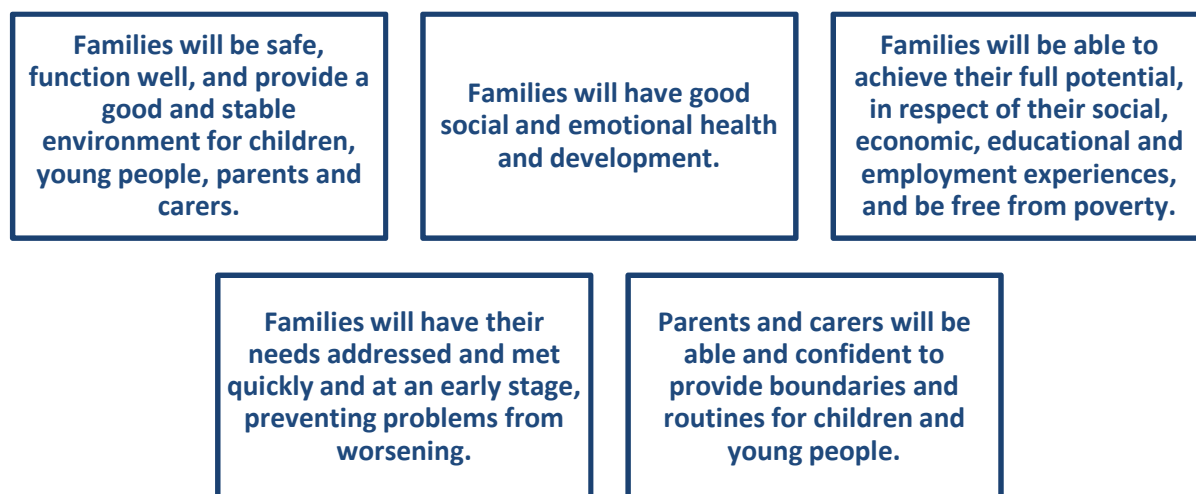
Information and Advice

2. The primary responsibility for a family's welfare will always rest with parents. The task of local services is to provide the best possible support to enable parents to fulfil that responsibility.
3. Parents learn about parenting primarily through their own parents. There is a clear transmission of parenting attitudes and capabilities between parent and child that starts at a very early age. Early intervention is not just about investment in children's outcomes, it is an investment in the next generation of parents.
4. Providing coordinated, consistent and multi-agency family and parenting support is crucial in making sure that Nottinghamshire families are safe, happy, secure, and can reach their full potential.

Nottinghamshire Family and Parenting Strategy

5. The Family and Parenting Strategy recognises that services across Nottinghamshire work hard to provide families and parents with excellent help and support. By employing a co-ordinated, integrated approach, the Council can ensure that this support is of a consistently high standard, sharing knowledge, experience and resources to benefit families.
6. The Family and Parenting Strategy reflects the priorities of Children, Families and Cultural Services, including work to close the educational attainment gap, improve health and wellbeing, reduce child poverty, safeguarding children, supporting the most vulnerable families and providing a range of early help interventions.

7. The Strategy describes five core outcomes which drive all work with families and parents:



8. The Strategy describes the actions that will be achieved in order to improve these outcomes, in particular for the most vulnerable families. Key actions include:
- to take a co-ordinated multi agency approach to planning and delivering parenting support at all levels
 - to influence commissioners to commission evidence based parenting support
 - to involve families in planning, design and delivery and evaluation of support
 - to improve and maintain data collection on family and parenting support
 - to ensure that services are available for target vulnerable groups i.e. fathers, teenage parents, those with learning disabilities, substance misuse, and domestic violence.
9. The Strategy will be performance managed and evaluated by the Family and Parenting Strategy Group. This group is chaired by Nottinghamshire County Council and includes a wide range of partners who are involved in parenting and family level interventions.

Other Options Considered

10. No other options were considered.

Reasons for Recommendation/s

11. The Family and Parenting Strategy co-ordinates local activity to improve outcomes for families across Nottinghamshire. The strategy has been developed with a range of partners and Nottinghamshire County Council is the lead agency responsible for the development and evaluation of the Strategy. It is therefore a requirement for appropriate approval of the Strategy by Nottinghamshire County Council following presentation at the Children and Young People's Committee and Nottinghamshire Children's Trust Board.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk,

service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Crime and Disorder Implications

13. There is a range of parenting programmes available for families affected by crime including those affected by domestic violence and abuse, or a young person's offending behaviour. There are also programmes specifically developed for parents in or exiting prison.

Financial Implications

14. All activity within the Family and Parenting Strategy is resourced by the organisations delivering elements of the strategy such as Child & Adolescent Mental Health Services (CAMHS), Homestart, NCC Family Service etc.

Public Sector Equality Duty Implications

15. The Nottinghamshire Family and Parenting Strategy targets parents and families most at risk of poor outcomes. For example, parents with a child with a special educational need or disability will be targeted for specific programmes and support.

Safeguarding of Children and Adults at Risk Implications

16. Safeguarding is a central principle in the way all partners operate when working with children and families. All professionals facilitating parenting programmes or support have undergone all relevant safety checks and ensure their safeguarding training is up to date prior to the delivery of parenting interventions.

Implications for Service Users

17. Service users should see improved outcomes for their family. They will be able to identify support available with greater ease and access a broad level of support and specific programmes.

RECOMMENDATION/S

- 1) That the Committee approves the proposed Nottinghamshire Family and Parenting Strategy 2015 – 2017, attached as **Appendix 1**

Councillor John Peck
Chairman of the Children and Young People's Committee

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Constitutional Comments (SMG 08/12/15)

18. The proposals set out in this report fall within the remit of the Policy Committee.

Financial Comments (SS 08/12/15)

19. There are no financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Nottinghamshire Family and Parenting Strategy 2015-17 – report to Children and Young People’s Committee on 14 December 2015

Equality Impact Assessment

Electoral Division(s) and Member(s) Affected

All.

C0741

The Nottinghamshire Family and Parenting Strategy 2015 - 2017



children.trust@nottscc.gov.uk

www.nottinghamshire.gov.uk/nottinghamshire-childrens-trust

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The Nottinghamshire Family and Parenting Strategy (2015-2017)

Introduction

How do we best work together to improve the lives of families and parents in Nottinghamshire?

Providing coordinated, consistent and multi-agency family and parenting support is crucial in making sure that Nottinghamshire families are safe, happy, secure, and can reach their full potential.

In the context of shrinking resources, it is crucial that we work together effectively and efficiently to support families at the earliest possible opportunity. We must be realistic about the resources available, whilst striving to do the very best for Nottinghamshire's families. Part of this involves endeavouring to use evidence to in decision making, and testing new processes and interventions to ensure they deliver the greatest impact.

What are we trying to achieve?

This strategy will detail how we can best work together to continue to provide high quality services to families with children aged 0-19 (and up to age 21 for those in Local Authority care and up to 25 years for those with disabilities), when funding and resources are increasingly scarce.

The aim of parenting support is to provide parents with:

knowledge	
skills	
confidence	
emotional resources	
practical resources	

These are all necessary to be able to protect and raise their children into adulthood. It is important that we promote parents' capabilities and self-efficacy, building their confidence and capacity.

This strategy recognises that services across Nottinghamshire work hard to provide families and parents with excellent help and support. By employing a co-ordinated, integrated approach we can ensure that services are of a consistently high standard, sharing knowledge, experience and resources to benefit local families. It is important to focus on good practice and use the best methods available to have the greatest impact on families' lives.

Why are we doing this?

***“I was so surprised to see so many other parents who are experiencing the same as me.
You always think you are the only one who has a challenging child”
(Parent, Non-Violent Resistance course, 2015)***

Family and parenting support is a core part of our work with families in Nottinghamshire and is vital in tackling the inequalities caused by wider poverty. Government guidance requires local authorities to develop a coherent strategy for family and parenting support based upon analysis and mapping of local needs, which involves service users in its development and implementation (*Working Together* 2015)¹.

This strategy has been developed with a range of partners and builds on previous work, including the most recent 2008 Parenting Support Strategy. This previous strategy is now outdated and reflects a context with significantly more available funding and resources. The updated strategy will be managed by the Family and Parenting Strategy Group under the governance of the Children’s Trust Board.

What difference will it make?

***The parenting course was “the best thing I could have done for my family and me”
(Parent, 2015)***

Improving outcomes for families and parents is the driving force of this strategy and should be the basis of all forms of family and parenting support. The strategy describes five core outcomes which drive all work with families and parents:

- 1. Families will be safe, function well, and provide a good and stable environment for children, young people, parents and carers.**
- 2. Families will have good social and emotional health and development.**
- 3. Parents and carers will be able and confident to provide boundaries and routines for children and young people.**
- 4. Families will have their needs addressed and met quickly and at an early stage, preventing problems from worsening.**
- 5. Families will be able to achieve their full potential, in respect of their social, economic, educational and employment experiences, and be free from poverty.**

These outcomes are intentionally ambitious and broad, and form the foundation of this strategy. They are composite outcomes formed from a variety of related strategies, and represent the key outcomes for families from the range of partners.

¹ www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Principles

In consultation with partners we have identified core principles which underlie the strategy and our attempt to meet the above outcomes in working with families and parents in Nottinghamshire.

- Ideally, funding and resources should be identified to support the delivery of parenting programmes. Careful, realistic planning is required to ensure parents most in need are able to access support. Appropriate costs and resource implications should be accurately assessed for different options, including requirements such as crèche facilities and transport for families who will struggle to attend. Joint working, free venues, resource sharing and funding should be encouraged where possible.
- Early intervention and prevention is the best way to help families; we will target resources to meet families' needs as early as possible.
- The planning, design and delivery of family and parenting support should be driven by the needs of families. We must balance the service need for a concise and manageable menu of options, with providing flexible support to meet the varied and changing needs of families.
- Evidence of success and positive impact is essential, and commissioning will rely on this going forward. This evidence can be nationally or internationally validated, and can be gathered through local small-scale testing. This will ensure that locally generated interventions are appropriately tested before more widespread roll-out. All forms of support should be locally evaluated upon implementation and be adapted to ensure that they meet families' needs.

Who is this strategy for?

The Family and Parenting Strategy relates to all Nottinghamshire families with children aged 0-19 (and up to age 21 for those in Local Authority care and up to 25 years for those with disabilities) and is primarily designed to drive good professional practice. Research evidence suggests that providing family and parenting support as early as possible; with consistent universal options is the most effective approach.

Alongside this, it is important that we provide tailored options to help families with issues such as domestic violence, substance misuse and mental health, as we know that both individually and in combination, these problems can have devastating effects on families' lives (DfE, 2011)². We need to provide targeted options for families with young carers, teen parents, foster carers and kinship carers, to meet their differing and particular needs. Families where parents have learning disabilities and those with chaotic and complex lives may well also require specialised, ongoing provisions. We must ensure that fathers are involved with services, as much as possible.

² www.gov.uk/government/uploads/system/uploads/attachment_data/file/182095/DFE-00108-2011-Childrens_Needs_Parenting_Capacity.pdf

This strategy will help to ensure that we meet the needs of the range of families effectively and efficiently, by employing a range of options from the low level, universal forms, up to targeted and specialised approaches.

Priority Areas

In order to achieve the described outcomes, partners identified 5 key priority areas to focus on.

- A. Co-ordinated Multi-Agency Approach** - Support to families must be delivered in an integrated and coordinated way. Planning and sharing knowledge across different agencies and services will be crucial if we are to provide consistency across the county. We need to establish clearer referral pathways and processes for families, making sure that access to support is timely and appropriate. Service delivery will utilise the skills and experience of staff, matching delivery with their capabilities and training.
- B. Quality Standards** – We need to establish firm, consistent quality standards for family and parenting support. In line with this we must quality assure delivery, to monitor the extent to which we meet and continue to meet these high standards. We must make sure that support is provided to meet families' needs, rather than sending parents to options which happen to be available at that time and place. We will develop a quality standards framework for Nottinghamshire which describes a core set of competencies and knowledge/skills/experience for workers.
- C. Participation** – Families will be involved in the planning, design and delivery of services wherever possible. We must also involve families in the decisions made about their support, to increase their engagement with services, and ensure that support meets their needs. Families' perspectives and experiences are crucial in conducting effective reviews and evaluation, and their views should be gathered for all forms of support delivered.
- D. Accessibility and Engagement** – A needs led approach is essential to deliver appropriate and effective support. A range of methods will be used to help families to attend the entirety of the support package provided, particularly for families with complex needs or who are hard to reach through traditional approaches. These may include meeting with families to build a relationship prior to support starting, providing transport and crèche facilities, ensuring that support is offered at suitable times and making translation services or other provisions available, where necessary and feasible. We must particularly support families who experience domestic violence, learning difficulties, substance misuse and mental health issues, who are particularly vulnerable. We must also involve families in the planning and evaluation of services, to ensure that the support we offer is designed to meet their needs, and evaluated for effectiveness.
- E. Workforce** – Workers providing family and parenting support will be sufficiently competent, confident, experienced and qualified. Training for staff will be well planned, coordinated, consistent and appropriately resourced. Workers need to be able to demonstrate a core set of competencies, and should be supported to attain these through supervision. Coaching and reflective supervision will be made available both on a one to one and group basis, particularly to new staff and those taking on new responsibilities. Peer supervision and feedback can be established to improve quality

and consistency. Staff should receive training in line with wider planning, receiving training only in relevant and appropriate forms of support, which will be delivered to meet families' needs.

How does this fit with the bigger picture?

The Family and Parenting Strategy has interdependencies with the Nottinghamshire Children, Young People and Families Plan 2014-16³, the Nottinghamshire County Council Looked After Children's Strategy 2015⁴, its Children, Young People and Families Participation Strategy 2014-2016 and the Health and Well Being Strategy 2014-2017⁵. It also falls within the scope of the Nottinghamshire Children's Trust Early Help Development Plan 2013-2016⁶.

The strategy is informed by statutory guidance such as *Working Together* (2015)⁷, alongside evidence from research such as the Allen (2011)⁸ and Munro (2011)⁹ reviews, and fits within the context of the Troubled Families programme. The strategy also recognises evidence which supports the claim that good quality parenting can help to address the structural causes of poverty, and is one of the key elements of sustaining families' social mobility (All Parliamentary Group Report, 2015)¹⁰.

The *Future in Mind* (2015)¹¹ strategy is also an important related document. As well as supporting the increased use of **evidence based approaches** with services rigorously focused on outcomes, the document specifically recommends improving access for parents to **evidence based programmes** of intervention and support to strengthen attachment between parent and child, avoid early trauma, build resilience and improve behaviour.

Commissioners of parenting and family support and programmes are central to ensuring that a strategic response is taken to ensure programmes are evidence based, sufficiently evaluated, located in areas of greatest need, and target vulnerable groups. It is the role of commissioners to ensure up to date needs assessments are developed and used to provide a targeted needs led approach. Commissioning processes will also enable the assessment of programmes to be held centrally to aid evaluation and future commissioning plans. This evaluation will consistently be used by the Family and Parenting Strategy Group who will be tasked to share any learning to inform subsequent commissioning.

The Strategy Group has representation from a wide range of partners, and is responsible for implementing the strategy and related action plan. The group is supported by a Parenting Approaches sub group which manages aspects directly related to parenting programmes and

³ <http://www.nottinghamshire.gov.uk/media/2332/nottinghamshire-children-young-people-and-families-plan.pdf>

⁴ www.nottinghamshire.gov.uk/media/2407/looked-after-children-and-care-leavers-strategy-2015-18.pdf

⁵ www.nottinghamshire.gov.uk/caring/yourhealth/developing-health-services/health-and-wellbeing-board/strategy/

⁶ www.nottinghamshire.gov.uk/caring/childrenstrust/pathway-to-provision/earlyhelpdevelopmentplan/

⁷ www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

⁸ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/284086/early-intervention-next-steps2.pdf

⁹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175391/Munro-Review.pdf

¹⁰ fct.bigmallet.co.uk/sites/default/files/files/Parliamentary_Inquiry_into_Parenting_and_Social_Mobility_-_Final_Report.pdf#overlay-context=Parliamentary-Inquiry-into-Parenting-and-Social-Mobility

¹¹ www.gov.uk/government/uploads/system/uploads/attachment_data/file/414024/Childrens_Mental_Health.pdf

support. The Family and Parenting Strategy Group feeds into the Nottinghamshire Children's Trust governance as well as Nottinghamshire County Council's Children and Young People's Committee.

Who will be involved?

Key Partners

- Nottinghamshire County Council including Early Help services, Children's Social Care, Special Educational Needs and Disabilities, Family Service, Youth Service, Early Childhood Services, Public Health, Adult's Social Care.
- Nottinghamshire District and Borough Councils (Housing, Community Safety, ASBD teams)
- Nottinghamshire Healthcare Trust (CAMHS, Adult Mental Health Services, Health Visiting, Family Nurse Partnership, school nurses, Substance Misuse Services for young people, disability and special educational needs services)
- Children's Centres (Nottinghamshire Children and Family Partnership)
- Schools, School Behaviour and Attendance Partnerships
- Police and Crime Commissioner
- Voluntary and Community Services
- Substance Misuse Services
- Domestic Violence and Abuse Services

Key partners include both commissioners and providers of services across Nottinghamshire, in some cases organisations both commission and deliver services for children, young people and families.

Commissioner	Provider
Nottinghamshire County Council	Nottinghamshire County Council
Schools	Schools
Nottinghamshire District and Borough Councils	Nottinghamshire District and Borough Councils
Police and Crime Commissioner	Nottinghamshire Healthcare Trust
	Childcare and Early Years providers
	Children's Centres (NCFP)
	Voluntary and community sector
	Substance Misuse Services (CRI)
	Domestic Violence and Abuse Services
Links with strategic groups and partnerships	
• Youth Justice Board	
• Children's Trust Board	
• Nottinghamshire Local Safeguarding Children's Board (NSCB)	
• NCC Early Help Leadership group	
• Children's Trust Participation Strategic Group	
• SEND Integrated Commissioning Group	
• Early Childhood and Healthy Child Programme Integrated Commissioning Group	
• Teenage Pregnancy Integrated Commissioning Group	

- | |
|---------------------------------|
| • Child Poverty Reference Group |
| • Help and Protection Executive |
| • LAC strategy group |

Action Plan

The action plan has been established in collaboration with a range of stakeholders, and represents the key actions and processes needed to ensure that the strategy is implemented correctly and is effective.

How will we know that this strategy is making a difference?

The support we provide must be effective and cost effective, which requires us to collect and analyse data relating to families, and to use these data to inform future planning and commissioning. We cannot just rely upon the status of programmes as ‘evidence based’ in trying to meet the needs of Nottinghamshire’s families. Indeed, a recent review established that there are some significant problems with the concept of ‘evidence based’ parenting programmes, and the extent to which this evidence should be relied upon in planning and delivery¹². Whilst a wealth of evidence supports a range of different parenting support options, there are difficulties with the robustness and application of this evidence to local families, and challenges in implementing programmes with sufficient fidelity. As such, it is clear that we need local evidence of the effectiveness of differing forms of support in meeting the needs of Nottinghamshire’s families.

Establishing evaluation and review can be challenging and time consuming at the outset, over time it allows us to gain local evidence of what works, improving effectiveness and increasing the positive impact we can have on families’ lives. It is vital that families are involved in evaluating the services they receive, and their views and perspectives form part of the evidence collected.

Service Level Evaluation

Services will be responsible for examining their work with families, and assessing its quality, effectiveness and the extent to which families’ needs were met by the support offered. Across Nottinghamshire, this will be achieved through the use of the single assessment process. The Family and Parenting Strategy group will also develop a wider evaluative framework.

Evaluation of the Strategy

The action plan will be monitored and reviewed quarterly by the Family and Parenting Strategy Group, with stakeholders taking responsibility for ensuring that data and information are available for review. The strategy itself will be evaluated shortly before the end of the two year period, to

¹² Parenting Programmes Literature Review (2014) produced as part of the Knowledge Transfer Partnership project.

establish what its effects have been for partners, staff and families. These groups will also be involved in planning for future actions and any further strategic plans.

Next steps

On behalf of the Nottinghamshire Children's Trust, the Family and Parenting Strategy group will:

- ensure that the strategy is shared and implemented across the full range of partners and their services
- review the strategy and its action plan at its quarterly meeting

Appendix 1 – Action Plan

What are trying to achieve	Why we are doing this?	Actions	How will we measure progress?	Lead	Timescale	Review
We will take a co-ordinated multi agency approach to planning and delivering parenting support at all levels	<p>Whilst planning and delivery of family and parenting support has been coordinated and well managed in the past, there is currently a lack of clarity and direction</p> <p>Resources and funding are extremely limited and diminishing. It is vital we increase coordination and integrated planning to ensure we can continue to deliver efficient and effective services</p>	<p>All services responsible for providing family and parenting support will ensure that they are represented at the F+PS Group</p> <p>Providers of parenting support will meet at least twice a year on a locality basis to plan parenting support</p> <p>Carry out multi - agency skills audit across services and carry out training needs analysis</p>	<p>Strategy is successfully implemented. Each agency has identified a parenting champion.</p> <p>Each locality has multi-agency six month parenting support plan in place</p> <p>Learning from Family Service model rolled out across services</p> <p>Practitioners are supported in developing the core competencies in Appendix 5</p>	F+PS Group	November 1 st 2015	November 27 th 2015
<p>We will influence commissioners to commission evidence based parenting support</p> <p>We will work with commissioners to develop a clear , integrated commissioning process for family</p>	<p>The evidence used to inform commissioning is currently inconsistent, and lacks rigour</p> <p>An understanding of the importance of international academic evidence for support options exists. However little emphasis is currently given to local data collection to provide evidence of the impact of</p>	<p>Develop a common understanding of the use of good evidence through KTP and communicate with partners, commissioners and practitioners</p> <p>We will ensure that commissioners get regular data and feedback to inform commissioning</p> <p>We will identify where commissioning of parenting support will sit within the existing governance structures</p>	<p>The F+PS Group will collect and distribute data and info around effective parenting support</p> <p>Actions from plan to be reviewed by F+PS Group every quarter</p> <p>Six monthly review – informed by partner involvement</p> <p>There will be a full menu of family and parenting support available which meets the needs of families</p>	Rachel Clark and KTP	September 2015 - July 2016	At each strategy meeting

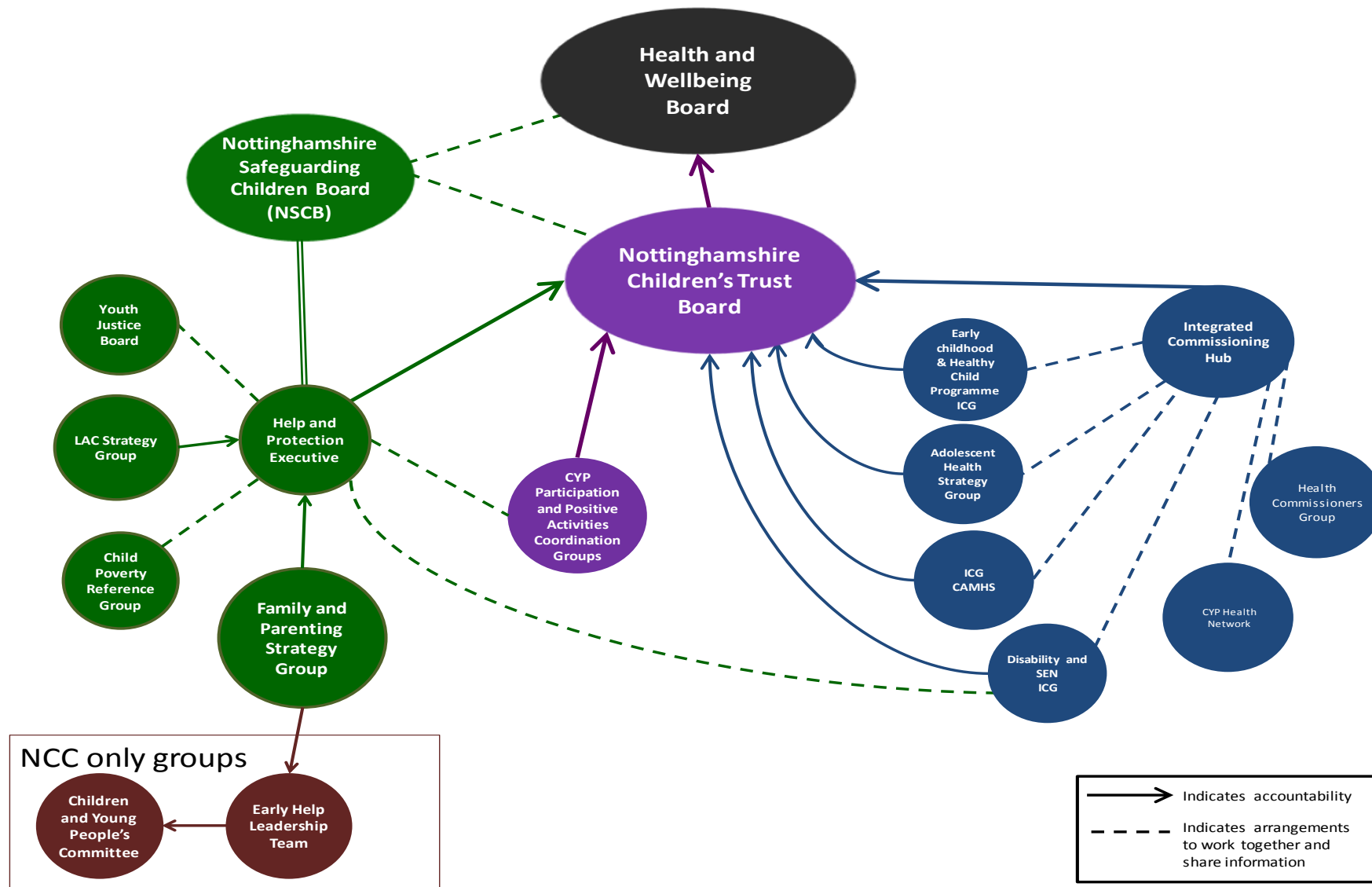
What are trying to achieve	Why we are doing this?	Actions	How will we measure progress?	Lead	Timescale	Review
and parenting support	support offered in Nottinghamshire		from Levels One to Four on the Pathway to Provision			
Families should be involved in planning, design and delivery and evaluation of support	<p>Families are frequently involved in consultation about services and programmes once they have been delivered</p> <p>It is significantly less common that families are involved in the planning of support and often findings from consultations are not given sufficient weighting in subsequent decision making</p>	<p>F+PS Group will champion the need for participation with an additional link to participation group</p> <p>F+PS Group is involved in design and delivery of workshops around participation</p> <p>F+PS Group to highlight good practice and share learning with others</p> <p>We will work with agencies to develop volunteering opportunities for parents to deliver parenting programmes</p>	<p>We will work with parents and carers to evaluate the strategy</p> <p>We will deliver workshops and evaluate their impact</p> <p>We will work with the Participation group to evaluate participation and to identify areas for improvement</p> <p>We will have an identified cohort of parents who have been trained as group work co- facilitators</p> <p>Consider using Mystery Shopper approach to measure effectiveness</p>	F+PS Group	April 29 th 2016	May 27 th 2016
We will improve and maintain data collection on family and parenting support	<p>Data collection on parenting programmes is currently inconsistent across the county and within different services</p> <p>Some data is collated or analysed centrally to evidence the impact of family and parenting support , but this is mostly related to Troubled Families</p>	<p>Develop a parenting programme targeting tool to identify appropriate support for families</p> <p>Collect data on all parenting programmes run across the county</p> <p>Ensure all locally developed or adapted parenting programmes are validated</p> <p>Data from parenting programme evaluations, the targeting tool and the validation process will be collated and analysed centrally to measure impact of family and parenting support</p>	<p>Targeting tool will be implemented and data from tool collected. Use of the tool will be evaluated</p> <p>Data collection process to be reviewed and gaps identified and addressed</p> <p>We will audit programme delivery and validate all locally developed or adapted programmes</p>	Rachel Clark and KTP	September 2015-June 2016	At each strategy meeting

What are trying to achieve	Why we are doing this?	Actions	How will we measure progress?	Lead	Timescale	Review
We will ensure that services are available for target vulnerable groups –i.e. fathers, those with learning disabilities, substance misuse, and domestic violence	There is a need for on-going analysis of family's needs to ensure that support offered is fit for purpose.	<p>Data collected from the parenting programmes targeting tool will be used to identify gaps in current provisions</p> <p>We will work with partners to establish a baseline of the current levels of parenting support offered across the County</p> <p>Evidence on alternative programmes and forms of support will be routinely gathered to inform commissioning</p> <p>We will review current provision for vulnerable groups including parents with learning disabilities, teenage parents, parents with mental health issues and parents with substance misuse issues.</p>	<p>We will collate and review baseline data to establish the level of need in different vulnerable groups.</p> <p>We will monitor the extent to which current provisions meet the needs of vulnerable groups, and plan to commission services where gaps exist.</p>	F+PS Group	April 29 th 2016	May 27 th 2016

F+PS Group = Family and Parenting Strategy group
Nottingham Trent University

KTP= Knowledge Transfer Partnership project between Nottinghamshire County Council and

Appendix 2 – Governance Structure Chart



Appendix 3 – References and Related Documents

Children’s Needs – Parenting Capacity, Department for Education (2011)

www.gov.uk/government/uploads/system/uploads/attachment_data/file/182095/DFE-00108-2011-Childrens_Needs_Parenting_Capacity.pdf

Future in Mind, Department of Health (2015)

www.gov.uk/government/uploads/system/uploads/attachment_data/file/414024/Childrens_Mental_Health.pdf

Nottinghamshire Children and Young People’s Mental Health and Emotional Wellbeing Strategy (2014)

www.nottinghamshire.gov.uk/caring/childrenstrust/developmentwork/camhsintegratedcommissioning

Nottinghamshire Children’s Trust Early Help Development Plan (2013-2016)

www.nottinghamshire.gov.uk/caring/childrenstrust/pathway-to-provision/earlyhelpdevelopmentplan/

Nottinghamshire Children’s Trust Young People and Families Participation Strategy (2014-2016)

www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/children-young-people-and-families/children-young-people-and-families-plan-2014-to-2016

Nottinghamshire County Council Child Poverty Strategy Refresh (2014)

<http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/child-poverty>

Nottinghamshire County Council Health and Wellbeing Strategy (2014-2017)

www.nottinghamshire.gov.uk/caring/yourhealth/developing-health-services/health-and-wellbeing-board/strategy/

Nottinghamshire Looked After Children Strategy (2015-2018)

www.nottinghamshire.gov.uk/media/2407/looked-after-children-and-care-leavers-strategy-2015-18.pdf

Nottinghamshire SEND Local Offer

nottinghamshire.familyservicedirectory.org.uk/kb5/nottinghamshire/directory/localoffer.page?localofferchannel=0

Nottinghamshire Teenage Pregnancy Integrated Commissioning Strategy (2014-2016)

www.nottinghamshire.gov.uk/caring/childrenstrust/developmentwork/teenage-pregnancy/

Early Intervention: The Next Steps, Allen (2011)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/284086/early-intervention-next-steps2.pdf

The Munro Review of Child Protection (2011)

www.gov.uk/government/collections/munro-review

The Parliamentary Inquiry into Parenting and Social Mobility, All Parliamentary Group on Parents and Families (2015)

fct.bigmallet.co.uk/sites/default/files/files/Parliamentary_Inquiry_into_Parenting_and_Social_Mobility_-_Final_Report.pdf#overlay-context=Parliamentary-Inquiry-into-Parenting-and-Social-Mobility

SEND Commissioning Strategy (2015)

www.nottinghamshire.gov.uk/caring/childrenstrust/developmentwork/disabilitysenintegratedcommissioning/

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (2015) Department for Education

www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Appendix 4 – Quality Standards Framework

Core competencies for parenting work

1. An understanding of child development
2. An up to date knowledge of effective safeguarding practice
3. An understanding of adult learning techniques
4. Group work and facilitation skills
5. A willingness to engage in reflective supervision
6. Coaching skills
7. An ability to work in partnership with parents and with other services
8. An understanding of the impact of poverty on families lives and the potential impact of parenting on lifting children out of poverty
9. Assessment and analysis skills
10. An ability to work in a strengths based way
11. A willingness to engage in training in evidence based programmes

REPORT OF THE CHAIR OF HEALTH AND WELLBEING BOARD**HEALTHWATCH NOTTINGHAMSHIRE EXTENSION OF CONTRACT AND FUNDING 2016/18****Purpose of the Report**

1. The purpose of this report is to:
 - Brief Members on the role and responsibilities of HealthWatch Nottinghamshire [HWN]
 - Outline options to extend HWN contract to March 2018 and to present options for future funding

Information and AdviceBackground

2. Local HealthWatch [LHW] organisations have been established since 1st April 2013 as required by the Health and Social Care Act 2012. Their activities are primarily covered by section 221 [2] of The Local Government and Public Involvement in Health Act 2007. LHW took over a number of powers from Local Involvement Networks [LINKs], including collecting local views and powers of entry to hospitals and care homes. LHW can escalate concerns to HealthWatch England and the Care Quality Commission.
3. They also have a statutory place on the local Health and Wellbeing Board. All 152 local authorities with social care responsibilities are required to commission a LHW and an Independent Complaints Advocacy Service [ICAS] either as part of or separate from HealthWatch.
4. Policy Committee on 12th September 2012 approved the procurement of HWN and ICAS separately. The advocacy service is delivered by POhWER [a registered charity]. The service is commissioned jointly with Nottingham City Council and the Clinical Commissioning Groups. This contract has been extended to March 2016. A consultation is now underway to consider a new advocacy model from 2016 which takes into account considerable extra demand on statutory advocacy services.
5. As the procurement process for HWN was unsuccessful, Policy Committee on 16th January, 2013 approved the establishment of the company HWN through an independent

implementer. In its first two years of operation 2013 to 2015 HWN established its basic operation and infrastructure, recruiting a Chief Executive, a staff team, 45 volunteers and expanding its Board of Trustees. During 2015 the organisation acquired charitable status.

6. HealthWatch is funded by central government through a mix of Local Government Finance Settlement and Local Reform and Community Voices Grant. This funding is given to local authorities with social care responsibilities to commission providers of their local HealthWatch, which is a statutory duty. The contract is managed by the Community and Voluntary Sector Team on behalf of NCC. The Government originally announced a total of £43.5 million for 2013/14 to be handed out to local authorities. The budget allocation for Nottinghamshire was £482, 000 of which £465,000 was passported to HWN in 2013/14.
7. As part of NCC's budget savings 2014/17 the Council decided to reduce its financial contribution to HWN by £145,000 by the end of 2015/16. This has been achieved by a reduction of £95,000 in 2014/15 – grant awarded being £387,000 and a further reduction of £50,000 in 2015/16 resulting in an awarded grant of £337,000.
8. In December 2014 the Government announced a reduction in the Local Reform and Community Voices Grant for 2015/16. This translated into a 40% reduction in the grant available for HWN.

Role and Responsibilities

9. HWN is an independent organisation with statutory duties that supports its role as the 'local consumer champion for patients, service users and the public' and helps to strengthen the public and patient voice in the provision of publically funded health and social care services. These statutory activities cover:
 - Community voice and influence – obtaining the views of local people on their experiences of health and social care services and ensuring that these are presented to and influence, local decision makers
 - Making a difference locally - Make reports and recommendations about how local care services could or ought to be improved. These are directed to commissioners and providers of care services, and people responsible for managing or scrutinizing local care services.
 - Informing people – providing advice and information to local care services facilitating choice
 - Working with HealthWatch England and the Care Quality Commission – to inform their work locally
10. The ways in which HWN seeks to deliver on these include:
 - the establishment of 'Have Your Say Points' in various locations across the county, including council offices, hospitals and community buildings
 - the development of 'Coffee and Chat' sessions to meet with people in relaxed settings to talk about their experiences of health and care services

- engagement activities with children and young people in schools, youth centres and at events
- using its statutory power of 'Enter and View' to visit health and care providers premises to find out how services are experienced by service users at the point of delivery
- hosting events and conferences such as the County's first carers conference on behalf of NCC and local Clinical Commissioning Groups
- influencing local decision makers by producing reports and recommendations to effect change, for example an investigation into users' experience of Renal Transport Services and involving local people in the NHS/NCC Mid Nottinghamshire Transformation Programme which has included the development of a new outcomes framework for new contracts
- a statutory seat on the Health and Wellbeing Board where information and evidence gathered by HWN contributes to discussions on service reconfiguration, the impact of budget reductions and communications across the health and social care landscape.

Continuation of Contract and Future Funding

11. Local HealthWatch is one of the services supported through the Local Government Finance Settlement and as this is not hypothecated, local authorities can choose how to prioritise spending based on local priorities. In addition to this, the Department of Health allocates the Local Reform and Community Voices Grant which includes additional funding for HealthWatch.
12. The Local Reform and Community Voices Grant allocation for Nottinghamshire for 2015/16 is £475,139 and is intended to cover: additional funding for Deprivation of Liberty Safeguards in hospitals; additional local HealthWatch funding and funding for the transfer of Independent Complaints Advocacy to local authorities. This is a reduction of approximately 40% from 2014/15 and has resulted in a budget pressure for NCC as commitment has been made to award £337,000 to HWN for 2015/16.
13. The Local Government Financial Settlement and Local Reform and Community Voices Grant allocations for 2016 onwards are currently unknown.
14. As part of the establishment of HWN, the following contractual arrangements were agreed to take account of HWN being a new organisation directly funded by NCC:
 - HWN contract to run initially from 1st April, 2013 to 31st March 2015 with an option to extend for further year 1st April 2015 to March 2016 subject to satisfactory monitoring and delivery
 - A further option is included in the contract to extend for a further 2 years from 1st April 2016 – 31st March 2018

Financial Implications

15. As outlined in paragraph 8 of this report, the DoH funding allocation for 2015/16 was reduced by £142,000. This reduction in central Government core funding has resulted in a financial shortfall.
16. A significant part of the shortfall for 2016 – 17 can be met from NCC contingency and mainstream budgets with an overall reduction in the HWN budget of 12.5%. This will be split as follows: £50,000 from contingency; [a request will be made to Finance and Property Committee for this allocation] £50,000 from Adult Social Care, Health and Public Protection and a £42,000 reduction in annual grant to HWN.
17. Following clarity on the outcome of the Local Government Spending Review, further consideration will need to be given to funding for 2017/18.
18. Looking forward to 2016/17/18 the funding options for consideration include:
 - Option 1 – To not extend NCC's [Nottinghamshire County Council's] contract with HWN. NCC has a statutory duty to commission as outlined in paragraph 3 to this report. It is unlikely that the Act will be repealed therefore resources to maintain this duty need to be balanced with other statutory duties. HWN is young organisation, with a good local and regional reputation, in its first years of operation it has evolved and developed by adopting robust practices which has built legitimacy to undertake many diverse activities.
 - Option 2 - Retaining the status quo It is unlikely that additional funding for LHW and ICAS will continue beyond 2015/16 and any allocation through the Finance Settlement will have competing demands on it for service provision. Maintaining funding levels at 2015/16 levels for HWN would need to look at what added value HWN brings in providing its current services and core functions.
 - Option 3 – Re-negotiating HWN contract. Within the current contract there is an option to extend for a further 2 years 2016/18 or go out to tender. HWN has a good reputation with service providers and commissioners and as a social enterprise and registered charity it is activity seeking other funding from for example Clinical Commissioning Groups. Given HWN current stage of development and its need to provide a range of statutory functions and activities and the Council's disappointing experience of tendering in 2012/13 this would present challenges in terms of time, finding an appropriate provider and rebuilding legitimacy and credibility.
 - Option 4 – Encouraging Merger between the County and City LHW. Both LHW organisations already work closely together. They share 2 posts which cover informatics and communications. They collaborate on a range of issues and activities, including building relationships with services providers and commissioners e.g. the Health Trust, City Hospital, East Midlands Ambulance Service etc. In terms of economies of scale, both city and county organisations are in the process of shifting from setting up and developing relationships to developing effective processes for carrying out their activities and beginning to achieve impact on changing how services are delivered. These activities are wide ranging and the issue of capacity to effect change for both is key. The current situation could provide an opportunity for

discussions on merger of the two organisations. This would need to be explored further including detailed financial considerations.

Other Options Considered

19. NCC has a statutory duty to commission a LHW as a 'Body Corporate' and a social enterprise. HWN has in turn a set of statutory activities to undertake as outlined above. As part of contract management HWN have developed in consultation with NCC a set of KPIs which measure outcomes to support the delivery of these statutory activities. Since its establishment as a new independent organisation in April 2013, it has developed with the support of its commissioners, a strong organisational base including recruiting staff and volunteers, developing its governance arrangements and growing its governing board from 3 to 8 trustees and opening a satellite base in Bassetlaw CVS offices.
20. There are a number of different operating models for local HealthWatch across the country and different organisations vary widely in how they are organised. Within the current contract there is an option to extend for a further 2 years 2016/18 or go out to tender. HWN has a good reputation with service providers and commissioners and as a social enterprise and registered charity is actively seeking other funding from for example CCGs.
21. The tender process followed in 2012/13 was unsuccessful, in that local organisations did not feel ready or confident to tender to deliver this service. There is no evidence to suggest that this situation has changed significantly at this stage.

Reason/s for Recommendation/s

22. HWN has in its early years of operation developed a robust infrastructure and is developing a strong and creditable reputation with partners, stakeholders, service users and the public. HWN is in the process of shifting from setting up the organisation and developing local relationships to developing effective processes for carrying out its activities and is beginning to achieve impact in terms of changes to service delivery.
23. The need for a strong, independent and resourced local HealthWatch for Nottinghamshire will be even more important over the next few years. Services in the NHS and Social Care are under severe pressure from the increasing level of demand and reductions in funding. The watchdog role of the organisation will be of increasing importance as pressure on services continues.
24. HWN's role is distinct from other organisations, for example, it has formal representation on the Health and Wellbeing Board and also has a distinctive power to 'enter and view' providers.

RECOMMENDATION/S

1. That the contract with HWN is extended to March 2018 with a reduction in funding of £42,000 for 2016 to 2017 with further discussion with regard to funding for 2017 to 2018.

2. That future efficiencies through alternative models and funding arrangements be explored for HealthWatch Nottinghamshire and any proposals be brought back to a future meeting of Policy Committee for approval with a view to any new arrangement starting in 2018.
3. That a request for funding of £50,000 from contingency for 2016/17 is submitted to Finance and Property Committee.

Tim Gregory
Corporate director Place

For any enquiries about this report please contact

Cathy Harvey
Team Manager, Community and Voluntary Sector Team
Tel: 0115 9773415

Constitutional Comments [SLB 17/12/2015]

Policy Committee has authority to consider the matters set out in the report

Financial Comments [NS 22/12/2015]

The financial implications are as stated in the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Divison(s) and Member(s) Affected

All

**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S
COMMITTEE****SCHOOL AND EARLY YEARS FUNDING: AGREEMENT OF THE LOCAL
FUNDING FORMULA FOR 2016-17****Purpose of the Report**

1. This report seeks approval for the adoption of the Nottinghamshire Schools and Early Years local funding formula, as recommended by the Schools Forum, for the financial year 2016-17.

Information and Advice

2. Since April 2013, all local authorities have been required to use a new simplified local funding formula to distribute the notional Schools Block of funding to all mainstream primary and secondary maintained schools and academies.
3. In accordance with the School and Early Years Finance (England) Regulations 2014, the responsibility for determining the local funding formula for schools and early years providers lies with the local authority. Prior to agreeing the formula, the local authority must first consult with the Schools Forum and all maintained schools and academies in the area on the proposed changes. Where any proposed changes affect early years providers they too must be consulted. The Schools Forum is a representative body from the Nottinghamshire schools and early years community which is constituted to make decisions and give guidance to the Local Authority about the Schools Budget.
4. On 15 September 2015 the Schools Forum was presented with a paper and models showing the effects of the arrangements and proposals for the local funding formula for consultation with all parties affected by the changes. The Early Years single funding formula was included in the consultation for the first time due to a number of proposed changes to the factors in that formula. The financial models and consultation document were agreed and a formal consultation on the proposals was held from 21 September to 9 October 2015.
5. The Schools Forum met on the 22 October 2015 to consider the consultation responses and decide on how the formula should be implemented for 2016-17. An analysis of the consultation responses was reported to members of the Forum and, in the majority of cases, the responses showed a clear indication of, if and how individual formula factors should be applied in the local funding formula for 2016-17.

6. The deprivation factor was a particular cause of concern and further financial modelling was requested prior to a final decision being made. This request was declined on the basis that there was insufficient time for this work to be undertaken because the deadline for submitting the Local Authority's funding formula to the Education Funding Agency (EFA) was 30 October 2015. However, as a result of clarification from the EFA, it transpired that the deadline was 21 January 2015, and there was, therefore, sufficient time to complete a further round of consultation on this particular factor.
7. The Forum agreed to a further period of consultation which took place between the 16 and 27 November 2015. Additional proposals and financial modelling were provided to all maintained schools and academies for comment.
8. The Schools Forum met again on 10 December 2015 to consider the consultation responses and agreement was reached on how the deprivation factor should be applied for 2016-17.
9. The analysis of consultation responses and the recommendations made by the Schools Forum for 2016-17 will be made available to schools via the Schools Portal in the coming weeks.
10. A summary of the factors as they were for 2015-16, changes to them, and the recommendation of the Schools Forum on how these should be applied in 2016-17, is shown in **Appendix 1**.

Gains Cap Transitional Arrangements

11. To minimise the impact of changes to school budgets caused by the changes to the local funding formula required by Government, and to allow schools time to plan for any changes in the level of funding they receive, a national minimum funding guarantee (MFG) continues to operate at a value of minus 1.5% per pupil in 2016-17. This is to ensure that no school loses more than 1.5% per pupil in delegated pupil led funding in comparison to the previous financial year's budget.
12. The cost of the MFG protection has to be funded from the overall funding available for distribution through the local funding formula. As there could be significant amounts of protection required in some areas as a result of formula simplification, local authorities are able to apply a gains cap so that schools cannot gain more than a certain amount per pupil as a result of the new formula. A gains cap works on the same principles as the MFG; however, instead of providing a 'top-up' to formula budget it makes a reduction on any per pupil gains over a certain level. The amount generated by a gains cap is then redistributed through the basic per pupil entitlement of the local funding formula.
13. The application of a gains cap was considered by the Schools Forum as part of the 2013-14 consultation and it was agreed, in principle, that a scaled gains cap should be applied over a period of three years against the budgets schools received in 2012-13. The intention behind this transitional support was to allow schools that would lose funding under the new formula arrangements sufficient time to plan for this reduction and also provide assurance to those schools that would gain funding that this would eventually be fully realised. 2015-16 was the final year of this transitional agreement and the 2016-17 budgets will be set without any gains cap.

De-delegated Funds

14. The DfE continues to require that any funding that was subject to de-delegation in 2015-16 should be re-approved by Schools Forum if the de-delegation is to continue in 2016-17, along with any new items. Maintained schools in each phase agreed collectively, through the Schools Forum, to continue to de-delegate funding to the Local Authority to meet the below permitted categories of expenditure centrally. The rationale for de-delegation is to achieve economies of scale and to pool risk across schools for these costs. For 2016-17 the Forum recommends that the following items are covered by de-delegated funds:

- Contingency for pre-agreed amalgamation transitional support
- Free School Meals eligibility assessment
- Staff costs/supply cover for trade union facility time
- Support to underperforming ethnic minority groups & bilingual learners
- Contingency for crisis communications.

Pupil Growth Fund

15. The growth fund must be agreed by the Schools Forum and is deducted from the Schools Block before calculating budget shares. In 2015-16, the growth fund was set at £1.0m with £0.8m to support the maintenance of infant class sizes and £0.2m to support basic need provision. The Schools Forum agreed, that for 2016-17, it should be maintained at the 2015-16 level.

Spending Review and Autumn Statement 2015

16. As part of the Autumn Statement 2015 the Government announced the introduction of a new national funding formula for schools, high needs and early years. A detailed consultation will be launched in 2016 with the intention to implement the new formulae in 2017-18. It is not yet known what the impact of this will be for the 2017-18 local funding formula.

Other Options Considered

17. Financial models for all proposed changes were considered as part of the consultation.

Reason for Recommendation

18. The Local Authority is required to decide upon the redistribution of the Schools Budget through a funding formula which complies with current regulations and must have regard to the consultation with schools, early years providers and the recommendations of the Schools Forum.

Statutory and Policy Implications

19. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service

and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

20. The quantum of funding distributed to schools overall is unaffected by changes in the formula. However, there are financial implications for individual schools and the effect of these has been minimised as outlined in the report.

RECOMMENDATION

- 1) That the Committee approves the recommendations of the Schools Forum, as outlined in **Appendix 1**, to distribute available funding between Nottinghamshire schools, academies and early years providers in 2016-17.

Councillor John Peck

Chairman of the Children and Young People's Committee

For any enquiries about this report please contact:

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Constitutional Comments (SMG 18/12/15)

21. The proposals set out in this report fall within the remit of the Policy Committee.

Financial Comments (SAS 17/12/15)

22. The financial implications are set out in paragraph 20 of the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

The School Forum papers are available via the links below:

[15 September 2015 | Nottinghamshire County Council](#) :

Item 6b Local Funding Formula 2016-17 Consultation Overview

Item 6b Local Funding Formula 2016-17 Consultation

Item 6b Appendix A Early Years Single Funding Formula Background

Item 6c Appendix B Early Years Financial Modelling

Item 6d Appendix C Schools Receiving Sustainability

Item 6e Appendix D Increase in Primary Lump Sum Financial Modelling

Item 6f Appendix E Consultation Response Form

[22 October 2015 | Nottinghamshire County Council:](#)

Item 3a Analysis of Consultation Responses Report
Appendix A Analysis of Consultation Responses
Appendix B Additional Comments regarding the Consultation

[10 December 2015 | Nottinghamshire County Council :](#)

Item 3a Schools Forum minutes 15.09.2015
Item 3b Schools Forum minutes 22.10.2015

Item 4c November 2015 Consultation Response Analysis Report
Item 4c Appendix A Consultation Response Analysis

Electoral Division(s) and Member(s) Affected

All.

C0763

Early Years Block Funding Formula			
Factor		2015-16 Nottinghamshire Criteria	Schools Forum recommendation for application of the factor in 2016-17
Pupil led factors			
1	Base hourly rate for 2 year olds (Compulsory factor)	£5.09 per hour (includes a temporary increase of 21p agreed by the Schools Forum to be funded from the DSG Non ISB reserve)	That the base hourly rate be maintained at the 2015/16 level.
2	Base hourly rate for 3 - 4 year olds (Compulsory factor)	£2,149 per annum £3.77 for PVI (38 weeks per annum) £3.67 Maintained schools (39 weeks per annum)	That the per annum amount be increased to £2,280 to be funded on a temporary basis from the DSG Non ISB reserve: £4.00 for PVIs (38 weeks per annum) £3.90 for maintained schools (39 weeks per annum)
3	Deprivation (Compulsory factor)	Free School Meals indicator £0.55 per hour	That the rate per hour be reduced to £0.05 per hour.
4	Meal Allowance Discretionary local factor	£1.53 per meal for children attracting the deprivation supplement PVI providers only	That the factor is retained and continues at the 2015/16 amount.
Non Pupil Led Factors			
5	Sustainability supplement Discretionary local factor	£10,360 for schools whose nursery unit/foundation unit was historically less than 20 places. 19 named maintained schools	That the factor be removed for 2016/17 but the 19 schools affected would receive a phased reduction over the next two years.

Schools Block Funding Formula			
Factor		2015-16 Guidance	Schools Forum recommendation for application of the factor in 2016-17
Pupil Led Factors			
1	Basic per pupil entitlement - age weighted pupil unit (AWPU) (Compulsory factor)	<p>Single unit value for primary – the value of the primary AWPU must be greater than £2,000</p> <p>Single unit value for each of KS3 and KS4 – the value of the KS3 and KS4 AWPU must be greater than £3,000</p>	That the AWPU rates be proportionally adjusted in order to maintain the overall primary to secondary funding ratio of 1:1.265 for 2016-17
2	Deprivation (Compulsory factor)	<p>Continues to be measured by free school meals (either single year or Ever6 indicators) and/or Income Deprivation Affecting Children Index (IDACI).</p> <p>Separate unit values for primary and secondary phase are still permitted.</p> <p>Local authorities and Schools Forums are requested to determine an appropriate proportion of schools block funding to allocate through this factor.</p>	That the same percentage of total funding, deprivation indicators, and weightings should be used to allocate deprivation funding in 2016-17 as were used in 2015-16 BUT that this should be subject to an early review for the 2017/18 budget setting process.
3	Prior attainment (Low Cost, High Incidence SEN) (An optional factor that Nottinghamshire chose to adopt for 2015-16)	Primary pupils continue to be identified by Early Years Foundation Stage Profile (EYFSP). Pupils in Years 2 to 5 will be identified by a score of less than 78 or 73	That the factor continues to be included, and that we retain the current proportion of funding, and method for distributing that funding as in 2015-16

		<p>points on the old EYFSP. Pupils in Year 1 will be identified as those not achieving a 'good' level of development.</p> <p>Secondary pupils continue to be identified by Key Stage 2 assessments, but will now be identified as achieving Level 3 or below in English OR mathematics.</p> <p>Separate unit values for primary and secondary phase are still permitted.</p>	
4	<p>Looked after children</p> <p>(An optional factor that Nottinghamshire chose to adopt for 2015-16)</p>	<p>A single unit value for both phases will remain.</p> <p>A single indicator will now be provided, covering all pupils who have been looked after for one day or more on 31 March 2015.</p>	<p>That the factor continues to be included, and that a fixed unit value of £3,000 should continue to be used to allocate this funding in 2016-17</p>
5	<p>English as an additional language (EAL)</p> <p>(An optional factor that Nottinghamshire chose to adopt for 2015-16)</p>	<p>Pupils will continue to attract funding for a maximum of three years after the pupil enters the statutory age school system.</p> <p>Separate unit values for primary and secondary phase are still permitted.</p>	<p>That the factor is retained, and that the same percentage of total funding should be allocated through the EAL factor with a single unit value in 2016-17</p>
6	<p>Pupil mobility</p> <p>(An optional factor that</p>	<p>Pupils starting school at non-standard start dates (i.e. not August, September</p>	<p>That the factor is retained and that the same percentage of total funding should be allocated through the Pupil Mobility factor in 2016-17, with a</p>

	Nottinghamshire chose to adopt for 2015-16)	January for Year R) in the last three academic years. A 10% threshold will now apply to attract funding. Separate unit values for primary and secondary phase are still permitted.	single unit value
Non Pupil Led Factors			
7	Sparsity (an optional factor that Nottinghamshire chose not to adopt for 2015-16)	A fixed or variable amount to a maximum of £100,000 may be applied to small schools where the average distance (as the crow flies) to pupils' second nearest school is >2 miles primary >3 miles secondary To be classed as a small school, primary schools must have a maximum of 150 pupils on roll and secondary schools must have a maximum of 600 pupils on roll to qualify.	That Nottinghamshire does not adopt this factor for 2016-17
8	Lump sum (an optional factor that Nottinghamshire chose to adopt for 2015-16)	Lump sum value may be different for primary and secondary phase, with an upper limit of £175,000. The value used for <u>each phase</u> must be applied to all schools in that phase. Merging schools value	That the factor is retained, with both Primary and Secondary phases receiving £100,000 per school, as in 2015-16 and that Nottinghamshire does not apply for an exceptional factor for amalgamating schools

		<p>permitted to keep 85% of the two lump sums for the next financial year in which they merge.</p> <p>Local Authorities may apply for an exceptional factor to pay a further allowance in the second year after amalgamation.</p>	
9	<p>Split sites</p> <p>(an optional factor that Nottinghamshire chose to adopt for 2015-16)</p>	The criteria used for this factor can continue to be determined locally but must clearly define what constitutes a split site and how much is paid.	That the factor be retained and that the current methodology and funding for split site schools continues
10	<p>Rates</p> <p>(an optional factor that Nottinghamshire chose to adopt for 2015-16)</p>	Rates will continue to be funded at the latest estimate of cost.	That the current arrangement to pay rates centrally continues
Exceptional Factors			
11	Joint Use and Rental	In 2013-14 Nottinghamshire was successful in its application to use exceptional factors for joint use arrangements and rental of premises. Approved factors can continue to be applied but any new ones must be approved by the Education Funding Agency.	That the exceptional factors for joint use and rental continue to be applied for 2016/17

6 January 2016**Agenda Item: 9****REPORT OF THE CHAIR OF THE PERSONNEL COMMITTEE****TRADING SERVICES: SCHOOLS CATERING SERVICE AND
FACILITIES MANAGEMENT PRICING STRUCTURE 2016/2017 &
2017/2018****Purpose of the Report**

1. The purpose of this report is to seek approval for the two year pricing structure for Schools Catering, Cleaning and Landscape Services to schools and academies.

Information and Advice**Services Sold to Academies and Schools**

2. The Authority is committed to sustaining a strong and mutually beneficial collaboration with Nottinghamshire schools; whether they are local authority maintained schools or academies. This relationship has been built upon trust and confidence, with the Authority committed to delivering high quality services and being responsive to schools. The success of the present arrangements is reflected in the generally good levels of buy-back from schools totalling over £50m annually on all services from the County Council. This also includes School Catering and Facilities Management Services.
3. Academies and schools have the freedom and choice over where they buy their services from; and the decisions are based on value for money and the quality of service. The County Council therefore is a service provider of choice and has a good track record of maintaining good levels of buy-back over the years.

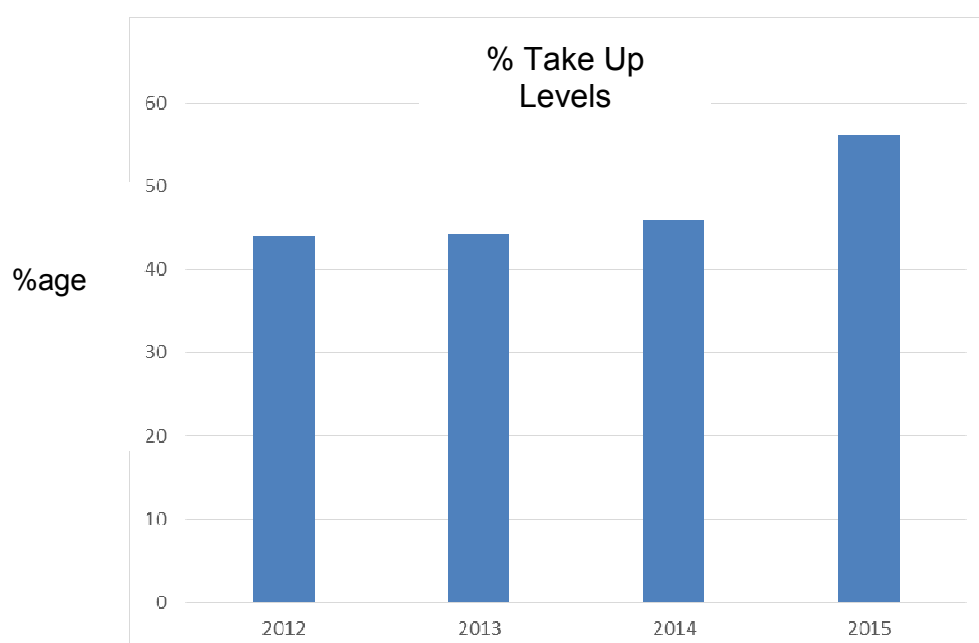
Schools Catering and FM Services

4. In operational terms, the services are delivered by two business entities; Schools Catering which provides school meals; and Facilities Management (FM) which provide building, cleaning and grounds maintenance. The total annual turnover for these two businesses is in the region of £35m (£21m for Catering and £14m for FM).
5. The County Council's operating policy for these services sold to schools/academies is based on full cost recovery. This means that income levels generated from school meal and FM services sold to schools must cover all costs to break-even as a minimum. The financial aim is to generate a small surplus to cover risks to enable essential investment into the services whilst maintaining viability. This policy applies equally to all the other main services sold by the County Council to schools.

6. It needs to be stressed that in the context of Schools Catering and FM services, operational surpluses represent a very small percentage of turnover. In recent years this figure is well under 1%. Any operational surplus generated is placed in a trading reserve and is used as a contingency or to reinvest in the services. This includes, for example the provision of equipment for schools, new grass cutting machinery and other equipment for landscape services. The alternative would be the need to fund this on-going investment in order to sustain the services from the Authority's limited capital programme.
7. Furthermore, without some form of operating surplus, any deficit would have to be funded by the Authority from the general revenue budget at the expense of other priorities/services. In view of the significant financial challenges currently facing the County Council, any significant subsidy to these services is not a realistic or affordable option.
8. These services have undergone significant changes through major efficiency initiatives in recent years. This has included a radical redesign of services, management reductions and improved systems and business processes, including the use of electronic payment systems in order to keep the services financially viable and cost-effective. More savings are to be attained from further streamlining business processes and management structures, but realistically there is no scope to make significant cost savings in the way the services are managed and provided. These are low margin, high volume, labour intensive services and therefore pricing is the major factor in maintaining financial viability of the services.

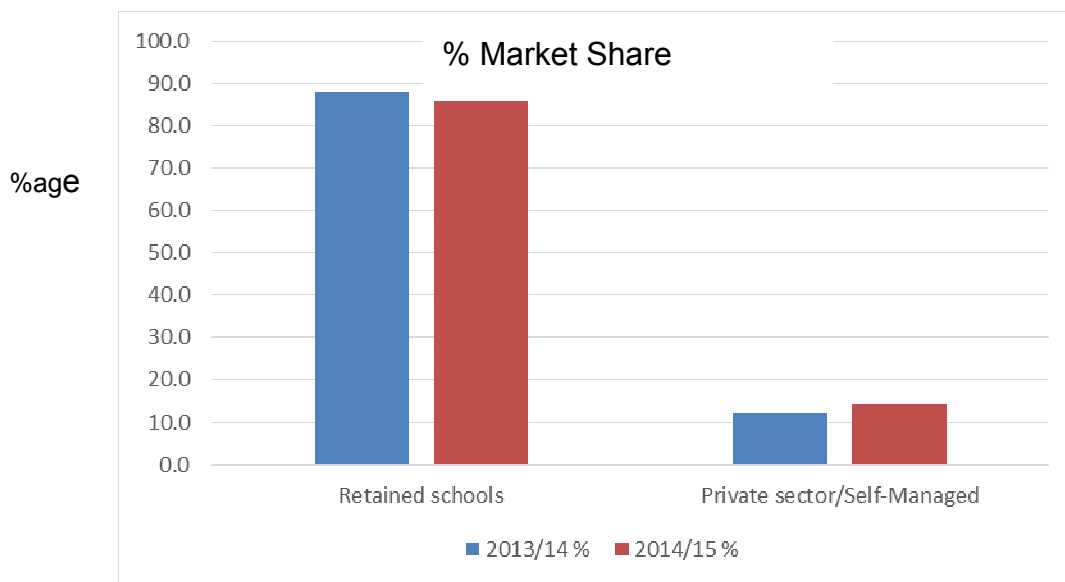
Schools Catering Service

9. The provision of healthy, balanced school meals is a very important factor in enhancing the education standards across the County. Evidence indicates that children's learning and attention are improved if they receive a proper meal at lunchtime. The goal of the Authority has been to encourage meal take up by pupils and parents. The Authority has successfully increased this over the past 4 years as shown below:



10. Buy-back of the Authority's school catering service is reasonably strong at present but it is operating in an increasingly challenging and competitive environment, especially in the academy/ secondary meal sector. The whole market is changing as academy chains operate across the country and contract for chains rather than as individual schools. As academy numbers increase in the primary sector, groups of schools are likely to commission services in different ways.

11. The table below summarises the position and buyback levels in recent years.



Funding

12. The funding of the Schools Catering Service by the Government is very complex with a variety of different funding streams and differing allocations for schools and pupils due to factors such as pupil premium free school meals and universal infant free meals. These funding streams are paid directly to schools not to the Authority and schools are responsible for banking and accounting for all income and funding for all school meals whether paid or free.

School Meal Prices Charged to Pupils

13. It is important to emphasise that the decision on the school meal price rests with schools rather than the County Council. NCC, as the service provider, needs to determine the price schools/academies pay for the provision of the school catering service, as opposed to what the school decide to charge to pupils. It is not uncommon for actual schools meal prices paid for by pupils to be different from the charge made by the County Council to schools for the provision of the service.

14. However, in the primary sector nearly all schools charge the same price as that set by the Authority.

15. In the secondary sector, price for the services provided is agreed based on individual service level agreements. The vast majority of these schools are now academies. Any surpluses made are re-invested in the service or returned to academies/schools after the cost of the service has been paid to NCC. In these

circumstances in effect NCC bears the commercial risk of controlling costs. Risks on overall profitability/deficit rest with the individual academies/schools.

Proposed Charges for Schools Catering Service

16. The table below shows the summary of income and expenditure for years 2015-18 costs:

	2015/16 £000	2016/17 £000	2017/18 £000
Income*	20843	21166	21603
• Labour	9500	10146	10481
• Food & consumables	8946	8777	8856
• Indirect Costs	1361	1406	1447
Overheads	839	828	828
Total Expenditure	20646	21157	21612
Surplus/(Deficit)	197	9	(9)

*Based on charges of £2.15, £2.22 and £2.29 a meal.

17. Members should note that schools receive £2.30 funding from the government per meal for universal infant free meals. In addition, schools also receive funding from the Government for free school meals from 'pupil premiums' and other allocations which, inter-alia, are deemed to cover the cost of the school catering service.

18. To cover costs and maintain viability the cost of the service will need to increase charges to schools in both financial years 2016/17 and 2017/18. Without a price increase the service would operate at a loss and this would have to be funded corporately.

19. It should be noted that without a price increase there will be an overall deficit of £601K.

20. It is therefore recommended that the charges to schools for the meals service provided are increased from £2.15 a meal in 2015/16 to the following figures:

2016/17 - £2.22 per meal	£9k surplus
2017/18 - £2.29 per meal	£9k deficit

21. The Committee should note that the proposed price increases lead to a break-even position and as a result there is no margin to cover unforeseen and unavoidable expenditure in the service. In other words this is a financial risk which would need to be funded by the Authority in the event it materialises.

22. The Committee should note that some 73% of pupils in primary schools who have a school meal now receive it for free due to universal free infant meals, free school and pupil premium funding.

Schools Cleaning and Landscape Services (FM)

23. As explained earlier in the report, the services aim to ensure that income generated from service charges covers all direct/indirect costs and allocated CSC to achieve a break-even position at the end of each financial year.
24. FM is a labour intensive 'people' business with 473 sites, 260 schools and academies. It employs 1625 staff (around 475 FTEs). In overall terms over 80% of the cost of the services are wage related and therefore it is the most significant factor in determining the hourly charge out rates.
25. The market place for these services is extremely challenging with a number of local and national companies competing for the work when schools go out to tender, which they are now doing on a regular basis. NCC hourly charge rates for 2015/16 on full cost recovery basis are higher than market competitors. Until now the impact of this has been ameliorated by continuing satisfaction with the quality of the service, and confidence and trust in the LA provision. However, going forward the buy-back levels are likely to be under increased pressures as academy trusts continue to work to reduce costs and tender to achieve better value for money from contracts with service providers.
26. The Committee should be aware that service delivery for each site has been fundamentally reviewed in recent years in order to ameliorate cost increases to schools. There is now very limited scope to achieve further cost savings other than through a reduction in the provision of site cleaning/landscape hours. School/academies regularly request service reviews and the business has the flexibility to change its service offer to meet the financial requirements of all customers.
27. It should also be noted that significant savings have been made since 2011 to reduce management and business support costs by over 30%. In order to limit cost increases to customers, further reductions are planned in management and business support costs, and these savings are factored into the proposed pricing strategy. This is challenging but achievable over a 2 year period. A further report will be presented to the Personnel Committee to seek approval to implement changes in management and business support at a later date.

FM Pricing Strategy – Options & Implications

28. The challenge is to maintain a balance between full cost recovery from schools and the rapid potential loss of business through higher pricing and greater competition with ever more cost conscious customers. However large losses cannot be sustained and nor can they be supported from the trading reserve as that is rapidly reducing due to current cost pressures.
29. In order to safeguard the buy-back levels the Policy Committee agreed a two year pricing strategy in February 2015 for 2015/16 and 2016/17 of 3% each of the two years. This left a deficit of circa £300k which would have been recovered through planned increases of 3% in 2016/17 assuming no other significant additional increases in the operational costs. This has proved not to be the case as the actual pay award for front-line workers for 2015 has been 5% rather than 3% assumed in charges set last year. This means that the shortfall of 2% is an additional cost on top of the projected 3% increases in the following two years.

30. The table below sets out income and expenditure projections for the service:

	2015/16 £000	2016/17 £000	2017/18 £000
Income*	13582	13592	14109
• Labour	10727	10514	10924
• Materials, Plants Equipment	1465	1404	1424
• Indirect Costs	1069	1013	958
Overheads	795	786	786
Total Costs	14056	13717	14092
Surplus/(Deficit)	(474)	(125)	17

5% pa reduction in turnover (and corresponding costs) in 2016/17 and 2017/18

31. The pricing strategy recommended therefore is a 5% increase annually in charges for 2016/17 and 2017/18. It will leave the service in a near break-even position with the assumption that the buy-back levels would reduce by 10% over the two year period.

Other Options Considered

32. Not revising the charges for Schools Catering and FM Services will result in a financial deficit which would fall to NCC for funding at the expense of other spending priorities of the Council.

33. Not increasing the charges would also result in an ongoing substantial deficit for the Authority; which in effect is a subsidy to services provided to schools.

Reasons for Recommendations

34. As these are sold and traded services the increases are needed to maintain the financial viability of the services.

Statutory and Policy Implications

35. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

36. The financial implications are contained within the body of the report.

RECOMMENDATION

37. It is recommended that Policy Committee approves:

- 1) the setting up of charges made by NCC for the catering service provided to schools at £2.22 and £2.29 a meal for 2016/17 and 2017/18 respectively;
- 2) a 5% per annum increase in charges for Cleaning and Landscape Services in 2016/17 and 2017/18.

Councillor Sheila Place
Chair of the Personnel Committee

For any enquiries about this report please contact:
Jas Hundal, Service Director, Transport, Property & Environment

Constitutional Comments (SLB 15/12/2015)

38. Policy Committee has authority to determine the recommendations set out within the report.

Financial Comments (SES 10/12/2015)

39. The financial implications are set out in the report.

Background Papers and Published Documents
None

Electoral Division(s) and Member(s) Affected
All

REPORT OF THE CHIEF EXECUTIVE**COUNTY COUNCILS NETWORK ANNUAL CONFERENCE: 15 – 17
NOVEMBER 2015****Purpose of the Report**

1. To report back on Member and officer attendance at the County Councils Network (CCN) Annual Conference which took place in Surrey between 15 and 17 November 2015.

Information and Advice**Background**

2. The County Council's representatives were Councillor Alan Rhodes, Councillor Kay Cutts MBE, Councillor Joyce Bosnjak and the Chief Executive, Anthony May.
3. This report describes the business of the event and an evaluation by the Council's representatives of its success, with particular reference to the business of the Council and the achievement of objectives. The report is supported by reference to the speeches and presentations which are on the CCN website.

Attendance Objectives

4. The CCN Conference is the annual national conference for all of the County Councils in England and this year's event was hosted by Surrey County Council.
5. The event is designed to provide an opportunity to consider, discuss and create a deeper understanding of the key issues and challenges faced by County Councils as Local Authorities and the challenges faced by Local Government as a whole.
6. The conference had a full agenda of speeches, plenary sessions, workshops and exhibitions. It also provided opportunities for Members and officers to talk to colleagues across the Country about the various issues and challenges facing County Councils. Conference presenters included Council Leaders, prominent sector figures as well as the Rt Hon Greg Clark MP, Secretary of State for the Department of Communities and Local Government.

Achievement of Objectives

7. A large number of topics were covered and some of the key issues are summarised below;

Counties in 2030

8. This session was delivered by a number of young officers, including apprentices, a Police Officer and graduate trainees, from the host County and gave a very interesting perspective of what local government, and in particular, County Councils may look like 15 years from now. The session provided an opportunity to consider challenges from a longer term perspective through the eyes of the younger generation.

Counties – The Big Issues

9. Tim Byles, the Chief Executive Officer from Cornerstone Assets led on a session which considered the key issues and challenges faced by the Counties with specific reference to Health and Social Care in the context of the ageing population, the Devolution agenda, capacity and resourcing issues as well as challenges faced by developing our infrastructure and delivering Educational outcomes. As a consequence of this interaction, Tim has been invited to a meeting with the Chief Executive and Corporate Director for Place in the New Year to discuss our approach to asset management and the One Public Estate. It is hoped that these discussions will help with efforts to consolidate and rationalise the County Council's building and property portfolio in order to create much needed efficiency savings.

Health & Social Care Integration

10. This session investigated the opportunities and challenges of integrating health and social care activities to create efficiencies and improved outcomes and informed the ongoing work in this area in the County Council.

Devolution

11. This session considered the current position and potential outcomes of the Devolution agenda which are obviously of major significance to the County Council given the development of the local Devolution Deal involving Nottinghamshire and Derbyshire local authorities. Councillor Anne Western, the Leader of Derbyshire County Council presented the potential benefits, challenges and risks of devolution and the creation of combined authorities, and made several references to the work across Derbyshire and Nottinghamshire to secure a package of devolution. The session also featured Cornwall Council one of our key partners in the current development of the Highways Joint Venture. Members will be aware that Cornwall Council agreed one of the first devolution deals.

Delivering efficiencies in Health & Social Care

12. This workshop was led by consultants appointed by Kent County Council and considered an evidence based approach to driving transformation within health and social care to create efficiencies and better outcomes. The workshop drew on real case examples from the transformation programme currently underway in Kent County Council. Much of the work presented features in this Council's Adult Social Care Strategy. As a consequence of this session, an informal, without prejudice meeting has been arranged with these consultants to assist the County Council in determining if similar work and associated benefits could be achieved in Nottinghamshire. In this regard, there may be potential in both children's and adult services, and both sectors will be explored in the forthcoming meeting.

13. Address by the Secretary of State

The Rt Hon Greg Clarke MP delivered a key note speech covering the issues associated with the Devolution agenda and the funding challenges for local government for the period 2015 to 2020. Specific mention was made of the potential for devolution in County areas and of the work across Derbyshire and Nottinghamshire. In addition, the Secretary of State talked in detail about the Government's approach to the local government financial settlement, covering topics such as the increasing costs of Adult Social Care, Business Rates retention and the costs associated with providing support to refugees.

14. In addition to these main themes there were workshops on important topics, including the following;

- Ofsted -challenges and opportunities
- Care Market Management
- Troubled Families
- Safeguarding
- Reputation Management
- Business Rates

15. Both Members and officers felt that the Conference was very effective in providing an opportunity to learn, discuss and explore the common key challenges faced by County Councils. As a consequence of the event, a number of follow up meetings are being convened in the New Year to explore opportunities for innovative working

16. Details of the speeches and presentations can be found via the link below.

<http://www.countycouncilsnetwork.org.uk/ccn-conference-2015-videos-amp-presentations>

Other Options Considered

17. The report is for noting only.

Reason/s for Recommendation/s

18. The report is for noting only.

Statutory and Policy Implications

19. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the report back on Member and officer attendance at the County Councils Network Conference between 15 and 17 November 2015 be noted.

Anthony May
Chief Executive

For any enquiries about this report please contact:

Bob Godley
Senior Executive Officer
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E: bob.godley@nottsc.gov.uk

Constitutional Comments

20. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (KLA 29/10/13)

21. There are no financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0311

REPORT OF THE CORPORATE DIRECTOR OF RESOURCES**WORK PROGRAMME****Purpose of the Report**

1. To review the Committee's work programme for 2015/16.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. The Policy Committee will be asked to determine policies, strategies and statutory plans developed or reviewed by other Committees of the Council. Committee Chairmen are invited to advise the Policy Committee of any additional policy reviews that are being considered.
5. The following changes have been made since the work programme was published in the agenda for the last meeting:-
 - a. The following items were withdrawn from the agenda of the January Policy Committee meeting and have been rescheduled as follows:-
 - i) Nottinghamshire Annual Residents Survey 2015 – defer to February 2016 to enable further detailed analysis.
 - b. The following new items have been scheduled for the 6 January 2016 meeting (these are new items of business that are being submitted to Policy Committee to enable consideration by Members at the earliest opportunity):-
 - i) Trading Services: Schools Catering Service and Facilities Management Pricing Structure 2016-17 and 2017-18
 - ii) School and Early Years Funding – Agreement of the Local Funding Formula for 2016-17

- iii) County Councils Network Conference Feedback Report
- c. Commercial Development Unit – new item added to February 2016
- d. Highways Joint Venture Progress Report – new item added to February 2016
- e. Financial Support for students in post-16 education - new item added to February 2016
- f. Nottinghamshire Early Years Improvement Plan 2015-17 - new item added to February 2016
- g. Under 16 Home to School Transport Policy 2016 and Post-16 Transport Policy 2016/17 – new item added to May 2016

Other Options Considered

- 6. None.

Reason/s for Recommendation/s

- 7. To assist the committee in preparing and managing its work programme.

Statutory and Policy Implications

- 8. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, ways of working, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

- 1) That the Committee's work programme be noted, and consideration be given to any changes which the Committee wishes to make.

Jayne Francis-Ward
Corporate Director - Resources

For any enquiries about this report please contact: Keith Ford, Team Manager, Democratic Services Tel: (0115) 9772590 E-mail: keith.ford@nottsgov.uk

Constitutional Comments (SLB)

The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (NS)

There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

Electoral Division(s) and Member(s) Affected

All

POLICY COMMITTEE - WORK PROGRAMME (AS AT 24 DECEMBER 2015)

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
10 February 2016			
Commercial Development Unit pilot	Proposed development of a model that looks at the viability of a corporate approach to test and support commercial activities carried out by the Council.	Martin Done	Mark Knight
Nottinghamshire Annual Residents Survey 2015	Outcomes of survey for Members' consideration.	Martin Done	Raj Sharma
Financial Support for students in post-16 education	To approve support.	Colin Pettigrew	Marion Clay / Dave Litchfield
Nottinghamshire Early Years Improvement Plan 2015-17	To seek approval for updated Improvement Plan.	Colin Pettigrew	Derek Higton / Irene Kakoulis
Highways Joint Venture Progress Report	Update Report		Bob Godley
Performance Reporting on the Strategic Plan 2014-18 and Redefining Your Council	To consider progress and performance against each of the Strategic Plan priorities and the programmes within Redefining Your Council	Nigel Stevenson	Celia Morris
Update on City of Nottingham and Nottinghamshire Economic Prosperity Committee and the Local Enterprise Partnership	Update report as requested by Policy Committee on 11 November 2015.	Tim Gregory	Matt Lockley
Update on East Midlands Councils	Update report as requested by Policy Committee on 11 November 2015.	Jayne Francis-Ward	
9 March 2016			
Mid-Nottinghamshire Alliance Development Leadership Board Progress Report	Quarterly progress report on the work of the Board (as agreed at Policy Committee on 11 November 2015)	David Pearson	Wendy Lippmann / Sue Batty

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
20 April 2016			
Information Commissioner's Office Audit Report and Action Plan	Update report on progress with this action plan.	Jayne Francis-Ward	Jo Kirkby
18 May 2016			
Under 16 Home to School Transport Policy 2016 and Post-16 Transport Policy 2016/17	To seek approval for updated policies.	Colin Pettigrew	Janie Goodman
Performance Reporting on the Strategic Plan 2014-18 and Redefining Your Council	To consider progress and performance against each of the Strategic Plan priorities and the programmes within Redefining Your Council	Nigel Stevenson	Celia Morris
Social Media Policy update	Update on the implementation of the Social Media Policy (as agreed at Policy Committee on 11 November 2015)	Martin Done	Clare Yau
Mid-Nottinghamshire Alliance Development Leadership Board Progress Report	Quarterly progress report on the work of the Board (as agreed at Policy Committee on 11 November 2015)	David Pearson	TBC
Smarter Working Programme	Six Monthly update report (as agreed at Policy Committee on 11 November 2015)	Jayne Francis-Ward	Iain Macmillan
15 June 2016			
Update on use of Urgency Procedure	To update Policy Committee about the number of occasions the Urgency provisions have been used and the reasons for their use.	Jayne Francis-Ward	Keith Ford
Mid-Nottinghamshire Alliance Development Leadership Board Progress Report	Quarterly progress report on the work of the Board (as agreed at Policy Committee on 11 November 2015)	David Pearson	Wendy Lippmann / Sue Batty

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
13 July 2016			
Review of Senior Management Structure	Review following interim structure agreed by Policy Committee on 15 July 2015.	Anthony May	Anthony May
Rural Services Network – Review of Membership	Following the initial review by Policy Committee on 15 July 2016.	Sally Gill	Heather Stokes
County Life – Evaluation Report	Annual evaluation report – as agreed by Policy Committee on 15 July 2015.	Martin Done	Martin Done

