

## **Children and Young People's Committee**

**Monday, 13 January 2020 at 10:30**

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

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### **AGENDA**

1	Minutes of the Last Meeting held on 16 December 2019	3 - 8
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3	Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	
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11	Temporary Changes to the Staffing Establishment within the Information and Systems Team	115 - 118

12	National Children and Adult Services Conference 2019	119 - 124
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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 Martin Gately (Tel. 0115 977 2826) 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 CHILDREN & YOUNG PEOPLE'S COMMITTEE

Date 16 December 2019 (commencing at 10.30am)

**Membership**

Persons absent are marked with an 'A'

**COUNCILLORS**

Philip Owen (Chairman)  
Sue Saddington (Vice-Chairman)  
Tracey Taylor (Vice-Chairman)

Rachel Madden  
Boyd Elliott  
John Handley  
Errol Henry JP

Paul Henshaw  
Roger Jackson  
John Peck JP  
Liz Plant

**CO-OPTED MEMBERS (NON-VOTING)**

4 Vacancies

**OTHER COUNCILLORS IN ATTENDANCE**

John Longdon

**OFFICERS IN ATTENDANCE**

Kerrie Adams	Senior Public Health and Commissioning Manager, Public Health
Marion Clay	Service Director, Children and Families Services
Steve Edwards	Service Director, Children and Families Services
Joe Foley	Group Manager, Children and Families Services
Edward Goodson	Project Manager, Chief Executive's
Karen Hughman	Group Manager, Children and Families Services
Laurence Jones	Service Director, Children and Families Services
Irene Kakoullis	Group Manager, Children and Families Services
Pip Milbourne	Business Support, Children and Families Services
Colin Pettigrew	Corporate Director, Children and Families Services
Martin Gately	Democratic Services Officer, Chief Executives

## **1. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 18 November 2019 having been circulated to all Members, were taken as read and were signed by the Chairman.

## **2. APOLOGIES FOR ABSENCE**

Changes of Membership – Councillor Madden replaced Councillor Deakin for this meeting only.

## **3. DECLARATIONS OF INTEREST**

None.

## **4. INDEPENDENT INQUIRY INTO CHILD SEXUAL ABUSE – ACTION PLAN**

### **RESOLVED 2019/103**

The Chairman introduced the report and responded to questions and comments from Members.

That:

- 1) The action plan formulated in response to the findings to the Independent Inquiry into Child Sexual Abuse report 'Children in Care of Nottinghamshire Councils' be approved (Appendix 1), and a progress report be brought back to the Children and Young People's Committee in July 2020.
- 2) A cross-party working group of Members and officers be established to review the governance of Looked After Children care settings and provide recommendations to the Children and Young People's Committee in July 2020.

## **5. CHILD SEXUAL EXPLOITATION AND CHILDREN MISSING FROM HOME AND CARE: SIX MONTHLY UPDATE**

The Chairman introduced the report and responded to questions and comments from Members.

### **RESOLVED 2019/104**

That:

- 1) Annual reports with a six-monthly update be received to provide an overview of the work to address the threat of Sexual Exploitation and Children Missing from Home and Care in Nottinghamshire.

## **6. CHILDREN'S HOMES GOVERNANCE BOARD UPDATE**

The Chairman introduced the report and responded to questions and comments from Members.

### **RESOLVED 2019/105**

That:

- 1) A review of the revised governance arrangements for the Council's children's homes be incorporated into the wider review of the Council's Looked After Children care settings.
- 2) All members of the Children and Young People's Committee be involved in announced or unannounced visits to children's homes on at least an annual basis in accordance with the guidance.

## **7. FOSTER CARER ITEMS**

Steve Edwards, Service Director, Youth, Families and Social Work stated that he had met with the Foster Carers' Group towards the end of November. The group had received additional funding, and an increased social media presence was anticipated.

## **8. CHILDREN AND YOUNG PEOPLE CORE DATA SET – PERFORMANCE AND FINANCE FOR QUARTER 2 2019/20**

The Chairman introduced the report and responded to questions and comments from Members.

### **RESOLVED 2019/106**

That:

- 1) No further actions were required.

## **9. REMODELLING PRACTICE WITHIN CHILDREN AND FAMILIES DEPARTMENT**

The Chairman introduced the report and responded to questions and comments from Members.

### **RESOLVED 2019/107**

That:

- 1) No further actions were required.

- 2) External promotion of the of the Department's strengths-based practice model be approved.

## **10. CHILDREN MISSING EDUCATION – SIX-MONTHLY UPDATE**

The Chairman introduced the report and responded to questions and comments from Members.

### **RESOLVED 2019/108**

That:

- 1) An update on Children Missing Education be received in six months and that this be included in the work programme.
- 2) No further actions were required in relation to the issues contained within the report.

## **11. ELECTIVE HOME EDUCATION UPDATE**

The Chairman introduced the report and responded to questions and comments from Members.

### **RESOLVED: 2019/109**

That:

- 1) A further six-monthly report on Elective Home Education be received.

## **12. HARMFUL SEXUAL BEHAVIOUR BY CHILDREN**

The Chairman introduced the report and responded to questions and comments from Members.

### **RESOLVED: 2019/110**

That:

- 1) An annual report on Nottinghamshire's response to Harmful Sexual Behaviour by children be received and that this be included in the work programme.

## **13. PROGRESS ON IMPROVING THE EFFECTIVENESS AND EFFICIENCY OF THE CHILDREN'S SERVICES PLAN**

The Chairman introduced the report and responded to questions and comments from Members.

**RESOLVED: 2019/111**

That:

- 1) No further actions were required in relation to the information contained in the report.

**14. JOINT STRATEGIC NEEDS ASSESSMENT CHAPTER – EARLY YEARS AND SCHOOL READINESS**

The Chairman introduced the report and responded to questions and comments from Members.

**RESOLVED: 2019/112**

That:

- 1) No further actions were required in relation to the information contained within this report.
- 2) The recommendations be supported through their inclusion in County Council priorities, strategies, and divisional work plans.

**15. JOINT STRATEGIC NEEDS ASSESSMENT – 1001 DAYS, CONCEPTION TO AGE 2**

The Chairman introduced the report and responded to questions and comments from Members.

**RESOLVED: 2019/113**

That:

- 1) No further actions were required arising from the information contained within the report.
- 2) The recommendations be supported through their inclusion in County Council priorities, strategies and divisional work plans.

**ATTENDANCE AT THE BETTER EDUCATIONAL TRAINING & TEACHING (BETT) AWARDS ON 22 JANUARY 2020 AND APPROVAL TO HOST A LOCAL EVENT**

The Chairman introduced the report and responded to questions and comments from Members.

**RESOLVED: 2019/114**

That:

- 1) The travel, accommodation and transport costs be approved for the Chairman of the Children and Young People's Committee to attend the Better Educational Training and Teaching (BETT) Awards ceremony in London on 22<sup>nd</sup> January 2020 as a result of the Multi Modal Literacy Project being shortlisted as a finalist and any appropriate communications arising from the event.
- 2) The delivery of a County celebration event at County Hall for all children foster carers and teachers who have participated in the IT Multi Modal Project since 2011 and any appropriate communications arising from the event.

**LOCAL AUTHORITY GOVERNOR APPOINTMENTS TO SCHOOL GOVERNING BODIES DURING THE PERIOD 17 AUGUST TO 8 NOVEMBER 2019**

The Chairman introduced the report and responded to questions and comments from Members.

**RESOLVED: 2019/115**

That:

- 1) Further updates be received regarding future appointments on a quarterly basis in line with the Constitution.

**WORK PROGRAMME**

**RESOLVED: 2019/116**

That:

- 1) The work programme be noted.

The meeting closed at 11:36 am.

CHAIRMAN



**13<sup>th</sup> January 2020****Agenda Item: 4****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL  
WORK****PROMOTING AND IMPROVING THE HEALTH OF LOOKED AFTER  
CHILDREN****Purpose of the Report**

1. To update the Committee on efforts to prevent, promote and improve the health and wellbeing of Looked After Children, summarising key achievements and highlighting priorities for the year ahead.

**Information**

2. Most children become looked after because of abuse and neglect. Although they have many of the same health issues as their peers, the extent of these is often greater because of their past experiences.
3. Parents want their children to have the best start in life, to be healthy and happy and to reach their full potential. As corporate parents, Nottinghamshire County Council has the same high aspirations and works to ensure children receive the care and support they need to thrive. The Council, Nottinghamshire Clinical Commissioning Groups (CCGs) and health providers are committed to working in partnership to promote and improve the health of Looked After Children (LAC).
4. The NHS plays a key role in ensuring effective delivery of health services to LAC. Nottinghamshire CCGs and Nottinghamshire Public Health commission services for LAC. The NHS provider organisations are shown below.
  - **The LAC medical service** is responsible for completing a comprehensive initial health assessment to identify health needs and make referrals to specialist services, as well as undertaking the Medical Advisor to Adoption role. The providers in Nottinghamshire are: Sherwood Forest University Hospitals NHS Foundation (SFHFT) Trust, Nottingham University Hospital NHS Trust (NUHT) and Doncaster and Bassetlaw Teaching Hospital NHS Trust (DBHT)

- **The LAC nursing service** co-ordinates the pathway once a child or young person enters care and completes most of review health assessments following on from the initial health assessment. This service is provided by Nottinghamshire Healthcare NHS Foundation Trust (NHFT)
  - **A Child and Adolescent Mental Health Service for Looked After Children (CAMHS LAC)** is provided by NHFT and provides consultation and direct 1:1 work for children and young people with emotional health and wellbeing needs.
  - **Healthy Family Teams** deliver public health nursing in line with the Healthy Child Programme, provided by NHFT.
  - **The Acute Trusts** provide Designated Doctor LAC and Named Doctor to give strategic advice, training and support in line with Intercollegiate recommendations. This applies in NUH and SFHT.
  - **The (Community)** NHFT has Named Nurse roles – one in Bassetlaw and three as a job share for Mid and South County and City.
5. LAC can also access the full range of NHS and Public Health commissioned services, which include primary healthcare services (GPs), secondary care, specialist and acute health services, emotional health and wellbeing services, and services to support weight management, smoking cessation and substance use, amongst others.
  6. Two Designated Nurses for LAC are situated in Nottinghamshire CCGs, one on behalf of both Mid Nottinghamshire CCGs and Greater Nottingham CCGs, and one on behalf of Bassetlaw CCG. Designated Doctors for LAC are based in SFHFT, NUHT and DBHT. Alongside their other roles the designated professionals (Mid and Greater Nottingham CCG) produce annual CCG reports outlining the progress and key achievements each year.
  7. Following a multi-agency whole system review of pathways and service provision for LAC statutory health services in 2016-17, a multi-agency strategy group formed a Service Improvement Forum (SIF) for the health of LAC in Nottinghamshire and Nottingham. The objective of the SIF is to ensure system partners (CCGs, health providers and local authorities) work together to deliver an outcomes framework which improve how care is delivered to LAC and Children in Care. A working action plan is overseen by health commissioners and the designated professionals. Where there are areas which require additional focus working groups have been established to ensure delivery of actions in Nottinghamshire and address cross border and out of area issues. The SIF reports to Nottinghamshire's LAC & Care Leavers Partnership Board.

## Health Assessments

8. The statutory guidance, 'Promoting the health and well-being of looked-after children (2015, Department of Health), sets out timescales for the completion of health assessments, with an accompanying health report and recommendations as follows: initial health assessment (IHAs): 20 working days from when the child started to be looked after and review health assessment: every 6 months before the child's fifth birthday and every 12 months after the child's fifth birthday.

9. Guidance states an IHA should be completed within 20 working days of entering care. In 2018-19, data collated locally within children's social care shows that approximately 35% of IHA requests are sent within 5 days and 8% of IHA are completed within 20 working days (Source: Nottinghamshire County Council IHA Timescales Statistics). It should be noted that data relating to timely initial health assessment is not collated nationally therefore performance cannot be compared with statistical neighbours. Initial health assessments conducted within 20 working days is widely recognised as an ambitious target, however achieving a timely health assessment is strived for. Where health assessment falls outside of this timeframe, every effort is made to complete the assessment as quickly as possible. A child or young person has a network of support around them including their carer, their social worker and universal health services, who work together to meet any health needs that may arise before a health assessment is completed. A social worker endeavours to attend the health assessment with the LAC and responds in a timely manner to any recommendations that may emerge.
10. There are many reasons why an initial health assessment may not be completed within statutory timescales, including but not limited to:
  - challenges in seeking parental consent
  - a LAC being placed out of area, requiring assessment by a health provider local to that placement
  - non-attendance, cancellations, young people declining to be seen, or carers declining first available appointments.
  - successive changes in circumstances caused by healthcare treatment and a breakdown in placements among others.
11. Provider organisations monitor and review systems to look for root causes and issues which can be amended to support timely health assessments. They link with other agencies including social care to improve systems outside of health remit. This information is shared via the Service Improvement Forum.
12. To undertake an initial health assessment, correctly consented paperwork must be obtained by the child's social worker. In 2018-19, locally collated data shows that 35% of Nottinghamshire children had correctly consented paperwork sent to the local hospital trust to request health assessment within five working days of entering care, compared with 30.6% in the calendar year 2017-18. (Source: Nottinghamshire County Council IHA Timescales Statistics). A process is now in place to robustly monitor timeliness of seeking consent and referral for initial health assessment has been established across children's social care.
13. Where a child is placed out of the Nottinghamshire area, the health provider local to that placement will usually carry out the health assessment. In 2018 the East Midlands notification guidance was updated, and a local pathway has been implemented in 2019 to strengthen and formalise these arrangements, aiming to better and more consistently support the health needs of children placed out of area. This includes notification by the local authority to the appropriate organisations, processes to track completion of statutory health assessments, a mechanism to assure the quality of these assessments and establish clear payment mechanisms, as well as escalation processes. The new pathway was adhered to by Nottinghamshire health providers, CCGs, Nottinghamshire County Council and Nottingham City Council across 2018-19. Work is now underway to replicate

this work for children/young people requiring CAMHS/emotional health support when placed out of area.

#### *Initial health assessments: delivered by local hospitals*

14. Contracts with local hospital trusts measure initial health assessment performance in relation to the receipt of correctly consented paperwork to report sent; however, performance has previously been measured differently at each hospital trust and therefore could not be compared. A revised data set has now been agreed by all health providers that will ensure robust and comparable data in 2020.
15. Accurate and comparable data in relation to the health needs of LAC has been historically difficult to obtain due to the complexity of data requiring collection, and the number of health providers supporting Nottinghamshire's LAC. Non-recurrent funding from NHS England has supported the development of new IT systems, key performance indicators and information requirements which will vastly improve the information reported from 2019-20 onwards. Designated professionals and commissioners have worked together to ensure more meaningful and consistent data will be available, enabling organisations to work in partnership to report performance, plan services and improve health outcomes for LAC. The development for Nursing data collection is completed and development of Medical data collection is progressing well. This is expected to be complete by March 2020.
16. It is important to recognise that Nottinghamshire CCGs and health providers, when requested by the placing authority, are also responsible for meeting the health needs of other local authority children placed in the Nottinghamshire area, all of whom receive the same standard of care. The number of children from other local authorities requiring health assessment in Nottinghamshire is increasing significantly.

#### *Review health assessments*

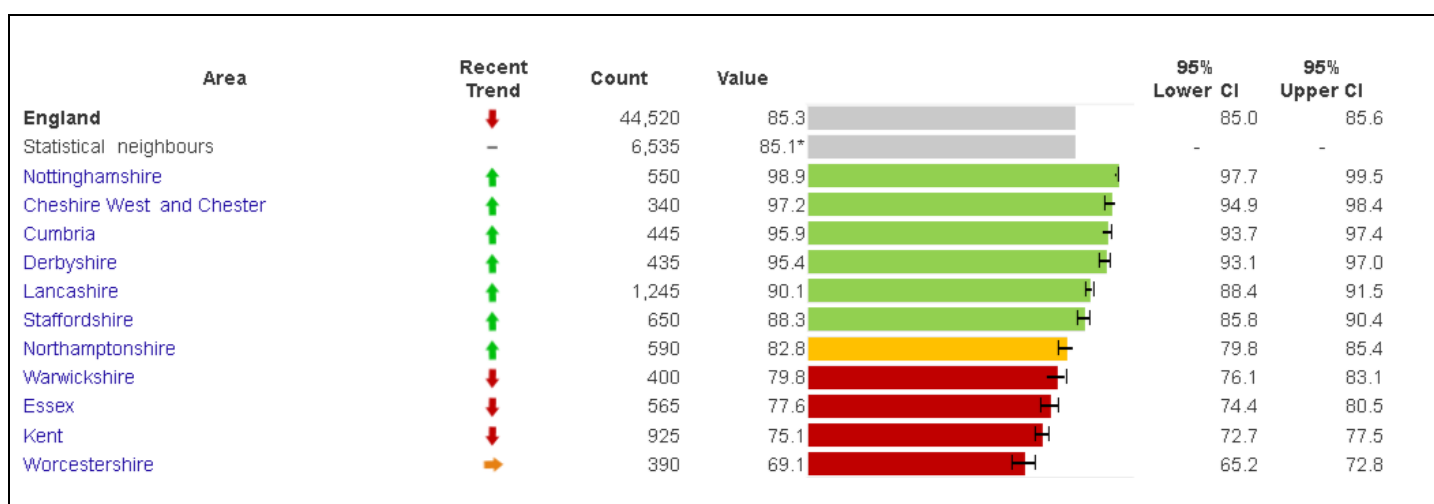
17. The aim of the review health assessment is to provide a holistic review of health, development and to gather information about emotional and physical health, engage the child or young person in their own healthcare, and provide information and advice to the child, their social worker and carers regarding their specific health needs. This is provided via a written report including health recommendations and an action plan, which is then discussed at each child's statutory looked after review.
18. Social workers ensure LAC receive the healthcare services they require as set out in their health plan; this includes routine health, dental checks and immunisations. **Graphs 1 and 2** and **Table 1** shows there has been a large increase in the number of children whose immunisations are recorded as being up to date in 2018-19. This is an exceptional rate of 99.5% in Nottinghamshire Looked After Children and this has a major role in preventative healthcare, controlling and eliminating life-threatening infectious diseases for a vulnerable population of children. This achievement is primarily due to the data quality work to ensure these are recorded correctly, rather than change in practice. It should be noted that there is a 95% performance target for vaccinations in childhood which Nottinghamshire's LAC population exceeds (NHS Digital, 2019).
19. In 2018-19 the number of LAC who have their health surveillance checks as part of the National Healthy Child Programme, immunisations and statutory annual health

assessments, continued to be high. Those who had their teeth checked by a dentist has decreased compared with last year and the percentage completed is lower than the other health checks. The Service Improvement Forum is going to investigate the rationale for this and take appropriate action to improve.

## Immunisations

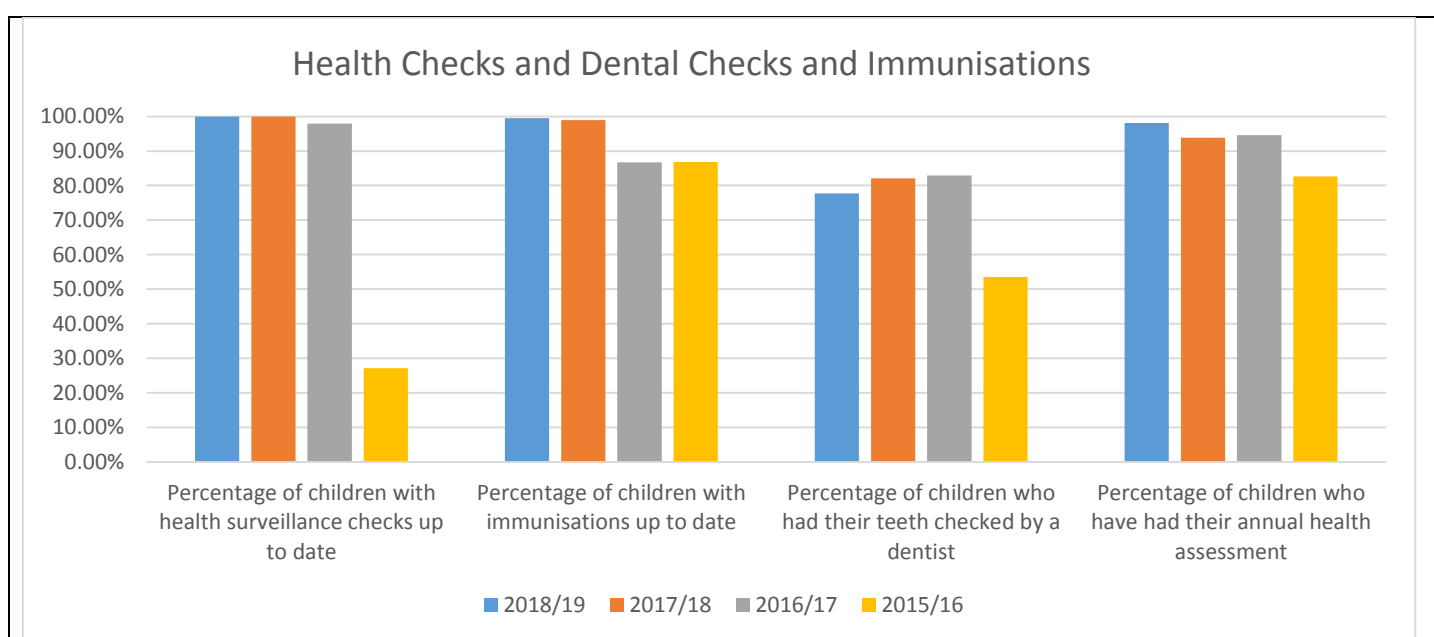
20. The health of LAC is clearly of importance to any local authority acting as a corporate parent. Graph 1 shows that LAC in Nottinghamshire are up to date with their immunisations with a 98.9% uptake and is leading compared to statistical neighbours.

**Graph 1:** Numbers of Children in Care Immunisations compared with Statistical Neighbours (2018)



**Source:** Public Health England Public Health Profiles Fingertips accessed 13.11.19

**Graph 2:** Proportion of children and young people with Health, Dental Checks and Immunisations (2015-2019)



**Source:** Department of Education, Children Looked After Data (SSDA903) 1.4.18-31.3.19

**Table 1:** Health and Dental Checks and Immunisations

Year	Number of children with health surveillance checks up to date	Number of children immunisations up to date	Number of children their teeth checked by a dentist	Number of children who have had their annual health assessment
2018/19	47/47 (100%)	589/592 (99.5%)	460/592 (77.7%)	581/592 (98.1%)
2017/18	33/33 (100%)	551/557 (98.9%)	457/557 (82%)	523/557 (93.9%)
2016/17	47/48 (97.9%)	497/573 (86.7%)	475/573 (82.9%)	542/573 (94.6%)
2015/16	13/48 (27.1%)	502/587 (86.9%)	314/587 (53.5%)	485/587 (82.6%)

**Source:** Department of Education, Children Looked After Data (SSDA903) 1.4.18-31.3.19

### *Health assessments: quality*

21. A quality assurance framework has been developed for Mansfield and Ashfield, Newark and Sherwood, Nottingham North and East, Nottingham West, Rushcliffe and Nottingham City CCG by the Designated Professionals for LAC to assess the quality of healthcare delivered to LAC, this includes data collection, audit and 'dip-testing' of health assessments. The framework covers the quality of the health assessment, ensures the voice of the child or young person is always central, and includes the quality of information given on leaving care.
22. Quality Assurance is measured in different ways, including data collection, audit and dip testing by the Designated Nurse for LAC. The CCGs audit the quality of health assessments, information given on leaving care and ensuring the voice of the child or young person is always captured. For all LAC there is a comprehensive Quality Assurance process for all IHAs and RHAs:
  - for those children who are placed out of area each health assessment is reviewed against a locally agreed quality assurance tool and further information is requested from the local provider as required; there is a specific pathway to follow which includes escalation of any concerns.
  - for children in area (Bassetlaw) there is an annual audit of all IHAs and for RHAs there is a quality and annual caseload profile
  - for children in area (Mid and South County) there are six monthly provider and CCG audits of all RHAs and plans to commence audits of IHAs.
23. A decliner pathway has been developed by the Designated Professionals for LAC, health providers and the local authority. This means that any child or young person who declines a health assessment at any time is appropriately supported to engage with the assessment and that health needs, where known, are met.

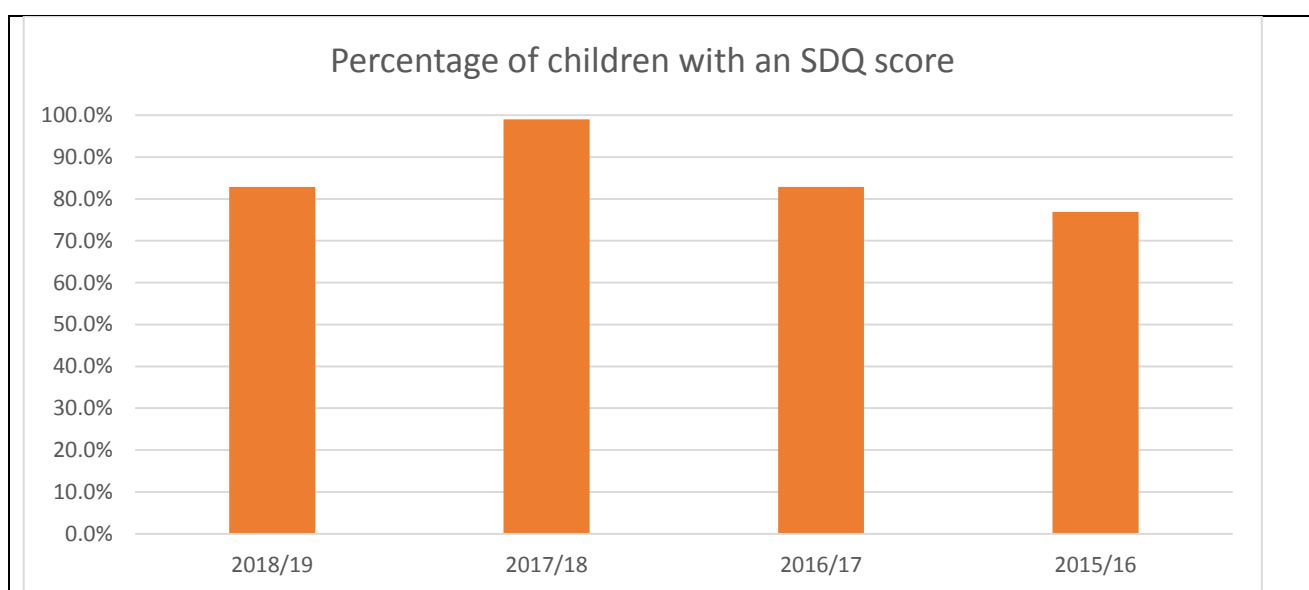
## **Emotional Mental Health and Wellbeing**

### *Strengths and Difficulties Questionnaires*



24. Strengths and Difficulties Questionnaires (SDQs) are used to assess the emotional wellbeing of individual looked after children. The SDQ is a clinically validated brief behavioural screening questionnaire for use with 4 to 16 year olds and supports social workers and health providers to form a view about the emotional wellbeing of individual LAC.
25. As **Graph 3** below indicates, there had been a continuing increase in the numbers of children where an SDQ score has been completed. However, **Table 2** shows there has been a decrease in the percentage from 99% in 2017/18 to 82.9% in 2018/19 returning to a similar level, 82.8% as in 2016/17, though it should be noted recent performance has increased to 90% following the implementation of an electronic solution to improve response rates. There remain challenges in SDQs being available to inform the annual review health assessment, which has been identified as a priority for improvement across partners. Statutory guidance requires SDQs to be completed every 12 months and the Health Assessment requires a current SDQ which is no more than three months old as their therapeutic value is only considered valid for a three-month period. Many of the SDQs are therefore too old and not included in the assessment.

**Graph 3:** Emotional Mental Health and Wellbeing: Percentage of Children and young people with the Strengths and Difficulties Questionnaire (SDQ) scores (2015-2019)



**Source:** Department of Education, Children Looked After Data (SSDA903) 1.4.18-31.3.19

**Table 2:** Emotional Mental Health and Wellbeing: The Strengths and Difficulties Questionnaire (SDQ) scores

Year	Number of children with an SDQ score	Percentage of children with an SDQ score
2018/19	402/485	82.9%
2017/18	389/393	99.0%
2016/17	396/478	82.8%
2015/16	346/450	76.9%

**Source:** Department of Education, Children Looked After Data (SSDA903) 1.4.18-31.3.19

### *Child and Adolescent Mental Health LAC Service*

26. A dedicated Child and Adolescent Mental Health Service (CAMHS) supports the mental health needs of LAC. A detailed update on the emotional health of LAC was presented in October 2019 to Children and Young People's Committee. The team is a multi-disciplinary, multi-agency team comprised of social workers and health professionals whose purpose is to assess mental health needs and promote the psychological wellbeing and placement stability of children and young people who are Looked After or adopted.
27. The model of intervention is tailored to meet the individual needs of the child or young person and their network, based on the evidence base, the views and skills of the client and their family/foster carers. Care may be delivered via a consultation model or through a range of integrative interventions: fostering attachments group; therapeutic parenting or attachment focused family-based interventions such as 'Theraplay'; Dyadic Developmental Psychotherapy, Systemic Psychotherapy or Distress Tolerance Groups. The team can also provide specific diagnostic assessment, as well as the prescribing and reviewing of medication.
28. Whilst capacity in the team has increased since the report to Committee in December 2018, the team is not yet at full capacity, these vacancies are on track to be filled by March 2020.
29. An independent review of the service was commissioned by the clinical commissioning groups and the findings reported to Children and Young People's Committee in December 2018. This highlighted several areas working well and a number requiring improvement:
  - to improve parity of access for looked after children placed in and out of the County, children with similar life experiences but different legal statuses (e.g. special guardianship or kinship) and looked after children in different placement types (e.g. internal or external fostering or residential care)
  - to improve data collection regarding the service's work and impact on children and young people
  - to further involve young people in service developments moving forwards
  - to further clarify the framework to effectively support children in care with mental health needs, including the role of different professionals and the balance between consultation and direct therapeutic intervention within the service model.
30. Progress in responding to the areas for improvement are as follows;
  - a piece of project work has been initiated as part of the Department's Remodelling Practice Programme, outlining the differing range of emotional health support that can be accessed by children with similar life experiences but different legal statuses or placement types. This project is expected to make recommendations for improving the equity of access to support for emotional health in January 2020.
  - on transfer of responsible commissioner, a focus has been on improving data quality and collection. The service now has contracted reporting measures and contracted information requirements such as caseload information, waiting times and outcomes



achieved which are being captured by the service. A service review is scheduled in early 2020.

- to involve young people in service design, the Team Manager for the CAMH Service for Children in Care and Adopted Children is working with the Project Team for *You Know Your Mind* (integrated personal commissioning project), to ensure that the learning from the project informs the way the CAMH service is provided. This includes considering how personal health budgets may facilitate long-term mental health improvements following CAMHS involvement.
- in response to the review findings, the team is developing its service model, maintaining a core focus on attachment and trauma, whilst also offering a more flexible approach to support children and young people and their carers, with more of an outreach approach to older young people, for example those living in semi-supported accommodation.
- a further area for improvement the service and commissioners are considering is how to support young people in care with mental health needs as they transition to adulthood. The team now has a named transition lead whose role is to facilitate transfer to adult services. In addition to this commissioners and Nottinghamshire Healthcare NHS Foundation Trust are currently exploring flexible approaches to transitions across mental health services, to ensure transition is young person centred. The CAMHS LAC team has been identified as a service which would be best placed to trial this approach, an example of this approach could be by a model where young people have a choice of whether they want to retain a worker from CAMHS into adulthood, this approach would also ensure close working with adult mental health teams and the Council's Leaving Care Service.

#### *Integrated personal commissioning pilot*

31. The 'You Know Your Mind' Project has been active in Nottingham and Nottinghamshire since April 2018, adopting a person-centred approach to supporting LAC and care leavers (aged 0-25 years) with mental health needs. Via a model known as 'integrated personal commissioning', the You Know Your Mind Project seeks to improve mental health outcomes by allowing the child or young person to identify what support arrangements will work for them. Using a small personal health budget and support from social workers, personal advisors, youth workers and supported accommodation providers, personalised support arrangements can then be put in place. The project is currently funded by health partners until 31<sup>st</sup> March 2020.
32. Since the project launched in April 2018, 272 LAC and care leavers across Nottinghamshire County have been allocated a personal health budget and supported to self-identify their support arrangement. Support plans have ranged from physical activities (such as gym memberships, boxing clubs, dance classes) to creative pursuits (photography, guitar lessons, floristry) and community engagement (fishing, brownies, cadets).
33. Presenting needs of young people in the project include:
  - 57% present with anxiety, depression, stress or other mood disorders

- 27% are reported as self-harming
- 40% are reported as being socially isolated.

34. To date, 65 (24%) of Nottinghamshire's LAC and care leavers have been involved in evaluation to ascertain the impact of this approach on mental health outcomes. This has included face-to-face discussions with the young person, their carer and their keyworker to understand how the personalised support plan has impacted on various areas of the young person's life. The evaluations have shown that:

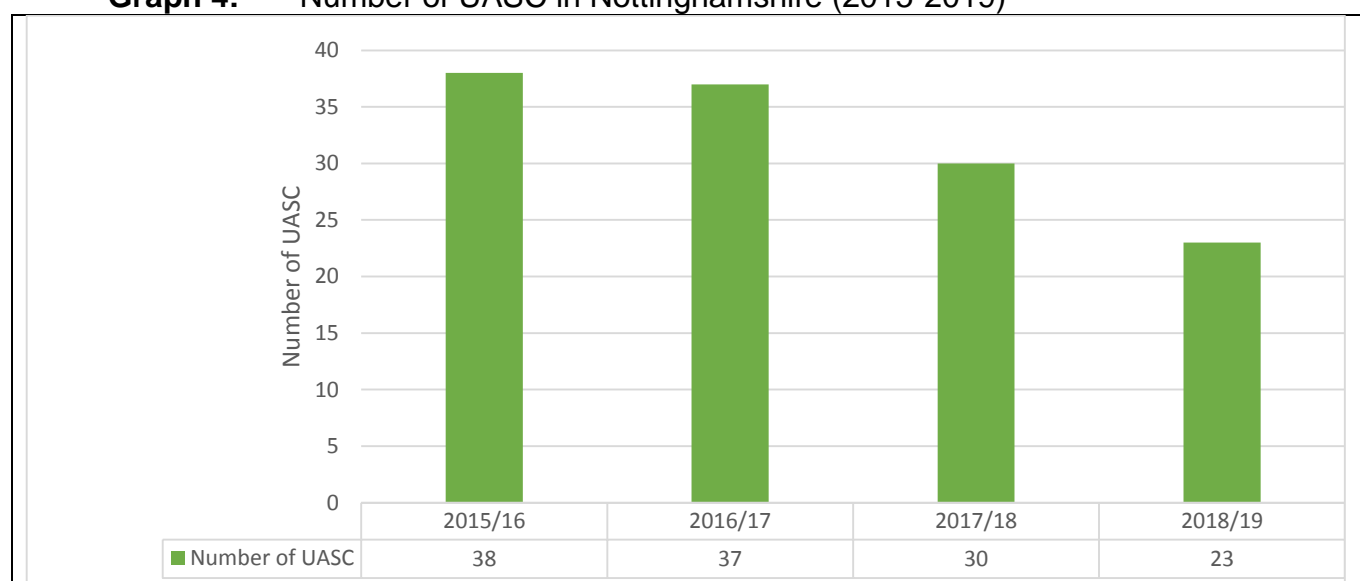
- 90% of young people feel better or a lot better about their quality of life
- 81% of young people felt that their health & wellbeing has improved
- 71% of young people reported feeling more confident
- 77% of young people felt that it gave them something to look forward to or focus on.

### Unaccompanied Asylum-seeking Children (UASC)

35. UASC remain the responsibility of the local authority in which they entered care, therefore it is important to monitor the local number and any trends. **Graph 4** shows the current data available on the numbers of UASC which have been steadily falling in Nottinghamshire over the past four years, now making up just 2.6% of all Looked After Children. As the number of asylum seekers will be influenced heavily by worldwide events, it is difficult to accurately predict a trend, though if the current pattern is to continue, numbers are expected to decrease.

36. However, social workers at the most recent SIF meeting have reported that there has been an increase in presentation in both the City and County in the first quarter of 2019/20 and so it is being investigated. Providers of all services will report numbers of UASC in Nottinghamshire and Nottingham City.

**Graph 4:** Number of UASC in Nottinghamshire (2015-2019)



Source: Performance, Intelligence and Policy team, NCC

## **UASC Health Needs**

37. Since the implementation of the National Transfer Scheme in July 2016, alongside revised practice guidance, documentation and pathways, the following work has been completed;
- as part of the revised data set, improvements to data collection and reporting on health assessments for UASC will be made to plan service delivery
  - information is being shared by designated professionals for LAC with health providers regarding training events and national guidance. UASC information is incorporated into GP platforms and all training events
  - the Service Improvement Forum has identified UASC as a group of young people that require further review to ensure their health needs are being met.

## **Leaving Care**

38. In 2016, the pathway review highlighted that care leavers were not always given sufficient information regarding their own health and have limited information about their family history. Support for care leavers is a priority under the Children and Social Work Act 2017, and identified by NHS England, and health support has been strengthened in several ways over the past 12 months. Important health information is now distributed to all care leavers with a revised distribution pathway agreed by health providers and the local authority that was implemented in October 2018. This pathway is currently being audited.
39. A new process for the distribution of health summaries to care leavers was implemented in 2018 and this pathway is currently being audited to ensure it is effective. Recommendations will be made as required. There has been a wealth of training and awareness raising regarding the specific needs of care leavers carried out including training events to all CCG GP practice learning events and information disseminated via newsletters and bulletins and on GP IT systems. Throughout Nottinghamshire health providers have worked to ensure the Care Leavers pathway is supported. In Bassetlaw all children about to leave care are discussed at the multi-disciplinary health transitions meeting to ensure any ongoing health needs are captured and a pathway is in place to progress into adulthood.
40. In partnership with the Nottinghamshire Safeguarding Children Partnership (NSCP) three full days of dedicated training on 'Meeting the needs of LAC: a multi-agency approach' were delivered in 2019. This training was available for all practitioners who work directly with children and young people and was delivered by trainers from health, children's social care, legal and education services. Designated professionals and health providers also supported the development of the local authority care leaver local offer, to include a focus on the health and wellbeing of care leavers.

## **Priorities**

41. Priorities across partners for the year ahead include:
- out of area pathway (OOA) to be embedded and reviewed.
  - CAMHS element to the OOA pathway to be agreed and implemented.
  - agreement and implementation of the "decliner pathway" for those young people refusing a health assessment.

- further work to be undertaken to bring together physical and emotional health within all pathways.
  - continue to improve the timeliness of referrals for health assessments, completion of the health assessment and availability of the health report.
  - continue to improve the availability of SDQ score to inform annual review health assessments.
  - review how the health needs of UASC living in Nottinghamshire are being met.
  - embed quality assurance processes in practice.
  - strengthen support for care leavers including for those young people entering care post 17 years of age.
  - develop revised data sets to be reported on by providers.
  - scope and implement improvements into transitions into adult services.
42. These will be achieved by continuing to work in partnership across organisational boundaries to prioritise the health of LAC and will be driven and monitored via the multi-agency Service Improvement Forum.

### **Other Options Considered**

43. No other options have been considered.

### **Reason/s for Recommendation/s**

44. To improve the health and wellbeing (physical, emotional and mental) of LAC wherever they are placed, and positively influence their life chances.

### **Statutory and Policy Implications**

45. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, 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, smarter working, sustainability and the environment 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**

46. There are no financial implications arising from this report.

### **RECOMMENDATION/S**

- 1) That Committee considers whether there are any further actions it requires in relation to progress in promoting and improving the health of Looked After Children.

**Steve Edwards**  
**Service Director, Youth, Families and Social Work**

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**Constitutional Comments (EP 12/12/19)**

47. The Children and Young People's Committee is the appropriate body to consider the content of the report. If the Committee resolves that any actions are required it must be satisfied that such actions are within the Committee's terms of reference.

**Financial Comments (SAS 17/12/19)**

48. 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.

[Improving the Emotional Health of Looked After Children – report to Children & Young People's Committee on 14th October 2019](#)

[Promoting and Improving the Health of Looked After Children – report to Children & Young People's Committee on 17th December 2018](#)

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

All.

C1334

13<sup>th</sup> January 2020

Agenda Item: 5

## **REPORT OF THE CORPORATE DIRECTOR, CHILDREN AND FAMILIES**

### **OFSTED INSPECTION OF LOCAL AUTHORITY CHILDREN'S SERVICES**

#### **Purpose of the Report**

1. The purpose of this report is to update Children and Young People's Committee on the outcome of the Ofsted inspection of the Local Authority children's services which took place in October 2019, and to seek approval for the monitoring arrangements for the resultant improvement plan.

#### **Information**

2. In October 2019, Ofsted undertook an inspection of the Local Authority's children's services under the ILACS framework. The scope of the inspection covered services for children in need of help and protection including early help, and services for children in care and care leavers, and the impact of leaders on such services. It also included a regulatory inspection of fostering and adoption services. Under the inspection, the authority was judged on a four point scale: Outstanding; Good; Requires Improvement to be good and Inadequate.
3. The inspection methodology included a review of performance and quality assurance information, tracking of cases on the case recording system Mosaic, inspectors spending time having case discussions with frontline practitioners as well as meeting with children and young people in the care of the Council.
4. On 19<sup>th</sup> December 2019, Ofsted published the outcome of the inspection. The inspection report is attached as **Appendix 1**. Ofsted has made the following judgements:

<b>Judgement</b>	<b>Grade</b>
The impact of leaders on social work practice with children and families	Good
The experiences and progress of children who need help and protection	Requires Improvement
The experiences and progress of children in care and care leavers	Good
<b>Overall effectiveness</b>	<b>Good</b>

5. The report outlines that in the previous inspection in 2015, Nottinghamshire was judged to be Good across all service areas, except for care leavers. The recent inspection concluded that *"good practice has been maintained for children in care, and the care leavers service*

*has been transformed. Most children who require help and protection services receive effective support, but the local authority has not yet successfully sustained good services for all children”.*

6. The report highlights many strengths within the Local Authority’s practice, notably highlighting the skills and commitment of the workforce, and the positive support provided by their managers. The report also highlights the strength of political and corporate support, and the positive impact in particular on services for children in care and care leavers, for example through leisure cards and council tax exemptions.
7. The report outlines a number of discrete areas for improvement that the Council is required to make:
  - a) the quality of strategy discussions and meetings so that they are always timely, involve all relevant partners and are well recorded
  - b) the consistency of social work practice in all geographical areas of the County
  - c) the awareness of, and social work response to, safeguarding privately fostered children
  - d) the assessments, support and oversight of children in care placed with family and friend carers.
8. Officers within the Department are already working on securing the necessary improvements in these areas, and this was recognised by Ofsted, who reported that the Authority’s self-evaluation was an accurate reflection of work across the County, with action plans for areas of weakness in place.
9. The improvement plan in respect of the areas for improvement identified is being refocussed and will be submitted to Ofsted within 70 working days in line with the requirements of the inspection framework. The action plan will build on the improvement initiatives already underway through the development and implementation of the strengths-based practice model across children’s services. It is recommended that Children and Young People’s Committee receive six monthly updates on progress in securing the improvements required.

### **Future Inspection Activity**

10. As Ofsted has judged that the Local Authority’s overall effectiveness continues to be “Good”, this means that the Local Authority remains on “pathway 1” of the inspection framework. This means that the next comprehensive inspection will take place in approximately three years, and will be a short inspection. During the intervening period, it is likely that the Authority will receive at least one focused visit or joint targeted area inspection. Focused visits take place over two days and evaluate a particular aspect of practice, a theme or the experiences of a particular cohort of children, such as the front door, the experiences of children in need or subject to a child protection plan, the protection of vulnerable adolescents (contextual safeguarding), children in care, permanence, and care leavers. Joint Targeted Area Inspections (JTAI) examine a particular theme in respect of the experiences of children in need of help and protection, and are undertaken jointly by Ofsted, Her Majesty’s Inspectorate of Constabulary and Fire & Rescue Service (HMICFRS), the Care Quality Commission (CQC) and Her Majesty’s Inspectorate of Probation, over a three week period. Previous themes have included children experiencing abuse and neglect, child exploitation, children living with domestic abuse and child sexual abuse in the family environment. The current theme for JTAs is children’s mental health.



## **Other Options Considered**

11. No other options have been considered.

## **Reason/s for Recommendation/s**

12. It is important the Children and Young People's Committee receives assurance on progress in respect of areas for improvement within children's services.

## **Statutory and Policy Implications**

13. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, 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, smarter working, sustainability and the environment 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**

14. There are no financial implications arising from this report.

## **Safeguarding of Children and Adults at Risk Implications**

15. Successfully delivery of the improvement plan arising from the Ofsted inspection of Local Authority children's services will continue to strengthen arrangements to safeguard vulnerable children and young people in Nottinghamshire.

## **RECOMMENDATION/S**

- 1) That Committee agrees to receive six monthly reports on progress on areas for improvement arising from the recent Ofsted inspection of the Local Authority's children's services.

**Colin Pettigrew**  
**Corporate Director, Children and Families**

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## **Constitutional Comments (AK 16/12/19)**

16. The report falls within the remit of Children and Young People's Committee under its terms of reference.

## **Financial Comments (SAS 17/12/19)**

17. 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.

Framework, evaluation criteria and inspector guidance for the inspection of local authority children's services

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/828678/ILACS\\_framework\\_and\\_evaluation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828678/ILACS_framework_and_evaluation.pdf)

Joint targeted area inspections: framework and guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/832023/Joint\\_targeted\\_area\\_inspections\\_framework\\_2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832023/Joint_targeted_area_inspections_framework_2.pdf)

## **Electoral Division(s) and Member(s) Affected**

All.

C1330

# Nottinghamshire County Council

## Inspection of local authority children's services

**Inspection dates: 7 October 2019 to 18 October 2019**

**Lead inspector: Margaret Burke, Her Majesty's Inspector**

Judgement	Grade
The impact of leaders on social work practice with children and families	Good
The experiences and progress of children who need help and protection	Requires improvement
The experiences and progress of children in care and care leavers	Good
Overall effectiveness	Good

At the last inspection in 2015, Nottinghamshire was judged to be good across all service areas, except for care leavers. Good practice has been maintained for children in care, and the care leavers service has been transformed. Most children who require help and protection services receive effective support, but the local authority has not successfully sustained good services for all children. While a focus on some large-scale service areas has resulted in improvement, other smaller defined areas of practice have not received the same attention. Progress in improving these discrete areas of practice has been limited.

Political and corporate support has remained a strength for children's services, with continued financial backing and increased commitment from district councils. Some notable achievements have been secured, such as increasing and stabilising the workforce. Strengthened performance management arrangements provide the local authority with sound information to help leaders better understand need and ensure that services are targeted to those who require help.

Most children, especially those in care or who are care leavers, receive a good service. Social workers know children and families well. Good-quality direct work ensures that children's views are heard and acted on. Early help support is effective, and children in need of urgent protection receive a swift and appropriate response.

Children in care make good progress in stable homes with skilled and committed carers, and care leavers' needs are well addressed. Staff morale is high and social workers receive effective supervision, training and support.

The local authority has accurately identified areas that require further improvement. Leaders recognise the need to develop multi-agency involvement in strategy meetings and that further work is required to meet the needs of privately fostered children. Steps have already been taken to increase the workforce in geographical areas where social work practice is weaker, but it will take time to ensure that improvements are made in quality and the consistency of practice. The local authority's assessment, support and oversight of a small number of children living in unregistered fostering placements with connected carers is not robust. These placements do not fully comply with regulations. Managers acknowledged the need to do more to ensure compliance, and during the inspection they took action to increase scrutiny and oversight of these arrangements.

Leaders have taken steps to accelerate plans, already in existence, to address the weaker areas of practice identified in this inspection and in previous inspection visits.

## **What needs to improve**

- The quality of strategy discussions and meetings so that they are always timely, involve all relevant partners and are well recorded.
- The consistency of social work practice in all geographical areas of the county.
- The awareness of, and social work response to, safeguarding privately fostered children.
- The assessments, support and oversight of children in care placed with family and friend carers.

## **The experiences and progress of children who need help and protection: requires improvement to be good**

1. Early help services are effective and make a positive difference to children. Children and their families have access to support and interventions from a well-developed and extensive range of universal and targeted early help services. Children and families benefit from comprehensive early help assessments and corresponding action plans that appropriately identify interventions to support their needs. Children make good progress through services that help them to understand their emotions, build self-esteem and develop their confidence. When risks increase, children are appropriately referred to statutory services in order to receive additional help and support.

2. Children identified as being in need of urgent protection and considered to be at risk of significant harm receive a quick and effective response from the multi-agency safeguarding hub (MASH). Thresholds are well understood by partners and within the MASH. Consent from families is appropriately sought or dispensed with. Daily multi-agency domestic abuse meetings identify any risks to children, and these are then responded to. The initial response to request for services, including requests made for services out of hours, is appropriate. However, some contacts that require further information gathering and triage by social workers are taking longer to process than the prescribed MASH timescales, resulting in delay in commencing work with some children. Leaders recognise the challenges in responding to non-urgent contacts and are currently reviewing MASH processes to ensure more timely and effective responses.
3. When safeguarding concerns for children are identified and the threshold for multi-agency decision-making is met, strategy discussions are not always held or considered. The rationale for not convening a strategy discussion is not clearly recorded in children's records. Strategy discussions that do take place do not include all relevant partner agencies to ensure that decisions are based on all available information to protect children. The last inspection and the focused visit earlier this year raised this as an area for improvement. The lack of progress to address this is a concern.
4. Once contacts become a referral and children have been identified as requiring children's social care intervention, effective management oversight ensures seamless transition on to the relevant service. Children are allocated social workers promptly in most receiving teams, and most children are seen in a timely way.
5. Most children who require ongoing help and protection get a good response, and the standard of support services is high. However, the quality of social work practice varies across the county. The lack of a consistently robust response in some parts of the local authority means that, for a small number of children, their circumstances do not improve in the same way or as quickly as they do for children in other areas. The local authority has started to address this with the introduction of additional staff, but it is too early to see the impact.
6. Although assessment timeliness is improving, the quality of assessments is variable. Stronger assessments are informed by the child's family history and demonstrate understanding of the impact of significant events for individual children, resulting in direct help for families. Weaker assessments are too simplistic; they lack professional curiosity and fail to analyse repeated patterns of neglectful behaviour. Some assessments do not clearly identify the next steps, and this lack of clarity has led to repeat assessments and delay for some children in their needs being met.
7. Children's plans are subject to regular, well-structured, multi-agency reviews. Progress made against each action is noted, while the plans clearly identify and agree how to address areas and which actions still require further work.

8. Social workers see children regularly. They develop a sound understanding of children's needs and lived experiences through reflective direct work and skilled observation. Trusting relationships with families enable social workers to work effectively alongside families, addressing concerns and supporting improvements. Social workers are well guided in their work with children and families through regular supervision, and are supported by clear and detailed management instructions.
9. For the majority of children, appropriate action is taken to initiate the pre-proceedings stage of the public law outline (PLO) when risks to children increase. However, for a small number of children experiencing long-term neglect, this has taken too long. The quality and rigour of legal planning meetings, letters before proceedings and PLO review meetings are mixed. While work and activity with families is closely reviewed, progression can be delayed because summaries and action plans do not consistently display the overall progress and impact of the pre-proceedings work. Once the local authority has entered court proceedings, work is of a higher standard. The local judiciary and the Children and Family Court Advisory and Support Service (CAFCASS) report favourably on the improvements in the timeliness and quality of evidence in court proceedings, which is reducing the need for specialist assessments.
10. Clear efforts are made by social workers to address the individual needs of children in large sibling groups in court assessments and statements. Careful attention is devoted to the potential merits, or otherwise, of removing children from their birth families. A wide range of alternative care arrangements are considered. Social workers manage to develop constructive relationships with parents during these highly stressful periods for families.
11. Disabled children are well supported by a dedicated team of social workers with specialist knowledge and understanding of their and their family's needs. Children benefit from effective relationships with their social workers, who support them to make choices and access a range of support services to help them reach their potential. For a small number of disabled children, there is evidence of drift and a lack of decisive action in progressing their child protection plans.
12. While the local authority has made some progress in raising the profile of children living in private fostering arrangements, more needs to be done to improve the identification, assessment and ongoing work with these children and their carers. Current arrangements are not sufficiently robust and do not ensure that all children have a timely assessment of needs or the opportunity to see their social workers alone. Plans to further improve practice and raise awareness across the workforce are at an early stage of development. Improvement in private fostering practice and arrangements was a recommendation from the last inspection.
13. There is a good range of suitable accommodation for young people aged 16 or 17 years who present as homeless. Homeless 16- and 17-year-olds are informed

of their rights to choose to access accommodation under s20 or s17. However, young people are not routinely provided with a full child in need assessment in line with statutory guidance. The initial assessment they receive is often limited to their immediate housing situation, which means that their wider needs are not immediately recognised.

14. The local authority's response to allegations made against people working with children, including foster carers, is effectively managed. Systems are in place to record and track allegations, to coordinate the investigation and to provide advice to professionals and organisations. Strategy meetings are chaired effectively by independent reviewing officers, and meetings are attended by key agencies to ensure that relevant information is shared and acted on to protect children.
15. The local authority works sensitively with its communities to respond appropriately to concerns about children affected by female genital mutilation and honour-based violence. Support arrangements ensure that children are protected, intervening via the courts where necessary. Effective early help services are available to support children believed to be at early risk of radicalisation.
16. Most children considered to be vulnerable to the risk of sexual and criminal exploitation have a completed risk assessment, but the quality of these tools varies, and identified risks are not always appropriately escalated. When tools are used well, risks are identified, and children become the subject of an exploitation strategy meeting. These meetings are effective, and appropriate actions are taken and reviewed. Support is intensified, when required, to ensure that work progresses, and that children are protected. For some children, this has resulted in reduced risks and better outcomes.
17. Most children who go missing from home are offered a return home interview. The number of children taking part in return interviews is proportionately low, and those that are completed are not consistently detailed enough to inform safety planning. Monitoring of practice in this area is steadily improving the timeliness and effectiveness of the response.
18. Fewer pupils are being excluded from school as a result of close work between schools and the local authority. At the same time, the number of pupils on part-time timetables is rising. Pupils who do not attend school regularly are reviewed, sometimes weekly, by officers. This reflects the local authority's aim to get pupils back into full-time education as quickly as possible and to work with parents where there are safeguarding concerns.

## **The experiences and progress of children in care and care leavers: Good**

19. Services for children in care have continued to develop since the last inspection, with more significant improvements in the local authority's offer and support for



care leavers. Most children come into care when it is in their best interests to do so. They live in suitable, stable placements with skilled and committed carers who meet their needs. A small number of children who have experienced long-term neglect have waited too long before entering care. However, once in care, like most other children, they make good progress.

20. Permanence planning is well considered and entered into in a timely manner to ensure that children move into permanent care arrangements at the earliest opportunity. Parallel and triple planning is apparent, and steps taken are well recorded in reviews. The adoption team's involvement is evident at early stages when this is considered as a possible option. Children's early permanence planning is closely managed to prevent drift, through careful management tracking and joint work between the permanence and court teams.
21. Children are visited regularly in line with statutory requirements, and often more frequently. Recording of visits to children is thoughtful and thorough, demonstrating positive interactions. Many children have social workers who have worked with them for some time, providing continuous, trusting relationships. This enables impactful direct work to be completed with children. Children's views are clearly exemplified in plans, assessments and reviews. The use of a consultation app to elicit children's views and aid communication is gaining traction across the service.
22. Children living at home on care orders are subject to rigorous assessments and reviews under the scrutiny of the court or placement with parents' regulations. Children placed at home are not left to drift for extended periods, and revocation of care order hearings are sought within reasonable timescales.
23. Most children who return home from care do so in a safe and planned way. However, a small number of children leave s20 accommodation in an unplanned way. In these, cases management oversight and assessments of risk are not always evident in order to ensure the appropriate level of support is made available to these children and families.
24. Social workers provide a comprehensive update of changes and progress for children's reviews. Assessments demonstrate multi-agency involvement and include the views of children, young people and parents, illustrating constructive work with children to address their needs. All children have an overarching care plan, but the quality of these varies. Many are comprehensive and clearly evidence that appropriate help and support is in place. Others do not contain enough detail to provide a clear and ambitious focus of work with children. Contingency plans are very generic and do not assist or provide clear enough directions in times of crisis.
25. Children's reviews are held within statutory timescales and are effective. Reviews are generally well attended; children are encouraged and supported to participate in the planning for their meeting, and many attend their reviews. IROs are a consistent service for children, often visiting or speaking to children



to obtain their views prior to the review meeting. Minutes are thorough, but they are not written to the child, and the language used is directed at a professional audience. Children do not receive a child-friendly copy of the report or the outcomes to the review. Not all review minutes are written up promptly in order to enable members to be clear about what has been agreed and for the required actions to be quickly followed through. Reviews are not always reconvened to consider significant events, changes of placement or changes in care plans.

26. Strong work is evident where children in care are at risk of child sexual exploitation. Thorough child sexual exploitation risk assessments are completed, and multi-agency strategy meetings are effective. Risks and vulnerabilities are evaluated, and planning is tight and well-focused. However, the response to children who go missing from care is mixed. Not all return home interviews are completed within timescale. When children refuse to engage, the implications of this are not explored in enough depth to inform subsequent work to reduce risks. Repeated missing episodes do not always result in multi-agency strategy meetings.
27. Children's health needs are reviewed within timescales. Provision to address their emotional well-being and mental health needs has significantly improved. Strength and difficulties questionnaires (SDQs) are routinely completed, and most children who require help receive targeted support from CAMHS and a range of other services. The innovative 'You Know Your Mind' personal budget system is gaining prevalence and impact, helping many children build their self-esteem through activity-based programmes.
28. Children in care are supported to do well in their education. The virtual school's senior leaders are strongly focused on the educational progress of children in care. Designated teachers are clear about their roles, and leaders use the additional funding from the pupil premium effectively. This has contributed to a steady rise in children's academic outcomes over the past four years. However, personal education plans (PEPs) are inconsistent in quality and content. Children therefore do not benefit from this additional oversight and scrutiny in order to maximise their academic performance and to ensure that their whole education experience is successfully supported.
29. Assessments of foster carers are thorough and analytical. Timescales for completing assessments are met and preparation training is good. Placements are well planned, through introductions and comprehensive information-sharing prior to children moving in. Foster carers feel valued and part of the child's team. They are good advocates for children and are extremely committed to them. Consequently, many children's experiences improve. Children from the children in care council confirmed that they benefit from secure, long-term permanent placements with their foster families.
30. Nottinghamshire is part of, and leads on, the regional adoption agency (D2N2) established in April this year. The preparation and assessment of adopters is thorough, as is the quality of reports. There is a good range of adoption support

available that can also be accessed by prospective adopters. Children and adopters are prepared well for adoption.

31. Comprehensive life-story work is undertaken with children so that they understand their own and wider family history. This is routinely in place for children placed for adoption, but is not yet prevalent for all children who have been in care for longer periods. Focused efforts are made to support children to enjoy safe quality time with their families, previous carers and other significant people from their past.
32. A small number of children live with family and friends carers who have not been fully assessed or formally approved. Senior management scrutiny and IRO oversight of these children in unregistered placements is insufficient. The rationale and reasons for these placements are not clearly articulated or documented well in care plans, children's reviews, supervision or case summaries. These carers do not all receive the necessary support, development and training to help them to effectively care for children. Viability assessments are not always completed, and when they are, decisions are not clearly recorded about the carers' suitability to progress to a full assessment. When carers are not approved, and children remain with these carers, no risk assessments or plans are evident in order to compensate for shortfalls identified in the carer assessments.
33. Following repeated placement breakdowns, a very small number of 15-year-olds are currently placed in supported accommodation for 16- and 17-year-olds. These unregulated placements receive regular scrutiny and oversight by managers while they work to identify more suitable and permanent arrangements. Social workers and placement providers ensure that these young people are provided with the support necessary to make progress while in these placements.
34. Care leavers value the effective support they receive from the care leavers service. Skilled, experienced personal advisers (PAs) ensure that care leavers are well prepared and supported during their transition to adulthood. Care leavers who are parents are well supported and are assisted to access universal services. Young people receive their health histories and are offered help to address their physical and mental health needs. Young people with significant emotional and mental health needs are offered appropriate assistance through adult mental health services and through funding from the 'You Know Your Mind' personal budget.
35. Care leavers are encouraged to meet with achievement advisers, who work closely with PAs, to access suitable education, training and employment (EET) opportunities. Many have achieved well in their education and are accessing degree programmes, further education courses and full-time employment. When young people disengage, active efforts are made to explore how to re-engage and introduce opportunities that may be more suitable. Care leavers aged from 21 to 24 receive a customised service based on their changing needs. They are

allocated to specialist PAs when their needs require it, and contact is periodically made with young people who are living independently and do not require ongoing support.

36. Pathway plans are reviewed regularly and focus on progressing important priorities. Young people's views are integrated throughout plans, ensuring that they are meaningful to young people. However, when care leavers are at risk of exploitation, this is not always addressed sufficiently well, and opportunities to understand risk more fully through specialist screening are missed.

## **The impact of leaders on social work practice with children and families: Good**

37. Stable leadership and strong political support have ensured that Nottinghamshire local authority has made improvements in most services for children and their families since the last inspection. Children in care and care leavers receive a good service, and most children in need of help and protection receive effective support. However, some discrete and important areas of practice, such as private fostering, multi-agency involvement in strategy meetings and the variability of social work practice, need to be improved. Children's services remain a priority for the council, and budgets continue to be protected, relieving some of the pressures on services. The chief executive officer and elected members are well informed and take an active part in overseeing services and scrutinising performance. The more recent restructure of services has devolved and strengthened oversight of vulnerable children across the large county.
38. The vast majority of children in care are well cared for and live in stable placements that meet their needs and that support them to do well. Services for care leavers have now been transformed. Regular staff supervision and management oversight is evident on most case records, steering work for children and leading to improvements in the timeliness of assessments and reviews. While the quality of assessments is still variable, they are steadily improving. Great strides have been made in developing and stabilising the workforce. These improvements in services and workforce translate into better life chances for many children and their families.
39. Partnerships are strong at a strategic level, strengthened through the challenging agendas that senior council leaders and partners have had to work through together, including the independent inquiry into child sexual abuse (IICSA). Further examples of successful partnership working are evident in the development of the Youth Violence and Child Exploitation Panel and toolkit. CAFCASS and the courts speak positively about their relationships with senior managers, their legal counterparts and the improving quality of children's services.
40. Senior leaders have worked constructively with district councils to broaden access for children and families to services. Innovative partnerships and

developments across the county enable children in care and care leavers to have improved access to leisure, housing and employment opportunities.

41. Nottinghamshire's approach to discharging and managing its corporate parenting functions is effective. The breadth of representation of children across a wide age range is a real strength of the council. Children in care council members meaningfully participate in council business. They have regular contact with senior representatives from the virtual school, independent reviewing officers, councillors and senior managers. Children report that managers listen closely and follow up on issues raised, and this is translated into tangible achievements. Free leisure card and council tax exemptions stand out as examples.
42. Nottinghamshire has successfully led on and now manages the staff in the regional adoption agency (D2N2), which was established in April this year. Local arrangements are strong and enable effective oversight by managers to assure themselves of the quality of the services being delivered for Nottinghamshire children and families.
43. Since the last focused visit in January 2019, improvements have been made to ensure that audits clearly evaluate the quality of social work practice. A new auditing system has been introduced which enables managers to identify themes and develop action plans to improve practice. This work is still in its early stages of development, as are systems to ensure that actions identified in individual case audits are followed through.
44. Regular performance management meetings and direct contact with staff provide leaders with regularly updated practice information. Team managers and workers use performance information to support practice. Senior leaders are well sighted on and aware of the inconsistency in social work practice for some children. Staffing numbers in areas showing weaker social work practice have therefore been increased. While the social care workforce is stable in many areas, there are still teams across the county with staff turnover that impacts on the progress made in supporting vulnerable children.
45. Nottinghamshire's self-evaluation of practice gives an accurate reflection of work across the county. The council knows itself well and has clear priorities to strengthen practice to improve all services for children and their families. Most areas identified as weaknesses in this inspection are recognised by leaders, and they have existing action plans in place. However, the focus and pace of improvement in a few areas of practice, particularly within help and protection services, have been slow. The quality of social work services that children have access to vary across the county. Limited progress has been made in identifying and responding to children in private fostering arrangements. Multi-agency involvement in strategy meetings when safeguarding concerns about children are identified has not been achieved. Action that has been taken on these recommendations from the previous inspection has not resulted in consistent improvements in practice.

46. The use of unregistered and unregulated placements, while permitted by leaders, have left a small number of children in placements which do not meet regulations. A small number of children live with family and friend carers who have not been assessed or approved and where support arrangements are vague. In addition, a very small number of 15-year-olds are placed in supported accommodation for 16- and 17-year-olds. Leaders have not taken sufficient action to ensure that these placements are registered or that alternative placements are secured in a timely manner.
47. Frontline social workers' caseloads are steadily reducing, and most workers describe their workloads as manageable. Social work capacity has been increased, and practice consultants and additional support roles have been created. Staff in their assessed and supported year in employment are well supported. In addition, social workers have access to a wide range of services, including targeted support from the family service, to assist them in their work with children and families. Many staff are positive about working for Nottinghamshire and welcome the changes made.
48. Staff value Nottinghamshire's training offer. They receive regular and relevant training opportunities, which are developing their professional knowledge and practice. Work is underway to ensure that all staff operate within the council's recognised strength-based approach.
49. Staff receive regular supervision and management support, which they highly value and which assists them in progressing children's plans.



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**13<sup>th</sup> January 2020****Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR, COMMISSIONING AND RESOURCES****CHILDREN'S CENTRE SERVICE PROPOSALS****Purpose of the Report**

1. To seek approval of the proposed initial changes to the Children's Centre Service immediately following the transfer to the management of the Council from 1<sup>st</sup> June 2020.

**Information****Children's Centres in Nottinghamshire**

2. The Children's Centre contract was awarded in June 2013 and expires on 31<sup>st</sup> May 2020, with a contract value of £10.4 million per annum. In March 2019, the Children and Young People's Committee agreed to bring the service under the direct management of the Council from 1<sup>st</sup> June 2020 and this paper details the proposed delivery model and budget.
3. The transfer of the service to the Council has brought opportunities to review current arrangements to ensure that the service is as effective as possible whilst offering value for money. The review has focused on the following principles:
  - a) Prioritising our Children's Centre Services to those identified as needing them the most
  - b) Ensuring greater efficiencies by minimising management and support and enabling costs to protect frontline service delivery; and introducing Smarter Ways of Working
  - c) Fully integrating service delivery across the Department and the Council
  - d) Maximising our fixed assets to ensure greater efficiencies whilst balancing the need for service delivery in people's homes
  - e) Balancing generic and specialist services to ensure that families receive good quality parenting advice, enabling them to be self-sufficient and less reliant on public services
  - f) Focussing on evidence-based interventions and practice.
4. The Children's Centre Service will continue to provide targeted services for families with emerging or entrenched needs, working with families who are at Levels 2 and 3 as described in the Pathway to Provision thresholds document. The service will also accept referrals for children known to Children's Social Care. The service will continue to target identified groups and focus on the existing outcomes:



- a) early identification and prevention of risk of harm
  - b) children achieve a good level of development, are ready for school and are effectively supported to close the attainment gap
  - c) parents are job ready and economically active, with increased aspiration for themselves and their children
  - d) improved health and wellbeing of children and parents.
5. A time limited Project Board has been established to lead on the transfer of the service, and includes several workstreams focusing on Human Resources, Data and Technology, Communications and Consultation, Property and Transitions. The Transitions workstream includes the current provider of the Children's Centre Service and additional meetings are taking place with Nottinghamshire Healthcare NHS Trust to progress the transfer; and project management leads from both organisations are in place.

### **Key Principles of the Operating Model**

6. National research and evidence, and local data, has been reviewed and has helped shape the principles behind the Children's Centre Service operating model. The new Joint Strategic Needs Assessment chapters for *Early Years and School Readiness* and *1001 days: From conception to age 2*, both summarise evidence which has informed the operating model.
7. Key principles of the operating model include:
- a) delivery of evidence-based parenting programmes
  - b) delivery of evidence-based interventions to improve children's development e.g. home learning programmes
  - c) target locations and groups with greatest needs providing a balance of outreach work, home visiting and centre-based activities
  - d) focus on keeping children safe and out of care
  - e) address speech, language and communication needs
  - f) retain some universal service provision led by parent volunteers
  - g) improve social mobility by raising aspirations, skills, confidence and employment outcomes
  - h) increase the focus on working with children under 2 years including the antenatal period, maternal health and attachment, especially in the areas of greatest need
  - i) integrated working with key stakeholders including the Family Service, Children's Social Care, Healthy Families Teams, Maternity Services, and Early Years services
  - j) provision of a highly skilled, qualified and experienced workforce to ensure provision is delivered to a high quality.
8. Levels of school readiness are linked to educational attainment, which impacts on life chances; it has been shown to impact on health, future earnings, involvement in crime, and even death. The operating model proposes to have an increased focus on ensuring children are ready for school as measured in the Early Years Foundation Stage. This is particularly important as progress in Nottinghamshire is below national and statistical neighbour results.
9. Once the service has transferred to the Council, it will be reviewed regularly for effectiveness and efficiency with appropriate contributions from Public Health and Clinical Commissioning Group commissioners. The Public Health Grant makes a contribution



towards the costs of our Children's Centres and the benefits to NHS partners of this provision require ongoing scrutiny.

## **Proposed Operating Model**

10. The Children's Centre Service will be managed by Early Childhood Services within the Children and Families Department, reporting performance to the Children and Young People's Committee. The service will work in conjunction with the Family Service, leading on early help support for families with children aged 0-4 years with the Family Service focusing on work with families with children and young people aged 5-19 years. The service will continue to be organised to deliver at a locality level and will continue to be provided from dedicated Children's Centre premises, community venues and family homes.
11. As the current Children's Centre Service is managed by Nottinghamshire Healthcare NHS Trust, the added value of close working with Healthy Family Teams has been beneficial for children and families. The service will continue to work closely with Healthy Family Teams to enable identification and support for children and families with needs such as behaviour management or parental conflict.

## **Initial Changes to Services and Interventions**

12. The majority of interventions provided by the service will continue. There will be some small changes to ensure that the service prioritises evidence-based interventions that ensure value for money. A list of interventions that will be provided from June 2020 are included in **Appendix 1** and this will be regularly reviewed after the service has transferred to the Council as further evidence of effectiveness becomes available.
13. **Perinatal Mental Health** - a joint decision has been made with Public Health colleagues to cease the current Family Action programme of work which addresses perinatal mental health. The existing Children's Centre Service programme is called 'Footsteps' and is led by volunteers who provide peer support to parents affected. Performance in 2018/19 indicated that only 53% of 153 (who completed evaluation forms) reported improvements in their emotional wellbeing following involvement with a Footsteps volunteer. The focus instead will be to ensure that parents access trained therapists and counsellors employed by the three Improving Access to Psychological Therapies (IAPT) services which are commissioned by Clinical Commissioning Groups. PHEW groups which provide peer support for parents who are expecting a child or have a child under the age of one where a parent is experiencing mild to moderate mental health difficulties during the perinatal period will still be provided. Parents will continue to receive support from the Children's Centre Service for all other issues.
14. **Speech, Language and Communication Needs** - the Children's Centre Service currently provides interventions to address speech, language and communication needs (SLCN). The SLCN work delivered by the Children's Centre Service has grown considerably since the start of the Children's Centre contract and the model currently exceeds the requirements of the Children's Centre Service. This service will need further review to establish the Council's future speech, language and communications services requirements and so as an interim solution the Council proposed to award a contract to Nottinghamshire Healthcare NHS Trust to continue to deliver the service, prioritising the delivery of evidence-based interventions and early help approaches in accordance with the Council's Financial

Regulation Waiver Procedure. It is proposed therefore, that Speech and Language Therapists and Home Talk workers will not transfer to the Council but remain with their current employer for the duration of the new contract. This new contract will be subject to performance and contract management arrangements which will be jointly managed by Public Health and Early Childhood Services commissioners.

15. The contract value would be approximately £500,000 per annum and the contract would end on 31<sup>st</sup> March 2021. This would coincide with Clinical Commissioning Group (CCGs) recommissioning plans for specialist speech and language therapy services, enabling improved value for money by aligning budgets and ultimately establishing an integrated pathway for children with SLCN. This proposal also allows additional time for the Council to work with CCGs to specify the service, consider national and local evidence and guidance, as well as an assessment of local needs through consultation, analysis of local data and needs assessments.
16. There will be no other changes to the interventions currently provided with the exception of the new Public Health led Childhood Obesity Trailblazer project which the Children's Centre Service will help to deliver.

### **Staffing Model**

17. It is proposed to review management levels as well as support and enabling functions once the service has been transferred to the Council and is no longer externally commissioned. The review will actively engage the Children's Centre workforce, using their experience and knowledge to help shape the detailed service operating model and align with other Council early help services. Any review will be subject to the Council's agreed consultation processes.
18. It is proposed that Speech and Language posts will not transfer to the Council and instead remain with their current employer to deliver SLCN interventions through a short-term contract. The SLCN service currently provides Speech and Language Therapists and Home Talk workers who are trained Early Years Practitioners. The Council is working with Nottinghamshire Healthcare Trust to negotiate the details of the direct award and a decision and service specification will be finalised in January 2020.
19. The Council is working with partners to confirm the TUPE transfer arrangements. The Service currently holds a number of vacancies and a robust system is in place to ensure only critical posts are filled. The number of post holders in scope is therefore subject to change before the transfer date.

### **Other Options Considered**

20. The option to retain the current budget of £10.4 million is not required, as the Council does not need the same level of funding as an external provider to deliver this service; this includes the removal of management fees for example.

### **Reason for Recommendations**

21. The current Children's Centre Service contract is delivered by Nottinghamshire Healthcare NHS Trust who sub-contract to two other organisations, one of which sub-contracts to a

fourth provider of the Service. This has resulted in management fees for all four organisations which will be reduced once the service is managed by the Council. Commissioners recognise that efficiencies can be made on transfer to the Council by reducing management fees, management roles, and support and enabling functions.

22. By offering a direct contract award to Nottinghamshire Healthcare NHS Trust, the Council will be able to retain some SLCN services whilst allowing time to engage CCG commissioners to work towards commissioning an integrated service that can identify and address SLCN. The service will work to an agreed service specification developed jointly with Public Health colleagues.
23. An increased targeted approach is required as nearly 50% of children from disadvantaged backgrounds have not secured the essential skills and understanding expected for their age by the time they finish Reception Year. Many have reduced opportunities for home learning and parental engagement (Ofsted 2016). It is important therefore to carry out additional outreach work to engage these families and not assume that they will access a Children's Centre building.

## **Statutory and Policy Implications**

24. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, 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, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Data Protection and Information Governance**

25. The Council has an information sharing agreement in place with Nottinghamshire Healthcare NHS Trust which allows the sharing of child and family level data. A Data Protection Impact Assessment has also been completed to enable the transfer of appropriate data and records from the NHS to the Council. This will include data regarding open cases, as well as volunteer and employee data.
26. The Children's Centre Service workforce will be required to undertake all mandatory General Data Protection Regulation training and follow Council policies and procedures. This will be completed during staff induction in June 2020.

## **Financial Implications**

27. The current budget for the Children's Centre Service is £10.4 million which includes a contribution of £3.0 million from Public Health. The changes to the service will result in a cost reduction of approximately £1.0 million, following a review of management fees, support functions and the recommissioning of the SLCN intervention. The revised budget will be £9.4m including the £3 million Public Health contribution and this will need to cover all costs of the Children's Centre Service from 1<sup>st</sup> June 2020.

28. In addition, there is a £1.0 million budget for Children's Centre property management which is managed by the Place Department and will be unchanged.
29. The budget will need to cover the cost of all staff eligible for TUPE, which is expected to be approximately 300 full time equivalent posts. Under TUPE Regulations staff will transfer on their existing terms and conditions of employment which will result in some differences in pay and on-costs. A contingency has been included in the budget to allow for this. The need for this contingency will diminish over time due to staff turnover and potential efficiencies. However, it must be noted that employees on NHS terms and conditions have received a pay award and pensions increase which must be honoured by the Council.
30. The current service delivery allows some level of business rates relief due to the charitable status of the voluntary sector partner. This relief will be lost if the properties are solely used by the Local Authority and not the voluntary sector, and this will result in additional business rate charges falling to the Council following transfer. This additional cost is estimated at £150,000 per annum with a part year effect in 2020/21 (i.e. from 1<sup>st</sup> June 2020), and will be contained within the Children's Centres revised budget.
31. In March 2019 the report to this Committee identified a number of key areas where additional implementation costs would be incurred. These included ICT mobilisation and networks, HR and Legal capacity to progress TUPE arrangements, and the development of data and performance systems. This is addressed in the financial comments section of this report at **paragraphs 38 to 44**.

### **Human Resources Implications**

32. Bringing the Children's Centre Service under the management of the Council will result in the TUPE transfer of approximately 300 fte posts into the Council from the organisations who currently provide the service. The Council is working with the providers to ensure that due diligence information is received in a timely manner and that communication channels are opened with the affected staff. Arrangements are also being made to ensure appropriate training occurs.

### **Safeguarding of Children and Adults at Risk Implications**

33. There is an expectation that children and families will experience an improved package of support from the Council by working with the whole family using one records management system (i.e. Mosaic).
34. All staff will have a Disclosure & Barring Service (DBS) check prior to working with children and families and will be required to complete all mandatory safeguarding training.

### **Implications for Service Users**

35. The Children's Centre Service in Nottinghamshire will continue to engage children and families who require early support and are considered to be at risk of poor outcomes. The following target groups will continue to be supported:
  - a) low income families with identified needs

- b) children of teenage parents / teenage parents (excluding those already accessing the Family Nurse Partnership)
- c) families identified as having mild/moderate mental health issues
- d) children with English as an additional language
- e) 2, 3 and 4 year olds not accessing their minimum childcare entitlement
- f) unemployed single parents
- g) unemployed parents living in rural areas
- h) children under 5 years with speech, language and communication needs
- i) Black and Minority Ethnic groups where there is a need
- j) parents of children with Special Educational Needs and Disability (SEND) who do not meet thresholds for specialist services
- k) families with children on child protection plans, Children in Need and Looked After Children.

36. Although not considered a target group, engaging fathers will continue to be a priority of the service, in particular those with any of the characteristics listed above. Engaging families in the antenatal period will also be a priority for the service.

## **RECOMMENDATIONS**

That:

- 1) the proposal to transfer the current Children's Centre Service with the same structure, aside from those elements identified relating to Speech and Language, and the service offer to the Council is approved.
- 2) the proposal to establish posts, in scope of the TUPE transfer from the Children's Centre Service to the County Council, with effect from 1<sup>st</sup> June 2020 is approved.
- 3) the proposal to re-specify a short term contract with Nottinghamshire Healthcare NHS Foundation Trust for evidence based activities to address speech, language and communication needs is approved.
- 4) the proposal to reduce the budget of the Children's Centre Service following transfer to the management of the Council from 1<sup>st</sup> June 2020 is agreed.

**Laurence Jones**  
**Service Director, Commissioning and Resources**

**For any enquiries about this report please contact:**

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## **Constitutional Comments (EP 19/12/19)**

37. The recommendations fall within the remit of Children and Young People's Committee by virtue of its terms of reference.

## **Financial Comments (SAS 19/12/19)**

38. The current budget for the Children's Centre Service is £10.4 million which includes a contribution of £3.0 million from Public Health. The changes to the service will result in a saving of approximately £1.0 million (2020/21 £0.833m, 2021/22 £0.167m) following a review of management fees, support functions and the recommissioning of the SLCN intervention. The revised budget, in a full year, will be £9.4m including the £3 million Public Health contribution.
39. In addition, there is a £1.0 million budget for Children's Centre property management which is managed by the Place Department and will be unchanged.
40. The current service delivery allows some level of business rates relief due to the charitable status of the voluntary sector partner. This relief will be lost if the properties are solely used by the Local Authority and not the voluntary sector, and this will result in additional business rate charges falling to the Council following transfer. This additional cost is estimated at £150,000 per annum with a part year effect in 2020/21 (i.e. from 1<sup>st</sup> June 2020), and will be contained within the Children's Centres revised budget.
41. The revised Children's Centre budget will need to cover the cost of all staff eligible for TUPE, which is expected to be approximately 300 full-time equivalent posts. Under TUPE Regulations staff will transfer on their existing terms and conditions of employment which will result in some differences in pay and on-costs. A contingency has been included in the budget to allow for this. The need for this contingency will diminish over time due to staff turnover and potential efficiencies.
42. In March 2019 the report to this Committee identified a number of key areas where additional implementation costs would be incurred. These included ICT mobilisation and networks, HR, Legal support and the development of data and performance systems.
43. Work has been ongoing to ascertain these costs and it is estimated that in 2019/20 the revenue cost will be up to £0.115m and met by a request from contingency. The revenue cost in 2020/21 will be £0.221m and needs to be considered as part of establishing the 2020/21 budget. A breakdown of the costs is attached as **Appendix 2**.
44. Whilst the capital expenditure costs for ICT devices are still being assessed they are estimated to be up to £0.5m. Once these costs have been confirmed a request for capital funding will need to progress through the usual capital approval processes.

## **HR Comments (BC 19/12/19)**

45. The staffing implications are contained within the body of the report. Affected staff will be transferred to the County Council under the TUPE regulations on their existing terms and conditions of employment. The Council will be working with the current providers to ensure that appropriate staff consultation occurs and that due diligence information is received.



## **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 Early Years Improvement Plan – report to the Children and Young People’s Committee on 29th April 2019.](#)

[Children’s Centre Service contract – report to Children and Young People’s Committee on 18th March 2019](#)

Early Years and School Readiness Joint Strategic Needs Assessment Chapter (2019)  
<https://nottinghamshireinsight.org.uk/research-areas/jsna/children-and-young-people/early-years-and-school-readiness-2019/>

1001 Days: from conception to age 2 Joint Strategic Needs Assessment Chapter (2019)  
<https://nottinghamshireinsight.org.uk/research-areas/jsna/children-and-young-people/1001-days-from-conception-to-age-2-2019/>

Children’s Centre Transfer Equality Impact Assessment

Children’s Centre Transfer Data Protection Impact Assessment

Children’s Centre Volunteers Data Protection Impact Assessment (Draft)

Speech, Language and Communication Needs Commissioning Data Protection Impact Assessment

Speech, Language and Communication Needs Equality Impact Assessment.

## **Electoral Divisions and Members Affected**

All.

C1309





## **Children's Centre Service Interventions**

### **Outcome 1 - Children achieve a good level of development, are ready for school and are effectively supported to close the attainment gap**

- 1.1 Forest School
- 1.2 Home Talk
- 1.3 Speech and Language 1:1 Support
- 1.4 Let's Play (in the home)
- 1.5 Little Talkers
- 1.6 Now I Am Two
- 1.7 Contact for 2,3 and 4 years olds not accessing their funded nursery place
- 1.8 Little Learner's Crèche

### **2. Outcome 2 – Parents are job ready with increased aspiration for themselves and their children**

- 2.1 Volunteer recruitment and training
- 2.2 Volunteer Training – Breastfeeding Peer Supporters,
- 2.3 Volunteer Training - Empowering Parents Empowering Communities (EPEC)
- 2.3 Opening Doors with Confidence

### **3. Improved health and emotional health and well-being**

- 3.1 BABES Breastfeeding Group
- 3.2 Weaning Group
- 3.3 Family and Food
- 3.4 Baby Massage (if targeted)
- 3.5 Holiday Buddies
- 3.6 PHEW groups

### **4. Outcome 4 – Early identification and prevention of risk from harm**

- 4.1 One to One Family Support
- 4.2 Family Appointment Sessions
- 4.3 Incredible Years Parenting Programme
- 4.4 Sleep Clinics
- 4.5 Sleep Appointment Sessions
- 4.6 Sleep Tight
- 4.7 123 Magic
- 4.8 Solihull Parenting Programme
- 4.9 Being a Parent (EPEC)
- 4.10 Theraplay

### **5. Supporting all four outcomes - open access groups for all children under 5 and their families**

- 5.1 Under 1s (led by volunteers)
- 5.2 Stay and Play (led by volunteers)



## Children's Centre Service Revenue Implementation Costs

Service	Activity	2019/20 £	2020/21 £	Total £
HR	To support transition process. <ul style="list-style-type: none"> <li>• 1 fte HR Business Partner (Band B)</li> <li>• 0.5fte HR Business Partner (Grade 5)</li> </ul>	28,579	39,511	68,090
Children & Families - Information and Systems	Development of Mosaic to enable case recording. <ul style="list-style-type: none"> <li>• 1fte Business Systems Analyst (Band C)</li> <li>• 1fte System Co-ordinator (Band A)</li> <li>• 1fte System Support Officer (Grade 5)</li> <li>• 1fte Data Management Officer (Grade 4)</li> <li>• Band C honorarium 5%</li> </ul>	43,382	114,827	158,209
Legal	To seek external advice from Browne Jacobson, regarding TUPE, TULCRA, pensions advice and exit arrangements.	20,575	9,775	30,350
Engineering time	To provide rerouting ICT cabling into properties.	15,800		15,800
Business Support Centre	Transfer staff to NCC, providing ID badges, Right to Work, DBS checks, BMS and Payroll.		34,259	34,259
	<b>TOTAL</b>	<b>115,036</b>	<b>221,322</b>	<b>336,358</b>



**13<sup>th</sup> January 2020****Agenda Item: 7****REPORT OF THE SERVICE DIRECTOR, EDUCATION, LEARNING AND  
SKILLS****REVISED CHILDREN MISSING EDUCATION STRATEGY AND ELECTIVE  
HOME EDUCATION POLICY****Purpose of the Report**

1. This report asks the Committee, following public consultation, to recommend a revised Nottinghamshire Children Missing Education Strategy, attached as **Appendix 1**, and a revised Elective Home Education Policy, attached as **Appendix 2**, to Policy Committee for approval.

**Information****Children Missing Education Strategy**

2. Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age (5 – 16 years). Local authorities are expected to have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and a named person to whom schools and other agencies can make referrals about children who are missing education. The County Council's Children Missing Education (CME) Strategy describes how the Local Authority discharges this duty.
3. The CME process focuses on known children and young people who are not accessing their full educational entitlement as a result of failing to secure a school place, facing permanent exclusion from school, refusing or being prevented from attending their school place, on a school roll but accessing less than their full educational entitlement, those unable to access full time education due to their mental or physical health needs, those who are in unsuitable elective home education, as well as any child or young person known to other local authority services without a school place or refusing to attend school.
4. The County Council's Children Missing Education Policy has been revised to reflect changes to internal systems within Nottinghamshire County Council and the DfE Children Missing Education: Statutory Guidance for Local Authorities September 2016, The Timpson

Review of School Exclusion published May 2019 and the DfE Alternative Provision Market Analysis Research Report published October 2018, all available at <https://www.gov.uk> .

5. The proposed strategy also contains an updated CME action plan for Nottinghamshire County Council for 2019-20.
6. Nottinghamshire County Council consulted on a revised Children Missing Education Strategy between 16 October 2019 and 20 November 2019.
7. The consultation was available for the full period on the Council's website and information about where to access the consultation was sent to:
  - all community and voluntary controlled schools in Nottinghamshire
  - all own admission authority schools in Nottinghamshire
  - chairs of governing bodies of Nottinghamshire schools
  - all neighbouring local authorities
  - diocesan representatives
  - county and borough councillors
  - parish councils
  - registered early years providers within Nottinghamshire.
8. The consultation was also promoted via the Council's social media accounts. Consultees were invited to respond online, by emailing or by writing to the County Council. All responses received by 20 November 2019 were considered.
9. The consultation asked six questions about the proposed Nottinghamshire Children Missing Education Strategy and sought responses from consultees regarding their level of agreement with the proposed strategy and the effectiveness in supporting the Local Authority to discharge its legal duty.
10. The number of responses to the consultation were as follows:
  - 10 online
11. A summary of the consultation is presented in **Appendix 3**, with an analysis of responses. A redacted version of all the comments made by respondents is available as a background paper.

## **Elective Home Education Policy**

12. Parents have the right under Section 7 of the Education Act 1996 to take the decision to educate their children at home. This is known as elective home education and is distinct from home tuition that may be provided by a school, academy or the Local Authority if a pupil has health related needs.
13. The County Council has in place an Elective Home Education Policy that outlines the level of support the Local Authority provides to Electively Home Educating parents, the specification of criteria applied by the Local Authority to determine suitability and the actions that will be taken if education is deemed to be unsuitable.

14. The Nottinghamshire Elective Home Education Policy has been revised to reflect the publication of DfE updated non-statutory guidance Elective home education; Departmental guidance for local authorities, April 2019 and Elective home education: Departmental guidance for parents, April 2019, both available at <https://www.gov.uk>
15. Nottinghamshire County Council consulted on a revised Elective Home Education Policy between 16 October 2019 and 20 November 2019.
16. The consultation was available for the full period on the Council's website and information about where to access the consultation was sent to:
  - all community and voluntary controlled schools in Nottinghamshire
  - all own admission authority schools in Nottinghamshire
  - chairs of governing bodies of Nottinghamshire schools
  - all neighbouring local authorities
  - diocesan representatives
  - county and borough councillors
  - parish councils
  - registered early years providers within Nottinghamshire.
17. The consultation was also promoted via the Council's social media accounts. Consultees were invited to respond online, by emailing or by writing to the County Council. All responses received by 20 November 2019 were considered.
18. The consultation asked seven questions about the proposed Nottinghamshire Elective Home Education Policy and sought responses from consultees regarding their level of agreement with the proposed policy and the effectiveness in supporting the Local Authority to discharge its duties in relation to Elective Home Education.
19. The proposed amendments and additions to the Policy resulting from the consultation are summarised as follows:
  - a). The wording of paragraph 4.9 has been amended to reflect the duty as described in Section 436A of the Education Act 1996
  - b). Reference has now been made at paragraph 7.2 to the Local Authority's duty to comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
20. The number of responses to the consultation were as follows:
  - 30 online
  - 1 email
21. A summary of the consultation is presented in **Appendix 4**, with an analysis of responses. A redacted version of all the comments made by respondents is available as a background paper.

## Other Options Considered

22. The existing Children Missing Education Strategy (2014) remains in place. This references outdated guidance and contains inaccurate information regarding the structure and operation of Council services working within this area.
23. The existing Elective Home Education Policy (2015) remains in place. This does not make reference to the 2019 DfE guidance or any recommendations contained within it.

## Reason/s for Recommendation/s

24. To ensure that Nottinghamshire's CME Strategy and EHE Policy are fit for purpose and reference the most recent DfE guidance.

## Statutory and Policy Implications

25. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, 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, smarter working, sustainability and the environment 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

26. There are no financial implications arising from the report.

## Implications for Service Users

27. Nottinghamshire County Council's Children Missing Education Strategy and Elective Home Education Policy are agreed following public consultation and ensure fairness and equity for all service users.

## RECOMMENDATION/S

That:

- 1) the revised Children Missing Education Strategy, attached as **Appendix 1**, be recommended to Policy Committee for approval
- 2) the revised Elective Home Education Policy, attached as **Appendix 2**, be recommended to Policy Committee for approval.

**Marion Clay**  
**Service Director, Education, Learning and Skills**



**For any enquiries about this report please contact:**

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**Constitutional Comments (LW 12/12/19)**

28. Children & Young People's Committee is the appropriate body to consider the content of the report.

**Financial Comments (SAS 17/12/19)**

29. 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.

Education Act 1996

<http://www.legislation.gov.uk/ukpga/1996/56/contents>

Children Missing Education: Statutory Guidance for Local Authorities September 2016

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

The Timpson Review of School Exclusion May 2019

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/807862/Timpson\\_review.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/807862/Timpson_review.pdf)

DFE Alternative Provision Market Analysis Research Report October 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/752548/Alternative\\_Provision\\_Market\\_Analysis.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752548/Alternative_Provision_Market_Analysis.pdf)

Elective home education; Departmental guidance for local authorities, April 2019

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/791527/Elective\\_home\\_education\\_guidance\\_for\\_LAv2.0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791527/Elective_home_education_guidance_for_LAv2.0.pdf)

Elective home education: Departmental guidance for parents, April 2019

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/791528/EHE\\_guidance\\_for\\_parentsafterconsultationv2.2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791528/EHE_guidance_for_parentsafterconsultationv2.2.pdf)

Consultation documents available on the consultation database at

<https://consult.nottinghamshire.gov.uk/children-and-families-services/nottinghamshirecmestrategysurvey>

<https://consult.nottinghamshire.gov.uk/children-and-families-services/elective-home-education-policy-review>

## Equalities Impact Assessments

Redacted version of comments made by respondents to the online consultation

### **Electoral Division(s) and Member(s) Affected**

All.

C1332

## **APPENDIX 1**

# **Nottinghamshire Children Missing Education Strategy**

This strategy is designed to enable the County Council to fulfil its statutory duties in relation to education provision and the safeguarding and welfare of vulnerable children. It is intended to guide the work of local authority officers, schools and other agencies in the procedures and practices to be followed in order to track, monitor and maintain contact with children and young people at risk of or already missing education. This will prevent vulnerable children and young people becoming 'unknown' to relevant professionals and therefore becoming even more high risk.

Throughout this guidance reference to 'Schools' is taken to mean all maintained Schools, Academy Schools, (including those that are Free Schools), University Technical Colleges and Studio Schools.

**Revised September 2019**

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## **1. Context**

Children missing education are defined as children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Local Authorities have a legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education. Additionally, Nottinghamshire's Children Missing Education Strategy outlines actions the Council takes to ensure access to appropriate education for children who are registered with a school but where it appears that they are not accessing or being provided with their educational entitlement, categorised by OFSTED as 'Pupils Missing Education'.

The relevant DfE guidance that governs this area of work is the Children Missing Education: Statutory Guidance for Local Authorities 2016. Ofsted has also published findings on children missing out on education in December 2018 and November 2013, as well as having a clear focus on the subject within the Ofsted Inspection Framework. The May 2019 report 'Timpson review of School Exclusion' highlights several areas for the Department for Education, Local Authorities, Schools and Academies to consider in relation to Children and Pupils Missing Education as a result of exclusion, placement in Alternative Provision and being 'Off Rolled'.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. Children and young people who do not access school or appropriate alternative education are deemed to be vulnerable and their risk is increased as they continue to be without a school place. Safeguarding children and young people continues to be a key shared responsibility of the LA with schools and other external partners. High quality education provides children and young people with the necessary skills, knowledge and understanding as well as vital social and emotional skills to prepare for a confident future.

Nottinghamshire County Council is committed to the continuing development and implementation of a strategic and coordinated approach to ensure that every child and young person is 'known' and is accessing education appropriately. This requires all staff to be alert to situations which might indicate that a child or young person may not be on the roll of a school or attending appropriate alternative education. This demands a culture of shared responsibility where all staff, whatever their role, remain alert to children who are not on a roll or attending appropriate educational provision.

## **2. Underpinning principle**

The Council is committed to ensuring that every child and young person of statutory school age is on a school roll, with the exception of those children and young people who are electively home educated.

## **3. Why should children and young people be on a school roll?**

All children and young people of statutory school age are legally required to be on a school roll and to access full time education unless there is a medical or other reason that makes this inappropriate

or they are being formally electively home educated. Schools are responsible for keeping children and young people safe during the school day and have the knowledge, expertise and resources to ensure that children and young people access their educational entitlement to fulfil their potential within the aspirational context of school.

For a small minority of children and young people, the 'traditional' school setting may not be appropriate for all or part of their experience. However, it is important that the school remains the commissioner of any externally provided education or support and accepts responsibility for the outcomes of the provision they have commissioned. This quality assurance is the best guarantee that children and young people can have of receiving appropriate education that equips each young person with the necessary skills for the future and keeps them safe.

## **4. Current situation**

### **4.1 Children Missing Education Officer**

Nottinghamshire County Council has a CME officer whose sole duty is to monitor and track children missing from education. This officer sits within the Safeguarding and Independent Review group and is responsible particularly for:

- Children and young people whose whereabouts are unknown but who are on a school roll
- Children and young people whose whereabouts are known but who are not on a school roll i.e. moved into the area

There is clear policy and protocol agreed with schools to ensure that Children Missing Education are identified and reported to the Local Authority (Appendix A). The CME officer works in partnership with other CME officers across the country and with partner agencies to ensure that school aged children are located and supported to return to school. The CME officer and Fair Access officer have an agreed protocol to ensure that once a Child Missing Education is identified, a school place is secured quickly through the Fair Access protocol.

### **4.2 Pupils Missing Education Practitioner**

An additional Pupil Missing Education (PME) practitioner is employed with the Fair Access Team to review data returned to the Local Authority by Schools detailing children and young people not in receipt of their full education entitlement (reduced timetable) or educated in commissioned alternative provision.

The referral process for any service or school to report concern that a child is either CME or PME is outlined in Appendix B. This includes children who have no school roll, pupils accessing inappropriate part-time provision, pupils accessing inappropriate alternative provision, pupils who have unmet SEND or SEMH needs who are not attending their allocated school place and children registered as Elective Home Education but not accessing learning.

### **4.3 Current practice in the Council**

The CME officer continues to identify and track children missing from education, whilst the PME officer follows up cases where schools are reporting use of reduced timetables and alternative provision to ensure this is appropriate. Nottinghamshire County Council maintains a list of approved alternative providers, who are registered and quality assured through internal processes, and this information is available to all schools in Nottinghamshire to support them in making high quality alternative provision where needed, in line with the recommendations in The Alternative Provision Market Analysis Research Report, October 2018.

Children known to be CME or PME are discussed at the weekly Fair Access Children Out of School meeting and actions agreed to support a return to education. For the most vulnerable children who are unable to be admitted into a school setting the three weekly Vulnerable Children Education Commissioning group can agree exceptional cases of Local Authority funded alternative provision. The CME monitoring board, chaired by the Service Director Education, Learning and Skills, meets bi monthly to review the work of partners in securing positive outcomes for children who are Missing Education and to review the most complex cases to agree cross agency actions to support progress.

Under the leadership of the Admissions of Vulnerable Children Group, chaired by the Service Director, approaches and systems have been discussed and shared and inconsistencies been identified. All officers responsible for a particular vulnerable group are tasked with continuing to review their practice in relation to knowing who their children are and developing and implementing at team level, systems to identify children and young people who are at risk of failing to access appropriate support or become 'unknown'. A departmental action plan, shared with schools and other key partners in 2015, aimed to develop new ways of working across services and partners and this has been updated alongside this strategy to reflect the current position, and is included at Appendix C. The continued effective sharing of information to identify children and young people at risk of becoming "unknown" allows services to take appropriate action to re-engage these children and young people with school or other alternative provision and this is evidenced by the success of systems that have already been implemented.

### **4.4 Our work with Schools**

There has been significant investment in raising school and academic awareness of the CME and PME process through formal communication, newsletters and safeguarding board training. Schools are therefore regularly updated and are aware of their responsibilities to ensure accurate information is shared. Officers are prepared to challenge schools that remove children and young people improperly or illegally from their roll or will not accept pupils onto their roll who need to join them and a guidance document in relation to 'Off Rolling' was circulated to schools and governors in June 2019 alongside a revised Fair Access Protocol that came into effect in February 2019.

The Council has recognised that keeping children on a school roll and accessing their education entitlement is a key part of keeping children safe. As a result, a wide range of professionals continue to be brought together under the leadership of the Service Director with responsibility for Education, Learning and Skills to review current practice, share good practice and identify gaps through which children and young people can fall. The Council recognises the commitment and good practice that can currently be identified but also acknowledges that historically there has been insufficient sharing of knowledge, information and data.

The Council is committed to supporting a reduction of Fixed Term Exclusions within Nottinghamshire schools in order to prevent children missing education as a result of exclusion. This is supported by developments in systems made available to school to record and report Fixed Term Exclusions, enabling more accurate and timely data to be collated.

## **5. Who are the children and young people at risk of missing education?**

The vast majority of children and young people engage positively with school, attend regularly and are actively encouraged to do so by their parents and carers. It is vulnerable young people who are most likely not to attend school; DFE guidance specifically identifies Pupils at risk of harm/ neglect, children of Gypsy, Roma and Traveller families, children of Service Personnel, missing children and runaways, children and young people supervised by the Youth Justice System, children who cease to attend a school and children of migrant families. The recent Timpson review highlights the link between children who are excluded either on a fixed term or permanently and the time they miss from education and makes recommendations to try and address this. The numbers overall are relatively small and Nottinghamshire County Council recognises their responsibility to identify these vulnerable children and young people individually to ensure that the Council's resources are targeted on those who need them most.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and share information. In order to implement the requirements of the County Council's CME strategy, the County Council has nominated a Service Director to ensure that the work of a wide range of professionals is brought together to do all that is possible to prevent individuals or groups of young people becoming 'not known' to appropriate professionals and therefore passing from the Council's protection.

The list of children and young people who are most likely to be subject to this strategy are listed in Appendix D. This list also shows the service or officer with lead responsibility for providing support and challenge to schools and other educational settings for each of these vulnerable groups of children and young people.

## **6. Background Documents**

Education Act 1996 <http://www.legislation.gov.uk/ukpga/1996/56/contents>

Children Missing Education: Statutory Guidance for Local Authorities 2016  
<https://www.gov.uk/government/publications/children-missing-education>

The Annual Report of Her Majesty's Chief Inspector of Education, Children's Services and Skills 2017/18, OFSTED December 2018 <https://www.gov.uk/government/publications/ofsted-annual-report-201718-education-childrens-services-and-skills>



Pupils missing out on education, OFSTED November 2013

<https://dera.ioe.ac.uk/18825/1/Pupils%20missing%20out%20on%20education.pdf>

Alternative Provision Market Analysis Research Report, October

2018 <https://www.gov.uk/government/publications/alternative-provision-market-analysis>

Timpson review of School Exclusion

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/807862/Timpson\\_review.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/807862/Timpson_review.pdf)

The Children Act 2004 <https://www.legislation.gov.uk/ukpga/2004/31/contents>

## 7. Related Guidance

Nottinghamshire County Council Fair Access Protocol, February 2019

<https://www.nottinghamshire.gov.uk/media/1733874/fair-access-protocol.pdf>

Nottinghamshire County Council Off Rolling Guidance

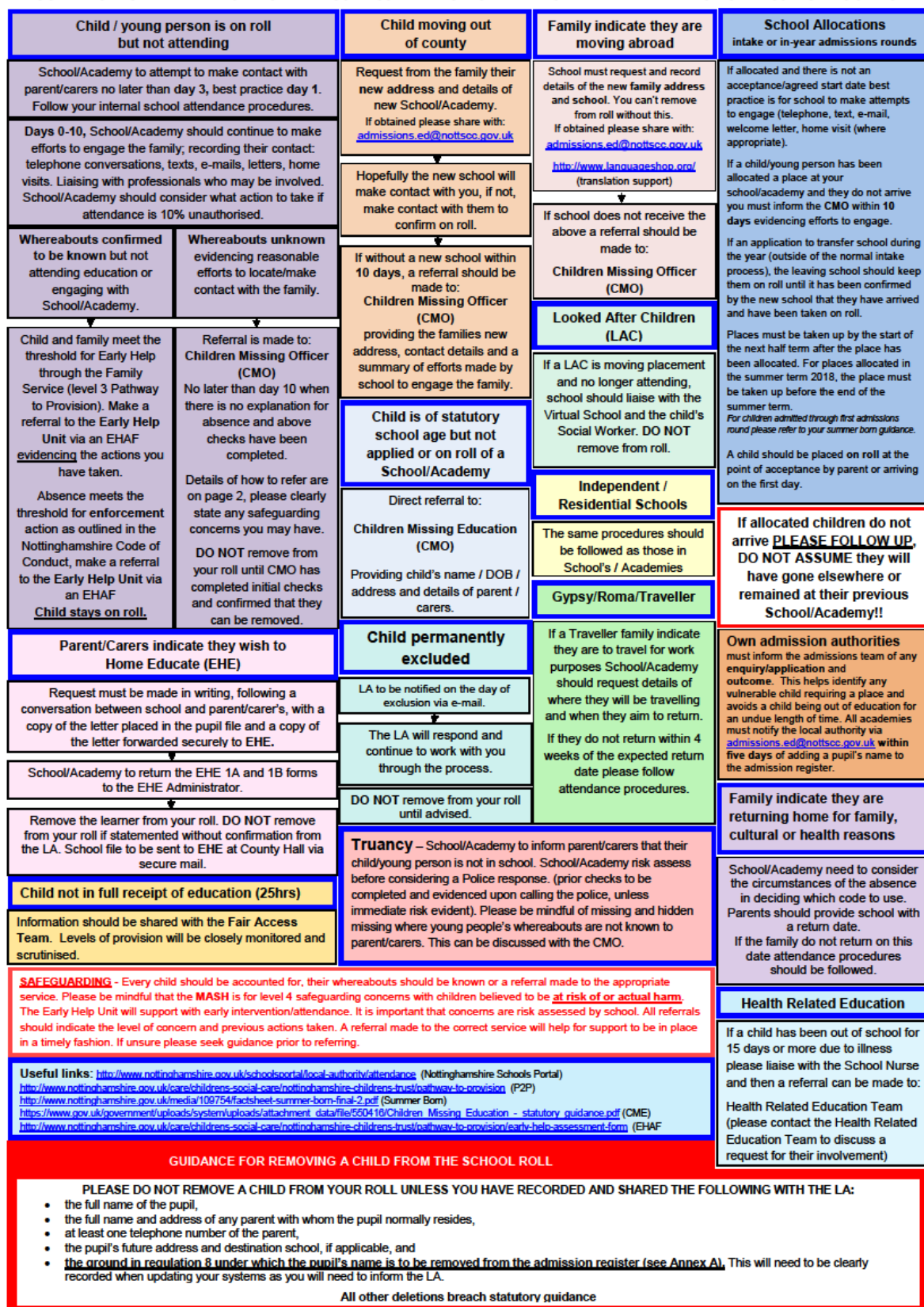
<https://www.nottinghamshire.gov.uk/education/for-schools/fair-access-and-children-missing-education>

Nottinghamshire County Council Reduced Timetable Guidance

<https://www.nottinghamshire.gov.uk/education/for-schools/fair-access-and-children-missing-education>

## Appendix A: School Attendance Guidance (flowchart)

### GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION



## GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

### Frequently Asked Questions

**What do I need to consider and what information do I need to share when I refer a child/young person?**

- Do school have safeguarding concerns? If so, please provide details and contact children's social care if urgent.
- When was the last day the child/young person was in school?
- Have all emergency contacts been exhausted? - addresses, telephone numbers (call / text), e-mail addresses of parents/carers, relatives, friends, work contacts, extended family (abroad if available)
- Have you completed checks with known services? Is the young person open to: CSC, Family Service, ICDS, Health/School Nurse, School Admissions, CAF/CASS
- Are there known siblings/family members attending another school?
- Have friends in school seen or heard from the young person? (speak to pupils discreetly, consider accessing social media)

**Home visits:**

- check the property for any signs of life
- leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact
- visit during different times of the day
- have neighbours seen or heard from the family?

**What does a home visit involve? What do I need to do?**

Home visits will allow you to gain a sense as to whether the family are still living in Nottinghamshire, and if this is an attendance issue or child missing education in that we do not know where the family are. Dependent on how well you know the family this could be completed by a door knock, explaining that you are concerned that the young person is not attending school or if unanswered looking for signs of life, does it appear like the family are still resident?

A colleague passing by the property on their way home from work could look for signs of life. A visit can be done after you have exhausted all the emergency telephone contacts, written to the family etc. – but an early visit may resolve the issue.

If school do not wish to complete a home visit one can be purchased through the Family Service for £50. Please contact your linked Service Manager.

**A child/young person has moved out of county and I do not have a new school to forward the pupil file to, what should I do?**

If a family has moved out of the area school should request from parent/carers the name of the child's new school and new family address. If a school place is not yet obtained please request the address and share this with CMO who will liaise with colleagues in the area who will confirm local applications or arrange a visit to discuss the young person's education whilst in their area. Once confirmed they are known to the new area they become the responsibility of the new LA closing all involvement for Notts. The pupil file can be transferred once a new school is identified. Please do not phone admissions teams across the country waiting for children to arrive in a school, follow the flow chart

**What should I bear in mind if a parent/carer chooses to home educate?**

Although a parent/carer has the legal right to electively home educate, this may not always be in the child's best interests, particularly if there are significant safeguarding, parenting, SEND or other issues. Some parents are not able to deliver a broad and balanced curriculum, others have fallen out with the school or have an older school-refusing child. Please remember to consult fully with any agencies involved and the EHE team before deciding to off-roll the child. It is sometimes possible that a more appropriate solution is found than home education. Please liaise with the EHE Team via [EHE@nottscc.gov.uk](mailto:EHE@nottscc.gov.uk). There is not a role for CMO or school admissions.

**What do I do if a child is allocated a place at my school and does not arrive?** (<http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf>)

If a child has been allocated a place at your school and they do not arrive best practice is for school to try and engage the family; telephone calls, letters, visits (where appropriate). If contact cannot be made please inform the CMO know within 10 days of allocations.

**A child is leaving my school and moving abroad, what do I need to record?**

For children who move abroad, we would require the address that the child would be living at along with the school they will be attending, without this a referral would need to be made to CMO – we can't record "moved abroad", "left country", "Poland", "USA" etc. without clear confirmation.

If there were safeguarding concerns school would need to raise them without delay.

School would need to consider the reason for the move i.e. is it a planned move? Is it work related? Are there known family abroad? Have parents been open and informative? Have peers spoken to the child via social media since moving abroad etc. (discreetly).

School should request in writing from parents the details of the new address and name of school etc. (school will hopefully have sufficient contact details other than just mum and dad's phone numbers, i.e. friends/family in the UK, e-mail addresses, work contacts etc.)

If there are no safeguarding concerns and school have the above information the pupil file should remain with the UK school. A copy of the most recent reports would be provided to parents to give to the new school.

Where possible we would ask school to make every effort to confirm the young person's attendance at their new school (there is usually a colleague who can speak English), but we would need to be mindful of how we do this (usually via telephone), e-mail would not be secure to share confidential information.

**My young person is open to a social worker or attending a refuge do I still need to follow attendance procedures?**

It is important that school have a good relationship with social workers, liaising / sharing information accordingly, but continue to follow internal attendance procedures, school should not rely on the child's social worker to inform CMO etc.

**When can I remove the young person from my roll?**

We would advise that children remain on the school roll until their new school is confirmed or confirmation is received from CMO that the child/young person is known to another local authority with their CME team taking responsibility for the case. This will ensure that the young person does not slip between services/authorities.

If a child has moved within Nottinghamshire and is living outside of a reasonable distance to travel to their previous school this should be communicated to the CMO.

For missing children please refer to: [http://www.proceduresonline.com/nottinghamshire/scb/user\\_controlled\\_folders/area/uploaded\\_files/Children%20Missing%20from%20Care%20and%20Home%20Join%20protocol.pdf](http://www.proceduresonline.com/nottinghamshire/scb/user_controlled_folders/area/uploaded_files/Children%20Missing%20from%20Care%20and%20Home%20Join%20protocol.pdf)

**We all have a responsibility for a child's attendance, speak to a service, do not assume that somebody else will be dealing with it!**

<b>MASH – Multi Agency Safeguarding Hub</b> For children at risk of or actual harm. 0300 500 80 90 <a href="mailto:Mash.Safeguarding@nottscc.gov.uk">Mash.Safeguarding@nottscc.gov.uk</a>	<b>Virtual School – Looked After Children</b> (Sue Denholm) 0115 804 0644 <a href="mailto:virtual.schools@nottscc.gov.uk">virtual.schools@nottscc.gov.uk</a>	<b>Children Missing Officer (CMO)</b> (Glen Scruby) 0115 804 1045 <a href="mailto:glen.scruby@nottscc.gov.uk">glen.scruby@nottscc.gov.uk</a>	<b>Integrated Children's Disability Service</b> (incl EHCP process) 0115 804 1275 <a href="mailto:ICDS.Duty@nottscc.gov.uk">ICDS.Duty@nottscc.gov.uk</a>
<b>Traveller Advice (not referrals)</b> <a href="mailto:safecommunities.cc@nottscc.gov.uk">safecommunities.cc@nottscc.gov.uk</a>	<b>Exclusions</b> <a href="mailto:exclusions.ed@nottscc.gov.uk">exclusions.ed@nottscc.gov.uk</a> (perm) <a href="mailto:fixedterm.exclusions@nottscc.gov.uk">fixedterm.exclusions@nottscc.gov.uk</a>	<b>Fair Access</b> 0115 977 3225 <a href="mailto:fairaccess@nottscc.gov.uk">fairaccess@nottscc.gov.uk</a>	<b>Register Queries (Family Service)</b> South: 0115 854 8438 North: 0115 804 1591 West: 0115 804 1578
<b>Elective Home Education (EHE)</b> 01159 772 573 <a href="mailto:EHE@nottscc.gov.uk">EHE@nottscc.gov.uk</a>	<b>Early Help Unit (EHU)</b> 0115 804 1248 <a href="mailto:early.help@nottscc.gov.uk">early.help@nottscc.gov.uk</a>	<b>School Admissions (school use only)</b> 0115 804 1237 <a href="mailto:admissions.ed@nottscc.gov.uk">admissions.ed@nottscc.gov.uk</a>	<b>Health Related Education Team</b> 01623 799157 <a href="mailto:hretoffice@fountaindale.notts.sch.uk">hretoffice@fountaindale.notts.sch.uk</a>
<b>Whole School Safeguarding and Designated Person Training</b> <a href="mailto:safeguarding.training@nottscc.gov.uk">safeguarding.training@nottscc.gov.uk</a>	<b>Local Authority Designated Officer (LADO) (Eva Callaghan)</b> 0115 804 1272	<b>Customer Service Centre</b> including school apps, appeals, transport 0300 500 80 80	<b>Education Psychology Service</b> 0115 804 0828
<b>Tackling Emerging Threats to Children</b> (CSE, online grooming, internet safety, bullying, black and minority ethnic children, radicalisation) 0115 854 6440 – (please note this is not a case management team and referrals should not be made for individuals, this is a themed education programme)			

Version 4 –  
January 2018

## Appendix B: CME and PME Concern Flowchart 2018

CME pupils are those without a school roll, whilst PME pupils have a school roll but are prevented from, or unable, to access their school place effectively. In both cases the home address of these children will be known. This chart is not relevant to pupils who are simply refusing to attend (Family Service) or when the whereabouts of the child are unknown (Children Missing Officer).

<p><b>LEVEL ONE</b></p> <p><b>Any local authority officer, school, parent, external agency, concerned that a child is either CME or PME can refer the case.</b> E.g. This includes children who have no school roll, pupils accessing inappropriate part-time provision, pupils accessing inappropriate alternative provision, pupils who have unmet SEND or SEMH needs who are not attending their allocated school place, children registered as EHE but not accessing learning.</p>	<p>Refer the case to the Fair Access Team who may:</p> <ul style="list-style-type: none"> <li>• Provide advice and guidance</li> <li>• Refer the case to the weekly Children out of School meeting ( COOS) Chair: FA Team Manager</li> <li>• Allocate the case to a Fair Access Officer or the Children Missing Education Officer.</li> </ul> <p>Contact details for referral: <a href="mailto:Fairaccess@nottstcc.gov.uk">Fairaccess@nottstcc.gov.uk</a></p>
<p><b>LEVEL TWO</b></p> <p><b>Any local authority team manager</b> who believes that a child known to their service has</p> <ul style="list-style-type: none"> <li>• remained CME or PME for longer than 20 days and</li> <li>• that the current interventions made by the officers involved are not resolving the situation and</li> <li>• that the Local Authority may have a duty to provide interim education</li> </ul>	<p>Refer the case for consideration to the three weekly Vulnerable Children Education Commissioning Panel (VCEC). Chair: Group Manager SISPA.</p> <p>The VCEC panel may:</p> <ul style="list-style-type: none"> <li>• provide advice and guidance to services, schools and families.</li> <li>• provide support and challenge to services, schools and families.</li> <li>• Agree to fund interim education provision until appropriate long term education has been agreed.</li> </ul> <p>Contact details for referral: <a href="mailto:Gill.Bevington@nottstcc.gov.uk">Gill.Bevington@nottstcc.gov.uk</a></p>
<p><b>LEVEL THREE</b></p> <p><b>Any Team Manager or Group Manager</b> who believes that a child or young person has had no education for an unreasonable period of time and that services or schools maybe failing in their statutory duties.</p>	<p>Refer the case for consideration by the CME Board. Chair: Director Education, Learning and Skills.</p> <p>The Board will provide scrutiny and challenge and make recommendations as required.</p> <p>Contact details for referral: <a href="mailto:Amelia.mckenzie@nottstcc.gov.uk">Amelia.mckenzie@nottstcc.gov.uk</a></p>



## **Appendix C: CME Action Plan 2019/20**

### **Priority 1- Development and implementation of a revised Nottinghamshire CME strategy**

Impact Evidence:

- A revised CME strategy to be developed in partnership with key internal partners.
- Through a process of public consultation the CME Policy will mediate with key stakeholders including Nottinghamshire residents, the Dioceses, school based teachers and senior leaders and internal teams such as HRET, Education Psychologists, Family Service. In addition, the policy will be mediated and discussed at Fair Access Locality Panel meetings with senior leaders in schools.
- The strategy to be agreed by Children and Young People's and Policy Committee.

### **Priority 2- Strengthened locality knowledge of vulnerable children and processes to support them**

Impact Evidence:

- Following public consultation SEND locality working arrangements are being implemented with the intention that decisions regarding support and High Needs funding are made on a more local level in order that needs are met clearly and effectively.
- CME referrals to the Fair Access Team are routinely raised at Fair Access Locality Panel meetings where appropriate.

### **Priority 3- More robust processes to support vulnerable children and young people who are without a school place or access to education**

Impact Evidence:

- Children and Young People where Elective Home Education (EHE) is deemed unsuitable have been included in the revised Fair Access Protocol (February 2019)
- New recording and Data Management processes are being developed for the Fair Access Team to ensure consistent and timely monitoring of this group.
- 'Off Rolling' guidance has been developed and awareness continues to be raised with internal teams through mail out and briefing sessions. This guidance is also available to schools via school's portal and awareness was raised at headteacher briefings.
- Development of a system for identifying all Looked After Children placed in Nottinghamshire by other Local Authorities and providing support from the Fair Access Team to ensure that actions are taken so that these children have access to education where they are identified as being without a school place.

### **Priority 4- Strengthening systems to track and review of pupils not accessing full time provision**

Impact Evidence:

- Updated guidance regarding reduced timetables, including escalating referral routes, has been circulated to internal teams and briefing sessions continue to take place. Guidance has

been made available to schools via School's portal and awareness raised at headteacher briefings.

- A system for 'live' return of the reduced timetable, alternative provision and Fixed Term Exclusion data is being developed in Capita One Education by the Information and Systems Team.
- The Information and Systems Team are responsible for analysing the data returns and raising cases where there are concern with the Pupil Missing Education Practitioner within the Fair Access Team. These cases are then followed up with schools and support and challenge given where needed. For Children who are subject to a Child Protection Plan or Child in Need Plan, a formal letter is sent to the headteacher, chair of governors and copied to the relevant social worker seeking assurances around the provision being commissioned

#### **Priority 5- Processes for supporting children and young people who are registered as Electively Home Educated are reviewed in light of revised legislation**

Impact Evidence:

- An EHE internal systems review is taking place and will report back on recommendations to ensure the offer of support to EHE learners and families is appropriate.
- The EHE policy will be reviewed in partnership with key internal and external partners following revisions in legislation. A process of public consultation will be undertaken before the strategy is presented to Children and Young People's and Policy Committee for agreement.

## **Appendix D: Local Authority service responsibilities**

### **Virtual School team**

- Nottinghamshire's Looked After Children (LAC), including those placed out of Nottinghamshire
- Previously Looked After Children
- Asylum seeking children in dispute over age assessments

### **Fair Access team**

- Children on a school roll but not in full time education
- Children without a school place accessing interim NCC provision
- Fair Access pupils
- Children educated other than at school
- Children on roll of a school receiving NCC funded provision to ensure continued access to education
- Children out of school
- Children on managed moves
- Children who are known to be on part time provision
- Children where Elective Home Education is deemed unsuitable and who are required to return to school
- Other Local Authority LAC placed in Nottinghamshire.

### **Partnership Officers**

- Permanently Excluded Children without an EHCP
- Children at risk of Permanent Exclusion

### **Children Missing Education Officer**

- Children whose whereabouts are unknown but are on a school roll
- Children whose whereabouts are known but who are not on a school roll (i.e. moved into the area)

### **Youth Justice Coordinator**

- Young offenders who are subject to a court order
- Young people in custody
- Young people on remand

### **Family Service**

- Gypsy, Roma and Traveller (GRT) families not engaged with education
- Young people receiving education in FE settings dropping in and out
- New or returning Travellers to Nottinghamshire without a school place
- Eastern European migrants without a school place
- Children with a school place of statutory school age who are not attending regularly

### **Locality Coordinators for health related education**

- Pregnant young girls and young mothers

- Children without a school place accessing health related education

#### **Educational Psychology Service and officers in the Integrated Children's Disability Service (ICDS)**

- Children with SEND accessing special, specialist and alternative provision within Nottinghamshire
- Children with SEND accessing provision outside of Nottinghamshire
- Children with SEND with an Education, Health and Care Plan (EHCP)
- Children with an EHCP receiving Elective Home Education
- Young people with SEND accessing post 16 alternative provision

#### **Early years and Early Intervention Officers**

- Vulnerable 2,3,4 year olds not accessing funded provision

#### **Children's Social Care Officers**

- Children in need and children on child protection plans
- Children and young people who are hospitalised long term
- Children at risk of sexual exploitation, human trafficking, female genital mutilation (FGM), forced marriage
- Children in homes experiencing domestic violence
- Young carers
- Children and young people who self-harm and/or misuse illegal drugs and alcohol

#### **Access and Admissions Strategy Team Manager**

- Children not transitioning between key stages



**POLICY & PROCEDURE GUIDE – FRONT SHEET**

**Author:** Sarah Whitby

**Owner:** Corporate Director,  
Children and Young People's  
Services

**Area of service:** Elective Home Education, Education Learning and Skills

**Title**

Policy for Elective Home Education

**Aim**

The aim of this policy is to ensure clear procedures are in place to enable the local authority to work in partnership with parents who choose to electively home educate their children and to discharge its statutory duties in relation to electively home educated children and young people.

**Statutory basis**

Education Act 1996

**Supporting documents**

Elective Home Education;  
Departmental Guidance for Local  
Authorities, April 2019

Nottinghamshire County Council  
Children Missing Education  
Strategy 2014

**Approved by:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Latest Equality Impact  
Assessment:**

\_\_\_\_\_ November 2019

**Implementation date:** to be agreed

**Review date:**

**Amendments:**

**Nottinghamshire County Council Children, Families and Cultural Services**

**POLICY FOR ELECTIVE HOME EDUCATION**

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**Appendix A- Nottinghamshire registration, visits and suitability process**

## **1. Introduction**

- 1.1 This document applies to those children whose parents<sup>1</sup> have chosen to educate their children at home. The document sets out parental rights and responsibilities, the current legal position and outlines Nottinghamshire County Council's procedures in respect of Elective Home Education.
- 1.2 Elective Home Education is the term used by the Department of Education to describe parents' decisions to provide education for their children at home instead of sending them to school. This is different to home tuition provided by the local authority other than at school because the electively home educated child does not appear on any school roll, or access provision made through the County Council's 'Educated Otherwise Than at School' arrangements.
- 1.3 Home education is an option that families may consider for their children's education. Parents may choose to electively home educate their child for many reasons. This may include decisions based on ideological or philosophical views, religious or cultural beliefs or because they believe that their child's needs may be better met in this way. It may be due to dissatisfaction with the school system or as a short-term intervention for a variety of reasons.
- 1.4 Educating children at home works well when it is a positive, informed and dedicated choice, but there is evidence that not all children who are educated at home are in receipt of suitable education. The local authority has a moral and social obligation to ensure that children are safe and are being suitably educated and Nottinghamshire County Council's aim is to ensure that all children receive a good education that enables them to reach their potential and prosper into adulthood.
- 1.5 As there is no compulsory registration scheme for children who are electively home educated the number of children who are educated in this way remains unknown. Nationally the number of electively home educated children is believed to be growing steadily and this is reflected in Nottinghamshire.

## **2. Background**

- 2.1 This policy is informed by the [2019 guidance provided by the DfE](#).
- 2.2 Section 7 of the [The Education Act 1996](#) provides that:

*"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –*

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<sup>1</sup> Throughout this Policy 'parents' should be taken to include all those with parental responsibility, including guardians and carers.

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have,

*either by regular attendance at school or otherwise."*

- 2.3 The [United Nations Convention on the Rights of the Child \(Article 28\)](#) recognises the right of all children to an education

- 2.4 [Article 2 of Protocol 1 of the European Convention on Human Rights](#) states that:

*"No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions."*

- 2.5 Nottinghamshire County Council is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between people in accordance with the [Equality Act 2010](#) and the [Public Sector Equality Duty](#).

### **3. Aims of the Policy**

- 3.1 The aim of this policy is to ensure that the local authority has clear and consistent procedures in place for working in partnership with parents who choose to Electively Home Educate their children and discharging its statutory duties in relation to the education of all children living within Nottinghamshire.
- 3.2 The local authority, in its role as champion for all children and young people whether they are educated in school or elsewhere, has a duty to promote the achievement of all children and young people. In doing so it will seek to establish the identities (so far as possible), of the children in Nottinghamshire who are home educated, and offer information, advice and guidance to parents. The local authority will also intervene where there are concerns that a child is not receiving a suitable education or there are concerns about a child's well-being or safety
- 3.3 The policy seeks to affirm the principles upon which the local authority undertakes its duty towards electively home educated children and young people.
- 3.4 The policy aims to give parents who are considering removing their child from school to home educate them, the opportunity to fully explore the implications, and to assist them in making an informed decision that is an active and positive step in the best interests of their child.

- 3.5 Through this policy the local authority is committed to working in partnership with parents, children and young people and the wider elective home education community. The local authority will uphold the principles described below in discharging its duty towards children and young people.

#### **4. Principles underpinning the Local Authority's policy**

- 4.1 The local authority's ambition is for Nottinghamshire to be a place where children are safe, healthy and happy, where everyone enjoys a good quality of life and where everyone can achieve their potential.
- 4.2 All children and young people have a right to an education that is appropriate to their age, ability and aptitude which takes into account any special educational needs and disabilities they may have.
- 4.3 The local authority recognises that parents have the legal responsibility for ensuring that their children are suitably educated and respects the rights of parents who choose Elective Home Education for their child. The local authority seeks to work in partnership with and offer support to all parents who make this choice.
- 4.4 The local authority acknowledges that children learn in different ways and at different times and speeds. It appreciates that parents and their children might require a period of adjustment before finding their preferred mode of learning and that families may change their approach over time.
- 4.5 The decision by parents to elect to educate their child other than at school should be an informed, active and positive one. It is important that parents obtain sufficient information about home education when making the decision and the local authority recognises its role in making this information available<sup>2</sup>
- 4.6 Where a parent's decision to withdraw their child from school is as a result of conflict, bullying or emotional problems the school should work closely with the parents and appropriate local authority support services to resolve the issues wherever possible<sup>3</sup>. This may include a tripartite meeting of the family, the school and an adviser to ensure that all avenues of meeting the students' needs have been explored.
- 4.7 Every effort must be made to ensure that the child continues their education in school if that is in their best interests. The local authority will work with all maintained schools, academies and independent schools to ensure that they adhere to statutory guidance in relation to attendance, exclusions and the removal of children from a school roll<sup>4</sup> to reduce the

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<sup>2</sup> Nottinghamshire County Council's '[Guidance to parents](#)' provides further information to parents

<sup>3</sup> Further details of support services can be found at [www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk)

<sup>4</sup> Nottinghamshire County Council's [Off Rolling Guidance](#)

potential for children to be displaced into elective home education by default or go missing.

- 4.8 There are a variety of approaches to providing a suitable, full-time education and an electively home educated child may not necessarily follow a programme of study designed for the school sector.
- 4.9 The local authority is required as far as possible, to identify children who are not in receipt of a suitable education and appropriate enquiries shall be made to this end in respect of children who are electively home educated. Enquiries will be undertaken by suitably qualified and trained representatives of Nottinghamshire County Council.
- 4.10 If it appears through appropriate enquiries, that suitable provision is not being made for the child, the local authority will recommend a return to school.

## **5. Parental rights and responsibilities**

- 5.1 Parents may elect to home educate at any stage up to the end of compulsory school age. They must ensure that their children receive suitable full-time education for as long as they have elected to educate them at home.
- 5.2 On the basis of international comparisons, the current legislative framework for home education is relatively permissive. Parents' education provision will reflect a diversity of approaches and interests. Some parents may wish to provide education in a formal and structured manner, following a traditional curriculum and using a fixed timetable that keeps to school hours and terms. Other parents may decide to make more informal provision that is responsive to the developing interests of their child.
- 5.3 Parents' right to educate their child at home applies equally where a child has Special Educational Needs (SEN). This right applies, irrespective of whether the child has an Education Health and Care Plan or not.
- 5.4 Parents are not required to register or seek the approval from the local authority to educate their child at home. However, parents who choose to electively home educate in Nottinghamshire are strongly advised to register their child with Nottinghamshire County Council's Elective Home Education team. Parents must have the local authority's agreement to withdraw their child from school if the child has an Education, Health and Care Plan and attends a special school.
- 5.5 Parents are not required to have any qualifications or training to provide their children with a suitable education.
- 5.6 Parents may choose to employ other people to educate their child, though they themselves will continue to be responsible for the education provided.

They will also be responsible for ensuring that anyone they engage is a suitable person to have access to children and that their child is not attending an unregistered setting.

- 5.7 Parents who choose to educate their children at home must be prepared to assume full financial responsibility, including bearing the cost of any public examinations.
- 5.8 Home educating parents are not required to have any ongoing contact with the local authority in relation to their child's education unless there is a cause for concern.

## **6. Local authority responsibilities**

- 6.1 Local authorities have a statutory duty under [section 436A of the Education Act 1996](#), inserted by the Education and Inspections Act 2006, to make arrangements to enable them to establish the identities, as far as it is possible to do so, of the children in their area who are not receiving a suitable education. The duty applies to children of compulsory school age who are not on a school roll, and who are not otherwise receiving a suitable education at home, privately, or in alternative provision.
- 6.2 Under section 436A, children missing education are defined as 'children of compulsory school age who are not on a school roll, not placed in alternative provision by the local authority and not receiving a suitable education at home'.
- 6.3 Local authorities have no statutory duties in relation to monitoring the quality of elective home education on a routine basis. However, under [section 437\(1\) of the Education Act 1996](#), local authorities shall intervene if it appears that the parents are not providing a suitable education. If it appears to a local authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education." Parents must have at least 15 days to respond to such a notice.
- 6.4 If parents do not make a response, or if they fail to satisfy the authority that the child is receiving a suitable education, and it is expedient that the child attends school, then the authority will serve a School Attendance Order requiring the parent to cause the child to become a registered pupil at the school named in the order. The basis on which schools are selected for this purpose is outlined in Sections 438 to 441 of the Education Act 1996.
- 6.5. Where a child has a statement of special educational needs or an Education Health and Care Plan (EHCP) and is electively home educated, it remains the local authority's duty to ensure that the child's needs are



met and to maintain the EHCP. The EHCP should be reviewed annually. However, the local Authority is relieved of its duty to make the provision outlined in the statement

## **7 The Nottinghamshire context<sup>5</sup>**

- 7.1 A voluntary registration scheme is operated and all parents who provide home education are encouraged to notify the local authority.
- 7.2 Schools and academies are required to inform the local authority of all deletions from the admissions register and the grounds upon which a child's name is to be deleted<sup>6</sup>. Where elective home education is reported in this way children will be registered with Nottinghamshire County Council's Elective Home Education (EHE) team.
- 7.3 The [Children Act 2004](#) places a duty on all stakeholders to share information for the purposes of safeguarding and promoting the welfare of children. All children brought to the attention of the local authority as being in receipt of elective home education will be registered with Nottinghamshire County Council's EHE team in order that the local authority is able to discharge its duty under [section 436A of the Education Act 1996](#). Nottinghamshire County Council must of course comply with the General Data Protection Regulation and the Data Protection Act 2018
- 7.4 A visit by an elective home adviser is commissioned to offer support and guidance to parents who choose to electively home educate. In most cases they will be satisfied that education is suitable and will continue to offer advice and information to the home educating parent if needed, along with further support visits as agreed with the parent.
- 7.5 If the Adviser has concerns about the suitability of the education provision or feels that a parent just beginning home education needs more time to establish a programme of elective home education, then they may recommend a follow up visit takes place within a specified timescale.
- 7.6 DfE guidance (2019) recommends that in all cases where it is not clear as to whether home education is suitable local authorities should work to address the situation informally. Where parents decline a visit and do not provide other evidence of suitable education Nottinghamshire County Council's EHE team will ask the parents for further information about the education that is being provided. 'Parents are under no duty to respond to such enquiries, but if a parent does not respond, or responds without providing any information about the child's education, then it will normally be justifiable for the authority to conclude that the child does not appear to be receiving suitable education' (DfE Guidance 2019)

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<sup>5</sup> Appendix A provides a visual representation of the Nottinghamshire process, including timetables, prioritisation of support offered and action taken if education is not deemed to be suitable

<sup>6</sup> [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)



- 7.7 If following an adviser visit, or the receipt or absence of other information, it is deemed that the education provision is unsuitable<sup>7</sup> then support will be offered to explore options for a return to school and a referral made to the Fair Access Team, who will monitor the child's return to school and offer support, where needed, to ensure this happens. If applications are not made to school within 4 weeks, then a School Attendance Order will be requested.

## **8. Safeguarding**

- 8.1 Local authorities have a duty under [section 11 of the Children Act 2004](#) and [section 175 \(1\) of the Education Act 2002](#) to safeguard and promote the welfare of children. The welfare and protection of all children, both those who attend school and those who are educated at home, are of paramount concern and the responsibility of the whole community. [Working Together to Safeguard Children 2018](#) states that all agencies and individuals should aim to proactively safeguard and promote the welfare of children.
- 8.2 Every practitioner, and school in Nottinghamshire working or in contact with a child has a responsibility to follow the process to report this as described in the [Nottinghamshire County Council Children Missing Education Strategy 2014](#) if they know or suspect that a child is not receiving a suitable education.
- 8.3 As with school educated children, safeguarding issues may arise in relation to electively home educated children. If concerns come to light in the course of engagement with children and families, or otherwise, they shall be addressed in accordance with the process set out in [Nottinghamshire Safeguarding Children Partnership child protection procedures](#). The duties of Nottinghamshire's EHE service in respect of safeguarding children are described in the Nottinghamshire County Council's 'Guidance to parents'.
- 8.4 Nottinghamshire's [Pathway to Provision](#) document aims to support practitioners in identifying a child, young person and family's level of need and to enable the most appropriate referrals to access support either through a referral to Children's Social Care or other agencies.

## **9. Maintained and independent schools and academies: roles and responsibilities**

- 9.1 Schools should explore with parents all the immediate and longer-term implications of taking their child off roll. In line with DfE guidance (2019) it is strongly advised that parents confirm in writing to the school their intention to home educate to avoid misunderstanding; if no such written

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<sup>7</sup> Means by which suitability is determined in Nottinghamshire is outlined in [Nottinghamshire County Council's Guidance to parents](#)

confirmation is provided to the school then Nottinghamshire County Council requires the school to provide a written confirmation to the EHE service of the decisions made.

- 9.2 The school must inform the EHE Team within 14 days of the parents' decision to deregister their child. They should follow the legal requirements and the agreed local authority protocols for taking children off roll. Any safeguarding concerns must also be reported.

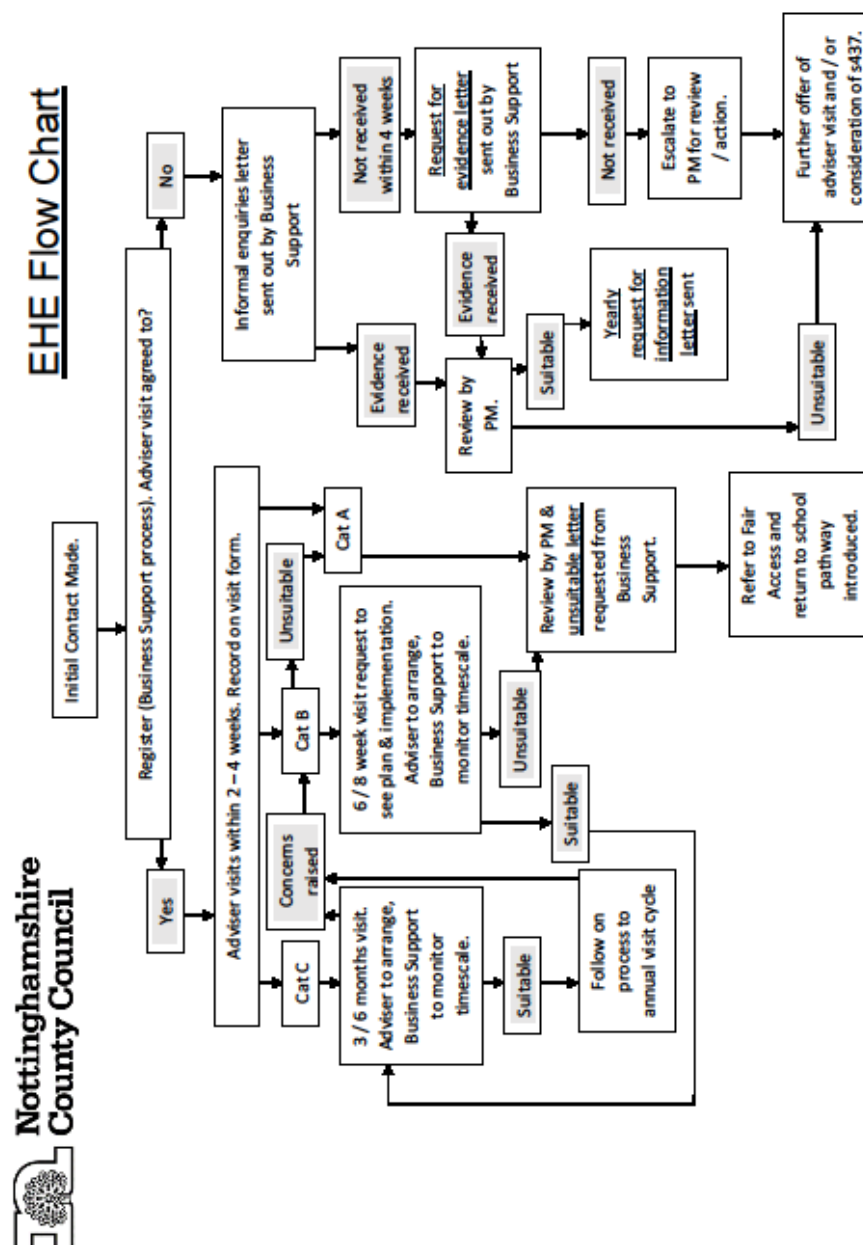
## **10. Monitoring and reporting arrangements.**

- 10.1 Details of all children and young people who are electively home educated are maintained in a secure database within the Education, Learning and Skills Service.
- 10.2 A programme of visits, described in section 6, is undertaken by Advisers with the agreement of parents. A report on the suitability of education arrangements, based upon local authority criteria, is published to parents. Each report is quality assured by the Programme co-ordinator, who reports on outcomes to the responsible manager in the Education Learning and Skills Service.
- 10.3 A report on the children and young people who are electively home educated, detailing the numbers, reasons and quality of provision and including the number of school attendance orders and education supervision orders issued is submitted to County Councillors on a 6-monthly basis.
- 10.4 Where a child has an EHCP, the Local Authority is required to monitor the educational provision and to arrange for the statement to be annually reviewed. This review will be conducted by the Integrated Children's Disability Service.

## **11 Review of this policy**

- 11.1 It is intended that this policy statement is reviewed within three years of its publication unless the arrangements have to change as a result of County Council policy development or changes in legislation before this date.

## Appendix A- Nottinghamshire registration, visits and suitability process



### Key:

Priority A- Unsuitable or safeguarding concerns

Priority B- Concern that provision is not yet fully in place or needs adding to

Priority C- Suitable education in place

PM- Programme Manager



## **APPENDIX 3 CONSULTATION SUMMARY AND ANALYSIS OF RESPONSES**

### **CHILDREN MISSING EDUCATION STRATEGY**

#### **Qu 1. A total of 10 responses were received to the public consultation**

- 1 school governors
- 1 parent
- 6 local authority employees
- 1 education trustee
- 1 parish council clerk on behalf of the parish council

#### **Qu 2. How strongly do you agree or disagree that the proposed Nottinghamshire Children Missing Education Strategy enables the Local Authority to undertake their legal duty under Section 436A to identify, as far as possible, children missing education?**

90% of respondents were in agreement, with 1 respondent disagreeing. It was commented that the proposed actions should enable Nottinghamshire to fulfil its legal duty but with the caveat that the local authority relies upon schools to provide information and that once obtained, the information needs to be acted on in a timely manner to be effective. A concern was raised about the difficulties of identifying Gypsy, Roma and Traveller children missing education.

The proposed Nottinghamshire CME Strategy is intended to guide the work of local authority officers, schools and other agencies in the procedures and practices to be followed in order to track, monitor and maintain contact with children and young people at risk of or already missing education. This will prevent vulnerable children and young people becoming 'unknown' to relevant professionals and therefore becoming even more high risk.

#### **Qu 3. How strongly do you agree or disagree that the proposed Nottinghamshire Children Missing Education Strategy adequately describes the support and challenge that is offered in respect of children and young people who are registered at a school but who do not appear to be accessing or being provided with their educational entitlement?**

Again 90% of respondents were in agreement with 1 person disagreeing. Respondents again commented on the need for information to be acted on promptly, and concerns were also raised by one respondent about schools' use of part time timetables and "grey exclusions"

The proposed Nottinghamshire CME Strategy explains that an additional Pupil Missing Education (PME) practitioner is employed within the Fair Access Team to review data returned to the Local Authority by Schools detailing children and young people not in receipt of their full education entitlement (reduced timetable) or educated in commissioned alternative provision.

The referral process for any service or school to report concern that a child is either CME or PME is outlined in Appendix B of the proposed CME Strategy document. This includes children who have no school roll, pupils accessing inappropriate part-time provision, pupils accessing inappropriate alternative provision, pupils who have unmet SEND or SEMH needs who are not attending their allocated school place and children registered as Elective Home Education but not accessing learning.

**Qu 4. How strongly do you agree or disagree that the key priorities in the CME action plan are appropriate to support the effective delivery of the Children Missing Education Strategy?**

One respondent disagreed, with the remainder either being in agreement or neither agreeing nor disagreeing. One respondent commented on the need for all partners to fully engage with the process for it to be effective

The CME Action Plan, which is included as Appendix C of the proposed Nottinghamshire CME Strategy, identifies the following priorities:

1. Development and implementation of a revised Nottinghamshire CME strategy
2. Strengthened locality knowledge of vulnerable children and processes to support them
3. More robust processes to support vulnerable children and young people who are without a school place or access to education
4. Strengthening systems to track and review pupils not accessing full time provision
5. Review of processes for supporting children and young people who are registered as Electively Home Educated in the light of revised legislation

**Qu 5. Are there any other vulnerable groups of students that you feel should be detailed at Appendix D of the Children Missing Education Strategy?**

**Please list**

Only 1 respondent provided an answer to this question. This person felt that it should also include children whose parent(s) have a diagnosis, or who are displaying possible symptoms of, a mental health issue. This would pose obvious difficulties in terms of identification and confidentiality but can be further considered if deemed appropriate.

The proposed Nottinghamshire CME Strategy explains that DFE guidance specifically identifies vulnerable groups as pupils at risk of harm/ neglect, children of Gypsy, Roma and Traveller families, children of Service Personnel, missing children and runaways, children and young people supervised by the Youth Justice System, children who cease to attend a school and children of migrant families. It also acknowledges the recent Timpson review, which also highlighted the link between children who are excluded either on a fixed term or permanently and the time they miss from education and makes recommendations to try and address this.

The proposed Nottinghamshire CME Strategy actually lists a much broader group of children in Appendix D of the document and also identifies the Local Authority Services responsible for each of these groups. The Strategy recognises that the numbers overall are relatively small and recognises that Nottinghamshire County Council has a responsibility to identify these vulnerable children and young people individually to ensure that its resources are targeted on those who need them most.

**Qu 6. Do you have any further comments regarding the proposed strategy or are there any changes you feel need to be made to it?**

3 respondents made additional comments. The concerns raised were largely regarding schools' engagement with the strategy. One described the issues of "own admission authority schools who do not participate in the in-year coordinated scheme".

The vast majority of respondents expressed agreement with the proposed strategy and it is therefore recommended that the Nottinghamshire Children Missing Education Strategy, consulted upon and included in the Committee Report as Appendix 2, be accepted

## **APPENDIX 4**

### **CONSULTATION SUMMARY AND ANALYSIS OF RESPONSES**

#### **ELECTIVE HOME EDUCATION POLICY**

##### **Qu 1. In what capacity are you responding to the consultation?**

A total of 31 responses were received to the public consultation:

- 11 parents
- 2 school governors
- 6 local authority employees
- 2 school heads
- 4 school staff
- 1 parish councillor
- 1 parish clerk on behalf of council
- 1 Home educator from another LA
- 1 EHE Professional from another LA
- 1 Trust staff
- 1 Nottingham College staff

##### **Qu 2. Nottinghamshire County Council is committed to working in partnership with parents who choose to electively home educate their children. How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy reflects this commitment?**

70% of respondents were in agreement, with 13.33% neither agreeing nor disagreeing and 16.67% in disagreement. It was commented that the proposed policy made it clear that EHE is a legal choice for parents, and that whilst there is no duty to monitor routinely, the LA has to take action when it believes that the education is unsuitable. A small number of parents who responded felt that the policy was biased against home education and two expressed concern about how Advisers would judge the suitability of the elective home education programme.

The proposed Nottinghamshire EHE Policy makes it clear that the principle of working in partnership with parents who choose to home educate underpins the entire policy. The local authority respects the legal right of parents to choose Elective Home Education for their child and recognises that that it works well when it is a positive informed and dedicated choice. However, it also acknowledges that there is evidence that not all children who are educated at home are in receipt of suitable education. Nottinghamshire County Council's aim, as stated in the policy, is to ensure that there are clear and consistent procedures in place for working in partnership with parents who choose to Electively Home Educate their children whilst also discharging its duties in relation to the education of all children living within Nottinghamshire

##### **Qu 3. The proposed policy has been specifically updated to reflect the April 2019 Guidance Issued by the DfE in relation to Elective Home Education. How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy reflects the advice contained within this guidance?**



Again 70% of respondents agreed with the statement, with 20% neither agreeing nor disagreeing. 6.67% disagreed and one respondent was unsure. Four respondents also made comments, three of whom broadly accepted that the policy did reflect the guidance. However, one felt that the policy was selective regarding the areas of guidance it had chosen to emphasise, and two felt that in some areas, the policy (and indeed the DfE Guidance) went beyond what was required in law.

The proposed Nottinghamshire Elective Home Education Policy is informed by the 2019 Guidance document provided by the EHE, which is quoted throughout the document.

**Qu 4. The proposed policy aims to be clear on the process for voluntary registration, visits and determination of suitability. How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy offers clarity and transparency regarding this process?**

76.67% of respondents were in agreement, with 6.67% neither agreeing nor disagreeing. 16.67% disagreed. A few respondents felt that more clarity may be needed in the determination of “suitability” although this is made clearer in the Guidance document which Nottinghamshire has produced for parents who choose to electively home educate their children. This document is referenced in the text of the proposed policy.

The proposed Nottinghamshire Elective Home Education Policy explains that Nottinghamshire operates a voluntary registration scheme which parents are encouraged to join, as this provides access to support, guidance and advice from Elective Home Education Advisers. In most cases Advisers will be satisfied that education is suitable and will continue to offer support and advice if needed. If the Adviser is concerned about the suitability of the education provision, the proposed policy explains that the local authority will initially work to address the situation informally although, in line with the DfE Guidance (2019), and with Section 437(1) of the Education Act 1996, if the parent fails to satisfy the local authority after a specified period of time that the child is receiving a suitable education, either by attendance at school or otherwise, then the local authority will take action to address this.

**Qu 5. Local authorities have a statutory duty under section 436A of the Education Act 1996, inserted by the Education and Inspections Act 2006, to make arrangements to enable them to establish the identities, as far as it is possible to do so, of the children in their area who are not receiving a suitable education. How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy enables the Local Authority to undertake this legal duty?**

60% of respondents agreed with this and 20% neither agreed nor disagreed. 4 respondents were not in agreement and the remainder did not know. Some respondents commented that the local authority may find it difficult to establish the identities of children in their area not receiving a suitable education as registration is not compulsory. Two others also commented that children attending school may not be receiving a suitable education either.

One respondent recommended that the policy should also reflect the local authority’s duty to comply with the Data Protection Act and GDPR and one queried the wording of paragraph 4.9. In the light of these comments, amendments have been made to the Policy.

The proposed Nottinghamshire Elective Home Education Policy makes its statutory duty in respect of the identification of children who are not receiving a suitable education clear in Section 6. The proposed policy also states that it will make “appropriate enquiries to this end in respect of children who are electively home educated”. The proposed policy also explains that schools and academies are required to inform the local authority of all deletions from their admissions register and the grounds on which the child’s name has been removed. Where elective home education is reported as the reason the local authority will register the child and offer a visit from an Elective Home Education Adviser who will in due course make an assessment of the suitability or otherwise of the education being provided. If



parents decline a visit from an Adviser and do not provide other evidence of a suitable education, Nottinghamshire will request further information from the parent. If this is not forthcoming, then the policy makes it clear that Nottinghamshire would be justified in concluding that the child may not be receiving a suitable education and in taking appropriate action to address this.

**Qu 6. Under section 437(1) of the Education Act 1996, local authorities shall intervene if it appears that the parents are not providing a suitable education.**

**How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy adequately describes the steps that shall be taken if it appears that a suitable education is not being provided?**

70% of respondents were in agreement with this with 13.33% neither agreeing nor disagreeing. 16.67% did not agree. One respondent felt that greater clarity was needed in terms of how suitability is determined, and one would have preferred more information on how parents might address perceived gaps in provision. Another felt that the local authority's statutory powers under Section 436A of the Education Act 1996 should be emphasised more to ensure parents are aware. Once again, the point was made that not all children who are home educated are known to the local authority as there is no legal requirement to register.

The proposed Nottinghamshire Elective Home Education Policy outlines in Section 7 the steps which will be taken if it appears that a suitable education is not being provided. Appendix A of the proposed Policy document also provides a visual representation of the Nottinghamshire process, included actions to be taken if education is not deemed to be suitable. The means by which suitability is determined in Nottinghamshire is outlined in Nottinghamshire County Council's Guidance to Parents which is referenced in the proposed policy.

**Qu 7. Do you have any further comments regarding the proposed policy or are there any changes you feel need to be made to it?**

A total of 11 people made additional comments on the proposed policy. Several of them made reference to the difficulties in identifying children not in receipt of a suitable education when registration is not mandatory. A few parents felt that the tone of the policy needed to be changed to reflect a commitment to establishing positive relationships with home educating parents. Another raised the issue of information sharing and again reference was made to schools not always providing a suitable education for some children.

A significant majority of respondents expressed agreement with the proposed policy. A few minor amendments detailed in the committee report have been made in response to the consultation and it is therefore recommended that the Nottinghamshire Elective Home Education Policy, consulted upon and included in the Committee Report as Appendix 2, be accepted



**13<sup>th</sup> January 2020****Agenda Item: 8****REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES****SCHOOL EXPANSION: ST LUKE'S CHURCH OF ENGLAND PRIMARY  
SCHOOL, SHIREOAKS****Purpose of the Report**

1. To advise Committee of the Latest Estimated Costs for the school expansion project at St Luke's Church of England Primary School and seek approval to proceed to the construction phase of the project based on these estimated costs.
2. To seek approval to submit a request to Finance and Major Contracts Management Committee to vary the Basic Need Capital Programme to forward fund the project until Section 106 developer contributions are received.

**Information**

3. St Luke's C of E School in Shireoaks is a 140 place voluntary aided primary school. Nearby housing developments are predicted to create the need for 35 additional school places.
4. Section 106 agreements from the nearby housing developments allocated £595,660 (plus indexation) of developer contributions for the school, in addition to an allocation of land to increase the outdoor provision at the school.
5. The land is to be transferred imminently and plans are to fence and secure against unauthorised use. The land will be developed into a school playing field and the change of use planning application has been submitted.
6. Children and Young People's Committee on 18<sup>th</sup> November 2019 granted approval to forward fund a feasibility project to investigate a new classroom to accommodate additional pupils.
7. Arc Partnership was commissioned to undertake a feasibility project at St Luke's C of E Primary to explore provision of a permanent modular building to complement the existing buildings on site.
8. The feasibility project has produced a Latest Estimated Cost (LEC) for the provision of a modular building and also includes the cost for securing the additional land.

## Capital Budget Implications

9. The Latest Estimated Cost is set out below:

The professions involved in this project are:

- Architect
- Mechanical Engineer
- Electrical Engineer
- Quantity Surveyor
- Structural Engineer
- Construction & Design Management Co-ordinator
- Project Manager

Please note that professional fees include all feasibility costs including site surveys and associated statutory fees, as well as Arc Partnership fees.

	<u>(Outturn Prices)</u>	
	£	
	<b>Low Range</b>	<b>High Range</b>
Building Works	527,610	550,720
Professional fees (incl planning / surveys / fencing)	60,680	70,780
Furniture and Equipment	8,500	8,500
<b>Total</b>	<b>596,790</b>	<b>630,000</b>

### Anticipated Cash Flow

	2019/20	2020/21	2021/22	Total
	£	£	£	£
Building Works	8,000	542,720	0	55,0720
Professional Fees (incl planning / surveys)	44,000	26,000	780	70,780
Furniture and Equipment	0	8,500	0	8,500
<b>Totals</b>	<b>52,000</b>	<b>577,220</b>	<b>780</b>	<b>630,000</b>

10. £595,660 Section 106 developer contribution (plus indexation of at least £40K) funding is available for the expansion of the school. All monies will require forward funding from the Basic Need allocation until the Section 106 contributions are received from the District Council.

## Revenue budget implications

11. Any additional premises and human resources costs arising from these proposals will be met from the individual school's budget.

## Other Options Considered

12. The County Council has an obligation to provide adequate spaces for pupils requiring education within the County. There are therefore no other options available to the County Council at this time.

### **Reason/s for Recommendation/s**

13. The Council is committed to providing good schools with sufficient places for all Nottinghamshire children. The Basic Need schools expansion programme is a key element of delivering this commitment

### **Statutory and Policy Implications**

14. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, 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, smarter working, sustainability and the environment 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**

15. There are no direct crime and disorder implications within the report. Within the wider development the site is relatively straightforward to secure. As a result, risk of crime from theft or vandalism will be minimised. Additional measures which will be considered to further minimise risk of crime will include the provision of overnight security systems during the construction period.

### **Financial Implications**

16. These are set out in **paragraphs 9 and 10** of the report.

### **Implications for Sustainability and the Environment**

17. Environmental and sustainability features have been incorporated into the detailed design of the building and it exceeds current building regulation requirements.

## **RECOMMENDATION/S**

That:

- 1) Committee gives approval for the school expansion project at St Luke's CE Primary School, Shireoaks, to proceed to the construction phase based on the Latest Estimated Costs.
- 2) a request be submitted to Finance and Major Contracts Management Committee to vary the Basic Need Capital Programme to forward fund the project until Section 106 developer contributions are received.

**Derek Higton**  
**Service Director, Place and Communities**

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**Constitutional Comments (EP 12/12/19)**

18. The recommendations fall within the remit of Children and Young People's Committee by virtue of its terms of reference.

**Financial Comments (GB 18/12/19)**

19. The proposed cost of up to £630,000 to carry out this project will be forward funded from Basic Need Grant until Section 106 contributions are received from the District Council. A request to vary the Children and Young People's capital programme to reflect this Section 106 contribution will be submitted to the Finance and Major Contracts Management Committee in January 2020.

**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.

[Schools Capital Programme progress report - report to Children and Young People's Committee on 18th November 2019](#)

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

Worksop West

Councillor Sybil Fielding

C1331

13<sup>th</sup> January 2020

**Agenda Item: 9**

## **REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL WORK**

### **NOTTINGHAMSHIRE OUTSTANDING ACHIEVEMENT 4UTH AWARD 2019**

#### **Purpose of the Report**

1. This report describes the recent activity of the Youth Service in facilitating the delivery of Nottinghamshire County Council's ninth annual Outstanding Achievement 4Uth Award and seeks approval to receive an update report on activity following the Awards and celebration event for 2020.

#### **Information**

2. This is the ninth year that the County Council has organised the award.
3. From April 2019, through the local media, the Council invited members of the public, professionals, family members and friends to nominate individual young people who have achieved beyond their own boundaries in their lives. This year 96 nominations were received from around the County from a range of individuals and organisations including family members, youth workers, teachers, members of the community, voluntary sector organisations etc.
4. As in previous years there was a wide variety of nominations in terms of the skills, talents and interests of young people. The Council received nominations for young people because of their sporting ability, their contributions to the local community, their achievements at school, their charitable work, and their supportive and caring roles within their families.
5. There has been significant media interest in all of the young people who were nominated, which has led to the raising of a positive profile of all young people in the County, through a consistent stream of high quality articles published in local papers about the positive impact these young people have made with their peers or their local communities.
6. By the time the overall winner of the Outstanding Achievement 4Uth Award was announced, almost 100 young people and adults from all over Nottinghamshire had supported the awards and given their time to making it a success. Local panels of young people, selected from District Youth Forums, and interested adults met in the seven

districts to select local winners. These seven district winners were presented with their awards at the awards evening. The overall winner of the 2019 award was selected by a panel of judges which included young people, Elected Members and representatives from the voluntary sector.

7. The formal awards evening took place at County Hall on Friday 22<sup>nd</sup> November 2019; this event was opened by Councillor Kevin Rostance, Chairman of Nottinghamshire County Council. The audience was musically entertained by local young singers and song writers.
8. Jasmine Chapman, the Gedling District winner, was confirmed as the overall winner for the County award. This was in recognition of her work in raising awareness around dwarfism and fund raising to support the work of little people UK. Video clips from celebrities including Warwick Davies and Ellie Simmonds OBE were played on the night where they acknowledged Jasmine's achievements. Jasmine received the County Award award from Councillor Kay Cutts MBE, Leader of the Council.

### **Other Options Considered**

9. No other options have been considered.

### **Reason/s for Recommendation/s**

10. To ensure the Committee receives information about activity following the Nottinghamshire Outstanding Achievement 4Uth Award and celebration event for 2020.

### **Statutory and Policy Implications**

11. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, 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, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Implications for Service Users**

12. This event has helped to raise a positive profile of young people within communities in Nottinghamshire.

### **Financial Implications**

13. There are no financial implications arising from this report.

### **Crime and Disorder Implications**

14. Through increased recognition of local communities about the positive impact young people can achieve there may be a high degree of tolerance given to them and therefore



a reduction in the reporting of low level nuisance behaviour when young people gather together in open spaces.

## **RECOMMENDATION/S**

- 1) That Committee agrees to receive an update report on activity following the Nottinghamshire Outstanding Achievement 4Uth Award and celebration event for 2020.

**Steve Edwards**  
**Service Director, Youth, Families and Social Work**

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### **Constitutional Comments (AK 16/12/19)**

15. The report falls within the remit of Children and Young People's Committee under its terms of reference.

### **Financial Comments (SAS 17/12/19)**

16. 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.

None.

### **Electoral Division(s) and Member(s) Affected**

All.

C1335



**13<sup>th</sup> January 2020****Agenda Item: 10**

## **REPORT OF SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL WORK**

### **TROUBLED FAMILIES UPDATE AND CHANGES TO THE FAMILY SERVICE**

#### **Purpose of the Report**

1. The report updates the Committee regarding the Troubled Families Programme for 2020/21.
2. Following the Family Service Review, the report also seeks approval of proposed changes to the service structure and the offer to Nottinghamshire families.

#### **Information**

##### **Troubled Families**

3. As reported to the November meeting of the Children and Young People's Committee, the Spending Round 2019 announced that the Troubled Families programme would be continuing for 2020/21. The Ministry for Housing, Communities and Local Government (MHCLG) has subsequently confirmed that the funding for next year will be equal to previous year budgets.
4. This funding is only confirmed for next year, with a multi-year settlement expected to be announced in 2020. At this stage a report will be brought to the Committee to confirm the medium-term future of Troubled Families and any financial implications to the Family Service and potential implications for the Children's department.

##### **Family Service Review**

5. As the future of Troubled Families was unclear a review of the Family Service began in April 2019. Workshops were run with staff and a set of principles were developed to inform any potential future changes to the service. These being:
  - Minimise the number of workers going into the family home
  - Achieve greater balance between the time spent undertaking assessments and delivering interventions
  - Develop consistent ways of working across all three localities
  - Increase flexibility in how interventions can be delivered
  - Give greater opportunities for workers to use initiative in range of issues dealt with
  - Improve the customer service experience for children, young people and families

- Increase efficiency by streamlining processes around Early Help Unit and intervention referrals
  - Protect management spans of control but address top heavy structure.
6. The principles and proposed service delivery model were further tested in briefings with partners that request support from the Family Service or work in partnership (Schools, Assessment Service, District Child Protection Teams, Children's Disability Service). The overarching view was that these were positive changes.
  7. A four-week public consultation was conducted with respondents asked whether they strongly agreed through to strongly disagreed with the overarching changes being proposed. This was disseminated to families who have accessed support from the service as well as promoted on the Council's media platforms. This was at a formative stage of development of the service and the feedback informed the changes to the service model. 142 of respondents replied with the majority strongly agreeing/agreeing to the principles.
  8. Given Troubled Families is continuing, the changes developed to deliver efficiencies will no longer be required. However, staff and wider feedback demonstrated that there was an opportunity to improve the offer to Nottinghamshire families. The proposal will not remove any support or services for families. The proposal develops a wider range of support dependent on the needs and considerations of families.

## Family Service Structure 2020/21

9. **Appendix 1** shows the current service structure for the Family Service. In the current Family Service each locality has three teams: a Case Management Team, a Parenting Team and an Interventions Team. A family will have either a case manager or a social worker co-ordinating their support. The operating model for the Parenting Team and Interventions Team allows for multiple family support workers to be going into the family home.
10. The review found that a more holistic approach, with staff working with families across their support needs, would provide a better offer for families. In order to achieve this, it is proposed that there will no longer be a separate Interventions and Parenting teams, but instead one Family Support Team in each locality with the same number of full-time equivalent posts. The proposed structure is detailed in **Appendix 2**. The change to the structure will not involve any reduction in the overall number of posts in the service. A breakdown of the roles being established and disestablished is detailed in **Appendix 3**.
11. Additional to the locality based teams there are two county-wide teams; the Early Help Unit and the Troubled Families Unit. The Early Help Unit is the front-door team for the service, sign-posting and providing assistance to those that do not meet the threshold for the Family Service. Under the new model some county-wide resource will be moved to this team.
12. The Troubled Families Unit will continue to gather information and supply data to MHCLG in order to make Payment by Results funding claims, one of the main funding streams from the Troubled Families Programme.
13. In 2015, when the Family Service was established, management of the Youth Justice Service and Family Service Teams was distributed across the three Children's Service Managers (CSMs). In 2019/20 the decision has been taken for the five Youth Justice teams

to be managed under a single CSM, and the remaining Family Service Teams to be aligned under the remaining CSMs.

14. The changes to the structure were presented to all staff in October 2019, with an opportunity since then to provide feedback and comments. Trade unions were present at this meeting and have been provided with updates throughout the review.

### **Service Improvement**

15. Additional to the changes to the staffing structure, the review identified a number of ways of working that can be improved in supporting families.

### **Early Help Unit**

16. The proposal is to increase the role of the Early Help Unit in terms of triage and threshold assessments:
  - Some Tier 3 cases will be referred into the Family Service for assessment, multi-agency meetings and coordinate and deliver a plan of support.
  - Some Tier 3 cases could be referred directly to the graduated parenting offer where a good assessment is already in place and parenting is the presenting need.
  - Universal and third sector services will be supported to hold cases at Tier 2 but will be able to access the lower end of the graduated parenting offer (webinars, online support and workshops).

### **Early Help Case Management**

17. The Family Service currently has case managers who act as the lead professional for families at tier 2 and 3 of the Pathway to Provision, undertaking assessments and coordinating plans for whole families. In order that the service offered to families is proportionate to their needs a lead professional service will be retained for Tier 3. Those at tier 2 will receive a triage assessment through the Early Help Unit and if eligible will receive support from the parent and family workers directly, without being assigned a case manager.

### **Family Support**

18. The Family Service currently offers one to one support to children and young people, intensive parenting support, some parenting workshops and a range of evidence-based parenting courses to families at Tiers 2-4 of the Pathway to Provision.
19. The proposal is to improve the service offer by developing a graduated parenting response, where interventions from the current “menu” plus newly developed interventions will be grouped by “presenting issue” (Violence in the home, Risk taking behaviour, Routines and boundaries, Trauma and attachment issues, ADHD and ASD). Included within the graduated offer will also be an offer of support directly to the child or young person.

20. Under each heading it is proposed to develop online content (webinars, fact sheets), one day workshops, Evidence Based Parenting courses and intensive 1:1 parenting support and interventions for children and young people.
21. The graduated parenting response will mean that families with complex need can receive an appropriate level of support with parenting issues in a timely way, whilst maintaining an offer of support to families with a lower level of need who will be able to access online content and workshops without the need for lengthy waiting lists.

### **Empowering Parents Empowering Communities (EPEC)**

22. As part of the Graduated Parenting Offer the service is proposing to expand the Empowering Parents Empowering Communities (EPEC) programme across Nottinghamshire. EPEC is an evidence-based parenting intervention in which parenting courses are led by local volunteer parent facilitators. The Parent Group Leaders receive training and have to demonstrate their understanding of the concepts underpinning the Being a Parent course as well as their capacity to deliver group work. This is done through a workbook and observation.
23. EPEC has been running as a pilot in Nottinghamshire for over 12 months in partnership with the Children Centre Service. Almost 20 group leaders have been trained and have successfully delivered Being a Parent groups in Ashfield, Mansfield, Bassetlaw and Newark & Sherwood. The volunteer Parent Group Leaders (PGLs) are supported by an EPEC Hub Coordinator and the proposal is to increase capacity in this role and mainstream the pilot to be a county-wide offer. The role of the Hub Coordinator is to train the PGLs, observe them delivering courses and offer ongoing Continuing Professional Development and support. The Hub Coordinator also ensures that the PGLs have all the necessary resources to deliver groups.
24. EPEC has proven to be both cost effective and successful at bringing about positive changes to families. Expanding the programme will enable the Council to expand the range of courses available to families at Tiers 2 and 3 of the Pathway to Provision.

### **Other Options Considered**

25. The service as it is currently delivered could be maintained. This will mean that the options developed with staff and approved at consultation would not be taken forward and an opportunity missed to improve the service for families in Nottinghamshire. It also means the service would be less adaptable to change if Troubled Families does end or change its funding in 2021/22.

### **Reason/s for Recommendation/s**

26. To improve outcomes for children, young people and families in Nottinghamshire by providing effective early help. Whilst making the service more sustainable and adaptable to change given its funding is tied to a short-term programme.

## **Statutory and Policy Implications**

27. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, 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, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Data Protection and Information Governance**

28. The Data Protection Act 2018 requires organisations to undertake a Data Protection Impact Assessment (DPIA) where there is a high risk of an adverse impact on people's rights and freedoms arising from the collection or use of their personal data. Failure to complete a DPIA at all or properly, where one should have been done, can carry a fine of up to £8.5m. Where the DPIA identifies a high risk, which cannot be effectively mitigated, the Information Commissioner's Office (ICO) (the Regulator for data protection in the UK) must be consulted and agree to the proposals before the proposed collection or use of personal data can commence.
29. A DPIA for the Family Service Review is in development and has been used to design the approach to the collection and use of personal data and mitigate data protection risks identified thus far. The DPIA will be completed when full and specific detail of the way in which Family Service Review will process data is known. At that point, the risks of the proposed use of data will need to be fully considered and, if necessary, referred to the ICO.

## **Financial Implications**

30. The Troubled Families grant is made up of three elements. An "attachment fee" of £1,000 per family engaged onto the programme, a "Payment by Result" fee of £800 for families who we can show have made progress, and a Service Transformation Grant, which is a fixed fee used in part to fund the coordination functions of tracking families and submitting claims. The funding received for each of these elements has been different every year of the programme, depending both on the phase of rollout and on performance.
31. Although the MHCLG has informed local authorities that the Troubled Families grant "will be the same as in previous years" there is still some ambiguity as to exactly how much Nottinghamshire can forecast to draw down in 2020/21. The proposals in this report anticipate no change to the overall Family Service budget from 2019/20. The service is carrying a number of vacancies, in addition to having reserves from Phase 1 of the programme. These will mitigate the financial impact of any reduction in the income from Troubled Families that the Authority is expecting to receive.

## **Human Resources Implications**

32. Employees and trade unions have been consulted and kept informed throughout, with current proposals discussed at a further consultation event attended by employees and trade unions in October 2019. As described above, no reductions in post numbers are

proposed. The service will use the County Council's Enabling Procedure to place employees into posts in the new structure.

### **Implications for Service Users**

33. The developments to the service will help to ensure families receive appropriate support when they need it.

## **RECOMMENDATION/S**

That:

- 1) Committee approves the proposed changes to the Family Service offer and the changes to the staffing structure as detailed in **Appendices 2 and 3**.
- 2) a further report be brought to the Committee when an announcement has been made regarding the medium-term future of the Troubled Families Programme, to establish any implications for the Family Service.

**Steve Edwards**

**Service Director, Youth, Families and Social Work Children's Department**

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### **Constitutional Comments (LW 12/12/19)**

34. Children & Young People's Committee is the appropriate body to consider the content of the report.

### **Financial Comments (SAS 19/12/19)**

35. The Troubled Families grant is made up of three elements. An "attachment fee" of £1,000 per family engaged onto the programme, a "Payment by Result" fee of £800 for families who we can show have made progress, and a Service Transformation Grant, which is a fixed fee used in part to fund the coordination functions of tracking families and submitting claims. The funding received for each of these elements has been different every year of the programme, depending both on the phase of rollout and on performance.
36. Although the MHCLG has informed local authorities that the Troubled Families grant "will be the same as in previous years" there is still some ambiguity as to exactly how much Nottinghamshire can forecast to draw down in 2020/21. The proposals in this report anticipate no change to the overall Family Service budget from 2019/20.



37. The Family Service net budget is £2.4m and includes income from school absence fines, Dedicated Schools grant, and Troubled Families grant. The working assumption is that the Troubled Families grant will be at least the same level as 2019/20 which is forecast to be £1.7m. The service is carrying a number of vacancies, in addition to having reserves from Phase 1 of the programme, and these will mitigate the financial impact of a reduction in Troubled Families grant income below this level.

#### **HR Comments (BC 16/12/19)**

38. The staffing implications are contained within the body of the report. The proposals have been subject to appropriate consultation with staff and the trade unions. There are no redundancies arising from the proposals. The Enabling Procedure will be used to populate the new structure.

#### **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.

[Troubled Families in Nottinghamshire Update - report to Children & Young People's Committee on 18th November 2019](#)

[Update on the Empowering People Empowering Communities programme in Nottinghamshire – report to Children and Young People's Committee on 15th October 2018](#)

#### **Electoral Division(s) and Member(s) Affected**

All.

C1333



Group Manager  
Early Support  
Services

Service  
Manager

Service  
Manager

South

North

West

EHU

Troubled  
Families Unit

TM CM

1 FTE

TM  
Intensive  
1 FTE

TM  
Interventi  
ons  
1 FTE

SPP/CCE

2.2 FTE

CCM – UL

4 FTE

Intensive  
UL  
2 FTE

Interventi  
ons UL  
2 FTE

EHCM

9 FTE

Educ  
Welfare/  
Enforcement  
2 FTE

RAW

2FTE

Child &  
Family  
Worker  
9.5FTE

Child &  
Adolescen  
t Worker  
4 FTE

FRA  
0.5 FTE

TM CM

1 FTE

TM  
Intensive  
1 FTE

TM  
Interventi  
ons  
1 FTE

SPP

1 FTE

CCM –  
UL

4 FTE

Intensive  
UL  
2 FTE

Interventi  
ons UL  
2 FTE

EHCM

8 FTE

Educ  
Welfare/  
Enforcement  
2 FTE

Level 2  
Worker  
1.5

Child &  
Family  
Worker  
11 FTE

Child &  
Adolescen  
t Worker  
4.5

FRA  
0.5 FTE

RAW  
2 FTE

TM CM

1 FTE

TM  
Intensive  
1 FTE

TM  
Interventi  
ons  
1 FTE

SPP

1.5 FTE

CCM –  
UL

3.5 FTE

Intensive  
UL  
2 FTE

Intervent  
ions UL  
2. FTE

EHCM

11.5 FTE

Adoption  
Welfare  
Rights  
1 FTE

Educ  
Welfare/  
Enforcement  
2 FTE

Child &  
Family  
Worker  
12 FTE

Child &  
Adolescen  
t Worker  
4.5 FTE

FRA  
0.5 FTE

RAW  
2 FTE

EHU

0.8 FTE

EHU

4 FTE

TFU

1 FTE

TFU

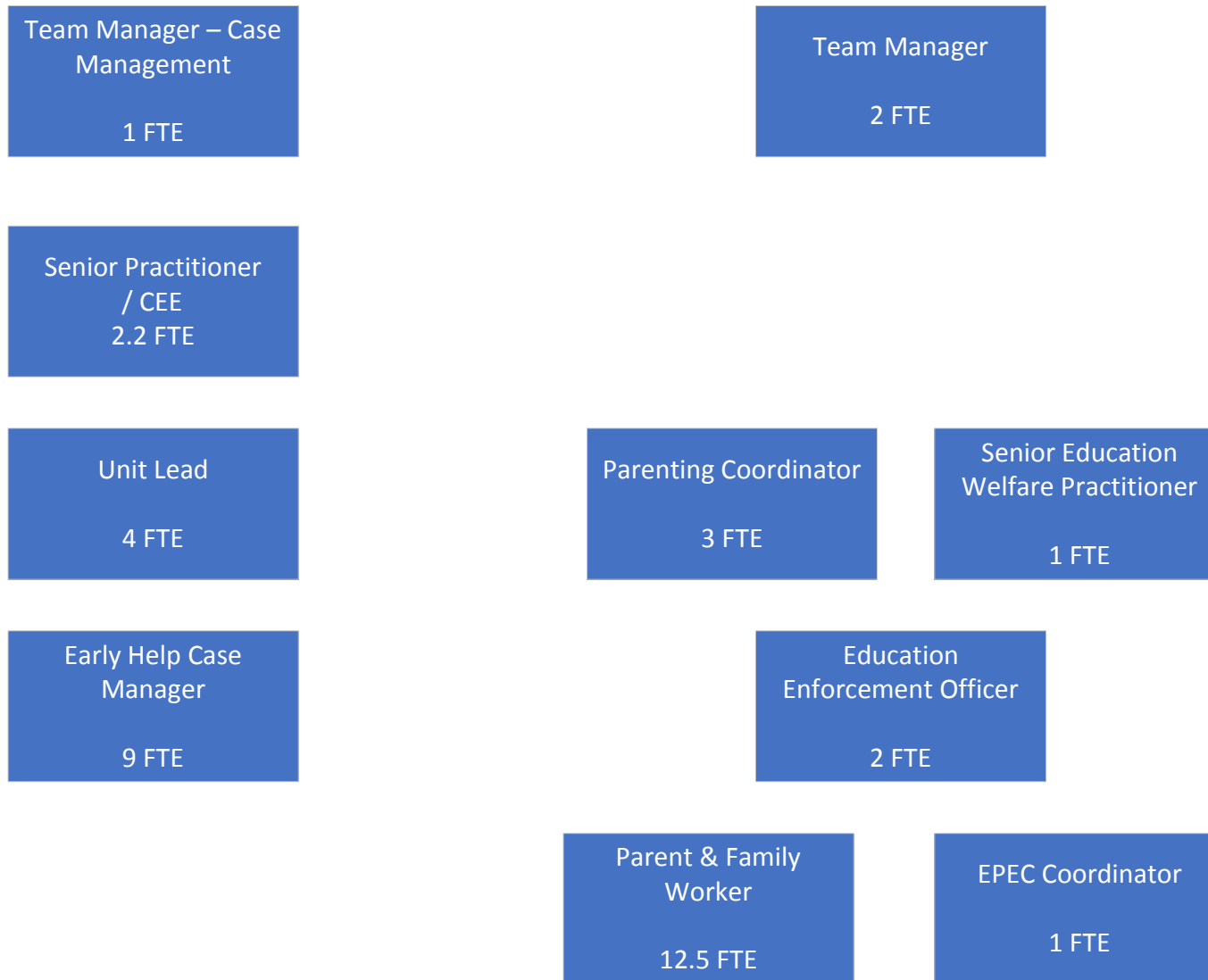
1.5 FTE

TFU

1 FTE

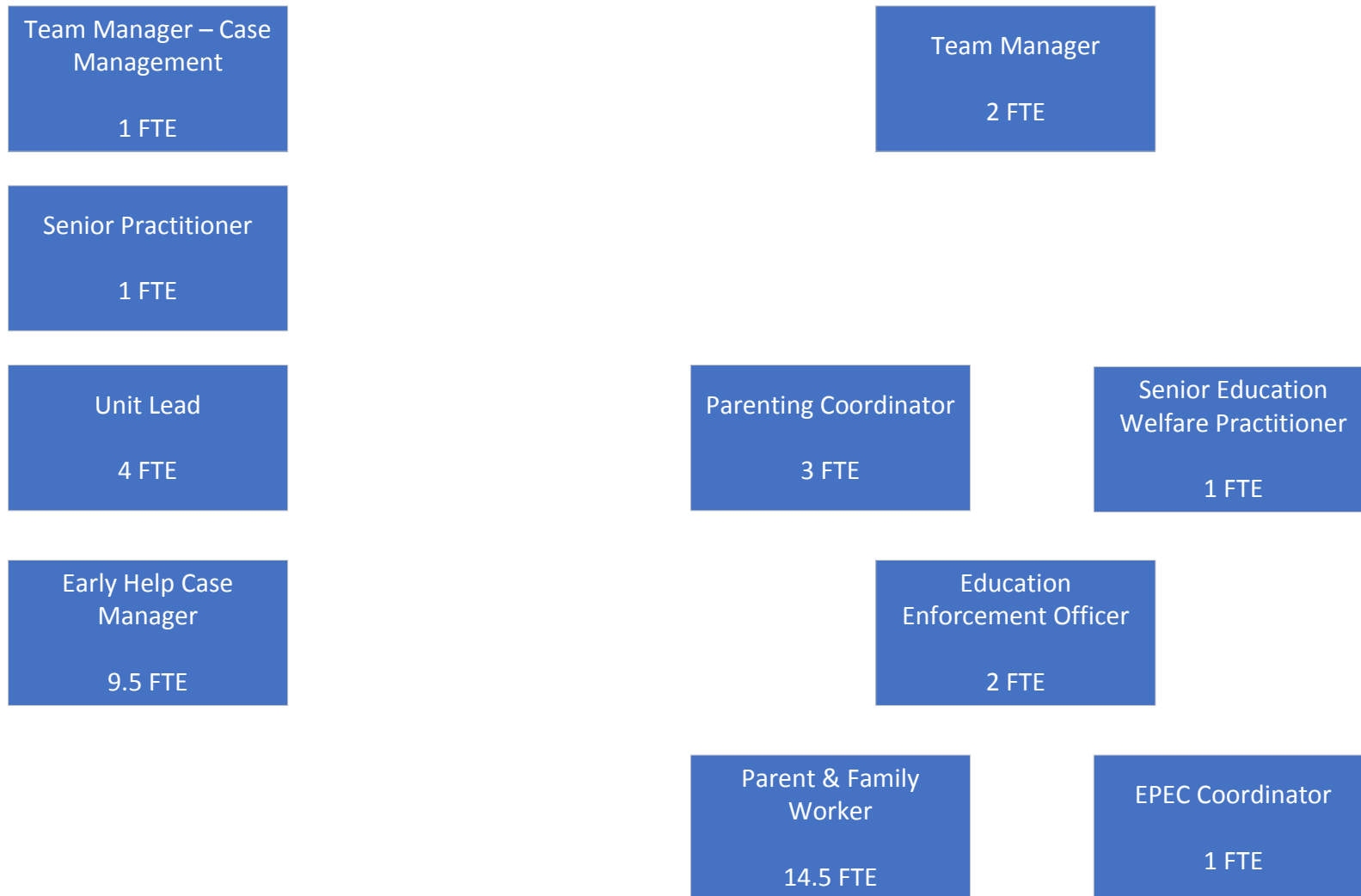


# South Teams



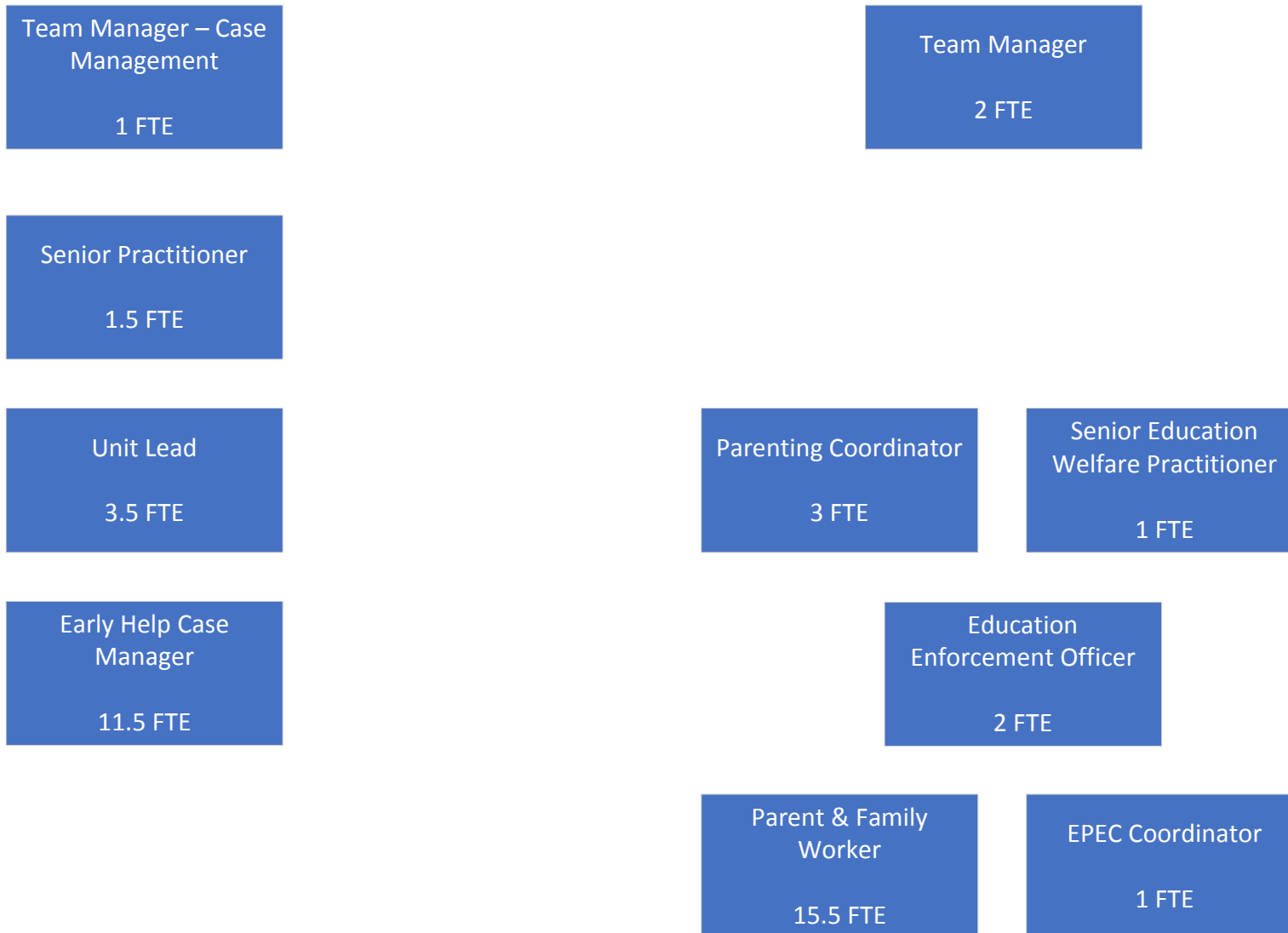
# North Teams

Appendix 2

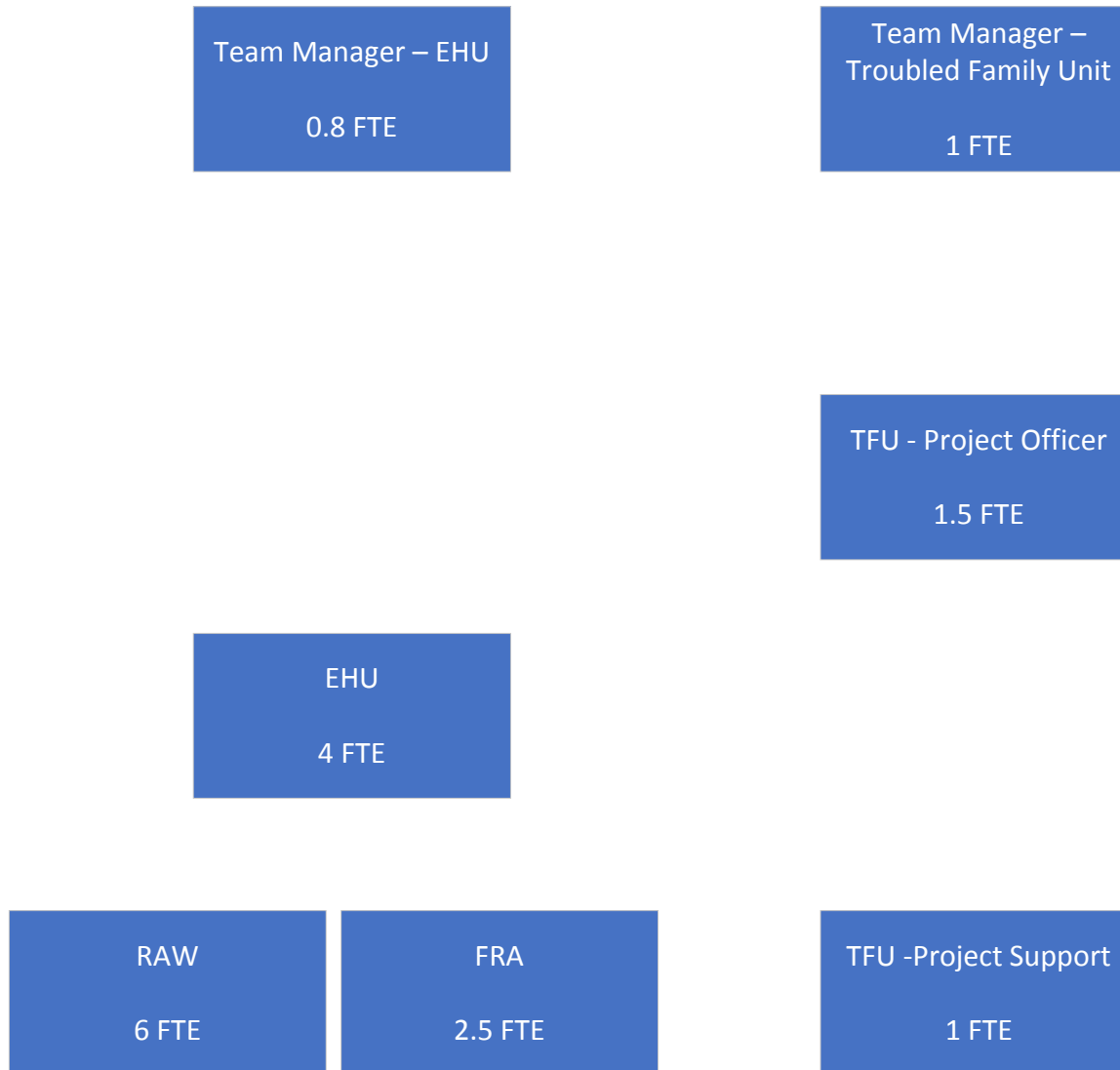


# West Teams

Appendix 2



# County-Wide Teams





### **Posts to be Disestablished**

These posts will be disestablished as of 31<sup>st</sup> March 2020:

6 FTE Intensive Unit Lead (Hay Band B)

3 FTE Interventions Unit (Hay Band B)

1 FTE Adoption Welfare Right Officer (Hay Band A)

32.5 FTE Child and Family Worker (NJE Grade 5)

13 FTE Child and Adolescent Workers (NJE Grade 5)

### **Posts Established**

These posts will be established as of 1<sup>st</sup> April 2020:

9 FTE Parenting Co-Ordinator (Hay Band B)

1 FTE Financial Responsibility Advisor (NJE Grade 5)

42.5 FTE Family Worker (NJE Grade 5)

3 FTE Empowering People Empowering Communities (EPEC) Co-ordinators (NJE Grade 5)



13<sup>th</sup> January 2020

Agenda Item: 11

## **REPORT OF THE SERVICE DIRECTOR, COMMISSIONING AND RESOURCES**

### **TEMPORARY CHANGES TO THE STAFFING ESTABLISHMENT WITHIN THE INFORMATION AND SYSTEMS TEAM IN CHILDREN AND FAMILIES**

#### **Purpose of the Report**

1. This report seeks approval to establish the following fixed term posts within the Information and Systems Team in Children and Families to support the reintegration of Children's Centres back into the management of the Council, for a period of 12 months from January 2020 to December 2020:
  - 1 FTE Business Systems Analyst (Band C)
  - 1 FTE System Coordinator (Band A)
  - 1 FTE System Support Officer (Grade 5)
  - 1 FTE Data Management Officer (Grade 4).
2. The report also seeks approval to offer an honorarium to an existing postholder (Band C) within the team to take on managerial responsibilities in relation to the management of the System Design and Implementation function during the period that these temporary posts are established.

#### **Information**

3. In March 2019 the Committee had approved the reintegration of the Children's Centre function into the management of the Council through the development of Mosaic to enable case recording in relation to the targeted services that the reintegrated service will provide.
4. The implementation of a system solution for Children's Centres will include:
  - the development of business systems
  - training and support of incoming staff in the use of those systems; and
  - the migration of data in relation to open, targeted cases into these systems.
5. Therefore, to allow the service to implement an effective solution for the incoming service and staffing it has been identified that a Business Systems Analyst, a System Coordinator, a System Support Officer and a Data Management Officer posts are required to support this project on a fixed term basis.

6. In addition, the current structure of the Information and Systems Team is not scalable to support the management of the multiple project workstreams and temporary staff required. It is therefore proposed that an existing postholder (Band C) is allocated an honorarium to undertake these acting managerial responsibilities on a fixed term basis.

### Other Options Considered

7. In July 2019 the Committee established a number of fixed term posts within the Information and Systems Team to undertake additional project work in relation to the Remodelling Social Work Practice programme, as well as additional staff to support departmental GDPR (General Data Protection Regulation) compliance.
8. Although this resource has been established, this additional capacity will be not be sufficient to implement the requirements identified. Not establishing these posts would therefore limit the Department's ability to reintegrate the Children's Centre Service back into the management of the Council.

### Reason for Recommendation

9. The changes to the staffing establishment outlined in the report will enable more effective project delivery of both the Children's Centre reintegration and the other digital projects prioritised by the Department's Digital Development Board.

### Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, 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, smarter working, sustainability and the environment 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

11. The cost of the posts for one year fixed term will be:

	£
• 1 FTE Data Management Officer (Grade 4) post	27,519
• 1 FTE System Support Officer (Grade 5) post	32,432
• 1 FTE System Coordinator (Band A) post	38,875
• 1 FTE Business Systems Analyst (Band C)	50,841
• 5% honorarium for a Band C to take on additional duties	2,543
<b>Total</b>	<b>152,209</b>

12. The cost of equipment for these temporary posts will be approximately £1,500 per post to cover Carbon laptop, headset and associated monthly charges equating to £6,000 in total. This takes the total cost of establishing these posts to £158,209.

13. It is proposed that the cost of these posts and associated equipment will be met through implementation costs of the Children's Centre project, as detailed in a separate report on the agenda of this meeting on Children's Centre Service Proposals. This equates to £43,382 in 2019/20 and £114,827 in 2020/21.

### **Human Resources Implications**

14. All posts have job descriptions which have been evaluated by Hay and will be recruited to in line with the Council's existing processes.

### **Safeguarding of Children and Adults at Risk Implications**

15. Recruitment to these posts will improve the Council's ability to safeguard children and young people.

### **Implications for Service Users**

16. Recruitment to these posts will improve the quality of service provision to children and families.

## **RECOMMENDATION/S**

- 1) That Committee approves the establishment of the following additional fixed term posts, and honoraria arrangement, for a period of 12 months from January 2020 to December 2020, in the Information and Systems Team in the Children and Families department to support the reintegration of Children's Centres back into the management of the Council:
- 1 FTE Business Systems Analyst (Band C)
  - 1 FTE System Coordinator (Band A)
  - 1 FTE System Support Officer (Grade 5)
  - 1 FTE Data Management Officer (Grade 4).
  - Honorarium payment of 5% for an existing Band C postholder.

**Laurence Jones**  
**Service Director, Children and Families**

**For enquiries about this report please contact:**

Joe Foley  
Group Manager, Safeguarding and Improvement  
T: 0115 8041129  
E: [joe.foley@nottsc.gov.uk](mailto:joe.foley@nottsc.gov.uk)

### **Constitutional Comments (AK 23/09/19)**

17. The recommendation falls within the remit of the Children and Young People's Committee under its terms of reference.

## Financial Comments (SAS 18/10/19)

18. The cost of the posts for one year fixed term will be:

	£
• 1 FTE Data Management Officer (Grade 4) post	27,519
• 1 FTE System Support Officer (Grade 5) post	32,432
• 1 FTE System Coordinator (Band A) post	38,875
• 1 FTE Business Systems Analyst (Band C)	50,841
• 5% honorarium for a Band C to take on additional duties	2,543
<b>Total</b>	<b>152,209</b>

19. The cost of equipment for these temporary posts will be approximately £1,500 per post to cover Carbon laptop, headset and associated monthly charges equating to £6,000 in total. This takes the total cost of establishing these posts to £158,209. This equates to £43,382 in 2019/20 and £114,827 in 2020/21.

20. These costs have been included within the overall implementation costs of the project to reintegrate the Children's Centres back into the management of the Council. The implementation costs, and their funding, are detailed in a separate report, Children's Centre Service Proposals, on the agenda of this meeting.

## HR Comments (BC 27/09/19)

21. The staffing implications are contained within the body of the report. The posts will be recruited to in accordance with the vacancy control and agreed recruitment procedures.

## 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.

Current and proposed staffing structure for Information and Systems Team

[Changes to the Staffing Establishment within Children and Families – report to Children and Young People's Committee on 15th July 2019](#)

[Children's Centre Service Contract – report to Children and Young People's Committee on 18th March 2019](#)

## Electoral Divisions and Members Affected

All.

C1301

13<sup>th</sup> January 2020

Agenda Item: 12

**REPORT OF THE CORPORATE DIRECTOR, CHILDREN AND FAMILIES****NATIONAL CHILDREN AND ADULT SERVICES CONFERENCE: NOVEMBER  
2019****Purpose of the Report**

1. The report informs the Committee of the key messages from the National Children and Adult Services (NCAS) Conference which took place in Bournemouth from 20<sup>th</sup> to 22<sup>nd</sup> November 2019.

**Information**

2. The County Council's representatives attending the conference were Councillor Tony Harper, Chairman of the Adult Social Care and Public Health Committee; Councillor Tracey Taylor, Vice Chairman of the Children and Young People's Committee; Melanie Brooks, Corporate Director of Adult Social Care and Public Health; Paul Johnson, Service Director, Strategic Commissioning and Integration, Adult Social Care and Health, and Laurence Jones, Service Director, Commissioning & Resources, Children and Families. The report is supported by the presentations which are available on the [conference website](#).
3. This year attendance at the conference and the agenda were subject to late amendments due to Purdah for the General Election which meant that the Government was not represented at the conference. A range of issues and priorities in children's services were reflected in the conference agenda. Major topics covered were: the new safeguarding arrangements, whole systems approaches to domestic abuse, transforming care and responding to increased levels of need, tackling criminal exploitation, supporting children and young people's mental health, improving educational outcomes and Special Educational Needs and Disability (SEND) support.
4. Key themes this year were the financial impacts of particular national policies (e.g. SEND support), concerns over the use of exclusions and off-rolling and the growth of Independent Fostering Agencies. The Conference opening was undertaken by Councillor James Jamieson, Chairman of the Local Government Association (LGA), Rachel Dickinson, President of the Association of Directors of Children's Services (ADCS) and Julie Ogley, President of the Association of Directors of Adult Social Services (ADASS). Councillor Jamieson highlighted the role of councils as leaders of place, and the positive outcomes in public health delivered through Health and Wellbeing Boards. He spoke of the vital role that councils play in delivering high quality services, citing council maintained schools as an example, and highlighting how the perverse incentives for schools to off-roll students

are impacting on council SEND budgets. A rise in complex needs means that particular placements are impacting budgets for all Looked After Children (LAC) needs. He referenced the national shortage of social work professionals and the value of professional recognition, including career progression and return to work schemes.

5. Rachel Dickinson spoke of delays to Brexit overshadowing other work such as addressing the needs of families and children living in poverty and the need for a sustainable funding review beyond parliamentary cycles. Rachel expressed concerns over education and inclusion, including off-rolling in non-maintained special schools and the growth in electively home educated (EHE) numbers. She also referenced the costs of placements run by Private Equity Firm providers, unregulated placements for Care Leavers and funding shortfalls for Unaccompanied Asylum Seeking Children (UASC). Rachel was critical of NHS England about shortcomings over children's healthcare provision, especially mental health services. She highlighted the need for a genuine partnership approach to service delivery, citing the Judicial Review with GPs seeking to recover costs from councils for their work undertaken for safeguarding reviews.
6. Julie Ogle spoke of capacity issues with less money, more users and greater needs. She views the Care Act positively but sees the risks of short termism in funding and seeks a long term plan. Julie advocated for stronger links and partnership working and long term changes in funding arrangements. Social care should be seen as more than just personal care and will rely heavily on place based solutions.
7. The sub-plenary sessions attended included:

New Safeguarding Arrangements: Nicky Pace, Independent Scrutineer for Herts SCP spoke of her role as a critical friend, with oversight of delivering responsibilities such as the Multi Agency Safeguarding Hub (MASH) or Serious Case Reviews (SCRs). She stressed the importance of listening to the voice of the child and the voice of frontline practitioners, and that there should be scrutiny by and involvement of elected members acting as corporate parents. Nicky highlighted particular areas for scrutiny work around exploitation, linking missing children reviews, police teams dealing with missing and gangs, and missing persons charities.

Transforming Children's Social Care: representatives from Hampshire County Council spoke of the challenges of increasing levels of referrals to the MASH, increasing numbers of children coming into care and increasing needs, and the opportunities of working with partners in practice (e.g. police, domestic violence charities) and optimising staffing levels and roles (SWSOs and SWAs). We heard audio testimonies from children in care and social work professionals, including the importance of being heard and the benefits of a Strengths Based Practice approach to engaging with families and securing better outcomes. Systems have been improved meaning less admin and travel and allowing more time with children and families. Improvements include effective ICT kits, one-click tools, simplified processes and more Social Workers and SWAs. Social work teams receive cases during one week of a five week cycle, allowing them to work through caseloads without fresh additions. "Intensive" workers deliver support and interventions which can include funding activities.

Tackling County Lines and Serious Violent Crime: speakers at this session referenced the LGA report "Breaking the Cycle of Youth Violence" and challenged the orthodoxy of 'tick-



list' thinking in favour of an evidence based approach. Child protection systems are designed to protect young children from risk, whilst the risks posed to adolescents are quite different, with many not covered by current legislation (e.g. digital, gangs). The period of adolescence, previously defined as 11-18 is now recognised as 10-24. Dez Holmes, Director of Research in Practice spoke on contextual safeguarding and the value of a whole system approach that includes strengths based practice. Authorities need rapid response learning cycles to counter the changing habits of criminals seeking to exploit young people. (Dez subsequently addressed the Nottinghamshire Violence Reduction Unit hosted conference on Contextual Safeguarding 4 December).

Special Educational Needs and Disability (SEND) the challenges and the opportunities: this session set out several issues for children's services, and drew attention to the poor educational and employment outcomes for post 16 and post 19 children and adults. There remains a great deal of work required to realise the ambition for Preparing for Adulthood intended in the SEND reforms with the positive ambitions of the 2014 Act being undermined by the unintended consequences (such as the volumes of tribunals arising from the structures and processes). This will be an area for both Children's and Adults Committees to consider further.

The Role of Local Government in Addressing a CYP Mental Health Crisis: speakers contrasted mental health to mental illness, noting the threats posed from circumstances, experiences and environment. There has been a growth in anxiety and depression amongst children and young people, manifesting younger amongst boys and later amongst girls. Online programmes such as KOOTH and PALMS have been well received; first contact, signposting and the right advice at the right time remain critical areas of work.

8. Workshop sessions attended included:

A Whole System Approach to Domestic Abuse, Improving Outcomes for Children: we heard first hand testimony from a survivor of domestic abuse whose child took his own life whilst she was hospitalised. Speakers from SafeLives explained their One Front Door pilot, working with local authorities to embed integrated support between children's services and domestic abuse provision. This is addressing unclear referral routes, failure to link incidents, lack of information sharing and inconsistent risk and need ratings, including by co-locating partners such as Police, Independent Domestic Violence Advisors (IDVAs), Housing and Early Help.

Improving Outcomes for Vulnerable Children: Lambeth Council have workstreams looking at the educational attainment gap at GCSE for children and young people who have had contact with a social worker in the preceding 12 months, addressing unconscious bias and the particular needs of Black and Minority Ethnic students, and locality based plans for Early Help. One Norfolk based academy is working on issues for families that are economically inactive (often multi-generationally), supporting young carers, and lifting expectations so that circumstances do not define or limit their students. They advocate strong pastoral care and have a professional Social Worker on staff, working with several staff safeguarding leads. Lynsey BurrIDGE, Chair of the National Association of Virtual School Heads, spoke of the responsibilities within this statutory role. There is a national conversation amongst children and young people in care about the negative impacts of the language used to describe their circumstances and experiences, with suggestions being made for more positive language: e.g. 'LAC' to be 'cared for', 'contact' to be 'family time'.

This presentation closed focussing on aspiration, positive language and strength in systems.

Ten years on from the Autism Act: local government's role in meeting the needs of autistic adults and children looked at the progress made and best progress examples, whilst examining the further work needed to enable people with autism to live well in their communities. The Autism strategy has been extended to be all-age and there were good examples given in this workshop of what Nottinghamshire can consider in the strategy refresh being undertaken by the Health and Wellbeing Board.

The Troubled Families programme: speakers from Achieving for Children and Richmond Borough Council spoke of their multi-agency model linking mental health specialists, DVA services, employment advisors and family coaches. They referenced that the impact of interventions do not produce cashable savings, so are measured as cost avoidance which can never be exactly defined. Delegates discussed the importance of targeted early help, particularly 'First 1000 Days' programmes which support families through pregnancy, birth and early years.

Re-Imagining Services in a Country that works for All Children and their Families: this was a group interactive session that posed future scenarios of different service delivery systems and the experiences of different groups of service users. Delegates were given the 'Game in a Tin' to use in staff group training or reflective sessions; this may also be of interest to councillors in considering the Corporate Parenting role.

Leaving Care in Suffolk: Harnessing the Power of the Community: Volunteering Matters explained their programme with Suffolk County Council which sits with the Council's leaving care offer. The 'Grandmentor' scheme matches over 50s mentors with over 16s LAC and Care Leavers to help develop work readiness skills and self-confidence. The age difference is specified to provide a relationship dynamic similar to that between children and grandparents and is seen as the particular strength of this mentoring scheme. Speakers stressed the importance of the matching process as key to the longevity and strength of relationships, as opposed to task and finish based matchings.

Improving Social Mobility in the Early Years through the Home Learning Environment and Local Systems of Delivery: The National Literacy Trust and LGA presented developments in relation to programmes and campaigns to improve early years literacy. These included the 'Stoke Speaks' whole city approach and 'Hungry Little Minds' and 'Tiny Happy People' models. Benchmarking tools, already used in Nottinghamshire, were promoted.

Preparing for Liberty Protection Safeguards: this provided an oversight of forthcoming legislation that will change the way that assessment and permissions for restricting those aged 16 and above with limited mental capacity are undertaken. Due to purdah this was a limited insight.

9. A summary of the key learning points for Nottinghamshire are as follows:
- consider best practice examples for co-location and partnership working
  - further implement strengths based practice and contextual safeguarding in our service delivery

- consider any opportunities evidenced by pilots and projects elsewhere, such as First 1000 Days and Grandmentoring
- continue to make the case for fully funded services, e.g. SEND working through national bodies and the LGA on common national issues.

### **Other Options Considered**

10. No other options have been considered.

### **Reason/s for Recommendation/s**

11. The report provides an opportunity for the Committee to consider the key learning points highlighted from the conference and any further actions arising from the summary contained within the report.

### **Statutory and Policy Implications**

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance 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, smarter working, sustainability and the environment 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**

13. There are no financial implications arising from the report.

### **Implications for Service Users**

14. The report highlights opportunities to learn from experiences and models of practice in other councils to improve services and support available to people in Nottinghamshire.

## **RECOMMENDATION/S**

- 1) That the Committee considers whether there are any further actions it requires in relation to the key messages from the National Children and Adult Services Conference contained in the report.

**Colin Pettigrew,**  
**Corporate Director, Children and Families**

**For any enquiries about this report please contact:**

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### **Constitutional Comments (EP 17/12/19)**

15. The Children and Young People's Committee is the appropriate body to consider the content of the report. If the Committee resolves that any actions are required it must be satisfied that such actions are within the Committee's terms of reference.

### **Financial Comments (SAS 23/12/19)**

16. 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.

None.

### **Electoral Division(s) and Member(s) Affected**

All.

C1338

**13 January 2020****Agenda Item: 14****REPORT OF THE SERVICE DIRECTOR, CUSTOMERS, GOVERNANCE AND  
EMPLOYEES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2019-20.

**Information**

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 has been drafted in consultation with the Chairman and Vice-Chairman and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme. It may be that the presentations about activities in the committee's remit will help to inform this.

**Other Options Considered**

5. None.

**Reason for Recommendation**

6. To assist the committee in preparing its work programme.

## **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, 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, smarter working, sustainability and the environment 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 considers whether any amendments are required to the Work Programme.

**Marjorie Toward**

**Service Director, Customers, Governance & Employees**

**For any enquiries about this report please contact:**

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Democratic Services Officer  
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E: martin.gately@nottsc.gov.uk

## **Constitutional Comments (HD)**

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

## **Financial Comments (NS)**

8. There are no direct financial implications arising from the contents of this report. Any future reports to Committee on operational activities and officer working groups, will contain relevant financial information and comments.

## **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

## **CHILDREN & YOUNG PEOPLE'S COMMITTEE - WORK PROGRAMME 2019-20**

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
<b>10 February 2020</b>			
Your Nottinghamshire, Your Future – Departmental Strategy: six month review of progress (April to September 2019)	Six-monthly review	Colin Pettigrew	Matt Garrard
First admissions applications to Nottinghamshire schools and academies – academic year 2019/20		Marion Clay	Mike Sharpe
Nottinghamshire school admission arrangements 2021-22: determination		Marion Clay	Karen Hughman/ Mike Sharpe
Destination of Looked After 16 & 18 year olds at end of Key Stages 4 & 5		Marion Clay	Sue Denholm
Children's Centre Property proposals		Laurence Jones	Irene Kakoullis
Update on the Remodelling Practice programme	Quarterly report	Steve Edwards	Lucy Peel/ Holly Smitheman
Annual refresh of the Local Transformation Plan for children and young people's emotional and mental health	Annual refresh	Jonathan Gribbin	Katharine Browne/ Rachel Clark
Early Childhood Services Communications Plan 2020-22		Laurence Jones	Irene Kakoullis
Update on SACRE		Cllr Boyd Elliott	
<b>Corporate Parenting items:</b>			
<b>23 March 2020</b>			
Children and young people core data set - performance and finance for Quarter 3 2019/20	Quarterly performance report	Nigel Stevenson	Dave Gilbert
Progress on Improving the Effectiveness and Efficiency of the Children's Services Plan	Quarterly update	Laurence Jones	Laurence Jones
2019/2020 Children and Families budget update		Laurence Jones	Sue Summerscales

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
Outcomes of Ofsted inspections of schools – termly update	Autumn term report	Marion Clay	Diane Ward
Special Educational Needs & Disability Policy		Marion Clay	Chris Jones
Future delivery of the Families Information Service		Laurence Jones	Irene Kakoullis
Children Missing Education	Six-monthly update	Marion Clay	Karen Hughman/ Ruth Hardy
Troubled Families Programme in Nottinghamshire update	Six-monthly update	Steve Edwards	Rachel Miller
Local Authority governor appointments to school governing bodies	Quarterly report	Marion Clay	Sarah Sayer
<b>Corporate Parenting items:</b>			
Contact Service annual report	Annual report	Steve Edwards	Denise Martin
Six monthly update on the Local Offer for Care Leavers		Laurence Jones/ Marion Clay	Marion Clay
Foster carers items			
<b>27 April 2020</b>			
Strategy for Improving Educational Opportunities for All – six monthly update		Marion Clay	Koni Rakhit
Schools Forum and Education Trust Board officer group report	Annual officer group report	Marion Clay	Marion Clay
<b>Corporate Parenting items:</b>			
Provision, achievements and progress of the Children in Care Council and participation of children and young people looked after 2019/20		Steve Edwards	Pom Bhogal
Improving the emotional health of looked after children	Six-monthly update	Steve Edwards	Lucy Peel/ Katharine Browne
<b>18 May 2020</b>			
Update on the Remodelling Practice programme	Quarterly report	Steve Edwards	Lucy Peel/ Holly Smitheman
School Capital Programme progress report	Six-monthly update	Derek Higton	Mick Allen
<b>Corporate Parenting items:</b>			



REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
<b>15 June 2020</b>			
Best Start Strategy 2020-2025		Laurence Jones	Irene Kakoullis
Children and young people core data set - performance and finance for Quarter 4 2019/20	Quarterly performance report	Nigel Stevenson	Dave Gilbert
Your Nottinghamshire, Your Future – Departmental Strategy: six month review of progress (October 2019 to March 2020)	Six-monthly review	Colin Pettigrew	Matt Garrard
Outcome of Ofsted inspections of schools – termly update	Spring term report	Marion Clay	Diane Ward
Elective Home Education update	Six-monthly update	Marion Clay	Ruth Hardy
Progress on Improving the Effectiveness and Efficiency of the Children’s Services Plan	Quarterly update	Laurence Jones	Laurence Jones
Local Authority governor appointments to school governing bodies	Quarterly report	Marion Clay	Sarah Sayer
<b>Corporate Parenting items:</b>			
Child Sexual Exploitation and Children Missing from Home and Care: annual report 2019/20	Annual update	Laurence Jones	Joe Foley/ Hannah Johnson
Fostering Service annual report		Steve Edwards	Ty Yousaf
Virtual School annual report	Annual report	Marion Clay	Sue Denholm
Independent Reviewing Officer Service annual report		Steve Edwards	Izzy Martin
National Minimum Fostering Allowances and Levels Payments to Foster Carers 2020/21	Annual determination	Steve Edwards	Ty Yousaf/ Tara Pasque
Foster carers items			
<b>20 July 2020</b>			
Tackling Emerging Threats to Children Team		Marion Clay	Sarah Lee
<b>Corporate Parenting items:</b>			
Children’s Homes Governance Board – review of terms of reference and update		Laurence Jones	Laurence Jones

