

Children and Young People's Committee

Date: **Monday, 16 July 2012**
Time: **10:30**
Venue: **County Hall**
Address: **County Hall, West Bridgford, Nottingham NG2 7QP**

AGENDA

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(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 08449 80 80 80

(3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Standing Orders. Those declaring must indicate whether their interest is personal or prejudicial and the reasons for the declaration. Any Member or Officer who declares a prejudicial interest in an item must withdraw from the meeting during discussion and voting upon it, unless a dispensation has been granted.

Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Sara Allmond (Tel. 0115 977 3794) or a colleague in the Governance Team prior to the meeting.

(4) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

minutes

Meeting CHILDREN & YOUNG PEOPLE'S COMMITTEE

Date 18 June 2012 (commencing at 10.30 am)

Membership

Persons absent are marked with 'A'

COUNCILLORS

Philip Owen (Chairman)
Allen Clarke (Vice-Chairman)
Steve Carroll
Michael J Cox
Bob Cross
Sybil Fielding
Mrs Sue Saddington
S Smedley MBE JP
Lynn Sykes
Brian Wombwell
Liz Yates

A Ex-officio (non-voting)
Mrs Kay Cutts

CO-OPTED MEMBERS (NON-VOTING)

A Ms G Neill
A Mr James Parry
Mr David Richards
Mr John Rudd

OTHER COUNCILLORS IN ATTENDANCE

Councillor Mel Shepherd

OFFICERS IN ATTENDANCE

Sara Allmond	Policy, Planning and Corporate Services Department
Carl Bilbey	Conservative Group Research Officer
Rachel Coombs	Group Manager, Children's Regulated Services & Corporate Planning
Steve Edwards	Service Director, Children's Social Care
Derek Higton	Service Director, Youth, Families and Cultural Services
Rob Lancaster	Education Improvement Advisor
Anthony May	Corporate Director, Children, Families and Cultural Services
Neil Robinson	Group Manager CFC, Investments & Treasury Management
Gill Thackrey	Group Manager, Business Development and Support
Michelle Welsh	Labour Group Research Officer

CHAIRMAN AND VICE-CHAIRMAN

The appointment by the County Council of Councillor Philip Owen as Chairman and Councillor Allen Clark as Vice-Chairman was noted.

MEMBERSHIP

The membership of the committee and appointment of co-opted members, as set out above, was noted.

DECLARATIONS OF INTEREST

There were no declarations of interest.

TERMS OF REFERENCE

RESOLVED: 2012/001

That the report be noted.

WORK PROGRAMME

RESOLVED: 2012/002

- (1) That the work programme be noted.
- (2) That the groups listed within paragraph five of the report, provide reports as follows:-
 - Report annually to Children & Young People's Committee:-
 - Special Education Needs and Disabilities – High Level Needs Panel
 - NLC Management Committee
 - Education Trust Board
 - Safeguarding Children's Board
 - Schools Forum
 - School Admissions Forum
 - Report six monthly to Children & Young People's Committee:-
 - Children's Trust Board (including District Management Group reports)
 - Report to Corporate Parenting Panel
 - Adoption Panels
 - Fostering Panels
 - Joint Solutions Forum
 - Looked After Reviews
 - Child Protection Conferences
 - MAPPA
 - MARAC
 - Report six monthly to Early Years and Youth Services Sub Committee:-
 - Young People's Board

- All meetings listed under Children's Social Care to be referred to the Corporate Parenting Panel
 - Special Education Needs and Disabilities – High Level Needs Panel – annual report to Committee
 - NLC Management Committee – annual report to Committee
- (3) That items listed under paragraph seven of the report will be reported to Committee as part of the work programme for the Committee

INTRODUCTION TO SERVICES – YOUTH, FAMILIES AND CULTURE

Derek Higon presented an overview of the work of Youth, Families and Culture and the responsibilities of the department. He responded to members' questions and comments.

RESOLVED: 2012/003

That the presentation be noted.

SCHOOL TERM AND HOLIDAY PATTERNS 2013 - 2016

RESOLVED: 2012/004

That the school term and holiday patterns for 2013/14, 2014/15 and 2015/16 as set out in Appendix 1 of the report be approved.

LOOKED AFTER CHILDREN STRATEGY

RESOLVED: 2012/005

That the proposed Looked After Children Strategy be referred to Policy Committee on 18th July 2012 for approval.

CHANGES TO THE STAFFING STRUCTURE OF THE CHILDREN'S SOCIAL CARE SERVICES

Steve Edwards gave a presentation providing the background and history to the changes to the Children's Social Care Services Department and reasons for the proposed new structure.

RESOLVED: 2012/006

That the proposed staffing structure and delivery structure for Children's Social Care, as set out in the report, be agreed for phased implementation during 2012-13.

ESTABLISHMENT OF A TRANSPORT HUB FOR CHILDREN, FAMILIES AND CULTURAL SERVICES

RESOLVED: 2012/007

That a staffing structure and management arrangements to support a Children, Families and Cultural Services Transport Hub be established as follows with immediate effect:

- Senior Professional Practitioner, Transport Policy Development (1 fte) – changed job description to reflect the increased remit of the post – Grade D
- Transport Policy Coordinator (1 fte) – Grade 4
- Business Support Administrator (0.5 fte) – Business Support Administrator – Grade 2

COST OF EXTENSION TO PROPERTY TO ENABLE 2 CHILDREN, PREVIOUSLY LOOKED AFTER, TO REMAIN WITH EXTENDED FAMILY UNTIL ADULTHOOD

RESOLVED: 2012/008

That the report be noted

AUTHORITY APPOINTMENTS AND REAPPOINTMENTS TO SCHOOL GOVERNING BODIES

RESOLVED: 2012/009

That new appointments to Authority governor vacancies and re-appointments of Authority governors who reach the end of their term of office during the period 1 to 30 June 2012, as listed in paragraph 5 of the report, be noted.

The meeting closed at 11.35 am.

CHAIRMAN

16 July 2012**Agenda Item: 4****REPORT OF THE CORPORATE DIRECTOR FOR CHILDREN, FAMILIES AND
CULTURAL SERVICES****INTRODUCTION TO SERVICES: EDUCATION STANDARDS AND
INCLUSION****Purpose of the Report**

1. To provide the Children and Young People's Committee with an introductory overview of some of the key service areas within its remit.

Information and Advice

2. To support the new Committee's work, officers will deliver short introductory presentations at the first three meetings, in order to provide Members with an overview of the work of the key service areas that fall within its remit. The presentations will focus in turn on the work of each division within the Children, Families and Cultural Services Department, i.e. Children's Social Care, Education Standards and Inclusion, and Youth, Families and Culture.
3. The second of these presentations covers the key services for children and young people from within the Education Standards and Inclusion Division, namely:
 - Support to Schools Service
 - Behaviour Service / The Learning Centre
 - Special Educational Needs and Disabilities Policy and Provision Service
 - Business Development Service
4. Members will have the opportunity to ask questions following the presentation.
5. The Committee's consideration of each of the presentations will inform the future Work Programme.

Reason/s for Recommendation/s

6. To support the Committee's ongoing consideration of matters relating to the provision of services to children and young people across Nottinghamshire.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That Committee notes and comments upon the introductory service presentations.

Anthony May
Corporate Director for Children, Families and Cultural Services

For any enquiries about this report please contact:

John Slater
Service Director, Education Standards and Inclusion
T: 0115 9772502

Constitutional Comments

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

Financial Comments (NDR 02/07/12)

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

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

C0041

16 July 2012

Agenda Item: **5****REPORT OF THE CORPORATE DIRECTOR FOR CHILDREN, FAMILIES AND
CULTURAL SERVICES****PERFORMANCE REPORTING TO CHILDREN AND YOUNG PEOPLE'S
COMMITTEE****Purpose of the Report**

1. The purpose of this report is to provide the members of the Committee with a summary of the framework for reviewing performance across the range of services for children and young people, and seeks approval for a proposed process and frequency by which performance information is presented to the Committee.
2. Subject to approval by the Committee, it is intended to present a quarterly performance report. At the time of writing, the performance data for Quarter 1 2012/13 is not yet available. This report therefore provides the context for reviewing performance and provides an overview of performance at the start of the current financial year as the baseline for subsequent quarterly reports.

Information and Advice

3. The Children, Families and Cultural Services Department's performance management regime has been overhauled in the past couple of years. We now have a performance management framework in place, linked to our business planning processes, which provides a common means of assessing and reviewing performance from service level plans through to the Departmental Business Plan, the Cultural Strategy, the Children, Young People and Families Plan, and the Council's Strategic Plan.

Performance Indicators

4. This includes a set of almost 50 departmental key performance indicators (KPIs), which cover the full range of services across the Department. It is proposed that these form the basis of quantitative performance reporting to committees, with those relating to services for children and young people reported to this Committee, and those relating to cultural services reported to the Culture Committee. These KPIs also include those that reflect priorities within the Council's Strategic Plan, which will thus be reported to the Policy Committee.
5. There are many different types of KPI that will be included in this Committee's data set, reflecting the wide range of services provided by the Council to children and young

people. Though it is recommended that performance is reported to Committee on a quarterly basis, not all of the KPIs are equally sensitive to quarterly fluctuation. For example, education performance indicators are largely annually based, such as the pupil attainment at different Key Stages. Equally, some of the social care indicators are also annually based (e.g. the percentage of children placed for adoption within 12 months, which is taken from the coalition Government's Adoption Scorecard), but the respective annual periods do not coincide. Therefore, the Committee will appreciate that the most up-to-date information for some of the KPIs will not always change from one quarter to the next.

6. A table summarising the different types of KPI that are to be reported to this Committee, together with any analysis of their respective sensitivity to fluctuation, is provided at **Appendix 1**.

Performance Reporting for 2012/13

7. The departmental KPIs have been reviewed at the end of 2011/12. This has led to the updating of some of the KPIs for children's social care so that they reflect more on desired outcomes from the Transformation Programme, rather than being based upon the performance measures contained within the DfE Improvement Notice, which was removed during 2011. The Committee will wish to note that the DfE was positive about the way in which the Council managed the performance aspects of the Improvement Notice and it has responded to several requests from other authorities to share the new quality assurance and performance management framework for children's social care. The Committee will be aware that there is a further report providing an update on the progress in implementing the discrete projects within the Transformation Programme on the agenda for this meeting.
8. Target setting has also been reviewed across the Department to ensure greater consistency in relation to assessment of performance relative to the national average and to the Council's statistical neighbours. This will be the basis of reporting performance to the Committee.

Reporting to Committee

9. It is recommended that the Committee receives a quarterly report, which reviews performance across the full range of services provided to children and young people. These reports will normally be presented to the meetings in September, November, February and May. These will be in addition to other reports that may be presented to the Committee from time to time providing specific performance-related information about specific initiatives and projects, e.g. the Children's Social Care Transformation Programme.
10. In the meantime, the table attached at **Appendix 2** provides a summary of the performance data for 2011/12 in order to provide the Committee with a baseline from which the subsequent quarterly reports for 2012/13 can be measured.

Other Options Considered

11. The process for presenting performance information set out in this report is in line with corporate guidance, which has itself been established following an appropriate analysis of alternative options.

Reason/s for Recommendation/s

12. The recommendation for quarterly reporting to Committee, and the KPIs that will form the basis of the report, is in line with the established processes of reporting and publishing performance information across all of the services within the Children, Families and Cultural Services Department.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That the Committee notes the contents of the report and approves the intended process for reporting performance to Committee on a quarterly basis set out within it.

Anthony May
Corporate Director for Children, Families and Cultural Services

For any enquiries about this report please contact:

Jon Hawketts
Senior Executive Officer
T: 0115 9773696
E: jon.hawketts @nottsc.gov.uk

Constitutional Comments (LM 25/06/12)

14. The Children and Young People's Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (NDR 25/06/12)

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

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

C0033

APPENDIX 1

The table below summarises the different types of KPI that will be reported to the Children and Young People's Committee, together with any analysis of how/when the data will be refreshed during 2012/13.

2012/13												
Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	
Quarter 1				Quarter 2				Quarter 3				Quarter 4
2011/12 academic year (Sep-11 to Aug-12)				2012/13 academic year (Sep-12 to Aug-13)								
2012/13 Quarter 1 Report (published Aug 2012)				2012/13 Quarter 2 Report (published Nov 2012)				2012/13 Quarter 3 Report (published Feb 2013)				2012/13 Annual Report (published Jul 2013)
12/13 Q1 average				12/13 Q2 average				12/13 Q3 average				12/13 Q4 average
												12/13 annual average
Quarterly reporting: average performance												
e.g. Initial assessments for children's social care carried out within timescales % of re-referrals to children's social care %age of looked after children with 3 or more placements in any one year % young people in years 12-14 not in education or training												
Quarterly reporting: snapshot performance on a defined day in quarter												
e.g. Participation in Education and Work Based Learning in academic years 12-14 % of children's centres achieving good or better in Ofsted inspections												
Quarterly reporting: cumulative												
e.g. Numbers of young people engaged in positive activities delivered by the Young People's Service												
Quarterly reporting: data available one quarter in arrears												
e.g. First-time entrants to the youth justice system												
Annual reporting												
e.g. %age of care leavers in suitable accommodation												
Academic year reporting: annual reporting												
e.g. % pupils achieving level 4 in both English and mathematics at age 11 Achievement of 5+ A*-C GCSE or equivalent including English and mathematics Early years foundation stage attainment % A level entries at A* - E grades / A* - B grades Attainment gap at age 16 between Free School Meal pupils and the rest												
Academic year termly reporting: data available one term in arrears												
e.g. Number of primary schools in an Ofsted category Number of secondary schools in an Ofsted category												
10/11 results (confirmed)				11/12 results (provisional)				11/12 results (provisional) (some confirmed)				11/12 results (all confirmed)
11/12 annual performance				11/12 annual performance				11/12 annual performance				12/13 annual performance
12/13 Q1 performance (=Q1-Q4)				12/13 Q1 performance				12/13 Q1-Q2 performance				12/13 Q1-Q3 performance
11/12 annual performance (=Q1-Q4)				12/13 Q1 performance				12/13 Q1-Q2 performance				12/13 annual performance (=Q1-Q4)
11/12 annual performance				11/12 annual performance				11/12 annual performance				12/13 annual performance
11/12 spring term				11/12 spring term				11/12 summer term				12/13 autumn term

Note: There are a small number of indicators that do not fit these categories, e.g. child poverty, teenage conceptions, which are published with a delay of 2 years and 15 months respectively and during the middle of the business year, not at the end.

In all cases, the performance information reported to committee will be based upon the latest available data.

Performance Indicators: Children and Young People's Committee

For Nottinghamshire, this is the performance reported at the end of the 2011/12 business year. For national and statistical neighbours, it is the latest information available.

Where Nottinghamshire 2011/12 performance exceeds national performance, Nottinghamshire performance is highlighted by the emboldened boxes.

For some performance indicators, national or statistical neighbours' information for 2011/12 is not yet published. For these indicators, performance from earlier years is used to provide indicative comparisons.

Priority	Performance Indicator	Nottinghamshire performance (2011/12)	National (latest information)	Statistical Neighbours (latest information)
Continue to improve our work to keep children and young people safe	Initial assessments for children's social care carried out within timescales	79.8% (2011/12)	77.2% (2010/11)	78% (2010/11)
	Core assessments for children's social care carried out within timescales	73.7% (2011/12)	75% (2010/11)	75% (2010/11)
	Percentage of child protection cases reviewed within timescale	99.1% (2011/12)	97.1% (2010/11)	97.3% (2010/11)
	Percentage of re-referrals to children's social care	29.1% (2011/12)	25.6% (2010/11)	22.4% (2010/11)
	Children who are subject to a child protection plan for 2 years or more	5.9% (2011/12)	6% (2010/11)	5.7% (2010/11)
	Children becoming the subject of a child protection plan on more than one occasion	15.5% (2011/12)	13.3% (2010/11)	13.7% (2010/11)
	Adoption indicator (to be confirmed)	-	-	-
	Percentage of Children's Social Care quality audits assessed as adequate or better	89% (2011/12)	-	-
	Percentage of looked after children with 3 or more placements in any one year	6.6% (2011/12)	10.7% (2010/11)	9.5% (2010/11)
	Percentage of looked after children cases reviewed within timescale	88.7% (2010/11)	90.5% (2010/11)	90.1% (2010/11)
	Percentage of care leavers in suitable accommodation	98% (2010/11)	90% (2010/11)	86.1% (2010/11)
Further improve how well children and young people achieve in schools and colleges	Pupils achieving Level 4 in both English & Maths at age 11	77.4% (2010/11)	74.0% (2010/11)	74.8% (2010/11)
	Achievement of 5 or more A*-C grades at GCSE or equivalent (inc. English & Maths)	57.6% (2010/11)	58.9% (2010/11)	57.7% (2010/11)
	Primary schools judged by Ofsted as having good or outstanding standards of behaviour	93.0% (2010/11)	93.9% (2010/11)	93.6% (2010/11)
	Secondary schools judged by Ofsted as having good or outstanding standards of behaviour	66.7% (2010/11)	84.4% (2010/11)	85.8% (2010/11)
	Number of primary schools in an Ofsted category - by term	4 (autumn 2011/12)	-	-
	Number of secondary schools in an Ofsted category - by term	4 (autumn 2011/12)	-	-
	Early years foundation stage attainment	56.4% (2010/11)	59.0% (2010/11)	59.8% 2010/11
	Percentage of young people who have attained a full Level 3 qualification by 19	47.3% (2010/11)	57.6% (2010/11)	52.1% 2010/11
	Participation in Education and Work Based Learning in academic years 12-14	90.1% (2011/12)	-	-
	Percentage of A level entries at A*-E grades	97.2% (2010/11)	-	-
	Percentage of A level entries at A*-B grades	43.1% (2010/11)	-	-

Performance Indicators: Children and Young People's Committee

For Nottinghamshire, this is the performance reported at the end of the 2011/12 business year. For national and statistical neighbours, it is the latest information available.

Where Nottinghamshire 2011/12 performance exceeds national performance, Nottinghamshire performance is highlighted by the emboldened boxes.

For some performance indicators, national or statistical neighbours' information for 2011/12 is not yet published. For these indicators, performance from earlier years is used to provide indicative comparisons.

Priority	Performance Indicator	Nottinghamshire performance (2011/12)	National (latest information)	Statistical Neighbours (latest information)
Reduce the gap in educational attainment for all ages	Attainment gap at age 11 between free school meal (FSM) pupils and the rest	25.4% (2010/11)	21.3% (2009/10)	23.6% 2009/10
	Attainment gap at age 16 between pupils taking free school meals and the rest	33.7% (2010/11)	27.6% (2009/10)	33.3% 2009/10
	Rate of permanent exclusions from school	0.11% (2010/11)	0.1% (2009/10)	0.1% 2009/10
	Percentage of overall absence in primary, secondary and special schools	5.67% (2010/11)	5.8% (2010/11)	5.7% 2010/11
	Young people who have not attained a Level 2 qualification in English & maths at age 16 who go on to attain Level 2 or higher in both by the end of the academic year in which they turn 19	-	-	-
	Percentage of young people in Years 12-14 not in education, employment or training (NEET)	4.5% (2011/12)	6.1% (2010/11)	5.9% 2010/11
Improve children and young people's health and wellbeing	Dependent children who live in households whose income is below 60% of the national average	17.5% (2008/09)	21.3% (2008/09)	17.8% 2008/09
	Numbers exiting substance misuse treatment in a planned manner	83% (Q3 2011/12)	77% (Q3 2011/12)	80% (Q3 2011/12)
	Under 18 conception rate (per thousand females aged 15-17)	32.9 (2010)	35.4 (2010)	36.0 (2010)
Continue to improve our early intervention services to ensure that children, young people and families in the greatest need receive appropriate support	Children's centres reaching families in greatest need: focused population registered	69% (2010)	-	-
	Children's Centres reaching families in greatest need: focused population seen	50% (2010)	-	-
	First time entrants to the Youth Justice System aged 10-17 (per 100,000)	643 (2011/12)	787 (2010/11) *	-
	Numbers of children & young people engaged in positive activities delivered by the Young People's Service	32,253 (2011/12)	-	-
	Percentage of Children's Centres achieving good or better in Ofsted inspections	80% (Q4 2011/12)	-	-
	Breastfeeding prevalence at 6-8 weeks, including mixed feeding methods (Nottinghamshire NHS)	39.4% (2011/12)	45.2% (2009/10)	35.5 (2009/10)
	Breastfeeding prevalence at 6-8 weeks, including mixed feeding methods (Bassetlaw NHS)	33.7% (2011/12)	45.2% (2009/10)	35.5% (2009/10)

"-" indicates that no information is available, either because this is a new performance indicator introduced for 2012/13 or because no national or statistical comparison is possible

* = National data is the latest published data from the Youth Justice Board; Nottinghamshire figure is based on local data for 2011/12

16 July 2012

Agenda Item: **6****REPORT OF THE SERVICE DIRECTOR, CHILDREN'S SOCIAL CARE****CHILDREN'S SOCIAL CARE TRANSFORMATION PROGRAMME -
INTRODUCTION****Purpose of the Report**

1. The purpose of this report is to provide an introduction to the Children's Social Care Transformation Programme, including progress to date across the range of projects within the Programme portfolio

Information and Advice

2. The Children's Social Care Transformation Programme was initiated in May 2011 with the aim of developing and implementing an operating model for Children's Social Care (CSC) which is both financially sustainable and provides the best possible outcomes for the most vulnerable children, young people and their families in Nottinghamshire. The programme builds on the 'business as usual' improvements made by the service and recognised in the recent letter from Tim Loughton, Children and Families Minister, which is available as a background paper.
3. The programme aims to deliver a service which is continuously improving and achieves the vision:

"To provide the most vulnerable children and young people in Nottinghamshire with the support and protection that they need to be safe, secure and happy, and to achieve their full potential".
4. The vision is underpinned by principles including the following:
 - The principal focus of Children's Social Care is to protect and support the most vulnerable children and young people in Nottinghamshire
 - Our aim is to keep children at home in their families wherever possible and where it is safe to do so
 - We believe that children should exit the care system by returning to their family or into alternative permanent placements, such as adoption, as quickly as possible.
5. These principles are driving the projects within the Transformation Programme.

6. The Programme is governed by a Board which is chaired by the Chief Executive, with membership comprising the Chairman (Children and Young People's Committee), Corporate Directors (Children, Families and Cultural Services and Adult Social Care, Health and Public Protection), Service Directors (Children's Social Care and Youth, Families and Culture), Group Managers (Finance and HR – CFCS) and Programme Manager (Improvement Programme).

Projects within the Programme

7. There are nine projects within the programme's portfolio and a brief summary of each project is outlined below.

- a. Multi-Agency Safeguarding Hub (MASH)

Partners have been working together since December 2011 to establish a Multi-Agency Safeguarding Hub (MASH), with an anticipated 'go live' date of November 2012. The aim of the MASH is to significantly improve the sharing of information between agencies, helping to protect the most vulnerable children and adults from harm, neglect and abuse. The MASH will act as the first point of contact for Children's Social Care and for safeguarding concerns about adults. It will involve representatives from Children's Social Care, Adult Social Care, Police and Health working together in the Customer Services Centre at Mercury House. Virtual links will exist to other services and agencies such as the Probation Trust, housing and mental health.

The MASH team will receive safeguarding concerns from professionals such as teachers and GPs as well as members of the public and family members. For those concerns that meet the threshold for Adult or Children's Social Care involvement the MASH team will collate information from their respective sources to build up a holistic picture of the circumstances of the case and the associated risks to the child or adult. As a result, decision making will be better informed and speedier. Better co-ordination between agencies will lead to an improved service for children, adults and families.

The MASH will also provide advice and guidance for professionals with concerns about a child or adult. This will help enforce the application of need thresholds, improve the quality of information provided and ensure that the appropriate level of support is offered. For those concerns that do not meet the threshold for Adult or Children's Social Care involvement, the MASH will ensure that cases are passed to early intervention or other services as and when this is appropriate.

Progress has been made within the project in relation to the design of business processes, the organisational structure, the information sharing agreement and performance analysis. There are challenges associated with the timelines to implement accommodation and ICT requirements, however, Ways of Working and property colleagues are actively engaged in the project to minimise the risk of a delayed 'go live' date.

b. Organisational Structure

The proposed organisational structure for Children's Social Care builds on the development of the MASH, by establishing district child protection teams to deal with assessments, child in need and child protection work, and a dedicated through care service, providing services to looked after children so that they do not experience drift within the system. The through care service will provide dedicated support through the following teams: permanence (adoption), looked after children (long term fostering), court work and leaving care. The proposed organisational structure will be supported by an increase in the numbers of Advanced Social Work Practitioners, who will be renamed Practice Consultants, in line with the nomenclature used in the Munro Review of Child Protection, and an increase in the numbers of Family Resource Workers, as part of the strategy to ensure that only children who need to come into care do so and that children are supported to return home as quickly as possible when it is safe to do so. The structure was approved by Children and Young People's Committee on 18 June 2012 and will be implemented in the coming months.

c. Looked After Children Project

The Looked After Children project has been established to ensure that children only come in to care when it is in their best interests to do so, and are able to move from care to a permanent solution as soon as it is appropriate. The aims of the project are in line with the looked after children strategy which is subject to Policy Committee approval on 18 July 2012. The project is being delivered through four work streams; *Edge of Care* which will pilot new panel arrangements to act as the single gateway for all children and young people entering care under Section 20; *Kinship Care* which will increase the uptake of kinship care arrangements and provide better support for kinship carers; *Moving on from care* which will improve care planning to identify permanence solutions in a more timely manner; and *Options for permanency* which will process map the routes and options available for looked after children.

d. Transitions Project

The Nottinghamshire Strategic Transitions Management Group are acting as the steering group for this project and they have identified a preferred option for improving the arrangements for young people with disabilities who transfer from the Children with Disabilities Service in Children's Social Care to Adult Social Care and Health. The steering group and the project sponsors (Steve Edwards and Jon Wilson) have agreed that a business case should be developed for the establishment of a co-located 14 – 25 transitions service, using existing resources. This will be developed in the next three months.

e. Legal Project

This project has delivered an assessment of the current working practices and relationship between Children's Social Care (CSC) and Legal Services, with a view to identifying opportunities for driving out efficiencies.

A number of changes have been proposed:

- Revision of the current Service Level Agreement with Legal Services
- Adoption by CSC of the management of Section 7 and 37 reports
- Improving the quality of legal documents produced by CSC through the establishment of the court work team and Practice Consultants taking on a quality assurance role, so as to reduce the need for Legal Services to undertake this role
- Establishing a planning mechanism within CSC to diarise and manage the timeframes and deadlines for report and assessments, court documentation and submission lead times
- Revising the use of Legal Planning Meetings.

An implementation plan for these changes is currently being developed.

f. Performance Project

This project will deliver a revised key performance indicator set for the new operating model for Children's Social Care, which is compliant with the proposed Children's Safeguarding Performance Information Set. The proposed set is currently being developed with the Service Director and Group Managers for Children's Social Care, Senior Executive Officer for CFCS, Team Manager, Data and Systems, and Team Manager, Framework-I, and is provisionally intended to be in place by October 2012.

Performance for Quarter 1 will be reported to a future meeting of the Committee.

g. Independent Chairing Service Project

This project will deliver a report with recommendations for improving the quality assurance function provided by the Independent Reviewing Officers and Child Protection Coordinators who form the Independent Chairing Service. The hypothesis is that strengthening this function will prevent case drift. The report will be accompanied by an action plan including baseline information on current performance.

h. Budget and Cost Driver Model

The aim of this project is to deliver a revised budget structure for Children's Social Care for 2013/14 and a cost driver model to enable the service to better forecast the impact of changes on demand, and allow for a more accurate profiling of the impact of transformational activity. Part of the project has involved developing process maps of the child's journey through social care in order to validate the cost drivers and identify any gaps in performance data. The maps also have the potential to identify opportunities for business process reengineering.

i. Provider Services Review

This project intends to deliver value for money reviews of all provider services within Children's Social Care. It will also govern any joint work with the procurement function to drive down the costs of external placements. This project is currently in the scoping phase.

Next Steps

8. The benefits realisation plan for the programme, i.e. the cashable benefits that the programme will deliver and the performance indicators that will be monitored to ensure that the programme is delivering an improved service to children and families is currently under development and will be reported to Committee from October onwards.

Other Options Considered

9. As this is a report for noting, it is not necessary to consider other options.

Reason/s for Recommendation/s

10. To support the Committee's ongoing consideration of matters relating to safeguarding arrangements for children and young people in Nottinghamshire.

Statutory and Policy Implications

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

Implications for Service Users

12. The Transformation Programme intends to deliver improved services to the most vulnerable children and families in Nottinghamshire.

Equalities Implications

13. As part of the process of making decisions and changing policy, public authorities are required by law to think about the need to:
 - Eliminate unlawful discrimination, harassment and victimisation.
 - Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who do not.
 - Foster good relations between people who share protected characteristics and those who do not.

14. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions / changes to policy could have on the community and those with protected characteristics. They may also identify potential ways to reduce any impact that a decision / policy change could have. If it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
15. An EIA has been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

Safeguarding of Children Implications

16. The Transformation Programme intends to improve arrangements to safeguard vulnerable children and young people.

RECOMMENDATION

- 1) That the Committee notes the progress of the Transformation Programme and agrees that quarterly reports on the Programme's progress will be reported to the Committee.

Steve Edwards
Service Director, Children's Social Care

For any enquiries about this report please contact:

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Constitutional Comments (LM 25/06/12)

17. The Children and Young People's Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (NDR 25/06/12)

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

Background Papers

Equality Impact Assessment
Letter from Tim Loughton, Children and Families Minister, 30 April 2012
Children & Young People's Committee Report on 18 June 2012: Changes to the staffing structure of the Children's Social Care service

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

Electoral Division(s) and Member(s) Affected

All.

C0025

16 July 2012

Agenda Item: **7****REPORT OF THE CORPORATE DIRECTOR FOR CHILDREN, FAMILIES AND
CULTURAL SERVICES****THE IMPLEMENTATION OF A REFORMED SCHOOL FUNDING SYSTEM
FOR 2013-14 IN NOTTINGHAMSHIRE****Purpose of the Report**

1. This report provides the Children and Young People's Committee with an overview of the reforms to the school funding system from 2013/14, an update on the work to prepare for the local implementation in Nottinghamshire of the reformed funding system and seeks approval of the proposed new membership of Nottinghamshire's Schools Forum.

Information and Advice

2. During 2011, the Department for Education (DfE) held two consultations on school funding reform. Both consultations were aimed towards creating a system that provides funding to local authorities, schools and academies on a fair and transparent basis.
3. The papers, '*School funding reform: Next steps towards a fairer system*' and '*Reformed funding system: Operational implications guidance for Local Authorities*', were published on 26 March 2012. In these the DfE has set out its intention to implement significant reforms to the current school funding system from the 2013/14 financial year.
4. A short consultation was included as part of the papers, asking for views on a limited number of questions, this closed on 21 May 2012. The results of the consultation were announced on 28 June 2012 in the paper, '*School funding reform: Arrangements for 2013/14*', supported by an update of the operational guidance document.
5. The DfE papers identify that Schools Forums have a significant role to play in supporting the implementation of the reformed funding system. Schools Forums were put in place to support local authorities on matters relating to school budgets and must be consulted on any changes to these. An extraordinary meeting of the Schools Forum was called on 26 April 2012 to:
 - provide an overview of the school funding reforms
 - set out the implications of these for the schools budget
 - suggest a way forward to manage the implementation process in Nottinghamshire.

6. At this meeting, the Schools Forum agreed to establish a working group to consider three strands of work that are fundamental to implementing the reforms, namely:
- the reconstitution of the Schools Forum
 - a review of the local funding formula (schools block and early years block)
 - the funding arrangements for high needs (SEN) pupils.
7. The working group presented a report at the Schools Forum meeting on 27 June 2012, with their initial proposals on the three areas outlined above. A further meeting of the working group will be held on 17 July 2012 to consider the latest paper on the outcome of the DfE consultation and some additional modelling. A final report on the recommendations from the working group will be presented to the Schools Forum on 6 September 2012. The agreed proposals from the Schools Forum will be incorporated into a consultation on the proposed changes with all bodies affected by them.
8. In accordance with the School Finance (England) Regulations 2012 (chapter 2, paragraph 9), the responsibility for determining the local funding formula for schools lies with the local authority. Elected Members will also have a key role to play in the implementation of the funding reforms
9. The papers set out how the DfE intends to reform the current funding system and outline five key objectives of a reformed funding system:
- 1) *to move towards a national funding formula*
 - 2) *to simplify local funding arrangements*
 - 3) *to make improvements to the way local areas are funded*
 - 4) *to improve the arrangements for funding pupils and students with high needs*
 - 5) *to improve the arrangements for the funding of early years provision.*

National funding formula

10. This still remains the longer term aim of the DfE. The Government has recognised, however, that the transition from the current system to a national formula needs to be managed carefully to avoid unnecessary turbulence for schools. A national formula, therefore, will not be introduced until the next spending review period in 2015/16, although significant changes will be made at a local level from 2013/14.

Simplifying local funding arrangements

Reconstitution of the Schools Forum

11. The DfE papers refer to improved Schools Forum arrangements to support the decision making process in regard to the implementation of the funding reform for 2013/14. In light of this, the legislation relating to Schools Forums is being reviewed and it is planned to revoke and replace the Schools Forum (England) Regulations 2010. New draft regulations have been published which are consistent with the decisions that have already been announced. It is intended that the new Schools Forum (England) Regulations 2012 would come into force in October 2012. The Education Funding Agency (EFA) has advised that local authorities should review their Schools Forum constitution to ensure that it is compliant with the new regulations.

12. The main change that is required to the composition of the Nottinghamshire Schools Forum is to ensure that school and academy membership is broadly proportionate to the pupil population of these sectors, as at September 2012. In order to avoid having to reconstitute the Forum again at the end of the financial year, it was agreed that the pupil population in the academy sector would be calculated using all known anticipated academy conversions as identified by the monitoring list maintained by the Children, Families and Cultural Services Department.
13. School and academy membership must make up at least two thirds of the total size of the Schools Forum, and can include both head teacher and governor representatives. The remaining membership is made up of up to one third of the total size of non-schools members, with a requirement to have at least one Private Voluntary Independent (PVI) sector early years provider representative and one 14-19 partnership representative.
14. The working party agreed that the reconstituted Schools Forum membership should be established as below:-
- (a) School and Academy membership (broadly based on pupil population):
- 15 Head teacher representatives:
 - 1 maintained Secondary school
 - 5 Academies
 - 7 maintained Primary schools
 - 1 maintained Special school
 - 1 Pupil Referral Unit
 - 5 Governor representatives including:
 - 1 maintained school
 - 1 Academy
 - 1 Special school.
- (b) Non-school membership:
- 2 PVI representatives
 - 2 Diocesan representatives – 1 Roman Catholic and 1 Church of England
 - 1 14-19 partnership representative
 - 2 trade union representatives (1 teaching union & 1 non-teaching union).
15. Procedures for the nomination and election of candidates will be established and facilitated through the relevant Education Trust Boards for the school and academy headteacher membership, the Nottinghamshire Association of Governors (NAGS) for governor membership, and other relevant groups for the non-schools membership.

Review of the local funding formula

16. The local funding formula used to distribute funding to schools will be simplified and requires the majority of funding to be pupil led. Local authorities will continue to receive the Dedicated Schools Grant (DSG) but this will be split into three notional blocks: Schools, High Needs and Early Years. These will be non-ring fenced and based on planned spend on the section 251 statement for 2012/13. The EFA will confirm the baseline funding for each of the notional blocks early in the autumn term.

17. The notional Schools block will be distributed by the local funding formula. From 2013/14, the local funding formula will be distributed via a maximum of 10 criteria (allowable factors), and will be predominantly pupil led. Under current regulations, 37 factors are allowed. The Nottinghamshire formula for 2012/13 has 23 factors.
18. The new formula arrangements will mean that there is no longer a need for a schools budget local authority central spend equivalent grant (LACSEG) calculation as all the funding will be in academy budgets at the outset. The DfE are also considering the transfer of funding for relevant central education services from formula grant into the DfE budget. This would then be distributed as a separate grant to local authorities and academies on a national basis based on pupil numbers. This will be subject to a separate consultation over the summer.
19. Of the 10 allowable factors, one relates to London fringe areas, whilst another relates to the funding gap for PFI contracts which is paid from outside the schools budget in Nottinghamshire. Both of these can thus be discounted. The remaining 8 factors that will apply in Nottinghamshire are:
- 1) *Basic per pupil entitlement*
 - 2) *Deprivation*
 - 3) *Looked after children*
 - 4) *Low cost, high incidence SEN*
 - 5) *English as an additional language (EAL)*
 - 6) *Lump sum (single fixed rate for all phases)*
 - 7) *Split sites*
 - 8) *Rates*

In the final arrangements document published on 28 June 2012, two additional allowable factors were added by the DfE.

- 9) *Post-16 funded by the DSG*
- 10) *Pupil mobility*

These additional factors will need to be considered by the working group as to their relevance in Nottinghamshire.

20. Although it considers that more pupil-led funding gives greater autonomy and funding to schools and academies, the DfE has recognised that the removal of some factors will cause turbulence. Therefore to provide some protection and dampen the changes some schools may experience as a result of the changes to the local funding formula, the Minimum Funding Guarantee (MFG) will continue at minus 1.5% per pupil in 2013/14 and 2014/15.
21. There is no provision in the revised local formula arrangements to limit losses other than through the MFG. However, the DfE will allow local authorities to limit gains as a result of the formula simplification. Any decision to limit gains will need to be made locally between the Authority and the Schools Forum. Clearly, any plan to limit gains beyond the MFG would need to be carefully thought through and funded. In recent years, the previously available flexibility in Nottinghamshire's schools budget has been eroded, either to offset the transfer of costs from the County Council's budget as part of the

recent budget savings, or to fund one-off pressures such as the implementation of job evaluation for schools support staff.

22. In Nottinghamshire, our aim is to develop a funding system that is both compliant with the new regulations and delivers funding in the most fair and transparent way to all Nottinghamshire schools and academies.
23. So far, the working group has mapped the existing funding formula to the new prescribed categories, looked at the various indicators that can be used to calculate different elements of funding (e.g. free school meals, Income Deprivation Affecting Children Index (IDACI), prior attainment levels), and modelled the impact of different weightings and levels of funding attached to these on a selection of anonymised schools.
24. With the level of changes being made in such a short timescale, it is inevitable that the new funding system will result in change. In order to minimise turbulence in the new system as far as possible, some overarching guiding principles need to be established. Five key themes have emerged:
 - 1) *The new funding system provides an opportunity for a more equitable funding formula for all Nottinghamshire schools*
 - 2) *The new system also offers an opportunity to ensure that the notion of 'per pupil funding' is the key driver for distributing money to schools (i.e. that the money follows the pupil)*
 - 3) *The transition period creates turbulence in the system and there is a desire amongst Schools Forum members, the Chairman of the Children and Young People's Committee and the Leader of the County Council to retain as much financial stability as possible for all schools, particularly for the 2013/14 financial year*
 - 4) *Nottinghamshire has a number of small schools ¹ and there has been some criticism of the new system in that it does not work in favour of these types of school. As a consequence, consideration will need to be given to this issue.*
 - 5) *There is a degree of local flexibility allowed within the reformed funding system. Consideration will also need to be given to the extent to which this local flexibility is used in Nottinghamshire.*
25. These themes are not mutually exclusive and, together the Schools Forum, Elected Members and relevant Officers of the County Council will need to develop a local approach that strikes the appropriate balance between them, for approval by the Policy Committee.
26. A new pro-forma will be introduced for local authorities to publish their local formula for distributing the 2013/14 Schools block. This will need to be submitted to the EFA by the end of October 2012, following consultation with all bodies affected by the changes and approval by Policy Committee.
27. The EFA will have a significant role in overseeing local funding arrangements. It will ensure that the local funding formula is compliant with the regulations, and distributes funding in a fair and equitable way to all schools and academies. The EFA could require the local authority to amend out formula if they consider it is non compliant.

¹ Small schools are defined by the DfE as those with fewer than 75 pupils on roll, but defined by Nottinghamshire in the 2002 "Size Matters" report as those with fewer than 100 pupils on roll.

Improving the way local areas are funded

28. There will be some improvements to the current arrangements for funding local authorities from 2013/14. Funding for schools will continue in the form of the DSG, local authority grant and pupil premium, but there will be some changes to provide earlier notification and greater certainty to local authorities, schools and academies on the level of funding they will receive.
29. As already highlighted in paragraph 16, the DSG will be split into three notional blocks (Schools, Early Years and High Needs). The Schools block will be based on October pupil numbers to allow earlier confirmation in December each year of the level of funding to be distributed through the local funding formula. The Early Years block will initially be based on January numbers but will be adjusted during the course of the financial year to take account of actual pupil numbers, meaning that funding more accurately reflects the pupils that have to be funded. The High Needs block will cover education provision for high needs pupils and students from birth to 25, and will be based on 2012/13 planned spend by the local authority and data held by the EFA.
30. The pupil premium will continue to be allocated as a separate grant to the DSG and is allocated based on free school meal eligibility. In the longer term, the DfE has indicated that the pupil premium will be the main mechanism for allocating deprivation funding for schools as part of a new national formula.

Funding arrangements for high needs (SEN) pupils

31. The proposed funding arrangements for high needs pupils are in support of the Green Paper on SEN and disability '*Support and aspiration: A new approach to special educational needs and disability*'.
32. High needs pupils are defined as those who require provision not available in mainstream settings which would cost more than around £10,000 per year. The new approach to funding is aimed at delivering funding that is responsive to pupils needs, funds all providers on an equivalent basis, brings together funding for pre and post 16 high needs and provides clear information about the provision available.
33. The new approach 'Place Plus' will be based on actual pupil numbers combined with a base level of funding to provide some stability. The table overleaf shows how funding for all high needs provision under a place plus approach would work:-

	Pre-16 SEN and AP		Post-16 SEN and LDD
	Mainstream settings	Specialist settings	All settings
Element 1: Core education funding	Mainstream per-pupil funding (A/WPU)	Base funding of £10,000 for SEN and £8,000 for AP placements, which is roughly equivalent to the level up to which a mainstream provider would have contributed to the additional support provision of a high needs pupil. Base funding is provided on the basis of planned places.	Mainstream per-student funding (as calculated by the national 16-19 funding system)
Element 2: Additional support funding	Contribution of £6,000 to additional support required by a pupil with high needs, from the notional SEN budget		Contribution of £6,000 to additional support required by a student with high needs
Element 3: Top-up funding	"Top-up" funding from the commissioner to meet the needs of each pupil or student placed in the institution		

34. The overall aim is to ensure that all placements for high needs pupils and students are funded on an equivalent basis and that local authority commissioners are not faced with additional costs when considering where to place an individual.
35. A sub group of the working party has been established to review the impact of the proposed changes to funding for high needs pupils, by considering the current funding system, the implications of the new funding system for all types of provision and the options available for funding these.
36. Generally, the current methodology for funding high needs provision in Nottinghamshire fits with the new proposed funding system for the high needs block as we already have a number of banded funding systems in place. However, as the remit of the local authority for providing top up funding for high needs pupils and students will be extended from 3 to 19, to birth to 25, we need to ensure that any new systems developed are done so in collaboration with providers across the full age range.
37. It is planned to develop an integrated banded system covering children and young people from 3 to 25 in all types of high needs provision. The financial impact of this system is still being modelled.

Funding arrangements for Early Years provision

38. Providers delivering the universal free entitlement of 15 hours a week of early education for three and four year olds are currently funded through the early years single funding formula (EYSFF) by the local authority.
39. There are no substantial changes proposed to this for 2013/14. However, local authorities will be required to complete and publish a pro-forma setting out their EYSFF. The reduction in permissible formula factors for school formulae will also apply to the use of these factors within the EYSFF. There will still be a requirement to have a deprivation factor as part of the EYSFF. The Nottinghamshire EYSFF has been reviewed in light of the changes to ensure that it is compliant with the new regulations.
40. Participation in free early education for three years olds attracts DSG funding. This is based on the higher of the actual number of three year olds who take up their entitlement or an amount equivalent to 90% of the population who are entitled – the 90% floor. This will be reduced to 85% in 2013/14 and removed altogether in 2014/15. The ‘take up’ in Nottinghamshire is currently above the 90% floor, so will not impact on the level of funding received.

Timetable for implementation

41. The pace at which we need to work to ensure the successful implementation of the reformed funding system from April 2013 is governed significantly by the deadlines set by the DfE. A timetable of events and key decisions that need to be made over the coming months is outlined below:

Date	Task
June 2012	<ul style="list-style-type: none"> • Schools Forum to agree proposals for new funding system • County Council to provide local steer on key objectives

July – August 2012	<ul style="list-style-type: none"> • Nomination and election of new Schools Forum members • Preparation of consultation documents on new funding system • Modelling impact of agreed funding proposals on all affected bodies
September 2012	<ul style="list-style-type: none"> • Local formula consultation launched (3 September to 1 October) • District consultation events held with all affected bodies • Education Funding Agency (EFA) to confirm baseline funding for 2013/14 for DSG funding blocks
October 2012	<ul style="list-style-type: none"> • Analysis of consultation responses • Interim update to Children & Young People's and/or Policy Committee • Local funding formula finalised (subject to formal approval by Children & Young People's and/or Policy Committee) and submitted to the EFA • October pupil census takes place
November 2012	<ul style="list-style-type: none"> • Report to Children & Young People's and/or Policy Committee • Dialogue with EFA regarding local funding formula pro-forma
December 2012	<ul style="list-style-type: none"> • Pupil census data, schools and high needs block funding confirmed for 2013/14 • Model required changes to local formula based on confirmed census data
January 2013	<ul style="list-style-type: none"> • Final changes to local formula pro-forma submitted to the EFA • Early years block funding confirmed
February 2013	<ul style="list-style-type: none"> • Maintained school 2013/14 budgets issued by the local authority
March 2013	<ul style="list-style-type: none"> • Academy 2013/13 budgets issued by the EFA

Statutory and Policy Implications

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

RECOMMENDATION/S

That the Committee:

- 1) approves the proposed new membership of Nottinghamshire's Schools Forum
- 2) notes progress made so far with the implementation of the other aspects of the schools funding reform and agrees to receive further updates at future meetings.

Anthony May
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Constitutional Comments (LM 25/06/12)

43. The Children and Young People's Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (NDR 29/06/12)

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

Background Papers

School funding reform: Next steps towards a fairer system - Department for Education

Electoral Division(s) and Member(s) Affected

All.

C0031

16 July 2012

Agenda Item: 8**REPORT OF THE GROUP MANAGER, SUPPORT TO SCHOOLS SERVICE****ST. AUGUSTINE'S COMMUNITY INFANT & NURSERY AND ST.
AUGUSTINE'S COMMUNITY JUNIOR SCHOOLS, WORKSOP - OUTCOME
OF PUBLISHED SECTIONS 11 AND 15 NOTICE: SCHOOLS
ADJUDICATOR'S DECISION****Purpose of the Report**

1. This report informs the Committee of the approval by the Schools Adjudicator (SA) to amalgamate the above-named schools in their existing premises to form a single 3-11 years primary school, inclusive of early years provision, with effect from 1 April 2013.

Information and Advice

2. A formal proposal was agreed to be published by the former Cabinet at its meeting on 14 March 2012. In accordance with the provisions of the Education and Inspections Act 2006 (EIA 2006), the County Council is required to publish a Sections 11 and 15 Notice. An appropriate notice was subsequently published on 30 March 2012 which provided details of the proposal referred to in paragraph 1 of this report. It is however brought to Members' attention that to allow for the Human Resources enabling process to be conducted in an appropriate manner, the intended initial implementation date of January 2013 had to be revised.
3. There is a six week period following the publication of notices during which objections and comments can be made. During the representation period which expired on 11 May 2012, no representations were received.
4. In accordance with the current statutory regulations under the EIA 2006, proposals promoting new schools fall to independent Schools Adjudicators to decide the outcome of such proposals.
5. The formal decision of the Schools Adjudicator to approve the amalgamation of St. Augustine's Infant and Nursery and St. Augustine's Junior Schools was notified in a letter dated 31 May 2012 from the Office of the SA.

Other Options Considered

6. Two other possible options for the future of these two schools were considered:
 - both schools to remain independent but form a federation

- both schools remain as separate infant and junior schools

7. The particular benefits of amalgamation include:

- making more efficient use of the available accommodation on the site to benefit not only the two schools, but also the local community as a whole;
- a larger, single primary school will benefit from a combined budget and be a more viable provision of educational places for the community it will serve.

Reasons for Recommendation

8. Under the current provisions of the Education and Inspections Act 2006, proposals promoting new schools fall to independent Schools Adjudicators to decide the outcome of such proposals.

Statutory and Policy Implications

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

Implications for Service Users

10. When the proposal is implemented, pupils on roll at St. Augustine's Infant and Junior Schools at the time of closure will automatically transfer to the new school as appropriate.

Financial implications

11. When the St. Augustine's Infant and Junior Schools are amalgamated, the budget for the new school will be calculated on the same basis as other primary schools of a similar size. This means there would be a projected revenue saving of approximately £72,000 per annum.
12. The arrangements will be that the new school will retain 100% of the identified savings in the first year, 60% in the second year, 40% in the third year and 20% in the fourth year. This gradual reduction will provide the new school with resources that will help to enable a smooth transition to a single primary school.
13. It is the intention that the new primary school will operate from the existing buildings. In advance of this, the Local Authority would wish to work with the new school's governing body, headteacher and staff to determine, in the best interests of the children, the most appropriate way of utilising the existing accommodation.

Equalities Implications

14. Equal opportunities issues for staff will be addressed within an agreed enabling document which will follow an agreed standard format.
15. As part of the process of making decisions and changing policy, public authorities are required by law to think about the need to:
 - Eliminate unlawful discrimination, harassment and victimisation
 - Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who do not
 - Foster good relations between people who share protected characteristics and those who do not
16. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions/changes to policy could have on the community and those with protected characteristics. They may also identify potential ways to reduce any impact that a decision / policy change could have. If it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
17. An EIA has been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

Human Resources Implications

18. The governors of the new school will be supported by County Council officers to ensure that decisions about staffing in the school are made in accordance with employment law and the Local Authority's previously determined policies.

RECOMMENDATION

- 1) That the Committee notes the decision by the Schools Adjudicator to approve the County Council's proposal to amalgamate St. Augustine's Infant & Nursery and St. Augustine's Junior Schools in their existing premises to form a single 3-11 primary school, including provision for early years education places, with effect from 1 April 2013.

Marion Clay
Group Manager, Support to Schools Service

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Constitutional Comments

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

Financial Comments (NDR 13/06/12)

20. The financial implications are set out in paragraphs 11 to 13 of the report.

Background Papers

- 1) Report to Cabinet on 14 March 2012 'St. Augustine's Community Infant & Nursery and St. Augustine's Community Junior Schools, Worksop – possible amalgamation' (previously published)
- 2) Sections 11 and 15 Notice (published on 30 March 2012)
- 3) Letter from the Office of the Schools Adjudicator confirming the SA's decision (dated 31 May 2012)
- 4) Equality Impact Assessment

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

Electoral Division and Member Affected

Worksop East: Councillor Glynn Gilfoyle

C0024

16 July 2012**Agenda Item: 9****REPORT OF THE GROUP MANAGER, SUPPORT TO SCHOOLS SERVICE****BROOKSIDE COMMUNITY PRIMARY SCHOOL, EAST LEAKE - DELIVERY
OF EARLY YEARS EDUCATION PLACES: OUTCOME OF CONSULTATION****Purpose of the Report**

1. This report provides Committee with the outcome of formal consultation about the proposal to provide Early Years (EY) places at the above-named school.
2. It also seeks approval to publish a statutory notice as required under the provisions of Section 19 of the Education and Inspections Act 2006 to lower the age limit of the school from 5-11 to 3-11 years.

Information and Advice

3. At its meeting on 11 January 2012, the former Cabinet gave its approval for formal consultation with staff, governors and parents/carers of Brookside Primary School and other interested parties on the proposal referred to in paragraph 1 above.
4. Members may recall that the school's governors had requested that the County Council initiate a statutory process to enable the school to achieve their aim of providing continuous education from ages 3 to 11.
5. The governors' decision to consider providing Early Years places took into account the following important issues:-
 - the number of children likely to benefit from the proposal
 - the likely effects on the school's teaching and support staff
 - capacity of the school to meet the needs of 3 and 4 year olds
 - funding for the early years provision
 - availability of early years provision for children in the East Leake community
6. Given these considerations, the following options were set out for consultation:-

Option 1 - a proposal to provide Early Years places in the school's existing premises

Option 2 - that Brookside parents/carers continue to use existing provision at other local Early Years providers

Consultation

7. A consultation leaflet was circulated to all the staff, governors and parents/carers of pupils at Brookside Primary School to explain the rationale of the proposal and provide an opportunity to make any comments on what was being proposed.
8. Copies of the leaflet were also sent out to the wider community, including Early Years providers, residents adjoining the school's site, the Member of Parliament and appropriate County Councillor, Diocesan Authorities, the local district and parish councils, and other interested parties.
9. Brookside Primary School Council was consulted and was supportive of the proposal.
10. During the consultation period of 16 April to 25 May 2012, the authority received:
 - 75 written responses in support of Option 1
 - 27 written responses supporting Option 2 in preference
 - 15 'Don't Know' responses, of which the majority were from parents of children currently attending Brookside Primary who had opted to support both options, citing that whilst they supported Option 1, they also supported the continuation of other existing EY settings.
11. A consultation meeting was also held at Brookside Primary School on 26 April 2012 to give all interested parties the opportunity to discuss the options under consultation.
12. In summary, the main issues arising from respondents objecting to Option 1 are:-
 - sufficient EY places already exist in the East Leake community and EY settings there are not full
 - the potential negative impact on those existing providers regarding falling numbers, financial sustainability and possible staffing reductions if provision begins at Brookside
 - concerns that, apparently, Brookside's class sizes are large and the introduction of EY places would have a negative impact on these and the older pupils
 - concern that Brookside's current facilities are not adequate for the EY places to be provided
 - high level of support expressed for the on-site playgroup & Sure Start CC, and that they shouldn't be affected by the proposal and must continue
13. In comparison to the issues mentioned in paragraph 12 above, it can be seen in **Appendix 1** to this report that a high number of respondents chose Option 1 as their preferred choice, the majority of these being Brookside Primary School parents/carers. This, together with the positive comments received, indicates there is also wide support for the proposed provision of the early years places.
14. Account has been taken of the above and other comments received supporting both Options 1 and 2. Whilst it is difficult to predict Early Years places with absolute certainty, because the overall take-up of places in any setting is predicated by a number of factors including parental choice and birth rates, the consultation outcomes would suggest that Option 1 should be recommended.

15. In endorsing Option 1 it should be recognised, however, that:
- surplus Early Years places already exist at Lantern Lane Primary school. Increasing places at Brookside Primary School, whilst not required to meet sufficiency needs, could provide greater parental preference within the village.
 - surplus Early Years places are also available through private, voluntary and independent (PVI) settings, at a playgroup based on Brookside's site and at two private nurseries.
 - it is possible that the provision of Early Years places at Brookside Primary School could threaten the viability of PVI providers, especially the playgroup which offers sessional, rather than full day, care.
 - in September 2013, the County Council must ensure the availability of some sessional places for the most disadvantaged 2 years olds. Brookside Primary School will not be able statutorily to provide these places, resulting in a need for PVI settings to make any necessary provision. No school will be able to deliver places for 2 year olds.
 - if PVI settings were to lose up to 13 Early Years places as a result of supporting Option 1, the anticipated need to offer provision for vulnerable 2 year olds would not compensate for the loss of 13 3 year old places; based on the known Free School Meals (FSM) data for the Brookside catchment, it is reasonable to expect that there may be a need for up to 4 places for targeted 2 year olds. This is based on a FSM figure of 8% at Brookside Primary School.
16. On balance therefore it is reasonable to support Option 1 despite the objections received to this proposal and the Early Years issues identified in paragraph 15.
17. All written responses received either by the reply form provided or by electronic mail are available as a background paper to this report. A summary of the comments made is included in **Appendix 1**.

Statutory Notice

18. If Committee agrees to the recommendation within this report, under the provisions of the Education and Inspections Act 2006, following formal consultation the County Council is required to publish a Section 19 Notice where it is proposed to lower the age limit of admission to a community school by one year or more.

Other Options Considered

19. The only other feasible option available to Brookside Primary School for parents who wish their children to receive early years education between three and four years is to continue to send them to available alternative providers and move the children to Brookside Primary School as appropriate for their statutory education.

Reason for Recommendation

20. It is Government policy that Early Years education places can be delivered through local authority maintained schools and providers in the private, independent and voluntary sectors. It is also Government policy that parents have the opportunity to express choice. This proposal increases the choice of Early Years places available in the Brookside catchment area.

Statutory and Policy Implications

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

Implications for Service Users

22. Children and families will have access to, and an increased choice of, early years education in their immediate locality.

Financial Implications

23. Any variation to the numbers of children attending the school through this proposed change to the admission arrangements will be reflected in the school's budget through the Early Years Single Funding Formula.

Equalities Implications

24. Equal opportunities issues for staff will be addressed within an agreed enabling document and which will follow an agreed standard format.
25. As part of the process of making decisions and changing policy, public authorities are required by law to think about the need to:
- Eliminate unlawful discrimination, harassment and victimisation
 - Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who do not.
 - Foster good relations between people who share protected characteristics and those who do not.
26. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions/changes to policy could have on the community and those with protected characteristics. They may also identify potential ways to reduce any impact that a decision / policy change could have. If it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
27. An EIA has been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

Human Resources Implications

28. If, as a result of this proposal being implemented, additional staffing is required in school to ensure the effective delivery of the early years education proposed, the school will use appropriate recruitment and selection procedures when making appointments.

RECOMMENDATIONS

That the Committee agrees:-

- 1) to the publication of a statutory notice, under the provisions of Section 19 of the Education and Inspections Act 2006, for the proposal to lower the existing age limit of Brookside Community Primary School from 5-11 to 3-11 years, thereby enabling the school to admit children to attend early years education places in existing accommodation from 1 January 2013 at the earliest;
- 2) that a further report be submitted to this Committee on the outcome of the six week representation period of the County Council's Section 19 notice.

Marion Clay
Group Manager, Support to Schools Service

For any enquiries about this report please contact:

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Constitutional Comments (LM 19/06/12)

29. The Children and Young People's Committee has delegated responsibility for services to children and young people in relation to their care, wellbeing, education or health. The Committee may therefore approve the recommendations in the report.

Financial Comments (NDR 19/06/12)

30. The financial implications are referred to in paragraph 23 of the report.

Background Papers

- 1) Report to Cabinet on 11 January 2012 'Brookside Community Primary School, East Leake - Delivery of Early Years Education Places' (previously published)
- 2) The consultation leaflet circulated to the staff, governors and parents/carers of Brookside Primary School, statutory consultees and to other interested parties
- 3) Written responses received during the formal consultation period
- 4) Equality Impact Assessment

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

Electoral Division(s) and Member(s) Affected

Soar Valley: Councillor Lynn Sykes
C0027

Proposed provision of Early Years Education Places at Brookside Community Primary School

Consultation Responses Analysis:

	No. of responses received Agreed with Option 1	No. of responses received Agreed with Option 2	No. of responses received Don't Know
Parent/Carer	53	16	13
Governor	3	2	0
Staff	6	7	0
Other	13	2	2
TOTALS	75	27	15
Where reply forms indicated more than one type of respondent, only one has been included in the table above using a priority order of 'parent/carers', governor, 'staff' and then 'other'.			

Comments/Issues/Points raised within Written/Electronic/On-Line responses:

The decision making process

- Comments made that there is sufficient early years provision available at another local primary school and other EY settings in the East Leake community and these places are not full

- Opinions expressed that having a nursery at Brookside Primary would be so beneficial to early years aged children
- Concern and opinion expressed that Nottinghamshire County Council should refuse to implement the proposed additional EY places on the grounds that sufficient places already exist and are available locally, and the likely negative financial impact on those other EY settings
- Comment made that the proposed EY places are not attempting to replace those EY places provided locally. The aim is to increase the number of places already available for 3 year olds in East Leake.
- Comments made of feeling unclear as to the reasoning behind the proposal and how it would work in practice
- Feeling expressed of being disappointed there had been no formal presentation at the consultation meeting held

Staffing matters

- Parental support expressed for the current facilities and teachers at both local primary's 4+ and Foundation Units
- Opinions expressed that as another local primary school's Foundation Unit and other local existing EY settings are not full, allowing the proposed additional early years places to be established could take more children away from these other settings which could mean a reduction in staffing
- Concerns expressed about implications to staffing
- Comment made that Brookside Primary does not have staff trained or experienced in working with the 3-5 years age range
- Opinion expressed that Brookside Primary's class sizes are big enough (and lack adequate support staff) without further increasing pupil numbers
- Opinion expressed that given Brookside Primary has an extremely successful 4+ unit, the school has the expertise to be able to extend this to a nursery for 3 year old children

Building and site related issues

- Support expressed for Option 1 but only if there is enough space at the school and it doesn't affect the reception age children
- Comment made that Brookside Primary does not have purpose built facilities for early years provision
- Concern and opinions expressed that Brookside Primary already seems full to capacity with very large class sizes. It was felt that increasing the intake of younger children will have an impact on space and facilities available for existing pupils.
- In supporting Option 1, clarification was sought on whether there would be bigger and better facilities provided
- Concern and opinion expressed that other local early years provider settings are very large and not appropriate for younger age children

Financial issues

- Information provided by a local primary school of having had their budget reduced due to a decline in children attending their school, emanating from the introduction of 'September only' full time admissions

- Comment made that to allow the proposed additional early years provision to be implemented, would have a further impact on another local primary school's numbers on roll which had already been affected since the establishing of Brookside Primary's 4+ unit
- Feeling expressed that as there is already excessive early years provision at another local primary school, the proposed additional EY places did not make economic sense. Also the two local primary schools are close together
- Concern and opinion expressed that local early years settings depend on nursery education funding for their livelihood, and early removal of children from these settings will dramatically affect sustainability
- Feeling expressed that budgets should be spent on more pressing issues for the school
- Opinion expressed that money would be much better spent on funding additional full-time school places in a rapidly growing East Leake
- Opinion expressed that the move to provide early years places is just to get the associated funding to benefit the school as a whole

Pupil, Curriculum and Community related issues

- Opinion expressed that starting a child's education at one early years setting and then moving them to another school for full time education, does not have a negative impact on their learning and development. It was also felt that this teaches children to mix with other children and supports personal and social development.
- Comment made that providing the additional early years places would provide a seamless transition between pre-school/nursery and full time education
- Opinion expressed that the proposed early years places would provide parents with more choice of which school they prefer their children to attend
- Opinions expressed that the new early years provision would help children familiarise themselves with the surroundings, staff and fellow pupils during transition into a primary school setting
- Feeling expressed there would not be enough children to fill the proposed additional early years places and those EY places already provided locally
- Opinion expressed that it's about having the choice and there are more than enough children in the locality for all the current and proposed early years places
- Opinions expressed that there is a playgroup on Brookside Primary's school site providing good quality early years places, and preferences expressed to see the school working harder in partnership with it
- Opinion expressed that existing local early years providers already offer high quality childcare and education. It was felt it was essential that the investment that had been made in this highly qualified and experienced workforce was justified by enabling these settings to remain open.
- In supporting Option 1, comments made that an increase in young families emanating from the provision of additional houses in East Leake, naturally increases demand for early years places
- Comment made that Foundation places at a local primary school are at their peak
- Opinion expressed that demand for extra early years places will also put a demand on all subsequent age group places. Feeling also expressed that this was something Nottinghamshire County Council should look into.
- Comments made that Option 1 would make it easier and help gain confidence for early years children to settle in when having older siblings at the school. It was also felt this

- In supporting Option 1, feeling expressed that this would help relieve children's stress of changing schools and friends, and assist continuity in styles of education
- Support expressed for Option 1, and comments made that there will also still be a need for the existing local early years provision
- Opinion expressed that early years children need suitably qualified staff who have a broad range of experience with this age group i.e. early years and Key Stage 1 with access to appropriate facilities. It was felt this is very limited in a single and independent pre-school unit.
- Opinion expressed that it is unfair when children have no option but to start their early years education in other establishments prior to receiving their full-time school education
- Comment made that as a working parent, having current nursery care close to home was important. Also, having a child that would eventually attend Brookside Primary for full-time education, it was felt restricting the EY provision to this school would reduce choice.
- Opinions expressed that East Leake lacks sufficient EY provision for 3+ year olds
- In supporting Option 2, comment made that it's everyone's own choice. Some children have to attend full-time EY settings
- Feeling expressed that it was a brilliant idea for children to be able to start Brookside Primary at age 3 as preparation for school and social advantages
- In supporting Option 2, comment made that there are many families to provide for
- Support expressed for the local Sure Start Centre to continue should the proposed new EY places be implemented
- Opinion expressed that many parents are happy with the existing options which benefit the children by providing low class sizes and focused education at the specific age groups
- Opinion expressed that the introduction of younger children would be detrimental to the education of the older children
- Concern expressed that the proposal might affect the local playgroup located on Brookside Primary's school site. Comment also made that the County Council should offer support to the playgroup to ensure this will not be the case.

16 July 2012

Agenda Item: 10**REPORT OF THE GROUP MANAGER, SUPPORT TO SCHOOLS SERVICE****HEYMANN COMMUNITY PRIMARY SCHOOL, WEST BRIDGFORD -
POSSIBLE EXPANSION OF PERMANENT PUPIL PLACES AND DELIVERY
OF EARLY YEARS EDUCATION PLACES: OUTCOME OF STATUTORY
CONSULTATION****Purpose of the Report**

1. This report provides Committee with the outcome of formal consultation on two proposals:
 - Proposal 1: to expand Heymann Primary School on an adjoining site in newly built premises thereby increasing the school's net capacity by a further 210 permanent pupil places
 - Proposal 2: to provide 39 full-time equivalent Early Years education places for children aged between three and four years at Heymann Primary School
2. It also seeks approval to publish a statutory notice as required under the provisions of Section 19 of the Education and Inspections Act 2006 to formally expand the school's net capacity and lower the age limit of the school from 5-11 to 3-11 years.

Information and Advice

3. At its meeting on 14 March 2012, the former Cabinet gave its approval for the formal consultation with the staff, governors, pupils and parents/carers of Heymann Primary School community and other interested parties about the proposals referred to in paragraph 1 above.
4. Members may recall that the proposed expansion of Heymann Primary School is part of a wider County Council remit to provide much needed additional school places in the West Bridgford community.

Consultation

5. A consultation leaflet was circulated to all the staff, governors and parents/carers of pupils at Heymann Primary School to explain the rationale for the proposals, and to give them the opportunity to make any comments about what was being proposed.
6. Copies of the leaflet were also sent out to the wider community including Early Years providers, residents adjoining the school's site, the West Bridgford primary schools, the

Member of Parliament and appropriate County Councillor, Diocesan Authorities, the local district council, and other interested parties.

7. Heymann Primary School Council was consulted and was supportive of the proposal.
8. During the consultation period of 23 April to 1 June 2012 the authority received 61 written responses. The consultation leaflet provided the opportunity for respondents to support or oppose each of the proposals referred to in this report and representation on which of the two proposals were supported or opposed is attached as **Appendix 1**. In some responses only one proposal was selected and therefore the response analysis does not correlate with the actual number of responses received.
9. A meeting was held at Heymann Primary School on 9 May 2012 to give all interested parties the opportunity to discuss the proposals being consulted on.
10. The staff and governors of Heymann Primary School were also consulted at meetings held at the school on 21 and 22 May 2012 respectively. Following these meetings, letters have been received from both the staff and governors of the school unanimously supporting their school's proposed expansion and provision of early years places.
11. In summary, the main issues arising from respondents opposing either or both proposals are:-
 - serious concerns about the potential increase in traffic flow and associated parking implications
 - the safety of children accessing the proposed new school site
 - sufficient Early Years (EY) places already exist in the West Bridgford EY settings, which are currently not full. This is evidenced by the March 2012 NCC Early Years Sufficiency Report. It should be noted here that the introduction in September of the single point of entry of children aged 4+ into Reception classes led to an excess of Early Years places in West Bridgford Private, Voluntary and Independent (PVI) sector settings.
12. In comparison to the above issues, the main comments in support of either or both proposals can be summarised as:-
 - additional school places are necessary and urgently required in West Bridgford in order to address need and increase the opportunity for parental preference
 - the County Council has fully engaged with local schools about the various possible options to create more primary places in West Bridgford
 - the Early Years provision will provide children with a seamless educational transition
 - additional Early Years provision will also provide parents/carers with increased opportunities for parental choice.
 - in response to consistent requests during past years for maintained Early Years provision in West Bridgford, the development at Heymann will provide parental choice of the type of Early Years provision used. The Heymann Early Years unit will therefore introduce a broadening of choice into West Bridgford in direct response to parental demand.

13. Account has been taken of all the comments received concerning the proposed Early Years provision. The County Council's Support to School Services officers recognize that other local Early Years settings may be adversely affected if the proposal were to be implemented. However, the degree is difficult to predict with certainty because the overall take-up of places in any pre-school setting is predicated by a number of factors including parental choice and birth rates. Similarly, although it is difficult to predict with accuracy the demand for Early Years places in future years, demographic trends indicate that the numbers of children under 4 years of age in West Bridgford will continue to increase or be maintained at current levels, thus suggesting that the proposed Heymann Early Years unit will meet a demand for maintained Early Years places until at least 2016/17.
14. It is recommended that Proposal 1 should be accepted, which is also confirmed by the consultation response analysis.
15. It is recommended that Proposal 2 should also be recommended, despite the opposition recorded by the consultation process. The creation of Early Years places at Heymann Primary School gives more parental choice of the type of EY provision used. There is currently no maintained EY provision in West Bridgford and this would be the first nursery provision to be opened in a school in this area.
16. All written responses received either by the reply form provided or by electronic mail are available as a background paper to this report. A summary of the comments made is included in **Appendix 1**.

Statutory Notice

17. As the proposed expansion of the existing Heymann Primary School on an adjoining site will increase places at the school by more than 25%, it is deemed a significant increase in school size; in this case the school's net capacity will increase from 420 to 630 places.
18. Also, to enable Heymann Primary School to admit children between the ages of three and four years, it is a statutory requirement to formally lower the age limit of admission to the school from 5-11 to 3-11 years.
19. Following formal consultation by the County Council, both the above proposals would require the publication of a statutory notice under the provisions of Section 19 of the Education and Inspections Act 2006.
20. The notice will be published locally in the press, and will be displayed at the Heymann Primary School site, local public library and other appropriate places. It will stand for six weeks during which time comments and objections to the proposal will be invited in writing.
21. The outcome of the notice will be reported to Committee who will determine the proposal, including taking into account any statutory comments or objections that may be received during the representation period.

Other Options Considered

22. All options concerning the provision of additional permanent pupil places that were considered are outlined in the report approved by Cabinet on 14 March 2012.
23. The only option available to Heymann Primary School for parents/carers who wish their children to receive Early Years education between three and four years, is to continue to send them to Private, Voluntary and Independent (PVI) providers and move the children to Heymann Primary School as appropriate for their statutory education.

Reasons for Recommendations

24. The recommendation reflects the location of the projected demand in West Bridgford; the need to provide places at the same school for siblings; the need to maintain the high level of educational standards in West Bridgford; the need to deliver permanent places within a defined and tight timeframe (for September 2013); and the need to increase places to provide a greater degree of parental preference.
25. It is Government policy that early years education places can be delivered through local authority maintained schools and providers in the private, independent and voluntary sectors. This proposal is perceived as being in the best interests of both Heymann Primary School and the local community.

Statutory and Policy Implications

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

Implications for Service Users

27. Children and families will have access to, and an increased choice of, school and early years education in their immediate locality.

Financial Implications

28. The estimated gross costs for developing Heymann Primary School are £7.8million.
29. Any variation to the numbers of children attending the school through this proposed change to the admission arrangements will be reflected in the school's budget through the Early Years Single Funding Formula.

Equalities Implications

30. Children in central West Bridgford will be able to access school and early years places locally. Any new build scheme will meet requirements for disabled access and special needs.
31. As part of the process of making decisions and changing policy, public authorities are required by law to think about the need to:

- Eliminate unlawful discrimination, harassment and victimisation
 - Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who do not
 - Foster good relations between people who share protected characteristics and those who do not
32. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions/changes to policy could have on the community and those with protected characteristics. They may also identify potential ways to reduce any impact that a decision / policy change could have. If it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
33. An EIA has been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

Human Rights Implications

34. Parental preference will continue to be facilitated and increased by both proposals.

Safeguarding of Children Implications

35. The new build scheme will take account of safeguarding needs and requirements.

Human Resources Implications

36. Appropriate levels of teaching staff will be appointed and funded from the increases to the school budget triggered by the increased number of pupils, and the school will use appropriate recruitment and selection procedures when making appointments.

Implications for Sustainability and the Environment

37. Increasing the number of primary school places is demonstrated by sustainable demand. Any new build project will require planning approval and will meet Building Regulations which reflect sustainability and environmental targets. By increasing local school places, the need for travelling by car could be reduced.

RECOMMENDATIONS

That:

- 1) Committee receives and considers the outcome of formal consultation with staff, governors, pupils, parents/carers of Heymann Primary School, local community and other interested parties about the proposals referred to in paragraph 1 of this report.
- 2) Committee agrees to the publication of a Statutory Notice, under the provisions of Section 19 of the Education and Inspections Act 2006, for the proposals to:-

- significantly increase the number of pupil places at Heymann Primary School, from 420 places to 630 places across two sites and develop plans to build on the newly proposed site in central West Bridgford to ensure provision is available in 2013/14
 - lower the existing age limit of Heymann Community Primary from 5-11 to 3-11 years, thereby enabling the school to admit children to attend early years education places
- 3) a further report be submitted to the Committee on the outcome of the six week representation period of the County Council's Section 19 notice.

Marion Clay
Group Manager, Support to Schools Service

For any enquiries about this report please contact:

Jonathan Smith
 Children's Place Planning and Admissions Area Officer - Rushcliffe
 T: 0115 9772497
 E: jonathan.s.smith@nottsc.gov.uk

Constitutional Comments (LM 19/06/12)

38. The Children and Young People's Committee has delegated responsibility for services to children and young people in relation to their care, wellbeing, education or health. The Committee may therefore approve the recommendation in the report.

Financial Comments (NDR 25/06/12)

39. The financial implications are considered in paragraphs 28 and 29 of the report.

Background Papers

- 1) Report to Cabinet on 14 March 2012 'Proposals to Increase the Supply of Primary School Places in West Bridgford' (previously published)
- 2) The consultation leaflet circulated to the staff, governors and parents/carers of Heymann Primary school, statutory consultees and to other interested parties
- 3) Written responses received during the formal consultation period
- 4) Equality Impact Assessment

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

Electoral Division and Member Affected

West Bridgford West: Councillor Gordon Wheeler

C0028

Possible expansion of Pupil Places and provision of Early Years Places at Heymann Community Primary School

Consultation Responses Analysis:

Proposal 1	No. of responses received Agreed	No. of responses received Opposed	No. of responses received Didn't Know
Parent/Carer	14	10	3
Governor	6	0	0
Staff	3	0	0
Pupil/Other	7	13	3
TOTALS	30	23	6
Where reply forms indicated more than one type of respondent, only one has been included in the table above using a priority order of 'parent/carers', governor, 'staff' and then 'pupil/other'.			

Proposal 2	No. of responses received Agreed	No. of responses received Opposed	No. of responses received Didn't Know
Parent/Carer	15	9	3
Governor	4	1	0
Staff	3	0	0
Pupil/Other	1	21	1
TOTALS	23	31	4
Where reply forms indicated more than one type of respondent, only one has been included in the table above using a priority order of 'parent/carers', governor, 'staff' and then 'pupil/other'.			

Comments/Issues/Points raised within Written/Electronic/On-Line responses:

The decision making process

- Comments made that additional school places are necessary and urgently required in West Bridgford and should benefit all pupils with enhanced facilities
- Comments made that Nottinghamshire County Council (NCC) have engaged fully with schools on various possible options to create more primary places in West Bridgford
- Feeling expressed that both proposals represent the best options for Heymann Primary and the local community
- Reassurance raised of having some guarantee that Heymann's existing school site will be modified and updated to ensure fit for purpose as a Key Stage 2 unit
- Support expressed by a local primary school for the proposed expansion of Heymann Primary to meet long term capacity needs at primary school level
- Although significant concerns raised by a local primary school of the potential impact that increased capacity of primary school places West of Loughborough Road could have on it, the school recognises there is a genuine need for extra places in West Bridgford.

- Opposition expressed concerning the proposed early years provision, citing this would be an inequitable position that favours one primary school against another
- Comment made that to make the situation equitable, NCC should reconsider its early years proposal and either also provide it at another local primary school, or neither
- In supporting the proposed expansion, comment made that a similar creative response needs to be taken to an increasing problem in another part of West Bridgford
- Opinions expressed there is already sufficient provision of local early years places with spare capacity, and that the early years proposal could jeopardise the sustainability these providers who have existed for a number of years
- Comment made that it will be good to get involved with the school's expansion
- Comment made that West Bridgford has waited a long time for early years provision in a school
- Opinion expressed that the proposed expansion onto a site already owned by the County Council is a practical and logical solution
- Opinion expressed that a new school in the area would be a better option and that the proposed expansion feels like a cheap alternative
- Clarification sought on why Heymann Primary was proposed for expansion rather than other local schools
- Opinion expressed that it seems odd to expand the school when not over-subscribed, but that other schools in West Bridgford are
- Clarification sought on how the County Council can justify some children being educated in over crowded schools whilst others have large classrooms and better facilities

Staffing matters

- Unanimous support and a feeling of excitement and enthusiasm expressed by the staff of Heymann Primary for the proposals
- In opposing the early years proposal, comment made that other established pre-school settings have a high ratio of staff to prepare children for school as they currently attend at four years of age

Building and site related issues

- Concerns and reservations raised about both proposals and the effects these will have on general and emergency traffic in the area at the start and end of the school day. Opinions expressed that it is already challenging and congested, citing that Waddington Drive is too narrow for the existing traffic flow.
- Opinion expressed that access and parking difficulties at the existing Heymann school site will be eased, and comment made it was hoped that access and parking for the new site will be carefully planned to minimise congestion for the school and local community
- Feeling expressed that the position of the additional new school site will give Heymann Primary a higher profile in the area and community
- Comment made that if the number of places is needed and the only site available is that adjoining Heymann Primary, there seems little choice
- Opinion expressed that Heymann Primary is well sited to the proposed adjoining site and both parents and community are keen to make use of this
- Although support expressed for the proposed expansion, concern raised that the school will suffer greatly from a lack of land and playing field space

- Comment made of a possible opportunity, arising from a local land sale, to provide much needed additional facilities for schools in West Bridgford
- Clarification sought and opinion expressed on whether the early years proposal should be a priority when the school already has insufficient permanent classrooms for its current number of children
- Concern raised about the distance between the existing and proposed school sites and how this would impact on a parent's school run when having a child at both sites
- Concern raised regarding the safety of children crossing the main Loughborough Road to access the proposed new school site, and potential parking implications on this road by parents/carers dropping off/picking up their children at/from the site

Financial issues

- Concerns expressed that NCC remains aware of the potential negative impact the proposed expansion could have on other local schools, particularly if surplus places arose from the development, and remains prepared to support those schools financially if the proposal results in a downward impact on pupil numbers
- Opinion expressed that the early years proposal would have a devastating effect on other local early years providers. Why not expand existing facilities and fund them?

Pupil, Curriculum and Community related issues

- Concern expressed mainly for the children and adult to child care they will receive
- Feelings expressed of the proposed early years provision being a fantastic opportunity to ensure a seamless transition for pupils and create a familiar environment
- Deep concerns expressed about the nursery provision proposal and the effect it will have on long established and successful local Pre-schools
- Concern expressed that the proposed number of 39 early years places should be the minimum. Feeling also expressed that to be less than this would be detrimental to the consistent education of the children.
- Opinion expressed that the early years proposal will not be able to provide places for all children wanting to attend Heymann Primary
- Opinion expressed that children start school at too early an age
- Opinion expressed that it would be a shame for children to be denied the opportunity to mix with those attending other primary schools
- Assurance sought that NCC continually remains prepared to actively support the process of encouraging parents to consider all the local schools
- Concern expressed that the presence of the proposed nursery provision will encourage many parents to choose one school in preference to another local one, as children will be able to start earlier and remain in the same school
- Opinion expressed that there is a significant likelihood that parents will apply for places at Heymann Primary rather than other local schools without nursery provision, however effective that overall provision is
- Support expressed for both proposals providing the school can maintain their previous good levels in teaching and learning, and that resource allocation does not suffer
- Concerns raised that the school's resources and facilities are currently stretched to the limits and the children will suffer if the proposal is not completed by 2013
- Opinion expressed that a school is not appropriate for very young children and that many local early years settings are struggling to fill spaces in September 2012

- In opposing the proposed expansion, opinion expressed that Heymann Primary is able to accommodate its catchment area of children and that the school is not over-subscribed to cater for these.
- Opinion expressed that the proposed expansion will mean more out-of-catchment area children will attend Heymann Primary
- Feeling and opinion expressed respectively that the proposed early years proposal could offer valuable learning experiences that are currently lacking in the area for this age group
- Clarification sought on whether the proposed expansion was to cater for in-catchment children or is it intended to receive more children out-of-catchment
- Opinion expressed that it makes good sense to incorporate a child's nursery education into a setting where they will also receive their primary education, as it will provide a natural progression
- Comment made that the proposed early years places are urgently needed in West Bridgford and will provide the community with more choice of this type of setting
- Comment made that West Bridgford is a popular place for families so the proposed expansion made sense
- Clarification sought about school holiday cover for early years children if this provision is established at the school
- Opinion expressed that the proposed expansion will reduce a child's individual attention and quality of teaching
- Feeling expressed of not being sure a larger school means a better school
- Comment made that the proposed early years is a good idea to help working parents
- Clarification sought on whether two local schools will still do joint activities and so be cohesive
- Concern and opinion expressed over children who can't attend pre-school due to parents' working patterns, and therefore will be in the minority concerning reception admission
- Expression of support made for the proposed expansion providing there is a local need and the starting age of admission is 5 years
- In opposing the early years proposal, opinion expressed that parents should provide early years education to their children
- Concern expressed that owing to the changes affecting early years provision nationally, great pressure is increasing on local private childcare provision, the result of which being there is a large increase in unfilled places
- Feeling expressed that additional local authority early years places should only be increased when existing providers are unable to satisfy local demand
- Concern and opinion expressed that the proposed expansion will mean providing more opportunity for out-of-catchment children to be admitted to the school, and that other areas besides West Bridgford would benefit from having another school built

16 July 2012

Agenda Item: **11**

REPORT OF THE SERVICE DIRECTOR FOR EDUCATION STANDARDS AND INCLUSION

AUTHORITY GOVERNOR APPOINTMENTS AND REAPPOINTMENTS TO SCHOOL GOVERNING BODIES

Purpose of the Report

1. To note new appointments to Authority governor vacancies and re-appointments of Authority governors who reach the end of their term of office during the period 1 June to 31 August 2012 and have indicated their willingness to serve a further four year term of office.

Information and Advice

2. In line with the procedures set out in the Local Authority's governor recruitment strategy, officers sought new nominations to outstanding vacancies from political parties and from school governing bodies.
3. A number of Authority governors who were approaching the end of their term of office were identified and each governor was asked whether he or she would be willing to serve as an Authority governor for a further term of four years. Those governors re-appointed had indicated their willingness to be re-nominated.
4. The Corporate Director for Children, Families and Cultural Services has delegated authority to approve school governor appointments for which the Council has responsibility and is required to report the decisions quarterly to the Children and Young People's Committee.
5. The new appointments and re-appointments of Authority governors, which are made subject to the successful completion of appropriate checks, are as listed below:

New appointments

Ashfield	
Healdswood Infant & Nursery	Mr John Foster
Healdswood Infant & Nursery	Mr Peter Jones
Broxtowe	
Meadow Lane Infant	Mr Jason Beardsley
Gedling	

Bestwood Village Hawthorne Primary & Nursery	Mr Mark Brown
Mansfield	
Berry Hill Primary & Nursery	Mr Andrew Mark Tristram
Holly Primary	Councillor Martin Christopher Wright
Rushcliffe	
Radcliffe on Trent Junior	Miss Karen Raynor
The South Wolds Academy & Sixth Form	Councillor John Elliott Cottee

Reappointments

Ashfield	
Annie Holgate Junior	Mrs Samantha Olive King
Butler's Hill Infant and Nursery	Mrs Shirley May Robbins
Daneswood Junior	Mr John Baker
Hillside Primary & Nursery	Mrs Sarah Jane Newbold Hill
Holy Cross Catholic Primary	Mr Rodney Edward Allen
Jacksdale Primary	Mrs Betty Dixon
John Davies Primary	Mr Robert David Purseglove
Leamington Primary and Nursery	Councillor Mrs May Barsby
Morven Park Primary	Mr Michael John Hitchens
Bassetlaw	
St Joseph's Catholic Primary	Mr Kevin Patrick Murphy
Broxtowe	
Greasley Beauvale Primary	Mr John William Handley
Larkfields Junior	Mr Timothy Andrew McGuire
Meadow Lane Infant	Mrs Sheila Mary Birchall
Eastwood Comprehensive	Mr Kevin Edwards
Gedling	
Bestwood Village Hawthorne Primary and Nursery	Mrs Marlene Walker
Phoenix Infant and Nursery	Mrs Doreen Leighton
Stanhope Primary & Nursery	Mrs Helen McLaren
Newark	
Kneesall CE Primary	Mrs Wendy Leighton
Lake View Primary & Nursery	Mr Richard Andrew Cotterill
Rushcliffe	
Abbey Road Primary	Councillor John Bannister
Flintham Primary	Mrs Avril Muriel Bear
Pierrepont Gamston Primary School (V/A)	Mr Alan Christopher Rowney
Radcliffe-on-Trent Infant and Nursery	Mr Brian William Hollis

Radcliffe-on-Trent Junior	Mr Brian William Hollis
West Bridgford Infant	Ms Elizabeth Ann Plant
West Bridgford Junior	Mrs Jane Metson

Other Options Considered

6. There are no other options. The County Council has a statutory duty to ensure governor vacancies are filled without undue delay.
7. Nottinghamshire County Council's strategy for recruiting and retaining school governors includes the re-appointment of existing governors. The County Council sees many advantages in retaining experienced governors and actively seeks to encourage governors approaching their end of term of office to stand again either in the same school or in a different one. The appointments made ensure the retention and supply of experienced governors.

Statutory and Policy Implications

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

Equalities Implications

9. New nominations have been encouraged and received from a broad range of sources. We welcome applications from all types of people, especially those from ethnic minority communities and under-represented groups such as disabled people.
10. All existing Authority governors approaching the end of their term of office have had the opportunity to put themselves forward for re-nomination.

RECOMMENDATION/S

- 1) That new appointments to Authority governor vacancies and re-appointments of Authority governors who reach the end of their term of office during the period 1 June to 31 August 2012, as listed in paragraph 5, are noted.

John Slater

Service Director, Education Standards and Inclusion

For any enquiries about this report please contact:

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Constitutional Comments

11. As the report is for noting only, no Constitutional Comments are required.

Financial Comments (NDR 27/06/12)

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

Background Papers

Completed Authority governor nomination forms

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

Electoral Division(s) and Member(s) Affected

Hucknall	Coun Mick Murphy Coun Kevin Rostance Coun Rev Tom Irvine Coun Gail Turner
Selston	Coun Jason Zadrozny
Sutton in Ashfield North	Coun Fiona Asbury
Sutton in Ashfield West	Coun Steven Carroll
Sutton in Ashfield East	Coun John Knight
Kirkby in Ashfield North	Coun Mike Quigley
Retford West	Coun Dr John Doddy
Chilwell & Toton	Coun Richard Jackson
Beauvale	Coun David Taylor
Nuthall	Coun Philip Owen
Newstead	Coun Christopher Barnfather
Carlton East	Coun Allen Clarke Coun John Clarke
Carlton West	Coun Darrell Pulk Coun Jim Creamer
South Mansfield	Coun Chris Winterton Coun Stephen Garner
East Mansfield	Coun Bob Cross Coun Martin Wright
Blidworth	Coun Geoff Merry
Southwell & Caunton	Coun Bruce Laughton
West Bridgford Central & South	Coun Michael Cox Coun Barrie Cooper
Radcliffe-on-Trent	Coun Kay Cutts
Keyworth	Coun John Cottee
C0034	

16 July 2012

Agenda Item: **12****REPORT OF THE GROUP MANAGER, BUSINESS DEVELOPMENT AND
SUPPORT****REVISED STAFFING STRUCTURE OF THE BUSINESS SUPPORT SERVICE
SUPPORTING CHILDREN'S SOCIAL CARE SERVICES****Purpose of the Report**

1. The purpose of this report is to seek approval to restructure the Business Support Service (BSS) to Children's Social Care services within Children, Families and Cultural Services (CFCS), establishing a number of posts and aligning the new service with agreed corporate design and operating principles.

Information and Advice

2. During 2010 a review of business and administrative services was undertaken within CFCS in order to establish a centralised service with the capacity and flexibility to meet business need in a consistent way across the department. At that time the Children's Social Care (CSC) division was experiencing unprecedented pressures and increase in demand. It was agreed to defer structural changes in the administration of that service until the future shape of CSC became clear.
3. A revised structure and new operating model for the delivery of CSC services has now been agreed, and it is therefore an appropriate time to remodel the business and administrative arrangements required by the new service.
4. Work has been carried out with colleagues across the both the CSC service and the Business Support Service to identify and quantify the different administrative support functions currently undertaken and those which will be required in the future.
5. Proposals for a revised structure were drafted and sought to allocate posts in appropriate numbers and at appropriate grades to meet the needs of each service area. The new service will also ensure that generic business support to group managers and service teams is available at each of the key bases. Arrangements will be modelled to take account of the future location of services as determined by the Ways of Working (WOW) programme but also recognise the existing use of a wider range of buildings in the short to medium term.
6. The proposals for a revised business support structure were published on 7 May 2012 and the consultation closed on 1 June 2012.

7. Considerations and principles underpinning the proposals for a new business support structure included the commitment to:
 - provide a dedicated management structure focused on business and administrative support which can develop new ways of working designed to be more flexible, efficient and responsive
 - recognise the impact of corporate programmes such as the Business Management System and Ways of Working
 - conform to the organisational design principles and use generic job descriptions pertaining to the County Council's Business Support Service
 - secure provision in the most effective way possible
 - not seek financial savings through these recommendations at this stage.
8. A dedicated intranet site was created and publicised to colleagues in order that they could access background information, the proposed structure charts and guidance on how to participate in the consultation.
9. 121 people attended eight briefing events that were held across the County. Proposals were also shared directly with the divisional leadership team and operational management team for CSC and a meeting was held with representatives from Unison and GMB. A response was received from Unison on behalf of its members.
10. During the period of consultation a total of 61 submissions were received via email and through questions asked at the various events. Many of the responses related to service continuity issues and the operational management of the service following implementation of a new structure. Whilst broadly the advice received through the consultation agreed with background research, specific feedback has influenced the final proposal and there has been some adjustment to further tailor the capacity and level of support available.
11. The proposed structure matches resources to need, strengthens locality working and reduces 'arms length' supervision of teams. It reflects the needs of the new service and also aligns with the existing business support service for the department which was approved and implemented in 2011.

Proposed Staffing Structure

12. The proposed staffing structure is attached as **Appendix 1**.
13. The structure conforms to the corporate design principles and enshrines a flatter management structure.
14. The structure will be implemented by means of the corporate enabling process.
15. The service matches posts at appropriate grades and in appropriate numbers across each of the new services in the Children's Social Care service i.e. Social Work Services, Access to Resources, Children's Disability Service and Safeguarding and Independent Review. The new structure also however establishes a more consistent generic approach across each of the locality bases to reduce 'silo working' and enable a more responsive, reliable and flexible service.

Other Options Considered

16. It was not considered viable to leave the structure unchanged as this would result in a mismatch between the business and administrative service and the transformed CSC service, and the current strains experienced by the service would be exacerbated. It would also result in the structure of business support for the division being out of line with the rest of the department, which would have a negative impact on the service's ability to make further consistent improvements and efficiencies.
17. The final proposal is modelled to meet the corporate design principles. It recognises the strength of arrangements which provide for a locality 'hub' approach. Equally the structure indicates where support of a specific nature is required by services and so seeks to preserve experience and understanding of the diverse needs of the CSC service.
18. It is not considered feasible to make financial savings at this time without detrimental impact on the service. However, the Business Support Service will continue to review the effectiveness of the new the service and strive for increased efficiency through this more coherent model of service delivery.

Reason/s for Recommendation/s

19. Delivery of administrative functions to social care services has been under significant strain for some time and is no longer in a position to respond to the degree of change necessary to keep pace with transformation across the division. Under these proposals, business and administrative support within CFCS will be fully centrally managed, which supports the Council's commitment to deliver more flexibility. There will be less duplication of business support and administrative roles and a consistent approach to supporting frontline services.
20. A key task for business support managers will be to drive the required cultural change and undertake high level specialist practitioner functions. Teams will ensure the required communication takes place between both Business Support and Children's Social Care services during the transitional phase into new operating arrangements.
21. Any further realignment of the Business Support Service will be more readily achieved, creating greater opportunity for future economies of scale and sound management of resources.

Statutory and Policy Implications

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

Human Resource implications

23. Population of the new structure will be through the County Council's enabling process. There is no reduction in the overall number of posts proposed in this new structure, however the distribution and number of posts at certain grades has been revised and conforms to the operational design principles adopted across the County Council in 2010. The Council's pay protection policy will be implemented as applicable.

24. Job descriptions were consulted on and approved in 2011 as part of the Council's business support and administration programme. These job descriptions provide for greater flexibility across the service.

Financial Implications

25. Implementation of the proposed new structure will be cost neutral to the department and the new structure will be funded from existing budgets.

Equalities Implications

26. As part of the process of making decisions and changing policy, public authorities are required by law to think about the need to:
- Eliminate unlawful discrimination, harassment and victimisation
 - Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who do not
 - Foster good relations between people who share protected characteristics and those who do not.
27. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions / changes to policy could have on the community and those with protected characteristics. They may also identify potential ways to reduce any impact that a decision / policy change could have. If it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
28. An EIA has been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this.

Safeguarding of Children Implications

29. The new structure will strengthen the service's resilience and organisational capacity to fulfil its statutory responsibilities in respect of safeguarding arrangements. The Business Support Service will continue to operate in partnership with the Children's Social Care service to protect children and young people.

RECOMMENDATION/S

- 1) That the proposed staffing and delivery structure for the Business Support Service to Children's Social Care, as outlined in the report and attached **Appendix**, be agreed for implementation.

Gill Thackrey
Group Manager, Business Development and Support

Sarah Craven
Improvement Programme Manager

For any enquiries about this report please contact:

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Constitutional Comments (KK 20/06/12)

30. The proposal in this report is within the remit of the Children and Young People's Committee.

Financial Comments (NDR 25/06/12)

31. The financial implications are set out in paragraph 25 of the report.

Background Papers

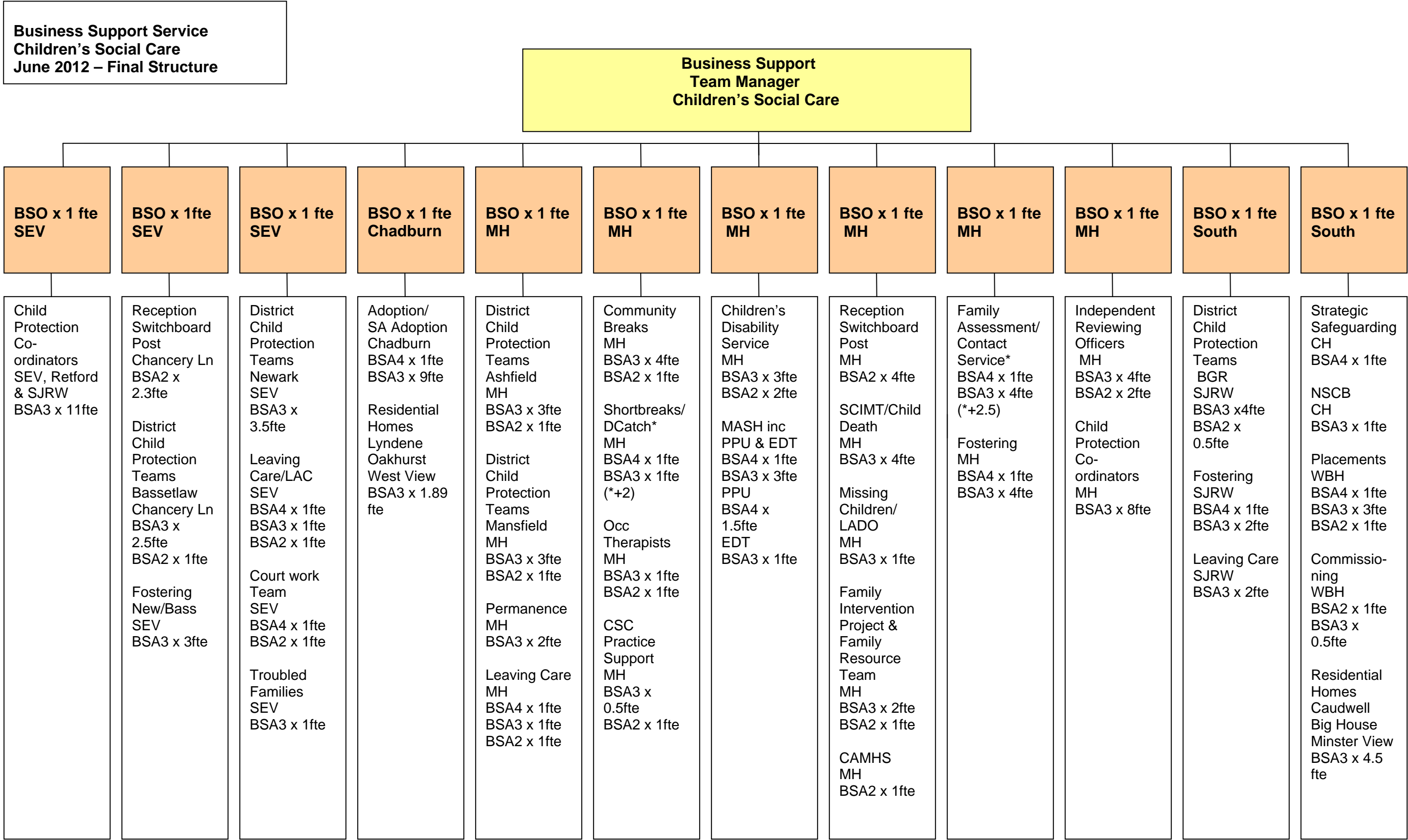
Consultation documentation
Consultation responses received
Equality Impact Assessment

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

Electoral Division(s) and Member(s) Affected

All.

C0030



16 July 2012

Agenda Item: **13****REPORT OF THE GROUP MANAGER, SOCIAL WORK SERVICES****TROUBLED FAMILIES PROGRAMME****Purpose of the Report**

1. The purpose of this report is to seek approval for the proposed delivery structure of the Troubled Families Programme in Nottinghamshire.

Information and Advice

2. On 15 December 2011 the Government announced £448m of additional funding for a three year programme (2012-2015) which was the responsibility of all top tier councils. Also in mid-December, the Troubled Families Team wrote to local authority chief executives providing estimates for the number of troubled families in the authority, details of their funding proposals and proposed programme.
3. In March 2012 the Government published the 'Financial Framework for the Troubled Families programme's payment by results scheme for local authorities'. This document sets out the following:
 - the process for drawing up the list of families which will be part of the programme, the criteria drawn up by Government and also how to employ local intelligence on families with serious problems and high costs
 - the criteria for identifying which of these families are eligible for additional funding from Government through a payment-by-results scheme
 - what would need to be achieved with each family in order to claim the result-based payment.
4. In April 2012 the Government confirmed the criteria for drawing up the families to be targeted by the Troubled Families Programme. 'Troubled families' are households which:
 - are involved in crime and anti-social behaviour
 - have children not in school
 - have an adult on out of work benefits
 - cause high costs to the public purse
5. The indicative figure for Nottinghamshire provided by the Department of Communities and Local Government (DCLG) is 1,580 troubled families.

6. To facilitate discussion in Nottinghamshire, the distribution of this estimated figure for troubled families across the districts using the child poverty scores (2008) for each district is given in the following table:

District	Percentage of children in child poverty	Approx no. of families	Percentage of approximate no. of Nottinghamshire troubled families
Ashfield	21.70%	294	18.61%
Bassetlaw	18.30%	248	15.70%
Broxtowe	14.20%	192	12.15%
Gedling	15.00%	203	12.85%
Mansfield	22.70%	308	19.49%
Newark & Sherwood	16.80%	228	14.43%
Rushcliffe	7.90%	107	6.77%
County	16.80%	1,580	100.00%

7. The Troubled Families Programme is a national 3 year programme which is targeted at the most difficult to engage children, young people and their families. The Programme is funded by central government on a payment by results basis which is focussed on three outcomes:
- reducing criminal activity and anti-social behaviour in children and young people
 - improving school attendance in children and young people
 - encouraging parents into work.
8. Since April 2012 a data analyst has been verifying the families which will be targeted by the Programme and an undertaking has been given to work with 439 families in the first year of the programme.
9. It is proposed that the delivery of the Programme will be through teams in each district comprising a team manager, district co-ordinators and family intervention workers. The teams will be co-located with other district council employees and partnership agencies who deliver community safety interventions and family support work, and will be in addition to and work alongside Targeted Youth Support Services who are also moving to district delivery models. The business support requirements of the delivery teams will be provided by the district councils with funding given to districts to facilitate this.
10. The proposed structure for this delivery (**Appendix 1**) proposes that some posts which are already established within Children's Social Care be realigned to the Troubled Families Programme with additional capacity and is based around the establishment of 1 new post category of District Co-ordinator, of which 11 fte posts are proposed.
11. The role of the District Co-ordinator will be to care plan and manage provision of Services for Troubled Families. They will be responsible for ensuring that each family has a Common Assessment Framework (CAF) plan which is being reviewed and progressed,

and that all relevant professionals are delivering a consistent service which meets the needs of all members of the family.

12. In addition to the existing staff, 1 fte Team Manager and 7 fte Family Intervention Worker posts will need to be established to ensure the Troubled Families Programme has the capacity to deliver its stated outcomes and work with the number of families specified. All of the additional posts in the delivery structure will be temporary posts until the end of March 2015 when the Troubled Families Programme is due to end.
13. To assist with the performance management of the Programme and ensure reporting requirements of central Government are met (particularly in relation to the payment by results element of funding), it is further proposed that a temporary data analyst post (0.5fte) and 1 fte business support post is established to facilitate these needs.

Consultation on the new Structure

14. A consultation meeting with current family intervention workers and unions took place on 3 July on the proposed delivery of the Troubled Families Programme. Reassurances were given regarding any disruption to existing staff which will be kept to a minimum level. The growth in service provision to the target group of families was positively received.

Other Options Considered

15. The alternative option considered was absorbing the work of the Troubled Families Programme within existing resources. This option would deliver a high risk to the success of the Programme and lead to differing standards of delivery across the County. This would also result in a high risk that the payment by results element of funding would not be achieved and therefore deliver a less cost efficient service. For these reasons it is not felt that this is a viable option.

Reason/s for Recommendation/s

16. The proposals set out in this report will support the successful delivery of the Troubled Families Programme in Nottinghamshire and ensure targets set are achieved and payment by results funding granted.

Statutory and Policy Implications

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

Human Rights Implications

18. Recruitment to the temporary posts detailed in this report would be subject to the County Council's employee recruitment policies and to the current vacancy control protocol.

Financial Implications

19. The Troubled Families Programme is funded by the Department for Communities and Local Government (DCLG). The DCLG has made available funding of £175,000 to cover the co-ordination of the Programme. This money has been allocated to pay for Nottinghamshire's Troubled Families Co-ordinator (already established) and to provide on-going support to the Programme by paying for additional support from the County Council's Data Management Team. Additional monies from this start-up fund will pay for training and specialist supervision for the workers in the Programme.
20. In addition to this money the DCLG will make available up to £4,000 for each troubled family in an area that is eligible for the payment by results scheme. The DCLG funding will be paid primarily on a results basis, to incentivise a focus on achieving outcomes. However, a proportion of the £4,000 funding will be paid upfront as an 'attachment fee' for the number of families with whom we start working and the rest paid once we have achieved positive outcomes with a family. For 2012-13 this attachment fee will be set at 80 per cent, reducing to 60 and 40 per cent in the next two years.
21. DCLG has paid Nottinghamshire County Council £3,200 per family, for the estimated 439 families which we indicated to the Troubled Families Team that we would be working with in the first year of the Programme. Therefore £1,404,800 was paid to the County Council on 1 June 2012 as the first up-front grant which will fund the posts proposed in this report.
22. **Appendix 2** shows the breakdown of the grant monies and allocation. This has been produced taking into account sustainability of the programme over a three year period.

Equalities Implications

23. The post holders will be expected to demonstrate commitment and compliance with the specific requirements of the County Council's Equal Opportunity policy. This includes that relating to the provision and development of services and practice and in relation to the Team Leader posts also includes the recruitment and management of staff.

Implications for Service Users

24. The Troubled Families Programme aims to 'transform lives' by engaging with children and young people involved in crime and anti-social behaviour, who are not attending school and who have parents who are not in work.
25. District Co-ordinators, led by the Team Managers in their areas, will develop service user involvement groups which will actively listen to and promote the views of the families who are receiving services. These service-user groups will work towards the goal of families becoming actively involved in the Programmes, specifically in relation to recruiting staff, mentoring other families and advising the Troubled Families Teams about evaluating interventions.

Crime and Disorder Implications

26. The Local Authority and partners in the Nottinghamshire Probation Trust, Nottinghamshire Police and Nottinghamshire and Bassetlaw Primary Care Trusts have a responsibility under the Crime and Disorder Act (1998) to work together to ensure that there is local youth justice provision with minimum staffing levels from each agency as specified within that Act. The structure takes account of those statutory responsibilities and exceeds the minimum requirement in some cases. The structure also takes account of and supports the Local Authority's duty to work to reduce anti-social behaviour under that same Act.

RECOMMENDATION/S

- 1) That the posts identified within this report are temporarily established until end of March 2015 to form the delivery structure for the Troubled Families Programme in Nottinghamshire.

Dawn Godfrey
Group Manager, Social Work Services

For any enquiries about this report please contact:

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Constitutional Comments (LM 21/06/12)

27. The Children and Young People's Committee has delegated authority to approve the recommendations in the report subject to the Employment Procedure Rules.

Financial Comments (NDR 25/06/12)

28. The financial implications are set out in paragraphs 19 to 22 and Appendix 2 of the report.

Background Papers

None.

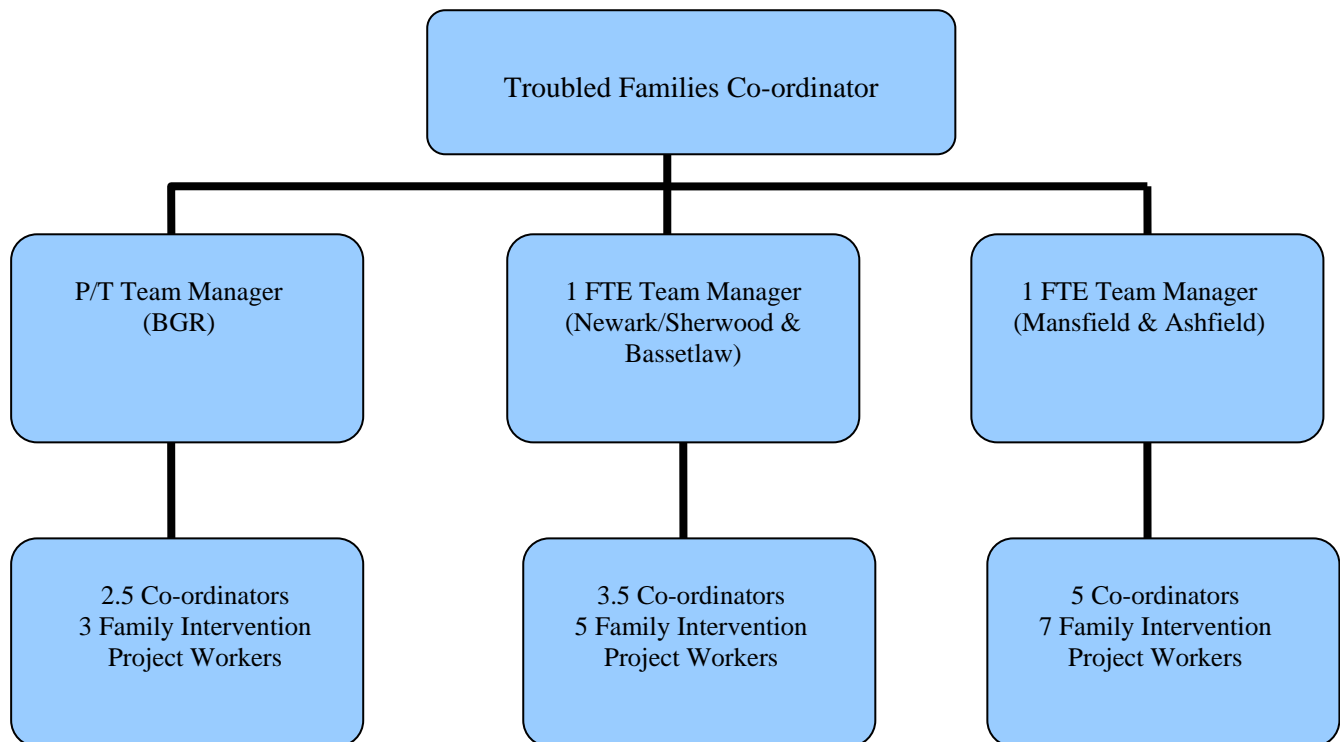
Electoral Division(s) and Member(s) Affected

All.

C0032

APPENDIX 1

STRUCTURE CHART FOR DELIVERY OF TROUBLED FAMILIES PROGRAMME



APPENDIX 2 - Troubled Families Grant 2012-15

	2012-13	2013-14	2014-15	2015-16	Notes
No of Families targetted	439	439	439		
No of Yr 1 Families successfully helped					
No of Yr 2 Families successfully helped					
No of Yr 3 Families successfully helped					

Income

Co-ordinators Grant	- 175,000	- 175,000	- 175,000	-	
Attachment Fee	- 1,404,800	- 1,053,600	- 702,400	-	
Payments by results	-	-	-	-	
Income by Year	- 1,579,800	- 1,228,600	- 877,400	-	

Team

1 Band E Troubled Families Co-ordinator (confirmed)	46,195	51,558	52,714	4,487	Post filled from May 2012, fixed term for 3 years
1 Band D Team Manager (confirmed grade)	27,633	47,370	47,370	-	Estimated to be in post from Sep 2012 to March 2015
11 Band B Co-ordinators (indicative grade)	249,320	427,405	427,405	-	Estimated to be in post from Sep 2012 to March 2015
7 Grade 5 Key Workers (temp expansion to FIP, cor)	113,852	195,174	195,174	-	Estimated to be in post from Sep 2012 to March 2015
20 Mobile Phones	2,750	3,000	3,000		£150 pa, per post, plus set up of £50
Homeworking for 20 people	4,076	2,200	2,200		on Get Connected, includes set up costs in September 2012
Mileage					

Support

Commercial Analyst	10,625	-	-	-	
0.5 Band A Data Post (confirmed grade)	9,867	16,915	16,915	-	Sep 2012 to Mar 2015 post to be managed by Data Team
7 Grade 3 admin support (confirmed grade)	81,585	139,860	139,860	-	Sep 2012-Mar 2015

Total Costs by Year	545,903	883,482	884,638		

16 July 2012**Agenda Item: 14****REPORT OF THE SERVICE DIRECTOR, EDUCATION STANDARDS AND
INCLUSION****ESTABLISHMENT OF A PERMANENT ADMISSIONS ADVICE AND
INFORMATION OFFICER POST WITHIN THE SUPPORT TO SCHOOLS
SERVICE****Purpose of the Report**

1. This report seeks approval to establish a permanent 1.0 fte post of Admissions Advice and Information Officer, located within the Support to Schools Service, based at County Hall.

Information and Advice

2. Prior to the publication of the new Admissions Code of Practice in 2011, Local Authorities were under a statutory obligation to provide advice to parents in reaching choices about admissions to schools. There was also a requirement that such advice should be provided independently of the Local Authority. These duties were therefore absorbed within the Parent Partnership Service (PPS), which is a service which operates at arm's length from the Local Authority.
3. The publication of the new Code of Practice in 2011 has removed the statutory duty to provide a specific choice advice service. The new code indicates that Local Authorities must provide advice and assistance to parents when they are applying for school places, but does not dictate the manner in which this is provided.
4. The roles of the advice and information officers within PPS were originally intended to focus primarily upon the provision of advice and support for parents and families of children with Special Educational Needs and Disabilities (SEND). The provision of advice about admissions to schools is a universal service, which does not require the expertise in SEND which is the focus of the work within PPS.
5. Following a recent restructuring of the PPS, the number of advice and information officers has reduced and this has impacted upon the capacity within the team to deliver services which are in addition to their core offer, including choice advice.
6. The advice and information officer within the PPS who currently undertakes the role of choice adviser has experienced an increase in the numbers of parents requesting support with school placements. A significant proportion of these cases have involved

specific issues relating to difficulties in securing a school place within the increasing numbers of Academies.

7. The provision of advice for parents relating to the admissions process and the provision of support during school admission appeals has been particularly valued by parents across the County. It has served to increase parental satisfaction, not only providing benefits for the parents and children, but also for schools and the Local Authority.
8. Due to the current pressures within the PPS, it is proposed to retain 4 advice and information officers, who would focus on the provision of advice and support to parents and carers of children with SEND, but would no longer deliver choice advice. It is also proposed that this function is delivered through the establishment of a new post of Admissions Advice and Information Officer, which would be located within the Admissions Team in the Support to Schools Group. This post would be responsible for a range of duties in relation to the provision of information about choice advice to parents, carers and schools and the provision of support for admissions officers in order to promote fair access to schools, particularly for vulnerable pupils.

Other Options Considered

9. The County Council could provide all support and advice regarding admissions to schools in the form of published documentation. However, this could generate an increase in the numbers of admissions appeals and complaints made by parents and would remove the support available to vulnerable groups.

Reason/s for Recommendation/s

10. It is recommended that a post of Admissions Advice and Information Officer be established within the Support to Schools Service in response to the identified increasing need for support by parents when navigating the admissions to schools process.

Statutory and Policy Implications

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

Financial Implications

12. The costs for the proposed 1.0 fte post (indicative Grade 4) at salary maximum, including on costs, would be £25,409 per annum. The costs of the post would be met from the Education Standards and Inclusion Division's budget.

Human Resources Implications

13. The proposed post of Admissions Advice and Information Officer would be located within the Support to Schools Service. The indicative grade for this post would be Grade 4. Recruitment to the new post will be in accordance with County Council staffing regulations.

RECOMMENDATION/S

- 1) That approval is given to the establishment of a 1.0 fte permanent post of Admissions Advice and Information Officer (indicative Grade 4) located within the Support to Schools Service, within the Education Standards and Inclusion Division.

John Slater
Service Director, Education Standards and Inclusion

For any enquiries about this report please contact:

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Constitutional Comments (LM 26/06/12)

14. The Children and Young People's Committee has delegated authority within the Constitution to approve the recommendations in the report subject to the Employment Procedure Rules.

Financial Comments (NDR 25/06/12)

15. The financial implications are set out in paragraph 12 of the report.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

C0023

