



SCRUTINY BOARD (CHILDREN AND FAMILIES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 15th March, 2012 at 9.45 am

(A pre-meeting will take place for ALL Members of the Board at 9.15 a.m.)

MEMBERSHIP

Councillors

- J Chapman (Chair) - Weetwood;
- G Driver - Middleton Park;
- P Ewens - Hyde Park and Woodhouse;
- B Gettings - Morley North;
- A Khan - Burmantofts and Richmond Hill;
- A Lamb - Wetherby;
- P Latty - Guiseley and Rawdon;
- K Maqsood - Gipton and Harehills;
- A McKenna - Garforth and Swillington;
- M Rafique - Chapel Allerton;
- K Renshaw - Ardsley and Robin Hood;

Co-opted Members (Voting)

- Mr E A Britten - Church Representative (Catholic)
- Vacancy - Church Representative (Church of England)
- Ms A Craven - Parent Governor Representative (Primary)
- Ms J Ward - Parent Governor Representative (Secondary)
- Ms N Cox - Parent Governor Representative (Special)

Co-opted Members (Non-Voting)

- Ms C Foote - Teacher Representative
- Ms C Johnson - Teacher Representative
- Mrs S Hutchinson - Early Years Representative
- Ms T Kayani - Leeds Youth Work Partnership Representative
- Ms J Morris-Boam - Young Lives Leeds

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Produced on Recycled Paper

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance Services at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p>No exempt items or information have been identified on this agenda.</p>	

3

LATE ITEMS

To identify items which have been admitted to the agenda by the Chair for consideration.

(The special circumstances shall be specified in the minutes.)

4

DECLARATIONS OF INTEREST

To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.

5

APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

To receive any apologies for absence and notification of substitutes.

6

MINUTES - 9TH FEBRUARY 2012

1 - 4

To confirm as a correct record, the minutes of the meeting held on 9th February 2012.

7

SCRUTINY INQUIRY - SESSION 2 - INCREASING THE NUMBER OF YOUNG PEOPLE IN EMPLOYMENT, EDUCATION OR TRAINING

5 - 50

To receive and consider a report from the Head of Scrutiny and Member Development presenting evidence on increasing the number of young people in employment, education or training (EET).

8

2011/12 QUARTER 3 PERFORMANCE REPORT

51 - 66

To receive and consider a joint report from the Assistant Chief Executive (Customer Access and Performance) and Director of Children's Services presenting a summary of the quarter 3 performance data relevant to the Scrutiny Board (Children and Families).

9

INQUIRY INTO SERVICE REDESIGN - SERVICES FOR CHILDREN WITH DISABILITIES, SPECIAL EDUCATIONAL NEEDS AND ADDITIONAL HEALTH NEEDS - DRAFT FINAL REPORT AND RECOMMENDATIONS

67 -
70

To receive and consider a report from the Head of Scrutiny and Member Development presenting the conclusions and recommendations arising from the Scrutiny Board's Inquiry into service redesign for children with disabilities, special educational needs and additional health needs.

(Draft inquiry report to follow)

10

WORK SCHEDULE

71 -
106

To receive and consider a report from the Head of Scrutiny and Member Development outlining the Scrutiny Board's work programme for the remainder of the current municipal year.

11

DATE AND TIME OF NEXT MEETING

Thursday, 26th April 2012 at 9.45am in the Civic Hall, Leeds.

(Pre meeting for Board Members at 9.15am)

Agenda Item 6

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 9TH FEBRUARY, 2012

PRESENT: Councillor J Chapman in the Chair

Councillors J Akhtar, G Driver, P Ewens,
B Gettings, A Lamb, P Latty, K Maqsood,
A McKenna, M Rafique and K Renshaw

CO-OPTED MEMBERS (VOTING):

Mr E A Britten - Church Representative (Catholic)

Ms A Craven - Parent Governor Representative (Primary)

Ms J Ward - Parent Governor Representative (Secondary)

CO-OPTED MEMBERS (NON-VOTING):

Ms C Foote - Teacher Representative

Ms A Choudhry - Young Lives Leeds

66 Chair's Opening Remarks

The Chair welcomed all in attendance to the February meeting of the Scrutiny Board (Children and Families).

67 Late Items

In accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept a late report, agenda item 8, Inquiry on External Placements - Draft Final Report and Recommendations, which was not available at the time of agenda despatch. (Minute No. 71 refers)

68 Declarations of Interest

Councillor Lamb declared a personal interest in agenda item 7, Scrutiny Inquiry Session 1 - Increasing the number of young people in employment, education or training (EET), in his capacity as a Member of the Prince's Trust - West Yorkshire Committee. (Minute No. 70 refers).

A further declaration of interest was made at a later point in the meeting. (Minute No. 70 refers)

69 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor Khan and Co-opted Members, Ms Cox, Mrs Hutchinson and Ms Kayani. Notification had been received that Councillor Akhtar was to substitute for Councillor Khan.

70 Minutes - 12th January 2012

RESOLVED – That the minutes of the meeting held on 12th January 2012 be approved as a correct record.

71 Matters Arising from the Minutes

Scrutiny Board (Children and Families) – Membership update

Members were informed that Jeannette Morris-Boam was replacing Aqila Choudhry as the Young Lives Leeds representative from the March Scrutiny Board meeting onwards.

72 Scrutiny Inquiry Session 1 - Increasing the number of young people in employment, education or training (EET)

The Director of Children's Services submitted a report which presented evidence in line with Session 1 of the Scrutiny Board's Inquiry into increasing the number of young people in employment, education or training (EET).

The following information was appended to the report:

- Audit Commission summary report "Against the Odds" published in July 2010
- Information on the number of young people NEET, and comparison with other local authorities (November 2011)
- The latest Children's Trust Board report card relating to NEET (January 2012)
- Raising the Participation Age (RPA) – Action Plan for Leeds
- Training opportunities available to individuals claiming benefits
- Leeds City College - Flexible start short courses for 16-24 year olds
- Cross government strategy for 16-24 year olds "Building Engagement, Building Futures: Our Strategy to Maximise the Participation of 16-24 Year Olds in Education, Training and Work" (December 2011).

The following Executive Member and officers attended the meeting and responded to Members' questions and comments:

- Councillor Blake, Executive Member - Children and Families
- Nigel Richardson, Director of Children's Services
- Gary Milner, Head of 14-19 Strategy, Children's Services
- Ken Morton, Head of Young People and Skills, Children's Services
- Sue Wynne, Chief Officer, Employment and Skills, Environment and Neighbourhoods

The key areas of discussion were:

- Challenges associated with the current economic climate and rising youth unemployment.

- Development of careers provision and support from the voluntary sector. Joint working had been undertaken with schools to establish an approved provider list. Leeds Pathways website provided further information and support.
- Development of links with learning providers and the business community in supporting young people into employment. The Chief Officer, Employment and Skills, Environment and Neighbourhoods, agreed to provide the Scrutiny Board with an overview of the initiatives that were currently in place at the next meeting.
- The changing context of academies and the differences in governance arrangements which may impact on universal careers advice from September 2012.
- The importance of early intervention programmes and establishing a cohesive approach to this area of work.
- Building on work in communities to “reconnect disconnected communities”, raising aspirations and self-esteem.
- Concern about the increase in individuals recorded as not known.
- Support for young people with special educational needs and mental health difficulties.
- Ensuring that parents and carers were kept informed about the types of learning provision that were available.

RESOLVED –

- (a) That the relevant issues considered be incorporated in the draft report of the Scrutiny Board’s inquiry.
- (b) That further statistical data on NEETs age 19 – 24 by electoral ward be brought before the Scrutiny Board at the next meeting.
- (c) That further statistical data on long term or ‘sustained’ NEETs by individual circumstances be brought before the Scrutiny Board at the next meeting.

(Councillors Ewens and Rafique joined the meeting at 10.00am during the consideration of this item.)

(Councillor Gettings withdrew from the meeting at 10.55am, Ms Choudhry at 11.03am, Councillor Akhtar at 11.30am and Councillor A McKenna at 11.33am, during the consideration of this item.)

(Councillor Ewens declared a personal interest in this item in her capacity as LEA Governor at City of Leeds High School.)

73 Inquiry on External Placements - Draft Final Report & Recommendations

The Head of Scrutiny and Member Development submitted a report which presented the conclusions and recommendations arising from the Scrutiny Board’s inquiry into external placements.

Sandra Newbould, Principal Scrutiny Adviser, presented the report.

The following comments / amendments to the draft final report and recommendations were agreed as follows:

- Concern about children being placed outside Leeds. It was advised that homes outside Leeds were subject to the same strict checks as those within the local authority area.
- An amendment under paragraph 137 to reflect the Scrutiny Board's concern about one of the independent care homes which was establishing its own school for in-house education.
- An amendment under paragraph 95 to emphasise that value for money should be expressed in terms of achieving the best outcome for young people and not about adopting the cheapest option.
- An amendment to recommendation 10 to read 'That the Director of Children's Services reports back to the Scrutiny Board in July 2012 on what formalised input foster carers should have into the review process for children they care for and how improvements can be made to ensure that their input is considered in practice'.

RESOLVED –

(a) That the Scrutiny Board's final report and recommendations, as amended, be approved.

(b) That a formal response to the recommendations be produced in line with normal procedures for scrutiny inquiry reports.

(Councillor Renshaw left the meeting at 11.51am during the consideration of this item.)

74 Work Programme

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the current municipal year.

Appended to the report for Members' information was the current version of the Board's work programme, minutes of the Executive Board meeting held on 4th January 2012, and an extract from the Forward Plan of Key Decisions for the period 1st February 2012 to 31st May 2012.

It was advised that the initial outcome to the residential care home review was being presented to the Scrutiny Board in April 2012.

RESOLVED – That the work programme be approved.

75 Date and Time of Next Meeting

Thursday, 15th March 2012 at 9.45am with a Pre Meeting for Board Members at 9.15am

(The meeting concluded at 11.55am.)

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 15th March 2012

Subject: Scrutiny Board Inquiry Session 2 – Increasing the number of young People in Employment, Education or Training (EET)

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of Main Issues

1. The Scrutiny Board has been tasked with carrying out a piece of work this year on each of the three Children and Young People's Plan (CYPP) obsessions. The third of these relates to reducing the number of young people not in education, employment or training, also referred to as NEET.
2. The Board agreed terms of reference for an inquiry in November 2011 and the first inquiry session was undertaken on the 9th of February 2012.
3. For the 2nd session two organisations, Leeds City College and igen have been invited to attend the meeting on order to discuss the support provided to young people who are NEET. The Director of Children's Services has also provided a report detailing additional information requested at the meeting of the Board on 9th February 2012 and an update on a number of recent developments that are relevant to the inquiry.

Recommendations

4. Members are asked to:
 - Note the information contained within this report, the report of the Director of Children's Services and the verbal information presented at the meeting.

1. Purpose of this report

- 1.1 The inquiry will look at the range of support available to young people in Leeds who are NEET in order to help them access appropriate employment, education or training.
- 1.2 The second session will focus on:
 - Evidence of how provision reaches and meets the needs of this target group of young people
 - Information on programme participation rates and completion/achievement rates
- 1.3 For the purposes of the inquiry two organisations, Leeds City College and igen have been invited to attend the meeting on order to discuss the support provided to young people who are NEET. This will be further supported by visits to both organisations by Scrutiny Board representatives during March to see programmes in action and speak to the participants.
- 1.4 During session 2 of the inquiry the Board is also asked to consider the report of the Director of Children's Services, which provides the Board with the additional information requested at the meeting of the Board on 9th February 2012. The report also provides an update on a number of recent developments that are relevant to the inquiry.

2 Background information

- 2.1 Background information is provided for both Leeds City College and igen to provide the Board with an overview of each organisation and the services provided to increase the number of young people in Employment, Education or Training.

2.2 Leeds City College

- 2.2.1. Leeds City College is the UK's third largest FE establishment, offering a diverse curriculum to over 45,000 students. On 1st April 2009, Leeds City College was formed following the merger of three of the city's renowned colleges – Leeds College of Technology, Leeds Thomas Danby and Park Lane College Leeds & Keighley.
- 2.2.2 To provide an overview of the NEET provision delivers 114 short courses which range from between 5 week courses of 2 hours per week for the very hard to engage to 12 week full-time courses for 35 hours per week. Courses are delivered on all campuses including community settings, meeting the needs of both 16-18 and 19+ students up to age 24.
- 2.2.3 In addition Leeds City College works in partnership with the local authority, Job Centre Plus and four voluntary sector organisations to deliver the Youth Aspire course which is an 8-week accredited programme. The programme consists of 1 week in college where the students complete an NOCN employability qualification followed by a 7 week work placement.

2.2.4 The College provides its own Careers Service available to all past, present and intending students. The service operates from all main six Campuses. Services are delivered in partnership with Connexions and 14-19 year olds may be seen by a Connexions worker.

2.2.5 Leeds City College aims to meet industry demands by building strong working partnerships with companies. The College has links with over 2,500 companies and relationships with major Yorkshire employers.

Some of their partners include:

- Leeds City Council
- Yorkshire Post
- BBC Radio Leeds
- Leeds Chamber
- Leeds Rhinos
- Sport Leeds
- Leeds United Football Club
- Business Link
- Halifax Building Society
- Asda
- Yorkshire Forward
- Cadburys
- Morrison's
- Leeds Teaching Hospitals
- Mid Yorkshire Hospital Trust
- Leeds Hoteliers Association
- Sector Skills Council Improve
- Royal Armouries Museum
- Yorkshire Evening Post
- Radio Aire
- Host Media Centre
- Weetwood Hall Hotel
- Bradford City Football Club
- Financial Leeds
- Leeds Shopping Plaza
- Harvey Nichols
- Mars Bakery
- Sparks Bakery
- Greggs Bakery
- Tesco's
- NHS Foundation Trust
- NHS Teaching Hospitals
- Sector Skills Council People 1st
- GMB Union

2.2.6 Attached as appendix A is the Leeds City College NEET strategy approved in March 2010. The Leeds City College NEET strategy was developed to align with the National NEET Strategy and the local Leeds & Bradford NEET strategies and builds on existing good practice.

Key Features of the Leeds City College NEET Programme defined in the strategy includes:

- provision of strong vocational courses at all levels
- support from case workers
- work experience and realistic work practice
- tasters
- supporting parents to advise their children
- providing timely and focussed IAG
- use of a range of learning styles
- using highly experienced and creative teachers with a strong Cpd programme
- pastoral and wrap around support
- addressing English and Maths skills in a relevant way
- nurturing strategies including positive behaviour management
- reward schemes,

- parental involvement
- individualised learning programmes which genuinely differentiate and address particular needs of particular groups and individuals
- putting all learning into a relevant context
- flexible entry points to provision at all levels
- provision of a full range of support including advice on employment benefits, housing, health and childcare,
- provision of intensive one to one support to identify individual issues and needs and then provide appropriate access to services including support for referral and advocacy
- provide young people with a voice and an ability to negotiate some of the programmes
- focus on 14-25 year olds, pre NEET and older NEET
- Employers involvement
- Preparation for employment, Employability
- Preparation for Access to Apprenticeships

2.3 Igen

2.3.1 Igen provides training, information, advice, guidance and personal development services to young people and adults, working with young people since 1996 when Leeds Careers Guidance, as they were then known, was established to provide the statutory Careers Service for Leeds under contract to the Government. Demand to provide an increasingly extended, specialist range of support services for young people led to the re-branding in 2003 to igen.

Igen provides and also works closely with a wide network of agencies to provide an integrated service for young people to access and provides access to the following:

2.3.2 *NEET ESF engagement - REAL*

Igen hold the main NEET response contract in Leeds, working closely with all relevant strategic and support agencies including Leeds City Council and the Skills Funding Agency. This programme is delivered by igen, who contract for provision with different providers, including a number of voluntary sector providers. The programme is funded by European Social Fund through the Young People's Learning Agency (YPLA).

This programme is aimed at young people aged 16-19 who are NEET and 14-16 yr olds identified as disengaged or at risk of disengagement. Projects use a range of themes and vocational areas to engage and support young people to maintain further learning. The projects have accredited and non accredited learning options and link closely with other provision to supply progression route young people can be prepared for and progress to. Participation is on a need basis but usually last for around 10-16 weeks. An incentive scheme for young people is available based on financial rewards for starting, achieving defined objective and sustained progression.

All young people who access the REAL programme are given intensive support to help them achieve their aims. Every project has no more than 10 young people in each group and most will have additional support as well as the tutor. Support workers engage with the learners at a very early stage offering assistance with any

barriers to learning which involves linking-up with external specialist support agencies.

REAL training providers across Leeds deliver courses in specific vocational areas e.g. car mechanics, hair/beauty childcare, animal care, construction trades, army preparation, admin, gardening/landscape/horticulture, retail. The individual courses can be tailored to suit each young person e.g., specific arrangements have been made for a course delivered in the community for young mums. As learners come to the closing stages of their course Support Workers intensify their support, therefore making the transition into the next stage of the learners career path a seamless one.

REAL have so far worked with 344, 16-19 year olds & 76, 14-16 year olds, where 91.11% have achieved and 66.91% have progressed.

2.3.3 Foundation Learning

Aimed at young people aged 16-18 who are not involved in post-16 learning. Foundation learning aims to develop motivation and confidence as well as basic and key skills. Once completed young people will have the skills they need to progress into further learning, modern apprenticeships or employment. It is aimed at those looking to gain qualifications and new skills (No previous qualifications or experience are necessary)

2.3.4 Leeds Learning Links

Young people attend the Enrolment Week with igen and from there are placed at one of the Leeds Learning Links Partners to continue their course. Leeds Learning Links also have support workers linked to all partners to help young people in their transition and progression through learning. Additional learning support is available from Leeds Learning Links, where a young people's needs are assessed and a personalised support package is put together to suit them. Support can include learning aids/adapted materials, communication and learning support workers, one to one sessions and small group work.

Programmes aim to support young people to progress into employment, college, or an apprenticeship. Attendance varies from 12 to 30 hours a week depend on learning ability, future goals, and individual needs. The programme lasts an average of 22 weeks.

The programmes include

- Pre-Apprenticeship Training
- Vocational Qualifications & Training
- English, Maths & ICT Qualifications
- Personalised Training
- Supportive Environment to promote functional skills, personal, social and vocational development.

On this programme young people receive a free bus pass every week.

The programme offers a wide range of Vocational Qualifications that can be completed in either Award, Certificate or Diploma level in areas such as; Business Administration, Customer Service, Hairdressing, Horticulture, Retail, Sports and Active Leisure, abc Award Mechanics, Tech Cert Childcare, Youth work and Health & Social Care.

The Leeds Learning Links Partnership has worked with 1365 young people (2010-11), with a 70.60% success rate and a 43.21% progression rate.

2.3.5 Connexions

Information, advice and guidance for 13-19 year olds (up to 25 years old for those with learning difficulties and/ or disabilities). Provides free advice about education, training, careers, jobs, money, health, benefits and housing.

3 Corporate Considerations

3.1 Consultation and Engagement

3.1.1 This section is not relevant to this report

3.2 Equality and Diversity / Cohesion and Integration

3.2.1 During the conduct of the Scrutiny Inquiry there may be positive equality, diversity, cohesion and integration outcomes for groups and individuals who are or could be NEET this would be reflected in the Scrutiny Inquiry Report once published.

3.3 Council policies and City Priorities

3.3.1 Young People's Plan obsession – increasing the number of young people in Employment, Education and Training.

3.4 Resources and value for money

3.4.1 This section is not relevant to this report

3.5 Legal Implications, Access to Information and Call In

3.5.1 There is no restricted or confidential information contained in this report.

3.6 Risk Management

3.6.1 This section is not relevant to this report

4 Conclusions

4.1 Leeds City College and igen will be attending the Scrutiny Board meeting (Children and Families) on the 15th of March to assist Board members with the inquiry and answer questions arising.

5 Recommendations

5.1 Members are asked to:

- Note the information contained within this report, the report of the Director of Children's Services and the verbal information presented at the meeting.

6 Background documents¹

6.1 None

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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NEET STRATEGY

The strategy for Leeds City College sets out how the college will respond to the NEET strategy action plans for Leeds and Bradford (particularly Keighley).

1.0 Background

National statistics suggest that England's 14-18 population peaked in 2006 and by 2020 there will be a reduction of more than 10%. Currently around 8% of young people nationally post 16 do not enter employment, education and training, with the UK having a lower rate of participation in education and training than most global economies. In Leeds over the past two years the NEET rate in Leeds has been brought down from 10% to around the national average however this still equates to approximately 7,000 young people. Bradford has been consistent. Good practice will be incorporated into the College Strategy. There is a particular challenge in participation for 17 and 18 year olds which is compounded by rising youth unemployment.

Nationally employer surveys suggest that there are skills shortages, and employers need employees who have strong generic skills, employability attributes and the basic skills, of English and Maths and as technology advances more, employers will be looking for higher level skills so that the UK can compete globally. It is therefore essential to address the needs of the NEET group and those young people who do not succeed first time round in school. Leeds City College currently attracts some young people who would have been NEET onto mainstream programmes, resulting in higher ALS, needs frequency of behaviour and discipline issues, and the balance of provision across college being level 2 and below.

For some young people the increased availability of vocational options at 14-16 as a result of embracing the 14-19 agenda has led them to taking vocational programmes post 14 bridging the school/FE transition and preventing disengagement; however there are still groups who need an alternative programme in order to succeed in FE. *The Wolf Review however places a focus on schools returning to a greater emphasis on general education, with FE working with the post 14 vocational learners and evolution of university technical colleges.*

For some young people there is a need for a programme of learning which enables decision making about the future and addresses some of the more generic skills needed without pigeon holing learners into a vocational pathway at 16.

The Leeds City College NEET strategy has been developed to align with the National NEET Strategy and the local Leeds & Bradford NEET strategies and builds on existing good practice which exists including:-

- § An engagement programme which in 10/11 engaged with >200 young people
- § Progression provision with flexible starts using the flexibilities enabled by Foundation Learning Partnerships and strong working relationships with Education Leeds and Bradford, Integrated Youth Support Services (IYSS), Connexions, Youth Offending Team, Social Services and a range of VCF's (Annexe A)

Key Features of the Leeds City College NEET Programme

- provision of strong vocational courses at all levels
- support from case workers
- work experience and realistic work practice
- tasters
- supporting parents to advise their children
- providing timely and focussed IAG
- use of a range of learning styles
- using highly experienced and creative teachers with a strong Cpd programme

- pastoral and wrap around support
- addressing English and Maths skills in a relevant way
- nurturing strategies including positive behaviour management
- reward schemes,
- parental involvement
- individualised learning programmes which genuinely differentiate and address particular needs of particular groups and individuals
- putting all learning into a relevant context
- flexible entry points to provision at all levels
- provision of a full range of support including advice on employment benefits, housing, health and childcare,
- provision of intensive one to one support to identify individual issues and needs and then provide appropriate access to services including support for referral and advocacy
- provide young people with a voice and an ability to negotiate some of the programmes
- focus on 14-25 year olds, pre NEET and older NEET
- Employers involvement
- Preparation for employment, Employability
- Preparation for Access to Apprenticeships

Critical success factors:

- improved partnerships,
- enhanced intelligence
- clear targeting.
- The right support service,
- effective pre 16 interventions,
- high quality post 16 interventions
- Demand led provision
- Work placement and real employment outcomes

Supporting Strategies

- IAG strategy
- Admissions
- At risk learner
- Learners Support
- Raising participation age (14-10 (25))
- Curriculum strategy
- Workforce Development strategy
- Family literacy, language, numeracy and curriculum delivery in regeneration communities.
- English and Maths
- Apprenticeships

Good practice identifies a number of key factors, adopting a client focused approach capable of addressing the complexity of issues some young people bring, addressing barriers in a holistic way through offering a comprehensive service or good sign posting to other support agencies, providing high quality and ongoing assessment, ideally using approaches which are shared by other stakeholder agencies, supporting clients through advocacy, most notably through the provision of key workers who can provide continuity and trust during key transition points offering flexibility and programme duration, recognising that the intensity and length of support will vary hugely within this highly diverse group focussing on progression. Participants should be supported to move to the next progression point as quickly as possible.

2.0 Target Groups & Needs

- Young people 14 – 24 at risk of or who will become disengaged from education & learning
- Young offenders (including those leaving a custodial sentence)
- Young people with mental health problems/addictions

- Young people from socially excluded groups (including looked after children, homeless young people & those previously excluded from schools)
- Young people with caring responsibilities including teenage parents
- Young people with learning difficulties & /or disabilities (LDD) –learners with autism
- Young people from BME backgrounds (including those from Gypsy, Roma & Traveller communities).
- Young parents & those soon to be
- Undiagnosed dyslexia and poor literacy / numeracy / social skills
- Care Leavers
- School refusers / truants
- Unemployed graduates
- Students on gap year

An Inclusive approach will be taken despite the specific focus on the target/priority groups detailed above, the College, as the main provider of post-16 full and part time provision in the city, is keen to ensure that no learners is 'excluded' from potential engagement with FE.

The NEET group is not homogenous and detailed knowledge about the factors that cause different young people to become NEET or remain NEET is important in making an impact and in order to tailor solutions to individuals. Once an understanding of the needs of a NEET young person are known, resources can be targeted.

For young people this can result in potential learners having disorganised lives, behaving in unpredictable and volatile ways in everyday situations.

Some are NEET for a short time because they are testing out opportunities and are undecided while others have multiple and major issues which create long term problems and may result in them remaining disengaged. NEET risk indicators include low levels of aspiration, low motivation, and teenage mothers.

Some NEET young people have left provision because they were on the wrong course, are pushed into training by external pressure, or were not yet ready or sufficiently qualified to cope with the type of learning. Some will leave if they feel that they have been messed about, if there are quality issues, including inappropriate teaching styles, poor accommodation, and lack of access to resources. One of the approaches will be to identify potential early leavers and help their transition to other provision. Lack of access to first choice of vocational opportunity can also result in a young person becoming NEET. This includes lack of opportunities in practical subjects such as horticulture, motor vehicle construction, and hairdressing or where lower level provision to ease learners in was not available.

Challenges of Working with NEET

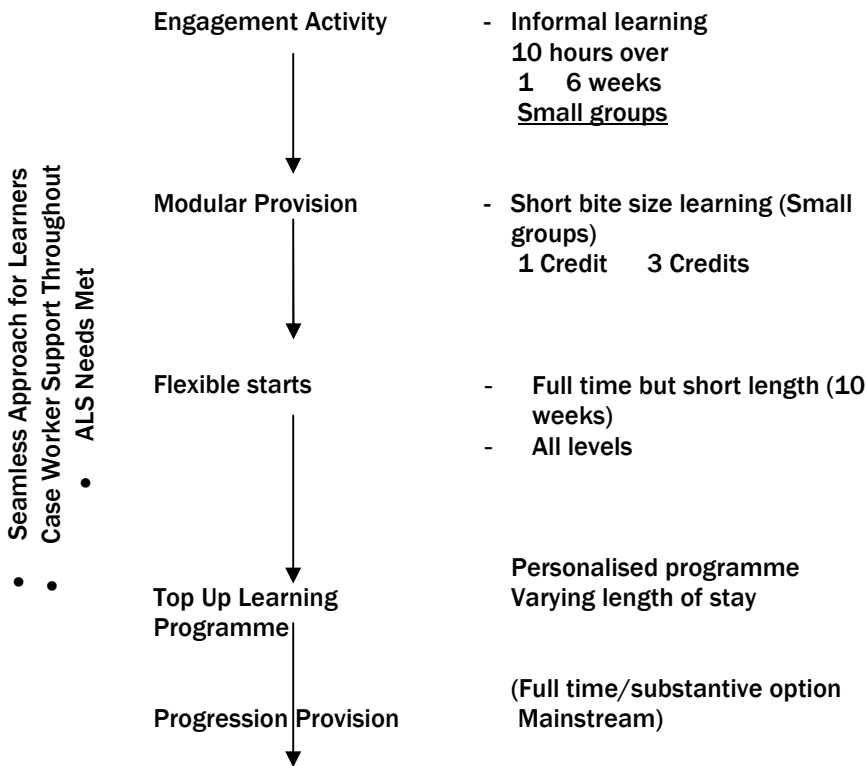
- Behaviour
- Young Peoples home background and personal circumstances
- Lifestyle patterns, for example what they have been doing the night before affects their behaviour the following day
- Recognising learning in the context of life when the programme is often only a small percentage of the young persons time
- Staffing - need to have the best staff with a range of excellent interpersonal skills, classroom management skills, and creativity in order to be credible

Actions to address learner needs:-

- **Increase the provision developed in partnership with support agencies to meet specific cohort needs**
- **increase the provision of programmes which are over-subscribed**
- **increase the range of programmes available at Foundation Learning levels to enable access by lower skilled learners**
- **increase the availability of IAG and information for young people regarding choices post 16**
- **increase the range of flexible start provision including that at levels 2 and 3**
- **Greater focus on employer involvement / work placements**
- **Greater focus on personal and social development, work skills and English and Maths**
- **meet individual needs through personalisation of support**

- **Provide a greater focus on progression and engagement at age 17 and 18**
- **introduce a value based interview system to select the right staff**
- **provide a coherent staff Cpd programme**
- **Introduce presentation for / Access to Apprenticeships**

3.0 Curriculum Model



Components of relevant Curriculum for NEET Group

- Focus on soft skills development
- Functional English and maths (SFL)
- Engaging vocational options and progression
- Advice and guidance
- Individualised programmes which stretch learners
- Employability/work related learning
- Learner led Curriculum
- Work experience and realistic working environments being used
- Range of enrichment activities provided, eg., drama, dance, technology, water sports, gym, sport, outdoor pursuits, media and video skills, photography
- Confidence building, pattern breaking and team working, (personal development programme)
- Life skills – healthy living, preparation for world of work, citizenship
- Broadening Horizons and raising aspirations - visits, residential, visiting speakers
- Seek young peoples views on course content and its relevance/interest
- Every Child Matters outcomes fully integrated
- Flexible entry points
- Increased range of Entry & Level 1 provision targeted at LLDD 16-24
- Increase range of FL provision (sub level 2 provision) with flexible entry points for NEET young people

Elements to be included in a new learning provision to attract NEET include accessibility within reasonable travelling distance or with transport provided, flexible tailor made provision to suit each individual learner, choice of subject, non formal delivery methods using limited time in classroom settings, less tied to qualifications driven by outcomes, so more emphasis on soft outcomes and distance travelled and more support including lower classroom sizes and case workers.

Actions to address learner needs.

- **Further develop a range of learning and support options which build on the Foundation Learning Level enabling personalisation and mixed level provision**
- **Provide nested qualifications to enable learners to begin with credits – awards – certificate – diploma as skills confidence and learning behaviours develop**
- **Increase the involvement of students and employers in course design**
- **Increase the range of flexible start programmes to facilitate November, January, April and June enrolments**
- **Increase the range of short courses taking place in community venues to re-engage 14-25 year olds and work with Education Leeds and Bradford to deliver preventative NEET activity**
- **Provide Cpd for staff to increase the use of creativity in teaching and learning**
- **Ensure the staff teaching have the right skills and attributes and understand the diversity of support needs**
- **Ensure referral and transition processes are in place from and to wider services**

4.0 Advice & Guidance

Good quality impartial, personalised information, advice and guidance including careers education, holistic guidance to address personal and practical issues such as housing, childcare and financial support is needed.

Providing specific help for issues affecting NEET young people for example, helping young people find housing for care leavers and the homeless, childcare and understanding benefits for teenage parents, once these issues are resolved, some of these learners will be retained in learning.

Life changes that can result in a young person becoming NEET; sustained bullying in school, death of a parent, parents separation, serious accidents or illnesses limiting time in school, living in poverty, and or poor living conditions, generational unemployment, fragmented families, abused children, involvement in crime, exceptions that the school and curriculum were irrelevant and inaccessible, or disregard was shown to them by teachers, involvement in gang culture, familiar involvement in criminal activity, including the grey economy and benefit fraud. Learning difficulties need to be identified for example, dyslexia, dysphasia, autistic spectrum.

Actions to address learner needs:-

- § **Increase the accessibilities of support for personal issues, for example, online information**
- § **Improve the early identification of needs and targeting of support through use of case workers**
- § **Increase partnerships to facilitate service delivery**
- § **Ensure availability of good quality and accessible IAG**
- § **The case worker team to support young people at all stages of their learning journey but particularly transition points**

5.0 Learner Support Approaches

The specific, high level needs of the proposed target beneficiaries will necessitate a strong system of support and referral support combined with a rigorous tracking and monitoring structure to support learner engagement, retention, achievement and sustainable progression.

The teams of professional 14-19 learning mentors, case workers and support staff who will be engaged to support the programmes will be trained in the use of established tools and processes to support target setting, assessment and tracking including:

- ILP and review process model [focused on Individual target setting]
- Established daily communication model
- Weekly central attendance monitoring system

These processes will enable staff to effectively support this cohort of learners not only during their programme of learning but as their journey continues upon programme completion.

NEET caseworkers will be case-loaded providing personal one to one support will be responsible for getting to know the personality, history and needs of the young person having a genuine interest in them and a real focus on them, building a relationship over time through regular and frequent short sessions to develop trust and also spending time with the individual to work towards solutions which are mutually beneficial, and having the opportunity to find out about the reasons behind the students' behaviour looking at alternative points of view, and exploring reasons behind conflicts and giving the student a voice and an opportunity to express their feelings, providing mediation, not just focussed on providing support for academic work but resolving personal issues, providing advocacy, referral and a wide range of pastoral support.

Provision should include additional support to address literacy and numeracy issues for example booster lessons as well as embedding of literacy, language and numeracy. More learning styles need to be incorporated into teaching and learning with a flexible and relevant curriculum which has the capacity to cater for all young people who need it.

Caseworkers will:

- Provide every learner with an initial individual tutorial at the commencement of their course and establish individual needs and support for each academic term.
- Establish an at risk register from the above one to one session and tutor referral.
- Agree caseload and individual learner action plans.
- Provide learners on the 'at risk' register with agreed additional support.
- Plan and deliver ambassador scheme with mentor and mentees.
- Develop and deliver additional support initiatives to ensure learner success including breakfast clubs and homework clubs.
- General Classroom/Workshop support linked to learning needs
- Liaise with other relevant agencies and stakeholders as required
- Train in the use of the common assessment framework to become part of the lead professionals network.

Actions to address student needs:-

6.0 Incentive programmes

- Reward systems and incentives to promote retention and achievement will be put in place (subject to funding) and promoted alongside opportunity details. Established models will be utilised including:
 - Travel Card System [weekly]
 - Class award model-weekly/monthly prizes sponsored by High Street providers
 - Celebration event for completing groups
 - Breakfast clubs offering free food in return for attendance
 - Group trips and days out to popular activity venues
 - Enrichment opportunities including sports & Leisure activities such as football, gym sessions, bowling and gaming.

Action to address student needs:-

§ **Develop an incentive scheme for NEET learners**

7.0 Ambassadors (use of ex NEET role models)

FE College ambassadors and ambassadors formed via the NEET programme will be used to engage peers at events and to support programmes as appropriate thus providing aspirational role models that young people will readily engage with

Action: > **Identify NEET learners who will act as ambassadors**
> **Produce a series of Talking Heads**

8.0 Multi-Agency Approach

Leeds City College will:-

- § Share the aims of the programme with the multitude of agencies who have contact with NEET young people
- Seek the support of the multiple agencies

Through city wide interagency partnerships, the College will offer an inclusive approach to provision, and will provide opportunities and specialist support to all priority groups identified. The College will engage with other agencies to provide specialist support for learners where expertise does not exist within the network through a system of signposting and referral, and will receive referrals from specialist agencies following initial intervention and where a desire to progress to FE exists.

As much information as possible about a NEET young person needs to be provided by Connexions/CAF/ Job Centre Plus. Effective data sharing is essential but to ensure that there are no conflicts about confidentiality, protocols need to be agreed.

Actions

- § **Strengthen the partnership arrangements with:-**
 - **integrated youth support services**
 - **voluntary and community sector**
 - **IGEN partnership (now Leeds Learning Links)**
 - **Youth offending team**
 - **Job Centre Plus**

9.0 Transition

Failure to support transition at all stages can result in a young person remaining NEET or returning to NEET. Transition support will be facilitated at all stages.

At all stages:

- School to FE
- E2E to FE
- Project to FE
- Referral to FE
- FE to Work based learning
- FE to work

This is a role for the Transitions team

Learners will complete an individual progression form/review towards the end of the programme detailing 'intended destination' and outlining achievable steps towards achieving their goal and who can support each step where appropriate:

All students will have pre- transition support at whatever stage they are at, and will retain their caseworker as they make progress. As their confidence grows the caseworker will step back but retain ongoing contact stepping in to provide intensive support when identified as part of the 'at risk' strategy. Caseworkers will track actual destinations of their caseload.

Action: Develop a transitions process with the schools partnership team

10.0 Staffing & Staff Training

NEET Learner needs can be met by:

- Staff being non judgemental and empathic
- Providing continuity of support over the long term
- Person centred/clean sheet approach
- Multi agency working
- Support for finance/benefits/entitlement and broader issues
- Medal and mission approach incentives supported by clear boundaries and sanctions
- Trusted adults providing support
- More 'second chances' in education
- Supporting transition
- Supporting parents, carers and peers who influence decisions

To provide this, Leeds City College needs:

- the right staff with the right skills and values:
- organised, creative, flexible and willing staff who understand the clients and are non judgemental
- staff willing to work in a multi agency approach
- continuity of staffing
- to provide positive adult role models
- staff prepared to challenge behaviour using positive behaviour management techniques

Staff working with NEET young people need to be trusted and respected and young people need to feel that they are being cared for and valued, listened to and that their needs are understood and addressed. Case loading and learning mentors can assist.

Teachers need to be positive and supportive regardless of ability and treat learners with respect, avoid victimisation, picking on and humiliating learners, give encouragement and support, use positive behaviour management techniques.

Teachers for NEET young people need to be the best; creative, strong careers advice and guidance is essential to help young people to understand different options available to them.

Action:

- **Introduce a value based interview system based on the NSPCC model to ensure recruitment of staff with the right values and attributes.**
- **Leeds City College recognises that the people who will work best with NEET learners are not always teacher qualified as such Leeds City College will run and support a full training programme to support the professional development of all personnel new to working with NEET.**
- **The training offer will include:-**

PTTLS, tailored to working with NEET young people
Skills for life awareness and specialist qualification
Staff development including:-

- **positive behaviour management**
- **managing conflict**
- **accelerated learning**
- **motivational techniques**
- **creative curriculum designs**
- **personalisation**
- **embedding SfL**
- **creative use of ILT**
- **creative approaches to T&L**
- **Common Assessment Framework (CAF)**

- **Leeds City college recognises that working with disaffected young people can be very stressful and intensive and that mutual support and team working is essential, some staff may need the support of counselling teams, behaviour support workers, mentors and advanced practitioners.**

11.0 Enrichment

The accredited programme will be supplemented by an enrichment offer to ensure a full focus on the Every Child Matters themes and Employability. Activities may include:

- Visits
- Tasters
- Sports activities
- Creative expression – art/drama/dance
- Student-led projects
- Enterprise activities
- Health related activities
- Visiting speakers
- Cultural activities
- Work placement
- Work shadowing
- residentials

12.0 Engagement Strategies

Informal activity/ interest based short programmes will be delivered building on partnerships with grass root organisations who have contact with NEET young people at the neighbourhood level and agencies such as Connexions, youth offending teams and schools. Programmes will be developed for specific cohorts.

- teenage parents
- refugees / asylum seekers / unaccompanied minors
- young black boys
- adopted children
- sexual exploitation
- disadvantaged communities
- rural communities
- looked after children
- independent living
- homeless young people
- young people with mental health needs
- substance misuse
- young offenders
- travellers
- learners with learning difficulties and disabilities
- young people leaving care

Engagement programmes will be targeted in areas of the Cities where there are volumes of young people identified through links with Children Leeds/ Bradford Connexions and cluster leads on an area basis.

To address issues around rurality and for communities with poor transport links, mobile provision will be investigated linked with for example, library services and the techno-bus.

Prevention is better than intervention. As such approaches to working with younger children and their families to prevent young people becoming NEET will be pursued as well as strategies for working with NEET.

A link with family support and working with parents can help the NEET agenda therefore Leeds City College link the FLNN wider family learning and ACL programmes into working with parents in communities where the NEET population has higher density. Parents are most young peoples first and preferred source of IAG on learning pathways and careers yet parents often have a poor understanding

of the pathways and can have poor experiences and are often less involved in school life. Targeting parents will help to address this by providing positive educational experiences and access to IAG.

Open Days

Open day sessions will be provided to allow referral workers to bring young people and parents/carers on supported visits to the college environments and community delivery centres. These will be offered at a variety of times and on a drop in basis to ensure widest possible access for all stakeholders. Sessions will be inspiring and activity based.

Community Festivals

Community groups will be approached with an offer to deliver free vocational workshops to young people and families at community based festivals within areas with high percentages of target beneficiaries.

The rationale will be to utilise the relationships of trust established by voluntary, community and faith sector partners to introduce FE as a familiar and approachable option.

Specialist Taster Days Linked to Vocational Offer

Specialist tasters linked to the vocational areas will be widely marketed and hosted in central access point to act as a 'magnet' to engage learners and the agencies they have contact with, e.g.:-

- International Cuisine day
- Hair & Beauty day
- Breeze Festival

Outreach

Engagement in informal activities in young peoples own territories will be co-ordinated. Case workers will go to where young people are and gain their trust by talking to them. This relies on skilled workers who need to be patient with and be able to employ interpersonal skills of a very high order and where workers have an understanding of the community from which young people come from be it a geographical community or a community of interest.

Voluntary participation – keeping them engaged, ensuring ownership by giving young people a say in the activities.

Engaging the at risk group – find the magnet to attract them by offering them opportunities, activities and services that attract young people.

Cultural magnet centred around arts, music and sport.

Financial magnets using cash from vouchers to use as incentives

Work and income offering access to employment.

Quality services such as legal or housing advice or access to IT facilities.

Projects can be more successful in engaging young people if they offer interesting activities which are meaningful and relevant to young people.

Non-Traditional Learning Venue

Engagement activities will seek to make contact with young people through non traditional learning venues, for example:-

- Football Clubs
- Shopping Centres
- Leisure Centres
- Employer Premises

Funding Strategy

It is recognised that although flexible starts provision can be funded out of mainstream curriculum allocations with ALS, provision often has a requirement to be delivered in small groups which may not be cost effective, and as such alternative funding needs to be sought.

1. ESF
2. Foundation Learning weekly funding
3. Funding bids
4. Partnership funding

Action

Actively seek alternative funding to support the NEET strategy, including growth in 16-18 allocations and ALS an IGEN contract and other funding streams as they become available.

Annexe 1

NEET Partnerships

Existing Partners	Key Progress to date
IGEN	<ul style="list-style-type: none">§ Provided geographical analysis and breakdown of Leeds NEET cohort data. This has been used effectively to inform operational practice.§ Referral of clients wishing to progress onto FE provision.
E2E (Future Pathways and Igen)	<ul style="list-style-type: none">§ Referral of clients wishing to progress to FE§ Development of effective initial skills assessment to help place learners on relevant programmes.§ Delivery of effective work based training for progression to work or FE.§ Worked collaboratively with FE to deliver Easter/Summer School engagement programme.
Probation Service	<ul style="list-style-type: none">§ Provided funding for Offender Guided Learning skills programme run at East Leeds Family learning Centre.§ Have successfully progressed referred clients onto mainstream FE programmes of study from OLASS provision.
Job Centre Plus	<ul style="list-style-type: none">§ Established links with worklessness partnership group to ensure joined up approach when targeting adults and NEET young people
IYSS	<ul style="list-style-type: none">§ Development of single database for tracking NEET's across different agencies.§ Promotion of Sept guarantee initiative.
Connexions (Prospects)	<ul style="list-style-type: none">§ Development of referral protocols to aid multi agency work with vulnerable priority groups.§ Development of single database for connexion PA's to track and capture information of young people leaving post 16 learning.§ Good referral rates for some programmes.§ Some inconsistencies in joined up approaches to tackling the NEET agenda.
Youth Offending Service/Team North, South, East &West.	<ul style="list-style-type: none">§ Referral of clients wishing to progress to FE and onto engagement programmes§ The YOT team south have been very proactive and several programmes including reparation training have been successfully delivered for their clients.
Archway Resource Centre/Young Parents.	<ul style="list-style-type: none">§ Raising awareness of Health matters with BME NEET students.§ Facilitated the delivery of taster courses in-situ.§ Referral of clients aged 16-29 wishing to

	<ul style="list-style-type: none"> § progress to FE or training including young mums.
Education Leeds and Education Bradford	<ul style="list-style-type: none"> § Provided analysis of geographical areas with high rates of NEET young men. This has led to targeted planning for this client group § Promotion of Care to learn training opportunities to relevant providers. § Strong collaborative links with FE colleges § Co-ordinating role for one stop shop appeal. § Development of Transition into employment training and FE strategy for Leeds. § 14-19 marketing and promotion strategy
Leeds Further Forward	
Social Services (Unaccompanied Minors)	<ul style="list-style-type: none"> § Referral of clients wishing to progress onto FE provision. § Developed a Holistic package of learning including personal skills development ESOL, Numeracy and ICT.
Teenage Pregnancy and Parenting Initiative	<ul style="list-style-type: none"> § Referral of clients wishing to progress onto FE provision § Development of multiple entry point programme starting February 2010 at St Gregory's Learning Centre. § Development of Parenting Skills provision via Foundation Learning Award Certificate and Diploma. § Provision integrated with 14-16 Education Leeds parenting programme.
Activity Agreement	<ul style="list-style-type: none"> § Undertaken collaborative work with 16-18 high risk learners. § Have referred a high volume of learners to other partners. § Have provided clients for intensive 20 wk training programmes.
The Beck	<ul style="list-style-type: none"> § Brand new centre with the potential for the delivery of customised 14-19 provision for their clients.
BARCA Leeds	<ul style="list-style-type: none"> § Good track record of referring clients to relevant progression/engagement programmes. § Have collaborated in the delivery of dedicated courses. § Some referrals, contact is very intermittent.
St Luke's Cares	
West Yorkshire Youth Association	<ul style="list-style-type: none"> § Some referrals, good proactive team.
Youth Inclusion Project	<ul style="list-style-type: none"> § Links to the BARCA team. Have collaborated in the delivery of dedicated provision for clients aged 14-16.
The Cupboard Project	<ul style="list-style-type: none"> § Small client base. Have made some referrals to other partners. Currently in discussions to deliver some dedicated progression provision.
Leeds Federated Housing Association	<ul style="list-style-type: none"> § Have collaborated in the delivery of dedicated progression provision.

§ **Need to develop infrastructure to progress
NEET work.**

Aspire
Leeds Gypsy & Traveller Exchange
YMCA
Princes Trust
Youth Inspire

- § Some referrals... need to develop infrastructure to progress NEET work.
- § Some referrals... need to develop infrastructure to progress NEET work
- § Good referral rates. Have collaborated in the delivery of the Aspirations course.
- § Partnership on TEAM delivery
- §
- § Leeds City Council funding incentives for 16-24 year olds.
- § Learning partnerships coordinating a VCF consortium who engage and find work placements and job outcomes for work ready 16-24 year olds
- § VCF's - Ground work
 - Health for all

Annexe 2

A Detailed Programme of Activity

Previous research indicates that young people do not become NEET by choice; the majority simply cannot find a learning opportunity or job that meets their needs. A choice of provision at an early stage in the learners' pathway that is attractive is crucial if they are to achieve the skills they need for life and work.

The proposed programme will:-

- Provide sufficient provision at every level and in every area to meet individual demand.
- Offer flexible start dates to enable learning to begin throughout the year.
- Embed specialist support for those with additional needs.
- Improve retention in learning and increase progression to further learning or work.
- Engage Employers linked to growth sector training and employment opportunities as part of the transition process.

Recent data and research has shown the occupational preference, aspirations (IGEN Aspire database) and interest young people have in entering FE and therefore indicates the need for a wide choice of vocational programmes to be offered.

The FE approved providers will deliver pre-entry to level 2 programmes in the identified vocational areas as listed below.

- ICT
- Sport and Leisure
- Art and Design
- Performing Arts and Media (inc music and radio technology)
- Public Services
- Construction
- Hair and Beauty
- Horticulture
- Health and Social Care
- Animal Care
- Retail
- Travel & Tourism
- Hospitality
- Motor Vehicle
- Electrical
- Print Media
- Youth Work/Mentoring

The programmes will be delivered via the framework Fig 1 (as attached)

The 3 stage programme is designed to offer flexible learner led pathways to enable progression to NEET. The model offers a city wide learner entitlement which recognises the individual's geographical base, occupational preference, specialist facilities, learning abilities, current level of achievement and experience and other contributory factors to NEET status.

Learners will also be able to access a choice of personal electives in life and personal skills development alongside their vocational studies or as stand alone units. Through Employer engagement programmes we will offer hands on experience (where appropriate) focussing on future career pathways.

There will flexible points of access and delivery through community outreach centres, access points and designated outreach workers which will work across the partnership.

Each programme will be supplemented by a tailored package of individual support, as identified with the young person through an initial assessment and Information Advice Guidance session.

Learners will also be provided with the opportunity to undertake enhancement opportunities linked to support their personal/professional development and aspirations. These will be organised based on learner led preference and identified support needs. e.g., team building, skills enhancement days, motivational and confidence building sessions designed for specific priority groups. The 3 stage programme will be structured as follows:

Provision for NEET



Stage 1-

Occupational Tasters [non accredited]

- Supplemented by Support and re-engagement activities
- Suitable for young people in NEET or at risk of becoming NEET who demonstrate some occupational preference or a desire to enter FE with support.
- To include support for active progression to Stage 2.
- Initial Assessments & IAG will be built into Stage 1
- Vocational Areas e.g.

ICT	Sport and Leisure
Art and Design	Performing Arts and Media (Inc music and radio technology)
Public Services	Construction
Hair and Beauty	Horticulture
Animal Care	Health and Social Care
Retail	Travel & Tourism
Hospitality	Motor Vehicle / Electrical
Print Media	Youth Work/Mentoring
- 2 mornings per week for three weeks periodically repeated. (12 hours)



Stage 2-

Flexible Start Programmes

[Vocational Accredited unitised Programmes]

- Preparatory programme for Full time programmes, training or Employment
- Suitable for young people in NEET who through stage 1 have identified a clear occupational preference.
- Rolling Programme – Modular based and tailored to individual requirements from Entry Level so learners can start units on a flexible start basis. e.g. NOCN Award for Progression see section 14 for range of qualifications to be included in the offer. (GLH will depend on vocational qualification undertaken but at least 12 hours per week).
- Supported active progression to mainstream L1 or L2 provision if appropriate
- “Keep Warm” activities. Work with VolCom sector to offer support & drop-in sessions at Community venues/orgs with support activities to keep learner engaged (Youth Hubs)
- Build in Volunteering, Work experience in the chosen occupational preference (Work with VolCom sector and/or with employers) depending on learner’s preference and readiness for a work environment.
- Team building/enrichment activities will be incorporated into programmes to keep the learner engaged and focussed.



Stage 3- Progression

[Facilitate progression to Employment, volunteering, Further Education or Training opportunities]

- Progression will be to either full-time training (L1/L2) (Flexible starts) or WBL / Apprenticeships) or referral to other partner organisations if more appropriate
- Support with progression to employment & applications to employment or further learning incl. WBL within FE providers and external partners.
- Progression Interview with Connexions PA
- Tracking by dedicated staff on weekly basis for 8 -13 weeks
- Flag to Connexions for further tracking.

Progression Routes for Young People

As identified in the 3 stage model, clear progression routes have been identified at Stage 3. The progression route taken will depend on each beneficiary's occupational preference and readiness for either a work or further learning environment. Progression routes would include

- Full time training (Level 1 or Level 2) at FE College on a flexible starts basis
- Work based learning or Apprenticeship Initiatives on a rolling programmes basis
- Referral to other partner organisations for support and training if more appropriate

The above progression routes will be supplemented with further support networks to allow beneficiaries to identify and sustain a suitable progression route. These will include:-

- Support with progression to employment & applications to employment or further learning incl. WBL within FE providers and external partners.
- Progression Interview with Connexions PA
- On-going intervention and support by Case worker and or Outreach staff
- Established Transition Support Programme of combined on-course progression support, Connexions interventions and referrals, provision of materials to facilitate learner choices and ongoing tracking and support (model developed by Leeds Further Forward)

As in Stages 1 & 2 progression routes will need to provide a clear menu of choice and allow for flexibility for the individual. Throughout the beneficiaries learning journey we will ensure that they have the opportunity to access additional programmes of activity to assist them in choosing the right personal pathway. These will include:-

- Skills Enhancement Days
- Additional Basic Skills Support
- Post 16 Peer Ambassadors Scheme established to promote progression and retention through the use of positive peer role models
- Guaranteed interviews for Post 16 courses
- Reward schemes, Breakfast Clubs, study success clubs, curriculum based reward systems, LFF awards event , high profile awards ceremony
- Enrichment activities
- Individual Learning Plans and key worker support
- Pre and post transition support
- Pattern breaking support sessions to investigate and address with learners how to overcome barriers to learning and work and establish new behaviours, eg., self esteem development, motivation workshops, employability skills)

NEET ACTION PLAN 2010/11

SPECIFIC AIM	OUTCOME	TARGET GROUP	BENEFIT	WHO & WHEN
Deliver a collaborative model for teenage parents who are/are "at risk" of being NEET in a centre with on site childcare for babies.	F Engagement programme & progression programme developed using QCF, student voice and specialist Connexions PAs 25 learners	Teenage Parent	Teenage parents re-engaged in learning & supported with parenting skills and childcare	AE Oct 2011
Deliver a collaborative model for unaccompanied minors in partnership with social services and asylum/refugee groups	F Engagement programme & progression programme developed using QCF, student voice and specialist Connexions PAs 50 learners	Unaccompanied minors	Unaccompanied minors engaged in learning and supported with English & life skills	Amina Hasan Oct 2011
Deliver a collaborative model for LLDD learners 16-25 in partnership with schools/Silcs/health care organisations/parents	F Engagement programme & progression programme developed using QCF, student voice and specialist Connexions PAs 12 learners Pathways	LLDD learners including those with BSED	LLDD learners have progression opportunities close to home with relevant wrap around services	Diane Wilson
Develop & Deliver progression pathways into vocational learning for students on the Connexions/IYSS NEET register with flexible starts	Development in all areas Jan start 200 learners April start 175 learners June start 75 learners	Connexions NEET registers	Short programmes delivered which result in progression to mainstream	All HoF's
Deliver engagement programme.	300 learners engaged	NEET	NEET learners engaged in partnership with key agencies supporting NEET	DW and Michelle Morris

SPECIFIC AIM	OUTCOME	TARGET GROUP	BENEFIT	WHO & WHEN	PROGRESS
Pilot a value based interview process	<p>A more robust interview process which addresses values as well as skills in candidates and improves safeguarding</p> <p>Employ the right staff with the right skills and attributes</p>	<ul style="list-style-type: none"> ☐ New LSAs, tutors, support workers. ☐ Training targeted at HR NEET team. <p>LLDD Team</p>		<p>Angela Wilkinson Sept 2012</p>	
Develop a CPD programme for NEET staff	<ul style="list-style-type: none"> ☐ PTTLs focussed on staff working with NEET learners. ☐ Follow on CPD programme ☐ Level 3 support practitioners delivered 	<p>LSAs Tutors Support workers</p>	<ul style="list-style-type: none"> ☐ Staff better prepared to address the course needs of NEET young people 	<p>Diane Wilson Gaynor Mont Ann Yasin November 2009</p>	

<p>Actively seek alternative funding to support the implementation of the NEET strategy</p>	<p>F Additional funding for engagement and additional 16-19 places F bid for 16-19 growth in LR and ALS F Apply for E2E funding F Identify additional funding sources Deliver IGEN contract</p>	<p>NEET Young People</p>	<p>Greater opportunities to engage and delivery progression for NEET Greater cost Effective delivery of NEET strategy</p>	<p>Diane Wilson Jennie Beaumont</p>
<p>Develop a Transitions Methodology</p>	<p>Transitions Gateways proves developed to enable a robust holistic assessment of need and appropriate placement of learners FL 14-19 teams trained in Operating Transition Gateway Admissions fully aware and on board With approach All faculties involved In delivery of process All teams understand And value the holistic Assessment methodology</p>	<p>All foundation learning students & NEET</p>	<p>Improved matching of students to provision related to levels interests and aspirations</p>	<p>Diane Wilson Emma Sullivan July 2012</p>
<p>Develop a range of Progression agreement With public sector VCF referral agencies</p>	<p>using WYLNN progression agreement template developed agreement and appropriately arrangements with key referral Organisations</p>	<p>All foundation learning students & NEET</p>	<p>Improved progression into college provision from IGEN and other and other VCF's</p>	<p>Diane Wilson Emma Sullivan July 2012</p>

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Report of the Director of Children's Services

Report to Scrutiny Board (Children and Families)

Date: 15th March 2012

Subject: Increasing the number of young people in Employment, Education or Training.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. To provide the Scrutiny Board (Children and Families) with information requested at Session 1 of the inquiry on the 9th of February 2012
2. Present information relating to the Support for parents and carers of young people likely to become NEET
3. Provide the Scrutiny Board with an overview of the developments in Leeds
4. Information relating to the bids for Innovation and Youth Contract funding.

Recommendations

5. That the Scrutiny Board (Children and Families):
 - (i) Consider the content of the report
 - (ii) Make recommendations where appropriate.

1 Purpose of this report

- 1.1** To provide the Children and Families Scrutiny Board with the additional information requested at the initial meeting of the Board on 9th February 2012. The report also provides an update on a number of recent developments that are relevant to the inquiry.

2 Background information

- 2.1** The Scrutiny Board Inquiry is looking at the range of support available to young people in Leeds who are NEET in order to help them access appropriate employment, education or training. This information is provided following Session one of the inquiry on the 9th of February 2012

3 Main issues

3.1 19-24 NEET data

During the 1st inquiry session the Board requested data relating to young people age 19 – 24 who are NEET. Unfortunately this data is not available on all 19-24 year olds who are NEET, as no service has responsibility to track all young people in this age group. Data published on National NEET rates for this age group is an estimate from survey data.

The data that is available is information on the number of young people claiming unemployment benefits. National research shows the numbers claiming benefit are lower than the numbers of young people who are NEET due to restrictions on benefit entitlements and an unwillingness amongst some young people to claim benefits. In January 2012 there were 7,420 Job seekers Allowance claimants aged 18-24. This compares to 7,200 the previous month and 6,255 in January 2011. This indicates that while the number of 16-19 year olds who are NEET has decreased over the past year, the opposite is true of young people aged 19+. The trend in terms of JSA claimants over the past three years, together with a breakdown by middle level super output area is included as Appendix 1.

3.2 Length of time young people are NEET and Sustained NEETS information

Data indicates that around one third of young people are NEET at some point between the age of 16 and 19. Of these young people, around 32% will be NEET for less than 6 months, 29% for 6 to 12 months and 39% for more than 12 months. Further information is included as Appendix 2 and further work to analyse the sustained NEET cohort in more detail is underway and will be presented to the Board at Session 3 of the inquiry in April.

3.3 Support for parents and carers of young people likely to become NEET.

The Employment and Skills Service are working with Children's Services in support of priorities within the Children and Young Peoples Plan and have developed a proposal to pilot a programme of learning for the parents and carers of young people who are at risk of becoming NEET, so they can help their children make informed choices which will support post 16 progression.

The aim of the provision is to give parents/carers the understanding, skills and confidence to develop positive relationships with their children and help them make informed choices which will support progression into education employment or training when they reach 16. The course also aims to raise the aspirations, skills and chances of sustaining employment for the parents/carers. The specification for the provision has been developed in conjunction with Children's Services and comprises a 30 hour, non-accredited course which will be targeted at parents/carers of young people who have been identified by the participating schools/clusters as being at risk of becoming NEET. The provision will form part of the Leeds Adult Learning Programme. Details of the specification are included as Appendix 3.

3.4 Developments in Leeds

- 3.4.1** A '**Leeds Guarantee**' is currently in development, which will be a commitment as a city to young people aged 16-19 (25) in Leeds to ensure that they all have a place in employment or further learning. This will include pathway planning that supports entry into learning or employment and is part of Leeds' aspiration to be a NEET-free city.
- 3.4.2** As part of the **Leeds Education Challenge** and in preparation for formulating the Leeds Guarantee, a post-16 project is being undertaken to review the current 16-19 provision in Leeds. This has been commissioned to provide an independent and impartial assessment of how best to ensure viable and sustainable learning provision with the widest possible range of choices for young people. An interim report is due in late March, with a final report due by the end of May.
- 3.4.3** Work is taking place with schools to prepare for their new duties to deliver **Careers Guidance** to young people from September 2012. Delivery of impartial information, advice and guidance to young people is a key part of ensuring that young people are equipped to make good choices about learning opportunities in order to progress into employment. Activity that is taking place includes:
- In March 2012 Leeds City Council is launching an Approved List of Careers Guidance Providers to help schools procure the careers guidance services they need. Support will be provided for schools by LCC to help them in the procurement and contracting process.
 - Professional development for school colleagues has included a series of seminars in the autumn and spring terms arranged by Prospects and Leeds City Council to help schools to prepare for the new duties. An online resource for non-IAG specialists who may be expected to answer questions about progression, transition and career planning is being developed. This will be available later by September 2012.
 - A bundle of services is being developed for September 2012 to help schools find the services they might need to plan and deliver innovative careers education, information and guidance services that meet individual pupil needs. These will be available through the teacher and professional pages on Leeds Pathways.

3.4.4 Each cluster is currently carrying out an **Outcomes Based Accountability** (OBA) planning session in order to identify actions and processes that will reduce the number of young people who are NEET within their area, allowing for actions to be developed which fit with the needs of the local community. From these sessions, local action plans are being drawn up which are owned and delivered by the cluster partners.

3.4.5 The restructure of Children's Services means that new delivery arrangements are being put in place for **targeted work** with vulnerable young people on an area and cluster basis. The Head of Targeted Services and the Targeted Services Area Leads are leading on the planning of work with vulnerable children, young people and families with the aim of reducing the number of young people who become NEET. It will include consideration of the needs of vulnerable groups of young people in the planning for RPA and ensuring that consideration of engagement in learning until age 18 is part of planning at a cluster level.

3.5 Funding to support young people into employment, education or training

3.5.1 The Department for Work and Pensions (DWP) has invited applications for interested organisations to bid for **Innovation Fund** opportunities. This is a scheme whereby an investor (the council, possibly jointly with partners) funds projects for 14 to 15 year-olds to develop their employability. If the young people subsequently get jobs during the three-year programme, the investor is able to claim back the funding from the DWP. The investor cannot be a delivery partner, therefore there is an expectation that the majority of delivery partners would be from the voluntary, community and faith sector. The Children's Services are progressing a bid under this scheme that will be aimed at priority groups that have particularly high levels of NEET.

3.5.2 As part of the Government's **Youth Contract**, Leeds (alongside Bradford and Wakefield) is being awarded funding to contract to providers that support 16 and 17 year olds into education, work, apprenticeships or training. Leeds-Bradford-Wakefield are one of three areas (the other two are Liverpool and Newcastle-Gateshead) that are being allocated their own funding as part of the Government's City Deal agenda. For all other local authorities, the funding is retained by the Young People's Learning Agency (YPLA), who will be responsible for awarding contracts. Leeds will be able to contract to organisations, including voluntary, community and faith sector organisations, that have a successful track record in delivering support to young people from a variety of backgrounds, although the details are yet to be negotiated and will be subject to due process with the DfE and the DWP. The scheme will potentially deliver an additional £5.6 million to help address NEET over a three year period, shared between Leeds, Bradford and Wakefield.

3.6 Raising of the Participation Age

The DfE is currently consulting (until 13 April) on those elements of how RPA will work in practice that will subsequently form the regulations. These include definitions around ways of working (for example, how volunteering and self-employment would be treated); financial penalties for employers who employ 16 and 17 year-olds and who do not provide training that leads to an accredited

qualification; and how local authorities should use such fines. Children's Services are working on a response to the consultation in collaboration with 11-19 (25) Learning and Support Partnership. Statutory guidance will be issued to local authorities later in 2012.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.6 This section is not relevant to this report

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 During the conduct of the Scrutiny Inquiry there may be positive equality, diversity, cohesion and integration outcomes for groups and individuals who are or could be NEET this would be reflected in the Scrutiny Inquiry Report once published.

4.3 Council policies and City Priorities

4.3.1 Young People's Plan obsession – increasing the number of young people in Employment, Education and Training.

4.4 Resources and value for money

4.4.1 Any implications for resources or value for money

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report does not contain any confidential or exempt information

4.6 Risk Management

4.6.1 This section is not relevant to this report

5 Conclusions

5.1 Progress has been made over the past year around increasing the number of 16-19 year olds entering employment, education or training and there are a number of exciting new developments that should make a significant contribution to our ambition of becoming a NEET free city.

6 Recommendations

6.1 That the Scrutiny Board (Children and Families):

- (i) Consider the content of the report
- (ii) Make recommendations where appropriate

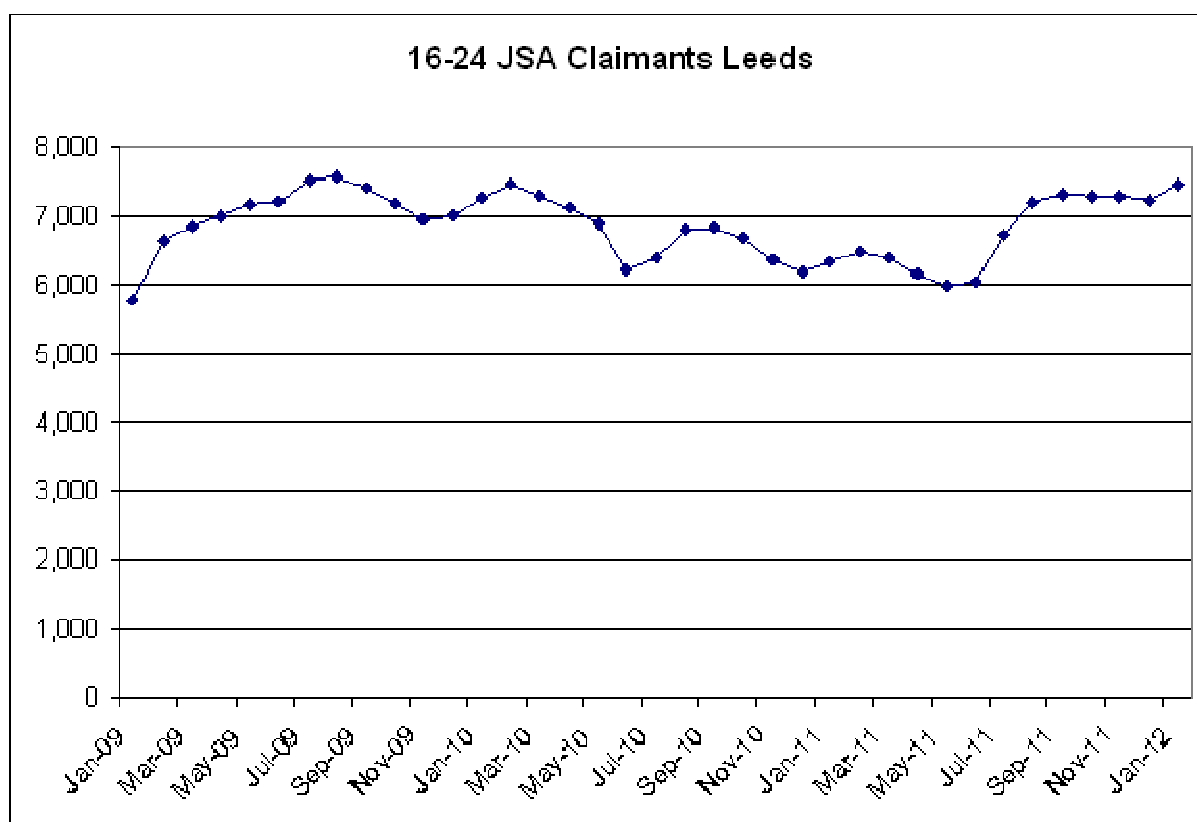
7 Background documents¹

7.1 None

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

Appendix 1

Young Job Seekers allowance claimants over time



Area breakdown

The table below gives claimant rates for 16-24 year olds for Job Seekers Allowance (JSA), Employment Support Allowance (ESA) and Incapacity Benefit (IB). The information is by middle layer super output area to show the rates in different areas of the authority.

MSOA Name	JSA	ESA	IB
Gipton North	16.01%	2.07%	1.03%
Beeston Hill	15.74%	2.42%	0.40%
Halton Moor, Wykebecks	14.69%	2.26%	1.69%
Seacroft South	14.25%	1.64%	1.10%
Belle Isle North	14.02%	1.45%	0.97%
Seacroft North	13.95%	2.91%	1.16%
Chapelton	13.90%	1.93%	0.77%
Middleton and Westwoods	13.72%	1.42%	1.89%
Fearnville, Hollin Park, Beechwood, Brooklands	13.58%	1.45%	0.48%
Farnley	13.08%	2.01%	1.51%
Lincoln Green and Ebor Gardens	12.64%	2.45%	1.22%
Gipton South	12.53%	3.58%	1.19%
Harehills - Comptons, Sutherlands and Nowells	12.48%	0.86%	0.86%
Belle Isle South	12.35%	2.24%	0.00%

Holbeck	11.33%	2.62%	0.87%
Armley, New Wortley	11.21%	1.98%	1.32%
West Hunslet and Hunslet Hall	11.19%	2.13%	0.53%
Bramley Hill Top, Raynville and Wyther Park	11.12%	2.14%	0.86%
Harehills Triangle	11.02%	1.97%	1.18%
Cross Green, East End Park and Richmond Hill	10.83%	0.68%	0.68%
Hawksworth Wood	10.68%	0.46%	0.93%
Gamble Hill, Moorside	10.42%	1.64%	0.55%
Osmondthorpe, East End Park	10.01%	1.67%	1.11%
Harehills	9.96%	1.66%	0.41%
Beeston Millshaw, Elland Road and Cottingley	9.81%	2.23%	0.45%
Upper Armley	9.58%	1.20%	0.00%
Bramley	9.56%	1.19%	1.19%
Middleton Park, Manor Farm and Sharp Lane	9.00%	1.12%	0.56%
Meanwood "6 Estates"	8.94%	1.05%	1.58%
Crossgates and Killingbeck	8.85%	2.21%	1.66%
East Ardsley	8.77%	1.25%	0.63%
Swarcliffe	8.74%	0.51%	1.03%
Wellington Hill, Whinmoor and Red Hall	8.56%	1.51%	1.01%
Upper Wortley	8.04%	1.24%	0.62%
Swinnow	7.98%	0.00%	0.50%
Moor Allerton	7.89%	2.43%	2.43%
Tinshill	7.14%	0.00%	1.95%
Morley East	7.04%	1.41%	2.35%
Beeston - Parkside and Cross Flatts	6.80%	1.27%	0.85%
Drighlington and West Gildersome	6.59%	1.10%	0.55%
Bramley Whitecote	6.54%	0.00%	0.65%
Swillington, West Garforth and Little Preston	6.32%	0.00%	0.70%
Middleton Heritage Village, Robin Hood S, Lofthouse and Thorpe	6.26%	1.45%	0.96%
Stanningley, Rodley	6.21%	1.86%	0.00%
Pudsey Central, Littlemoor	6.04%	1.21%	0.00%
Morley West	5.81%	0.00%	1.29%
Farsley South	5.75%	1.57%	0.52%
Rothwell	5.50%	1.83%	0.61%
Yeadon - Henshaws, Southway, Westfields	5.40%	2.02%	2.02%
Carlton, Robin Hood N, Rothwell Haigh, Royds Lane	5.35%	1.07%	0.53%
Broadleas, Ganners, Sandfords	5.28%	0.53%	0.79%
Meanwood	5.20%	1.04%	0.52%
Kippax East, Ledston, Micklefield	5.15%	0.74%	0.74%
Far Headingley	5.07%	0.95%	0.63%
Carr Manor	5.02%	1.12%	1.12%
Roundhay	5.02%	0.63%	1.25%
Halton, Whitkirk	4.98%	0.55%	0.00%
Horsforth Central	4.98%	0.50%	1.00%
New Farnley, Lower Wortley	4.96%	0.99%	0.50%
Pudsey - Waterloos, Tyersals, Westroyds	4.92%	2.19%	0.00%
Otley - Newalls / Weston Lane	4.92%	1.41%	0.00%
Allerton Bywater, Methley and Mickleton	4.86%	0.61%	0.61%
Brackenwood and Gledhow	4.85%	2.08%	0.69%
Kirkstall	4.82%	1.03%	0.34%

Manston, Stanks	4.82%	0.54%	0.54%
Morley - Bruntcliffe, Howley Parks and Tingley	4.73%	0.53%	0.00%
Roundhay Park	4.46%	1.49%	1.49%
Chapel Allerton Village	4.44%	0.74%	1.48%
Oakwood and Gipton Wood	4.42%	0.44%	0.44%
Thornbury	4.41%	1.26%	0.63%
Yeadon - Rufford Park, Yeadon Tarn	4.39%	0.73%	0.00%
Kippax	4.34%	1.09%	0.54%
Rawdon North	4.29%	0.00%	0.00%
Cookridge, Holt Park	4.21%	1.40%	0.70%
Ireland Wood, Lawnswood	4.18%	0.60%	1.79%
East Gildersome and Morley Springfields	4.18%	0.00%	0.52%
Aberford, Barwick, Lotherton and Thorner	4.12%	0.82%	0.82%
Calverley, Farsley North	3.90%	0.65%	1.30%
Garforth	3.80%	0.63%	0.00%
Alwoodley East	3.60%	1.20%	1.20%
West Ardsley	3.54%	1.18%	0.59%
East Garforth	3.52%	1.17%	1.17%
Woodlesford, Oulton	3.49%	0.58%	1.74%
Churwell	3.49%	0.00%	1.39%
Burley	3.25%	0.38%	0.38%
Moortown Central	3.13%	0.00%	0.00%
Guiseley	3.07%	1.84%	0.61%
Otley	2.90%	1.16%	1.16%
Hawksworth Village, Tranmere Park	2.90%	0.00%	0.72%
Adel	2.63%	0.00%	0.88%
Horsforth, New Road Side, Stanhopes and Rawdon South	2.61%	0.65%	0.00%
Colton and Austhorpe	2.48%	1.24%	1.24%
Little London, Sheepscar	2.47%	0.37%	0.27%
Wetherby East, Thorp Arch and Walton	2.42%	0.00%	0.60%
City Centre, Hunslet Green and Thwaite Gate	2.38%	0.59%	0.30%
Bramham, Boston Spa and Clifford	1.62%	0.81%	1.62%
Hyde Park, Woodhouse	1.62%	0.38%	0.10%
Arthington, Bramhope, Pool and Carlton	1.54%	1.54%	0.00%
Hyde Park, Burley	1.52%	0.15%	0.08%
Headingley Central	1.34%	0.16%	0.00%
Bardsey, East Keswick, Collingham, Linton and Harewood	1.31%	1.31%	0.00%
Alwoodley West	1.25%	0.00%	0.63%
Little Woodhouse	0.98%	0.16%	0.00%
Scarcroft, Scholes and Shadwell	0.87%	0.87%	0.87%
Horsforth - Brownberries, West End	0.85%	0.85%	0.42%
Wetherby West	0.74%	0.74%	1.47%
West Park and Weetwood	0.58%	0.19%	0.00%
South Headingley	0.53%	0.21%	0.11%

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Appendix 2

Preliminary investigation into the length of time young people are not in employment, education or training (NEET).

Traditionally, NEET figures are reported as a “snapshot” indicator, i.e. as a measure of how many young people are recorded as NEET at any one point in time. Whilst useful, these figures do not provide any indication of the length of time young people are remaining within this category.

Preliminary work has been undertaken and is presented below, but further resources need to be devoted to this exercise in order to be able to compare results for different areas of the city and for priority groups.

For this exercise we have used the cohort of young people who were resident in Leeds and had their 19th birthday between 01/09/2010 and 31/08/2011, these were young people who completed Year 11 in 2008. The data reflects what happened to young people in this academic year group over the 3 years after they completed statutory education.

Using this cohort we identified the total number of days which each young person was identified as NEET. The table below summarises the findings.

Table1: NEET history of young people age 16-18

	Percentage
Total never NEET	70.9
Total who have been NEET	29.1
Total NEET for less than 6 months	9.2
Total NEET for 6-12 months	8.7
Total NEET for more than 12 months	11.2

The figures generated from this analysis are preliminary findings.

- The figures come from the Connexions database, so will be as accurate as other figures on 16-18 NEET that are reported from this database.
- The figures, therefore, do not reflect information held by other services but whose record has not been updated on the Connexions database.
- The DfE reporting requirement is for Connexions to record a client’s activity when they find out about it, which can lead to small anomalies in the data recorded. Further analysis of the casefiles would be required to determine where this has happened.
- This is only a preliminary investigation and the methodology and processes used for this exercise need to be quality assured and verified.

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Appendix 3 - Specification for Parent Carer Learning

Summary :	
<p>The provider would be required to deliver a minimum of two x 30 hour, non - accredited programmes/courses to groups of parents/carers of young people who are at risk of becoming NEET (not in education, employment or training) when they leave school. The young people at risk will be identified by the cluster (schools and family support services). The provider will be required to work in partnership with the cluster to engage and work with the parents/carers.</p> <p>Remuneration is £55 per hour of guided learning provision which equates to £1,650 per course.</p>	
Learner Eligibility:	
<p>Learners must be parents/carers of young people who present the range of indicators which predicate NEET status on leaving school.</p> <p>The young people will be identified by the clusters (schools and family support services) and may be in primary education (Years 5 & 6) or secondary education (Years 7 – 11) although it is expected that 60% will be from Years 9, 10 and 11. It is anticipated that the parents/carers of primary age children would be in a different cohort to the parents/carers of children at secondary school.</p> <p>All parents/carers must reside in the Leeds metropolitan district and be aged 19 or over (25 or over for LDD Learners or aged 16 and over if a parent/carer).</p>	
Purpose of Activity:	
<p>The aim of this provision is to engage parents/carers and support them in developing a better understanding of their children’s behaviour at home and at school. Raising the confidence and self esteem of the parents/carers will support them in helping their children to make informed choices when leaving school. It will also support the parent’s/carer’s own aspirations by helping them to consider further steps to develop their own skills and chances of improving opportunities in sustaining employment.</p> <p>The programmes will seek to impact on:</p> <ul style="list-style-type: none"> • The relationship between young people and their families • Attendance at school • Behaviour at home and at school • The risk of offending behaviour <p>The programmes will include information on the defined progression routes to employment and/or further learning such as part-time further education, other employability support or apprenticeships for the young people of the parents/carers. To this end, partnership working with local schools, clusters, attendance service and Connexions is vital.</p>	

Activity Type:

The model of activity for each group should be as follows and is non-accredited:

A total of 30 guided learning hours consisting of :

18 hours of learning that will:

- Improve understanding of teen behaviour and motivation
- Develop awareness of respectful relationships
- Develop strategies that will manage difficult behaviour
- Promote understanding of how to maximise young people's learning potential
- Build belief in the potential of all young people to achieve success
- Provide a space where parents can reflect and discuss their challenges

The above are suggested themes but in addition we would welcome innovative practice to complement these.

4 hours of support and advice that will navigate parents and carers through the range of information on the defined progression routes in secondary schools leading to employment and/or further learning such as part-time further education, other employability support or apprenticeships for the young people. This element of the course must be delivered by a provider who has expertise and a track record in this area. The provider of this element of the course may be the applicant themselves or a third party providing that they are named as a partner in the application and identified as the deliverer of this activity. This partner does not need to be from the VCFS sector.

8 hours of fun activity involving parents/carers and young people together that will build on the learning and help to further develop positive relationships between the parents/carers and their teenagers.

Providers will be expected to work closely with the schools, connexions service and through the cluster networks to identify cohorts of parents/carers and deliver the provision. The cluster(s) will be able to provide contacts to help support this piece of work and will identify young people at risk of becoming NEET.

All delivery should be tailored to the needs of the specific client groups and individuals e.g. parents who may be working.

The provider will be expected to source appropriate venues for delivery in the area(s) they work in.

Learner Numbers:

This specification aims to support an average of 8 parents/carers per course and the benefits would be enhanced further by increasing the number of parents/carers. It is recognised that the numbers on the course are however subject to appropriate numbers of young people at risk of becoming NEET being identified by the clusters.

Individual courses which fall below a minimum number of 6 will not be funded.

Delivery Period:

Activity can be delivered from March 2012 (subject to formal approval being in place by then) and must be completed by 31st July 2012.

Cross cutting Themes:

All Skills Funding Agency funded adult learning provision must embed the following key principles which also reflect Ofsted requirements:

Cross-cutting Themes

- **Equality and Diversity** – learning, teaching, training and assessment promote equality and support diversity. All commissioned providers will be required to complete the **Equality, Diversity & Community Cohesion Impact Assessment (EDCC)** at Appendix 3
- **Skills for Life** – this should be **embedded in all programmes** and comply with the strategic objectives of the **Adult Learning Skills for Life Strategy**
- **Information, Advice and Guidance** – in addition to planned activities to support the young people's progression, appropriate, timely and impartial information, advice and guidance should be embedded and available to support parent/carer **progression**. Providers will be required to submit destination data as part of the ILR contract requirements and provide progression information as required.
- **e-learning** – technology is used effectively to promote and support learning as appropriate.
- **Education for Sustainable Development** - learners develop skills, knowledge and understanding relevant to sustainable development.

The above themes are reflected in the 'outcomes for learners' and 'quality' sections of the application form.

Please note the following conditions of commissioning:

- **All activity must be completed by 31st July 2012.**
- **The use of sub-contractors will not be permitted.**
- **The Council will not fund individual courses which fall below a regular attendance of 6 unless there is prior written approval.**

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Report of Assistant Chief Executive (Customer Access and Performance) / Director of Children's Services

Report to Children's Services Scrutiny Board

Date: 15th March 2012

Subject: 2011/12 Quarter 3 Performance Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. This report presents to Scrutiny a summary of the quarter 3 performance data relevant to the Children Services Scrutiny Board. A number of key performance issues have been highlighted for Members attention.

Recommendations

2. Members are recommended to:
 - Note the positive progress in relation to the Ofsted Annual Assessment and the lifting of the Improvement Notice.
 - Note the quarter three performance information and the key performance issues raised of the number of looked after children, school place pressures and appraisals and consider if they are satisfied with the work underway to address these issues.
 - Identify any further reports or information that they may require to fulfil their scrutiny role in relation to the delivery of the outcomes for Children's Services.

1 Purpose of this report

- 1.1 This report presents to Scrutiny a summary of the quarter three performance data for 2011-12 which provides an update on progress in delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15.

2 Background information

- 2.1 A new set of delivery plans for the Council and the city were adopted by Council in July 2011 and this report is the first performance update setting out the progress in delivery of these plans. The plans and performance management arrangements that form the basis of this report have been developed alongside the revised partnership boards for the city in a whole system approach. Members will note that the delivery of City Priority Plan priorities are shared with partners across the city while the Council Business Plan sets out the Council's contribution to these shared priorities. This report whilst providing an overview of the performance relating to the City Priority Plan deliberately focuses more on the council's contribution which will best enable Scrutiny to challenge the organisation.
- 2.2 The new performance management arrangement include a number of new reports including:
- Performance Reports – these are produced quarterly for the each of the City Priority Plan priorities (these are the same as the obsessions from the CYPP) and for the 5 Cross-Council Priorities in the Council Business Plan. They are a one page summary of progress in delivering the priority including a RAG rating of overall progress. Where possible the headline indicator is shown in a graph to clearly indicate progress and the reports include a look forward to the actions due over the next 3-6 months. We have adopted the principles of outcomes based accountability in these reports.
 - Directorate Priorities and Indicators – a directorate scorecard has been produced for each directorate which sets out the high level progress against each of the directorates priorities and indicators in the Council Business Plan. These are all available on the intranet and published on the Council's website. It also includes the directorates contribution to the cross council priorities and indicators. For Scrutiny purposes these scorecards have been divided up so that each Scrutiny Board receives an update on the priorities within the remit of their Board recognising that these do not necessarily align directly to the Council's directorates in all case. Members will note that this does mean that some priorities will go to two or more Scrutiny Boards and Boards are asked to consider working jointly on any follow up inquiries or nominate a lead Board.
 - Self Assessment – each directorate has the opportunity in this section to raise any other performance issues that might not be directly represented within the directorate priorities and indicators.
- 2.3 These reports are designed to provide a high level overview of performance issues related to the City Priority and Council Business Plans only. Members will need to use this information and the discussion in their boards to identify what further reports and more detailed information they might require in order to fulfil their scrutiny role. Therefore, these reports are designed to be a starting point for the work of the board.
- 2.4 This report includes three appendices:
- Appendix 1a – Performance Reports for the 3 City Priority Plan Priorities (these are the same as the “obsessions” from the CYPP).
 - Appendix 1b – Children's Services Directorate Priorities and Indicators

3 Main issues

Performance Overview

City Priority Plan (CPP)

- 3.1 There are 3 priorities in the Children and Families City Priority Plan (NB these are also the obsessions from the CYPP) and all 3 are assessed as amber with the rating remaining the same as those reported at Quarter 2. These are:
- Help children to live in safe and supportive families – number of children looked after
 - Improve behaviour, attendance and achievement – primary and secondary school attendance
 - Increase numbers of young people in employment, education or training
- 3.2 Members will note that when the performance reports for the 3 obsessions were approved by the Children's Trust Board they included the most up to date data available at the time which was for the end of November 2011. Since then more up to date figures for the numbers of young people not in education, employment or training (NEET), whose status is not known and looked after children (LAC) have become available, for December 2011, and these are provided on the Directorate Scorecard.

Council Business Plan

Directorate Priorities and Indicators

- 3.3 There are 5 Directorate Priorities which support the delivery of the Children's Services priorities. Of these none are red, 1 is amber and 4 are green. These are supported by 10 performance indicators that can be reported at quarter three of these 1 is red, 3 are amber, 5 are green and one has no result. The one red indicator is:
- Percentage of children's homes that are rated good or better by Ofsted.
- 3.4 The number of local authority run Children's Homes rated good or better was 45% (5 of 11) at Q3; a further inspection in January has taken this to 55% with 4 remaining satisfactory and 1 inadequate. Initial Children's Home review and consultation work has been completed, except for an accompanying staffing review, the initial draft report will be ready for the end of February. This work is now informing the development of a Looked After Children's Accommodation sufficiency plan.
- 3.5 The number of complaints resolved within 20 days has improved from red to amber. This is down to more proactive case management and more targeted follow up. Meetings are held with relevant officers to follow up complaints. The complainants are also contacted to answer questions in relation to the original complaints. Many of the complaints are withdrawn when they are followed up.

Key performance issues for Children's Services Scrutiny Board

i) Looked-after children

- 3.6 At Q3 the number of looked after children continues to be high but stable within year. While there are monthly variations the quarter 3 December figure is similar to the number at the end of March. There is a national context to this with the number of children being brought into care in January 2012 hitting an all time high in England. The Children Leeds actions to address this city priority are based on: partnership early intervention and family support strategies to reduce demand over the medium term; improvements in the initial response to cases raised with children's social care; and work on the suitability, sufficiency and cost of placements that addresses both budget issues and the effective transition out of care. The outcomes for these children remains an issue for Scrutiny to monitor.

ii) Basic Need - Schools

- 3.7 The projected deficit in Children's Services' capital budget for the financial year 2014/15 constitutes a significant risk to the Council's ability to meet basic need requirements. The growth in the primary population is ongoing with current peak birth years yet to reach school age; this growth will increasingly impact on secondary places (11-16 age range) with pressure being city-wide by 2015/16. The raising of the participation age will have a further impact on provision but not necessarily school-based provision. National capital funding for schools is only confirmed a year at a time impacting on both planning and the predictability of capital deficits. Additional secondary provision is not yet factored into the level of deficit projected. This is a national issue with consequent competing demands on central government capital funding.

iii) Appraisals

- 3.8 Staff appraisals is a cross council priority and at Q3 88% of Children's services staff had had an appraisal compared to a council average of 94%. Restructuring in the Directorate has meant a significant change in the leadership and management role which has meant that some teams have not had an appropriate manager in place to conduct the 6 month review. Restructuring has also meant that a number of co-ordinators have change role and this has meant some information has not been recorded. Children's services is committed to improving performance during this next period as the directorate structure is finalised.

iii) Lifting of Improvement Notice and Improved Ofsted Annual Assessment

- 3.9 A major success for the directorate in quarter 3 was the decision by the Government to lift the Improvement Notice that Children's Services has been subject to since March 2010. There remain some significant challenges to address not just to sustain our improvements around safeguarding, but also to address some key issues around education. During quarter 3, Ofsted published their annual assessment of Children's Services, which judged children's services in Leeds to be performing adequately. This is an improvement from the previous two years when the service has been judged as performing poorly. The assessment noted that, *"The majority of services, settings and institutions inspected by Ofsted are good or better. The very large majority of provision supports children and young people well in staying safe and the large majority helps them to enjoy their learning."* The new integrated directorate is being implemented and senior staff are being appointed. As part of the new directorate, service planning, appraisal, risk and performance arrangements will continue to be strengthened. The Directorate's commitment to partnership working remains central to meeting the needs of Leeds children and young people.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report provides an update on performance information and therefore it is not a decision requirement public consultation, however, all performance information is provided to the public via the council's website.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 This report provides an information update only and therefore it is not a decision which required due regard to be given to equality and diversity. However, due regard for equality was given during the development of the City Priority Plan and Council Business Plan.
- 4.2.2 Members will note that these reports provide a high level update only in terms of equalities issues relating to the priorities. However, further analysis and more detailed information is available to underpin and support this high level assessment.

4.3 Council Policies and City Priorities

- 4.3.1 This report provides an update on progress in delivering the council and city priorities in line with the council's performance management framework.

4.4 Resources and Value for Money

- 4.4.1 There are no specific resource implications from this report; however, it includes a high level update of the Council's financial position as this is a cross council priority within the Business Plan.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 All performance information is publically available and will be published on the council and Leeds Initiative websites.

4.6 Risk Management

- 4.6.1 The Performance Reports include an update of the key risks and challenges for each of the priorities. This is supported by a comprehensive risk management process in the Council to monitor and manage key risks. CLT continue to review the corporate risk register alongside the performance information which ensures that the Council's most significant risks are effectively identified and managed.

5 Conclusions

- 5.1 This report provides an overall summary of the current performance issues relating to the priorities from our strategic plans which are relevant to the Board. These reports cannot cover everything but aim to provide an overview which the Board can use to inform their future work programme.

6 Recommendations

- 6.1 Members are recommended to:

- Note the positive progress in relation to the Ofsted Annual Assessment and the lifting of the Improvement Notice.
- Note the quarter three performance information and the key performance issues raised of the number of looked after children, school place pressures and appraisals and consider if they are satisfied with the work underway to address these issues.
- Identify any further reports or information that they may require to fulfil their scrutiny role in relation to the delivery of the outcomes for Children's Services.

7 Background documents

- City Priority Plan 2011-15
- Council Business Plan 2011-15
- Council and City Performance Management Framework (Draft)

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Meeting: Children's Trust Board 30 January 2012
Population: All children and young people in Leeds
Outcome 1: Children and Young People are safe from harm
Priority 1: Help children to live in safe and supportive families
LCC lead: Steve Walker
CTB lead: Jane Held and Bridget Emery

Why is this an obsession Outcomes for children are better when they are able to live safely within their own family and community. The high numbers of looked after children in Leeds impacts on the resources available to provide preventative services aimed at supporting children to live within their families safely.

Amber



RAG: Efforts are impacting on a reduction in the numbers entering care. **DOT:** Marginal reduction in numbers of looked after children

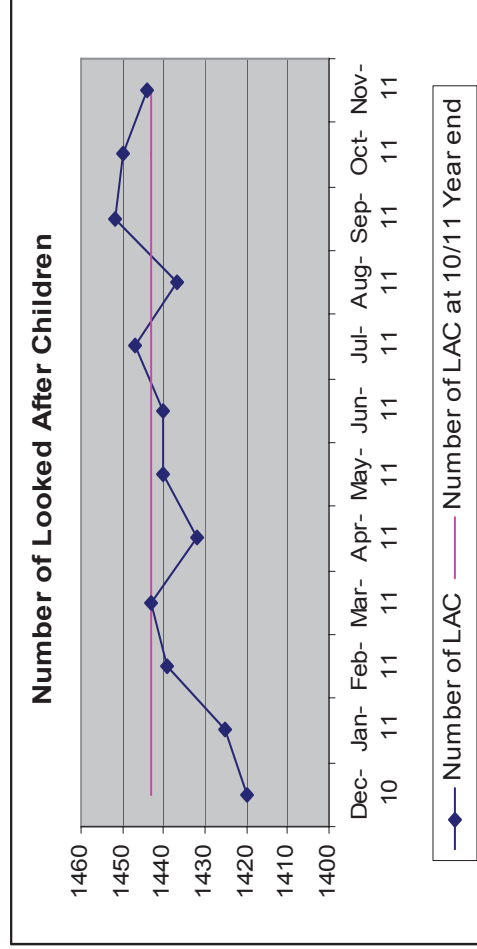
Story behind the baseline

The overall numbers of looked after children in Leeds continues to be on an upward trend with 1444 looked after children at the end of November, 24 more than 12 months previously. The rate per 10,000 dropped slightly in November from 95.3 to 94.9 (6 children) but remains in line with the Core Cities comparator group 10/11 position. The rate at which children are entering care in Leeds has been on a downward trend since 2007/08. This trend has continued into the current year. If the rate of entry to care so far this year remains unchanged total numbers entering care for the full year would be 376. Since 2007/08 the rate of children leaving care has also been on an overall downward trend. Although this year there are signs of a levelling off of this trend. If current rates of leaving care continue 418 episodes of care will have ceased by the end of March 2012.

Numbers entering and leaving care 2007 - 2011

	2007-08	2008-9	2009-10	2010-11	April-Nov 2011
Entering	508	448	463	425	282
Leaving	503	474	387	401	279

Curve: Number of looked after children



The number of IFA's and external residential placements has continued to grow throughout this financial year although external placement numbers in the 3rd Quarter have remained fairly stable. (276 IFAs and 101 external residential placements at 18/12/11). Work is ongoing to reduce the average weekly cost of IFAs and external residential placements through regional collaboration. Target savings are 2.5% on IFAs (current weekly average cost £780) and 5% on external residential placements (current weekly average cost £2850).

What do children and young people think As part of the review of the Looked After Children Strategy, young people from the Have a Voice Council, Corporate Carers and the LAC Operational Group are considering progress against the CYP outcomes. The first consultation took place with young people on 14th December, focussing on the "Having Fun Growing Up" outcome. Young people contributed ideas for improving their experiences of being looked after.

Looked after young people were consulted on "The Promise" in July and September. Responses highlighted the importance of feeling listened to, being able to make decisions about their lives, being helped to keep in contact with their families, staying healthy and safe. The findings were presented to Corporate Carers in Dec 2011

What we have done

- Improved our Ofsted rating for safeguarding from Inadequate to Adequate (with Good capacity to improve) and had our Notice to Improve lifted.
- Adopted the findings of the universal review. Early Start Team is now in place in Seacroft/Manston.
- All 3 early adopter clusters and a number of other clusters have held OBA workshops on "reducing the need for children to be in care".
- Additional resources have been identified for approx. 18 posts across the city.
- Family support services have been re-modelled and will be delivered to families where there is a high risk of children entering care or custody from January 2012.
- Appointed two MST Supervisors and interviews underway for 8 therapists.
- Recruits will attend full MST training in January, significantly increasing capacity of the team from February 2012, to provide increased intensive support to families (where one or more children have recently become looked after) to return children home where appropriate and safe. Also agreed for the MST service to accept direct referrals from the Youth Court Team.
- Following introduction in July 2011 of new "Strengthening Families" model of child protection conferences, improved decision making has been promoted and the model is being well received by families and professionals.
- Increased resource to Independent Reviewing Team and IRO role strengthened, particularly to provide challenge and ensure plans for permanence are in place.
- A new Fostering and Adoption Recruitment and Assessment Manager appointed. Communication Strategies have been reviewed and new website is being launched in March '12. Potential fosterers and adopters searching on Google now see LCC's fostering and adoption site first. This has already generated more expressions of interest.
- Re-visited plans for children looked after (under a voluntary agreement with parents) to check plans to return home were being expedited where appropriate.

What works locally

The TSL role, being piloted in JESS, Inner East and Bramley is beginning to show some success. All three pilot clusters now have in place a list of their most vulnerable families. Using the Top 100 methodology they have identified those families that need a coordinated support package, and have identified the most appropriate lead agency.

New actions

- Undertake OBA workshops in all 27 clusters on reducing the need for children to become looked after.
- Increase use of the Common Assessment Framework (CAFs).
- It is proposed to use the Common Assessment Framework as primary assessment tool for children with complex needs.
- Implement the recommendations from the review of "Front door" practice (as agreed by LSCB) in late March 2012.
- Resources identified and business case approved for expanded Family Group Conference service. Recruitment and training now to be undertaken.
- Identify premises for the MST service in the South and West North West areas.
- Complete recruitment to an expanded Family Group Conference service.
- Develop a systematic process for reviewing children subject to Special Guardianship Orders to identify and meet post SGO support needs.
- Leeds to hold a multi-agency OBA session on developing a response to the Government's Troubled Families Initiative on 28th Feb.
- Identifying children (0-5) subject to CPPs to provide them with children's centre services, particularly 2 year olds for child care/early learning (using govt. funding).
- Following completion of the review of the Placement Service (for looked after children), the business case for a new structure to be considered by CSLT.
- Residential Review to be completed.

Data development

A review of management information needs is underway which aims to identify current gaps and agree solutions which will meet partnership and business and needs. More regular information is being made available to clusters on referrals, CAFs and requests for service.

Performance Monitoring tool developed for the new Family Intervention Service providers to be implemented in January. This will provide regular information on the effectiveness of the new service and outcomes achieved for children and families.

Partners with a role to play

Children and young people, parents, schools, health visitors, family outreach workers, police, VCFS, childcare services, Youth Offending services. Community groups, drug and alcohol services, probation, adult services, housing, media, business, GPs, transport services, mental health (CAMHS).

Children's Trust – Children and Young People's Plan Report Cards January 2012

Meeting: Children's Trust Board - 30 January 2012 **Population:** Pupils in Leeds schools (Years 1-11)
Outcome 2: Children and young people do well at all levels of learning and have the skills for life **Priority 3a:** Improve behaviour, attendance and achievement
LCC lead: Paul Brennan **CTB lead:** To be confirmed at 30 Jan CTB meeting

Why is this an obsession There are strong links between attendance, attainment, being NEET and youth offending. Particular pupil groups who experience multiple poor outcomes are more likely to have poor attendance, e.g., those living in deprived areas; looked after children; pupils eligible for free school meals; pupils with special education needs and some BME groups.

RAG: Longer-term gap to national performance **Direction of travel:** Some indicator improvements in 2010/11

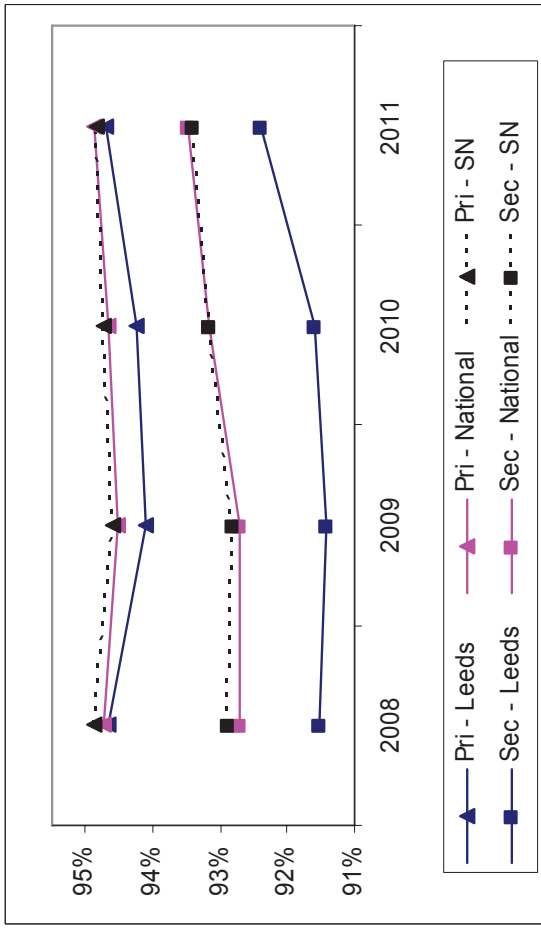
Amber

Story behind the baseline

The vast majority of children in Leeds attend school regularly without the need for any additional or targeted support. However a significant cohort of children in Leeds miss an unacceptable amount of school. The reasons for irregular school attendance are complex and are often located in a child's home or family circumstances and the wider community, not only school. Illness is the biggest reason for absence across all phases. Medical and dental appointments during school hours also contribute to around 5% of all absence from school. In the primary phase, it is significant that poorest attendance is seen in year 1. This is a trend reflected nationally and is therefore not just a Leeds issue.

The level of "agreed family holidays" is lower in Leeds secondary schools than nationally, whereas "not agreed family holidays" are higher. This evidences Leeds' schools willingness to challenge requests by parents to remove their children from school for holidays. Primary pupils, however, are twice as likely to be absent from school during term time due to requests for holidays which possibly reflects a disparity between parental attitudes to the importance of the primary curriculum. Many clusters are taking collective action in their 'turning the curve' action plans to develop consistency around authorising term-time holiday requests. The number of persistently absent (PA) pupils, who miss 15% or more of school, has been falling in Leeds primary and secondary schools, but remains above national levels. There is a significant over-representation of pupils in the secondary PA cohort who are eligible for free school meals, and pupils who have special educational needs; in particular pupils whose need is classified as "School Action Plus."

Curve: School attendance rates¹



¹ Half-terms 1 to 4 of the 2010/11 academic year, the most recent period for which comparative data is available. Source: school census. SN = statistical neighbour

What do children and young people think As part of local research undertaken into the reasons for persistent absence, young people told us that the key factors in absence are: problems at home and with parents; issues with the curriculum and lessons; and bullying was also mentioned as a factor. Groups such as young carers had particular issues affecting their school attendance.

What we have done

- The Leeds Education Challenge makes a city-wide pledge to ensure that, "Every child and young person of school age will be in school or in learning." Two activity strands of the Leeds Education Challenge – families and community engagement and the 14-19 strand - have a focus on improving attendance.
- The roll out is in progress of the Targeted Services Leaders who will be responsible for deploying the Attendance Improvement Officers employed by LCC. A pathfinder approach may be taken with some clusters testing out the model where there are already Targeted Service Leaders in post. Work is taking place on the service level agreement that would need to be in place and discussions with clusters about how they could deliver this function are taking place.
- There are a significant number of clusters who are developing best practice around support for attendance. For example, the Bramley cluster are already using the "Top 100" methodology to take a broad view of families in need and to allocate lead practitioners to best effect. Other clusters are developing multi-agency "Care and Support" meetings to deliver family support around a range of needs. Use of the Common Assessment Framework is being promoted.

What works locally

Early intervention by schools at the first sign of falling attendance levels tends to be most effective, through initiatives such as first day absence calls and texting. Challenging parental responses to illness and requests for term-time holidays can also help improve attendance, as can incentive schemes that reward good and improved attendance; working directly with families through family outreach; and encouraging partnership responses to poor attendance.

Partners with a role to play Children and young people, parents, schools, health visitors, family outreach workers, police, VCFS, childcare services, community groups, drug and alcohol services, probation, adult services, housing services, Connexions, media, business, Chamber of Commerce, GPs, transport services.

New actions

- As at December 2011, 21 clusters have held Outcomes Based Accountability workshops to gather a wide range of partners, to address attendance and persistent absence. From these workshops "Turning the Curve" activity plans that have been produced. A consistent theme and commitment in these plans is to early intervention. Some examples of actions identified within clusters are:
- Engaging with parents where attendance is low in nursery, or at children's centres, to embed good practice before starting school.
 - The use of parenting classes to help families create routines that support regular school attendance.
 - Working with parents who may themselves have had negative experiences of education, to reinforce the importance of attendance and its positive impact on attainment.
 - The use of minibuses, walking buses or door-knocking by family support workers to ensure that children set off from home and come into school.
 - Reward schemes for parents who improve their children's attendance, as well as for the young people themselves.

Data development

A dashboard is currently being developed to report attendance monthly to clusters, including persistent absence and unauthorised absence. There are some coverage issues to resolve, so that all schools are included. Circulation is scheduled for the spring term.

Children’s Trust – Children and Young People’s Plan Report Cards January 2012

Meeting: Children’s Trust Board - 30 January 2012 **Population:** Young people of academic age 16, 17 and 18 (age on 31 Aug)
Outcome 2: Children and young people do well at all levels of learning and have the skills for life **Priority 4a:** Increase numbers in employment, education or training (EET)
LCC lead: Paul Brennan **CTB lead:** Martin Fleetwood and Diana Towler

Why is this an obsession Being in EET increases young people’s confidence, prospects and economic independence and therefore supports the city’s overall economic performance. By targeting groups and areas where NEET is a particular challenge, we can raise aspirations and prospects for young people who often have multiple poor outcomes. The current economic downturn presents challenges for young people looking to enter the workplace for the first time.

RAG: Gap to national performance **Direction of travel:** Good rates of young people in learning

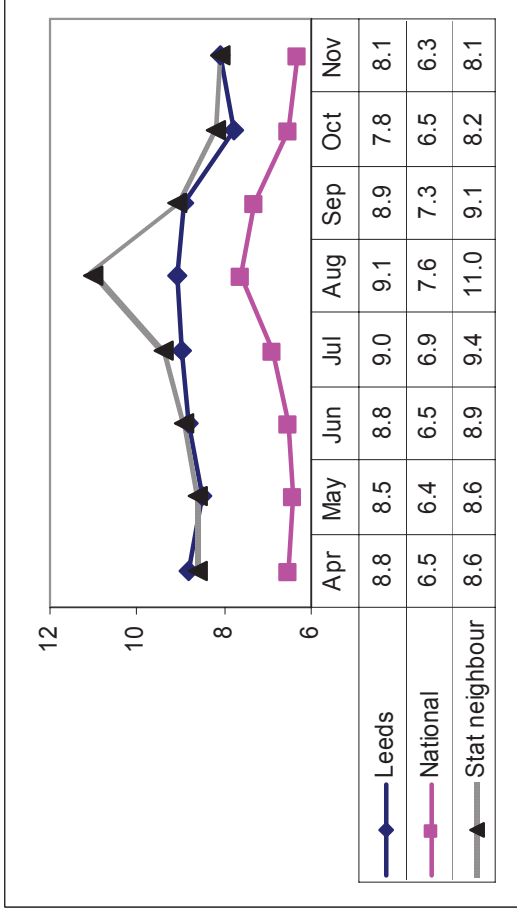
Story behind the baseline

At the end of November there were 1926 NEET young people in Leeds who were known to the Connexions service. Leeds has a higher NEET rate than national levels. The rate of young people in learning (78.4%) is slightly above the national level. The rate in learning is important to monitor alongside NEET rates, for when raising the participation age (RPA) to 18 comes into effect in 2015.

The government monitors local authority performance based on data from November to January each year. The Leeds NEET rate for November 2011 was 8.1%, compared to 9.2% in November 2010. Affecting the baseline is a rise in the proportion of young people whose status is ‘Not Known’ to 11.4% (2770 young people), compared to 7.8% in November 2010. Where young people’s status is unknown, they cannot be targeted for support. The rise in Not Knowns is in part down to national reductions in funding for Connexions services. Levels of ‘Not Known’ have also risen to a similar rate nationally (11.2%, Nov 11).

Young people become NEET for complex and diverse reasons. NEET levels are higher in deprived areas, and for teenage parents, young people with special educational needs, those with lower school attendance, lower levels of qualifications and young offenders. NEET rates are more than 50% among young parents and pregnant young women. Transition between learning opportunities can trigger disengagement; as can missing out on good quality impartial information, advice and guidance (IAG). Family networks have a major influence on a young person’s decision-making. Improvement activity includes work with families to ensure young people are positive about their ability to succeed, access to IAG to help choose the right learning pathway; and support at transition points. Risks include: changes to the provision of careers education and IAG with more responsibility for schools in September 2012, but without increases in funding; reductions in post-16 funding for all providers, but that will hit schools particularly hard; and changes to which vocational qualifications count in the performance tables. Another factor is the economic downturn and its likely impact on apprenticeship and other employment opportunities.

Curve: Percentage of young people who are NEET (April-Nov 2011)



Amber

What do children and young people think A diverse group of NEET young people were consulted as part of the development of the Children and Young People's Plan. Young people said that the current economic climate had a big impact on their employability, however they also experienced other difficulties in finding employment, education or training, such as: difficulties using the systems in Jobcentres; access to IT to apply for jobs or courses; lack of confidence; struggling with interview skills; travel and financial barriers; poor reading and writing skills; and coping with complex personal circumstances.

What we have done

- Work is continuing with schools to support them in meeting new statutory requirements for careers education and IAG responsibilities.
- Leeds City Council has invested over £400,000 with matched funding from Leeds City College and Jobcentre Plus as part of the YOUTH Inspire programme, managed by Learning Partnerships which will support 580 young people aged 16-24 to access the support and skills training needed to help them secure a job, apprenticeship or further work-related training.
- In the autumn term high schools received NEET rates for 16-18 year olds (Years 12-14) previously at their school; allowing them to see outcomes for their former pupils and focus resources on current pupils at risk of becoming NEET.
- Arrangements for administering the new 16-19 bursary scheme are now in place.
- To increase parental engagement, parent and carer advice pages have been developed on Leeds Pathways. There is a development plan in place to ensure that labour market information that is accessible to young people and parents is available on Leeds Pathways. This will include video clips of local employers explaining the qualities they look for.

What works locally

Accurate data and tracking, increased information sharing and improved learning options have all contributed to reducing NEET. At the same time the loss of some funding and the economic downturn pose major challenges.

Partners with a role to play Adult social care, schools and FE colleges, Connexions, housing services, young people, parents and family, employers, 14-19 confederations, Jobcentre Plus, offsite providers

New actions

- The Education Business Partnership are making funding available for secondary schools to take up programmes that will help young people develop the skills they need to make the transition into work and improve their career management skills.
- Training is being offered to primary schools about career-related learning in Key Stage 2. Some children growing up in workless households may assume that the world of work is not them; career related learning can help raise aspirations from a young age.
- Plans are being developed to prepare for RPA, including identifying the needs of priority groups who do not engage with the current learning offer, through the 11-19 (25) Learning and Support Partnership and its sub-groups.
- One of the priorities of the Child Friendly City programme is to increase work experience opportunities across the city; and to ensure that young people know where to go to find out about job vacancies, apprenticeships, work experience and careers IAG. Young people will be leading work to make this priority happen.
- Increase understanding of the help available through Jobcentre Plus as a result of the introduction of the Youth Employment Support offer and the development of the Youth Contract.

Data development

- Planning for systems and data transfer processes in preparation for the end of the Connexions service.
- Improved data exchange agreements to reduce the tracking of young people who are in contact with other services, e.g., Jobcentre Plus and the National Apprenticeship Service.

2011/12 Children's Services Directorate Scorecard

Reporting Period :

Quarter 3 2011/12

Contribution to Cross Council Priorities	Progress Summary	Overall Progress	Supporting Measures	Q1	Q2	Q3	Q4
Appraisals	<p>Restructuring in the Directorate has meant a significant change in the leadership and management role which has meant that some teams have not had an appropriate manager in place to conduct the 6 month review. Restructuring has also meant that a number of co-ordinators have change role and this has meant some information has not been recorded. Neither of these staffing issues is likely to get resolved much before end of March as recruitment is ongoing.</p> <p>CSLT leadership team have been made aware of the current picture and the full leadership team will be discussing the current picture and identifying local level actions at a full leadership event on 27 January.</p>	Amber	Every year 100% of staff have an appraisal	19%	87%	88%	
Staff engagement	<p>The results of the employee engagement survey were shared with the full leadership team at a leadership event on Friday 27 January – this event included all tier 3 and 4 leaders as well as chief officers and deputy directors. Following discussions 2 directorate objectives were agreed – the wording of which is still to be finalised. It was also agreed that we would do a directorate based communication around 'you said this... we are doing this....' to go live shortly.</p>	Amber	increase the level of staff engagement	N/A	N/A	72%	
Consultation	An interim assessment made in Quarter 3 suggest that significant improvements in performance against this indicator have been achieved in Q3. Quality assurance suggests that reports are being written in different templates, especially school-related issues, which may be fine, but we may need to explore whether such reports should be included in the VAL3 count.	Green	Every year we will be able to evidence that consultation has taken place in 100 per cent of major decisions affecting the lives of communities	Indicator being developed - to be reported in Quarter 4			
Equality	Qualitative analysis undertaken suggests that this result may not reflect the true position within the Directorate. The agreed definition that is being used for this indicator is very specific in terms of requiring report authors to make reference to screening forms or equality impact assessments (EIA). There are some examples where due regard to equality through a screening form or EIA has been given but has not been explicitly referenced within reports, this is a particular issue for Design and Cost reports. The Directorate has undertaken analysis and where a negative result was recorded all the reports related to school developments. Screenings had been undertaken and reported on at an earlier stage in the process however this was not included in the narrative within the reports. Work has taken place to ensure future reports will report this. The Equality Team are working with directorate colleagues to ensure ongoing improvements are made.	Amber	Every year we will be able to evidence that equality issues have been considered in 100 per cent of major decisions	Indicator being developed - to be reported in Quarter 4			
Keep within budget	Overspend mainly reflects the cost of increased numbers of externally provided residential and fostering placements, £10.2m. This is offset by savings in employee costs, £0.9m, the distribution of the remaining £1.6m Education Leeds operating surplus and £2m of costs more properly charged against standards fund grant.	Red	No variation from agreed directorate budget in the year	£7,797,000 overspend	£4,911,000 overspend	£3,840,000 overspend	

Directorate Priorities	Progress Summary	Overall Progress	Supporting Measures	Q1	Q2	Q3	Q4
Create the environment for effective partnership working	The lifting of the Improvement Notice gives confidence that partnership arrangements across the city are much improved and characterised by shared commitment and responsibility. An updated improvement plan, that outlines how further progress will be sustained is in the process of being developed. The Children's Trust Board will be instrumental in monitoring this improvement plan. A review has taken place of the sub-group structure of the Children's Trust Board that has included ensuring that any changes dovetail with the Leeds Initiative's other partnership arrangements. The relationship with the shadow health and well-being board continues to develop productively.	Green					
Deliver the Children and Young People's Plan (CYPP) with the aim of creating a Child Friendly City	The ambition to make Leeds a child friendly city has now been recognised and given prominence through the Vision for Leeds and the City Priority Plan 2011 to 2015. This high-level commitment, demonstrated through the series of launch events that took place in September, is immensely helpful in engaging a broad range of partners in working towards making the ambition a reality. Consultation activity with young people has identified 14 priorities over five themes. There is support from the Yorkshire Evening Post to run a series of features on the child friendly city and to institute child friendly city awards in a range of categories. Leeds Trinity and Leeds University have made suggestions for working with the partnership on child friendly city initiatives. Child friendly city ambassadors are being recruited to promote the child friendly city priorities and pledges. December's full council meeting on the state of the city report included child friendly city breakout sessions led by children and young people.	Green					
Put in place a joined-up children's directorate	Appointments have now been made to a number of the posts in the tier 3 and 4 leadership structure, and these staff formally took up their posts at the start of January 2012. After a second round of recruitment in December 2011, the Deputy Director for Learning, Skills and Universal Services post remains vacant, with cover provided through interim leadership capacity. Expressions of interest are taking place in January for a headteacher to take on this leadership role for an initial period of six months, after which the arrangements will be reviewed.	Amber	Complete restructure of children's services	Amber	Amber	Amber	
Build a strong relationship with schools which delivers improved outcomes and develops their role in their local area	During quarter 3, work took place to underpin the Leeds Education Challenge; developing the governance and working arrangements to drive this work forward. In November representatives from across schools joined nationally recognised experts to put some more detail and substance to our plans. School representation will also start to become more closely incorporated into the directorate's leadership, as during quarter 4 we will be establishing a group of between five and ten heads who will meet regularly in support of the interim deputy director leadership model (described above) and work closely with the leadership team to focus on the three key areas of the Leeds Education Challenge: teaching and learning; leadership and management; and schools in challenging circumstances. This approach puts headteachers right at the heart of our leadership arrangements.	Green					
Develop a high performing and skilled workforce	Q3 has seen the momentum maintained around critical development activity, in particular Restorative Practice. Three RP sessions have taken place in the three different areas of Leeds and a number of colleagues had the opportunity to meet with Ted Wachtel and colleagues from Hull in November. Two successful whole school events have taken place at Carr Manor, the second combining RP and OBA. This year's Step Up to social work programme has been recruited in the region and we will once again be offering placements to participants. Discussions are ongoing re: the new social work standards in particular around the first year in social work practice – a directorate wide approach will need to be agreed and in place for September 2012 Recently appointed leaders have had feedback from their assessment centres and all now have an individual development plan. The whole service was reviewed by our internal liP reviewers in November and the directorate shows considerable improvement against all the indicators compared to the last review. Just over 1000 staff participated in the recent employee engagement survey and results of both this and liP will be shared with senior colleagues shortly	Green					

			Increase percentage of children's homes that are rated good or better by Ofsted	50%	45%	45%	
			Increase percentage of council-run children's centres that are rated good or better by Ofsted	83%	85%	87%	
			Increase percentage of pupil referral units rated good or better by Ofsted	67%	67%	67%	
			Maintain percentage of initial assessments carried out by social care within timescale	85.9%	80.1%	81.9%	
			Maintain percentage of in-depth (or core) assessments carried out by social care within timescale	91.8%	88.9%	89.0%	
			Increase percentage of children in care with a qualified social worker	99.4%	100%	99.9% ¹	
			Increase percentage of children with a child protection plan with a qualified social worker	99.7%	100%	100%	
			Increase percentage of complaints resolved within 20 days	63%	62%	76%	
			Increase percentage of complaints resolved by the initial investigation	96%	95%	available late Feb ²	

Self Assessment

A major success for the directorate in quarter 3 was the decision by the Government to lift the Improvement Notice that Children's Services has been subject to since March 2010. There remain some significant challenges to address not just to sustain our improvements around safeguarding, but also to address some key issues around education. During quarter 4 meetings will take place with the DfE to monitor progress, which will reference performance on some of the indicators above.

During quarter 3, Ofsted published their annual assessment of Children's Services, which judged children's services in Leeds to be performing adequately. This is an improvement from the previous two years when the service has been judged as performing poorly. The assessment noted that, "The majority of services, settings and institutions inspected by Ofsted are good or better. The very large majority of provision supports children and young people well in staying safe and the large majority helps them to enjoy their learning." The new integrated directorate is being implemented and senior staff are being appointed. As part of the new directorate, service planning, appraisal, risk and performance arrangements will continue to be strengthened at all levels to support partnership work.

A new improvement plan is being developed to support the CYPP implementation and to provide the platform to achieve our longer-term ambitions of being "outstanding." As part of our improvement arrangements, the directorate will continue to draw on external expertise, support and challenge. We are in the process of setting up a new Leeds Children's Services Challenge and Support Panel, with input across a range of disciplines and from inside and outside the city, to meet twice a year, to maintain the focus on improvement.

Notes

1- Two looked after children did not have a qualified social worker allocated to them on 31 December 2011. Their key worker at the time was a specialist pathway planning advisor and both young people now have a qualified social worker allocated to them.

2 - The percentage of quarter 3 complaints resolved within 20 working days can only be calculated 20 working days after the end of December, and complainants have 20 working days after this point to decide if they wish to take a complaint to stage 2.

3 - Snapshot indicator, as at 30 June 2011, 30 September 2011 and 31 December 2011.

4 - Half-terms 1 to 4 of the 2010/11 academic year. The January school census that contains attendance data for half-terms 1 and 2 of the 2011/12 academic year will be available later in spring 2012.

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Children and Families)

Date: 15th March 2012

Subject: Inquiry on service redesign for children with disabilities, special educational needs and additional health needs. – Draft Final Report & Recommendations

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. In March 2010 the Executive Board considered a review of the organisation of children's services delivery in Leeds, and agreed to create a single Integrated Children's Service within the council by 1 April 2011. This would bring Education Leeds back into the council.
2. The Children's Services Scrutiny Board agreed in June 2010 that it would carry out an inquiry into the proposed redesign of services, focusing on the provision of services for children with disabilities, special educational needs and additional health needs (and their families).
3. This inquiry has been completed.
4. The draft scrutiny inquiry report will follow and will be available prior to the meeting.

Recommendations

5. Members are asked to consider the Board's draft final report and recommendations following completion of its deliberations on this issue.

1.0 Corporate Considerations

(a) Consultation and Engagement

- 1.1 Scrutiny Board Procedure Rule 13.2 states that "where a Scrutiny Board is considering making specific recommendations it shall invite advice from the appropriate Director(s) prior to finalising its recommendations. The Director shall consult with the appropriate Executive Member before providing any such advice. The detail of that advice shall be reported to the Scrutiny Board and considered before the report is finalised."
- 1.2 The Director of Children's Services will be consulted and his advice and comments will be submitted to Members when considering their final report.
- 1.3 Where internal and external consultation and engagement processes have been undertaken with regard to this particular inquiry, details of any such action is referenced within the inquiry report.

(b) Equality and Diversity / Cohesion and Integration

- 1.4 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced within the inquiry report.

(c) Council Policies and City Priorities

- 1.5 This section is not relevant to this report

(d) Resources and Value for Money

- 1.6 Details of any significant resource and financial implications linked to the Scrutiny Inquiry will be referenced within the inquiry report.

(e) Legal Implications, Access to Information and Call In

- 1.7 This report does not contain any exempt or confidential information.

(f) Risk Management

- 1.8 This section is not relevant to this report.

2.0 Conclusions

- 2.1 Scrutiny Board (Children and Families) has completed its inquiry on service redesign for children with disabilities, special educational needs and additional health needs. The Board is now in a position to report on its findings and its conclusions and recommendations resulting from the evidence gathered.

3.0 Recommendations

3.1 Members are asked to consider the Board's draft final report and recommendations following completion of its deliberations on this issue.

4.0 Background documents

None

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Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Children and Families)

Date: 15th March 2012

Subject: Work Schedule

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1 Purpose of this report

1.1 The purpose of this report is to consider the Scrutiny Board's work schedule for the forthcoming municipal year.

2 Main Issues

2.1 A draft work schedule is attached as appendix 1. The work programme has been provisionally completed pending on going discussions with the Board. The work schedule will be subject to change throughout the municipal year.

2.2 Also attached as appendix 2 and 3 respectively are the minutes of Executive Board for 10th February 2012 and the Council's current Forward Plan relating to this Board's portfolio.

3. Recommendations

3.1 Members are asked to:

- a) Consider the draft work schedule and make amendments as appropriate.
- b) Note the Executive Board minutes and Forward Plan

4. Background papers

None used

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Scrutiny Board (Children and Families) Work Schedule for 2011/2012 Municipal Year

Area of review	Schedule of meetings/visits during 2011/12		
	June	July	August
reducing the numbers of looked after children	Consider potential scope of review SB 23/06/11 @ 9.45am	Agree scope of review SB 21/07/11@ 9.45am	
improving attendance	Consider potential scope of review SB 23/06/11 @ 9.45am		
increasing the number of young people in employment, education and training	Consider potential scope of review SB 23/06/11 @ 9.45am		
Children's Social Care System Review			WG 10/08/11 @ 10.00am
Board initiated piece of Scrutiny work (if applicable)	Consider potential areas of review		
Recommendation Tracking		Formal response to the Scrutiny Inquiry into School Balances Quarterly recommendation tracking report SB 21/07/11 @ 9.45am	
Performance Monitoring			

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Scrutiny Board (Children and Families) Work Schedule for 2011/2012 Municipal Year

Area of review	Schedule of meetings/visits during 2011/12		
	September	October	November
reducing the numbers of looked after children	Evidence gathering SB 8/09/11 @9.45am Working groups and visits 20/09/11 @ 9.00am 28/09/11 @ 1.00pm	Evidence gathering SB 6/10/11 @9.45am Working groups and visits 6/10/11 @ 2.30pm 18/10/11 @ 11.00am 19/10/11 @ 2.00pm	Evidence gathering SB 10/11/11 @9.45am Working groups and visits 15/11/11 16/11/11
improving attendance	Agree scope of review SB 8/09/11 @9.45am		Evidence gathering SB 10/11/11 @9.45am Working groups and visits 24/11/11
increasing the number of young people in employment, education and training			Agree scope of review SB 10/11/11 @9.45am
Children's Social Care System Review		WG 24/10/11 @ 2.00pm	
Youth Services			
Recommendation Tracking		Quarterly recommendation tracking report SB 6/10/11 @ 9.45am	
Performance Monitoring			Ofsted inspection report SB 10/11/11 @ 9.45am

Scrutiny Board (Children and Families) Work Schedule for 2011/2012 Municipal Year

Area of review	Schedule of meetings/visits during 2011/12		
	December	January	February
reducing the numbers of looked after children	Visits 5/12/11		Draft inquiry report SB 09/02/12 @9.45am
improving attendance	Evidence gathering SB 8/12/11 @9.45am (To take place in selected clusters)		
increasing the number of young people in employment, education and training			Evidence gathering - Session 1 Working groups and visits tbc
Children's Social Care System Review		WG date tbc	
Youth Services	WG 16/12/11 @10.00am		
Recommendation Tracking		Quarterly recommendation tracking report SB 12/01/12 @ 9.45am	
Performance Monitoring		Quarter 2 performance report SB 12/01/12 @ 9.45am Children's Services Improvement Plan SB 12/01/12 @9.45am Outcomes for Looked After Children SB 12/01/12 @ 9.45am	

Scrutiny Board (Children and Families) Work Schedule for 2011/2012 Municipal Year

Area of review	Schedule of meetings/visits during 2011/12		
	March – 15th	April – 26th	May
reducing the numbers of looked after children		1) Directors Response to External Placements inquiry Report 2) Residential Home Review	
improving attendance		Inquiry Report for Agreement	
increasing the number of young people in employment, education and training	Evidence gathering – Session 2 Visits – igen 14 th March Leeds City College – 20 th March	Evidence gathering – Session 3	
Children's Social Care System Review			
Youth Services	Working group meeting – 29 th March 2012		
Recommendation Tracking		Quarterly recommendation tracking report	
Performance Monitoring	Quarter 3 performance report		

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EXECUTIVE BOARD

FRIDAY, 10TH FEBRUARY, 2012

PRESENT: Councillor K Wakefield in the Chair

Councillors J Blake, A Carter, M Dobson,
R Finnigan, S Golton, P Gruen, R Lewis,
A Ogilvie and L Yeadon

183 Late Items

There were no late items as such, however, it was noted that 2 pages which due to a printing error had been omitted from paper copies of the agenda, had been circulated prior to the meeting for consideration (Minute No. 197 referred).

In addition, with the agreement of the Chair, a response to agenda item 13 entitled, 'Deputation to Council: 16th November 2011: National Federation of the Blind', from the Leeds Branch of the National Federation of the Blind had been circulated to Board Members at the meeting for their consideration (Minute No. 187 referred).

184 Declarations of Interest

Although no declarations of interest were made at this point in the meeting, declarations were made at later points in the meeting (Minute Nos. 190 and 201 referred respectively).

185 Access to Background Papers

In responding to enquiries which had been recently raised, the Chief Executive confirmed that all statutory requirements had been fulfilled with respect to Background Papers on the current Executive Board agenda, but emphasised that further work would be undertaken into how the referencing of such background documents could be improved in the future.

186 Minutes

RESOLVED – That the minutes of the meeting held on 4th January 2012 be approved as a correct record.

ADULT HEALTH AND SOCIAL CARE

187 Deputation to Council 16th November 2011 - National Federation of the Blind

The Director of Adult Social Services submitted a report responding to the deputation made to Council on 16th November 2011 by the Leeds Branch of the National Federation of the Blind. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

With the agreement of the Chair, a response received from the Leeds Branch of the National Federation of the Blind had been circulated to Board Members at the meeting for their consideration.

Clarification was provided by the Director of Adult Social Services that the reference within Appendix 2 to the submitted report should read as 'Action for Blind People' and not 'Action for the Blind'.

Having responded to Members' enquiries regarding the transfer of information which had occurred between contractors, the Executive Member for Adult Health and Social Care together with the Director of Adult Social Services assured the Board that dialogue would continue with all relevant parties in order to address the concerns which remained in respect of this issue.

In concluding the discussion, it was requested that Scrutiny Board (Health and Wellbeing and Adult Social Care) continued to be involved in the resolution of this matter, and that Executive Board Members, together with Group Leaders were kept informed of any further developments.

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That the actions currently being undertaken by Adult Social Care and Leeds Vision Consortium to address the points raised by the Deputation be noted.

RESOURCES AND CORPORATE FUNCTIONS

188 Financial Health Monitoring 2011/12 - Month 9

The Director of Resources submitted a report setting out the Council's projected financial health position after nine months of the financial year. The report reviewed the position of the budget after eight months and commented on the key issues impacting on the overall achievement of the budget for the current year. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members highlighted the positive impact of the one-off sources income received by the Council during the financial year upon the current budgetary position.

In responding to a Member's specific enquiry, the Director of Environment and Neighbourhoods undertook to provide the Member in question with a briefing on an ongoing litigation matter within Housing.

In conclusion, the Board paid tribute to the robust management of the budget which had taken place throughout the current financial year.

RESOLVED – That the projected financial position of the authority after the three quarters of the financial year be noted.

189 Revenue Budget 2012/13 and Capital Programme

(A) Revenue Budget and Council Tax 2011/2012

Further to Minute No. 154, 14th December 2011, the Director of Resources submitted a report on the proposals for the City Council's Revenue Budget for 2012/2013, on the Leeds element of the Council Tax to be levied in 2012/2013 and on Council House rents for 2012/13, which had been prepared in the context of the Council's initial budget proposals agreed by Executive Board in December 2011, the Local Government Finance settlement and the results of the budget consultation. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Whilst introducing the report, the Chair paid tribute to all of those who had been involved in preparing the Council's budgetary proposals.

In responding to Members' enquiries, the Board received an update in respect of the current position regarding shared services with other local authorities, and an undertaking was given that a briefing note would be provided to Group Leaders on this matter. In addition, the Board also received clarification with regard to the Capital Receipts Incentive Scheme, which was to confirm that the scheme did not apply to the sale of assets already assumed within the Capital Programme. It was also confirmed that the budget proposed did not reduce current Area Management funding.

Members welcomed the proposed Council Tax freeze for 2012-13 and requested that representations were made to the Government regarding the need for such funding from the Government to continue into future years.

The Board highlighted the significant achievement that despite the Council's reduced workforce in recent years, there had been no enforced redundancies. The Chief Executive then paid tribute, both to those employees who had left the authority in recent years and also to those who remained.

Members discussed the proposed increase in the proportion of the Council's budget which was dedicated to Children's Services and Adult Social Care and also considered the impact of the increasing number of schools becoming academies upon the budget.

RESOLVED -

- (a) That Council be recommended to approve the Revenue Budget for 2012/2013 totalling £563,114,000, as detailed and explained within the submitted report and accompanying papers, with no increase in the Leeds' element of the Council Tax for 2012/13.
- (b) That in respect of the Housing Revenue Account, Council be recommended to: -

- (i) approve the budget at the average rent increase figure of 6.82%;
- (ii) increase the charges for garage rents to £6.93 per week;
- (iii) increase service charges in line with rents (6.82%).

(B) Capital Programme Update 2011-2014

The Director of Resources submitted a report setting out the updated draft capital programme for 2011-2014, which included forecast resources for that period. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED –

(a) That the following be recommended to Council:

- (i) That the capital programme, as attached to the submitted report, be approved;
- (ii) That the Executive Board be authorised to approve in year amendments to the capital programme, including transfers from and to the reserved programme in accordance with Financial Procedure Rules; and
- (iii) That the proposed Minimum Revenue Provision (MRP) policies for 2012/13, as set out within 3.7 of the submitted report and as explained at Appendix E, be approved.
- (iv) That the updated capital approval delegations in Financial procedure Rules, as shown in Appendix F to the submitted report, be approved.

(b) That approval be given to the list of land and property sites, as shown within Appendix D to the submitted report, being disposed of in order to generate capital receipts for use in accordance with the MRP policy.

(c) That the Director of Resources be authorised to manage, monitor and control scheme progress and commitments to ensure that the programme is affordable.

(C) Treasury Management Strategy 2012-2013

The Director of Resources submitted a report setting out the Treasury Management Strategy for 2012/2013 and outlining the revised affordable borrowing limits under the prudential framework. In addition, the report also provided a review of strategy and operations in 2011/2012. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED –

- (a) That approval be given to the initial treasury strategy for 2012/13, as set out within Section 3.3 of the submitted report, and that the review of the 2011/2012 strategy and operations, as set out within Sections 3.1 and 3.2 of the submitted report, be noted.
- (b) That it be noted that the changes to CIPFA's Treasury Management Code of Practice and cross sectoral guide and Prudential Code of practice have been adopted and implemented by the Council.
- (c) That Council be recommended to set the borrowing limits for 2011/12, 2012/13, 2013/14 and 2014/15, as set out within Section 3.4 of the submitted report.
- (d) That Council be recommended to set the treasury management indicators for 2011/12, 2012/13, 2013/14 and 2014/15 as set out within Section 3.5 of the submitted report.
- (e) That Council be recommended to set the investment limits for 2011/12, 2012/13, 2013/14 and 2014/15 as set out within Section 3.6 of the submitted report.
- (f) That Council be recommended to adopt the revised Treasury Management Policy Statement.

(The matters referred to in parts A(a), A(b)(i) to (iii), B(a)(i) to (iv) and C(c) to (f) being matters reserved to Council were not eligible for Call In)

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on the decisions referred to within minute Nos. 189(A) and 189(B))

190 Welfare Reform Strategy

The Director of Resources submitted a report setting out the overall strategy for ensuring that customers, service providers and stakeholders were prepared for, and able to respond to, the issues and requirements arising from the welfare reform programme. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The Board welcomed the proactive approach which was being taken to ensure that all parties were prepared for the implications arising from the introduction of the welfare reform programme.

Following several detailed enquiries, officers undertook to provide a briefing on related matters to any Board Member who wanted one.

Members highlighted the increased demand which had already been experienced on some Council services as a result of the programme, emphasised the important role which could be played by Area Committees in

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th March, 2012

this area and received details on the likely impact of the welfare reforms upon young people.

RESOLVED –

- (a) That the welfare reform strategy be approved.
- (b) That updates on progress with the strategy be received in due course.
- (c) That a welfare reforms' communications strategy to deliver timely, targeted information to customers and stakeholders, from March 2012, be supported.
- (d) That the proposal to work with Area Committees in order to ensure that the strategy reflects and meets needs at a local level, be supported.
- (e) That activity to ensure face to face services fully support customers and service users in meeting the requirements of Universal Credit, be supported.
- (f) That the exploration of opportunities to get involved with pilots around Universal Credit delivery where the Council would be able to add value and localise delivery arrangements, be approved.

(Councillor A Carter declared a personal interest in this matter, as his step-daughter was in receipt of benefits and would potentially be affected by the change in legislation)

191 State of the City Report and Full Council Meeting

The Assistant Chief Executive (Customer Access and Performance) submitted a report providing the background to the State of the City report and detailed the key cross cutting issues arising from the it, with recommendations to refer relevant issues to Leeds Initiative Board and/or the Strategic Partnership Boards. The report also reviewed the first State of the City Full Council meeting which took place on 7th December 2011 and which made recommendations for this to become an annual event. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members generally supported the principle of the State of the City Council meeting, but a view was put forward that further thought was needed in respect of the format used in future.

RESOLVED –

- (a) That, based on the issues highlighted in the State of the City report, particularly those relating to deprivation:-
 - i) a quality and completeness check be undertaken to ensure that each of the Strategic Partnership Boards have actions in place to address the relevant issues;

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th March, 2012

- ii) the outcome of this work be reported back to the Leeds Initiative Board.
- (b) That an overview of progress on deprivation and poverty related issues across the city be reported to the Leeds Initiative Board after the 2011/12 year end, and through the publication of the next State of the City Report in the Autumn of 2012.
- (c) That a special additional Full Council meeting be held annually (a provisional date of 28 November has been set for 2012) to consider the State of the City report, with the active involvement of partners and with a number of changes being incorporated into the 2012 meeting based on feedback from participants:
 - the question session is dropped to allow further time for the seminar sessions;
 - the seminar themes are better integrated to reflect the issues highlighted in the State of the City report;
 - there is greater Member engagement in the preparation and design of the event; and
 - consideration is given to further ways to support members getting more involved in key strategic issues affecting the city.
- (d) That the key messages from the break-out sessions be shared with Members, partners and colleagues across the Council.

CHILDREN'S SERVICES

192 Annual Standards Report (Primary)

The Director of Children's Services submitted a report providing an overview of the performance of primary schools at the end of the academic year 2010-2011, as demonstrated through statutory national testing and teacher assessment. In addition, the report also outlined the action taken by the Council to fulfil its responsibilities to support, monitor, challenge and intervene as necessary. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

In responding to Members' enquiries, emphasis was placed upon the pivotal role of the Leeds Education Challenge and assurances were given in respect of the initiative's communications strategy.

RESOLVED – That the following be endorsed and supported:-

- (a) The progress which has been made at all key stages and in those areas that need further improvement;
- (b) The future provision of support, challenge and intervention in Leeds to ensure that progress continues to be made;

- (c) The centrality of the Leeds Education Challenge in securing improvement.

193 Annual Standards Report (Secondary)

The Director of Children's Services submitted a report summarising the progress achieved in secondary school improvement in Leeds, with a particular focus upon the outcomes achieved by pupils in 2011. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Responding to Members' enquiries, assurances were provided on the momentum of change and focus being placed upon the educational element of Children's Services.

Following Members' questions, the Board received an update on the actions being taken to improve attainment levels within mathematics and also on the causal factors of the varying attendance levels amongst different ethnic groups.

RESOLVED – That the following be endorsed and supported:-

- (a) The progress which has been made, specifically in areas that need further improvement;
- (b) The future provision of support, challenge and intervention in Leeds to ensure that progress continues to be made;
- (c) The centrality of the Leeds Education Challenge in securing improvement.

194 Half Yearly Adoption Agency Report

The Director of Children's Services submitted a report detailing the work of Leeds City Council Adoption Service from April 2011 to September 2011 inclusive. The report considered the activity of the service in relation to the implementation and progression of children's care plans, the service offered to those seeking to adopt, in addition to those affected by adoption through the provision of adoption support. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the work of the Adoption Team continue to be supported in order to ensure that adopted children receive the best possible support.

ADULT HEALTH AND SOCIAL CARE

195 Leeds Local Account

The Director of Adult Social Services submitted a report introducing the Local Account of Adult Social Care Services for its citizens. The report provided an explanation of the new responsibilities placed upon Councils, whilst detailing

the Local Account's contribution towards enhancing local accountability to the public, and as a tool to supporting sector led service improvement. In addition, the report provided a summary of the main areas of achievement of Adult Social Care and indicated areas of service identified within the Leeds Local Account as requiring further development in order to sustain or improve performance. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED –

- (a) That the content of the submitted report, together with the attached Local Account for Leeds, entitled 'Living Life Your Own Way', be noted.
- (b) That the statement by the LINK, as appended to the submitted report, on their perspective of the Council's progress and the extent to which local people have been actively engaged in prioritisation and planning, be noted.
- (c) That the areas for improvement, as set out within the attached Local Account be referred to the Scrutiny Board (Health and Wellbeing and Adult Social Care) for their oversight of performance.

DEVELOPMENT AND THE ECONOMY

196 Leeds (River Aire) Flood Alleviation Scheme

The Director of City Development submitted a report providing an update on the progress of proposals to provide flood defences for the city. In addition, the report sought approval to a phased approach to providing flood defences, the aim being to complete Phase 1 to achieve a 1 in 75 year Standard of Protection for the city centre area (between Leeds Station and Knostrop Weir), by the end of 2015. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The Board welcomed the phased approach which had been proposed and emphasised the vital importance of an effective flood alleviation scheme for both the city and the regional economy. In addition, Members highlighted the inflexible nature of the criteria applied by DEFRA to flood alleviation and requested that representations were made to DEFRA on this matter.

RESOLVED –

- (a) That it be acknowledged that the original comprehensive flood defence scheme, costing £188,000,000 (whole life costs at 2011 figures), which would provide a 1 in 200 year standard of flood protection, will not be funded in the near future.
- (b) That in light of resolution (a) above, approval be given to a phased approach to providing flood defences as the most pragmatic way forward at this time, with the aim being to complete Phase 1 to achieve a 1 in 75 year Standard of Protection for the City Centre area, from Leeds Station to Knostrop Weir by the end of 2015.

- (c) That, should it be affordable and practicable, elements of Phase 1, as outlined within paragraph 3.9 of the submitted report, be progressed at the earliest opportunity.
- (d) That it be agreed that Leeds City Council, as lead Local Flood Authority, working with partners, should lead and procure further work to develop proposals and to secure funding in order to progress Phase 1, currently estimated by the Environment Agency at £75,800,000.
- (e) That Leeds MPs continue to liaise proactively with Defra and the Environment Agency in order to support Leeds City Council in its ambition to progress a flood defence project for the city by providing minimum match funding, seconding technical staff and sharing all relevant technical information.
- (f) That expenditure of £500,000, made available from the Council's Capital allocation of £10,000,000 to progress the recommendations of the submitted report, including further feasibility and associated work, be authorised.
- (g) That the phased approach, as highlighted within paragraph 3.9 of the submitted report be agreed, subject to detailed technical assessment.

197 LDF Core Strategy - Publication Document

The Director of City Development submitted a report presenting the Core Strategy, together with the sustainability appraisal report and other relevant supporting documents, for the purposes of public consultation and the formal invitation of representations. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Two pages from this report, which due to a printing error had been omitted from paper copies of the agenda, had been circulated to Board Members prior to the meeting for their consideration.

Responding to Members' enquiries, the Board received clarification in respect of Protected Areas of Search (PAS) sites. In addition, having emphasised the importance of local community and local Ward Member input within the consultation process, the Board received reassurances in respect of such matters.

Members' concerns regarding the projected population growth forecasts, and the basing of the proposed strategy on such forecasts were acknowledged, however, emphasis was placed upon the need for a Core Strategy to be established, which would be done using the most up to date statistics available.

The Chief Executive emphasised the extent to which pre-consultation had already taken place during the compilation of the strategy. It was noted that during such consultation, the issue of windfalls, the importance of local distinctiveness and the need for further co-operation and communication

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between developers and the locality, were all matters which had been highlighted.

RESOLVED – That the publication of the Core Strategy, together with the sustainability appraisal report and other relevant supporting documents, for the purposes of public consultation and the formal invitation of representations, be approved.

(The Development Plan Document is prepared within the context of the LDF Regulations and statutory requirements, and as the DPD is a Budgetary and Policy Framework document, the matters referred to within this minute were not eligible for Call In)

(Under the provisions of Council Procedure Rule 16.5, Councillor Finnigan required it to be recorded that he voted against the decisions referred to within this minute)

198 Refurbishment of Street Lighting on the A659 High Street, Boston Spa

The Director of City Development submitted a report advising of the background to the proposed scheme for the refurbishment of street lighting on High Street, Boston Spa, and which sought approval to continue with the installation of the latest scheme proposals, which were in accordance with British Standards for the design of road lighting, but contrary to local community representatives wishes. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

RESOLVED – That the installation of the latest scheme proposals for High Street, Boston Spa, which is in accordance with British Standards for the design of road lighting, but contrary to local community representatives wishes, be approved.

199 Leeds Bradford International Airport Taxi Access

Further to Minute No. 95, 12th October 2011, the Director of City Development submitted a report responding to the recommendations made by the Scrutiny Board (Regeneration) following its inquiry into the full design option for the provision of a taxi facility on Whitehouse Lane at Leeds Bradford International Airport. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

In considering this matter, Members highlighted the need to secure a more flexible and inclusive approach towards taxi access at the airport and urged for an holistic and satisfactory resolution, befitting the airport's status. In this regard, Members made reference to the Forecourt Management Plan. The recommendations made by Scrutiny Board (Regeneration) were noted and it was highlighted that such recommendations could be revisited, should the need arise.

RESOLVED –

- (a) That the contents of the submitted report, together with the response made to the Scrutiny Board (Regeneration) report and comments, be noted.
- (b) That the Scrutiny Board (Regeneration) recommendations arising from their review of the design option previously prepared for providing a taxi facility on Whitehouse Lane at Leeds Bradford International Airport be noted.

200 Consultant's Report on the Future of Kirkgate Market

The Head of Scrutiny and Member Development submitted a report requesting that consideration was given to the major concerns of the Scrutiny Board (Regeneration) regarding the consultant's report on the future operation and management of Kirkgate Market. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

On behalf of the Board, the Chair thanked Scrutiny Board (Regeneration) for the work which it had undertaken on this matter. This was followed by Councillor J Procter, Chair of the Scrutiny Board, attending the meeting to present the Board's findings and key concerns.

RESOLVED – That the comments and observations of Scrutiny Board (Regeneration) on the consultant's proposals for the future operation and management of Kirkgate Market, be noted.

201 Kirkgate Market Strategy and Capital Works

The Director of City Development submitted a report providing an update on the strategy for Kirkgate Market, the recommendations of Quarterbridge Project Management Ltd. on the future management and ownership model for the market, its optimum size and various other matters which would secure its future. In addition, the report also detailed the capital maintenance works programmed for the market, whilst also outlining proposals for progressing some of the recommendations from the consultant's report regarding the replacement of some areas of the market and the refurbishment of other halls, together with proposed further consideration of the market's future management and ownership. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

In considering the consultant's recommendations, the Board noted that such recommendations did not commit the Council to a single course of action and that all such recommendations would not be accepted as a matter of course. Responding to Members' comments and concerns, assurances were provided that the market would remain within Council ownership, that it was viewed as a great asset to the city and that it needed to adapt in order to meet the new challenges from within retail sector. Clarification was also given to the Board following enquiries in respect of a perceived conflict of interest regarding the consultants.

RESOLVED –

- (a) That the recommendations from market specialists, Quarterbridge Project Management Ltd. be noted.
- (b) That the Council's commitment to ensure a sustainable future for Kirkgate Market be reaffirmed.
- (c) That agreement in principle be given to the market being reduced by 25% and to proceed with a full feasibility study for a modern extension to replace the 1976, 1981 and George Street shops halls and for the refurbishment of 1904 and 1875 halls.
- (d) That agreement be given to retaining the open market and relocating it, following the redevelopment of the indoor market, so that it remains adjacent to the indoor market.
- (e) That agreement be given to hypothecate a proportion of the markets surplus in 2012/13 as a contribution towards the potential revenue and capital costs of redevelopment and refurbishment and to the injection of a scheme into the capital programme, in order to enable a full feasibility study to be undertaken.
- (f) That officers be requested to report back on the outcome of the feasibility study in order to advise the Board on the scope, scale and financial implications of the redevelopment and refurbishment proposals.
- (g) That officers be instructed to explore the advantages and disadvantages of a commercial partnership against the option of the market remaining in the Council's sole ownership and management.
- (h) That officers be instructed to consider further the feasibility of implementing other matters recommended by Quarterbridge.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on the decisions referred to within this minute)

(Councillor Golton declared a personal interest in this item, due to his involvement in the Markets Forum, and also as due to his family being frequent shoppers at the market)

NEIGHBOURHOODS, HOUSING AND REGENERATION

202 Towards More Integrated Locality Working 2: An Early Review of the Environmental Services Delegation

Further to Minute No. 199, 30th March 2011, the Assistant Chief Executive (Customer Access and Performance) submitted a report providing an early stage review of the delegation of environmental services and which articulated the views of Elected Members across the ten Area Committees, as reported

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by the three Area Support Teams. The report lent heavily on a range of discussions at environmental sub groups, tasking meetings, Area Committee meetings, ward meetings, the views of the Environmental Champions and from the Area Committee Chairs' Forum meeting. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members welcomed the progress which had been made in this area, but emphasised the need to ensure that there was sufficient resource available to undertake the delegated provision and the importance of a cohesive approach to be taken between directorates. In addition, Members highlighted the benefits that a performance management tool may have in respect of the effectiveness of the service.

RESOLVED –

- (a) That the gradually improving confidence of Elected Members in the delegated service be welcomed.
- (b) That activities which will do more to embed the service locally, be endorsed.
- (c) That the constitutional amendment, as shown within Appendix 1 to the submitted report be approved.
- (d) That officers be authorised to set out and agree with Area Committees other appropriate delegations for a further service level agreement in respect of Ginnel/Gully Cleansing and Graffiti.

203 Housing Revenue Account Self Financing and Business Plan

The Director of Environment and Neighbourhoods submitted a report presenting for approval the Housing Revenue Account (HRA) Business Plan. In addition, the report provided details of the key findings, priorities and principles contained within the Plan. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The Board welcomed the proposals regarding the more structured, longer term strategy for rent increases. In addition, Members requested that a programme of housing stock improvements was considered which would ultimately lead to 'component decency' being achieved, whilst Members were assured that work continued in order to ensure that any budgetary shortfall experienced by an ALMO would be addressed equitably.

In conclusion, it was suggested that as this matter progressed, a Member seminar on this issue was scheduled.

RESOLVED –

- (a) That the HRA Business Plan, as appended to the submitted report, be approved.

- (b) That the key priorities and actions, as set out within the Plan, be approved.
- (c) That the rent strategy outlined for the next 5 years be approved in order to deliver essential investment.
- (d) That approval be given to ALMO cash reserves being utilised as required, in order to sustain the essential investment standard.

204 Investment in Affordable Housing in Leeds

The Director of Environment and Neighbourhoods submitted a report which provided an overview of affordable housing delivery in Leeds since 2008, detailed the context for ongoing discussions about investment, and moving forward, outlined the proposed approach to the delivery of priorities for affordable housing investment in Leeds. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members welcomed the number of affordable housing units which had been delivered as part of the Affordable Homes Programmes and considered the levels of new residential schemes established via Section 106 agreements.

RESOLVED –

- (a) That the affordable housing investment which Leeds has been successful in attracting over the period since 2008 be noted.
- (b) That investment in affordable housing delivery in Leeds be directed towards identified gaps and meeting the priorities, as identified within the Leeds Housing Investment Plan (LHIP).

DATE OF PUBLICATION: 14TH FEBRUARY 2012

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 21ST FEBRUARY 2012

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 22ND February 2012)

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FORWARD PLAN OF KEY DECISIONS

Relating to Scrutiny Board (Children and Families)

1 March 2012 – 30 June 2012

What is the Forward Plan?

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 March 2012 – 30 June 2012. The Plan is updated monthly and is available to the public 14 days before the beginning of each month.

What is a Key Decision?

A Key decision, as defined in the Council's Constitution is an executive decision which is likely to:

- result in the Authority incurring expenditure or making savings over £250,000 per annum, or
- have a significant effect on communities living or working in an area comprising 2 or more wards

What does the Forward Plan tell me?

The Plan gives information about:

what key decisions are coming forward in the next four months
when those key decisions are likely to be made
who will make those decisions
what consultation will be undertaken
who you can make representations to

Who takes key decisions?

Under the Authority's Constitution, key decisions are taken by the Executive Board or Officers acting under delegated powers.

Who can I contact?

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Executive Board members.

How do I make contact?

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring Leeds City Council and staff there will be able to assist you:

Leeds City Council - Telephone: 0113 2474357

How do I get copies of agenda papers?

The agenda papers for Executive Board meetings are available five working days before the meeting from:

Governance Services, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 2474350

Fax: 0113 3951599

Email: cxd.councilandexec@leeds.gov.uk

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

Where can I see a copy of the Forward Plan?

The Plan can be found on the Leeds City Council Website www.leeds.gov.uk. The Plan is regularly updated and for legal reasons is formally published on a monthly basis on the following dates:

2011/12

16 th June 2011	17 th December 2011
15 th July 2011	17 th January 2012
17 th August 2011	15 th February 2012
16 th September 2011	16 th March 2012
17 th October 2011	16 th April 2012
16 th November 2011	

About this publication

For enquiries about the Forward Plan of Key Decisions please:

E-mail: cxd.councilandexec@leeds.gov.uk or telephone: 0113 247 4357

Visit our website www.leeds.gov.uk for more information on council services, departments, plans and reports.

This publication can also be made available in Braille or audio cassette. Please call: 0113 247 4357

If you do not speak English and need help in understanding this document, please phone: 0113 247 4357 and state the name of your language.

We will then make arrangements for an interpreter to contact you. We can assist with any language and there is no charge for interpretation.

(Bengali):-

যদি আপনি ইংরেজীতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 2243462 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

(Chinese):-

凡不懂英語又須協助解釋這份資料者，請致電 0113 22 43462 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

(Hindi):-

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की जरूरत है, तो कृपया 0113 224 3462 पर फ़ोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फ़ोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रिटर (दुभाषिए) से संपर्क करेंगे।

(Punjabi):-

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 22 43462 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ. ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂ ਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂ ਗੇ.

(Urdu):-

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 22 43462 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹر پریٹر) سے رابطہ کریں گے۔

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 March 2012 to 30 June 2012

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Implementing a new children's services structure through the restructure of existing provision To approve the proposals for the new structure, including the restructure of existing provision	Director of Children's Services	1/3/12	Staff, Trade Unions	Delegated Decision Report and relevant structure charts	Nigel Richardson, Director Children's Services nigel.richardson@leeds.gov.uk
Short Breaks for Disabled Children in Leeds Delegated Decision to commission short breaks for disabled children for the period 1 st January-31 st December 2012	Director of Children's Services	1/3/12	Consultation with stakeholders including disabled children, young people and parent/carers undertaken in June/July 2011 and ongoing	The report to be issued to the decision maker with the agenda for the meeting	paul.bollom@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Contract with Leeds Community Healthcare Request to waive contracts procedure rule 13 and enter into a new contract with Leeds Community Healthcare	Director of Children's Services	1/3/12	n/a	Waiver Report	paul.bollom@leeds.gov.uk
Inclusion Support Service for Disabled Children and Young People Waiver of Contract Procedure Rule 13 and invocation of Contract Procedure 25.5 to vary the contract with Pre-school Learning Alliance for the provision of an inclusion service to enable access to short breaks and childcare settings for disabled children	Director of Children's Services	1/3/12	Consultation with stakeholders including parents/carers undertaken in October 2011	Delegated Decision List	paul.bollom@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
<p>Youth Inclusion Projects, Inclusion Service, Substance Misuse Treatment</p> <p>To agree the waiver of contracts procedure rule 13 to enter into contracts for the provision of: Youth Inclusion Projects, Inclusion Services, Substance Misuse Treatment.</p>	<p>Director of Children's Services</p>	<p>1/3/12</p>	<p>Children's Services Directorate, Procurement Unit, Chief Officer Concerned</p>	<p>Proposals from the existing contracted providers</p>	<p>iain.dunn@leeds.gov.uk</p>
<p>Leeds 10 Primaries PFI Project (PFI-10) - Outcome of TUPE Negotiations</p> <p>Recommendation that the Director of Children's Services approves this one off payment (actual figure to be confirmed within Decision Report) in respect of the TUPE settlement submitted through the 10 Primaries PFI Project.</p>	<p>Director of Children's Services</p>	<p>1/3/12</p>		<p>LCC Decision Report/TUPE Reconciliation Data (Spreadsheet)</p>	<p>Alex Nicholls nigel.wilson@leeds.gov.uk/ matthew.cooper@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Building Schools for the Future PFI Project Phase 1 (BSF-1)- Outcome of NUPE Negotiations Recommendation that the Director of Children's Services approves the one-off payment (actual figure to be confirmed within decision report) in respect of the TUPE settlement submitted through the Building Schools for the Future Phase 1 PFI Programme and an annual increase in the FM Service Fee (tbc in decision report), indexed annually from April 2012.	Director of Children's Services	1/3/12	The provider/contracter	LCC Report Report/ TUPE Reconciliation Data (Spreadsheet)	Alex Nicholls nigel.wilson@leeds.gov.uk/matthew.cooper@leeds.gov.uk
Capita Sims Licenses To agree the waiver of contracts procedure rule 13 to enter into a contract with Capita for the provision of the Capita Sims License	Director of Children's Services	1/3/12	Children's Services Directorate, Procurement Unit, Chief Officer Concerned	Waiver report summarising the current position	iain.dunn@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Nursery Fees 2012/13 To accept the recommendation for the proposed nursery fees for 2012/13	Director of Children's Services	1/3/12	None	Delegated Decision Report	andrea.richardson@leeds.gov.uk
Provision of New Modular Classroom Accommodation at Roundhay School and Carr Manor Primary School Approval to incur additional capital expenditure from the approved programme in respect of the proposed schemes to provide additional primary school accommodation at Roundhay School and Carr Manor Primary School.	Executive Board (Portfolio: Children's Services)	7/3/12	Roundhay School and Carr Manor Primary School	The report to be issued to the decision maker with the agenda for the meeting	Neil Charlesworth charlotte.foley@leeds.gov.uk
Determination of school admission arrangements for 2013 Approval of admissions arrangements	Executive Board (Portfolio: Children's Services)	11/4/12	n/a	The report to be issued to the decision maker with the agenda for the meeting	stuart.gosney@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
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NOTES

Key decisions are those executive decisions:

- which result in the authority incurring expenditure or making savings over £250,000 per annum, or
- are likely to have a significant effect on communities living or working in an area comprising two or more wards

Executive Board Portfolios

Executive Member

Resources and Corporate Functions Councillor Keith Wakefield

Development and the Economy Councillor Richard Lewis

Environmental Services Councillor Mark Dobson

Neighbourhoods Housing and
Regeneration Councillor Peter Gruen

Children's Services Councillor Judith Blake

Leisure Councillor Adam Ogilvie

Adult Health and Social Care Councillor Lucinda Yeadon

Leader of the Conservative Group Councillor Andrew Carter

Leader of the Liberal Democrat
Group Councillor Stewart Golton

Leader of the Morley Borough Indep Councillor Robert Finnigan

In cases where Key Decisions to be taken by the Executive Board are not included in the Plan, 5 days notice of the intention to take such decisions will be given by way of the agenda for the Executive Board meeting.

LEEDS CITY COUNCIL

BUDGET AND POLICY FRAMEWORK DECISIONS

Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be considered by Decision Maker	Lead Officer
Vision for Leeds	Council	To be confirmed	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Planning, Policy and Improvement)
Children & Young People's Plan (includes Children and Families City Priority Plan and Youth Justice Plan)	Council	July 2013	Via Executive Board, Scrutiny Board (Children and Families), Leeds Initiative Board, Children's Trust Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Children's Services
Council Business Plan	Council	July 2013	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)

NOTES:

The Council's Constitution, in Article 4, defines those plans and strategies which make up the Budget and Policy Framework. Details of the consultation process are published in the Council's Forward Plan as required under the Budget and Policy Framework.

Full Council (a meeting of all Members of Council) are responsible for the adoption of the Budget and Policy Framework.