



SCRUTINY BOARD (CHILDREN'S SERVICES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 10th September, 2015 at 9.45 am

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

MEMBERSHIP

Councillors

- S Bentley (Chair) - Weetwood;
- N Dawson - Morley South;
- C Dobson - Killingbeck and Seacroft;
- J Elliott - Morley South;
- C Gruen - Bramley and Stanningley;
- A Lamb - Wetherby;
- P Latty - Guiseley and Rawdon;
- A Ogilvie - Beeston and Holbeck;
- K Renshaw - Ardsley and Robin Hood;
- B Urry - Roundhay;
- F Venner - Kirkstall;

Co-opted Members (Voting)

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

Co-opted Members (Non-Voting)

- Ms C Foote - Teacher Representative
- Ms K Jan - Teacher Representative
- Mrs S Hutchinson - Early Years Representative
- Ms T Kayani - Young Lives Leeds
- Ms C Bewsher - Looked After Children and Care Leavers

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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 have been identified.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 23 JULY 2015</p> <p>To confirm as a correct record, the minutes of the meeting held on 23 July 2015.</p>	1 - 8
7			<p>REVIEW OF THE SCHOOL ATTENDANCE INQUIRY ACTIONS (2014) AND GENERAL PROGRESS UPDATE ON SCHOOL ATTENDANCE</p> <p>To receive a report of the Director of Children's Services which provides the Scrutiny Committee with an update on the School Attendance Obsession and outstanding inquiry recommendations. The report also seeks the view of the Board in relation to Penalty Notices for irregular school attendance.</p>	9 - 28

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p>INCREASING THE NUMBER OF YOUNG PEOPLE IN EMPLOYMENT EDUCATION OR TRAINING</p> <p>To receive reports from the Head of Scrutiny and Member Development and the Director of Children's Services which provide an overall progress update with focus on destinations for SEND young people and information with regard to the outstanding recommendations made in the Scrutiny inquiry in March 2013.</p>	29 - 96
9			<p>DRAFT TERMS OF REFERENCE - SCRUTINY INQUIRY</p> <p>Report to follow.</p>	
10			<p>WORK SCHEDULE</p> <p>To receive a report of the Head of Scrutiny and Member Development which details the draft work programme for the municipal year.</p>	97 - 118
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Thursday, 15 October 2015 at 9.45am (pre-meeting for all Board Members at 9.15am)</p>	

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			<p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

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SCRUTINY BOARD (CHILDREN'S SERVICES)

THURSDAY, 23RD JULY, 2015

PRESENT: Councillor S Bentley in the Chair

Councillors N Dawson, J Elliott, C Gruen,
P Latty, A Ogilvie, J Pryor, K Renshaw,
B Urry and F Venner

CO-OPTED MEMBERS (VOTING)

Mr E A Britten – Church Representative (Catholic)

Mrs J Ward – Parent Governor Representative (Secondary)

Ms J Hazelgrave – Parent Governor Representative (SEN)

CO-OPTED MEMBERS (NON-VOTING)

Ms C Foote – Teacher Representative

Ms S Hutchinson – Early Years Representative

9 Late Items

The Board received the following supplementary information in relation to agenda item 7, public request for scrutiny:

- E-mail correspondence from Tom Riordan, Chief Executive, Leeds City Council to Friends of Gledhow Field, dated 20 July 2015
- Response to the document produced by Friends of Gledhow Field (15 July 2015) from Dr John Willot, Chair of Governors, Gledhow Primary School
- Results and findings of a survey, petition, research and community engagement campaign by the Friends of Gledhow Field
- Briefing note from Leeds City Council, Built Environment Team regarding Gledhow Primary 3FE expansion land issues, dated 24 June 2015
- Gledhow Primary School expansion – Consultation timeline and summary
- Report to Executive Board dated 17 December 2014 – Outcomes of statutory notices to increase primary school provision in Roundhay
- Further report from Friends of Gledhow Field in response to school's views.

The above information was not available at the time of agenda despatch, but was subsequently made available on the Council's website.

10 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

11 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors C Dobson and A Lamb, and Co-opted Members, Mr A Graham, Ms K Jan and Ms T Kayani. Notification was received that Councillor J Pryor was to substitute for Councillor C Dobson.

12 Minutes - 18 June 2015

RESOLVED – That the minutes of the meeting held on 18 June 2015 be approved as a correct record.

13 Public Request for Scrutiny

The Head of Scrutiny and Member Development submitted a report which presented a request for scrutiny received from Paul Sellars, representing Friends of Gledhow Field.

The following information was appended to the report:

- A copy of the request for scrutiny, including the reasons for the request
- A copy of the letter issued to parents and carers by Dr Willott, Chair of Governors at Gledhow Primary School, regarding the use of Gledhow Field in the expansion of Gledhow Primary School.

The following were in attendance and responded to Members' questions and comments:

- Paul Sellars, Chair, Friends of Gledhow Field
- Stephanie Crossland, Friends of Gledhow Field
- Councillor Lucinda Yeadon, Executive Member (Children and Families)
- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Paul Brennan, Deputy Director of Children's Services (Learning)
- Viv Buckland, Head of Service (Learning Outcomes), Children's Services
- Jane Walne, Principal Regeneration Officer, City Development
- Nigel Wilson, Built Environment Programme Manager, City Development
- Sarah Blenkin, Team Leader (Commercial Property), Legal Services.

Paul Sellars presented the request for scrutiny and made the following key points:

- The field had not been used by the school in approximately 20 years.
- The field served as a focal point for the local community.
- There were concerns about the consultation process, particularly that not everyone was aware about the proposal to 'fence in' the field.

- A survey had been undertaken by Friends of Gledhow Field which supported the field remaining open to the public. In addition, a petition against the proposal had been signed by nearly 450 people.

In response, Viv Buckland, Head of Service (Learning Outcomes) reported on the public consultation process, which included meetings with governors, staff, children, residents and parents. In addition, drop in sessions had taken place for parents and residents to find out more about the proposals. These were advertised via a leaflet drop in the area, banners on the school fence, LCC website and Wordpress. Parents also received a letter about the proposals.

Ward Councillor Bill Urry added that the land had been part of the school grounds since 1945 and had been maintained by the school. The area had to find 90 more school places including 30 places at Gledhow School.

The Chair then invited questions and comments and the main areas of discussion were:

- The ownership and maintenance of the land.
- Future access to local community groups under the lettings policy.
- The school moving from 2 to 3 form entry in 2015, resulting in the need for additional space and for the school to expand into land in their ownership.
- Other locally available green and amenity space, e.g. Gledhow woods and Chapel Allerton park.
- Concern about information presented on the Friends of Gledhow Field website and that not all of the signatories on the petition were from the local area. The Board was advised by Paul Sellars that at least 127 signatories were from the local area.
- Evidence of anti-social behaviour and dog fouling on the field and the need to safeguard children.
- The consultation process regarding school expansion and the fencing in of the field.
- The need to work more effectively with local organisations and groups when undertaking school expansion.

RESOLVED – The Board considered all information and resolved that no further scrutiny of the matter would be undertaken.

14 Learning for Leeds Overview

The Director of Children's Services submitted a report which provided an overview of Learning Places for Leeds, which included a summary of the work undertaken over the last 12 months and an outline of challenges in the future.

A copy of the Basic Need Programme Dashboard and Dashboard report was appended to the report for Members' information.

The following were in attendance and responded to Members' questions and comments:

- Councillor Lucinda Yeadon, Executive Member (Children and Families)
- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Paul Brennan, Deputy Director of Children's Services (Learning)
- Viv Buckland, Head of Service (Learning Outcomes), Children's Services
- Barbara Robinson, Family Intervention Service Manager, Children's Services
- Jane Walne, Principal Regeneration Officer, City Development
- Chris Gomersall, Head of Land and Property, City Development
- Lois Pickering, Team Leader (Forward Planning and Sustainable Development), City Development.

The key areas of discussion were:

- Concern in relation to the delivery of school expansions that were still in the planning and costing stages before 7 September 2015. The Board was reassured that no issues were anticipated at this stage. It was also highlighted that there was a cross-council responsibility to deliver school places.
- Clarification regarding the responsibility of academies, trusts and free schools to provide school places in areas of demand and avoiding fragmentation and holding an integrated education system together.
- The important role of governing bodies and schools to facilitate school expansion.
- Gaps in before and after-school provision across the city. The Board was advised that a review of provision was currently underway over the summer period. It was suggested that the outcome of this work be presented to the Board.
- Parental preferencing of schools and cases where preferred schools had not been allocated. The lack of surplus places which had an impact on first preference rate and the need to build in surplus capacity. Avoiding school catchment and placement 'black holes' for 2016/17.
- Managing future projections and longer term planning of school places beyond the next academic year, including consideration of the Site Allocation Plan for the city and future housing development.
- The impact on the highways network.
- Development of a communication strategy and a protocol for elected member engagement.
- Expansion of specialist provision and the quality of partnerships between the SILCs and mainstream schools.

RESOLVED – That the Board receives a further update on Basic Need in December 2015, which also includes details of the review undertaken on before and after-school provision.

Draft minutes to be approved at the meeting
to be held on Thursday, 10th September, 2015

15 Financial Health Monitoring Children's Services - Budget Update

The Head of Scrutiny and Member Development submitted a report which presented a financial update in relation to Children's Services for the financial year 2015/16.

The following were in attendance and responded to Members' questions and comments:

- Councillor Lucinda Yeadon, Executive Member (Children and Families)
- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Neil Warren, Head of Corporate Finance.

The main areas of discussion were:

- Clarification sought regarding the reduction in full-time equivalent posts across the directorate, vacancies and agency staff and the impact on the budget and front line services.
- An update on the budget reduction which had led to some difficult decisions regarding services whilst protecting mainstream services.
- Managed budget pressures in relation to looked after children and transport.
- The financial pressure created by the success of the 'staying put' initiative.
- Turning the curve and the positive work undertaken in relation to family based kinship care, in-house fostering arrangements, remodelling of children's homes and investment in family group conferencing.
- Remodelling of the youth work strategy and development of a more targeted approach to youth work.
- Narrowing the gap and learning improvement and providing services to schools to support children.

RESOLVED – That the Board notes the contents of the report.

(Ms J Ward left the meeting at 12 noon, Councillor N Dawson at 12.15pm and Councillor J Pryor at 12.20pm, during the consideration of this item.)

16 Performance Update

The Deputy Chief Executive and Director of Children's Services submitted a joint report which provided a summary of performance information in relation to the Children and Young People's Plan, the recent Ofsted inspection, and the children's social work service.

The following information was appended to the report:

- Indicator performance for the CYPP indicators up to the end of March 2015 (some figures at the end of May 2015)
- CYPP key indicator dashboard – city level (May 2015)
- CYPP key indicator dashboard – cluster level (May 2015)
- Safeguarding specialist and targeted services – monthly practice improvement report (April 2015)
- Post-Ofsted areas for improvement and agreed actions
- Children’s settings services inspections dashboard (May 2015).

The following were in attendance and responded to Members’ questions and comments:

- Councillor Lucinda Yeadon, Executive Member (Children and Families)
- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children’s Services
- Peter Storrie, Head of Service (Performance Management and Improvement)
- Chris Hudson, Principal Performance Officer.

The key areas of discussion were:

- Prevention of placement re-referrals and the development of a multi-agency focus when a case was re-referred.
- Improving the use of pupil premium in schools.
- Clarification regarding work with the voluntary sector to improve access and waiting times for CAMHS.
- The benefits of utilising localised data by postcode to identify specific problems in small communities and to undertake targeted specific projects. The Board was advised that the standard offer of information to Clusters was subject to a review which may include information by postcode.
- The provision of performance information to Community Committees to facilitate priorities in each area.

RESOLVED –

- a) That the Board notes the contents of the report and appendices.
- b) That an update be provided on the provision of more localised performance information for Community Committees, Clusters and partners in December 2015.

17 Department of Education funded Innovations Programme - 'Family Valued'

The Chief Officer (Partnership Development and Business Support) submitted a report which provided an overview of the DfE funded ‘Family Valued’ Innovations Programme.

The following information was appended to the report:

Draft minutes to be approved at the meeting
to be held on Thursday, 10th September, 2015

- Family Valued: the Leeds Innovation Programme – An overview of the three key areas of work
- Restorative Practice Training Framework.

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Member (Children and Families)
- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Sue Rumbold, Chief Officer (Partnership Development and Business Support).

The main areas of discussion were:

- Restorative practice for children with more challenging behaviour.
- Sustainability of the initiative once funding had finished

RESOLVED –

- a) That the Board notes the contents of the report and appendices.
- b) That a further update be provided to the Scrutiny Board in approximately 6 months.

(Councillor C Gruen and Councillor B Urry left the meeting at 12.55pm during the consideration of this item.)

18 Work Schedule

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Board's work schedule for the 2015/16 municipal year.

RESOLVED – That the work schedule be approved, subject to further consideration of work priorities to be undertaken for this municipal year.

(Ms C Foote left the meeting at 1.00pm during the consideration of this item.)

19 Date and Time of Next Meeting

Thursday, 10 September 2015 at 9.45am (pre-meeting for all Board Members at 9.15am.

(The meeting concluded at 1.05pm)

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Report of: The Director of Children’s Services

Report to: The Scrutiny Board (Children and Families)

Date: 10th September 2015

Subject: Review of the School Attendance Inquiry Actions (2014) and general progress update on School Attendance.



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. This report provides the Committee with an update on the outstanding actions from the School Attendance Inquiry published 26th April 2012. (appendix 1)
2. The report also provides an update on the School Attendance Obsession and changes that have taken place since the last report in February 2014.
3. A consultation process is currently taking place regarding the use of Penalty Notices for irregular school attendance and the report sets out proposals for the changes and seeks the view of the Committee as part of this process.

Recommendations

4. The Committee is asked to recommend that all the Inquiry Actions can now be closed as progress has either been made or the actions are no longer relevant due to change in legislation or practice.
5. The Committee are also asked to consider if they have a view on the proposal to change the number of Penalty Notices for unauthorised school attendance that can be issued per child per year from the current one per year to two per year.

Purpose of this report

- 1.1 To provide an update on actions resulting from the Scrutiny Inquiry which were last reported to the Committee in February 2014.
- 1.2 To provide an update on progress against the Attendance Obsession.
- 1.3 To consult on the proposals to make changes to the Penalty Notice Code of Conduct regarding the issuing of Penalty Notices for irregular school attendance.

2 Background information

- 2.1 In 2012 the Scrutiny Board (Children and Families) was tasked by Council with carrying out a piece of work looking at the three Children and Young People's Plan (CYPP) obsessions. The second of these relates to school attendance.
- 2.2 The report was published in April 2012, and a tracking system was put in place to monitor progress against the recommendations.
- 2.3 The last report to the Scrutiny Board was in February 2014 at which point the committee agreed which recommendations no longer require monitoring; which were progressing satisfactorily and determined which actions the Board wished to take to continue monitoring.

3 Main issues

- 3.1 **Scrutiny Inquiry Tracking:** The tracking document (appendix 1) sets out the remaining recommendations from the Scrutiny Inquiry in 2012. The tracking document has been updated and sets out progress made since the last report in February 2014 with recommendations for action 2,6,11,12. The document recommends that these last remaining actions be closed as all actions have either been complete, are no longer relevant or are being progressed and monitored within Children's Services.
- 3.2 **Attendance Update:** in both primary and secondary schools attendance was at the highest levels ever recorded in Leeds in the 2013/14 academic year. These improvements have been the result of work in schools and across clusters to provide additional support to families, with enforcement work undertaken where appropriate. Data for 2014/15 to date shows performance remaining high but below 2013/14 figures. Comparative performance for the autumn term shows a slight decline in Leeds performance compared to largely static national performance. Illness is the main reason and comparisons based only on single-term data snapshots should be interpreted with caution.
- 3.3 Data from the first term of the 2014/15 academic year (when compared to the same period in previous years) show a slight decline in Leeds, compared to largely static performance nationally, although this remains the second best attendance in Leeds primary schools during an autumn term. Leeds remains just within the second quartile of all authorities nationally.

3.4 **Table 1: Percentage attendance in primary schools by academic year (half-terms 1-2)**

	2011/12	2012/13	2013/14	2014/15
Leeds	95.9	95.0	96.3	96.1
National	95.9	95.3	96.1	96.1
Statistical neighbour average	95.8	95.2	96.0	96.1
Core city average	95.4	94.9	95.8	95.8
Leeds LA rank (out of 152 LAs)	=61st	=109th	=40th	=57th

Source: DfE Statistical First Releases. 2014/15 data: SFR12/2015

3.5 Table 3 shows that in primary schools just under two thirds of absence is due to authorised leave for illness. Authorised family holidays make up less than 1% of primary absence. Unauthorised holidays make up 8% with a further 10.7% of absence being unauthorised 'other'. In secondary schools authorised illness accounts for just under half of absence. 3.8% of absence is for excluded pupils with no provision made. Consistently just over a quarter of secondary absence is unauthorised other. While levels have reduced in recent years Leeds continues to have comparatively high levels of secondary unauthorised absence. Secondary unauthorised absence is likely to be a symptom of a range or broader needs.

Table 3: Absence by reason (percentage of total) in 2014/15 Half Terms 1-4

	Primary %			Secondary %		
	2012/13 ht1-5	2013/14 ht1-5	2014/15 ht1-4	2012/13 ht1-5	2013/14 ht1-5	2014/15 ht1-4
Authorised Absence Sessions						
I - Illness (NOT medical or dental etc appointments)	61.4	59.8	65.1	49.0	47.7	49.6
M - medical / dental appointments	5.1	6.2	5.7	5.9	6.4	6.1
R - religious observance	1.5	2.7	1.1	0.9	1.3	0.6
S - study leave	0.0	0.0	0.0	0.6	0.5	0.0
T - traveller absence	0.2	0.1	0.2	0.1	0.0	0.0
H - agreed family holiday	8.6	2.1	0.9	1.6	0.5	0.3
F - agreed extended family holiday	0.2	0.0	0.0	0.0	0.0	0.0
E - pupil is excluded, with no alternative provision made	0.2	0.2	0.2	2.3	2.8	3.8
C - pupil is absent due to other authorised circumstances	4.6	4.6	3.9	6.2	6.2	5.8
% Unauthorised Absence Session						
G - pupil is on a family holiday, not agreed, or is taking days in excess of an agreed family holiday	6.0	9.2	8.0	3.9	4.1	3.3
U - pupil arrived after registers closed	1.5	2.2	2.3	1.1	1.2	1.2
O - pupil missed sessions not covered by any other code/description	8.9	10.5	10.7	26.7	27.3	27.2
N-pupil missed sessions for a reason that has not yet been provided	1.9	2.4	2.0	1.6	2.0	2.0

Source: Leeds School Census returns.

- 3.6 Secondary attendance in the autumn term of 2014/15 also fell slightly in both Leeds schools and nationally, although the rate rose for statistical neighbours. Although secondary attendance is still the second highest recorded in Leeds in an autumn term, when ranked by all local authorities nationally, the long-term trend for Leeds continues to be in the bottom quartile nationally.

Table 4: Percentage attendance in secondary schools by academic year (half-terms 1-2)

	2011/12	2012/13	2013/14	2014/15
Leeds	94.1	93.8	94.8	94.6
National	94.5	94.3	95.1	94.9
Statistical neighbour average	94.5	94.2	93.8	94.9
Core city average	93.9	93.7	94.7	94.6
Leeds LA rank (out of 152 LAs)	=118th	=118th	=111th	=117th

Source: DfE Statistical First Releases. 2013/14 data: SFR12/2015

- 3.7 **Changes to the School Attendance Service:** there have been a number of significant changes to the attendance service since the last update in February 2014 as set out below.
- 3.8 For many years the council maintained a non-statutory workforce of Attendance Improvement Officers (AIOs) who supported schools with casework and running initiatives to improve attendance. In recent years the size of the attendance service has reduced considerably, and there has been a shift towards the funding of this service increasingly coming from trading with schools and income from penalty notices. Income from penalty notices supports their administration and the costs of prosecuting parents who don't pay. Leeds City Council resources for the service are now at around a third of the level they were before 2010 and income to the service has increased significantly since the 2013/14 financial year. For the 2015/16 financial year we are currently estimating that over 30 per cent of the resources for the service will come from income. (The equivalent level was just 2 per cent in 2011/12).
- 3.9 The traded work with schools and/or clusters means they can now choose to buy a package of support from the Attendance service, while the local authority continues to carry out statutory interventions. The response from schools to the traded offer has been positive. The menu available includes a number of training packages schools and clusters can also choose to buy ready-made packages designed to give targeted support, or options can be tailored to individual school or cluster requirements. For example, the ARM (Alwoodley, Roundhay and Moortown) cluster has opted to buy the equivalent of a full-time Attendance Improvement Officer for their primary schools and support for school attendance panels run by LCC attendance advisers for the secondary schools.
- 3.10 The attendance service now has greater involvement in working with children missing education (CME). Attendance officers are now allocated as the lead officers for cases when a child's whereabouts become known, but they do not yet have a school place. This approach has proved very effective. Many of these families are new to Leeds, the country or have moved to a different part of Leeds. The attendance officers will support the family until they have a school place. The service supported over 800 pupils during the last academic year that didn't have a school place.

3.11 **Penalty notices for irregular school attendance**

In September 2013 the DfE changed the national pupil registration regulations around family holidays in term-time. The revised regulations made clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Following legislation changes Leeds City Council published information which can be accessed on the Council website in the form of 'frequently asked questions', which is appended to this report.

- 3.12 Term time holidays account for only a small proportion of all absence. In the autumn and spring terms of the 2014/15 academic year, absence due to agreed family holiday accounted for 0.04 per cent of all primary sessions (0.9% of primary absence) and 0.01 per cent of all secondary sessions (0.3% of secondary absence). Unauthorised absence due to unauthorised family holidays accounted for 0.31% of all primary sessions and 0.18 per cent of all secondary sessions.
- 3.13 Where parents take their child(ren) out of school during term-time for more than 10 sessions over 12 weeks and this leave is not authorised by head teachers, the local authority issues a penalty notice on behalf of the school. A fine can be issued for a block of continuous absence or 'broken weeks,' i.e., regularly missing a day or more per week.
- 3.14 The number of penalty notices issued has increased markedly since the changes were introduced in September 2013. In the 2011/12 academic year there were 197 penalty notices with 219 in 2012/13. During 2013/14 the local authority issued 2320 penalty notices and at the beginning of June this year 2793 had been issued (this number will increase the total for the academic year when schools return in September and penalty notices are issued for holidays taken in the weeks leading up to the summer holidays). Penalty notices are issued per child, per parent.
- 3.15 The Local Authority has to publish a Code of Conduct for the issuing of penalty notices for irregular school attendance. This document is currently being revised. The current code sets out that the Local Authority will only issue one penalty notice a year even if a parent takes multiple instances of term-time absence. The Council are seeking views on the proposal to bring its Code of Conduct in line with our neighbouring Local Authorities who all (with the exception of York) allows for 2 or more Penalty Notices to be issued per pupil per academic year. We have identified potential inequalities in the Penalty Notice process due to this difference in policy particularly for parents who have children in schools in more than one LEA.
- 3.16 We are also finding some parents are taking more than one period of unauthorised absence from school during the academic year. Where it would be more appropriate for us to issue a Penalty Notice rather than pursue a prosecution this is not possible under the current Code of Conduct.
- 3.17 Data will be shared with head teachers and chairs of governing bodies in September 2015 showing the number of penalty notices that have been issued to parents and carers at their schools. Sharing this information is part of the local authority's code of conduct that requires us to take steps to ensure the penalty notice scheme is applied fairly and consistently across the city.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Head Teachers, Governing Bodies, and other key stakeholders will be consulted on the proposal to change the number of Penalty Notices issued per year as set out in 3.15 above from September 2015.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The Code of Conduct for the issuing of Penalty Notices for irregular school attendance is implemented to ensure a fair and equitable and consistent process is in place across the city. The Code is currently being reviewed and this report provides Scrutiny Committee the opportunity to consider a proposed amendment.

4.3 Council policies and the Best Council Plan

- 4.3.1 Improving school attendance is a Children's Services Obsession.

4.4 Resources and value for money

- 4.4.1 There are no resource implications in the report.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report does not contain any legal implications and is not subject to call in.

4.6 Risk Management

- 4.6.1 There are no significant risks identified in this report.

5 Conclusions

- 5.1 The Scrutiny recommendation of a tracking system allows the Board to monitor progress and identify completed recommendations. Progress in responding to those recommendations arising from the Scrutiny review into Improving School Attendance is detailed within the table at Appendix 1 for the Boards consideration.
- 5.2 There have been significant changes to the School Attendance Service since the last report update. Changes to legislation and budget have impacted on the focus and priorities of the service. Despite a slight decrease the city continues to have some of the best school attendance figures recorded.
- 5.3 A review of the penalty notice Code of Conduct provides an opportunity to bring our policy in line with our neighbouring authorities.

6 Recommendations

The Committee are asked to:

- 6.1 Agree that all the outstanding Inquiry Actions can now be closed as progress has either been made or the actions are no longer relevant due to change in legislation or practice.
- 6.2 Note the changes that have taken place in relation to the School Attendance Service since the last report.
- 6.3 As part of the consultation process for the review of the Penalty Notice Code of Conduct the Committee are asked to consider if they would like to express a view

on the proposal to change the number of Penalty Notices for unauthorised school attendance, from one per child per year to two per child per year.

7 Background documents¹

- 7.1 Report cards for the attendance obsession are produced every six months.
- 7.2 The DfE's national statistical first releases are published at: <https://www.gov.uk/government/collections/statistics-pupil-absence> The Children's Performance Service can support with any queries around analysis and interpretation (chs.performance.and.intelligence@leeds.gov.uk)
- 7.3 The DfE produce a guide to school absence statistics that was last updated in May 2015, this is available here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428446/Guide_to_absence_statistics.pdf
- 7.4 Details of the traded offer to schools and clusters are available on the Leeds for Learning website here: <http://www.leedsforlearning.co.uk/Services/Details/2490>
- 7.5 One Minute Guide - Education Attendance, Statutory Responsibilities <http://www.leeds.gov.uk/docs/17%20-%20Education%20attendance%20-%20statutory%20responsibilities%20-%20January%202014.pdf>

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Review of Improving School Attendance Inquiry (September 2015)

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p>Recommendation 2 - That the Director of Children's Services engage with School Governors to establish a special responsibility for one Governor in each school which includes challenging the attendance performance of the school and maintaining a focus on reducing absence levels.</p>	<p>Directors Response: There is a specific training briefing for governors on attendance, available through the governor support unit and guidance has been issued to governors about utilising the committee framework to monitor and challenge attendance throughout the course of the school year. The advantage of the committee framework is embedding a shared understanding of attendance across the whole of the governing body. In schools with good attendance, distributive leadership across the whole organisation generates shared ownership. Schools with poor attendance often place responsibility for attendance with one particular role e.g. assistant headteacher, head of pastoral etc. Targeted Services regularly communicate to governors through the governors bulletin with respect to attendance and the role all governors can play in supporting their school improve policy and practice in order to raise attendance.</p> <p>13 December 2012: Governor training on attendance is being delivered in the New Year and Targeted Services will be taking the opportunity to support the governor's marketplace event.</p> <p>Feb 2014: Advice and guidance about the recent changes to legislation has been provided to all headteachers and governing bodies and the attendance training programme continues. In addition, training across a number of clusters has taken place that has included governors who have also been invited to join Outcomes Based Accountability workshops for attendance. Governors continue to play an additional role</p>	2 – Achieved	

	<p>in the governance of clusters that enables influence on activity and provides a channel for support and challenge, particularly around the obsessions and other cluster priorities, of which school attendance is key.</p> <p>70 of 266 schools have a named attendance governor and where there is none, the chair would take this role (the majority of named attendance governors are the chairs). Without exception, attendance is an item on the head teacher's report at every governing body meeting for discussion and many governing bodies also utilise the sub-committee meetings that shows a distributive leadership/challenge model providing a detailed scrutiny of attendance at the school.</p> <p>September 2015 The guidance for Governing Bodies regarding school attendance has just been reviewed and will be shared with all Governing Bodies over the next Academic Term; the guidance recommends a nominated Governor has responsibility for Attendance. Governor Training continues to be available as part of the Governor Training programme. Based on the actions identified above the Scrutiny Committee are asked to consider this action now completed.</p>		
<p>Recommendation 6 - That the Director of Children's Services engages with National Health Service providers and General Practitioners in Leeds to identify how absence from school for health appointments could be reduced.</p>	<p>Directors Response: A small scale information gathering exercise in the CATTs (Ardsley and Tingley) cluster was undertaken during the Easter term to investigate what types of medical appointments children are missing school for. The findings have been shared with School Health, the lead for Emotional Health and Well-Being in the West North West and the Head of Commissioning Children and Families in NHS Leeds.</p>	2- Achieved	

Next steps planned are to repeat the investigation in a more inner-city/deprived area of the city and to try to expand the data captured to the number of appointments not attended, whether GP appointments were routine or responsive to illness and to establish if children returned to school in the afternoon – the greatest majority of appointments were during the morning.

An Outcome Based Accountability workshop with Children's Services and partners in health is planned for the next academic year. Preliminary discussions have already generated no-cost, low-cost ideas such as community paediatrics including text in their appointment letters advising parents that their child will be able to return to school following their appointment; for GP practice managers to be advised of school holidays to offer routine appointments during these periods which could also increase the likelihood of children attending the appointments.

13 December 2012: Open XS cluster have agreed to undertake an investigation into the types of medical absence across schools in the cluster. This represents a much more diverse locality with much higher levels of deprivation.

February 2014: Unfortunately, the Open XS cluster were not able to undertake this piece of work. Discussions with the CCG have identified that there is little influence possible over this type of absence as the vast majority of appointments during the school day are required because of genuine illness and that routine appointments would not generally be offered to children during the school day. The CCG's have also been engaging in the cluster model of service delivery and are looking for opportunities to pool resources or jointly commission services to tackle health inequalities and key issues for children and young people, such as mental health and emotional well-being as these are a far more significant cause of prolonged absence from school.

	<p>September 2015 The CCG's have invested a significant amount of funding to support the provision of services for children and young people with emotional and mental health issues. This will result in much closer working between the schools, cluster and GP practices and it is anticipated that where issues relating to appointments in the school day are a problem these can be addressed locally. For example in Seacroft Manston Cluster a monthly meeting between the Cluster and GP practice takes place. This type of partnership is developing across many more Clusters in the city. Based on the outcome from the February 2014 update and the progress regarding improved partnership working with CCG and GP practices it is recommended that Scrutiny Committee now consider this action completed.</p>		
<p>Recommendation 11 - That the Director of Children's services investigates the problems associated with transient neighbourhoods. In addition, investigates how the schools admissions system for Leeds could be adapted in our most deprived wards to ensure parents can place their children in schools close to their homes and siblings.</p>	<p>Directors Response: The problem of transient neighbourhoods is one that is limited to a small number of localities in the city, Inner East being one of these. The cluster have undertaken an Outcomes Based Accountability workshop for a host of services/agencies to look at this issue in their locality, which has a particular focus on the impact and needs of the Roma community.</p> <p>A pathfinder project has already begun to allow schools to accept applications directly from parents for in year admission transfers. The aim is to reduce the amount of time taken to find school places for children and young people. All schools will be managing admissions in this way by September 2013. There is a small working group of specialists within Children's Services considering the impact of admissions on children missing education particularly in transient neighbourhoods where there is a high degree of mobility between schools.</p>	<p>1- Stop monitoring</p>	

We will continue to seek to provide additional permanent and temporary school places in areas where families are not always able to secure a place at a reasonable local school. We want all children to have access to a good local school.

13 December 2012 : The pathfinder was to be implemented in all schools by September 2013 but as the pathfinder project has been so successful it is to be rolled out across the city after the October 2012 half term holiday. A number of temporary solutions were also implemented at schools in Inner East and Inner South, two of the most deprived wards, for September 2012 and further proposals for permanent expansions will be brought forward.

Current Position: Following the changes to legislation that came into effect on September 1st, Leeds no longer co-ordinates applications for schools transfers during the academic year.

Building on the success of the pilot scheme, parents now approach schools directly to apply for a place. Since many schools are now their own admissions authority, and make the decisions on who they can admit, this has led to a reduced wait for information on whether a place can be offered. Where a place cannot be offered parents are supported with information on other local schools where there are spaces currently available. If parents continue to be unable to secure a place, the authority contacts them again and, where appropriate, make referrals through targeted services to identify a service that can offer family support.

Work between targeted services, safeguarding and admissions is on-going to ensure there are no gaps in process. This includes the work of Fair Access panels, which support the most vulnerable children and families, including many with high mobility.

Work continues to ensure sufficiency of school places, with 183 bulge reception places provided for the 2013 entry, and a staff restructure to

better support this work.

The admission policy for Leeds community and voluntary controlled schools uses both a sibling priority and a priority for the school nearest to a child's residence to support families to be able to access a nearby school. Whilst there are an increasing number of own admitting authority schools, i.e. Academies, Free Schools, Trusts and VA schools that have their own admission policies, the vast majority have retained a nearest school or feeder school criteria which prioritises local children. In addition the local authority is a statutory consultee on all policies and checks them to ensure fairness and that no children are left without access to a local school. Where any concerns exist we would seek to resolve them with the school.

When looking at school place capacity and planning any changes we consider local clusters of schools and the historical patterns of parental preference. We would always seek to ensure that even where there may be constraints on individual schools, that sufficient capacity is planned into areas so that parents can access a school within a reasonable distance. A new post has recently been created and appointed to within the Capacity Planning and Sufficiency Team specifically to focus on the short term need for places, for those within the current round of applications for reception and year 7, and also for in year transfers, to give an increased focus on meeting the needs of these families in their localities. We seek to work with schools to ensure sufficiency of good local places.

September 2015

This recommendation was made before schools became their own admissions authority. The attendance service now has greater involvement in working with children missing education (CME). Attendance officers are now allocated as the lead officers for all cases when a child's whereabouts becomes known, but they do not yet have a school place. This approach has proved very effective

	<p>supporting many families who are new to Leeds, the country or have moved to a different part of Leeds. The attendance officers will support the family until they have a school place. The service supported over 800 pupils during the last academic year who didn't have a school place.</p> <p>Therefore based on the changes that have taken place in the School Admissions process, the changes to the Capacity Planning and Sufficiency Team and the support offered to families without a school place the Committee are recommended to consider this action closed</p>		
<p>Recommendation 12 - That the Director of Children's service in collaboration with Cluster Chairs identifies the most effective way of sharing case information with stakeholders involved in the support of children and their families, whilst adhering to required data protection legislation and safeguarding requirements.</p>	<p>Directors Response: There is an on-going review of ESCR and investigation into the procurement of a suitable solution which will need to provide a consistent case management tool for services and practitioners which will maximise the effectiveness and timeliness of communication and understanding about children and families and those who are working with them.</p> <p>The Targeted Service Leaders and Area Heads of Targeted Services are available to support clusters in developing robust information sharing agreements which safeguard children without causing unnecessary barriers to communication and intervention by services.</p> <p>There have been preliminary discussions as to how access to the Children's Services pupil database (not ESCR) could be extended to a range of practitioners that could include school SENCOs, Family Intervention Service and cluster based staff such as Family Outreach Workers.</p> <p>The Troubled Families initiative will also map out and test the information sharing protocols between the authority and clusters/partnerships/services.</p>	<p>1 – Stop Monitoring</p>	

13 December 2012 : Staff working across 9 clusters are now able to make use of the Synergy Gateway to both access child records to view and also to add notes in respect of actions and interventions and this model is being rolled out across the remaining 16 clusters. This is enabling practitioners to see which other services are engaged in work with children and also reducing the need to hold information about children in multiple locations. The Families First Information Sharing agreement has also enabled a much wider discussion across agencies in respect of families and households causing concern to a range of agencies that covers worklessness and crime and anti-social behaviour.

February 2014: An early help module has been developed as part of the framework-I implementation. This module is separate from the children's social work services module but information can be passed between the two modules when necessary.

This will allow all relevant information from different agencies to be captured and stored in one place to allow easy, timely access to up-to-date information for anyone with appropriate consent.

Individual agencies that are involved with a child and family will be able to update their information in real time and anyone searching the system, will, as a minimum, be able to identify who is currently working with them.

Implementation has already begun with key people in clusters trained on the system in January 2014.

Ensuring the most efficient use of the system will be part of the development undertaken with all multiagency partners as the system is rolled out over the next 18 months.

	<p>September 2015</p> <p>The Frameworki system has now been implemented in Children’s Social Work Service and some access is available to some clusters and other services within Children’s Services. There are developmental challenges regarding the more extensive roll out of Frameworki early help module and access to services that sit outside LCC networks.</p> <p>While this action is not fully completed the Committee can be assured that solutions and options continue to be progressed and it is recommended that the Committee consider this action now closed subject to the Director continuing to pursue effective information sharing routes.</p>		
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Changes to national attendance legislation September 2013

Frequently asked questions

Why are schools in Leeds not allowed to authorise holidays in term time anymore?

The government made a change in legislation from 1 September 2013, which affects all schools in the country not just in Leeds. The changes mean that schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time. Nationally, five million school days were missed in the academic year 2011/ 2012 because of family holidays in term time, which is 10.1 per cent of overall absence in schools. This high level of absence led the government to make this important change to legislation.

What is a penalty notice for irregular school attendance?

A penalty notice is a fine to parents or carers if they fail to ensure that their child/ren attend school regularly. It is an alternative to prosecution in the magistrate's court.

Who issues the penalty notice?

The decision to issue the penalty notice is made by the school and Leeds City Council issues them on their behalf.

Under what circumstances could I be fined?

A penalty notice can only be issued if a child has been absent from school without permission for **five days in the same term or period of 12 weeks**. This could be for a block of absence or a number of single days. If a penalty notice is issued, it will be one fine for the whole period of the absence. So the fine would be the same amount for an absence of five days or 10 days. For example, a parent could be issued with a £60 fine if their child misses one day of school each week over a five week period, whilst another parent might be issued the same fine for one two-week block of absence. **Parents will not be fined for a single day of absence if their child's attendance is otherwise good.**

What should I do if I get a fine?

If you are issued with a fine, details of how to pay will be included on the letter that you will receive with it. It is important to note that the fine has to be paid in full – instalments cannot be accepted. Remember that if a fine is not paid, then you could be summoned to the magistrate's court, which has more serious consequences. If found guilty in court parents can be fined up to £1000 and will have a criminal record, which may affect current or future employment.

What do you mean by 'per parent'?

The law has always allowed each parent to be fined for the same child's absence. A parent is classed to be anyone with parental responsibility. Cases involving separated parents will be judged individually.

What is an 'exceptional circumstance'?

The council has issued guidance to schools about what could be classed as an exceptional circumstance. However, schools will develop their own policies on an individual basis or in groups. So parents should always make contact with their child's school directly to discuss their own individual circumstances.

What will the money generated from fines be used for?

Revenue from payment of fines is retained by the council to cover the cost of administering the penalty notice scheme, and to cover the cost of prosecuting parents that fail to pay their fine.

How long do the parents get to pay?

Once the penalty notice is issued, the parent has 21 days in which to pay £60. If they fail to pay in that time period, the fine increases to £120 and they then have another seven days in which to pay, taking the total time in which to make payment to 28 days.

What happens if the parent doesn't pay?

If the parent has failed to make payment after 28 days then the local authority has the power to prosecute them in the magistrate's court for the offence of failing to ensure their child/ren attends school regularly. A guilty verdict at court can lead to a fine of up to £1000, a Parenting Order, and a criminal record which can affect employment opportunities.

What if I receive a fine but I disagree with it?

The legislation states that requests for leave must be made to the school in advance of leave being taken. The decision to issue a penalty notice is made by the Head Teacher therefore if you have any information that you feel should be taken into consideration about whether the fine is valid or not you should contact the school direct. The Council will take reasonable steps to ensure that a fine is only issued in the right circumstances and will only withdraw the fine if there is sound evidence that it should not have been issued in the first place.

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Children’s Services)

Date: 10th September 2015

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. This report explains the information to be presented to the Scrutiny Board (Children’s Services). Following the previous Scrutiny review into Increasing the Number of Young People in Employment Education or Training published on the 14th of March 2013 information is presented which provides progress information in accordance with recommendations made. In addition the Scrutiny Board requested on the 18th of June 2015 that additional focus regarding destinations for SEND young people who are NEET, or at risk of being NEET be brought for consideration and debate.

2. The Scrutiny recommendation tracking system allows the Scrutiny Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

Recommendations

3. Members are asked to:
 - Agree those recommendations which no longer require monitoring;
 - Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.
 - Note the recommendations where satisfactory progress is being made.
 - Consider overall progress against the desired outcomes identified by the Board.
 - With regard to Section 2.1 of this report and the information to which it refers, make recommendations as deemed appropriate.

1 Background information

- 1.1 On the 18th of June 2015 the Scrutiny Board (Children's Services) raised concerns about positive destinations with regard to employment, education and training for SEND groups whilst discussing the annual work programme. It was acknowledged that the city picture is much improved however additional focus on SEND groups within the context of this report could be utilised to inform a wider piece of scrutiny work into what it is like to grow up in Leeds for SEND children.
- 1.2 With regard to the Scrutiny Boards inquiry report, agreed on the 14th of March 2013, the Board received the Director of Childrens Services response to the recommendations made at the July 2013 meeting followed by the first comprehensive update on progress in October 2013 and a further report in September 2014. At the September 2014 meeting the Scrutiny Board were satisfied that recommendations 3, 4 and 13 were achieved and therefore no longer required monitoring. The information contained in the appended report represents progress made since September 2014.
- 1.3 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

2 Main issues

2.1 SEND Information

- 2.1.1 Information relating to positive destinations with regard to employment, education and training for SEND groups is detailed in the report of the Director of Children's Services appended to this report, in paragraphs 3.15, 3.19, 3.27 to 3.31 and 3.72.

2.2 Recommendation Tracking

- 2.2.1 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix A. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 2.2.2 To assist Members with this task the Principal Scrutiny Adviser, in liaison with the Chair, has given a draft status for each recommendation. The Board is asked to confirm whether these assessments are appropriate and to change them where they are not. Details of progress against each recommendation are set out within the table at Appendix B.

3 Corporate Considerations - Consultation and Engagement, Equality and Diversity/Cohesion and Integration, Resources and Value for Money

- 3.1 Details of any consultation, impact on equality areas and significant resource and financial implication linked to the Scrutiny recommendations will be referenced in the report of the Director of Childrens Services appended to this report.

4 Recommendations

- 4.1 Members are asked to:

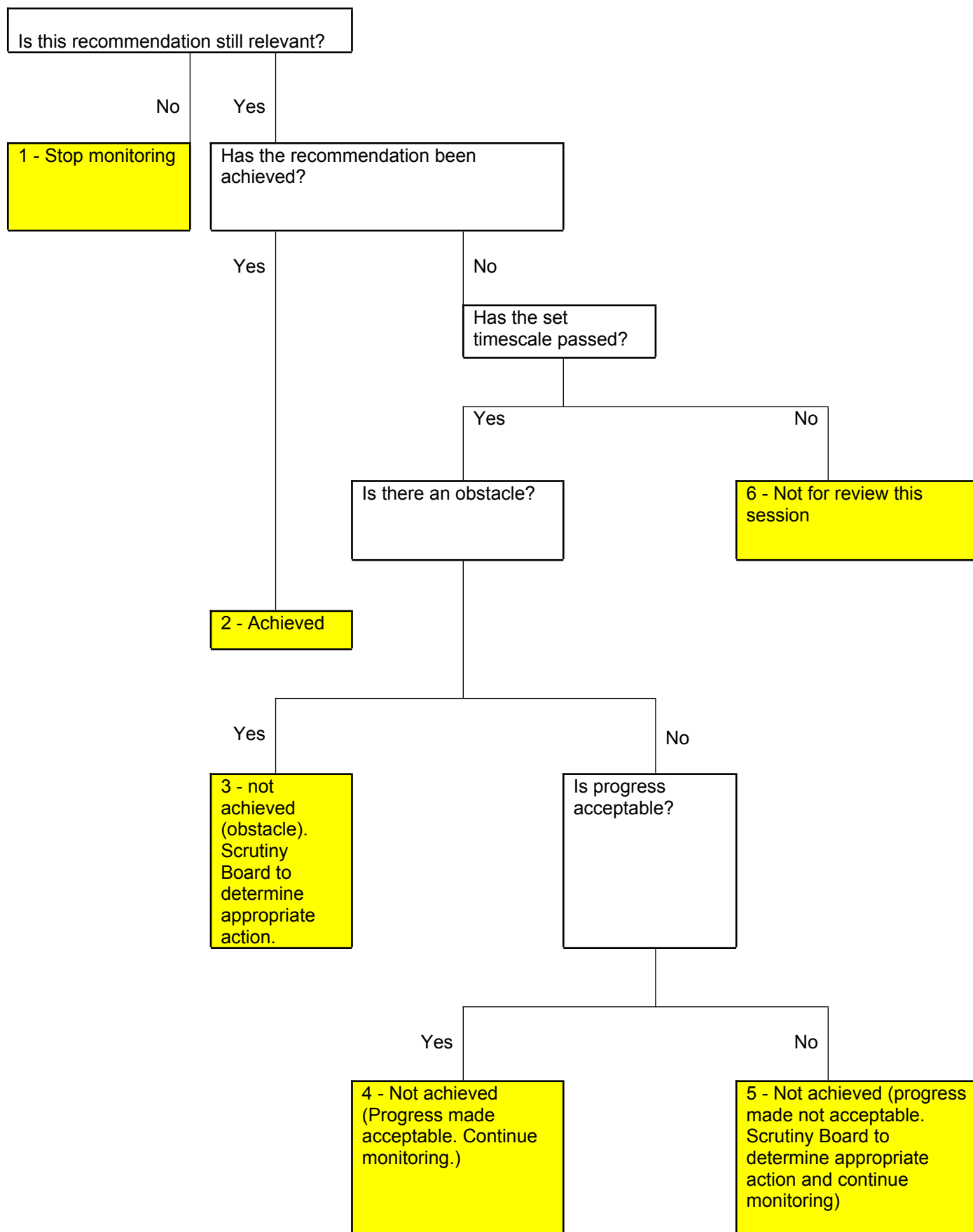
- Agree those recommendations which no longer require monitoring;
- Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.
- Note the recommendations where satisfactory progress is being made.
- Consider overall progress against the desired outcomes identified by the Board.
- With regard to Section 2.1 of this report and the information to which it refers, make recommendations as deemed appropriate.

5 Background documents¹

5.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Recommendation tracking flowchart and classifications:
Questions to be Considered by Scrutiny Boards



Review of Increasing the Number of Young People in Education, Employment or Training (September 2015)

Categories

- 1 - Stop monitoring
- 2 - Achieved
- 3 - Not achieved (Obstacle)
- 4 - Not achieved (Progress made acceptable. Continue monitoring)
- 5 - Not achieved (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

Recommendation for monitoring	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p>Recommendation 1</p> <p>That the Director of Children’s Services incorporates destination measure information for Leeds as part of the performance monitoring information. This information to be provided to the Scrutiny Board on an annual basis.</p>	<p>1</p> <p>Provided Sept 14 and Sept 15 To incorporate future data into December performance reports</p>	
<p>Recommendation 2</p> <p>That the Director of Children’s Services defines and implements a clear cross sector city wide strategy for tracking the destinations of young people and engaging with those who fall into the ‘Not Known’ category to ensure that appropriate support can be provided.</p>	<p>2</p> <p>Annex 2 Annex 6</p>	

<p>Recommendation 3</p> <p><i>That the Director of Children's Services provides a report to explain how Youth Contract Funding has been utilised and the direct impact this funding has had on creating EET opportunities for young people.</i></p>	<p>Completed September 2014</p>	<p>✓</p>
<p>Recommendation 4</p> <p><i>That the Director of Children's Services works in partnership with the Clusters to ensure that area based NEET data is analysed to identify those that are at risk of being NEET and sustained NEET to facilitate efficient targeting of resources.</i></p>	<p>Completed September 2014</p>	<p>✓</p>
<p>Recommendation 5</p> <p>That the Director of Children's Services undertakes a review of the IAG support provided by Schools since September 2012 and reports the outcomes to the Scrutiny Board (Children's Services).</p>	<p>2 Para 3.67 onwards</p>	
<p>Recommendation 6</p> <p>That the Director of Children's Services works with Clusters across the City to share good practice and establish programmes in primary schools which reduce the risk of NEET, such as the concept of 'World of work Wednesdays'. Such programmes should also be adapted to suit the needs of young people in secondary education.</p>	<p>4 or 2 Para 3.42 and 3.43</p>	
<p>Recommendation 7</p> <p>That the Director of Children's Services investigates with secondary schools and employers how the curriculum/education system in Leeds can be enhanced in order to better prepare and equip young people with the skills they need for the work opportunities that are here today and will exist in the future.</p>	<p>4 Verbal update</p>	
<p>Recommendation 8</p> <p>That the Director of Children's Services investigates how opportunities can be brokered between all schools and businesses to provide opportunities for young people to meet inspirational role models, raise awareness about career prospects and raise aspirations.</p>	<p>2 Para 3.42 and 3.43</p>	

<p>Recommendation 9</p> <p>That the Director of Children's Services reports back to the Scrutiny Board in October 2013 on the success of the Learning for Parents pilot and the future provision of this support across the city.</p>	<p>1 Verbal update reference Rec 10</p>	
<p>Recommendation 10</p> <p>That the Director of Children's Services investigates how support can be expanded to raise the aspirations of parents and equip them with the skills to support their children to achieve from foundation years onwards.</p>	<p>4 Verbal update</p>	
<p>Recommendation 11</p> <p>That the Director of Children's Services investigates how improvements can be made to ensure parents/carers are equipped with sufficient information to help their young people to make the right education, employment or training choices.</p>	<p>2 Para 3.48, 3.52, 3.60, 3.70</p>	
<p>Recommendation 12</p> <p>That the Director of Children's Services works in partnership with other Council departments, schools, voluntary organisations, businesses and partners to determine a model and strategy which will mobilise the city to reduce the number of young people who are NEET or at risk of becoming NEET.</p>	<p>2 or 4 Annex 2 Annex 6</p>	
<p>Recommendation 13</p> <p><i>That the Director of Children's Services facilitates the provision of data and information for organisations to rapidly identify those whose NEET status is 'not known' or those who are at risk of becoming NEET in order to secure appropriate education employment or training destinations for young people.</i></p>	<p><i>Completed September 2014</i></p>	<p>✓</p>

Report of Director of Children’s Services

Report to Scrutiny Board (Children and Families)

Date: 10th September 2015

Subject: An update on progress in relation to 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. The Children and Families Scrutiny Board conducted an investigation into the support available in Leeds in order to reduce the risk of young people not accessing appropriate employment, education or training, also referred to as NEET.
2. The Board conducted its inquiry over three sessions involving a range of key stakeholders and two visits to speak to young people undertaking courses provided by Aspire-igen and Leeds City College.
3. This led to the production of a Scrutiny Inquiry Report in March 2013 containing 13 recommendations and a subsequent response from Children’s Services in July 2013.
4. The recommendations included a request for an update on progress in October 2013, September 2014, and a further update in September 2015. In addition, the Scrutiny Board requested on 18th June 2015 that additional focus regarding destinations for SEND young people who are NEET, or at risk of being NEET, be brought for consideration and debate.

Recommendations

5. The Board are requested to note and comment on the progress to reduce the risk of young people not accessing appropriate employment, education or training.

1 Purpose of this report

- 1.1 This report provides a detailed progress update on a number of key areas of activity to increase the number of young people in employment, education or training.

2 Background information

- 2.1 The Scrutiny Board was tasked with carrying out a piece of work on each of the three Children and Young People's Plan (CYPP) obsessions. The third of these related to reducing the number of young people not in employment, education or Training (NEET).
- 2.2 The focus of the inquiry was on the support available in Leeds in order to reduce the risk of young people aged 16 to 19 years old becoming NEET and help them access appropriate employment, education or training.
- 2.3 During the course of the three sessions the inquiry received written and verbal evidence from a range of key stakeholders involved in supporting young people including council services, schools, FE colleges and Aspire-igen. This was supported by two visits to speak to young people undertaking courses provided by Aspire-igen and Leeds City College.
- 2.4 This led to the production of a Scrutiny Inquiry Report in March 2013 containing 13 recommendations and a response from Children's Services in July 2013.
- 2.5 The Scrutiny Inquiry Report also requested a progress update on a number of key areas of activity to reduce NEET to be presented to Scrutiny Board in October 2013 and a further report on progress in September 2014 and now in September 2015.
- 2.6 At the Scrutiny Board meeting in September 2014, it was agreed that recommendations 3, 4 and 13 would be removed.

3 Main issues

3.1 The Leeds strategy and model to reduce NEET (Recommendation 12)

- 3.2 Our performance in reducing the number of young people Not in Education, Employment or Training (NEET) is a powerful indicator of our overall success in educating and supporting young people. If young people fail to make a successful transition to further learning, employment and adult life, it is likely to have major consequences for their future economic wellbeing. To successfully address NEET and achieve our ambition to become a child friendly NEET free city we must tackle a range of complex inter-related issues affecting the most vulnerable. Our work with young people around the development of the Child Friendly City, our review of post-16 provision, the development of the Leeds Youth Offer and the major programmes that are now underway around the Devolved Youth Contract Programme and Families First initiatives are coming together to provide a cohesive package of opportunity to achieve our ambition for all young people aged 16-19 to be productively engaged in education, employment or training.

- 3.3 The duties for Raising of the Participation Age (RPA) have now been fully implemented which means young people are to remain in education or training until their 18th birthday. In addition to efforts to increase participation in education or training we are also focusing on providing employment opportunities and ensuring young people have the skills to succeed in the workplace.
- 3.4 **NEET & Not Known Performance Update**
- 3.5 There is evidence we have started to turn the curve with regard to reducing NEET/increasing progression to education, employment and training and reducing Not Knowns, see Annex 1. There is currently a particular focus on reducing the number of young people aged 16-19 who are NEET for over 6 months as the first stage in delivering on our ambition to become a NEET free city.
- 3.6 There are around 70 less young people NEET in June 2015 compared to June 2014, there have been dramatic decreases in the number of young people with a not known status by around 1,600 over the last three years since the opening of the Scrutiny Inquiry. This means that at this current time we can be more confident in the accuracy of our NEET data than in earlier reporting periods.
- 3.7 The number of young people whose status is not known is down to a record low of 2.5% in June 2015 compared to a national equivalent rate of 7.3%; see Annex 1, Table 2. Leeds has the lowest Not Known rate of the Core Cities, which range from 2.5% (Leeds) to 20.5% (Liverpool), sitting significantly below the average of 7.9%. Our success in reducing Not Known to this level has been a dedicated collective effort from Aspire-igen, schools, colleges, the council and other partners. Our processes and procedures around tracking and data collection are more robust than they have ever been, and we can go forward with confidence around the quality of our data.
- 3.8 This substantial reduction in not known rates has impacted on the NEET rate in Leeds, as inevitably some young people with an expired status have been identified as NEET.
- 3.9 Table 9 of Annex 1 shows the change in NEET levels by cluster over the last 12 months. Specific activities and initiatives, and how and when it is targeted locally to support young people who are NEET or at risk of becoming NEET, is detailed and monitored through Area Level NEET action plans, led by Aspire-igen.
- 3.10 The DfE use data from the reporting period between November and January each year as their key measure of local authority performance and this data is shown in Table 4. They also indicate where local authorities have particularly high rates of young people with a not known status. For 2015 data (November 2014 – January 2015) just under half of the local authorities nationally were flagged as having more than 50% above the England average of young people with a status of Not Known. A high not known rate serves to artificially suppress the reported NEET rate, and this means that comparison of NEET rates with just under a quarter of local authorities in the country is not a valid exercise. In Leeds we have

confidence from our data tracking, that we are aware of the current status of over 95% of our 16-19 year olds.

- 3.11 It should be noted that of the young people who are included in the NEET figures at any particular time, around 300-400 will not be available to the labour market due to medical reasons, or because they are caring for young children or have other caring responsibilities. In addition 50-60 young people who already have a date agreed to start work or further training will remain recorded as NEET for a short while longer. At the current time around 1080 of the NEET group are those young people who are actively seeking education, employment or training. These groups are shown in Table 5 of Annex 1.
- 3.12 Around a quarter of the NEET group have been NEET for fewer than three months. Our focus is on working with the 'sustained NEET' group, who have been NEET for more than six months and at the end of June 2014 there were 958 young people (57.5%) of the NEET cohort in this group. Sustained NEET rates by cluster are shown in Table 8.
- 3.13 In Leeds we are reducing the length of time young people are NEET. The Year 14 cohort have the greatest prevalence of sustained periods of NEET, with around four out of every five NEET young people in that age group being NEET for more than three months, and around two-thirds having been NEET for more than six months. Long-term NEET rates are much lower for young people in Year 12, with around two-thirds of this group being NEET for less than six months.
- 3.14 When looking at the age of those in the NEET group, we have 2 percentage points more 17 and 18 year olds NEET than the national average. The majority of the NEET group in Leeds are 18 year olds, with two thirds of them being NEET for more than six months.
- 3.15 Of those young people (16-25) in the city who are tracked as SEND (this is both self-declared and those with a 139a Statement or Education Health and Care Plan) 61% are engaged in Further Education, 9% in Employment (including Apprenticeships), 4% in other training (e.g. re-engagement activity, Traineeships or training through the Work Programme) and 18% are NEET. Of those NEET, 16% are available to the labour Market and are actively seeking employment, education or training. Whilst this gives us some indication of the engagement of this group, there is work underway at this moment to enhance the accuracy of the reporting of young people in this group.
- 3.16 There are several differences in the definitions used by different government departments when it comes to reporting the NEET status of our children who are looked after or who have left care. When looking at 16-21 year old CLA and CL's there are around 40% who are NEET at any one time. The Care 2 Work Group have worked closely with the Social Care Teams to complete a cohort analysis to understand the main barriers experienced by our CLA and CL's who are NEET. This is detailed further on in this report.
- 3.17 We are on par nationally with the number of 16 and 17 year olds participating on Apprenticeships and in Further Education. The rate of participation in learning in Leeds was 85.8% in June 2015 compared to a national average of 82.7% and a

rate among statistical neighbour authorities of 84.1%, see Table 3. This positive picture is important as we measure how well young people in Leeds are meeting their duties of Raising of the Participation Age (young people under the age of 18 are not be able to be in a job that does not included the equivalent of at least one day per week of learning). On this measure, comparison against the performance of other local authorities is more reliable, as this measure is not distorted by large numbers of not known records.

- 3.18 We will increasingly report the rate of young people in learning alongside the NEET rate as the DfE have previously stated they would start to move away from measuring NEET to measuring Participation as the Raising of the Participation Age is now implemented.
- 3.19 The last NEET Scrutiny progress report lay out and explained the key areas of work taking place across the city to help reduce NEET and showed how these link together to form a comprehensive and coherent model and strategy to reduce NEET across Leeds. These are summarised again in Annex 2. This update report provides progress on these areas along with providing information on new initiatives. This report also provides information on work underway to introduce Health Education and Care plans for young people in the city who have Special Education Needs or a Disability (SEND). Detail on progress with supporting children who are looked after or care leavers into positive learning or employment destinations post 14 and 16 is also included. This work is reflected in detail in the Care 2 Work Progress Plan in Annex 3.
- 3.20 **Learning Offer**
- 3.21 **Post-16 Learning infrastructure (Recommendation 12)**
- 3.22 The local authority shared with Schools, Governors and Councillor members the “School Sixth Forms in Leeds: A Discussion Document for Post-16 Learning in Leeds 2014-2020” document and held an event for Heads/Principals, Governors and Councillors on 23rd July 2014. Potential collaborative solutions identified by the Council were outlined to Scrutiny Board within the progress report of September 2014; these are detailed in Annex 4 for ease of reference. A verbal update on progress against these will be given at the Scrutiny Board Meeting on 10th September 2015.
- 3.23 **University Technical College (UTC)**
- 3.24 The first UTC in Leeds will open its doors in the city in September 2016. The new school for 14 to 18-year-olds will specialise in manufacturing and Engineering. The project has been led by major employers including Kodak UK, Agfa, Unilever, Siemens and Grant Thornton. It has the backing of Leeds City Council, Leeds University, Leeds City College and the city’s chamber of commerce. The UTC will help bridge the skills shortage facing the sector by educating the inventors, engineers and scientists of the future. Specialising in engineering and manufacturing, the new college will provide a vocational education for young people aged 14-19 from across the city region, with the curriculum focused on the ‘STEM’ subjects of science, technology, engineering and maths.

- 3.25 Approval has been received by the Department of Education for the funding agreement of £9.5million to cover the cost of building works and initial staffing costs. UTC Leeds will be located at the Braime Pressings factory on Hunslet Road, Leeds, and will be housed in the building's newly converted west wing, construction work starting in September 2015 for completion September 2016.
- 3.26 Working with industry, the job of the new principal will be to present this fantastic opportunity to parents and ambitious young people and recruit the first intake of 105 14 year olds and 120 16 year olds ready for when the UTC Leeds opens its doors.
- 3.27 Special Educational Need & Disabilities (SEND)**
- 3.28 Following the local implementation of the Children and Families act young people with Special Education Needs now receive a coherent and joined up plan from the age of 0-25 through the introduction of Education Health and Care (EHC) Plans. The EHC Plans focus on the aspirations of young people and on intended destinations into adulthood. Young person centred reviews in year 9 begin to explore intended destinations and the EHC plan ensures that a young person's education and learning better prepares them for the transition into adulthood and an appropriate positive destination; whether that be into further learning, employment, independent or supported living, or a meaningful adult life.
- 3.29 The first of the three years of conversions to the new EHC Plans has been successful and Leeds has been recognised as demonstrating good practice by the DfE. The local authority in partnership with post-16 education providers has designed and implemented a fair and equitable process for funding Post-16 learning.
- 3.30 A post-16 (HNS) providers forum has been established and ran an OBA turning the curve workshop exploring ways to increase the numbers of young adults with SEND accessing the world of work when they leave post-16 provision. As a result a supported internship pilot for post-16 students with SEND has been established. Leeds City Council is working closely with employers, post-16 providers and supported employment advisers and a strategic group chaired by Cllr Dowson is overseeing the supported internship pilot.
- 3.31 A supported internship is a course offered by colleges and post-16 providers. They aim to help young people with learning difficulties and disabilities achieve paid employment by giving them the skills and experience they need through learning in the workplace.
- 3.32 Children Looked After and Care Leavers – Care 2 Work**
- 3.33 As of March 2015, Leeds City Council's Children's Services has restructured the staffing to support Children Looked After (CLA) and Care Leavers into further education and employment. The expanded Virtual School Team and the Raising Participation Team now support this area of work in developing strategies to reduce NEET Care Leavers. This area of work is the responsibility of the Care 2 Work Group, which reports strategically into the MALAP Education to Employment sub group; the MALAP Care Leavers Group (New Belongings) and this year will

report to Corporate Parents. The Care 2 Work Group brings together staff from Leeds City Council's Children's Services, DWP, Employment and Skills, Children's Services Social Care, Leeds City Council HR, and Aspire-igen with the specific aim of improving the numbers of CLA / Care Leavers entering Education, Employment and/or Training (EET). This work is monitored and evidenced in the Care 2 Work Plan (see Annex 3) and the work of the group has attracted some recognition from other Local Authorities. Learning visits have been hosted by Leeds City Council to share what is deemed to be good practice.

3.34 The work of the Care 2 Work group to date has been enhanced and supported by an allocation of £250,000 from Leeds City Council Leaders, known as the Leeds Guarantee Fund, as of April 2015. The Care 2 Work group has decided to make best use of this funding by the development of support for the key groups of NEET Care Leavers. Such groups have been identified by a detailed cohort analysis has been conducted, details below. The Ready 4 Work programme which was piloted in July 2014, to prepare our NEET 18-21 year old care leavers to take the next step to EET, has proved to be successful , with over 50% of the cohort now in EET. Collaborative work continues with Leeds City Council HR to identify employment opportunities and Apprenticeship placements for care leavers prior to those jobs being externally advertised.

3.35 It was recommended at the last NEET Scrutiny to priorities and implement standardised processes that adequately identify, track and support Care Leavers in order for them to be supported into positive post-16 training or employment opportunities. The reporting of NEET Care Leavers is given recognition as a priority group by Leeds City Council 14 – 19 Strategic Partnership. This includes being able to track which Children Looked After /Care Leavers have just left Year 11 or Year 12, and do not have an offer of learning or employment with training for September (September Guarantee). For those young people who do not have an offer, a collective targeted approach was taken by Aspire-igen and their social worker to swiftly work with them to help them secure an appropriate learning or employment with training destination. The Leeds Guarantee Fund had enabled the Care 2 Work group to conduct a more rigorous cohort analysis with the aim of targeting funding to priority areas. Strategic development with other partners is now in process to provide targeted support in the areas of teenage pregnancy / young parents; leaving custody; mental health support.

3.36 The Care 2 Work group members also take a lead with the School Improvement IAG network; enabling the team to raise the profile of Looked After Children / Care Leavers as priority groups in schools and post-16 settings. The network is extremely well attended and the schools welcome the solution focussed best practice to support this cohort of young people.

3.37 Employability Support Activity (Recommendations 3,6,7 and 8)

3.38 Devolved Youth Contract Programme

The Devolved Youth Contract Programme for 16 and 17 year olds was devolved from the nationally procured programme under City Deal in May 2012. The Youth Contract has recently been approved by Cabinet Office to continue until March 2016 in order to allow as many young people as possible to be supported to

achieve a 6-month sustained progression in EET. Year 2 has been characterised by steady progress, with programme elements being established as 'business as usual', alongside strong partnership-working arrangements.

As we enter Year 3, we have nearly completed recruitment with 1,032 young people currently on programme. Currently, 661 of these young people have progressed to employment, education or training, with the majority of young people entering Further Education (see Annex 5 for further details). To date, we have successfully supported over 30% of the Youth Contract cohort through to their 6-month sustained progression point. This represents a successful transition for a significant proportion of the hardest to help young people in Leeds, including those with experience of housing issues, child protection, in care/care leavers, pregnancy/teen parents, learning difficulties and/or disabilities and mental health issues.

- 3.39 In Leeds we deliver the Youth Contract programme primarily through our targeted IAG provider (Aspire-igen) working in partnership with the Education Business Partnership. Young people are recruited to the programme and allocated a key worker who will help them make a successful transition. They are encouraged to choose from a range of activities designed to respond to their needs and help them achieve progression. Options include mentoring (business or peer mentor), group assessment centres, mock interviews, business visits, and work placements within an overall 'Set for Success' programme. Businesses supporting the programme include organisation such O2, Kodak and Leeds Federated Housing.
- 3.40 The key features of the programme in Leeds which have helped us achieve good results already are:
- Being able to ensure that Youth Contract Support Programme activity is a coherent part of a wider city-wide strategy around creating employment opportunities and reducing the number of young people not in employment, education or training (NEET)
 - Strong, pre-existing partnerships between the main service provider and voluntary/third sector offering specialist expertise
 - Well-developed employer links through the Education Business Partnership enabling us to engage businesses extensively in the programme and put an emphasis on helping young people to become 'work-ready' and link to live opportunities in the labour market
 - The sustained relationship with an experienced key worker to provide both support and challenge
 - An emphasis on achieving measurable outcomes, for example by carrying out pre- and post-programme skills audits. This is supported by a 'payment by results' approach, with the final payment made when a young person has been in a sustained placement for six months or more (a strong indicator that a lasting transition has been achieved)
 - A core programme complemented by locality-based innovation projects led by area teams, for example, provision of targeted mental health counselling and outward bound residential programmes

The national evaluation of the Youth Contract highlighted higher achievement rates of young people into and sustaining EET through the City Deal locally designed and delivered programme than the nationally procured provision.

3.41 Education Business Partnership offer to schools

3.42 The council's Education Business Partnership (EBP) has reviewed and enhanced their offer to schools. The Team currently offers an extensive range of opportunities to schools and academies for young people to engage with people from businesses to enhance their employability and enterprise skills. These include interactive sessions by business leaders and employees to raise aspirations and understanding of particular career opportunities; structured visits to local businesses; mock interviews and mentoring programmes. In addition the EBP has designed a range of sector related programmes which are delivered in partnership with employers at their place of business and include: Retail in Action, Hospitality in Action, Utilities in Action, O2 Girls into Digital Communications and O2 Learn to Code programmes.

The team is currently marketing services to schools for the 2015/2016 academic year. As part of this process schools are being encouraged to work with the service to audit existing activity, and to map this against the new Ofsted Common Inspection Framework. Utilising the Local Authority designed CEIAG Self-Assessment Tool, future provision will also be mapped against the CIF in order to ensure that schools are reflecting Ofsted's requirements in their delivery of CIEAG.

3.43 A number of schools access programmes for primary and secondary education via other providers such as The Ahead Partnership and the Prince's Trust. The EBP works in partnership with these providers where pertinent, including a recent joint offer to the Leeds Manufacturing Forum with the Ahead Partnership, which we hope will result in widening the participation of businesses engaging with schools and young people.

3.44 ATA and Apprenticeship Hub

3.45 The Leeds ATA and Apprenticeship Hub are now into the final year of a three year programme funded through the City Deal (ending September 2015).

3.46 The ATA continues to trade as a company limited by guarantee and is jointly owned by the Council and Leeds City College. The ATA supports the creation of new apprenticeship opportunities involving small and medium sized (SME) employers that would otherwise be unable to take the business risk of employing an apprentice directly. Effectively operating as an employment agency, the ATA directly employs apprentices who are hired to host employers where they will complete their apprenticeship.

3.47 The Apprenticeship Hub is part of the Employment & Skills service and works across the city to drive up the number of apprenticeships. It works in partnerships with training providers and offers support, guidance and information to businesses and young people about apprenticeships.

- 3.48 The Hub and ATA jointly coordinate and deliver wide ranging SME and young person engagement programmes and are supported by a network of Apprenticeship and Business ambassadors, who help carry the message about apprenticeships to young people, parents, and teachers.
- 3.49 Staff from both teams attend regular business events and network meetings to promote opportunities. The teams have good relationships with business organisations including Leeds Chamber of Commerce. The Hub works with sector bodies and sector skills councils and has enabled support and brokerage services to businesses in the city across the manufacturing, cultural, creative and digital, legal and professional business services sectors. In 2014/15 the Hub supported the legal sector to launch the Leeds Legal Apprenticeship Scheme, with the ambition that every legal practice in the city will employ at least one apprentice. Now in its second year, over thirty businesses are involved, including high profile firms such as Bond Dickinson, Eversheds, and Squire Patton Boggs. This is a good example of how a sectoral approach can reap dividends, especially in a profession which, according to popular perception, might not be apprenticeship friendly.
- 3.50 The Hub and ATA deliver a school engagement programme which ensures school and college leavers receive information about accessing an apprenticeship as a career progression route. Activity within schools includes delivering year group presentations, workshops, stands at careers events and bespoke events e.g. exam result day information sessions. Almost all secondary schools have engaged with the team.
- 3.51 To complement the wider school engagement activity, in the summer of 2015 the Hub and ATA delivered weekly Apprenticeship Application Workshops. Hosted by training providers in the city centre, these sessions encouraged young people to identify specific opportunities of interest, and apply for them on the day – with support from the Hub/ATA team to ensure their application was of a good quality. The workshops will be reinstated in early 2016 as young people start to make their choices about future destinations.
- 3.52 Every summer the Hub stages a high profile apprenticeship recruitment event at the Town Hall. This year over 1700 young people and their parents/carers attended the event on the 13th July, with a change in the emphasis of the event enabling them to review over 200 live vacancies and express their interest in applying. On the night we received over 850 expressions of interest in the vacancies displayed, all of which were passed to training providers for follow up with the young people.
- 3.53 The National Apprenticeship Service's **Apprenticeship Grant for Employers (AGE)** that was referred to in the last Scrutiny Report, is no longer available in the City Region. As part of the Leeds City Region's Devolution Deal, this has been replaced by a local Grant, known as the Local Enterprise Partnership's (LEP) AGE.
- 3.54 This Grant went live on 1 August for apprentice starts up to 31 December and will offer grants of up to £2,000 available to businesses with less than 250 employees employing an apprentice (16-25 years) and, based within specified local authority

postcode areas in the region, including Leeds. Grants are offered on a 'first come first serve basis' but each business can receive up to 3 grants i.e. a possible total of £6,000 maximum. However, any business that is already being supported through the LEP Skills Service Programme is not eligible for the LEP AGE.

3.55 The Grant is payable directly to businesses, although this must be claimed via the training provider who, from 1st August 2015, need to complete an online Registration of Interest form on behalf of an eligible business. Further information and full details on the process can be found at <http://www.the-lep.com/age/>.

3.56 To the end of July 2015, 406 young people have been supported into Apprenticeships with the Hub and ATA's support and 571 businesses have committed to take on an apprentice.

3.57 Support to employment

There are a wide range of other programmes and initiatives in place across the city to assist young people in securing employment. These include national Youth Contract programmes to encourage and incentivise employers to recruit young people including academies and work trails as well as local interventions:-

- **Sector work based academies** targeted to Jobseekers Allowance claimants are delivered through Jobcentre Plus in conjunction with local partners. These provide pre-employment training, work experience and a guaranteed interview with an employer and participants retain their benefits while on this short programme. Sector initiatives reflect the current recruitment needs of employers and therefore vary, but the Leeds Teaching Hospital Trust regularly recruits to its Apprenticeship vacancies and Clinical Support posts throughout the year through this mechanism.
- **The Work Programme** contracted by DWP is delivered through prime contractors Ingeus and Interserve across West Yorkshire. 18-24 year olds in receipt of Jobseekers Allowance for more than 6 months are referred to the Work Programme. It offers an individually tailored programme of support for up to 2 years.
- **Work Clubs** supported by DWP though nominal start-up funding, are delivered by a range of organisations. Over 20 are available across the city and using a variety of delivery models, seek to support individuals look for and gain employment.
- **A Work Trial** supported by Jobcentre Plus enables an employer to try out a potential employee before offering them a job. For the employer it reduces the risk and cost of recruitment. Work trials must be for jobs of 16 hours or more a week and last at least 13 weeks. This enables Jobseekers Allowance claimants to take part on a voluntary basis and retain their benefits while participating.
- The Council's **Jobshop** services are available across the inner city through the network of Community Hubs. Matrix accredited Information, Advice and Guidance is provided, including support to create an e-mail account, undertake job search,

developing CVs and applications, interview and assessment centre preparation and access to adult skills provision. Customers can access a wide variety of job and Apprenticeship vacancies including those secured by the Council through employment and skills obligations placed on developers through S106 planning agreements and on contractors seeking to deliver services on behalf of the Council above specified thresholds.

- The Council's **Work@Leeds** programme completed its final cohort on 30 May 2014. In total, the programme supported 103 NEET young people into work experience and 42 NEET young people into employment. Work@Leeds has been subsumed by Head Start, a LCR funded training and work experience programme for 18 -24 year olds.
- **Head Start** launched on 31st March 2014 and will provide circa 600 young people who have been unemployed for six months with quality work experience with a local employer for up to six weeks and, including employability training. Key worker support is also provided to all programme participants by Aspire-igen, the Council's delivery partner. Key workers support young people to overcome any barriers that affect their ability to gain and sustain employment. Training is delivered by Leeds City College and covers a range of skills development including customer service, team building, communication, CV writing and interview technique. The Council is providing a large number of work placements and is also working with employers across Leeds to open up new opportunities. A range of employers are currently working with the programme from large multi-nationals such as Premier Inn to local independents. Through key worker support and the Council's Jobshop provision, young people are being supported to gain permanent and sustainable employment. A minimum of 217 young people are expected to gain employment over the two year programme with 163 of those sustaining employment for at least six months.
- **Talent Match** is a Big Lottery funded programme that is being coordinated locally by Voluntary Action Leeds (VAL) and delivered by Third Sector providers. Talent Match works with 18 -24 year olds who are furthest from the labour market, including: those that have been NEET for over 12 months; unknown NEETs and priority groups including, BME; ex-offenders; travellers; lone parents and those with mental health issues. Key worker support is central to Talent Match and outcomes include a range of supported interventions including progressions into employment and supported work placements. The Council is supporting this programme through partner meetings and locally coordinating employer engagement, led by the Ahead Partnership. To the end of March 2015, over 100 young people had been supported. In the two years, to the end of December 2015, providers in Leeds namely, Learning Partnerships, BARCA-Leeds, PATH, Hamara Healthy Living Centre and the Cardigan Centre anticipate being able to support over 250 young people in total.
- The **Fair Chance** fund will support vulnerable, homeless NEET young people aged 18 - 24 into housing, education and work. The funding will test Social Impact Bonds (SIBs) as an innovative way of solving complex social problems. SIBs are a payment by results system that will see investors fund interventions to prevent

young people from becoming NEET. Payments will only be made if initiatives are successful and positive outcomes are achieved.

- **Youth obligation** – From April 2017, 18-21 year olds on Universal Credit must either ‘earn or learn’. They will participate in an intensive period of support at the start of their benefit claim. After 6 months they will be expected to apply for an apprenticeship, traineeship, gain work place skills or go on a work placement, otherwise they will lose their benefits.
- **Student maintenance** – Maintenance loan support will rise for students from low and middle income backgrounds up to £8,200 a year studying away from home, outside London. From the 2016-17 academic year, maintenance grants will be replaced with maintenance loans for new students from England, paid back only when their earnings exceed £21,000 a year.
- **Student loans** – The government will consult on freezing the loan repayment threshold for the next 5 years and review the discount rate applied to student loans and other transactions to bring it more into line with the government’s long-term cost of borrowing.
- **Employment advisor support for 14-17 year olds** – The government is creating a new Jobcentre Plus employment advisor role, working with schools and sixth-form colleges to help build young people’s understanding of the local labour market, the skills local employers are looking for, and routes into work. This new service will start in Birmingham, before expanding to the wider Greater Birmingham and Solihull area and then beyond. It is anticipated that this will be evaluated prior to consideration of wider application and any opportunity for other LA’s to bid for local roll out.

3.58 Careers Education, Information, Advice and Guidance (Recommendations 5, 9, 10, 11)

3.59 Leeds Pathways

3.60 In September 2014, the Leeds Pathways website was re-launched as a sub-site on the Council website at: www.leeds.gov.uk/leedspathways. As always, this site covers the most up-to-date learning, training and employment information for young people from ages 14-24, as well as hosting information for parents/carers and professionals, with expanded Area pages to support work carried out in localities. Working with Employment & Skills, we have provided an up-to-date Key Job Sectors page which details local labour market information for Leeds to support career progression, supported by employer films. Information about Job Centre Plus and Connexions is also hosted on the site. Training and other CPD resources are available for all stakeholders to help them make the best use of this resource.

3.61 Online Prospectus and Application System: UCAS Progress

In addition, Leeds Pathways is the portal for UCAS Progress, a service provided by the LA, which supports young people in Year 11 to make Post-16 applications. This makes up a significant portion of the September Guarantee data and pre-populates returns for schools to aid the accuracy and ease of this process.

3.62 Results and #Leeds Next Steps clearing event: 3rd September 2015

3.63 Annually, Leeds Pathways participates in the Good Luck Results campaign, providing both Revision and Results/Clearing information at appropriate times. This year, we are organising a new venture to promote participation for young people, along with the Apprenticeship Hub - **#Leeds Next Steps, a Post-16 Clearing event, on Thursday, 3rd September, 11:00-18:00 in Civic Hall**. There will be over 40 training providers, colleges and schools hosting stands offering advice, information and live courses for young people to enrol onto. The Apprenticeship Hub will be advertising live vacancies with employers, and Connexions advisers will be available to offer support. Young people who have just left Year 11 or 12 and do not yet have an offer of learning, along with those who school feel their offer is at risk (maybe due to exam results) have been invited to the event via a direct mailing. Those young people in the NEET group who are actively seeking training or employment have also been invited.

3.64 Youth Information Hub – www.leeds.gov.uk/youthinformationhub

3.65 The Youth Information Hub is a new online resource for young people and professionals which brings together a full range of information on different topics, relevant to young people. This initiative has been strongly supported the Youth Council and Child-Friendly Leeds, with a presentation at the recent ambassador event.

3.66 This site contains general information on topics from mental health services and budgeting to travel passes and Breeze events. There are also pages with information for targeted groups of young people, including:

- **Young Carers:** This section links to Barnardo's, the contracted provider for these services.
- **Young People with learning difficulties or disabilities:** This section links directly to the Leeds Local Offer information.
- **Leeds Guarantee for Care Leavers:** www.leeds.gov.uk/careleavers
This page meets the Ofsted duty around publishing the Leeds Guarantee for care leavers. It is a regularly updated page, with information about events and progression opportunities. It also provides transparency on the full range of entitlements for care leavers and sign-posts to relevant agencies to promote self help.
- **Teen Parents:** www.leeds.gov.uk/teenparents
This page has a range of useful information as well as a quick self-referral process for help from the Teen Pregnancy Team, which can be done by teens, parents/carers or other professionals.

3.67 Careers Education, Information, Advice and Guidance (CEIAG) self-assessment tool

- 3.68 The new revised statutory guidance for governing bodies and school leaders and staff '*Careers guidance and inspiration in schools*' was refreshed at the end of April 2015 and replaced previous versions issued in March 2012, March 2013 and March 2014. It provides more detail on why schools (and local authorities that maintain pupil referral units) must (by law) secure independent careers guidance for young people, what they must do to comply with their legal responsibilities in this area, and the role of the governing bodies and head teachers in shaping the offer.
- 3.69 It provides greater clarity on the legal requirements around information sharing with the Local Authority. The work undergone in the city to support this is detailed later in this report.
- 3.70 The new duties now state very clearly that schools should ensure pupils are informed about the options available to them at post 14, not just post-16. Such as: GCSE's; options offered by local university technical colleges and studio schools; opportunities for 14 year old enrolments at local colleges. Details of Leeds City College's 14-19 Apprenticeship Academy is available on their website and on Leeds Pathways <http://leedspathways.org.uk/courses>. The local authority supported a mailing in June 2014 and April 2015 about the academy to all year 9 students. This goes some way in supporting schools in meeting this element of the duty. Children's Services are working closely with schools so they are aware of infrastructure changes across the city for post 14 and post-16 provision. In July 2015, the local authority, supported and funded by post-16 providers directly funded by the Education Funding Agency for 16-19 Study Programmes, completed a mailing to the parents/carers of young people in year 10, 11 and the NEET group to inform them of all post-16 options.
- 3.71 Finally, the duties put a large emphasis on the evaluation and monitoring of advice and guidance. Ofsted, through the thematic review, found that very few schools did this well. In 2013/14 the Local Authority devised and launched the CEIAG Self-Assessment Tool to support schools and colleges in understanding their duties and enable them to identify what they do well and in what areas they need to improve and require further support. This has now been updated to reflect the new duties published in March 2015, and is currently undergoing a further refresh to mirror Ofsted's new Common Inspection Framework. Since its launch in 2013/14, 60% of Leeds Schools and Colleges have shown an interest in implementing the tool, with 30% actually using it to support their CEIAG Strategy. Boston Spa School have used the tool rigorously, and this was commended by Ofsted at their recent inspection. A number of schools are using findings from their Self Assessment to support each other in CPD sessions. Where numerous schools have identified a need, then the Local Authority have put on CPD sessions with schools to help bridge knowledge gaps and share good practice. An example of this is around Data and Tracking of young people, in particular in regard to the September Guarantee. These sessions have proved invaluable for the Local Authority to help redefine processes to ensure maximum return rates, thus improving the data we hold about young people and their destinations.
- 3.72 Overall, a number of different approaches to the careers duties are emerging, including purchasing services from careers guidance suppliers through the list developed by the council, and internal arrangements where schools are either

employing trained careers/personal advisers or retaining an existing member of staff to deliver careers guidance. It is anticipated that this will have changed significantly for the 2015/16 academic year due to the recent withdrawal of pre-16 Connexions services. A survey has been sent to all secondary schools asking them to define what staffing arrangements they have in place to support all young in relation to CEIAG, including those with SEND. This is due to be returned the second week of the Autumn Term.

3.73 The Careers Network, led by Children's Services, has run for another year and has been well attended with 80% of Leeds secondary schools and colleges engaging. Evaluation of the network has been rated by attendees as either Good or Excellent, and therefore it has been agreed to run the Network for another year free of charge to schools and colleges. In June this year, the Network ran their first half day conference focussing on CEIAG within the new Ofsted Common Inspection Framework. Aspire-igen sponsored the event in order for it to be cost neutral to the Local Authority. Attendees heard from two Senior HMIs, along with Leeds City College who had previously undergone a pilot inspection under the new regime. Boston Spa also shared the benefits of using the Self Assessment tool to prepare for inspection, and Connexions provided detail on the recent changes to the service available in Leeds, providing practical advice on how schools can make best use of referrals.

3.74 Aspire-igen Targeted IAG Services & Families First

3.75 As part of the Council's Budget Report 2015/16, reductions in funding of 50% were agreed for the Targeted Information Advice and Guidance (TIAG) service provided by Aspire-igen under the banner 'Connexions Leeds'. This is in addition to reductions in budget of 48% that the Connexions service in Leeds experienced up to 2014.

3.76 Attempts were made last summer to mitigate the budget situation by asking schools to match-fund school-based pre-16 Connexions work. A number of schools committed funding to this. However, the majority did not, and on this basis the local authority decided not to move forward with the proposal, resulting in the cessation of all pre-16 work in schools and on offsite provision from April 2015 under the new contract arrangements.

3.77 Despite these changes, the reduction of Not Known continues to be a key focus of the Targeted Information Advice and Guidance contract. The number of young people with young people with a Not Known status stands at 2.3% in July.

3.78 The service continues to work with priority groups of young people who are NEET in order to help them progress into a positive post-16 destination. The re-commissioned service, which came into effect at the beginning of April 2015, aims to ensure that the local authority meets its statutory duties towards :

- helping vulnerable young people sustain their participation in learning
- tracking and offering support to those who are not participating

- registering young people who are eligible to apply for benefits.
- 3.79 The service has a clear focus on contributing to the vision of a seamless multi-agency service to vulnerable children, young people and their families, working at a locality level in partnership with schools, clusters and other partners.
- 3.80 The changes mean that the service now focuses exclusively on 16-19 year old NEET young people (or those aged up to 25 in the case of young people with special educational needs or difficulties).
- 3.81 The Connexions Centre in Eastgate closed at the beginning of April 2015. There is now a limited drop-in facility available three days a week for young people to receive support with benefit claims before going to the Job Centre. A small central tracking and management information service also remains.
- 3.82 The remaining Connexions staff have been assigned to three area-based teams, with capacity allocated to each cluster. Delivery is fully integrated with local arrangements for targeted service provision. Priorities are driven by local needs, and allocation of resources is responsive to prevailing levels of NEET in different localities. Alongside this arrangement the service works directly with service leads responsible for care leavers and young offenders in particular, to ensure that the needs of these priority groups are dealt with. This includes regular drop-in sessions in the relevant area offices.
- 3.83 The restructuring of the service was carried out over a short period of time in order to meet the deadline of 1 April 2015 for the new contract. Every effort was made to minimise disruption to young people. However, the impact of this change in capacity brings risks to be managed, including:
- Reduced capacity for providing young people with sustained access to a support worker to meet their needs, with possible associated safeguarding risks. These include young people vulnerable to sustained NEET and long-term adult worklessness
 - Lower capacity for outreach and engagement, which may affect destination tracking and NEET/Not Known figures
 - Need for different referral mechanisms to be embedded as a result of the closure of the Connexions Centre
 - Potential loss of Connexions staff from the service over the next few months due to uncertainty about jobs after March 2016
 - Lack of preparedness of the wider children's workforce, including school staff, to meet the broad needs of young people directly themselves.
 - Impact of the Devolved Youth Contract coming to an end, removing an income stream which has helped to cross-subsidise the Connexions TIAG work.

- 3.84 Where possible, these risks are being dealt with as part of the contract management process. They will also need to be considered as part of the ongoing Youth Offer review which is consulting on how to configure youth and TIAG services for young people across the city from April 2016.
- 3.85 In addition, steps have been taken over the summer months to support the transition of young people into post-16 learning and mitigate the possible negative impact on NEET figures from September. These steps include:
- running a 'Moving On Process' for a small number of schools to allow young people at risk of not progressing to be matched with learning opportunities.
 - Leeds City College student support staff are attending results days in 16 schools to offer learning opportunities to students who have underachieved on their GCSE grades
 - A major post-16 'clearing' event on 3 September in the Civic Hall, involving 40 local learning providers with courses to fill and live current apprenticeship vacancies.
- 3.86 The effectiveness of these measures and of the new Connexions structure will be reviewed from September 2015, when NEET figures usually peak. This will allow an assessment of the impact of service changes on young people and their destinations, and identify the need for any service re-planning which may be necessary.
- 3.87 Aspire-igen's Families First contract has been extended to March 2016. The service involves working with families who have a young person who is NEET or at risk of NEET. These joint working arrangements have also helped further embed 'Think Family, Work Family' across Connexions.
- 3.88 Data (Recommendations 2, 4, 13)**
- 3.89 An overview of the data collected and shared to support the monitoring and tracking necessary to support the reduction of NEET rates is included as Annex 6.

It was agreed at the Scrutiny Board in September 2014, that recommendations 4 and 13 would be closed. However, it should be noted there has been, and will continue to be, a high focus on reviewing and strengthening processes for tracking young people over the coming year. Connexions, before the recent changes, supported the tracking of vulnerable young people pre-16 and their transition to post-16 destinations. Aspire-igen used to capture this directly on the national CCIS database to ensure resources could be deployed quickly. This is now the responsibility of the schools and colleges, who do not have access to the national CCIS database, and therefore new data tracking processes have had to be implemented quickly to capture this information; the effectiveness of which will be evaluated over the year.

3.90 Tracking young people with a not known status

The reduction of 'Not known' continues to be a key element of the Targeted Information Advice and Guidance contract held by Aspire-igen. The contract includes an element of payment by results based on reducing the level of 'Not known'. Aspire-igen are taking a lead role in coordinating activity across a wide range of partners and have introduced a number of initiatives that have continued to bring down 'Not known' to record levels.

3.91 NEET Data Board and Data Sharing Agreements with Partners

Partners across the city continue to come together with Children's Services to form the NEET Data Board. Throughout the last academic year the local authority has worked closely with schools and colleges to evaluate and enhance new data processes implemented during the 2014/15 academic year aimed to lessen the data burden experienced by schools in previous years in regard to September Guarantee. These have been positively received and have increased the school return rate and the quality of information received.

3.92 Data sharing within clusters

3.93 Reports showing NEET data at a local level are now regularly distributed to clusters and areas. This data is central to informing the use of Youth Contract Cluster Innovation Funding and area-level NEET plans.

3.94 A 'Moving On' process has been implemented in each of the areas (ENE, WNW, SSE) that has involved periodic "Learning Destination Meetings" between Schools, Connexions Targeted Service, Target Support Services, and learning providers. These parties have been working together on a task and finish basis to identify and encourage the take-up of a suitable learning pathway for young people. The process has been implemented on an area basis and focussed on groups of schools in areas of highest NEET. Young people have been offered a detailed 1:1 discussion, facilitated by the school, with the nominated learning provider to discuss the offer of learning. A review of how well this process has worked for the identified young people will take place at the end of September, with their progress to post-16 currently being monitored and supported as necessary. The aim is to expand the Moving On process to cover all FE colleges and Year 13/14 students (18/19 year olds) during the 2015/16 academic year.

3.95 A need has been identified for an audit to take place of all provision funded through Clusters to support young people to engage in EET in order to gain a full picture and to be able to identify good practice that could be replicated across the city.

3.96 Destination measures

3.97 In September 2015, the Destination Measures for Key Stage 4 and Key Stage 5 will be used for the first time in school performance tables. The latest data shows the percentage of the 2011/12 Key Stage 4 cohort going to, or remaining in, an education or employment destination in 2012/13 and the percentage of students in 2011/12 who entered an A Level or other Level 3 qualification, going to, or

remaining in, an education or employment destination in 2012/13 (see Tables 6 & 7 of Annex 1)

- 3.98 After the end of Key Stage 4 proportionally fewer young people in Leeds went on to a sustained education, employment or training destination compared to national rates. However after the end of Key Stage 5 a higher proportion of Leeds young people went on to a sustained education, employment or training destination than did so nationally. Leeds are 4 percentage points higher than the national average for the number of young people who progress and sustain a HE destination.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.2 The scrutiny process underpinning this report meant that members were able to have face to face consultation with schools, FE colleges, IAG providers, council services and young people. The recommendations are based on their engagement in this process.
- 4.3 Children and young people were involved in the process of awarding the contract for the targeted information, advice and guidance service that began in April 2013.
- 4.4 The NEET Data Board have consulted with schools and colleges to make improvements to tracking and September Guarantee processes.
- 4.5 The Apprenticeship Information Evening held on 13th July, took into account feedback on questionnaires from previous events run by the Leeds Apprenticeship Hub and consultation with schools, colleges and other Apprenticeship Providers.
- 4.6 Young People have, and will continue to play, a key role in the development of Leeds Pathways and the Youth Information Hub.
- 4.7 Children who are looked after and those who are care leavers have been involved extensively in the development and evaluation of the Care 2 Work Plan (see Annex 3) and the projects and initiatives that are being supported by the Leeds Guarantee funding.

5 Equality and Diversity / Cohesion and Integration

- 5.1 Some young people are statistically more likely to be NEET such as those with learning difficulties and disabilities, care leavers, young offenders, poor school attenders, those attending the BESD SILC, PRUs or off-site learning, young parents, young carers, pregnant young women, homeless young people and those living away from their family. NEET rates vary significantly in different areas of the city, with the areas of highest NEET levels closely correlating with the areas of greatest deprivation. The purpose of all the strategic and operational activity associated with increasing participation in employment, education or training is to reduce the inequalities that prevent young people from making a successful transition from school.

6 Council policies and City Priorities

- 6.1 NEET is one of the three Children's Services obsessions. It is a multi-faceted issue that in some way links to almost every aspect of partnership activity across the city including the work of all five high level boards of the Leeds Initiative, not least the Sustainable Economy and Culture Board. It also relates directly to the partnership work at a Leeds City Region level, particularly around employment and skills, and business development and innovation.

7 Resources and value for money

- 7.1 The investment on increasing the number of young people in employment, education and training is partly a spend to save model, as it will lead to a reduction in future welfare spending. It will also have a positive impact on the economy leading to a consequent increase in council income.

8 Legal Implications, Access to Information and Call In

- 8.1 There are no relevant legal implications to this response to this report.

9 Risk Management

- 9.1 Increasing participation in employment, education and training is vital to the economic and social success of the city. Failure to deliver on this priority would have serious consequences for the economic prosperity and social fabric of the city.
- 9.2 It has been confirmed by the DfE that the Devolved Youth Contract will cease in April 2016. Whilst an extension to claim outputs has been granted, there will not be any further funding in addition to that already secured. This, together with the commissioning of ESiF 16-19 NEET programmes being delayed, means there is little flexible short programme provision for those young people seeking re-engagement activity. 16-19 Study Programme Providers are exploring how they devise more flexible programmes within the funding limitations to try and mitigate some of this gap.
- 9.3 As the Council's statutory duties have come to focus increasingly on the targeted group of vulnerable young people, separate services have converged and collaborated on this group. The Youth Offer has been restructured during the past year and the Connexions Service has undergone reductions over a number of years. Efforts to ensure the data used to track young people is accurate and shared timely is ever more crucial to enable resources to be deployed to targeted front line services swiftly.
- 9.4 There are a number of consequences to this changing landscape. The question of how we engage, for instance, with the voluntary sector in delivering services in the future is at risk of being dealt with on a piecemeal basis. There is a risk of gaps in services opening up if changes are not planned holistically. In addition, uncertainties in the funding of a Connexions service beyond March 2016, is resulting in some experienced staff moving to new jobs and careers, meaning a loss of expertise and knowledge in the sector and a risk around insufficient capacity.

10 Conclusions

- 10.1 Only through all partnership groups and individual partners fully appreciating their role around reducing NEET will we be able to achieve our ambition as a city for all young people aged 16-19 to be productively engaged in education, employment or training.

There is clear evidence that we have started to turn the curve with regard to increasing participation/reducing NEET, but there is still a long way to go if we are to deliver on our ambition to become a NEET free city. The work Aspire-igen and partners across the city have undertaken to reduce the number of young people in the city with a not known status is a tremendous success. The figures submitted to the DfE in August 2015 (July performance) show's NEET as 7.2 %, a reduction from 7.4% this time last year. Not Known status remains at record low levels of 2.4%; a massive reduction of 1,600 young people in the last 3 years. As a city we are in a far better situation than in previous years as we have confidence in the data, and have a better understanding of where our young people are and how we can help and support them into learning or employment. Some schools are working effectively to meet their duties around CEIAG, yet there is still a great deal of work to do for them to gain the skills and understanding required to support some of the most vulnerable young people in the city.

11 Recommendations

- 11.1 The Board are requested to note and comment on the progress to reduce the risk of young people not accessing appropriate employment, education or training.

12 Background documents¹

- 12.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Annex 1: Performance Tables

Tables 1 to 7 contain city-wide data and tables 8 to 10 contain cluster level data.

Data is shown below for the last three years; from June 2012 to June 2015. Returns in September, the start of the academic year, cover the most unreliable reporting period, as this is when a third of the cohort (Year 11 leavers) join. For this reason, data from each September is omitted from these tables.

Table 1: Rates of young people who are NEET, June 2012 – June 2015

	Leeds (number)	England	Statistical neighbours
June 2012	7.0% (1,603)	5.9%	8.1%
July 2012	7.3% (1,668)	6.3%	8.8%
August 2012	7.5% (1,714)	6.6%	10.2%
September 2012	Data not included		
October 2012	7.0% (1,582)	6.0%	6.9%
November 2012	5.9% (1,353)	5.8%	6.9%
December 2012	6.0% (1,374)	5.8%	6.7%
January 2013	6.6% (1,490)	5.7%	6.8%
February 2013	6.3% (1,437)	5.6%	6.8%
March 2013	6.2% (1,401)	5.6%	6.8%
April 2013	6.4% (1,432)	5.9%	7.3%
May 2013	6.7% (1,501)	5.9%	7.3%
June 2013	6.7% (1,501)	5.9%	7.4%
July 2013	7.2% (1,603)	6.6%	8.5%
August 2013	7.8% (1,744)	7.2%	9.5%
September 2013	Data not included		
October 2013	6.4% (1,397)	5.3%	6.3%
November 2013	6.4% (1,427)	5.2%	6.4%
December 2013	6.9% (1,540)	5.3%	6.5%
January 2014	6.9% (1,559)	5.3%	6.5%
February 2014	7.2% (1,620)	5.3%	6.5%
March 2014	7.2% (1,645)	5.3%	6.5%
April 2014	7.2% (1,647)	5.3%	6.6%
May 2014	7.3% (1,675)	5.4%	6.6%
June 2014	7.4% (1,685)	5.5%	6.6%
July 2014	7.5% (1,716)	5.9%	7.4%
August 2014	7.7% (1,805)	6.7%	11.5%
September 2014	7.2% (1,646)	6.3%	5.9%
October 2014	6.3% (1,430)	5.8%	4.6%
November 2014	6.3% (1,417)	6.1%	4.6%
December 2014	6.4% (1,449)	6.2%	4.7%
January 2015	6.6% (1,492)	6.1%	4.7%

	Leeds (number)	England	Statistical neighbours
February 2015	6.9% (1,560)	6.0%	4.8%
March 2015	7.0% (1,577)	6.0%	4.8%
April 2015	7.3% (1,641)	6.0%	4.8%
May 2015	7.2% (1,626)	6.0%	4.8%
June 2015	7.2% (1,614)	6.0%	4.9%

Data source: NCCIS website (<https://www.nccis.org.uk/PORTAL/rcontent/index.aspx>)

Table 2: Rates of young people whose status is not known, June 2012 – June 2015

	Leeds (number)	England	Statistical neighbours
June 2012	8.9% (2,153)	8.8%	6.9%
July 2012	7.6% (1,841)	11.0%	9.7%
August 2012	7.8% (1,878)	11.9%	15.8%
September 2012	Data not included		
October 2012	23.9% (5,653)	22.5%	11.6%
November 2012	11.5% (2,713)	13.1%	8.4%
December 2012	10.6% (2,506)	10.6%	6.7%
January 2013	7.6% (1,778)	8.7%	5.4%
February 2013	7.0% (1,636)	8.2%	5.3%
March 2013	6.7% (1,578)	7.9%	5.7%
April 2013	5.9% (1,382)	7.1%	5.2%
May 2013	5.7% (1,332)	7.2%	5.4%
July 2013	5.5% (1,284)	12.6%	10.6%
August 2013	8.4% (1,986)	16.6%	14.4%
September 2013	Data not included		
October 2013	16.8% (3,840)	19.9%	11.8%
November 2013	8.3% (1,899)	11.1%	7.5%
December 2013	7.1% (1,630)	9.0%	6.3%
January 2014	5.7% (1,313)	7.5%	4.9%
February 2014	4.6% (1,054)	7.1%	4.6%
March 2014	3.5% (819)	6.9%	4.5%
April 2014	3.2% (749)	7.2%	4.8%
May 2014	3.4% (801)	7.4%	5.3%
June 2014	2.9% (687)	7.1%	4.4%
July 2014	2.4% (566)	11.8%	7.0%
August 2014	2.4% (550)	19.3%	28.4%
September 2014	Data not included		
October 2014	12.2% (2,784)	19.6%	14.1%
November 2014	7.4% (1,679)	11.0%	5.6%
December 2014	5.8% (1,322)	8.8%	4.5%
January 2015	4.3% (987)	7.2%	3.5%
February 2015	2.9% (655)	6.9%	3.2%
March 2015	2.7% (615)	6.5%	3.2%
April 2015	2.7% (615)	6.7%	3.4%
May 2015	2.8% (635)	7.1%	3.9%
June 2015	2.5% (565)	7.3%	4.1%

Data source: NCCIS website (<https://www.nccis.org.uk/PORTAL/rcontent/index.aspx>)

From April 2013 the DfE changed the way that not known records are kept which contributed to a reduction in the proportion of the cohort recorded as not known.

All EET statuses have an 'expiry date.' If the expiry date passes and no update is input on the system then the young person is classified as having an expired status, which means that their current activity is not known. The 'current situation not known' category will also include some young people who cannot be contacted, and a small number who were contacted but who refused to disclose their current activity.

Until April 2013 NEET statuses also had an expiry date and if these records became expired then they too were counted in the not known total. From April 2013 NEET statuses do not have an expiry date, the record for young people who are NEET stays as NEET until they are known to have moved into an EET destination.

Table 3: Rates of young people in learning, June 2012 – June 2015

	Leeds (number)	England	Statistical neighbours
June 2012	79.7% (19,306)	79.3%	80.1%
July 2012	79.8% (19,325)	76.8%	76.4%
August 2012	79.2% (19,180)	76.2%	69.6%
September 2012	Data not included		
October 2012	68.6% (16,242)	69.4%	78.7%
November 2012	81.2% (19,136)	77.0%	80.2%
December 2012	81.7% (19,245)	79.0%	73.0%
January 2013	82.7% (19,453)	80.2%	82.2%
February 2013	83.0% (19,519)	80.8%	82.3%
March 2013	83.1% (19,544)	81.1%	82.1%
April 2013	83.4% (19,593)	81.0%	81.3%
May 2013	83.1% (19,540)	81.0%	80.9%
June 2013	83.1% (19,541)	80.9%	80.8%
July 2013	82.6% (19,428)	75.4%	74.8%
August 2013	79.1% (18,609)	71.1%	70.7%
September 2013	Data not included		
October 2013	75.2% (17,168)	72.6%	78.7%
November 2013	81.1% (18,525)	79.5%	81.6%
December 2013	81.6% (18,626)	81.0%	82.3%
January 2014	82.5% (19,001)	82.0%	83.4%
February 2014	83.1% (19,140)	82.2%	83.5%
March 2014	84.2% (19,655)	82.4%	83.6%
April 2014	84.4% (19,685)	82.2%	83.4%
May 2014	84.4% (19,665)	82.4%	83.3%
June 2014	84.2% (19,634)	81.1%	83.3%
July 2014	84.2% (23,313)	77.5%	80.5%
August 2014	83.5% (23,298)	69.8%	58.3%
September 2014	Data not included		
October 2014	78.7% (22,795)	73.7%	77.2%
November 2014	82.2% (22,740)	80.4%	83.4%
December 2014	87.0% (15,477)	81.9%	83.9%
January 2015	84.1% (22,790)	83.0%	84.4%
February 2015	85.1% (22,752)	83.0%	84.6%
March 2015	85.5% (22,756)	83.2%	84.5%
April 2015	85.6% (22,738)	83.2%	84.6%
May 2015	85.6% (22,725)	83.1%	84.7%

	Leeds (number)	England	Statistical neighbours
June 2015	85.8% (19,500)	82.7%	84.1%

Data source: NCCIS website (<https://www.nccis.org.uk/PORTAL/rcontent/index.aspx>)

To benchmark national performance, the DfE use an average of data from November, December and January of each year. Table 4 shows the annual result for the last seven years. Leeds NEET levels improved in 2014-15 but remains above national. Leeds result is closer to the statistical neighbour average and for this year was ranked 125th across authorities.

The annual data for 2010 and earlier is based on the old definition of how young people were included in the cohort. Before April 2011 the measure of young people in education was based on the location of the educational institution rather than the residency of the young person. The age was those over statutory school age and under 19, so young people left the cohort on their 19th birthday. This data is not therefore comparable with annual NEET reporting for 2011 onwards.

Table 4: Annual NEET performance, 2007 to 2015

	Leeds	England	Statistical neighbours
2014	6.4%	4.7%	6.1%
2013	6.7%	5.3%	6.4%
2012	6.2%	5.8%	6.7%
2011	8.1%	6.1%	7.8%
2010	8.3%	6.0%	7.4%
2009	8.2%	6.4%	8.4%
2008	9.5%	6.7%	8.5%
2007	10.0%	6.7%	8.7%

The data in Table 5 shows how activity varies across each year group in the 16-19 cohort, and also breaks down the NEET group into those who are available for work or training and the smaller proportion of young people in this group who are not currently able to work or study.

Table 5: Breakdown of current activity (NEET / EET / Not Known sub-categories) by year group for June 2015.

	Yr 12	Yr 13	Yr 14	Yr 12-Yr 14 Total
Cohort total	7374	7586	7766	22726
EET Total	7006	6871	6688	20565
In education, post Year 11	6446	5731	4373	16550
School Sixth Form	3235	2741	328	6304
Sixth Form College	866	707	142	1715
Further Education	2195	2247	1848	6290
Higher Education	0	7	1866	1873
Part time Education	7	6	16	29
Gap Year students	0	2	163	165
Full time education - Other	143	21	9	173
Independent Specialist Provider	0	0	1	1
Full time education – custodial institution (juvenile offender)	0	0	0	0
Employment	353	932	2218	3503
Apprenticeship	239	508	851	1598
Employment combined with accredited training/part time study	75	216	715	1006
Employment without training	16	120	420	556
Employment with non-accredited training	7	32	115	154
Temporary employment	1	10	3	14
Part Time Employment	15	40	86	141
Self Employment	0	6	28	34
Self Employment combined with part time study	0	0	0	0
Working not for reward combined with part time study	0	0	0	0
Training	206	208	97	511
EFA/SFA funded Work Based Learning	165	163	59	387
Other training (eg, private training organisations)	30	34	22	86
Training delivered through the Work Programme		1	10	11
Traineeships	11	10	6	27
Supported Internship	0	0	0	0
Re-engagement Provision	1	0	0	1
NEET Group	319	530	715	1564
Available to labour market	273	401	495	1169
Working not for reward	0	4	9	13
Not yet ready for work or learning	7	5	9	21
Start date agreed (other)	2	4	10	16
Start date agreed (RPA compliant)	20	11	8	39
Seeking employment, education or training	244	377	459	1080
Not available to labour market	46	129	220	395

	Yr 12	Yr 13	Yr 14	Yr 12-Yr 14 Total
Carer	0	8	8	16
Teenage parents	18	49	111	178
Illness	18	46	63	127
Pregnancy	5	20	31	56
Religious grounds	0	0	0	0
Unlikely to be economically active	1	0	0	1
Other reason	4	6	7	17
Other (not EET or NEET)	3	16	13	32
Custody (young adult offender)	3	16	13	32
Refugees/Asylum seekers	0	0	0	0
Current situation not known	46	169	350	565
Current situation not known	23	4	2	29
Cannot Be Contacted	10	46	99	155
Refused to disclose activity	0	3	9	12
Currency Expired - EET	13	111	239	363
Currency Expired - Other	0	5	1	6

All EET statuses have an 'expiry date'. If the expiry date passes and no update is input on the system then the young person is classified as having an expired status. NEET statuses do not have an expiry date, the record for young people who are NEET will stay as NEET until they move into an EET destination. The expiry periods are detailed below:

- Full time education - 12 months from last confirmation. Cannot be extended beyond the end of the course. For those in higher education this can be extended to two years.
- Employment with training (including apprenticeships) - 12 months from last confirmation. Can in certain circumstances be extended to two years for those 18 and over.
- Training - 6 months from last confirmation. Cannot be extended beyond the end of the course
- Temporary employment; part time learning; part time employment; gap year students - 4 weeks after date of review
- Custodial sentence/asylum seekers/refugees yet to be granted citizenship - 4 weeks after date of review

Table 6: Percentage of 2011/12 Key Stage 4 cohort going to, or remaining in, an education or employment destination in 2012/13

	England (state-funded mainstream)	Leeds
Number of students	551,580	7,920
Overall percentage going to a sustained education ¹ or employment / training destination	91%	88%
Sustained education destination	88%	85%
Further education college	34%	28%
Other FE provider	3%	5%
School sixth form	38%	43%
Sixth form college	12%	9%
Apprenticeships ²	5%	6%
Sustained employment and/or training destination	2%	2%
Employment with training	1%	1%
Other employment	-	-
Other training	-	-
Not recorded in the measure		
Destination not sustained ³	6%	7%
Destination not sustained / Recorded NEET ⁴	3%	4%
Activity not captured in data ⁵	2%	1%

Data source: Destinations of key stage 4 and key stage 5 pupils: 2012 to 2013 SFR

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/397949/KS4_National_and_LA_tables_1213.xlsx)

1 - Participation in a destination must be sustained for two terms - To be included in the measure, young people have to show sustained participation in an education or employment destination in all of the first two terms of the year after they completed Key Stage 4 or took A level or other level 3 qualifications (October 2011 to March 2012).

2 - Destination not sustained - This includes students where for the majority of the six month period, the student was in education or employment/training but did not have continuous participation from October to March. Some of these young people may also have been reported as NEET for fewer than three months.

3 - Destination not sustained/ recorded NEET - This includes students who were in education or employment/training but did not have continuous participation from October to March and had three or more months reported NEET. It also includes those with no education or employment participation but did have a record of being NEET.

4 - Activity not captured - These young people may have been attending an independent school missing from DfE data, a Scottish or Welsh college or school, have left the country, been in custody or their whereabouts not known.

5 - "-" means the percentage is less than 0.5% but greater than 0%.

Table 7: Percentage of students, in 2011/12, who entered an A Level or other Level 3 qualification going to, or remaining in, an education or employment destination in 2012/13

	England (state- funded schools and colleges)	Leeds
Number of students	345,790	4,090
Overall percentage going to a sustained education or employment / training destination	71%	7%
Sustained education destination	63%	66%
Further education (FE) college	10%	7%
Other FE provider	3%	4%
School sixth form	2%	3%
Sixth form college	1%	1%
Apprenticeships	5%	6%
UK higher education institution (HEI)	48%	52%
Top third of HEIs	16%	14%
Of which: Oxford or Cambridge	1%	1%
Russell Group (excluding Ox/Cam)	11%	12%
All other HEIs	30%	36%
Other HE providers	2%	2%
Sustained employment and/or training destination	7%	7%
Employment with training	4%	3%
Other employment	3%	4%
Not recorded in the measure		
Destination not sustained	10%	7%
Destination not sustained / Recorded NEET	2%	2%
Activity not captured in data	17%	17%
Recorded as UCAS acceptance for deferred entry	2%	3%

Data source: Destinations of key stage 4 and key stage 5 pupils: 2012 to 2013 SFR
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398031/KS5_National_and_LA_tables_1213_v2.xlsx

Footnotes as per Table 6.

Table 8: Sustained NEET showing the number of young people who have been NEET for over 3 months and 6 months as at June 2015

Cluster	Total unadjusted NEET	NEET 3 months +		NEET 6 months +	
		No.	Percentage	No.	Percentage
ACES	84	70	83.3	52	61.9
Aireborough	23	21	91.3	15	65.2
Alwoodley	22	22	100.0	17	77.3
Ardsley & Tingley	10	7	70.0	<5	40.0
Beeston Cottingley and Middleton	100	78	78.0	57	57.0
Bramley	111	91	82.0	66	59.5
Brigshaw	30	26	86.7	21	70.0
C.H.E.S.S.	117	91	77.8	70	59.8
EPOS	18	15	83.3	11	61.1
ESNW	31	29	93.5	20	64.5
Farnley	46	39	84.8	33	71.7
Garforth	12	11	91.7	8	66.7
Horsforth	10	8	80.0	7	70.0
Inner East	202	162	80.2	132	65.3
Inner NW Hub	65	52	80.0	36	55.4
J.E.S.S	159	125	78.6	98	61.6
Morley	47	40	85.1	33	70.2
N.E.X.T.	33	29	87.9	24	72.7
NEtWORKS	40	36	90.0	29	72.5
OPEN XS	34	27	79.4	22	64.7
Otley/Pool/Bramhope	18	17	94.4	13	72.2
Pudsey	65	53	81.5	39	60.0
Rothwell	38	34	89.5	22	57.9
Seacroft Manston	129	108	83.7	81	62.8
Templenewsam Halton	78	62	79.5	52	66.7
Address Unknown	36	30	83.3	21	58.3
Out of area	<5	0	0.0	0	0.0
Total	1559	1283	82.3	983	63.1

Data source: NEET monthly dashboard, June 2015

Table 9 shows the change in NEET levels by cluster over the last 12 months. NEET figures at cluster level are adjusted. This means that a certain proportion of EET young people whose status has expired are assumed to be NEET and another proportion are assumed to be EET. These proportions are added to the number of young people known to be NEET to give the adjusted NEET figure. For this reason, the sum of unadjusted cluster NEET figures will always be lower than the city-wide adjusted NEET total that is used by the DfE.

Table 9: NEET by cluster in June 2014 compared to June 2015

Cluster	NEET in June 2014		NEET in June 2015		NEET change
	No.	%	No.	%	
ACES	92	12.4	82	11.1	-10
Aireborough	32	3.3	29	2.9	-3
Alwoodley	28	4.4	33	5.2	5
Ardsley and Tingley	14	2.5	12	2.2	-2
Beeston, Cottingley and Middleton	97	8.8	110	9.5	13
Bramley	116	10.4	116	10.7	0
Brigshaw	32	4	36	4.5	4
C.H.E.S.S.	94	9.6	132	13.7	38
EPOSS	15	2.1	20	3.0	5
ESNW	31	4.3	34	5.0	3
Farnley	62	11	51	9.7	-11
Garforth	18	3	15	2.4	-3
Horsforth	17	3.2	10	1.8	-7
Inner East	200	12.8	215	13.5	15
Inner NW Hub	67	7.6	69	7.9	2
J.E.S.S.	192	14.3	170	12.3	-22
Morley	44	3.6	49	4.0	5
N.E.X.T.	38	3.3	35	3.1	-3
NETWORKS	56	7	48	6.1	-8
OPEN XS	52	13.3	39	10.3	-13
Otley/Pool/Bramhope	16	2.7	19	3.1	3

Cluster	NEET in June 2014		NEET in June 2015		NEET change
	No.	%	No.	%	
Pudsey	56	3.9	70	4.9	14
Rothwell	57	7	40	4.6	-17
Seacroft Manston	153	9.8	138	9.0	-15
Templenewsam Halton	79	8.8	85	9.0	6

Data source: NEET monthly dashboard, June 2015

Where a young person's address is not known, they are given the default address of the igen centre, which is located within the JESS cluster. These cases have been removed from cluster level analysis, so reporting is not skewed for this cluster.

Table 10 shows the number of young people in each EET and NEET sub-category, disaggregated by cluster. This data is from June 2014. Instances of fewer than 5 young people in a particular category are suppressed for data protection purposes.

Table 10: Number of young people in each NEET / EET / Not Known sub-category by cluster, June 2015

Cluster	EET: Education post Year 11	EET: Employment	EET: Training	NEET: available for work	NEET: unavailable for work	Not known: status expired	Not known: current situation not known	Other: Custody
ACES	480	131	19	57	21	22	5<	5
Aireborough	781	165	7	25	5<	12	0	0
Alwoodley	528	57	8	16	10	9	5<	0
Ardsley & Tingley	398	108	3	7	5<	15	5<	0
Beeston Cottingley and Middleton	800	198	22	72	32	19	5<	0
Bramley	709	191	38	82	27	22	5<	0
Brigshaw	547	176	5	22	9	20	0	5<
C.H.E.S.S.	716	59	27	92	27	22	5<	5<
EPOS	521	98	4	18	5<	11	8	5<
ESNW	538	72	16	22	8	11	5<	0
Farnley	351	99	19	38	11	6	5<	0
Garforth	514	94	2	10	5<	12	0	0
Horsforth	461	61	6	7	5<	6	0	0
Inner East	1076	181	71	152	50	29	6	5<
Inner NW Hub	662	92	23	49	16	16	5<	0
J.E.S.S	876	221	53	107	46	33	6	5<
Morley	876	246	14	26	21	30	0	0
N.E.X.T.	988	78	11	23	10	9	5<	0
NETWORKS	625	82	14	32	10	8	5<	6
OPEN XS	271	27	21	25	9	16	5<	5<
Otley/Pool/Bramhope	483	90	3	15	5<	9	0	0
Pudsey	1021	281	16	49	19	24	5	0
Rothwell	641	162	8	27	9	18	5<	5<
Seacroft Manston	1021	287	46	114	20	24	7	6
Templenewsam Halton	603	165	24	65	14	17	5<	5<

Cluster	EET: Education post Year 11	EET: Employment	EET: Training	NEET: available for work	NEET: unavailable for work	Not known: status expired	Not known: current situation not known	Other: Custody
Out of area / No valid cluster	2	1	0	3	5<	0	5<	0
Address Unknown	59	53	4	21	18	16	131	5
Total	16548	3475	484	1176	403	436	196	40

Data source: NEET monthly dashboard, June 2015

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NOTE: RPA duty all young people to participate up their 18th Birthday.

THE JOURNEY TO SUSTAINED EMPLOYMENT

Age	0-13	14-16	16-17	18-19	19-24
Learning Offer	Nursery Provision Key Stage 1-3 Learning	Key Stage 4 Learning including option choices. Delivered through schools (or FE Colleges from 2013) Offsite Vocational Learning opportunities through FE colleges and training providers for learners on the role of schools	Full-time EFA funded Learning Programmes, mainly 16-19 Study Programmes (some of which include employability training). Entry to Advanced level. Includes Traineeships. Delivered through schools, FE colleges and the igen partnership. Apprenticeships delivered through FE Colleges and training providers. Young people are EMPLOYED ; including through the ATA	Higher Education	SFA Funded FE College Provision Apprenticeships, including through ATA. EMPLOYED LCC Community Learning (Adult Skills 19 yrs plus) programme.
	ESiF funded provision mainly entry/foundation level (yet to be commissioned for 2015)				
Individualised Employability Support Activity	Activities to raise awareness of work and develop aspirations. Delivered through Leeds EBP and other providers.	Activities to develop employability skills and careers awareness. Delivered through Leeds EBP and other providers.	Devolved Youth Contract Support Programme - Intensive individual support for 16-17 year olds. Includes: Key Worker; Employability Skills Development; Mentor – Business/Peer; Work Experience; Local Innovation Projects. (ceases March 2016)	Work Programme – DWP prime contractors Ingeus and Interserve. Mandatory referral after 6 months on JSA. 2 year programme of individually tailored support. Wage incentive of £2,250 available to employers recruiting WP participants LCC Jobshops – Information, Advice and Guidance and job brokerage (linked to obligations below). Employment and skills obligations on developments (S106) and Council contracts to support targeted recruitment to apprenticeships and jobs. Sector work based academies through DWP. Targeted at JSA claimants to provide short term work experience and guaranteed interview with an employer. Talent Match - Individual support delivered by the voluntary sector. Head Start - 6 month unemployed. Two weeks training and 4 weeks work experience. Key worker support	
	Youth, Culture and NCS Offer. Includes activities aimed at raising aspirations and reducing NEET.				
Information Advice & Guidance	Apprenticeship Hub – Coordination of apprenticeship activity across the city, matching employer needs and learner supply. Includes school engagement and provider offer				
	LEEDS PATHWAYS & Youth Information Hub - On-line information and advice about post 14/16 learning opportunities & support in Leeds, jobs and careers, specific information targeted at young people, parents/carers and professionals. Support for schools and colleges such as a Careers Network and Approved IAG Provider List Professional development of the Children and Young People’s Workforce around basic signposting skills relating to participation and progression. Targeted Information, Advice & Guidance Service providing individual support to young people who <i>are</i> NEET. Delivered through Aspire- igen (up to the age of 25 for SEN). National Careers Service – on-line information and advice. Face to face 1:1 meeting available to 19+ JSA claimants Targeted Support for vulnerable groups such as LAC/Care Leavers, Young Offenders, Young Parents and young people with Special Education Needs (up to the age of 25)				
Underpinning Activity	Data collection and sharing to support the identification, tracking and targeting of interventions to support young people NEET.				
	Monitoring and challenge of the sufficiency and quality of provision and services through the Council, various funding and inspection bodies and partnership groups				

EMPLOYMENT

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Milestones / Actions	Lead (bold)	Time scale	Progress ✓ = achievement to date. ⇨ = next steps	RAG rating
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From Care2Work

Employability Support Work Plan ONGOING ACTIONS – SUMMARY (22 July 2015 – latest updates in *italics*)

Employability Support - Work Plan for Leeds City Council Local Authority

CONTACTS - Who are the lead contact and the strategic lead for From Care2Work in the local authority?

	Lead contact	Strategic lead
Name	Jackie Roper	Jancis Andrew
Job title	Childrens Services Lead for CLA from Education to Employment	(Lead for MALAP sub group for Education to Employment for CLA/Care Leavers)
Area of responsibility	Education Adviser for the Virtual School	Head of Virtual School
Address	Adams Court	St George House
Office number	0113 395 2806	
Mobile number	07891 270 324	
Email address	Jackie.roper@leeds.gov.uk	

AY – Allison Yates; JH=Jane Hopkins; GW = Gwendolyn Wagner-Adair; KL = Keith Lander; JR = Jackie Roper; JA – Jancis Andrew; LM = Lynne McLaughlin; MC = Michael Clarke; SD = Sheila Duxbury; SL = Sally Lowe;
 RAG status definition: **Green** = on schedule, and no or minor challenged encountered. **Amber** = started, with some challenges being encountered. **Red** = Substantial challenges encountered

✓ = Outcomes ⇨ = next steps to take *Italics* = updates since last plan review

Milestones / Actions	Lead (bold)	Time scale	Progress ✓ = achievement to date. ⇨ = next steps	RAG rating
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Who is involved in the progression of this development plan other than the lead contact and strategic lead?

NAME	Job title/role in creating employability opportunities for care leavers	E-mail
Michael Clarke	Service Delivery Manager Children's Social Work Service (Children 13+ Looked After Children)	
Keith Lander	Targeted Services Leader, Children's (Targeted) Services, LCC	
Sally Lowe	14-19 Partnerships Manager, School to Work Transition team, LCC	
Sheila Duxbury	Young People's Progression Manager, School to Work Transition team, LCC	
Lynne McLaughlin	Operations Manager, Targeted Services, Connexions (Aspire-Igen)	
Jane Hopkins	Head of Employment and Skills, LCC	
Allison Yates	DWP	
Date work plan completed		Date to review work plan

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COMMITMENT : Objective/Driver: 1. Employment and skills strategies and other strategic planning across the local authority, incorporate a corporate parenting commitment to improve the employability of care leavers.				
1a) To ensure the work of the C2W group is promoted and embedded as part of the Leeds Safeguarding Children Board – Education Reference Group.	Jackie Roper	04/14	✓ Since Aug 2014 JR sits on LSCB Education Reference Steering Group representing CLA. ✓ CLA and Care Leavers real time attendance at alternative provision is more traceable.	A
1b) To link with the 'Missing Education Missing Out' task group	Jackie Roper	06/14	✓ Representatives on task group are from Children's Services (Education and Social Care, Targeted Service), Employment and Skills, Jobcentre +/DWP, Igen. FC2W group is mainstreamed into MEMO (known as 'Education for Life Everyday')	G
1c) To support and implement relevant actions in the Child Friendly Leeds Action Planput link ie. 'Implement a programme of improved support for Care Leavers to ensure all are in learning or work'	Jackie Roper	04/14	✓ Done	G
1d) To ensure regular briefing to the Children's Trust Board Chair on the work of the C2W Group. Click here for information on Children's Trust Board :	Jackie Roper Keith Lander	04/14	✓ <i>Done and ongoing via previous LCC administration in 2014/15. Awaiting Member portfolios to be confirmed for 15/16.</i>	G
1e) To ensure that the C2W Plan strategically sits in the MALAP (Multi-Agency Looked	Jackie Roper	06/14	✓ Done and ongoing	G

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Milestones / Actions	Lead (bold)	Time scale	Progress ✓ = achievement to date. ⇨ = next steps	RAG rating
After Partnership) Education and Employment and Training Sub-group and links to MALAP Care Leavers sub group and reflects the work and plan of this group.				
1f) To ensure the work of C2W group is enhanced by sharing of best practice at regional level and being represented at this level via HEART (Higher Education Access Rewarding Transforming) and its sub-group – Looked After/Care Leaver Network.	Jackie Roper	05/14	✓ DONE/Ongoing – Attended 11/6/14; 11/14 meeting.	G
1g) To be a key member of the region's HEART Looked After Young People Steering Group which has a specific remit of increasing the success and numbers of Care Leavers in H.E.	Jackie Roper	05/14	✓ April 2014 - contributed to the annual 'Keeping Children Safe Briefing'. Attended last meeting 5/6/14 and Dec 14.	G
1h) To establish a C2W working group involving cross sector and cross service partners.	Jackie Roper	03/14	✓ <i>Established since January 2014</i>	G
1i) <i>To develop a Leeds Guarantee for Care Leavers to support them into employment or training, effectively utilising a budget of £250K. The Care2Work Group to be the custodian for development and implementation of the guarantee. (see also other Drivers/actions for each element of the Leeds Guarantee programme)</i>	Sally Lowe	03/16	<p>✓ 22/7/15 - Cohort analysis is underway of those CLA/CL currently assessed as NEET by the 13+ social care teams.</p> <p>✓ 22/7/15 - Ready 4 Work programme commissioned for 4 cohorts of 12 CLA/CL to be delivered by March 2016</p> <p>✓ 22/7/15 - Mentoring programme extended within 10 schools for the 2015/16 academic year. SLA agreements currently being drawn up with Leeds EBP.</p> <p>⇨ The 10 schools will be identified in September 2016 and SLA agreements set up.</p> <p>⇨ Investigating the possibility of commissioning a Digital Back Pack for CLA/CL in Leeds</p>	A

COMMITMENT: Objective/Driver: 2. Ensure the social care workforce has an understanding of building employability and career planning, so that appropriate next steps are reflected in individual pathway plans.

	Overall Lead: M. Clarke			
2a) Carry out training needs analysis of PAs in 13+ and Connexions teams	MC	03/14	<p>✓ Identified that PAs need to know what's out there. From Jan 15 13+ 6 area teams represented at IAG Champions Network</p> <p>⇨ <i>To continue IAG champions Network from autumn 2015</i></p>	A
2b) Make skills training/development opportunities available for both Connexions and <u>CLA</u> /Care Leaver PAs. CPD programme for 13 + teams to develop IAG skills.	MC/LM	05 – 07 2014	<p>✓ 3/6/14, 23/6/14 - 61 Care Leaver PAs and Social Workers trained. Positive feedback from all. 1 lead nominated per 13+ team PA/champion per Area. From Jan 15 13+ 6 area teams represented at IAG Champions Network.</p> <p>⇨ <i>To continue CPD programme from autumn 2015</i></p>	A
2c) Put on other training/information sessions for social workers who are allocated to work with foster carers.	MC/LM	25/6/14	<p>✓ <i>Training delivered 23/3/15 regarding post16-progression for 25 Social Workers, Children's Services staff, Foster Carers.</i></p> <p>✓ <i>Foster Carers supporting CLA in Education, training held 1/7/15 as part of</i></p>	A

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⇨ = next steps to take

Italics = updates since last plan review

Milestones / Actions	Lead (bold)	Time scale	Progress ✓ = achievement to date. ⇨ = next steps	RAG rating
			<i>Virtual School annual CPD.10 attended</i> ✓ IAG training delivered to x no. Social Workers supporting Foster Carers (NW team). ✓ From Jan 15 x2 Supervising Social Workers for Foster Carers (for North/ South) identified for IAG Champions Network. . ⇨ <i>Plan in autumn 2015</i> training for Fostering Managers, roll out drop in sessions for Foster Carers and create a Foster Carer IAG checklist for aged 12-19 (25). ⇨ <i>Training identified for 13+ PAs from DWP Social Justice team regarding education, employment and training whilst claiming.</i>	
2d) Put on other training/information sessions for residential care staff.		07/14 09/14-07/14	✓ 7,8,17,18th July - IAG training delivered to 80 residential care staff . ⇨ <i>JR has advised to host PREVENT training for all children's homes staff as part of the LSCB Education Reference Group role..</i> ⇨ Plan for 14/15 academic year for min. x1 IAG 'champion' per residential home.	A
2e). Identify a collaborative working approach of Connexions and <u>CLA</u> /Care Leaver PAs.	MC/LM/SD	03/14 07/14	✓ <i>Since April 2015 - Connexions Area Managers work in Social Care Area offices fortnightly and has a rolling caseload of 25. Connexions staff offer CPD advice to Social Care staff.</i> ✓ MC to be overall key CLA contact for Connexions. CSW CLA Area Managers to link with 3 Connexions Area Managers for advice, referrals etc. ✓ Joint work via 3 day 'Ready For Work' programme. Of the x18 18+ CLs referred, 15 suitable. 9-12 completed. See evaluation. ⇨ Plan to follow longer term impact of completers, and follow up non-attenders/ non completers.	G
2f). DELETE : Initially trial a joint working approach between Connexions and LAC/Care Leaver PAs through the use of the Hub in particular.	<u>RM</u>	03/14	Eastgate developing as an interim Hub. Discussions re: social care presence. ' DELETE: Opportunities Day' on 22/8/14 to be held there.	R
2g). DELETE : Igen and LCC workforce development to develop support pack around for Year 9+ , 16+ and HE applications regarding options choices post pathways. The support pack is for foster carers, care staff in residential homes, CSW Pas. Make hard copy and section on Pathways available for above staff.	LM/Andy Lloyd	03/14	<i>To withdraw -Jan 15 - This action is superseded by above actions and falls within remit of IAG Network for schools. Information is Integrated into remit of Leeds Pathways and Information Hub.</i>	G
2h). DELETE : Ensure the Hub at Eastgate will support integrated working and care leaver progression.	<u>RM</u>		<i>See 1 e) MALAP Care Leavers sub-group</i>	R
2i). Commissioning EBP to provide Mentors for CLA	Jackie Roper/Julie Pocklington	09/14	✓ <i>Commissioned a 2nd cohort for 10 schools to start in Oct 2015</i> ✓ 6/14 - Commissioning brief scoped out. Schools in high need identified. ✓ Oct 14 – 13 Leeds University Mentors placed in Schools. CLA names given to CSWS to capture activity on CLA's PEP. ✓ Received schools feedback on past mentoring as part of re- commissioning process.	G
2j) DELETE : Develop an IAG network for identified champions from Social Care Services	Sally Lowe, Jackie Roper	09/13	✓ <i>Superseded and delivered by Actions 2a) – 2d)</i>	G

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OPPORTUNITIES: Objective/Driver: 3. Operational processes allow care leavers to access a range of employability opportunities				
3a). To develop a clear online route for CLA/Care Leavers to access employability opportunities from LCC and others via the 'Youth Information Hub' (see also Objective 6i).	Sheila Duxbury	09/14	✓ See also Objective 6. July-Aug. 2014 - <i>Pages for Youth Information Hub went Live from June 2015.</i> ✓ Pages for Youth Information Hub - now set up. ⇨ <i>To refresh on ongoing basis</i>	G
3b) Employability skills development (from Year 9) through Education Business Partnership	Jackie Roper	09/14	✓ From Sept 14 EBP menu systematically now goes to schools via Designated Teachers ⇨ <i>To repeat programme from sept 2015</i>	G
3c) Work experience – guarantee of a place with the Council for all CLA and if required post 16. Arranged via HR.	Keith Lander/ David Bowers	12/14	✓ (07/14)- Corporate HR developed mini action plan to improve and clarify offer. ✓ Guarantee of a place for those CL/CLAs 18-21 who engage with the Ready to Work Programme. ⇨ <i>Auto forms to be developed and placed onto YIH.</i>	A
3d) Guarantee of an interview of any job within the council where the Care Leaver meets the criteria via Corporate HR.	Keith Lander/ David Bowers	08/15	✓ <i>NEED UPDATE FROM HR????</i> ✓ (07/14) - Corporate HR developed mini action plan to improve offer. 3 jobs made available for CLs. CLA service seeking nominations from PAs to apply/be interviewed. ⇨ Plan to build HR capacity following completion of action 3c)	A
3e) Youth Offer to arrange guaranteed place for National Citizenship Service up to age 17	Jackie Roper/ Jean Ellison	06/14	✓ Summer 2014 - Youth Workers engaged 9 CLAs on NCS programme. ⇨ Plan to repeat programme in 2015.	G
3f) Establish priority place model across existing Employment and Skills delivered and commissioned activity	Jane Hopkins	06/14	<i>JANE TO UPDATE????</i> ✓ In place for 18-24 Headstart programme, Devolved Youth Contract and Work @Leeds opportunities. The city's Talent Match programme will also comply.	A
3g). To develop and publish an offer of skills, apprenticeship, employment for CLA.	Jane Hopkins, Jackie Roper	04/15	✓ <i>Since Feb 2015 a Ready to Work Programme has expanded under Leeds Guarantee</i> ✓ In May/June 14, offer drawn up by JC+ for 18-24 as part of Youth Contract. ⇨ To include offer drawn up by JC+ for 18-24 as part of Youth Contract into Youth Information Hub. <i>NEED UPDATE FROM JANE</i> ⇨ CLA Service, plan to develop free bus pass for young people seeking work or attending training.	A
3h) Undertake data analysis of need of Yr 11 / 12s with a target to map this against the PEP and ensure suitability	JR/ MC/ SL	04/15	✓ Reporting now undertaken of what Sept Guarantee offers have been given for Year 11/12 School Leavers (CLA/CL). Offer made or continuing in education or employment for CL/CLAs summer 2014 Yr 11 = 96.5% (NRfL = 2.4%), Yr 12 81.7% (NRfL = 0.9%). Compared to all YP Yr 11 = 98.6% (NRfL = 0.1%) and Yr 12 88.8%. (NRfL = 0.7%). ⇨ Plan to check if the intended destination matches with the aspiration identified on the PEP.	A
3i) Ensure any future delivered or commissioned programmes include a priority model.	?	09/14	✓ <i>07/15 - Leeds Guarantee is being used as an opportunity to target CLs into employment and some preparatory work for pre-CL.</i>	A

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Objective/Driver: 4. Financial policies and procedures clearly identify how young people will be supported with education, training and employment.				
4a). To examine with schools how Pupil Premium is used to address CLAs needs.	Jackie Roper/ Jancis Andrew, SD.	From April 15	✓ <i>Training delivered in June 2015 for 100 DTs, Social Workers and Foster Carers to discuss use of PP+ and how to write an effective PEP.</i> <i>Preparing a One minute Guide on PP+.</i> <i>Plans re Finance Policy re: Pupil Premium + to be redrafted and agreed with Schools.</i>	A
4b) To consider any amendment required to current/future Connexions contract .	GM/SD	As required	✓ <i>New contract in place since 1/4/15 and worked through between CSW and Connexions and JR.</i> ✓ 07/14- SD in discussion with key partners.	G
4c) To clarify Financial policy	Michael Clarke	09/14	✓ <i>Now agreed and advertised on YIH see http://www.leeds.gov.uk/youthInformationHub/Pages/Entitlements.aspx</i>	G
4d) MC to analyse and measure the financial support package for students accessing post 16 education and training.	Michael Clarke	09/14	✓ MC/RM/JR attended 20/6/14 (termly) HEART's Looked After Young People's Steering Group to keep informed of national policy changes.	G
4e) Link to MALAP Care Leavers Plan of producing a Guide for Care Leavers of opportunities and financial support available.	Michael Clarke / <i>Gwen Wagner - Adair</i>	09/14	✓ Pages on Youth Information Hub have been created.	G
OPPORTUNITIES: Objective/Driver: 5. The move on plans, or current accommodation, support care leavers to take up or maintain education training and employment opportunities.				
5a). The 'Staying Put Policy' enables CLA to remain with Foster Carers until 21 .		09/14	✓ <i>See YIH for Staying Put Policy</i>	G
5b) The 'Pathway Plan' incorporates a section about moving on, also includes a 'Passport to Independence' as a checklist of a variety of skills gained including a section on education, training and employment. This is completed with the Care Leaver by a Social Care professional (e.g Social Worker, PA, Foster Carer, Residential worker, Housing Support worker). CLA service needs to launch the Passport and roll out training.	Michael Clarke/Rob Murray	Nov 2014	⇨ <i>CHECK WITH MC WORK TO IMPROVE PATHWAY PLANS</i>	A
5c) Weekly meetings are held between Social Care and Housing Options and Flagship and supported housing providers for planning ahead for moving on accommodation for young people.	Michael Clarke	Ongoing	⇨ Outcomes are: ???	A
5d). In addition to a Care Leaver's Social Care Worker, intensive levels of support (e.g Flagship consortium, 3 rd Sector) is provided to young people for pre-tenancy support,	Michael Clarke	Ongoing	⇨ Outcomes are: ?????	A

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support whilst living independently and post tenancy support				
SUPPORT: Objective/Driver: 6. The local authority ensures all looked after children and care leavers get career planning support within the pathway planning process that raises their aspirations throughout their transition to adulthood.				
6a). Delivery of Information Advice and Guidance to all <u>CLA</u> /Care Leavers through schools, Colleges and 16-19 NEET Connexions Contract via Aspire-Igen. <i>DELETE the part of thi subjective due to budget/contract changes. It read: ' Specific support inc information around GCSE/option choices (yr 9); post 16 choices (yr 10); applications to colleges/apprenticeships (from yr 11').</i>	SD/ LM/ schools	From 07/14	✓ 07/14 – Connexions reviewed needs of CLA with Schools for 2014/15 and will do same annually. Identified CLA will be on caseload accordingly. ✓ Since 13/14 , IAG Network supports schools in delivering their IAG statutory duty to Year 9-11.	G
6b) Support to those Care Leavers who have become NEET and those who have become NEET from aged 16 – 21/25.	SD/ LM	Ongoing	✓ <i>More detailed analysis about those CLs who are currently NEET and is shared with Aspire-Igen</i>	G
6c) DELETE AND NOT APPEAR IN PLAN: Support from Connexions and Schools around HE applications/personal statements from aged 17.	Schools	09/12	✓ 07/14 – Connexions reviewed needs of CLA with Schools for 2014/15 and will do same annually. Identified CLA will be on caseload accordingly. ✓ Since 13/14 , IAG Network supports schools in delivering their IAG statutory duty to Year 9-11.	G
6d) Social Work (named) support from CSWS 13+team for CLA until aged 18 particularly leading on <i>Pathway Plan (including their</i> Personal Education Plan (PEP).	MC	09/14	<i>NEED UPDATE FROM MC</i>	R
6e) non Social Work PAs (named) Support from CSWS 13+ team for Care Leavers from aged 18 particularly leading on Personal Education Plan (PEP).	MC	09/14	<i>NEED UPDATE FROM MC</i>	R
6f) <i>DELETE because there is now no pre-16 Connexions caseload anymore:</i> Check with schools, support work they are doing with identified LACs/Care Leavers and if schools have identified any as possible NEET	LM	10/3/14	✓ (07/14) Sample of J Smeaton showed that all CLA are on Connexions caseload except 1 who is out of area and 1 who is sorted. ⇨ Connexions will ask schools to identify <u>CLAs</u> and ask why they are not referring to Connexions. Nb. Each school should have a LAC contact.	G
A range of specific actions to improve communication and information:				
6g) Identifying named IAG/progressions contact for Carers as well as for specifically Connexions advisor.	JA/Virtual School	06/14	29/1/15 - This will be done via IAG Champions Network	G
6h) to raise awareness and signpost <u>CLA</u>/Care Leaver PAs to existing info via <u>Youth Information Hub</u> .	SD	06/14	✓ YIH launched Sept 2014. Between Oct-Dec 14 , the CLA Voice and Influence Council were both consulted about developing the YIH and implementing it. YIH also presented at MALAP CL Group (Oct 14) . ⇨ Plans for IAG networks to promote YIH. Feb 2015 IAG networks to focus on vulnerable groups progressing post16. ⇨ <i>Foster carer training 1/7/15 and May 2015 launched and demonstrated YIH</i> ⇨ <i>YIH launched to all 13+ teams plus senior CSC staff for wider dissemination (v</i>	G

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			<i>positive feedback as now meeting statutory duties</i>	
6i) Develop and provide regular update/bulletin for carers.	MC	04/15	<i>Not started</i>	R
6j) Disseminate update/bulletin via PAs to individual Carers and Carer Groups.	MC /Jeanette Scott (CSW LAC)	04/15	✓ (05/14) Web service can support online interaction for common interest groups but early days. ⇨ Plan to set up group for foster carers – nb as a future development activity..	R
6k) Review parent/carers area of Leeds Pathways website.	SD	09/14	✓ <i>Parent/Carers area has been reviewed and updated and launched in sept 14. Ongoing as part of quality assurance cycle</i>	G
6l) To consider further improving use of wide range of modern new technology (inc social media) for young people and also Carers	MC	04/15 (report)	<i>Opportunity to be developed.</i>	R
6m) Review and introduction of on line PEPs	MC	04/15	✓ see report from Andy Muhgan	R
6n) Introduction of mentoring programmes targeted at key points in <u>CLA</u> /Care Leaver's education, to raise aspirations and support engagement	JR/MC /Julie Pocklington	Sept 2014	✓ Spec drafted for EBP to support students of differing ages, support needs and therefore different mentor types to work with CLA/Care Leavers according to need. ✓10 Leeds University Mentors n schools since Oct 14. ✓Commissioned 2015/16 cycle of mentoring as part of the Leeds Guarantee	G

SUPPORT: Objective/Driver: 7. Information is available to young people so that they are fully aware of the choices and options available to them and how they will be supported to access these.

7a) Helpline and named contact for foster carers of all children <u>CLA</u> and and over 18. DELETE	? & SD		<i>This action proposed to be withdrawn.</i> ⇨ Plan to have for foster carers a link/info/advice/resources on Leeds Pathways and landing page on Gateway and provide a named Connexions lead (Area Managers?).	R
7b) Link to MALAP Care Leavers Plan of producing a Guide for Care Leavers of opportunities and financial support available.	MC		⇨ see action /progress a) above. ✓ 18 + offer published on YIH ✓16-18 Financial offer to be clarified and published	A
7c) To develop the Pathway Plan to make specific reference to the Care Leaver's Charter	MC		??	??
Any current processes in place for this section 7 –info from Michael Clarke/CSWS <u>CLA</u> service?				

SUPPORT: Objective/Driver: 8. Processes are in place to support young people aged 21 to 25 who ask for assistance from the local authority with education or training under the provision of the Children and Young Persons Act 2008.

8a). Social Care to examine existing good practice and develop for Leeds a standard closure process.	Michael Clarke	Dec 2014	⇨ Plan to link this closure process with the Online Gateway. (A case is usually closed at aged 21 unless a Care Leaver is in education, training or have additional needs (including in custody) at which point young people would have support	R
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8b) Standard Assessment process in place for returning to support			until 25). ⇨ See electronic ink: (from MC)	R
8c) Policy for resuming contact(see a)				R

MONITORING: Objective/Driver: 9. Clear information, referral and monitoring systems are in place to manage employability opportunities for care leavers.				
9a) Provide to Connexions a full list of Care Leavers in Year 11 (followed by those <u>CLA</u> in years 9 and 10). To be identified ideally by school.	RM to LM via GW	07/14	✓ (03/14) Connexions received Yr 11 CL data. <i>Since Aug 14 - Connexions can now access CLA yrs 9&10 data via Insight. Updated Oct 14 and Jan 15.</i> <i>Above no longer maintained due to changes in Connexions contract</i>	G
9b) Provide updated 16-21/25 details to Connexions	MC	07/14	✓ (03/14) – Connexions received 16-19 yr old data. ✓ <i>From Sept 2014 Now part of standard reporting processes.</i>	G
9c) Check against CCIS if CLA/Care Leavers are on Connexions caseload.	LM	07/14	✓ (04/14)- 16-19 Neet cohort analysed and 19+. Yr 11 analysis is in progress. Post 19 NEETs identified for Head Start. ✓ <i>From Sept 2014 Now part of standard reporting processes.</i>	G
9d) Monthly update from Connexions to CLA Service	LM & MC	05/14	✓ Connexions and 13+ Team Pas names shared against each CLA. ✓ <i>From Sept 2014 Now part of standard reporting processes.</i> <i>Framework i updated as appropriate..</i>	G
9e) Provide intended destinations of current CLA and Care Leavers	SL/LM/MC	07/14	✓ (07/14) - Sept guarantee received from schools. Sept Offers received from colleges and will get these monthly. CLA and CL cohorts also received. All data being uploaded to Insight. ✓ <i>Since July 14, for 2014 leavers from years 11,12,13, a separate Virtual School report was issued to 13+ CSW Team to highlight intended destinations, Sept Guarantee Offers and actual destinations (where known). This is now part of standard reporting /tracking processes (see also 9f).</i> <i>July 14 - Import and matching process between Fi and Insight now implemented.</i> ⇨ <i>Will design automated import tool between Fi and Insight. Not yet designed</i>	A
9f) Tracking - fully up to date information around the Care Leaver cohort shared with all relevant partners through Framework –i/Insight/DWP (LCC – Data Team).	Claire Walker/SL/MC	09/14	✓ <i>See 9e) above.</i> ✓ <i>Since Aug 14 - Data Sharing Agreement In place with DWP to help establish contact details for CLs</i> ⇨ <i>To develop a data tracking process for HE working with universities.</i>	A
9g) Consider how information is passed back ie data flow from Insight to Frameworki.	SL /JR/MC/	04/15	✓ <i>22/7/15 - on a monthly basis a report of CLA/CL is pulled from framework-I and the records of young people in I/O are updated with the appropriate CLA or CL</i>	R

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			<p><i>flag.</i></p> <p>✓ 22/7/15 - Investigating to see if the current status of EET/NEET stored within Framework-I from the 8-weekly contacts can be imported into I/O. Rob Murray trying to resolve if the possible options for NEET/EET available in Framework-I can match the DfE definitions for NEET/EET.</p> <p>To develop a Leeds Guarantee for Care Leavers to support them into employment or training, effectively utilising a budget of £250K. The Care2Work Group to be the custodian for development and implementation of the guarantee. Lead: Sally Lowe Timeframe: March 2016 Update:</p> <ul style="list-style-type: none"> • Cohort analysis is underway of those CLA/CL currently assessed as NEET by the 13+ social care teams. • Ready 4 Work programme commissioned for 4 cohorts of 12 CLA/CL to be delivered by March 2016 • Mentoring programme extended within 10 schools for the 2015/16 academic year. SLA agreements currently being drawn up with Leeds EBP. The 10 schools will be identified in September 2016 and SLA agreements set up. • Investigating the possibility of commissioning a Digital Back Pack for CLA/CL in Leeds 	
9h) Monitoring and tracking of academic data for pre-16 and 16-19/25. Monitoring of educational progress to be shared with all relevant partners.	JR/SL/MC	11/14	✓ Sept 2013 ISA in place for Data on CLs to be shared between Schools and Colleges.	G

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			✓ Sept 14 - Monthly College on roll lists are sent to Local Authority and matched to CLA/CL data and returned to Colleges so Colleges are aware of CLAs.	
9i) Monitor and track <u>CLA</u> /Care Leaver cohort re September Guarantee.	<u>SL</u>	From 09/14	See 9e)	G

MONITORING: Objective/Driver: 10 . Feedback from young people is included in monitoring and evaluation				
Feedback from Care Leaver Group?	MC		✓ Since summer 14, this plan reports to MALAP Care Leavers Group and MALAP EET Group where CLs are represented.	R

Description Objectives and expectations of what must in place or be worked towards to achieve 'From Care 2 Work Quality Mark'

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COMMITMENT

Objective/Driver: 1. Employment and skills strategies and other strategic planning across the local authority, incorporate a corporate parenting commitment to improve the employability of care leavers.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **Strategic partnerships broader than children's services.**
- **Employability of care leavers referenced in the local authority's strategic plans.**

Objective/Driver: 2. Ensure the social care workforce has an understanding of building employability and career planning, so that appropriate next steps are reflected in individual pathway plans.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **Steps to improve the skills of the workforce in employability and career planning**

OPPORTUNITIES

Objective/Driver: 3. Operational processes allow care leavers to access a range of employability opportunities

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **A range of employability opportunities that are offered to care leavers**

Objective/Driver: 4. Financial policies and procedures clearly identify how young people will be supported with education, training and employment.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **A Financial policy that prioritises support for education, training and employment and incentivises engagement in ETE.**
- **Higher education bursary available to all eligible young people.**
- **Clear information about financial entitlements that support ETE, and how they can access this, is available to all young people.**

Objective/Driver: 5. The move on plans, or current accommodation, support care leavers to take up or maintain education training and employment opportunities.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **A process in place to ensure accommodation maximises education, training and employment opportunities when young people leave care.**

SUPPORT

Objective/Driver: 6. The local authority ensures all looked after children and care leavers get career planning support within the pathway planning process that raises their aspirations throughout their transition to adulthood.

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To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **Young people involved in the development of their pathway plans.**
- **Career information, advice and guidance is provided to care leavers.**
- **Clear goal setting and action planning for Education, Training and Employment.**
- **Practical and emotional support is provided during the opportunities offered**

Objective/Driver: 7. Information is available to young people so that they are fully aware of the choices and options available to them and how they will be supported to access these.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **Processes in place so that all young people get a copy of their pathway plan that sets out personal ETE commitment from the local authority.**
- **Information is provided about the range of choices, options and opportunities available**
- **Information about the support from the local authority or other agencies.**

Objective/Driver: 8. Processes are in place to support young people aged 21 to 25 who ask for assistance from the local authority with education or training under the provision of the Children and Young Persons Act 2008.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **An assessment process for young people returning to request support is in place.**
- **A policy around level of service, how to resume contact and how support will be provided.**
- **A process to inform young people when their case is closed about the support available and how to access it.**

MONITORING

Objective/Driver: 9. Clear information, referral and monitoring systems are in place to manage employability opportunities for care leavers.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **Analysis of the ETE status and activities of young people inform local authority work plans.**
- **Employability opportunities created are linked to analysis of young people's needs.**

Objective/Driver: 10. Feedback from young people is included in monitoring and evaluation.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **Processes that capture feedback from young people to monitor and evaluate the employability opportunities and support available.**

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Annex 4 – Post 16 Infrastructure Collaboration

East Area

(11-18) Schools Involved: The Co-operative Academy of Leeds (CO), David Young Community Academy (DY), E-ACT Leeds East Academy (LE), John Smeaton (JS) (plus Corpus Christi (CC) and Mount St Mary's (MSM)).

Recommended future action	<ul style="list-style-type: none"> • LA to convene discussions with local schools and partners to identify way forward in establishing a Post-16 Centre.
	<ul style="list-style-type: none"> • Work with identified partners to progress to application for establishing a Post-16 centre through the preferred route.

Inner North West Area

(11-18) Schools Involved: Lawnswood (L); Ralph Thoresby (RT)

Recommended future action	<ul style="list-style-type: none"> • Schools develop the Post-16 joint offer for 2014/15 and beyond.
	<ul style="list-style-type: none"> • LA to work with schools to further develop governance arrangements including creating a joint sixth form centre for Ralph Thoresby and Lawnswood schools.

Inner West Area

(11-18) Schools Involved: Leeds West Academy (LW), Swallow Hill (SH)

Recommended future action	<ul style="list-style-type: none"> • LA to work with each school to identify future action to collaborate with appropriate partners.
	<ul style="list-style-type: none"> • Implementation of collaborative arrangements with identified partners to provide clear academic and vocational pathways for students.

North Area

(11-18) Schools Involved: Allerton Grange (AG), Allerton High (AH), Carr Manor (CM), Roundhay (R) (plus Cardinal Heenan (CH), City of Leeds (CL))

Recommended future action	<ul style="list-style-type: none"> • LA to co-ordinate discussion between the schools and key partners to agree sustainable way forward for the future.
	<ul style="list-style-type: none"> • LA to work with schools to further develop future arrangements including issues of governance and consider firmer models of delivery as partnership matures.

North East Area

(11-18) Schools Involved: Boston Spa (BS), Wetherby (W)

Progress to date/future actions:

Recommended future action	<ul style="list-style-type: none"> • LA to work with each school to identify future action to collaborate with appropriate partners.
	<ul style="list-style-type: none"> • Implementation of collaborative arrangements with identified partners to provide clear academic and vocational pathways for students.

North West Area

(11-18) Schools Involved: Abbey Grange (AG), Benton Park (BP), Guiseley (G), Horsforth (H), Otley Prince Henry's (OPH), St Mary's Menston (SMM)

Recommended future action	<ul style="list-style-type: none">• Schools, college and other partners to continue discussions to establish mechanism for developing advanced and specialist vocational provision.
	<ul style="list-style-type: none">• LA to work with schools and college to further develop vocational options with a view to supporting the establishment of new vocational provision in the area.• Form a collaborative partnership with a memorandum of agreement around sharing and supporting sixth form provision across the schools.

Outer East Area

(11-18) Schools Involved: Brigshaw (B), Garforth (G), Temple Moor (TM)

Recommended future action	<ul style="list-style-type: none">• LA to co-ordinate discussion between the schools and key partners to agree sustainable way forward for the future.
	<ul style="list-style-type: none">• LA to work with schools to further develop future arrangements including issues of governance and consider firmer models of delivery as partnership matures.

Pudsey Area

(11-18) Schools Involved: Crawshaw School (C), Priesthorpe School (P) and Pudsey Grangefield School (PG)

Recommended future action	<ul style="list-style-type: none">• LA to assist working group in identifying possible routes for establishing a Post 16 centre.
	<ul style="list-style-type: none">• Progress to an application for establishing a Post 16 centre which serves the three schools, and which is open to applicants from elsewhere.

South Area

(11-18) Schools Involved: Bruntcliffe (B), Farnley Academy (F), Morley Academy (M), Rodillian (Rod), Royds (Roy), South Leeds (SL), Woodkirk (W) (plus Cockburn (C))

Recommended future action	<ul style="list-style-type: none">• Review of position in the South when outcome of 16-19 Free School application is known.
	<ul style="list-style-type: none">• LA to facilitate discussions between schools and colleges to provide a coherent academic and vocational offer for all learners across the south.

Annex 5

Success and Progression for young people on Devolved Youth Contract: June 2015

Since September 2012ⁱ, 1,293 young people have started on the City Region Devolved Youth Contract in Leeds. Recruitment onto the project finishes at the end of September, with a view to as many young people as possible reaching their 6-month sustained progression by end of March 2016. The remaining work on the contract will be completed by the Youth Contract key workers, provided by Aspire-igen as an integrated part of the Connexions service, and by the Education Business Partnership.

The data below shows the progression routes of all young people who have progressed or achieved their 6-month sustained progression point by the end of June 2015 : 1,003 and 593 young people respectively. Against the Leeds target, we have achieved 91.2% initial progressions to date, with 53.9% 6-month sustained achieved. Our focus in the final phase of the contract is on supporting as many young people as possible to reach their 6-month sustained.

We continue to achieve better than the National Youth Contract programme, exploiting local partnerships and the flexibility of a devolved approach. For the same time period, our initial progressions rate is 16% better than the national, with a 6-month sustained rate that is 12% better.

Progression Destination information

At the point of initial progression, the majority of young people are moving into EFA-funded Work-Based Learning (38%) or FE College courses (26%). 7% of young people have progressed onto apprenticeships, with a further 11% moving into employment. There has also been increasing take-up of traineeships.

At the 6-month sustained point, the majority of young people are more college and apprenticeship ready. As the young people will have been on the Youth Contract for approximately nine months and are older, some are now ready to take up employment opportunities and are keen to earn money to support themselves. At the 6-month point in their journey, the majority of young people are entering Further Education (34%), EFA funded Work-Based Learning (32%), Employment (13%) or Apprenticeships (12%).

Initial EET Progressions	% of YP
Apprenticeship	7%
EFA funded Work Based Learning	38%
Employment	11%
Further Education	26%
Other training	17%

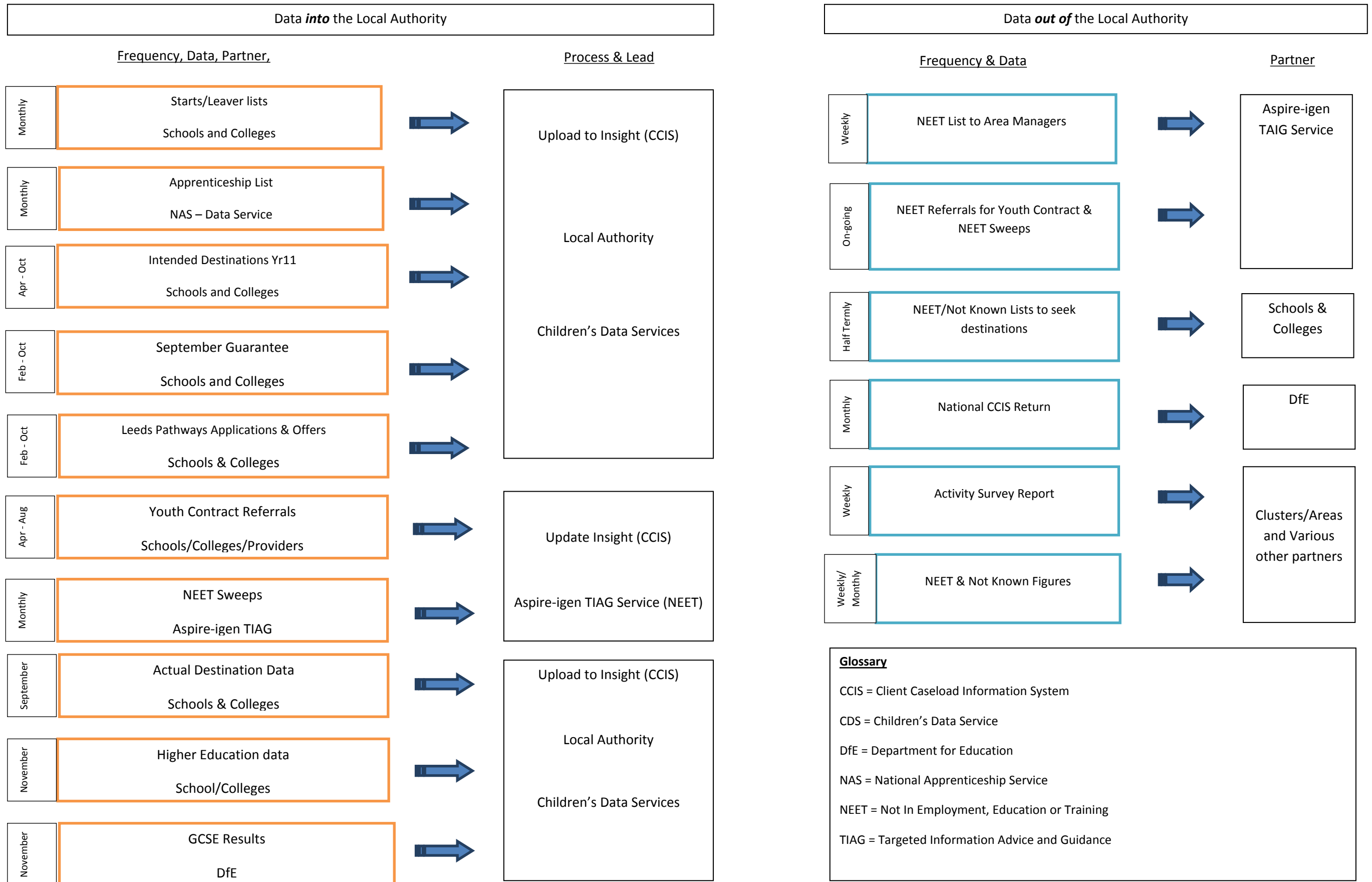
6 month Sustained Progressions	% of YP
Apprenticeship	12%
EFA funded Work Based Learning	32%
Employment	13%
Further Education	34%
Other training	9%

Categories:

- Apprenticeships
- EFA- funded Work-Based Learning
- Employment (with training [accredited and non-accredited]; without training; part-time; and temporary)
- Full Time Education (all categories)
- Other Training (includes re-engagement provision ; traineeships; part-time educations and training through the work programme)

¹ All figures cover the period 1 September 2012 – 30 June 2015.

Data Flow into and out of the Local Authority for 16-18 Year Olds



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Report author: S Pentelow

Tel: 24 74792

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Children's Services)

Date: 10 September 2015

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 When considering the draft work programme effort should be undertaken to:

- Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
- Avoid pure "information items" except where that information is being received as part of a policy/scrutiny review
- Seek advice about available resources and relevant timings taking into consideration the workload across the Scrutiny Boards and the type of Scrutiny taking place
- Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year

2.3 Also attached as appendix 2 is the minutes of Executive Board for 15th of July 2015

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

4. **Background papers**¹ - None used

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Draft Scrutiny Board (Children's Services) Work Schedule for 2015/2016 Municipal Year

Schedule of meetings/visits during 2015/16			
Area of review	18 June	23 July - Full	August
Inquiries			
Annual work programme setting - Board initiated pieces of Scrutiny work (if applicable)	Consider potential areas of review	Extended work programme discussion	
Budget		Budget Update 2014/15 outturn and 2015/16 update Plan for use of £4.8m of innovation fund.	
Policy Review		Basic Need Update and sufficiency of Early Years Provision Public Request for Scrutiny	
Recommendation Tracking			
Performance Monitoring		Performance Report	
Working Groups			

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*Prepared by S Pentelow

Key: SB – Scrutiny Board (Children's Services) Meeting

WG – Working Group Meeting

Draft Scrutiny Board (Children's Services) Work Schedule for 2015/2016 Municipal Year

Schedule of meetings/visits during 2015/16			
Area of review	10 September	15 October - Full	12 November - Full
Inquiries	Agree scope of review for ** SEND Children – what is it like growing up in Leeds?	Agree scope of review for ** Work Experience for School Age Children Evidence Gathering SEND Children – what is it like growing up in Leeds?	Evidence Gathering SEND Children – what is it like growing up in Leeds?
Recommendation Tracking	NEET a) recommendation tracking b) supporting Care Leavers c) geographical challenges Focus on Disability and SEN- preparing for and providing a destination in EET		Private Fostering Inquiry (LSCB and Director of CS)
Policy Review	Improving School Attendance (with tracking)	BESD/ SILC provision consultation (scheduled for Exec Board permission to consult Sept) Re-organisation of Children's Home Provision – (scheduled for Oct Exec Board)	
Performance Monitoring			Leeds Safeguarding Children – Annual Report
Working Groups	Safeguarding in Taxi and Private Hire Licensing – joint with Adult Social Services, Public Health, NHS and Scrutiny Board	School Transport 10/09 – EB report for Oct (moved from Sept)	

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* Prepared by S Pentelow

Key: SB – Scrutiny Board (Children's Services) Meeting

WG – Working Group Meeting

Draft Scrutiny Board (Children's Services) Work Schedule for 2015/2016 Municipal Year

Schedule of meetings/visits during 2015/16			
Area of review	17 December	January	February
Inquiries	<u>Evidence Gathering</u> SEND Children – what is it like growing up in Leeds?	<u>Evidence Gathering</u> SEND Children – what is it like growing up in Leeds?	<u>Evidence Gathering</u> Inquiry 2
Budget	Initial Budget Proposals 2016/17 and Budget Update Cluster Funding Arrangements Development Update.		
Policy Review	Basic Need Update		
Recommendation Tracking		Cluster Inquiry Tracking	
Performance Monitoring	Performance Report	Universal Activity Funding – performance, consistency and delivery since the delegation of responsibility and budgets to Community Committees Targeted Youth Services	
Working Groups	Cluster Recommendation Tracking - Visits?		

Draft Scrutiny Board (Children’s Services) Work Schedule for 2015/2016 Municipal Year

Schedule of meetings/visits during 2015/16			
Area of review	March	April	May
Inquiries	<u>Evidence Gathering</u> Inquiry 2	<u>Evidence Gathering</u> Inquiry 2	
Budget and Policy Framework			
Recommendation Tracking			
Performance Monitoring			
Working Groups			

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Key: SB – Scrutiny Board (Children’s Services) Meeting

WG – Working Group Meeting

Draft Scrutiny Board (Children's Services) Work Schedule for 2015/2016 Municipal Year

Unscheduled - required :

- School Transport Statement for final policy– Exec Board
- CSE working group
- Maths and English – recommendation tracking – (to come with directors response to Learning Improvement Inquiry)
- BESD/ SILC provision, pre- Executive Board decision scrutiny following completion of consultation.
- SEND part 2 (Early identification of Dyslexia and Dyspraxia)

For information - TaMHS and CAMHS report back to the Adult Social Services, Public Health, NHS and Scrutiny Board

Updated - July 2015

*Prepared by S Pentelow

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EXECUTIVE BOARD

WEDNESDAY, 15TH JULY, 2015

PRESENT: Councillor J Blake in the Chair

Councillors A Carter, D Coupar, M Dobson,
S Golton, J Lewis, R Lewis, L Mulherin,
M Rafique and L Yeadon

13 Exempt Information - Possible Exclusion of the Press and Public
RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt 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 public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 to the report entitled, 'South Bank Regeneration', referred to in Minute No. 19 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of any particular person (including the authority holding that information). It is considered that the public interest in maintaining the content of this appendix as exempt from publication outweighs the public interest in disclosing the information, due to the impact that the disclosure of the information would have on the financial affairs of the Council and third parties.
- (b) Appendix 1 to the report entitled, 'Design and Cost Report for the Proposed Improvement and Refurbishment of Kirkgate Market', referred to in Minute No. 20 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of a particular company and of the Council. This information is not publicly available from the statutory registers of information kept in relation to certain companies and it relates to a tendered fee proposal submitted to the Council as part of a competitive tender process. In line with the Access to Information Procedure Rules, it is considered that the public interest in maintaining the content of this appendix as exempt from publication outweighs the public interest in disclosing the information, as disclosure would prejudice the financial / business affairs of an individual company.

- (c) Appendices 1 and 2 to the report entitled, 'West Yorkshire Playhouse', referred to in Minute No. 28 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendices relates to the financial or business affairs of a particular organisation and of the Council. It is considered that the public interest in maintaining the content of the appendices as being exempt from publication outweighs the public interest in disclosure, due to the impact that disclosing the information would have on the Council and third parties.
- (d) Appendix B to the report entitled, 'Repayment of the Council's Loan by the Yorkshire County Cricket Club', referred to in Minute No. 34 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of third parties and of the Council, and the release of such information would be likely to prejudice the interests of all parties concerned. Whilst there may be a public interest in disclosure, in all the circumstances of the matter, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time.

14 Declaration of Disclosable Pecuniary Interests

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

15 Minutes

RESOLVED – That the minutes of the meeting held on 24th June 2015 be approved as a correct record.

REGENERATION, TRANSPORT AND PLANNING

16 Leeds Bradford International Airport

Further to Minute No. 84, 15th October 2014, the Director of City Development submitted a report providing an update on the continuing work relating to the Leeds and Bradford International Airport (LBIA) and its surroundings, with particular reference to the actions which had been taken following the resolutions of the Board in October 2014.

The Board highlighted the key significance of LBIA when considering the future development of the city region economy. Responding to a Member's enquiry, the Board was reassured that any associated consultation processes which were undertaken would be robust and incorporate all relevant parties. In addition, emphasis was placed upon the need to ensure that any further development of the airport was accompanied by appropriate infrastructure improvements.

RESOLVED –

- (a) That the recommendations in the Site Allocations Plan for land use in the area surrounding Leeds Bradford International Airport, be noted;
- (b) That continued support be given for the growth of the airport and the wider economy in order to meet aspirations of achieving 7.1m passengers by 2030;
- (c) That officers in Planning Policy, Economic Development and Highways & Transport continue to work with Leeds Bradford International Airport to progress the Airport Masterplan through to the consultation stage;
- (d) That officers in Planning Policy, Economic Development and Highways & Transport continue to work on the proposals for surface access, working closely with Leeds Bradford International Airport and the West Yorkshire Combined Authority specifically to take forward the airport link road.

17 Elland Road Park and Ride Upgrade

Further to Minute No. 122, 6th November 2013, the Director of City Development submitted a report outlining proposals to upgrade the existing overspill car park at the Elland Road Park and Ride site to the same quality as the rest of the car park and also to improve the passenger waiting facilities.

Members welcomed the report and highlighted the success of the Elland Road park and ride facility following its first year of operation.

In noting the report elsewhere on the agenda regarding proposals for a park and ride facility at Temple Green, the Board discussed the potential for park and ride provision in other areas of the city, and the range of factors which needed to be taken into consideration when determining optimum sites for such facilities.

RESOLVED –

- (a) That the content of the submitted report and the performance results of the first year's operation of the Elland Park and Ride scheme be noted;
- (b) That approval be given to implement phase 2 of the scheme, subject to planning approval, upgrading the overspill car park and passenger facilities at a cost of £1.8m (comprising £250k fees and £1.55m works);
- (c) That approval be given to the injection of £1.8m into the Capital Programme, being funded from a West Yorkshire Combined Authority (WYCA) Transport Policy Local Transport Plan (LTP) grant of £1,557.7k and a Section 106 receipt of £242.3k;
- (d) That authority be given to incur expenditure of £1.8m, funded from a WYCA LTP grant of £1,557.7k and a Section 106 receipt of £242.3k (subject to final confirmation of funding by the West Yorkshire Combined Authority's Transport Committee on 31st July 2015);

- (e) That the following be noted:-
- The scheme proposal, as described in section 3 of the submitted report;
 - That construction of the scheme is programmed to start in November 2015 with a 6 month construction programme;
 - That the Chief Officer Highways & Transportation will be responsible for the implementation of such matters.

18 Temple Green Park and Ride

The Director of City Development submitted a report which sought approval to implement the 1,000 space Temple Green Park & Ride site adjacent to the A63 Pontefract Lane in the City Region's Enterprise Zone.

Members welcomed the proposals detailed within the submitted report, and how they fitted into the city's existing transport network and parking facilities. The Board also welcomed how the proposals would provide sustainable transport links to the City Region's Enterprise Zone and the positive impact that this would have upon job creation and economic growth in the area.

In conclusion, it was requested that the Board continued to receive further updates on the progress of the Enterprise Zone, as and when appropriate.

RESOLVED –

- (a) That the implementation of the Temple Green Park and Ride scheme at a total cost of £9.741m be approved, subject to Gateway 3 funding approval from West Yorkshire Combined Authority (comprising £2.620m for the land purchase approved at Executive Board in June 2014, and £7.121m for the design fees and construction costs);
- (b) That the additional injection of £6.611m into the Capital Programme be approved (£510k being already in the capital programme) for the design fees and construction costs of this scheme, which are to be fully funded from the West Yorkshire Plus Transport Fund;
- (c) That authority be given to incur expenditure of £7.121m (being £769k staff design fees, and £6.352m construction costs), subject to full funding approval from the West Yorkshire Plus Transport Fund;
- (d) That the following be noted:-
- The scheme proposal, as described in section 3 of the submitted report;
 - That construction of the scheme is programmed to start in March 2016 and be open in Autumn 2016;
 - That the Chief Officer Highways and Transportation will be responsible for implementation of such matters.

19 South Bank Regeneration

Further to Minute No. 118, 19th November 2014, the Director of City Development submitted a report providing an update on the progress being

Draft minutes to be approved at the meeting
to be held on Wednesday, 23rd September, 2015

made to regenerate the South Bank area of the city centre and to obtain approval to short term actions which would facilitate further growth and regeneration.

Members welcomed the contents of the submitted report and highlighted the significant potential and opportunities for the city and the wider area which lay in the regeneration of the South Bank.

Following consideration of Appendix 1 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the progress being made in regeneration initiatives across the South Bank be noted, and that the priorities, as set out in section 3 of the submitted report be agreed;
- (b) That the Board re-affirms that securing funding to support the restoration of Temple Works is a priority for the city given its at-risk status, and that it be requested that officers continue to work with third parties to facilitate its restoration.
- (c) That a report be submitted to Executive Board with proposals to invest in the public realm and spaces across the South Bank;
- (d) That a report be submitted to Executive Board by Autumn 2015 with proposals to facilitate regeneration along the Hunslet Riverside;
- (e) That the Chief Officer Economy and Regeneration be requested to explore the feasibility of the Council's City Centre Management function providing urban management support across the South Bank area;
- (f) That approval be given to the recommendations as set out in paragraphs 6.0, 6.1 and 6.2 of the submitted exempt appendix 1 concerning potential future land assembly proposals;
- (g) That it be noted that the Chief Officer Economy and Regeneration will be responsible for the implementation of such matters.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In if it is considered that any delay would seriously prejudice the Council's or the public's interests. As such, it was determined that the resolutions relating to this report were exempt from the Call In process as they were time-bound and would not be properly exercised if were called in)

20 Design and Cost Report for the Proposed Improvement and Refurbishment of Kirkgate Market

Further to Minute No. 77, 17th September 2014, the Director of City Development submitted a report which sought approval to inject additional funding into existing Capital Scheme No. 16811 and which also sought Authority to Spend on the proposed improvement and refurbishment works at Kirkgate Market.

In discussing the contents of the submitted report, the Board noted the complex nature of the works being undertaken and a Member highlighted the need to ensure that the project continued to be closely monitored, both from a financial and also a timescales perspective.

Following consideration of Appendix 1 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That an injection of £1.35m into existing Capital Scheme No.16811 be authorised in order to meet additional construction costs associated with the proposed improvement and refurbishment works at Kirkgate Market;
- (b) That an injection of additional funding, as detailed in exempt Appendix 1 to the submitted report, into existing Capital Scheme No. 16811 be authorised in order to provide contingency provision to address residual risks associated with the proposed improvement and refurbishment works at Kirkgate Market which remain the Council's responsibility to address;
- (c) That approval be given to the 'Authority to Spend' the additional funding, as detailed within the submitted report on the proposed improvement and refurbishment works at Kirkgate Market;
- (d) That the actions required to implement the decisions, and the proposed timescales to progress the project, as detailed in paragraph 3.2.1 of the submitted report, be noted.
- (e) That it be noted that the Chief Economic Development Officer and the Head of Markets will be responsible for the implementation of such matters.

21 Site Allocations Plan (SAP) and Aire Valley Leeds Area Action Plan (AVLAAP) - Publication Draft Plans

Further to Minute No. 144, 11th February 2015, the Director of City Development submitted a report which sought approval of the Site Allocations Plan (SAP) and Aire Valley Leeds Area Action Plan (AVLAAP) Publication Draft Plans, for the purposes of public consultation to take place during Autumn 2015. In addition, the report noted that the matter was scheduled to

Draft minutes to be approved at the meeting
to be held on Wednesday, 23rd September, 2015

be referred to the relevant Scrutiny Board for consideration following the public consultation exercise.

In considering the submitted report, the following key points were discussed:-

- Responding to a specific enquiry regarding the clarity of a description for the location of a gypsy and traveller site in the Outer West area of the city, officers undertook to meet with the relevant Ward Member in order to discuss this particular issue;
- In response to a Member's enquiry, the Board was provided with details of the methods which would be used to undertake the associated consultation exercise and it was confirmed that such consultation would be 8 weeks in duration;
- Furthermore, the Board was also reassured that the consultation exercise would be robust, made as accessible as possible and would provide a genuine opportunity for all parties, including Ward Members, to contribute towards the process;
- A Member noted that new brownfield sites had emerged, and raised the question of whether such sites could be included in the plan at this stage as alternatives to proposed greenfield allocations. It was pointed out that the plan already allowed for new sites through a windfall allowance, but that should Members ultimately decide to make changes to the plan, it would be important to ensure that the plan remained consistent with the requirements of the Core Strategy;
- Officers also emphasised that Members were being requested to approve the publication plans for Site Allocations and Aire Valley, and that national guidance advised that the publication stage plan was a document that the Local Authority considered ready for examination;
- The Board discussed the Government's recent announcement regarding proposed changes to the process by which the development of brownfield sites was permitted and the potential impact that such changes may have upon Leeds;
- Alongside the Site Allocations Plan, it was suggested that consideration be given to the ways in which the Council could further encourage smaller developments which were located within local communities.

In noting that there were currently planning consents for 17,000 housing units across the city which remained undeveloped, Members highlighted the need for private developers to be required to not only declare those sites where they have obtained planning permission to build, but to also declare those sites where they do not have planning permission, but have an 'option agreement' in place. Further to this, it was proposed that such matters and concerns, together with details of the actions being taken by the Council to increase development completion levels, be raised on a cross party basis, with both the Secretary of State for Communities and Local Government and also the Treasury.

RESOLVED –

- (a) That approval be given to the publication of the draft Site Allocations Plan and Aire Valley Leeds Area Action Plan, together with the

Draft minutes to be approved at the meeting
to be held on Wednesday, 23rd September, 2015

sustainability appraisal reports and other relevant supporting documents for the purposes of public participation and to formally invite representations;

- (b) That the necessary authority be delegated to the Chief Planning Officer, in consultation with the Executive Member, to make any factual and other minor changes to the Publication Plans and supporting material, prior to public consultation;
- (c) That it be noted that the Publication Draft Plans will be referred to Scrutiny Board (City Development) in line with the Budget and Policy Framework following public consultation;
- (d) That the matters and concerns detailed above be raised on a cross party basis, on behalf of the Board, with the Secretary of State for Communities and Local Government and also the Treasury.

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton required it to be recorded that they both abstained from voting on resolutions (a)-(c) above)

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to within this minute were not eligible for Call In as the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules, which includes the resolutions above)

22 Council Housing Growth Programme - Private Sector Acquisitions

The Director of Environment and Housing submitted a report providing an update on the delivery of the Council Housing Growth Programme which included 'through acquisitions' from private owners or developers. In addition, the report also sought approval for a revision to the 'Right of First Refusal' Policy.

RESOLVED –

- (a) That the progress which has been made in the delivery of the Council Housing Growth Programme be noted;
- (b) That the approach to acquisitions in support of the programme to be implemented by the Director of Environment and Housing, be approved;
- (c) That approval be given to the revision of the Right of First Refusal policy, as outlined within the submitted report, which is to be implemented by the Director of Environment and Housing.

COMMUNITIES

23 Illegal Money Lending Team - progress report

Further to Minute No. 49, 16th July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the activities of the Illegal Money Lending Team (IMLT) within Leeds, together with a refreshed action plan.

Responding to a question raised, the Board was advised that enquiries would be made with the Illegal Money Lending Team with the aim of obtaining more localised data for inclusion within future progress reports.

RESOLVED –

- (a) That the contents of the submitted report, together with the Illegal Money Lending Team Action Plan, as set out in appendix 1, be noted;
- (b) That the Assistant Chief Executive (Citizens and Communities) be requested to monitor IMLT's progress against the plan and prepare a further annual report in 12 months' time on the activities of the Illegal Money Lending Team within the Leeds city area.

24 Universal Credit (UC) Delivery Partnership

The Assistant Chief Executive (Citizens and Communities) submitted a report which sought approval to enter into negotiations with the Department for Work and Pensions (DWP) and agree the details of a Delivery Partnership in order to support the roll out of Universal Credit to Leeds.

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That the Assistant Chief Executive (Citizens and Communities) be authorised to enter into discussions with the DWP in order to agree a Delivery Partnership for the provision of online support and personal budgeting support to customers moving onto Universal Credit as part of DWP's limited roll out of the scheme;
- (c) That the Scrutiny Board (Citizens and Communities) be asked to examine Universal Credit in more detail along with the Council's preparations for the scheme;
- (d) That the impact on the Council arising from the Universal Credit implementation be monitored, with a report being submitted to Executive Board on this subject in due course.

25 Citizens@Leeds: Delivering Community Hubs across the city - Progress Update

Further to Minute No. 93, 15th October 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the progress being made in the development and delivery of the city-wide

network of Community Hubs. Particular reference was made within the report to the resolutions made by the Board in October 2014.

Responding to a Member's enquiry, the Board received an update on the actions which were being developed to help deliver the Community Hub approach across the whole city.

RESOLVED –

- (a) That the contents of the submitted report, together with the progress made to date in delivering the Community Hub approach across the city and the next steps to be taken by the Assistant Chief Executive (Citizens and Communities) as outlined in Section 5, be noted;
- (b) That the necessary authority be provided to the Assistant Chief Executive (Citizens and Communities) to develop a Business Case for Building / Infrastructure changes for Phase 2 Community Hubs, with the outcomes of such work being submitted to Executive Board in December 2015 for agreement;
- (c) That a further update report be submitted in December 2015, which will update Executive Board on the progress made in delivering the Community Hub model across the city.

26 Community Asset Transfer of Drighlington Meeting Hall to Drighlington Rugby Club

The Director of City Development and the Assistant Chief Executive (Citizens and Communities) submitted a joint report which sought approval of a Community Asset Transfer of Drighlington Meeting Hall to Drighlington Rugby Club by way of a 50 year lease at nil premium and a peppercorn rental.

RESOLVED –

- (a) That approval be given to the Community Asset Transfer of Drighlington Meeting Hall to Drighlington Rugby Club on the basis of a 50 year full repairing and insuring lease, contracted within the terms of the Landlord & Tenant Act 1954 at nil premium and a peppercorn rental;
- (b) That approval be given to the provision of grants to support running cost deficits up to a maximum of: £25,435 in year 1; £14,355 in year 2; £2,980 in year 3, and; £1,490 in year 4, with the grants to be funded from the current Community Centre budget held in the Citizens and Communities directorate;
- (c) That it be noted that the Head of Asset Management will be responsible for the implementation of such matters. It also be noted that it is anticipated that negotiations will take around six months and any final delegated decisions will be taken by the Director of City Development.

ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY

27 Compressed Natural Gas Filling Station

The Director of Environment and Housing submitted a report providing an update on the progress made to date in developing a business model which facilitated the build of a Compressed Natural Gas (CNG) filling station in Leeds. In addition, the report sought approval to the request for a commitment from the Council to support the project, including a commitment for the additional funding required for the fleet conversion. Furthermore, the report sought the Board's support for the Council's involvement in OFGEM's Network Innovation Competition (NIC), which would look to fund elements of a CNG filling station project.

Members welcomed the submitted report, highlighting how the proposals would help in an environmentally sustainable way to further establish the Leeds Enterprise Zone and also develop the local economy.

RESOLVED –

- (a) That support be given for the Council's involvement in the NIC bid;
- (b) That approval be given to the injection of £1.58 million into the Capital Programme to be fully funded by unsupported borrowing (contingent on the success of the NIC bid), for use as set out in the submitted report;
- (c) That authority be given to provide the Director of Environment and Housing with the necessary delegated powers to enter into the contractual arrangements with Northern Gas Networks (NGN) for the delivery of a gas main connection;
- (d) That in principle support be given to the decision to enter into arrangements with a private sector partner to deliver a CNG station, which is anticipated to be a joint venture.

ECONOMY AND CULTURE

28 West Yorkshire Playhouse

The Director of City Development submitted a report regarding potential investment from the Council for the development and future sustainability of West Yorkshire Playhouse alongside an application to Arts Council England. In addition, the report also looked to establish the approach to any future developments in terms of a partnership with the Playhouse itself.

Members highlighted the significance and timing of the proposals detailed within the submitted report, specifically when considering the new Victoria Gate development which was adjacent to the playhouse site. The Board highlighted the need to ensure that there was effective connectivity between the playhouse and its surrounding area, such as the Victoria Gate development.

Following consideration of Appendices 1 and 2 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That in principle agreement be given to a contribution up to a value of £4.9m in order to bridge the funding gap in the scheme (of which £586K is already in the Capital Programme), pending a successful application to Arts Council England;
- (b) That approval be given to the Council to work in partnership with the Playhouse and to act as lead for the management and procurement of the construction works;
- (c) That subject to a successful Stage 1 application, the Director of City Development be requested to submit a report to Executive Board on the detailed funding proposals for the scheme for injection into the Capital Programme;
- (d) That it be noted that the West Yorkshire Playhouse is committed to re-launching the building and organisation, with a brand that will more clearly associate it with the city, upon conclusion of the development;
- (e) That it be noted that the Chief Officer (Culture and Sport) will be responsible for the implementation of such matters.

RESOURCES AND STRATEGY

29 Gambling Act 2005 - Statement of Licensing Policy

The Assistant Chief Executive (Citizens and Communities) submitted a report advising that the triennial review of the Gambling Act 2005 Statement of Licensing Policy is underway with the required public consultation exercise having taken place. In addition, the report also requested that the matter be referred to Scrutiny Board (Citizens and Communities) in accordance with the Council's Budget and Policy Framework Procedure Rules.

RESOLVED –

- (a) That the contents of the submitted report be noted, which includes the outcomes from the statutory consultation exercise;
- (b) That the matter be referred to Scrutiny Board (Citizens and Communities) in line with the Council's Budgetary and Policy Framework Procedure Rules.

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to within this minute were not eligible for Call In as the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules, which includes those resolutions above)

30 Best Council Plan Annual Performance Report 2014/15 and Annual Corporate Risk Management Report (June 2015)

Further to Minute No. 164, 18th March 2015, the Deputy Chief Executive submitted a report presenting the annual performance report which provided an update on the progress made in 2014-15 against the six objectives set out in the Best Council Plan. The report also presented the annual risk management report which detailed the Council's approach to risk management and how the authority managed its' most significant risks; which supported the ambitions of Leeds being the best Council and best city

Responding to a Member's enquiry, the Board noted that not all objectives from the Best Council Plan were featured within the submitted update report, however, assurances were provided that all objectives continued to be monitored and that a progress update on a specific objective could be provided to a Member.

RESOLVED –

- (a) That the contents of the submitted Best Council Plan annual performance report be noted, together with the progress which has been made against the Council's objectives in 2014-15;
- (b) That the annual summary corporate risk management report together with the assurances given on the management of the Council's most significant strategic risks, be noted;
- (c) That it be noted that a further report will be presented to Executive Board in September 2015, reviewing the Best Council Plan objectives in order to reflect the new national and local context, to incorporate content from related strategies and also to help inform the 2016/17 Council budget.

31 Financial Health Monitoring 2015/16 – Quarter 1

The Deputy Chief Executive submitted a report setting out the Council's projected financial health position for 2015/16 as at the end of the first quarter.

Members received an update on the current position regarding the potential reduction in Public Health grant funding and discussed the implications arising from this.

RESOLVED – That the contents of the submitted report and the currently projected financial position of the Authority for 2015/16, be noted.

32 Treasury Management Outturn Report 2014/15

The Deputy Chief Executive submitted a report which provided Executive Board with a final update on the Treasury Management Strategy and operations for the period 2014/2015.

Responding to an enquiry, the Board was provided with information on the Council's market loans which fell within the 'Lenders Option Borrowers Option' (LOBO) category. Members noted how they fitted within the Council's overall

borrowing portfolio and were assured that the level of risk associated with these products fell within acceptable levels.

RESOLVED – That the Treasury Management outturn position for 2014/2015 be noted, together with the fact that treasury activity has remained within the treasury management strategy and policy framework.

33 Capital Programme Quarter 1 Update 2015-2019

The Deputy Chief Executive submitted a report which provided an update on the Council's Capital Programme position as at the end of June 2015. The report also included an update on capital resources, progress on spend, together with a summary of the economic impact of the Capital Programme.

RESOLVED – That the latest position on the General Fund and Housing Revenue Account (HRA) Capital Programmes be noted.

34 Repayment of the Council's Loan by Yorkshire County Cricket Club

Further to Minute No. 184, 14th January 2009, the Deputy Chief Executive submitted a report regarding an offer from Yorkshire County Cricket Club to repay the outstanding loan that the Council provided in 2005 in order to enable them to purchase the Headingley cricket ground. The report explained the offer to the Council as being part of the Cricket Club's proposed wider financial restructuring, and set out the matters which the Council needed to consider in determining whether to accept the offer from the Club.

Following consideration of Appendix B to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED – That approval be given to accept a payment of £6,500,000 from Yorkshire County Cricket Club in full settlement of the Council's loan to the Club.

DATE OF PUBLICATION: FRIDAY, 17TH JULY 2015

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 24TH JULY 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 27th July 2015)