



SCRUTINY BOARD (CHILDREN'S SERVICES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 21st January, 2016 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

Agenda compiled by:
Guy Close
Scrutiny Support Unit
Tel: 39 50878

Principal Scrutiny Advisor:
Sandra Pentelow
Tel: 24 74792

A G E N D A

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|---------|--------------------------|---------------|---|---------|
| 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> | |

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| 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 - 17 DECEMBER 2015</p> <p>To confirm as a correct record, the minutes of the meeting held on 17 December 2015.</p> | 1 - 6 |
| 7 | | | <p>SCRUTINY INQUIRY (SESSION 3) - PREPARING FOR THE FUTURE, SUPPORTING SPECIAL EDUCATIONAL NEEDS AND DISABLED YOUNG PEOPLE</p> <p>To receive a joint report from the Head of Complex Needs Service and Head of Learning Improvement as part of the Board's Inquiry into 'Preparing for the Future, Supporting Special Educational Needs and Disabled Young People'.</p> | 7 - 22 |
| 8 | | | <p>WORK SCHEDULE</p> <p>To agree the Board's work schedule for the remainder of the 2015/16 municipal year.</p> | 23 - 44 |

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| 9 | | | <p>DATE AND TIME OF NEXT MEETING</p> <p>Thursday, 25 February 2016 at 9.45am (pre-meeting for all Board Members at 9.15am)</p> <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. | |

SCRUTINY BOARD (CHILDREN'S SERVICES)

THURSDAY, 17TH DECEMBER, 2015

PRESENT: Councillor S Bentley in the Chair

Councillors N Dawson, C Dobson, J Elliott,
B Flynn, C Gruen, P Latty, A Ogilvie, 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)

Mrs S Hutchinson – Early Years Representative

Ms C Foote – Teacher Representative

Ms K Jan – Teacher Representative

Ms T Kayani – Young Lives Leeds

47 Late Items

There were no late items.

48 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting, however in relation to agenda item 7, Targeted Youth Work – Analysis of Provision, Ms T Kayani drew the Board's attention to the fact that she was employed by an organisation that was involved with the provision of targeted youth services. (Minute no. 51 refers)

49 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor A Lamb and Co-opted Members, Mr A Graham and Ms C Bewsher. Notification was received that Councillor B Flynn was to substitute for Councillor A Lamb.

50 Minutes - 12 November 2015

RESOLVED – That the minutes of the meeting held on 12 November 2015 be approved as a correct record.

51 Targeted Youth Work - Analysis of Provision

The Director of Children's Services submitted a report which presented an analysis on targeted youth work from 1 April 2015 to 30 September 2015.

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Board 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)
- Sue Rumbold, Chief Officer (Partnership Development and Business Support)
- Andrea Richardson, Head of Service (Learning for Life)
- Jean Ellison, Youth Offer Lead, Children's Services.

The key areas of discussion were:

- Clarification sought in terms of outcomes. The Board was advised that a more detailed report in relation to targeted youth services was being presented to the Schools Forum in January 2016. The Board asked to receive a copy of the report.
- The challenges associated with maintaining a diminished resource and the need to develop a more holistic approach to youth services.
- The important role of young people in relation to the delivery of youth service provision.
- The varying levels of provision in different areas of the city.
- The difficulties interpreting some information in the report. The Board was advised that the level of provision was based on the number of young people and deprivation in the area.
- The importance of joined up working with schools and voluntary sector providers, particularly in relation to ensuring consistency of provision across the city.
- Clarification sought about the measures used to monitor the quality of provision. The Board was advised that financial pressures had impacted on quality assurance analysis, although reporting still existed through Community Committees and an increased use of Clusters. Feedback was provided as part of outcome based accountability framework.
- The value of youth work to support education and the types of outcomes that schools required. Concern was expressed about the risk of diluting provision.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That the Board receives a copy of the report on targeted youth services, which is being presented to the Schools Forum in January 2016.
- (c) That the Scrutiny Board considers if a further piece of scrutiny work be undertaken on the overall youth offer in Leeds following receipt of the report on Universal Activities Funding in January 2016.

(Councillor A Ogilvie joined the meeting at 10.00am during the consideration of this item.)

(Mrs S Hutchinson left the meeting at 10.30am during the consideration of this item.)

52 Financial Health Monitoring Children's Services - Budget Update Period 7, 2015/16 - Cluster Funding and Budget Proposals for 2016/17 Consultation

The Head of Scrutiny and Member Development submitted a report which presented information in relation to the financial health of Children's Services for period 7, 2015/16.

The following information was appended to the report:

- Report to Executive Board on 16 December 2015, Financial Health Monitoring 2015/16 and Children's Services Financial Dashboard
- Report to Executive Board on 16 December 2015, Initial Budget Proposals for 2016/17.

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Board 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)
- Sue Rumbold, Chief Officer (Partnership Development and Business Support)
- John Bywater, Head of Finance (Children's Services).

The key areas of discussion were:

- The projected year end overspend for 2015/16 and the challenging budget proposals for 2015/16.
- An update on demand pressures, particularly in relation to children looked after, special education needs transport and a rise in the number of young people that required education outside the city.
- An overview of income to be delivered, including the risk of assumed income from schools and health service.
- Significant concern regarding the changing role of local authorities in relation to future funding of education and cluster funding arrangements.
- Clarification provided regarding work being undertaken by clusters and health colleagues in relation to CAHMS and TAMHS provision.

RESOLVED –

- (a) The Board notes the financial position of Children’s Services for period 7, 2015/16 and Cluster funding arrangements
- (b) The Board notes the initial 2016/17 budget proposals in relation to Children’s Services without comment for Executive Board or Full Council.

53 Performance update for April to September 2015

The Director of Children’s Services submitted a report which provided a summary of performance information in relation to the Children and Young People’s Plan (CYPP), the emerging attainment results for the city, and the children’s social work service.

The following information was appended to the report:

- Indicator performance for the CYPP indicators as at the end of September 2015
- CYPP key indicator dashboard – city level: September 2015
- Safeguarding, specialist and targeted services: September 2015 – monthly practice improvement report.

The following representatives were in attendance:

- Councillor Lucinda Yeadon, Executive Board 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)
- Sue Rumbold, Chief Officer (Partnership Development and Business Support)
- Peter Storrie, Head of Service (Performance Management and Improvement)
- Chris Hudson, Principal Performance Officer, Children’s Services.

The key areas of discussion were:

- Acknowledgement of progress made in relation to a reduction in teenage conceptions and NEETs.
- Concern about an increase in fixed term exclusions. The Board was advised that this was also a national issue.
- A suggestion that permanent exclusions be included as part of future performance reporting updates.
- An update on correspondence submitted by Ofsted to Leeds City Council, in relation to primary standards. The Board was advised that assurances had been provided regarding the improvement measures in place.

- The varying levels of children and young people that spoke English as an additional language and the associated challenges this presented schools.
- The different methodologies to be employed in educational establishments to monitor levels of progress.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That permanent exclusions be included as part of future performance reporting updates.

(Ms K Jan left the meeting at 11.50am during the consideration of this item.)

54 The future for Social and Emotional Mental Health (SEMH) education provision in Leeds

The Head of Learning Improvement submitted a report which updated the Board on a proposal to develop Social and Emotional Mental Health provision in Leeds.

The following information was appended to the report:

- Report to Executive Board on 18 November 2015, The future for Social and Emotional Mental Health (SEMH) education provision in Leeds.

The following representatives were in attendance:

- Councillor Lucinda Yeadon, Executive Board 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)
- Andrew Eastwood, Head of Service (Learning Improvement)
- Viv Buckland, Head of Service (Learning Systems).

The key areas of discussion were:

- An update on recent progress regarding the development of Wellspring Academy Trust to replace Elmete Wood SILC. The Board was advised that strong links between the trust and the local authority would be in place.
- Clarification sought regarding the ratio applied to teaching, learning and behavioural support provision and the child. The Board was advised that the ratio was dependent on the needs of the child.
- The importance of effective governance arrangements, particularly in terms of regular reporting to Children's Trust Board and Children's Scrutiny Board.

- A suggestion that the Board undertakes a review of provision in the 2016/17 municipal year.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That the Board undertakes a review of provision in the 2016/17 municipal year.

55 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.

56 Date and Time of Next Meeting

Thursday, 21 January 2016 at 9.45am with a pre-meeting for all Board Members at 9.15am.

(The meeting concluded at 12.40pm)



Report authors: Barbara Newton – Head of Complex Needs Service and Andrew Eastwood – Head of Learning Improvement

Report of the Head of Complex Needs Service and Head of Learning Improvement

Report to Scrutiny Board (Children’s Services)

Date: 21 January 2016

Subject: Preparing for the Future, Supporting Special Educational Needs and Disabled Young People



| | |
|--|---|
| 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 |

1.0 Summary of the Main Issues

This report is intended to provide the Children and Families Scrutiny Board with information to assist in the enquiry into the experience of children and young people with Special Educational Needs and Disabilities (SEND) growing up in Leeds. This is the third of three reports produced to support the enquiry.

2.0 Recommendations

2.1 The Scrutiny Board (Children and Families) is recommended to:

- Note the range of services available for young people with SEND in Leeds
- Support the development of a Preparation for Adulthood Strategy for Leeds
- Consider how the supported internship scheme can be supported and eventually embedded into the available offer for young people with SEND in Leeds

3.0 Purpose of this report

3.1 The purpose of this third report is to provide information on the following areas related to looking forward to adult life:

- Leaving school, positive destinations and preventing NEET
- Suitable educational pathways for post 16 learners to provide skills for life, independence and qualifications for employment
- The Transition Team and Specialist Transitions Advisors
- Transition planning, advice, support and challenges
- Careers Education, Information, Advice and Guidance
- Support to access work experience and meaningful employment

The information in this report will provide background for the visits to gather further evidence to be undertaken by the Scrutiny Board as part of this inquiry.

4.0. Background Information

4.1 Children and Families Scrutiny Board opened its enquiry to focus on the experience and attainment of children and young people who receive services at the statutory level that is those with a Statement, Learning Difficulty Assessment (LDA) or an Education Health Care Plan (EHCP) from Year 9 upwards.

4.2.1 The first report provided an overview of the experience of children and young people with SEND growing up in Leeds and the second focused on attainment and achievement. This third report provides more focused information on looking forward to adult life.

5.0 Preparation for Adulthood

Enabling young people with SEND to move successfully into adulthood fits with the vision of Leeds to be the best place it can be: a compassionate city with a strong economy. It is not only in the best interests of the individuals and families involved but also for the communities of Leeds and the city as a whole that collectively we have high aspirations for our children and young people with SEND and support them to transition into adulthood and reach their full potential. That may be: employment; independent living; participating within an inclusive community; as well as meeting their health and well-being needs.

5.1 With the right support, many young people with SEND can build the confidence and independence they need to be leaders of their own lives. For some young people with the most complex needs, it's about celebrating the small steps towards maximising autonomy and life experience. Preparation for adulthood is all about aspirations and opportunities and enabling young people and young adults to reach their full potential.

5.2 Following the successful implementation of the Children and Families Act (2014) in Leeds involving the co-production, development and roll out of Education Health and Care Plans; the introduction of Personal Budgets; and the development of the Local Offer. It is now timely to focus across the partnership on co-producing a 'Preparation for Adulthood' (PfA) vision and strategy. At the time of writing this

paper reports seeking formal approval for this work are being taken through the senior leadership teams in both children’s and adults’ services.

5.3 The production of the Preparation for Adulthood (PfA) Vision and Strategy will involve young people with special education needs and disabilities and their families as equal partners working alongside statutory and non-statutory agencies and organisations across education, health and care. By co-producing the vision and strategy we can tap into and help to further create social capital around this agenda in Leeds. It will also enable us to establish a coherent framework locally focusing knowledge, resources and services across the partnership on supporting and enabling the successful transition of young people with SEND into adulthood. The intention is to improve outcomes for individuals and their families, through increased participation in employment; an increase in those living independently; increased participation in an inclusive community; and reduced dependency and all that goes with it in terms of negative impact to the individual and the public purse.

Main Issues

6.0 Leaving School, Positive Destinations and Preventing NEET

6.1 Destinations for 2015 Leavers with an Education, Health and Care Plan (EHCP) or SEN Statement

6.1.1 The data below represents the current status of those young people with an EHCP or Statement who left Years 11 to 13 in 2015. Young people with SEND may leave school after the mandatory school leaving age. They often opt to continue learning in a familiar environment and may require longer periods of study to complete their courses.

- 145 young people with an EHCP left Years 11 to13, of which, 94 left mainstream providers, and 51 left a SILC.
- 126 of these young people were able to be matched against our Insight tracking database, with 112 of these having a current destination recorded (71 leaving mainstream provision and 41 leaving SILC provision).

Destinations

| Destination | No of young people |
|---|--------------------|
| Positive - mainstream provision | |
| Employment with training | 1 |
| Full time further education | 51 |
| Full time higher education | 1 |
| Full time education other post 16 | 4 |
| 6 th form | 9 |
| 6 th form college | 5 |
| Total | 71 |
| Negative - mainstream provision | |
| NEET | 3 |
| Current status unknown - expired 6 th form | 3 |
| Current status unknown - expired other post 16 | 1 |

| | |
|---|-----------|
| Total | 7 |
| Positive - SILC provision | |
| Apprenticeship | 1 |
| Full time further education | 22 |
| Full time education other post 16 | 8 |
| 6 th form | 10 |
| Total | 41 |
| Negative - SILC provision | |
| NEET | 6 |
| Current status unknown - expired 6 th form | 1 |
| Total | 7 |

6.1.2 An update report on progress relating to increasing numbers of young people in employment, education and training which included information on young people with SEND was presented to Children and Families Scrutiny Board on 10th September 2015. Information covered in the report included data between November 2014 and January 2015 on young people tracked as SEND; information on the conversion of young people with SEND to EHCPs; news on the establishment of the supported internship pilot for post 16 students and information on the emerging different approaches to careers duties.

6.2 Participation and NEET

6.2.1 Appropriate progression plans and provision for young people with SEND has been identified over the past few years as a priority and in-roads are being made to address poor progression and provide support and resource to aid transition.

6.2.2 Young people with EHC plans, Statements and / or LDA assessments are tracked as part of the annual cycle of participation and NEET across the Council, known as the September Guarantee. The September Guarantee measures the intended, predicted and actual destinations for young people in Year 11, 12 and 13 as they transition into the next phase of their education.

6.2.3 **There are a range of inputs behind the scenes which support this exercise including:**

- Use of UCAS Progress to record Post-16 applications and destinations through the Leeds Pathways website.
- September Guarantee returns made by schools at different points throughout the year.
- Data recorded on Synergy (the school data system) regarding student details, which are then matched against Insight Outreach on a regular basis, and then used to track young people once they've left school.
- Monthly college returns of Enrolments and Leavers, which are input onto Insight Outreach for tracking purposes – fulfilling the Council's statutory duty to track students. From 2015/16, these include information about the SEND needs of students.
- Connexions have been commissioned alongside this duty as part of the Targeted Information Advice and Guidance contract - to track young people 16-

19 in Leeds to ascertain their destinations, particularly where these are not known, and to offer support if they are currently NEET.

6.2.4 Due to the good practice in place through our Targeted IAG contract and September Guarantee process, Leeds has some of the lowest Not Known figures in the country and can be confident in the accuracy of our current overarching NEET and Not Known figures. However, data for targeted groups, including SEND is less clear due to categorisation issues.

6.3 Support for NEET Young People with SEND

6.3.1 The Targeted IAG contract has allocated a caseload allowance for young people with SEND up to 25 who are NEET; this group was identified as vulnerable, along with care leavers, young offenders and teen parents. Many of the young people who are NEET have some form of learning disability or difficulty, though not all of these will have an EHCP, SEN statement or LDA.

6.3.2 Young people can receive support through self-referral or be referred by a professional or a parent through completion of a referral form or visiting a drop-in session.

6.3.3 Data: Digging Deeper

6.3.4 Following meetings with colleagues across Special Education Needs Statutory Assessment Process (SENSAP) Team in Complex Needs and the Children's Services Performance Team, it has been identified that to provide a complete and accurate picture of SEND and destinations across the relevant cohort (all young people with SEND, currently 16-25), some resource would need to be agreed to address existing data categorisation issues. For example, a mapping exercise is needed to identify existing gaps in information.

6.3.5 Exploratory work has highlighted that there are considerable benefits in aligning the categorisations used between different supporting systems such as Synergy, Insight Outreach and Frameworki. A shared and joined up approach would provide for improved identification of SEND and service planning.

6.3.6 When a young person leaves school, the statutory duty to report on their current destination lies with the provider where they are currently studying. This information is regularly shared with Leeds City Council via Enrolment and Leaving Lists, and is starting to include SEND status. Information about SEND type of need is also gathered internally through assessment for Funding For Inclusion (FFI) and the statutory assessment process for Education, Health and Care Plans.

6.3.7 Existing gaps for this reporting mechanism include any young people who have chosen not to continue in education, or who have accessed an apprenticeship or employment, as these are not reported to the local authority. Their destination will still be tracked through the tracking mechanism procured as part of the Targeted IAG contract.

7.0 Suitable Educational Pathways for Post 16 Learners to Provide Skills for Life, Independence and Qualifications for Employment

7.1 SILC Sixth Forms

7.1.1 SILC sixth forms provide individually-tailored pathways where SEND young people can gain a range of qualifications that prepare them for adult life. Post 16 provision within the city's SILCs is designed to develop confidence, self-reliance and independence skills through a vocational, key skills, personal and social development teaching framework. They are also often provided with opportunities to take on responsibilities. In addition, there are extensive community links which afford SEND young people work-related opportunities and, where appropriate, some gain the educational and social benefits of learning at a further education college.

7.2 Leeds College of Building

7.2.1 Leeds College of Building (LCOB) has positively embraced the requirements of the Children's and Families Act and the new SEND Code of Practice. In past years very small numbers of young people with SEND have studied at the Leeds College of Building. However after having several meetings the college made the following changes:

- Workforce Development employed a SENCO and a High Needs Manager. The post is both valued and respected in the college as well as having a strong named contact to look at all EHCPs and/or High Needs Students.
- The entrance exam has been modified and puts support in place for young people with SEND so that when a young person is invited to interview the Special Transitions Advisor (STA) Team in the Complex Needs Service is informed so that the young person can be encouraged and supported. In addition, the interview is split across a couple of days rather than just being on one long day. If the young person does not attend the first interview date, they are provided with three further opportunities to attend.
- LCOB put enhanced transition programmes in place for potential learners such as extra visits and sampling of the study programmes.
- A separate enrolment day was set aside for young people with EHCPs/Plans and lots of professionals were available to give holistic advice on finance, benefits, grant information for the family as well as the young person.
- LCOB has taken each study plan and personalised the programme for individual learners.

7.2.2 These practical changes implemented by the LCOB have led to 25 young people with EHCPs/High Needs starting at the college in September in 2015. Their intention is to remain there for two or three years with the aspiration of qualifying as a builder, joiner, plumber or electrician.

7.2.3 Intended destinations show that there are approximately 10 learners who would like to study at LCOB in September 2016.

7.2.4 The SEN Statutory Assessment and Process (SENSAP) team in Complex needs works with LCOB to make sure they have the financial and professional support to

continue offering excellent study programmes which will allow these young people to access paid employment / apprenticeships in the future and realise their adulthood outcomes.

8.0 The Transitions Team and the Specialist Transitions Advisors

8.1 The Children and Young Person's Transitions Team

8.1.1 The current transition procedure applies to those young people who are likely to meet the eligibility criteria under the Care Act 2014 and are likely to be eligible for services from Adult Social Care Services.

8.1.2 In order to meet the assessed needs of Disabled Young People transitioning from Children's Social Care into Adult Social Care, Leeds City Council has developed a jointly funded Specialist Disability Transitions Team. The Transitions Team is a city wide service that offers guidance and support to disabled young people and their parent carers. The team works with young people who are between the ages of 14 to 25 years and who have a range of disabilities and complex health needs. The young people who are eligible for this service have:

- A diagnosed disability; and
- An allocated social worker from Children's Social Work Service who has identified that the young person may have care and support needs from adult services;
- Either a Statement of Special Education Needs or an EHCP; and
- Ages between 14 and 25 years;
- Residence within the Leeds boundary

8.1.3 The Transitions team will case manage complex cases within the service. For some young people transitioning straight to an adult team at 18 will not be possible because the transition itself is complex. These complex cases will be carried within the transitions team until the young person is assessed as ready to move on.

8.1.4 The transitions worker is allocated to work alongside the children's social care services worker. The children's social worker is the primary worker and is the lead on child safeguarding until the young person is 18 years. Thereafter the transitions worker is the lead worker, until the Transition is deemed complete and the case Transfers to the appropriate area adult team.

8.1.5 The team also works with young people who may not have had social workers and received services via the Common Assessment Framework or Early Help Assessment and Plan. This is a development from the established eligibility criteria, which has been necessary in response to need and is on a discretionary case by case basis.

8.2 The Transitions Process

8.2.1 There are four stages that the service will go through with the young person and their family, at various points in their journey into adulthood.

Age 14

- 8.2.2 Transitions team workers will engage with the young person and their family at the year 9 (age14) school reviews.
- 8.2.3 This will form part of the Education, Health and Care Planning phase. The focus here is to explore and identify future outcomes for the young person moving forward into adulthood, the emphasis is to maximise that young person's capacity for independence into adulthood. Annual reviews will be held thereafter.

Age 16 to 17.5

- 8.2.4 At age 16 the transitions worker and partners prepare the young person to take more responsibility for their own decisions in readiness for becoming an adult. This involves engaging with the young person, their families and relevant partners to shape and facilitate this change. This process also involves exploring the young person's Mental Capacity (Mental Capacity Act 2005) to make significant and specific life decisions and explores changes in the context of risk, development and independence.
- 8.2.5 An adult self-directed assessment is completed to reflect the current and future needs of the young person. Transition plans are built around the young person's needs and explore all aspects of their life, care and support.
- 8.2.6 The assessment of need is presented to the transitions panel not later than the young person's 17.5 year birthday.
- 8.2.7 The panel is made up of Service Delivery Managers from all Adult service areas. The role of the panel is to identify the most appropriate adult pathway for the young person to transit from children's services.

Age 17.5 to 18

- 8.2.8 A support plan appropriate to the young person's needs is drawn up, submitted and signed off by the identified Adult Social Care service, in preparation for adult services to be delivered on the young person's 18th birthday.
- 8.2.9 Children's Services continue to provide services to meet the assessed need and statutory review of services until the young person is 18.
- 8.2.10 The transitions worker is a key part of this ongoing process. By liaising with both Children's and Adult Social care they help ensure robust planning and effective service delivery. The goal is to prepare the young person and their family for adulthood and achieve best outcomes for the young person post 18.

Post 18 to 25

- 8.2.11 The Transition team will remain involved with a case if the individual remains unsettled, or complex issues remain unresolved which affect the proposed transition. The transition worker will work in partnership with the identified adult

team and work towards transferring the case at the appropriate point as identified in a review.

8.2.12 The current criteria for case holding is based on the complexity of the transitions process itself during the change from one service to another. However complexity of impairment, complexity of family structure, and complexity of social circumstances are also factors which can influence which service should hold the case. Case transfer is always agreed at the point of review and between the relevant team leaders.

8.3 Moving Forward Post Care Act 2014

8.3.1 It has been identified that as part of the Care Act 2014 and Children and Families Act 2014 that transitions planning for young people should be consistent across services. This ensures that if a child has assessed eligible needs moving into adulthood that this is identified prior to the 18th birthday.

8.3.2 As part of this requirement it has been identified that the transitions team will work with a wider cohort of young people. The Transitions Team is seen as best placed to provide an effective screening and assessment function for those young people who present as having border line learning disabilities or complex needs and have not had any previous child social work involvement.

8.3.3 The Transitions team is currently recruiting two staff to take on this wider function (See 8.1.5).

8.4 Pathway to Adult Care for Children Who are Looked After (Non-disabled but Present as Having Needs into Adulthood under the 2014 Care Act)

8.4.1 A member of the Transitions Team has been seconded to the Looked After Children Team to assess the needs of young people passing through the care system who are likely to have adult social care needs post 18. Their role is also to test out the current process for this transition.

8.4.2 From this secondment it was identified that a revised pathway and process needed to be developed to improve outcomes for young people transitioning into generic adult social care. The pathway has been agreed with the Service Delivery Managers across Adult Social Care and is now awaiting final approval from Children's Social Care.

8.4.3 It has been identified that there is a need to develop this pathway for other high risk groups such as children in danger of Child Sexual Exploitation, trafficking, and modern day slavery, etc. This is already part of a development process and Adult Service Delivery Managers are currently signed up to supporting this development. This work has also identified the need for joint work across Children and Adult commissioners to ensure the availability of a range of providers to support young people with quite specific difficulties such as attachment disorders, conduct disorders and sexually harmful behaviours.

8.5 Specialist Transitions Advisors

- 8.5.1 Complex Needs Specialist Transitions Advisors (STAs) worked closely with education providers and year 11 students with SEND to ensure that all year 11 students with an EHCP had a planned education, training or employment (ETE) destination at the end of year 11 (June 2015).
- 8.5.2 There are in the region of 350 young people in post 16 education receiving additional funding to enable them to have their SEND needs met. Precise figures for the 16-25 cohort (2015/16) will be available next year.

9.0 Transitions Planning, Advice, Support and Challenges

- 9.1 The new EHCP can go up to age 25 for those who stay in education and have complex needs. The EHCP focuses on the aspirations of young people and on intended destinations into adulthood.
- 9.2 Young person centred reviews in year 9 begin to explore intended destinations and the EHCP 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.
- 9.3 The initial year of conversions to the new EHCP 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 additional learner support in Post 16 learning.
- 9.4 When each young person's plan is reviewed annually, the focus is on whether the young person's educational needs are currently being met and what preparations are underway to identify and meet the young person's needs in preparing for and undertaking adulthood. Through their work the Specialist Transitions Advisors team are able to identify trends and patterns for future demand and these observations are fed through to commissioning to inform accurate provisioning.

10.0 Careers Education, Information, Advice and Guidance

- 10.1 From September 2013, the statutory responsibility to provide careers education information, advice and guidance shifted to schools and colleges. Careers education and employability activities are now inspected as part of Ofsted inspections of schools and colleges.
- 10.2 Schools and colleges across Leeds have worked to meet these duties using a variety of mechanisms, including:
- Training an existing teacher(s) to an appropriate level in Careers, Education Information, Advice and Guidance (CEIAG),
 - Hiring a CEIAG specialist onto school staff,

- Buying in a CEIAG person for a specific FTE or,
 - Some combination of these three
- 10.3 In all mainstream schools, there will be a Special Education Needs Co-ordinator (SENCO) who has responsibility for all pupils with special educational needs, including their progression.
- 10.4 Within the Special Inclusive Learning Centres (SILCs) in Leeds, five out of six have bought in a CEIAG professional to provide CEIAG to young people and aid transition towards independence. From Year 9, discussions regarding progression and future career plans or life aims are covered, including Post-16 transition planning and where they'd like to be in the future – for example, in work, able to travel independently, or at college. Discussions are started early to ensure that appropriate provision can be in place for Year 12 and make sure that transitions are as smooth as possible. These transition points are supported by the Complex Needs Service through allocation of FFI (Funding for Inclusion).
- 10.5 The Council maintains a duty to provide support for older young people [16-19 (or under 25 with learning difficulties)] to encourage, enable and assist them to participate in education and training. (*Education and Skills Act 2008, Section 68*).
- 10.6 This support is currently commissioned as part of the Connexions contract which provides a highly targeted service for NEET young people, including care leavers, young offenders, teen parents and young people with SEND. Referrals to the service can be made by professionals, parents or young people (self-referrals), as well as having open access to scheduled Area Drop-in sessions.
- 10.7 The Council supports schools to deliver on their CEIAG duties in a variety of ways:
- 10.8 **Leeds Pathways** is an impartial and free city-wide website provided by the Council to support young people, parents/carers, and professionals (from teachers and tutors to advisors) in making decisions about their future education, employment and training. www.leeds.gov.uk/leedspathways
- **Supported Learning** page delivers the Post-16 Offer as part of the Leeds Local Offer. This page provides information about: support for young people with SEND, all Post-16 provision, as well as support around employment and other options, like supported internships. There are films on here of young people with SEND currently in Post-16 education or employment to help young people see themselves in these new situations.
 - **Pathways into Supported Learning and Employment** guide provides information to assist parents/carers and professionals in advising and supporting transition for this group. This guide was designed in conjunction with Connexions specialist advisors and the SENSAP team to address an identified need among parents and professionals supporting this group for greater awareness of all the options and where to get support.
<http://www.leeds.gov.uk/leedspathways/Pages/Supported-Learning.aspx>
- 10.9 **The CEIAG Network**, open to all school and college careers advisors or careers staff, meets on a half-termly basis throughout the academic year and provides

continuing professional development, sharing of good practice and updates, including recent training from Ofsted Inspectors and allows professionals time to network outside of the school day.

- **A CEIAG Self-Assessment Tool for Schools** was developed in 2013 as part of the Leeds Raising the Participation Age (RPA) project to help schools assess the quality and impact of their current CEIAG. Support is also available to schools from the Council to review assessments and offer advice of how they could implement changes to increase and improve quality of CEIAG for students.
- **A Variety of Events** is put on in Leeds for young people, parents and professionals to get CEIAG, explore future options and support transition, including through up-skilling professionals. These are done by various teams across the Council.

11.0 Support to Access Work Experience and Meaningful Employment

11.1 Supported Internships

11.1.1 Supported internships are for young people aged 16-24 with learning difficulties or learning disabilities, who want to get a job and need extra support to do this. To be eligible the young person must have an EHCP, a Statement of Special or Learning Difficulty Assessment (LDA).

11.1.2 A study programme is put together to give each student exactly the training, support and work skills they need to help them get a job. Most of the learning is done in the workplace. The employer provides training on the skills that are required to undertake the job role and work experience.

11.1.3 The school, college or specialist provider work with local employers and supported employment services. The young person is involved in planning a personalised study programme and will have a tutor and expert job coach to support them and the employer during the internship and attainment of any qualifications.

11.1.4 Leeds has a film on YouTube that describes supported internships and how employers can become involved see link: [Supported Internships YouTube video clip](#)

11.2 The Swarthmore College Study Programme

11.2.1 'Foundations For You' is a personalised learning programme based on real life experiences for young people (16 to 24) with learning difficulties and / or disabilities. It is a full time course that focuses on:

- Providing a general education and utilise a broad range of learning opportunities to improve English, Maths and IT skills
- Preparing students for employment with the opportunity to work with a Job Coach and get experience of work through job placements, gaining functional skills and Open College qualifications to recognise the young person's progress

- The course also promotes the development of 'independence skills', e.g. travel training and decision making.

11.2.2 The Swarthmore Careers service helps the student in planning what to do next. The Swarthmore Study Programme was inspected by OFSTED in January 2014 and was rated as 'Good'. The study programme is funded by the Education Funding Agency and LCC.

11.3 Lighthouse Union Store

11.3.1 The Lighthouse is a special free school for children and young people with Autistic Spectrum Conditions. The Lighthouse Union store is located at 76 Old Otley Road, Cookridge. It provides opportunities for work experience, supported internships and further qualifications linked to the world of work for post 16 students. The Lighthouse school has partnered with the West SILC and Leeds City College so that their students can access the work place with trained job coaches.

11.3.2 The store is supported by Filmore and Union for the cafe; Harrogate Candle Company and a York Chocolatier along with a range of other companies to supply the shop and create further links with the world of work. The business provides a service to the community with a cafe selling coffee, tea and soft drinks together with cakes, biscuits and cold food such as wraps. The shop sells gifts, cards and re-loved items that have been donated by a range of individuals and companies.

11.3.3 The aim is to create further micro businesses that will self-fund, to provide a range of vocational experiences and eventually paid work for students with SEND.

11.4 The Department for Work and Pensions (DWP)

11.4.1 The DWP has several offers of support available both for young people and employers.

11.4.2 Within Leeds, Social Justice Workers (Community Work Coaches) are able to provide individual support to a caseload of young people with disabilities. In the future, all advisors will be trained to support young people with disabilities. Young people may receive support to get into work through: Work Choice, Residential Training (which gives them work experience), or Access to Work.

12.0 Corporate Considerations

12.1 Consultation and Engagement

12.1.1 Consultation and engagement information is included in the body of this report. Where further information is required relating to consultation and engagement more details can be requested from the relevant services.

12.2 Equality and Diversity / Cohesion and Integration.

12.2.1 Equality Improvement Priorities have been developed to ensure our legal duties are met under the Equality Act 2010. The priorities will help the council to achieve its

ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.

12.2.2 Equality and diversity will be a consideration throughout the Scrutiny Inquiry and due regard will be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.

12.2.3 The Scrutiny Board may engage and involve interested groups and individuals (both internal and external to the council) to inform recommendations.

12.2.4 Where an impact has been identified this will be reflected in the final inquiry report, post inquiry. Where a Scrutiny Board recommendation is agreed the individual, organisation or group responsible for implementation or delivery should give due regard to equality and diversity, conducting impact assessments where it is deemed appropriate.

12.3 Council Policies and City Priorities

12.3.1 This inquiry will assist in achieving outcomes and priorities as defined in the Children and Young People's Plan 2015-2019; Child Friendly City Priority Plan and Leeds SEND Strategy 2014-17.

12.4 Resources and Value for Money

12.4.1 The level of investment in children and young people with SEND is considerable. It is therefore particularly important that these young people achieve the best possible life outcomes.

12.5 Legal Implications, Access to Information and Call In

12.5.1 None

12.6 Risk Management

12.6.1 There are no risk implications relating to this report. At the conclusion of the inquiry any identified risk will be reported in the final inquiry report.

13.0 Conclusions

13.1 There is a range of high quality learning and support available in Leeds for young people with special education needs and disabilities, as described in this report. It is recognised; however that greater emphasis needs to be placed on the life outcomes for young people and how these can best be developed and secured. Developments such as the supported internships scheme and person-centred transitions planning will be important building blocks in moving forward towards the delivery of enhanced pathways into adulthood and improved outcomes for young people with SEND in Leeds.

14.0 Recommendations

14.1 The Scrutiny Board (Children and Families) is recommended to:

- Note the range of services available for young people with SEND in Leeds

- Support the development of a Preparation for Adulthood Strategy for Leeds
- Consider how the supported internship scheme can be supported and eventually embedded into the available offer for young people with SEND in Leeds

15.0 Background Documents

None

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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: 21 January 2016

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 16 December 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 | 12 November - Full |
| Inquiries | Agree scope of review for ** SEND Children – what is it like growing up in Leeds? | Evidence Gathering SEND Children – what is it like growing up in Leeds? (Young People) | Evidence Gathering SEND Children – what is it like growing up in Leeds? (Young People) |
| 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 |
| Policy Review | Improving School Attendance (with tracking) | Re-organisation of Children's Home Provision - Update | |
| 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 | | Post 16 SEN School Transport - 25 th Nov |

* Prepared by S Pentelow

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 - Full | January | February |
| Inquiries | | Evidence Gathering SEND Children – what is it like growing up in Leeds? (Young People) – Session 3 | Evidence Gathering SEND Children – what is it like growing up in Leeds? (Young People) – inc Health Focus <ul style="list-style-type: none"> • Clinical Transition/ Partnership • SIBs • Further Education – Leeds City College |
| Budget | Initial Budget Proposals 2016/17 and Budget Update Cluster Funding Arrangements Development Update. | | |
| Policy Review | BESD/ SILC provision consultation (scheduled for Exec Board permission to consult Nov) | | |
| Recommendation Tracking | | | |
| Performance Monitoring | Performance Report Targeted Youth Services | | Universal Activity Funding – performance, consistency and delivery since the delegation of responsibility and budgets to Community Committees (commissioned Rory Barke) |
| Working Groups | Post 16 SEN School Transport - 10 th Dec Visits – SEND inquiry | Post 16 SEN School Transport – date to be confirmed Visits – SEND inquiry | SEND Inquiry – speak to parents and young people |

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 | Evidence Gathering SEND Children – what is it like growing up in Leeds? (Young People) – Health Focus (if required) | Evidence Gathering SEND Children – what is it like growing up in Leeds? -(Young People) Health Focus (if required) | |
| Budget and Policy Framework | | | |
| Recommendation Tracking | | Cluster Inquiry Tracking | |
| Performance Monitoring | Learning for Leeds - Basic Need Update and School Allocation | LSCB – update (to discuss) | |
| Working Groups | Cluster Recommendation Tracking - Visits? | | |

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

Unscheduled - required :

- Ongoing Post16 SEND working group pre – consultation and Transport Statement for final policy– Exec Board (July 2016)
- CSE working group
- Maths and English – recommendation tracking
- SEND part 2 (Early identification of Dyslexia and Dyspraxia)
- Youth Services – consideration following report in Feb Universal Activities Funding

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

Updated - January 2015

*Prepared by S Pentelow

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EXECUTIVE BOARD

WEDNESDAY, 16TH DECEMBER, 2015

PRESENT: Councillor J Blake in the Chair

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

SUBSTITUTE MEMBERS: Councillors J Bentley and J Procter

APOLOGIES: Councillor A Carter

99 **Substitute Member**

Under the provisions of Executive and Decision Making Procedure Rule 3.1.6, at the point at which Councillor Golton left the meeting (Minute No. 107 refers), Councillor J Bentley was invited to attend for the remainder of the meeting on behalf of Councillor Golton.

Under the same provisions, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

100 **Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting, however, in relation to those relevant reports within the 'Health, Wellbeing and Adults' portfolio, Councillor Golton drew the Board's attention to his position as a Board Member of Aspire Community Benefit Society Limited.

101 **Minutes**

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

HEALTH, WELLBEING AND ADULTS

102 **Out of the Shadows - Time to Shine Project**

The Director of Adult Social Services and the Director of Public Health submitted a joint report providing an update on the progress made in the development and delivery of the project. Also, the report described the outcomes following the commissioning of a number of activities, including the local evaluation and the wider impact that the project has had on raising the profile of social isolation across the city.

In considering the report, the Board welcomed the leading role played by the third sector in the initiative and also welcomed the external evaluation process which was to be undertaken. With regard to the evaluation, it was noted that the outcomes would be submitted to the Board in due course, and it was suggested that delivery partners were involved in that process.

Draft minutes to be approved at the meeting
to be held on Wednesday, 20th January, 2016

Responding to a Member's enquiry regarding the projects which had been commissioned as part of the initiative to date, specifically in terms of the geographical spread and the groups which had been targeted, it was highlighted that any gaps which existed would be the focus of the next round of commissioning.

In conclusion, the overarching vision of the project, as outlined within the report, was welcomed, together with how the report had highlighted the significant issue of loneliness and isolation amongst older people in the city.

RESOLVED -

- (a) That the progress made in the development and delivery of the 'Time to Shine' project be welcomed;
- (b) That the positive impact that the work on tackling loneliness and social isolation will have, together with the contribution it will make towards the breakthrough project 'Making Leeds the Best City to Grow Old In', be recognised;
- (c) That the excellent work of Leeds Older People's Forum in leading on the project be commended;
- (d) That Executive Board receive an annual report which provides an update on the progress of the project;
- (e) That it be noted that the lead officers responsible for ensuring updates are brought are the Consultant in Public Health (Older People) and the Head of Commissioning, Adult Social Care.

103 Telecare equipment for the Leeds Telecare Service 2015/16

The Director of Adult Social Services submitted a report which sought authority to incur capital expenditure of the final £1,000,000 on telecare equipment for the Leeds Tele Care Service from December 2015, in accordance with the Council's Financial Procedure Rules.

Responding to a Member's specific enquiry, the Board noted that any income received from receipt of fees and charges in respect of the telecare service would be invested back into the provision of the service.

RESOLVED –

- (a) That authority to spend the further £1,000,000 capital expenditure for the Leeds Tele Care Service from December 2015, be approved;
- (b) That it be noted that the Service Delivery Manager Assisted Living Leeds is the lead officer responsible for the implementation of such matters.

104 Delivering the Better Lives Strategy Adult Social Care - BME Day Services

Further to Minute No. 53, 23rd September 2015, the Director of Adult Social Services submitted a report providing an update on proposals for the future delivery of day support for older people from Black and Minority Ethnic (BME) communities at Apna (Hyde Park and Woodhouse) and Frederick Hurdle (Chapel Allerton) day centres. Specifically, the report provided details of the review of such services and on the proposed consultation to be undertaken with service users, carers, trade unions, staff, partner organisations and Elected Members. Furthermore, the report provided details of how the consultees' views would be taken forward as part of the proposed next steps for improving the range of services offered to older people from BME communities.

In receiving the submitted report, the Board discussed the role which would be played by trade unions in the development of a new service model and also in any associated consultation exercise.

RESOLVED –

- (a) That the proposed change of approach towards determining the future model for delivering of services at Apna and Frederick Hurdle day centres from that outlined in the report approved by Executive Board in September 2015 be noted.
- (b) That approval be given for a revised two stage approach to a proposed service change:-
 - In Phase One, currently anticipated to be between January 2016 and December 2016, a new service model would be developed, including producing a service specification in co-production with service users, carers, unions, staff, partner organisations, community groups and Elected Members, working with Adult Social Care Commissioning;
 - Work on the new service model would include consideration of whether the service can continue to be provided directly by the Local Authority to meet the needs of the BME community or whether commissioning externally provides the best option;
 - The proposals arising from the development of the service model would then be subject to a formal consultation process;
 - The outcome of the consultation and recommendations would be reported back to Executive Board for a decision;
 - Contingent on the approval of the recommendation, Phase Two would involve the implementation of the Executive Board decision and a move to a new model of delivery.
- (c) That it be noted that the lead officer responsible for the implementation of such matters is the Director of Adult Social Services.

ECONOMY AND CULTURE

105 Initial Budget Proposals for 2016/2017

The Deputy Chief Executive submitted a report which sought the Board's agreement to the Council's initial budget proposals for 2016/2017, as detailed within the submitted paper. The report sought approval for those proposals to be submitted to Scrutiny and also used as a basis for wider consultation with stakeholders.

It was highlighted to the Board that whilst the initial budget proposals were presented within the submitted report, confirmation of the 2016/17 Local Government finance settlement was still to be received.

Responding to an enquiry regarding proposals to change the funding formula for the provision of Police Community Support Officers (PCSOs), it was highlighted that discussions between relevant parties on such matters continued, and that once further information had been received, the views of the relevant Scrutiny Board would be sought prior to the final budget proposals being submitted to the Executive in February 2016. Also in relation to this matter, it was requested that Parish and Town Councils be included in any related consultation exercise, as appropriate. Furthermore, it was suggested that as and when appropriate, consideration be given to cross-party correspondence being submitted to the Police Crime Commissioner which highlighted the Council's commitment to the valuable role played by PCSOs across the city.

The Board considered the cumulative impact upon the Council arising from the challenging funding reductions it had faced to date, with tribute being paid to the key role played by Council employees for their continued efforts throughout this period, and with thanks also being given to those officers responsible for managing the budget setting process.

RESOLVED – That the Initial Budget Proposals, as set out within the submitted report, be agreed, and that approval be given for the proposals to be submitted to Scrutiny and also used as a basis for wider consultation with stakeholders.

(In accordance with the Council's Budget and Policy Framework Procedure Rules, decisions as to the Council's budget are reserved to full Council. As such, the resolution above is not subject to call in, as the budget is a matter that will ultimately be determined by full Council, and the submitted report is in compliance with the relevant Procedure Rules as to the publication of initial budget proposals two months prior to adoption).

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the decisions referred to within this minute. Also, in relation to such matters, as Councillor J Procter was in attendance as a non-voting Member, he drew the Board's attention to the fact that if he were able to, he would abstain from voting on the decisions referred to within this minute)

(Councillor Mulherin left the meeting at 1.30pm, at the conclusion of this item)

106 European Capital of Culture 2023 - Progress Report

Further to Minute No. 178, 18th March 2015, the Director of City Development submitted a report which provided an update on the work being undertaken towards the preparation of a Leeds Bid for the 'European Capital of Culture' title in 2023. Specifically, the report presented details of the progress made over the past eight months with establishing governance structures, and also in respect of preparing the human and financial resources for making a bid.

In considering the report, Members highlighted the need to ensure that the bid was truly representative of the city as a whole. In addition, emphasis was also placed upon effectively conveying the key linkages between the city's cultural diversity and heritage and the continued growth of the Leeds economy.

Responding to a Member's enquiry, the Board received further information on the potential options available with regard to the funding of the Leeds bid.

RESOLVED –

- (a) That the progress made over the past eight months, as set out within the submitted report, be approved;
- (b) That the 'Leeds 2023 Champions' scheme be promoted to communities in local Wards;
- (c) That the Director of City Development be requested to return with a further progress report in 2016 before submitting the city's formal expression of interest;
- (d) That the Director of City Development be requested to return in 2016 with a report into a strategic approach towards capital investment in cultural infrastructure for the medium to long term;
- (e) That the competitive nature of the bidding process, together with the implications for transparency and openness, be noted.

EMPLOYMENT, ENTERPRISE AND OPPORTUNITY

107 State of the City 2015: Driving Skills for the Manufacturing Sector

This Director of City Development and the Director of Children's Services submitted a joint report presenting the outcomes arising from the recent 'State of the City' event, with particular reference being made to the actions being taken to address the issue of skills shortages within the city, particularly with regard to the manufacturing sector.

Responding to a Member's enquiry, the Board was provided with further detail on the specific actions which were being or would be undertaken to address the issue of skills shortages in this area.

Emphasis was placed upon the need to effectively convey the importance of the manufacturing sector in the city and the actions that needed to be taken to promote the sector with young people.

In conclusion, it was requested that a further report be submitted to a future Board meeting which provided more information on the actions being taken in this area, and the outcomes arising from such actions.

RESOLVED –

(a) That the following actions be approved:-

- Telling and selling the story of Leeds manufacturing
The Council support measures to better tell the story of Leeds' manufacturing, including: facilitating better collaboration between employers and schools; encouraging greater engagement between Elected Members and manufacturing businesses in their Wards; and supporting further development of the Leeds Manufacturing Forum website, newsletter and other communications activity.
- Fostering innovation and collaboration
Facilitation of greater connections between manufacturers and universities, linking these with initiatives such as the Retail Institute at Leeds Beckett University, the National Facility for Innovative Robotic Systems and the Institute of Medical and Biological Engineering at the University of Leeds, and to national bodies and with programmes such as Innovate UK.
- Developing skills and increasing the diversity of the workforce
To explore possibilities for greater collaboration between schools and businesses in promoting opportunities offered by a career in manufacturing, including further embedding the awareness among young people and schools of apprenticeship pathways, and work to support all schools including the newly established Leeds University Technical College.

To look into further opportunities to support diversity in the manufacturing workforce, including: 1) considering how the manufacturing sector can be involved in work to increase BAME representation on apprenticeships; and 2) collaborate with Women in Science and Engineering (WiSE) in promoting opportunities for women in manufacturing.

Look at further means by which the voice of employers can be heard by education and training providers in creating and delivering courses that reflect the needs of local businesses.

- Supporting business growth
To explore what further support can be given to strengthen the Leeds Manufacturing Forum, working with the Chamber of Commerce and manufacturing businesses.

To review how a wider range of sites and premises can be brought forward through means available to Leeds City Council, including, but not limited to, the Enterprise Zone.

- (b) That it be noted that the Chief Officers for Economic Development and Employment and Skills will be responsible for overseeing the implementation of such matters, with a future update report being provided to Executive Board in due course, which provides more information on the actions being taken in this area, and the outcomes arising from such actions.

(Councillor Golton left the meeting at 1.50pm during the consideration of this item, with Councillor J Bentley attending in his place for the remainder of the meeting)

RESOURCES AND STRATEGY

108 Financial Health Monitoring 2015/16 - Month 7

The Deputy Chief Executive submitted a report which set out the Council's projected financial health position after seven months of the 2015/2016 financial year.

Responding to a Member's enquiry, the Board received an update on the current budgetary position of Civic Enterprise Leeds (CEL) and the actions to be taken in order to promote the catering service within CEL.

In response to an enquiry, the Board received further information on the currently projected saving within the Adult Social Care staffing budget. Further to this, officers undertook to provide the Member in question with a briefing on such matters, if required.

RESOLVED - That the projected financial position of the Council for 2015/16 be noted.

109 Safeguarding in Taxi & Private Hire Licensing - 12 Month Review of Progress

Further to Minute No. 132, 17th December 2014, the Assistant Chief Executive (Citizens and Communities), the Director of Children's Services and the Director of Adult Social Services submitted a joint report setting out the developments in regard to further improving safeguarding arrangements in Taxi and Private Hire Licensing. Furthermore, the report also recommended the approval of a new policy in respect of the 'fit and proper' person assessment for applicants born outside of the EU.

Members received further information on the key aspects of the submitted report and welcomed the ongoing work which was being undertaken with West Yorkshire Police in order to address concerns following the introduction of the Common Law Police Disclosure guidance.

In conclusion, the Chair thanked those officers and Elected Members involved for the considerable work which had been undertaken in this crucial area of safeguarding.

RESOLVED -

- (a) That the direction officers and Members of Licensing Committee are taking with regard to improvements for safeguarding in Taxi and Private Hire Licensing, be noted and endorsed;
- (b) That the new 'fit and proper' person character assessment policy, as recommended to Executive Board by Licensing Committee, and as outlined within the submitted appendix 3, be approved;
- (c) That it be noted that such matters will be implemented immediately (following the conclusion of any eligible 'Call In' timeframes) by the Section Head of Taxi and Private Hire Licensing.

COMMUNITIES

110 Emerging 2016/17 Best Council Plan priorities, tackling poverty and deprivation

Further to Minute No. 48, 23rd September 2015, the Deputy Chief Executive and the Assistant Chief Executive (Citizens and Communities) submitted a joint report presenting the emerging 2016/2017 Best Council Plan priorities for the Board's early consideration which would provide the framework for the Council's approach towards tackling poverty and deprivation in the city. In addition, the report also presented a summary of the latest analysis on poverty and deprivation in order to inform the priorities, together with an outline of key initiatives aimed at tackling economic disadvantage.

RESOLVED –

- (a) That the emerging 2016/2017 Best Council Plan priorities be noted alongside the Initial Budget Proposals, as detailed elsewhere on the Executive Board agenda, and that the priorities be submitted to Scrutiny for consideration. It also be noted that the annual budget proposals form part of the medium-financial strategy, which is the financial expression of the Council's Best City / Best Council ambition, policies and priorities;
- (b) That the latest analysis on poverty and deprivation be noted, and that approval be given to further work being undertaken in order to develop a more targeted geographic approach towards tackling inequalities, which will include engagement with the Community Committees in order to help inform this approach and the decisions that the

Community Committees make about services and priorities for their local areas.

ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY

111 Update on Cutting Carbon and Improving Air Quality Breakthrough Project

The Director of Environment and Housing submitted a report outlining the significant progress that the Council had made in respect of the 'Cutting Carbon and Improving Air Quality' breakthrough project, whilst also providing some insight into the progress made in this area by the city as a whole. In addition, the report also presented future priorities and highlighted the challenges faced. Finally, the report set out a proposed Council-wide energy policy, its associated benefits and the targets contained within it, whilst also providing background information to the European Covenant of Mayors movement and the associated Sustainable Energy Action Plan (SEAP).

The Board was provided with details of the Council's key achievements in this area, and how Leeds performed comparatively against other cities. In noting the ambitious nature of the Council's policy in this area, Members discussed a number of initiatives which had already been progressed, and others which could be potentially be progressed in the future.

RESOLVED –

- (a) That the progress the Council has made to date, together with its continued plans to reduce carbon emissions, be noted;
- (b) That the Sustainable Energy Action Plan be endorsed in support of the Council's participation in the European Covenant of Mayors;
- (c) That the adoption of a Council wide energy policy from 4th January 2016 be supported, together with the acknowledgement that a Council wide behaviour change to drive energy savings is required;
- (d) That the Council continue to demonstrate leadership in this area and also to continue to work closely with private, public and third-sector partners across the city.

REGENERATION, TRANSPORT AND PLANNING

112 Response to Sir David Higgins' decision about the HS2 station location

Further to Minute No. 170, 18th March 2015, the Director of City Development submitted a report providing an update on the work being undertaken with regard to HS2 in the Leeds City Region. This followed the approval of the Council's response to the HS2 Phase 2 proposed line of route formal consultation in December 2013, and its approval to work with Government to consider the best way of accommodating future rail in the city in December 2014. This report also set out the main principles for the continued development of the Council's policy in relation to Leeds station, and

considered how the Council could realise the regeneration and economic growth benefits of enhanced connectivity.

Members welcomed the contents of Sir David Higgins' report and the prospect of establishing a transport hub for the city region. Emphasis was placed upon the key role which the collaborative working of local government had played in getting to the current position, and the Board also welcomed the correspondence received from HS2, as appended to the submitted report, with regard to the line of route refinement and mitigation process.

In addition, Members discussed the range of benefits arising from the proposed solution for HS2 arriving into Leeds and received an update on the latest position regarding the redevelopment of the station including the opening of the southern entrance.

RESOLVED -

- (a) That the conclusions of the Sir David Higgins' report entitled, 'The Yorkshire Hub' (as appended to the submitted covering Executive Board report), which is an interim report on the redevelopment of Leeds Station that the location of the HS2 station in Leeds should be a 'T' shaped configured integrated station, be welcomed and supported;
- (b) That approval be given for the Council to continue to press HS2 Limited and the Government on the mitigation of the line of route and to review compensation arrangements for those adversely affected;
- (c) That in accordance with resolution (a) (above), the following principles be agreed as a basis by which the Council will support the development of the station:-
 - (i) The existing station and the HS2 station should share a common concourse for passengers to allow easy access between HS2 and other services, including improved city region services and Northern Powerhouse Rail. The concourse should have easy access to the city centre, the South Bank and the waterfront;
 - (ii) The new combined station should have good quality car and bus access enabling it to become a fully integrated transport hub for the region;
 - (iii) The new station and its approaches should have sufficient capacity and be future proofed to allow for the improvements needed to accommodate significant increases in rail services resulting from the Northern Powerhouse Rail network, and on city region rail routes. This should include four tracking to the east of the existing station;
 - (iv) The station and its approaches should allow for through trains to enhance local services to the rest of the city region. This should include a connection between HS2 and the existing network, to enable some classic

- compatible HS2 trains to run through the existing station to and from York and beyond;
- (v) The design of the combined station (including the existing concourse areas) should reflect the significance of its role and place not just for Leeds and Yorkshire, but as a major national landmark. It should be a world class iconic design, surrounded by outstanding public realm, in line with the masterplan for development and growth of Leeds South Bank, one of the most significant regeneration projects in Europe. The station needs to create an attractive environment for all users of the city centre, including pedestrians moving across the city centre who need to walk through and around the station but may not to rail users.
- (d) That approval be given for the Council to take a lead role in the work with HS2 Limited, Department for Transport, Network Rail, Transport for the North and West Yorkshire Combined Authority in order to develop a long term plan for the station, including the necessary short term improvements, its integration with the transport network and its seamless integration with the city itself;
 - (e) That approval be given for the Council to now progress detailed work on the HS2 Growth Strategy in order to maximise the growth associated with HS2 for the city, and the city region, with approval also be given for the Council to work closely with City Region districts and West Yorkshire Combined Authority and Central Government on its development;
 - (f) That approval be given for the Council to now finalise the masterplan for the Southbank area in order to help realise the potential regeneration and place making opportunities of the new station, whilst approval also be given to develop a policy approach that will maximise the social, physical and economic benefits from HS2 and to facilitate the design of a world class arrival space;
 - (g) That a more detailed report be submitted in 2016, which outlines the conclusions from the Masterplanning work prior to full public consultation commencing, and which also provides an update on the Leeds HS2 growth strategy;
 - (h) That it be noted that the Director of City Development will be responsible for the implementation of such actions.

113 Leeds Parking Supplementary Planning Document (SPD) - Adoption
Further to Minute No. 36, 16th July 2014, the Director of City Development submitted a report which advised of the public consultation process, feedback and subsequent changes made to the Leeds Parking Supplementary Planning Document (SPD). Specifically, the report recommended the adoption of the

re-drafted Leeds Parking SPD, which would formally replace a number of parking policies contained within the Unitary Development Plan.

Members discussed the proposed SPD and highlighted the need to strike the correct balance between ensuring adequate parking provision and the sustainability of other modes of transport, alongside the promotion of economic growth and regeneration.

In response to an enquiry, Members received an update regarding the possibility of future park and ride provision in the city.

RESOLVED –

- (a) That the contents of the submitted report, together with the associated consultation statement, be noted;
- (b) That the Leeds Parking Supplementary Planning Document, in the form annexed to the submitted report be adopted, pursuant to section 23 of the Planning and Compulsory Purchase Act 2004 (as amended);
- (c) That it be noted that the Chief Planning Officer will publish the Leeds Parking SPD and associated documents in accordance with the Town and Country planning (Local Planning) (England) Regulations 2012.

(As Councillor J Procter was in attendance as a non-voting Member, he drew the Board's attention to the fact that if he were able to, he would vote against the decisions referred to within this minute)

CHILDREN AND FAMILIES

114 Children's Services Transport Policy: Consultation on Transport Assistance for Post-16 Students with Special Educational Needs and/or Disabilities (SEND)

Further to Minute No. 35, 16th July 2014, the Director of Children's Services and the Deputy Chief Executive submitted a joint report providing an update on the proposals for the future provision of transport assistance available to post-16 students with special educational needs and/or disabilities (SEND). The report sought permission for a new consultation exercise to take place, in order to assess the likely impact upon young people and families of the proposals. Furthermore, the report sought permission for the findings from the consultation to be used, if appropriate, in the preparation of a new post-16 SEND transport offer, for approval at a future Executive Board meeting. Finally, the report highlighted the success of the Independent Travel Training programme, and the opportunities for the further promotion of this scheme.

Following a discussion regarding the potential ways in which the Council's fleet could be utilised differently, it was emphasised that the key objectives of the proposed consultation exercise was not only to increase value for money where possible, but to also empower families and help make available to them a wider choice and flexibility of service which better suited their own bespoke needs.

Responding to a Member's enquiry, the Board was assured that the proposed consultation exercise would be comprehensive and inclusive, that the views of each affected individual family would be sought in a way that was correct for them, and that the Scrutiny Board Children's Services would be involved in the consultation process.

RESOLVED –

- (a) That the completion of the review of special needs passenger transport within the authority, which is deployed by Civic Enterprise Leeds on behalf of Children's Services and Adult Social Care, be noted;
- (b) That the opportunities for further promoting inclusion in travel options through Independent Travel Training, while reducing costs and dependency, be noted;
- (c) That the demographic pressures relating to the increase in the number of children with an Education, Health and Care (EHC) plan (which replaced the statement of Special Educational Needs), be noted;
- (d) That approval be given for a new consultation to take place during January-April 2016 in order to assess the likely impact on young people and families of new proposals. The consultation will centre upon a range of options, each of which may be subject to a final round of detailed analysis of the granular data prior to consultation commencing. The following options for consultation will involve ceasing the direct organisation and provision of transport for post-16 SEND students, and instead offer:-
 - A personal transport budget equivalent to the cost of one or two Metro passes, dependent on whether a student would need accompanying on their journey;
 - A personal transport budget comprising the offer of a mileage allowance to parents, typically in the range of 50p - £1 per mile;
 - A personal transport budget based on a rate-banding system that takes into account the differing levels of need of students and the opportunity this would give parents to make their own arrangements in a more cost effective way.
- (e) That the findings of the consultation be used, if appropriate, in the preparation of a new Post-16 SEND transport offer (which is currently planned to be presented to a future Executive Board for approval - anticipated to be in July 2016);
- (f) That it be noted that the officer responsible for implementation of such matters is the Head of Commissioning and Contracting.

115 Outcome of Consultation to increase Primary School Places in Pudsey/Swinnow

Further to Minute No. 96, 18th November 2015, the Director of Children's Services, the Deputy Chief Executive and the Director of City Development

Draft minutes to be approved at the meeting to be held on Wednesday, 20th January, 2016

submitted a joint report presenting details of proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report described the outcome of a statutory notice regarding proposals to expand primary school provision at Park Spring and which sought a final decision on such proposals.

Responding to a Member's enquiry, the Board received an update regarding the ongoing and collaborative work which was being undertaken in order to address the pressure on school places which existed across the city, with the Member in question being offered a further briefing on such matters, if required.

RESOLVED –

- (a) That the expansion of Park Spring Primary School from a capacity of 315 pupils to 420 pupils be approved, with the admission number increasing from 45 to 60, with effect from September 2017;
- (b) That it be noted that the officer responsible for the implementation of such matters is the Capacity Planning and Sufficiency Lead.

DATE OF PUBLICATION: FRIDAY, 18TH DECEMBER 2015

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00PM, MONDAY, 4TH JANUARY 2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Tuesday, 5th January 2016)