



SCRUTINY BOARD (CHILDREN AND FAMILIES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 17th January, 2013 at 9.45 am

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

MEMBERSHIP

Councillors

- J Chapman (Chair) - Weetwood;
- B Gettings - Morley North;
- C Gruen - Bramley and Stanningley;
- A Hussain - Gipton and Harehills;
- A Khan - Burmantofts and Richmond Hill;
- A Lamb - Wetherby;
- P Latty - Guiseley and Rawdon;
- M Rafique - Chapel Allerton;
- K Renshaw - Ardsley and Robin Hood;
- A Sobel - Moortown;
- B Urry - Roundhay;

Co-opted Members (Voting)

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

Co-opted Members (Non-Voting)

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

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Produced on Recycled Paper

A G E N D A

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

3

LATE ITEMS

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

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

4

DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.

5

APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

To receive any apologies for absence and notification of substitutes.

6

MINUTES - 13 DECEMBER 2013

To confirm as a correct record, the minutes of the meeting held on 13 December 2013.

1 - 8

7

CHIEF EXECUTIVE AND DIRECTOR'S RESPONSE TO SCRUTINY - YOUNG CARERS

To receive and consider a report from the Chief Executive and the Director of Children's Services which responds to recommendations made by the Scrutiny Board (Children and Families) on the 27 September 2012

9 - 16

8		<p>RECOMMENDATION TRACKING - SERVICES FOR CHILDREN WITH DISABILITIES, SEN AND ADDITIONAL HEALTH NEEDS - INQUIRIES INTO SERVICE REDESIGN</p> <p>To receive and consider a report from the Head of Scrutiny and Member Development which sets out the progress made in responding to the recommendations arising from the previous Scrutiny review of Service Redesign published on 15 March 2012.</p>	17 - 38
9		<p>DRAFT SCRUTINY INQUIRY FINAL REPORT - PRIVATE FOSTERING</p> <p>To receive and consider a report from the Head of Scrutiny and Member Development. (Final Inquiry Report to follow).</p>	39 - 40
10		<p>PROGRESS REPORT ON THE REMODELLING OF THE CAF AND THE OBJECTIVES TO BE ACHIEVED BY THIS</p> <p>To receive and consider a report from the Deputy Director of Children's Services: Safeguarding, Specialist and Targeted Services which provides an update on progress made over the past 12 months and outlines plans to develop CAF in the future.</p>	41 - 46
11		<p>DIRECTORS RESPONSE TO SCRUTINY - PRIVATE CARE HOMES</p> <p>To receive and consider a report from the Director of Children's Services and Director of City Development which responds to recommendations made by the Scrutiny Board (Children and Families) on the 8 November 2012</p>	47 - 54
12		<p>WORK SCHEDULE</p> <p>To receive and consider a report from the Head of Scrutiny and Member Development outlining the Scrutiny Board's work schedule for the remainder of the current municipal year.</p>	55 - 94

DATE AND TIME OF NEXT MEETING

Thursday, 14 February 2013 at 9.45 a.m. (Pre-meeting for all Board Members at 9.15 a.m.)

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Agenda Item 6

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 13TH DECEMBER, 2012

PRESENT: Councillor J Chapman in the Chair

Councillors B Gettings, C Gruen,
A Hussain, A Khan, A Lamb, M Rafique,
K Renshaw and B Urry

Co-opted members Voting – E A Britten, A Craven and J Ward

Co-opted Members Non-Voting – C Foote, C Raftery, S Hutchinson,
T Kayani and J Morris-Boam

81 **Late Items**

No formal late items of business were added to the agenda however the following supplementary documents had been despatched to the Board:
Item 8 Financial Health & Budget proposals – a copy of a letter dated 7th December 2012 sent to Mr M Gove, Secretary of State for Education from the Leaders of the three main political groups on Leeds City Council in respect of Early Intervention Funding (minute 86 refers)
Item 10 Children's Social Work: Improvement Plan – Appendix B of the report (minute 88 refers)

82 **Declaration of Disclosable Pecuniary and Other Interests**

There were no declarations of interest

83 **Apologies for Absence and Notification of Substitutes**

Apologies for absence were received from Councillors P Latty and Sobel and also from Ms N Cox (Parent Governor Representative)

84 **Minutes - 8th November 2012**

Minute 72 – The Board noted a request to delete reference to the declaration of interest recorded in the minutes as Councillor Urry stated he was not a Governor of Roundhay St Johns C of E School

RESOLVED – That, subject to a revision to minute 72 to read “there were no declarations of interest”, the minutes of the meeting held 8th November 2012 were agreed as a correct record

85 **The Implications of Academies for the Local Authority and Education in General**

The Board received the report of the Director Children's Services in response to a request to provide information on the impact of academy school developments upon the work of the Local Authority and education in general. The report set out the current position in the primary and secondary school phases both in Leeds and nationally and provided details on how academies differ from local authority maintained schools, associated corporate

implications and raised awareness to the Board for other options for structural change of schools

The Board welcomed Councillor J Blake, Executive Member for Children's Services and the following officers to the meeting to present the report:
Mr N Richardson, Director of Children's Services
Ms I Atraszkiewicz – Lead officer, Schools Facing Challenging Circumstances
Ms G Webb – Head of Learning Improvement

Details were provided in respect of Government Policy which supports academisation, the number of schools in Leeds and the proportion of those which were Academies, (219 Primary Schools, including 6 Academies and 38 Secondary Schools including 8 Academies) and academy types.

(Councillor Khan joined the meeting at this point)

The following key issues were discussed:

Information and data sharing – highlighting the need to encourage academy schools to provide relevant data to the authority

The Freedoms afforded to academies to determine curriculum and the length of school day and whether there was any evidence to suggest that academies employed curriculums which were significantly different from the National Curriculum; and whether this improved performance and outcomes for the pupils

Funding and resources – in terms of conversion costs, the Board was aware that Academy Schools were funded directly from Central Government however were surprised to learn the associated costs to the Local Authority (LA) of the conversion process and the fact that a schools' deficit budget balance was assumed by the LA, but a surplus balance was carried forward to the new Academy. Members were pleased to note that officers were in discussions with the DofE regarding the possibility of reclaiming some of the costs of conversion and also to request a percentage of the £25k funding given to schools which have achieved academy status towards conversion costs.

In terms of Services - Academy Schools could engage with the open market. Members were pleased to note that Children's Services had established a strong service delivery and marketing position with the Leeds academies

In terms of the impact on clusters – Academy Schools could choose whether to sign up to the local cluster partnerships which could have an impact on cluster funding

(Councillor Hussain joined the meeting at this point and Councillor Khan withdrew for a short while)

Policies and Admissions – the need for Academy Schools to fully participate with the LA in terms of school admissions, Fair Access and Exclusions policies

Land and Buildings – the status of land and buildings utilised by Academy Schools and schools with Trust status

Leeds Sponsors - the aims and philanthropic/business background of the Leeds external sponsors

Partnership Working – the links established with the academies and the 8 Leeds Academy sponsors. A sponsor network had been established to promote partnership working.

The Board agreed that further investigation was required in order to assess the impact of school status changes on children and the community, and agreed to incorporate further scrutiny of Academy Schools into the Work Schedule for the new Municipal Year

RESOLVED –

- a) That the information contained within the report be noted.
- b) That, Children's Services officers are requested to undertake further investigations which take into account all options for schools considering or being expected to consider becoming an academy and the impact upon the school and the wider community that it serves in order to:
 - appreciate the full implications of costs and resources on Leeds Children's Services
 - inform the development of a comprehensive Leeds position statement on structural change that guides improvements in schools' standards and effectiveness and meets the needs of all young people educated in Leeds.
- c) That a further session to consider the outcome of investigations as detailed above relating to Academy Schools be incorporated within the Scrutiny Board Work Schedule, to commence early in the New Municipal Year

86 Financial Health and Budget Proposals 2013/14 - Children's Services

The Head of Scrutiny and Member Development submitted a report advising the Board of the financial health of Children's Services after seven months of the current 2012/13 financial year. The report also presented the initial 2013/14 budget proposals relevant to this Scrutiny Board which were due to be considered by Scrutiny Board (Resources and Council Services) on 17th December 2012. Observations and comments from the Board were sought which could be reported to Executive Board in due course where the final decision would be made.

The following officers attended the meeting to present the report:

Mr N Richardson – Director, Children's Services

Mr N Warren – Head of Finance, Children's Services

Mr S Darby – Team Leader, School Funding and Initiatives

The following key issues were noted:

- The department had maintained a balanced budget and was in a stronger position than the same period last year
- The budget challenges ahead in terms of maintaining service delivery and the initiatives to mitigate against the likely impact of the local government financial settlement

- The intention of central government to directly fund all schools by 2015 and the impact of the national schools funding formula

The Board raised concerns in respect of the involvement of Private/Voluntary sector in service provision, the funding available to them and the impact of budget constraints on youth service provision and transport services,

(Councillor Khan withdrew from the meeting for a short while at this point)

The Board noted receipt of a letter dated to Mr M Gove, Secretary of State for Education in respect of cuts to the Early Intervention Grant. Referring to the letter, Members went on to discuss the impact of the loss of this funding alongside the implementation of the Welfare Reform changes and the impact this would have on those families and children in greatest need.

In conclusion the Board thanked officers for the approach taken in presenting the information contained in the report

RESOLVED –

- To note the projected financial position of Children's Services after seven months of the financial year 2012/13
- To note the contents of the initial 2013/14 budget proposals relevant to the Scrutiny Board's portfolio
- To note the reformed school funding arrangement for 2013/14

(Ms T Kayani left the meeting at this point)

87 Quarter 2 Performance Report 2012/13

The Assistant Chief Executive (Customer Access and Performance) and Director of Children's Services submitted a report presenting a summary of the Quarter 2 performance data for 2012/13 which also provided an update on the progress made in delivering the relevant priorities in the Council Business Plan 2011-15, the Children and Young People Plan 2011 -15 and the City Priority Plan 2011 -15.

Mr N Richardson, Director of Children's Services; and Mr P Storrie, Head of Performance and Improvement attended the meeting and highlighted the overall positive progress made throughout the Department and the following key points:

- Improvement in Primary school attendance figures
- Reduction in the number of Looked After Children
- Information provided in respect of young people Not in Education, Employment or Training (NEETs)
- Information provided in respect of Children's Homes Inspections

In response to a query regarding complaint response times, it was noted that the statistics reflected the complexity of complaints made due to the variety of services the Department provided

RESOLVED – To Note the contents of the Quarter 2 performance report and the issues highlighted

(Councillor Renshaw withdrew from the meeting at this point)

88 Children's Social Work: Improvement Plan

The Director of Children's Services submitted a report in order for the Board to consider and identify areas of work which could provide support and challenge to the "Supporting Children, Strengthening Social Care" Action Plan. The Action Plan set out the next phase of improvement within the Children's Social Care and Safeguarding Service.

Mr S Walker, Deputy Director, Safeguarding, Specialist and Targeted Services, attended the meeting to respond to queries, with Councillor J Blake and Mr N Richardson

The Board noted the Action Plan set out the progress made and key priorities for the Service and agreed that a review of this area of work would be appropriate. The following matters were highlighted:

- The work undertaken by the Department to audit cases dealt with since January 2012 and the assurance that monitoring was undertaken regularly. The intention to present updated progress information to a future Board meeting to enable Members to undertake scrutiny of the process was noted.
- The number of social workers and issues in respect of recruitment of new and retention of existing staff. It was noted that the reliance on agency social workers had reduced

In response to a query regarding the consultation performance data, the Board received assurance that the Action Plan had ensured the idea of "voice and influence" for children and young people was promoted, however the Department needed to better articulate the work undertaken, achievements and outcomes in the future.

RESOLVED –The Board considered where work could be undertaken to support and challenge the "Supporting Children, Strengthening Social Care" Action Plan and noted the intention to present audit information to a future Board meeting to enable Members to undertake scrutiny of the process

89 Recommendation Tracking - External Placements

The Head of Scrutiny and Member Development submitted a report setting out the progress made in responding to the recommendations arising from a previous Scrutiny review of External Placements, published on 28th February 2012.

The tracking system affords Members the opportunity to monitor progress and identify completed recommendations. Appendix 2 of the report provided details of the progress made in responding to the recommendations made during the Scrutiny review for Members consideration. The Board noted the current Status of the recommendations and no changes to the proposed recommendation status were proposed.

Mr S Walker, Deputy Director, Safeguarding, Specialist and Targeted Services, attended the meeting to respond to queries, with Mr N Richardson and Councillor J Blake.

The Board discussed the following:

- The timescale for improvement on those recommendations indicated as Status level 4, noting that a further Tracking report would be presented in due course when the recommended Status levels could be reconsidered
- The reported decrease in the number of looked after children in external residential placements
- The fact that several external foster carers had applied to join the Leeds Foster Carers Service, and that such applications were being fast tracked

RESOLVED – To note the contents of the Tracking report and to

- a) Agree to those recommendations as set out in the report which no longer require monitoring
- b) Note those recommendations where satisfactory progress has been identified

90 Recommendation Tracking - Improving School Attendance

The Scrutiny Adviser presented a setting out the progress made by Children's Services in responding to the recommendations arising from the previous Scrutiny review of Improving School Attendance, published in April 2012. Appendix 2 of the report detailed the progress made through the responses for consideration.

Ms J Andrew, West North West Area Head of targeted Services attended the meeting to respond to queries, with Mr N Richardson and Councillor J Blake

Ms Andrew provided additional information in respect of the Family First Initiative which had enabled the service to improve information sharing with neighbouring authorities. The Board noted the progress made in respect of recommendation 9 (engaging with neighbouring local authorities) and agreed the revision of this target from Status 3 to Status 1 – no further monitoring required

RESOLVED – To note the contents of the Tracking report and to

- c) Agree to those recommendations as set out in the report which no longer require monitoring
- d) Note those recommendations where satisfactory progress has been identified

91 Work Schedule

The Head of Scrutiny and Member Development submitted a report which detailed the Work Schedule for the Board for the remainder of the Municipal Year. The report included minutes of the Executive Board held 7th November

2012 for Members consideration along with the List of Forthcoming Key Decisions covering the period 10th September to 3rd December 2012

The Principal Scrutiny Adviser highlighted the additions made to the schedule at this meeting in respect of:

- The implications of Academies for the Local Authority and education in general – further work to be scheduled after June 2013
- Children’s Social Work Improvement Plan – report from the Director of Children’s Services on the monitoring progress.

RESOLVED –

- a) That the contents of the draft Work Schedule, including the addition of a Scrutiny Inquiry “Implications of Academies” and a report monitoring Children’s Social Work cases, be approved
- b) That the copy of the Executive Board minutes dated 7th November 2012 and the List of Forthcoming Key Decisions covering the period 10th September to 3rd December 2012 be noted

92 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next meeting as Wednesday 17th January 2013 at 9.45 (with a pre-meeting at 9.15am)

(The meeting concluded at 12:20 pm)

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Report of: The Chief Executive and Director of Children's Services

Report to: Scrutiny Board (Children and Families)

Date: 17 January 2013

Subject: Chief Executive and Directors response to Scrutiny - Young Carers

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. Summary of main issues

Following the re-commissioning of the young carers service earlier this year, the delegated decision report awarding the contract to the new service provider was called in to Scrutiny.

The call-in meeting of the Scrutiny Board was held on 7th June 2012 and it was agreed to form a working group to identify how the Council:

1. identifies and engages with young people who are carers;
2. promotes the support available to those who may not have identified themselves as a young carer; and
3. ensures young carers are given the support they need to succeed in school under difficult circumstances.

The working group met on the 5th of September and reported their views to the full Scrutiny Board on the 27th of September. At this meeting the Scrutiny Board agreed the recommendations made by the working group.

2. Recommendation

The Scrutiny Board (Children and Families) is requested to note the responses to the recommendations.

1 Purpose of this report

- 1.1 The purpose of this report is to provide an update on the desired outcomes and recommendations following the working group.

2 Background information

- 2.1 It is estimated that there are approximately 2,000 young carers in Leeds and recent research has indicated that these numbers are significantly under-estimated.

- 2.2 One of the main priorities of the re-commissioning process was to provide a modern service for a greater number of young carers. The new service is intended to reach:

- Universal support – minimum of 250 young carers
- Targeted support – minimum 70 to maximum 100 young carers
- Targeted substance misuse – minimum 20 young carers

- 2.3 The service provided to young carers links closely with the three priority areas for improvement in Leeds:

- to support children to live in safe and supportive families so that the need for children and young people to become looked after is reduced;
- to improve school and college attendance and behaviour in school so that more children can benefit from the opportunities provided; and
- to enable more young people to be able to take up opportunities for education, training and employment by the age of 19.

- 2.4 The remit of the new service specification was widened to include young carers of substance misusers. There is a gap in service provision for children and young people who have caring responsibilities due to parental drug or alcohol use.

- 2.5 A project team was formed in January 2010 made up of representatives from adult social care, children's services, education, connexions, finance, CAMHS and substance misuse.

- 2.6 The project team developed a new service specification to ensure that young carers could receive the most appropriate levels of support for their need e.g. signposting to universal services or more targeted levels of support.

- 2.7 Following the PQQ evaluation process, 4 organisations were shortlisted to submit tenders:

- Action for Children
- Barnardo's
- DISC Ltd
- Prospects Services

- 2.8 Tenders were evaluated on a 60% quality/40% price basis. Two bids were received from Barnardo's and DISC Limited with Barnardo's being the successful bidder.

3 Main issues

3.1 **Recommendation 1** – That the Director of Children’s Services bring the All Age Carers Strategy before the Scrutiny Board (Children and Families) for consideration and input before the strategy is formally agreed.

3.1.1 The work around the new Carer’s Strategy has commenced. The consultation group has representation from Children’s Services and from Barnardo’s, the current service provider. The involvement of these key stakeholders will ensure that young carers’ needs are adequately reflected in the strategy. Children’s Services representatives will ensure that the Carers Strategy is considered at Children and Families Scrutiny Board before the strategy is formally agreed.

3.2 **Recommendation 2** – That the Director of Children’s Services ensures stronger communication and operational links are established between service areas both internal and external to the Council and efforts are made to understand where necessary the service entitlements for those in receipt of care.

3.2.1 The adoption of the Memorandum of Understanding by Children’s Services and Adult Social Care and other relevant partners strives to promote and improve the health and wellbeing of young carers and their families. The strategy will be developed in collaboration with key partners in health and local support projects for carers and families. This will enable the adoption of a consistent basis for improved collaborative working in response to feedback from young carers and parents.

It is widely recognised that in order to support young carers and their families most effectively, a whole family approach must be adopted, supporting both the individual needs within a family and the needs of the family as a whole. It is therefore vital for children’s services and adult services, health and the voluntary sector to work closer together to achieve this.

Adult Social Care partially funds the young carers’ service and through contract monitoring arrangements with Children’s Services can ensure that the outcomes of the service specification are being met.

3.3 **Recommendation 3** - That the Director of Children’s Services tracks and records educational outcomes for known Young Carers to ensure support can be targeted and that a proactive approach can be adopted to prevent young carers from becoming NEET.

To achieve this objective, a clear, formal framework to screen, identify, support and track young carers would have to be adopted by all schools, with endorsement at the highest levels within Children’s Services. Children’s Services will review the potential of using the evidence based screening tool ¹. This could potentially be incorporated into Year 6/7 transition screening. This, and a comprehensive resource to enable schools to develop support frameworks is being actively promoted by the current provider, but uptake has been slow and the strategic support is required to ensure a fully integrated approach.

¹ <http://static.carers.org/files/2248-yc-outcomes-manual-sb-4047.pdf>

- 3.4 **Recommendation 4** – That the Director of Children’s Services ensures that the Governors and Head teachers of all state maintained schools are aware of the contracted service provided by Barnardo’s and that the school is engaging with Barnardo’s to utilise the resources available to them in order to support Young Carers.

Barnardo’s will deploy a ‘hub and spoke’ model by providing a named link worker with each of the city’s clusters. Planned, consistent and co-ordinated updates, bulletins, resources and other communication are disseminated to all schools via links with clusters and attendance at cluster meetings. Examples of schools work to progress the provider’s objectives include a whole cluster event to plan and implement a framework of support, emotional wellbeing briefings to all staff in another cluster, and the piloting of the screening tool (see above) with the whole Year 7 intake in another cluster’s High School. This pilot yielded interesting results, with 10% of children identifying themselves as having a caring role.

The focus on Barnardo’s work with schools will be on capacity building and enabling schools to embed their own sustainable support frameworks.

- 3.5 **Recommendation 5** – That the Chief Executive introduces an assessment process where the impact of decision making on children is a consideration in all formal decision making processes.

The Equality Act 2010, requires public bodies, such as, Leeds City Council to give ‘due regard’ to and to promote equality. Leeds City Council is, therefore, required to consider equality implications and their impact on those equality groups protected by legislation when developing and delivering services and in their role as employers.

This means that equality and diversity needs to be considered throughout the development, implementation and review or establishment of any key decisions, strategies, policies, services and functions. These considerations should be carried out before decisions are taken. Assessing the potential equality impact of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can show ‘due regard’.

To ensure that the council meets its legal duties under equality legislation they have developed an approach that means that we consider equality in our decision making processes. The council has developed and uses Equality Impact Assessment’s as a tool that helps to place equality as a key consideration in the decision making process. They are used to help the council understand where there may be positive or negative impact on different equality characteristics and take action where appropriate to address these.

The Equality Impact Assessment Process identifies a number of equality groups including age and carers. The definition of age that is used would include younger and older people.

If positive and negative impacts for any group are identified then an action plan must be developed that will outline how this impact can be minimised.

Due regard to equality sessions are delivered to staff across the council and provide specific advice on the equality impact assessment process that has been developed. These briefing sessions are now offered as part of the council's learning and development programme. Targeted briefing sessions have also been held with Children's Services Leadership team during 2012 as part of their Leadership Development programme to advise them of the process and which equality groups, including carers and age, should be considered in all decision making processes.

It is recommended that the council's existing Equality Impact Assessment process is used and a separate process is not introduced. The council's process ensures that the detrimental and negative impacts on different groups, including young people and carers, can be identified and appropriate action considered to address them in the decision making process. A review of the Equality, Diversity, Cohesion and Integration guidance, assessment and screening documents has subsequently been undertaken to ensure that the requirement to consider impact on children and young people is apparent and unambiguous.

- 3.6 **Recommendation 6** – That the Director of Children's Services ensures practitioners providing advice to young carers understand the criteria for adult respite care and can assist in facilitating this provision on behalf of young carers and their families.

This will be achieved by ensuring that children and young people with caring responsibilities are provided with opportunities for regular breaks. Practitioners in Children's Services, Adult Social Care, schools and health will be made clear about referral processes to Willow. They will also be made aware of any other relevant respite services e.g. family placement, home based respite. Staff should be aware of how and where to access information either in leaflet form or on Sharepoint.

- 3.7 **Recommendation 7** – That the Director of Children's Services explores how current facilities could be utilised to provide an environment where young carers can 'drop in', have a break or access help and advice.

Barnardo's is working in partnership with Leeds Youth Service and Extended Schools Services to develop and deliver targeted drop-in sessions specifically for young carers in 3 localities across the city (South Leeds Hub, Derek Fatchett Centre, Armley Lazer Centre), enabling young carers to access ongoing support following targeted interventions. Further drop-ins are planned but finite resources obviously limit capacity, making it even more crucial that support to young carers is promoted and integrated across universal and targeted providers.

- 3.8 **Recommendation 8** – The Director of Children's Services considers the myths, assumptions and preconceptions that young people and their parents may have which presents barriers to accessing social services and implements a plan for positive promotion of this service.

Barnardo's will raise awareness and ensure families know about the support services available through social care. Children's Services directorate is looking to develop different ways of working with families, brokering new relationships and empowering parents. This is the responsibility of all services within the directorate.

3.9 **Recommendation 9** – That the Director of Children’s Services facilitates promotional activities and literature via schools and places where young people meet which raises awareness about the support available for young carers. In addition, also ensures practitioners who come into contact with young carers are adequately trained to provide the support and information they may require.

3.9.1 This is a key aspect of the new service, please see below extract from the service specification:

“For the majority of young carers this service will provide a networking and advocacy role to ensure that this vulnerable group of children and young people are able to access and benefit from their entitlement to a wide range of universal and targeted support including:

- Providing access to existing recreational activities
- Engagement with schools to raise awareness of the service
- Working closely with schools in PSHE lessons and health fairs to raise awareness and develop resources for wider use. Promoting existing resources and materials, and supporting schools in developing their own systems. Closer working with youth services to ensure signposting to mainstream services for children and young people aged 11-19
- Working with services to ensure access to existing homework clubs to provide support with homework and revision particularly at exam time
- Support to evening and weekend group work sessions enabling youth service staff to proactively encourage attendees into mainstream provision in their local areas.
- Support the Local Authority to raise the profile of the needs of young carers
- Links to the new proposed cluster/locality arrangements for providing support for vulnerable children which would give access to potential additional support and ‘intervention’ funds e.g. Extended services money to enable young carers to access out of school activities
- Provide information to allow relevant services to be contacted to provide help and support with practical tasks
- Ensure young people requiring support to access appropriate education, employment and training (EET) opportunities are referred as appropriate.”

3.10 **Recommendation 10** –The Director of Children’s Services investigates access to the provision of ICT equipment which will facilitate flexible learning and home working.

Barnardo’s provide access to their ICT equipment for any young carers who require access but it is very rare that a young person would make this request. The Director of Children’s Services will investigate further requirements for ICT equipment.

3.11 **Recommendation 11** – That the Director of Children’s Services establishes a mechanism for ongoing consultation with young carers building on the event undertaken when devising the contract, which will enable the identification of further areas of improvement and facilitate feedback to those who have participated.

3.11.1 In addition to routine contract monitoring of the service, the service specification states that

“The service provider will seek opportunities to involve young carers and stakeholders, in contributing to service planning and evaluation of service.”

This particular cohort of young people are extremely vocal in their views and are actively encouraged by the service provider to share these views. Improvements and developments will be made using this feedback.

4 Corporate Considerations

4.1 Consultation and Engagement

The current specification has been shaped with detailed feedback from staff, clients and key stakeholders.

4.2 Equality and Diversity / Cohesion and Integration

The procurement equality assurance questions have been considered when compiling the specification for this service and an equality impact assessment undertaken.

4.3 Council policies and City Priorities

4.3.1 The three priority areas for improvement in Leeds are:

- to support children to live in safe and supportive families so that the need for children and young people to become looked after is reduced;
- to improve school and college attendance and behaviour in school so that more children can benefit from the opportunities provided; and
- to enable more young people to be able to take up opportunities for education, training and employment by the age of 19.

4.3.2 The service will link with the Leeds Carers Strategy 2009/12 which makes reference to ‘young carers’ in terms of recognising and raising awareness of their particular needs. The strategy also contains commitments from both NHS Leeds and Adult Social Care to provide appropriate support to ‘young carers’.

4.4 Resources and value for money

4.4.1 In re-commissioning this service efficiency savings of almost £41,000 per annum have been achieved.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Not applicable.

4.6 Risk Management

4.6.1 There are no specific risks involved.

5 Conclusions

5.1 The Director of Children's Services accepts the recommendations from Scrutiny Board around support for young carers. The Chief Executive has removed ambiguity in the Equality, Diversity, Cohesion and Integration guidance, assessment and screening documents to ensure that the requirement to consider impact on children and young people is clear.

6 Recommendations

6.1 The Scrutiny Board (Children and Families) is requested to note the responses to the recommendations.

7. Background documents²

None

² 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.

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Children and Families)

Date: 17th January 2013

Subject: Recommendation Tracking – Services for children with disabilities, special educational needs and additional health needs – Inquiry into service redesign

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

Summary of main issues

1. This report sets out the progress made in responding to the recommendations arising from the previous Scrutiny review into services for children with disabilities, special educational needs and additional health needs, published on the 15th March 2012.
2. The Scrutiny recommendation tracking system allows the Scrutiny Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

Recommendations

3. Members are asked to:
 - Agree those recommendations which no longer require monitoring;
 - Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.
 - Note the recommendations where satisfactory progress is being made.

1 Purpose of this report

- 1.1 This report sets out the progress made in responding to the recommendations arising from the previous Scrutiny review into services for children with disabilities, special educational needs and additional health needs.

2 Background information

- 2.1 The Children's Services Scrutiny Board agreed in June 2010 that it would carry out an inquiry into the proposed redesign of services, taking the provision of services for children with disabilities, special educational needs and additional health needs (and their families) as the focus.
- 2.2 At its meeting 15th March 2012, the Scrutiny Board agreed a report summarising its observations, conclusions and recommendations.
- 2.3 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.
- 2.4 The Directors Response was presented to the Scrutiny Board at the meeting on the 26th of July 2012.

3 Main issues

- 3.1 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 3.2 To assist Members with this task the Principal Scrutiny Adviser, in liaison with the Chair, has given a draft status for each recommendation. The Board is asked to confirm whether these assessments are appropriate and to change them where they are not. Details of progress against each recommendation is set out within the table at Appendix 2.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Where internal or external consultation processes have been undertaken with regard to responding to the Scrutiny Board's recommendations, details of any such consultation will be referenced against the relevant recommendation within the table at Appendix 2.
- 4.1.2 The Executive Board Member for Children's Services has been consulted on the response to the recommendations.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced against the relevant recommendation within the table at Appendix 2.

4.3 Council Policies and City Priorities

4.3.1 This section is not relevant to this report.

4.4 Resources and Value for Money

4.4.1 Details of any significant resource and financial implications linked to the Scrutiny recommendations will be referenced against the relevant recommendation within the table at Appendix 2.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report does not contain any exempt or confidential information.

4.6 Risk Management

4.6.1 This section is not relevant to this report.

5 Conclusions

5.1 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations. Progress in responding to those recommendations arising from the Scrutiny review into the redesign of services for children with disabilities, special educational needs and additional health needs is detailed within the table at Appendix 2 for Members' consideration.

6 Recommendations

6.1 Members are asked to:

- Agree those recommendations which no longer require monitoring;
- Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.
- Note the recommendations where satisfactory progress is being made.

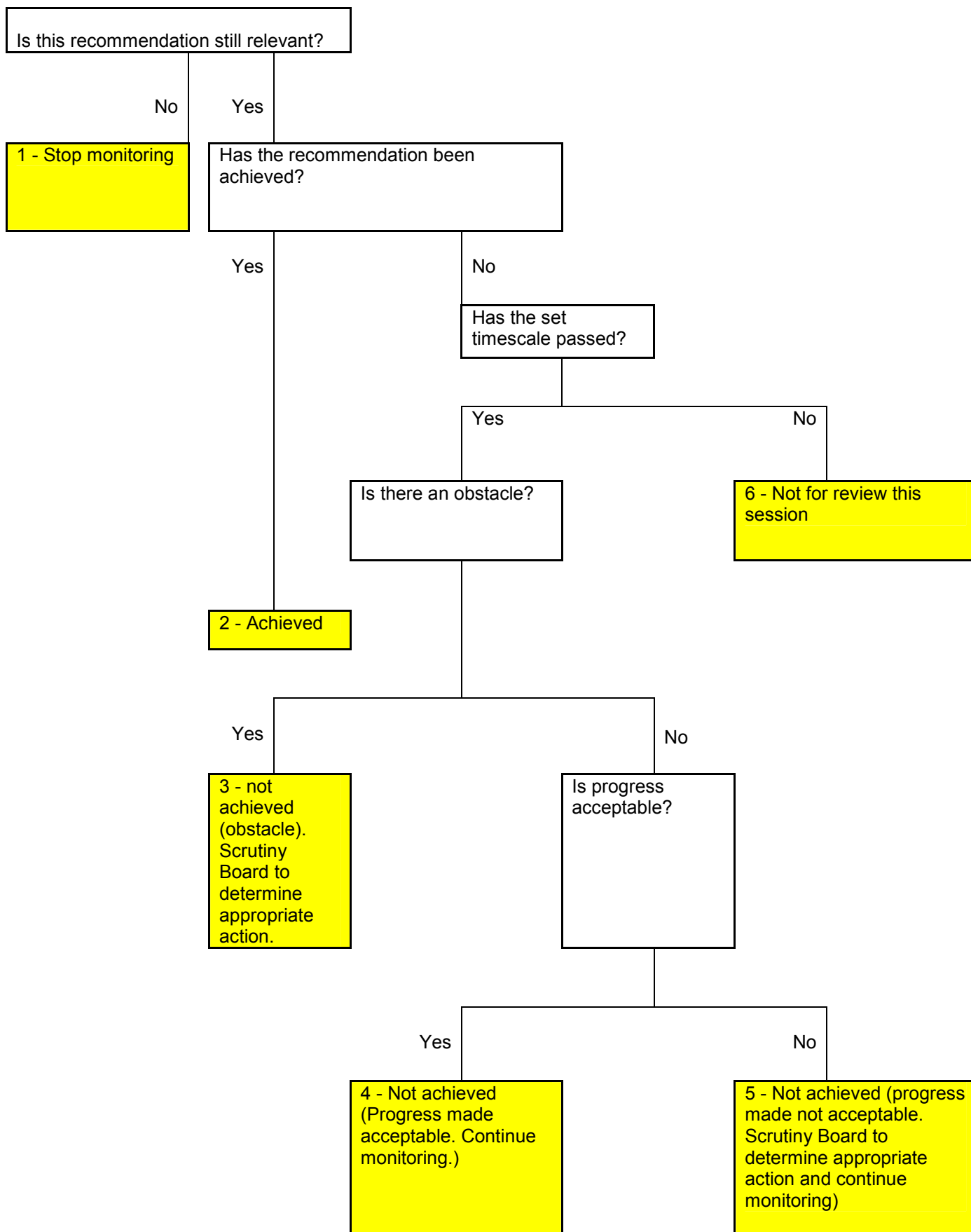
7 Background documents¹

7.1 Report of the Head of Scrutiny and Member Development to the Children and Families Scrutiny Board – Scrutiny Inquiry Final Report, Services for children with disabilities, special educational needs and additional health needs 15th March 2012.

7.2 Report of the Director of Children's Services to the Children and Families Scrutiny Board 'Directors Response to Children and Families Scrutiny Board Inquiry into services for children with disabilities, special educational needs and additional health needs.' 26th July 2012.

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

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



Appendix 2

Review of Services for children with disabilities, special educational needs and additional health needs – Inquiry into Service Redesign 15th March 2012

Categories

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

Recommendation for monitoring Page 21	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
Recommendation 1 - That the Director of Children's Services brings us a progress report on the overall implementation of the new Complex Needs Service to accompany the formal response to our recommendations in this inquiry report in July 2012.	Director's Response: See report to Scrutiny Board July 2012. Current Position: Progress Report Provided as requested.	2	Yes
Recommendation 2 - That the Director of Children's Services confirms how the CAMHS service will be delivered within the context of the redesigned service.	Director's Response: The largest single CAMHS service in Leeds is provided and managed by Leeds Community Health Trust (LCHT) and has approximately 50 full time equivalent (FTE) staff. The service is currently jointly supported by NHS Leeds (as the majority funder) and the local authority. NHS Leeds contribution is realised through a		

commissioning relationship with LCHT. The local authority provides a contribution through the effective secondment of 10 staff into the CAMHS Service. These staff are line managed and supervised day to day through LCHT.

Each area runs a specialist complex clinic dealing with assessment and intervention for developmental disorders (ADHD, Autistic Spectrum Conditions, Learning Disabilities) within the city for 5-18 year olds. Learning Disability nurses continue to offer a hub and spoke model into the Specialist Inclusive Learning Centres (SILCs), which can then feed back into the LD/CAMHS specialist clinic. CAMHS continues to deploy 2.1 clinical psychology time into the Child Development Centres (CDCs). In the next 3 months, this is due to increase by a further 0.5 FTE in the east CDC. In the last year CAMHS has developed a monthly clinic in Leeds with the national CAHMS deaf service. This can offer direct consultation to CAHMS staff working with deaf children (or deaf parents) with mental health concerns, joint work with national deaf CAHMS and consultation to staff in Leeds who work with deaf children. The CAHMS training unit continues to offer a rolling training programme for any staff who work with children in Leeds. This includes a broad mental health overview and several which relate to children with disabilities. A new session that has been developed is an Advanced Workshop for Practitioners for Learning Disability. Several new group work programmes are in development – an Incredible Years group for parents of children with learning disability and in partnership with STARS, a group for newly diagnosed children with learning disability and autistic spectrum conditions. There is a monthly CAMHS/paediatric clinic, to discuss the more complex neurodevelopment cases. There are now 2.1 FTE LAC psychologists in the Therapeutic Social Work team, so more integrated neuropsychological delivery for LAC children is being achieved. Specialist CAMHS is under a transformation programme developing care pathways, including LD and ASC – these will come out for consultation in the next few months

An internal review is being undertaken of the contribution of the LCHT

	<p>CAMHS service towards the emotional health needs of Looked After Children. Work is also being undertaken to clarify the current roles and referral pathways for emotional health and wellbeing: this includes the CAMHS service and other support for mental health issues such as the Therapeutic Social Work Team.</p> <p>At the conclusion of these reviews we will make a recommendation for decision as to whether to continue the joint investment with NHS Leeds in the CAMHS at the current level or require a better match to current children's needs. We however will recommend changing the nature of the relationship with the LCHT for continuing provision to a formal contractual relationship. Strategic oversight of this relationship will then fall within the remit of a named head of service supported by commissioning and contract management colleagues.</p> <p>A third piece of work is underway to jointly scope with health partners the future needs for emotional health and wellbeing services in Leeds including those of children with a complex need. This is being undertaken through the completion of a commissioning review including a needs analysis (completed), a future commissioning framework (currently in development) and implementation of any required service changes.</p> <p><u>Current Position:</u> Since the previous response a review of LCHT Child and Adolescent Mental Health service's contribution to Looked After Children has been initiated and is ongoing. The need for greater clarity of referral pathways between CAMHS and the Therapeutic Social Work team has been successful in reducing the use of formal panel arrangements, speeding decision making and reducing the time taken to access the two services.</p> <p>A commissioning framework has been drafted to encompass the range of emotional health and wellbeing services (including CAMHS). The document makes commissioning recommendations for each area. The framework is pending discussion at the Commissioning and Finance Subgroup of the</p>	4	
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	<p>Children's Trust Board. A workshop on Emotional Health and Wellbeing for the full Board is scheduled for March 2013.</p> <p>A new specification for the jointly funded CAMHS service has been devised for 2013-14. This sets out that the service will work with partner agencies to develop integrated pathways and service models for Children and Young People with complex needs (see below), with a view to co-location and embedding CAMHS expertise within partner service models where appropriate (current embedded services indicated by a *):</p> <ul style="list-style-type: none"> § With Autistic Spectrum Traits/ Disorders § With ADHD § With development disorders (such as Specialist Inclusion Learning Centres (SILCs) and Child Development Centres*) § Who are experiencing the impact of abuse, early trauma or neglect § With attachment difficulties § Who are misusing substances* § Who are young offenders* § Who are Looked After Children (embedded LAC Psychologists)* <p>Work is already in progress on a multi-agency review of the pathway for children with autistic spectrum conditions.</p> <p>Emotional Health and Wellbeing has been identified within the Integrated Commissioning Executive as an area for joint investment between Clinical Commissioning Groups and Local Authority Children's Services.</p>		
<p>Recommendation 3 - That the Director of Children's Services explains how the service will ensure consistency of standards between the three areas of the city and also what monitoring of caseload will be in place to ensure an appropriate</p>	<p>Director's Response: As at the end of May 2012, three Complex Needs Area Leads are now in place. One of these is also the Principal Educational Psychologist, a second is providing strategic leadership for disability and the third for health. Working together as a team, these three leaders will be responsible for developing processes to ensure that there is consistency across the city, caseload is monitored within teams. Performance criteria are</p>	2	Yes

<p>distribution of resources.</p>	<p>being put in place using an agreed data set to facilitate regular monitoring. The Head of Complex Needs will retain oversight across the city.</p> <p><u>Current Position:</u> Explanation Provided</p>		
<p>Recommendation 4 - That the Director of Children’s Services reports back to us on how more use can be made of Rainbow House during the day.</p>	<p>Directors Response: Rainbow House is a busy unit working hard to meet the needs of all children and young people who use its short break facilities. The unit currently provides a minimum of 39 days per year to 98 children and young people. Children and young people usually attend school during term time but can be looked after during the day if they are ill during a short break.</p> <p>During the day the unit is also used to facilitate reviews, family placement meetings, ad hoc meetings with families and social workers and disability managers’ meetings.</p> <p>The Disabled Children’s Allocation Panel which considers requests for short breaks is held on the first and third Tuesdays of the month. Training days are held on a regular basis along with staff supervision, senior and team meetings.</p> <p>Coffee mornings are held monthly at Rainbow House and all parents and carers are invited. Parents are welcome to visit at any time to meet with staff.</p> <p>The unit’s facilities, for example the sensory room, can be used during the day as part of the education package for some young people.</p> <p><u>Current position:</u> Rainbow House is very busy during school holiday periods and a full range of activities is planned to meet the individual needs of the children and young people. These include access to the sensory room and the specialist outside play equipment. Residential staff at the unit work with multi-agency partners to ensure good outcomes for children and young people. The training agreement with Leeds Community Healthcare</p>	<p>4</p>	

	<p>NHS Trust and Leeds Teaching Hospitals Trust ensures that children and young people accessing Rainbow House who need health interventions are supported by appropriate specialist training. The training often takes place in Rainbow House or sometimes in local schools.</p>		
<p>Page 26</p> <p>Recommendation 5 - That the Director of Children's Services investigates how information relating to service redesign is better communicated to headteachers.</p>	<p>Director's Response: Information regarding service redesign is disseminated to head teachers either as part of the weekly updates to head teachers or as part of updates to partners. A group of head teachers is currently seconded to work with the children's services directorate as part of the Leeds Education Challenge, and this is facilitating improved communication and partnership working.</p> <p>Current position: Extensive communication has taken place with head teachers and SENCOs during the Autumn term 2012. There have been 4 briefings covering the Complex Needs Service and exploring the implications of forthcoming changes in legislation. Seventy four schools were represented at the sessions. Briefings on SEN funding reforms have also been offered, alongside a regular newsletter. Close working with the seconded head teachers is providing an effective mechanism for better ongoing communication with schools regarding service redesign and delivery.</p>	<p>2</p>	<p>Yes</p>
<p>Recommendation 6 - That the Director of Children's Services ensures that all children reaching the transition phase to Adult Services have the opportunity of access to a Social Worker and/or Personal Adviser to support them.</p>	<p>Director's Response: All children/young people who have a children's social worker where it is assessed that the young person has a diagnosed disability and will be eligible at 18 for Adult Social Care services are referred to the Transitions Team.</p> <p>The Transitions Team plan the transition from children's services into adult social care/adulthood by undertaking a comprehensive assessment of need. Children without an allocated social worker are not currently able to access the Transitions Team directly as their role is to plan transition into adult social care, however all children currently have access to a personal adviser</p>		

via the Connexions service or targeted support. Consideration is currently being given to the future commissioning of this service.

Current Position:

The situation with regards the transitions team remains the same at this time. However the team does take new referrals post 18 years and support adult care managers to assess and plan for the future needs of disabled young adults after their 18th birthday where needed.

The Connexions service has recently been re-commissioned, with new service arrangements to begin from 1st April 2013.

The local authority has a duty to complete Learning Difficulty Assessments (LDA) for young people under Learning and Skills Act 2000 Section 139A (as amended by Education and Skills Act 2008, Section 80). The aim is to ensure young people with a learning difficulty / disability can secure appropriate learning provision post-16. Delivery of information, advice and guidance (IAG) and progression services to young people with SEND and completion of LDAs is currently commissioned as part of the Connexions contract with Prospects for 2012-13.

The decision has been taken to change current arrangements in light of:

- Commissioning of Connexions services for April 2013
- Changes to local authorities duties from the Children and Families Bill, which sets out proposals to replace the current LDAs and the SEN Statement with a single assessment process and 'Education, Health and Care Plan' which will follow the young person from birth to 25.

Service delivery, including learning difficulty assessments, progression support and guidance for young people with high level SEND, will be brought in to LCC from 1st April 2013 and delivered as part of the new holistic complex needs service arrangements.

The new holistic team will:

- undertake transition planning from age 14 and LDAs, as part of a wider support approach
- work in close partnership with schools, SILCs and Colleges to support children, young people and families
- include social service support to children and young people with complex needs
- link to adult social care and health services

The proposed move of staff in to LCC will:

- allow for the development of a single service to support transition planning throughout educational stages
- increase the ability of the service to ensure a consistent member of staff attends SEN reviews and contributes to the planning process, including production of the LDA.
- give a better ability than the current arrangements for the young person to “talk to someone who already knows them” which was a key factor identified in consultation with young people.
- improve the links between their work and other work of local authority services with this client group
- mean that school staff have a single team to contact to ask for support around transition planning at different transition points. Young people and parents identify school staff as their main contact point so school staff will require consistent support from the local authority
- bring staff together in a single team that supports transition planning so prevent duplication in the work of staff currently in different organisations
- improve the ability of the new team to ensure attendance at appropriate reviews and deliver the support required by young people and school staff

Staff undertaking this work are identified as having potential rights under the TUPE Regulation to transfer in to the Council. A project team will undertake

	<p>the transfer of this service in to Leeds City Council.</p> <p>The Connexions service will still include a team to work with young people with high level SEN and Disabilities. The service will deliver a specialist support service for young people with identified special educational needs, to support their progression and transition from learning in to employment, including supported employment, or independent living, as appropriate. These services will deliver to young people up to the age of 25, or until a successful transition has taken place to appropriate adult services. The work will concentrate on support for young people completing learning opportunities, for example transition from college into supported employment.</p> <p>Obviously further discussion and planning is needed in order to define the relationship between the new Connexions team, and the existing transitions team. We will also need to define the relationship between the assessments that the new Connexions service will be undertaking and the eligibility for adult services leading to the access of various adult service funding streams. This will form part of the new Education, Health and Care Planning process when it is in place.</p>		
<p>Recommendation 7 - That the Director of Children's Services reports back to us on some of the service improvement initiatives which will improve this group of children and young people's access to universal services and opportunities to enjoy fun activities.</p>	<p>Director's Response: The Leeds Inclusion Support Service (LISS) has been awarded a new contract in 2012/13 to deliver inclusion support activity with universal settings, to enable access to short breaks. Short breaks give disabled children and young people enjoyable experiences away from their primary carers and also provide parents and carers with a valuable break from caring responsibilities. The contract also includes the provision of information, advice and guidance to parents and practitioners on any issues relating to the care and support of children with disabilities and/or SEN.</p> <p>LISS offers advice, support and challenge to settings to ensure they are fully inclusive and able to offer equality of access to all children. This may include the provision of time-limited grants where appropriate, which the service monitors and reviews regularly to ensure they are used effectively.</p>		

This is a highly sustainable model, building capacity in universal settings to include disabled children, reducing the likelihood of crisis and family breakdown and thereby reducing the need for more expensive specialist provision or Social Care intervention.

The contract requires LISS to work city-wide, whilst developing links with individual clusters to ensure the needs of families are met within their local area. This includes working closely with the SILC Cluster Partnership's short break service, which started on 1st April 2012. This service enables disabled children and young people to access short breaks of their choice by providing one to one support to access universal facilities or funding specific activities such as play schemes, sports sessions or youth clubs.

Clusters no longer receive ring-fenced funding for out of school and holiday activities, but cluster advisers have been working with clusters to ensure that each cluster still allocates some of its budget to support these activities. The contribution that out of school and holiday activities can make to the emotional, health and wellbeing of vulnerable children and their families is invaluable. This year ENE and WNW clusters have agreed to produce a joint summer holiday programme in each of the two areas so that children and families can see what activities they could access across the city. The south clusters are each producing their own. These booklets will be available to all schools and their partners. Each booklet will also be available on the Children Leeds web-site and all activities can be viewed on the Breeze web-site. In each of the booklets this year there will be a section for 'Short Breaks'. This will provide information on short breaks and sign post parents/carers to where they can get support to access a wide range of activities.

In addition, plans are in place to support capacity building of universal providers, which needs to include VCSF and private providers, to ensure that children with complex needs can access their activities. This includes:

- a blended package of training on disability and inclusion, available for all of the children's workforce, including staff and volunteers in universal

agencies;
 - a plan to encourage universal agencies to achieve the Inclusion Chartermark.
 - plans to provide training and support to cluster staff responsible for commissioning. This will aim to encourage staff to include requirements to undertake disability and inclusion training and achieve the Inclusion Chartermark within all service specifications for out of school and holiday activities.

Current Position:

The Leeds Inclusion Support Service has just been re-commissioned by way of competitive tender and a new contract is to be awarded for three years to start 1st April 2013. The new contract incorporates both the inclusion support service and a short break service which is invaluable to families who have a child with significant needs. We will work closely with the provider to help them promote the service and target harder to reach families across the city and encourage more universal settings to include disabled children. This new contract demonstrates a continued commitment to investing in this highly valued and sustainable inclusion activity.

The Inclusion Training Programme has been allocated to a member of the Workforce Development Team in partnership with the Complex Needs Area Lead – Disability. The development of the training will be built upon contributions from all key stakeholders to ensure accuracy, links to existing training to minimise duplication and ensure credibility and ownership across all partners. This will include a progress link to gaining the Inclusion Chartermark.

A linked training programme to support Commissioners within the Clusters will be developed from this starting point in partnership with the Children's Services Commissioning Team.

The newly re-defined role of the Disabled Children's Integrated Processes Co-ordinator (Early Support) will provide some additional support to

	<p>practitioners via links with the Cluster framework/integrated processes to reinforce and support the key message of and activity going forward of inclusion within communities and universal settings in the first instance and appropriate escalation and de-escalation to and from Targeted and Specialist provision where appropriate.</p>		
<p>Page 32</p> <p>Recommendation 8 - That the Director of Children's Services provides us with an updated position in relation to the development of Direct Payments to families or its equivalent.</p>	<p>Director's Response: Direct Payments are available to families where the child/young person is assessed as requiring 1-1 support. At the point of 1-1 support being identified as a need the social worker will discuss with the family whether they want this to be via direct payments and a personal assistant or via an individual support worker from an agency</p> <p>All packages of support are reviewed on at least a 6 monthly basis to assess whether the support is meeting the child and family's needs.</p> <p>The direct payment procedure was completed in April 2008 and is due to be reviewed to identify whether any revisions are required to improve the operation of the system.</p> <p>Current Position: Direct payments continue to be offered to children and young people where there is an assessed need. Direct payments need to be reviewed to ensure that their uptake by families is maximised and the plan is that this will take place in 2013 following the review of the Disabled Children Allocation Panel which is currently underway.</p>	<p>4</p>	
<p>Recommendation 9 - That the Director of Children's Services reports to us on how the revised assessment process will ensure that parents only have to tell their story once.</p>	<p>Director's Response: We are currently exploring the option of a holistic proactive assessment and plan for children with complex needs and disabilities, that builds on the CAF process. The aim is that this will be completed where a Team Around the Child is identified from birth / diagnosis and will be a live document that can be regularly reviewed with proactive planning in conjunction with the child, young person and family. If families consent this document can be shared across all key staff and</p>		

agencies to reduce the incidence of families having to be constantly re-assessed and having to repeat their story.

A discussion about assessment processes for children with complex needs in relation to hospital discharge formed part of an event on the 30th May 2012. We plan to liaise with children, young people and families about their experiences of assessment for children with complex needs and disabilities to inform this development and to check with them what processes they would like to be in place to ensure that they do not have to keep repeating their story. We will then engage all key stakeholders in the development of the tool and any other related processes and their implementation. We will ensure that this process complements the CAF process and is linked to the central CAF function to maintain the single point of contact and centralisation of data.

Current Position:

The key objective of the newly established role of the Disabled Children's Integrated Processes Co-ordinator (Early Support) will be to support and increase the use of the CAF/integrated processes to continue to develop the use of this mechanism to ensure parents only have to tell their story once and are able to contribute as partners to ongoing planning and review with the long term aim of using this approach to support preparation for adulthood. This role will work in partnership with the Duty and Advice, Child Health and Disability and Integrated Processes Teams to maximise support via the Cluster/Targeted Services frameworks to facilitate capacity building, initiation and ongoing support of CAFs for disabled children and their families. This will also include targeted interventions in situations that require crisis support.

CAF/integrated processes are the key delivery mechanisms for the principals, aims and objectives of Early Support which has been recently re-endorsed by the Government to now span the ages of 0 to 25. This role will facilitate a unified message and approach with the continued roll out of the materials and resources to reinforce and embed the philosophy and

	<p>practice across all services and partner agencies</p> <p>CAF/integrated processes and Early Support have been incorporated into recent commissioning of the LISS and Portage contracts to ensure consistency of messages and approach and to build available capacity both within the contract holders and by partner agencies.</p> <p>Key themes and messages for the use of CAF/integrated processes for children with disabilities and/or SEN have been written into the Early Intervention and Prevention Guidance which will be made available to all practitioners.</p>		
<p>Recommendation 10 - That the Director of Children’s Services reports to us on how the key worker system will operate and in particular how it will take on board the learning from the CAF process with regard to the capacity of staff to fulfil the role.</p>	<p>Director’s Response: Discussions are continuing on the details of the implementation of a system to ensure there is a Key Worker or equivalent Lead Professional for children with complex needs and disabilities. The CAF is intended to be the “spine” of assessment that can be built on to ensure an integrated approach to the combination of universal, targeted and specialist needs that children, young people and families experience. The use of CAF ensures that those coordinating interventions have the additional support of the Integrated Processes Service in recording, storing, reviewing and reporting on cases. The new CAF process in Leeds, introduced in 2012, is much easier, quicker and more flexible, allowing coordinators to save time, share responsibility and accountability and reduce their workload. Practitioners have attended update sessions and express positively the improved efficiency and effectiveness of the forms and process. Significant learning in Leeds has been the flexibility that centrally held electronic information allows in terms of sharing a coordination role, with a family’s agreement, with other trusted colleagues. Different people may lead coordination of a case at different times, depending on the nature of current issues, without the family having to repeat information or professionals fearing information will be “lost” at points of handover. Finally the flexibility of the new system allows any existing assessment information to be used to initiate multi-agency interventions and the CAF</p>		

process to support the monitoring of all action plans and reviews. This reduces any possibility of duplication of effort or inconsistency in processes of different agencies, or confusion in information access and sharing; all the things that make coordination onerous.
A series of events are planned in the three areas to share good practice.

Current Position:

Currently the focus for building key working provision for children with disabilities and/or SEN is via the ongoing capacity building, development and support of lead practitioners, and Clusters, and their familiarity, understanding, skills and experience within universal, targeted and specialist services to maximise access to this valuable support and inclusion within local communities for as many families as possible. It is anticipated that this will have the additional benefits of raising awareness of the particular vulnerability of disabled children which will underpin ongoing work to ensure the safeguarding of these children and young people whilst reducing demand on targeted and specialist services.

This will be provided by a blended package of support including information, advice and guidance, training and targeted interventions as described in sections 7 and 9 and activity will be monitored and evaluated by qualitative and quantitative data/information collected via the Integrated Processes Team and the Disabled Children's Integrated Processes Co-ordinator.

Further national Key working and Train the Trainer training is being rolled out via the Early Support Regional Facilitators as part of the Government's re-launch of Early Support. Activity to access this and roll out this training will form part of the development of the Inclusion Training Programme.

Key-worker roles for children with SEN and Complex needs are identified in the SEN Green Paper/ Draft Children and Families Bill. The role in Leeds needs to be reviewed in the light of the Education, Health and Care(EHC) plan also proposed in the draft bill. The EHC will be a joint interagency plan for children, to replace the statement of educational needs and potentially

	<p>could be used with other children who have complex needs. The Complex Needs service is involved in regional work to consider the implications of the new legislative framework and to prepare for its implementation. It is intended to use a multi-agency event locally to initiate discussions regarding the EHC , to explore interagency assessment and to consider the key worker or lead professional role potentially required to implement this .</p>		
<p>Recommendation 11 - That the Director of Children’s Services confirms the current position with regard to the availability of Educational Psychology services and how any shortfall is being addressed.</p>	<p>Director’s Response: The new model of service delivery provides enhanced Educational Psychologist (EP) capacity. Three new permanent posts have been added to the structure, recognising the demand for this service. In addition three temporary EPs are also being recruited for a period of 6 months to manage the current peak in workload linked to statutory assessment and the annual review process.</p> <p><u>Current Position:</u> A successful recruitment drive was undertaken in 2012 with all the vacant permanent posts and the three additional permanent posts being filled. Two out of the three temporary posts were also successfully recruited to at this time. However, during the Autumn term 2012 one of the main-grade EPs moved to another authority. This enabled us to offer one of the temporary EPs, who was on a 6 month contract, the opportunity to take up this vacant full time position. The second temporary post was then extended to a 12 month contract which currently terminates on the 31st August 2013. Throughout the Autumn term the focus of targeted work for the EP Team has been on looked after children alongside the increased workload linked to Statutory Assessment and associated processes. At the present time, two of the main-grade EPs are on maternity leave. One maternity leave commenced in September 2012 and one in October 2012. A third maternity leave is also expected to commence mid February 2013. Cover for the maternity leave has been backfilled from within the service as recruitment of further temporary EPs has been unsuccessful to date. One of the Senior Educational Psychologists is also taking up a new post in another authority in January 2013. This post is again being back-filled from within</p>	<p>4</p>	

	<p>the service on a temporary basis until a new permanent appointment can be made. The recruitment to this post is already in process. Therefore whilst the EP team now has a full complement of permanent staff the overall capacity of the team has temporarily been reduced. Every effort is made to maintain a good service and to manage the implications of the turnover in staff which is inevitable given the profile of the workforce.</p>		
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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Children and Families)

Date: 13th January 2013

Subject: Scrutiny Inquiry into Private Fostering

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

Summary of main issues

1. At its meeting on the 20th of June 2012 the Scrutiny Board resolved to undertake an Inquiry into Private Fostering due to concern that long term private foster care arrangements could be in place without the knowledge of the Local Authority. This presented a number of associated concerns including child exploitation, trafficking and a potential lack of support and care arrangements for both the child and the carer. The Board determined that it would consider how private foster care arrangements are identified, the regulation of private foster carers and how privately fostered children and young people are kept safe and protected.
2. The Scrutiny Board has now completed its inquiry. The report will be provided as late supplementary information prior to the Scrutiny Board meeting on the 17th of January 2013.

Recommendations

3. Members are asked to note the information provided .

Background documents

4. None used¹

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

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Report author: Mary Armitage

Tel: 76830

Report of the Deputy Director of Children’s Services: Safeguarding, Specialist and Targeted Services

Report to Children’s Services Scrutiny Board

Date: 17th January 2013

Subject: Progress report on the remodelling of the CAF and the objectives to be achieved by this

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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1.0 Purpose of this report

1.1 To update the board on progress made over the past 12 months and outline plans to develop CAF in future.

2.0 Background information

2.1 Many changes have impacted on CAF activity over the past twelve months.

2.2 A trail of the National Electronic Common Assessment was undertaken in the West of the city in 2011 with a view to full implementation. When the decommissioning of the national system was announced in December 2011, work began to explore alternative arrangements.

2.3 A consultation on a proposed medium term solution requiring changes to forms and processes, began in November 2011 and implementation began in May, and over 1000 staff have attended updates and briefings on the new process and forms, with very positive evaluations.

2.4 The new process was externally evaluated by Dr Mark Peel, who undertook early research in North Lincolnshire, which led to the first iteration of what would become CAF, and was latterly retained by the DoH as an academic advisor around the development of the CAF. He concluded the following,

“My brief involvement with CAF in Leeds has profoundly impressed me. This is, in my opinion, a highly effective and efficient CAF system. Well managed and well based. What is important now is that the new CAF system is given time to become embedded within practice, and that all involved more clearly understand that the value of CAF is not calculated in terms of the NUMBER of children assessed, but rather that those children who need CAF are assessed at the right time, that the assessment is of good quality and that needs discovered are met effectively in a joined up way.

The CAF system in Leeds is something that all involved should be rightly proud of and, in my opinion is one of the best examples of effective, ‘joined-up’ multi-agency assessment in operation.”

- 2.5 Primary Schools, Early Years, High Schools and Health continue to initiate the majority of CAFs on school age children. Many other agencies are also regularly involved including youth services, voluntary sector organisations, education services and appropriate adult services such as housing, health and drugs services.
- 2.6 The majority of episodes are still completed because needs have been successfully met and parent rating show the majority of parents continue to rate the CAF very positively. Evaluation comments from parents and young people further support this.
- 2.7 Services attend on average 80% of meetings they are invited to and those meetings are timely with a 95% success rate against agreed criteria in September.
- 2.8 Early start teams integrating Health and Early years are seeing a reduction in CAF activity as they can now coordinate effectively using their joint case management.
- 2.9 The guidance and support meetings in clusters which offer families early help within their local communities, are effective in offering early support which has often reduced the need for other interventions. These groups are increasing using a Common Internal Record, CAF documentation designed to support CAF best practice from an earlier stage of single agency intervention.

3.0 Main issues

- 3.1 After an optimistic response to the new CAF process, numbers in August and September were lower than the previous year. Activity is therefore being focussed on identifying that the right families receive CAF intervention at the right time.
- 3.2 As a part of the change process we further embedded the use of the Common Internal Record (CIR) as a precursor to CAF to be used when intervention is single agency. This activity has greatly increased but this is not currently captured centrally.
- 3.3 Guidance and support meetings are increasingly using the CIR. The opportunity for holding centrally the relevant data from this documentation is being explored.

- 3.4 A recent quality assurance exercise demonstrated that the quality of some assessments requires work, this may be due to using new forms that people are not yet familiar with as well as an ongoing need for workforce development.
- 3.5 Needs identified remain similar over time but now new adult need codes have been added, an analysis of these needs will be required in all reports.
- 3.6 The introduction of the Family CAF now needs to be rolled out across the city with appropriate guidance and training.
- 3.7 The Family CAF should now be used by Family Intervention Services to allow them to be more visible in their activity with families.
- 3.8 Recent sessions with the voluntary and community sector have been undertaken as their activity has fallen year on year.
- 3.9 There remains a perception, which has to continue to be addressed, amongst people who have not engaged with the new CAF process, that CAF is still overly time consuming and duplicates activity.
- 3.10 Some agencies, because of their out dated perceptions, still feel they do not have capacity to undertake CAF activity.
- 3.11 Further work with agencies who use their own assessment paperwork is planned to enable them to utilise CAF for their plans and reviews.
- 3.12 Once common assessment activity is registered with the central team, there can be issues in the timeliness of receiving all the relevant documentation from practitioners.

4.0 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 A significant amount of consultation was undertaken across the whole of the Children Leeds partnership in order to establish agreement for the new CAF processes.
- 4.1.2 Continuing engagement is maintained with practitioners and managers as ongoing training is delivered by the Integrated Processes Team and information is captured through the team's daily help line which is used by TSL's, managers, practitioners and the public to request and comment on information relating to CAF processes.
- 4.1.3 Comments from parents regarding the process are regularly captured on forms and therefore also inform future developments.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This work 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.

4.2.2 Equality and diversity has been considered in completing this report and where an issue has been identified it has been highlighted in this evidence.

4.3 Council Policies and City Priorities

4.3.1 This work will assist in achieving outcomes and priorities as defined in the Children and Young Peoples Plan 2011-15 and the Child Friendly City Priority Plan.

4.4 Resources and Value for Money

4.4.1 There are no additional resource implications arising from this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no additional legal implications.

4.6 Risk Management

4.6.1 The risks related to Integrated Processes activity are managed through the Targeted Services Leadership who receive regular reports on all activity.

5.0 Conclusions

5.1 Several actions have been taken to ensure that CAF activity is undertaken effectively and targeted as appropriate to the right level of need being identified.

5.2 CAF training is now delivered by the Integrated Processes Team (IPT) to allow more flexibility in delivery of training and integration of key messages from an improved quality assurance process.

5.3 Several sessions are being planned to reduce waiting lists. Priority services are being targeted to ensure accessibility to CAF across the city. Communication and publicity on training is now undertaken with clusters through the targeted services leaders.

5.4 Data on training will be analysed for the next quarterly report to identify where there may be issues and how successfully those trained in the last 12 months engage in CAF activity. This will also allow follow up to those agencies trained but not undertaking activity.

5.5 Data on requests for involvement of Children's Social Work Service (CSWS) is being analysed to identify what CAF activity has been undertaken before a request is made. Follow up challenge and support is offered to agencies who have not undertaken an assessment before making a request. Data suggests a steady improvement of CAF activity at this higher level of need.

5.6 Targeted Services leaders (TSLs) are now employed in the vast majority of clusters across the city and are central to following up those CSWS requests when the

service feel families would benefit more from CAF activity. These cases are now being monitored through the targeted services leaders to ensure support for families.

- 5.7 Guidance and support groups are being targeted with information and support to encourage them to adopt CAF/CIR forms as their routine paperwork as are other priority services. This will increase the visibility and accountability of services interventions with families.
- 5.8 Work with the Family Intervention Services to promote the use of the new CAF forms for multi-agency delivery plans will increase the visibility and accountability of service delivery to those targeted families. A number of CAFs will be registered during October. Further plans to ensure more seamless integration of forms will be fully costed by the end of the year.
- 5.9 Leaders in clusters have been given relevant data to compare the level of preventative activity through CAF, with the number of requests for service to CSWS. Analysis will focus on improving the understanding of how this data relates to appropriate early responses to need.
- 5.10 The new CAF process allows more robust monitoring of the timeliness of receiving documentation for cases registered as requiring a CAF.
- 5.11 The Families First Leeds programme is building on existing Children's Services architecture to further embed CAF as a central mechanism for coordinating activity to support vulnerable families. This ensures better accountability and integration of adult and children's services.
- 5.12 The Integrated Processes Service is expanding, having lost capacity over the previous two year period, to ensure additional support for practitioners and families engaged in the CAF processes.

6.0 Recommendations

- 6.1 The Scrutiny Board (Children and Families) are invited to note the contents of this report.

Background documents

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Report author: Steve Walker /
Martin Sellens
Tel: 76898

Report of the Director of Children’s Services and Director of City Development

Report to Children’s Services Scrutiny Board

Date: 17 January 2013

Subject: Response to Scrutiny Inquiry Report – Private Care Homes

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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

1.0 Purpose of this report

1.1 This report sets out the response of the director of children's services to the Recommendations of the Scrutiny Board (Children and Families) inquiry into Safeguarding Children – Private Care Homes, published on the 8th of November 2012.

2 Background information

2.1 As a result of the Scrutiny Board (Children and Families) inquiry into the External Placement of Looked After Children, which reported on the 28th of February 2012, Board members were aware of the issues and vulnerabilities for looked after children placed in private and independent residential children’s homes.

2.2 As a result of the concerns regarding the sexual exploitation of looked after children in Rochdale the Scrutiny Board (Children and Families) resolved to undertake an inquiry which looked at the regulation of Private Care Homes and the influence that Leeds City Council has to safeguard and promote the welfare of looked after children placed in private care homes outside of the local authority.

2.3 In undertaking its inquiry the Scrutiny Board (Children and Families) gathered and evaluated a wide range of evidence including written reports, and verbal evidence from external experts. The report made two recommendations to strengthen current local arrangements in relation to private care home.

- 2.4 The report also identified the need to strengthen the regulatory framework in relation to private and independent children's homes and the Chair of the Board wrote to the Children's Minister. This letter was well received by the Children's Minister who indicated that it would contribute to the review of regulations that is currently underway.
- 2.5 The Director of Children's Services has welcomed the report and has accepted the recommendation of the Board that relates to Children's Services.
- 2.6 The Director of City Development has also accepted the recommendation of the Board that relates to planning.

3 Main issues

- 3.1 This section sets out the response of the Director of Children's Services to the Board's recommendation that, **The Director of Children's Services provides a progress report on the development of the Children's Residential Homes Charter as part of his formal response to Board early in the 2013/14 municipal year.**
- 3.2 Children's Services have established positive relationships with local providers of private children's homes. The authority is part of the White Rose partnership which has developed a regional commissioning framework for external residential placements.
- 3.3 Children's Services are working with local private children's home providers to develop a local charter for Leeds setting out how the homes and council will work together to safeguard and promote the welfare of all looked after children placed in the authority.
- 3.4 The Director of Children's Service will provide an update to the Scrutiny Board (Children and Families) early in the 2013/14 municipal year on this work.
- 3.5 A further recommendation was made to the Director of City Development which states that **the Director of City Development explores the interpretation of planning regulations to identify if a different approach can be implemented which requires all private children's care homes to seek planning permission, regardless of size. The Director is required to report the viability and potential impact of implementing a revised interpretation in his formal response to the Scrutiny Board.**
- 3.6 The Director of City Development accepts this recommendation and has provided the requested report as appendix 1. This determines, after further investigation, that the rules are set nationally and that the interpretation of the rules must be based on the facts of each case on their merits.

4 Corporate considerations

4.1 Consultation and engagement

4.1.1 The Scrutiny Board (Children and Families) consulted widely as part of their review.

4.2 Equality and diversity / cohesion and integration

4.2.1 Equality and diversity screening was not required as a response to the recommendations of the Scrutiny Board (Children and Families) recommendations. These issues will be considered in the report to the Scrutiny Board (Children and Families) early in the 2013/14 municipal year.

4.3 Council policies and city priorities

4.3.1 There are no immediate implications for council policy and governance.

4.4 Resources and value for money

4.4.1 The recommendations will be resourced from within existing Children's Services staffing and budgets.

4.5 Legal implications, access to information and call in

4.5.1 None

4.6 Risk management

4.6.1 The risks associated with the recommendations are managed by the Looked After Children Programme Group which is chaired by the deputy director (safeguarding, specialist and targeted services)

5 Conclusions

5.1 The Scrutiny Board (Children and Families) inquiry into Safeguarding Children – Private Care Homes has identified some significant issues in relation to how the welfare of looked after children placed in private and independent children's homes can be safeguarded and promoted. The report recommendations will strengthen local arrangements. In addition, through its letter to the Children's Minister, the Board has contributed to the development of improved national regulation of private and independent children's homes.

6 Recommendations

6.1 Members are requested to approve the proposed responses as outlined in this report.

7 Background documents

7.1 Report of the Scrutiny Board (Children and Families) inquiry into external Placements and the Scrutiny Board (Children and Families) inquiry into Safeguarding Children – Private Care Homes.

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Appendix 1

GUIDANCE NOTE - PLANNING PERMISSION FOR CHILDREN'S HOMES C2 OR C3.

A number of issues have recently arisen in respect of privately registered children's homes within the City and whether or not planning permission for such is required. It is understood that a small number of dwelling houses across the City may currently be operating as private children's homes.. The registration process is directly between the operator and Ofsted . There is no legal requirement upon the operator to notify Children's Services.

In addition a recent review by a planning inspector of case law (Stockport 2010), has prompted recognition that further clarity of the planning position is required. Children's Services have requested that from a planning perspective it would be useful if some general guidance note is issued to help in determining the circumstances when planning permission may be required.

The Town and Country Planning (Use Classes) (Amendment) Order 2005 (amended further in 2010) distinguishes a range of uses of buildings and specifically permits changes of use from one use to another within individual classes.

Where activity results in a **material** change of use of a building to a use falling within a different use class then planning permission will be required to authorise that change of use.

Depending on the circumstances of each case, a children's home will fall into either a C2 or C3 use classification.

Use Class C2 (Residential Institutions) of the above Order reads as follows:

Use for the provision of residential accommodation and care to people in need of care (other than a use within class C3 (dwelling houses)).
Use as a hospital or nursing home.
Use as a residential school, college or training centre.

Use Class C3 (Dwelling houses) reads as follows:

Use as a dwelling house (whether or not as a sole or main residence)

by —

- (a) a single person or by people to be regarded as forming a single household;
- (b) not more than six residents living together as a single household where care is provided for residents; or
- (c) not more than six residents living together as a single household where no care is provided to residents (other than a use within Class C4).

A material change of use from class C3 to C2 amounts to development requiring planning permission. There is therefore a potential requirement for planning permission to use a dwelling house as a children's home.

The starting point is to first establish as a matter of fact and degree, whether such a use would constitute a change of use from C3 to C2. The issue largely

centres on whether or not the children are in themselves capable of living together as a single household.

Class C3 (b) of the Town and Country Planning (Use Classes) Order as amended refers to “use as a dwelling house by not more than six residents living together as a single household, (including a household where care is provided for residents).” If a children’s home was being run on this basis, with children being looked after by a permanent occupant of the dwelling, there would be no requirement for planning permission. However, the matter is less clear when the care is based on shift patterns. In the North Devon District Council [2003] case Justice Collins made the point that that children “need to be looked after. They cannot run a house. They cannot be expected to deal with all the matters that go to running a home ... children are regarded as needing full-time care from an adult, someone to look after them, someone to run their lives for them and someone to make sure that the household operates as it should.”

The North Devon judgement confirms that it is unrealistic to expect children to look after themselves in a single household. It also clarified that carers who provided 24 hour care but were not resident could not be regarded as living together in a household. The concept of living together as a household means that a proper functioning household must exist and children and carer must reside in the premises. In such circumstances, the use cannot therefore be considered to fall within Class C3 (b). A children’s home run on shift patterns could not be considered to fall within Class C3 (a), because clearly, this is not occupation of a dwelling house by a single person or people living together as a family.

Equally, C3(c) distinguishes groups of people living together as a single household, which could for example include people with lodgers, or student accommodation for up to six individuals. Children’s homes based on shift patterns would not be considered to fall into these criteria either. Following an assessment of case law and an Inspector’s decision of 2010 at Stockport, use of premises as a children’s home will generally be held to fall within Class C2 of the Order (Residential institutions).

The next point to bear in mind that a change of use from C3 to C2 may not amount to a **material** change of use and may still not amount to development which requires planning permission. So it is possible to conclude that no material change of use has occurred if there is no material difference in activity to that which may be anticipated in the case of a conventional residential use.

So, if the premises have the look and character of a conventional residential dwelling, and the use gives rise to no greater level of disturbance or amenity effects than could be generated by a C3 use, then no material change of use has occurred. Should the carers be living on the premises full-time, and have no other permanent address, the likelihood is this may amount to a C3(b) use even where substantial internal adaptation of the building has taken place.

If planning permission is required, what are the issues?

The key issues relate to the impact on the amenity of nearby occupiers. Relevant factors will include the movements to and from the premises associated with such a use, including shift patterns, the need for visitors on a regular basis (including the

emergency services). The internal fitting out of the premises with fire alarms, lockable doors etc would also be factors suggesting that a material change of use may have taken place.

Where unauthorised development has taken place, as for any other enforcement case, an assessment of the expediency of taking enforcement action will need to be considered.

If a planning application is submitted then generally, if the premises in question provides for sufficient parking, outdoor space and the amenity effects on neighbouring dwellings are capable of being mitigated, it is the case that these developments would normally be appropriate uses, in planning terms, in residential areas. Similarly, if the surrounding area is not mainly characterised by single family dwellings, it may well be the case that such a use could continue with little quantifiable impact subject to there being no increased concerns in other areas such as to highway safety.

Conclusions

The issue of whether or not a material change of use has occurred will ultimately be a matter of fact and degree in each individual case. The key issues are however the numbers of residents involved, whether or not staff work shift patterns or have a permanent residence at the site and the materiality in planning terms of any change of use.

The starting point will be to consider:

1. The number of residents involved and how the operation is to be conducted, for example whether or not staff are employed and if shift patterns are in operation or whether staff are permanently resident. If the number of residents is not more than six and the staff live in full time then this is consistent with a C3 use.
2. By contrast, where the staff working shift patterns and are not full time residents this is consistent with C2 use. Ultimately it will remain a matter of planning judgement but this should be the start of a sequence of considerations to help establish whether or not a change in the character of a dwelling-house has occurred, for example, through increased coming and goings and disturbance.

There are probably many care-related uses that run smoothly with no complaint in residential areas, and generally, residential areas are the most suitable place for such uses. Others by contrast may well bring long-term harm and significant amenity concerns for adjoining residents. It must also be fully recognised that whilst planning processes can be used to regularise existing situations, it can only complement other statutory functions and if proposals are on their own merits acceptable, any planning controls through the use of conditions, will be limited. Equally, such assessments require careful balancing of the need to assess the amenity expectations of residents in their communities against the need to ensure that vulnerable children are also appropriately accommodated.

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Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Children and Families)

Date: 17th January 2013

Subject: Work Schedule

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

1 Purpose of this report

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

2 Main Issues

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

2.2 Also attached as appendix 2 and 3 respectively are the minutes of Executive Board for 12th December 2012 and the Council's current list of forthcoming key decisions of relevance for this Scrutiny Board .

3. Recommendations

3.1 Members are asked to:

- a) Consider the draft work schedule and make amendments as appropriate.
- b) Note the Executive Board minutes and list of forthcoming key decisions.

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 and Families) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	June	July	August
Inquiries		<u>Agree scope of review for **</u> 1) Private/Independent Care Homes 2) Private Fostering	<u>Evidence Gathering</u> Private/Independent Care Homes Private Fostering <u>Agree scope of review for **</u> 4) The best start – providing good foundations in early life for children to succeed
Annual work programme setting - Board initiated pieces of Scrutiny work (if applicable)	Consider potential areas of review		
Budget Update		Budget 2012/13	
Care Home Review		Deferred report from April plus update	
Scrutiny Inquiry – Directors Response		<ul style="list-style-type: none"> • Attendance, Child Poverty, Service Redesign • Young People engagement in Culture (SEC Board – for info only)* 	
Recommendation Tracking		External Placements Inquiry	
Performance Monitoring	Quarter 4 Performance Report		
Working Groups 1) Child Poverty 2) Youth Services 3) Social Services Care System 4) Education Challenge		Youth Services- 26 th of July @2pm – Ken Morton Lead	Call In – Young Carers Working Group – 5 th September 10am – Civic Hall

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* Prepared by S Newbould

Draft Scrutiny Board (Children and Families) Work Schedule for 2012/2013 Municipal Year

Schedule of meetings/visits during 2012/13			
Area of review	September	October	November
Inquiries	<u>Evidence Gathering</u> The best start – providing good foundations in early life for children to succeed <u>Agree scope of review for **</u> 3) Education Challenge – supporting children to achieve in Maths and English	<u>Evidence Gathering</u> The best start – providing good foundations in early life for children to succeed	<u>Evidence Gathering</u> The best start – providing good foundations in early life for children to succeed <u>Board Agree Reports*</u> <ul style="list-style-type: none"> • Private/Independent Care Homes
Exec Board Request for Scrutiny	Basic Need 2012: Carr Manor and Roundhay: All Through Schools Revised Costs		
Recommendation Tracking			
Performance Monitoring	Quarter 1 performance report	Leeds Safeguarding Children – Annual Report	
Working Groups 1) Child Poverty 2) Youth Services 3) Social Services Care System 4) Education Challenge		<ul style="list-style-type: none"> • Youth Services – 2nd October @2pm – Ken Morton Lead • Youth Services – 18th October @2.30pm – Ken Morton Lead 	

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* Prepared by S Newbould

Draft Scrutiny Board (Children and Families) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
Inquiries		<u>Directors Response</u> <ul style="list-style-type: none"> • Private/Independent Care Homes • Young Carers <u>Board Agree Report*</u> <ul style="list-style-type: none"> • Private Fostering 	
Budget	Initial Budget Proposals 2013/14, Budget Update and School Funding Reforms		
Academies	The Board to consider the implications of Academies for the Local Authority and Education in general.		
Recommendation Tracking	<ul style="list-style-type: none"> • Attendance Inquiry • External Placement Inquiry 	<ul style="list-style-type: none"> • Service Redesign Inquiry* • Pre 2012 outstanding recommendations* 	Child Poverty Update and Recommendation Tracking
Performance Monitoring	Quarter 2 performance report Children's Social Work Improvement Plan	Common Assessment Framework- To consider if improvement have been established with a view to increasing the number of CAF's undertaken. – Lead Steve Walker	Social Services Care System Ofsted?
Working Groups 1) Child Poverty 2 Social Services Care System 3) Education Challenge inquiry	Inquiry Education Challenge – supporting children to achieve in Maths and English	Inquiry - Education Challenge – supporting children to achieve in Maths and English. Foundation Years Inquiry – Wrap up	<u>Inquiry 3rd Session</u> Education Challenge – supporting children to achieve in Maths and English

Draft Scrutiny Board (Children and Families) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	March	April	May
Inquiries	<u>Report to be Agreed*</u> <ul style="list-style-type: none"> Increasing the number of young people who are in EET <u>Directors Response</u> Private Fostering	<u>Directors Response</u> <ul style="list-style-type: none"> The best start – providing good foundations in early life for children to succeed NEET Report <u>Reports to be Agreed*</u> Education Challenge – supporting children to achieve in Maths and English The best start – providing good foundations in early life for children to succeed	
Partnership Review - Children's Trust Board	To review the performance of the Children's Trust Board.		
Budget and Policy Framework		Children and Young Peoples Plan – to be agreed by Council July 2013	
Recommendation Tracking		<ul style="list-style-type: none"> Attendance Inquiry Service Redesign Inquiry External Placement Inquiry Pre 2012 outstanding recommendations 	
Performance Monitoring	Quarter 3 performance report		
Working Groups 1) Child Poverty 2) Youth Services 3) Social Services Care System 4) Education Challenge Inquiry		Child Poverty Update and Recommendation Tracking	

Need to schedule Ofsted report

Updated 5th December 2012

* Prepared by S Newbould



**LIST OF FORTHCOMING KEY DECISIONS
For Scrutiny Board Consideration (Children and
Families)**

From January 2013

What is the ‘List of Forthcoming Key Decisions’?

The ‘List of Forthcoming Key Decisions’ is a list of the key decisions the Authority intends to take from 10th September 2012 onwards. The document is updated as often as required. Details of each key decision will be available to the public at least 28 clear days before the decision is due to be taken.

What is a ‘Key Decision’?

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

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

Article 13 of the Council’s Constitution provides more details about which decisions will be treated as key decisions.

What does the ‘List of Forthcoming Key Decisions’ tell me?

This document gives information about:

- what key decisions are due to be taken by the authority
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- the documents that will be considered by the decision maker, where these can be accessed, and how other documents which may become available to the decision maker at a later date can be requested

Who takes key decisions?

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

Who can I contact?

The contact details of a lead officer are provided for each key decision listed in the Plan. In addition, the last page of this document gives a complete list of all Executive Board members. If you are unsure how to make contact, please ring Leeds City Council on 0113 222 4444 and staff there will be able to assist you.

How do I get copies of the documents being considered by the decision maker?

This document lists the documents (meaning any report or background papers, other than those only in draft form) which will be taken into consideration by the decision maker in relation to any key decision.

The agenda papers for Executive Board meetings¹, and the documents being considered by officers taking key decisions², are available five working days beforehand on the Council's website (using the links below) and from the following address:

Governance Services, 4th Floor West, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 39 52194 / Fax: 0113 3951599

Email: cxd.councilandexec@leeds.gov.uk

If you wish to obtain copies or extracts of any other listed documents you should contact the lead officer for the particular key decision named within this document. Other documents relevant to the key decision may be submitted to

¹ <http://democracy.leeds.gov.uk/ieListMeetings.aspx?CId=102&Year=2012>

² <http://democracy.leeds.gov.uk/mgDelegatedDecisions.aspx?bcr=1&DM=4>

the decision maker at any time before the decision is made. If you wish to receive details of those documents as they become available, please contact the lead officer for the particular key decision named within this document.

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

Where can I see a copy of the ‘List of Forthcoming Key Decisions’?

This document can be found on the Leeds City Council website.

About this publication

For enquiries regarding this document please e-mail: cxd.corporategovern@leeds.gov.uk or telephone: 0113 39 51712.

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

This publication can also be made available in Braille or audio cassette. Please call: 0113 22 4444.

If you do not speak English and need help in understanding this document, please phone: 0113 22 4444 and state the name of your language. We will then make arrangements for an interpreter to contact you. We can assist with any language and there is no charge for interpretation.

(Bengali):-

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

(Chinese):-

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

(Hindi):-

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

(Punjabi):-

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

(Urdu):-

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

LIST OF FORTHCOMING KEY DECISIONS

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>A strategic review of the Leeds " Youth Offer" To delegate a budget from April 2013 to Area Committees so that they can commission activities (places to go, things to do for young people) which engage young people. To restructure the Youth Service and end their 'generalist' role within the overall Youth Offer, to have a clearly defined delivery role, which better meets more targeted need, whilst enshrining the significance of professional youth work. To determine if resource available for youth work which meets more targeted need should be subject to competition</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>9/1/13</p>	<p>A consultant has conducted an elected member led review engaging with over 40 stakeholders sessions with elected members, young people, staff and voluntary and community faith partners. The principles and propositions from the review will be widely circulated with responses fed into the review.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Ken Morton, Head of Service - Young People & Skills ken.morton@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
National Citizen Scheme (NCS) proposed delivery by Leeds Youth Service Agreement to sub contract arrangement with NCS Network Partnership (National Youth Agency, Catch 22, Serco, UK Youth, V Inspired)	Director of Children's Services	11/1/13	Contract is currently with Legal Services for their advice on terms and conditions.	National Citizen Service contract	Jean Davey, Youth Offer Lead jean.davey@leeds.gov.uk
To proceed with asbestos related works in Leeds schools and seek authority to incur expenditure from the capital programme Approval to proceed with asbestos related works in Leeds schools and seek authority to incur expenditure from the capital programme of £466,315.	Director of Children's Services	14/1/13	Affected schools including governors.	Design & Cost Report	Charlotte Foley, Lead Officer for the Built Environment charlotte.foley@leeds.gov.uk, 0113 2243936
Supported Accommodation Contract The award of the contract for supported accommodation	Director of Children's Services	15/1/13	Procurement Unit, Legal Services.	Waiver Report	Iain Dunn, Strategic Category Manager iain.dunn@leeds.gov.uk Tel: 07891 271662

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Commissioning of Independent Support work for disabled children requiring specialist provision Approval to award a framework contract to deliver Independent Support Work for disabled children requiring specialist provision from 1st January 2014. This award will follow a competitive tender exercise to commence January 2013.</p>	<p>Director of Children's Services</p>	<p>25/1/13</p>	<p>Lead Member for Children's Services will be briefed on the decision and families and other stakeholders will be consulted on the service model.</p>	<p>Extension Report</p>	<p>Paul Bollom, Head of Commissioning and Market Management, Children's Services</p> <p>paul.bollom@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Behaviour, Emotional and Social Difficulties (BESD) - Permission to consult on BESD school expansions for 2013-14 academic year. To approve the following consultations to change the age range of the BESD Specialist Inclusive Learning Centre, to expand the capacity of the provision using existing sites at Elmete Wood, Stonegate Road, the Burley Park Centre, the Hunslet Gate Centre and the Tinshill Centre. To expand the North East SILC (Oakwood Lane).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Initial consultation completed, statutory consultation cannot begin until this key decision is made.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Alun Rees, Head of the Virtual College alun.rees@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Change of host school for Primary resourced provision for deaf and hearing impaired children To give permission to consult on the closure of the resourced provision for deaf and hearing impaired children at Cottingley Academy Primary School, and the opening of a new resourced provision for deaf and hearing impaired children at Talbot Primary School.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<ul style="list-style-type: none"> • Cottingley Academy and the governors and Headteacher at Talbot have been consulted and are in agreement with the proposals. • A full statutory consultation will need to take place. This will be outlined in the report. • Parents of deaf children and organisations such as National Deaf Children's Society will be involved in planning the future provision. 	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Tony Bowyer, Sensory Service Lead tony.bowyer@leeds.gov.uk Tel: 0113 3957498</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Little London Primary School - Project to deliver additional capacity on existing site</p> <p>Approval for remodelling of existing school to provide additional teaching spaces to accommodate additional pupil numbers. Approval is sought to incur expenditure of approximately £675,000 (costs to be confirmed prior to submission of DCR).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Consultation regarding detailed work has been and will continue to be undertaken with the school. Public and Ward Member consultation has taken place on re-provision of the space at facility in the new school building and the community centre. Consultation will take place as part of the formal planning application to site a temporary unit at the school during the period of the works.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager</p> <p>james.saunders@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Morley Newlands Primary School. Construction of new 3FE primary school to replace the existing 2FE primary school as part of the Basic Need Programme Approval sought to incur expenditure of approximately £9,450,000 including fees for the reconstruction of a 3FE primary school (costs to be confirmed prior to the submission of DCR).</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>Consultation regarding the detailed work has been and will continue to be undertaken with the school. Public and Ward Members consultation has taken place and will continue throughout the development. Consultation will take place as part of the formal planning application which has been submitted on 16th November 2012.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager james.saunders@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Permission to consult on further phase of schools expansions 2014 Permission to consult on proposals for permanent school places for 2014.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>All ward members to be consulted prior to Executive Board to ensure they support testing through consultation. If approved, a formal statutory 6 week consultation period would follow 11 February to 29 March 2013 with prescribed consultees and other stakeholders. This would include area committees and all ward members city wide.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Stuart Gosney, Capacity Planning and Sufficiency Lead stuart.gosney@leeds.gov.uk</p>
<p>White Rose Framework Contract The award of the contracts for the White Rose Residential Framework Contract.</p>	<p>Director of Children's Services</p>	<p>15/2/13</p>	<p>Procurement Unit, Legal Services.</p>	<p>Grant Agreement</p>	<p>Iain Dunn, Strategic Category Manager iain.dunn@leeds.gov.uk Tel: 07891271662</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Annual consultation on school admissions arrangements for September 2014 To approve the school admissions arrangements for 2014, in order to meet a statutory deadline of 15th April 2013.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>13/3/13</p>	<p>Consultation to take place between Friday 30th November and Friday 25th January 2013.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Lesley Savage, Senior Planning Manager lesley.savage@leeds.gov.uk, 0113 24 75577</p>
<p>New temporary contract for Family Intensive Support Providers. The new contract will be for 3 months with a possible further 3 month extension To create a new temporary contract with current providers to ensure a smooth transition in the re-commission of the Family Intensive Support Services.</p>	<p>Director of Children's Services</p>	<p>31/3/13</p>	<p>Contracts, Chief Officer, Finance</p>	<p>Waiver report and delgated decision forms</p>	<p>Lousie Atherton, Commissioning Programme Manager louise.atherton@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Beeston Primary School - Project to Deliver Additional Accommodation to Support Increase in School Capacity Approval for extension to existing school to provide additional teaching spaces and hall space. Approval is sought to incur expenditure of approximately £1,269,000 (costs to be confirmed prior to submission of DCR).</p>	<p>Executive Board Portfolio:Children's Services</p>	<p>24/4/13</p>	<p>Consultation regarding the detailed work has been and will continue to be taken with the school. Public and Ward Member consultation has taken place and will continue. Consultation will take place as part of the formal planning application which is expected to be submitted during December 2012</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>James Saunders, Built Environment Programme Manager james.saunders@leeds.gov.uk</p>

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer
<p>Permission to consult on further phase of schools expansions 2014 Permission to consult on proposals for permanent school places for 2014.</p>	<p>Executive Board Portfolio: Children's Services</p>	<p>15/2/13</p>	<p>All ward members to be consulted prior to Executive Board to ensure they support testing through consultation. If approved, a formal statutory 6 week consultation period would follow 11 February to 29 March 2013 with prescribed consultees and other stakeholders. This would include area committees and all ward members city wide.</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Stuart Gosney, Capacity Planning and Sufficiency Lead stuart.gosney@leeds.gov.uk</p>

MEMBERSHIP OF THE EXECUTIVE BOARD

Executive Board Portfolios

Leader of Council

Deputy Leader and Executive Member for Children's Services

Deputy Leader and Executive Member for Neighbourhoods, Planning and Support Services

Executive Member for Leisure and Skills

Executive Member for Development and the Economy

Executive Member for the Environment

Executive Member Adult Social Care

Executive Member for Health and Well Being

Executive Member

Councillor Keith Wakefield

Councillor Judith Blake

Councillor Peter Gruen

Councillor Adam Ogilvie

Councillor Richard Lewis

Councillor Mark Dobson

Councillor Lucinda Yeadon

Councillor Lisa Mulherin

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

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EXECUTIVE BOARD

WEDNESDAY, 12TH DECEMBER, 2012

PRESENT: Councillor K Wakefield in the Chair

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

122 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during the consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 3 to the report referred to in Minute No. 130 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information contained within the Appendix relates to the proposed share of procurement costs between Leeds City Region (LCR) partner local authorities. It is in the public interest not to disclose this information at this stage as sensitive negotiations are taking place with all LCR partner authorities and disclosing information that relates to the financial or business affairs of other local authorities, at a time when all authorities face budget pressures, could have a negative impact upon such negotiations.
- (b) Appendix 2 to the report referred to in Minute No. 132 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information within the Appendix contains details relating to the financial or business affairs of any particular person (including the authority holding that information), which if disclosed to the public would, or would be likely to prejudice the commercial interests of that person or of the Council.

123 Declaration of Disclosable Pecuniary and Other Interests

There were no interests declared at this stage of the meeting, however, an interest was declared later in the meeting (Minute No. 129 refers).

124 Minutes

RESOLVED – That the minutes of the previous meeting held on 7th November 2012 be approved as a correct record.

HEALTH AND WELLBEING

125 Health and Wellbeing of People Living in Hyde Park and the Need for Local Schools and Community to Access Decent Sports Facilities

The Director of Public Health submitted a report outlining the key issues impacting upon the health and wellbeing of the residents of the Hyde Park area in respect of the role of the Council as the lead organisation to improve health and reduce health inequalities locally. In addition, the report highlighted how the availability of the green space provided by Victoria Road playing fields was central when considering the needs of the community. The submitted report was in response to the issues raised by the deputation presented to Council on 12th September 2012 by the Hyde Park Olympic Legacy Committee.

RESOLVED – That following receipt of concerns which related to the submitted report, the consideration of this matter be deferred to a future Executive Board meeting, in order to enable further work to be undertaken to address such concerns.

RESOURCES AND CORPORATE FUNCTIONS

126 Strategic and Financial Plan 2013/14 to 2016/17 including Initial Budget Proposals 2013/14

The Director of Resources submitted a report presenting the Council's initial budget proposals for 2013/2014. Such proposals were within the context of developing a longer term financial plan for the Council, as the report also set out how resources would be aligned to the Council's "Best Council" ambitions for the 4 year period up to 2016/2017.

Members highlighted the difficult decisions which would need to be taken in order to achieve the proposed budget, and emphasised the constructive and collective approach which needed to continue in order to address those issues that the current financial situation posed.

Emphasis was placed upon the need for the consultation exercise which accompanied the budget setting process to be genuine, with the outcomes from it being reflected within the final proposals wherever possible. Following a Member's enquiry, the Board received clarification on the Council's expected levels of funding which would be received from Government for 2013/14.

In conclusion, the Chief Executive highlighted the value of the consultation exercise which would continue in respect of the budget proposals, and formally thanked all Council employees for their continued efforts during the current challenging climate.

RESOLVED – That the contents of the submitted report be agreed as the initial budget proposals, and that approval be given to the proposals being submitted to Scrutiny for consideration and also for the proposals to be used as a basis for wider consultation with stakeholders.

Draft minutes to be approved at the meeting to be held on Wednesday, 9th January, 2013

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

(The matters referred to within this minute were not eligible for Call In, as decisions regarding the Council's budget were ultimately reserved to Council)

127 Financial Health Monitoring 2012/2013 - Month 7 Report

The Director of Resources submitted a report presenting the Council's projected financial health position for 2012/2013 after seven months of the financial year.

RESOLVED – That the projected financial position of the authority after seven months of the financial year be noted.

128 2012/2013 Quarter 2 Performance Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report presenting a summary of the quarter one and two performance data for 2012/2013, and which provided an update upon the progress made in delivering the Council Business Plan 2011-15 and City Priority Plan 2011-15. In addition, the report highlighted the Council's key performance issues.

Responding to a Member's enquiry, the Board received an update on the current protocol regarding the Children's Services Ofsted inspection procedure.

RESOLVED –

(a) That the progress made in delivering the Council's priorities, as well as the ongoing performance issues identified within the submitted report be noted.

(b) That the current target for percentage of service users and carers with control over their own care budget be amended to 70%, in line with the revised national target.

(c) That the target for library usage be revised to 2,800,000, in line with national and core city trends.

129 Consultation Outcomes on Local Council Tax Support Scheme

Further to Minute No. 72, 5th September 2012, the Director of Resources submitted a report inviting the Board to make a recommendation to Council regarding the formal adoption of a Local Council Tax Support Scheme by 31st January 2013. The report provided a range of scheme options which reflected both the feedback received from the consultation undertaken and also the budget position facing the Council.

RESOLVED –

- (a) That the information contained within the submitted report be noted, and that Council be recommended to adopt a local Council Tax Support scheme that:
- Protects vulnerable groups, as set out within paragraphs 3.6 a) and b) of the submitted report;
 - Continues the current local scheme of disregarding in full Armed Forces Compensation Payments;
 - Provides additional funding to cover the cost of protecting these vulnerable groups; and
 - Reduces support for the remaining working age customers by a set percentage (currently estimated between 17% and 19%) for the remaining working age customers with the intention of containing overall scheme spend so that it does not exceed Government funding plus the additional funding for protected groups.
- (b) That the report to Full Council be updated with a final figure for the percentage reduction for non-protected working age customers that reflects the Government Funding decision following the Autumn Statement and Local Government Settlement announcement in December 2012.
- (c) That the report to Full Council be updated with the outcome of the consultation on the Second Adult Rebate scheme.

(Councillor A Carter declared an Other Significant Interest in respect of this matter, due to the fact that his step daughter was in receipt of Council Tax Benefit)

ENVIRONMENT

130 Green Deal - Leeds City Region Project

The Director of Environment and Neighbourhoods submitted a report providing an update on the Leeds City Region (LCR) Business Case for the long term delivery of the Green Deal, for which Leeds City Council had acted as the anchor authority. In addition, the report recommended the authorisation of expenditure to procure a framework of Green Leeds providers and also to create a local Green Deal loan fund.

Responding to a Member's suggestion on the potential for the scheme's set up costs to be factored into the financial model, which could enable the initiative to become cost neutral to the Council, officers advised that although a final decision on this matter was yet to be taken, it was confirmed that factoring in such costs may make the scheme less competitive.

Members highlighted the proposed 7.5% interest rate on the associated loan to householders, and requested that further work was undertaken around this matter, in order to ascertain whether there were any alternative options available, with such information being submitted to the Board in due course.

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

RESOLVED –

- (a) That the LCR Business Case, be endorsed.
- (b) That the use of the LCR Investment Fund be promoted in order to provide the initial circa £1,750,000 of revenue expenditure required to procure a Green Deal partner and subsequently to provide up to circa £59,000,000 of capital investment for loans.
- (c) That if the LCR Investment Fund is not available for either the revenue or capital requirements, then assurance be provided that Leeds City Council will contribute a share of the investment needed, subject to other participating authorities also committing a share of the investment. With this matter being clarified in the further Executive Board reports, in line with resolution (g) below.
- (d) That approval be given for Leeds to continue to be the anchor authority for the forthcoming procurement.
- (e) That approval be given to Leeds committing a minimum of 6,000 homes to the procurement exercise, subject to other LCR authorities committing a further 6,000 properties.
- (f) That other LCR authorities be encouraged to sign a Memorandum of Understanding, committing them to this collective approach.
- (g) That a further report be submitted to the Board in late spring 2013, which will update Executive Board on learning from the Green Deal Demonstrator, detail the progress made on the LCR Investment Fund, provide information on the progress made with the sign up of LCR authorities to a joint procurement and the establishment of a detailed and fully costed procurement timetable, whilst also considering any potential alternatives in respect of the proposed 7.5% interest rate on the associated loan to householders.

131 Bulk Fuel Purchasing

The Director of Environment and Neighbourhoods submitted a report setting out the response to recommendation 20 of the recent Inquiry undertaken by Scrutiny Board (Safer and Stronger Communities) into Fuel Poverty. The recommendation suggested that the Director of Environment and Neighbourhoods should take a lead on undertaking a cost-benefit and risk analysis for the Council to bulk purchase domestic heat fuel for householders. In addition, the report provided an update on the proposed bulk fuel purchasing grant submission that had been submitted to the Department of Energy and Climate Change (DECC), in partnership with CO2 Sense.

The Executive Member for Environment thanked the Scrutiny Board (Safer and Stronger Communities) for all of the work which it had undertaken on this issue.

RESOLVED – That the funding application which has been submitted to DECC to deliver a bulk fuel purchasing scheme for Leeds be supported.

132 Design & Cost Report for the Improvement and Development of Visitor Services at The Arnold and Marjorie Ziff Tropical World in Roundhay Park

The Director of Environment and Neighbourhoods submitted a report setting out the progress made in respect of the development of plans to enhance and improve the Arnold and Marjorie Ziff Tropical World in Roundhay Park. In addition, the report detailed proposals to phase the works, set out a programme for implementation of the proposals and sought approval for the injection of further money into the Capital Programme, which would be funded via prudential borrowing.

The Board thanked the Ziff family for their continued and valued contribution towards the artistic and cultural development of the city.

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

RESOLVED –

- (a) That approval be given to the following improvements at Tropical World:
- Development of a new entrance space and bespoke education / children's zone.
 - Provision of the new crocodile enclosure.
 - Construction of café extension.
 - Development of the new aquarium.
 - Enhancement of the nocturnal zone.
 - New interpretation and educational information.
 - New toilet and baby changing facilities.
- (b) That the positive feedback received from the consultation process be noted, along with the endorsement it provides for the proposals included within the submitted report.
- (c) That the increase in the provisional cost estimate for this scheme be noted, and that approval be given to the injection of a further £120,000 into capital scheme 16504 000 000.
- (d) That the proposals to split the capital project into two distinct phases, in order to facilitate the commencement of capital improvements in the 2012/13 financial year be supported, and that the necessary authority required to spend £60,000 against capital scheme 16504 000 000 in the 2012/13 financial year, be approved.

- (e) That a subsequent Design and Cost Report be submitted to Executive Board upon the completion of the detailed design work associated with phase 2 of this scheme for further comment and approval.

133 Queen Elizabeth II Fields Scheme

The Director of Environment and Neighbourhoods submitted a report providing information on the Queen Elizabeth II Fields Scheme, the principal objectives of it and the associated nomination process. In addition, the report detailed the opportunities within the Parks and Countryside service to develop volunteering, highlighted the positive impacts of such volunteering and detailed the growth in corporate volunteering facilitated by the service. The report also sought approval to submit nominations for a selection of sites vested within Leeds City Council for inclusion within the Queen Elizabeth II Fields Scheme.

A request was made that consideration be given to the utilisation of the LDF Core Strategy as a means of ensuring that all playing fields held by the Council were designated as having a similar protected status. In addition, responding to a Member's enquiry regarding the proposed boundaries for the West Park playing fields application, officers undertook to look into the matter as to whether the boundaries could be extended to incorporate the greenspace immediately next to the centre.

RESOLVED - That the content of the submitted report be noted, and that the nomination of the selected sites for inclusion within the Queen Elizabeth II Fields Trust Scheme be approved, subject to the outcomes of the further consideration to be given to the West Park application, as discussed during the meeting.

(The matters referred to within this minute were not eligible for Call In, as the deadline for nominations to the Queen Elizabeth II Fields Trust scheme was the 31st December 2012. Therefore, the decision relating to this matter was considered to be urgent, as any delay would seriously prejudice the Council's ability to successfully nominate the sites)

134 Ash Dieback (Chalara Fraxinea)

The Director of Environment and Neighbourhoods submitted a report outlining the background to Ash Dieback (Chalara Fraxinea) and highlighted the potential impact of the spread of the disease in Leeds.

Responding to a Member's specific enquiries, the Board received an update on the current situation of the trees at Water Haigh Park and also in respect of the potential to sell the wood from infected trees as firewood.

RESOLVED – That the contents of the submitted report be noted.

DEVELOPMENT AND THE ECONOMY

135 Response to Deputation from Burley Park Residents to Preserve Yorkshire Paving Stones

The Director of City Development submitted a report responding to the deputation presented to Council on 12th September 2012 from Burley Park Residents regarding the preservation of Yorkstone paving in highways. In addition, the report considered similar concerns to those of the Burley Park Residents' Group which had been received in relation to other areas of the city.

Prior to the meeting, Board Members had received copies of correspondence which had been submitted by local residents in respect of this issue for their consideration.

Responding to the issues raised by the deputation and the contents of the submitted report, Members emphasised the value of such matters being resolved at a local level, whilst also highlighting the importance of effective consultation together with Ward Member engagement.

RESOLVED -

- (a) That the contents of the submitted report be noted.
- (b) That the concerns of residents be acknowledged.
- (c) That additional resident engagement be undertaken on the remaining 2012/13 planned maintenance schemes which contain stone products and that the progress of those schemes be delayed until such engagement has concluded.
- (d) That greater Elected Member and resident engagement be undertaken in a timely fashion at the planning stage and prior to the commencement of works on streets outside of conservation areas which contain stone products. This will be before any planned maintenance is undertaken.
- (e) That an appropriate accounting mechanism be established for the reclamation and re-use of natural stone highway materials which are removed and/or replaced within the highway.

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

136 Tenancy Strategy for Leeds 2013 - 2015

Further to Minute No. 13, 20th June 2012, the Director of Environment and Neighbourhoods submitted a report providing an update on the consultation undertaken on the draft Tenancy Strategy and how responses to the consultation had been taken into account in developing a final version of the Tenancy Strategy, which was presented for the purposes of formal approval.

In introducing the report, the Executive Member for Neighbourhoods, Planning and Support Services advised that it was intended for a report to be submitted

Draft minutes to be approved at the meeting
to be held on Wednesday, 9th January, 2013

to a future Board meeting regarding the Council's use of the private rented sector.

The Director of Environment and Neighbourhoods highlighted a minor amendment proposed to be made to the Strategy document, namely that, in paragraph 8, the minimum length of a private rented tenancy should read 24 months, rather than 12.

RESOLVED –

- (a) That the outcome of the consultation exercise undertaken on the draft Tenancy Strategy be noted.
- (b) That the Tenancy Strategy, as appended to the submitted report, be approved subject to the inclusion of the minor amendment to paragraph 8, as detailed above.

137 Lettings Policy Review 2012/2013 - Approval to Commence Consultation

Further to Minute No. 13, 20th June 2012, the Director of Environment and Neighbourhoods submitted a report setting out proposed changes to the Council's Lettings Policy, as required by the Localism Act 2011 and outlining proposals which would enable the Council to assist social housing tenants affected by forthcoming Welfare Reform changes. In addition, the report provided an update on the interim measures being taken within the scope of the current Lettings Policy to support tenants affected by Welfare Reform and to mitigate, as far as possible, the impact upon tenants and the Council. The report also detailed the timescales for the implementation of a new Policy and sought approval for the proposed consultation process.

In discussing the report, the Board considered the current 25% 'Date of Registration' quota, a Member placed specific emphasis upon the need for housing stock to be managed in a localised manner and a suggestion was made that further work was undertaken in respect of the housing waiting list, in order to identify those with a genuine need.

In conclusion, it was noted that the comments made during the consideration of the report would be fed into the associated consultation process and the Board thanked the Housing Support Team for their ongoing work in this field.

RESOLVED –

- (a) That the contents of the submitted report, together with the actions being taken to support tenants affected by the changes to housing benefit, be noted.
- (b) That an Equality Impact Assessment be undertaken on the potential impact of the proposed letting policy changes.
- (c) That the proposals contained within the submitted report be consulted upon, with a view to a revised Lettings Policy being prepared by March 2013. (Following the resolution of Council in November 2012, a cross party

working group will be established to oversee and inform the consultation process).

- (d) That the Director of Environment and Neighbourhoods prepare a report for the March 2013 Executive Board setting out the results of the consultation exercise, detailing an equality impact assessment and seeking approval for the implementation of the revised Lettings Policy.

138 Police Reform and Social Responsibility Act 2011 - Election Results and Update

The Director of Environment and Neighbourhoods submitted a report providing information on the results from the recent West Yorkshire Police and Crime Commissioner elections, which included details of the winning candidate's key pledges. In addition, the report highlighted the ongoing work which was being undertaken to prepare the city for potential changes to local partnership, scrutiny and commissioning arrangements.

Members discussed the scrutiny function which would operate as part of the new arrangements.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That further updates be provided to the Board, as and when appropriate, on the implications to Leeds arising from the appointment of Mr. Mark Burns-Williamson as the West Yorkshire Police and Crime Commissioner.

139 Review of Area Working Findings and Recommendations

The Assistant Chief Executive (Customer Access and Performance) submitted a report setting out the key issues arising from the review of area working arrangements which had been undertaken, having regard to the agreed aspirations set out in the locality working design principles and the emerging 'Best City' and 'Best Council' ambitions. In conclusion, the report sought approval to a number of recommendations which would further develop and embed locality working in Leeds.

Members highlighted the potential role for Town and Parish Councils with respect to localised decision making, considered issues regarding the optimum number of Wards which an Area Committee should cover and emphasised the importance for those services which were delegated to be genuinely delivered locally. In addition, the Board highlighted the importance of ensuring that the correct balance was struck between the formalities around the Committees' decision making processes, whilst also ensuring that the Committees were flexible enough to prioritise and respond to local issues in a timely manner.

RESOLVED –

- (a) That the commitment and ambition to drive forward a step change in locality working with the role of Area Committees being key to ensuring

more locally responsive and accountable services, be endorsed and supported.

- (b) That the development of more locally responsive and accountable services generally be endorsed and supported and that priority action in the following areas be agreed, with further reports being prepared on how these services can be more locally focused or delegated:
- Youth services
 - Neighbourhood planning
 - Employment and skills
 - Local parks and green space
 - Local highways maintenance
- (c) That the principle of Area Committee Members taking an "Area Lead" approach on a specific area of Council policy or business, to provide Area Committee based leadership on key issues, be supported.
- (d) That the Board further supports the Area Lead working closely with the relevant Executive portfolio holder and the relevant Director on issues to better align city wide and local policy making, share best practice and help embed the locality working design principles.
- (e) That a detailed proposal for the introduction of the Area Lead role be prepared for agreement and implementation in the new municipal year.
- (f) That partnership structures be mapped in each of the three administrative areas with roles, responsibilities and links documented, discussed and agreed with Area Committees and area leadership teams. With each Area Committee agreeing who represents them on each partnership body.
- (g) That the proposal for Area Committees to forge links and develop good working relationships with the new Clinical Commissioning Groups (CCGs) to exploit opportunities for collaboration within the health and wellbeing agenda, be supported.
- (h) That Member Management Committee be requested to review the mechanism for appointing Elected Members to Children's Services clusters.
- (i) That the outcome of the review of locality-based funding arrangements be noted, and that the Board commits to the continued allocation of the well-being grant as per existing arrangements (a ratio of 50:50 in terms of population and deprivation), with further thought being given to how new funding regimes can be locally provided/influenced as they come on-stream.
- (j) That the proposal to look at delegating more funding to local decision making in support of the developing council's budget strategy 2013-2017, be supported.

- (k) That the review's conclusion, that no changes are necessary to the Area Committee boundaries at this time, be noted.
- (l) That the concerns expressed regarding the Inner West Area Committee and it consisting of only two Wards be noted, and in order to help respond to the capacity issue, the Board requests that consideration be given to utilising the current option of co-optees to enhance the membership of the Area Committee.
- (m) That the issue of how Area Committees operate relative to officers attending; for what purpose and their general administration, be looked at further (e.g. agreeing agendas, papers and other similar issues) with new arrangements being developed and proposed in time for the new municipal year.
- (n) That a further report be prepared on options for improving locality based consultation and engagement activities.

CHILDREN'S SERVICES

140 School Funding 2013/2014

The Director of Children's Services submitted a report advising of the new arrangements for Schools Funding which were scheduled to come into effect from April 2013 and which sought approval for the introduction of a new simplified formula to fund Leeds schools, including Academies. In addition, the report outlined the decisions of the Schools Forum in respect of the de-delegation of services to schools and the provision of a growth fund intended to support those schools which had expanded due to increased admission limits. Finally, the report advised of the Schools Forum decision to support the continued funding of School based Children's Services Clusters at £5,200,000 per year over the next three years.

Responding to a Member's specific enquiry regarding changes to the funding arrangements for split site schools, officers undertook to provide the Member in question with further information on this issue outside of the meeting.

Having discussed matters relating to Children's Services clusters, Members highlighted the vital role played by Elected Member representation on each cluster.

RESOLVED -

- (a) That the decisions of the Schools Forum regarding the de-delegation of newly delegated services, and the wish to establish a growth fund, be noted.
- (b) That the decision of the Schools Forum to support the continued funding for Children's Services Clusters from the Dedicated Schools Grant at £5,200,000 per year over the next three years, be noted.

- (c) That the simplified funding formula, as approved by the Schools Forum on 25th October 2012, be approved.

141 Basic Need Programme 2014 - Outcome of consultation on proposals for expansion of primary provision in 2014

Further to Minute No. 42, 18th July 2012, the Director of Children's Services submitted a report providing details of the outcome of the public consultation exercise undertaken on proposals regarding the expansion of primary school provision across the city and which made a series of recommendations regarding the next steps for each of the proposals.

In presenting the report, the Executive Member for Children's Services confirmed that any proposals regarding Tranmere Park Primary School had been put on hold, in order to enable further work to be carried out on this matter, prior to it being submitted to Executive Board for formal consideration.

Members highlighted the scale of the challenge which faced the Council in respect to its statutory requirements around school place provision. In response, it was confirmed that this report was one of a number aimed at tackling the issue which would be submitted to the Board in due course, whilst Members were also reassured that an all party working group had been tasked with considering matters in respect of basic need requirements, and that this together with the multi-directorate approach now being taken, looked to ensure that all wider implications arising from this issue were being addressed.

In conclusion, Members highlighted the need to ensure that developers made appropriate contributions towards the provision of schools and the need for Elected Members to be fully briefed on such matters.

RESOLVED –

- (a) That the publication of a statutory notice for the expansion of Little London Primary School from 210 to 630 pupils be approved.
- (b) That the publication of a statutory notice for the expansion of Rufford Park Primary School from 210 to 315 pupils be approved.
- (c) That the publication of a statutory notice for the expansion of Sharp Lane Primary School from 420 to 630 pupils be approved.
- (d) That further work be undertaken in relation to the proposal to expand Tranmere Park Primary School, prior to further consideration by Executive Board.

LEISURE AND SKILLS

142 Delivering the City Deal on Skills

Further to Minute No. 43, 18th July 2012, the Director of City Development and the Director of Children's Services submitted a joint report providing an update upon the activity being undertaken by the Council to deliver the Skills

element of the City Deal. Specifically, the report provided details of the work undertaken to deliver three key elements, namely, the Leeds Apprenticeship Training Agency, the Apprenticeship Hub and the Devolved Youth Contract.

Responding to enquiries regarding a challenge which Members had been set aimed at encouraging Small and Mediums Enterprises (SME's) in their Ward to engage with apprenticeships, the Board was provided with an update on the actions being taken to raise SMEs' awareness of the initiatives in place to make apprenticeships more accessible. Emphasis was also placed upon the ways in which Elected Members could raise the profile of apprenticeships via their other roles, such school governorships.

With regard to the statistics within the submitted report around the number of young people across the city in receipt of unemployment benefits and those categorised as Not in Education, Employment or Training (NEET), officers undertook to ensure that Board Members were provided with the latest figures at the earliest opportunity.

RESOLVED –

- (a) That the progress on implementing the current activity under the Skills element of the City Deal, be noted.
- (b) That the programme of activity developed through the Apprenticeship Training Agency and the Apprenticeship Hub to increase the number of apprenticeship opportunities, be supported.
- (c) That the programme of activity developed to support young people re-engage with education, employment and training through the devolved Youth Contract, be supported.
- (d) That in principle support be given to seeking further freedoms and flexibilities and resources to facilitate the development of local skills programmes to aid the implementation of the Leeds Growth Strategy in the context of the emerging Leeds City Region Skills Plan.

ADULT SOCIAL CARE

143 Design and Cost Report for the Replacement of Rothwell Fulfilling Lives Building

Further to Minute No. 65, 7th September 2012, the Director of Adult Social Services submitted a report seeking authority to commit expenditure to fund the rebuilding of the Rothwell Fulfilling Lives Centre (West building) on Holmsley Lane, Woodlesford.

The Board welcomed the proposals detailed within the submitted report, whilst the Executive Member for Adult Social Care thanked all officers who had been involved in the development of this project.

RESOLVED –

- (a) That the progress being made city wide on the modernisation of day services for adults with learning disabilities and the positive feedback being received from customers and their carers, be noted.
- (b) That the plan to replace the existing Rothwell Fulfilling Lives (West) with a new build facility on the same site, rather than refurbishing the existing building as had been originally planned, be noted.
- (c) That the authority to spend a total of £2,025,000 for this development, be approved.

144 Better Lives Explained - Leeds Local Account of Adult Social Care 2012/13

Further to Minute No. 195, 10th February 2012, the Director of Adult Social Services submitted a report which introduced the Leeds Local Account of Adult Social Care Services for its citizens. In addition, the report highlighted the requirement for Local Authorities to produce a Local Account and provided an explanation of the new responsibilities placed upon Councils, and the Local Account's contribution towards enhancing local accountability to the public and as a tool to support sector led service improvement. Finally, the report offered a highlighted summary of the main areas of achievement for Adult Social Care and indicated some areas of service identified within the Leeds Local Account as requiring further development to sustain or improve performance.

The Board welcomed the content of Leeds' Local Account for 2012/2013, whilst the Executive Member for Adult Social Care thanked all officers who had made a contribution towards it.

RESOLVED –

- (a) That the contents of the Local Account for Leeds, entitled "Better Lives Explained", as appended to the submitted report, be noted.
- (b) That the Local Account for Leeds be referred to the Scrutiny Board (Health and Wellbeing and Adult Social Care) for the Board's oversight of performance.

DATE OF PUBLICATION: 14TH DECEMBER 2012

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 21ST DECEMBER 2012 (5.00P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 2nd January 2013)

Draft minutes to be approved at the meeting to be held on Wednesday, 9th January, 2013

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