

## **CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE**

**MONDAY 15 NOVEMBER 2010  
7.00 PM**

**Bourges/Viersen Room - Town Hall**

### **AGENDA**

**Page No**

- 1. Apologies for absence**
- 2. Declarations of Interest and Whipping Declarations**

*At this point Members must declare whether they have an interest, whether personal or prejudicial, in any of the items on the agenda. Members must also declare if they are subject to their party group whip in relation to any items under consideration.*
- 3. Minutes of the Meeting held on 20 September 2010** **1 - 8**
- 4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions**

*The decision notice for each decision will bear the date on which it is published and will specify that the decision may then be implemented on the expiry of 3 working days after the publication of the decision (not including the date of publication), unless a request for call-in of the decision is received from any two Members of a Scrutiny Committee or Scrutiny Commission. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee or Commission.*
- 5. Children's Trust - Make a Positive Contribution Partnership** **9 - 12**
- 6. Translation and Interpretation Policy** **13 - 22**
- 7. Peterborough Carers' Strategy & Action Plan Update** **23 - 28**
- 8. Progress Report on Children's Service Development Plan** **29 - 38**
- 9. Scrutiny Big Debate - Response to Issues Report** **39 - 48**
- 10. Forward Plan of Key Decisions** **49 - 62**
- 11. Work Programme** **63 - 68**

## 12. Date of Next Meeting

Monday 24 January 2011



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Paulina Ford on 01733 452508 as soon as possible.

### **Emergency Evacuation Procedure – Outside Normal Office Hours**

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#### Committee Members:

Councillors: P Thacker (Chairman), J Wilkinson (Vice-Chairman), S Day, Y Lowndes, B Saltmarsh and M Jamil

Substitutes: Councillors: C Burton, J R Fox and N Khan

Education Co-optees: Jane Austen (Roman Catholic Church Representative), Mr Frank Smith (Church of England Representative), Alastair Kingsley (Parent Governor Representative), The Revd Canon Tim Elbourne, (Director of Education & Training), Diocese of Ely

Further information about this meeting can be obtained from Paulina Ford on telephone 01733 452508 or by email – [paulina.ford@peterborough.gov.uk](mailto:paulina.ford@peterborough.gov.uk)

**MINUTES OF A MEETING OF THE CREATING OPPORTUNITIES AND TACKLING  
INEQUALITIES SCRUTINY COMMITTEE HELD AT THE BOURGES/VIERSEN ROOM -  
TOWN HALL ON 20 SEPTEMBER 2010**

**Present:** Councillors J Wilkinson (Vice-Chairman), S Day, Y Lowndes,  
B Saltmarsh and M Jamil

**Also Present:** Four Anti-Bullying Ambassadors from Dogsthorpe Junior School  
Felicity Schofield, Peterborough Safeguarding Children Board  
Judy Jones, Peterborough Safeguarding Children Board  
Tim Bishop, Assistant Director of Social Care, NHS Peterborough

**Officers Present:** John Richards, Executive Director - Children's Services  
Mel Collins, Assistant Director of Learning and Skills  
Gaynor Mansell, PSHE Manager  
Andrew Brunt, Assistant Director of Safeguarding, Families and  
Communities  
Marie Southgate, Lawyer  
Louise Tyers, Scrutiny Manager

**1. Apologies for absence**

An apology for absence was received from Councillor Thacker.

**2. Declarations of Interest and Whipping Declarations**

Councillor Saltmarsh declared a personal interest in Item 5 – Children's Trust – Enjoy and Achieve Partnership – as she was a governor at Dogsthorpe Junior School.

**3. Minutes of meeting held on 3 August 2010**

The minutes of the meeting held on 3 August 2010 were approved as a correct record.

**4. Call In of any Cabinet, Cabinet Member or Key Officer Decisions**

There were no requests for call-in to consider.

**5. Children's Trust - Enjoy and Achieve Partnership**

We welcomed four pupils from Dogsthorpe Junior School to the meeting who talked about their roles as Anti-Bullying Ambassadors and the work being done at the school to prevent and deal with bullying.

The Assistant Director of Learning and Skills presented the report which detailed the work undertaken by the Enjoy and Achieve Partnership (EAP), which was one of the Every Child Matters Outcome Groups which underpinned the Children's Trust.

One of the key priorities of the EAP was to improve outcomes for the three cross-cutting themes of bullying, community cohesion and Minority Ethnic New Arrivals. The EAP had the lead for equality and diversity, including community cohesion, play and anti-bullying and strong policies and partnerships were being developed for all of those areas. The BRAVE Strategy was impacting on bullying outcomes as evidenced through the results of the Health-

Related Behaviour and the Tellus Surveys. The EAP were currently looking at how bullying data could be collected from schools on a regular and consistent basis.

A recent report in the Evening Telegraph had highlighted the increasing number of bullying incidents in Peterborough schools but this needed to be looked at in context. Officers were looking at how bullying was defined by both children and staff and they were also working with schools to ensure that any incidents were dealt with straight away. The important impact of BRAVE was that children would have the confidence to tell a responsible adult if they suspected bullying and that any incident of bullying was dealt with quickly and effectively. The BRAVE Strategy was led by a multi-agency group and a competition had been won by Watergall School to design a strategy leaflet. A big challenge was the growth of cyberspace bullying and the Council had received additional funding to focus on this area.

Dogsthorpe Junior School was the first school in Peterborough to have Anti-Bullying Ambassadors and four pupils from the school spoke to the Committee about their role and answered questions.

Observations and questions were raised around the following areas:

- What did the Anti-Bullying Ambassadors feel was the most important part of their role? *To try and stop bullying and to make sure it does not happen.*
- Did the School's Playground Pals see an Ambassador if they thought someone was being bullied? *Some of the Ambassadors were also Playground Pals.*
- How would the Anti-Bullying Ambassadors Scheme be rolled out to other schools? *We would be looking at how Dogsthorpe's action plan was delivered and then support other schools to roll it out.*
- The figures of bullying may appear high because children were now more confident in reporting incidents of bullying.
- It had been said that bullying was something that had happened more than once, however research in the 1970s had said that even a fear of bullying could be perceived as bullying. *The definition used was the Anti-Bullying Alliance's definition but if a child perceived that they were being bullied then it would be taken seriously. There was excellent practice in schools and Anti-Bullying Week would be held in November 2010.*
- Were officers confident that reporting was accurate? *The Tellus Survey was no longer in place so we were looking at ways to gather data locally. This meant that we could ask the questions pertinent to this city. We were optimistic that we could get quality data. Bullying could be measured in two ways – incidents of bullying and how safe children felt.*

We thanked the pupils of Dogsthorpe Junior School for talking to us.

#### **ACTION AGREED**

- (i) To note the work being undertaken around bullying especially the Anti-Bullying Ambassadors Scheme at Dogsthorpe Junior School.
- (ii) To receive any bullying data once survey and questionnaires were rolled out and baseline data set.

#### **6. Presentation of 2010 Examination Results, EYFS to Key Stage 4**

The Assistant Director of Learning and Skills gave a presentation on the 2010 examination results.

Children's Services were celebrating some very good exam results this year. The Early Years Foundation Stage Profile results for achievement had improved again and we had already met our 2011 LAA target, although we were not narrowing the gap significantly and

this would be a focus for 2010-11. Our 2009 KS 1 results had been the best ever and we had been top in the country for improvement between 2008 and 2009. Although we did not maintain this dramatic improvement in 2010, results were relatively secure and we were now seeing noticeable improvements in the higher levels. KS2 data was still very unreliable and very un-validated and we did not know nationally what would happen to results for schools that had boycotted the tests; early results were a slight decline on last year. KS3 data was now based on teacher assessment but still remained a key indicator of progress between KS2 – 4; 2010 KS3 assessment data showed a decline from last year. The KS4 GCSE results were the best ever for the second year running. We were still below our ambitious LAA target but determined to achieve that target by 2010-11. Results at A level also improved slightly on last year and would be reported on in May 2011, although we were reviewing A Level provision across our school sixth forms this year.

### Early Years Foundation Stage

These results were teacher-led, based on the observation of children in a number of areas within Reception classes (children are 5 years old).

In 2010 there was a +3% improvement (compared to +5% in 2009) and we had narrowed the gap (but only by 0.1%) but were still a long way away from our challenging LAA target of -6%. We had improved in all areas making up the National Indicators (NIs).

### Key Stage 1

These were classroom assessments in reading, writing, mathematics and science, taken by children in Year 2, aged 7. The expected level of attainment for KS1 was Level 2 (L2).

The 2010 results showed a mixed picture but we had largely sustained the 2009 outcomes and had maintained significant increases over a 3 year period:

- L2 – declined in all 3 areas by 1-2%, the best area was maths, -2% from national
- L2b – improved by +2% (girls had significant improvement (+4 and +5%), although boys' declined, especially in maths
- L3 – sustained last years results

### Key Stage 2

These were externally set tests in English, mathematics and science, taken by children in Year 6, aged 11. These tests were externally marked and results were nationally validated although 26% of all schools nationally boycotted these tests this year. The expected level of attainment was Level 4 (L4) and for pupils to have made 2 levels' progress between KS1 and KS2 tests.

For 2010 current figures showed small declines of -1% at L4 and -2% at L5 in maths.

### Key Stage 4

Pupils sat a variety of examinations including the core subjects of English, maths and science. 5+A\*-C (plus all of the additional vocational equivalent qualifications) was now referred to as Level 2 (L2), the key data reported on nationally was 5+A\*-C including English and maths as well as 5+A\*-C (all subjects). Pupils normally sat GCSE or equivalent exams in Year 11 aged 16.

In 2010, 5+ A\*-C with English and Maths improved by +5.4% to 46.2%.

5A\*- C English and Maths

- No school had a decrease in results
- 7 schools had increases of +2% or more
- 4 schools had increases of +7% or more

#### 5A\*- C

- No school had a decrease in results
- Every school had increases of + 2% or more
- 7 schools had increases of + 7% or more

Observations and questions were raised around the following areas:

- How and when would all the results be validated? *The validation period was between November and January. There could be marking errors and appeals on the results and if new arrival children had been in the city for less than two years they could be taken out of the exam cohort through the FORVUS process. However it should be noted that less children were being taken out of the cohort each year.*
- Why was there a difference between the achievement of boys and girls at KS1? *The Team were looking at that issue in depth and would be happy to share the outcomes of that work when they were available. Last year the biggest improvement had been with boys and that improvement had followed two years of targeted programmes aimed at boys. Some programmes had been introduced this year aimed at girls but we needed to ensure that support was equally weighted between both groups. It was important to have a universal offer for all KS1 pupils and to then look at results and develop targeted programmes.*
- In KS2 why was there a difference between the teacher assessments and results? *There were a number of possible reasons, for example the environment for the teacher assessments was set by the teacher and was often more comfortable and familiar. There had also been issues with the setting and marking of KS2 tests over the years, particularly in English. It seemed likely that the KS2 tests would stay but the government was working to make them more robust and meaningful.*
- What was the racial breakdown of the exam results? *That information would be available after the validation process and could then be reported to members.*
- Councillor Jamil advised that a constituent had told him that there was no where available in Peterborough for pupils to resit their GCSEs and that they had to go to Stamford. Why was there no provision available in Peterborough? *Peterborough was a relatively small city and it may be not possible to give a full offer to pupils in all cases. The Assistant Director would follow up this particular case with Councillor Jamil outside of the meeting.*
- It was noted that there was a big difference in the improvement of GCSE results between schools. It is important that the lower improving schools were not lost in the process. *Officers had a meeting with all of the Headteachers and a hard conversation had been had on how they would demonstrate improvement in results. The Headteachers all had a responsibility to get it right for young people and they wanted to work with the Authority who constantly supported them.*

#### **ACTION AGREED**

- (i) To note the invalidated examination data for 2010.
- (ii) To receive a report on the validated examination data in March 2011.

#### **7. Draft Personal Relationships Policy**

The Assistant Director for Social Care presented the report which provided an updated version of the Personal Relationships Policy. The revised Policy had taken into account the comments made previously by the Scrutiny Committee in addition to comments made by other parties involved in the consultation process.

The final draft would be presented to NHS Peterborough's Board in November 2010 for approval and procedural guidance, training and support would then be developed to support the launch and implementation of the Policy.

Observations and questions were raised around the following areas:

- Had the visual version of the Policy been amended as the Committee had had previous concerns over its interpretation? *No changes had been made but it was only an example of what the document would look like. Different versions of the document would be developed to meet individual needs.*
- The Committee were conscious that the Chair was unable to be here tonight and that she had had some previous concerns over the policy.

## **ACTION AGREED**

To accept the Personal Relationships Policy in principle, subject to any further comments the Chair has on the Policy.

### **8. Peterborough Safeguarding Children Board Annual Report (PSCB) 2009/10 and Business Plan 2010/11**

Felicity Schofield, Chair of the Peterborough Safeguarding Children Board (PSCB) presented the Annual Report and Business Plan of the PSCB.

In March 2010, the Apprenticeships, Skills, Children and Learning Act 2009 introduced a requirement for Local Safeguarding Children Boards (LSCBs) to produce and publish an annual report. The report was required to demonstrate the extent to which the functions of the LSCB were being effectively discharged. It provided an assessment of the effectiveness of local arrangements to safeguard and promote the welfare of children, recognised the achievements and progress that had been made in the local authority area as well as providing a realistic assessment of the challenges that still remained.

The strategic priorities for the PSCB had been streamlined for 2009 - 10 in light of the establishment of the Children's Trust and in order to form a more realistic basis for development. The priorities were:

- **Governance** - Develop effective governance arrangements with partner agencies and ensure that safeguarding was embedded within their business planning and monitoring arrangements
- **Structure** - Revision of the structure to reflect the relationship with the Children's Trust, the changing role for the board as adviser of good practice and to ensure a more focussed use of partner and staff resources
- **Scrutiny and Challenge** - Sharpen up quality assurance and monitoring arrangements by regular auditing, validation of single agency training and by ensuring action plans from serious case reviews were implemented
- **Communication** - Developing a communication and marketing strategy to raise the profile of the Board so that children, young people, families and the wider children's workforce were aware of and act upon our guidance

Observations and questions were raised around the following areas:

- Under Priority 3 it stated that a supervision audit had been undertaken and it was felt that four agencies would benefit from a more focussed approach to safeguarding supervision and multi agency training had been offered. Had that offer of training been taken up by the agencies? *Training had been arranged but unfortunately had*

*had to be cancelled as it had conflicted with the Children's Trust inspection. It needed to be rearranged but the agencies were keen to take up the training.*

- Was it a concern that only 39% of schools had been judged as outstanding in relation to their safeguarding performance? *The new Ofsted framework had been introduced in September 2009 and we were performing well compared to other authorities. Obviously the aim was to get more schools as outstanding as safeguarding was a limited judgement for a school during an Ofsted inspection.*

## **ACTION AGREED**

To note the Peterborough Safeguarding Children Board Annual Report 2009/10 and Business Plan 2010/11.

## **9. Progress Report on Children's Service Development Plan**

The Executive Director of Children's Services presented the report which detailed the progress made in addressing the recommendations made by Ofsted following their recent inspection of Safeguarding and Children in Care services.

Observations and questions were raised around the following areas:

- What progress had been made around initial assessments? *We were now regularly performing at about 90% in ensuring initial assessments were undertaken within seven working days and were clawing back to an acceptable position. We were now performing at a high level and the quality of assessments had also improved. A regular audit of assessments was now undertaken and an overall improvement in the quality of the audits had been identified.*
- Had the efforts to improve performance been hampered by social worker vacancies? *The current level of vacancies was higher than hoped but only two or three posts were not covered by agency staff. Two social workers had started in September and that now meant there were 8.5 members of staff. Newly Qualified Social Workers would be coming back to Peterborough in November. We continued to be represented at social worker recruitment events and we offered very good post qualification training. We were satisfied that we had the capacity at the moment but would prefer to have permanent members of staff in post.*
- Was there anything in the contracts of staff about how long they had to stay at Peterborough following training? *There was an expectation that they stayed for two years after post qualifying training. This would be monitored carefully as it was expensive to put them through training.*
- Did the University Centre offer social work training? *The University Centre did not offer training and it was mainly done through Anglia Ruskin University.*
- What was being done to reduce the caseload of social workers? *As of today the situation was improving. This was due to a reducing volume of work and referrals and also because of appointing new staff. Two social workers had over 30 cases due to delays in closing down the backlog.*
- Was the trend in the number of referrals continuing? *On average we received 120 initial assessments per month. We were now more sophisticated in identifying what was a contact and what was a referral. For the next report we would include the analysis of referrals and contacts since April 2010.*
- What was an example of a contact? *An example would be if a child was present during a case of domestic violence the Police would automatically refer it to us. A social worker would investigate that referral and it may then become a contact. It also worked the other way when a contact became a referral.*



## **ACTION AGREED**

- (i) To note the progress made in addressing the recommendations made by Ofsted following their inspection of Safeguarding and Children in Care services; and
- (ii) That the next report included analysis of referrals and contacts since April 2010.

### **10. Forward Plan of Key Decisions**

The latest version of the Forward Plan, showing details of the key decisions that the Leader of the Council believed the Cabinet or individual Cabinet Members would be making over the next four months, was received.

## **ACTION AGREED**

To note the latest version of the Forward Plan.

### **11. Work Programme**

We considered the Work Programme for 2010/11.

It was agreed to add the following to the work programme:

- Validated 2010 Examination Results (March 2011)

## **ACTION AGREED**

To confirm the work programme for 2010/11.

### **12. Date of Next Meeting**

Monday 15 November 2010 at 7pm

CHAIRMAN  
7.00 - 8.32 pm

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<b>CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 5</b>
<b>15 NOVEMBER 2010</b>	<b>Public Report</b>

## Report of the Executive Director of Children's Services

Report Author – Sherry Touray, Head of Commissioning

Contact Details – [sherry.touray@peterborough.gov.uk](mailto:sherry.touray@peterborough.gov.uk)

### CHILDREN'S TRUST UPDATE – MAKE A POSITIVE CONTRIBUTION

#### 1. PURPOSE

- 1.1 To provide the Scrutiny Committee with an update with regard to the work of the Children's Trust in relation to Make a Positive Contribution.

#### 2. RECOMMENDATIONS

- 2.1 To scrutinise and comment on the progress and impact that the Children's Trust has made on the provision of services to children and young people and make any necessary recommendations.

#### 3. LINKS TO SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT

- 3.1 The Children's Trust Partnership Board is the partnership responsible for ensuring the delivery of all outcomes for children and young people, with a particular focus upon those within the Sustainable Community Strategy, Local Area Agreement and Children and Young People Plan.

#### 4. BACKGROUND

- 4.1 Statutory duties in the Children Act 2004 require every local authority to work together with partners, through Children's Trust arrangements, to devise and implement strategies to improve outcomes for children aged 0–19 years (25 for those with additional needs) across the five every child matters areas: Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution and Achieve Economic Wellbeing.
- 4.2 Children's Trust arrangements refer to the totality of change needed to deliver better and more responsive integrated services – including arrangements for integrated working, comprising joint planning and commissioning, integrated processes and integrated front-line delivery for improved outcomes for children, young people and families. Through the development of a local Children and Young People Plan, Children's Trust arrangements set out accountabilities for decision making and spending, and involve children, young people and families in doing so.
- 4.4 Peterborough has had a Children's Trust Partnership Board since April 2008, which includes membership from across statutory, voluntary and community organisations. Underpinning the Children's Trust Partnership Board are a number of partnerships and task and finish groups which work to deliver the strategies set out by the Children's Trust Partnership Board.

#### 5. Key Issues for Make a Positive Contribution

- 5.1 The Make a Positive Contribution outcome area refers to many of the 'softer' skills, attributes and behaviours in comparison to other outcome areas. As such, it is far harder to measure the performance of this area.
- 5.2 Make a Positive Contribution covers such areas as:

- Children and young people being engaged in decision making
  - Children and young people engaging in their local communities
  - Children and young people engaging in positive behaviour
  - Children and young people having positive relationships with each other and adults, including not discriminating
  - Children and young people developing self confidence and skills to deal with changes and challenges in their lives
  - Children and young people developing enterprising behaviour.
- 5.3 We know from surveys such as the Tellus Survey, that Peterborough generally performs well in this area – young people in Peterborough are more likely to believe their views are listened to than in many other areas, for example. Peterborough also has a strong history of volunteering through the local ‘V’ programme. Finally, projects in Peterborough to promote cohesion, such as the Unity Project, are often held up as good practice.
- 5.4 Having consulted with children and young people, practitioners and partners, Peterborough’s Children’s Trust identified the following areas where further work was required:
- Developing and implementing a Young Carers Strategy for Peterborough
  - Developing and implementing an Engagement Strategy for the Children’s Trust Board and its members
  - Developing and implementing a single Transitions Strategy for Peterborough
  - Developing and implementing a Parenting Support Strategy for Peterborough
  - Developing and implementing a Child Poverty Strategy for Peterborough

## **6. MAKE A POSITIVE CONTRIBUTION OUTCOME DELIVERY**

### 6.1 Young Carers Strategy

- Young carers can face significant challenges of children and young people in Peterborough. Having caring responsibilities, either for a sibling, a parent or another adult, can create many difficulties, including school attendance and the ability to engage in play and recreation time. Many young carers do not wish to be identified as young carers, and may not receive the support they need.
- A Young Carers Strategy Group is meeting and has started to draft a strategy. Key elements of the strategy will include how young carers are identified and what support is offered to young carers. They will be working with a newly commissioned young carer’s provider – Kids – who provide support services to young carers.

### 6.2 Engagement Strategy

- It is important that children and young people have the opportunity to have their voice heard in decisions that affect them. We have a number of engagement opportunities in Peterborough, including the Youth Council, Youth Bank and the Young Inspectors Programme. In addition, it is an expectation of all of our services that they involve children and young people they work with in decision making. However, we are aware that we do not have a strategy to make sure our work is co-ordinated – this could lead, for example, to ‘consultation fatigue’, where we bombard young people with questionnaires and consultations. It is also important to ensure that we go back and tell young people how their views have changed things.
- A multi agency working group is due to be established from a range of organisations, including Cambridgeshire Constabulary, NHS Peterborough and the voluntary sector. Young people will also be on this working group. The strategy will be a relatively simple document that sets out:
  - The principles and standards of engagement in the city
  - The outcomes the strategy is striving to support

- How partners will work together to ensure engagement and consultation is meaningful and acted upon, whilst ensuring that duplication and consultation fatigue within communities is reduced.
- An annual action plan will be developed which will be reported through to the Children's Trust Partnership. It is expected that a draft version of the strategy will be available for consultation by January 2011.

### 6.3 Transitions Strategy

- Transitions refer to any major changes in a child or young person's life. This may include the transition from primary to secondary school, major changes in a child's life (such as bereavement) or the transition from child to adult services (for example, a young person with learning difficulties / disabilities at age 25). There are several different transitions protocols in place in Peterborough, leading to some confusion. The aim of this strategy is to produce a common approach to managing transitions.
- A multi agency working group is being convened to lead this work, including representatives from both adults and children's services. It is anticipated that there will be a draft strategy for consultation by March 2011.

### 6.4 Parenting Support Strategy

- Parents are the biggest single influence on the lives of children and young people. Some parents require additional support at different stages of their children's lives. Peterborough currently has a parenting support strategy, but it is acknowledged that this needs to be reviewed and updated. Also, a universal parenting needs assessment is being completed, which will provide a much clearer picture about the areas where parenting support is required.
- A multi-agency working group will be established, chaired by the Parenting Commissioner. This group will review the current parenting strategy and update, reflecting the learning from the emerging needs assessment. It is anticipated that there will be a draft strategy for consultation by March 2011.

### 6.5 Child Poverty Strategy

- It is known that living in poverty is one of the strongest predictors for children achieving poor outcomes. The Child Poverty Act 2009 made it a statutory requirement for all local areas to produce a Child Poverty Strategy and Needs Assessment. The new coalition government have re-affirmed. This strategy needs to reflect work to both prevent children (and by extension, families) entering poverty, but also examine strategies for supporting those who are in poverty.
- Relative poverty is defined as living in a household with less than 60% of median income. In Peterborough in 2007, 25.3% of children lived in relative poverty. Peterborough currently has more children living in low income families with one or more parent who is working than where both parents are unemployed. The areas of Peterborough experiencing the highest rates of poverty are in the central and east locality. It is known that those children who live in Peterborough's most deprived wards are more likely to be NEET (not in education, employment or training), and less likely to get good GCSE results.
- Work is well underway to develop our needs assessment and strategy. This has involved work to understand the data surrounding poverty, multi-agency workshops and consultation and work with young people. A child poverty strategy must be produced locally by March 2011.

## **7 IMPLICATIONS**

- 7.1 The Children's Trust Board is responsible for ensuring the delivery of improved outcomes for all children and young people within the city.
- 7.2 Actions identified above reflect citywide partnership activity aimed at delivering improvements in key 'Make a Positive Contribution' outcomes.

## **8. CONSULTATION**

N/A

## **9 EXPECTED OUTCOMES**

- 9.1 Creating Opportunities and Tackling Inequalities Scrutiny Committee to scrutinise and comment on the progress and impact that the Children's Trust has made on the provision of services to children and young people.

## **10 NEXT STEPS**

- 10.1 It is recommended that the Creating Opportunities and Tackling Inequalities Scrutiny Committee continue to receive regular reports relating to the work of the Children's Trust.

## **11 BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

N/A

## **12 APPENDICES**

N/A

<b>CREATING OPPORTUNITIES &amp; TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 6</b>
<b>15 NOVEMBER 2010</b>	<b>Public Report</b>

## **Report of the Solicitor to the Council**

**Contact Officer: Helen Edwards**  
**Contact Details – 01733 452533**

### **TRANSLATION & INTERPRETATION POLICY**

#### **1. PURPOSE**

- 1.1 This report is presented to allow this Scrutiny Committee to comment upon the draft Translation & Interpretation Policy attached, before it is considered by Cabinet on 8<sup>th</sup> December 2010.

#### **2. RECOMMENDATIONS**

- 2.1 Scrutiny is asked to recommend the draft policy for adoption by Cabinet.

#### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

The policy sets out our obligations in respect of translation & interpretation, and sets out our approach to fulfilling it. Whilst recognising that encouraging use of the English language is an important part of developing community cohesion, the report recognises that there will be circumstances where translation and interpretation is necessary and appropriate, to enable the Council's service users to have achieve the aims of the Sustainable Community Strategy:

Improving health: by ensuring appropriate access to health services

Supporting vulnerable people: so that those in need can properly access the services available to them

Regenerating neighbourhoods: so that the most deprived communities can access services they need to achieve their full potential

Improving skills and education: assisting everyone to access appropriate learning opportunities, specifically so that they can learn language skills

#### **4. BACKGROUND**

- 4.1 The Council does not currently have a Translation & Interpretation Policy. It does have a very sensible approach to translation and interpretation, and this has now been encapsulated into a policy. This is because there has been a considerable amount of interest in the amount spent in this area, which is actually very small; in the last year it was in the region of £154 000, which is less than 0.1% of the Council's budget. There is no specific budget for this service, each Directorate incurs costs as is necessary to enable it to fulfil its legal obligations and deliver its service. However, in view of the increased concern it was considered appropriate to produce a policy.

#### **5. KEY ISSUES**

- 5.1 It is not possible for the Council to cease the provision of Translation & Interpretation costs without being in breach of its statutory duties.  
 Costs are kept to a minimum, and general information is not translated as a matter of course. Translation & Interpretation costs include the cost of providing information in Braille to some service users, use of British Sign language interpreters, and provision of information in simple language to adults with learning difficulties.

## **6. IMPLICATIONS**

- 6.1 The Council is not legally obliged to have a policy, it already operates good practice in relation to translation & interpretation, and this policy simply records that practice

## **7. CONSULTATION**

- 7.1 This is coming to scrutiny for consultation, there has been no wider consultation as no new approach is being introduced; the Council already operates as this policy states, and does so to fulfil its legal obligation to its service users. Consultation in these circumstances would not provide further assistance.

## **8. NEXT STEPS**

- 8.1 Cabinet on 8<sup>th</sup> December 2010 for approval.

## **9. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 9.1 None.

## **10. APPENDICES**

- 10.1 Draft Translation & Interpretation Policy



# TRANSLATION & INTERPRETATION POLICY

# Contents

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## **1. Introduction / Purpose of this policy**

Peterborough City Council is committed to meeting the needs of all of its residents, and ensuring that it meets its statutory obligations not to discriminate against any person. The city of Peterborough is home to a very diverse population, and it is officially recognised that there are now over 100 languages spoken in the city. There are also approximately 1000 people registered blind or partially sighted, and approximately 500 people registered as deaf or hard of hearing. To meet the needs of all residents, it may sometimes be necessary to translate communications, or provide an interpreter. This procedure is designed to ensure consistency in the use of translation and interpretation services, and to establish the criteria for their use.

The Council is aware of the opinions set out by the Commission on Integration and Cohesion<sup>1</sup> and supported by the Department of Communities & Local Government.<sup>2</sup> In summary these documents provide that the use of the English language is an important tool in encouraging communities to bind together, and that automatic translation of documents undermines the importance of English as a way of enabling citizens to communicate and relate to each other. With that in mind, the Council uses a more selective approach, targeting both translation and interpretation to particular needs.

Underpinning this procedure is the Council's expressed principle of being accessible.

## **2. Scope**

This policy applies to the Council's customers who:

- have a sensory impairment
- have a learning difficulty
- do not have English as their first language

It applies to the main access channels, namely:

- electronic access to customer services
- telephone
- face to face
- written correspondence

## **3. Definitions**

Translation: pieces of writing translated from one language to another

Interpretation: transfer of ideas expressed orally, or through use of gestures or signs

Customer: an inclusive term to include any stakeholder or group who interacts with council services

Access channels: routes through which a customer will interact with council services.

## **4. Sources of assistance**

The Council has contracts in place to enable the provision of accessible services to the public. These are with Language Line for telephone interpreting, and with Cintra for face to face interpreting and translation.

The Customer Services team and the Children's Services Minority Ethnic New Arrivals (MENA) team include staff specifically recruited for their language skills,

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<sup>1</sup> Our shared future: published June 2007.

<sup>2</sup> Guidance for Local Authorities on translation of Publications : published December 2007

reducing the need to involve third parties as interpreters. In addition, valuable assistance is provided by the New Link Service, which is not an interpretation and translation service for the Authority, but is a good resource for multilingual assistance to other teams and departments when appropriate.

The Council's website uses Google translate to enable its content to be translated without charge to the customer or the Council. This is to assist with general understanding of the information, but as Google translations are not always accurate, the service should not be used as a replacement for formal translation of documents in appropriate circumstances.

In some circumstances it may be appropriate to use informal interpreters such as a family or friend. However, problems may occur using family members, who may find it difficult to translate accurately and neutrally, particularly if a child is used as the interpreter. It may be necessary to use a family member as the initial interpreter for basic information in an emergency situation, but this should not be the first choice. If an assessment is being carried out by an Approved Mental Health Professional (AMHP) under the Mental Health Act (MHA), family members should only be used in exceptional circumstances. Also, it is very important to use professional interpreters when the information gained may potentially be used in legal proceedings to avoid any issues around misunderstanding when the case reaches court.

If there is no-one suitable available immediately it may be preferable to arrange an alternative appointment when an interpreter can be available.

## **5. The legal duty**

The Council is committed to eliminating discrimination in the provision of its services, and is under a statutory duty to ensure that no-one is discriminated against on the basis of race, disability, age, sex, religion or belief (including lack of religion or belief), gender reassignment, sexual orientation, or marriage or civil partnership.

The Council also has a duty under the Children Act 2004 to take all reasonable steps to promote and safeguard the well being of children and young people which include insuring appropriate translation and interpretation policies are provided.

There is no legal duty for all materials to be translated.

## **6. Pro-active reasons for translation & interpretation**

The Commission on Integration & Cohesion<sup>3</sup> found there were five main pro-active reasons to provide interpretation and translation services, and the Council follows these principles:

- ensure non English speaking residents are able to access essential services
- ensure people can take part in the democratic process (eg registering to vote)
- support local community groups or intermediaries working directly with new migrants or non English speaking communities
- enable people to function in society and understand rules such as parking controls, rubbish collection

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<sup>3</sup> "Our shared futures" : published June 2007

- ensure compliance with legislation and ensure that no-one is disadvantaged because of their inability to communicate.

## **7. Identifying the issue / need for an interpreter**

If there is a communication problem the first staff member to meet the customer should attempt to identify the reason.

Cards provided by Language Line are available in Customer Services and other locations open to the public. These enable the member of staff to identify the customer's principal language if this is not English. Staff should also identify if a British Sign Language interpreter is necessary.

In any situation where the customer is unable to communicate using spoken English, the member of staff responding to that customer must determine whether the customer would be disadvantaged if an interpreter was not provided. If in the member of staff's judgement this would occur, appropriate arrangements for an interpreter should be made. If there is any doubt, the issue will be referred to the appropriate line manager for a decision to be made.

## **8. Preparation when an interpreter is to be used.**

If using an interpreter who is not professionally trained and provided under the Council's contracts, they must be reminded of the following points:

- the information is confidential and must not be shared with anyone else
- the role is to transfer the meaning of what is said from one language to the other. The interpreter is not responsible for conducting the interview and should not add personal comments or opinions
- the interpreter may ask for clarity, particularly around expressions and jargon that may not easily translate
- they must be as accurate as possible, and honest if they have difficulty translating particular points.

In these circumstances the customer also needs to be briefed about the role of the interpreter.

Plain English should be used as far as possible.

If recording an interview, details of the interpreter being used should be included.

An appropriate environment should be provided for any interview, particularly one where an interpreter is to be used, with minimal background noise.

## **9. Deciding when to translate a document**

The reasons set out in section 6 above should be considered, and then the following checklist should be used:

Is it essential to translate this document?

- Who is the target audience and is there evidence that they would otherwise be disadvantaged?
- Which languages / formats is it necessary to translate it into?

- Could the information be disseminated more effectively through community groups?
- Is there a statutory duty to provide written information in translated format?
- What would the impact be of not translating the document?

Does the whole document need to be translated?

- Could a summary of the main issues be translated?
- Could it include details of how to request a translation but not translate pro-actively?

Is the material already available elsewhere in translated form, for example other local authorities, partners such as the police?

If it is not necessary to translate the document itself, could it be useful to include a copy of the attached sheet, which draws attention to the importance of the document, and encourages the recipient to take steps to ensure that they understand it?

## **10. Costs**

Translation and interpretation services, when needed, are provided without charge to the customer.

Budgetary responsibilities are devolved to service areas, and there is no specific budget for these services, rather they are part of the main cost of providing the particular service.

English

It is important that you understand the information attached as it may have legal implications. If you have any difficulty you may want to seek advice in your first language.

Croatian

**NEPREVEDENE INFORMACIJE**

Važno je da razumijete priložene informacije jer one mogu povlačiti pravne posljedice. Ako imate problema, možete zatražiti savjet na svom materinjem jeziku.

Czech

**NEPŘELOŽENÁ INFORMACE**

Je důležité, abyste rozuměl/a přiloženým informacím, protože by mohly mít legální následky. V případě, že byste měl/a jakékoli potíže, je možno, že byste chtěl/a hledat radu ve své mateřštině.

Kurdish-Sorani

گرنگه که تو نه و زانیاریانه تی بگه ی که هاوینج گراوه چونکه نه وانیه نه نجای یاسایی  
لیبکه وینه و و جه بیست نه گهر هه زده تیه ک و کینه یه کت هه یه نه و ده توانی داوا  
ناموزگاری بگه یه به زمانی خوت

Lithuanian

**NEIŠVERSTA INFORMACIJA**

Yra svarbu, kad jūs suprastumėte, jog pridėta informacija gali turėti teisinę reikšmę. Jeigu jums iškiltų kokių nors sunkumų, tuomet jūs galite kreiptis, kad gautumėte patarimus jūsų gimtąja kalba

Pashto

مهمه ده چې له دې سره په ملو اضمینمه معلوماتو ځان پوره کړئ . ځکه چې ټاپي حقوقی  
عواقب ولري . که ستونزه لرئ کهدا ای شي په خپله اصلي ژبه کې له چانه حقوقی مشوره  
وغواړئ

Portuguese

**INFORMAÇÃO NÃO TRADUZIDA**

É importante que você compreenda a informação anexada, uma vez que a mesma pode ter implicações legais. Se tiver algum problema, talvez seja melhor procurar obter aconselhamento na sua língua principal.

**ENGLISH** It is important that you understand the information attached as it may have legal implications  
If you have any difficulty you may want to seek advice in your first language.

**CHINESE** 文中資料未經翻譯  
圖所附上的資料是有可能涉及到法律上之問題。你是必需明白到其中的內容。  
如你在這方面有困難的話，請找位能使用你的母語之人士來指導你。

**GREEK** ΜΗ ΜΕΤΑΦΡΑΣΜΕΝΕΣ ΠΛΗΡΟΦΟΡΙΕΣ  
Είναι σημαντικό να καταλαβαίνετε τις σταυρωμένες πληροφορίες διότι μπορεί να έχουν νομικές επιπτώσεις.  
Εάν έχετε οποιαδήποτε δυσκολία θα πρέπει ίσως να αναζητήσετε συμβουλή στη μητρική σας γλώσσα.

**TURKISH** TERCÜME OLMAYAN DETAY  
Ekte verilen bilgının yasal yaptırımını bulunmaktadır, bundan dolayı iyice anlamanız önemlidir.  
Anlamakta güçlük çekersemiz, kendi ana dilinizde yardım istemeniz tavsiye edilir.

**BENGALI** সংযোজিত তথ্যটি বোঝা আপনার জন্য খুব গুরুত্বপূর্ণ কারণ এর আইন সংশ্লিষ্ট অর্থ থাকতে পারে।  
আপনার যদি কোন অসুবিধা হয় তাহলে আপনি আপনার নিজের (প্রথম) ভাষায় উপদেশ চাইতে পারেন।

**HINDI** संलग्नक न कही गई सूचना  
यह आवश्यक है कि इनके साथ ही गई सूचना को आप समझें, क्योंकि है संभव है कि इनकी कार्यवाही उत्पन्न विहित हो।  
यदि आपको कोई कठिनाई हो तो, आप अपने प्राथमिक भाषा में परामर्श की सौल कर सकते हैं।

**GUJARATI** બીજા તરફના બાબત માહિતી  
આ સાથે આપેલી બાબતો તમે સમજ સહી તે અન્યથા છે કેમકે તેમાં કોઈ કાયદા અંગતની બાબતો સંકળાયેલી હોય શકે  
જો તમને કોઈ મુશ્કેલી જણાય તો તમે તમારી પોતાની ભાષામાં સલાહ માની શકો છો.

**PUNJABI** ਜਣਕਾਰੀ ਜਿਸ ਦਾ ਤਰਜਮਾ ਠਹੀਂ ਹੋਇਆ  
ਇਹ ਬਹੁਤ ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਤੇ ਵੀ ਨਾਲ ਦਿੱਤੀ ਹੋਈ ਜਾਣਕਾਰੀ ਹੈ, ਤੁਸੀਂ ਉਸ ਨੂੰ ਸਮਝ ਸਕੋ ਕਿਉਂਕਿ ਕਿ ਹੋ ਸਕਦਾ ਹੈ ਕਿ ਇਸ ਦੇ ਕਾਰਨੀ ਬਾਦ ਹੋਣ।  
ਜੇਕਰ ਤੁਹਾਨੂੰ ਸਮਝਣ ਵਿੱਚ ਮੁਸ਼ਕਿਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਤੁਸੀਂ ਆਪਣੀ ਮਾਂ ਬੋਲੀ ਵਿੱਚ ਸਲਾਹ ਨਿ ਸਕਦੇ ਹੋ।

**URDU** بخیر ترجمہ کے معلومات  
یہ بات اہم ہے کہ آپ نیکو معلومات کو اچھی طرح سمجھ لیں کہ نہ ہو سکتا ہے کہ اس کا کوئی قانونی پہلو ہو۔  
اگر آپ کو اسے سمجھنے میں مشکل ہو تو آپ اپنی پہلی زبان میں اسے سمجھنے کے لئے پوچھ سکتے ہیں۔

**POLISH** NIEPRZETŁUMACZONE INFORMACJE  
Zrozumienie załączonych informacji stanowi ważną sprawę, gdyż mogą mieć implikacje prawne  
Jeżeli masz jakiegokolwiek trudności w zrozumieniu tych informacji możesz zwrócić się o pomoc w swoim własnym języku

**ITALIAN** INFORMAZIONE NON TRADOTTA  
E' importante che capite l'informazione allegata perché essa potrebbe avere implicazioni legali  
Se avete qualsiasi difficoltà nel capirla, potreste chiedere consiglio nella Vostra lingua materna



<b>CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 7</b>
<b>15 NOVEMBER 2010</b>	<b>Public Report</b>

## **Report of the Executive Director of Adult Social Care and Executive Director of Children's Services**

**Contact Officer(s) – Ralph Middlebrook**  
**Contact Details – 01733 758432**

### **CARERS' STRATEGY – ANNUAL UPDATE ON IMPLEMENTATION**

#### **1. PURPOSE**

- 1.1 The purpose of bringing this report before the Scrutiny Committee is to up-date members on the implementation of the 2009-2011 Peterborough Carers' Strategy.

#### **2. RECOMMENDATIONS**

- 2.1 The Scrutiny Committee is asked to note the contents of this report.

#### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT**

- 3.1 As a cross-cutting strategy, the 2009-2011 Peterborough Carers' Strategy is linked to a number of organisational strategies and corporate plans:

- Living Longer, Living Well – NHS Peterborough's 5-Year Strategic Plan 2009-14
- Sustainable Communities Plan
- Children and Young People Plan
- Peterborough Young Carers' Strategy

- 3.2 National Indicator 135 is contained within the Local Area Agreement. National Indicator 135 measures the proportion of carers receiving a service as a percentage of clients receiving community based services.

- 3.3 Peterborough exceeded its target for this indicator in 2009/10. The 2010/11 Peterborough Local Area Agreement stretch target for National Indicator 135 is 36% with current performance at September 2010 of 32.14%. This performance should be seen in the context of the national average for this National Indicator which in 2009/10 was 26.4%. As such, the Peterborough performance whilst below the LAA stretch target, is favourable.

#### **4. BACKGROUND**

- 4.1 The 2009-2011 Peterborough Carers' Strategy was reviewed by the Creating Opportunities and Tackling Inequalities Scrutiny Committee at its meeting on 17 November 2009 as part of the consultation and approval process of the strategy. Members requested an annual up-date to review progress of its implementation.

- 4.2 The Peterborough Carers' Strategy was modelled on the Department of Health National Carers' Strategy and aimed to reflect the priorities identified in the national strategy in a local context. The national strategy is currently being reviewed by the Coalition Government, and the Peterborough strategy will be refreshed when this review is completed. Regular up-dates of the strategy action plan are provided to the Carers' Partnership Board, and a sub-group of the Partnership Board has been established to review and up-date the action plan to ensure it

remains relevant.

4.3 The strategy identified 12 overarching objectives to be delivered during the term of the strategy, which are outlined below:

- To ensure that carers and the role they undertake is valued by all agencies involved in supporting them. To enhance awareness and understanding of the role of carers in society across the whole of the local authority area.
- To ensure that statutory responsibilities towards carers are met and include carers in the planning, commissioning and managing of services for both carers and cared for.
- To identify carers and encourage individuals to identify themselves as carers to ensure that a wider group of people access services available to enhance their lives.
- To develop a greater range, diversity and volume of services.
- Ensure people with caring responsibilities have the chance to work flexibly to combine work and their caring roles.
- To ensure children and young people are not providing unreasonable levels of care.
- To provide appropriate support services for carers, when and where they are needed, in a flexible and co-ordinated manner, for all sections of the community.
- To promote the physical and mental health and well-being of carers and prevent ill health of carers, by improving health and social care support. Ensuring carers are able to access advice, support, training, education and leisure opportunities. This includes the provision of emergency care and support systems.
- To provide carers with information, support and advice required that is up to date, relevant and readily available, for both the care they give and for them, in a flexible manner.
- To offer all carers a carer's assessment in their own right, giving more personalised support and greater scope to control and customise services by offering greater choice and control over how their needs are met.
- To ensure that all practitioners receive training in assessing carers' needs and have an awareness of the services and expertise available, both within the Partnership and from outside agencies.
- To provide flexible working practices to staff who have caring responsibilities. Also to disseminate good practice to other local employers.

## 5. KEY ISSUES

Progress on the action plan has been driven by key work streams, involving partners, to deliver the overarching objectives of the strategy, summarised below:

### 5.1 Staff training to help them understand, respect and work with carers as expert partners (objective 1)

Peterborough Community Services holds regular carers' awareness training sessions where carers attend to give their perspective. A Department of Health funded carers' awareness training event was run by NHS Peterborough, attended by over forty representatives from statutory, voluntary and community sector providers. Carers were involved in the planning of this event and feedback from professionals who attended was very positive.

### 5.2 Engaging carers in the planning, commissioning and managing of services (objective 2)

The Carers' Partnership Board provides the forum where carers are engaged in the planning and commissioning of services through the Carers' Strategy and action plan. The Carers' Partnership Board has established a sub-group to review the action plan to ensure it remains relevant and focused on meeting the areas that are of most important to carers. The Adult Social Care Transformation Commissioning Manager attends the Carers' Partnership Board to provide up-dates on the transformation programme, and carers attend a number of working groups created to support its successful delivery.

### 5.3 Engaging with hard-to-reach carer groups (objective 3)

Data from the carers' register identified a low level people from the BME population joining the register and accessing services. To address this, and working in partnership with the Carers' Centre and Greater Peterborough Partnership, visits were undertaken to three mosques where 200 people requested further information on carers' services. This work will be taken forward to continue to raise the profile of carers' services.

#### 5.4 Developing a greater range, diversity and volume of services (objective 4)

NHS Peterborough commissioned the Independent Living Support Service in 2009, which provides an accredited framework of service providers from which carers, eligible for adult social care, are able to access services. The framework allows carers to choose a service provider which is best able to deliver the support in the way they want. The development of services for carers will continue to be addressed through the adult social care transformation programme.

#### 5.5 Supporting carers to get back into employment (objective 5)

The aspiration of carers to seek employment and/or adult education is identified within the carers' assessment. Job Centre Plus representatives attend the Carers' Partnership Board and attend bi-annual events to advise on issues and developments relating to work and accessing benefits.

#### 5.6 Young carers (objective 6)

Whilst young carer services are the responsibility of Peterborough City Council Children's Services Directorate, NHS Peterborough and Children's Services work closely to ensure the needs of young carers are met. Children's Services has produced a Young Carers' Strategy and action plan. Representatives from Children's Services attend the Carers' Partnership Board to up-date on issues relating to young carers. To enhance the service provided to young carers, Children's Services has recently re-commissioned the Young Carers' Support Service and a new service provider will take the draft strategy and action plan forward. A newly formed Make a Positive Contribution Board will support the young carers' lead and the new service to develop the action plan and strategy for the city. The service will be closely monitored and evaluated through the Children's Trust procedures and the information will be shared with NHS Peterborough so that it is assured that the service is delivering as expected.

#### 5.7 Developing appropriate support services for carers (objective 7)

The range of services available to carers is being reviewed within the context of the adult social care transformation programme and the review of the Carers' Strategy action plan.

#### 5.8 Meeting carers' needs for emergency respite care (objective 8)

NHS Peterborough has an established Emergency Respite Service with 350+ carers registered with the service. The service provides peace of mind for the carer and, so far, has been activated seven times since 2008. A survey of carers on the Emergency Respite Register in 2009 recorded high satisfaction levels with the service.

#### 5.9 Provision of emotional support to carers to support them in their caring role (objective 8)

The Department of Health has funded a number programmes to support carers, including 'Caring with Confidence', 'Expert Patient' and 'Self Care'. These have been delivered to carers in Peterborough. In addition, a part time Carers' Case Worker is commissioned to work at the Carers' Centre provided by Peterborough Council for Voluntary Service.

#### 5.10 Providing information, support and advice (objective 9)

The carers' leaflet was produced in conjunction with carers and the leaflets have been distributed to all GP Practices, the Carers Centre and community services. NHS Peterborough

has over 2,000 people registered on the Carers' Register and the number is steadily growing. The details are passed to Community Services, who send out a Carers' Assessment Form and Emergency Support information. Carers are encouraged to complete and return the forms and they are then signposted to other support agencies that may be able to help them further. The website was updated in November 2009 to refresh the carers' area and, in addition, links to all national carers' websites were added.

#### 5.11 Using information on un-met needs of carers to improve outcomes (objective 9)

A consultation exercise undertaken between October 2009 and January 2010 identified a lack of knowledge about hospital discharge. To address this issue, a Carers' Service Directory was developed which is currently being piloted on two hospital wards. This directory was produced with the active involvement of carers and colleagues within the acute trust. Issues were also identified by carers around GPs being able to signpost them to services. To address this, a GP-Carers-Perfect- Pathway was developed which provides a resource for GPs via the intranet to the carers' section of the NHS Peterborough web-page where the information is held.

#### 5.12 Carers and the adult social care personalisation agenda (objective 10)

The NHS Peterborough Adult Social Care Transformation Team involves carers in stakeholder groups created to take the programme forward. If carers are eligible for community care services, they are able to take a direct payment and choose their service provider if they wish.

5.13 The success of the Carers' Strategy in providing support and improving the lives of carers (objective 7) has been highlighted in the analysis of the Peterborough carers' responses to a recently published Department of Health 'National Carers' Survey'. NHS Peterborough was benchmarked against the other PCTs in the East of England. High performing areas identified by Peterborough carers were:

- Quality of life for the carer: 85% positive response
- Perception of your personal safety: 90% positive response
- Access to generic services such as GPs: 84% positive response
- Health of the carer: 70% reporting they look after themselves (second highest in eastern region)
- Social contact: 56.4% of carers having as much social contact as they want with people they like

Areas broadly in line with the regional average relate to:

- Condition of carer, i.e. physical disability of long standing illness
- Length of time spent in caring role
- Condition of the cared for person
- Living arrangements
- Services accessed
- Satisfaction with social services

5.14 The Carers' Partnership Board is involved in reviewing actions to improve the performance in areas where the survey results identified further attention was required. These areas are:

- Availability of breaks of more than 24 hours: 51.9% extremely or very satisfied
- Keeping carers informed of changes to services: 50.5% of carers always felt involved or consulted.

## 6. **IMPLICATIONS**

6.1 The continued successful delivery of the Peterborough Carers' Strategy and carers' services commissioned by Peterborough City Council and NHS Peterborough will be influenced by the availability of public funding.

6.2 Carers are entitled to an assessment of their own needs and, those who qualify for community care services, will be able to take advantage of the choice and control afforded through personal budgets to design services which meet their specific needs, and choose service providers best suited to deliver them.

## **7. CONSULTATION**

7.1 The Carers' Partnership Board receives regular up-dates on the implementation of the Carers' Strategy and a sub-group will be reviewing and up-dating the Strategy action plan.

## **8. NEXT STEPS**

8.1 This report is for information only and will not be referred to other committees. The Scrutiny Committee is asked to note the progress made in the last year and to consider whether it requires an update on progress in a year's time.

## **9. BACKGROUND DOCUMENTS**

*Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985*

9.1 NHS Peterborough Carers' Strategy 2009-2011

## **10. APPENDICES**

10.1 None.

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<b>CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 8</b>
<b>15 NOVEMBER 2010</b>	<b>Public Report</b>

## Report of the Executive Director for Children's Services

Contact Officer(s) – John Richards

Contact Details – [john.richards@peterborough.gov.uk](mailto:john.richards@peterborough.gov.uk)

### **SAFEGUARDING AND CHILDREN IN CARE – PROGRESS REPORT ON THE CHILDREN'S SERVICE DEVELOPMENT PLAN**

#### **1. PURPOSE**

- 1.1 To update scrutiny about the progress that is being made in addressing the recommendations made by Ofsted in their recent inspection of Safeguarding and Children in Care services

#### **2. RECOMMENDATIONS**

- 2.1 To scrutinise and comment on the progress and impact that the Children's Trust has made in addressing the recommendations made by Ofsted in their recent inspection of Safeguarding and Children in Care services

#### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY AND LOCAL AREA AGREEMENT**

- 3.1 Safeguarding and outcomes for children in care are key issues included within Peterborough's Local Area Agreement. In particular, the national indicators relating to initial and core assessments are key indicators within the LAA.

#### **4. BACKGROUND**

- 4.1 In response to the findings of the Ofsted Inspection of Safeguarding and Children in Care services, a Post Inspection Project Management Board has been established and meets monthly. The Board is chaired by the Chief Executive of Peterborough City Council and includes member representation from the Cabinet Members for Children's Services, and Education, Skills and University.

#### **5. KEY ISSUES**

- 5.1 The update report for the Project Management Board meeting on 1 October 2010 is attached for Members information.

#### **6. IMPLICATIONS**

- 6.1 None

#### **7. CONSULTATION**

- 7.1 N/a

#### **8. NEXT STEPS**

- 8.1 The Post Inspection Project Management Board will continue to monitor the implementation of the development plan. It is recommended that Scrutiny continue their monitoring of this item.

#### **9. BACKGROUND DOCUMENTS**

- 9.1 Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985  
N/a

#### **10. APPENDICES**

- 10.1 Safeguarding and Children in Care Project Management Board – Update Report

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Appendix

Safeguarding and Children in Care Project Management Board

October 2010

Improvement Notice Targets

Target	Current Performance	Direction of Travel	Commentary	Actions	Additional Information
<b>Increase % IAs within timescale to:</b> a) 70% in December 2010 b) 75% cumulative from 1/7/2010 to 31/3/2011	<b>GREEN</b> <b>In Month:</b> September 93.5% w/e 22 October 93.4%	Improvement – 85% in August (48.1% in June)			
	<b>GREEN</b> <b>Cumulative from 1 July 2010:</b> 90.5% - end of September	Slight decline - 93.7 % end of July			
	<b>Cumulative from 1 April 2010:</b> 65.0% by end September	Improving – 55.7% in June			
<b>Increase % CAs within timescale to:</b> a) 75% in December 2010 b) 80% cumulative from	<b>GREEN</b> <b>In Month:</b> September– 85.4% w/e 22 October 100%	Slight decline – 86.8% in August (however, 40.3% in June)			

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Target	Current Performance	Direction of Travel	Commentary	Actions	Additional Information								
1/7/2010 to 31/3/2011	<p><b>GREEN</b> <b>Cumulative from 1 July 2010:</b>  91.0% by end of September</p> <p><b>Cumulative from 1 April 2010:</b>  63.7% end of w/e 19 September</p>	<p>Slight decline – 93% end of August</p> <p>Slight improvement – 63.2% at end of August</p>											
<b>Ensure % of referrals of children to children's social care going on to IA</b> does not drop below 50% in any reporting month for the duration of this Improvement Notice	<p><b>GREEN</b> 75.2% September 2010  71.3% Cumulative from 1 April</p>	<p>Slight improvement – 70.1% August 2010</p>											
<p><b>Ensure maximum social worker caseloads</b> (in Referral and Assessment) of:</p> <p>a) 30 by December 2010</p> <p>b) 25 by March 2011</p>	<p><b>AMBER</b> <b>As of 22 October:</b>  R&amp;A FTE – 13.5  Average Caseload – 26  Number of 30 cases – 2</p>	<p>Improvement – 3 workers had more than 30 cases last month.</p>	<p>There are two workers who has a caseload of over 30, and improvement from August. However, average case load has increased (from 20), suggesting a more even distribution of cases (reflecting the increased capacity of newer staff).</p> <p>The following statistics relate to the position in Referral and Assessment on 25 October 2010:</p> <table> <tr> <td>Open referrals</td> <td>347</td> </tr> <tr> <td>Awaiting allocation</td> <td>0</td> </tr> <tr> <td>Assigned to team</td> <td>0</td> </tr> <tr> <td>Allocated to duty</td> <td>0</td> </tr> </table>	Open referrals	347	Awaiting allocation	0	Assigned to team	0	Allocated to duty	0		
Open referrals	347												
Awaiting allocation	0												
Assigned to team	0												
Allocated to duty	0												

Target	Current Performance	Direction of Travel	Commentary	Actions	Additional Information
			<p>This represents a slight decrease in the number of open referrals in the past month (down from 378). These figures have now stabilised.</p>		
<p><b>Ensure social care vacancy rate is:</b></p> <p>a) no more than 8% by March 2011</p>	<p><b>AMBER</b></p> <p><b>October 2010</b></p> <p>16.6% Social Worker Vacancy Rate</p>	<p>Improving - 19% - Social Worker Vacancy rate in August</p>	<p>Within the social worker cohort of 78.3 FTE; there are currently 13 vacancies. All but 1.4FTE are currently being covered by agency staff.</p> <p>Current projections:</p> <p>4 trainees will be sitting against a QSW post from March – until they qualify in June</p> <p>We have 3 potential interviews in November</p> <p>Therefore, we could potentially have only 6 vacancies at March 2011 (7.6% vacancy rate). However, this does not take into consideration churn / leavers from the service.</p> <p>We also have 4 final year bursaries due back in June 2011 and therefore provided there is no further leavers the vacancy at June could be 2 (2.5%).</p> <p>Within Referral and Assessment, from an establishment of 14 social worker posts, there are currently 8.5 permanent social workers (up from 7.5 in August due to 1 social worker is transferring into the team from the adoption team). There</p>	<p>Work is underway with a company called Jacaranda regarding the possible appointment of social workers from the following areas:</p> <p>Sweden, Denmark, Portugal, The Netherlands, France, Belgium, Poland, Slovakia, Slovenia, Czech Republic, Hungary.</p> <p>An evaluation of the costs of this work is being considered, although this may fill a gap in terms of reflecting the Peterborough population.</p>	

Target	Current Performance	Direction of Travel	Commentary	Actions	Additional Information
			<p>are currently five agency social workers covering 6.5 vacancies.</p> <p>Referral and Assessment posts are being advertised at both Senior Practitioner and Basic Social Worker level, with the potential of all vacancies being recruited to. Vacancies in Fostering and Adoption are also being advertised at both levels. Closing date for applications is 29<sup>th</sup> October 2010.</p> <p>Team Managers are being asked to hold vacancies for 4 of our final year trainee social workers who qualify next June, and there are also 4 final bursary students who will be required to move into vacancies if they are suitable for recruiting. This will be discussed further at a meeting in November.</p> <p>There are now four new Trainee Social Workers in post, although these do not currently count towards the establishment.</p> <p>There is an establishment of 18 Team Managers, 3 Team managers posts are currently covered by acting up arrangements whilst substantive post holders are covering other posts.</p>		

## Improvement Notice Actions

Key Action	Commentary including key activity undertaken in period	Outstanding actions required	Date	Risks / Issues / Mitigating Action	Additional Information
<p>Review the escalation policy and ensure that it is understood and used by all partners</p> <p><b>GREEN</b></p>	<p>Messages sent from PSCB to ensure escalation policy forms part of all single and multi-agency safeguarding training.</p> <p>Policy communicated and feedback is that it is being used appropriately.</p> <p>Communications activity to support publication ongoing, including incorporation into Transforming Children's Services resource pack.</p>	<p>Annual Review of Policy</p> <p>Ongoing reviewing of escalations as they are received</p>	March 2011		
<p>Implement an electronic recording system that is fit for purpose and which contains a single record for each child with complete chronology</p> <p><b>GREEN</b></p>	<p>Project continues to be delivered in line with project timescales.</p>	<p>Contracts scheduled to be completed</p>	End December 2010		
<p>Demonstrate improvements in the quality of social work practice through audit and professional development</p> <p><b>GREEN</b></p>	<p>Audit programme in place and is continuing to be being delivered.</p> <p>In order to provide more effective support to team managers, a new post has been identified to provide mentoring and support to newly appointed team managers across Children's Social Care. This post will, as part of their role, run a series of masterclasses in key</p>	<p>Ongoing delivering of audit programme</p>	Ongoing		

Key Action	Commentary including key activity undertaken in period	Outstanding actions required	Date	Risks / Issues / Mitigating Action	Additional Information
	areas, including adoption, care proceedings and assessments. A very experienced manager has been recruited and will start on 4 <sup>th</sup> October.				
Work with partners to ensure that the Peterborough Safeguarding Children Board (PSCB) establish and follow clear processes to implement Serious Case Reviews (SCR) action plans and has oversight of key data  <b>GREEN</b>	All SCR action plans scrutinised and outstanding actions highlighted and completed with collation of evidence of actions completed. All agencies are now aware of their responsibilities in relation to SCR and PSCB have mapped individual agencies procedures re. SCR action plans. Performance a standing agenda item for PSCB. Two SCR action plans have now been signed off by PSCB in September.	QA group meeting to consider dashboard and performance information required for PSCB  Sign off of final SCR action plan	Ongoing  November 2010		
Demonstrate effective evaluation of projects and initiatives including the Common Assessment Framework (CAF) and that the findings inform service development  <b>AMBER</b>	Work has started on the first phase to develop framework for project evaluation, including development and roll out of PRINCE II methodology. A junior project manager has been recruited, and is undergoing training. Work is underway to scope potential training, with a focus being put upon the delivery of projects within a Children's Services environment rather than generic Prince methodology training. It is anticipated that this training will be delivered through the new training facility being developed at the Hereward School site.  A new system for recording CAF data has been completed and is being rolled out.	Ongoing implementation of PRINCE II approach to projects across Children's Services  Work to develop a mechanism for evaluating the impact of CAFs	Ongoing until March 2011  November 2010		See CAF QA Report

Key Action	Commentary including key activity undertaken in period	Outstanding actions required	Date	Risks / Issues / Mitigating Action	Additional Information
	<p>CAF co-ordinators are now attending team around the child meetings and will conduct QA on these processes using national tools.</p> <p>Further work is required to develop a process to evaluate the impact of CAFs on outcomes. Exploratory conversations to be held concerning utilising approaches developed within the Social Care QA process.</p>				

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<b>CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 9</b>
<b>15 NOVEMBER 2010</b>	<b>Public Report</b>

## **Report of the Executive Directors of Children's and Adult Services**

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### **THE BIG DEBATE – A RESPONSE FROM ADULTS & CHILDREN'S SERVICES**

#### **1. PURPOSE**

- 1.1 The purpose of this report is to provide the Committee with an opportunity to scrutinise and comment upon the response made by both Children's and Adult Services to issues raised at the Scrutiny Big Debate held earlier this year.

#### **2. RECOMMENDATIONS**

- 2.1 That the Committee considers the content of the responses provided notes the intended actions and makes any further recommendations.

#### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

- 3.1 The programme of Big Debates tackled a range of issues directly relevant to the Sustainable Community Strategy.

#### **4. BACKGROUND**

There are two parts to this report:

- a) The Children's Services response to what young People were asking for during the Big Debate which is contained in Appendix 1 and
- b) The Adult Social Care Services response which is contained in Appendix 2

#### **5. CONSULTATION**

A wide variety of individuals and organizations attended the Big Debate. This report will serve as a response to the issues raised during the debate itself.

#### **6 NEXT STEPS**

The actions proposed in the report will continue. Committee may wish for a further updated report in six months.

Issue Ref	Issues arising from the Big Debate	Response / Action Being Taken
A1	<p><b>Young People / Job Skills</b></p> <p>Provide job subsidies for young people</p>	<p><b>Young People / Job Skills</b></p> <p>The group of people who will be most affected by the changes in the government policy around education and training will be young people 16 – 25. Unemployment in this sector is likely to increase and this will be compounded by the difficulties faced by young people in accessing university places as well as the shortage of paid employment.</p> <p>A progression pathway that is being strongly supported by the current coalition government is the Apprenticeship Pathway. This in essence provides a form of 'job subsidy' for young people and employers in that the government has fully committed to funding the vocational training and accreditation for young people on the programme with the employer funding the salary to the requirements of the national minimum wage.</p> <p>The Apprenticeship Programme is one that is to be supported and promoted by the council and its partners as it provides a valuable opportunity for young people to gain nationally recognised work experience with respected accreditation. However, the Apprenticeship Programme is only suitable for those learners who can achieve a Level 2 or above. What is still needed are safe employment opportunities/work experience and progression pathways into work for those young people who will find it difficult to achieve a level 2.</p> <p>The 8 -19 Service has recently recruited to the team a young peoples' employment adviser whose role will be to work with employers to develop employment opportunities for identified groups of young people.</p>
A2	<p>Give more guidance for young people</p>	<p>The 8 -19 Service has plans to raise the focus and status of the City Centre Young Peoples' Access Point and make the centre the first port of call for young people seeking independent advice and guidance. The Next Steps event that took place during the week young people received their GCSE results was highly successful resulting in over 120 young people attending the event which was held over two days.</p> <p>The 8 -19 Service has concerns about the quality and independent advice given to young people in schools. One of the service's priorities for this year will be to support schools in terms of their understanding of the learning choices/pathways available for young people in the city and how these learning pathways can lead to accessing higher education opportunities and employment opportunities in the city.</p> <p>For the second year running the 8 -19 Service is holding a 'Choices' event in conjunction with Peterborough Regional College. This two day event provides an opportunity for young people to meet all of the learning providers post 16 across</p>

Issue Ref	Issues arising from the Big Debate	Response / Action Being Taken
		<p>the city and receive information about the courses on offer. The first day of the event is targeted at young people who may be at risk of becoming NEET. The second day, the Saturday, is open to all young people across the city.</p> <p>In addition to the high profile Information, advice and guidance events, young people can access information through the Area Wide Prospectus. The prospectus is now in its third year and the information on this website has developed and improved considerably over the period of time. The Area Wide Prospectus provides young people with the information about courses on offer post 16 across all providers – schools and colleges – in the city.</p> <p>The last academic year saw the introduction of the Common Application Process (CAP). This is an electronic, web based centralised application system which together with the Area Wide Prospectus allows young people to apply for post 16 courses in other institutions. Initial evaluation of the CAP has identified that more young people than in previous years have chosen to follow post 16 courses outside of their home institution and make decisions about courses studied based on a real choice of offer.</p>
<b>A3</b>	Introduce local employment agreements for young people	<p>The 8 19 Service, as well as the Adult Learning and Skills Board is working with Opportunity Peterborough to lobby the procurement team in the city council to ensure that through contract negotiations the learning and skills agenda figures prominently.</p> <p>Opportunity Peterborough sees the growth agenda for the city being predicated on a strong learning and skill base with employers committed to providing apprenticeships as well as supporting schools through work tasters and work experience programmes. The Bond Holder scheme and the Skills Pledge will encourage businesses to become more fully involved in the learning and skills agenda and will recognise and reward business for their contribution.</p>
<b>A4</b>	Introduce guaranteed interview schemes	<p>Guaranteed interview schemes are valuable in that they provide motivation to young people and an incentive to achieve.</p> <p>Any such scheme introduced in Peterborough should be linked to identified expectations for the young person concerned and clear aspirational targets. For example, if a young person achieves their target grades at GCSE then they will be guaranteed an interview with an employer or with a post 16 learning provider.</p> <p>A 'Passport' scheme is already in operation for University Centre Peterborough. Young people in school work on UCP delivered programmes, giving them UCAS points and an opportunity of a place on their chosen course at the university.</p>

Issue Ref	Issues arising from the Big Debate	Response / Action Being Taken
A5	Provide more training and work experience	<p>Currently the cost of work experience is subsidised by funding directed to the Education Business Link Organisation (EBLO). EBLO contract out to the Cambridgeshire work experience team to find work placements and to organise health and safety checks on employers. Funding for work experience will be cut from 2011 and schools will have to bare the cost of continuing to offer a universal programme of two weeks work experience. As funding is reduced for schools the likelihood of this universal work experience programmes in schools will diminish.</p> <p>The 8 -19 Service has worked closely, through our employer engagement consultant, to develop targeted work experience linked to the business sectors.</p> <p>In addition, the UK Careers Academy which offers young people over 16 in schools a chance to gain financial knowledge through work experience and accreditation operates in two secondary schools in Peterborough. There is a move to develop a Peterborough Careers Academy, engaging local businesses, to provide similar experiences.</p>
A8	Need to identify children earlier who need support than before 14-19 years	<p>Working with the data and research team the 8 -19 Service has established 'Risk Registers' of those young people at risk of becoming NEET for all cohorts from years 8 to 11.</p> <p>These 'Risk Registers' will be used to plan targeted interventions, deploy resources to settings and identify the ward areas where the majority of 'at risk' young people live.</p> <p>The next steps in working with this 'at risk' data will be to confirm with schools the names on the individual school lists and then to work with schools to define what interventions are appropriate.</p> <p>The local authority has considerable concerns about the number of young people who leave education at the end of year 12 or drop out of education during year 13. There are a number of reasons for this, but predominantly young people, through inadequate IAG, find themselves on courses that they are not suited to or do not have the prior attainment profile to be successful in. The measures identified above around IAG (Information, Advice and Guidance) will go some way to address this issue. Further, the 8 -19 Service is planning to introduce a Learner at Risk Panel, for year 12 students, at the end of this term in order to identify, in advance, young people who might not return to education after Christmas. The 8 -19 Service will then be able to work with these young people in order to provide a more appropriate learning/employment route and thus reduce the likelihood of them becoming NEET.</p> <p>The local authority's Participation Group is made up of all post 16 learning providers (excluding school 6<sup>th</sup> forms) in the city. The purpose of this group is to ensure that learners in one organisation at risk of not continuing in education are identified early and supported to move across providers to more suitable learning provision.</p>

<b>Issue Ref</b>	<b>Issues arising from the Big Debate</b>	<b>Response / Action Being Taken</b>
	<b>Views of Young People</b>	<b>Views of Young People</b>
<b>B1</b>	Make lessons more interesting	The 8 -19 Service, in conjunction with School Improvement, is working closely with headteachers to improve the quality of learning and teaching post 16. The service will be conducting two reviews of post 16 provision in this coming term and will make clear recommendations for improvement.
<b>B2</b>	Provide more activities out of school and college	The 8 -19 Service provides positive activities for young people in localities and through schools. The service also works with other providers to ensure coverage across the city. However, with reduced funding the universal nature of this provision is likely to be at risk with, in future, activities targeted at the most vulnerable young people in communities.
<b>B3</b>	Provide more advertising of Connexions	The 8 -19 Service recognises that there is a need to further promote the work of the guidance staff and the Connexions profile. The City Centre Access Point will in future be the main focus of universal guidance activity across the city.
<b>B4</b>	Provide more courses out of the Prince's Trust so that more young people can go on them	Prince's Trust courses are funded through the Young Peoples' Learning Agency with clear parameters associated with numbers. The local authority team is contracted by Peterborough Regional College to deliver this programme. The 8 -19 Service is currently working on a similar programme to that of Prince's Trust funder through our own resources.
<b>B5</b>	Provide free education for 19 – 25 year olds	Currently learning is funded up to the age of 19 and to 25 for learners with LLDD. It is unlikely in the currently economic climate that funding will be made available for post 19 learners.
<b>B7</b>	Let young people have a say	The service, through funding from Aim Higher is working with the University of Hull on a research project focusing on young people's views regarding higher education – where they would want to study and what barriers prevent them from pursuing higher education. The outcomes of the research will support the planning and development of the new Universities@Peterborough concept as well as informing the University Centre Peterborough of the needs of young people who would want to continue their studies in Peterborough.
<b>B9</b>	Provide more vocational training for those who are not academic	The coalition government has commissioned Alison Wolf to lead a review of vocational education 14 -19. The expectation is that there will be a greater focus on the Apprenticeship pathway both pre and post 16 with some considerable re thinking around the diploma pathway and the 5+ A* to C equivalence of the current Btec suite of qualifications.

**Adult Social Care Response & Suggestions**

**Appendix 2**

Issue Ref	Issues arising from the Big Debate which can be considered as part of the theme (quoted directly from the feedback)	Theme / Action Being Taken	Feeds into which Policy / Strategy	Partnership working /Other policies	Recommendations Short / Medium /Long Term
<p><b>C1</b></p> <p><b>C3</b></p> <p><b>C7</b></p> <p><b>C8</b></p>	<p><b>“Living My Life”</b></p> <p>“Help PCC/PCT identify which sectors and clients have needs and that they can support (either through funding or additional in-kind support) – in close liaison with the voluntary sector”.</p> <p>“Encourage the development of needs-led services that build on existing knowledge and good practice (e.g. Peterborough Disability Forum) – in close liaison with the voluntary sector”.</p> <p>“Provide financial training to people on how to manage their own finances and budget”.</p> <p>“Raise mental health awareness and disability amongst organisations to become sustainable”.</p>	<p><b>“Living My Life”</b></p> <p>NHS Peterborough has a major priority work programme to implement personalisation and transform adult social care services. The national policy “Putting People First” has a number of specific milestones which must be achieved including the introduction of personal budgets (already well advanced) and the provision of universal information and advice (in development). Choice and control for service users is at the heart of the policy and this local programme.</p>	<p>Living My Life</p>	<p>Safeguarding, carers, prevention, universal services.</p>	<p>Schedule a session to scrutinise progress on implementing “Putting People First” in Peterborough or suggest that the Health Scrutiny Commission with its remit for adult social care does this (it receives the quarterly performance reports).</p> <p>Given the interest in this area during the Big Debate, this could be specifically advertised and could directly contribute to the need to raise awareness about how services are now delivered.</p>

Issue Ref	Issues arising from the Big Debate which can be considered as part of the theme (quoted directly from the feedback)	Theme / Action Being Taken	Feeds into which Policy / Strategy	Partnership working /Other policies	Recommendations Short / Medium /Long Term
C9  D3  D4	<p>“Examine ways of providing services that emulate MIND’s advocacy service – to help people put their point across”.</p> <p>“Need to raise awareness and understanding of what a personalised budget means”.</p> <p>“Take forward family working and the personalisation agenda”.</p>				
C1	<p><b>Services to support disabled and vulnerable people in the future – national and local financial context</b></p> <p>“Help PCC/PCT identify which sectors and clients have needs and that they can support (either through funding or additional in-kind support) – in close liaison with the voluntary sector”.</p>	<p><b>Services to support disabled and vulnerable people in the future – national and local financial context</b></p> <p>Several comments were received regarding how to sustain effective services. The City Council’s budget setting process, set within the tight public sector financial context, provides an opportunity for reflection on these issues. Investing in prevention and ensuring that services area available to support people’s needs, will continue to be critical.</p>	Living My Life, PCT five year Strategy, PCC medium term financial strategy	Carers	<p>Scrutiny session on upcoming budget consultation – the committee can ensure that the relevant comments from the Big Debate are put forward and responded to as part of the consultation. The committee could also consider any impact during the course of the next financial year.</p> <p>Councillor Thacker is already leading work to</p>

Issue Ref	Issues arising from the Big Debate which can be considered as part of the theme (quoted directly from the feedback)	Theme / Action Being Taken	Feeds into which Policy / Strategy	Partnership working /Other policies	Recommendations Short / Medium /Long Term
C3	“Encourage the development of needs-led services that build on existing knowledge and good practice (e.g. Peterborough Disability Forum) in close liaison with the voluntary sector”.				look at future arrangements for disability organisations in the city – some comments can be considered as part of this work.
C4	“Highlight key issues around the resilience of services, the changing landscape and the need for evaluating the impact of financial inclusion work – in close liaison with the voluntary sector”.				
E3	“Recognise that public feedback of the Council’s budget process highlighted how many people did not know what services are available, so there is a need to consider how we do this better in the future”.				



Issue Ref	Issues arising from the Big Debate which can be considered as part of the theme (quoted directly from the feedback)	Theme / Action Being Taken	Feeds into which Policy / Strategy	Partnership working /Other policies	Recommendations Short / Medium /Long Term
<p><b>C5</b></p> <p><b>C6</b></p>	<p><b>Equalities &amp; Diversity</b></p> <p>“Examine how people get involved in impact assessments and policy issues”.</p> <p>“Examine how people with disabilities are not faced with barriers to accessing mainstream services”.</p>	<p><b>Equalities &amp; Diversity</b></p> <p>The specific comments received relate to impact assessments.</p>	<p>Single Equality Scheme and all policies</p>		<p>The committee may wish to consider how it scrutinises the issues captured by equality impact assessments when it considers items on its agenda.</p> <p>Both the PCT and PCC are developing their Single Equality Schemes and the Committee may wish to have sight of these documents as appropriate.</p>
<p><b>D1</b></p> <p><b>D2</b></p>	<p><b>Whole Family Approach</b></p> <p>“Adopt a whole family approach so the right response is given by the right organisation at the right time”.</p> <p>“Develop a joined up approach for adults and children recognising the problems inherent in the structures for health and LA having different purposes”.</p>	<p><b>Whole Family Approach</b></p> <p>Work has commenced in Peterborough looking at the most vulnerable families in the city. This work crosses children’s services, criminal justice services, adult care services and other public sector functions. The scheme is a potentially critical part of getting the right preventative services in place to tackle chronic problems which require large volumes of costly public sector services to deal with.</p>	<p>Prevention</p>	<p>Whole systems approach across public sector organisations, greater Peterborough Partnership</p>	<p>The committee may wish to consider looking at this project during its development or once it is up and running perhaps, June 2011</p>

Issue Ref	Issues arising from the Big Debate which can be considered as part of the theme (quoted directly from the feedback)	Theme / Action Being Taken	Feeds into which Policy / Strategy	Partnership working /Other policies	Recommendations Short / Medium /Long Term
	<p><b>Other Matters</b></p> <p><b>Some comments made during the Big Debate are for noting, concern business as usual activity or are single issue comments.</b></p> <p><b>D5</b> "Identify opportunities to work more closely with Job Centre Plus".</p> <p><b>E2</b> "Provide better sign-posting for services at Job Centre Plus".</p> <p><b>D6</b> "Recognise the need for genuine decent welfare reform".</p> <p><b>D8</b> "Treat service users as an individual not a number".</p>	<p><b>Other Matters</b></p> <p>– to be taken forward by the Executive Director of Children’s Services and Assistant Director of Adult Social Care recognising the role of Job Centre Plus".</p> <p>- JCP to be appraised as a Children’s Trust member. JCP are already represented on adult social care partnership boards e.g. the learning disability board. JCP to be encouraged to take up their place on the Adult Safeguarding Board which they have been unable to attend.</p> <p>- Local consultation and a response was made to the previous government’s “Big Care Debate”. The City Council and partners have also responded to the Health White paper and will also consider the future White Papers on public health, adult social care and other welfare reforms.</p> <p>- Noted – a principle that we would all agree and one that is fundamental to how services are delivered.</p>	Various	Various	The commission could note these comments and updates when considering the big Debate report.

<b>CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 10</b>
<b>15 NOVEMBER 2010</b>	<b>Public Report</b>

## **Report of the Solicitor to the Council**

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### **FORWARD PLAN – 1 NOVEMBER TO 28 FEBRUARY 2011**

#### **1. PURPOSE**

- 1.1 This is a regular report to the Creating Opportunities and Tackling Inequalities Scrutiny Committee outlining the content of the Council's Forward Plan.

#### **2. RECOMMENDATIONS**

- 2.1 That the Committee identifies any relevant items for inclusion within their work programme.

#### **3. BACKGROUND**

- 3.1 The latest version of the Forward Plan is attached at Appendix 1. The Plan contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) will be making over the next four months.
- 3.2 The information in the Forward Plan provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.

#### **4. CONSULTATION**

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan.

#### **5. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

None

#### **6. APPENDICES**

Appendix 1 – Forward Plan of Executive Decisions

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**PETERBOROUGH CITY  
COUNCIL'S FORWARD PLAN  
1 NOVEMBER 2010 TO 28 FEBRUARY 2011**

## FORWARD PLAN OF KEY DECISIONS - 1 NOVEMBER 2010 TO 28 FEBRUARY 2011

During the period from 1 November 2010 To 28 February 2011 Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. The dates detailed within the Plan are subject to change and those items amended or identified for decision more than one month in advance will be carried over to forthcoming plans. Each new plan supersedes the previous plan. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the papers listed on the Plan can be viewed free of charge although there will be a postage and photocopying charge for any copies made. All decisions will be posted on the Council's website: [www.peterborough.gov.uk](http://www.peterborough.gov.uk). If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this plan.

### NEW ITEMS THIS MONTH:

**Traffic Signals Maintenance Contract**  
**Budget and Medium Term Financial Strategy (November and December)**  
**Council Tax Base 2011/12**  
**Museum Redevelopment Project**  
**Award of Contract for Extension at Leighton Primary School**  
**Award of Contract for Extension at the Beeches Primary School**  
**Termination of Transitions Service Contract with YMCA**

## NOVEMBER

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of Coneygree Lodge, Coneygree Road - KEY/01NOV/10</b></p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Coneygree Lodge at Coneygree Road.</p>	<p>November 2010</p>	<p><b>Cabinet Member for Resources</b></p>	<p>Sustainable Growth Scrutiny Committee</p>	<p>Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments &amp; external stakeholders as appropriate</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk</p>	<p>Public report will be available from the Governance team one week before the decision is made</p>

<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of land adjacent to Pupil Referral Unit (former Honeyhill School) Paston Ridings - KEY/02NOV/10</b></p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of land adjacent to the former Honeyhill School.</p>	November 2010	<b>Cabinet Member for Resources</b>	Sustainable Growth Scrutiny Committee	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate.	Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk	Public report will be available from the Governance Team one week before the decision is made.
<p><b>The Future of Peterborough Community Services (the provider arm of the Primary Care Trust) - KEY/03NOV/10</b></p> <p>For Cabinet to approve proposals from the Primary Care Trust regarding the future of Peterborough Community Services, including adult social care.</p>	November 2010	<b>Cabinet</b>	Scrutiny Commission for Health Issues	Internal Departments and Relevant Stakeholders as appropriate.	Denise Radley Executive Director of Adult Social Services & Performance Tel: 01733 758444 denise.radley@peterborough.gov.uk	Public report will be available from the Governance Team one week before the decision is made.



<p><b>Drug and alcohol misuse services for children and young people - KEY/04NOV/10</b> Provide an integrated drug and alcohol misuse service offering early intervention, prevention, targeted and specialist interventions to targeted groups of young people in Peterborough.</p>	November 2010	<p><b>Cabinet Member for Children's Services, Cabinet Member for Community Cohesion, Safety and Women's Enterprise</b></p>	Health Issues	Relevant Internal Stakeholders	<p>Pam Setterfield Assistant Head of Children &amp; Families Services (0-13) Tel: 01733 863897 pam.setterfield@peterborough.gov.uk</p>	<p>A public report will be available from the governance team one week before the decision is taken.</p>
<p><b>Traffic Signals Maintenance Contract - KEY/05NOV/10</b> Novation of contract from Traffic Signals UK Limited to Telent Technologies Services Limited</p>	November 2010	<p><b>Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	Environment Capital Scrutiny Committee	Relevant internal departments	<p>Susan Fitzwilliam ITS Development Officer Tel: 01733 452441 susan.fitzwilliam@peterborough.gov.uk</p>	<p>A public report will be available from the governance team one week before the decision is taken</p>
<p><b>Scheme of works at the Triangle, New England - Award of Contract - KEY/06NOV/10</b> Award of contract to construct Triangle Safety Scheme through Midlands Highways Alliance (MHA) – Medium Schemes Framework 1 (MSF) contract.</p>	November 2010	<p><b>Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	Environment Capital	Internal and external stakeholders as appropriate.	<p>Stuart Mounfield Senior Engineer Tel: 01733 453598 stuart.mounfield@peterborough.gov.uk</p>	<p>Public Report will be available from the governance team one week before the decision is taken.</p>

<p><b>Budget and Medium Term Financial Strategy - KEY/07NOV/10</b>          Agree actions for dealing with grant reductions in 2010-11 financial year. Draft budget proposals and Medium Term Financial Strategy to 2015/16 to be agreed as a basis for consultation.</p>	November 2010	<b>Cabinet</b>	Sustainable Growth	Report forms the basis of consultation with stakeholders, prior to further consideration by Cabinet in February 2011 and subsequent endorsement at full Council.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborou gh.gov.uk	A public report will be available from the governance team one week before the decision is taken.
<p><b>Review of Charges for Allotments - KEY/08NOV/10</b>          To agree the charges for the use of Allotments for the forthcoming year.</p>	November 2010	<b>Cabinet Member for Resources</b>	Sustainable Growth Scrutiny Committee	Relevant ward members, internal Departments and external stakeholders as appropriate.	Commercial Services Director	Public Report to be available from the Governance team one week before the decision is made
<p><b>Award of Contract for Extension at the Beeches Primary School - KEY/09NOV/10</b>          Award of Contract for Extension to increase pupil numbers at the Beeches Primary School, following competitive tendering process.</p>	November 2010	<b>Cabinet Member for Education, Skills and University</b>	Creating Opportunities and Tackling Inequalities	Internal departments and external stakeholders.	Alison Chambers Asset Development Officer  alison.chambers@peterborou gh.gov.uk	A public report will be available from the governance team one week before the decision is taken.

<p><b>Award of Contract for Extension at Leighton Primary School - KEY/10NOV/10</b> Award of Contract for Extension to increase pupil numbers at Leighton Primary School, following competitive tendering process.</p>	November 2010	<b>Cabinet Member for Education, Skills and University</b>	Creating Opportunities and Tackling Inequalities	Internal departments and relevant stakeholders.	Alison Chambers Asset Development Officer  alison.chambers@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken
<p><b>Contract Award - Adult Drug Treatment Services - KEY/11NOV/10</b> To award the contracts for the delivery of Adult Drug Treatment Services</p>	November 2010	<b>Cabinet Member for Community Cohesion, Safety and Women's Enterprise</b>	Strong and Supportive Communities	Internal departments as appropriate Safer Peterborough Partnership	Gary Goose Community Safety Strategic Manager Tel: 01733 863780 gary.goose@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken.
<p><b>Termination of Transitions Service Contract with YMCA - KEY/12NOV/10</b> To authorise termination of the contract due to reduction in funding.</p>	November 2010	<b>Cabinet Member for Children's Services</b>	Creating Opportunities and Tackling Inequalities	Internal departments and external stakeholders.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken.

<p><b>Floating Support Contract: Cross Keys Homes Extension of Contract – KEY/13NOV/10</b> Extension of contract to provide a generic floating support service for clients with housing support needs.</p>	November 2010	<p><b>Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	Strong and Supportive Communities	Internal Departments and Relevant Stakeholders as appropriate.	<p>Belinda Child Housing Strategic Manager  belinda.child@peterborough.gov.uk</p>	Public report will be available from the Governance Team one week before the decision is made.
<p><b>Passenger Transport Framework Tender – KEY/14NOV/10</b> Requirements for special educational needs and mainstream school contract.</p>	November 2010	<p><b>Cabinet Member for Education, Skills and University</b></p>	Creating Opportunities and Tackling Inequalities	Internal stakeholders.	<p>Cathy Summers Team Manager - Passenger Transport Contracts and Planning  cathy.summers@peterborough.gov.uk</p>	Public report will be available from the Governance Team one week before the decision is made.
<p><b>Security Framework Contract – KEY/15NOV/10</b> Award of framework contract split into two lots: security services such as manned security guarding, patrolling, key holding and alarm response for PCC sites; and cash collection and cash in transit services, delivering services for the council such as collecting cash from parking meters and banking it securely.</p>	November 2010	<p><b>Cabinet Member for Resources</b></p>	Sustainable Growth	Internal and external stakeholders as appropriate	<p>Matthew Rains P2P Manager Tel: 01733 317996 matthew.rains@peterborough.gov.uk</p>	A public report will be available from the governance team one week before the decision is taken

## DECEMBER

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Peterborough Planning Policies DPD – ‘Preferred Options’ version - KEY/01DEC/10</b> To agree draft planning policies, for subsequent public consultation</p>	December 2010	<b>Cabinet</b>	Sustainable Growth	Internal and External as appropriate.	Richard Kay Strategic Planning Manager  richard.kay@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is made.
<p><b>Village Design Supplementary Planning Document (Draft version for consultation) - KEY/02DEC/10</b> To agree a draft SPD, for subsequent public consultation.</p>	December 2010	<b>Cabinet</b>	Sustainable Growth / Rural Communities	Internal and External as appropriate	Richard Kay Strategic Planning Manager  richard.kay@peterborough.gov.uk	A public report will be made available from the governance team one week before the decision is made.
<p><b>Museum Redevelopment Project - KEY/03DEC/10</b> To authorise the award of the contract for the Museum Redevelopment project.</p>	December 2010	<b>Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning</b>	Strong and Supportive Communities	Consultation will take place with relevant internal stakeholders as appropriate	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken.

<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of Land and Buildings - Vawser Lodge Thorpe Road - KEY/04DEC/10</b></p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Vawser Lodge</p>	December 2010	<b>Cabinet Member for Resources</b>	Sustainable Growth	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate	Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken
<p><b>Council Tax Base 2011/12 - KEY/05DEC/10</b></p> <p>To agree the calculation of the council tax base for 2010/11</p>	December 2010	<b>Cabinet</b>	Sustainable Growth	Relevant internal and external stakeholders	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken
<p><b>Budget and Medium Term Financial Strategy - KEY/06DEC/10</b></p> <p>Consider Local Government Finance settlement and agree updates to draft budget proposals and Medium Term Financial Strategy to 2015/16 if necessary</p>	December 2010	<b>Cabinet</b>	Sustainable Growth	Relevant internal and external stakeholders	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken.

<p><b>Peterborough Local Investment Plan - KEY/07DEC/10</b> Document for submission to the Homes and Communities Agency, drawn largely from the Integrated Development Programme (Adopted December 2009). The LIP is the first stage towards applying for funding from the HCA for primarily housing-related project aspirations in the City.</p>	December 2010	<p><b>Leader of the Council and Cabinet Member for Growth, Strategic Planning and Economic Development</b></p>	Sustainable Growth	Internal and External stakeholders as appropriate.	<p>Andrew Edwards Head of Peterborough Delivery Partnership Tel: 01733 384530 andrew.edwards@peterborough.gov.uk</p>	<p>A public report will be available from the governance team one week before the decision is taken.</p>
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## JANUARY

**THERE ARE CURRENTLY NO KEY DECISIONS SCHEDULED FOR JANUARY.**

## FEBRUARY

**THERE ARE CURRENTLY NO KEY DECISIONS SCHEDULED FOR FEBRUARY.**

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**CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE  
WORK PROGRAMME 2010/11**

Meeting Date	Item	Progress
<b>21 June 2010</b>  <i>Draft report 3 June</i> <i>Final report 10 June</i>	<b>Excellence in Partnership</b>  To scrutinise the Excellence in Partnership network of Peterborough schools, which works together to drive up education outcomes across the city.  <b>Contact Officer: Assistant Director, Learning and Skills</b>	Progress report to come back to Committee at a future date.
	<b>Relationships Policy</b>  To scrutinise the Personal Relationships Policy and make comments to feed in to the consultation process  <b>Contact Officer: Director of Adult Social Services</b>	To come back to the Committee in September after full consultation and prior to final approval
	<b>Safeguarding and Children in Care Services Action Plan</b>  To scrutinise the actions being taken in the Safeguarding and Children in Care Services Action Plan.  <b>Contact Officer: Executive Director of Children's Services</b>	To continue to monitor with an exceptions report to be presented at the July meeting.
	<b>Cessation of the Comprehensive Area Assessment</b>  To receive a report from the Executive Director of Strategic Resources regarding the coalition Governments plans to abolish the Comprehensive Area Assessment.  <b>Contact Officer: Executive Director of Strategic Resources</b>	Report noted.
	<b>Review of 2009/10 and Future Work Programme</b>  To review the work undertaken during 2009/10 and to consider the future work programme of the Committee  <b>Contact Officer: Paulina Ford</b>	Suggestions noted and Group Representatives to discuss at next meeting.

Meeting Date	Item	Progress
<b>3 August 2010</b>  <i>Final report 23 July</i>	<b>Children's Trust - Be Healthy Partnership</b>  To scrutinise the 'Be Healthy' partnership outcomes of the Children's Trust and make any recommendations.  <b>Contact Officer: Executive Director of Children's Services</b>	Report to come back to the Committee in six months time on the progress of actions being taken to improve the Be Healthy outcome.
	<b>The Big Debate – Issues Paper</b>  To consider the issues which were identified at the Big Debate meeting held in February 2010.  <b>Contact Officer: Paulina Ford</b>	
	<b>Progress Report on Children's Service Development Plan</b>  To scrutinise and monitor the actions being taken in the Children's Service Development Plan and its impact.  <b>Contact Officer: Executive Director of Children's Services</b>	
<b>20 September 2010</b>  <i>Draft report 2 Sept</i> <i>Final report 9 Sept</i>	<b>Presentation of 2010 Examination Results, EYFS – Key Stage 4 – A Level</b>  To scrutinise the 2010 examination results, assess the impact of the action plan to improve educational results and make any necessary recommendations.  <b>Contact Officer: Assistant Director, Learning and Skills</b>	Validated examination results to be presented to the Committee in March 2010.
	<b>Children's Trust - Enjoy and Achieve Partnership</b>  To scrutinise the 'Enjoy and Achieve Partnership' Partnership outcomes of the Children's Trust and make any recommendations  <b>Contact Officer: Assistant Director, Learning and Skills</b>	

Meeting Date	Item	Progress
	<p><b>Personal Relationships Policy</b></p> <p>To scrutinise the Personal Relationships Policy and make comments prior to the final version being submitted to the NHS Peterborough's Policy and Procedures Group for approval.</p> <p><b>Contact Officer: Director of Adult Social Services</b></p>	
	<p><b>Peterborough Safeguarding Children's Board Annual report</b></p> <p>To scrutinise the Peterborough Safeguarding Children's Board Annual report.</p> <p><b>Contact Officer: Executive Director of Children's Services</b></p>	
	<p><b>Progress Report on Children's Service Development Plan</b></p> <p>To scrutinise and monitor the actions being taken in the Children's Service Development Plan and its impact.</p> <p><b>Contact Officer: Executive Director of Children's Services</b></p>	
<p><b>15 November 2010</b></p> <p><i>Draft report 28 Oct</i></p> <p><i>Final report 4 Nov</i></p>	<p><b>Children's Trust – Make a Positive Contribution Partnership</b></p> <p>To scrutinise the 'Make a Positive Contribution' Partnership outcomes of the Children's Trust and make any recommendations</p> <p><b>Contact Officer: Alison Sunley, Head of 8-19 Service</b></p> <hr/> <p><b>Translation and Interpretation Policy</b></p> <p>To Scrutinise the draft Translation and Interpretation Policy prior to approval by Cabinet.</p> <p><b>Contact Officer: Helen Edwards, Solicitor to the Council</b></p>	

Meeting Date	Item	Progress
	<p><b>Peterborough PCT Carers Strategy and Action Plan</b></p> <p>To scrutinise and comment on the impact of the Carers Strategy and Action Plan and make any recommendations.</p> <p><b>Contact Officer: Executive Director of Adult Social Services</b></p>	
	<p><b>Progress Report on Children's Service Development Plan</b></p> <p>To scrutinise and monitor the actions being taken in the Children's Service Development Plan and its impact.</p> <p><b>Contact Officer: Executive Director of Children's Services</b></p>	
	<p><b>Scrutiny Big Debate – Issues Report</b></p> <p>To scrutinise and consider the formal response to the issues raised at the Scrutiny Big Debate.</p> <p><b>Contact Officer: Executive Director of Children's Services</b></p>	
<p><b>24 January 2011</b>  <i>Draft report 6 Jan</i>  <i>Final report 13 Jan</i></p>	<p><b>Progress report on the implementation of the Corporate Parenting Pledge to Children in Care</b></p> <p>To scrutinise the impact of the implementation of the Corporate Parenting Pledge to Children in Care.</p> <p><b>Contact Officer: Executive Director of Children's Services and Brian Roberts</b></p>	<p>Cabinet Member for Children's Services has confirmed that she will be in attendance at this meeting.</p>
	<p><b>Portfolio Progress report from Cabinet Members relevant to the committee:</b></p> <ul style="list-style-type: none"> <li>• Cabinet Member for Children's Services</li> </ul>	
	<p><b>14 – 19 Strategic Commissioning Partnership</b></p> <p>To scrutinise the 'Achieve Economic Wellbeing' Partnership outcomes of the Children's Trust and make any recommendations</p> <p><b>Contact Officer: Executive Director of Children's Services</b></p>	<p>This item to include progress report on work being done to support 16 to 18 year olds not in Education, Training or Employment (NEET)</p>

Meeting Date	Item	Progress
	<p><b>Progress Report on Children's Service Development Plan and Updated Action Plan</b></p> <p>To scrutinise and monitor the actions being taken in the Children's Service Development Plan and its impact.</p> <p><b>Contact Officer: Executive Director of Children's Services</b></p>	
<p><b>21 March 2011</b>  <i>Draft report 3 March</i>  <i>Final report 10 March</i></p>	<p><b>Portfolio Progress report from Cabinet Member for Education, Skills and University</b></p> <p>To Scrutinise and comment on the progress of the portfolio of the Cabinet Member for Education, Skills and University. Report to include Validated Examination Results for 2010 to enable the Committee to scrutinise, assess the impact of action plans to improve educational results and make any necessary recommendations.</p> <p><b>Contact Officer: Assistant Director, Learning and Skills</b></p> <p><b>Single Delivery Plan</b></p> <p>To scrutinise and comment on the Single Delivery Plan for Children's Services and make any necessary recommendations.</p> <p><b>Contact Officer: Stephen Sutherland, Head of Strategy and Planning</b></p> <p><b>Children's (Social Care) Services Statutory Complaints Process (Children act 1989) Annual Report 2010</b></p> <p>To scrutinise the annual Children's (Social Care) Services Complaints Report</p> <p><b>Contact Officer: Complaints Manager Children's Social Care</b></p> <p><b>Progress Report on Children's Service Development Plan</b></p> <p>To scrutinise and monitor the actions being taken in the Children's Service Development Plan and its impact.</p> <p><b>Contact Officer: Executive Director of Children's Services</b></p>	<p>Cabinet Member for Education, Skills and University has confirmed that he will be in attendance at this meeting.</p>

Meeting Date	Item	Progress
	<p><b>Children's Trust - Be Healthy Partnership – Progress Report on Actions taken</b></p> <p>To receive and scrutinise a progress report on actions taken to improve the outcomes of the 'Be Healthy' partnership of the Children's Trust and make any recommendations.</p> <p><b>Contact Officer: Executive Director of Children's Services</b></p>	<p>This report to include the impact of the implementation in schools of the Cashless Catering System on school meal uptake and the impact of the targeted Mental Health in the Schools Programme.</p>
	<p><b>Cabinet Budget Proposals</b></p> <p>To scrutinise the impact and implications of the Cabinet Budget Proposals on Children's Services and make any necessary recommendations.</p> <p><b>Contact Officer: Executive Director of Children's Services</b></p>	

**For 2011/2012 Programme:**

- June 2011 - Transforming Children's Services - scrutinise whether the Transforming of Children's Services is providing improved services for all service users.