

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

**MONDAY 10 JUNE 2013  
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 a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council. Members must also declare if they are subject to their party group whip in relation to any items under consideration.

**3. Minutes of Meeting held on 22 April 2013**

**3 - 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 Commissions. 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. The Impact of Welfare Reform**

**9 - 16**

**6. Children's Play Services**

**17 - 30**

**7. Children's Services Improvement Programme**

**31 - 62**

**8. Children's Services Improvement Programme Scrutiny Task And  
Finish Group - Progress Report**

**63 - 64**

**9. Review Of 2012/2013 And Work Programme For 2013/14**

**65 - 76**

**10. Notice of Intention to take Key Decisions**

**77 - 88**

## 11. Date of Next Meeting

Monday, 22 July 2013



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

*In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.*

#### Committee Members:

Councillors: S Day (Chair), C Harper (Vice Chairman), B Rush, G Nawaz, J Shearman, B Saltmarsh and D Fower

Substitutes: Councillors: J R Fox, M Nadeem and Thulbourn

Education Co-optees: Jane Austen (Roman Catholic Church Representative), Miranda Robinson, (Church of England Representative), Alastair Kingsley – Co-opted Member, Tricia Pritchard, (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 IN THE  
BOURGES/VIERSEN ROOM, TOWN HALL, PETERBOROUGH  
ON 22 APRIL 2013**

**Present:** Councillors S Day (Chairman), Harper, N Arculus, B Rush, B Saltmarsh,  
J Shearman, D Fower

**Also present** Alastair Kingsley Parent Governor Representative  
Councillor J Holdich Cabinet Member for Education, Skills & University

**Officers in Attendance:** Sue Westcott Executive Director, Children's Services  
Jonathan Lewis Assistant Director for Education and Resources  
Paulina Ford Senior Governance Officer, Scrutiny  
Marie Southgate Lawyer

**1. Apologies**

No apologies for absence were received.

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

Councillor Saltmarsh declared that she was a Member of the Peterborough Referral Unit (PRU) Management team.

**3. Minutes of the meeting held on 11 March 2013**

The minutes of the meetings held on 11 March 2013 were approved as an accurate record.

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

There were no requests for Call-in to consider.

**5. Appointment of a Co-opted Member**

The purpose of the report was to request that the Committee consider retaining Alistair Kingsley as a co-opted Member to the Committee. Members were informed that Alistair Kingsley became a co-opted member of the Committee as a Parent Governor Representative in May 2010, his term of office had been for three years which was due to end in May 2013. Alistair would be unable to continue for another three years as his role as Parent Governor had changed and was therefore no longer eligible to be co-opted to the Committee as a Parent Governor Representative. In accordance with the Constitution Part 4, Section 9 – Scrutiny Committee and Scrutiny Commission Procedure Rules, paragraph 3 the Committee shall be entitled to co-opt, as non-voting members, external representatives or otherwise invite participation from non-members where this is relevant to their work. Members were informed that Alistair Kingsley had been an active and valuable member of the Committee providing effective and challenging scrutiny at all meetings.

Members were also informed that the two vacancies on the Committee for Parent Governor Representatives had been advertised by the Governor Services Team but no one had applied and therefore the positions remained vacant. Members were concerned that the vacancies

remained open and requested that the Assistant Director for Education and Resources actively sought suitable candidates to fill the vacancies.

The Committee considered the request and agreed to retain Alistair Kingsley as a Co-opted Member of the Committee with no voting rights. The position to be reviewed on an annual basis.

### **ACTIONS AGREED**

The Committee agreed:

1. To retain Alistair Kingsley as a Co-opted Member of the Committee with no voting rights and that this arrangement be reviewed on an annual basis.
2. That the Assistant Director for Education and Resources take action to actively market and fill the Parent Governor vacancies as Education co-opted members of the Committee.

## **6. The Vision for Education in Peterborough**

The purpose of the report was to consult the Committee on the proposed draft Education vision for Peterborough in light of the changes at national level around the increasing role of school self-improvement and the new roles of local authorities in supporting education.

In November 2010, the Department for Education published the schools White Paper 'The Importance of Teaching', which had set out a radical reform programme for the schools system with the inference that schools would be freed from the constraints of central Government direction and teachers placed firmly at the heart of school improvement. Changes in the education system provided a new Education Act in 2011 and the key implications had been:

- An increase in the number of Academies and Free Schools
- Local Authorities seeing significant funding reductions including grants and in school improvement services
- Floor standards for schools being raised
- The revised Ofsted framework increasing pressure on schools with satisfactory schools now becoming "requires improvement"
- A requirement for low performing schools to join Academy chains and the encouragement of Academy led federations
- School-led school improvement replacing top-down initiatives.

The key roles for Peterborough as a Local Authority for education in the future will be as advocate for parents and children in which the LA:

1. Support parents and families through promoting a good supply of strong schools – encouraging the development of Academies and Free Schools which reflected the local community and ensuring outstanding maintained schools.
2. Ensure fair access to all schools for every child through providing sufficient school places and a range of different schools to support the community.
3. Use their democratic mandate to stand up for the interests of parents and children.
4. Support vulnerable pupils including Looked After Children, those with Special Educational Needs and those outside mainstream education.
5. Support maintained schools performing below the floor standards to improve quickly or convert to Academy status with a strong sponsor, and support all other schools which wish to collaborate with them to improve educational performance. Likewise work with academy governors to ensure all schools exceed the government floor targets on standards and progress.

6. Support schools to develop their own school improvement strategies and work between schools within the city and traded with those schools outside of the area.

Members were informed that the overall performance in Peterborough had not been good, the population continued to grow and was becoming more ethnically diverse. The LA had now become the Strategic Commissioner and the biggest challenge was the change in relationship between the LA and schools. Schools now had to take responsibility for their improvement but the Education Act 1996 firmly placed responsibility of outcomes for education of all children with the LA. There was now a need to get better value for money and not provide all services but focus on some. A key role for the LA was to provide education data and intelligence.

A recent review of the current services delivered by the LA had put them into three categories':

- Retained – those services / activities that were either statutory and needed to remain within Children's Services or those services which were considered to be of high importance to the organisation.
- School-to-School Support Partnership / Devolved to Schools – services that over time could be devolved / commissioned to the school to school partnership for the wider benefit of schools. There was emerging evidence that effective school-to-school collaboration was central to whole system improvement strategies, it was also a responsibility of local authorities to take the initiative in promoting them. A model for developing School to School support was included in the report which put schools into clusters both in secondary and primary schools. The schools would work together to discuss and resolve issues.
- Potential Areas for External Commissioning / Trading – these were areas which intend to be retained but further work would be undertaken to see whether these could be externalised or be expanded to operate on a trading basis.

Observations and questions were raised and discussed including:

- Members agreed that the Education Strategy was a move in the right direction but were concerned about the speed with which the change might happen. *Members were advised that some parts of the strategy were already in place or being developed. Other services would not be needed going forward. Quality assurance would be the key to commissioning services going forward.*
- Members wanted to know what would happen if services were outsourced and the proposed strategy did not work. *Members were advised that if the strategy were to be implemented the low profile services would go first and the high profile services last. There would be a need to sell to schools that Peterborough would perform better with a school-to-school partnership working together. Peterborough already had a school-to-school partnership working of which the majority of schools were members. The Peterborough Learning Partnership was originally formed in 2002. Other Local Authorities had stripped out their resources and devolved responsibility to schools and by doing this it had proved that the schools have been driven to work together and share best practice.*
- Members commented that they had thought best practice was already being shared across schools. *Members were advised that this was the case but on an ad hoc basis and was reliant on individual Heads knowing where to go for the best practice. The school-to-school partnership model brought knowledge and best practice to a single forum and passed it on to others.*
- Is the Peterborough Learning Partnership (PLP) set up as a charitable trust and did the model include reaching out to other authority public schools and independent schools. *Members were advised that the PLP would be set up as a charitable trust and its model had reached across borders and had expertise built in from elsewhere. It also had the capacity to include independent schools. An example of this was Oundle School who had worked with Thomas Deacon Academy.*

- Not all schools were obliged to join the PLP. How can you therefore ensure the model will work? *Members were informed that the role of the LA was to encourage schools to join the PLP and to help the PLP to develop. The Assistant Director for Education and Resources advised that he would be visiting schools and asking them why they had not joined the PLP and what they would want from the PLP to encourage them to join. All schools did already access something from the PLP and they did not have to be a subscribing member to attend conferences.*
- Members sought clarification between the Peterborough Learning Partnership and the Primary School Improvement Board. *Members were advised that they were primarily the same thing. The Primary School Improvement Board asked the PLP to commission pieces of work for them.*
- Who funds both the Secondary and Primary School Improvement Boards? *Members were advised that there was £500,000 in the school improvement pot which had been top sliced from the schools budget and the Local Authority would also contribute to this. However it was the decision of the Schools Forum whether the money would be spent on this strategy.*
- What would happen if the Head of a successful school left and the school started to decline? Could the LA intervene? *Members were informed that the LA was still accountable for improving education outcomes and could intervene at anytime. The LA used data to see how schools were performing and looked at other issues like staff leaving, children not going to school in catchment and any other areas of concern. The aim was to make all schools within the Local Authority outstanding.*
- Councillor Holdich thanked the Committee for their input into the strategy.

The Chair thanked the Assistant Director for Education and Resources for his report and requested that the Members working with the Assistant Director for Education and Resources to develop the Vision for Education in Peterborough continue to do so.

## **ACTIONS AGREED**

The Committee requested that:

1. A further update report on the Vision for Education in Peterborough to be brought back to the Committee in September.
2. A report covering a summary of Ofsted visits to schools to be provided to the Committee on a monthly basis.
3. The Member working group to continue to work with the Assistant Director for Education and Resources on the Vision for Education in Peterborough.

## **7. Draft School Organisation Plan 2013-2018 – Delivering Local Places for Local Children**

The purpose of the report was to outline to the Committee the proposal for meeting the statutory requirement for school places in Peterborough. The report drew together the latest demographic data, the capital programme and identified the need for further school places. The School Organisation Plan had previously been a statutory requirement for Local Authorities but was no longer a requirement. Given the demand for school places in Peterborough the plan had been revived to support the planning and transparency of school places in Peterborough. The Assistant Director for Education and Resources gave an overview of the School Organisation Plan to the Committee highlighting the scope of the plan, the current position and processes of school place planning. The document had been shared with schools and had received positive feedback.

Observations and questions were raised and discussed including:

- Members commented that it was an excellent in-depth report giving a consolidated picture and a positive step forward for school place planning.

- Members commented and discussed issues relating to schools in their wards including the development of the old Peterborough District Hospital site and a new primary school within the new development, the two schools at Dogsthorpe becoming one primary school and the conversion of St Georges School to a single entry primary school.
- The Assistant Director for Education and Resources informed Members that in the past there had been some disconnect between planning and development for the growth of the city and the requirement for school places. The School Organisation Plan would be a live document that would help to show at any time where pressures for school places were and would be used in conjunction with planning documents to help planners and developers prior to deciding on new developments. Future new school buildings would be built to try and future proof for growth to allow for expansion if required.
- Members sought assurance that lessons had been learnt from the Hampton development and that negotiations with developers would ensure that land would be made available for any new schools much sooner than had previously been. *Members were advised that this was the case and it was in the developer's interest to get the infrastructure in place sooner. Schools were an integral part of attracting people to new developments.*
- The Thomas Deacon Academy (TDA) had an admission policy that was totally different from any other secondary schools in the city. Members wanted to know if the TDA admission policy were to change and become similar to the other secondary schools would that relieve the pressure of school places. *Members were advised that the TDA set up in 2007 and at that stage signed a funding agreement with the DfE which lasted for seven years and was due to expire in August 2014. Within the contract was the agreement that the school use 'fair banding' as its admission criteria. There would be an opportunity to review the process when the agreement ended. When the new Head is appointed the LA would discuss the possibility of changing the admission criteria. If the change were to be agreed it may help to relieve pressures around some of the geographical issues within the city but would not help with school places overall.*
- Members requested that more detail be provided for schemes mentioned in the plan that were going to happen imminently.
- The Assistant Director for Education and Resources advised Members that the School Organisation Plan 2013-2018 would be a live document and would be refreshed annually.

## **ACTION AGREED**

The Committee noted the report and School Organisation Plan 2013-2018 and requested that the Plan be brought back to the Committee when it is refreshed on one year's time.

The meeting began at 7.00pm and ended at 8.55pm

CHAIRMAN

This page is intentionally left blank



<b>CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 5</b>
<b>10 JUNE 2013</b>	<b>Public Report</b>

## Report of the Head of Neighbourhood Services

Contact Officer(s) – Leonie McCarthy, Social Inclusion Manager  
Contact Details - 01733 864308

### THE IMPACT OF WELFARE REFORM

#### 1. PURPOSE

To inform the Committee of the impacts of Welfare Reform and the work being undertaken through the Peterborough Community Assistance Scheme to tackle poverty and destitution

#### 2. RECOMMENDATIONS

To review the programmes of work identified to tackle poverty and endorse or make recommendations for amendments and/or additions.

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

- Creating Stronger and Safer Communities by making Peterborough Safer and empowering local communities
- Creating Opportunity, Tackling Inequality by supporting vulnerable people, improving skills, education and health
- Delivering Substantial and truly sustainable growth by increasing economic prosperity.

#### 4. BACKGROUND

In 2012 the Welfare Reform Act was introduced to the UK. This was the biggest reform of social security in 60 years.

The reform of the welfare system was designed to deliver £18billion savings nationally initially, with a further £10billion thereafter.

The aims were also to make the system of benefits and tax credits fairer and simpler, create incentives to get more people into work by ensuring that ‘work always pays’, protect the most vulnerable in our society and deliver fairness to those claiming benefit and to the tax payer.

The changes for Peterborough include

- Council Tax Benefit (c8,000 households now paying for the first time)
- Under occupancy rules (1,737 households will be unable to meet their rents through housing benefit payment)
- Social Fund and Community Care Grants (£1.2m removed in grants and loans, but replaced with Local Welfare Provision)
- Benefit Cap (expected to affect c200 households in Peterborough from July 2013)

There are also some major infrastructure changes in the way that benefits will be awarded including the introduction of Universal Credit in early 2014 to replace current welfare benefit support, the introduction of Personal Independence Payments for new claimants (October 2015

for existing claims) and Employment Support Allowance (income benefit/income support – claims limited to one year).

Total loss of direct benefit income to Peterborough as a result of welfare reform is estimated to be in the region of £26.20m.

Our research into the impacts of welfare reform also included looking at the unintended consequences which we believe may include:

- A reduction in High Street economy
- Increased evictions
- Overcrowding
- Increased acquisitive crime and shoplifting
- Domestic Abuse
- Loan sharks
- Substance misuse
- Mental and Public Health issues
- Fuel Poverty

## **5. KEY ISSUES**

In replacement of the £1.2m social fund, which incorporated Crisis Loans and Community Care Grants, Peterborough City Council was this year awarded £803,904 to tackle poverty and destitution.

To ensure these funds would mitigate the significant impacts of Welfare Reform, a group of strategic partners from the voluntary, private and statutory sector, working on issues to tackle poverty, were brought together to form a Welfare Reform Steering Group.

The purpose of this group is to:

- Provide a strategic overview of future welfare changes and implications
- Oversee delivery of a Peterborough Community Assistance Scheme (PCAS) and any emerging trends/issues
- Understand the impact of Universal Credit and other welfare changes and to provide the necessary support and resources to enable a smooth transition for affected clients in Peterborough

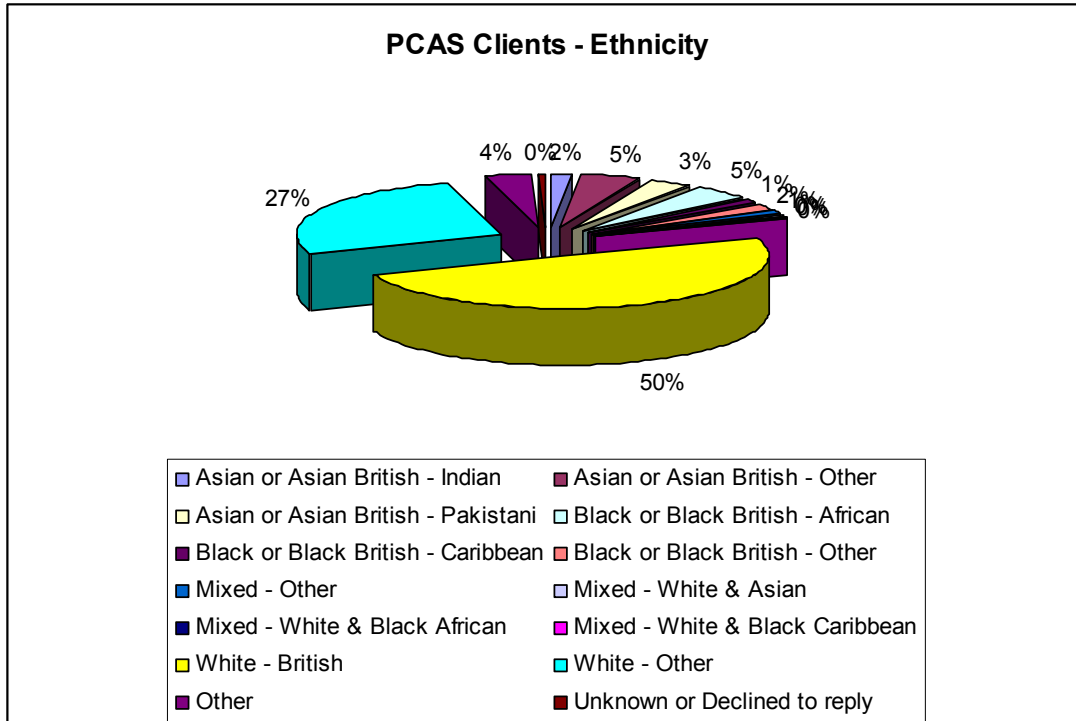
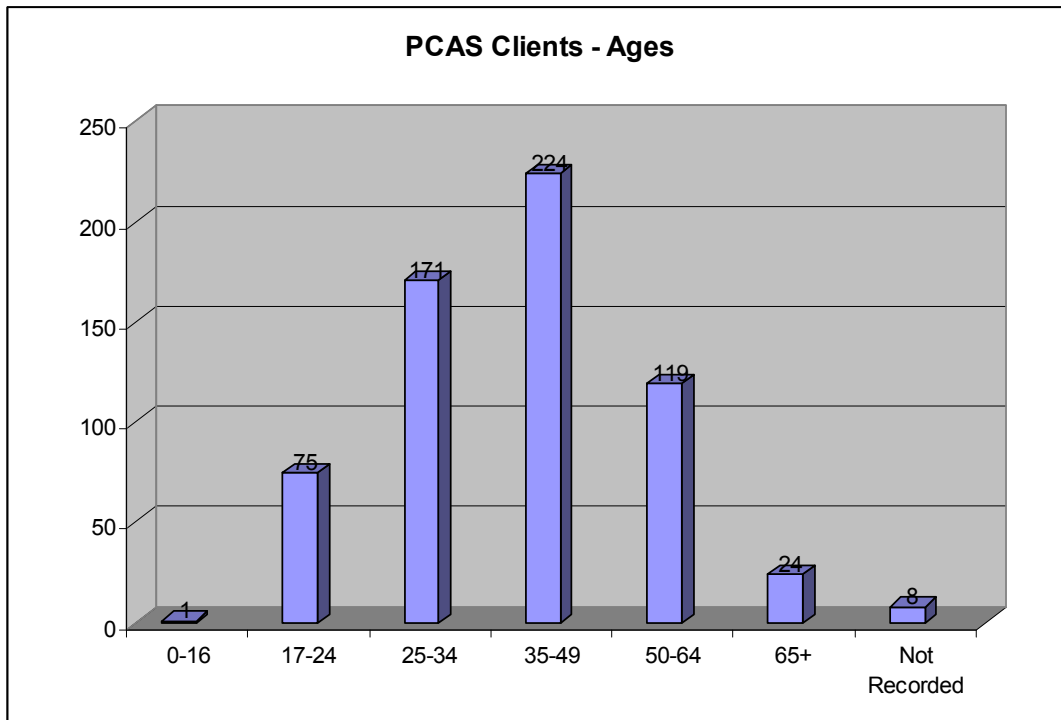
Through research and wider consultation the group have agreed an action plan to provide the following outcomes for Peterborough:

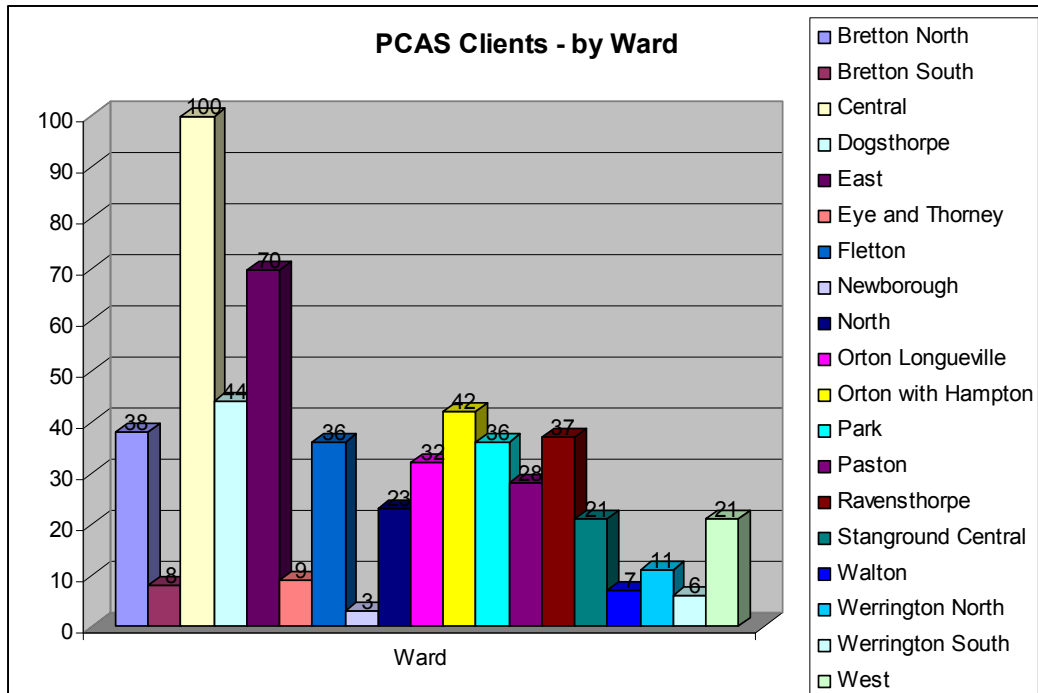
- Maximisation of Income
- Reduction of debt
- Crisis intervention

To ensure delivery of these outcomes the Peterborough Community Assistance Scheme (PCAS) was set up to provide:

- Peterborough's first Credit Union (managed by Rainbow Saver Credit Union)
- A basic needs facility for furniture, white goods and general crisis provision (managed by Carezone, Kingsgate)
- A specialist voluntary information and advice network (incorporating Age UK, Citizens Advice Bureau, Disability Information and Advice Line, Peterborough Council for Voluntary Service and Peterborough and Fenland MIND)
- Peterborough's first citywide Foodbank with 6 outlets to date (led by Kingsgate Church)

The first three months of the programme are to ascertain the need of clients and the level of resources required going forward. The majority of clients eligible for PCAS assistance have been referred directly from the Department of Work of Pensions to the Citizens Advice Bureau for screening and advice. This enables the scheme to ensure that those most in need and eligible for support are assisted to maximise income and reduce debt. A breakdown of the clients who accessed the service in April 2013 is illustrated in the following graphs:





Where appropriate a voucher system enables clients to access basic needs – food, beds, clothing, heating, essential household items, furniture, white goods, etc.

If clients are assessed to require specialist information and advice, i.e disability, mental health, volunteering opportunities etc, they are referred to the relevant PCAS advice agencies.

Data is collected at all points of contact with clients to ascertain trends and issues, including information relating to Equality and Diversity.

During phase one work will be undertaken to provide a City Centre Hub which will be a one stop service for the PCAS scheme. The hub will also incorporate access to employment opportunities, volunteering, business start up, information and advice, fuel poverty initiatives, financial management and budgeting training, ICT access and training.

There will also be a roll out of basic benefits and debt training for community based agencies and groups to provide early intervention and support to local residents and communities affected by welfare reform.

During the coming months we will deliver a Rogue Traders Action Plan and Tackling Illegal Money Lenders action plan.

## 6. IMPLICATIONS

We are exploring methods to measure the performance of our work which will include:

- Reduction of clients returning after early intervention
- No of clients securing voluntary, business start up or employment opportunities
- No's of individuals and community groups trained in basic advice support
- No' s of clients joining the credit union and undertaking money management training
- Decrease in basic needs provision
- Increase in skills development course completions
- Reduction in rough sleepers and destitution
- Increase of rogue traders and illegal money lenders fined or imprisoned
- Increase in private organisations committed to support the work of PCAS
- Increased befriending and neighbourhood support schemes

## 7. CONSULTATION

Consultation on this work has been developed from the Tackling Poverty consultation which has been undertaken over the past 2 years. Groups involved in the consultation are below:

Accent Nene	MIND
Age UK Peterborough	New Hope Charity UK
Axiom Housing Association	Peterborough Primary Care Trust
Barnardos	Peterborough Citizen's Advice Bureau
Birmingham City Council	Peterborough Council for Voluntary Service
CHS group	Peterborough Environment City Trust
Circle Anglia	Peterborough British Red Cross
City College Peterborough	Peterborough RePaint Scheme
Cross Keys Homes	Peterborough Streets
Department of Work and Pensions	Rainbow Saver Anglia Credit Union
DIAL Peterborough	Salvation Army
Cambridgeshire Re-Use and Recycle Network CCORN	Serco
Faith and Communities Network	Social Finance Group
Greater Peterborough Partnership	Sodexo Justice Services
St Giles Trust	Spurgeons
Home Group	
Hyde Housing	
Kingsgate Community Church	

## 8. NEXT STEPS

- The PCAS steering group will now explore the options for a central one stop service.
- An overarching Poverty Strategy to incorporate the work of PCAS is being developed.
- Data sharing, research and intelligence gathering protocols will be expanded across relevant agencies.
- Monthly performance management reports on outcomes achieved will be shared among partners.
- Networking and good practice sharing with authorities across the UK

## 9. BACKGROUND DOCUMENTS

None

## 10. APPENDICES

PCAS Briefing document

This page is intentionally left blank

## Peterborough Community Assistance Scheme

### Changes to the Social Fund and Community Care grants

#### What is happening?

From 1 April 2013, the Social Fund and Crisis Loans will cease. This means that the Department of Work and Pensions (DWP) will no longer be providing money to deal with emergency situations. A scheme is being established to support people facing hardship and requiring urgent assistance; this is called the **Peterborough Community Assistance Scheme (PCAS)**

#### What is the Peterborough Community Assistance Scheme?

The Peterborough Community Assistance Scheme (PCAS) can help people going through unexpected difficulties who require urgent assistance. The scheme aims to help you meet your basic needs as quickly as possible and will provide you with the support and advice to help you avoid similar problems in the future.

#### Who can Peterborough Community Assistance Scheme help?

- You must be over 16 years of age
- You must be on means tested benefits
- You must be facing hardship or dealing with an emergency situation
- You must be registered for council tax in the Peterborough council area
- If you are not in receipt of benefit payments, we may still be able to help you if you are experiencing exceptional difficulties

#### What help is available?

We can help you in the following ways:

- By providing emergency food
- By providing emergency furniture or other basic needs such as a pram, clothing, toys or household items
- One off emergency heating or lighting payment
- Emergency electrical appliances such as a fridge, microwave, toaster or kettle
- Debt advice
- Helping you to manage your money better
- Banking and saving with Rainbow Saver Credit Union
- Housing and employment advice

If you are provided with help and support through PCAS, please be aware that we will share your information with other partner agencies in order to signpost you to the appropriate organisations for further long term support.

#### Where do I go for help?

- Emergency food and furniture are provided through a voucher system issued by a number of different agencies in the city. **Please contact one of the agencies listed on the reverse of this leaflet for further information.**
- For advice around debt, housing, employment, emergency heating/lighting, emergency electrical appliances or for any general enquiries, please contact **Citizens Advice Bureau** on [pcas@peterboroughcab.org.uk](mailto:pcas@peterboroughcab.org.uk) **0844 4994120** or in person at **16-17 St Marks Street, Peterborough PE1 2TU.**



## Who can help with referrals for emergency food or furniture?

Cross Keys Homes	01733 385000
Accent Nene Housing	01733 295400
Axiom Housing	01733 347135
<b>(If you are a tenant of one of the above landlords)</b>	
Citizens Advice Bureau	0844 4994120
Peterborough City Council	01733 747474
British Red Cross	01733 557472
Aspire Drug Treatment Service	0800 1114354
Drinksense	01733 555532
Women's Aid	01733 894455

### Other useful contacts

Rainbow Saver (for advice around budgeting and saving)  
3 Cattlemarket Road, Peterborough, PE1 1TW

Peterborough and Fenland Mind (advice and support for people with mental health issues) 01733 758211

Dial Peterborough (advice and support for people with physical disabilities) 01733 265551

Age UK – (advice and support for people aged over 55) 01733 564185

Care and Repair (an agency which assists disabled, aged and vulnerable people to access funding for work in their home) 01733 863895

Department for Work and Pensions (for information on job seekers allowance and other benefits) 0845 6088603

Connexions (for information and advice aimed at young people up to 19 year olds) 01733 864500





<b>CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 6</b>
<b>10 JUNE 2013</b>	<b>Public Report</b>

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

**Contact Officer(s) – Wendi Ogle-Welbourn**

**Contact Details – Tel: 863749**

### **CHILDREN'S PLAY SERVICES**

#### **1. PURPOSE**

- 1.1 This report provides an update on the progress relating to the development of alternative play provision.

#### **2. RECOMMENDATIONS**

- 2.1 For the Committee to consider the progress report on the development of alternative play provision in the city.

#### **3. BACKGROUND**

- 3.1 In March 2013 the council voted to further cut the Play Service budget. The savings required together with the unrealised savings identified in the 2010 Medium Term Financial Plan has meant that the continuation of the Play Service as a council funded offer is untenable. Play is not a statutory service and many authorities across the region have long since closed their play services.

- 3.2 It is recognised that the Play Centres are valuable community assets and the play activity that is delivered from them is of great benefit to children. It is desirable, therefore, that they remain as a central resource to the children, families and communities they currently serve. To that end Children's Services and Neighbourhoods have been working closely to secure a sustainable solution for each of the eight play centres so that they can continue to deliver some form of alternative play focused activity. The work being undertaken, predominantly by Neighbourhoods staff, to achieve this has involved:

- Initial meetings with potential and emerging community groups
- Second follow up meetings with these community groups
- Introductions to Can do Communities\*
- Can do Communities workshops with community groups to support them in the understanding of the asset transfer process

The workshops with community groups will be completed by the end of May 2013. By that point decisions can be made in relation to the capacity of the individual groups to move forward with the transfer of the community play centres.

Decisions will also be made at the beginning of June in relation to actions needed to support those community groups who are not yet ready to assume the responsibility for the individual play centres. Plans will also be put in place to secure the continued running of some or all of these centres where there is a current lack of local capacity.

- 3.3 An up to date appraisal of the progress of the discussions with community groups in relation to the transfer of the Play Centre assets can be found in Appendix 1.

\*Can Do Communities is a charitable organisation that works with community groups to provide them with the knowledge and skills to manage the process of asset transfer. The organisation Can Do Communities has been procured by Neighbourhoods to work with developing community groups to support them in the transfer of the Play Centre assets. In supporting groups they will offer advice and guidance in relation to the following:

Community Health Checks	Asset Transfer	Business Planning	Funding Advice
Capacity Building	Charitable Entity Options	Charity & Company Law	Community Buildings
Community Engagement	Community Participation	Employment Issues	Financial Management
Bid Writing	Governance Documents	Trustee Training	Lease Negotiation
Knowledge Exchange Visits	Marketing	Lease Negotiation	Charity Set Up
Template Policy Development	Skills Audits	Staff & Volunteers	Strategy Development
Income Generation	Relationship Reviews	Project Management	Mapping The Future

3.4 Children's Services has responsibility to support the children and members of staff during the period up to the closure of the council run play services. Play staff are currently in the middle of a consultation period which puts their jobs at risk of being made redundant. Managers are working hard to support play staff and to help them to find alternative solutions to compulsory redundancy.

Children who use the play centres have been supported by staff to understand the implications of closure. All of the play centres have received a small amount of funding to support a celebratory event which marks the contribution that play has made over the years to families and communities in Peterborough.

Protocols to support the closure process from the perspective of staff, children and buildings management can be found in Appendix 2.

#### 4. KEY ISSUES

4.1 The eight centres are:

- Chatteris Play centre, Welland
- Chestnuts Play centre, Eastfield
- Copeland Play centre, , South Bretton
- Crofts Corner Play centre, Essendyke, Bretton
- Paston Farm Adventure Centre,
- Spinney Play centre, Ravensthorpe
- Thistle Drive Play Centre, Stanground
- Tunnel Play centre

Not all of the community groups interested in running the play centres will have the capacity to assume this responsibility immediately.

Some of the play centres, because of the condition of the buildings, might not be viable to maintain long term.

Work still needs to be undertaken to secure the community vision for each centre and the nature of the activities, specifically some for alternative play, that it is hoped will continue to be delivered out of these centres.

## **5. CONCLUSIONS**

- 5.1 Since April 2013 significant work has taken place to support emerging, and also established, community groups to assume responsibility for the running of the play centres. Work will continue to support these groups to go through the legal and practical processes of asset transfer. Supporting community groups to have the capacity to run, operate and deliver services from these centres is the only way that some form of alternative play activity can continue in these communities.

Interim management arrangements may need to be put in place to support those groups who are not yet ready to assume the responsibility of managing the assets. It might be necessary to close on a permanent basis some of the buildings due to their state of repair.

The council run Play Service has been recognised as offering valuable support to families and communities and this has been recognised through a series of celebratory events that took place in play centres during the last week of May.

Neighbourhoods and Children's Services will continue to work closely together to support community groups to secure the continued use of the play centre buildings for the delivery of an alternative play based offer.

## **6. IMPLICATIONS**

- 6.1 Continued support of the work described in this report will ensure that the Play Centres remain viable facilities within the individual communities in which they are located.

## **7. NEXT STEPS**

- 7.1 Members are requested to endorse the processes described in this report and recognise the progress that has been made in securing a viable future for the Play Centres.

## **8. BACKGROUND DOCUMENTS**

- 8.1 None

## **9. APPENDICES**

- 9.1 Appendix 1 Play Centre Summary Review  
Appendix 2 Protocols to support the closure process

This page is intentionally left blank

## Play Centre Review Summary Report and Actions

### Context

Full Council approved proposal to cease the budget for the play centre provision from 1<sup>st</sup> April. Children's Services agreed to cover running costs of centres for further 6 months to avoid boarding up of valuable local facilities.

Current play service (differs between each centre) will continue throughout April but all staff posts have been deleted and current play staff expect to be given notice period as soon as new structures are announced.

### Working in partnership with CAN-do Communities

Independent charitable organisation working with PCC and able to provide Health Checks for local groups and/or Asset transfer Workshops in preparation for asset management.

### Can Do Consulting

Our Consultancy service offers an affordable, flexible and proactive way to build capacity and strengthen sustainability in the Charitable Sector, specialising in the following areas:

Community Health Checks	Asset Transfer	Business Planning	Funding Advice
Capacity Building	Charitable Entity Options	Charity & Company Law	Community Buildings
Community Engagement	Community Participation	Employment Issues	Financial Management
Bid Writing	Governance Documents	Trustee Training	Lease Negotiation
Knowledge Exchange Visits	Marketing	Lease Negotiation	Charity Set Up
Template Policy Development	Skills Audits	Staff & Volunteers	Strategy Development
Income Generation	Relationship Reviews	Project Management	Mapping The Future

Support offered to group, at no financial risk to them to apply for funding:

Pre-feasibility £5-10K (capita/condition surveys)

Full feasibility £10-100k (non capital project costs)

**Options available for groups**

2 tier model:

1. Community led group taking full management responsibility for management of facility, involving full repair and maintenance lease
2. Umbrella Citywide Trust to act as holding asset manager, working closely with community management committee, but bearing the risk and strategy responsibility to shield group whilst they become established self sufficient

**Summary of meetings throughout March/April**

Charteris Centre

In attendance: Adrian Chapman, Cate Harding, Cherry Lester, Marvin Symes, Graham, Cllrs Ash & Saltmarsh

Acknowledged will and possibility to mobilise a community led management committee representative of the wider community

Proposed stakeholders to engage with an invite to Health Check Review

Group / Individual	Action by:
Welland Residents Assoc	Bella
Welland School	Bella
Dogsthorpe Community Assoc	Chris
Ellie Burton	Cherry
City Collage	Adrian
New Ark	Bella
2x residents	Cherry via Ellie

Can do Communities have since met with the WRA at their monthly meeting, a pre-scheduled meeting to propose a health check with the resident association. A date for this has been agreed for 29 April 6.30-9pm

Contact for ward members:

- [Adrian.miners@peterborough.gov.uk](mailto:Adrian.miners@peterborough.gov.uk) Tel: 0788 9949702  
[Chris.ash@peterborough.gov.uk](mailto:Chris.ash@peterborough.gov.uk) Tel: No daytime contact  
[Bella.saltmarsh@peterborough.gov.uk](mailto:Bella.saltmarsh@peterborough.gov.uk) Tel: 0770 1060731

**Action required:**

- all of above to be invited to Asset Transfer Workshop – as above
- CAN do communities to maintain direct contact with x3 Members to progress - Marvin/Graham
- CAN-do Communities to attend meeting of WRA and advise them of plan with option for them to be part of the community led steering group

## Appendix 1

### The Tunnel

In attendance: Cate Harding, Cherry Lester, Cllr Forbes & Casey. Sharon Bellamy & Tracey Arnold, Marvin Symes and Graham

Acknowledged will and great enthusiasm to mobilise a community led management committee representative of the wider community

Currently no play managers working in the South area and therefore difficult to run and services limited. Building is though available for flexible room hire.

A small parish council is in the area but it was agreed this would be out of their remit/interest

Ward members' contacts:

[Lisa.forbes@peterborough.gov.uk](mailto:Lisa.forbes@peterborough.gov.uk) Tel: 07931 474580

[Graham.casey@peterborough.gov.uk](mailto:Graham.casey@peterborough.gov.uk) Tel: 07768 826967

[Janet.goodwin@peterborough.gov.uk](mailto:Janet.goodwin@peterborough.gov.uk) Tel: 07976 571180

#### **Action required:**

- Key contact Cllr Forbes
- CAN do communities to maintain direct contact with all Members to progress - Marvin/Graham
- Requested an overview papers to detail the options available to the group - Cate

### Thistle Drive

In attendance: Cate Harding, Cherry Lester, Cllrs Walsh & Rush

Acknowledge will to retain facility but not currently an obvious group to work with to form a management/steering committee

High demand for play provision in area but sessions limited due to service capacity

Unique offer of the building and land provides great opportunities to increase flexible user space and attract potential larger group commitment to secure future of centre via Inspire Peterborough.

Ward members contact:

[Chris.harper@peterborough.gov.uk](mailto:Chris.harper@peterborough.gov.uk) Tel: 07572 463898

[Irene.walsh@peterborough.gov.uk](mailto:Irene.walsh@peterborough.gov.uk) Tel: 01733 342748

[Brian.rush@peterborough.gov.uk](mailto:Brian.rush@peterborough.gov.uk) Tel: 01733 348254

[Marco.cereste@peterborough.gov.uk](mailto:Marco.cereste@peterborough.gov.uk) Tel: N/A

**Action Required:**

- Cllr Walsh to raise at Inspire Peterborough Board meeting
- Cllr Walsh to explore option for Little Miracles (respite for children with disabilities) to be an anchor tenant at the centre
- Cllrs Walsh & Rush to contact local groups to assess interest in involvement
- Cherry to check if electronic gym equipment is in full use
- Cate to pass on Cllrs contact details to CABN-do Communities
- Cllr Walsh key contact – Marvin to make follow up contact and arrange date for Asset transfer Workshop when clear who will be involved
- Meeting to be arranged with Pam Setterfield & Julie Rivett to explore Inspire’s involvement – Alison to arrange

The Spinney

In attendance: Cate Harding, Cherry Lester, Alison Sunley, Cllr Murphy, Terry Barker & Chris Ballister.

There is keen interest from within the community to retain the facility. The Scouts who currently use the centre were in attendance at the meeting and keen to take a more active role in managing the centre. There are however concerns about a group with a single or faith agenda being the managing committee as the perception could be that the facility isn’t accessible for the wider community.

Residents of Ravensthorpe, led by Glennis Bentley have a keen interest in the building but the community group established to support the Big Local funding scheme are also keen to see the facility retained and this would seem the most viable option as significant investment would be needed to make the facility fit for purpose. Youth activities are popular at this venue.

Key contact: Cllr Ed Murphy

Ward Members contact:

[Ed.murphy@peterborough.gov.uk](mailto:Ed.murphy@peterborough.gov.uk) Tel: 01733 315565

[Gul.nawaz@peterborough.gov.uk](mailto:Gul.nawaz@peterborough.gov.uk) Tel: 07814 658443

**Action required:**

- Cllr Murphy to identify potential representatives to form a steering group
- CAN-do communities to maintain direct communications with key contacts to give independent advice on how to progress



## Appendix 1

### The Chestnuts

In attendance: Cate Harding, Cherry Lester, Alison Sunley, Stuart Mathers, Cllrs Shabbir & Johnson, Marvin & Graham from CAN do Communities, two representatives from the Saxon Road Community Centre

Key contact is Stuart Mather, Chair of Eastgate Residents Association

Newly formed Residents Association keen to work in collaboration with existing Management Committee that run the Saxon Road Community Centre on Norman Road.

#### Ward Members Contacts

[Nabil.shabbir@peterborough.gov.uk](mailto:Nabil.shabbir@peterborough.gov.uk) Tel: 0779 1272095

[Jo.johnson@peterborough.gov.uk](mailto:Jo.johnson@peterborough.gov.uk) Tel: 07826 287409

[Marrion.todd@peterborough.gov.uk](mailto:Marrion.todd@peterborough.gov.uk) Tel: 0793 5672687

#### **Actions required:**

- Residents Association next meeting is 19 April
- CAN-do to maintain direct communication with key contact to progress
- 

### Crofts Corner

Discussions are already underway directly with Can Do Communities and Bretton Parish Council

### Paston Farm

In attendance: Adrian Chapman, Cate Harding, Cherry Lester, Cllrs Day & Knowles and Kevin Tighe

Vivacity do not have the capacity to take on management of the centre in the timeline required. They can offer critical friend advice as a new steering group forms in relation to how best to develop and market the centre.

Cllr Day is Mobilizing a community led group (not yet currently formed) and Cllr Knowles is keen to involve the existing Creative Paston group. It is proposed that both groups would benefit from a health check with a view to identifying representatives from both that could the come together for the purpose of managing the centre.

Key contact: Cllr Sue Day

## Appendix 1

### Members Contacts:

[Sue.day@peterborough.gov.uk](mailto:Sue.day@peterborough.gov.uk) Tel: 07702803737

[John.knowles@peterborough.gov.uk](mailto:John.knowles@peterborough.gov.uk) Tel: 07572 463523

[George.simons@peterborough.gov.uk](mailto:George.simons@peterborough.gov.uk) Tel: N/A Mayoral duties

#### **Actions Required:**

- Forward Members contact details to CAN do Communities – Cate
- CAN-do Communities to maintain direct communication with Members to progress

### Copeland Centre

In attendance: Cate Harding, Adrian Chapman, Cllr Michael Fletcher, Norman & Teresa Green

There is renewed interest from the Copeland Community Association for taking on the joint management of the play centre and the community centre. They have previously tried to have involvement in the play centre to provide more flexible space for community activities. It was agreed that this would be a preferable arrangement than for the Parish Council to take on as they are not as active in this section of Bretton.

Members contacts (one Member only for area):

[Michael.fletcher@peterborough.gov.uk](mailto:Michael.fletcher@peterborough.gov.uk) Tel: 07850 109625

#### **Actions required:**

- Proposal to be taken to the next management committee meeting of Copeland Community Assoc on 22 April
- Subject to agreement to pursue, CAN do Communities to arrange Asset Transfer Workshop with group

**General actions required – not centre specific**

- Overview document detailing the options available for management/steering groups
- Expectations document for management/steering groups
- Clarify how the set up of a City-wide Asset Management Trust will be funded
- Clarify how groups will receive on-going support post Neighbourhoods restructure
- CAN-do Communities to meet with CAP regarding establishment of CIC to continue Play Provision across city. Stuart and Cherry to be involved
- CAN-do Communities to reformat Health Check document to support this programme. Now referred to as Asset Transfer Workshop. Neighbourhoods to contribute specific key bullet points to reflect Asset transfer Strategy
- Establish or identify existing Citywide Asset Managing Trust
- **Asset Transfer Strategy and action plan required to drive this work through to conclusion**

*Play centre review Summary Report V2 prepared by  
Cate Harding  
Neighbourhood Manager  
Peterborough City Council  
16 April 2013*

This page is intentionally left blank

## Protocols for the closure of the Play Service

### 1. Protocol for staff

<b>Action</b>	<b>By whom?</b>	<b>When?</b>
Provide all staff with a memory book in order to capture the last moments of the Play Service in situ.	AS	30 <sup>th</sup> April 2013
Meet with the staff group on a regular basis to keep them informed of what is happening with the buildings	AS	Following meeting with AC on Thursday 1 <sup>st</sup> May 2013
Provide staff with a template letter for communication with schools	AS	W/b 29 <sup>th</sup> April 2013
Provide staff with a list of frequently asked questions	AS	W/b 29 <sup>th</sup> April 2013
Meet with those staff who are affected by other restructuring proposals	AS/CB	W/b 29 <sup>th</sup> April 2013
Allocated funding to play staff to support the final celebration activities	AS/EA/CL	W/b 29 <sup>th</sup> April 2013
Arrange for exit meeting with all staff individually	AS/KH	As needed

### 2. Protocol for clients

<b>Action</b>	<b>By whom?</b>	<b>When?</b>
Letters to parents/carers informing of the Play Service closure	AS	W/b 29 <sup>th</sup> April 2013
Letters to schools and referrers	AS	W/b 29 <sup>th</sup> April 2013
Arrangements for final celebration of the play service in each centre	CL/Centre play staff	On going from 29 <sup>th</sup> April 2013
Analysis of individual targeted work referrals and identification of follow up support.	AS/KH/MD	Work began as of last week. Final decision re follow up support by the end of w/b 29 <sup>th</sup> April 2013
Communication of named contact to parents following on from the evaluation of the above	CL/Centre Play Staff	W/b 6 <sup>th</sup> May 2013
Communication to identified services for the above	AS	W/b 6 <sup>th</sup> May 2013

### 3. Protocol for buildings

Action	By whom?	When?
Audit of internal assets	CL/Play Centre Staff	On going
Can Do Community Asset Transfer Workshops	Can Do communities	All workshops completed by the end of May 2013
Decision regarding viability of asset transfer	AC/CH	W/c 10 <sup>th</sup> June 2013
Plan for arrangements for other users of the Play Centre buildings	(IP)/CH/PS	W/c 10 <sup>th</sup> June 2013
Single point of contact re issues/concerns regarding buildings	IP/CL	Before end of May 2013
Vision for the future use of the Play Centres	Children's Services/Neighbourhoods	On going
Communication to the community regarding use of play buildings	Neighbourhoods	After June 2013
Interim Premises arrangements including identification of key holders for individual Play Centres	Neighbourhoods to manage IP to contact CL re information transfer and identification of potential key holders etc	W/c 6 <sup>th</sup> May 2013
Cleaning, maintenance, security	PS link with IP	On going until decisions are made around individual centres.
Transfer of assets to community use	Neighbourhoods lead supported by Children's Services	Transfer activities mid June to September Full transfer Sept 2013

<b>CREATING OPPORTUNITIES &amp; TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 7</b>
<b>10 JUNE 2013</b>	<b>Public Report</b>

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

**Contact Officer(s) – Sue Westcott**  
**Contact Details - 863606**

### **CHILDREN'S SERVICES IMPROVEMENT PROGRAMME**

#### **1. PURPOSE**

- 1.1 The purpose of this report is to update the Committee on the Improvement programme and present the refreshed Delivery Plan.

#### **2. RECOMMENDATIONS**

- 2.1 To note the progress made on the core strategy.

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

- 3.1 The Sustainable Community Strategy identifies "Improving Health" and "Supporting Vulnerable People" as priorities. Improvement in Children's Social Care is key to the delivery of these priorities.

#### **4. BACKGROUND**

- 4.1 Following an Ofsted Inspection in August 2011, the Council has engaged in a programme to secure rapid improvement. This improvement will be driven by three key elements:

- The Children's Services Improvement Programme
- The Core Strategy which focuses effort on what we must prioritise
- The leadership of Members and officers in delivering the required changes

Ofsted have since inspected our safeguarding services recently, details of which are in a separate report to this Committee.

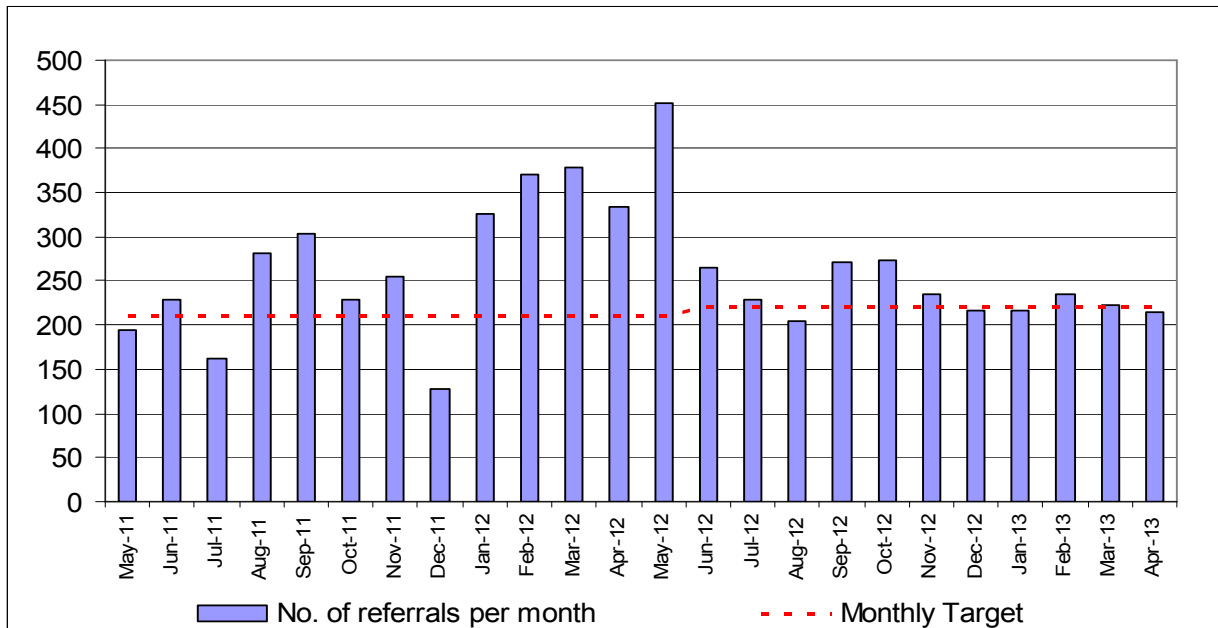
- 4.2 The Council's progress is closely monitored both internally and externally by this Committee, the Scrutiny Task and Finish Group and the External Improvement Board.

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

##### **5.1 Highlights**

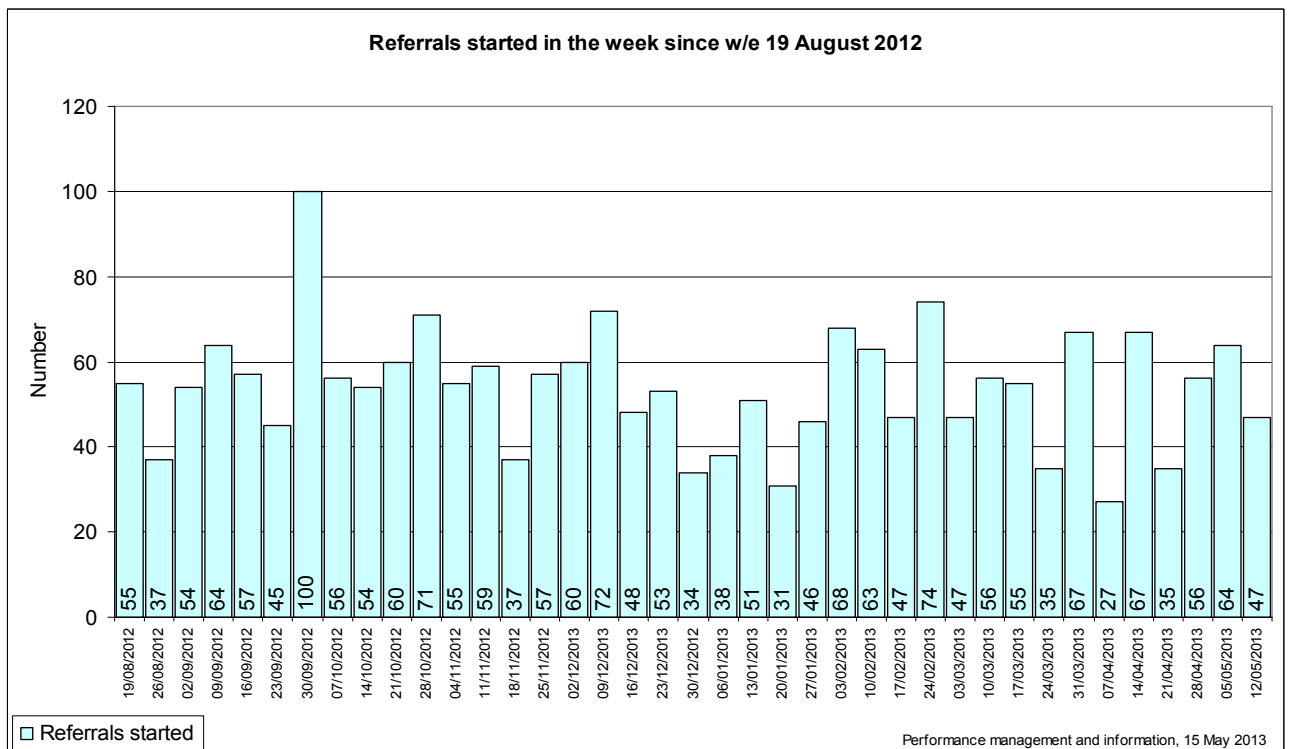
- Referrals remaining steady
- Decrease in number of re-referrals
- High number of Core Assessments completed and in timescale
- Slight decrease in number of Initial Assessments completed in timescale
- High number of Children subject to a CP plan
- Rise in number of children accommodated
- Low number of agency staff
- Launch of Children's Services Joint Commissioning Board

## 5.2 Referrals



The number of referrals per 10,000 of the child population remains stable showing 215 being started in April which is just below the monthly target of 220 for the next two months.

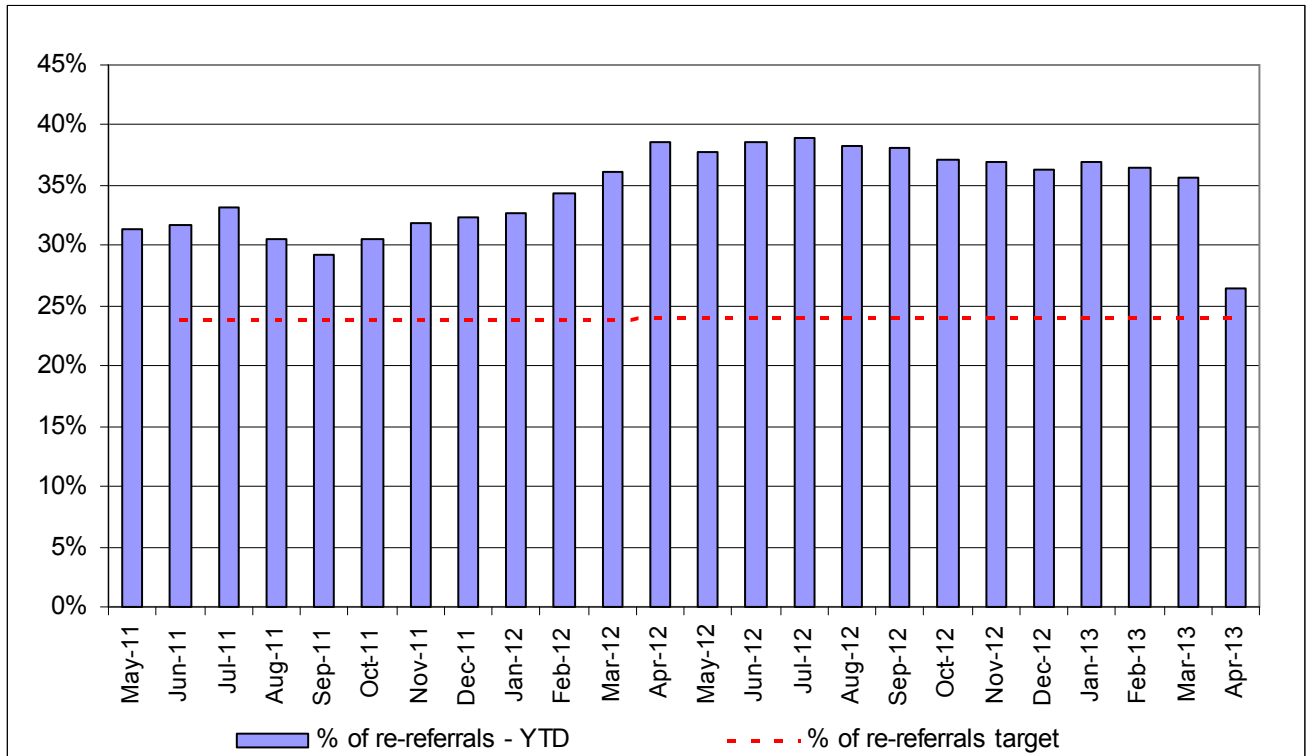
## 5.3 Referrals started in the week



The number of referrals has remained relatively steady at an average of approximately 55 per month. There has been a slight reduction in the number of referrals at the end of this reporting period to 47.

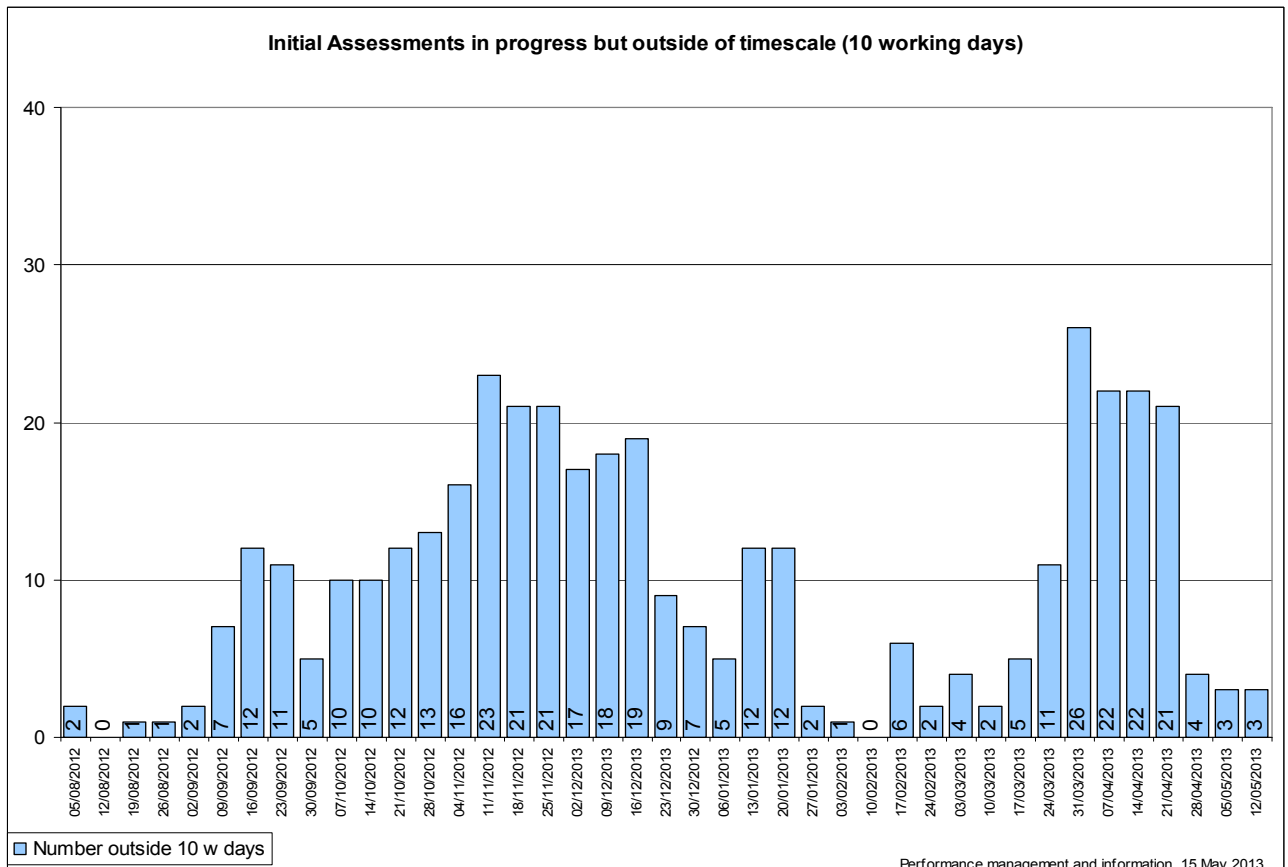


## 5.4 Re-referrals

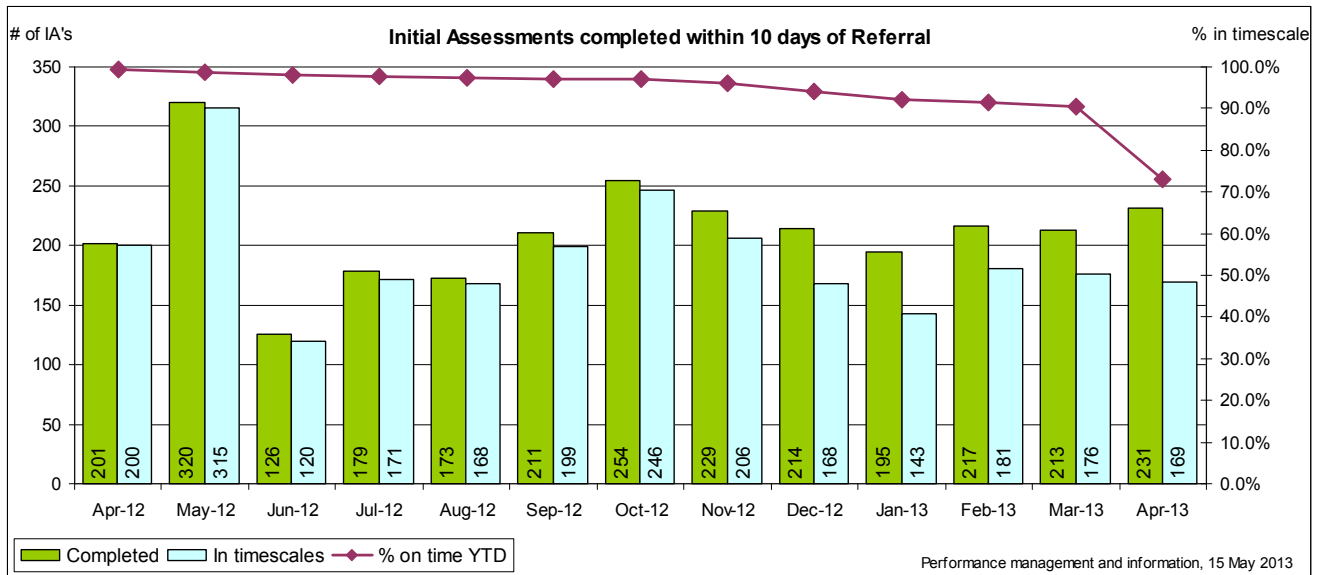


There has been a marked decrease in the number of referrals in April 13 and this trend is continuing into May at 26.5 %. This is the lowest year to date figure seen over the last two years. This could be due to a greater focus on the completion of the work or a sense that we have worked through some of the cases that previously had not been worked satisfactorily given the difficulties in the service.

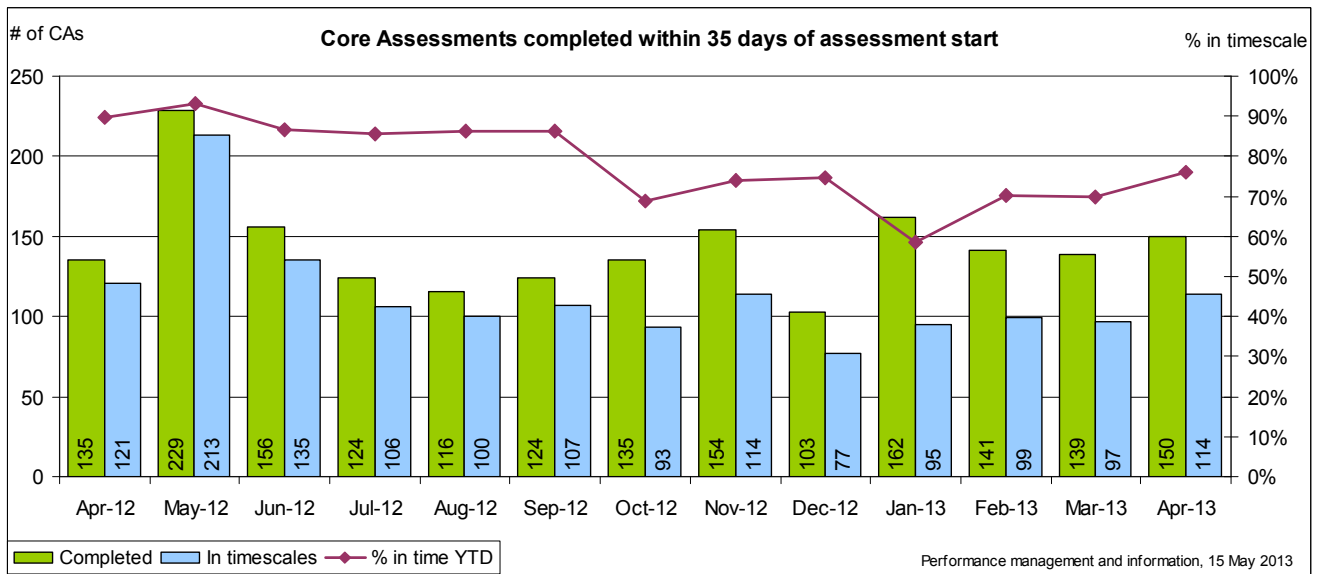
## 5.5 Initial Assessments



There has been a slight decrease in the number of initial assessments completed in timescale in April to 73.5%. This has risen again mid month and it has been partly due to the need to thoroughly complete the assessment so there is no re-referral. This is being closely monitored as it is imperative that this does not slip and this chart illustrates that only 3/4 assessments were outside timescale in the preceding three months.

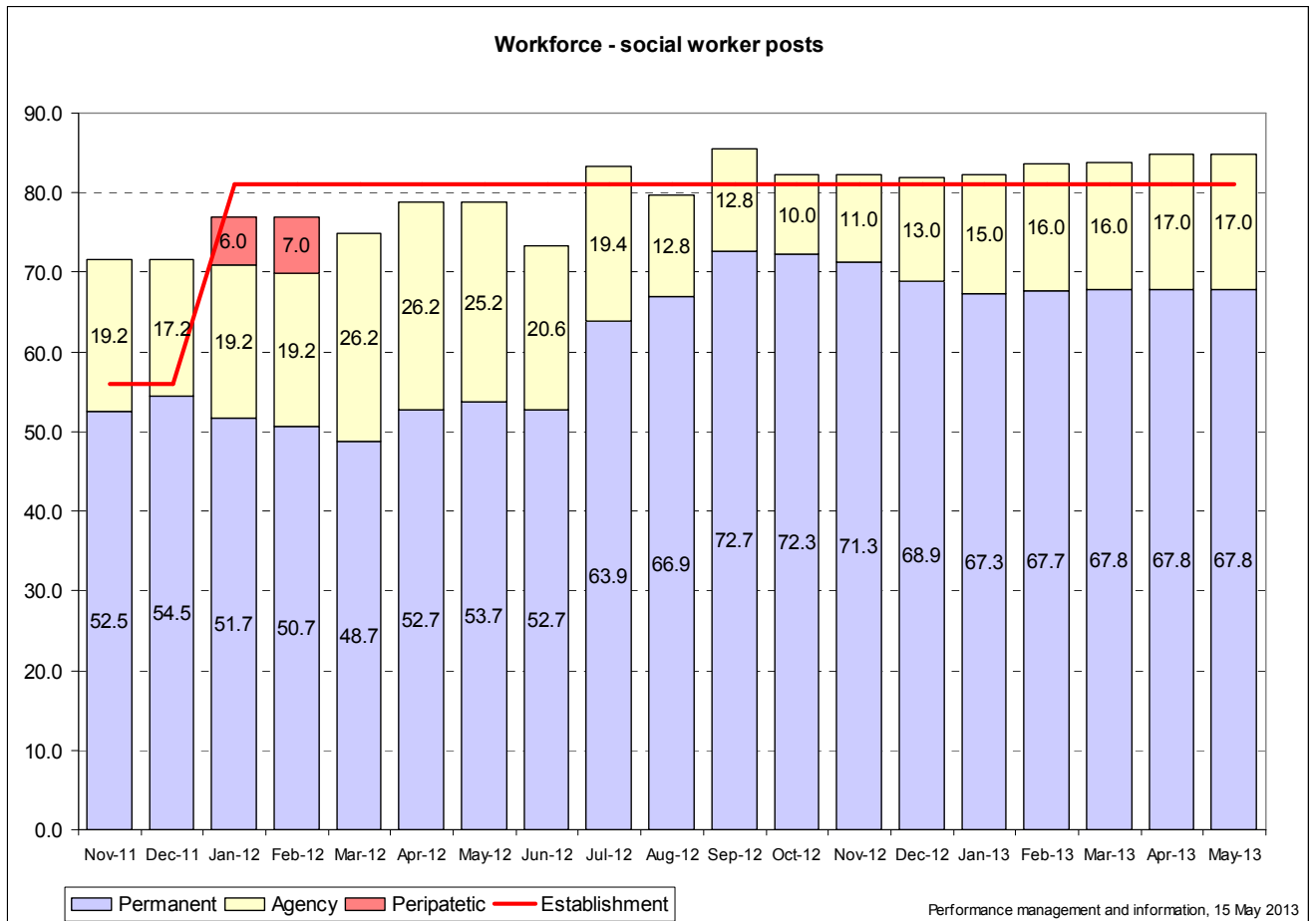


## 5.6 Core Assessments



Conversely a high proportion of core assessments were completed in timescale, rising from January 2013. This is excellent performance especially as the number of core assessments completed stood at 150.

## 5.7 Workforce



### Workforce Social Work Posts:

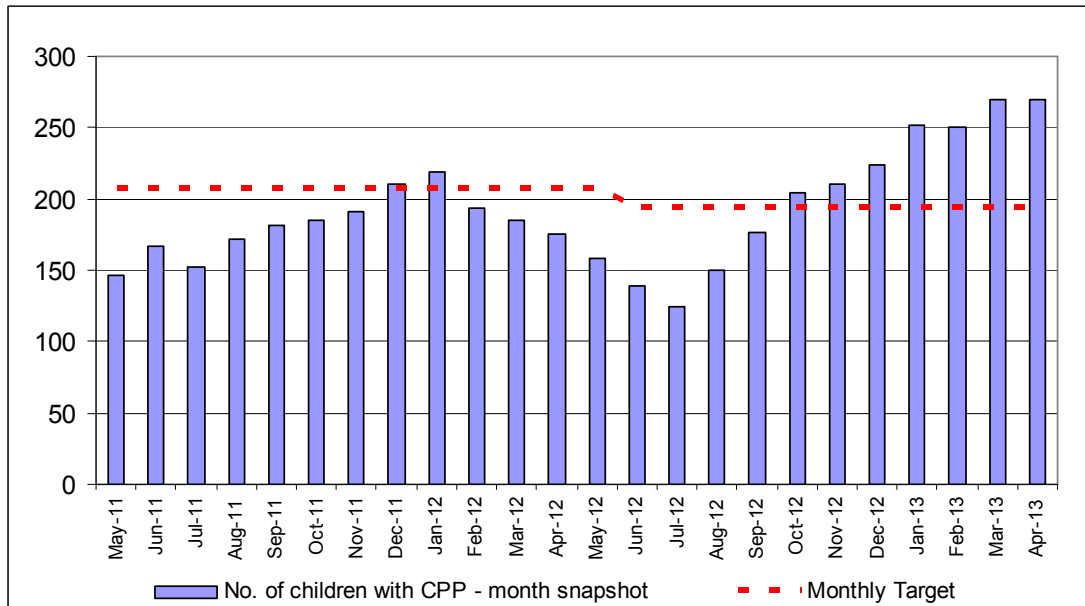
This chart shows the numbers of agency staff as 17. This includes 4 maternity leave covers and our 4 peripatetic workers. We have 9 new starters in the pipeline.

We also have a number of Team Manager posts that we are trying hard to recruit to without success.

We are considering whether we need to offer a market rate supplement for these posts.

Our recruitment campaign has been refreshed.

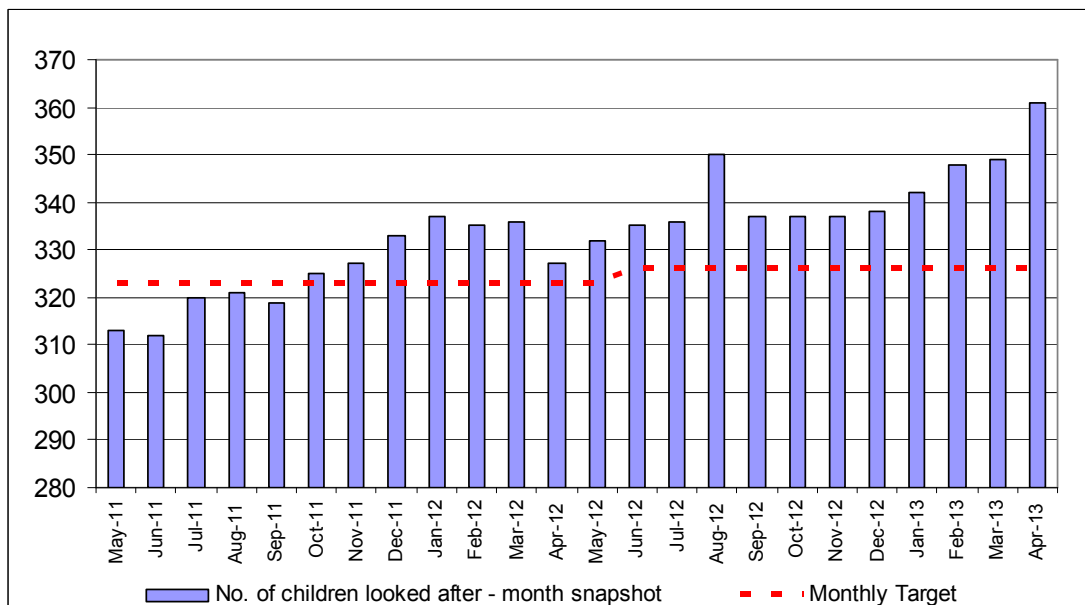
### 5.8 Child Protection Plans



The number of children subject to a plan remains at 270 and is above our current target.

An audit and review of numbers of CP Conferences has led to a greater focus by the Chairs of the significant harm in relation to each sibling and whether the threshold has been met for a Conference.

### 5.9 Children Looked After



The number of children looked after has also increased by 12 to 361; an all time high owing to the need to accommodate a number of vulnerable young women and large sibling groups.

### 5.10 Member Visits Update

A full schedule of Member visits is in place, with Members visiting teams across the whole of the department, including those based in Bayard Place, the Youth Offending Service, Clare Lodge and the residential homes. Staff welcome the visits as it is an opportunity to showcase the valuable work they are doing and Members enjoy the experience and gain a greater understanding of the services being provided.

## 5.11 **DfE**

Our self assessment and progress report was presented to the DfE on 1 May. We continue to await the Minister's decision to lift us out of special measures or not.

## 5.12 **Early Intervention Activity**

The Children and Families Joint Commissioning Board held its first stakeholder event on the 22<sup>nd</sup> April. There were over 100 attendees from the public, independent and voluntary sectors. The event included details of the Prevention and Early Intervention Strategy, Ofsted feedback from the recent safeguarding inspection and Children's Services priorities going forward. Also the new chair of the Local Safeguarding Board Russell Waite talked about the focus of the board following the Ofsted inspection. A key area that was highlighted was the lack of focus on work with fathers and this will form part of the Board's continuing work.

Meetings have taken place with the Neighbourhoods team with the ward councillors for each of the play centres. An action plan for next steps towards asset transfer is being developed with an organisation called 'Can Do Communities'.

A Young Carers consultation event took place in March with 20 attendees.

A group of staff from adult and children's services are exploring the setting up of a transitions team 14-25 years to enable early identification of need and seamless transition of young people to adult services.

## 5.13 **LAC Inspection**

The new Ofsted framework for looked after Children and Safeguarding has been published. Ofsted will be inspecting some local authorities' looked after children service this month and June. They are targeting those authorities that did not do well in the last inspection and we are preparing for this possibility.

## 5.14 **Summary**

A continued improving picture which has been successfully reported to the DfE and will be used for the Minister to take a decision.

We intend to push forward with the development of our single assessment tool with a focus on high standards of practice.

## **6. IMPLICATIONS**

- 6.1 The cost of the improvement programme can be met from within existing budgets. Resources are available to secure improvement in the immediate and longer term.
- 6.2 The Secretary of State has the power to issue a statutory notice if he is not satisfied that sufficient progress is being made.

## **7. CONSULTATION**

- 7.1 Partner agencies, parents and children will be involved in the improvement activity.

## **8. NEXT STEPS**

- 8.1 This Committee will continue to receive a regular update on progress and the Task and Finish Group will meet monthly to support the improvement.

## **9. BACKGROUND DOCUMENTS**

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

- 9.1
- Ofsted Inspection of Safeguarding: Peterborough 6<sup>th</sup> September 2011
  - Ofsted Unannounced Inspection of contact referral and assessment arrangements 3<sup>rd</sup> March 2011
  - Ofsted Safeguarding and Looked after Children Inspection: Peterborough 21<sup>st</sup> May 2010
  - Ofsted Local Authority Arrangements for the Protection of Children: inspection report 8 March 2013

## **10. APPENDICES**

- 10.1 Children's Services Delivery Plan

**One Children's Service**  
***Helping Children to be their Best***

## **Our Vision for Children**

### ***Helping Children to be their Best***

- Providing children and families with early support
- Helping families with problems and keeping children safe
- Giving the best opportunities to children and young people in care
- Working with schools and others to make sure that children succeed
- Supporting our staff to be outstanding

### ***Our practice standards***

1. The families best interest shall be of primary consideration in all areas affecting them
2. Work is carried out in partnership with the child
3. Work is carried out in partnership with parents and carers to enable them to meet their responsibilities and achieve optimum outcomes for children
4. Work with families is carried out within community networks and between agencies to achieve optimum outcomes
5. Work with children is undertaken with the legislative framework and makes best use of best practice guidance
6. Work with children, young people, parents and carers, consistently promotes social inclusion
7. Records and reports are accurate, complete, accessible and up to date and demonstrate the decision making process
8. Work with families is managed and supervised to achieve the best possible outcomes



## ***Our Principles***

- **Access:** Children, young people and families should be able to access a range of appropriate services at the time they need them and in places that make sense to them
- **Early intervention:** Effective early assessment and intervention will reduce the need for more costly and possibly less successful provision later
- **Reducing dependency:** Working with families at all levels of need to reduce dependency and promote self-reliance
- **Shared responsibility and response:** Getting the best for a family is everyone's business and services need to develop shared responsibility and response to children, young people and their families
- **Equality of Opportunity:** Services should continue to work together to remove the cultural, geographical and economic barriers to opportunity which some families face
- **Workforce Development:** All staff will have access to learning and development experiences related to early intervention and prevention

<b>1. Providing Children and Families with Early Support</b>						
<b>Accountable Lead:</b> Assistant Director Strategic Commissioning and Prevention						
<b>Priorities:</b>						
Delivery of Early Support through the Children and Families Joint Commissioning Board Prevention and Early Intervention Strategy – strands of work:						
<ol style="list-style-type: none"> <li>1. Special Education Needs (SEN)/Disability</li> <li>2. Emotional Health and Wellbeing</li> <li>3. Supporting Vulnerable Young people and NEET (Not in Education Employment or Training)</li> <li>4. Early Years and High Need Families</li> <li>5. Integrated Processes ( Common Assessment Framework (CAF)/Team Around the Child (TAC))</li> <li>6. Parents with Mental Health Difficulties</li> </ol>						
<b>Number</b>	<b>Action</b>	<b>Performance Measure</b>	<b>By whom</b>	<b>By when</b>	<b>Progress</b>	<b>RAG</b>
1.1	Implement the SEN/Disability work programme	<ul style="list-style-type: none"> <li>• All appropriate resource cases identified and presented to the Children with Disabilities (CWD) panel and management transferred to the commissioning services</li> <li>• Increase number of families accessing direct payments by 10%</li> <li>• Increase the satisfaction of children, young people and families accessing short breaks – Annual Survey</li> </ul>	Wendi Ogle - Welbourn	February 2013	<ul style="list-style-type: none"> <li>• Completed. Systems and processes all in place</li> <li>• Achieved</li> <li>• Surveys indicate satisfaction with short break services. Consultation with parent/carers on eligibility criteria for CWD services was carried out by family voice who involved</li> </ul>	<b>G</b>

		<ul style="list-style-type: none"> <li>Reduce the number of children in out of city care and school placements. (target to be determined)</li> </ul>		March 2013	<p>all local parent carer forums, feedback used to update criteria</p> <ul style="list-style-type: none"> <li>The joint Agency Panel continues to identify bespoke packages to support children to remain in City schools. 3 young people are being brought back from independent school for their post 16 education – they will have this at City College. The new SEN strategy will detail changes to the school landscape to reduce the number of children needing to access out of city placements</li> </ul>
1.2	Implement the emotional health and well being work programme.	Increase the services available to children and young people with emotional / mental health difficulties	Wendi Ogle - Welbourn	September 2013	<p><b>R</b></p> <ul style="list-style-type: none"> <li>Talking therapies (3T's) service currently commissioned. Waiting list growing – 42. School nursing specification has been reviewed to reflect the support school nurse should be providing around emotional and mental health issues to ensure they are identified and addressed early, this should delay referrals needed to 3 T's</li> <li>There is a gap in adequate services for tier 2. Cambridge and Peterborough Foundation Trust (CPFT) the provider of Child and Adolescent Mental Health (CAMH) services</li> </ul>

1.3	Implement the vulnerable young people and NEET work programme	<ul style="list-style-type: none"> <li>Reduce the number of young people abusing alcohol and substances. Including the identification of. (target to be determined)</li> <li>Reduce STI's (ttbd)</li> <li>Reduce TP rates (ttbd)</li> <li>Reduce levels of persistent absence (ttbd)</li> <li>Reduction in Anti-social behaviour (ttbd)</li> <li>Reduce number of 16 – 19 year olds who are NEET (ttbd)</li> <li>Reduce number of 16 – 19 year old LAC who are NEET (ttbd)</li> <li>Increase level of participation in learning or work with training to meet the</li> </ul>	Wendi Ogle - Welbourn	March 2013	<p>state they do not have the capacity to deliver a comprehensive CAMHs service, only Tier 3, negotiations on going with health commissioners</p> <ul style="list-style-type: none"> <li>Steering group for RPA/Vulnerable Young People has been established and has met for the first time. Delivery plan agreed</li> <li>The Schools' Health Related Behaviour Surveys will be completed by 20<sup>th</sup> May. The information from year 6, year 8 and year 10 pupils will inform the strategies in relation to ASB, Teenage Pregnancy and substance abuse work plans being developed</li> <li>Peterborough has been successful in securing £3m from the TSB (Technology Strategy Board) for the Future Cities Generator Project. A proportion of this funding will be there to support skill development and NEET reduction in the city. Children's Services will be represented on the programme board and will be influential in the decision making process around the spending of this</li> </ul>	G
-----	---	--	-----------------------	------------	--	---

1.4	Implement the early years and high need families work programme	100% target	Wendi Ogle – Welbourn	March 2013	money	G
		<ul style="list-style-type: none"> <li>Deliver the Connecting Families Programme</li> <li>Increase the number of child care places and take up. (ttbd)</li> </ul>			<ul style="list-style-type: none"> <li>Connecting Families programme on target to work with the required 450 families over the life of the project. 150 families currently being worked with. Positive outcomes running at approximately 60% - 70%. Strong multi agency board drives programme. Agreement to fund DV interventions from programme budget</li> <li>Nine month – 5 pathway being developed by multi-agency group, this will inform future commissioning and delivery. By July 2013</li> <li>The draft Early Years Market Position Statement has been produced and this will inform dialogue with Opportunity Peterborough in relation to business engagement with the childcare sector</li> </ul>	
1.5	Implement the integrated process work programme (CAF/TAC/MASG)	<ul style="list-style-type: none"> <li>Have a range of family support services to prevent referral and re-referral to CSC. 10 %</li> </ul>	Wendi Ogle – Welbourn	March 2013	<ul style="list-style-type: none"> <li>Re-referral rates remain high although there are some signs of reduction over most recent months</li> <li>Commissioning intentions developed to ensure range of services are in place to</li> </ul>	G

		<ul style="list-style-type: none"> <li>• Increase the number of de-escalations via the MASGs from CSC. 10%</li> </ul>			<p>support families and prevent referral to CSC where this is not necessary</p> <ul style="list-style-type: none"> <li>• De-escalations from Referral and Assessment to MASG are through the Head of Commissioning, Specialist Services. This is for two reasons – the first is to reduce any potential delay and the second is to add a further layer of QA to ensure that cases being de-escalated are at the appropriate 2/3 threshold</li> <li>• Of the 152 cases that have been presented to MASG since they were implemented in September 2012, 93 have been de-escalations from CSC</li> <li>• Outcomes Star development is on-going; two practitioners will be trained as train the trainers in June 2013 and they will be able to train 100 practitioners each. PCC is purchasing licenses to enable data in-put of outcomes into the database operated by the model, allowing reports to be run on the impact of various services for children and their families</li> </ul>	
--	--	---	--	--	--	--

1.6	Implement the LSCB working guidance around parents with mental health difficulties	Joint planning and working with parents who have mental health difficulties (LSCB MA audit)	Wendi Ogle Welbourn	January 2014	Adult services leading a group to develop joint protocol that ensures adult and children services work more effectively together where parents of children have mental health difficulties. July 2013	<b>A</b>
-----	--	---	---------------------	--------------	---	----------

**What difference has this made:**

**1.0 – Increase in Direct Payments, Reduction in case loads of CIDs**

**2.0 – Senior officers in CPFT and PCT negotiating changes to improve Tier 2 services**

**3.0 - 16-18 NEET:**

April figures as below:-

- 16-18 NEET: 7.5% = 504 young people (was 8.5% = 579 in April 12)
- 16-18 in learning: 81.0% (this time last year: 81.2%)
- 16-18 not known: 2.4% = 166 young people (was 1.9% = 135 in April 12): the numbers of young people where we do not know NEET status has declined steadily over recent months although remains slightly higher than 12 months ago

Comparative data for March '13 (latest data available):

	<b>England average</b>	<b>Stat neighbour average</b>	<b>Peterborough</b>
<b>NEET</b>	6.1%	7.5%	7.5%
<b>Not Known</b>	9.4%	10.5%	2.9%
<b>In Learning</b>	79.7%	73%	81.3%

*Reduction in call for service in high risk ASB areas*

**4.0 - Connected families on target to reach 150 families by end of May. Evidence of real changes to families lifestyles following interventions, particularly around school attendance. This target is the same as for April and reflects a slow down in referral rate. A new Communications Strategy is being developed to ensure full awareness of the programme among partners**

<p><b>5.0</b> – The data for the financial year 2012/13 for CAFs shows sustained improvement compared with the previous financial year. In 2012/13 501 CAFs were registered, compared with 349 in 2011/12 – that is an increase of over 42% year on year. <i>All partners signed up to Outcome Star – early signs of usage good – families report the tool is useful and they like seeing how far they have changed during interventions</i></p>						
<p><b>6.0</b> – <i>Adult services agreed to lead on group to improve joint working with families where mental health is a feature</i></p>						
<p><b>2. Helping families with problems and keeping children safe</b></p>						
<p><b>Accountable Lead:</b> Assistant Director of Safeguarding Families and Communities</p>						
<p><b>Priorities:</b></p>						
<p>1. Implement the Ofsted Action Plan  2. Ensure timely and effective response according to need  3. Every child in need, including those in need of protection, will have a clear plan of action and support designed to address need and reduce risk within timescales appropriate to children's ages and individual circumstances  4. Ensure that children are protected and safe from harm</p>						
<b>Number</b>	<b>Action</b>	<b>Performance Measure</b>	<b>By whom</b>	<b>By when</b>	<b>Progress</b>	<b>RAG</b>
2.1.1	Implement the Ofsted Action Plan  Please see separate action plan		Jean Imray	Ongoing	Action plan completed and approved by senior managers	<b>A</b>
2.2.1	Develop Multi Agency Referral Unit Hub in Peterborough	<ul style="list-style-type: none"> <li>• Reduction in numbers of referrals 10%</li> <li>• Reduction in repeat referrals 15%</li> </ul>	Jean Imray	May/June 13	Meeting with Health in June. Revised guidance for conduct of strategy discussions being developed. RAG rating being developed to align with MARU	<b>A</b>
2.2.2	Formalise the consultation service in Referral and Assessment for professionals /MARU Hub	<ul style="list-style-type: none"> <li>• Increase in use of MASG/ Tier2 interventions. 10%</li> <li>• Reduction in</li> </ul>	Darryl Freeman	July 2013	Proposal for re-shaping the screening and referral response to be circulated for consultation in June. Re-referral rate has reduced during March and April	<b>A</b>



2.2.3	Enhance the work undertaken at referral stage in order to reduce numbers of unnecessary IAs	repeat referrals. 15% Reduction in numbers of IA ending in NFA. 10%	Jean Imray	Ongoing	and is a focus of ongoing activity Proposal for re-informing the screening process currently being developed	<b>A</b>
2.2.4	Ensure S47s are only undertaken when the child is suffering significant harm Review the application of thresholds for S47 investigations	<ul style="list-style-type: none"> <li>Re-audit the application of thresholds for S47.</li> <li>Reduction in numbers of S47 enquiries and consequent core assessments undertaken. 10%</li> <li>Decrease in percentage of CA ending in NFA. 10%</li> <li>Timeliness PI's Outcomes from audit shows improved quality</li> </ul>	Jean Imray Darryl Freeman	May 13 February 2014	Work to align with the MARU is ongoing. There was a reduction in the number of s47 enquiries in April	<b>A</b>
2.2.5	Maintain performance around timeliness of assessments with a renewed focus on improving quality	<ul style="list-style-type: none"> <li>Timeliness PI's Outcomes from audit shows improved quality</li> </ul>	Jean Imray Darryl Freeman	Ongoing	Timeliness with respect to IAs slipped in April and is being addressed. Improved performance seen with regard to Core Assessment seen with completion within timescale rates	<b>A</b>
<b>What difference has this made:</b>						
Despite impact of CSE investigation the conversion of contact to referral and referral to IA is starting to show reduction bringing us closer to stat neighbour outturns and hence to our indicative target number. Re referral rates starting to reduce on a monthly basis to target level although demand from managers for improved quality has had a temporary impact on completion timescales and this is being addressed. the focus on thresholds for S47 has started to see a reduction in the monthly numbers						
2.3.1	Re-organise workloads in Family Support teams to ensure that focus is maintained on CIN and CP	<ul style="list-style-type: none"> <li>All CIN open cases have plans. 80%</li> <li>Throughput of CIN increases ie step</li> </ul>	Jean Imray	January 2013	<ul style="list-style-type: none"> <li>Re-referral rate appears to be reducing</li> <li>Work currently in</li> </ul>	<b>G</b>

	cases	up, step down, closure. 10% <ul style="list-style-type: none"> <li>Decrease in numbers of children with CP plans. 15%</li> <li>Reduction in re-referral rates. 15%</li> </ul>			progress re Care Plans and case transfer/closure <ul style="list-style-type: none"> <li>Re-referral audit complete</li> </ul>	
2.3.2	Implement revised CIN procedures and practice guidance ensuring multi agency sign up	<ul style="list-style-type: none"> <li>CIN open cases have plans. 80%</li> <li>Decrease in numbers of children with CP plans. 15%</li> <li>Reduction in re-referral rates. 15%</li> </ul>	Jean Imray	January 2013	CIN procedures revised and disseminated including to other agencies via PSCB	<b>G</b>
2.3.3	Implement revised CIN plan template and monitor for compliance	As above plus positive feedback from service users and professionals in term of clarity of plans.	Jean Imray Darryl Freeman Glen Denham	January 2013	New CIN template not yet available within Liquidlogic	<b>A</b>
2.3.4	Ensure compliance with the supervision policy and improve the quality of the supervision delivered	All staff are supervised at least monthly evidenced on LL and personal file, evidence of reflective practice	Jean Imray HoS	September 2013	<ul style="list-style-type: none"> <li>Supervision learning set with team managers completed in March 2013</li> <li>Workforce training plan includes enhanced focus on reflective supervision</li> <li>Supervision audit completed</li> <li>Social Work Reform Board – Standards for employers of Social Workers in</li> </ul>	<b>A</b>

						England, practice guidance for supervision and Supervision Framework has been circulated to Managers		
2.3.5	Agree and implement 'Family Outcomes Star' methodology for measuring outcomes for work with Children in Need and Child Protection	<ul style="list-style-type: none"> <li>Evidence use of Outcome Star.</li> <li>Training for all CSC staff.</li> <li>New cases in R and A from June 2012 to start using Outcomes Star for all new Cores-Star as a pilot</li> </ul>	Jean Imray Darryl Freeman	April 2013  June 2013  June 2013	<ul style="list-style-type: none"> <li>Re audit of supervision planned for later in year to check on impact of actions taken</li> </ul>	Pilot ongoing in Family Support 3		<b>A</b>
<b>What difference has this made:</b>								
Staff generally reporting positive benefits to themselves and children and families of reorganisation of workloads between LAC and FST								
Ofsted did not find any cases without a plan in the 100 cases they reviewed. Ofsted felt that new CIN template was easier to access, lent itself to smarter completion and was more family friendly								
Managers report learning set was helpful in supporting their understanding of reflective aspect of supervision								
2.4.1	Review the operation of the PSCB Business Unit to achieve maximum effectiveness	<ul style="list-style-type: none"> <li>Feedback from Board in terms of effectiveness of unit</li> <li>Scrutiny function of Board enhanced</li> </ul>	Jean Imray Glen Denham	March 2013	<ul style="list-style-type: none"> <li>The new business manager is in post and will be supporting the board until 31<sup>st</sup> March 2013</li> <li>A scoping is under way and the review will be completed by the end of May</li> </ul>			<b>A</b>
2.4.2	Develop role of 'Principal	<ul style="list-style-type: none"> <li>Demonstrable</li> </ul>	Jean Imray	April 2013	Glen Denham will act as the			<b>A</b>

	Social Worker' /Social Work Champion to lead on quality of practice issues	improvements in practice <ul style="list-style-type: none"> <li>Reduction in complaints relating to poor practice</li> </ul>	Glen Denham	onwards	PSW within Peterborough. The core purpose has been agreed by DMT and an implementation plan has been agreed in principle. Launch/ implement June- Sep 2013 Review within 6 months	
2.4.3	Review functioning of current Safeguarding and QA Service to enhance focus on improving quality of practice.	Increased practice alerts by CP coordinators	Jean Imray	April 2013 onwards	Permanent Head of Service for Safeguarding and QA in post and has started to scope – currently in progress	<b>A</b>
2.4.4	Develop 'local' CIN/CP performance scorecard to manage performance in areas most in need of improvement	Scorecard in place	Jean Imray	February 2013	In progress	<b>A</b>
<b>What difference has this made:</b>						
Permanent HoS started 09.04.13 has started to scope review of service but too soon to evidence any impact						
<b>3. Giving the best opportunities to children and young people in care</b>						
<b>Accountable Lead:</b> Assistant Director of Safeguarding Families and Communities						
<b>Priorities:</b>						
<ol style="list-style-type: none"> <li>To ensure that children remain in care for the least time necessary and that permanent alternatives are secured on their behalf as quickly as possible.</li> <li>To ensure that all children and young people in care have up to date care plans that are robust and personalised</li> <li>To improve placement choice and ensure that placements are matched to the long term changing needs of children and young people</li> </ol>						
<b>Number</b>	<b>Action</b>	<b>Performance Measure</b>	<b>By whom</b>	<b>By when</b>	<b>Progress</b>	<b>RAG</b>
3.1.1	Reorganise workloads in Children in Care team to	<ul style="list-style-type: none"> <li>Reduction in length of proceedings to</li> </ul>	Jean Imray Jenny Goodes	January 2013	<ul style="list-style-type: none"> <li>Reorganisation of workload complete</li> </ul>	<b>A</b>

	ensure dedicated focus is on the needs of Children in Care and Court Proceedings	average 26 weeks <ul style="list-style-type: none"> <li>• Increase in direct work with Children in Care</li> <li>• Improvement in placement stability indicators</li> </ul>			<ul style="list-style-type: none"> <li>• LAC performance group established</li> <li>• Work has taken place on clearing up data errors to ensure that there is effective tracking in place</li> <li>• A legal spreadsheet has been put in place to ensure that court deadlines are adhered to prevent delay</li> <li>• Stability Core groups to be embedded to support placements by ends of May 13</li> </ul>	
3.1.2	Implement the Adoption Action plan	<ul style="list-style-type: none"> <li>• National and local adoption performance targets are met</li> </ul>	Jean Imray Ann Garrett	June 2013	Action plan reengineered and signed off by DMT	<b>A</b>
3.1.3	Develop local Adoption and Fostering performance score cards and manage performance accordingly	As above	Jean Imray Ann Garrett	February 2013	LAC scorecard under development that includes all high level	<b>A</b>
3.1.4	Implement Fostering Action Plan	<ul style="list-style-type: none"> <li>• National and local fostering performance targets are met</li> </ul>	Jean Imray Ann Garrett	June 2013	Action plan reengineered and signed off by DMT	<b>A</b>
<b>What difference has this made:</b>						
Feedback from court is that a general improvement in quality of recent statements and care plans has been noted. There is still work to do to improve quality of chronologies being put before the court						

3.2.1	Commission training to support excellent care planning	Training in place	Jean Imray Jenny Goodes Jo Cottell	April 2013	Training included in 13/14 training programme	<b>G</b>
3.2.2	Revise current care and pathway plans template in consultation with children, young people and carers to make it more user friendly	Revised plans in place	Jean Imray Glen Denham Jenny Goodes	March 2013	Templates redesigned awaiting Form Designer to ensure Liquidlogic compliance. No deadline as such but will be regularly reviewed	<b>A</b>
3.2.3	Review IHA and RHA process for quality as well as timeliness	Annual Report to HWB/ CPP on health needs of LAC and how we are meeting them	Jean Imray Jenny Goodes	May 2013	<ul style="list-style-type: none"> <li>LAC Scorecard includes IHA/RHA for timeliness</li> <li>Proposal put to CPP about monitoring performance more effectively.</li> <li>Meeting set up with Carol Richardson on 29.04.13 to provide information for audit of how we are meeting health needs of LAC children</li> <li>IHA is now being captured on the scorecard for RA/FCC/GWD as a way of addressing this area.</li> </ul>	<b>A</b>
3.2.4	Undertake deep dive audit to review quality of care and pathway plans	Audits of quality of care plans show increase in judgment of good	Jean Imray Glen Denham	May 2013	On track	<b>A</b>
3.2.5	Promote educational attainment of children and young people in care by driving up the focus on	Quality Audit of PEPs and implementation of findings	Jean Imray Jenny Goodes Jon Lewis	Ongoing	Consideration to be given to implementing the CLA education tracker for LAC. Contact to be made with Essex to consider	<b>A</b>

	quality of E PEPs				how to progress this matter	
<p><b>What difference has this made:</b></p> <p>Looked after children data errors have been addressed. Appropriate tracking is in place to ensure more effective care planning and timescales being met. Peterborough reported as one of the highest performing Authorities in respect of meeting new court timescales for proceedings (within 26 weeks). Positive feedback from independent consultant in respect of quality of health assessments undertaken in respect of looked after children. Currently we are in the process of organizing a LAC away day which will focus on ensuring looked after children and young people are actively consulted and involved in planning and decision making</p>						
3.3.1	Work with commissioning to develop a marketing and recruitment strategy for fostering and adoption (including supported lodgings)	Increase in net gain of in-house carers by 25 households	Jean Imray	April 2013	<ul style="list-style-type: none"> <li>• New website build commissioned</li> <li>• New creatives/branding agreed</li> <li>• Meetings held with PCC Marketing to progress</li> </ul>	<b>A</b>
3.3.2	Ensure Placement Orders rescinded and proceedings issued where appropriate	Proceedings issued on relevant cases	Jean Imray Jenny Goodes Ann Garrett	June 2013	<ul style="list-style-type: none"> <li>• Tracker in place and being used in Performance Meetings</li> <li>• Spreadsheet in place to be monitored as part of LAC performance meeting</li> <li>• There are 24 placement orders to be revoked. Initial discussions have taken place with Legal and meeting to be arranged with CAF/CASS and court to progress this matter.</li> </ul>	<b>R</b>
3.3.3	Implement Leaving Care policy in conjunction with Commissioning colleagues	NEET reduced	Jean Imray Iain Easton	2013	<ul style="list-style-type: none"> <li>• Work with 0 – 19 service to ensure accuracy of</li> </ul>	<b>A</b>

					<p>information published is ongoing. Additional support has been established within the team to tackle the issue and is showing some positive early results</p> <ul style="list-style-type: none"> <li>The latest nationally published figures for NEET care leavers show a fall in NEET cases from 52% in December 2012 to 39% in March 2013 against a national average of 42% NEET care leavers.</li> </ul>	
3.3.4	Review of current accommodation provided to care leavers to ensure that it is fit for purpose	Audit of accommodation	Jean Imray Iain Easton	March 2013	Robust definition of what constitutes 'suitable' accommodation agreed. Review of cases against definition to be completed by 31 <sup>st</sup> May 2013 and data tracked thereafter	<b>A</b>
<p><b>What difference has this made:</b></p> <p>Although the number of NEET care leavers remains too high the positive improvement shown in the three months to the end of March indicates that the focused approach which has been adopted is beginning to work and has increased the life opportunities for a significant number of young people.</p> <p>The development of a clearer process around 'staying put' has increased the numbers of young people remaining within their foster care placements, significantly improving their chances of making a successful transition into adulthood.</p>						
<p><b>4. Working with Schools and others to make sure that children succeed</b></p>						
<p><b>Accountable Lead:</b> Assistant Director of Education and Resources</p>						
<p><b>Priorities:</b></p>						
<p>1. Implement proposals following the review of Education Services to ensure fit for purpose local authority and improved outcomes for children</p>						



and young people.						
2. Deliver an SEN strategy and develop a new support offer to vulnerable groups						
3. Ensure access to high quality schools which deliver the best possible outcomes for children and young people						
Number	Action	Performance Measure	By whom	By when	Progress	RAG
4.1.1	Strengthening of school to school partnerships as a basis for providing services in the future.	All schools agreeing to form part of CiC / trust arrangements.	Jonathan Lewis	August 2013	Discussion has commenced with partnership over commissioning opportunities including sport, and schools are being consulted and responding	<b>G</b>
4.1.2	Restructure internal services in line with new vision for Education Service.	Completion of consultation on restructure	Jonathan Lewis	August 2013	Phase 1 complete and proceeding to Stage 3. Proposals for stage 2 being developed	<b>G</b>
4.1.3	Establish a proposal for meeting the challenge of EAL / Minority Ethnic New Arrivals for the city	Outline documentation produced including proposed delivery model and oversight of offer	Jonathan Lewis	June 2013	Early draft being reviewed by AD – likely to be ready for consultation in June	<b>G</b>
4.1.4	Development of proposal for data intelligence function	Proposal to DMT around the shape of this function and how it will operate / sit within hierarchy.	Jonathan Lewis	June 2013	Best practice examples being gathered and reviewed. Awaiting capita one implementation	<b>A</b>
<b>What difference has this made:</b>						
Increased awareness in schools of the need to support school to schools partnerships.						
Delivery of required budget savings						
4.2.1	Full consultation on SEN strategy and refinement of action plan	Feedback on proposed strategy and final document agreed through scrutiny committee	Jonathan Lewis	June 2013	Working groups established to take forward workstreams. Strategy document being finalised. Banding and admissions workstreams are progressing well	<b>G</b>
4.2.2	Development of needs	Formal model to predict	Jonathan Lewis	July 2013	Some progress and further data	<b>A</b>

	analysis model for predicting future SEN demands	requirements for next 5 years.			has been obtained from health on emerging needs. No further information gained due to staff absence	
4.2.3	Develop proposals around revised provision map of specialist SEN support	Consultation paper on needs and demands around altering special schools and ERP provision.	Jonathan Lewis	July 2013	Discussions ongoing with schools around area special schools and ERP SLA's being developed and discussed. Making good progress.	<b>G</b>
4.2.4	Outline Behaviour Strategy and action plan for delivery by September	DMT agreed proposal for consultation with schools	Jonathan Lewis	June 2013	Outline proposal drafted and Strategy being written	<b>G</b>
<b>What difference has this made:</b>						
Developing new ideas to support the delivery of SEN in the city						
4.3.1	Consult on the School Organisation Plan to ensure sufficiency of places in Peterborough Schools	Agreed school organisation plan through political process	Jonathan Lewis	April 2013	Panel published for consultation	<b>G</b>
4.3.2	Brokering additional funding / free schools to city	Case made to central government around Peterborough situation alongside development of marketing package for free school providers	Jonathan Lewis	March 2013	Proposal being developed around extending Fulbridge to 4 FE using targeted basic needs capital funding. Due to be submitted for May deadline	<b>G</b>
4.3.3	Delivery of phase 2 of ICMS – Capita One for Education and Resources	Successful roll out of all modules and switch off of legacy E&R systems	Jonathan Lewis	September 2013	<ul style="list-style-type: none"> <li>• The following modules have now been signed off as complete:</li> <li>~ Bases</li> <li>~ Exclusions (PRU)</li> <li>~ Child Support Services (PRU)</li> <li>~ Pulse (Attainment data)</li> </ul>	<b>G</b>

						<ul style="list-style-type: none"> <li>The following modules are scheduled to be signed off in May: <ul style="list-style-type: none"> <li>~ PRIME (Reporting)</li> <li>~ SSRS (Reporting)</li> </ul> </li> <li>The main area of focus is now Child Support Services (Attendance), which includes Children Missing from Education and Elective Home Education</li> </ul>	<b>G</b>
4.3.4	Implementation of Intervention Strategy for schools below national minimum floor standards	Soft / structural solutions for those schools falling below floor standards	Jonathan Lewis	April 2013	Four schools have agreed sponsored academy status. Currently discussing final sponsors.	<b>G</b>	
<b>What difference has this made:</b>							
Increased public awareness of pressure on school places							
Engagement of high quality sponsors to drive improved outcomes							
<b>5. Supporting our staff to be outstanding</b>							
<b>Accountable Lead:</b> Head of Projects and Change Management							
<b>Priorities:</b>							
1. Ensure that the qualifications, training and progression routes to improve the competence of all Children's Services staff are of a high quality and linked to the service aims							
2. Ensure that the workforce are safe to work with children and young people and understand their responsibilities for safeguarding							
3. Ensure that the workforce are confident, respected and valued as professionals							
<b>Number</b>	<b>Action</b>	<b>Performance Measure</b>	<b>By whom</b>	<b>By when</b>	<b>Progress</b>	<b>RAG</b>	
5.1.1	Training and Development	All Children's Services	Extended	June 2013	A new section has been	<b>G</b>	

	Programme for CS staff	staff will have a training plan	Departmental Management Team (EDMT)		introduced to the 2013 PDR form that records individual training and development requirements for each member of staff. The Corporate Training and Development Team and the Children's Services Workforce Development Team will monitor these plans and report regularly to DMT on what training and development was planned, what took place, the quality of the training provider and the impact upon performance/skills	<b>G</b>
5.1.2	Develop a training programme for aspirant leaders and managers	A course will be developed in partnership with the corporate training and development team. Delegates will be identified and invited	Elaine Alexander Colin Wilson	September 2013	The course "Steps to becoming an effective manager" is already available. Delegates will be identified through their PDR	<b>G</b>
5.1.3	Ensure that information regarding training opportunities is easily accessible by all members of the workforce	All staff will know what training is available to them and how to access it ~ Communication campaign ~ Survey	Elaine Alexander	September 2013		<b>NOT DUE</b>
<b>What difference has this made:</b>						
The difference will be judged when the PDR's are complete, the training and development requirements are collected and the respective courses are in place for staff to access						
5.2.1	Ensure that Disclosure and Barring Service (DBS)	Managers will be aware of the rules regarding	EDMT	February 2013	Heads of Service are advised of the requirement for re-checks in	<b>G</b>

	checks are in place for all staff who should have them and are tracked to make sure that they are rechecked in accordance with council policy	DBS and ensure that rechecks are undertaken in a timely manner			a timely manner and should act upon the notification appropriately	
5.2.4	Recruit a diverse workforce to reflect the diversity in the community	Measure ethnicity of current workforce. Targeted recruitment 20%	Elaine Alexander	Starts in January 2013	In progress and statistics are available to support the diversity of the workforce	<b>G</b>
<b>What difference has this made:</b>						
A safe and diverse workforce will complement the community we serve. Staff will feel confident and empowered						
5.3.1	Ensure that all staff have a current PDR and that it is reviewed regularly. Team Meetings and one-to-ones are scheduled for every member of staff	<ul style="list-style-type: none"> <li>All staff have regular supportive supervision which reflects and recognises good practice and identifies development requirements 100%</li> <li>All supervision is minuted and recorded</li> </ul>	EDMT	September 2013	In progress	<b>G</b>
5.3.2	Develop a reflective practice methodology of supervision	Methodology implemented and monitored for compliance	Jean Imray	July 2013	The Workforce Development Learning and Development Plan includes enhanced focus on reflective supervision	<b>G</b>
5.3.3	Ensure that every leaver has an exit interview and leaving trends are identified and reports are presented regularly to DMT	Timely exit interviews that give us an opportunity to turn-around unwanted resignations/Learning	EDMT	From April 2013	Review the way a resignation is accepted	<b>G</b>

		from leavers							
<b>What difference has this made:</b>									
Staff will feel valued and issues will be captured and addressed early									

<b>CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 8</b>
<b>10 JUNE 2013</b>	<b>Public Report</b>

## Report of the Solicitor to the Council

Contact Officer(s) – Paulina Ford, Senior Governance Officer

Contact Details – paulina.ford@peterborough.gov.uk

### CHILDREN'S SERVICES IMPROVEMENT PROGRAMME SCRUTINY TASK AND FINISH GROUP – PROGRESS REPORT

#### 1. PURPOSE

- 1.1 To provide the Committee with an update on the work of the Children's Services Improvement Programme Scrutiny Task and Finish Group and to seek the Committee's approval to continue with the group for 2013/14.

#### 2. RECOMMENDATIONS

- 2.1 That the Committee note the progress made to date by the Task and Finish Group.
- 2.2 That the Committee agree to continue with the group for the 2013/14 municipal year.

#### 3. BACKGROUND

- 4.1 The Children's Services Improvement Programme Scrutiny Task and Finish Group was established by the Committee in November 2011. The purpose of the Group was to oversee the implementation of the Improvement Plan for Children's Services.

- 4.2 The current membership of the Group is:

- Councillor Day (Chair)
- Councillor Harper
- Councillor Saltmarsh
- Councillor Shabbir
- Councillor Shaheed
- Alistair Kingsley

- 4.3 The work of the Group has been undertaken through the following activities:

- Attending facilitated meetings with social care teams
- Observation through office visits and panel activities
- Presentation of anonymised recent case examples by social workers
- Direct contact with Foster Carer Support Groups
- Assessing and validating relevant performance data
- Participation in Children's Social Care training courses
- Gaining an overview of Children's Social Care Quality Assurance work

- 4.4 The Group has met on 11 occasions. Meetings have covered a wide area of issues, including:

- Analysis of Re-referral Rates
- Child and Adolescent Mental Health Update
- Children Missing from Home and Care

- Commissioning Intentions
- Director's Report
- External Improvement Board Risk Register
- Implementation of Access to Resource Panels
- Liquidlogic Implementation
- Multi-Agency Support Groups
- Peer Safeguarding Healthcheck
- Performance Reports
- Quality Assurance
- Senior Managers Case File Audit
- Supervision Audit
- Workforce Strategy

4.5 A key part of the Group's work has been to undertake visits to a number of the social care teams. These have included:

- Adoption
- Cherry Lodge
- Children's Integrated Disability Service
- Clare Lodge
- Direct Intervention Service
- Education for Children in Care
- Family Support
- Fostering
- Integrated Safeguarding
- Looked After Children
- Referral and Assessment
- The Manor
- Youth Offending Service

4.6 It is now proposed that the Group continues for another year to provide effective scrutiny to ensure that the good work around the improvement of Children's Services is sustained.

## 5. **BACKGROUND DOCUMENTS**

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

5.1 None



<b>CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 9</b>
<b>10 JUNE 2013</b>	<b>Public Report</b>

## Report of the Solicitor to the Council

Contact Officer – Paulina Ford, Senior Governance Officer, Scrutiny  
Contact Details – (01733) 452508 or email paulina.ford@peterborough.gov.uk

### REVIEW OF 2012/2013 AND WORK PROGRAMME FOR 2013/14

#### 1. PURPOSE

- 1.1 To provide the Committee with a review of the work undertaken during 2012/13 and to develop a work programme for 2013/14.

#### 2. RECOMMENDATIONS

- 2.1 That the Committee considers the 2012/2013 year in review and makes recommendations on the future monitoring of these items where necessary.
- 2.2 That the Committee determines its priorities, and develops a work programme for the forthcoming year.

#### 3. REVIEW OF 2012/13

- 3.1 The Creating Opportunities and Tackling Inequalities Scrutiny Committee was established by Council at its annual meeting on 18 May 2009. During the year 2012/2013, the Committee considered the following issues:

##### Information / Update

- Overview of Children's Services
- Review of 2011/12 and Future Work Programme
- The Changing Role of Local Authorities in Education
- Inspire Peterborough Overview
- Respite and Home Support Unit – Children with Disabilities (Cherry Lodge)

##### Monitoring / Calling to Account

- Children's Services Improvement Plan – Progress Report
- Children's (Social Care) Services Statutory Complaints Process (Children act 1989) Annual Report 2011
- Children's Centres Update
- Portfolio Progress report from Cabinet Member for Education, Skills and University
- Presentation of 2012 Unvalidated Examination Results
- Portfolio Progress report from Cabinet Member for Children's Services
- Improving Outcomes for Children with SEN
- Outcome of Ofsted Inspection
- Presentation of 2012 Validated Examination Results

##### Policy / Plans / Consultation

- Poverty Reduction Strategy and Action Plan
- Fostering - Action Plan
- Children's Joint Commissioning Board
- Revision To Corporate Parenting Group

- Prevention and Intervention Strategy
- The Vision for Education in Peterborough
- Presentation of Refreshed Improvement Delivery Plan
- Budget 2013/14 and Medium Term Financial Plan
- Peterborough Safeguarding Children Board Annual Report 2011-2012
- Appointment of Co-opted Member
- Draft School Organisation Plan 2013-2018 – Delivering Local Places for Local Children

No Call-in's were received by this Committee during 2012/2013.

3.2 For the information of the Committee, copies of the recommendations made during the year are attached at Appendix 1.

#### **4. WORK PROGRAMME 2013/14**

4.1 In accordance with the Constitution, the Committee is responsible for setting its own programme in line with the Council's key priorities and the Committee's remit.

4.2 The Committee's remit is:

To review and scrutinise the delivery of the Sustainable Community Strategy priority of creating opportunities, tackling inequalities. This will include reviewing and scrutinising the performance of other public bodies in their activities and performance in the delivery of Single Delivery Plan targets.

Hold the Executive to account for the discharge of functions in the following ways:

- by exercising the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or key decisions which have been delegated to an officer.
- by scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan
- by scrutinising Executive decisions after they have been implemented, as part of a wider policy review.

To review and scrutinise the planning, decisions, policy development, service provision and performance relating to the following service areas:

- Adult Learning and Skills
- Children's Services
- Education
- Safeguarding Children

To assist and advise the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues in relation to the terms of reference of the committee.

Make recommendations to the Executive and/or Council arising from overview and scrutiny activity.

Establish ad-hoc Task and Finish Groups to investigate specific topics on a time-limited basis.

4.3 A draft work programme which shows the items which are currently scheduled along with items carried over from last year is attached at Appendix 2.

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

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

5.1 Minutes of the Creating Opportunities and Tackling Inequalities Scrutiny Committee held on 11 June, 23 July, 10 September, 12 November 2012 and 7 January, 6 February, 11 March and 22

April 2013.

**6. Appendices**

- 6.1 Appendix 1 - Recommendations made during 2012/2013
- Appendix 2 – Draft Work Programme 2013/14

This page is intentionally left blank

CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE  
 RECOMMENDATIONS MADE DURING 2011-2012

APPENDIX 1

MEETING DATE / ITEM	RECOMMENDATION	REFERRED TO	RESPONSE TO RECOMMENDATIONS
12 November 2012			
<b>Revision to Corporate Parenting Group</b>	<p>The Committee recommends that:</p> <p>I. The Assistant Director Safeguarding Families &amp; Communities include as part of the Councillor induction process a training element which covers the role and responsibilities of the Corporate Parent to ensure that all new Councillors are aware of their responsibilities.</p> <p>II. The Assistant Director Safeguarding Families &amp; Communities to arrange for an All Party Policy meeting to be held once a year to cover Corporate Parenting.</p>	Sue Westcott	<p>The Corporate Parenting Panel has been added to the members Induction programme. The Induction will be based around the 6 priorities and will be approximately a 10 minute slot for new members.</p> <p>Corporate Parenting training will also be delivered at All Party Policy in June 2013.</p> <p>There will be a rolling programme of training scheduled to take place four times a year</p>

This page is intentionally left blank

DRAFT CREATING OPPORTUNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE  
 WORK PROGRAMME 2013/14

APPENDIX 2

Meeting Date	Item	Progress
<p>10 June 2013                      23 May Draft report                      30 May Final report</p>	<p><b>Progress Report on Alternative Play Centre Provision</b>                      To scrutinise the delivery of alternative play centre provision and make any recommendations.  <b>Contact Officer: Wendi Ogle-Welbourn</b>  <b>Children’s Services Delivery Plan – Progress Report</b></p>	<p>Requested at 11 March 2013 Meeting</p>
	<p>To Scrutinise the progress of the Children’s Services Delivery Plan and make any recommendations.  <b>Contact Officer: Sue Westcott</b>  <b>Impact of Welfare Reform</b></p>	<p>Requested at 11 March 2013 Meeting</p>
	<p>To Scrutinise the impact of Welfare Reform and actions being taken to address this.  <b>Contact Officers: Adrian Chapman / Wendi Ogle-Welbourn</b>  <b>Progress Report from Scrutiny Task and Finish Group Monitoring Children’s Services Improvement Plan</b></p>	<p>Requested at 11 March 2013 Meeting</p>
	<p>To scrutinise the work of the Children’s Services Improvement Plan Scrutiny Task and Finish Group.  <b>Contact Officer: Louise Tyers</b>  <b>Review of 2012/13 and Future Work Programme</b></p>	<p>Requested at 11 March 2013 Meeting</p>
	<p>To review the work undertaken during 2011/12 and to consider the future work programme of the Committee.  <b>Contact Officer: Paulina Ford</b></p>	

Meeting Date	Item	Progress
<p><b>22 July 2013</b>  <i>4 July Draft report</i>  <i>11 July Final report</i></p>	<p><b>Corporate Parenting Group Annual Report</b>                      To receive a report and comment on the work of the Corporate Parenting Group.  <b>Contact Officer: Jean Imray</b></p> <p><b>Poverty Strategy and Action Plan</b>                      To scrutinise the updated Poverty Action Plan and make any recommendations.  <b>Contact Officer: Adrian Chapman</b></p> <p><b>Inspire Peterborough Overview</b>                      To receive and comment on the report informing the Committee on the Inspire Peterborough project  <b>Contact Officer: Julie Rivett</b></p> <p><b>Update Report on NEET's (16 to 18 year olds not in Education, Employment or Training)</b>                      To receive and comment on a report on the progress being made to reduce NEET's.  <b>Contact Officer: Jonathan Lewis</b></p> <p><b>Children's Services Delivery Plan – Progress Report</b>                      To Scrutinise the progress of the Children's Services Delivery Plan and make any recommendations  <b>Contact Officer: Sue Westcott</b></p>	
<p><b>9 September 2013</b>  <i>22 Aug Draft report</i>  <i>29 Aug Final report</i></p>	<p><b>Peterborough Safeguarding Children board Annual Report (PSCB) 2012/13 and Business Plan 2013/14</b></p>	



Meeting Date	Item	Progress
	<p><b>Contact Officer: Jean Imray</b></p> <p><b>The Vision for Education in Peterborough – Progress Report</b></p> <p><b>Contact Officer: Jonathan Lewis</b></p> <p><b>Children’s Services Delivery Plan – Progress Report</b></p> <p>To Scrutinise the progress of the Children’s Services Delivery Plan and make any recommendations</p> <p><b>Contact Officer: Sue Westcott</b></p>	<p>Requested at 22 April 2013 meeting.</p>
<p><b>11 November 2013</b></p> <p><i>24 Oct Draft report</i></p> <p><i>31 Oct Final report</i></p>	<p><b>Children’s Services Delivery Plan – Progress Report</b></p> <p>To Scrutinise the progress of the Children’s Services Delivery Plan and make any recommendations</p> <p><b>Contact Officer: Sue Westcott</b></p> <p><b>Presentation of 2012 Unvalidated Examination Results</b></p> <p>To scrutinise the 2012 examination results, assess the impact of the action plan to improve educational results and make any necessary recommendations</p> <p><b>Contact Officer: Jonathan Lewis</b></p>	
<p><b>6 January 2014</b></p> <p><i>16 Dec Draft report</i></p> <p><i>23 Dec Final report</i></p>	<p><b>Children’s Services Delivery Plan – Progress Report</b></p> <p>To Scrutinise the progress of the Children’s Services Delivery Plan and make any recommendations</p> <p><b>Contact Officer: Sue Westcott</b></p>	

Meeting Date	Item	Progress
<p>8 or 20 January 2014 (Joint Meeting of the Scrutiny Committees and Commissions)</p>	<p><b>Budget 2014/15 and Medium Term Financial Plan</b> To scrutinise the Executive's proposals for the Budget 2013/14 and Medium Term Financial Plan. <b>Contact Officer: John Harrison/Steven Pilsworth</b></p>	
<p>17 March 2014 27 Feb Draft report 6 March Final report</p>	<p><b>Presentation of 2012 Validated Examination Results</b> To scrutinise the 2012 examination results, assess the impact of the action plan to improve educational results and make any necessary recommendations <b>Contact Officer: Jonathan Lewis</b></p> <p><b>Tackling Poverty In Peterborough – Annual Progress Report</b> <b>Contact Officer: Adrian Chapman / Wendi Ogle-Welbourn</b></p> <p><b>Children's Services Delivery Plan – Progress Report</b> To Scrutinise the progress of the Children's Services Delivery Plan and make any recommendations <b>Contact Officer: Sue Westcott</b></p>	

Items to be programmed in: 2013/14

Item	Referred from
Clare Lodge Service Review Outcome	12 November 2012
Children's Centres - Spurgeons and Barnardos return to the Committee in a one year to provide a progress report. – July 2013	23 July 2012
Looked After Children Strategy – July 2013	Requested by Jean Imray
Child Health & Wellbeing	Requested by Wendi Ogle-Welbourn
Annual Report on Children in Care Pledge	Requested by Corporate Parenting Group
Fostering Update	
Adult Education Update	

This page is intentionally left blank

<b>CREATING OPPORUTNITIES AND TACKLING INEQUALITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 10</b>
<b>10 JUNE 2013</b>	<b>Public Report</b>

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

**Report Author** – Paulina Ford, Senior Governance Officer, Scrutiny

**Contact Details** – 01733 452508 or email paulina.ford@peterborough.gov.uk

### **NOTICE OF INTENTION TO TAKE KEY DECISIONS**

#### **1. PURPOSE**

- 1.1 This is a regular report to the Creating Opportunities and Tackling Inequalities Scrutiny Committee outlining the content of the Notice of Intention to Take Key Decisions.

#### **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 Notice of Intention to Take Key Decisions is attached at Appendix 1. The Notice contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take. No new key decisions have been added to the list.
- 3.2 The information in the Notice of Intention to Take Key Decisions 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.
- 3.4 As the Notice is published fortnightly any version of the Notice published after dispatch of this agenda will be tabled at the meeting.

#### **4. CONSULTATION**

- 4.1 Details of any consultation on individual decisions are contained within the Notice of Intention to Take Key Decisions.

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

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

None

#### **6. APPENDICES**

Appendix 1 – Notice of Intention to Take Key Decisions

This page is intentionally left blank

# **PETERBOROUGH CITY COUNCIL'S NOTICE OF INTENTION TO TAKE KEY DECISIONS**

**PUBLISHED: 16 MAY 2013**

**APPENDIX 1**

## NOTICE OF INTENTION TO TAKE KEY DECISIONS

In the period commencing 28 days after the date of publication of this notice, 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.

If the decision is to be taken by an individual cabinet member, the name of the cabinet member is shown against the decision, in addition to details of the councillor's portfolio. If the decision is to be taken by the Cabinet, it's members are as listed below:  
Cllr Cereste (Leader); Cllr Lee (Deputy leader); Cllr Scott; Cllr Holdich; Cllr Hillier; Cllr Seaton; Cllr Fitzgerald; Cllr Dalton; Cllr Walsh.

This Notice should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis. Each new notice supersedes the previous notice and items may be carried over into forthcoming notices. Any questions on specific issues included on the Notice should be included on the form which appears at the back of the Notice 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.

Whilst the majority of the Executive's business at the meetings listed in this Notice will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies this is indicated in the list below. A formal notice of the intention to hold the meeting, or part of it, in private, will be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed (unless a notice of intention to hold the meeting in private has been given).

You are entitled to view any documents listed on the notice, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483), e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447. For each decision a public report will be available from the Governance Team one week before the decision is taken.

All decisions will be posted on the Council's website: [www.peterborough.gov.uk/executivedecisions](http://www.peterborough.gov.uk/executivedecisions). If you wish to make comments or representations regarding the 'key decisions' outlined in this Notice, 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 notice.



## PREVIOUSLY ADVERTISED DECISIONS

KEY DECISION REQUIRED	DECISION MAKER	MEETING OPEN TO PUBLIC	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (IF ANY OTHER THAN PUBLIC REPORT)
<p><b>Moy's End Stand Demolition and Reconstruction - KEY/03APR/12</b> Award of Contract for the Demolition of the Moy's End Stand and Reconstruction</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Internal and External Stakeholders as appropriate.</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterboro.ugh.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street Car Park - KEY/03JUL/11</b> 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 Dickens Street Car Park.</p>	<p><b>Councillor David Seaton Cabinet Member for Resources</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</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@peterboro.ugh.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<b>Rolling Select List - Independent Fostering Agencies - KEY/01 JUL/12</b> To approve the list for independent fostering agencies.	<b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborou.gh.gov.uk	It is not anticipated that there will be any further documents.
<b>Clare Lodge Service Review Outcome - KEY/13NOV12/06</b> To approve the outcome of the service review of Clare Lodge Secure Unit.	<b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and External Stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborou.gh.gov.uk	It is not anticipated that there will be any further documents.
<b>Residential Approved Provider List - KEY/13NOV12/08</b> Create a compliant Approved Provider List for Residential units for children and young people.	<b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities	Internal and external stakeholders as appropriate.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborou.gh.gov.uk	It is not anticipated that there will be any further documents.
<b>Future of Children's Play Services - KEY/13NOV12/09</b> To determine the future of Play Services in the city	<b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b>	N/A	Creating Opportunities and Tackling Inequalities.	To be undertaken with key stakeholders.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborou.gh.gov.uk	It is not anticipated that there will be any further documents.

<p><b>Care and Repair Framework Agreement - KEY18DEC12/01</b> To approve a framework agreement and schedule of rates to deliver disabled facility grant work. specifically providing disabled access to toilet and washing facilities and associated work in domestic properties.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	<p>N/A</p>	<p>Strong and Supportive Communities</p>	<p>Relevant Internal Departments.</p>	<p>Russ Carr Care &amp; Repair Manager Tel: 01733 863864 russ.carr@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Award of Contract for the 413 Bus Service - KEY27DEC12/01</b> Award of Contract for Route 413 (Maxey to City Centre) from 1 April 2013.</p>	<p><b>Councillor Peter Hiller Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	<p>N/A</p>	<p>Sustainable Growth</p>	<p>Relevant internal departments and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Environment Capital Action Plan - KEY24JAN13/02</b> Approve the Plan for public consultation.</p>	<p><b>Cabinet</b></p>	<p><b>YES</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Four week public consultation.</p>	<p>Charlotte Palmer Climate Change Team Manager charlotte.palmer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Fletton Parkway Junction 17 to 2 improvement scheme - KEY24JAN13/07</b> To agree funding is brought forward between 2012 and 2015 in Medium Term Financial Strategy and the contract awarded for the works.</p>	<p><b>Councillor Peter Hiller, Councillor David Seaton Cabinet Member for Housing, Neighbourhoods and Planning, Cabinet Member for Resources</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<b>Sale of Craig Street Car Park - KEY/25MAR13/01</b> To approve the sale of land known as Craig Street Car Park.	<b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b>	<b>N/A</b>	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders and ward councillors.	David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Short Breaks Service - KEY/08APR13/01</b> Approval to award a contract for the provision of short break services for families with children and young people with disabilities.	<b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b>	<b>N/A</b>	Creating Opportunities and Tackling Inequalities	Relevant internal departments.	Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Peterborough Highway Services 2013-2023 - KEY/18APR13/01</b> To approve the preferred bidder and award the contract for Peterborough Highway Services.	<b>Councillor Peter Hiller</b> <b>Cabinet Member for Housing, Neighbourhoods and Planning</b>	<b>N/A</b>	Sustainable Growth and Environment Capital	Relevant Internal and External Stakeholders.	Andy Tatt Transport and Engineering Group Manager Tel: 01733 453469 andy.tatt@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>The Expansion of Gladstone Primary School onto the site of the Gladstone Community Centre - KEY/18APR13/02</b> Award of Contract for the Expansion of Gladstone Primary School on the site of the Gladstone Community Centre.	<b>Councillor David Seaton,</b> <b>Councillor John Holdich OBE</b> <b>Cabinet Member for Education, Skills and University,</b> <b>Cabinet Member for Resources</b>	<b>N/A</b>	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders, ward councillors and public.	Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk	It is not anticipated that there will be any further documents.

<p><b>Passenger Transport - Subsidised Service Provision - KEY/30MAY13/02</b> To decide on the level of subsidised services to be provided by Peterborough City Council from the 1<sup>st</sup> of October 2013 in line with the revised budget allocation.</p>	<p><b>Cabinet</b></p>	<p><b>Yes</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Cross-group working group.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Energy Performance Contract (EnPC) - KEY/30MAY/13/03</b> To award the contract for the provision of energy efficiency services for the council's property portfolio including Schools.</p>	<p><b>Councillor Gr. Uff. Marco Cereste Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development, Business Engagement and Environment Capital</b></p>	<p><b>N/A</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant Internal Departments</p>	<p>John Harrison Executive Director-Strategic Resources Tel: 01733 452398 john.harrison@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>

**CHIEF EXECUTIVE'S DEPARTMENT** Town Hall, Bridge Street, Peterborough, PE1 1HG

Communications  
Strategic Growth and Development Services  
Legal and Governance Services  
Policy and Research  
Economic and Community Regeneration  
HR Business Relations, Training & Development, Occupational Health & Reward & Policy

**STRATEGIC RESOURCES DEPARTMENT** Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Finance  
Internal Audit  
Information Communications Technology (ICT)  
Business Transformation  
Strategic Improvement  
Strategic Property  
Waste  
Customer Services  
Business Support  
Shared Transactional Services  
Cultural Trust Client

**CHILDREN'S SERVICES DEPARTMENT** Bayard Place, Broadway, PE1 1FB

Safeguarding, Family & Communities  
Education & Resources  
Strategic Commissioning & Prevention

**OPERATIONS DEPARTMENT** Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management, Passenger Transport)  
Commercial Operations (Strategic Parking and Commercial CCTV, City Centre, Markets & Commercial Trading, Tourism)  
Neighbourhoods (Strategic Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion, Neighbourhood Management)  
Operations Business Support (Finance)

**ADULT SOCIAL CARE** Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Care Services Delivery (Assessment & Care Management; Integrated Learning Disability Services and HIV/AIDS; Regulated Services)  
Strategic Commissioning (Mental Health & Integrated Learning Disability; Older People, Physical Disability & Sensory Impairment; Contracts, Procurement & Compliance)

Quality, Information and Performance (Performance & Information; Strategic Safeguarding; Business Support & Governance; Business Systems Improvement; Quality and Workforce Development)

This page is intentionally left blank