

CHILDREN AND EDUCATION SCRUTINY COMMITTEE

THURSDAY 18 JULY 2019
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 the Children and Education Scrutiny Committee Meeting Held on 14 March 2019 **3 - 10**

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 the relevant Scrutiny Committee. If a request for call-in of a decision is received, implementation of the decision remains suspended for consideration by the relevant Scrutiny Committee.

5. Appointment of Co-opted Members **11 - 14**

6. Attendance Of Sue Baldwin, Regional Schools Commissioner **15 - 18**

7. Funding Cuts And Impact On Schools - Feedback From School Leaders **19 - 28**



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.

Did you know? All Peterborough City Council's meeting agendas are available online or via the modern.gov app. Help us achieve our environmental protection aspirations and view this agenda online instead of printing it.

8.	Outcome Of Ofsted Inspection Of Peterborough Children's Services, Service Director Report And Portfolio Holder Report	29 - 50
9.	Annual Children's Social Care Statutory Complaints Report 2018-19	51 - 96
10.	Review of 2018/2019 And Work Programme For 2019/2020	97 - 116
11.	Forward Plan of Executive Decisions	117 - 162
12.	Date of Next Meeting	

Thursday 5 September 2019

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.

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. Audio recordings of meetings may be published on the Council's website. A protocol on this facility is available at:

<http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?NAME=Protocol%20on%20the%20use%20of%20Recording&ID=690&RPID=2625610&sch=doc&cat=13385&path=13385>

Committee Members:

Councillors: J Goodwin (Chairman), G Casey, L Coles, N Day, Dowson, T Haynes, D Jones, S Lane, D Over (Vice Chairman), L Robinson and B Rush

Substitutes: Councillors: Ellis, Hemraj, Howell, Lillis, M Nadeem,

Co-opted Members

Note: The following Education Co-opted members are Members of the Scrutiny Committee and vote when education matters are discussed.

Peter Cantley, Peterborough Diocesan Board of Education

Flavio Vettese, (Deputy Director of Schools), Roman Catholic Church, Diocese of East Anglia
Vacancy, Parent Governor Representative

Vacancy, Parent Governor Representative

Julie O'Connor, Roman Catholic Diocese of East Anglia (sub for Flavio Vettese)

Liz Youngman, Peterborough Diocesan Board of Education (sub for Peter Cantley)

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

**MINUTES OF THE CHILDREN AND EDUCATION SCRUTINY COMMITTEE
MEETING
HELD AT 7PM ON THURSDAY 14 MARCH 2019
BOURGES/VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

Committee Members Present: Councillors J Goodwin (Chairman), S Bashir, G Casey, A Dowson, A Ellis, M Farooq, S Lane, D Over (Vice Chairman) J Stokes, R Brown, B Saltmarsh
Co-opted Members: A Kingsley, Rizwan Rahemtulla, P Cantley, and Parish Councillor J Bhatti

Also Present: Councillor Ayres, Cabinet Member for Education, Skills and University
Councillor Smith, Cabinet Member for Children's Services
Liz Knight, Academic Director at University Centre Peterborough
Pat Carrington, Assistant Director Skills and Employment / Principal, City College Peterborough

Officers Present: Lou Williams, The Service Director for Children's Services and Safeguarding
Jonathan Lewis, Service Director, Education
Adrian Chapman, Service Director Communities and Safety
Anna Jack, Head of Youth Support
Clare Buckingham, Strategic Education Place Planning Manager, CCC and PCC
Ian Trafford, Area Education Officer

47. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Rush and Councillor Fower. Councillor A Iqbal and Councillor Stokes attended as substitutes. Apologies were also received from Parish Councillor Co-opted Member Susie Lucas and Education Co-opted Member Flavio Vettese.

48. DECLARATIONS OF INTEREST AND WHIPPING DECLARATIONS

ITEM 7. THE UNIVERSITY OF PETERBOROUGH UPDATE REPORT

Councillor Casey declared a pecuniary interest in that he was an employee of Anglia Ruskin University and that he would therefore leave the room when item 7 was discussed.

**49. MINUTES OF THE CHILDREN AND EDUCATION SCRUTINY COMMITTEE MEETING
HELD ON 3 JANUARY 2019**

The minutes of the Children and Education Scrutiny Committee meeting held on 3 January 2019 were agreed as a true and accurate record with the acceptance of the following additions:

- Cllr Sam Smith, Cabinet Member for Children's Services wished it noted that she had sent her apologies ahead of the meeting but that these had not been noted in the minutes.
- Co-opted Member Parish Councillor Junaid Bhatti also wished it noted that he had submitted his apologies ahead of the meeting but that these had not been noted.

50. CALL IN OF ANY CABINET, CABINET MEMBER OR KEY OFFICER DECISIONS

There were no requests for call-in to consider.

51. PETERBOROUGH SCHOOL ORGANISATION PLAN 2019 and EDUCATION ORGANISATION PLAN 2020

The Service Director for Education introduced the report accompanied by the Strategic Education Place Planning Manager, Area Education Officer and Cabinet Member for Education Skills and University. The report provided the Committee with an update on the current 2018-2019 School Organisation Plan and proposed changes to the 2019-2020 School Organisation Plan.

The Children and Education Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- Members sought assurance with regard to the opening of the new Hampton Lakes Primary school in 2020 and whether any contingency plans had been put in place should this not happen. Officers advised that there had been a recent meeting between the Trust and the Department for Education and they were confident that the school would be open in 2019 .
- Concern was raised with regard to the additional 650 homes that would be built at Peterborough showground and whether there would be enough school places available. Members were informed that Ormiston Meadows Academy was currently under subscribed and that capacity was being monitored but it was felt that there would be enough school places available.
- A decision on whether Peterborough had been successful with regard to the application to open a secondary free school under Wave 13 of the DfE's central free school programme at Paston Reserve was still outstanding, and it was not known when this decision would be made. If unsuccessful plans for secondary school provision would have to be reviewed.
- Members referred to page 37 of the report, Fletton and Woodston Primary School and how the children in the area would soon exceed the places available and what was being done to address this. Members asked if consideration could be given to the old British Sugar building at Sugar Way and if this could be integrated in some way in the future for use by the children. Officers advised that it was not within their remit to decide on the use of a building but would pass on the committee's suggestions to the planning department.
- Comments were made with regard to reports in national newspapers concerning a teacher's survey and the state of education due to funding cuts. Members asked if a similar confidential survey could be conducted with the teachers in Peterborough asking what they were concerned about at their schools due to the impact of funding cuts. Members were informed that there were concerns from the schools about the lack of funding, pay awards and pension cuts. Funding cuts were also impacting on Early Years and SEND provision. Peterborough had been highly proactive around this issue and a recent petition had been presented to Parliament for debate. Head Teachers have been approached and they had agreed to provide anecdotal information about the impact that

the cuts were having on their schools. A full report on the results and how the council were lobbying Parliament would be brought back to the Committee at a future meeting.

- Members referred to page 32 of the report and the statement *“The Council continues to respond positively to the changes in national policy direction, working closely with existing and potential education providers and the Regional Schools Commissioner (RSC) to promote diversity, choice and quality in education provision across the City.”* Members referred to the ‘quality’ aspect of the statement and sought clarification as to whether there was a strategic approach to expanding the ‘outstanding’ schools provision. Members were informed that the Local Authority had been very proactive in expanding schools starting with the high performing schools. In terms of expanding Free School provision an invitation inviting bids and setting out clearly what the Local Authority required and expected in terms of quality and educational outcomes had been sent out to schools that were performing well and had the capacity to expand. Consequently the Local Authority had received two Free School bids from quality providers already in the city which would help to drive up the standards across the city however the final decision would not be determined by the Local Authority.
- Paston Reserve Secondary school would initially have a five form entry with a long term aspiration to go to an eight form entry. The entry would start at year 7. The school would grow naturally but would also take into account any change in demands.
- The secondary allocation for the new September intake had a 4% increase in children obtaining their first preference which meant that 86% of children were now getting their first preference which demonstrated the success of the school place planning strategy.

AGREED ACTIONS:

1. The Children and Education Scrutiny Committee considered the report and **RESOLVED** to note:
 - (a) the present status of the 2018-2019 School Organisation Plan and endorse the planned changes described in the report for 2019 and the proposed Education Organisation Plan 2020
 - (b) that the DfE approved changes to school planning areas are reflected in future updates of both plans
2. The Children and Education Scrutiny Committee also requested that the Director of Education bring a report back to the Committee in July containing the results of the survey conducted of Head teachers about the impact that the cut in funding was having on their schools. The report to include how the Peterborough Education Authority were lobbying Parliament regarding the funding cuts.

52. TARGETED YOUTH SUPPORT SERVICE

The Chairman acknowledged the attendance of the Cabinet Member for Children’s Services for this item and that the Cabinet Member would be stepping down from this position for the next municipal year. The Chairman wished to thank the Cabinet Member on behalf of the Committee for her commitment and hard work in supporting Children’s Services in her role as Cabinet Member and in attending the scrutiny committee meetings and responding to all questions asked of her.

The Service Director, Communities and Safety accompanied by the Head of Youth Support and Cabinet Member for Children’s Services introduced the report which was being presented to the Committee as a referral from the Adults and Communities Scrutiny Committee and provided Members with information on the progress made relating to the implementation of the Targeted Youth Services (TYSS) following its redesign. The service supported young

people with complex needs and challenging behaviour. The Cabinet Member for Children's Services requested that members of the Committee advertised the service as much as possible to ensure that 13 to 19 year olds in need of help received the maximum support available.

The Children and Education Scrutiny Committee debated the report and in summary, key points raised and responses to questions included:

- Members sought clarification as to whether there had been much knife crime in Peterborough and if so how it was being dealt with. Officers advised that they were aware of young people who were carrying knives or were involved with adults groups who have been known to carry knives, however there was not a persistent problem in Peterborough at the moment. Targeted support was put in place for those young people felt to be at risk of turning to criminality through exploitation to support them in not going down that route. TYSS were working with colleagues from Health, Social Care and Police to ensure a targeted response. The Independent Chair of the Safeguarding Children's Board was leading on a cross partner organisation review to ensure that knife crime in the city did not escalate.
- A considerable amount of consultation had taken place with service users, families and partner organisations with regard to the redesign of the service.
- The Police Force worked alongside the TYSS and had a seconded police officer sitting alongside the TYSS team. There was currently a zero tolerance in place with regard to knife related crimes and the police would take action if a young person was found to be carrying a knife. A more preventative approach was used with regard to lower level crime.
- It was hoped that over the next twelve months there would be an increase in the early help element of caseload work and a decrease in other areas.
- Members noted in the report that the TYSS had experienced challenges in respect of the recruitment of qualified Social Workers to the Youth and Family Teams and questioned whether this had improved. Officers advised that they had now recruited three full time staff who would be starting towards the end of April. There was currently a 40% vacancy rate but over the next two months it was anticipated that there would be a full complement of staff in place.

AGREED ACTIONS:

The Children and Education Scrutiny Committee considered the report and **RESOLVED** to:

1. Scrutinise and comment upon progress made in respect of implementation of the Targeted Youth Support Service.
2. Consider, comment on and endorse the performance framework plans for the first 12 months of implementation.

At this point Councillor Casey left the room for the duration of item 7, The University of Peterborough Update Report.

53. THE UNIVERSITY OF PETERBOROUGH UPDATE REPORT

The Assistant Director Skills and Employment / Principal, City College Peterborough introduced the report accompanied by the Academic Director at University Centre Peterborough and the Cabinet Member for Education, Skills and University. The report provided the Committee with an update on the progress of University Peterborough. It was noted that the priorities and vision of the university had now been agreed and a Shadow Council for the University had now been formed.

The Children and Education Scrutiny Committee debated the report and in summary, key points raised and responses included:

- Members requested better communications and clarity regarding the formation of one University in Peterborough as there had been some confusion over whether there would be two universities, those being the University of Peterborough and Anglian Ruskin University. The Cabinet Member for Education, Skills and University confirmed that there would be one single university in Peterborough but this would take time to establish. Momentum was gathering and a site had been identified on the north side of the embankment for the University and the curriculum was being worked on.
- The University would meet the needs of the people of Peterborough and would include both the classics and business apprenticeships. A degree apprenticeship was still higher education. There was not enough young people currently in Peterborough who were being inspired and the University would provide an offer to suit a variety of skills e.g. engineering, computers, accounting etc. The University would be employment focussed and would also offer courses for people who were already in work but wanted to develop their career.
- Members requested that consideration be given to having an extramural department at the University as well as vocational courses to allow more mature students to have a second chance at education.
- Members commented that a University would raise the profile of Peterborough and bring people to Peterborough.
- The Shadow Council of University Centre Peterborough consisted of thirteen members. The Chairman, Professor Sir Les Ebdon was not being paid in his role as Chairman. He had been Vice Chancellor at Plymouth and Bedfordshire and the role he had before was in Government. He had also worked in the organisation which was now called Office for Students (OfS) which provided the regulatory framework for Higher Education in England where his main area of focus was around access and participation for underrepresented groups.
- Members were concerned that the Vision for the University was purely about human capital to benefit the economy of Peterborough. Members were informed that the Vision for the University was about equipping people for opportunities in life to enable them to get good employment and wider transferable skills. An Employer and Consultative Group was being formed to drive the strategy for the University and the Academic Director at University Centre Peterborough invited representation onto the group.
- Members commented that a blend of traditional subjects and work based vocational subjects was an ideal blend and what city businesses were looking for. This also provided more opportunities for people who were looking for a more affordable route into education.
- Consultation on the types of courses would be done in a range of ways. Curriculum development intensive days would be held which would involve academics, students, professional bodies and high profile employers.
- Members commented that the national trend for those going into higher education was declining and wanted to know how this would impact on the new University.
- The Academic Director advised that a lot of time had been spent looking at student choice and working with UCAS who provided information on national trends and what types of subjects would need to be offered now and in the future. The key was to have a curriculum which offered a variety of degrees including accelerated two year degrees. The curriculum could be traditional but also mapped to degree apprenticeships where appropriate and to digital, engineering and health and social care needs. Peterborough currently had low level of educational attainment but having a University would change that as had been proved in other areas like Lincoln and Ipswich.
- To submit the Degree Awarding Powers (DAP) application to the OfS and Quality Assurance Agency (QAA) a three year plan had to be provided which included health and social care and pathways within computing. The health and social care would be an integrated degree including foundation level and would be mapped to degree level

apprenticeship. It was important to look at transferable skills, employability and personal growth.

- Members commented that tourism and agriculture should also be considered as part of the curriculum. The regeneration of the city was also important to ensure that there was something to offer students when they were off campus which including better transport.

The Chairman thanked the Academic Director for attending the meeting and providing the Committee with a passionate and in-depth overview of the vision and emerging curriculum for the University.

AGREED ACTIONS:

1. The Children and Education Scrutiny Committee **RESOLVED** to note the content of the report, the history and progress to date in securing a University in Peterborough that would have degree awarding powers.
2. The Children and Education Scrutiny Committee also requested that a further report on the progress of the University be brought back to the Committee during the next municipal year.

8.20pm Councillor Casey re-joined the meeting.

54 SAFEGUARDING CHILDREN AND YOUNG PEOPLE AT RISK AS A RESULT OF BEING MISSING FROM HOME, EDUCATION OR CARE

The Service Director for Children's Services and Safeguarding accompanied by the Cabinet Member for Children's Services introduced the report. This report briefly summarised the ways in which agencies were working together in Peterborough to help prevent young people becoming at risk of exploitation by others and to actively disrupt the activities of those seeking to exploit vulnerable young people.

The Children and Education Scrutiny Committee debated the report and in summary, key points raised and responses included:

- The Service Director pointed out that there was a typographical error in the report at paragraph 4.37 where it stated that "*Further details about the TYSS are included in a separate report Appendix 1 - The Contextual Safeguarding Briefing*". Further details regarding the TYSS were not part of the Safeguarding Children and Young People report but had been included in a previous report at agenda item 6, Targeted Youth Support Service. Appendix 1 – the Contextual Safeguarding Briefing however had been included.
- The Cabinet Member for Children's Services advised the Committee that she had recently attended a meeting of the Safeguarding Board where it was highlighted that criminal and sexual exploitation was everybody's business and not just a Local Authority problem or Policing issue. Health, Education, parents and all communities needed to be involved to be aware and be able to recognise the issue.
- The table on page 65, under paragraph 4.21 provided data on how long children and young people had been missing for. Most young people who went missing were missing for a relatively short amount of time and most young people only went missing on the odd occasion. There was however a very small group of children and young people who went missing for a longer period of time and more regularly and these were often children who were known to Children's Services. It was important that agencies distinguished between normal behaviour of young people and those who behaviour was more concerning.
- Members sought clarification as to whether County Lines was more of a problem in Cambridge rather than Peterborough. Members were informed that information received

from the Police was that there was a more established local supply network in Peterborough than in Cambridge but there were more County Lines involving young people in Cambridge than Peterborough, however this was changing.

- Members noted that during the current financial year 331 children and young people had gone missing but the report had not stated how many had returned and sought assurance that the missing children and young people had been found. Members were informed that the children listed as missing had generally only been missing for 24 hours and that all children and young people listed in the table on page 65 had returned.
- Members were concerned that there may be children missing that were not known to the authority and if so how could this be resolved. Officers advised that they could only deal with situations that had been reported and most parents would report their child missing.
- Members referred to the Contextual Safeguarding Framework and asked if this had created significant additional workload and if so how capacity was being handled. Officers advised that this had created additional workload but it was managed through the shared Integrated Front Door Team located in Cambridgeshire which included a Missing, Exploited and Traffic Hub team and the Police. An IT system was currently being developed to enable partners to share information.
- Young people who had been excluded from school were more vulnerable to exploitation but it was the statutory duty of the school to notify the LEA.
- Young people were legally classed as an adult at the age of 18 and were therefore able to make independent decisions, however the Local Authority continued to work with young people at the age of 18 if they were considered to be vulnerable.

AGREED ACTIONS:

The Children and Education Scrutiny Committee **RESOLVED** to:

1. Note the activities by children's and community services as well as partner agencies to reduce the incidence of children and young people going missing and reducing associated risks of child sexual or criminal exploitation, and;
2. Note the new arrangements to improve information sharing between partner agencies by developing closer working relationships in this area between Peterborough City and Cambridgeshire County Councils, and;
3. Note the role of the new Targeted Youth Support Service in working with vulnerable young people at risk from exploitation.

55. MONITORING SCRUTINY RECOMMENDATIONS

The Senior Democratic Services Officer introduced the report which enabled the Children and Education Scrutiny Committee to monitor and track progress of recommendations made to the Executive or Officers at previous meetings.

AGREED ACTIONS:

The Children and Education Scrutiny Committee **RESOLVED** to note the progress made on recommendations made to the Executive or Officers at previous meetings.

56. FORWARD PLAN OF EXECUTIVE DECISIONS

The Committee received the latest version of the Council's Forward Plan of Executive Decisions, containing key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the following four months. Members were invited to comment on the Forward Plan and where appropriate identify any relevant areas for inclusion in the Committee's work programme.

Members requested further information on the following:

- **Expansion and Remodelling of Marshfields School – KEY/11DEC17/03** - The Service Director, Education informed Members that the need for additional places in special schools was recognised and that discussions were ongoing with both Marshfield's and Heltwaite` schools. Members were also advised that proposals would be available in late spring.

AGREED ACTIONS:

The Children and Education Scrutiny Committee considered the report and **RESOLVED** to note the latest version of the Forward Plan of Executive Decisions.

CHAIRMAN
7.00pm to 8.43 pm

CHILDREN AND EDUCATION SCRUTINY COMMITTEE	AGENDA ITEM No. 5
18 JULY 2019	PUBLIC REPORT

Report of:	Director of Law and Governance	
Cabinet Member(s) responsible:	Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	Paulina Ford, Senior Democratic Services Officer	Tel. 452508

APPOINTMENT OF CO-OPTED MEMBERS

R E C O M M E N D A T I O N S	
FROM: Director of Law and Governance	Deadline date: N/A
<p>It is recommended that the Children and Education Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Appoint Alistair Kingsley to the Committee as an Independent Co-opted Member with no voting rights for the municipal year 2019/2020. Appointment to be reviewed annually at the beginning of the next municipal year. 2. Appoint Rizwan Rahemtulla as a non-voting Co-opted Member to represent the Muslim Community for the municipal year 2019/2020. Appointment to be reviewed annually at the beginning of the next municipal year. 3. Appoint Parish Councillor Susie Lucas as a non-voting Co-opted Member to represent the rural area for the municipal year 2019/2020. Appointment to be reviewed annually at the beginning of the next municipal year. 4. Appoint Parish Councillor Junaid Bhatti as a second non-voting Co-opted Member to represent the rural area for the municipal year 2019/2020 or as the nominated substitute for Susie Lucas should she be appointed as the non-voting Co-opted Member representing the rural area. Appointment to be reviewed annually at the beginning of the next municipal year. 	

1. ORIGIN OF REPORT

1.1 The report is presented to the Committee on behalf of the Director of Law and Governance

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to request that the Committee appoint Alistair Kingsley, Rizwan Rahemtulla and Susie Lucas as Non-Voting Co-opted Members for the municipal year 2019/20 to the Children and Education Scrutiny Committee in accordance with Part 3, Section 4 – Overview and Scrutiny Functions:

Paragraph 4.3 The Scrutiny Committees shall be entitled to co-opt, as non-voting members, up to four external representatives or otherwise invite participation from non-members where this is relevant to their work.

And Part 4, Section 8 – Overview and Scrutiny Procedure Rules: Paragraph 3 - CO-OPTED MEMBERS

3.1 As well as any statutory co-opted members, Scrutiny Committees can co-opt up to four non-voting members on to the Committee.

3.2 There must be at least one non-voting position reserved for a Parish Councillor from a rural area with one substitute member. The Parish Council Liaison Committee will decide these.

3.3 A Scrutiny Committee can co-opt a further three members at its discretion. One of these can be a second parish council member identified by the Parish Council Liaison Committee.

2.2 The Committee is also requested to consider appointing Parish Councillor Junaid Bhatti as a second co-opted member representing the rural area or as a substitute for Susie Lucas.

2.3 This report is for Children and Education Committee to consider under its Terms of Reference No. 4.2 of Part 3, Section 4 – Overview and Scrutiny Functions – Co-optees.

3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	------------

4. **BACKGROUND AND KEY ISSUES**

4.1 **Independent Co-opted Member**

Alistair Kingsley has been a Co-opted Member of this Committee since 22 April 2013 when the committee was formally called the Creating Opportunities and Tackling Inequalities Scrutiny Committee. Since his appointment Alistair has been an active and valuable member of the committee providing effective and challenging scrutiny at all meetings. He has also been a member of two Task and Finish Groups during his appointment. Alistair has expressed a keen interest in continuing as a co-opted member and Committee Members have also expressed an interest in retaining Alistair as a Member.

It is therefore proposed that the Committee approve the appointment of Alistair Kingsley as an Independent Co-opted Member of the Committee.

4.2 **Co-opted Member - Muslim Community Representative**

At a meeting held on 5 January 2017 the Committee recommended that further co-opted members should be sought for the remaining vacant non-voting co-optee positions from either the Muslim community, Racial Equality Council, SACRE or the Teachers Union. Rizwan Rahmetulla was nominated by the Muslim Council of Peterborough to represent the Muslim Community and the committee agreed to this appointment at its meeting on 3 July 2017. Since his appointment Rizwan has regularly attended meetings and provided effective challenge and contributed to the debate and discussion. The Chairman of the Muslim Council of Peterborough has therefore nominated Rizwan to represent the Muslim Community of Peterborough for a further year.

It is therefore proposed that the Committee approve the appointment of Rizwan Rahemtulla as an Independent Co-opted Member of the Committee to represent the Muslim Community.

4.3 **Parish Councillor Co-opted Members**

Each Scrutiny committee has the ability to co-opt up to four non-voting co-opted members one of which will be a Parish Councillor representing a rural area to ensure the voice of the rural communities are reflected. The nomination will be decided by the Parish Council Liaison meeting. The Parish Council Liaison has therefore proposed that Parish Councillor Susie Lucas be nominated to represent the rural area on the Children and Education Scrutiny Committee and

that Parish Councillor Junaid Bhatti be nominated as a second co-opted member or as a substitute should the Committee decide to only appoint one Parish Councillor co-opted member.

It is therefore proposed that the Committee approve the appointment of Susie Lucas as a Parish Councillor Co-opted Member of this committee to represent the rural area and consider the appointment of Junaid Bhatti as a second Parish Councillor Co-opted Member or as a substitute for Susie Lucas for the municipal year 2018/19.

4.4 **NEXT STEPS**

If the Committee agree to appoint the above nominations as co-opted members of the Children and Education Scrutiny Committee from 18 July 2019, they will be able to attend and take part in all meetings of the Committee and any Task and Finish Groups that the Committee agree that they may be assigned to with no voting rights. If Junaid Bhatti is appointed as a substitute he may attend and take part in any meeting when asked to attend as a substitute for Susie Lucas.

5. **CONSULTATION**

5.1 None.

6. **ANTICIPATED OUTCOMES OR IMPACT**

6.1 The inclusion of Co-opted Members will allow the Committee a wider, more diverse input to discussion, drawing on the relevant expertise of the additional members.

7. **REASON FOR THE RECOMMENDATION**

7.1 The recommendations are made to assist the Scrutiny Committee in fulfilling the terms of reference as set out in the constitution Part 3, Section 4 – Overview and Scrutiny Functions:

4.2 The Scrutiny Committees shall be entitled to co-opt, as non-voting members, up to four external representatives or otherwise invite participation from non-members where this is relevant to their work.

8. **IMPLICATIONS**

Financial Implications

8.1 Co-opted Members will receive a special responsibility allowance of £250 per annum as stated in the Members' Allowances Scheme.

Legal Implications

8.2 Due process has been followed with regards to the appointment of the Co-optees.

Equalities Implications

8.3 Members were keen to ensure that the Committee membership is as inclusive as possible.

Rural Implications

8.4 The appointment of a Parish Councillor as a co-opted member representing the rural area will ensure that the voice of the rural communities are reflected.

Other Implications

8.5 The appointment of a Co-opted Member Representing the Muslim Community will ensure that the voice of the Muslim Communities are reflected.

9. BACKGROUND DOCUMENTS

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

9.1 None.

11. APPENDICES

11.1 None.

CHILDREN AND EDUCATION SCRUTINY COMMITTEE	AGENDA ITEM No. 6
18 JULY 2019	PUBLIC REPORT

Report of:	Wendi Ogle Welbourn, Executive Director, People and Communities	
Cabinet Member(s) responsible:	Cabinet Member for Children’s Services and Education, Skills and University	
Contact Officer(s):	Jonathan Lewis – Service Director (Education)	Tel. 01223 507165

ATTENDANCE OF SUE BALDWIN, REGIONAL SCHOOLS COMMISSIONER

R E C O M M E N D A T I O N S	
FROM: Jonathan Lewis – Service Director (Education)	Deadline date: N/A
<p>It is recommended that the Children and Education Scrutiny Committee:</p> <ol style="list-style-type: none"> Note the background contents of the report to aid the discussion in the meeting around the Regional Schools Commissioner and her responsibilities. 	

1. ORIGIN OF REPORT

1.1 This report has been written by the Service Director (Education) following a request at the Children and Education Scrutiny agenda planning meeting to meet with the Regional School Commissioner.

2. PURPOSE AND REASON FOR REPORT

2.1 This report is offered to the Committee to outline briefly the role of the Regional School Commissioner (RSC) and the position in Peterborough in relation to the Academies programme. The agenda item is intended to be a discussion around the role of the RSC and its work with schools in Peterborough. It is hoped the chance to meet with the RSC will give the Committee members a better understanding of her role and how it operates in a mixed environment of educational delivery.

2.2 This report is for the Children and Education Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council :

Education, including

- a) University and Higher Education;
- b) Youth Service;
- c) Careers; and
- d) Special Needs and Inclusion.

2.3 This report links to –

- Corporate Priority: Improve educational attainment and skills

- Children in Care Pledge: Support children in care to have a good education.

3. TIMESCALES

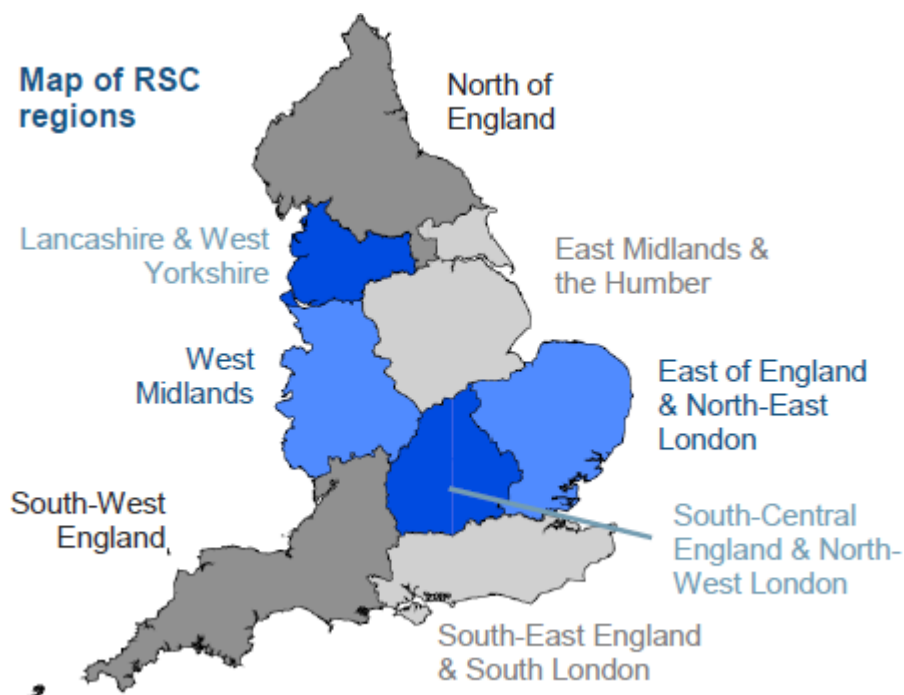
Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

4. BACKGROUND AND KEY ISSUES

4.1 The Department for Education (DfE) announced the introduction of Regional Schools Commissioners in December 2013. In September 2014 eight Regional Schools Commissioners (RSCs) were appointed to oversee the growing numbers of academies in England.

4.2 The country (covering England only) is split into 8 regions –

- East Midlands and the Humber
- East of England and North East London
- Lancashire and West Yorkshire
- North
- North West London and South Central England
- South East England and South London
- South West
- West Midlands



4.3 Regional schools commissioners (RSCs) act on behalf of the Secretary of State for Education on the operation of the academies regime. RSCs, with the help of elected Head Teacher Boards, will approve applications for new academies and free schools, approve and monitor sponsor capacity. Headteacher boards (HTBs) are responsible for advising and challenging regional schools commissioners on academy related decisions. HTBs are made up of experienced academy head teachers and other sector leaders. The RSCs also take intervention action where either performance [or governance] is poor. They are accountable to the National Schools Commissioner

- 4.4 RSCs' more detailed responsibilities include:
- taking action where academies and free schools are underperforming
 - intervening in academies where governance is inadequate
 - deciding on applications from local-authority-maintained schools to convert to academy

- status
 - improving underperforming maintained schools by providing them with support from a strong sponsor
 - encouraging and deciding on applications from sponsors to operate in a region
 - taking action to improve poorly performing sponsors
 - advising on proposals for new free schools
 - advising on whether to cancel, defer or enter into funding agreements with free school projects
 - deciding on applications to make significant changes to academies and free school.
- 4.5 Many of these responsibilities are outlined in the DfE ‘Schools Causing Concern’ guidance which describes how Local Authorities and the RSC work together to improve education outcomes in schools which are causing concern.
- 4.6 The role of the RSCs is also to work closely with the Education and Skills Funding Agency (ESFA) to develop a coherent and joined up picture of a trust that considers:
- educational performance (led by RSCs)
 - finance (led by ESFA)
 - governance (RSCs and ESFA both contribute)
- 4.7 The Regional School Commissioner for the East of England and North East London is Sue Baldwin and the current vision statement for the region is to focus on the following –
- Challenge underperformance
 - Build strong sponsors
 - Open high quality new provision
 - Facilitate collaboration
- 4.8 As at May 2019, there were 46 academy and free schools in Peterborough which accounts for 58% of the schools in the City. 3 more schools are currently in the pipeline for conversion from the 1st September 2019 and currently there are no more schools planning to convert.

5. CONSULTATION

- 5.1 Not applicable

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 Members of the Committee will have a better understanding of the role of the Regional School Commissioner and how Peterborough Academy schools are overseen.

7. REASON FOR THE RECOMMENDATION

- 7.1 Not applicable.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 None

9. IMPLICATIONS

Financial Implications

- 9.1 No direct implications but funding allocation for capital maintenance and support for school improvement reduce as more schools transfer to academy status.

Legal Implications

- 9.2 None

Equalities Implications

9.3 None

Rural Implications

9.4 There is a mixed position with academy status in the rural communities, with 3 of the 10 schools having academy status currently. There is 1 school in the pipeline for conversion.

10. BACKGROUND DOCUMENTS

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

10.1 <https://www.gov.uk/government/organisations/schools-commissioners-group/about>

11. APPENDICES

11.1 None.

CHILDREN AND EDUCATION SCRUTINY COMMITTEE	AGENDA ITEM No. 7
18 JULY 2019	PUBLIC REPORT

Report of:	Wendi Ogle Welbourn, Executive Director, People and Communities	
Cabinet Member(s) responsible:	Cabinet Member for Children’s Services, Education, Skills and the University	
Contact Officer(s):	Jonathan Lewis – Service Director (Education)	Tel. 01223 507165

FUNDING CUTS AND IMPACT ON SCHOOLS – FEEDBACK FROM SCHOOL LEADERS

R E C O M M E N D A T I O N S	
FROM: Jonathan Lewis – Service Director (Education)	Deadline date: N/A
<p>It is recommended that the Children and Education Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Support Officers and the Cabinet Member in highlighting to Central Government the ongoing challenge Peterborough schools are facing in relation to schools funding. 	

1. ORIGIN OF REPORT

1.1 This report has been written by the Service Director (Education) following a request at the Children and Education Scrutiny agenda planning to understand the current financial pressures being experienced by Peterborough Schools.

2. PURPOSE AND REASON FOR REPORT

2.1 This report is offered to the Committee to outline the recent funding survey undertaken by the Service Director for Education to establish the real impact on cuts in national funding and the impact it is having on children and young people in the City.

2.2 This report is for the Children and Education Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council :

Education, including

- a) University and Higher Education;
- b) Youth Service;
- c) Careers; and
- d) Special Needs and Inclusion.

2.3 This report links to –

- Corporate Priority: Improve educational attainment and skills
- Children in Care Pledge: Support children in care to have a good education.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

4. BACKGROUND AND KEY ISSUES

4.1 Funding for schools has been a headline issue in recent years as the pressures upon austerity and funding not keeping pace with cost pressures. They key challenges that have been faced include -

- Both pension and pay awards have not been fully funded and schools have had uncertainty over what funding they will be receiving.
- Impact of austerity - the reduction in support services across local authority services, health and the voluntary sector have meant schools are providing more support than ever especially around pastoral areas.
- No allowance has been made for inflation in schools funding since the introduction of the Dedicated School Grant.
- Incremental drift in salaries as we face a teacher shortage and demand exceeding supply.
- Accountability framework demands more support and a constantly rising bar.

4.2 The challenge of schools funding has been significant. The total education (Schools and Early Years) was £43.5 billion in 2019-20 (the highest cash spend ever) and this represented 5.2% of total public spending. Education has seen significant investment over an extended period but in later years cost pressures have eroded these increases. Primary and secondary school spending increased by over 50 per cent between 2000-01 and 2009-10. However, spending per pupil, including 6th forms, fell by 8 per cent in real terms between 2009-10 and 2016-17.

4.3 Total spending on children's services doubled in real terms over the 2000s, growing from around £4.8 billion in 2000-01 to £9.7 billion in 2009-10. But it fell in real terms by about 11% between 2009-10 and 2017-18. If this pace of cuts continues to 2019-20, it would lead to a total fall in real terms of 14% over the decade. This means schools are now receiving less support than in previous years.

4.5 Nationally, the pressures on school are starting to show. The proportion of maintained secondary schools nationally with a deficit balance has trebled over the last three years, now just over a quarter of schools. There has also been an increase in primary schools in deficit.

Around 60 per cent of schools are spending more than their income, and it is estimated that around half will not receive sufficient additional funding to meet 1 per cent element of pay award over the next two years. Pupil numbers have increased by 10 per cent since 2010 while teacher numbers have been steady. Nationally the pupil teacher ratio has risen from 15.5 to around 17. In Peterborough this figure has risen from 17 to 18 to 1 teacher. Pay pressures are also significant.

4.6 From 2015 to 2018, the average pay of staff has changed as follows (information supplied by F40) –

	Teaching Assistant Salary	Mainscale Teacher (M4)	Upper Pay Scale Teacher	Headteacher (L25)
Sep 2015	16,559	27,927	35,218	69,652
Sep 2016	17,129	28,207	35,571	70,349
Sep 2017	17,435	28,772	35,927	71,053
Sep 2018	18,354	29,780	36,646	72,119
PAY	10.8%	6.6%	4.1%	3.5%

4.7 In terms of on-goings (i.e. the additional costs involved with employing staff), the following applies

% addition to pay	Non Teaching Staff			Teaching Staff		
	NI - avg for pay value	Pension	TOTAL Non Teaching	NI - avg for pay value	Pension	TOTAL Teaching
Sep 2015	7.06%	20.71%	27.77%	10.63%	14.10%	24.73%
Sep 2016	7.29%	19.92%	27.21%	10.66%	16.48%	27.14%
Sep 2017	7.32%	21.53%	28.85 %	10.66%	16.48%	27.14%
Sep 2018	7.45%	22.49%	29.94%	10.62%	16.48%	27.10%
ON-COSTS	5.44%	8.59%	7.79%	-0.13%	16.88%	9.57%

4.8 In November 2018, F40 (representative group of the 40 lowest funded authorities) outlined that there was a £3.5bn gap in funding for both schools and the LA (through the high needs block to support children with SEND).

4.9 Peterborough receives a grant for education called the Dedicated Schools Grant. The composition of this funding is shown in the table below -

DSG Block	2019-20 Indicative Allocation £m
Schools Block	161.33
High Needs Block	28.86
Central Services Schools Block	1.48
Early Years Block	12.5
Total Funding	204.17

4.10 Whilst the national narrative is very much a focus on ‘not enough money’, there was a need to identify at a school level what these challenges mean and provide a Peterborough context. As a result, the Service Director for Education undertook a survey of schools to provide some anecdotal evidence on the funding pressures. To date, 45 responses have been received from the 79 educational establishments in the city. This information will help inform a letter to be sent from the Cabinet Member with lead for Education to the Secretary of State for Education. This proposal has been discussed at Full Council. An extract of the responses to the questions posed in this survey are shown below -

Question 1 - Can you please give an effective example of how you have delivered an efficiency in your school that has led to a financial saving?

4.11 The government has had a clear focus on schools being more efficient with their resources and therefore for the purpose of sharing with other schools in the city, we wanted to capture the best practice.

School Responses (grouped) -

Procurement / Premises

- *Procurement and frequent monitoring of SLAs/ contracts: energy, cleaning contracts, grounds maintenance. Schools have also undertaken maintenance in-house, or tendering for our own contractors.*
- *Self' insuring for maternity instead of getting external insurance*
- *Reducing kitchen staff and admin by switching to on-line pre-booking of meals and introduction of easy fold tables.*

- *External provision of staff uniforms*
- *External provision of payroll*
- *We share a mower with another local school.*
- *We may periodically re-launch or reinforce messages around prudence, responsible procurement and financial constraint, for several years now we have been 'good housekeeping' our financial situation; a mindset adopted by all staff, not just those directly employed to lead and administer finance.*
- *Investing in lightweight minibuses to reduce lease costs and replace costly D1 training with in-house delivered MiDAS training*
- *Working as part of a trust has enabled cost reduction, sharing of resources and support professional development.*
- *Rationalising the printing fleet on two occasions, extending lease agreements on reduced payments temporarily, and agreeing through national frameworks deals at Multi Academy Trust level*
- *Using Crown frameworks to secure discount pricing for utilities*
- *Driving value from the PFI contract in terms of managing the relationship to deliver exceptional value from lifecycle work*
- *Bought in new desktop PCs from registered provider which has allowed a trade in of 'old' PCs making a significant saving on the purchase price of new machines.*
- *Full review of historical spending and benchmarking against other schools to review spend*

External Funding

- *We applied for secured funding for solar panels from British Gas. The panels installed four years ago generate free electricity and save around £7k per annum.*
- *Increasing volume and frequency of lettings*
- *Renegotiating tenancy agreement for nursery on terms more favourable to the Local Governing Body.*
- *Accessing a lottery grant to fund new playground equipment, which was much needed.*

Staff

- *We use ongoing internal CPD to support teachers to provide quality first teaching, reducing the need for additional interventions and the need for additional TA support outside of the classroom.*
- *We use Teaching Assistants to cover Planning, Preparation and Assessment PPA time.*
- *Training for HLTAs so that they can cover PPA/ Supply needs*
- *Replacing retiring support staff with apprentices.*
- *We use non salaried trainee teachers to support adult pupil ratios and help develop a consistent quality of teaching across the school for the future.*
- *Support staff restructure*
- *Not automatically replacing staff when they leave, looking at alternative structures.*
- *Using specialist staff to teach PE and Performing Arts along with a tight timetable for PPA cover.*
- *Reduced leadership team despite increased numbers.*
- *The 'best' way of delivering efficiencies within the school that leads to a financial saving is to cut the staff numbers.*
- *As Headteacher I have taught classes where the teacher is absent to avoid supply costs - this historically has been for approximately a term*
- *Use of apprentices to provide additional adult support and to cover staff roles in school.*

Support for Pupils

- *Establishment of an In house Young People Centre to reduce alternative provision costs / improve behaviour*
- *Successful applications for Education Health and Care Plans (EHCP).*
- *Offering to accept a bulge year to bring in more funding.*

- *Not revealing the capitation given to each subject/faculty area. Each area is told that they have approximately a similar budget to the previous year. It has stopped subject areas spending unnecessarily as we move towards the end of the financial year.*
- *Efficient curriculum planning to make sure we are not employing more teachers than we absolutely need. We have had to reduce options at KS4 because we can not afford to run small group sizes. This has led to savings on the staffing budget.*

Teaching and Learning

- *We have created a staffing structure that is as lean as it can be without harming the curriculum. However, we have still had to merge A Level classes or not run certain small subjects. Working across the Trust we have been able to 'share' staff.*
- *Reducing the CPD budget, on two occasions*
- *Reducing rates of pay for Saturday Schools and Revision booster classes*

Question 2 - Can you give an example where as a result of the financial position of your school, you have had to make a cut or a saving which has significantly impacted upon children or staff?

- 4.12 We asked this question to get a real understanding of the pressure at a school and individual child level in Peterborough.

School Responses -

- *We are currently going through the redundancy process. The shortfall in money has been impacted due to rises in wages and pensions for both support staff and teachers. This means that we are having to re-allocate any support we have. This means that we have less focus groups taking place which are filling gaps in knowledge and helping learning progression for the children.*
- *Unable to cover Teaching Assistant (TA) absence as we don't insure TAs. We have had 106 hours/week TA absence and virtually no funds available to provide cover. We don't usually insure TAs as we never have this level of absence and can usually cover internally. Massive impact on Y2 and Y6 provision in an end of Key Stage assessment year.*
- *Staff are overworked and regularly go without breaks; the amount of support staff in class and to deliver interventions has reduced; paid for staff training has been virtually eliminated; capacity for release time, monitoring and school improvement has been extremely restricted. These were all significant factors in our recent Ofsted Judgement dropping from Outstanding to Requires Improvement.*
- *Larger class sizes at KS3 and KS5*
- *As a teaching assistant has left - we have been unable to financially replace this role - impacting negatively on provision for speech and language and supporting children with needs - including those medical.*
- *It is nigh on impossible to achieve the involvement of occupational therapy in school. All other services are also being cut. CAMHS is especially difficult to access, when mental health needs are a national priority. Budgets are extremely tight, so that the support of Teaching Assistants is becoming increasingly difficult to fund.*
- *An HLTA (Higher Level Teaching Assistant) moved onto a new post and we have not replaced the post due to cost savings. As a result, the head and the deputy do more cover as we no longer have an HLTA.*
- *Reducing the number of teachers in EYFS (Early Years Foundation Stage) has reduced the amount of adult support that children get to help develop skills especially early language development.*

- *Reducing additional teaching support from specialist teachers in drama and oracy development has reduced the rate and level to which children can develop their communication skills.*
- *We can't afford supply costs to release teachers to learn from each other through collaborative working or external courses.*
- *We have cut back in all available budget areas which means that resources are highly limited. This includes practical resources, visits and trips are limited as subsidies have been removed.*
- *Teacher welfare is suffering because of increased demands on them, which could be easily alleviated if more money were available to employ more teachers and therefore share the increased workload of current high expectations of all round outcomes for children."*
- *Less money for curriculum resources including updated ICT equipment- all having direct impact on learning*
- *Disbanding of the KS2 Cookery Project, to free up designated TA and project leader to support SEND pupils in class.*
- *The reduction in TAs over the last few years places additional workload and stress on teachers and TAs. Children who would previously have had additional support despite not having an EHCP are not always able to get it.*
- *We are now operating with very large bottom sets and no scope for intervention*
- *Cut trips that act to reward achievement, good behaviour, high aspirations and demonstrating a commitment to our schools values.*
- *Due to being unable to afford an additional teacher, our class sizes in a year group have had to increase significantly. We have also reduced the number of TAs who are supporting core learning for all children, as some are now allocated to 1:1 children with specific additional needs, rather than making new appointments.*
- *In order to balance the school budget in 16/17 and 17/18 classroom support staff were made redundant. This meant that support had to be targeted to the most in need but left some classes who did need it without support.*
- *Until recently we have paid for the YMCA to offer weekly counselling/play therapy sessions to some of the children. The annual cost of this service is something that we are no longer able to support as our budget has become tighter and tighter. This much-needed service has supported countless families over the last 5 years and I was devastated when we were left with little option but to stop offering this.*
- *We have protected opportunities for children so far. In this coming financial year, however, we are having to substantially reduce curriculum spend and subsidies to visits and curriculum opportunities. Parents are having to pay more, or trips, performances and sporting events will have to be cut. In a context where the majority of our families live in official poverty, this calls for increasingly creative thinking on our part.*
- *Having to make a number of staff (non-teaching) and Leadership members (10 in total) redundant in 2017 to balance the budget due to incremental rise of PFI as a percentage of overall income received. In 2007 PFI was to not consume more than 12.5% of the budget. Today it stands at 16% and rising.*
- *We have not renewed our subscription to Achievement for All which we have used for the last 5 years to support many children and families.*

- *An extension to the dining hall is urgently required as it is not large enough for the student numbers. This has not taken place resulting in two lunch breaks and lunch being served at break times.*
- *Unable to fund the IT infrastructure to deliver a good computing curriculum.*
- *We have had to cut certain subjects (i.e. Dance) from the curriculum. In other subjects (e.g. MFL – Modern Foreign Languages) we have had to combine groups to make one large group from two smaller ones. This is not conducive to students achieving their best results because GCSEs are often differentiated with higher and lower tiers. Teaching students entered for both tiers in the same group is very difficult.*
- *Due to the above efficiencies gained we have not been in a position where staff or pupils have suffered, however we currently under protection from changes to the National Funding Formula and teacher pay grant. When these mechanisms cease this may put us in a different position.*
- *Having to put the Reading Recovery teacher back into class.*
- *Only able to offer temp contracts to occupational therapist as funding unpredictable.*
- *Essential building alterations have had to be put on hold-making classroom sizes inadequate for many groups and in some posing a risk to H&S.*

Question 3 - The pressure on SEND funding remains challenging. There is an expectation on schools to fund the first £6,000 of an Education Health and Care Plan from within your notional SEND budget. What impact does funding the first £6k of each EHCP have on your overall budget and the decisions you make about support for all children (including SEND) in your school?

4.13 Funding for pupils for SEND come from three different sources –

1. Per pupil funding generated by each pupil (sometimes known as AWPU – age weighted pupil unit). This is around £4k per year.
2. The national SEND budget (a calculated proportion of the school budget across all the aspects of the funding formula). Schools are required to fund around £6k per pupil with the needs that support an Education Health and Care Plan (and this question refers to the pressure on this budget).
3. Top up funding from the LA which is identified in the child's EHCP.

School Responses -

- *This is huge for our school. A few years ago we had 0 EHCPs in school. We are now at 7 (at time of writing) which equates to 42k of funding that we didn't have to find previously. In our current situation this could be the difference between a teacher keeping their post due to cost or not. Due to current budgeting restraints this has to be found from current staffing.*
- *Fortunately, the children we have with EHCPs (2 in total) are not significantly high need although their own needs are severe and complex. Therefore we have not need to provide 1:1 provision for much of the time and have found other ways to support. Should we have additional children who need significant 1:1 support I am not sure where the money would come from? Given the issues above with TA absence we would not have been able to provide for SEN as legally required to do - not enough people and not enough money.*
- *This has a massive impact, particularly in a small school, we endeavour to meet the needs of children but this does mean that support is taken from other areas to meet individual needs. The delay in getting any funding for children with extreme needs is also a big factor - we have to put support in, often to keep children safe but this is not then backdated,*

- *We understand that the 'notional' figure was defined before the funding cuts were introduced. We, like many other schools, are finding it very difficult indeed to ring fence this money. In better years, we spent more than the £6000 notional figure but not any longer.*
- *The fact that we have 3 children with EHCP in a Year 6 cohort of 30 means that we are not able to support the other 27 children as we would like to.*
- *This is a huge pressure on schools. As a school we have a high level of need, and some children have complex and challenging needs. School needs further funding in order to be able to meet needs.*
- *We have 5 EHCPs, so the cost of meeting the first £6k is £30k. As an Infant school, we have few children coming in with EHCPs in place already, so have an additional 6 children who have some 1:1 support for SEND as we are in the process of collecting evidence and making applications.*
- *When you have 8 EHCPs in a school that's £48,000 of your budget gone and limits funding available to support SEN pupils who do not have an EHCP.*
- *Whilst we currently have only 2 EHCP pupils in school, each requires full-time support on a 1:1 basis and funding does not come close to meeting their needs without significant investment from the school.*
- *Additionally, we have had and indeed continue to have an increasing number of children requiring additional support in school pre-EHCP, for whom no funding is in place until a lengthy application and assessment process has been completed. This, in recent years, has meant withdrawing TAs from other supporting roles in school to support children who are not yet in receipt of additional high needs funding.*
- *It all adds to the reduction in additional support staff across the school which then impacts on children and the amount of support they get.*
- *Inevitably we will think very hard before applying for EHCPs which may result in students not receiving the support they need. With the expected increase in pension contributions and salary increase which are likely to be unfunded, we cannot see where this funding will come from"*
- *This has a huge impact. The school has a wide reputation for accepting and supporting children with additional needs. This principal is unfair given that not all schools have such a commitment. SEND children bring much to school life but why are schools such as ours penalised for attracting larger numbers of more profoundly needy children into a mainstream school.*
- *This has an enormous impact. Staff salaries e.g. 1:1 Teaching Assistants, are not covered by EHCP monies + 6K. Typically for each child with an EHCP for a child that needs 1:1 support, the school has to find between £3500 - £4000 on top of the 6K and EHCP money. On top of this there are then the additional costs for equipment for a child e.g. wheelchairs, hoists, personal hygiene equipment.*
- *We have to fund the first £6,000 of provision for all students with SEND – in our school this is equivalent to approximately £750000, which far exceeds any notional SEND budget. This puts immense pressure on resources and is compounded by the fact that almost 50% of our EHCPs are allocated no additional funding by the LA, meaning that the school in effect is funding entire EHCPs. This means that many students who are categorised as SEN support are not getting the support in class that they need and deserve and we are less able to provide early intervention, which is always the most cost-effective approach.*
- *It is harder to afford staff to support these children, but we have started to employ care*

assistants who work on a timetable across the school giving care support for medical needs. This allows TAs to stay in class.

- *As we are a school with higher than national SEND this places a significant pressure on supporting all SEND children. This is becoming even more challenging when the school is being recommended to families with SEND children, as our good practice is recognised by the SEND department and Parent Support Office. When we have a new EHCP child enter school, to whom we would not say NO to, support has to be found from a non-existing budget.*
- *The impact of SEND funding and the funding process has been extremely challenging this year. We have had three high needs children in our EYFS class none of which receive any additional funding nor came with an EHC plan. In order to support these three children and maintain high-quality education for the other 27, we had to appoint 2 extra adults beyond what our typical EYFS class would have. This has come at a great financial cost.*
- *We have a further 3 children with EHCPs for full hours and do not feel this is reflected in the notional SEN budget, particularly when a new child starts who needs support but has not yet been assessed for an EHCP. We do not allow financial difficulties prevent us from offering support where there is a need though.*
- *Takes away money for children on SEN support - majority of our money goes to high need children.*
- *We will reduce the core offer to all students due to the £6,000 cost exceeding the core funding per pupil meaning that the difference is subsidised from the school budget, which clearly has an impact on the offer to all children.*
- *The children with EHCPs get the support that they need. However the cost of this support means that other children do not get adequate support or resources.*
- *There is an impact on the senior leaders when there are issues arising from these children's needs. Our school tend to pick up children with special needs that are possibly out of catchment due to us not being at full capacity. This stretches existing resources and the additional requirements for the academy to fund the first £6000 per child.*
- *We have a number of TAs who were employed to support children with statements/ EHCPs in the past and have remained on payroll. SEND funding used to cover their costs. Now we use existing staff to meet EHCP recommendations rather than employ someone new to provide 1:1 support etc. The decrease in support staff has a negative impact on support/ intervention for children without an EHCP, but with other SEND/ behaviour issues, new arrival with no English etc.*
- *The amount is not enough. £6k from the budget for each EHCP is huge and doesn't even scratch the surface of what is needed. The danger is that children don't get identified or don't get identified as quickly for EHCPs as there is no guarantee that the school can afford it or make it work properly.*
- *We have an increasing number of pupils with EHCP and further pupils on the pathway. Funding this first £6k means that pupils who have SEN concerns or who are making slower progress are having limited additional support or intervention as we cannot provide additional staff to implement interventions. We also have an increasing number of pupils entering the school with Speech, language and communication difficulties of which we use a large proportion of our learning support to implement speech programmes. Although these learning assistants are trained to follow the programmes, other interventions and ones for pupils who do not have SALT programmes are limited due to staffing constraints and time.*

Question 4 - Can you quantify for your school the financial shortfall of the governments approach to funding for the pay award for 2018/19?

- 4.14 There was a huge variety of response in this area with the impact being in the region in excess of £20k in a number of schools. Clearly the shortfall in funding for this requirement has impacted upon children. The Dedicated Schools Grant has taken no account of pay settlements for support staff or any pension uplift to this group.

5. CONSULTATION

- 5.1 The information given in the report has been collected from schools across Peterborough. A similar exercise is currently underway with Early Years providers to establish the challenges they face (likely to come from changes in the minimum wage).

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 This information has been collected to enable a response to be sent to the Secretary of State for Education on the unique pressures we face on funding, in a context of trying to improve educational outcomes.

7. REASON FOR THE RECOMMENDATION

- 7.1 Not applicable.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 None

9. IMPLICATIONS

Financial Implications

- 9.1 The impact of lack of funding could have a significant impact upon the City Council as any redundancy cost in a maintained school may require funding if the school is not in a position to meet these costs.

Legal Implications

- 9.2 None

Equalities Implications

- 9.3 None

Rural Implications

- 9.4 In line with all other schools in the city – the impact may be disproportionate though due to the relative size of rural schools which are on the whole smaller than in the city. This may lead to more decision making around mixed year group education.

10. BACKGROUND DOCUMENTS

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

- 10.1 None

11. APPENDICES

- 11.1 None.

CHILDREN AND EDUCATION SCRUTINY COMMITTEE	AGENDA ITEM No. 8
18 JULY 2019	PUBLIC REPORT

Report of:	Lou Williams, Service Director, Children and Safeguarding	
Cabinet Member(s) responsible:	Councillor Lynne Ayres , Cabinet Member for Children’s Services and Education, Skills and University	
Contact Officer(s):	Lou Williams, Service Director, Children and Safeguarding	Tel. 01733 864139

OUTCOME OF OFSTED INSPECTION OF PETERBOROUGH CHILDREN’S SERVICES, SERVICE DIRECTOR REPORT AND PORTFOLIO HOLDER REPORT

R E C O M M E N D A T I O N S	
FROM: Service Director, children and Safeguarding	Deadline date: N/A
<p>It is recommended that the Children and Education Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Notes the content of the report in relation to performance by children’s social care and actions being taken to maintain and improve this in certain areas; 2. Notes the information relating to oversight by Ofsted through the Inspection of Local Authority Children’s Services framework; 3. Notes the work of the newly appointed Cabinet Member for Children’s Services in carrying out her duties. 	

1. ORIGIN OF REPORT

1.1 This report was requested by the Children and Education Scrutiny Committee.

2. PURPOSE AND REASON FOR REPORT

2.1 This report provides Members with an overview of key performance measures within children’s services, and updates Committee on recent Ofsted oversight and the relevant activities and functions completed by the Cabinet Member for Children’s Services.

2.2 This report is for the Children and Education Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council :

- Children’s Services including
- a) Social Care of Children;
 - b) Safeguarding; and
 - c) Children’s Health.

2.3 This report relates to the corporate priorities relating to the safeguarding of vulnerable people.

- 2.4 This report directly relates to the Children in Care Pledge as it is about the performance of children’s safeguarding services including services for children in care and young people who have left care.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

4. BACKGROUND AND KEY ISSUES

- 4.1. This section begins by providing an overview of relevant performance monitoring of children’s services, before briefly discussing likely Ofsted oversight of Children’s Services over the coming months, before concluding by providing an introduction to the Committee by the new Lead Member and portfolio holder.

Service Director Report

- 4.2. The following section contains the usual reporting information provided on a regular basis to the Children and Education Scrutiny Committee.

- 4.3. Charts are referred to throughout this section; these can be found in Appendix 1 to this report.

Early Help, Enquiries, referrals and the timeliness of assessments

- 4.4. Members will note that the appearance of the various charts at appendix 1 has changed in the time since the last Service Director report. This reflects changes in the reporting systems in place, as well as recent updates to the recording system used, LiquidLogic. The reporting available has also changed slightly. This, together with the changes implemented in the Integrated Front Door means that the way we count referrals and therefore also re-referrals has changed, making comparison with reporting over the last 12 months difficult.

- 4.5. The new Integrated Front Door system, operated jointly with Cambridgeshire and including a new model of Multi-Agency Safeguarding Hub or MASH, has been subject to one inspection and one in-depth review since it became operational in December 2018. Ofsted looked at the new model closely as part of the Ofsted inspection of children’s services in Cambridgeshire in January 2019, and assessed the new approach to be highly effective, despite only having recently been established at the time of the inspection.

- 4.6. More recently, the arrangements have been scrutinised further as part of the Department for Education led diagnostic test relating to the provision of funding to develop Family Safeguarding in Cambridgeshire. This testing included an in-depth assessment of the whole Integrated Front Door, including the MASH, and again found that the arrangements across the two authorities were effective.

- 4.7. Chart 1 shows the position with respect to the number of early help assessments initiated by month. Early Help in Peterborough is an area of strength, with a relatively high number of children and young people receiving support through a combination of additional support through their schools or community health services, supported where needed by commissioned services.

- 4.8. Early Help Assessments are completed by practitioners working with the family in partnership with the parents and the child. They help to identify needs, and enable services and support to be provided. This is also the mechanism by which we deliver our Connecting Families approach – the local name for the Government’s Troubled Families programme. Peterborough has a very good record in evidencing sustained improvements in outcomes for families supported through this approach, with current performance within the top 10% nationally.

- 4.9. Chart 2 shows the number of enquiries and the proportion of these progressing to a referral. We continue to receive high numbers of enquiries about children, and the percentage of these that we treat as referrals, which means that we make further enquiries about before deciding whether

or not to complete an assessment of need is also higher than we think should be the case. It is important to note that the arrangements relating to the front door remain relatively new, with the guidance to the contact centre on how to treat enquiries – whether to pass them through to children’s social care, the MASH or to early help – continuing to be revised as the system beds in. Changes to the way in which LiquidLogic is reporting performance information as we upgrade the system means that data may not be fully accurate until July 2019. This combination of factors means that what we are seeing at the moment may not be reflective of long term trends.

- 4.10. It is important, however that we continue to work with partners to reduce the number of enquiries about children, as we continue to use resources to determine that a significant proportion are more appropriately supported by early help services. The Local Safeguarding Children Board continues to support practice in this area by offering regular multi-agency training on how best to access support services for children and young people.
- 4.11. Chart 3 shows the position in relation to the proportion of referrals that are repeat referrals within the last 12 months. This has been higher than we would expect, although it has improved in the last month. At least some of the reason behind higher rates of re-referrals is likely to have been the consequences of changes in the way we have operated the front door, and changes in the LiquidLogic system. It is an area that will be kept under close monitoring as where re-referral rates are too high, this is an indication that some children may be being closed to children’s social care too soon, and so are more likely to be accepted back into the system at a later date. Where re-referral rates are too low, it indicates that we may be being too risk averse and keeping too many children open to the service for too long, increasing overall volumes in the system.
- 4.12. Chart 4 shows the position with respect to the timeliness of single assessments. Performance in this area has suffered over recent weeks because of an increasing issue with vacancies within our assessment teams. We have sought to address this by seeking temporary agreement from the eastern region to pay a higher rate for agency social workers than the agreed eastern region rate, but with only limited success.
- 4.13. Many authorities struggle to achieve a higher rate than around 80% of single assessments being completed in time, but we should be completing a considerably larger amount than just under 60% within the target 45 working days. In addition to the general staffing shortage affecting this performance, we have also been one team manager down in the assessment service, which has also had an impact. We have appointed permanently to that vacant role, however, and we expect our performance to improve in this area over coming months.

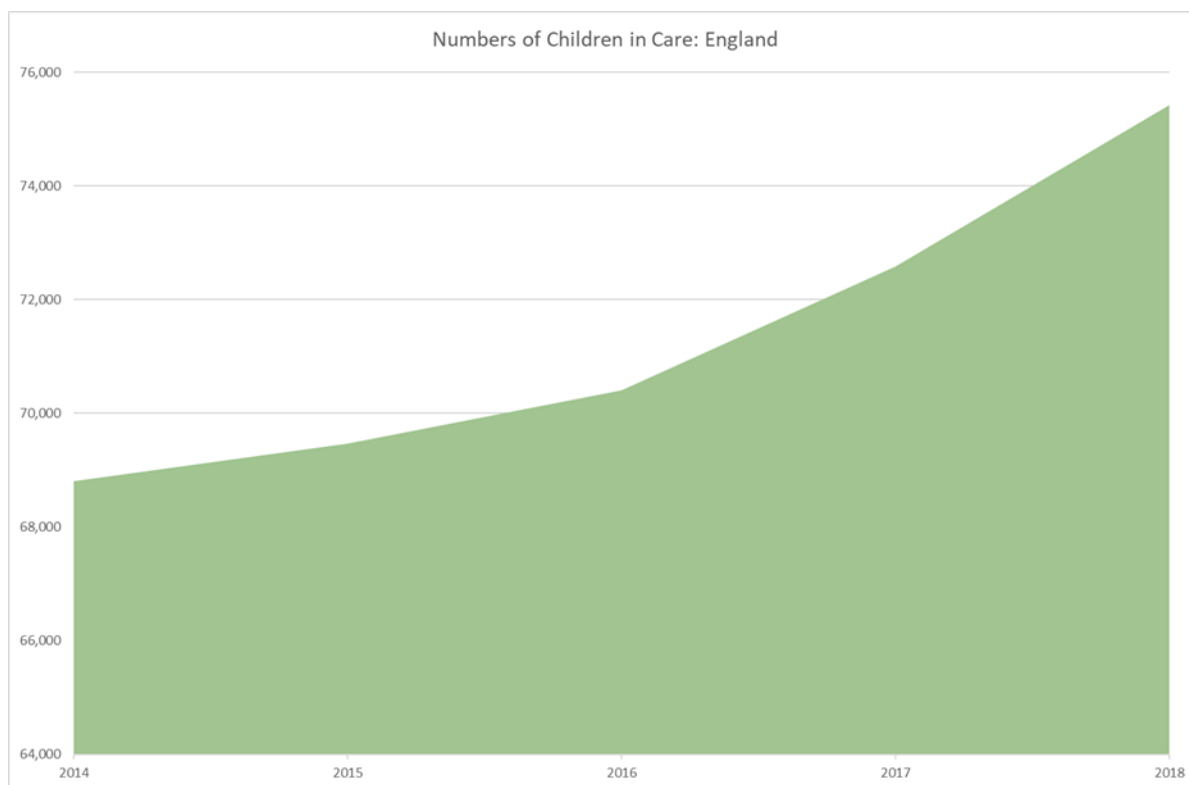
Safeguarding and Child Protection

- 4.14. Chart 5 shows the number of children subject to child protection plans. This indicator is showing good progress, with a generally lower number of children subject to child protection plans than the equivalent rate among our statistical neighbours. This is an expected result of the Family Safeguarding approach in children’s services in the City. It means that only those children at most significant risk are subject to a child protection plan, as should be the case. Children subject to child protection plans benefit from the Family Safeguarding model, where our multi-disciplinary teams work with parents on issues they commonly face, including lower level mental health or emotional wellbeing issues, substance or alcohol difficulties and/or domestic abuse.
- 4.15. Child protection plans should either achieve their goal of reducing risks to children quickly or effectively, or quickly identify where such changes are not going to be made, with the result that robust action to safeguard children is taken. Chart 6 shows the number of children subject to child protection plans for two years or more. Peterborough’s performance has been consistently good in this area, with no children have been subject to a child protection plan for longer than two years. Of the 217 children subject to child protection plans as of the end of October 2018, only 12 have been subject to a plan for longer than 12 months and none for longer than two years, which is very good performance

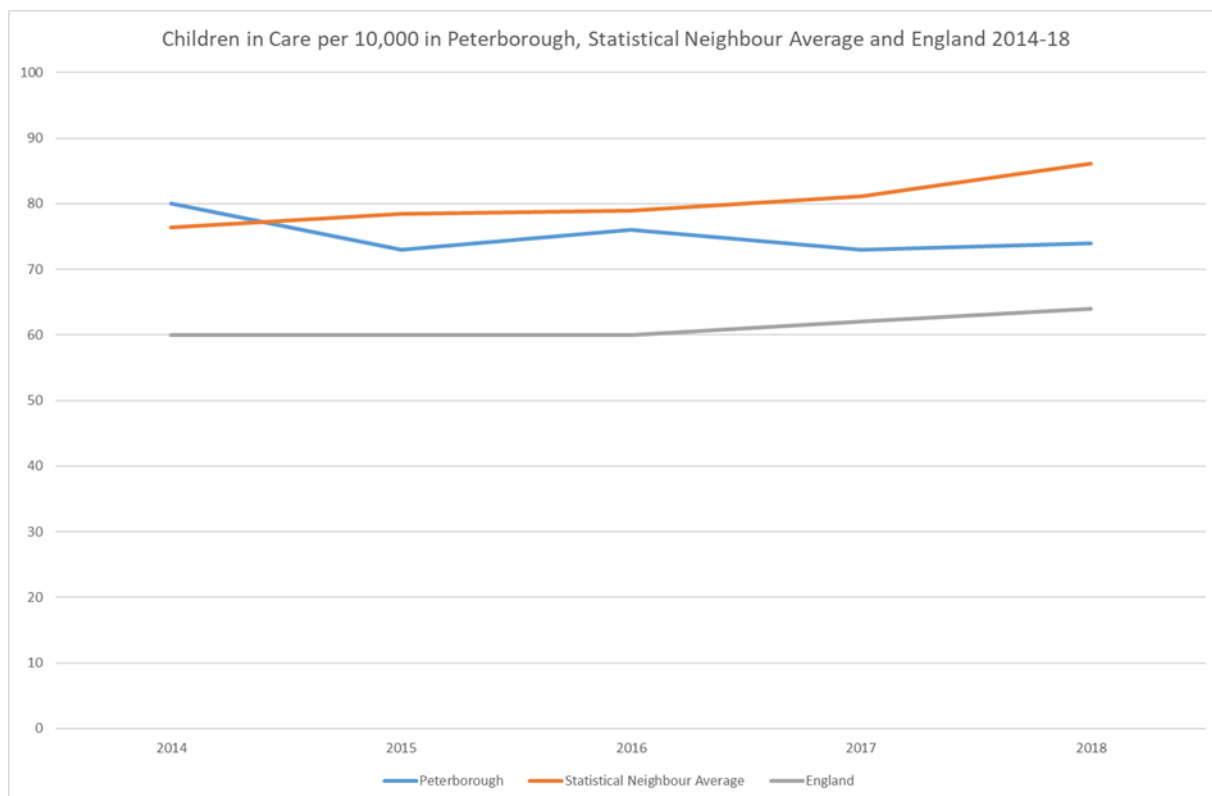
- 4.16. Any child subject to a plan for 9 months is automatically reviewed by a senior manager. Legal planning meetings are automatically considered where child protection plans have been in place for 12 months or more. It is this robust approach to oversight of children subject to child protection plans that makes a significant contribution to keeping the overall numbers of children subject to plans low compared with similar authorities and authorities nationally.
- 4.17. Chart 7 shows the timeliness of visits to children who are subject to child protection plans. A stretch target is in place for this indicator of 98%. A small number of visits will always not take place as planned for a number of reasons. Some visits will not take place because families are not available for genuine reasons, while the occasional visit will not take place because the social worker is off sick or has had to reorganise their diary at short notice because of other urgent matters arising. Families may also be deliberately avoiding visits. These variables make achieving more than 98% of visits on time a challenge, although this was achieved in April, where 99% of visits took place.
- 4.18. Most recent performance is 92%, which is a little disappointing, and managers continue to ensure close scrutiny of practice in this area. Nevertheless, 92% of visits taking place on time means that visits relating to only 7 children were not carried out in time.
- 4.19. Managers and leaders of the service receive a weekly report detailing visits that have not taken place and the reasons why. Clearly, where this is because families are deliberately avoiding visits, we will consider the need to take further action that might include escalation into care or pre-proceedings.

Children in care

- 4.20. Nationally, numbers of children have been rising steadily over the last two years, as shown by the graph below:



- 4.21. This national increase is also reflected in the numbers of children in care among our statistical neighbours, as illustrated by the chart below:



- 4.22. In the above chart, the average rate of children in care per 10,000 among our statistical neighbours was 87 per 10,000, compared with our current rate of 75 per 10,000, which is equivalent to 374 children and young people in care, as shown in chart 8 of Appendix 1.
- 4.23. In contrast to the national and statistical neighbour rate, the rate of children in care per 10,000 in Peterborough has essentially remained steady over the last two years, which we associate with the development and implementation of the Family Safeguarding approach in the City. To put this into context, if we were looking after the same number of children as the average of our statistical neighbours do, we would have 430 children and young people in care – more than 50 more than our current numbers.
- 4.24. The national increase in numbers in care continues to have an impact on placement availability for children and young people in care, however. This means that it is more difficult to identify fostering placements in the independent sector, which in turn means that there is a greater likelihood of more children and young people being placed in residential placements. We do all we can to avoid this since, for most children and young people, foster care is associated with the best longer term outcomes. Residential placements are also very high cost, costing at least £3,000 per week and often significantly more.
- 4.25. Chart 9 shows placement stability for children in care. Our performance in this area, while better than statistical neighbour and England average, is not as good as our local target. Children will generally do best when they have a low number of placement moves, which is why we pay attention to this indicator. The general shortage of placements is likely to be a contributing factor here. This is because we always try to match what we know about the child or young person to the characteristics of the available placements, and make a decision based on which of the available placements is the closest to what we think will best suit the child. This of course presupposes that there is a choice; the shortage of placements means that this is not always the case.
- 4.26. Chart 10 shows the percentage of visits carried out to children in care in time. We have a stretch target of 98% for this indicator. Our most recent performance is 93%, which is a little disappointing. Managers within the service are working hard to support staff to improve performance in this area and, as is the case with visits to children subject to child protection plans, achieving 98% or above is very challenging.

- 4.27. Chart 11 shows our performance in relation to ensuring that children and young people in care receive an annual health assessment. Our performance is good when compared to other local authorities, even if it is a little below the target of 93% at 88%. We are working with partners to do our best to improve this further so that our overall performance this year is in line with our target. Achieving a higher rate than around 93% becomes very difficult since some older young people in care decline annual health assessments, affecting overall performance.
- 4.28. Chart 12 shows the percentage of children and young people in care who have had dental checks, which is also below target at 76%. This is an indicator that relies on placement providers informing us that the dental check has been carried out, and as such is one that can lag at the beginning of the financial year. Nevertheless, we do need to see this improve and managers and staff are working to improve performance.
- 4.29. Chart 13 shows the percentage of eligible children and young people in care who have a Personal Education Plan. Performance in this area is consistently good, at 100%. This reflects a successful and close working relationship between social workers in the children in care service and colleagues in the virtual school.

Recruitment Challenges

- 4.30. As noted elsewhere in this report, we have been struggling to fill vacancies across the service, with our assessment teams being particularly affected. This is, however, an issue that is also affecting our Family Safeguarding and corporate parenting services, although in the latter case, this has been more about covering maternity leave than permanent vacancies.
- 4.31. Recruiting and retaining experienced qualified staff is a challenge nationally and regionally, and so Peterborough is not alone in this position. This does not lessen the local impact, however.
- 4.32. We have been working hard to manage the impact of vacancies. So far we have mostly managed to contain caseloads within target levels and, for example, the average caseload for qualified social workers across the service in mid-June was 19, just below the overall target of 20. This is an average figure, however, meaning that some social workers have higher caseloads than this. Caseloads in assessment teams have also been higher as a result of the difficulties in covering vacancies.
- 4.33. This recruitment challenges explains in part why some areas of performance are currently slightly below our targets, and illustrates the importance of attracting and retaining staff.
- 4.34. The eastern region authorities have an agreement in place that caps the rate of pay for locum social workers. This is an important framework as it means that agencies can no longer play one authority off against another, resulting in pay inflation. A challenge for Peterborough is, however, that we are on the very edge of the Eastern Region, and a number of authorities that are geographically close to or border us are not part of the Eastern Region, which means that they can offer higher rates.
- 4.35. The clear solution is to do all we can to increase our recruitment of experienced qualified social workers, reducing our reliance on agency social workers. In partnership with Cambridgeshire, we are about to launch an innovative recruitment campaign, and we will be assessing the impact in terms of recruitment.
- 4.36. In terms of pay for permanent staff, Peterborough is competitive, and we have a retention bonus scheme for all qualified social workers and team managers. Alongside measuring the impact of the recruitment scheme, however, we will also review whether there are any other steps we can take to attract experienced staff to the authority.

LiquidLogic upgrade

- 4.37. LiquidLogic is the system used in Peterborough to complete the case recording relating to children open to early help and to children's social care, and has been in place for over 5 years now. It is currently going through a significant upgrade, again in partnership with Cambridgeshire County

Council, which is about to move to the same system. This has brought some significant improvements to the way the system operates, making it easier and quicker for social workers to use.

- 4.38. This is very positive as the system has not had any root and branch updates since it was initially installed, meaning that it had become a little outdated. Simplifying its use for social workers meanwhile, means that they spend less time recording their work with children and families.

Peterborough Annual Conversation

- 4.39. Under the Ofsted 'Inspection of Local Authority Children's Services' [ILACS] inspection framework, local Ofsted inspectors visit authorities once a year to hear from senior officers about the development of children's services, any areas where there is good progress, and any areas where there are emerging challenges. This is called the 'annual conversation'.

- 4.40. Inspectors use this meeting to discuss with local authorities what might be helpful in terms of future inspections. Peterborough had its most recent full inspection in July 2018, with the outcome of Good overall. We should not now receive a further full graded inspection until 2021, but under the ILACS framework, inspectors seek to undertake some form of inspection activity once a year. This is usually in the form of a focused visit, looking in detail at a particular part of the service over the period of a two to three day visit. This means that it is likely that we will have some form of inspection activity in children's services before the end of the year.

- 4.41. The annual conversation took place on the 8th of July – after the time of preparing this report. A verbal update will be available at the scrutiny meeting, however.

4.42. Portfolio Report: Cabinet Member for Children's Services

- 4.43. This is of course my first report to Scrutiny Committee since I have taken on the role of Cabinet Member for children's services alongside my existing portfolio of responsibility for education services.

- 4.44. There are clear links between children's and education services, so it makes sense for me to have strategic oversight of both, and I am very excited to have this new opportunity. It is, however, a large portfolio and so I am grateful to have the support of a Cabinet Adviser, Councillor Bashir, who will assist me in my work. Councillor Bashir will focus on the experience and progress of children in care and young people leaving care.

- 4.45. There is a lot for me to learn about the way in which children's services operate, and I am currently receiving an in-depth induction programme which includes visiting a number of teams so that I can speak to staff and hear their views on the strengths of the service, and areas that they believe could be improved.

- 4.46. I have been hugely impressed by the officers I have met to date; all are clearly very committed to doing all they can to safeguard vulnerable children and young people in often highly complex and difficult situations.

- 4.47. I am looking forward to attending a variety of partnership events as part of my new role including, for example, the Safeguarding Children Board. I am very keen to ensure that I promote the role of the broader partnership in supporting children and young people. We are very fortunate in Peterborough to have a whole network of partners all of whom support children, young people, and their families at an early help level and contribute to safeguarding children who are open to children's social care as children in need or children in need of protection. We could not be as successful as we are here in children's services without the commitment of the broader partnership.

- 4.48. I will report in more detail about my activities and priorities in the next of these reports, once I have had the opportunity to become better acquainted with the service and the children, young people and families it works with.

5. CONSULTATION

5.1 Consultation has taken place with key officers and key partner service areas including business information services for performance data.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 That Committee:

- Notes the on-going work to ensure that children's services are delivering the best possible outcomes to vulnerable children and young people in the City;
- Notes the challenges currently being experienced in terms of recruitment, and the actions being taken to seek to address these.

7. REASON FOR THE RECOMMENDATION

7.1 Children's services support and help to protect some of the most vulnerable children and young people in the City. How well the service performance is therefore properly a matter of significant importance to leaders and Members.

7.2 It is important therefore that this scrutiny has the opportunity to regularly review key performance indicators relating to the delivery of children's services

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 There are no applicable alternative options available

9. IMPLICATIONS

Financial Implications

9.1 There are no direct financial implications arising from this report. Children's services in general and placement costs for children in care are areas of risk for all local authorities at present and it is important that Members are fully aware of the implications of increasing numbers of children in care in particular for Council finances.

Legal Implications

9.2 There are no direct legal implications arising from this report.

Equalities Implications

9.3 There are no direct implications for equalities issues arising from this report.

Rural Implications

9.4 There are no particular implications for rural communities in Peterborough arising from this report.

10. BACKGROUND DOCUMENTS

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

10.1 *None*

11. APPENDICES

11.1 Appendix 1: Charts to support the narrative within the Service Director section of this report.

Chart 1

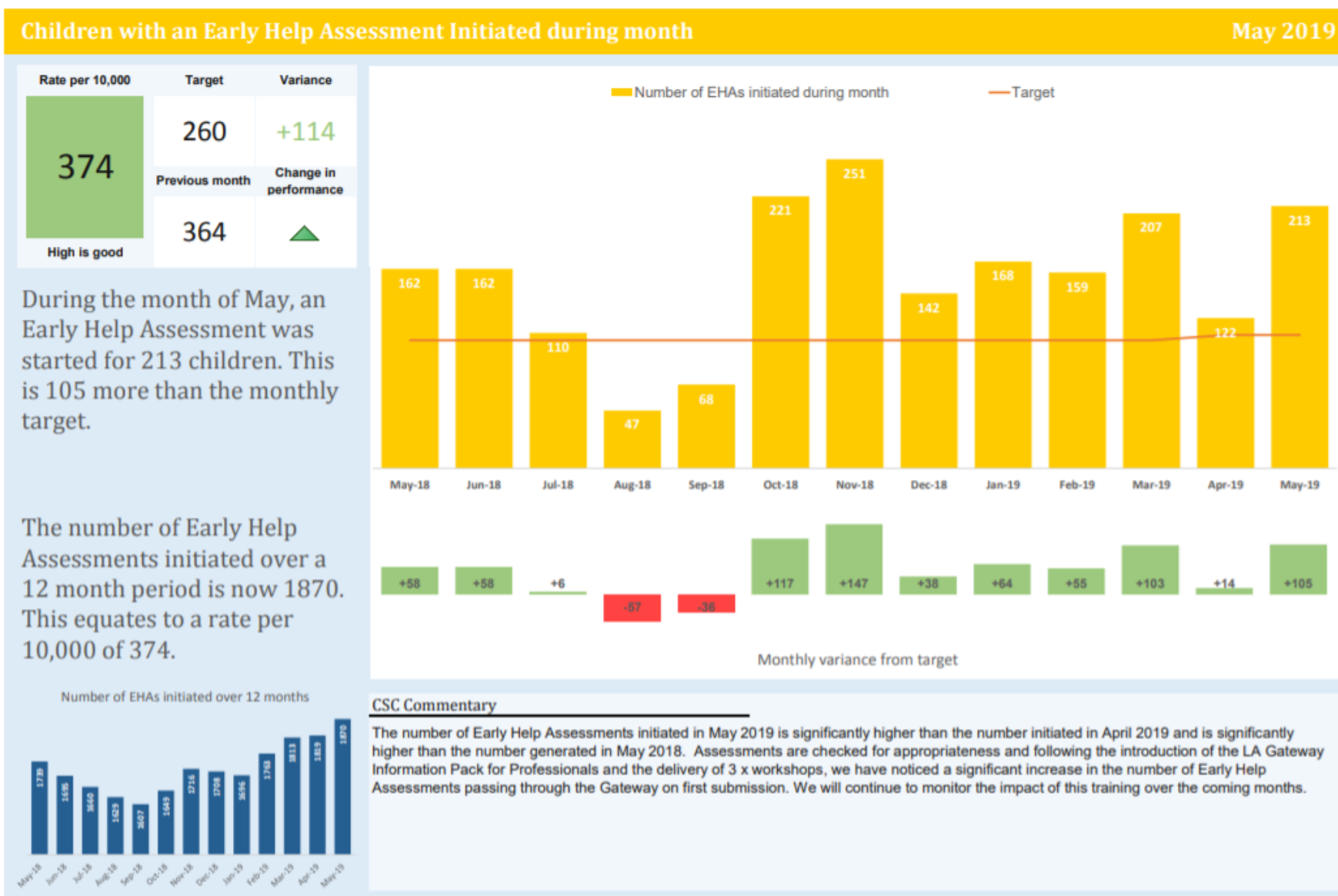


Chart 2

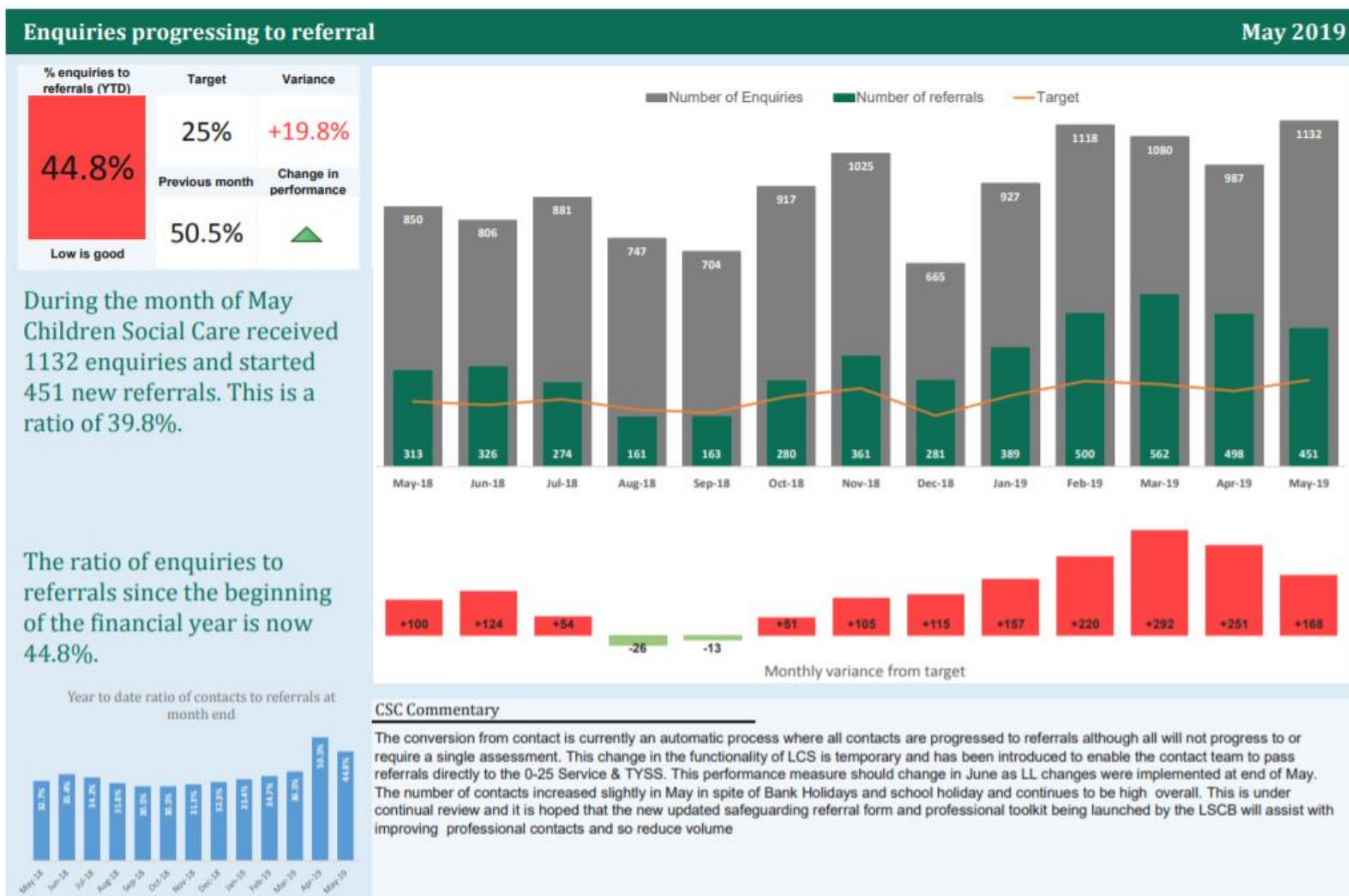


Chart 3

39

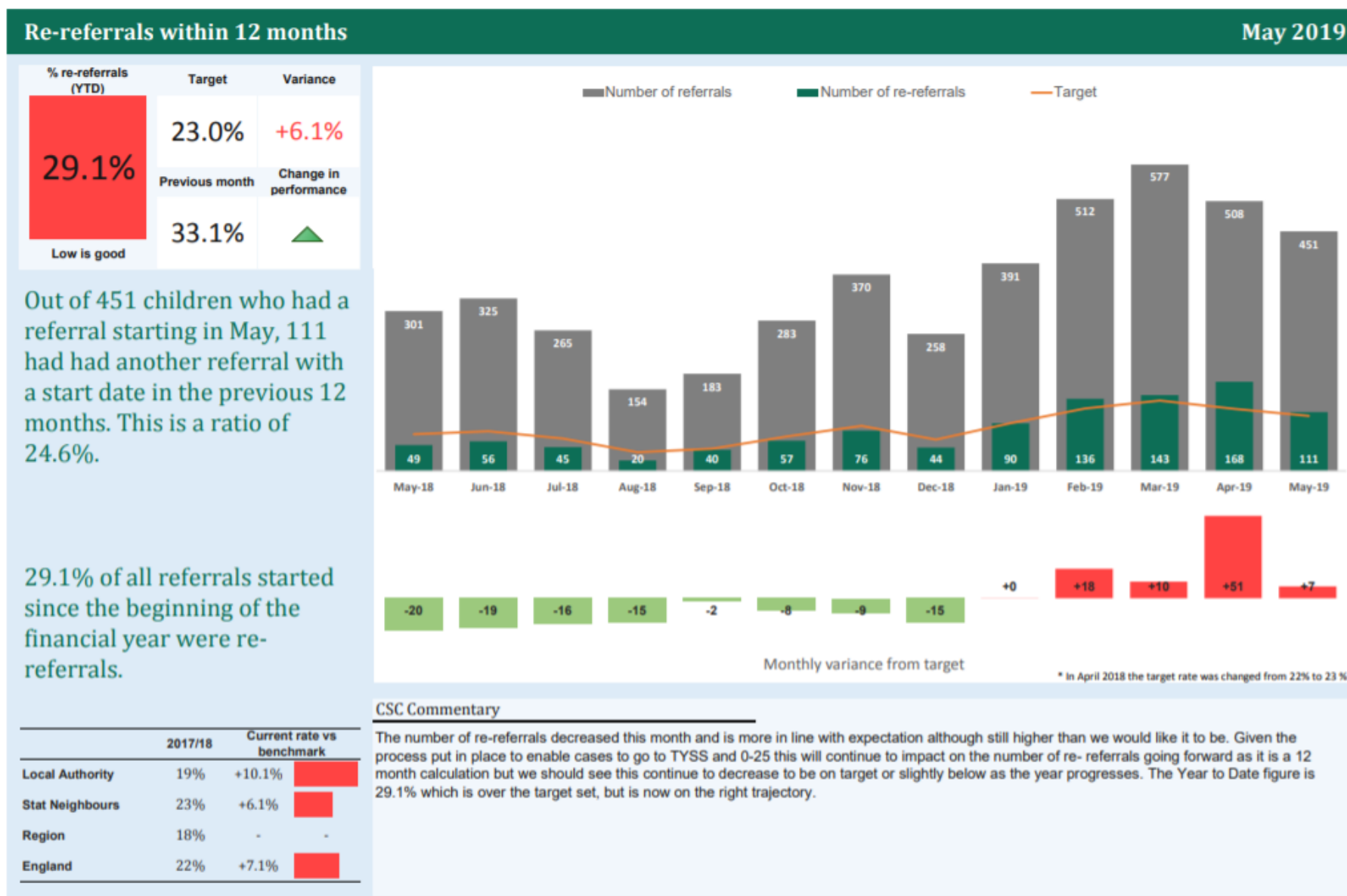


Chart 4

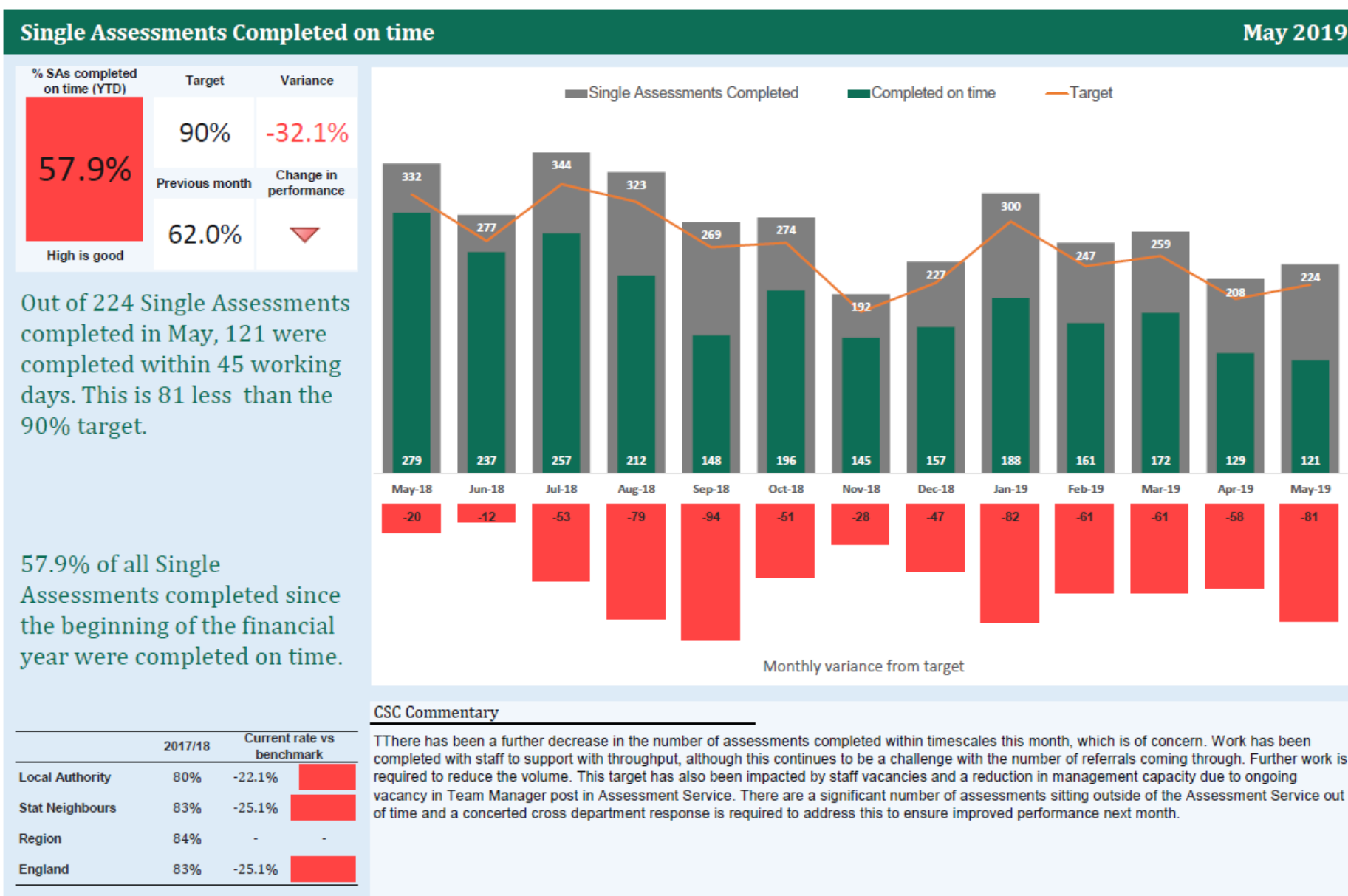
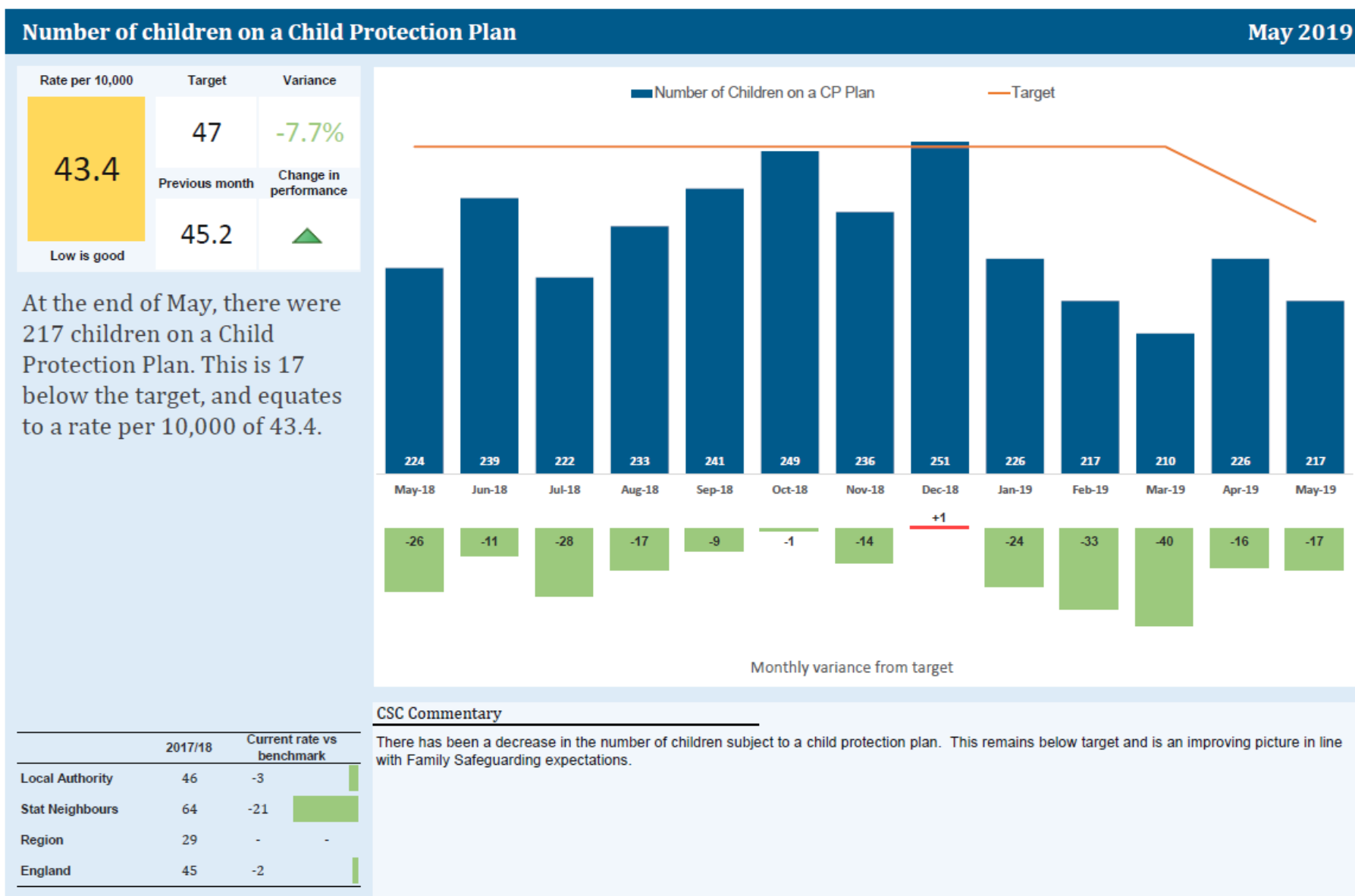


Chart 5



41

Chart 6

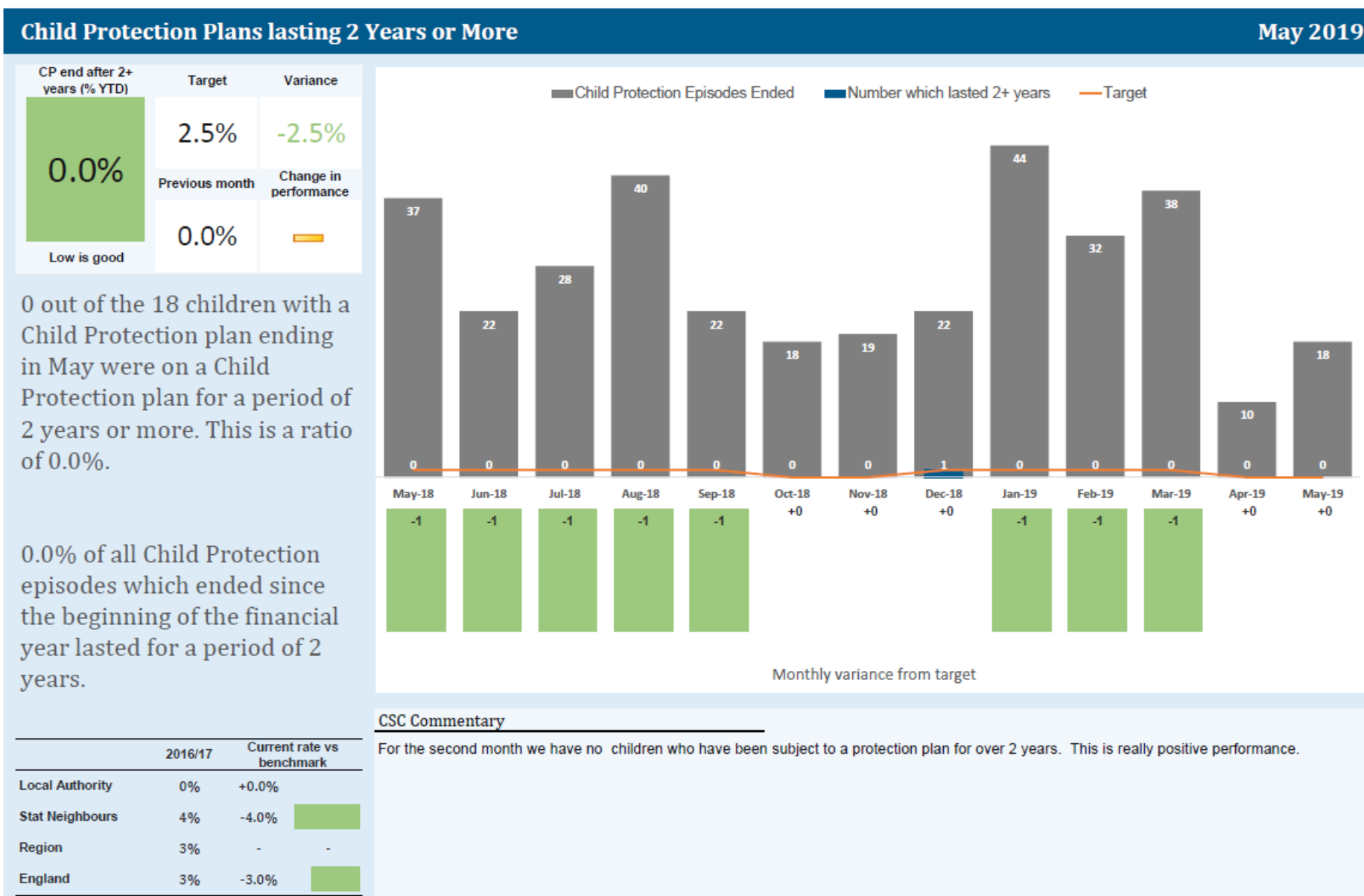


Chart 7

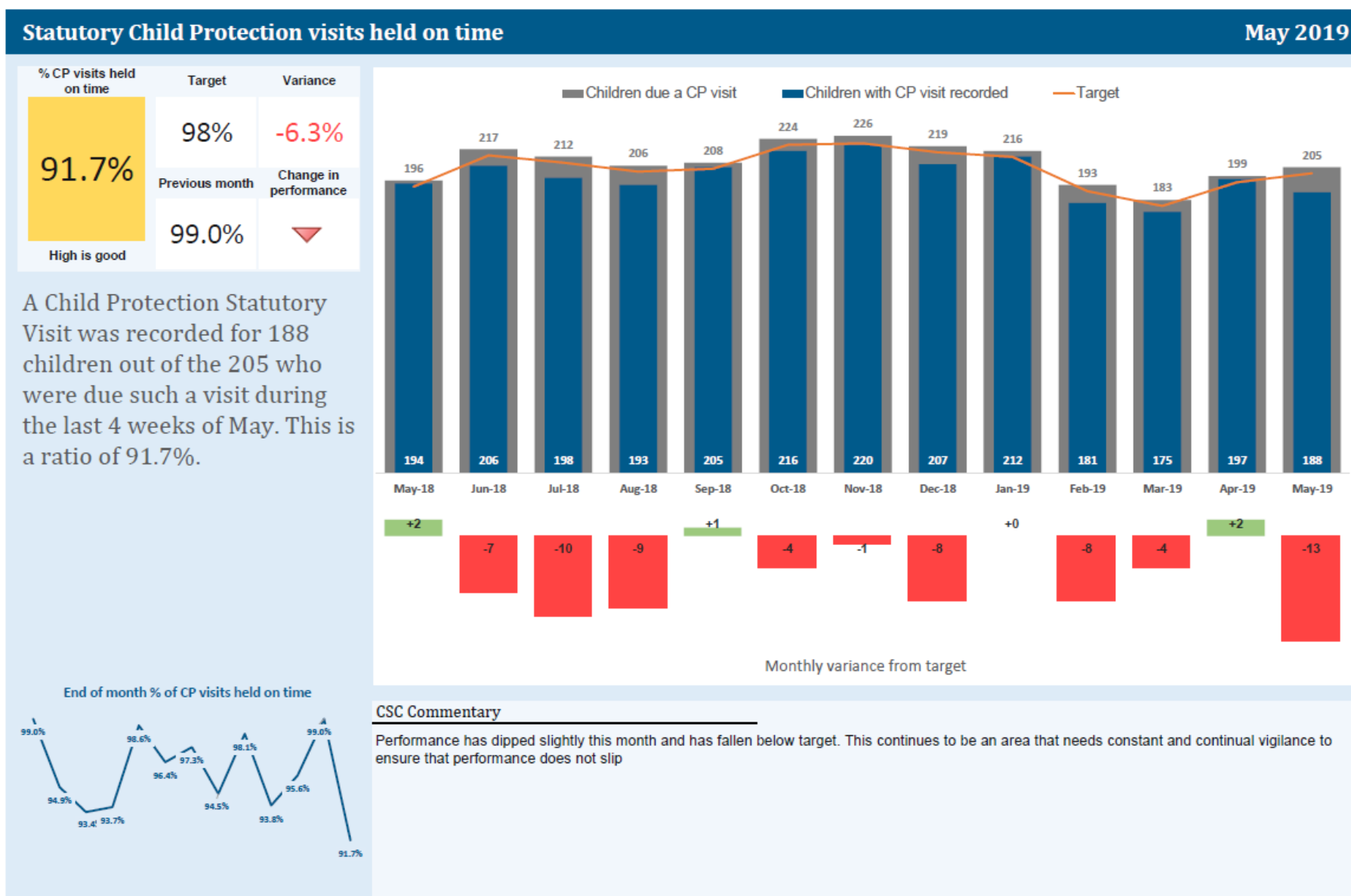


Chart 8

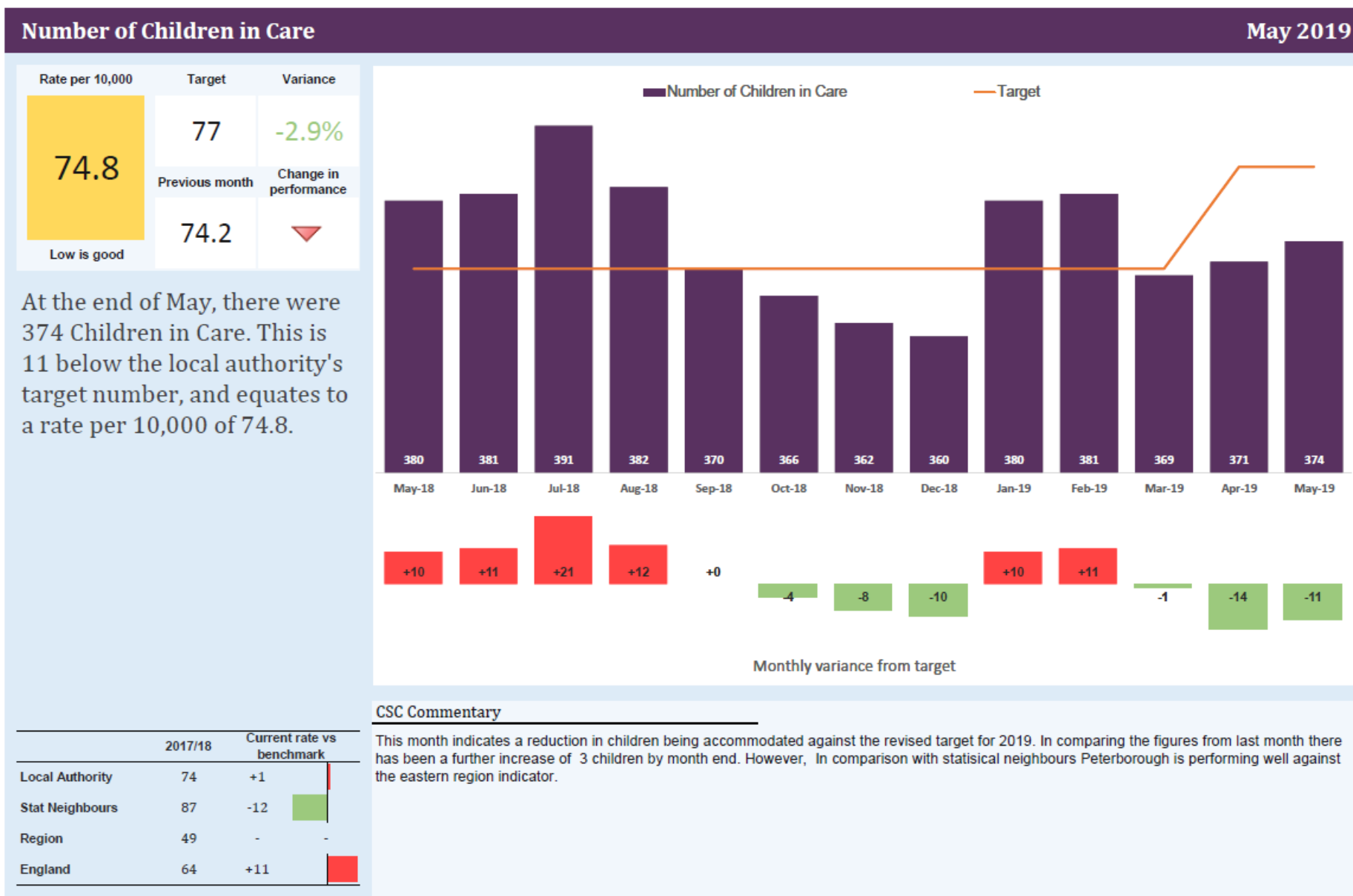


Chart 9

45

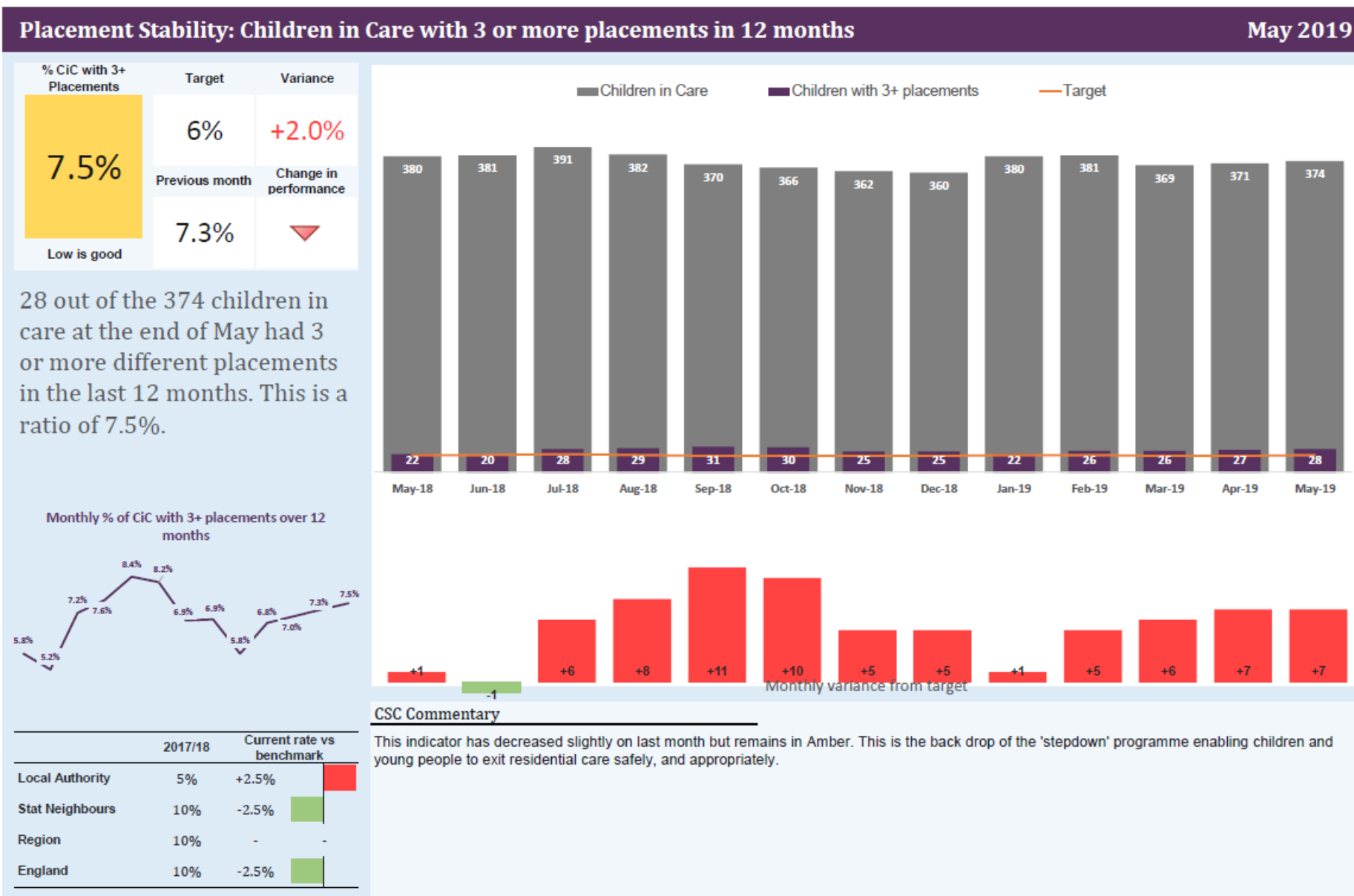


Chart 10

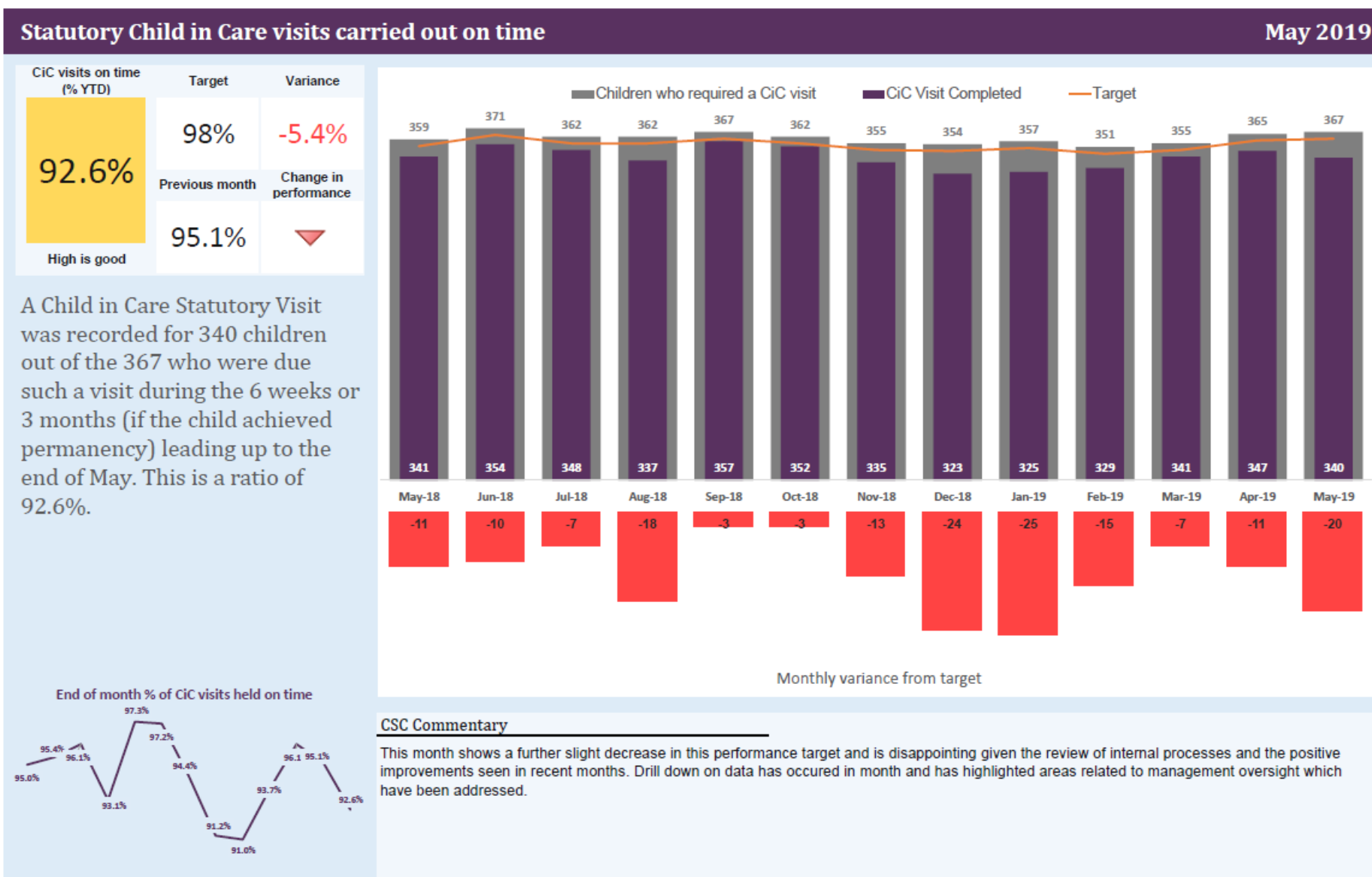


Chart 11

47

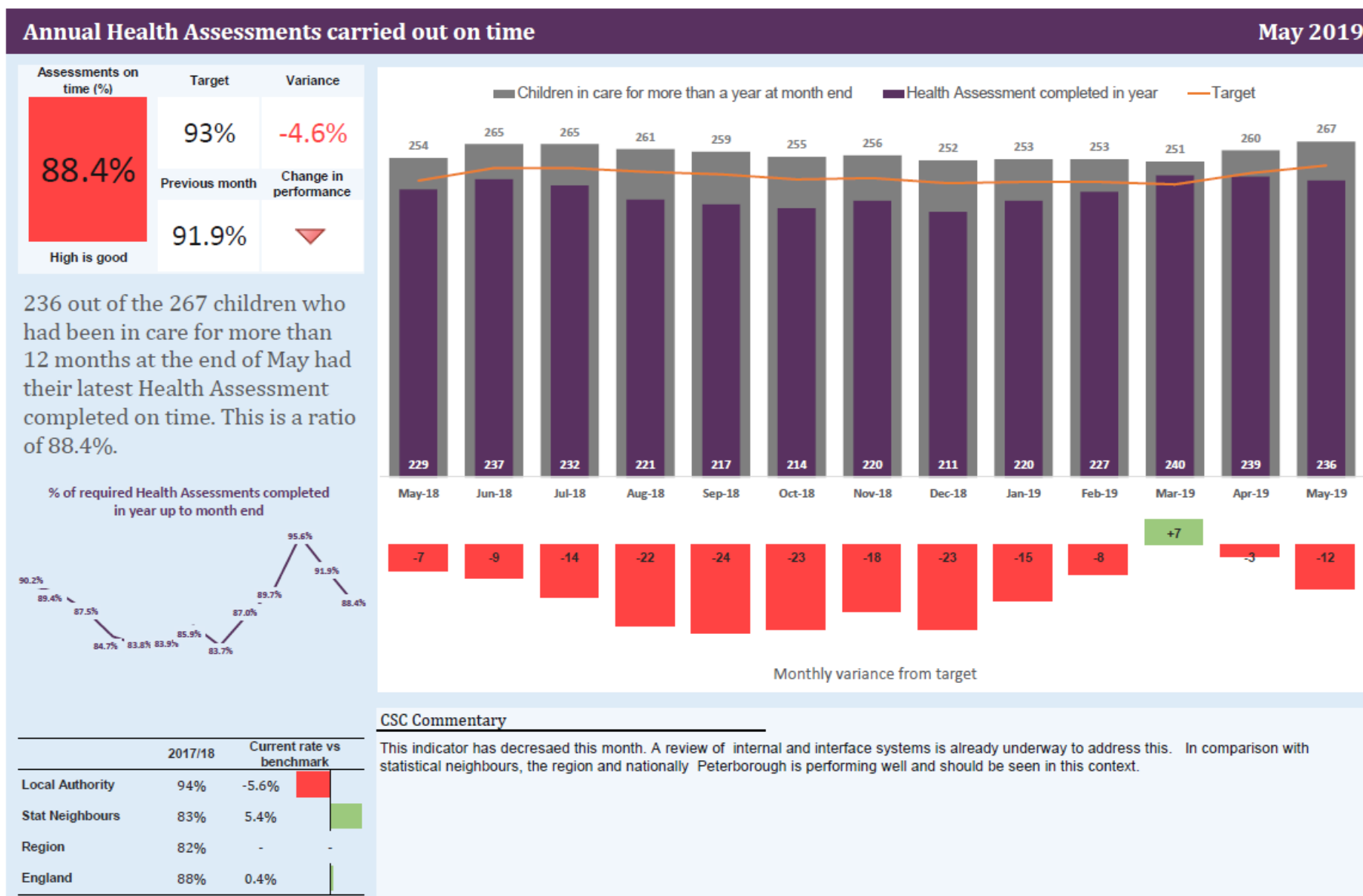


Chart 11

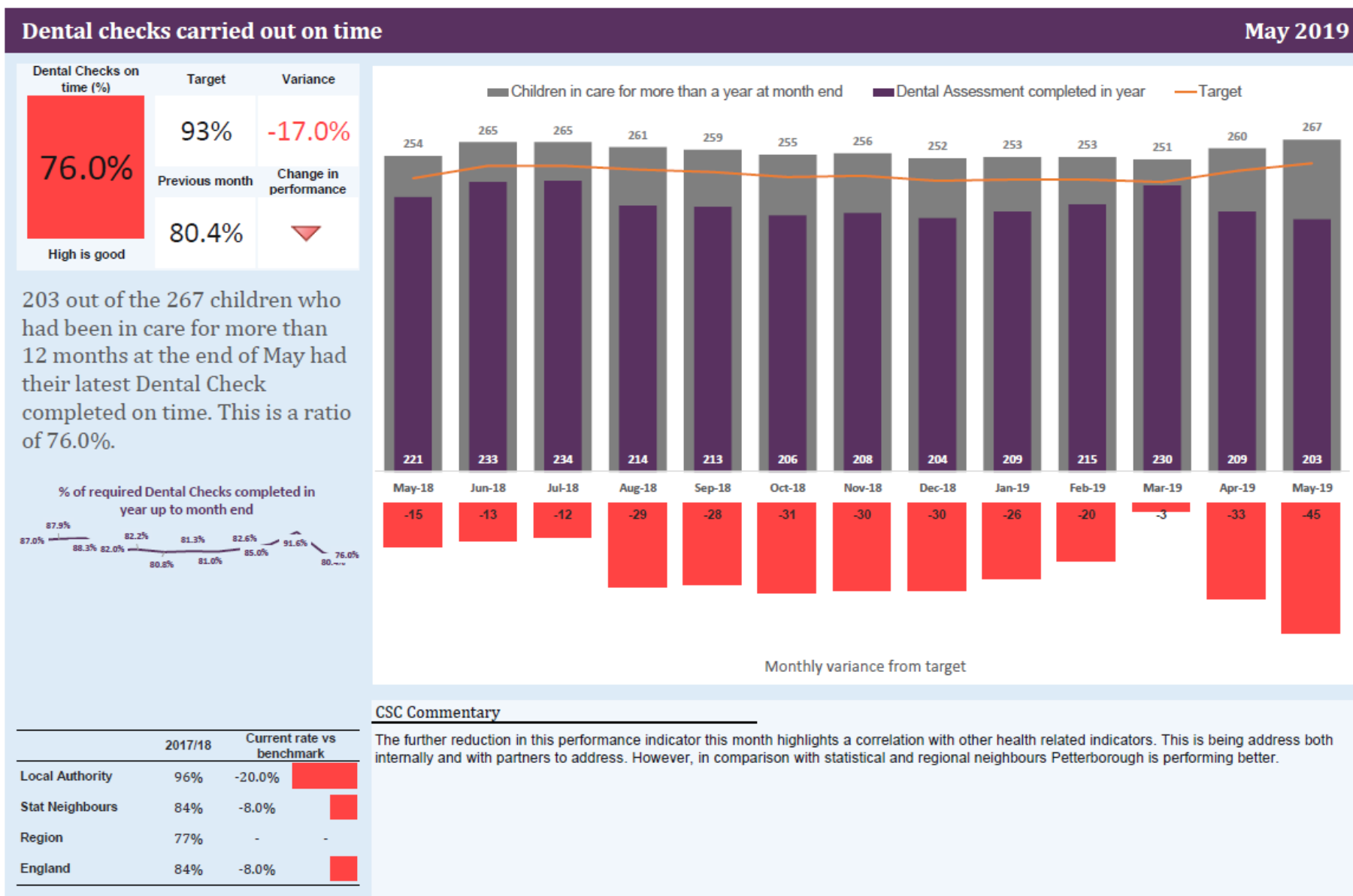
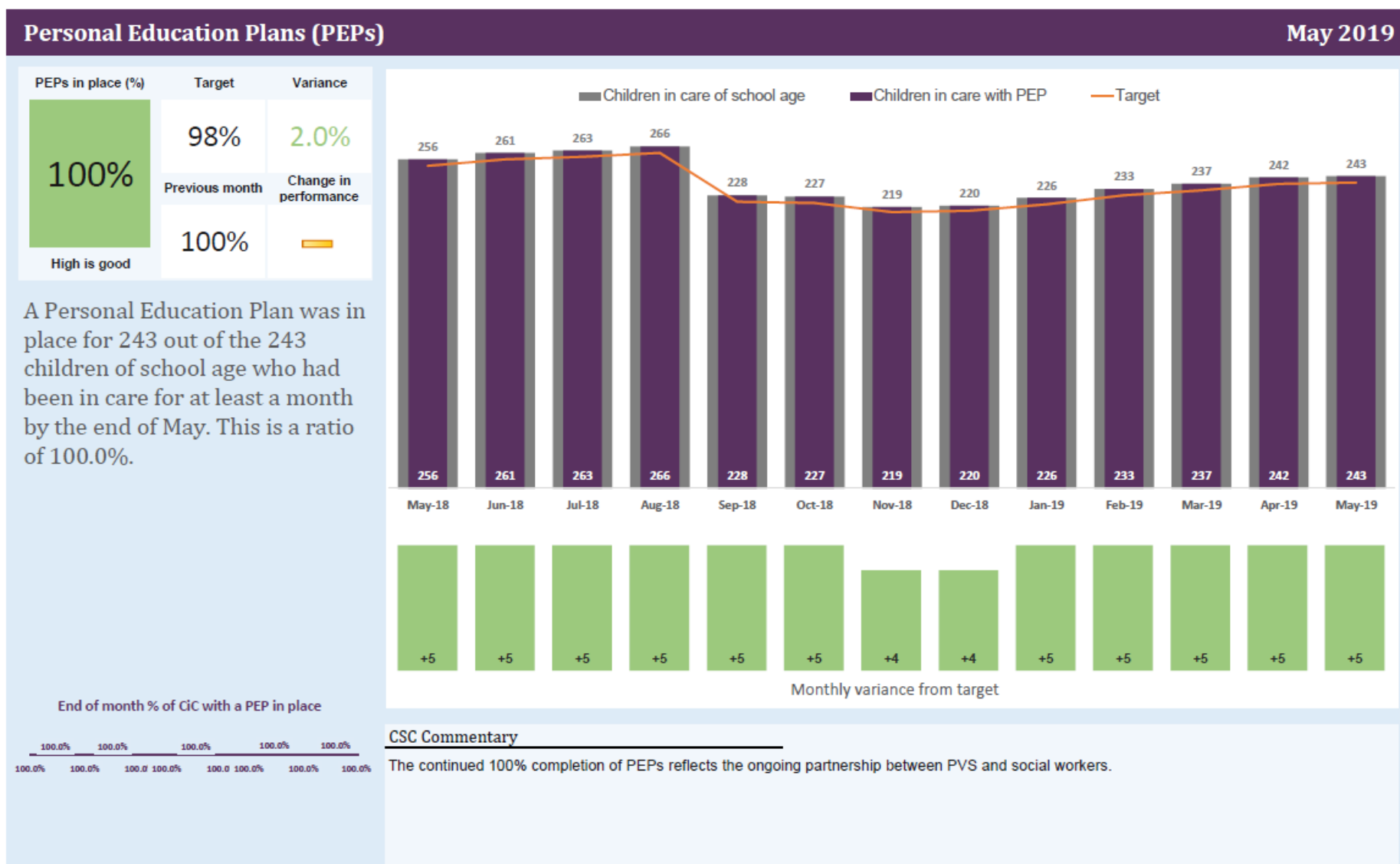


Chart 12



This page is intentionally left blank

CHILDREN AND EDUCATION SCRUTINY COMMITTEE	AGENDA ITEM No. 9
18 JULY 2019	PUBLIC REPORT

Report of:	Director of Children's Services and Safeguarding	
Cabinet Member(s) responsible:	Cabinet Member for Children's Services and Education, Skills and University	
Contact Officer(s):	Belinda Evans, Customer Services Manager	Tel. 01733 296324

ANNUAL CHILDREN'S SOCIAL CARE STATUTORY COMPLAINTS REPORT 2018-19

R E C O M M E N D A T I O N S	
FROM: Customer Services Manager	Deadline date: N/A
It is recommended that the Children and Education Scrutiny Committee consider the report and make recommendations for further scrutiny if deemed appropriate	

1. ORIGIN OF REPORT

1.1 This report has been requested as a recurring annual item for scrutiny.

2. PURPOSE AND REASON FOR REPORT

2.1 This report is brought to this committee on an annual basis to allow the Committee to scrutinise complaints received under the Children's (Social Care) Services statutory complaints process.

2.2 This report is for the Children and Education Scrutiny Committee to consider under its Terms of Reference Part 3, Section 4 - Overview and Scrutiny Functions, paragraph No. 2.1 Functions determined by Council :

Children's Services including

- a) Social Care of Children;
- b) Safeguarding; and
- c) Children's Health.

2.3 This report links to Corporate Priority: Safeguard Vulnerable Children and Adults

2.4 The Children in Care Pledge includes a promise to give children in care information on how to make a complaint or to give a compliment. This report provides evidence that children in care are being given the required information as complaints are being received from children in care and are being satisfactorily resolved.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

4. BACKGROUND AND KEY ISSUES

Background

- 4.1 The statutory complaints process covered by this report applies to complaints presented by or on behalf of 'children in need' or 'looked after' (meaning in the council's care) as defined by the Children Act 1989. Effectively this means those children in receipt of social care services.
- 4.2 This complaints process aims to provide additional safeguards for children and young people and to empower them to express their views about the services they receive. A young person may make a complaint directly or an adult (parent, carer, relative or advocate) may act on their behalf. This council provides an independent advocacy service, as required by law, and therefore a number of children are supported through that service.
- 4.3 Only eligible people can use this complaints process, eligibility under the regulations is stated as follows

WHO CAN COMPLAIN

- any child 'in need' and/or 'looked after' by the local authority
- their parent, or anyone with parental responsibility for such a child
- a foster carer (whether approved by this authority or another or via an independent fostering agency)
- a child leaving care
- a Special Guardian or child (or their parent) who is subject to such an order
- any person applying for a Special Guardian support service s14F(3) or (4)[1] or to adopt a child
- any child who may be adopted or their parent or guardian
- any person covered by adoption services
- people previously adopted, their parents, natural parents or former guardians
- anyone the local authority accepts has a 'sufficient interest' in a child's welfare

However this right is not automatic and the complaint must meet other criteria, including being in the best interests of the child, and if the child has capacity with their consent.

- 4.4 There are three stages to the statutory complaints process:
- Stage 1, requiring a response within 10 working days and a maximum of 20 if a delay is unavoidable
 - Stage 2, requiring independent investigation within 25 working days and a maximum of 65 in exceptional circumstances
 - Stage 3, requiring presentation to an independent complaint review panel within 30 working days.

Where a complaint is not resolved at Stage 3, the complainant may appeal to the Local Government Ombudsman who may choose to investigate and may agree with or overturn the local authority's response

- 4.5 Complaints data contributes evidence to the Annual Performance Assessment and Ofsted inspections of services. This information demonstrates how far the concerns of service users are reflected in changes to services which improve outcomes for children and young people. Evidence that children and families know how to complain and do make complaints is seen as positive evidence of their empowerment. Complaints therefore must always be investigated in a spirit of openness and learning, although of course not all complaints will be justified and upheld.

4.6 The Central Complaints Office has been responsible for the statutory complaints process for Children's Social Care since 2010. The team provide periodic performance data to the senior management team within social care throughout the year. Complaints officers receive complaints by email, phone and in person from children and their parents, providing guidance about the process. They then ensure the complaint is allocated to the correct manager to provide a response. If the customer is not happy at any stage of the complaints process the complaints team can provide help and support with the process until the issue is finally resolved or referral to the Local Government Ombudsman is made.

4.7 One of the important aspects to the role of the Complaint Manager is the ability to make decisions about which complaints made to the service meet the criteria to be considered under the statutory process.

We see a large number of complaints each year that cannot be accepted under the statutory process for a number of reasons but the top 3 reasons are

- The case is in court or there is a criminal investigation ongoing
- The complainant has 'insufficient interest' (in relation to the child)
- The complaint is out of time/or out of jurisdiction

This year we have rejected 52 cases in these circumstances. This is a slight decrease from the figure of 69 rejected in the previous year.

Following the changes to Data Protection legislation in 2018 we now need the consent of young people to accept a parent's complaint if the child has capacity. Over the age of 12 a young person will generally be considered to have capacity but this is discussed with the department on a case by case basis. If a complaint was rejected as the child did not consent it would be recorded as rejected for insufficient interest.

4.8 Where a complaint is not accepted the complainant will be advised of the reason why they are not eligible to use the statutory complaints process and what other process may be open to them. Some complaints will be accepted from parents and third parties under the corporate complaint process. There have been 35 complaints recorded about Children's Social Care teams under the corporate process in the past year. The key themes amongst these corporate complaints are

- Alleged breach of confidentiality
- Issues around Contact arrangements
- Alleged Incorrect data in reports

Further detail about these complaints and their outcomes will be included in the corporate annual complaint report which is presented to Growth Scrutiny committee each year.

4.9 COMPLAINT VOLUMES AND PERFORMANCE

Table 2 - Statutory Complaints recorded for Children’s Social Care Services:

Total Complaints Received in 2017-18			
	2016-17	2017-18	2018-19
Informal Complaint – Resolved within 72 hours	5	0	2
Stage 1 complaint Response Sent	74	62	74
Frozen Not accepted due to court action	0	0	2
Withdrawn	4	2	4
Straight to Stage 2	0	1	0
Only reviewed at LGO	1	1	1
TOTAL	84	66	83

4.10 There has been an increase in the number of complaints registered for the Children’s Social Care statutory complaints process this year. Although this is an increase of 25% this is in line with the number of complaints registered in 2016/17 and at a lower level than the 3 previous years.

4.11 There were two informal complaints logged this year, which is where the team manager was able to resolve the matter by telephone within 3 working days. The other accepted complaints were passed for formal Stage 1 response. The Team Manager will be given a deadline for response and the complainant will be sent a written acknowledgement from the Complaints Team by the third day. The Team Manager will investigate the matter, and it is recommended that they should make contact with the complainant to discuss their concerns and will then produce a letter responding to the concerns raised. Complainants have access to the complaints team while they are waiting for the response.

4.12 Sometimes complaints are made and then withdrawn before a response is made and this can be for a variety of reasons. This year four complaints were withdrawn by the complainants who decided not to pursue the matter and a further two were frozen as the case was referred to court and the complaint could not proceed until this was completed.

4.13 **Stage 1 Complaints Performance**

We have seen a significant improvement in the performance of Stage 1 responses this year.

The average days taken to respond this year is 13 days.

In 2017/18 the average time to respond to a complaint at Stage 1 was 21 days against a statutory timescale of 10 working days.

The senior management team in children’s services and the complaints service are in regular communications to prioritise overdue complaint responses. This improvement demonstrates the importance communicated to team managers about the priority that complaints must be given.

4.14 A prompt response is one of the important factors in ensuring that customers are satisfied with the response to their complaints and do not escalate issues. This is demonstrated in the fall in escalated complaints this year.

4.15 **Stage 1 Complaint Outcomes**

In 2017/18 a high proportion of complaints were recorded as either upheld or Partially Upheld- a total of 75%. This has fallen slightly in 2018/19 with 62% being either Upheld fully or partially.

Table 4 – Complaint Outcomes

OUTCOME OF COMPLAINTS BY TEAM						
TEAM	Totals	Not Upheld	Partially Upheld	Upheld	Informal	Withdrawn
Adolescent	2	0	0	1	1	0
Adoption	1	1	0	0	0	0
Assessment Team	17	3	9	2	1	2
Children in Care/Leaving Care	29	11	10	8	0	0
Clare Lodge	2	1	0	1	0	0
Family Safeguarding	24	6	13	2	0	3
TACT	1	0	1	0	0	0
0-25 Service	7	2	3	2	0	0
TOTALS	83	24	36	16	2	5

4.16 **COMPLAINT ESCALATIONS**

Complainants can escalate their complaint if they are unhappy with the response to their complaint at Stage 1. A thorough investigation coupled with a well written and prompt response will reduce the number of complaints which escalate. Both the speed and quality of response has improved significantly in the past year. Another factor is whether contact is made with the complainant by the team manager to fully understand their concerns before a complaint response is sent.

4.17 Only 25% of the complaints responded to involved contact being made by the team manager with the complainant either by telephone or in person. In order to reduce escalations further it would be beneficial if contact was made in the majority of complaints investigated by the department. This would also ensure the customer's perspective was understood which it is hoped would lead to greater identification of service improvements.

4.18 An optional conciliation process was established in 2012 to give complainants the opportunity to meet with a senior manager along with the complaint manager if they were unhappy with the response to their complaint received at Stage 1. The aim is to try to reach a resolution as early as possible without the need to progress to independent investigation (Stage 2). There were just

8 conciliation meetings held this year, most were successful with only one escalating to the next stage.

4.19 2 cases have escalated to Stage 2, one is proceeding and the other has been frozen due to court action. This is lower than in previous years. Stage 2 complaints are investigated by two independent persons working in collaboration and commissioned by the Complaint Manager. They interview the complainant and interview staff and other witnesses. They write a report of their findings and submit this for adjudication by a senior manager within Children’s social care.

4.20 Stage 3 panels are the final stage of the process and can be requested by a complainant who is not satisfied with the outcome of the independent investigation which is conducted at Stage 2. There have been no Stage 3 panels held this year.

4.21 When a complainant is not happy with the outcome of their complaint at the end of the complaints process they have the right to approach the Local Government Ombudsman (LGO) with their concerns. The LGO is independent and can make various decisions in respect of the complaints his office receives. In the year 2018/19 the LGO made several decisions in regard to complaints about Children’s Social Care. As the LGO generally review complaints at the end of the process - all of these complaints were registered in a previous year but the final decision on the complaints were made in 2018-19 and so are included in this report.

The detail of these four cases is attached as Appendix A.

ACCESSIBILITY

4.22 Complaints received from children and young people are increasing as a percentage of all complaints received. These were predominantly from young people in care or Leaving Care young people. All of the young people making a complaint were teenagers and the majority had the support of an advocate to help them voice their complaints.

4.23

Table 5. Who is making Complaints?	2016/17	2017/18	2018/19
Children/Young People	6	1	0
Looked After Children inc Leaving Care young people	16	13	25
Parents/Guardians	53	41	42
Other Carers	1	0	1
Foster Carers	2	2	5
Prospective Adopters	0	1	0
Adoptive Parents	3	2	1
LAC (now Adult)	1	1	2
Friend	1	0	0
Relatives	1	5	7
Total	84	66	83

The CSC statutory process was designed to be used by children or on their behalf. Traditionally,

4.24 however, complaints have been received predominantly from parents and many local Authorities have struggled to reach out to children in their care to make them aware of their rights to complain. Over the past 10 years our Children’s Social Care service has improved opportunities for young people receiving their service to give feedback including providing leaflets at Child Care reviews and the use of a mobile App called Momo which allows children and young people to raise issues easily. With the changes to Data Protection legislation it is now a requirement to seek a young person’s agreement to a complaint being made on their behalf if they have capacity (generally if they are 12 years or older). Even if the child is younger the Complaints manager must assess if parents or carers are making complaints in the best interests of the child.

4.25 Independent Advocacy support is available for any young person considering a complaint. This service is currently provided by National Youth Advocacy Service (NYAS). In 2018-19 65% of the young people making complaints were supported by NYAS. This illustrates that the availability of NYAS advocacy is welcomed by many young people and some are accessing this service, whilst some feel able to make their complaints independently.

COMPLAINT CATEGORIES

4.26 Table 6 below shows how complaints were categorised into 10 nationally recognised categories by the complaints service to help identify why complaints occur and to allow focus on the main areas of concern.

Table 6: Complaint Categories

4.27

Nature of Complaint	2016/17	2017/18	2018/19
About Legislation	0	0	0
About Policy	4	2	1
Breach of Confidentiality	1	0	1
Broken Promise/Appointment	7	1	1
Delay/Failed Service	28	32	48
Denial/Withdrawal/Change Service	9	5	14
Lack of /Incorrect Information	3	2	1
Not to Standard	14	11	2
Staff Attitude/Conduct	13	12	12
Other	5	1	3
Total	84	66	83

SERVICE IMPROVEMENTS

4.28

Where a complaint is upheld either fully or partially it is often necessary for some remedial action to be undertaken to rectify the problem. Sometimes there may also be a recommendation from the investigating manager to improve the service for the future. This could, for example, be in relation to a change in the service delivery or a procedure. Any actions or service improvements

that are identified by the service is documented and passed to the Quality Assurance team who monitor the delivery of these.

4.29 A list of the actions and improvements from complaints in 2018/19 is attached as Appendix B

Whilst there is evidence of actions resulting from complaints investigations there is a scarcity of service improvements being identified from the complaints to which responses have been sent after investigation. As over 65% of complaints identify some fault by the department it should be possible to improve the volume of service improvements being identified. The Quality Assurance team are collaborating with the complaints team to develop a tool that will encourage team managers to identify service improvements as part of their complaint evaluation.

COMPLIMENTS

4.30 Children's Social Care have set up a mechanism over the past 2 years to record compliments received by the department. Compliments are received by young people, families and often other agencies who are involved in cases in a professional capacity, including teaching staff, health visitors, court and police and probation officers.

In the year 2018/19 the department has received 158 compliments about the work of the various teams in Children's Social Care. This is a 30% increase over the previous year. The number of complaints received from service users or external agencies is comparable to the previous year at 55 compliments, whilst those received from internal partners towards social care team workers has increased by 70% to 103 compliments. Knowing that a volume of positive feedback is received from service users is encouraging for the staff and helps to put the number of complaints received into context. It is not possible to reproduce all of the compliments for data protection reasons but the type of compliments received are typified by the examples below.

External Compliments

- "She is family" "I am very happy with my social worker, she helps me" (Young person in Care)
- She gave me the courage to stand up for myself, feel free and made me understand I'm not guilty and I'm worth it. She made me understand the impact of domestic abuse on me and my kids. (Parent)
- Thank you for all you have done for us, we really do appreciate it. You have been so kind and we are going to miss you (Parent)
- Really positive result overall, well done on your perseverance and thank you for listening (Headteacher)
- Thank you so much. You don't understand how happy I am. Thank you to both of you for showing me how to better myself as a parent for that I'm always grateful x (Parent)
- The social worker was solid on the stand. She was confident, measured and fair but very child focused and totally knew her case. It was a delight representing her. (Barrister)
- You were chosen to work with us for a very good purpose and we are all safer since you came along. We will be eternally grateful (Parent)

Internal Compliments

- Just wanted to commend you on being able to draft a really good written agreement under pressure – the Guardian was impressed with your conduct (Legal to Social Worker)

- I would just like it noted the positive and proactive social work that you have carried out to ensure that X can attend college and the positive impact that this will have for X (IRO to Social Worker)
- I'm sure that one day this young man will appreciate how lucky he was to have such a skilled, committed, determined and passionate social worker. (IRO to Social Worker)

BENCHMARKING & COMPLAINT VOLUMES IN CONTEXT

4.31

In previous years the Committee members have asked the Complaint Manager if Benchmarking is available to compare the performance at this Authority with Children's Social Care complaints which are dealt with in other Local Authorities. The Complaint Manager conducted a Peer review with the complaints team at Milton Keynes Council. Milton Keynes is comparable in many respects, being a Unitary Authority with a fast growing population of a similar size to Peterborough. The Complaint Manager has provided a comparison report to evidence her findings from this review.

This is attached as Appendix C.

The peer review was conducted using an Assessment Tool to consider the strengths and weaknesses of CSC complaint handling in Peterborough. The assessment is attached as Appendix D.

4.32

It was hoped that it may have been possible to bring an interim report to this Committee at the end of last year following the completion of this review but the work priorities of the Complaint Manager were influenced by the relocation of her teams from their old location and an earlier submission was not possible.

Committee members also made a request to put the number of complaints made about this service in context. It was agreed that in future reports information on the numbers of young people receiving services in the Year could be provided to allow members to compare this to the number of complaints received.

This year in 2018/19 the number of referrals open was 3625 so the 83 complaints investigated represent 2.3% of the total caseload. This is a higher percentage compared with 2017/18 where 4397 referrals were open and 66 statutory complaints were investigated representing 1.5% of the total caseload.

5. CONSULTATION

5.1 None Required

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 That the report will highlight areas of service improvement

7. REASON FOR THE RECOMMENDATION

7.1 The Scrutiny Committee are requested to consider the report and make recommendations for further scrutiny if deemed appropriate.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 Not Applicable

9. IMPLICATIONS

Financial Implications

9.1 No Financial Implications - although the report does detail some compensation payments made in the settlement of complaints.

Legal Implications

9.2 The processes used by the Complaints Team when investigating complaints fully comply with the Children Act 1989 Representations Procedure (England) Regulations 2006 and the statutory guidance (link below) which has been issued by the DfE under the Local Authority Social Services Act 1970.

Equalities Implications

9.3 No Equalities implications, as the processes followed by the Complaints Team ensure that service users are treated equally.

Rural Implications

9.4 No Rural Implications

9.5 Does this report have any implications for Children In Care and Care Leavers? If so, include these in this section.

This report does have implications for both Children in Care and Care Leavers. The CSC statutory complaints process is designed specifically for children and young people who are in receipt of Children's Social Care services. It would, therefore, be of particular relevance to these young people to be aware of the right of complaint, how complaints are responded to and what outcomes, actions and service improvements result from the complaints that are made.

10. BACKGROUND DOCUMENTS

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

10.1 <https://www.gov.uk/government/publications/childrens-social-care-getting-the-best-from-complaint> - Children Social Care: getting the best from complaints

11. APPENDICES

11.1 Appendix A - LGO Decisions in CSC 2018-19
Appendix B - Service Improvements and Actions CSC 2018-19
Appendix C - Complaints Peer Review with Milton Keynes Council 2018
Appendix D - Peterborough City Council Assessment Tool

LGO Final Decisions in 2018-19

Ref	Description	LGO Start Date	LGO Decision	LGO Report Date	LGO Ref	LGO Action Details	LGO Svc Improvements
0-25 Service							
CS17/013	Re JASP decision and lack of effective care in Peterborough for their child.	22/05/2018	Maladministration with injustice	25/09/2018	17019369	£12,750 financial remedy. Provide complainant with an updated copy of the action plan explain to complainant why the Council is not funding two-to-one support in current placement. Ensure that an MSI assessment is carried out in respect of any other deafblind children it has identified in the borough and reviewed its service provision in the light of the assessment	
Children in Care & Leaving Care							
CS16/055	Historical complaint that Leaving Care support was not provided when complainant left care at age 16.	11/12/2017	Maladministration with injustice	25/04/2018	15020754	Payment of £750 for distress in regard to lack of support when leaving care and for time and trouble in pursuing complaint when records were mislaid.	

LGO Final Decisions in 2018-19

Ref	Description	LGO Report Date	LGO Decision	Recommendations
Looked After Children (PEOPLE & COMMUNITIES, Children's Services & Safeguarding, Children's Social Care Operations, CSC teams)				
CC17/205	Complaint by Grandparent about failure to notify them about changes to contact with grandchildren	14/01/2019	Upheld: Maladministration and Injustice	Letter of apology issued for failure to explain changes to contact arrangements to grandparent and seek their views.
First Response, Family Support Teams (PEOPLE & COMMUNITIES, Children's Services & Safeguarding, Children's Social Care Operations)				
CC17/001	Complaint relating to CSC not paying any financial support whilst a child was in the complainants care	26/04/2018	Upheld: Maladministration and Injustice	Apology for failing to provide appropriate support and advice to a prospective private foster carer. Payment of £500 for distress caused. Ensure staff have read and understood private fostering guidance.

Service Improvements 2018-19 for Annual report

Stage 1 Stage 1 Final response between 01/04/2018 and 31/03/2019, Status = Any, columns totaled, filter applied, Group by 'Complaint Department'

Ref	Description	S1 Outcome	S1 Action Details	S1 Svc Improvements
0-25 Service				
CS18/011	Complaint about conflicting agreements relating to Direct Payments.	Upheld	Awarded additional 14 hours a week support dating back to earlier in the year. Agreed direct payment	
CS18/029	Unhappy with lack of help from department following Sons surgery	Partially Upheld	Increase in direct payment package	
CS18/030	Unhappy with panel decision to not allow fortnightly respite	Upheld	Respite agreed	
CS18/041	Camb's failure to provide named school on EHCP Peterborough's failure to escalate issue for a Looked After Child	Partially Upheld	Acknowledged delays in processing. Review of EHCP and access to pupil premium required. PEP review needed.	
CS18/056	Alleges SW has not moved forward with review for additional support	Partially Upheld	Accepted delays in sending review to panel. Case allocated to different worker to complete review of support package.	
Adolescent				
CS18/005	Complaint about transport errors which meant the child was 35 minutes late to contact with parents.	Upheld	Transport company apologised for late pick up.	Make sure department communicate with customer the reasons at the time
Assessment Team				
CS18/004	Complaint that case was closed to CSC as SW did not want to deal with the case, and then reopened again 3 days later and SW told the parent off for contacting the police.	Upheld	SW apology offered that they were perceived in the way reported by complainant. New SW allocated. Apology for SW insensitivity.	
CS18/013	Unhappy with conduct of SW and section 7 report containing another cases details	Partially Upheld	Team manager has reminded social worker to always take a car seat from the office to transport a child safely and reminded of need to proof read reports to ensure correct data used.	
CS18/017	Raised concerns re recent referral with regards to their child.	Partially Upheld	Referred for early help intervention.	
CS18/023	Unhappy with conduct of SW	Partially Upheld	Apology if SW made customer feel they were not being listened to.	
CS18/040	Unhappy with conduct of SW. Requesting new worker	Upheld	SW changed as requested.	
CS18/046	SW was alleged stressed, rude and arrived an hour late	Partially Upheld	SW interviewed. This SW will complete assessment but new SW will be allocated to progress CIN plan.	
CS18/047	SW made mum feel wrong to have contacted CSC regarding referral, Mum felt she was saying mum	Partially Upheld	Interviewed SW involved and has now allocated a new SW to complete the assessment.	

Service Improvements 2018-19 for Annual report

Stage 1 Stage 1 Final response between 01/04/2018 and 31/03/2019, Status = Any, columns totaled, filter applied, Group by 'Complaint Department'

	was lying. SW over familiar			
CS18/052	Mother is claiming lack of support from social services since October	Partially Upheld	Child being transferred to TYSS team for support	
Ref	Description	S1 Outcome	S1 Action Details	S1 Svc Improvements
CS18/067	Complaining about lack of involvement with the assessment and inaccuracies in the report	Partially Upheld	Social Worker should have made more contact with parent and visited as part of the assessment. Details provided now copied onto YP record	
Children in Care & Leaving Care				
CS18/002	Complaint that SW does not listen to them or play with them, has not arranged permanency panel, cancels appointments and does not complete paperwork, and has given false information about them to their TM.	Partially Upheld	New Social Worker to be allocated	
CS18/006	Complaint that young person is having difficulties making contact with her SW who does not keep appointments. Young person has repeatedly raised concerns about making arrangements to see her family and problems during respite and is not getting any response from the SW.	Upheld	New SW allocated	
CS18/015	Raised concerns re SW, lack of service and correspondence from the department. And not providing information when requested.	Partially Upheld	new long standing SW in place	
CS18/031	Unhappy CSC will not provide the funding to transport to college	Partially Upheld	YP to share transport with other YP in placement. Acknowledged delay in arranging transport and distress caused.	
CS18/032	Raised concerns re conduct of social worker.	Upheld	SW apology for lapse that occurred and acknowledges YP should be with SW all times at contact. Apology practise fell below what was expected	Remind all staff of the importance of being vigilant with regard to personal possessions and also adhering to terms of supervised contact
CS18/034	Not invited to PEP meetings, does not receive notes from meeting or review notes. Was not told trying to get child into special needs school	Partially Upheld	Acknowledged it took 2 months to clarify the contact which had taken place and the distress this caused.	Future contacts to be prearranged and sent to customer
CS18/035	Complaint relating to criminal compensation and receiving confusing information when complainant was younger and now not having any clarification of this previously shared information	Upheld	Agreed YP should have been given clarification about what to expect	
CS18/044	Prolonged delays in applying and obtaining British	Partially Upheld	Awaiting for passport docs from passport office / home	

Service Improvements 2018-19 for Annual report

Stage 1 Stage 1 Final response between 01/04/2018 and 31/03/2019, Status = Any, columns totaled, filter applied, Group by 'Complaint Department'

	national Citizenship and British passports for two foster children		office and dept will make enquiries re NI number	
CS18/054	Raised concerns about how they were treated by their SW regarding matters that were relating to them, felt unsupported. Would like to know their legal status in the UK	Partially Upheld	TM will support PA to ensure young person is supported with asylum claim and PA will be link contact	
CS18/058	Unhappy as feels they not listened to and a lack of support by their SW.	Upheld	Birthday money provided. SW to sit down with YP and agree care plan and help with move to new placement.	
Ref	Description	S1 Outcome	S1 Action Details	S1 Svc Improvements
CS18/061	Requires identification document, winter coat, extra clothing money, written account of savings and Pathway plan.	Upheld	Apology YP feels they did not have a good service. Apology YP had a number of SW's. Paperwork for passport and birth certificate has been sent to relevant departments. Acknowledged documents were not applied for in a timely manner. Further money given for clothing. Pathway plan being discussed.	
CS18/064	Feels not listened to or cared about by SW when they have problems. Feels they make bad decision for them and sibling, which makes them scared.	Partially Upheld	Acknowledged a number of social workers in the last few months and that things have been quite difficult due to decisions not being made in a timely manner.	
CS18/070	Complaint about CSC not arranging transport for YP to attend party. Also about lack of contact from SW following incident	Upheld	Apology TM was unable to pick up call and was not in fact aware that carer had tried to call them. Uphold complaint as services could have been provided better for YP, and better communication between the Local Authority and the fostering agency to resolve this matter earlier than it was done	
CS18/071	YP not returned home when was told they would be due to assessments not being completed	Upheld	Ack assessment was delayed and not shared with management or YP by SW who has left the LA. New SW will complete assessment at earliest opportunity	
CS18/073	Unhappy SW not clearly explaining things and texts sent to complainant in error	Partially Upheld	Asked SW to ensure accuracy in communications going forward.	
Clare Lodge				
CS18/063	Requested assistance for cleaning their trainers which resulted in damage to them. Staff put them in the washing machine and they were returned stained.	Upheld	£45 reimbursed to YP for damaged trainers	
Ref	Description	S1 Outcome	S1 Action Details	S1 Svc Improvements

Service Improvements 2018-19 for Annual report

Stage 1 Stage 1 Final response between 01/04/2018 and 31/03/2019, Status = Any, columns totaled, filter applied, Group by 'Complaint Department'

Family Safeguarding Team				
Ref	Description	S1 Outcome	S1 Action Details	S1 Svc Improvements
CS17/066	Concerns about SW not taken seriously. Refused new SW. Manager was rude on telephone.	Upheld	New SW to be allocate within 2 weeks	
CS18/001	Unhappy with appointments not being kept and lack of support from social care	Partially Upheld	Apology for lack of communication, miscommunication and any inconvenience caused. Agreed SW to make enquiries with Admissions Team	
CS18/010	Unhappy with handling of case and delays in sharing reports in advance of meetings and late notifications of meetings	Partially Upheld	Apology for delay in assessments	
CS18/016	Raised concerns re how case has been handled and the lack if and incorrect information provided by CSC relating to the children.	Partially Upheld	Nursery place to be paid for by CSC and travel expenses reimbursed.	
CS18/022	Alleging inaccuracies, CSC attended incorrect property, disclosing information, background checks not done, incorrect names on reports	Upheld	Apology for visiting wrong address as address had not been updated on records	Will raise with team importance of changing addresses on system. Will check records when completing audits and will call parents to check details are up to date
CS18/027	Unhappy with conduct of team manager and also unhappy with lack of consistency from department to carry out any agreed actions	Partially Upheld	Visits have not taken place every 10 days. Ackn delay in referral to domestic abuse worker	
CS18/033	Raised concerns re not being provided correct documentations from CGM and not being provided with minutes. Also raised concerns re lack of communication from SW and not carrying out assessments in a timely manner.	Partially Upheld	Meeting minutes not issued in a timely manner in advance of next meeting, apology offered. Apology offered for delay in risk assessment being completed.	SW reminded of the importance of meeting notes being issued in a timely manner
CS18/042	Unhappy with placement move out of Peterborough and lack of advance notice	Partially Upheld	Apology given as notice of placement move should have been given. TM confirmed they would seek young person a new placement within Peterborough.	
CS18/048	Not recognised as Foster Carers in the first year. Unhappy with the level of financial support offered.	Partially Upheld	Not communicated effectively at all times, agreed expenses incurred that should have been reimbursed - offer made.	Following Conciliation meeting offer was revised and accepted by family.
CS18/050	Raised concerns re SW conduct and lack of direct communication from TM and SW when asked to call back and failing to carry out agreed tasks. Feels there is a breakdown in relationship between them and SW.	Partially Upheld	Spoke to TM regarding not responding to contact from complainant.	
CS18/053	Previous SW did not inform of sons medical condition	Partially Upheld	Apology for delay issuing response. Apology that customer felt information was not readily available	

Service Improvements 2018-19 for Annual report

Stage 1 Stage 1 Final response between 01/04/2018 and 31/03/2019, Status = Any, columns totaled, filter applied, Group by 'Complaint Department'

CS18/055	Raised concerns SW discussed family's referral with non- family members.	Partially Upheld	Apologised for any distress caused and miscommunication regarding CSC involvement.	
CS18/065	Raised concerns on how CSC handled referral regarding their child.	Upheld	No service improvements as complaint was upheld due to delay in case moving forward as SW was unwell. TM thanked them for feedback.	
CS18/072	Unhappy with conduct of SW, requesting new SW	Partially Upheld	Apology report not shared sooner	
CS18/074	Unhappy with SW, requesting a change of SW. Felt there behaviour was unprofessional and dismissive.	Partially Upheld	Agreed a new secondary worker would be allocated.	
Ref	Description	S1 Outcome	S1 Action Details	S1 Svc Improvements
TACT				
CS18/068	Complaint about lack of intervention from TACT and delays in supporting the family	Partially Upheld	Apology for delays and stress this has caused.	In future when families are not local TACT will identify local support services so that families are clear what support is going to be available to them. TACT also confirmed they would no long use this provider to complete assessments as they did not adhere to reasonable timescales.

This page is intentionally left blank

Peer Review of Complaints Processing function

Peterborough City Council & Milton Keynes Council Background

Following requests by their respective members the Complaint Managers at Peterborough City Council and Milton Keynes Council agreed to undertake a Peer review of their respective Complaints processing arrangements.

The decision to compare these two councils came from the conclusion that fair comparisons would be possible as

- Both councils are Unitary
- They have a similar population level
- They both have high levels of growth
- Both have a mix of outsourced and in-house services

A Self Assessment Tool provided by the National Complaint Managers Group was utilised to assess complaints handling processes across both councils against 5 key principles. This tool was developed for application against Children's Social Care and Adult's Social care complaint environments, but can be applied equally to corporate complaint environments. The Good Practice guidance used in the development of this tool has been endorsed by the LGO, ADCS & ADASS.

Milton Keynes have a fully integrated system so that all complaints are processed across the council from receipt to completion, this ensures that customers are automatically acknowledged, greater transparency for managers and the complaints team and internal chasers are automated.

Peterborough do not have such software so there is much more manual processing of complaints across all service areas.

The full assessment completed for Peterborough is attached as Appendix D.

A summary of the main themes and the scores for each council are shown below.

Findings

Comparison of Assessment Scores (% of standard achieved)

	Peterborough City Council	Milton Keynes
Principle 1: Ensure the complaints process is accessible	78	89
Principle 2: Ensure that the complaints process is straightforward for service users and their representatives	90	83
Principle 3: Ensure that appropriate systems are in place to keep service users informed throughout the complaints process	90	86
Principle 4: Ensure that the complaints process is resolution focused	67	94
Principle 5: Ensure that quality assurance processes are in place to enable organisational learning and service improvement from complaints and customer feedback.	78	83

Both Councils have similar scores in most areas but the assessment has helped both councils initiate an action plan to improve complaints handling further which is detailed within the assessment by both councils.

Review Areas relevant to CSC complaints.

- Review options for Equality Monitoring
- Review accessibility of complaints process for vulnerable service users

- Add wording to website and literature on how complainants can expect to be treated
- Review publication of Service Improvements on Council Website
- Review staff induction to include awareness of complaints process
- Review joint complaint and outsource complaint protocols with Director of Governance
- Complaint investigation training has already been identified as necessary for some managers
- Review new options for feedback from complainants about the process

Comparison of Children's Social Care Complaints Volumes and Outcomes

Children's Social Care Complaints	Stage 1s		
	2015/16	2016/17	2017/18
Peterborough	97	84	66
Not Upheld	47%	42%	22%
Partially Upheld	42%	44.5%	51%
Upheld	11%	13.5%	27%
Milton Keynes	87	82	89
Not Upheld	73.6%	80.4%	52%
Partially Upheld	24.1%	13.4%	37%
Upheld	2.3%	6.2%	11%

CSC Complaint Volumes

Complaint Numbers are broadly similar over the 3 years but Peterborough are seeing a decline in numbers being recorded whilst Milton Keynes has seen a consistent volume over the 3 years. Whilst Peterborough complaint numbers are lower than in Milton Keynes in the past year, Peterborough has a high volume of complaints being rejected as ineligible. Milton Keynes do not calculate figures for ineligible complaints but suspect that these are considerably less than at Peterborough. We can conclude that the volume of CSC complainants approaching the Complaint Manager to make a complaint in Peterborough is higher than in Milton Keynes but less are accepted based on other processes having jurisdiction or the complainant not satisfying the sufficient interest eligibility test

Outcomes

Outcomes are significantly different across the two councils, Milton Keynes are seeing a shift from a high volumes of complaints not being upheld to a more balanced set of results. Peterborough who have previously seen a balanced score in terms of outcomes have recently seen a significant shift towards more complaints being upheld. As illustrated in the CSC annual report as more complaints are rejected as not eligible it is more likely that the complaints that have been accepted will have some merit. However this will be monitored over the next year to see if this trend continues.

Escalations

Over 3 years Milton Keynes have conducted 7 Stage 2 investigations out of 258 cases, whilst in Peterborough we have conducted 11 Stage 2 investigations from 247 cases - so Peterborough have taken 4.4% of cases to Stage 2, against 2.7% in Milton Keynes. This would appear to highlight that Peterborough CSC could do more to engage with customers at Stage 1 to understand how to resolve their complaints without the need to escalate further.

Another factor worth considering is that in the past 3 years, Milton Keynes have not had any complaints escalate to Stage 3 whilst in Peterborough two Stage 3 panels were held following the 11 Stage 2 investigations highlighted. We should review the adjudication process to understand why this did not resolve the complaints at Stage 2 without the need for further escalation.

Customer Data

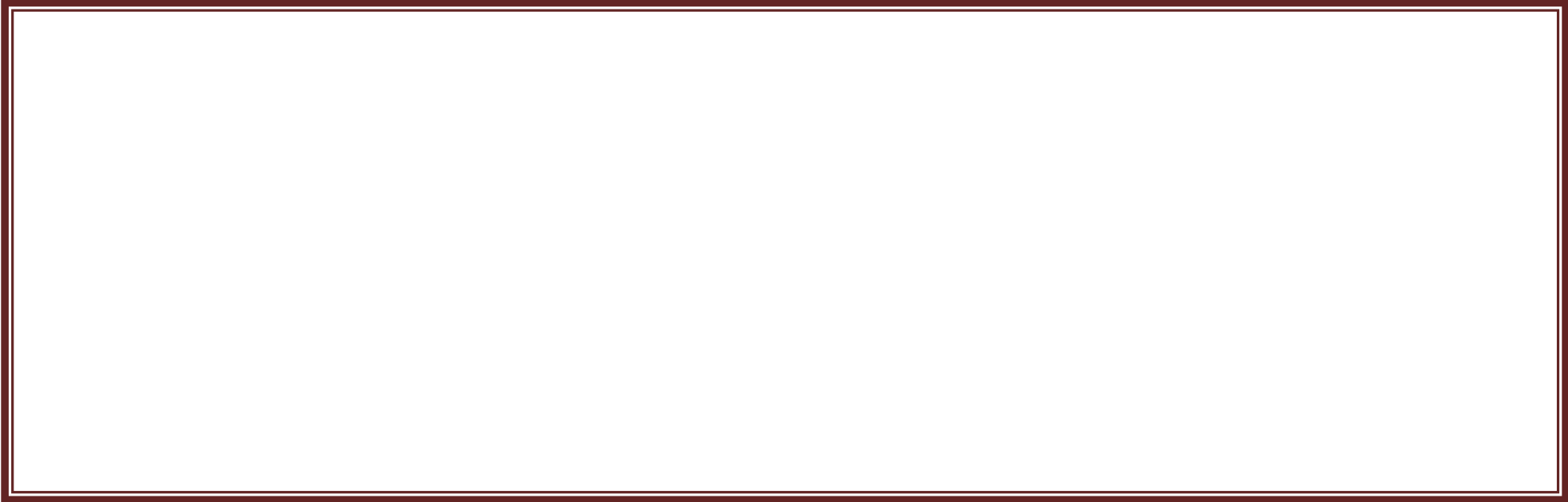
Milton Keynes produce Equality data about who complains, something Peterborough are currently unable to do effectively as they use various manual processes to receive complaints, whilst Milton Keynes have an integrated IT platform which joins the whole council together. However they do not currently produce data about the relationship of the complainant to the child, which in Peterborough we do provide. Both councils could increase the amount of data they provide in these respective areas.

This page is intentionally left blank

Towards a person centred complaints system



75



This tool is broadly based on the widely recognised “My Expectations” document¹. This joint publication by the Local Government Ombudsman, Healthwatch England and Parliamentary and Health Services Ombudsman sets out a vision for what a user-led vision of a complaints system looks like.

Since the publication of this document in November 2014, the National Complaints Managers Group, representing complaints managers across local authorities in England has undertaken further work in developing a framework incorporating these principles to identify what an effective complaints system should look like

The resulting document “Good Practice Guidance for handling complaints concerning adults and childrens services complaints”² was formally endorsed by the Local Government Ombudsman, Association of Directors for Adult Services (ADASS) and

¹ [My expectations for raising complaints and concerns](#)

Association of Directors for Childrens Services (ADCS) and was published in May 2016

It was recognised that further work was required to further develop a self-assessment tool and which individual authorities could use as a barometer as to how effectively they have implemented these key principles.

Structure of the tool

.....

The tool is based on the five principles outlined in the Good Practice Guidance, each of which encompasses a number of performance areas. To demonstrate progress in each area, the organisation is encouraged to assess itself against the score matrix, and to record the evidence it has to support the score.

² [Good Practice Guidance for handling complaints](#)

Scoring

In scoring the organisation, you are more likely to reach a helpful and practical conclusion if you:

- Are realistic about the current position and how you can evidence this
- Are rigorous in using real evidence about the known impact of policies / documents you rely on. The existence of a policy or strategy is important does not guarantee it is being successfully utilised.
- Look at results that have actually been delivered
- Use the tool to reflect on what evidence including benchmarking data is currently available within your organisation and how useful this is.

It is assumed that councils will wish to use the results to drive further action and to record the action plan,

perhaps in an abbreviated way, in the relevant sections of this questionnaire.

Basis for scoring in each area

-
- The organisation has **STRONG** evidence of effectiveness including evidence of better outcomes.
 - The organisation has **SOME** evidence of effectiveness but with gaps in the evidence.
 - The organisation does conform but **CANNOT EVIDENCE** effectiveness (perhaps because work is currently taking place in this area and / or because results are not being measured)
 - The organisation is not tackling this area and / or there are major obstacles to progress. **NO EVIDENCE** of effectiveness.

<i>Enter Organisation Name Here</i>	SCORE Min:0 Max 3	BASIS FOR THE SCORE Quick summary of evidence	Notes and Queries Include evidence gaps
Principle 1: Ensure the complaints process is accessible			
1.1 Complaints literature is visible and accessible to all service users.	2	Online offering is good. Paper complaint leaflets are no longer provided due to cost but complaint form is available on request at council buildings	
1.2 Equality and diversity is recognised, promoted and facilitated throughout the complaints process.	1	Easy read leaflet ASC but no other E & D aspects considered. Customers do have access to make their complaint in	More Equality monitoring could be achieved with an automated complaints system.

		person at the Customer service centre.	
1.3 The complaints handling and support services are highly visible and impartial	3	Complaints team are accessible and visible. The team periodically meet with service managers to discuss performance and recent trends	Can be accessed in person/phone/email/letter
1.4 Information on how to complaint is published on the Council's website and available through other mediums	3	On website x all 3 processes	
1.5 Information about the complaints procedure is provided to all service users and carers at commencement of service and annual reviews	3	CSC - complaints mentioned at all CIC reviews every 6 months. MOMO app promoted. ASC process is online and provided at all reviews.	

1.6 The complaints process delivers assurance to service users that making a complaint will not affect their service	2	Verbally team are reassuring to customers and approachable	Need to add to leaflets/website-wording reassuring customer
1.7 The service user is able to authorise others to complain on their behalf	3	We have clear processes for 3rd party complaints, MPs and councillors make complaints easily. GDPR means we have to take extra steps in regard to access to data.	Have completed GDPR consent forms changes in advance of the go live date
1.8 Information on the outcomes and service improvements from complaints are publicly available, thereby reinforcing the positive value of the complaints processes	2	Service improvements are highlighted on annual reports but not publicized anywhere else.	Could be separated and highlighted on web. You said we did could be on website.

1.9 Service users are made aware that the organisation is open to customer feedback and complaints	3	It is clear on the website and in other literature that we welcome feedback	
1.10 Staff are trained and made aware of the complaints process	2	Complaints staff are - CSC and ASC staff have guidance. Corporate staff induction historically included a section on complaints process - this has not happened for some years.	Corporate staff induction needs to include complaints. New insite has no complaints page
1.11 There is senior ownership and accountability of the complaints processes	2	Yes CEO, Director of Governance and other Directors heavily involved. Team send updates periodically.	MKC do quarterly updates to all Directors - Director of Governance considering regular updates to CMT
1.12 All providers of commissioned services are made aware of the statutory	2	ASC commissioning are compliant with this and	Some outsourced services being

complaints regulations and their duty to comply with them.		evidence provided of how providers display this in their literature to service users. In the corporate complaints side Bailiffs complaints procedures signpost to council process also.	awarded contracts without prior engagement with the complaints team to clarify how complaints will be handled - this has been flagged to Director of Governance
TOTAL SCORE FOR PRINCIPLE 1	28/36		
<p><i>Principle one: Action Plan</i></p> <ul style="list-style-type: none"> ● Review options for Equality Monitoring ● Review accessibility of complaints process for vulnerable service users ● Add wording to website and literature on how complainants can expect to be treated ● Review publication of Service Improvements on Council Website ● Review corporate staff induction to include awareness of complaints process ● Review regular complaints reporting to senior Directors group. 			

<i>Enter Organisation Name Here</i>	SCORE Min:0 Max 3	BASIS FOR THE SCORE Quick summary of evidence	Notes and Queries Include evidence gaps
Principle 2: Ensure that the complaints process is straightforward for service users and their representatives			
2.1 Appropriate advocacy or support services are available at the point of access for those wishing to complain	3	CSC - NYAS ASC - Voicability	
2.2 Staff are informed of and actively promote the availability of advocacy services to service users	3	CSC tell all CIC their right to access NYAS. Complaints team offer Advocacy to CSC young people. ASC customers can find info about advocacy on council website.	

2.3 Service users and those acting on their behalf are able to complain through the various channels using the method of their choosing.	3	MOMO, email, complaints form, letter, in person and by telephone	
2.4 All staff within the organisation are empowered and encouraged to accept a complaint and deal with it appropriately	2	Regular updates go out to service areas which should be cascaded by managers. Some evidence that staff are not actioning complaints correctly.	CRM would help to join up the process. Staff induction needs to be improved also
2.5 Complainants are treated with respect and concerns are taken seriously when raised	3	All complaints logged and high percentage have merit which indicates that complaints are taken seriously.	

<p>2.6 Protocols are in place between the local authority social care services, local health services and other key partners for responding to complaints which involve more than one organisation</p>	<p>2</p>	<p>Joint complaints negotiated with CPFT & CCG. Internal partners</p>	<p>Need to standardize policy for outsourced services. Meeting with Director of Gov to move this forward.</p>
<p>2.7 There are clear systems in place for referring child protection or safeguarding adult issues to the appropriate services. When a complaint includes such issues this is recognised and acted upon and, where appropriate, the complaints process contributes to the response to those concerns.</p>	<p>3</p>	<p>Clear process map in place for both. Safeguarding in ASC dovetails with complaints process. In Childrens complaints process will proceed and CP Section 47 will be treated separately. Web pages signpost customers to safeguarding for children and adults</p>	

<p>2.8 There are clear protocols and a joined up approach with the Local Safeguarding Children's Board (LSCB) for the management of complaints that fall within the remit of LSCB complaints procedure</p>	<p>2</p>	<p>Protocols are in place - understanding could be better</p>	
<p>2.9 There are clear channels and processes for the referral of allegations and safeguarding alerts to the Local Authority Designated Officer (LADO) and Multi Agency Safeguarding Hub (MASH)</p>	<p>3</p>	<p>All available for staff and customers via the Council website</p>	<p>Available on LSCB website linked on Council website and SCIP procedure manual online.</p>
<p>2.10 At the time of commissioning social care services, the local authority ensures that the contract between it and the provider clarifies how complaints about those services should be handled.</p>	<p>3</p>	<p>Commissioning have confirmed that this is occurring and regular monitoring of providers complaint volumes and actions takes place. Evidence of a providers</p>	

		complaints leaflet provided to evidence this.	
TOTAL SCORE FOR PRINCIPLE 2	27/30		
<p><i>Principle two: Action Plan</i></p> <ul style="list-style-type: none"> ● Review corporate staff induction to include awareness of complaints process (2.4). ● Review joint complaint and outsource complaint protocols with Director of Governance (2.6, 2.8). 			

<i>Enter Organisation Name Here</i>	SCORE Min:0 Max 3	BASIS FOR THE SCORE Quick summary of evidence	Notes and Queries Include evidence gaps
Principle 3: Ensure that appropriate systems are in place to keep service users informed throughout the complaints process			
3.1 Complaints are acknowledged in keeping with statutory timescales	3	Complaints team adhere to this as much as resources allow.	Automation would help to lift this from 90% to 100%
3.2 The nature of the complaint and the desired outcomes are discussed and agreed with the complainant at the outset.	2	If by telephone or in person this happens. When by email or letter clarification is only sought if complaint and desired outcomes are not clearly understood.	Not always practical to clarify and discuss outcomes whilst still adhering to timescales.
3.3 Complainants are informed of who will be investigating and responding to their complaints.	3	In acknowledgement letter.	

88

3.4 Complainants are given the choice regarding how they wish to be contacted	3	Customer will be responded to as they have indicated.	
3.5 Complainants are advised of the timescales for responding to their complaints and kept informed of any delays or changes	2	Timescales are stated in Ack letter. Majority of the time holding letters are sent when response is delayed.	Automated holding letters would help with this.
3.6 Appropriate consideration is given to anonymous complaints	3	Yes - always passed to dept for info.	Passed to Monitoring officer if possible this could be whistleblowing allegation
3.7 All complaints will be treated confidentially and only shared on a 'need to know' basis	3	Unless there are safeguarding issues	
TOTAL SCORE FOR PRINCIPLE 3	19/21		

Principle three: Action Plan

- Review the options for an automated council- wide complaints system

<i>Enter Organisation Name Here</i>	SCORE Min:0 Max 3	BASIS FOR THE SCORE Quick summary of evidence	Notes and Queries Include evidence gaps
Principle 4: Ensure that the complaints process is resolution focused			
4.1 The complaints handling process is flexible and offers complainants options for resolving their complaint, depending on the seriousness and nature of the concerns whilst being mindful of statutory requirements.	3	When we step outside of the statutory complaints process ie conciliation (CSC) or further replies at Stage 1 it is to ensure we try to reach resolution. Corporate process includes informal, mediation as alternatives to formal process.	

06

<p>4.2 The complaint response is customer friendly, clear, easy to understand and responds to all the concerns raised.</p>	<p>2</p>	<p>CSC - QA team give feedback on quality of responses (but only retrospectively). Quality is currently mixed.</p> <p>ASC - senior manager sign of process ensures that responses are comprehensive when sent.</p> <p>Corporate - there is more of a mixed picture across other Directorates.</p>	<p>All 3 complaint procedures give guidance to managers on how to respond comprehensively to complaints they handled. Complaint investigation training would be recommended as another option to improve skills.</p>
<p>4.3 Any resolution should consider the complainant's desired outcome.</p>	<p>2</p>	<p>Could be better documented in responses</p>	<p>Investigation training would help with this</p>

4.4 Learning points and actions specific to the complaint are included within the response, together with timescales for completion and the staff member responsible.	1	Some recommendations are included but improvement is required in this area.	Investigation training would include how to details findings in response letters
4.5 The complainants should be updated on actions taken as a result of their complaint, subject to confidentiality	2	Complaints team often have to prompt completion of agreed complaint outcomes. This is true of CSC and Corporate. Better compliance within ASC	
4.6 Any remedy should be proportionate, follow a consistent approach and take account of individual circumstances of the complaint.	2	Complaint Manager can be approached to provide advice on suitable remedies and will use LGO guidance on remedies.	Remedy not always offered early enough in the process to prevent escalation.
TOTAL SCORE FOR PRINCIPLE 4	12/18		

Principle four: Action Plan

- Complaint investigation training has already been identified as necessary for some managers

<i>Enter Organisation Name Here</i>	SCORE Min:0 Max 3	BASIS FOR THE SCORE Quick summary of evidence	Notes and Queries Include evidence gaps
<p>Principle 5: Ensure that quality assurance processes are in place to enable organisational learning and service improvement from complaints and customer feedback.</p>			
<p>5.1 Systems are in place to capture and record themes, trends and outcomes from complaints to enable organisational learning</p>	<p>3</p>	<p>QA teams in ASC and CSC receive quarterly reports from complaints team and track delivery. They offer detailed analysis on trends and this informs further</p>	<p>Other directorates could benefit from a regular mechanism of complaint analysis. Quarterly reporting across corporate services</p>

		learning and service improvements.	will only be possible with an integrated system.
5.2 An annual report is published in keeping with statutory regulations	3	Across each area, CSC, ASC and Corporate - all going to Scrutiny.	
5.3 Customer feedback is actively encouraged on the experience of making a complaint in order to inform learning and improvement of the complaints process.	1	Satisfaction survey withdrawn due to postal costs. Previously very low response rate.	Survey monkey link at end of response may be an option
5.4 Systems are in place to follow up on the recommendations and actions of complaints to ensure that they are	2	CSC and ASC have quarterly reporting through QA teams to help complete recommendations	Improvement needed so LGO timescales can be met. More ownership needed

implemented and the complainant is informed.			across all directorates.
5.5 Evidence of learning outcomes, service changes and improvements are captured in order to inform organisational learning and service development.	2	CSC and ASC QA team complete this. No evidence that other services complete this.	Service Improvements feedback loop needs to be put in place across non ASC and CSC directorates.
5.6 Robust arrangements are in place for monitoring and learning from complaints made concerning commissioned services.	3	Commissioning have confirmed regular monitoring and auditing takes place.	
TOTAL SCORE FOR PRINCIPLE 5	14/18		
<p><i>Principle five: Action Plan</i></p> <ul style="list-style-type: none"> • Review new options for feedback from complainants about the process 			

- Quarterly reporting for Corporate complaints needs to be considered

CONCLUSIONS AND REFLECTIONS ON WHAT HAS BEEN LEARNED

Peterborough's complaints procedures are largely compliant with the key principles but there are some areas for targeted improvement.

- Complaint training for managers would resolve some issues.
- Quarterly reporting for corporate complaints would be of benefit
- An automated & integrated complaint system would add value and would be more efficient.

IDEAS FOR IMPROVING THE ORGANISATION'S EVIDENCE BASE

Evidence is generally available to evidence scores

Date Completed: 19.11.18

Review Date: November 2019

CHILDREN AND EDUCATION SCRUTINY COMMITTEE	AGENDA ITEM No. 10
18 JULY 2019	PUBLIC REPORT

Report of:	Director of Law and Governance	
Cabinet Member(s) responsible:	Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	Paulina Ford, Senior Democratic Services Officer	Tel. 452508

REVIEW OF 2018/2019 AND WORK PROGRAMME FOR 2019/2020

R E C O M M E N D A T I O N S	
FROM: Director of Law and Governance	Deadline date: N/A
<p>It is recommended that the Children and Education Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Considers items presented to the Children and Education Scrutiny Committee during 2018/19 and makes recommendations on the future monitoring of these items where necessary. 2. Determines its priorities, and approves the draft work programme for 2019/2020 attached at Appendix 1. 3. Notes the Recommendations Monitoring Report attached at Appendix 2 and considers if further monitoring of the recommendations made during the 2018/2019 municipal year is required. 4. Notes the Terms of Reference for this Committee as set out in Part 3, Section 4, Overview and Scrutiny Functions and in particular paragraph 2.1 item 1 Children and Education Scrutiny Committee as attached at Appendix 3. 	

1. ORIGIN OF REPORT

1.1 The report is presented to the Committee on behalf of the Director of Law and Governance.

2. PURPOSE AND REASON FOR REPORT

2.1 To provide the committee with a review of the work undertaken during 2018/19 by the Children and Education Scrutiny Committee and to consider if further monitoring of these items are required.

2.2 To determine the committee's priorities and approve the draft work programme for 2019/2020 attached at Appendix 1.

2.3 To note the recommendations made last year attached at Appendix 2 and consider if further monitoring is required.

2.4 To note the Terms of Reference for this Committee attached at Appendix 3.

2.5 This report is for the Children and Education Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4, Overview and Scrutiny Functions, paragraphs 2.1, and 3, Specific Role of Overview and Scrutiny, sub paragraphs 3.1, 3.2 and 3.3.

3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

4. **BACKGROUND AND KEY ISSUES**

4.1 The Children and Education Scrutiny Committee was established by Council at its meeting on 12 October 2016.

4.2 During 2018/2019 the Children and Education Scrutiny Committee scrutinised the following items:

Information / Update

- Review of 2017/18 and Future Work Programme 2018/19
- Appointment of a Co-Opted Member
- A Vision For Reading In Peterborough 2017 - 2021 - Update Report
- National Offer Day– Primary and Secondary School Allocations for September 2018
- Education Strategy Update

Monitoring / Calling to Account

- Report on work of the Corporate Parenting Committee
- School Attendance 2017
- Cambridgeshire & Peterborough Safeguarding Children Board Annual Report 2017-18
- Annual Children's Social Care Statutory Complaints Report 2017-18
- Outcome Of Ofsted Inspection Of Peterborough Children's Services, Service Director Report And Portfolio Holder Report
- Update On Implementation of The Permanency Service
- SEND Reforms - Progress Update
- Development Of Shared Approaches And Resources In Children's Services To Date And Consideration Of Possible Further Developments
- Education Review Monitoring Report
- Educational Attainment at EYFS, Key Stage 1, Key Stage 2 And Key Stage 4, Including Rural Schools And Schools Causing Concern
- Children and Young People in Care Update - Peterborough Virtual School
- Outcome Of Ofsted Inspection Of Peterborough Children's Services, Service Director Report And Portfolio Holder Report
- The Impact of the investment in Child Mental Health
- Targeted Youth Support Service – Service Review
- University Update
- Children and young people at risk as a result of being missing, including CSE and County Lines
- Monitoring Scrutiny Recommendations
- Forward Plan of Executive Decisions

Policy / Plans / Consultation

- School Organisation Plan Update

4.3

Call-In

None

4.4

Joint Committees

- 4.5
- Joint Scrutiny of the Budget Phase One – 18 June 2018
 - Joint Scrutiny of the Budget Phase Two – 28 November 2018
 - Joint Scrutiny of the Budget Phase Three – 12 February 2019

Task & Finish Groups

4.6 None.

Recommendations Made

A list of any recommendations made during the year are attached at Appendix 2 for consideration.

5. WORK PROGRAMME 2019/2020

- 5.1 The Committee is asked to consider the work undertaken during 2018/2019 and make recommendations on the future monitoring of any of these items where necessary.
- 5.2 In preparing a work programme for 2019-2020, the Committee is requested to consider its functions as set out in the terms of reference attached at Appendix 3 - Part 3, Section 4, Overview and Scrutiny Functions and Terms of Reference.
- 5.3 A draft work programme which shows the items identified for scrutiny at the work programming session held on 17 June 2019 is attached at Appendix 1 for consideration.

6. CONSULTATION

- 6.1 None.

7. REASON FOR THE RECOMMENDATION

- 7.1 To ensure the Scrutiny Committee fulfil the requirements as set out in the terms of reference attached at appendix 3.

8. IMPLICATIONS

Financial Implications

- 8.1 None.

Legal Implications

- 8.2 A review of last year's priorities, acting upon lessons learnt and continuous improvement and approval of the coming year's Scrutiny priorities providing a planned and focussed approach to the work of Scrutiny, is in keeping with good governance.

Equalities Implications

- 8.3 None.

Rural Implications

- 8.4 None.

9. BACKGROUND DOCUMENTS

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

- 9.1 Minutes of the meetings of the Children and Education Scrutiny Committee held on: 13 July 2018, 20 September 2018, 1 November 2018, 3 January 2019, 14 March 2019.

10. APPENDICES

- 10.1 Appendix 1 – Draft Work Programme 2019/20
Appendix 2 – Recommendations made during 2018/2019
Appendix 3 – Part 3, Section 4 – Overview and Scrutiny Functions

This page is intentionally left blank

Updated: 18 June 2019

Meeting Date	Item	Indicative Timings	Comments
16 JULY 2019 Joint Scrutiny of the Budget Meeting	Medium Term Financial Strategy 2020/21 to 2022/23 Contact Officer: Peter Carpenter		Cancelled
18 JULY 2019 <i>Draft Report 25 June</i> <i>Final Report 8 July</i>	Co-opted Member Report To agree to the appointment of co-opted members to the committee for the municipal year 2019/2020 Contact Officer: Paulina Ford, Senior Democratic Services Officer	5	
	Attendance of Sue Baldwin, Regional Schools Commissioner Contact Officer: Jonathan Lewis	25	
	Report on Heads of Schools Survey regarding funding cuts and impact on schools Contact Officer: Jonathan Lewis	25	
	Outcome Of Ofsted Inspection Of Peterborough Children's Services, Service Director Report And Portfolio Holder Report Contact Officer: Lou Williams	25	

	<p>Annual Children's Social Care Statutory Complaints Report 2018/19</p> <p>Contact Officer - Belinda Evans</p>	25	
	<p>Review Of 2018/2019 And Work Programme For 2019/2020</p> <p>To review the work undertaken during 2018/19 and to consider the work programme of the Committee for 2019/2020</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>	5	
	<p>Forward Plan of Executive Decisions</p> <p>That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>	5	
<p>5 SEPTEMBER 2019 <i>Draft Report 12 August</i> <i>Final Report 23 August</i></p>	<p>Best Start in Life Strategy</p> <p>Contact Officers: Gwendolyn Casazza / Ben Brown</p>		
	<p>Annual Corporate Parenting Committee report</p> <p>Contact Officer: Nicola Curley</p>		
	<p>Targeted Youth Support Services - 12 month review</p> <p>Contact Officer: Sarah Ferguson</p>		

	<p>Report of the Service Director for Education incorporating Portfolio Progress Report for the Cabinet Member for Children's Services, <u>Education, Skills and the University.</u></p> <p>Contact Officer: Jonathan Lewis</p>		
	<p>Forward Plan of Executive Decisions</p> <p>That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee.</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
	<p>Work Programme 2019/2020</p> <p>To consider the Work Programme for 2019/2020</p> <p>Contact Officer: Paulina Ford, Senior Democratic Services Officer</p>		
<p>17 SEPTEMBER 2019 Joint Scrutiny of the Budget</p>	<p>Medium Term Financial Strategy 2020/21 to 2022/23 -</p> <p>Contact Officer: Peter Carpenter</p>		
<p>14 NOVEMBER 2019 <i>Draft Report 22 October</i> <i>Final Report 4 November</i></p>	<p>Service Director Report: Children's Services and Safeguarding</p> <p>Contact Officer: Lou Williams</p>		
	<p>Education Organisation Plan inc. Post 16 Overview / Future provision planning</p>		

	Contact Officer: Jonathan Lewis		
	Opening A New Maintained School Strategy Contact Officer: Jonathan Lewis / Claire Buckingham		
	SEND inspection report and strategy Contact Officer: Jonathan Lewis		
	Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Work Programme 2019/2020 To consider the Work Programme for 2019/2020 Contact Officer: Paulina Ford, Senior Democratic Services Officer		
27 NOVEMBER 2019 Joint Scrutiny of the Budget Meeting	Medium Term Financial Strategy 2020/21 to 2022/23 - Contact Officer: Peter Carpenter		

13 JANUARY 2020 <i>Draft Report 10 December</i> <i>Final Report 23 December</i>	Service Director's Report – Jonathan Lewis		
	Educational Review Monitoring report and university update Contact Officer – Jonathan Lewis		
	Annual Safeguarding Board Report Contact Officer: Russell Wate / Jo Procter		
	Impact of Poor Nutrition on Education Outcomes Contact Officer:		
	Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Work Programme 2019/2020 To consider the Work Programme for 2019/2020		

	Contact Officer: Paulina Ford, Senior Democratic Services Officer		
12 FEBRUARY 2020 Joint Scrutiny of the Budget Meeting	Medium Term Financial Strategy 2020/21 to 2022/23 - Contact Officer: Peter Carpenter		
5 MARCH 2020 <i>Draft Report 15 February</i> <i>Final Report 24 February</i>	Service Director's Report: Lou Williams		
	Peterborough Virtual School: Contact Officer: Dee Glover		
	Peterborough Year of Reading Contact Officer:		
	Monitoring Scrutiny Recommendations To monitor progress made on recommendations made at the previous meeting. Contact Officer: Paulina Ford, Senior Democratic Services Officer		
	Forward Plan of Executive Decisions That the Committee identifies any relevant items for inclusion within their work programme which are relevant to the remit of this Committee. Contact Officer: Paulina Ford, Senior Democratic Services Officer		

RECOMMENDATIONS MONITORING REPORT 2018 - 2019

CHILDREN AND EDUCATION SCRUTINY COMMITTEE

Meeting date Recommendations Made	Portfolio Holder / Directorate Responsible	Agenda Item Title	Recommendation Made	Action Taken	Progress Status
1 November 2018	Cabinet Member for Education, Skills and University / Director of Education	Education Review Monitoring Report	<p>RECOMMENDATION</p> <p>The Children and Education Scrutiny Committee RESOLVED to recommend that the Director of Education provide the Committee with a report to their September 2019 meeting providing the unvalidated examination data for Key Stages 1, 2, 4 and 5 from all schools across the city.</p>	Report programmed in for 5 September 2019 meeting as part of the Service Director, Education report	Ongoing
3 January 2019	Director of Law and Governance	Monitoring of Scrutiny Recommendations report	<p>The Children and Education Scrutiny Committee also agreed that:</p> <ol style="list-style-type: none"> 1. The report due at the September 2019 meeting in respect of the unvalidated examination data for Key Stages 1, 2, 4 and 5 from all schools across the City should also include rural schools. 	The Service Director, Education to note the additional request to the original recommendation made at the 1 November 2018 meeting of the Committee.	Ongoing – report to be presented at 5 September meeting as part of Service Directors report.

This page is intentionally left blank

Section 4 – Overview and Scrutiny Functions & Terms of Reference

1. OVERVIEW AND SCRUTINY COMMITTEES

1.1 The Council has appointed the following Overview and Scrutiny Committees to carry out those functions under Sections 9F to 9FI of the Local Government Act 2000, as amended by:

- (a) Section 19 of the Police and Justice Act 2006 in relation to the scrutiny of crime and disorder matters;
- (b) Section 244 of the Health & Social Care Act 2012 in relation to health matters; and
- (c) Section 22 of the Flood Risk Management Act 2010 in relation to flood risk management.

2. TERMS OF REFERENCE

2.1 Council has established the following Scrutiny Committees and they shall have responsibility for overview and scrutiny in relation to the matters set out below:

1.	Children and Education Scrutiny Committee	
	No of Elected Members appointed by Council: Eleven, none of whom may be a Cabinet Member.	Chairman and Vice-Chairman Appointed by Council.
	Quorum: At least half the Members of the Committee (including voting co-opted members).	Co-opted Members to be appointed by the Committee/Council Four representatives as follows with full voting and call-in rights on education matters only: (a) 1 Church of England Diocese representative; (b) 1 Roman Catholic Diocese representative; and (c) 2 parent governor representatives. No more than four non-voting members.
	Functions determined by Council 1. Children’s Services including a) Social Care of Children; b) Safeguarding; and c) Children’s Health. 2. Education, including a) University and Higher Education; b) Youth Service; c) Careers; and d) Special Needs and Inclusion. 3. Adult Learning and Skills	

	<p>Functions determined by Statute</p> <p>All powers of an Overview and Scrutiny Committee as set out in Sections 9F to 9FI Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, and any subsequent regulations.</p>

2.	Adults and Communities Scrutiny Committee	
	<p>No of Elected Members appointed by Council:</p> <p>Eleven, none of whom may be a Cabinet Member.</p>	<p>Chairman and Vice-Chairman</p> <p>Appointed by Council.</p>
	<p>Quorum:</p> <p>At least half the Members of the Committee.</p>	<p>Co-opted Members to be appointed by the Committee/Council</p> <p>No more than four non-voting members.</p>
	<p>Functions determined by the Council</p> <ol style="list-style-type: none"> 1. Adult Social Care; 2. Safeguarding Adults; 3. Housing need (including homelessness, housing options and selective licensing); 4. Neighbourhood and Community Support (including cohesion, community safety and youth offending) and; 5. Equalities 	
	<p>Functions determined by Statute</p> <p>To review and scrutinise crime and disorder matters, including acting as the Council's crime and disorder committee in accordance with Sections 19 of the Police and Justice Act 2006;</p>	

3.	Health Scrutiny Committee	
	No of Elected Members appointed by Council: Eleven, none of whom may be a Cabinet Member or the Health and Wellbeing Board.	Chairman and Vice-Chairman Appointed by Council.
	Quorum: At least half the Members of the Committee.	Co-opted Members to be appointed by the Committee/Council No more than four non-voting members.
	Functions determined by the Council 1. Public Health; 2. The Health and Wellbeing including the Health and Wellbeing Board; and 3. Scrutiny of the NHS and NHS providers.	
	Functions determined by Statute To review and scrutinise local authority services under Sections 9F to 9FI Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, and any subsequent regulations To review and scrutinise matters relating to the Health Service and to make reports and recommendations to local NHS bodies in accordance with section 244 of the National Health Service Act 2006. This will include establishing joint health committees in relation to health issues that cross local authority boundaries and appointing members from within the membership of the Committee to any joint health overview and scrutiny committees with other local authorities. (Also see The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013)	

4.	Growth, Environment and Resources Scrutiny Committee	
	No of Elected Members appointed by Council: Eleven, none of whom may be a Cabinet Member.	Chairman and Vice-Chairman Appointed by Council.
	Quorum: At least half the Members of the committee.	Co-opted Members to be appointed by the Committee/Council No more than four non-voting members.
	Functions determined by the Council 1. City Centre Management; 2. Tourism, Culture & Recreation; 3. Libraries, Arts and Museums; 4. Environmental Capital;	

	<ol style="list-style-type: none"> 5. Economic Development and Regeneration including Strategic Housing and Strategic Planning; 6. Transport, Highways and Road Traffic; 7. Flood Risk Management; 8. Waste Strategy & Management; 9. Strategic Financial Planning; 10. Partnerships and Shared Services; and 11. Digital Services and Information Management.
	<p>Functions determined by Statute</p> <p>To review and scrutinise flood risk management in accordance with Section 21F of the Local Government Act 2000 (as amended by the Flood and Water Management Act 2010 and under the Flood Management Overview & Scrutiny (England) Regulations 2011 No. 697).</p>

3. SPECIFIC ROLE OF OVERVIEW AND SCRUTINY

- 3.1 To review and scrutinise the planning, decisions, policy development, service provision and performance within their terms of reference as follows:

POLICY DEVELOPMENT AND REVIEW

- 3.2 Within their terms of reference the scrutiny functions will:

- (a) Help the Council and the Executive to develop its budget and policy framework and service Budgets;
- (b) Carry out research into and consultation about policy issues and possible options;
- (c) Consider and promote ways of encouraging the public to take part in developing the Council's policies;
- (d) Question Members of the Cabinet, Committees and senior officers about their views on policy proposals;
- (e) Work with outside organisations in the area to make sure the interests of local people are taken into account;
- (f) Question, and gather evidence from, any person who gives their permission; and
- (g) Monitor and scrutinise the implementation of Council policy.

SCRUTINY

- 3.3 The Scrutiny Committees will:

- (a) Review and scrutinise the Executive, Committee and officer decisions and performance in connection with the discharge of any of the Council's functions;
- (b) Review and scrutinise the Council's performance in meeting the aims of its policies and performance targets and/or particular service areas;
- (c) Question Members of the Executive, Committees and senior officers about their decisions and performance of the Council, both generally and in relation to particular decisions or projects;
- (d) Make recommendations to the Executive and the Council as a result of the scrutiny process;
- (e) Question, and gather evidence from any person with their consent;
- (f) Hold the Executive to account for the discharge of functions in the following ways:
 - i. 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;
 - ii. By scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan of executive decisions;

- iii. By scrutinising decisions the Executive are planning to make; and
 - iv. By scrutinising Executive decisions after they have been implemented, as part of a wider policy review.
- (g) To consider petitions submitted to it;
- (h) Establish ad-hoc Task and Finish Groups to investigate specific topics on a time-limited basis in accordance with the Scrutiny Committee Procedure Rules; and

CRIME AND DISORDER

- 3.4 The Scrutiny Committee responsible for crime and disorder shall, and any sub committees may:
- (a) Act as the crime and disorder committee within the meaning of Section 19 of the Police and Justice Act 2006;
 - (b) Review or scrutinise decisions made, or other actions taken by bodies or persons responsible for crime and disorder strategies in the Peterborough area;
 - (c) Make reports or recommendations to the local authority on any local crime and disorder matter in relation to a member of the authority; and
 - (d) Consider any crime and disorder matters referred by any Member of the Council.

HEALTH ISSUES

- 3.5 The Scrutiny Committee responsible for health and any sub committees shall undertake their responsibilities under section 244 of the National Health Service Act 2006 as follows:
- (a) May review and scrutinise any matter relating to the planning, provision and operation of the health service in the Peterborough area (including NHS Bodies and other NHS providers);
 - (b) Must invite interested parties to comment on the matter and provide reasonable notice;
 - (c) Take account of relevant information available to it and, in particular, from a Local Healthwatch organisation or representative;
 - (d) Acknowledge any referral within 20 working days and keep the referrer informed of any action taken;
 - (e) Request information about the planning, provision and operation of health services in the area to enable it to carry out its functions;
 - (f) Make reports or recommendations on a matter it has reviewed or scrutinised including;
 - i) An explanation of the matter reviewed or scrutinised;
 - ii) A summary of the evidence considered;
 - iii) A list of the participants involved in the reviews; and
 - iv) An explanation of any recommendations made.
 - (g) Where the Committee asks for a response, the person must respond in writing within 28 days of the request.
- 3.6 The Committee will consider any proposals received from a National Health Service body, Clinical Commissioning Groups or other provider about;

- (a) Any substantial development of the health service in Peterborough; or
 - (b) Any substantial variation to the provision of NHS Services as set out the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- 3.7 In considering the proposals, the Committee must take account of the effect or potential effect of the proposals on the sustainability of the Health Service in its areas and may refer proposals to the Secretary of State in certain circumstances.

FLOOD RISK MANAGEMENT

- 3.8 The Scrutiny Committee responsible for flood risk management, and any sub committees shall undertake their responsibilities under the Flood and Water Management Act 2010 as follows:
- (a) May review and scrutinise any matter relating to the planning, provision and operation of the flood risk management in the Peterborough area;
 - (b) May invite those authorities responsible for flood risk management to comment on the matter;
 - (c) Request information from them to enable it to carry out its responsibilities; and
 - (d) Make reports or recommendations and request a response from flood risk management authorities.

4. MEMBERSHIP

- 4.1 All Members, except Members of the Executive, may be a member of a Scrutiny Committee. However, no Member may be involved in scrutinising a decision with which he or she has been directly involved. Members of the Health and Wellbeing Board should not be a member of the Health Scrutiny Committee.
- 4.2 Members must have undertaken relevant training within the past three years in order to hold a seat on a Scrutiny Committee.

CO-OPTees

- 4.3 The Scrutiny Committees shall be entitled to co-opt, as non-voting members, up to four external representatives or otherwise invite participation from non-members where this is relevant to their work.
- 4.4 The Children and Education Scrutiny Committee shall include in its membership the following representatives. These representatives will have full voting and call-in rights on education matters only, and when other matters are dealt with they may stay in the meeting and speak:
- (a) 1 Church of England Diocese representative;
 - (b) 1 Roman Catholic Diocese representative; and
 - (c) 2 parent governor representatives.

This page is intentionally left blank

CHILDREN AND EDUCATION SCRUTINY COMMITTEE	AGENDA ITEM No. 11
18 JULY 2019	PUBLIC REPORT

Report of:	Director of Law and Governance		
Cabinet Member(s) responsible:	Cabinet Member for Digital Services and Transformation		
Contact Officer(s):	Paulina Ford, Senior Democratic Services Officer	Tel. 01733 452508	

FORWARD PLAN OF EXECUTIVE DECISIONS

R E C O M M E N D A T I O N S	
FROM: Senior Democratic Services Officer	Deadline date: N/A
<p>It is recommended that the Children and Education Scrutiny Committee:</p> <ol style="list-style-type: none"> 1. Considers the current Forward Plan of Executive Decisions and identifies any relevant items for inclusion within their work programme or request further information. 	

1. ORIGIN OF REPORT

1.1 The report is presented to the Committee in accordance with the Terms of Reference as set out in section 2.2 of the report.

2. PURPOSE AND REASON FOR REPORT

2.1 This is a regular report to the Children and Education Scrutiny Committee outlining the content of the Forward Plan of Executive Decisions.

2.2 This report is for the Children and Education Scrutiny Committee to consider under its Terms of Reference No. Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 3.3:

The Scrutiny Committees will:

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

- ii) By scrutinising Key Decisions which the Executive is planning to take, as set out in the Forward Plan of Executive Decisions;

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	-----

4. BACKGROUND AND KEY ISSUES

4.1 The latest version of the Forward Plan of Executive Decisions is attached at Appendix 1. The

Forward Plan contains those Executive Decisions which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new key decisions to be taken after 5 August 2019.

4.2 The information in the Forward Plan of Executive Decisions provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these executive decisions, or to request further information.

4.3 If the Committee wished to examine any of the executive decisions, consideration would need to be given as to how this could be accommodated within the work programme.

4.4 As the Forward Plan is published fortnightly any version of the Forward Plan published after dispatch of this agenda will be tabled at the meeting.

5. CONSULTATION

5.1 Details of any consultation on individual decisions are contained within the Forward Plan of Executive Decisions.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 After consideration of the Forward Plan of Executive Decisions the Committee may request further information on any Executive Decision that falls within the remit of the Committee.

7. REASON FOR THE RECOMMENDATION

7.1 The report presented allows the Committee to fulfil the requirement to scrutinise Key Decisions which the Executive is planning to take, as set out in the Forward Plan of Executive Decisions in accordance with their terms of reference as set out in Part 3, Section 4 - Overview and Scrutiny Functions, paragraph 3.3.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 N/A

9. IMPLICATIONS

Financial Implications

9.1 N/A

Legal Implications

9.2 N/A

10. BACKGROUND DOCUMENTS

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

10.1 None

11. APPENDICES

11.1 Appendix 1 – Forward Plan of Executive Decisions

PETERBOROUGH CITY COUNCIL'S FORWARD PLAN OF EXECUTIVE DECISIONS

PUBLISHED: 5 JULY 2019

FORWARD PLAN

PART 1 – KEY DECISIONS

In the period commencing 28 clear days after the date of publication of this Plan, Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below in **Part 1**. 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, this too is shown against the decision and its members are as listed below:
Cllr Holdich (Leader); Cllr Fitzgerald (Deputy Leader); Cllr Ayres; Cllr Cereste; Cllr Hiller; Cllr Seaton; Cllr Walsh; Cllr Allen and Cllr Farooq.

This Plan should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis to reflect new key-decisions. Each new Plan supersedes the previous Plan and items may be carried over into forthcoming Plans. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to philippa.turvey@peterborough.gov.uk, Democratic and Constitutional Services Manager, Legal and Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388039). Alternatively, you can submit your views via e-mail to or by telephone on 01733 452460. For each decision a public report will be available from the Democratic Services Team one week before the decision is taken.

PART 2 – NOTICE OF INTENTION TO TAKE DECISION IN PRIVATE

Whilst the majority of the Executive's business at the Cabinet meetings listed in this Plan 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, notice will be given within **Part 2** of this document, 'notice of intention to hold meeting in private'. A further formal notice of the intention to hold the meeting, or part of it, in private, will also 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).

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

For complete transparency relating to the work of the Executive, this Plan also includes an overview of non-key decisions to be taken by the Cabinet or individual Cabinet Members, these decisions are listed at **Part 3** and will be updated on a weekly basis.

You are entitled to view any documents listed on the Plan, 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 Philippa Turvey, Democratic and Constitutional Services Manager, Legal and Governance Department, Town Hall, Bridge Street, PE1 1HG (fax 08702 388038), e-mail to philippa.turvey@peterborough.gov.uk or by telephone on 01733 452460.

All decisions will be posted on the Council's website: www.peterborough.gov.uk/executivedeisions. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Democratic and Constitutional Services Manager using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this Plan.

PART 1 – FORWARD PLAN OF KEY DECISIONS

KEY DECISIONS FROM 5 AUGUST 2019

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>Award the new contract for Multi Functional Devices as well as Print equipment across variety of Council's sites – KEY/5AUG19/01 – The decision will be sought to award the successful bidder the new 3+1+1 contract for the Print equipment and Multi Functional devices across a variety of the Council's properties. This to include Vivacity sites.</p>	<p>Councillor Mohammed Farooq, Cabinet Member for Digital Services and Transformation</p>	<p>August 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>N/A</p>	<p>The internal fleet audit will be undertaken on 2nd, 3rd and 9th of June. Based on the outcome of the audit the decision will be made whether to progress with the new solution.</p> <p>The consultation of all stakeholders on site will take place accordingly. ICT has already been consulted.</p> <p>Project management is engaged in the project. Business Case to proceed with this project was signed off by Peter Carpenter, Colin Arnold and Serco Procurement team.</p>	<p>Ewa Klimek Senior Category Manager, ewa.klimek@pete.rborough.gov.uk</p> <p>Report completed on behalf of Colin Arnold- ICT Manager.</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>To approve the Sexual and Reproductive Health Prevention tender – KEY/5AUG19/02 – Approval is sought for the recommission of the prevention of sexual ill health services as one contract across Peterborough and Cambridgeshire County Council which will include universal and targeted interventions for high need groups</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</p>	<p>September 2019</p>	<p>Health Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation will be made with current service users, high need groups and partner agencies</p>	<p>Charlene Elliott, Sexual Health Commissioner, 01733863603, charlene.elliott@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

PREVIOUSLY ADVERTISED KEY DECISIONS

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>1. Affordable Warmth Strategy 2019 – 2021 - KEY/17APR17/03 Recommendation to approve the Affordable Warmth Strategy 2019 – 2021</p>	<p>Councillor Walsh, Cabinet Member for Communities</p>	<p>July 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p> <p>The draft strategy will be placed on PCC Consultation pages for 3 week consultation period</p>	<p>Sharon Malia, Housing Programmes Manager, Tel: 01733 863764 Email: sharon.malia@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>BRE Integrated Dwelling Level Housing Stock Modelling Report July 2016 Housing Renewals Policy 2017 – 2019</p>

123

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>2. Award of contract for the expansion and partial remodelling of Ken Stimpson Community School – KEY/18SEP17/03 The intention is to expand the school by 2 forms of entry (300 additional pupils plus 150 sixth form) to meet the growing need for secondary school places. A new building block is planned on the site with an extension to the dining hall and minor remodelling to an adjacent building. As part of the remodelling the on site library will be demolished - following its relocation to a suitable site close by.</p>	<p>Councillor Ayres, Cabinet Member for Children’s Services and Education, Skills and the University</p>	<p>July 2019</p>	<p>Children and Education Scrutiny Committee</p>	<p>Werrington</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation will include: Senior School Management team, Sport England, local residents and the Department For Education</p>	<p>Stuart Macdonald, Property Manager.</p> <p>Tel: 07715 802 489. Email: stuart.macdonald@pet-erborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>School Organisation Plan 2015 -2022</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>3. Approval of contract for the delivery of Lot 1 - General Information, Advice and Guidance Services and Lot 2 - Specialist Information, Advice and Guidance Services – KEY/16OCT17/04 Following competitive procurement of these services, to approve the contract to deliver Lot 1 Generalist Information, Advice and Guidance Services - Homelessness Prevention; and Lot 2 Specialist Information, Advice and Guidance Services - supporting protected characteristic groups.</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Voluntary sector advice agencies consulted in service design. Market testing of providers has also taken place.</p>	<p>Ian Phillips, Senior Policy Manager Tel: 01733 863849 Email: ian.phillips@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION	
4. 126	ICT Infrastructure works for Fletton Quays – KEY/13NOV17/02 To agree to the procurement of ICT infrastructure works for Fletton Quays	Councillor Seaton, Cabinet Member for Finance	July 2019	Growth, Environment & Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. The decision will include an exempt annex. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION	
<p>5.</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">127</p>	<p>Expansion and Remodelling of Marshfields School – KEY/11DEC17/03 To approve the proposed expansion and remodelling of Marshfields school</p>	<p>Cabinet Member for Children’s Services and Education, Skills and University</p>	<p>July 2019</p>	<p>Children and Education Scrutiny Committee</p>	<p>Dogsthorpe Ward</p>	<p>Relevant internal and external stakeholders.</p> <p>Public Consultation Meeting</p>	<p>Sharon Bishop, Capital Projects & Assets Officer Tel: 01733 863997 Email: Sharon.bishop@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>School Organisational Plan</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
6.	<p>A605 Whittlesey Access Phase 2 - Stanground Access - KEY/25DEC17/03 To approve the design and construction of the A605 Stanground East Junction Improvements for the financial year of 2017/18 - 2018-19 and authorise the associated package of work to be issued to Skanska Construction UK Limited under the Council's existing agreement with SKANSKA dated 18th September 2013 (the Highways Services Agreement).</p>	<p>Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Stanground South</p>	<p>Relevant internal and external stakeholders.</p> <p>The scheme is included in the fourth Local Transport Plan. Further consultation will be undertaken during the design process, including ward Councillors.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer.</p> <p>Tel: 01733 317465, Email: lewis.banks@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Fourth Local Transport Plan: www.peterborough.gov.uk/ltp National Productivity Investment Fund for the Local Road Network Application Form: https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/residents/transport-and-streets/A605Application.pdf?inline=true</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
7.	<p>Approval of funding allocation for the improvement to open spaces in the CAN Do area of the city as part of the capital regeneration programme for the area - KEY/25DEC17/04</p> <p>Improvement to open spaces in the CAN Do area of the city as part of the capital regeneration programme for the area</p>	<p>Councillor Cereste, Cabinet Member for Waste, Street Scene and Environment</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central, North & Park wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Community engagement with local residents, businesses & partner organisations</p>	<p>Charlotte Palmer</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Budget allocation in MTFP 2017/18</p>
8.	<p>Approval of funding allocation for community facility improvements in the CAN Do area of the city as part of the capital Regeneration Programme for the area - KEY/25DEC17/05</p> <p>Community facility improvements in the CAN Do area of the city as part of the capital Regeneration Programme for the area</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central, North & Park wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Community engagement with residents, groups, businesses and partner organisations</p>	<p>Cate Harding, Community Capacity Manager. Tel: 01733 317497. Email: cate.harding@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Budget allocation of £4m in MTFP 2017/8</p>

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>9. Approval of funding allocation for the public realm improvements within the CAN Do area of the city as part of the capital regeneration programme for the area - KEY/25DEC17/06 public realm improvements within the CAN Do area</p>	<p>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central, North & Park wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Community engagement with local residents, groups, businesses and partner agencies</p>	<p>Charlotte Palmer</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Budget allocation £3m in MTFP 2017/18</p>
<p>10. Extension to the Section 75 Agreement for Learning Disabilities Services - KEY/30APR18/01 Extension of the existing staff and commissioned arrangements for a period of 12 months</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>July 2019</p>	<p>Health Scrutiny Committee</p>	<p>All wards</p>	<p>Consultation with key stakeholders to agree this interim approach</p>	<p>Cris Green Tel: 01733 207164 Email: cris.green@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>11. Approval for contract to be awarded to Skanska to deliver widening of the A605 Oundle Road between Alwalton and Lynch Wood Business Park - KEY/11JUN18/03 Approval for contract to be awarded to Skanska to deliver widening of the A605 Oundle Road between Alwalton and Lynch Wood Business Park. The council has received funding (£720k) from the Cambridgeshire and Peterborough Combined Authority to deliver the scheme. In addition the council has also allocated internal funding (£773k) towards the scheme.</p>	<p>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Orton Waterville</p>	<p>Relevant internal and external stakeholders</p> <p>Consultation will take place once the scheme design is completed. This is expected to be later this summer.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer.</p> <p>Tel: 01733 317465, Email: lewis.banks@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Cambridgeshire and Peterborough Combined Authority meeting notes confirming grant funding allocation. Also CMDN for award of contract to Skanska for provision of Professional Services under Peterborough Highway Services partnership.</p>

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>	
132	<p>12. Disposal of freehold in Centre of the City - KEY/12JUN18/01 To delegate authority to the Corporate Director of Growth and Regeneration to sell the property</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central</p>	<p>Relevant internal and external stakeholders</p>	<p>Peter Carpenter, Acting Corporate Director, Resources Tel: 0792016012 2 Email: Peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
133	<p>13. To approve the awarding of contracts to external providers following a competitive tender exercise led by Cambridgeshire County Council. - KEY/25JUNE18/02</p> <p>Cambridgeshire County has recently conducted a tendering exercise to establish a Dynamic Purchasing System for the provision Supported Living Services for Adults with a Learning Disability (Reference number: DN311905). Peterborough City Council is the named authority under this arrangement and would want to commission care and support packages (call-off).</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>July 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders</p> <p>Relevant consultations has been carried out with the service users, family carers, Health colleagues and care and support providers across Cambridgeshire and Peterborough.</p>	<p>Mubarak Darbar, Head of Integrated Commissioning, Tel: 07718654207, Email: mubarak.darbar@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
134	<p>14. University Delivery Vehicle – KEY/3SEP18/02 Approval and setting up of an appropriate delivery vehicle with University project partners to move council assets to enable the deliver of the university.</p>	<p>Councillor Lynne Ayres, Cabinet Member for Children’s Services and Education, Skills and the University</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central</p>	<p>Relevant internal and external stakeholders</p>	<p>Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>15. Adoption of the “Dynamic Purchasing System” (DPS) procedure for Public Health contracts with Primary Care providers – KEY/10DEC18/01 To seek the approval to adopt the “Dynamic Purchasing System” (DPS) procedure for contracts with Primary Care providers for the duration of up to five years. The proposals have been approved by the Cambridgeshire and Peterborough Joint Commissioning Board.</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>July 2019</p>	<p>Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Claire-Adele Mead Commissioning Team Manager- Primary care and Lifestyles Claire-Adele.Mead@cambridgeshire.gov.uk 07884 250909</p> <p>Val Thomas, Consultant in Public Health Val.Thomas@cambridgeshire.gov.uk 01223 703264/ 07884 183374</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>16. Authority to spot-purchase externally commissioned placement services for looked after children until the mobilization of the new Dynamic Purchasing System – KEY/24DEC18/06 Authority to spot-purchase externally commissioned placement services for looked after children, pending the launch of the Dynamic Purchasing System [DPS] for external placements in April 2019.</p>	<p>Councillor Ayres, Cabinet Member for Children’s Services and Education, Skills and the University</p>	<p>July 2019</p>	<p>Children and Education Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Helene Carr, Head of Children's Social Care Commissioning - Peterborough & Cambridgeshire, 07904 909039, helene.carr@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>17. Approval of funding for the provision of accommodation to reduce homelessness - KEY/07JAN19/02 Following Cabinet Decision JAN18/CAB/18 this is a new project to increase the supply of housing and address the demand for accommodation resulting from the increase in homelessness</p>	<p>Councillor Allen, Cabinet Member for Housing, Culture and Recreation</p>	<p>July 2019</p>	<p>Growth, Environment And Resources Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>The issues associated with homelessness in Peterborough have been subject to significant discussion in various forums, including the Council's Adults and Communities Scrutiny, Cabinet and Full Council</p>	<p>Adrian Chapman, Service Director for Communities and Safety Tel 01733 863887 Email: adrian.chapman@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>18. Clinical Waste Collections - KEY/18FEB19/01</p> <p>Decision required to approve the new collection method for domestic sharps disposal.</p>	<p>Councillor Cereste, Cabinet Member for Waste, Street Scene and Environment</p>	<p>September 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Amy Nebel, Senior Waste and Recycling Officer amy.nebel@peterborough.gov.uk 01733 864727</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
<p>19. Recommissioning of the Unpaid Carers Contract – KEY/01APR19/01</p> <p>The procurement of the unpaid carers service in collaboration with Cambridgeshire County Council and Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) for the unpaid carers service across Cambridgeshire and Peterborough.</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>November 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p>	<p>Lee McManus, Commissioner, Cambridgeshire County Council & Peterborough City Council. Tel: 07785 721092. Email: lee.mcmanus@cambridgeshire.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 1, Information relating to any individual</p>

KEY DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER
20.	<p>Vehicle removal for Parking contravention – KEY/15APR19/02 To ask the Cabinet Member to approve the policy to implement a scheme to remove vehicles of persistent offenders in breach of parking restrictions in the City and to appoint the Local Authority Trading Company to act as the authorised agent of the policy.</p>	Councillor Walsh, Cabinet Member for Communities	July 2019	Growth, Environment and Resources Scrutiny Committee	All Wards	<p>Details of any consultation to be decided.</p> <p>Relevant internal and external stakeholders.</p>	Adam Payton, PES Senior Officer, Parking Lead, 01733 452314 adam.payton@peterborough.gov.uk	Prevention and Enforcement Service Vehicle Removal For Parking Contraventions Policy and Guidance
21.	<p>Award of contract for the refurbishment of the Town Hall North - KEY/29APR19/04 - Award of construction design and build contract with regard to the refurbishment of the Peterborough Town Hall North</p>	Councillor Seaton, Cabinet Member for Finance	July 2019	Growth, Environment and Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders.	Stuart Macdonald. Head of Property. Email: stuart.macdonald@peterborough.gov.uk Tel: 07715802489.	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>22. Approval for contract to be awarded to Skanska to deliver design of Eastern Industries Access Phase 1 scheme - KEY/10JUN19/01 Approval for contract to be awarded to Skanska to deliver design of Eastern Industries Access Phase 1 scheme. The council has received funding (£550k) from the Cambridgeshire and Peterborough Combined Authority to deliver the scheme.</p>	<p>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>East Ward</p>	<p>Relevant internal and external stakeholders.</p> <p>Consultation will take place with residents and key stakeholders at the relevant stage of the scheme.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer, 01733 317465, lewis.banks@peterborough.gov.uk</p>	<p>Cambridgeshire and Peterborough Combined Authority meeting notes confirming grant funding allocation. Also CMDN for award of contract to Skanska for provision of Professional Services under Peterborough Highway Services partnership.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>23. Approval for contract to be awarded to Skanska to deliver design of A1260 Nene Parkway Junction 15 Improvement scheme – KEY/10JUN19/02 Approval for contract to be awarded to Skanska to deliver design of A1260 Nene Parkway Junction 15 Improvement scheme. The council has received funding (£500k) from the Cambridgeshire and Peterborough Combined Authority to deliver the scheme.</p>	<p>Councillor Hiller, Cabinet Member for Strategic Planning and Commercial Strategy and Investments</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>West Ward</p>	<p>Relevant internal and external stakeholders</p> <p>Consultation will take place with residents and key stakeholders at the relevant stage of the scheme.</p>	<p>Lewis Banks, Principal Sustainable Transport Planning Officer, 01733 317465, lewis.banks@peterborough.gov.uk</p>	<p>Cambridgeshire and Peterborough Combined Authority meeting notes confirming grant funding allocation. Also CMDN for award of contract to Skanska for provision of Professional Services under Peterborough Highway Services partnership.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>24. Disposal of Freehold Large Leisure Facility – KEY/24JUN19/01 – Delegate the Authority to the Corporate Director of Growth and Regeneration to sell the property.</p> <p>142</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>Fletton and Stanground</p>	<p>Relevant internal and external stakeholders.</p>	<p>Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published. The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

KEY DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
25.	Clare Lodge refurbishment (Phase 7) - KEY/24JUN19/02 Refurbishment of 16 bedrooms, 4 lounges and gymnasium	Councillor Lynne Ayres, Cabinet Member for Children's Services and Education, Skills and the University	August 2019	Children and Education Scrutiny Committee	Glinton & Castor	Relevant internal and external stakeholders. Grant submitted to and approved by Department for Education	Steve McFaden, Business Manager Clare Lodge, steve.mcfaden@peterborough.gov.uk Tel no:01733 253246 Direct no. 01733 254009	It is not anticipated that there will be any documents other than the report and relevant appendices to be published. The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>26. Recommissioning of Integrated Contraception and Sexual Health Services - KEY/24JUN19/03 Seeks approval to undertake a competitive procurement process to re commission sexual health services as one contract across Peterborough City Council and Cambridgeshire County Council.</p> <p>144</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>July 2019</p>	<p>Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>The procurement process will involve consultation current service users, partner organisations and other stakeholders and a general public online request.</p>	<p>Val Thomas, Consultant in Public Health Email: Val.Thomas@cambridgeshire.gov.uk Tel: 01223 703264/07884 183374</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>27. Recommissioning Integrated Lifestyle Services - KEY/24JUN19/04 To undertake competitive procurement for the recommission of Integrated lifestyles services</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">145</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Adult Social Care, Health & Public Health</p>	<p>July 2019</p>	<p>Health Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>The procurement process will involve consultation current service users, partner organisations and other stakeholders and a general public online request</p>	<p>Val Thomas, Consultant in Public Health Email: Val.Thomas@cambridgeshire.gov.uk Tel: 01223 703264/07884 183374</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>28. Decision to extend the current Section 75 agreements for the Healthy Child Programme (HCP) in Peterborough (Health Visiting, Family Nurse Partnership and School Nursing) from 01.07.2019 - 30.09.2019. – KEY/22JUL19/01 - The Healthy Child Programme (“HCP”) includes School Nursing, Health Visiting and Family Nurse Partnership Services. Work is underway between both Local Authorities and service Providers to develop an integrated HCP offer across the county and it shall be amongst the first child health service to be recommissioned within this strategic vision. Due to the complexity of the work required, an extension is being sought under the current terms for a further 3 month period.</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</p>	<p>July 2019</p>	<p>Health Scrutiny Committee</p>	<p>N/A</p>	<p>Relevant internal and external stakeholders.</p>	<p>Amy Hall, Children’s Commissioning Manager for Public Health; Telephone: 01733 863687 Email: amy.hall@peterborough.gov.uk</p>	<p>Documents relevant to the decision include: CMDN FEB19/CMDN/88 and CMDN KEY/29APR19/05</p> <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

KEY DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>29. Sign-off on Pseudo Framework - KEY/22JUL19/02 - It is required for the Cabinet member to sign off tender documents prior to Invitation To Tender being published (ITT). The ITT is for Better Care Fund and Hancock-funded services for better integration of health and social care, winter pressures and Prevention services.</p>	<p>Councillor Fitzgerald, Deputy Leader and Cabinet Member for Integrated Adult Social Care and Health and Public Health</p>	<p>November 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders.</p> <p>Equality Impact Assessment</p>	<p>Graeme Hodgson, Commissioner. Tel. 07448 379944 Email: graeme.hodgson@cambridgeshire.gov.uk</p>	<p>Service Specifications, Terms and Conditions of Pseudo Framework ITT.</p>
<p>30. Approval of invest to save expenditure - KEY/22JUL19/03 - The decision required will enable the Council to purchase suitable homes within the local housing market for use as temporary accommodation for households at risk of homelessness. This proposal is predicated on an invest to save proposition based upon an attached business case.</p>	<p>Councillor Steve Allen, Cabinet Member for Housing, Culture and Recreation</p>	<p>July 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>All Wards</p>	<p>Relevant internal and external stakeholders and Ministry of Housing Communities and Local Government</p>	<p>David Anderson Interim Development Director Tel: 01733 452468 Email: Dave.Anderson@Peterborough.Gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

PART 2 – NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

KEY DECISIONS TO BE TAKEN IN PRIVATE

<i>KEY DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER</i>
<p>Amendments to arrangements with Empower - KEY/29APR19/02 - A loan facility previously approved by Cabinet requires approval of an amendment to that arrangement.</p> <p>148</p>	Cabinet	15 July 2019	Growth, Environment and Resources Scrutiny Committee	All Wards	<p>Relevant internal and external stakeholders.</p> <p>Detailed consultation was undertaken in the original decision to offer the loan facility.</p>	<p>Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

PART 3 – NOTIFICATION OF NON-KEY DECISIONS

NON-KEY DECISIONS

<i>DECISION REQUIRED</i>	<i>DECISION MAKER</i>	<i>DATE DECISION EXPECTED</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	<i>WARD</i>	<i>CONSULTATION</i>	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
No new items.							

PREVIOUSLY ADVERTISED DECISIONS

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
1.	<p>Funding of Information, Advice and Guidance services within the voluntary sector - To authorise award of grants.</p>	<p>Councillor David Seaton Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>All wards</p>	<p>Relevant internal and external stakeholders</p>	<p>Ian Phillips Senior Policy Manager Tel: 01733 863849 Email: ian.phillips@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
2. 150	<p>A Lengthmans to be deployed on Lincoln Road Millfield - There will be a daily presence along Lincoln Road, the operative will litter pick, empty bins as well as report fly-tips and other environmental issues.</p>	<p>Councillor Cereste, Cabinet Member for Waste, Street Scene and Environment</p>	<p>July 2019</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>Central Ward</p>	<p>Relevant internal and external stakeholders. Cross party task and finish group report which went to the Growth, Environment and Resources Scrutiny Committee and it was also approved at Full Council as part of the 2017-18 Budget.</p>	<p>James Collingridge, Head of Environmental Partnerships, Tel: 01733 864736 Email: james.collingridge@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
3.	2017/18 VCS grant funding - Award of grant to VCS organisations to provide Information, Advice and Guidance services	Councillor Seaton, Cabinet Member for Finance	July 2019	Adults and Communities Scrutiny Committee	All wards	Relevant internal and external stakeholders.	Ian Phillips Senior Policy Manager Tel: 863849 Email: ian.phillips@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
14.	Inclusion of Investment Acquisition Strategy in the Council's Medium Term Financial Strategy (MTFS) - To recommend to Council that the Investment Acquisition Strategy be included in the Medium Term Financial Strategy to enable the Council to acquire investment properties	Cabinet	15 July 2019	Growth, Environment and Resources	N/A	Relevant internal and external stakeholders	Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
5.	<p>Grant funding for voluntary organisations – To provide funding for voluntary organisations in Peterborough to carry out essential support for vulnerable people, particularly in relation to welfare benefits assistance and other crisis support.</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>N/A</p>	<p>Relevant internal and external stakeholders.</p>	<p>Ian Phillips Senior Policy Manager Tel: 01733 863849 Email: Ian.Phillips@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
12.	<p>Approval of Additional Powers to the Combined Authority (Transfer of Powers) - Approve additional powers for the Combined Authority via a Statutory Instrument for Adult Skills Commissioning.</p>	<p>Councillor Holdich, Leader of the Council and Deputy Mayor of the Cambridgeshire and Peterborough Combined Authority</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>All</p>	<p>All Councils in Peterborough and Cambridgeshire have to agree to the transfer</p>	<p>Peter Carpenter, Acting Corporate Director, Resources Tel: 07920160122 Email: Peter.carpenter@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>Combined Authority Statutory Instrument Request</p>

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION	
7. 153	Adoption of the Regulation 123 List and the Community Infrastructure Levy (CIL) governance policies- To approve the adoption of the revised Regulation 123 List and the consolidated Community Infrastructure Levy (CIL) governance policies	Cabinet	23 September 2019	Growth, Environment & Resources Scrutiny Committee	All Wards	Relevant Internal and External Stakeholders Policy to be developed with stakeholders. Consultation to follow with all relevant Council teams, schools, colleges, parents. Consultation to be published on the Council website	Philip Hylton, Senior Strategic Planning Officer, Tel: 01733 863879, Email:philip.hylton@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.

DECISION REQUIRED	DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
<p>8. To agree the process of awarding community grants through the Integrated Communities Programme – Following the successful bid to Government, funding has been awarded to the council via the Integrated Communities Strategy. One of the funded projects will see a communities grant programme launched that will provide opportunities for communities to apply for up to £20k to deliver projects in their neighbourhood. The Cabinet Member is requested to approve the process in which the grants programme will be run.</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>N/A</p>	<p>Relevant internal and external stakeholders.</p>	<p>Ian Phillips Senior Policy Manager – Tel: 01733 863849 Email: ian.phillips@pet-erborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
155	<p>9. Disposal of former Barnack Primary School caretaker house - Delegate authority to the Corporate Director of Growth and Regeneration to dispose of the property.</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Growth, Environment & Resources Scrutiny Committee</p>	<p>NVA</p>	<p>Relevant internal and external stakeholders.</p>	<p>Stuart Macdonald, Property Manager. Tel: 07715 802 489. Email: stuart.macdonald@peterborough.gov.uk Bill Tilah (Bill.Tilah@nps.co.uk)</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p> <p>The decision will include an exempt annexe. By virtue of paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
156	<p>10. Approval to dispose of a property on Cromwell Road at a minimum of £375,000 and a maximum of £475,000 - This property was most recently used by Youth Services but has now become surplus to requirements. It has been marked for disposal by the council in order to generate a capital receipt.</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central Ward</p>	<p>Relevant internal and external stakeholders.</p> <p>Authority has been provided by the acting head of resources to dispose of this property. A Cabinet Member Decision Notice will need to be produced once heads of terms have been agreed with a purchaser.</p>	<p>Tristram Hill, Strategic Asset Manager, Tel: 07849 079787 Email: tristram.hill@nps.co.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
	<p>11. Funding for voluntary sector 2019/20 - To provide funding to a number of voluntary sector organisations to provide essential support to vulnerable clients</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Adults and Communities Scrutiny Committee</p>	<p>N/A</p>	<p>Relevant internal and external stakeholders.</p>	<p>Ian Phillips Senior Policy Manager Tel: 01733 863849 Email: ian.phillips@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
157	<p>12. Asset Transfer of Gladstone Park Community Centre - The proposed long term lease of Gladstone Park Community Centre to The Thomas Deacon Academy Trust</p>	<p>Councillor Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>North</p>	<p>Relevant internal and external stakeholders.</p> <p>Ward Councillors for Central, Park and North have been advised of the decision to transfer of the Community Centre</p>	<p>Caroline Rowan, Urban Regeneration Project Manager, Tel: 01733 864095 Email:caroline.rowan@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>
	<p>13. To purchase the offices at 16-20 Lincoln Road, Peterborough PE1 2RL at a cost set out in the annex – The above property is being purchased for its strategic position in the city centre (which is important for future redevelopment) and will in the short term provide rental income to PCC.</p>	<p>Cabinet Seaton, Cabinet Member for Finance</p>	<p>July 2019</p>	<p>Growth, Environment and Resources Scrutiny Committee</p>	<p>Central</p>	<p>Relevant internal and external stakeholders.</p> <p>NPS are acting for PCC in the acquisition of this commercial property. All the relevant internal stakeholders for example in democratic services, legal, finance and property will be consulted in this process.</p>	<p>Tristram Hill, Strategic Asset Manager, NPS, email: tristram.hill@peterborough.gov.uk tel: 07849 079787</p>	<p>Heads of terms for the purchase of 16-20 Lincoln Road, Peterborough. Details of the purchase, the price and associated costs should not be made public whilst commercial negotiations and associated legal work are progressing.</p>

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
14.	Food and Feed Service Plan 2019/20 - Decision required to approve Food and Feed Service Plan 2019/20 in line with Government guidance	Councillor Walsh, Cabinet Member for Communities	July 2019	Growth, Environment and Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders.	Stuart Brough, Business Compliance Manager, Tel: 07989 432151 Email: stuart.brough@peterborough.gov.uk	It is not anticipated that there will be any documents other than the report and relevant appendices to be published.
15. 158	Approval of the Corporate Energy Strategy – The Corporate Energy Strategy has been jointly drafted with Cambridgeshire County Council and approved at Joint SMT.	Councillor Cereste, Cabinet Member for Waste, Street Scene and Environment	July 2019	Growth, Environment and Resources Scrutiny Committee	N/A	Relevant internal and external stakeholders Predominantly internal consultation. As a Strategy, it is intended to show a direction and not specific projects at this stage, which would impact and require wider consultation.	Elliot Smith, Commercial Manager; Smart 7Energy, Infrastructure and Regeneration, elliot.smith@peterborough.gov.uk	The Corporate Energy Strategy.

DECISION REQUIRED		DECISION MAKER	DATE DECISION EXPECTED	RELEVANT SCRUTINY COMMITTEE	WARD	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION
159	<p>16. Approval of the Proposed Submission version of the Cambridgeshire and Peterborough Minerals and Waste Local Plan for public consultation and subsequent submission to the Secretary of State for independent examination - For Cabinet to recommend to Full Council for approval of the Proposed Submission version of the Cambridgeshire and Peterborough Minerals and Waste Local Plan for public consultation and subsequent submission to the Secretary of State for the purposes of independent examination</p>	Cabinet	Cabinet on 23rd September and then Full Council on 16th October	Growth, Environment and Resources Scrutiny Committee	All	<p>Relevant internal and external stakeholders</p> <p>Planning Committee on 3rd September; Scrutiny briefing note to be submitted to the committee on 4th September.</p>	<p>Richard Kay, Head of Sustainable Growth Strategy, Tel: 863795 Email: richard.kay@peterborough.gov.uk</p> <p>and Chris Stanek, Senior Strategic Planning Officer, Tel 863883 Email: chris.stanek@peterborough.gov.uk</p>	<p>Cambridgeshire and Peterborough Minerals and Waste Local Plan</p> <p>It is not anticipated that there will be any documents other than the report and relevant appendices to be published.</p>

PART 4 – NOTIFICATION OF KEY DECISIONS TAKEN UNDER URGENCY PROCEDURES

DECISION TAKEN:	<i>DECISION MAKER</i>	<i>DATE DECISION TAKEN</i>	<i>RELEVANT SCRUTINY COMMITTEE</i>	WARD	CONSULTATION	<i>CONTACT DETAILS / REPORT AUTHORS</i>	<i>DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER INCLUDING EXEMPT APPENDICES AND REASONS FOR EXEMPTION</i>
None.							

DIRECTORATE RESPONSIBILITIES

RESOURCES DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

City Services and Communications (Markets and Street Trading, City Centre Management including Events, Regulatory Services, Parking Services, Vivacity Contract, CCTV and Out of Hours Calls, Marketing and Communications, Tourism and Bus Station, Resilience)

Strategic Finance

Internal Audit

Schools Infrastructure (Assets and School Place Planning)

Waste and Energy

Strategic Client Services (Enterprise Peterborough / Vivacity / SERCO including Customer Services, ICT and Business Support)

Corporate Property

PEOPLE AND COMMUNITIES DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Adult Services and Communities (Adult Social Care Operations, Adult Social Care and Quality Assurance, Adult Social Care Commissioning, Early Help – Adults, Children and Families, Housing and Health Improvement, Community and Safety Services, Offender Services)

Children's Services and Safeguarding (Children's Social Care Operations, Children's Social Care Quality Assurance, Safeguarding Boards – Adults and Children's, Child Health, Clare Lodge (Operations), Access to Resources)

Education, People Resources and Corporate Property (Special Educational Needs and Inclusion, School Improvement, City College Peterborough, Pupil Referral Units, Schools Infrastructure)

Business Management and Commercial Operations (Commissioning, Recruitment and Retention, Clare Lodge (Commercial), Early Years and Quality Improvement)

Performance and Information (Performance Management, Systems Support Team)

LAW AND GOVERNANCE DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Democratic Services (Town Hall, Bridge Street, Peterborough, PE1 1HG)

Electoral Services (Town Hall, Bridge Street, Peterborough, PE1 1HG)

Human Resources (Business Relations, HR Policy and Rewards, Training and Development, Occupational Health and Workforce Development)

Information Governance, (Coroner's Office, Freedom of Information and Data Protection)

PLACE AND ECONOMY DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Development and Construction (Development Management, Planning Compliance, Building Control)

Sustainable Growth Strategy (Strategic Planning, Housing Strategy and Affordable Housing, Climate Change and Environment Capital, Natural and Built Environment) Opportunity Peterborough

Peterborough Highway Services (Network Management, Highways Maintenance, Street Naming and Numbering, Street Lighting, Design and Adoption of Roads,

Drainage and Flood Risk Management, Transport Policy and Sustainable Transport, Public Transport)

PUBLIC HEALTH DEPARTMENT Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Health Protection, Health Improvements, Healthcare Public Health.

THIS PAGE IS LEFT INTENTIONALLY BLANK