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CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY PANEL

DATE: THURSDAY 8 APRIL 2010
TIME: 10.00 AM
PLACE: COUNCIL HOUSE (NEXT TO CIVIC CENTRE)

Members –

Councillor Purnell, Chair
Councillor Mrs Stephens, Vice Chair
Councillors Mrs Beer, Bowie, Mrs Bragg, Delbridge, Reynolds, Roberts and Vincent

Statutory Co-opted Members -

Mr T Lyddon – Church of England Diocesan Representative
Mr K Willis – Parent Governor Representative

Co-opted Representatives -

Ms A Kearnes - NSPCC
Mr J Paget – Youth Parliament Representative
Miss K Taylor – Youth Parliament Representative

Substitutes–:

Any Member other than a Member of the Cabinet may act as a substitute member provided that they do not have a personal and prejudicial interest in the matter under review.

Members are invited to attend the above meeting to consider the items of business overleaf.

Members and Officers are requested to sign the attendance list at the meeting.

BARRY KEEL
CHIEF EXECUTIVE

CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY PANEL

PART I (PUBLIC COMMITTEE)

AGENDA

1. APOLOGIES

To receive apologies for non-attendance submitted by Panel Members.

2. DECLARATIONS OF INTEREST

Members will be asked to make any declarations of interest in respect of items on this agenda.

3. MINUTES

(Pages 1 - 6)

The panel will be asked to confirm the minutes of the meeting on 28 January 2010.

4. CHAIR'S URGENT BUSINESS

To receive reports on business that, in the opinion of the Chair, should be brought forward for urgent consideration.

5. FEEDBACK FROM MANAGEMENT BOARD

To receive any relevant feedback from the Overview and Scrutiny Management Board.

6. JOINT STRATEGIC NEEDS ASSESSMENT

The Head of Service (Performance and Quality) will give a verbal update on the Joint Strategic Needs Assessment.

7. JOINT TASK AND FINISH GROUP (TO FOLLOW)

To receive the draft report 'A Focus on Reducing Teenage Conception Rates in the City'.

**8. JOINT FINANCE AND PERFORMANCE MONITORING
(TO FOLLOW)**

To receive a report from the Head of Performance and Quality and Assistant Head of Finance.

9. CAREFIRST

(Pages 7 - 8)

The Assistant Director of Services for Children and Young People (Social Care) will provide a briefing note containing information requested at the last meeting.

10. INTEGRATED SERVICES - CHILDREN WITH DISABILITIES (Pages 9 - 14)

The Assistant Director of Services for Children and Young People (Learner & Family Support) will provide a briefing note containing information requested at the last meeting.

11. SCHOOL ATTAINMENT RESULTS (Pages 15 - 18)

The Assistant Director of Services for Children and Young People (Lifelong Learning) will provide a briefing note containing information requested at the last meeting.

12. QUARTERLY SCRUTINY REPORTS (Pages 19 - 26)

To approve the Children and Young People Overview and Scrutiny Quarterly report for the third quarter.

13. TRACKING RESOLUTIONS (Pages 27 - 32)

The Panel will monitor progress on previous resolutions.

14. WORK PROGRAMME (Pages 33 - 36)

The Panel will consider its –

- (a) work programme for 2009/10;
- (b) draft work programme for 2010/11.

15. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE COMMITTEE)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the Panel is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

NIL

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Children and Young People Overview and Scrutiny Panel

Thursday 28 January 2010

PRESENT:

Councillor Purnell, in the Chair.
Councillor Mrs Bragg, Vice Chair.
Councillors Mrs Beer, Bowie, Delbridge, Reynolds, Roberts and Vincent.

Co-opted Representatives: Ms Alison Kearnes, Mr Jake Paget, Miss Kate Taylor and Mr Kevin Willis

Apologies for absence: Councillor Mrs Stephens and Mrs Maggie Gee and Mr T Lyddon (co-opted representatives).

The meeting started at 10.00 am and finished at 1.05 pm.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

44. APPOINTMENT OF VICE-CHAIR

Resolved that Councillor Mrs Bragg be appointed as Vice-Chair for this meeting.

45. DECLARATIONS OF INTEREST

There were no declarations of interest in accordance with the Code of Conduct.

46. MINUTES

Resolved that the minutes of the meeting held on 19 November 2009 be confirmed as a correct record.

47. CHAIR'S URGENT BUSINESS

There were no items of Chair's urgent business.

48. TRACKING RESOLUTIONS

Members considered a schedule of tracking resolutions and those present commented as follows –

- regarding minute 3, those present considered that it was not acceptable to merely reimburse co-optees for parking costs and not issue them with parking passes; this resolution could not be considered to be closed;
- regarding minute 7, the 'Tellus' survey had not yet been received but was expected by the next meeting;
- regarding minute 11(1), Chair advised that although she had met with the Director for Children and Young People, she had not, as yet, held discussions regarding education related matters; this resolution could not be considered to be closed;
- regarding minute 26, Child Protection Plans, the intention was to bring Safeguarding Board information to the next meeting;
- regarding 27(1), Role of Corporate Parenting Group, officers would investigate the annual report's progress and it was anticipated that it would be available in the new municipal year;

- regarding 27(5), full appraisals should be completed by July 2010;
- regarding 27(6), Members requested reassurance that Children's Services' issues were included in the induction pack.

49. CAREFIRST

The Assistant Chief Executive, the Assistant Director of Services for Children & Young People (Children's Social Care) and the Children's Social Care/Human Resources Consultant Project Manager reported as follows –

- (i) it was recognized nationally that there was a problem with the efficiency of the Carefirst software package and the Council was taking steps to change the system to improve recording and quality of output;
- (ii) a project team had been set up, chaired by the Assistant Chief Executive, and it was anticipated that governance arrangements would be signed off next week;
- (iii) a team of 15-20 people to deliver the project had been set up and would be adequately resourced with a budget allocated for 2009-2011 of approximately £700,000;
- (iv) a systems team would be put in place to maintain the system;
- (v) Carefirst was a system for both adult and children but the decision had been taken to give priority to children which would enable the improved system to be in place for Children Services within 12 months and then for Adult Services 18 months after that; there would be no detrimental impact on Adult Services because of this prioritization.

In answer to questions, Members were advised that –

- (vi) the technical platform being built should ensure that there was no downtime;
- (vii) 50-75% of issues currently causing problems should be addressed and project officers were working with the workers;
- (viii) the software had the capability of managing the data in a number of different ways and it would depend on protocols how other agencies could access it;
- (ix) the training provided to new workers continued to improve and including floor walkers and 'Me learning' on-line tuition;
- (x) the electronic telephone directory which recorded details of all children and young people in the country, could be accessed by approved practitioners and this had a strong interface with Carefirst.

Resolved that a bullet point synopsis of the 50-75% issues causing problems and how the new system would address them be provided to the Panel.

50. SCHOOL ATTAINMENT RESULTS

The Assistant Director of Services for Children & Young People (Lifelong Learning) submitted a report containing school attainment results. Further attainment statistics were circulated at the meeting (see www.plymouth.gov.uk/democracy Children & Young People OSP agenda supplement 'additional information').

In response to questions, Members heard that –

- (i) disruption caused by rebuilding/moving schools was an issue for younger children;
- (ii) historically there had been a dip in performance between year 6 and 7 and this was part of the reason for the government to rebrand the KS3 curriculum which would be looking at a more thematic approach to improve transition from primary to secondary schools;

- (iii) there had been slippage by 10-15% in respect of GCSE English language results in some schools which could be attributed to the exam board issue;
- (iv) a 14-19 advisor had been appointed to support 6th forms, especially those that were underperforming;
- (v) teacher assessment had replaced SATs at KS3 and were to the Department for Children, Schools and Families;
- (vi) personal/social/emotional education was measured against clear criteria in the Early Years Foundation Stage.

Resolved –

- (1) further, more detailed information be provided on how underperforming 6th forms were to be addressed;
- (2) thanks be extended to staff who had contributed to the positive outcomes achieved by Children in Care and the support of the Panel for the concept of 'virtual head' be noted.

(This item was moved up the agenda in order to facilitate good management of the meeting.)

51. **OFSTED REPORT**

The Assistant Director of Services for Children & Young People (Social Care) submitted the Ofsted's response to the annual unannounced inspection of contact, referral and assessment arrangements within Plymouth City Council's Children's Services, and CIP7 'keeping children safe' information. She reported on actions that needed to be put in place -

- (i) Carefirst was integral to the improvement plan;
- (ii) due to the media coverage of highly sensitive cases, there was an increase in demand and children in care numbers had increased to 410;
- (iii) foster carers' recruitment was good but needed to be accelerated;
- (iv) Ofsted judgements were now more critical nationally;
- (v) three main areas to address were –
 - clarification of thresholds for children in need;
 - management overview, recording and documentation – this related to Carefirst;
 - CRB checks – nearly all were now completed;
- (vi) with regard to case recording, consistency and timelines were being addressed; the majority of assessments were done within 8 days.

In response to questions, Members were informed that –

- (vii) the issue of new social workers not being adequately trained was a national one and two years was insufficient training time for generic work;
- (viii) leaflets/posters that were provided to partners could be provided to the Panel;
- (ix) one agency worker had been in place long term, principally because he/she had good mentoring skills for new social workers.

An update on 'Little Ted's' was provided as follows –

- (x) a great deal of support work had been provided by the Council and partners for families affected;
- (xi) initial assessments in June had gone up by 500%;
- (xii) meetings had been held with parents throughout the process and afterwards;

- (xiii) there had been sessions held with parents recently as part of a Serious Case Review and a view of strengths and shortfalls of the procedures had been gained;
- (xiv) Early Years guidance would probably emerge as an outcome once the Serious Case Review executive summary was published;

In response to questions, Members were informed that -

- (xv) each agency had given a report and an action plan was developing;
- (xvi) mobile phone use was a complex issue and a group was looking at development of comprehensive advice, to be launched in April;
- (xvii) there was no intention to remove mobiles at present but there was a need to ensure mobiles were used appropriately; staff issues of behaviour, attitudes and value base;
- (xviii) good practice, including a poster, was contained within Ofsted guidance and it was good practice not to have mobiles;
- (xix) the Local Authority's role was to support Early Years providers in adhering to statutory guidance;
- (xx) the voluntary sector was under-regulated at the moment and the only regulatory body was Ofsted;
- (xxi) alternative provision had been found for those parents who wanted it; not all parents wanted placements elsewhere;
- (xxii) there had been few reported incidences of parents withdrawing children from nursery placements.

Resolved that –

- (1) a presentation on thresholds and Common Assessment Framework be provided to the Panel;
- (2) a copy of the 'e-safe guidance' due to be launched in April be provided to the Panel.

52. **PERFORMANCE REVIEW**

Human resources comparison figures as at February 2007 and December 2009 were submitted, as requested at the last meeting. A case load summary was circulated (see www.plymouth.gov.uk/democracy Children & Young People OSP agenda supplement 'additional information'). The Assistant Director of Services for Children & Young People (Social Care) advised that –

- (i) last year, some cases had not been properly closed and between October and November caseloads had reduced;
- (ii) the aim was to move Children in Need cases and lower level referrals to partners;
- (iii) up to date human resource figures showed that –
 - for 'Looked After Children' 22 social workers for 329 children and the average case load was 14.9;
 - for Children in the Community 28 social workers with 577 cases, 20.6 average;
 - the Advice and Assessment service had 39 social workers;
 - not all social workers were 'full time equivalents' (FTE);
 - the aim was to have workloads under 20 for FTE;
- (iv) the area of biggest challenge was Children in the Community;

- (v) management oversight was getting smarter;
- (vi) Advice and Assessment pressures had been alleviated.

In answer to questions, Members were advised that -

- (vii) there had been a decrease in agency staff with vacancies filled by permanent staff and it was, essentially, a stable staff group;
- (viii) it was hoped that the increase in referrals was a temporary situation and that it would level off once national anxiety was alleviated;
- (ix) staff morale –
 - was impressive and there was a real level of enthusiasm; staff communications focused on celebrating the successes of 2009;
 - staff had worked very hard to address the Little Ted's situation and had managed to keep the 'day job' on track.

Resolved that –

- (1) the thanks of the Panel be extended to staff in Children's Social Care for their achievements;
- (2) an invitation to Children's Services staff briefings being held in the Council Chamber be extended to all Members;
- (3) the Panel's regret that the system was not able draw off historical statistical data further back than be 2007 be noted.

(This item was moved up the agenda in order to facilitate good management of the meeting.)

53. **CHILDREN WITH DISABILITIES**

The Assistant Director of Services for Children and Young People (Learner & Family Support) re-submitted the report received at the last meeting for consideration of the section on 'overview of education provision for disabled children', together with an addendum providing information on short breaks, pooled budgets and independent living.

In response to questions, Members were informed that –

- (i) with regard to funding for children who were not statemented but did have special needs -
 - schools did have funding which was not ring fenced;
 - there was a strong drive to support children in schools without statementing; approximately three years ago the Audit Commission had estimated that statementing cost £15,000 – £20,000 per child;
 - it was suggested that where parents were being told by schools that there was no funding to support their children, parents should work with the Parent Partnership to achieve progress.

Resolved that the following information be provided to the Panel –

- (a) the criteria for statementing;
- (b) information on whether children with life limiting illnesses had immediate access to assessment;
- (c) information on how long it took to assess for adaptations.

54. **FORWARD PLAN ITEMS REFERRED FROM OVERVIEW & SCRUTINY MANAGEMENT BOARD**

As requested by the Overview & Scrutiny Management Board, the Panel received the Forward Plan item on Information Advice and Guidance Service for Young People (FP 40 09/10). Members were advised that this Forward Plan was being withdrawn and would be re-issued in February.

55. **COMPLAINTS AND COMPLIMENTS**

The Acting Assistant Director of Services for Children & Young People (Performance & Policy) submitted a briefing note providing comparative data on how the service was performing in relation to neighbouring Local Authorities, as requested at the last meeting.

56. **WORK PROGRAMME**

The Panel considered its work programme for 2009/10.

Resolved that –

- (1) the next meeting on 25 March be an all day meeting;
- (2) the Panel host an NSPCC workshop on the subject of sex offenders, to be provided for all Members before May 2010;
- (3) 'Music in Schools', for which there was to be no sustainable grant, be added to the work programme for the new municipal year;
- (4) the following items be included in the agenda for the March meeting
 - Joint Strategic Needs Assessment be considered at the March meeting;
 - 'teenage pregnancies' update.

Children and Young People Overview and Scrutiny Panel**8 April 2010****Resolution 49 – Carefirst**

The CareFirst programme manager met with two social workers experienced in using CareFirst, to understand where they felt there were shortfalls in the usability of the software. In summary, 14 of the 16 points (87.5%) raised can be addressed and resolved either with existing functionality or through implementation of future versions of the software. Although not raised during this interview, the CareFirst team is well aware of many other issues that front line workers are experiencing, hence the extensive programme that is being planned. These shortfalls are explained in more detail in the bullet points below:

1. Core Assessment to Child Protection Review – it was felt that much of the information already existed in the system through input to the Core Assessment and could be made available for transferring into the Child Protection Review. *CareAssess forms would need to be reviewed to determine where the data flow can be automated through the view last functionality but it is believed that this could be part automated.*
2. The previous issue of data being entered once and reused in other places was seen to be an issue. The users felt that there were some questions that are repeated across forms and the information could be made available to automatically flow from one to another. *As per the previous bullet point, business processes are scheduled to be reviewed to determine where this type of function would be beneficial taking into account that various data items are collected at different stages throughout the process. However, as above, it is believed that enhancements could be made to allow this information to flow in appropriate circumstances.*
3. The users identified the need to be able to duplicate information across sibling groups whether in Core Groups, CP visits or observations. *Versions 6.8 and 6.9 of CareFirst provide functionality to allow this to happen. However, there are some instances where it would not be appropriate for this to be made available and when each individual child in a sibling group needs to be assessed independently – users must also become more disciplined in using these functions to ensure that duplicated activity is updated to reflect the case record that it has been copied to. The new versions of the system, allow permissions to be set against each individual assessment form to determine whether the users can copy a full questionnaire, text only or individual questions.*
4. The users feel that at particular points in the day there are still performance issues around the speed of the system. *New TTS (Technical Transition Studies) are scheduled to review how PCC are using the system and to make sure that the technical platforms are sufficiently robust to facilitate the required utilisation. With each new set of functionality added, the suppliers (OLM) will be commissioned to check the technical platform and make recommendations where upgrades are necessary. In addition, we have received some bug fixes from the suppliers that mean that performance will be improved due to the way that the database is being searched.*
5. Cutting and pasting information across children's records e.g, sibling groups to speed up data entry, through having multiple CF sessions open. *There have been performance issues relating to the number of CareFirst sessions that a worker has open at any point in time. To keep the performance of the system to a minimum, users have been asked to open as few as possible and only to open duplicate sessions where absolutely necessary. This message needs to be communicated more fully to ensure that users use this ability appropriately.*
6. At present the users write e-mails to notify managers that authorisations are waiting to be processed. In some instances, the system has already been configured to automate alerts to a manager's desktop and hence exclude the need for workers to generate e-mails. *Functionality already exists within the system to enable this to be rolled out further, but consideration needs to be given to each business process in turn to determine where these are appropriate. Process review has been identified as a work stream for the CareFirst programme.*

7. The users would like the system to be able to automatically pick up the date of last meeting and core group members when recording Core Group information. *There currently is not functionality within Carefirst to enable this request. This can be raised with OLM to determine whether they would be willing to develop the software to allow this to happen. However consideration needs to be given to the process of recording this information and whether we should be using the Core Group Meeting screen only as opposed to collecting some of the relevant information on an assessment form.*
8. The users highlighted that one of the LAC forms has a double negative question which is misleading when entering data. *This can easily be rectified through updating of the form questionnaire.*
9. The users have identified that there is a question at the bottom of the Core Assessment that asks the user what they intend to do next; if the user chooses Core Assessment because that's what they are currently working on, then the system opens a new Core Assessment thus duplicating the one already opened and hence falsifying statistics etc. *The form can be reviewed to remove the Core Assessment option since this is the document already being completed.*
10. When completing the S47 form, the system allows a new Core Assessment to be triggered when might have been started already. This is causing confusion for the users. *This function has already been removed to ensure that this can no longer happen.*
11. The users have complained of confusion about where to find information since the combination of the ICPC and Core Assessment. There is confusion as to where this information should be held i.e. under Child Protection or Children and Families. *Although the users may feel that they would want to see this information under Child Protection, senior managers have signed off that the information should be stored under 'Children and Families' context.*
12. Ability to have multiple desktops open or more than one screen. *See bullet point 5 above.*
13. It was identified that on the 'Review report CiN' in the outcome question, there is not an option for 'Closure'. *Again business processes will be reviewed to determine whether this is a suitable option at this point in the process and if so, the system will be adjusted to reflect the new requirement.*
14. Since the Closure Record and the Review record ask the same questions, it was requested that we look at whether any of the information can be automatically transferred from one to the other. *Business processes will be reviewed to determine whether this is a suitable option at this point in the process and if so, the system will be adjusted to reflect the new requirement.*
15. In some instances users need to be able to record 'Other' twice on the health assessment questions. I.e. where a child's medical conditions are not on the drop down list both may be relevant and significant to the services provided. *The form will be reviewed to determine whether we can include 'Other 1' and 'Other 2' to capture this type of information where relevant.*
16. When recording the Family history information, users often run out of space on Core Assessments and Functioning sections. *Future versions of CareFirst allow for the space to be either monitored where typing is being input or to allow the space to grow to a maximum preset size as the user types.*

Karen Porte
Consultant CareFirst Project Manager

Children and Young People Overview and Scrutiny Panel**8 April 2010****Integrated Services - Children with Disabilities****Resolution 53(a): Statutory Assessment for a Statement of Special Educational Needs**

A request for statementing may be made by either the school that the child attends or their parents. Criteria for deciding whether to make a statutory assessment:

- Evidence that the school has responded appropriately to the requirements of the National Curriculum;
- Evidence provided by the school, parents and other professionals where they have been involved with the child, as to the nature, extent and cause of the child's learning difficulties;
- Evidence of action already taken by the child's school to meet and overcome those difficulties;
- Evidence of the rate and style of the child's progress;
- Evidence that where some progress has been made, it has only been as the result of much additional effort and instruction at a sustained level not commensurate with provision through School Action Plus.

Resolution 53(b): Access to assessment for children with life-limiting illnesses**1. Care definitions for Life-Limiting and Life-threatening conditions**

Group 1 - Life-threatening conditions for which curative treatment may be feasible but can fail (cancer, irreversible organ failures).

Group 2 - Conditions with long periods of intensive treatment aimed at prolonging life and allowing participation in normal childhood activities, but premature death possible (cystic fibrosis, muscular dystrophy).

Group 3 - Progressive conditions without curative treatment options, where treatment is exclusively palliative and may commonly extend over many years (Batten's disease, mucopolysaccharidosis).

Group 4 - Conditions with severe neurological disability which may cause weakness and susceptibility to health complications, and may deteriorate unpredictably, but are not usually considered progressive (severe multiple disabilities, such as following brain or spinal cord injuries).

From ACT and RCPCH (1997)

2. Access to assessment

Access to assessment for children with life-limiting and life threatening conditions is relevant for individual children at different times in their life.

Health led assessment and review:

The child's general assessment and review is led by the medical and nursing professionals involved with the child. The level of oversight is dependent on the individual circumstances. For some children there will be regular contact with the professionals to monitor the care plan. For other children, less frequent health assessment may be required until the later stages of progression in the condition. This oversight by health professionals (medical or nursing) will consider the holistic needs of the child, support access to other agencies or draw together an integrated response as needed.

Child in Need assessment:

Where it is identified that a child is in need of a social care assessment ('Child in Need assessment'), a referral will be made by the family or a professional. Initial Assessments are completed within 7 working days following referral. It may be that due to the complex needs identified for the child, a core assessment is required (timescale of 35 working days). A plan will be coordinated following this assessment. This plan may include the need for a detailed nursing assessment in order to understand the child's specific care requirements. This joint health and social care assessment may identify the need for a shared plan to provide services and support.

Integrated multi-disciplinary assessment:

The new development of the Children's Integrated Disability Service Single Point of Contact will improve the way in which children and their families access support. In the case of children with life-limiting or life-threatening conditions, where an integrated response to support the family is needed, a request will be made to the Single Point of Contact to coordinate a Common Assessment Framework/Team Around the Child response to oversee appropriate and timely access to assessment and support according to the child and their family's need.

Resolution 53(c): Assessment and completion of adaptations to homes

All adaptations are now progressed through the Disabled Facilities Grant. This is because the Council no longer has a remit for this work as all social housing comes under Plymouth Community Homes and is eligible for grant funding.

Appendix 1 provides a flowchart of the Disabled Facilities Grant process that is followed to assess for and progress adaptations.

Appendix 2 provides a summary of the indicative time targets (Department of Health) for small adaptations costing approximately £5,000.

Both of these documents are used by the children's occupational therapy team to guide their work and inform families of expected timescales. However, the majority of the adaptations undertaken through Services for Children and Young People are very complex due to young person's condition, family dynamics, manual handling for carers, appropriateness of house, which impacts on the options available and considerations that have to be taken into account.

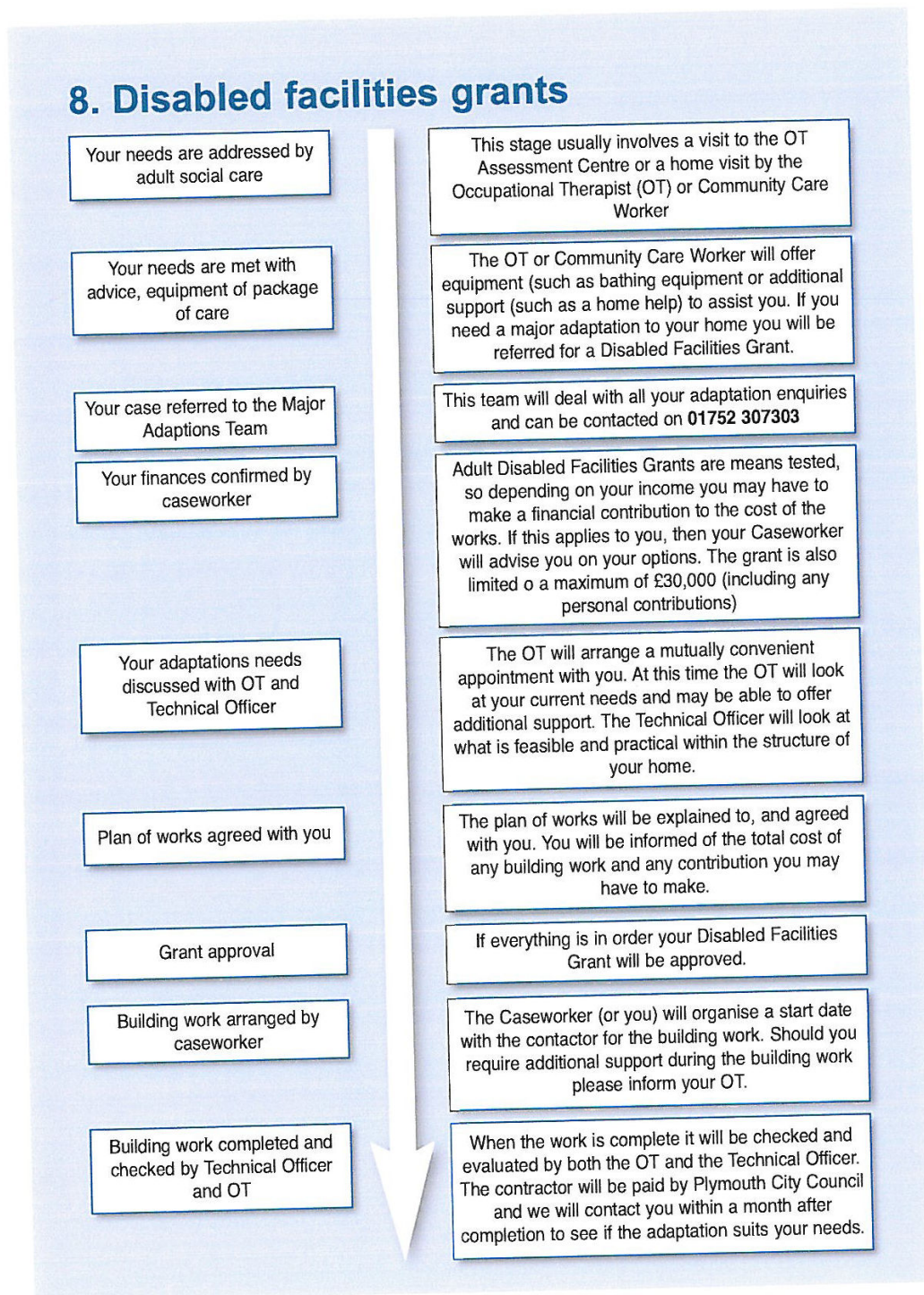
With regard to timescales, it would be expected that the assessment of need would be undertaken in 5 working days. Following assessment, the occupational therapist would be considering how the assessed need can be met through options available within the family's current house. This will include consideration as to whether adaptation options are feasible and technically possible. This feasibility requires housing technical officers to undertake an assessment of whether the house can be adapted. If an adaptation is not feasible, relocation will be considered as an option.

The timescale for a small adaptation, such as a bathroom alteration, would be between 6 months to 1 year from assessment to completion.

Major adaptations are expected to take 1 to 2 years. The work is reliant on the involvement of other agencies (technical officers, surveyors, architects, builders). In addition, some requests require approval for additional monies to be allocated within Services for Children and Young People where the cost of the work is beyond the available Disabled Facilities Grant of £30,000. In practice, the dependency on these other factors results in the process taking this length of time. There are occasions when the complexity of planned works results in completion extending beyond 2 years. Progress is tracked and families are kept informed about the stage in the work.

Jo Siney
Children's Integrated Disability Service Manager

Appendix 1: Flowchart for the stages of progressing an adaptation through the Disabled Facilities Grant



Appendix 2: Indicative Timescales for minor adaptations

Delivering Housing Adaptations for disabled people – A good practice guide

INDICATIVE TIME TARGETS (working days)	Priority ranking in assessment		
	High	Medium	Low
Referral to allocation/response (including screening, prioritisation and preliminary test of resources form issued)			
<i>(NB where complex needs are identified some time may elapse before the need for adaptation is clarified and the process proceeds)</i>	2	2	2
Assessment carried out within:	3	15	40
Recommendation and report prepared and forwarded	2	5	5
Notice to disabled person of recommendation and application form issued	2	2	2
Home visits to assist in completion of form, measure up and consult on proposals	5	15	30
Preparation of schedule and drawings	10	20	30
Second home visit to confirm proposals	5	15	30
Issue specification to contractors, concurrently seek confirmation of title, etc	3	5	5
Await return of tenders, concurrently seek completion of full test of resources	30	30	30
Evaluate tenders, calculate and check DFG, issue confirmation of DFG	3	5	5
Date to start not exceeding	10	30	60
Time on site will depend upon the size and complexity of works but allow 5 days per £5,000 value for general building work, less when value includes major items of equipment such as stairlifts:			
For average DFG of £5,000:	5	5	5
Inspection on completion	1	2	5
Secure guarantees and documentation, advise on repair and maintenance, consult disabled person on satisfaction, consider any remaining needs	2	5	10
TOTALS	83	151	259

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Children and Young People Overview and Scrutiny Panel**8 April 2010****Resolution 50 - School Attainment Results**

Responsibility for the quality of provision within school 6th forms transferred from the Learning and Skills Council (LSC) to the Local Authority on 1 April 2010. This report seeks to add further detail concerning how the Local Authority is supporting school 6th forms.

Plymouth's 14-19 strategic partnership includes this area as a priority within their operational plan (Annex B). The actions focus on improving leadership and management, the use of data, self-evaluation and the quality of teaching and learning.

We are actively piloting with schools the Framework for Excellence (FfE) which is the Government's performance assessment tool for further education colleges and post-16 education and training providers who receive funding from the LSC.

We challenge and support our 6th forms in the following ways:

1. Close analysis of examination results to identify over and underachievement. We currently have one 6th form that is working very closely with our Challenge, Support, Standards and Intervention team to address shared concerns.
2. We have very recently been asked by the National Strategies to identify sixth forms that are potentially 'underperforming' – we have identified two that we believe meet this loose description.
3. We have invested time in developing agreed criteria that we can use that will help us identify school sixth forms that meet this description. Annex A shows the list of questions that we are planning to use to review every school's provision. This has been agreed with Headteacher representatives and will be shared with School Improvement Partners and each school soon.
4. The questions encourage self-evaluation and refer to: the size of provision; Average Points Scores achieved by the cohorts; contextual value added figures; failure rates and Ofsted's inspection judgements about quality compared to the rest of the school.
5. We recently undertook a major Student Voice Survey. Over 1,200 students participated from the majority of school 6th forms. This has been shared with schools. It measured student perceptions of the support provided by the school and different subject departments as well as the quality of learning.
6. Working with our School Improvement Partners through training we are increasingly using SIPS to evaluate Post 16 provision.
7. We have a dedicated Post 16 Education Adviser who holds regular discussions with Post 16 Leaders. There is also a support group that shares good practice and provides training to all Heads of 6th Form. For example individual support and guidance on systems e.g. self evaluation, monitoring and tracking performance.
8. We have provided a small amount of funding to enable schools to recognise a Post 16 Lead Teacher who will work in-house to improve Teaching and Learning.
9. Eight Post 16 Subject networks have been created and they are run by Advanced Skills Teachers and they focus on sharing good practice.
10. We are also providing support to develop other student voice activities so that schools make the most of learners' perceptions to provide levers for change.
11. There is a Post 16 Leadership Programme for aspiring leaders so that we can invest in leadership training for the future.
12. We also run data training in-service education opportunities.

John Searson
Principal Adviser (Achievement 0-19)

Annex A

Guidance on the School Performance Review Summary

Work in progress



Department for Children's Services - Post 16 School Performance Review Summary - 2009/10

School Number		Latest Ofsted Inspection (Section 5)	Date	
School Name			Overall grade	
Headteacher / Principal			Category (if app)	
School Improvement Partner		LA involvement	CSSI	Yes / No
Review finalised	<i>Date of completion</i>		Strategy	Yes (with detail, see Key) / No
Review category	<i>SIP's judgement (term 6)</i>			
Capacity to improve	<i>SIP's judgement (annual report)</i>			

	<i>Response</i>	<i>Source of data / judgement</i>	<i>HT's response</i>	Key to abbreviations
1. Has the Level 3 Target Cohort exceeded 50 in each of the last 3 years?	<i>Yes / No (If 'No' plus detail)</i>	<i>School Matrix Summary</i>	<i>Agree / disagree</i>	
2. Has the average size per L3 entry exceeded 4 in each of the last 3 years?		<i>School Matrix Summary</i>		
3. Does the 3-year trend in APS per student reflect, or show an improvement on, the national trend?		<i>School Matrix Summary</i>		
4. Relative to the intake, has the APS per student made a broadly positive contribution to the LA indicator over the last 3 years?		<i>School Matrix Summary</i>		
5. Does the 3-year trend in APS per entry reflect, or show an improvement on, the national trend?		<i>School Matrix Summary</i>		
6. Relative to the intake, has the APS per entry made a broadly positive contribution to the LA indicator over the last 3 years?		<i>School Matrix Summary</i>		
7. Are the latest CVA indicators significantly above, or not significantly different from, the national average?		<i>School Matrix Summary</i>		
8. Are the latest available failure rates significantly lower, or not significantly different from, the national averages?		<i>Data dashboard</i>		
9. Do subject indicators from the DCSF data dashboard / FFT VA analyses provide a broadly positive picture?		<i>Data dashboard / FFTlive</i>		
10. Is the latest Ofsted judgement for Post 16 in line with or better than that for the remainder of the school?		<i>Ofsted</i>		
11. Do other available indicators reflect a broadly positive picture in relation to National / Plymouth's expectations?		<i>Various</i>		
12. Is the school identified as requiring temporary additional LA support?	<i>No / Yes (If 'Yes' plus detail)</i>	<i>Ofsted / CSSI / Strategy / SIP / NCA reports</i>		



Leading learning and skills



14-19 Young People's Operational Plan 2009-2012

Detailed plan 2009-2010

Priority 6	To develop and implement city-wide strategies to improve outcomes at Level 3 by the age of 19
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The best start in life for every young person

Our Aspirations for Sept 2009	<ul style="list-style-type: none"> To achieve 42% of YP achieving the Level 3 threshold, closing the gap with our highest performing statistical neighbours. To have a better understanding of data, and as a result, better working practice with data within Level 3 providers. To engage in a dialogue with all providers to improve outcomes using the strategies outlined in this plan. To increase the leadership capacity of our Post 16 Providers
Our Aspirations for Sept 2010	<ul style="list-style-type: none"> To equal the performance of our highest performing statistical neighbour.
Our Aspirations for Sept 2011	<ul style="list-style-type: none"> To be in the top quartile for outcomes at Level 3 by age 19.

STRANDS		WHO WILL BE INVOLVED?
Strand 1	Improve the use of data within and across Level 3 provides with particular reference to whole school self evaluation ('Framework For Excellence' Pilot) and the use of data to monitor and track performance	Lead: D Bowles / K Stone (LA) Supported by: John Bale (LSC)
Strand 2	Continue to set up new and develop existing city wide projects to improve the quality of teaching and learning at Level 2 and Level 3	Lead: D Bowles (LA) Supported by: Laura Henshaw (LA) Wendy Roderick (LA) Colleagues from Stoke Damarel CC
Strand 3	Continue to improve students' independent learning and literacy skills that are a barrier to achievement at Level 3 so as to ease the transition from Level 2 to Level 3 and improve student outcomes	Lead: D Bowles (LA) Supported by: Helen Prince (LA) Colleagues from Stoke Damarel CC
Strand 4	To support, develop and build Post 16 Leadership and management as a means of building capacity for change within our schools and colleges	Lead: D Bowles (LA) Supported by: Wendy Roderick (LA) Laura Henshaw (LA)
Strand 5	To improve uptake in the physical sciences and maths at Post 16	Lead: Post 16 Network Leads (LA) Supported by: D Bowles (LA)

CITY OF PLYMOUTH

Subject: Children and Young People Overview and Scrutiny Panel Quarterly Report

Committee: Children and Young People Overview and Scrutiny Panel

Date: 8 April 2010

CMT Member: Director of Services for Children and Young People

Author: Richenda Broad (Acting Assistant Director for Commissioning, Policy and Performance - Lead Officer)

Contact: richenda.broad@plymouth.gov.uk

Ref:

Part: Part I

Executive Summary:

This report sets out a review of the Children and Young People Overview and Scrutiny Panel for the third quarter of 2009/10.

Corporate Plan 2010-2013:

The Children and Young People Overview and Scrutiny Panel provides strategic scrutiny of the following Corporate Improvement Priorities and key areas:

- CIP 7 - Keeping children safe
 - CIP 8 - Improving skills and educational achievement
 - CIP 9 - Developing high quality places to learn in
 - CIP 13 - Supporting staff to perform better
 - CIP 14 - Proving better value for money
-

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

None

Other Implications: e.g. Section 17 Community Safety, Health and Safety, Risk Management, Equalities Impact Assessment, etc.

None

Recommendations & Reasons for recommended action:

That the report is noted

Alternative options considered and reasons for recommended action:

N/A

Background papers:

Children and Young People Overview and Scrutiny minutes and forward plan

Sign off: N/A

CITY OF PLYMOUTH

Children and Young People Overview and Scrutiny Panel Quarterly Report

1. Introduction

- 1.1 This report sets out a review of the Children and Young People Overview and Scrutiny Panel for the third quarter of 2009/10, incorporating the meetings of 19 November 2009 and 28 January 2010 respectively.

2. Scope of the Overview and Scrutiny Panel

- 2.1 The Children and Young People Overview and Scrutiny Panel is primarily concerned with the strategic scrutiny of the following Corporate Improvement Priorities and key areas:
- CIP 7 - Keeping children safe
 - CIP 8 - Improving skills and educational achievement
 - CIP 9 - Developing high quality places to learn in
- 2.2 The detailed terms of reference for the panel are contained in Appendix 1.
- 2.3 The panel consists of the following members and officers

Title	Name	Attendances (6 meetings)
Councillor (Chair)	Purnell	6
Councillor (Vice Chair)	Stephens	4
Councillor	Mrs Beer	4
Councillor	Bowie	3
Councillor	Mrs Bragg	6
Councillor	Delbridge	5
Councillor	Reynolds	2
Councillor	Roberts	6
Councillor	Vincent	4
Statutory Co-opted rep	C Bruce-Spencer (resigned 19.11.09)	-
Statutory Co-opted rep	T Lyddon	1
Statutory Co-opted rep	K Willis	3
Statutory Co-opted rep	M Gee (long-term sick)	-
Co-opted rep	A Kearnes	4
Co-opted rep	J Paget	4
Co-opted rep	K Taylor	3
Co-opted rep	Prof M Totterdell	-
Lead Officer	Richenda Broad/Claire Cordory-Oatway	5
Democratic Support	Cathy McCabe/Amelia Boulter/Rachel Watson	6

- 2.4 The Panel, through effective strategic and operational scrutiny, supports the following cabinet member and CMT officer

Title	Name
Cabinet Member (Children and Young People)	Grant Monahan
Director of Services for Children and Young People	Bronwen Lacey

- 2.5 The panel has a budget of £2,000 to support the scrutiny work.

- 2.6 The panel has requested practical training in respect of finance.

3. Key achievements to date

The panel has now met on six occasions. Meetings have been well structured, managed efficiently and well attended by panel members. A positive contribution has been made to support an effective strategic and operational overview; in particular, the following achievements have already been made:

3.1 Co-opted representatives

The panel has sustained a diverse group of co-opted representatives, including young people, and celebrates the wider perspective these representatives bring.

3.2 Complaints and Compliments Annual Report

The Customer Relations Manager has a statutory requirement to present an annual report to the relevant local authority committee about the operation of its complaints procedure. The report focuses on the compliments, concerns and complaints received within the Children's Social Care Division between 1 April 2008 and 31 March 2009. In response to a specific request from Children and Young People OSP the report provided examples of how the learning from complaints informs and changes practice.

The Panel welcomed the annual report which showed that compliments received in 2008/09 had nearly doubled compared with 2007/08; there had been a slight improvement in timescales for responding to complaints at stage 1; stage 2 complaints had fallen from 13 to 5; there were no stage 3 complaints in 2008/09, compared with 5 in 2007/08.

3.3 Performance and Budget Review

The panel received a detailed briefing on the financial position of Services for Children and Young People. This also touched on the contributions by partners through core and grant funding and how services are resourced. Linked to this was a briefing on performance related to Services for Children and Young People, in particular focussing on the Corporate Improvement Priorities and the priorities of the Children and Young People's plan. This provided a basis for a discussion on the importance of financial and performance data being part of every report to Children and Young People's OSP.

3.4 Children with Disabilities

The panel received a briefing paper on Children with Disabilities and viewed a DVD on young people's views on short breaks. The DVD was part of a consultation process to find out what young disabled people wanted in the future. The panel reflected on the challenges of ensuring the inclusion of children with disabilities in all activities and the development towards this through effective commissioning of services.

The panel made the following resolutions:

- a joint task and finish group with Customers and Communities OSP on facilities for disabled people be included on the work programme;
- information on integration and support for children with disabilities, short breaks, independent living, pooled budgets and education be considered at a future meeting.

3.5 School Attainment Results

The Panel received a report containing school attainment results. The OSP were informed that historically there had been a dip in performance between year 6 and 7 and this was part of the reason for the government to rebrand the KS3 curriculum which would be looking at a more thematic approach to improve transition between primary and secondary schools. The Panel considered the areas for improvement and identified 6th forms and the low entry to higher education as an area for further scrutiny.

The Panel made the following resolutions –

- more detailed information be provided on how underperforming 6th forms were to be addressed;
- that thanks be extended to staff who had contributed to the positive outcomes achieved by Children in Care and the support of the Panel for the concept of 'Virtual Head' be noted.

3.6 Carefirst

It was reported to the Panel that there was a national problem with the efficiency of the Carefirst software package and the Council were taking steps to improve the system, to assist social workers to record on the system and improve the output of data. A project team has been set up, chaired by the Assistant Chief Executive, with a team of 15 – 20 people to deliver the project. The Panel discussed the impact on social workers of an inefficient system for data management and recording and made the following resolution –

- a bullet point synopsis of the 50 – 75% issues causing problems and how the new system would address them be provided to the Panel.

3.7 OFSTED Report

The Panel received a response to the annual unannounced inspection of contact, referral and assessment arrangements within the Council's Services for Children and Young People and CIP 7 'Keeping Children Safe'. The Panel discussed the areas that could support improvement in managing the volume of referrals to the Advice and Assessment Service and made the following resolutions –

- that a presentation on thresholds and Common Assessment Framework (CAF) be provided to the Panel;
- that a copy of the 'e-safe guidance' due to be launched in April 2010 be provided to the Panel.

4. On the Horizon

As a consequence of the work undertaken by the panel, the following topic areas have been placed on the work programme for the final panel meeting of 2009/10:

- Joint Strategic Needs Assessment
- Teenage Pregnancy Update
- Performance review, including budget

5. Recommendation

- 5.1 That the progress of the Children and Young People Overview and Scrutiny panel is noted by the Overview and Scrutiny Management Board

Richenda Broad
Lead Officer Children and Young People Overview and Scrutiny Panel
8 April 2010

Children and Young People Overview and Scrutiny Panel Terms of Reference

Responsibilities

- On-going monitoring of post-inspection action plans (relating to its policy areas);
- To review new and existing policies and consider how they may be improved and developed;
- To monitor the budget and performance of the Cabinet Member, Department and partners to ensure that the priorities for the area are being delivered upon;
- To monitor performance against the relevant Corporate Improvement Priorities;
- To review Policies within the Budget and Policy Framework;
- To consider Equality Impact Assessments against new and existing policies;
- To investigate local issues to find out how the council and its partners can improve to meet the needs of local people;
- To make recommendations about service delivery to the Cabinet (via the Overview and Scrutiny Management Board);
- To review and scrutinise the performance of partner organisations;
- To set up ad hoc Working Groups as and when required;
- To produce quarterly progress reports to go to the management board;
- Any work delegated to the panel by the Board.

Policy Areas include:

- Children's Services
- Lifelong Learning
- Learning and Family Support
- Education
- Social Care relating to Children and Young People
- Children and Young People's Trust
- Children and Young People's Partnership
- Teenage Pregnancy
- Child Healthcare

Policy Framework Plans and Strategies relating to Policy Areas

- Children and Young People's Plan
- Ideas for Change
- Youth Justice Plan

Membership

The Chair of the Panel shall serve on the Overview and Scrutiny Management Board. The Children and Young People Overview and Scrutiny Panel will be chaired by a Member of the opposition political group with the vice-chair from the majority political group. All Members of the panel will adhere to the general rules of Overview and Scrutiny. There are 9 members of

the panel including the Chair and the vice-chair. The vice-chair is from the opposite political group to the Chair.

The Panel also includes 4 statutory members for education matters –

- 2 Parent Governors
- 1 Catholic Church representative
- 1 Church of England representative

All Members of the panel will adhere to the general rules of Overview and Scrutiny.

Cabinet Member

Children and Young People

Directorate

Services for Children and Young People

Lead Officer

Assistant Director, Children's Services

Corporate Improvement Priorities (CIPs)

- Safe Children (CIP 7)
- Skills and Education (CIP 8)
- High quality places to learn (CIP 9)
- Supporting council staff to perform better (CIP 13)
- Providing better value for money (CIP 14)

LSP Link

- Wise

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CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY PANEL

TRACKING RESOLUTIONS

Grey = Completed

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Response
7	Re the Anti-bullying strategy, the Panel recommended that all councillors and all school governors receive the report of the most recent 'Tellus' survey; all schools in the city agreed the definition of bullying contained in the strategy; panel members be invited to attend the strategy launch in November.	18/06/09	Maggie Carter	Target Date for Tellus4 Survey report now 30.06.10. Strategy Launch completed in November 2009)		
3	Resolved that the Democratic Support Officer look into visitor parking passes for co-optee members.	30/07/09	DSO	The DSO advised that co-optees will be reimbursed for parking rather than be issued with visitor parking passes.	24/09/09	
6	Data concerning educational attainment between the rich and poor in Plymouth in comparison to other local authorities – it was resolved that the issues raised will be addressed when the Child Poverty Strategy is produced.	30/07/09	Richenda Broad	This item will be addressed when the Child Poverty Strategy is produced.		
9	Resolved that we invite the new Chair of the Plymouth Local Safeguarding Children Board (LSCB) is invited to a future meeting.	30/07/09	DSO	The Chair of LSCB attended the CYP OSP meeting of 22.10.09.	24/09/09	
11(1)	Resolved that the Chair to meet with the Director for Children and Young People to ascertain appropriate education related topics to be included in the work programme	30/07/09	Chair	Chair met with the Director for Children and Young People		
11(2)	Resolved if necessary, a task and finish group be set up to review and report back to the panel regarding any education related topics highlighted by the Director for Children and Young People.	30/07/09		Currently on hold.		

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Response
25 Plymouth Safeguarding Children Board Report	The Panel members receive a copy of the PSCB 3-year training plan 2007-10 and the e-Safety Implementation Plan	22.10.09	Richenda Broad	Reports sent to panel members 29.03.10	25.3.10	
26 Child Protection Plans	Future updates on child protection plans would reflect whether agencies had provided the relevant reports or information, not just whether they had attended conferences or reviews	22.10.09	Richenda Broad	It is the intention to bring safeguarding board information to the next meeting. This item has been deferred to the new municipal year.	?	
27 (1) Role of Corporate Parenting Group	Cabinet receive an annual report of the work of the Corporate Parenting Group	22.10.09	Richenda Broad	Officers to investigate the annual report's progress and it was anticipated that it would be available in the new municipal year.	?	
27 (2)	The Children's OSP regularly review the work of the Corporate Parenting Group and identify issues that require further work and arrange for Corporate Parenting to become incorporated into the work programme on an annual basis	22.10.09	DSO / Richenda Broad	Added to CYP OSP 2010/11 work programme.	25.3.10	
27(3)	Cabinet consider the commitments outlined in the Pledge for children and young people in care and that Corporate Parenting and the involvement of children and young people in care is incorporated into the Panel's work programme on an annual basis.	22.10.09	DSO / Richenda Broad		Cabinet, Oct 10 annual update for panel	
27(4)	That CMT identify departmental 'champions' in each council area so that the needs of children and young people in care can be incorporated into strategy and policy formation with accountability to the Corporate Parenting Group	22.10.09	CMT	Mary Brimson, Head of Service (Looked After Children) attended CMT on 05.01.10. CMT requested a further report.		
27(5)	All appraisals and staff supervision to specifically address progress against the Pledge	22.10.09	Richenda Broad	Full appraisals should be completed by July 2010.	July 2010	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Response
27(6)	All elected Members attend induction training on Corporate Parenting	22.10.09	Democratic & Member Services Manager	Mary Brimson, Head of Service (Looked After Children) met with Member Support and this training has now been incorporated into the Members Induction Programme.	May 2010	
27(7)	All departments consider providing work placements for young people in care.	22.10.09	CMT	Mary Brimson, Head of Service (Looked After Children) attended CMT on 05.01.10. CMT requested a further report.	Feb 2010	
36 Quarterly report	The Panel's scrutiny quarterly report be amended to include the adjustments suggested in (i) to (v) above (see minute 36) and then submitted to the O & S Management Board	22.10.09	DSO	Updated scrutiny reports forwarded to O & S Management Board Members for feedback, to be submitted to Cabinet January 2010. Completed.	December 09	
37(1) Complaints and Compliments Annual Report	A copy of an up to date pack of information provided to children be made available to the Panel	19.11.09	Richenda Broad	Submitted to CYP OSP on 28.1.10. Completed.	28.1.10	
37(2)	Comparative data be provided to the Panel on how the service was performing in relation to neighbouring LAs.	19.11.09	Carole Hartley, Customer Relations Manager	Submitted to CYP OSP on 28.1.10. Completed.	28.1.10	
38(1) Performance and Budget Review	A view of where budgets may be pooled be provided to the Panel	19.11.09	Head of Finance	To be included in report to the panel on 08.04.10	25.3.10	
38(2)	A breakdown of figures for numbers of full time equivalent posts, vacancies, number of cases and numbers of agency staff over the past five years be provided to the panel.	19.11.09	Ass. Head of HR	Submitted to CYP OSP on 28.1.10. Completed.	28.1.10	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Response
38 (3)	Comparison national figures for teenage pregnancies be provided to the task and finish group considering reducing teenage conception rates in the city.	19.11.09	Claire Cordory-Oatway, Head of Performance & Quality / DSO	Email sent to Claire Cordory requesting the information for the Joint Task and Fish Group meeting.	Jan 10	
38 (4)	Regarding performance indicators, numbers rather than percentages be provided to the Panel	19.11.09	Head of Policy, Performance & Partnerships		25.3.10	
38 (5)	Consideration of the performance indicators causing concern and what localities they occurred in be placed on the Panel's work programme	19.11.09	DSO	Included on work programme submitted to Panel on 28.1.10. Completed.	28.1.10	
38(6)	Additional practical finance training be provided to the Panel.	19.11.09	Head of Finance		25.3.10	
39(1) Children with Disabilities	A joint task and finish group with Customers and Communities OSP on facilities for disabled people be included on the work programme.	19.11.09	DSO	Request agreed by Management Board 6.1.10. On CYP work programme submitted to Panel on 28.1.10.		
39(2)	Information on integration and support for children with disabilities, short breaks, independent living, pooled budgets and education be considered at a future meeting.	19.11.09	Jo Siney, Integrated Disability Service Manager	Submitted to CYP OSP on 28.1.10. Completed.	28.1.10	
41 Work Programme	The following be added to the work programme – (a) a review of the action plan from Ofsted's Inspection of Children's Service Advice and Assessment; (b) a review of Ofsted's action plan from Little Teds, when available; (c) a review of the flowchart created by Occupational Therapy regarding adaptations; (d) cyber-bullying.	19.11.09	DSO	Included on work programme submitted to Panel on 28.1.10. Completed.	28.1.10	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Response
49 Carefirst	A bullet point synopsis of the 50 – 75% issues causing problems and how the new system would address them be provided to the panel.	28.01.10	Assistant Director (Social Care)	A response to be submitted to the panel at the 08.04.10 panel meeting.	08.04.10	
50 (1) School Attainment Results	More detailed information be provided on how underperforming 6 th forms were to be addressed.	28.01.10	Jon Searson	A response to be submitted to the panel at the 08.04.10 panel meeting.	08.04.10	
51 (1) Ofsted Report	A presentation on thresholds and Common Assessment Framework be provided to the Panel.	28.01.10	Assistant Director (Social Care)			
51 (2) Ofsted Report	A copy of the 'e-safe guidance' due to be launched in April ne provided to the Panel.	28.01.10	Assistant Director (Social Care)			
52 (1) Performance Review	An invitation to Children's Services staff briefings being held in the Council Chamber be extended to all Members.	28.01.10	Assistant Director (Social Care)			
53 (1) Children with Disabilities	Criteria for statementing.	28.01.10	Assistant Director (Learner & Family Support)	A response to be submitted to the panel at the 08.04.10 panel meeting.	08.04.10	
53 (2) Children with Disabilities	Information on whether children with life limiting illnesses had immediate access to assessment.	28.01.10	Assistant Director (Learner & Family Support)	A response to be submitted to the panel at the 08.04.10 panel meeting.	08.04.10	
53 (3) Children with Disabilities	Information on how long it took to assess for adoptions.	28.01.10	Assistant Director (Learner & Family Support)	A response to be submitted to the panel at the 08.04.10 panel meeting.	08.04.10	
56 (1) Work Programme	The next meeting on 25 March be an all day meeting.	28.01.10	DSO	Meeting moved to 08.04.10 due to the announced Ofsted Inspection. Meeting on the 08.04.10 will now be a normal business meeting due to the number of items on the agenda.	08.04.10	

Minute number	Resolution	Date agreed	Action by	Progress	Target date	Response
56 (2) Work Programme	The Panel host an NSPCC workshop on the subject of sex offenders, to be provided for all Members before May 2010.	28.01.10				
56 (3) Work Programme	Music in Schools for which there was to be no sustainable grant, be added to the work programme for the new municipal year.	28.01.10	DSO	Added to the new work programme for the new municipal year.	08.04.10	
56 (4)	The following needs to be included in the agenda for the March meeting – - Joint Strategic Needs Assessment; - teenage pregnancies update.	28.01.10	DSO	Added to the agenda for 08.04.10 panel meeting.	08.04.10	

Work Programme 2009/10

[illegible]

Topics		J	J	A	S	O	N	D	J	F	M	A	M	J
Tackling Bullying Strategy														
CAMHS Strategy												8		
Absenteeism and sickness amongst CS staff														
Preventing & Managing Obesity in Young People of Plymouth														
Performance Review (including budget)	Performance Review						19					8		
	Performance indicators causing concern and what localities they occur in*													
Complaints and Compliments Annual Report							19		28					
Quality Assurance Framework												8		
School Attainment Results									28					
Strategy for Change Building Schools for the Future	Forward Plan item FP 31 09/10 'Building Schools for the Future – Governance'											8		
	Strategy													
Youth Justice Plan*														
Children and Young People's Plan (including CYPP Priorities and Annual Performance Assessment)														
Forward Plan item FP 40 09/10 'Information advice and guidance service for young people'									28					
Local Democracy Week														
Quarterly Scrutiny Reports							19					8		
Music in Schools														

* new municipal year

Children and Young People's Overview and Scrutiny Panel Work Programme 2010/11

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