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13 September 2013

AMBITIOUS PLYMOUTH

Monday 23 September 2013
10 am
Council House, Plymouth (Next to the Civic Centre)

Members:

Councillor Bowie, Chair
Councillor Mrs Bowyer, Vice Chair
Councillors Sam Davey, Gordon, Jarvis, Jordan, Martin Leaves, Mrs Nicholson, Parker, Stark, Stevens and Wright.

Co-opted Representatives:

Edith Bayley (Statutory)
Matthew Currie (Non-Statutory)
Harry Samuels (Non-Statutory)

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

Tracey Lee
Chief Executive

AMBITIOUS PLYMOUTH

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for non-attendance by Ambitious Plymouth members.

1. TO NOTE THE VICE-CHAIR

The panel will note the appointment of the Vice-Chair for the remainder of the municipal year 2013 – 2014.

3. DECLARATIONS OF INTEREST

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

4. MINUTES

(Pages 1 - 8)

To confirm the minutes of the last meeting held on 12 August 2013.

5. CHAIR'S URGENT BUSINESS

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

6. CITY OF CULTURE BID

To receive a verbal update on the City of Culture Bid.

7. REVIEW OF THE LIBRARY AND MUSEUM PROVISION

To receive a verbal update on city's library and museum provision.

8. SCHOOL TRANSPORT PROVISION REVIEW

(Pages 9 - 12)

To receive a report providing a review of school transport provision.

9. 'NARROWING THE GAP IN SCHOOLS' COOPERATIVE REVIEW

(Pages 13 - 18)

To receive the 'Narrowing the Gap in Schools' cooperative review's project plan.

10. TRACKING RESOLUTIONS

(Pages 19 - 22)

The panel to review and monitor the progress of tracking resolutions and receive any relevant feedback from the Cooperative Scrutiny Board.

11. WORK PROGRAMME

(Pages 23 - 24)

To review the Ambitious Plymouth work programme 2013 – 2014.

12. 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(s) the likely disclosure of exempt information as defined in paragraph(s) of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE MEETING)

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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Ambitious Plymouth

Monday 12 August 2013

PRESENT:

Councillor Bowie, in the Chair.

Councillor Sam Leaves, Vice Chair.

Councillors Casey (substituting for Councillor Parker), Sam Davey, Gordon, Jarvis, Jordan, Michael Leaves (substituting for Councillor Martin Leaves), Mrs Nicholson, John Smith (substituting for Councillor Stevens) Stark and Wright.

Co-opted Representatives: Matt Currie and Harry Samuels – Young Person Representatives.

Apologies for absence: Councillors Martin Leaves, Parker and Stevens.

Also in attendance: Maggie Carter – Head of Education, Learning and Family Support, John Miller – Head of Youth Services, Elaine Shotton – Service Manager (Targeted Youth Services), Alison Botham – Assistant Director for Children's Social Care, Carol Henwood – Principal Adviser, Brad Pearce – Education Catering Manager, Jayne Gorton – Scrutiny Lead Officer and Ross Johnston – Democratic Support Officer.

The meeting started at 10 am and finished at 12.05 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.

10. **DECLARATIONS OF INTEREST**

The following declarations of interest were made in accordance with the code of conduct –

Name	Minute No. and Subject	Reason	Interest
Councillor Glenn Jordan	6. Local Authority Approach to Dyslexia: Assessment, Training, Opportunities and Typical Provision Available in Schools	Has dyslexia	Private
Councillor Alison Casey	6. Local Authority Approach to Dyslexia: Assessment, Training, Opportunities and	Has dyslexia	Private

	Typical Provision Available in Schools		
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11. **MINUTES**

Agreed that the minutes of the meeting held on 1 July 2013 are confirmed as a correct record.

12. **APPOINTMENT OF CO-OPTED REPRESENTATIVES**

The Chair welcomed Matt Currie and Harry Samuels, Members of Youth Parliament to their first meeting of the Ambitious Plymouth scrutiny panel.

Agreed that –

- (1) Mrs Edith Bayley, Parent Governor, is appointed as a co-opted representative for a period of four years, subject to an annual review;
- (2) two members of Youth Parliament, are appointed as co-opted representatives for a period of four years, subject to an annual review.

13. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

14. **LOCAL AUTHORITY APPROACH TO DYSLEXIA: ASSESSMENT, TRAINING, OPPORTUNITIES AND TYPICAL PROVISION AVAILABLE IN SCHOOLS**

Maggie Carter, Head of Education, Learning and Family Support presented the panel with a report on the local authority's approach to Dyslexia.

Following members' questions it was reported that –

- (a) Plymouth City Council would continue to promote the need for schools, and the professionals working within schools, to be aware of children's learning difficulties, such as dyslexia and continue to closely monitor data provided by schools on the learning progress of children and young people;
- (b) as the champion of vulnerable children Plymouth City Council would continue to provide advice to schools about how to support children's Special Educational Needs (SEN). Plymouth City Council would expect schools to use the delegated funding for SEN to support and offer alternative educational approaches such as ICT to assist pupils with learning difficulties.
- (c) if a school identified a child with a learning difficulty i.e. dyslexia or dyscalculia (difficulty with numbers) then it was expected that the school would investigate the issue further, probably through the Special Educational Needs Coordinator (SENCo), and put in place a specific programme that

would assist the child with learning;

- (d) parents who had concerns about their child's learning should raise these concerns with the school, if however the parents were not satisfied with the school's response then they could seek help and support from the Parent Partnership service;
- (e) dyslexia did not have any medical solutions, and it was classed as a difficulty with learning; however, there was much debate internationally on whether there were any neurological factors that influenced the causes of dyslexia.

Members further commented that –

- (f) the screening process for dyslexia was too vague and letting children down; the vagueness of the screening process was a contributing factor for the stigma that was attached to dyslexia;
- (g) it would be helpful to dyslexics if the results of their diagnosis in school followed the individual through further education, such as University and Colleges, and into employment settings, such as apprenticeships.

Maggie Carter was thanked for her attendance.

It was agreed that –

- (1) Glenn Jordan would champion the panel's work on dyslexia and meet separately with officers from the Education, Learning and Family Support Department and report back his progress to a future panel meeting;
- (2) Maggie Carter would provide an update to all panel members on whether the results of dyslexia diagnosed in schools follow the individual diagnosed through further education, such as University and Colleges, and apprenticeships.

15. **MISSING YOUNG PEOPLE'S TEAM REVIEW**

John Miller, Head of Youth Services, and Elaine Shotton, Service Manager (Targeted Youth Services), provided the panel with an update on Missing Young People's Team.

The panel was informed that –

- (a) the Missing Young People's Team, renamed as MIST (Missing, Intervention and Support Team) had been set up to provide an improved service to missing young people and protect them from harm or exploitation;
- (b) following the return of a missing child the service undertakes a return interview with that child within 48 hours (but preferably within 24 hours);
- (c) the MIST team was committed to improving the safety of young people within the city and ensuring young people were made more aware of risks

and vulnerabilities through an education programme called 'Be-Wise to Sexual Exploitation'.

Following members' questions it was reported that –

- (d) one of the key risks and vulnerabilities that threatened the safety of young people was the internet; educating young people about online safety was a vital message to be delivered through the 'Be-Wise to Sexual Exploitation' programme;
- (e) the 'Be-Wise to Sexual Exploitation' programme was due to be piloted in two Plymouth schools from September 2013, with the ambition of delivering the programme more widely from early 2014;
- (f) all missing young people received a return interview, with under 13s receiving the service's priority; the return interviews were conducted following the initial police interview and assessment, if the police had any concerns at this stage then they contacted the social care department.
- (g) the service was working towards developing a 24 hour advice and support telephone service as well as a missing young people's advice and support website, to inform and educate parents about how to report and deal with concerns about missing young people;
- (h) the service had been working towards building relationships and partnerships with organisations from the voluntary sector including Barnardo's and soon the NSPCC.

It was commented by members that –

- (i) the service should explore working with other voluntary organisations including the Salvation Army;
- (j) social networking should form a significant part of the 'Be-Wise to Child Sexual Exploitation' programme to ensure that all young people were aware of the risks and vulnerabilities associated with this type of communication tool.

John Miller and Elaine Shotton were thanked for their attendance.

It is recommended that the MIST team present the 'Be-Wise to Sexual Exploitation' programme to the Youth Cabinet to receive feedback on the programme's content from young people prior to delivering any sessions in schools.

Agreed an update on the work of the MIST team and the delivery of the 'Be-Wise to Sexual Exploitation' programme is provided to the panel in February 2014.

16. **CHILDREN'S SOCIAL CARE REVIEW**

Alison Botham, Assistant Director for Children's Social Care provided the panel with an update on Children's Social Care. The panel was informed that –

- (a) there had been a number of national developments in Children's Social Care which had brought about a number of key changes within the service, some of these included –
- the new Working Together to Safeguard Children guidance, which had led to changes in relation to multi-agency, safeguarding practices and a new single assessment replacing the current initial and core assessments;
 - a move to embracing a national approach to adoption, meaning that local authorities move towards working together on finding adoptive parents rather than the current local authority based local approach;
 - changes to the OFTSED inspection arrangements for safeguarding and looked after children;
 - new arrangements for dealing with missing young people and child sexual exploitation;
- (b) Plymouth had been awarded one of 20 pioneering places for its work on early intervention and prevention, following the establishment of the Early Intervention Foundation;
- (c) Plymouth had successfully reduced its timescales for care proceedings to 26 weeks from 56 weeks in a comparable period from last year, and as a result of this success, new arrangements for child care proceedings were being piloted in Plymouth;
- (d) the service faced a number of key issues and challenges, which included –
- an increase in referrals over the past year by 10 per cent;
 - an increase in children subject to Child Protection Plans from 312 at the end of 2012 to 345 in mid-June;
 - a small increase in the numbers of children in care;
 - the ability to recruit permanent social work staff, although Plymouth had a successful recruitment process compared with national data.

Following members' questions it was reported that –

- (e) the service had recently implemented a flexible hours system which had enabled a higher ratio of part-time staff within the service, this had benefited the service as staff with the relevant qualifications and experience who could no longer be employed on a full-time basis, due to changes in personal circumstances, were able to continue to work on a part-time basis;
- (f) the Children and Mental Health Service (CAMHS) provide a service to children in care, and the children's service was working with colleagues to

ensure that improvements were sustained;

- (g) the service had 21 children in residential care of which only four were located in Plymouth;
- (h) the Advice and Assessment Team had four uncovered vacancies; however, it was hoped that six new permanent appointments would be made in September leading to all posts being covered;
- (i) the service had been reviewing its provision of ICT resources, although the equipment and software was fit for purpose there was a requirement to increase the quantity of laptops available to enable the service to have a more flexible approach to working.

Alison Botham was thanked for her attendance.

17. **NARROWING THE GAP: FREE SCHOOL MEALS VERSUS NON-FREE SCHOOL MEALS**

Carol Henwood, Principal Adviser and Brad Pearce, Education Catering Manager, provided the panel with an update on Narrowing the Gap: Free School Meals versus Non-Free School Meals. The panel was informed that –

- (a) the data presented in the report was from 2012, this was because the 2013 data had yet to be analysed or validated;
- (b) the uptake of Free School Meals (FSM) in Plymouth was 80 per cent, which was around the national average for England;
- (c) attainment results for pupils with FSM across Key Stage 1 – 4 was promising, all at levels similar to the national average, however, Key Stage 5 attainment results were concerning.

Following members' questions it was reported that –

- (d) applications for FSM were becoming more discreet and simpler to understand with online facilities now available for parents to establish eligibility and apply for FSM and wording being simplified to enable all parents to understand the eligibility criteria;
- (e) where eligible FSM were available for full-time pupils at school, this included nursery children who attend full days and also sixth form pupils. Meals were not available for children at further education collgese;
- (f) all school meals were produced without any traces of nuts, however, other less common allergies could be catered for on a school-by-school basis and parents were encouraged to inform the school of any particular need and speak directly with the kitchen manager on site;
- (g) at present FSM were only available during term-time, but it was hoped that

schools could look to offer food services throughout the year and make use of school kitchens, this would though need to be carefully considered in terms of cost and staff employment. FSM were funded from the Dedicated Schools Grant (DSG) and current budgets would not support the cost of the all-year round provision.

Carol Henwood and Brad Pearce were thanked for their attendance.

The Chair informed the panel that the Cooperative Scrutiny Board on 7 August 2013 approved a Cooperative Review Request to review the topic of 'Narrowing the Gap in Schools' and requested that four members, in addition to Councillor Sam Leaves and herself, commit to sitting as members on the review panel.

The membership for the Cooperative Review on Narrowing the Gap in Schools is agreed as follows:

- Councillor Bowie (Chair)
- Councillor Sam Leaves
- Councillor Alison Casey
- Councillor Paul Jarvis
- Councillor Glenn Jordan
- Councillor David Stark

18. **TRACKING RESOLUTIONS**

The panel noted its tracking resolutions.

19. **WORK PROGRAMME**

The panel noted its work programme and agreed that –

- (1) an update on the MIST team and the delivery of the 'Be-Wise to Sexual Exploitation' programme is provided to the panel in February 2014;
- (2) due to a clash with the Labour Party Annual Conference the Democratic Support Officer will email all Ambitious Plymouth members to establish which members will be in attendance at the meeting on 23 September 2013, subject to the response an alternative date might be sought.

20. **EXEMPT BUSINESS**

There were no items of exempt business.

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AMBITIOUS PLYMOUTH SCRUTINY PANEL

23 September 2013



PLYMOUTH
CITY COUNCIL

SEN Transport

The transport budget is always under pressure due to the responsive nature of the service. Last year's outturn was £3,394,831 compared to budget of £3,373,934 (overspend of £20,897). The projection for 2013-14 is currently showing an underspend of £77,000. This however should be treated with extreme caution as we are at the start of a new academic year and still in the process of finalising transport requirements and Passenger Assistant hours.

The Transport Team reviewed all routes in readiness for the Autumn Term including a reallocation of Passenger Assistants across all schools in order to reduce mileage costs, running time and Passenger Assistant hours.

Passenger Assistants

The Passenger Assistant budget is constantly under pressure due to the reactive nature of the work. When a Passenger Assistant is off sick the post always has to be covered in order to meet the authority's statutory duty of transporting children with Special Needs to school or college. This problem has been addressed in two ways:

- 1) Very close monitoring of sickness absence, well-being meetings and prompt referral to IMASS (Occupation Health) for those on long term sick.
- 2) Recruiting to our relief pool of Passenger Assistants from Network Health (Pertemps). These employees are paid only for the hours worked and do not receive pay when on sick leave.

We currently employ 146 PCC staff (73%) and 54 Network Health Staff (27%). The PCC employees are mainly allocated to permanent on-going routes, with Network Health Staff covering for sickness and leave. Currently, however, if a PCC employee leaves the authority their posts are being filled with Network Health employees, which means some Network Health employees, are being used to cover permanent on-going routes (currently 19). Up to now the % split between the two employers has worked reasonably well and is manageable. It is anticipated that the % split will remain at around this level, with new PCC staff being employed in the near future to the vacant on-going routes, in order to maintain this balance.

On-going variables

There are a number of variables which can affect the budget position at any point which need to be taken into account:

- Increase in the complexity of need for the children requiring transport, both challenging behaviour and medical requirements, to both mainstream and special school provision.
- Due to the increase in complexity some children require one to one support on transport. There are currently 19 children requiring this level of support, 11 of whom are on shared transport and 8 who require their own vehicle.

- Due to very complex autism and behavioural issues requests are now being received for two Passenger Assistants to escort one child, where a child receives 1:2 support at school this is also required for transporting the child. There are currently 2 children requiring this level of support. The Teaching Assistants are escorting the children on the transport as part of a wrap-around package. These children require transport in a minibus rather than a taxi to give the space to manage their behaviour and give space to protect the passenger assistants. These 2 minibuses cost £202.57 per day, a total of £38,198 per year.
- Due to a child's severe medical needs an Ambulance has been provided as we are unable to recruit suitably trained medical staff to escort the child in a taxi.
- PCC minibus fleet vehicles increased costs in servicing and parts due to their age. Approval has now been received for replacement of the fleet and the contract awarded. It is anticipated the new vehicles should be in place around January 2014. This will show an immediate saving on repairs and maintenance.

Support for Families on low income

PCC have received a grant totalling £139,600 in 2012/13 towards the cost of providing low income transport. The cost of providing low income bus passes was approximately £125,300. There are also a few children provided with taxi transport under this criteria, however the cost is difficult to quantify on an individual basis as they are shared with other children. We have been notified that the grant will decrease to £89,500 for 2013/14 which will leave a shortfall to be met from the existing budget.

Last academic year a total of 227 free bus passes were issued to children who qualify for free travel under the government low income policy. To date, at the start of this academic year, 158 passes have been issued, with new applications being received on a daily basis.

School children may be eligible for statutory free travel from Plymouth City Council if they meet all the criteria listed below:

- 1) Is attending one of his/her three nearest schools (or the nearest faith school), and
- 2) The school measures between 2 and 6 miles from home, and
- 3) The pupil is eligible for free school meals or the family are in receipt of the maximum award of Working Tax Credit.

16 – 19 Bursary Fund (previously Educational Maintenance Allowance (EMA))

For students aged between 16 and 19 years and who might struggle with the costs for full-time education or training they may be eligible for a bursary.

Students in the following groups may receive the maximum bursary of £1,200 a year:

- young people in care
- care leavers
- young people claiming income support in their own name
- disabled young people who receive both Employment Support Allowance and Disability Living Allowance in their own name

To receive the maximum bursary the course must last for 30 weeks or more. If the course is shorter than 30 weeks, you may receive less.

Other students facing genuine financial difficulties may be awarded a bursary at the discretion of their school, college or training provider.

Unlike the EMA which was a national system, schools, colleges and training providers are responsible for awarding bursaries to students. With the exception of the £1,200 bursaries for students most in need, the individual establishments decide on the amount. They will also have

decided when bursaries are paid, and will have set conditions that students should meet to receive a bursary, for example, linked to behaviour or attendance.

Commercial Operator School bus Service Cuts

On 28th June Plymouth Citybus notified the Council that they were planning to make changes to school bus services with effect from 3 November 2013. In summary the changes have been confirmed as follows:

- 109 & 115 Plympton services will be cancelled and replaced by the 103.
- 142 and 104 will be withdrawn
- 112 which was previously at risk will be retained following Cllr Coker's and Williams' intervention.

There are a number of other changes proposed on both First and Citybus's commercial services over the coming weeks but first impressions seem to suggest that they will not have a major impact on any of the city's schools. First have confirmed that as a result of their changes, the dedicated school buses for Coombe Dean (the 800 series) will be retained.

Conclusion

The 2012/13 budget was overspent by £20,897, and this year is currently looking favourable, but again the on-going variables listed above need to be taken into consideration as they could have an adverse impact depending on the level and numbers of pupils requiring additional support. We also need to take into consideration the level of sickness and the impact of any adverse weather conditions as we move into the winter months.

Julie Roantree

Principal Transport & Allowances Officer

People Directorate

11 September 2013

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CO-OPERATIVE REVIEW PROJECT PLAN

NARROWING THE GAP IN SCHOOLS



PLYMOUTH
CITY COUNCIL

Background	
Chair:	Councillor Bowie
Lead Officer:	Jayne Gorton
Democratic Support Officer:	Ross Johnston
Membership:	Councillors Bowie (Chair) Councillor Jarvis Councillor Casey Councillor Stark Councillor Jordan
Relevant Cabinet Member:	Councillor Nicky Williams
Date review approved by the Co-operative Scrutiny Board:	7 August 2013
Summary of subject to be reviewed:	There is a national focus on reducing the gap between the attainment of pupils on free school meals (FSM) and their non-free school meals peers. The government's intention is to ensure that those children who began life with some social disadvantage are not disadvantaged further through under-performance in educational terms. The review will expand on this to also specifically focus on the attainment and take up of FSM from Looked After Children (LAC) and children from service families. Additionally the review will address the concerns of the welfare reforms and its impacts on the eligibility of FSM and free school transport. Furthermore, the review will consider the financial burden placed on parents of school aged children from non-school uniform days and Proms.
Reason(s) and rationale for the review:	The main reasons of the review are: <ul style="list-style-type: none"> - This is a key Child Poverty area of focus. - It is a national focus and an area of concern for the public. - The impact of welfare reforms on an already potentially disadvantaged group. - The potential impact on the FSM and school transport budgets.
Objectives of the review:	The review has three main objectives: <ol style="list-style-type: none"> I. to ensure that the attainment results of pupils who take up FSM, pupils who are classed as Looked After Children and pupils from service families are not negatively affected – this will be reviewed and measured using school attainment results data and recommendations considered to seek to improve this situation if any negative analysis is found;

	<p>2. To understand the impacts of Welfare Reforms on FSM eligibility and school transport provision and seek to ensure relevant advice and information is provided to parents who will be negatively affected;</p> <p>3. To ensure schools are aware of the financial pressures being placed on parents from extra activities including non-school uniform days, school days out and school proms and establish whether any alternatives can be provided to ease the financial burden on parents.</p>
What will the review look at?	<p>The review will look at:</p> <ul style="list-style-type: none"> • Pupil Premium funding and spending; • FSM eligibility criteria, application forms and processes and publicity; • Attainment results of FSM pupils vs Non FSM pupils; • Attainment results of LAC and pupils from Service Families; • Attainment results from all three pupil groups benchmarked against local authorities in the South West and Plymouth City Council's Family Group; • Work of the Plymouth Excellence Cluster; • School Transport Provision and eligibility; • The impacts of the Welfare Reforms on eligibility; • The number of additional financial pressures placed on parents from extra activities put on by the school; • The economic boost that school proms provide to city businesses;
Which areas will be excluded from the review?	<p>The review plans to stay within its remit, however, there is the potential that the evidence provided may bring to light other areas of concern closely related to this review, therefore there are no areas that will be completely excluded from this review.</p>
What City and Council Priorities does the review relate to:	<p>This review relates to the council's values, as stated in the Corporate Plan 2013 – 2016, to be Responsible and Fair and also promotes all of the four cooperative objectives, in the Corporate Plan:</p> <ul style="list-style-type: none"> • Pioneering Plymouth • Growing Plymouth • Caring Plymouth • Confident Plymouth
Identify links to other Council policies, projects or strategies:	<p>Other council policies, projects or strategies related to this review include:</p> <ul style="list-style-type: none"> - Children and Young People's Plan 2011 – 2014. - Child Poverty Matters: The Child Poverty Strategy for Plymouth 2013 – 2016. - Corporate Plan 2013 – 2016. - Plymouth's Child Poverty Needs Assessment 2012
Who will benefit from the review:	<p>The main beneficiaries will be children and families across the city, particularly those who are the most socially disadvantaged.</p>

Methodology

The method and approach of the review:	<p>The review will use the following evidence:</p> <ul style="list-style-type: none"> • Site visits and observations – the review will undertake site visits to two separate schools in the city over a lunch time
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	<p>period – this will be to review the systems of cash-less and cash paying lunch services; also the review will seek to meet with the school council’s at these two schools to discuss this issue;</p> <ul style="list-style-type: none"> • Document analysis – the review will request reports on: <ul style="list-style-type: none"> - Pupil Premium funding and spending; - FSM eligibility criteria, application forms and processes and publicity; - Attainment results of FSM pupils vs Non FSM pupils; - Attainment results of LAC and pupils from Service Families; - Attainment results from all three pupil groups benchmarked against local authorities in the South West and Plymouth City Council’s Family Group; - Work of the Plymouth Excellence Cluster; - School Transport Provision and eligibility; - The impacts of the Welfare Reforms on eligibility; - The economic boost that school proms provide to local businesses; • Interviewing experts – the review will seek to interview: <ul style="list-style-type: none"> - A representative from the Department for Work and Pensions - A representative from the Parent Partnership - A representative from the Excellence Cluster - Judith Harwood, Assistant Director for Education, Learning and Families - Heather Ogburn, Senior Leadership Adviser • Interviewing witnesses and service users – the review will seek to interview: <ul style="list-style-type: none"> - Cabinet Member for Children and Young People - Cabinet Member for Customers and Communities - School Council at Marine Academy Plymouth - School Council at Ridgeway School - A representative from the Citizens Advice Bureau • Comparisons with other authorities and benchmarking exercises – the review would like to compare all attainment results and FSM take-up figures against: <ul style="list-style-type: none"> • Local Authorities in the South West • Local Authorities in Plymouth City Council’s Family Group
<p>Witnesses and experts:</p>	<p>Witnesses include:</p> <ul style="list-style-type: none"> • A representative from the Department for Work and Pensions • A representative from the Parent Partnership • A representative from the Excellence Cluster • Judith Harwood, Assistant Director for Education, Learning and Families • Heather Ogburn, Senior Leadership Adviser

	<ul style="list-style-type: none"> • Cabinet Member for Children and Young People • Cabinet Member for Customers and Communities • School Council at Marine Academy Plymouth • School Council at Ridgeway School • A representative from the Citizens Advice Bureau
Co-opted representatives:	The Panel will invite the Youth Cabinet to nominate two members to sit as co-opted representatives on the panel for the duration of the review.
Documents and/or reports for analysis e.g. internal/external reports or legislation):	<p>The documents that will assist the review include:</p> <ul style="list-style-type: none"> • Government guidance or legislation – Pupil Premium guidance and legislation; • Local policies and strategies – Child Poverty Matters: The Child Poverty Strategy for Plymouth 2013 – 2016. • Performance plans and performance indicators – Benchmarking data against other authorities and performance data from schools within Plymouth;
Site visits:	<p>The review will undertake two site visits:</p> <ol style="list-style-type: none"> 1. Marine Academy Plymouth (MAP) (Tuesday 22 October 2013 at 12 noon – 1:30pm – as part of the formal meeting 2) – to review the cash-less lunch system in operation and speak with the MAP school council. 2. Ridgeway school (at a date to be confirmed) – to review a cash paying lunch system in operation and speak with the school council.
Consultations/Research:	N/A
Publicity:	<p>The review will be publicised using:</p> <ul style="list-style-type: none"> • A press release • Promotion on the council’s social networking sites; • A radio interview with the Chair.
Evaluation method	The recommendations of the review will be provided to the Cooperative Scrutiny Board for review in December 2013 and then the Ambitious Plymouth panel will review the final report and recommendations in February 2014. The Ambitious Plymouth Panel will then undertake a progress review on all recommendations in December 2014.
Resource Requirements:	<p>When considering resource requirements you should include:</p> <ul style="list-style-type: none"> • Costs of venue hire – a potential cost to hire a room at the Marine Academy Plymouth. • Refreshments – Lunches to be provide at meetings 1, 2 and 3 for up to 10 (members and officers involved in the review); • Travel costs - potential travel costs, or all members to make their own way to minimise costs; • Approximate officer hours – 150 hours

Barriers and Risks:	There are no obvious barriers or risks associated with this review.
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Timetable		
Activity	Timescale / Date(s)	Intended Outcome(s)
Meeting 1 Venue: Council House, Warspite room Time: 1:30pm	17 September 2013	To look at the issue of FSM with all associated evidence and witnesses to be reviewed at this meeting.
Site Visit 1 – Ridgeway School	TBC	To review a cash paying lunch system in operation and speak with the school council.
Meeting 2 Venue: Marine Academy Plymouth Time: 10am	22 October 2013	A review of the findings from meeting 1. To look at the issue of welfare reforms with all associated evidence and witnesses to be reviewed at this meeting.
Site Visit 2 – Marine Academy Plymouth	22 October 2013 12 noon – 1:30pm	To review the cash-less lunch system in operation and speak with the MAP school council.
Meeting 3 Venue: Council House, Frobisher room Time: 10am	5 November 2013	A review of the findings from meeting 2. To look at other financial burdens placed on parents' e.g. non-school uniform days and school proms with all associated evidence and witnesses to be reviewed at this meeting.
Draft report	End November 2013	DSO and Lead Officer to finalise the draft report and present conclusions and recommendations to be shared with the Review panel. This will then be formally agreed at Meeting 4.
Meeting 4 Venue: Council House, Frobisher Time: 10am	3 December 2013	Review findings from all meetings. To approve the final report and recommendations to be submitted to Cabinet (other organisations) via the Cooperative Scrutiny Board.
Submit report to the Co-operative Scrutiny Board Meeting:	18 December 2013	Approve recommendations from the Cooperative Review.
Submit to Cabinet Meeting:	14 January 2014	Respond to the recommendations from the Cooperative Review.
Submit to other bodies/organisations:	Recommendations dependent – dates of other organisation meetings will be looked into following the approval of the	Respond to the recommendations from the Cooperative Review (if there are any).

	report at Meeting 4.	
Scrutiny Panel to evaluate and track the outcomes of the Co-operative Review:	3 February 2014 Schedule for a review in December 2014.	Review Cabinet's (and other bodies/organisations) responses (February) and review the progress on recommendations (December).

AMBITIOUS PLYMOUTH

Tracking Resolutions and Recommendations
2013 - 2014



PLYMOUTH
CITY COUNCIL

Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
01.07.2013 – Appointment of Co-opted Representatives (Minute 3 – resolution 1)	The Democratic Support Officer contact the relevant organisations in an attempt to obtain nominations to fill the vacant statutory co-opted representative positions for faith representatives and parent governors to be co-opted onto the Ambitious Plymouth panel.	Date:	12 August 2013
		Officer:	Ross Johnston
		In relation to resolution 1: The Democratic Support Officer sent a letter on 30 July 2013 to the relevant representatives for the Church of England and Roman Catholic diocese asking for nominations to sit as a co-opted representative. No responses have been received.	
01.07.2013 – Appointment of Co-opted Representatives (Minute 3 – resolution 2)	The Democratic Support Officer approach the Lead Officer of the Standing Advisory Council for Religious Education (SACRE) to ask for nominations from SACRE members to become co-opted representatives onto the Ambitious Plymouth panel.	Jayne Gorton has held discussions with the school governors department to attempt to begin the recruitment process for the current vacant parent governor co-opted representative position.	
		In relation to resolution 2: SACRE's next meeting is on 11 November 2013 and a report will be submitted to this meeting asking if any members of Group A would like to take up the opportunity of becoming a co-opted representative.	
01.07.2013 – Youth Services Restructure Review (Minute 6 – resolution 1)	a further review of the Youth Services is provided to the Ambitious Plymouth panel at a future meeting in early 2014;	Date:	End of municipal year 2013 - 2014
		Officer:	John Miller
		Progress	This item has been added to the Ambitious Plymouth work programme for a further review to be provided on 3 March 2014.
01.07.2013 – Youth Services Restructure	John Miller is to provide a briefing paper to all members of the Ambitious Plymouth panel	Date:	31 July 2013
		Officer:	John Miller

Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
Review (Minute 6 – resolution 2)	covering aspects including the types of services offered across the Youth Service, the service's staff structure, budget and budget pressures, the percentages of referrals and the numbers of volunteers active within the service.	Progress	This information was provided in a powerpoint presentation and emailed to all members on 4 September 2013.
01.07.2013 – Youth Services Restructure Review (Minute 6 – resolution 3)	John Miller is to provide an analysis and summary of the results of the Youth Service's youth survey to all members of the Ambitious Plymouth Panel when the survey has been completed.	Date:	Following survey completion
		Officer:	John Miller
		Progress	John Miller, Head of Youth Services emailed on 30 July 2013 that the Youth Survey information is being collated at present and Juliette Morgan will have a summary paper available in approximately two weeks' time. The results of the survey had been delayed by a week as the service had extended the survey period in an attempt to gather wider responses. This information was still being worked on and it was hoped to be available by the end of the week commencing 16 September 2013.
12.08.2013 – Local Authority Approach to Dyslexia (Minute 14 – resolution 1)	Glenn Jordan would champion the panel's work on dyslexia and meet separately with officers from the Education, Learning and Family Support Department and report back his progress to a future panel meeting;	Date:	On-going
		Officer	Ross Johnston
		Progress	Alan Fuller, Principal Educational Psychologist has agreed to set up a meeting with Councillor Glenn Jordan.
12.08.2013 – Local Authority Approach to Dyslexia (Minute 14 – resolution 2)	Maggie Carter would provide an update to all panel members on whether the results of dyslexia diagnosed in schools follow the individual diagnosed through further education, such as University and Colleges, and apprenticeships.	Date:	13 September 2013
		Officer	Maggie Carter
		Progress	This information was provided by Maggie Carter and emailed to all members on 9 September 2013.
12.08.2013 – Work Programme	An update on the MIST team and the delivery of the 'Be-Wise to Sexual Exploitation' programme is	Date:	February 2013
		Officer	Ross Johnston

Date, agenda item and Minute number	Resolution	Target date, Officer responsible and Progress	
(Minute 19 – resolution 1)	provided to the panel in February 2014;	Progress	This has been added to the Ambitious Plymouth work programme.
12.08.2013 – Work Programme (Minute 19 – resolution 2)	Due to a clash with the Labour Party Annual Conference the Democratic Support Officer will email all Ambitious Plymouth members to establish which members will be in attendance at the meeting on 23 September 2013, subject to the response an alternative date might be sought.	Date:	End of August 2013
		Officer	Ross Johnston
		Progress	An email was sent to all members on 19 August 2013 and the results were provided to the Chair on 2 September. After analysing all members' availability it was agreed that the meeting date would remain as 23 September 2013.

Recommendations sent to the Cooperative Scrutiny Board.

Date, agenda item and minute number	Ambitious Plymouth Recommendation	Corporate Scrutiny Board Response	Date responded
12.08.2013 – Missing Young People's Team	Recommended that the MIST team present the 'Be-Wise to Sexual Exploitation' programme to the Youth Cabinet to receive feedback on the programme's content from young people prior to delivering any sessions in schools.	Agreed.	04.09.13

Recommendation/Resolution status

Grey = Completed item.

Red = Urgent – item not considered at last meeting or requires an urgent response.

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AMBITIOUS PLYMOUTH

Work Programme 2013 - 2014



PLYMOUTH
CITY COUNCIL

Please note that the work programme is a 'live' document and subject to change at short notice. The information in this work programme is intended to be of strategic relevance and is subject to approval at the Cooperative Scrutiny Board.

For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Ross Johnston, Democratic Support Officer, on 01752 307990.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
01.07.2013	Youth Services Restructure Review	To review the Youth Service following the service restructure and identify any areas that may require a co-operative review.	Post-decision scrutiny and service review.	John Miller - Head of Youth Services and Stuart Palmer - Assistant Director for Homes and Communities
12.08.2013	Missing Persons' Team	To receive a presentation from this new service to understand the remit and work of the team and to establish whether any further scrutiny work is required, with a particular focus on the partnership arrangements between the Youth Service, Police and Social Care Services.	New Service Review and Partnership arrangements	John Miller - Head of Youth Services and Stuart Palmer - Assistant Director for Homes and Communities
	Dyslexia	To review service provision and support for children and young people with dyslexia.	Performance and provision	Linda Dawes - Leadership Adviser (SEN & VG)
	Children's Social Care Review	To undertake a thorough review of the Children's Social Care Service to establish the adequacy of service arrangements.	Performance and Provision – Service review	Alison Botham - Assistant Director for Children's Social Care.
	Narrowing the Gap in schools	To establish the challenges facing schools in tackling child poverty – the potential cooperative review would seek to encompass issues such as free school meals, the effects of welfare reforms on school children, child poverty and the ever increasing financial burden placed on parents from school proms.	Cooperative Review preparation	John Searson - Principal Leadership Adviser (Schools & Settings)/Heather Ogburn -Senior Leadership Adviser (RA & NTG)
23.09.2013	City of Culture Bid	To review the reasons why Plymouth was not selected as one of the final four cities in the City of Culture bid and learn where the city can improve for future bid submissions.	Future Learning and improving Plymouth's cultural offer	
	Library and Museum provision	To review the provision of and use of the city's libraries and museums, particularly with a focus on future City of Culture bids.	Performance and Provision	

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
	School Transport Provision Review	To review changes proposed by Citybus on school transport provision across the city.	Provision	Julie Roantree - Principal Transport & Allowances Officer
11.11.2013	Skills and Apprenticeships Review	To review the city's opportunities with regard to skills and apprenticeships, with a particular focus on children with special educational needs; this review could develop into a co-operative review.	Performance and provision – potential cooperative review.	Judith Harwood Assistant Director – Education, Learning and Family Support
	Early Years Development Review	To review the issues involved in nursery places and the allocation of school places.	Performance and Provision	Jo Hall Senior Adviser – Early Years & Childcare
	Adult Education Service Review	To review the Plymouth Adult and Community Learning Service (PACLS).	Performance and Provision	Carol Henwood Principal Leadership Adviser (Neighbourhoods & IL)
	School Transport Provision Review	To review changes implemented by Citybus on school transport provision across the city.	Provision	Julie Roantree - Principal Transport & Allowances Officer
03.02.2014	School Transport Provision Review	To review the school transport offer provided by Plymouth City Council with a focus on ensuring that there is a promotion of safer journeys to school.	Performance and Provision	Julie Roantree - Principal Transport & Allowances Officer
	Children and Young People's Plan	To review the current Plan prior to the Plan being updated in 2014; this review would see a holistic approach taken to reviewing the plan but the panel's main focus would be on early intervention and prevention and adoption and fostering.	Cooperative Review Preparation (Pre decision scrutiny)	Judith Harwood Assistant Director – Education, Learning and Family Support
	Missing, Intervention and Support Team	To review the service and delivery of the 'Be-Wise to Child Sexual Exploitation' training programme six months after the Missing Young Person's Team presentation on 12.08.2013.	Service Review	John Miller - Head of Youth Services and Stuart Palmer - Assistant Director for Homes and Communities
03.03.2014	Youth Services Restructure Review	to review the Youth Services in early 2014 following the implementation of services and new work initiatives after the completion of the Youth Service Restructure and results of the Youth Service's Review Survey.	Post-decision scrutiny and service review.	John Miller - Head of Youth Services and Stuart Palmer - Assistant Director for Homes and Communities