



**Oversight and Governance**

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## **EDUCATION AND CHILDREN'S SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE**

Wednesday 10 July 2019  
2.00 pm  
Warspite Room, Council House

**Members:**

Councillor Mrs Johnson, Chair  
Councillor Murphy, Vice Chair  
Councillors Allen, Buchan, Downie, Goslin, James, Loveridge and McDonald.

**Parent Governor Representative:**

Mrs Nicky Williams

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

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**Tracey Lee**  
Chief Executive

# **Education and Children's Social Care Overview and Scrutiny Committee**

## **1. Apologies**

To receive apologies for non-attendance submitted by Councillors.

## **2. Declarations of Interest**

Councillors will be asked to make any declarations of interest in respect to items on the agenda.

## **3. Minutes (Pages 1 - 8)**

To confirm the minutes of the previous meeting held on 29 May 2019.

## **4. Chair's Urgent Business**

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

## **5. Number of Children in Care - verbal update:**

## **6. Pledge Update: (Pages 9 - 16)**

## **7. Fair Funding for Schools: (Pages 17 - 20)**

## **8. Elective Home Education: (Pages 21 - 32)**

## **9. Bullying and Attendance: (Pages 33 - 40)**

## **10. Care Leavers and NEET - plan (to follow):**

## **11. Strategic Risk and Opportunity Register - update: (Pages 41 - 48)**

## **12. Work Programme: (Pages 49 - 52)**

## **13. Tracking Decisions: (Pages 53 - 56)**

## Education and Children's Social Care Overview and Scrutiny Committee

**Wednesday 29 May 2019**

### **PRESENT:**

Councillor Mrs Johnson, in the Chair.

Councillor Murphy, Vice Chair.

Councillors Allen, Sam Davey (substitute for Councillor Buchan), Downie, Goslin, James and McDonald.

Co-opted Representatives: Mrs Nicky Williams (Parent Governor Representative).

Apologies for absence: Councillors Buchan and Loveridge.

Also in attendance: Neelam Bhardwaja (Service Director for Children, Young People and Families), Judith Harwood (Service Director for Education, Participation and Skills), Jo Siney (Head of Special Educational Needs and Disability, Education, Participation and Skills) and Helen Rickman (Democratic Advisor).

The meeting started at 2.00 pm and finished at 4.05 pm.

*Note: At a future meeting, the Panel 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.*

### 1. **To Note the Appointment of the Chair and Vice Chair**

The Committee noted the appointment of Councillor Mrs Johnson as Chair and Councillor Murphy as Vice Chair for the forthcoming municipal year 2019/ 2020.

### 2. **Declarations of Interest**

The following declarations of interest were made by Members in accordance with the code of conduct:

<b>Member</b>	<b>Subject</b>	<b>Reason</b>	<b>Interest</b>
Mrs Nicky Williams	All items	She is a Parent Governor at High View Primary and sits on the Plymouth Teaching School Alliance.	Personal
Councillor Downie	All items	Employed by an academy school in Plymouth	Personal
Councillor Mrs Johnson	All items	She is a Governor at Compton Primary School.	Personal

3. **Minutes**

Members agreed the minutes of the meeting held on 13 March 2019 as an accurate record.

4. **Chair's Urgent Business**

Under this item the Chair thanked Councillor Mrs Beer for her work in chairing the Education and Children's Social Care Overview and Scrutiny Panel for the municipal year 2018/2019. Councillor Murphy as Vice Chair for the previous year was also thanked for her work and for returning to the committee as Vice Chair for 2019/2020.

5. **Terms of Reference**

Under this item the Chair highlighted to Members the creation of the new Overview and Scrutiny Management Committee and drew attention to the specific terms of reference for the Education and Children's Social Care Overview and Scrutiny Committee.

Members noted the terms of reference document.

6. **Co-opted Representative Update (verbal)**

The Chair, Councillor Mrs Johnson, advised Members that the Panel had been approached in the previous municipal year by an individual wanting to be co-opted onto the panel. The Chair advised that the following questions were posed with the expectation that responses would be discussed by Members at the meeting:

1. Reasons why you are interested in the role;
2. A brief description of your background;
3. What skills and experience you could bring to the panel;
4. What you hope to get out of the position, is successful;

The Chair advised Members that in response to the questions it was highlighted that the individual worked with the Plymouth Parent Carer Voice, had worked with supporting families over 10 years and had a variety of experience in this role, worked for PIAS for 5 years and aimed to bring a voice for parents, carers, young carers and those with SEND to the scrutiny panel.

Members discussed the following:

- how the Council's website was used/ could be used to encourage co-opted representatives and attract a broad range of people;
- how the individual contacted the Council to seek co-option;
- the process by which Mrs Nicky Williams was co-opted onto the panel, via the governors network;

- that the panel's terms of reference referred to two statutory parent governor representatives whereby the panel still had one current vacancy and two diocesan representatives whereby the panel had two current vacancies;
- the difficulties the panel may encounter in recruiting a further parent governor representative due to the requirement in statute of the representative to come from a local authority maintained school; it was questioned if this was still relevant due to the diverse education system;
- the benefits of having a report submitted to the next scheduled scrutiny meeting detailing the requirement for statutory co-opted representatives onto the Education scrutiny panel, the broad landscape of Plymouth's schools and the implications of co-opting an individual onto the panel who, via her employment, was commissioned by the Council;
- the suggestion that the individual is invited along to the next scrutiny meeting in order to allow them to get a sense of the working of the committee and how to contribute.

Agreed that a report would be submitted to a future Education and Children's Social Care Overview and Scrutiny Panel detailing the statutory responsibilities (where relevant) and clarifying the position regarding co-opted representatives on the panel.

## 7. **Overview of Children's Directorate - Presentation**

Neelam Bhardwaja (Service Director for Children, Young People and Families), Judith Harwood (Service Director for Education, Participation and Skills) and Jo Siney (Head of Special Educational Needs and Disability) provided an overview of the children's directorate – a copy of the presentation was attached to the main agenda pack.

Neelam highlighted the following key points to Members:

- (a) the Children's Directorate (formally the People Directorate) was created in April 2018 to reflect the wider scope of the Torbay Children's Services contract and the integration of services;
- (b) both Education and social care, as part of the Children's Directorate, had been changing since 2014. Progress included: creation of alternative delivery vehicles (CATERed, On Course South West); new partnership working with Torbay; roll out of mobile devices to enable more flexible working; a comprehensive accommodation review was being undertaken to establish how staff could be brought together over fewer buildings; further integration of the Early Help Offer and Targeted Support;
- (c) the Children's Safeguarding Board devised a threshold document to clearly set out what the 'need' of an individual contacting the Council was, and to help point people in the right direction as to what support, and by whom, they could access;

- (d) best practice standards focused around the importance of making sure the child was central to everything undertaken by the Directorate; Officers aimed to provide a timely service in a targeted way and to work efficiently with partners in order to provide early help at a very early stage other than escalating things to acute and multi-agency level;
- (e) what children and young people expect from the Children's Directorate: for officers to practice good communication, to work together with agencies and for the children themselves to not have to repeat their story to several individuals. In response the Council aimed to make a real difference to the lives of the young people, to not take too long in making changes, to work effectively with other agencies and to keep children safe;
- (f) quality assurance systems were built in to the work of the Children's Directorate in order to highlight to officers how they were performing, what progress was made and if there were any gaps that needed to be addressed. Following the ILACS (Inspection of Local Authority Children's Services) Inspection in 2018, the OFSTED improvement plan had been finalised;
- (g) Business Plan Priorities for 2019/20 included: increased resilience for children, young people and families through the Early Help and Targeted Support framework; timely permanence plans for children in care; increased permanent foster care placements; increased resilience for care leavers;
- (h) the Early Help support was in the process of being restructured to ensure officers in this area would be working 7 days a week from 8am to 8pm instead of 5 days a week until 5pm;
- (i) partnership and innovation highlights included: Plymouth was chosen to take part in the NSPCC Together for Childhood (to prevent child sexual exploitation); Plymouth was 1 of 3 local authorities nationally involved in a project with Barnardos (looking into care journeys and outcomes for care leavers); the PAUSE Project started in Plymouth in April 2019 (work with women that have had 2 or more children removed from their care); Academy of Social work established in 2018;
- (j) headline achievements for 2018/19 included: successful transition to the Regional Adoption Agency; Plymouth Best Practice Standards embedded; a reduction in percentage of children subject to multiple child protection plans; increase in percentage of the proportion of care leavers in education, employment or training;
- (k) challenges for children's social care included: managing demand; foster carer recruitment; cost of wrap around support packages; cost of residential placements; recruitment of experienced social workers.

Judith highlighted the following key points to Members:

- (l) the City Council's Education Purpose in relation to Education, Participation and Skills is to facilitate partnerships so that all children, young people and

their families in Plymouth have the best access and opportunities; this is achieved by being a champion for children, through commissioning and convening collaborative relationships;

- (m) the 7 key functions of the department included school improvement, health & wellbeing, transport, admissions & organisation, safeguarding & inclusion, skills and special educational needs and disability;
- (n) the role of the local authority included: provide influence as a systems leader; challenge schools and other providers to improve; use powers of intervention for maintained schools; lead SEND; manage school admissions; work in partnership to support schools that are below floor standards;
- (o) the Local Authority has a range of functions it had to perform; a vast majority of these functions were statutory;
- (p) priorities for 2019/20 included: the department lead on the Children & Young People's Plan (2017-20) – Raising Aspirations; to complete the work recognised by Ofsted – transforming the SEND offer; to deliver an integrated education, health and care offer; deliver the STEM plan; deliver the Skills Plan;
- (q) funding: £9.6m received from Plymouth City Council's revenue budget (The Government cut the Education Services Grant a few years ago); other funding received from the Dedicated Schools Grant;
- (r) Plymouth's schools had benefitted from the National Funding Formula however the cap on gains meant that the LA would have to wait until 2020 to receive the additional £10.6m funding;
- (s) Plymouth High Needs Block received an additional £0.232m in 2019/20, an additional allocation of £0.550m was received however the High Needs Block still remained under pressure;
- (t) successes for the department included: progress of pupils from ages 5–11 largely in line with the national average; productive partnerships; high performance in school admissions and SEND; positive Ofsted judgements in Early Years settings; widely acknowledged work in the virtual school;
- (u) challenges included: readiness for school; KS4 performance, falling school attendance and school governance;
- (v) the aim of the Plymouth Challenge was to bring coherence to the education system in Plymouth and develop leadership and raise standards and aspirations.

In response to questions raised it was reported that –

- the two safeguarding boards, in Plymouth and Torbay, shared one Director of Children's Services. Dialogue between the boards was managed by the Service

Director at both respective local authorities;

- safeguarding assurances were undertaken by Ofsted in 2016; the assurances were still fit for purpose however were currently under review;
- it was considered that there was sufficiency in numbers of staff but not necessarily experience in the social care section of the directorate. There was far more demand on the social work system than in previous years which was adding to the pressure and higher caseloads – this was continually reviewed. The newly qualified social workers, whilst very good, were unable to undertake complex work or court work until greater experience was gained;
- it was estimated that an experienced social worker would be allocated 18 cases, depending on the nature of the work, however newly qualified social workers would normally have a limit of 14 cases;
- there was a wealth across the city in universal and targeted support of people who provide support for vulnerable children and their families; partnership working and a coordinated approach was integral to realising good outcomes;
- data regarding sickness was presented to the previous meeting – it was much lower than the Council's target for the directorate, and lower than the Council's average figures which was a credit to the workforce. Sickness levels would be slightly higher this year however there were specific reasons relating to a small number of individuals (non-stress related);
- the number of agency workers was estimated to be approximately 2 social workers and 3-4 team managers however specific details would be provided to Members. Neelam confirmed that she was an agency worker however there were efforts to permanently recruit to her Service Director post;
- the council had a very good commissioning service; a block contract was already starting to show greater suitability of placement in Plymouth; work was ongoing on a peninsula basis;
- the Ofsted improvement plan was presented at quarterly safeguarding meetings however would be presented to the Education and Children's Social Care OSP;
- the virtual school was a statutory requirement of local authorities and consisted in Plymouth of a small, high performing, qualified team whose role was to support the educational needs of children in care – the ambition was to ensure those children were placed in high quality provision within their locality; the virtual school was subject to Ofsted inspections;
- there was a lag between the work of the virtual school and the rise in care leavers becoming NEET (not in education, employment or training) – it was considered that one of the main challenges was care leavers not wanting to be associated with the council once they were no longer responsible for their care. Work was ongoing with earlier intervention to ensure that young people



were engaged, mentored and provided with relevant guidance at a younger age;

- a small number of children and their families were placed in bed and breakfast as a last resort; officers did everything possible to maintain the school placement;
- young carers was a hidden area of need – a lot of work was undertaken to raise awareness including: having a named young carers champion from the council; the young carers conference which was held last year and well attended by schools; the creation of a young carers lead network; the Time For You Alliance which was a specialist offer;
- the council was working with the police to identify if there was a correlation between children missing education and rates of antisocial behaviour and crime; officers highlighted the impact of reduced school timetables on children missing education and the safeguarding issues involved.

Agreed that –

1. the Overview of the Children’s Directorate was noted;
2. the number and role of agency workers was requested to be provided to Members of the Committee.

#### 8. **Draft Work Programme**

Members discussed the draft work programme as set out in the agenda and agreed the allocation of dates to items as follows:

10 July 2019 meeting:

- Elective Home Education (to include rise and reasons. What are the drivers?)
- Bullying and Attendance/code of conduct (to include consideration of cyber bullying)
- Early Help Offer and plans for development (to include Commissioning and CAMHS developments)
- Care Leavers and NEET – plan
- Post 18 Education (to present the government review findings and provide a perspective on HEI in the City)

11 September 2019

- Child Exploitation (to include a progress report on Together for Childhood)
- Plymouth Challenge update (a progress report)

13 November 2019

- Budget Monitoring (to include areas of pressure)
- Young Carers
- STEM refresh of plan (to provide a retrospective and looking forwards approach with the STEM plan.

8 January 2020

- Report on PAUSE project

Transition to Adulthood – not yet allocated a date.

Under this item it was also agreed that the data book for children's' and pupils' education performance for 2018 would be provided to Members.

9. **Tracking Resolutions**

Members noted the tracking resolutions document.

# Education and Children's Social Care Overview and Scrutiny Committee



Date of meeting:	10 July 2019
Title of Report:	<b>Children's Services Pledges</b>
Lead Member:	Councillor Jemima Laing (Cabinet Member for Children and Young People)
Lead Strategic Director:	Alison Botham (Director for Children's Services)
Author:	Andrew Loton (Senior Performance Advisor)
Contact Email:	Andrew.loton@Plymouth.gov.uk
Your Reference:	PledCS20190710
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

To provide Education and Children's Social Care Overview and Scrutiny Committee with a list of the pledges that are being led by Service Directors within Children's Services and Cabinet members for Children and Young People and Education, Skills and Transformation.

## Recommendations and Reasons

For Scrutiny to note the pledges in the report and consider further questions.

## Alternative options considered and rejected

N/A

## Relevance to the Corporate Plan and/or the Plymouth Plan

The 100 Pledges and manifesto priorities continue to inform development and delivery of the Corporate Plan and therefore have been adopted by the Council as part of delivery of the Corporate Plan.

## Implications for the Medium Term Financial Plan and Resource Implications:

All resource implications have been considered and incorporated within the MTFs and Business Plans.

## Carbon Footprint (Environmental) Implications:

N/A

**Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:**

\* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

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**Appendices**

\*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Children's Service Pledges							

**Background papers:**

\*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
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**Sign off:**

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Originating Senior Leadership Team member: Alison Botham, Director for Children's Services.											

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 02/07/2019

Cabinet Member approval: *Jemima Laing (Cabinet member for Children and Young People)*

Date approved: 02/07/2019

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# **CHILDREN'S SERVICES PLEDGES**

Performance and Risk Team



<b>Children Young People and Families Pledges.</b>			
<b>Pledge</b>	<b>Portfolio Holder</b>	<b>Lead Director</b>	<b>Status - End State</b>
<b>Pledge 41</b> - We will continue to reduce the use of institutional placements for children and adults with complicated needs or challenging behaviour. We will support more people to remain living in their own communities, close to their friends and family, to enjoy their rights as full citizens.	Jemima Laing	Neelam Bhardwaja	<b>In Progress:</b> Reduction in the proportion of children in institutional placements.
<b>Pledge 47</b> - Every Plymouth child deserves a safe and loving home. That is why we will promote fostering and adoption in Plymouth with a renewed public campaign.	Jemima Laing	Neelam Bhardwaja	<b>Completed:</b> A Campaign to promote fostering and adoption in Plymouth.
<b>Pledge 48</b> - We will look to provide support for care leavers up to the age of 25, ensuring that the City Council plays its part in supporting young people leaving care, including guaranteeing a work placement with the City Council to help them start their working lives.	Jemima Laing	Neelam Bhardwaja	<b>In Progress:</b> Create a number of work experience placements within Plymouth City Council for young people leaving care.



<b>Education, Participation and Skills Pledges</b>			
<b>Pledge</b>	<b>Portfolio Holder</b>	<b>Lead Director</b>	<b>Status</b>
<p><b>Pledge 7</b> - We set up Building Plymouth to encourage jobs in the construction industry. We will continue to support its work and will be encouraging opportunities for older workers, whether they are looking for a change of job or are out of work. We will sign up to Unite the Union's Construction Charter.</p>	Jon Taylor	Judith Harwood	<p><b>Completed:</b> Development of a strategic plan which continues to support current activities within the delivery plan. Sign up to Unite the Union's Construction Charter and commit to actions.</p>
<p><b>Pledge 40</b> - Parents tell us of their unhappiness as school standards continue to drop. Plymouth has embraced free schools, academies and UTCs, but despite getting a good start from primary schools, we are not producing the high qualifications needed for our children to get on in the modern world. Although the Government has removed the powers Councils had to intervene, we will find ways of encouraging schools to raise standards across the city - particularly in secondary schools.</p>	Jon Taylor	Judith Harwood	<p><b>In Progress:</b> Evidenced impact of our interventions through the Plymouth Education Board, The Plymouth Challenge, Multi Academy Trust CEO Forum and Maintained Schools Forum.</p> <p>Increase in the percentage of children attending schools that are good or outstanding (Ofsted ratings).</p>
<p><b>Pledge 42</b> - We think the current system of fining parents for taking their children on holiday in term time can hurt families on a budget. We will work with schools and parents to introduce a fair system so families can take an annual holiday without penalty. - PRIORITY PLEDGE (TOP 5)</p>	Jon Taylor	Judith Harwood	<p><b>In Progress:</b> Following consultation on options we will design a system which enables families to take a holiday without falling foul of legal implications.</p>

<p><b>Pledge 43</b> - Plymouth needs more engineers, mathematicians and scientists. We have world-class STEM employers. The city council will look to work with the Plymouth Manufacturers Group and Women in STEM to increase the number of young people taking STEM subjects at school, college and university. We will work with major manufacturers and large businesses to give school children an insight into how factories, manufacturing, digital and creative industries, STEM roles and other major Plymouth employers work. We will also support people to improve their STEM skills throughout their career.</p>	Jon Taylor	Judith Harwood	<p><b>In Progress:</b> Through the STEM plan, support will be provided for teachers through STEM subject learning hubs and networks linked into national strategies, pilots and regional industrial requirements mapped to the curriculum.</p>
<p><b>Pledge 44</b> - Plymouth has an international reputation for marine science and technology. We need more children and parents to seize these opportunities and so we will offer schools the chance to showcase the best of Plymouth's commercial and research experience in the classroom.</p>	Jon Taylor	Judith Harwood	<p><b>Completed:</b> Delivery through the STEM Plan and Mayflower 400 Planned activities.</p>
<p><b>Pledge 45</b> - A growing number of children in Plymouth are caring for a family member. We will appoint a Young Carers' Champion to be their voice in the city and we will hold a conference to showcase the fantastic work being done in some of our city's schools to support young carers and develop good practice for schools across the city.</p>	Jon Taylor	Judith Harwood	<p><b>Completed:</b> Appointment of a Young Carers' Champion and delivery of a Young Carers Conference.</p>
<p><b>Pledge 49</b> - We welcome Devon and Cornwall Police's commitment to Operation Encompass and we will encourage Plymouth's schools to play their full and active part to keep children safe.</p>	Jon Taylor	Judith Harwood	<p><b>Completed:</b> Continued promotion and support publically for programme.</p>

# Education and Children's Social Care Overview and Scrutiny Committee



Date of meeting:	10 July 2019
Title of Report:	<b>Fair Funding</b>
Lead Member:	Councillor Jon Taylor (Cabinet Member for Education, Skills and Transformation)
Lead Strategic Director:	Alison Botham (Director for Childrens Services)
Author:	Louise Jenkins – Finance Business Partner
Contact Email:	<a href="mailto:louise.jenkins@plymouth.gov.uk">louise.jenkins@plymouth.gov.uk</a>
Your Reference:	AB.LJ.190619/3
Key Decision:	No
Confidentiality:	Part I - Official

## **Purpose of Report**

To provide an update into the impact of the introduction of the National Funding Formula within Schools

## **Recommendations and Reasons**

Although maintained schools appear to be managing their budgets, it is unclear of any changes they have been forced to make to balance their budgets. It is proposed that the Local Authority engage with schools to investigate; Staffing reductions including Teaching Assistants, Increase in class sizes, collapsing the school day and concerns schools have for the children over the City.

## **Alternative options considered and rejected**

None for the purpose of this briefing report.

## **Relevance to the Corporate Plan and/or the Plymouth Plan**

N/A

## **Implications for the Medium Term Financial Plan and Resource Implications:**

Plymouth Schools remain underfunded compared to the rest of the country even after the introduction of the NFF.

## **Carbon Footprint (Environmental) Implications:**

N/A

**Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:**

\* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

N/A

**Appendices**

\*Add rows as required to box below

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		1	2	3	4	5	6	7
A	Briefing report title							
B	Equalities Impact Assessment (if applicable)							

**Background papers:**

\*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

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**Sign off:**

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Originating Senior Leadership Team member: Judith Harwood

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 26/06/2019

Cabinet Member approval: Councillor Jon Taylor (approved verbally)

Date approved: 21/06/2019

# SCHOOLS FAIR FUNDING – EARLY CLOSES

Education Participation and Skills



This report outlines the impact that the National Funding Formula (NFF) has had to date within Plymouth schools. However the question that officers were asked was regarding the impact of the NFF on the length of the school day. We do not at present hold this information centrally and at the end of this report there is a recommendation that may want to be considered.

The introduction of the National Funding Formula from 2018/19 is an attempt by Central Government to address historic inequities in funding for Schools.

Plymouth's Schools Block funding has increased from £143.056m in 2017/18, to £149.550m in 2018/19 and an initial allocation of £154.619m in 2019/20. However, in 2019/20 Plymouth is still receiving £283 less per pupil than the national average.

In addition to this, a 3% gains cap was introduced alongside the NFF to phase the impact of the formula. Under the NFF Plymouth should have gained £10.6 million in 2018-19. However, as a result of the gains cap, Plymouth schools only gained £5 million. Below are examples of Plymouth schools that lost funding through the cap in 2018/19.

- Sir John Hunt (Budshead) lost £320,000
- Tor Bridge High (Moor View) lost £380,000
- Beechwood Primary (Southway) lost £86,000

Despite these challenges none of the Maintained Schools in Plymouth are forecasting a deficit position at the end of the 2019/20 financial year.

	SCHOOL*	2019-20 forecast cumulative surplus/(deficit)
<b>Primary Schools</b>	College Road	£35,305
	Compton CE	£87,287
	High View	£81,610
	Laira Green	£128,620
	Lipson Vale	£7,684
	Mary Deans CE	£17,815
	Pennycross	£90,279
	Plympton St Marys	£39,556
	Riverside Primary	£45,633
	St Andrews CE	£54,498
	St Budeaux	£41,386
	St Peters CE	£53,675
	Tor Bridge Primary	£104,742
	Whitleigh Primary	£9,852
	Yealmpstone Farm	£6,483
<b>Special Schools</b>	Brook Green	£6,244
	Cann Bridge	£11,568
	Longcause	£96,915
	Mill Ford	£32,865
	Mount Tamar	£150,917
	Woodlands	£22,671
<b>Secondary Schools</b>	Plymouth High Girls	£355,785

Sir John Hunt CC

£23,568

\*the table excludes the maintained nursery schools as forecasts are pending for funding announcements.

Enquiries made among schools have found that a small number of Special Schools close early at some point during the school week, but this does not appear to be correlated to levels of funding. There may be one or more Academy Schools that close early, but the Local Authority are not aware of the reasons for the schools taking this action and have no role in monitoring the financial position of Academies.

### **Proposal**

Although maintained schools appear to be managing their budgets, it is unclear of any changes they have been forced to make to balance their budgets. It is proposed that the Local Authority engage with schools to investigate;

- Staffing reductions including Teaching Assistants
- Increase in class sizes
- Collapsing the school day
- Concerns schools have for the children over the City

# Education and Children's Social Care Overview and Scrutiny Committee



Date of meeting:	10 July 2019
Title of Report:	<b>Elective Home Education report</b>
Lead Member:	Councillor Jon Taylor (Cabinet Member for Education, Skills and Transformation)
Lead Strategic Director:	Alison Botham (Director for Childrens Services)
Author:	Jo Siney
Contact Email:	Jo.siney@plymouth.gov.uk
Your Reference:	AB.JS.190619/2
Key Decision:	No
Confidentiality:	Part I - Official

## **Purpose of Report**

The Education and Social Care Overview and Scrutiny Committee have requested information regarding the current position in Plymouth regarding Elective Home Education and data which is comparative to data that they have received from Devon County Council. The purpose of the report is to provide information in order to facilitate Committee discussions around this line of enquiry.

## **Recommendations and Reasons**

None, this is a report only.

## **Alternative options considered and rejected**

None, this is a report only.

## **Relevance to the Corporate Plan and/or the Plymouth Plan**

These reports support 'A Growing City'. It helps to make sure children and young people benefit from a suitable education in order to achieve; develop the necessary skills to be productive citizens who can make a sustained contribution to both the society and economy of the city. It will also help to reduce inequalities within the city.

The work reflects our values of co-operation between partners and the recognition that as a society, we are responsible for each other.

The report supports 'A Caring Plymouth – Focus on prevention and early intervention'. The document provides an overview of the support offered to children and young people who are home educated and where there is a concern in order to take timely steps to resolve and make sure the appropriate support is in place.

**Implications for the Medium Term Financial Plan and Resource Implications:**

None, this is a report only.

**Carbon Footprint (Environmental) Implications:**

None, this is a report only.

**Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:**

*\* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

**Child Poverty:** Regular attendance at school provides a routine for parent/carers which allows them to take paid employment and reduce the impact of child poverty. It improves children's potential for future employment, education and training.

**Community Safety:** (due regard to preventing crime and disorder): Children who do not receive a suitable education are at increased risk of child exploitation and anti-social behavior. It is important to safeguard children who are vulnerable by ensuring children are seen and supported by professionals and families to reduce this risk.

**Health and Safety** (any health and safety implications): Regular attendance at school provides oversight and monitoring that identifies when a child is at risk, or vulnerable and in need of support. Families who home educate are not required to engage with the LA in relation to the provision of home education, as a result the identification of risk and vulnerabilities and therefore access to support services is made more challenging.

**Risk Management** (to identify any risk management issues): The management of children prior to the decision to elective home educate is essential in order to address any concerns arising regarding successful inclusion in school enable both action to be taken to safeguarding the individual child, and take steps to reduce the numbers of children being withdrawn from school to be home educated. Close working with school and other partners is important to achieve this outcome effectively.

**Appendices**

*\*Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable)						
		<i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Briefing report title							
B	Equalities Impact Assessment (if applicable)							

**Background papers:**

*\*Add rows as required to box below*



Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable)						
	If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
	1	2	3	4	5	6	7

**Sign off:**

Fin	djn.19.20.36	Leg	lt/62225/1206	Mon Off	Click here to enter text.	HR	Click here to enter text.	Assets	Click here to enter text.	Strat Proc	Click here to enter text.
Originating Senior Leadership Team member: Judith Harwood											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 26/06/2019											
Cabinet Member approval: Councillor Jon Taylor (approved verbally) Date approved: 21/06/2019											

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# ELECTIVE HOME EDUCATION

Education Participation and Skills



## Elective Home Education

The Elective Home Education support service is delivered by the ACE Multi Academy Trust who hold the register of children who are EHE and who monitor the curriculum and delivery of home education working with families. There is no requirement for families to register but it is encouraged that families take up the offer of support from the EHE service. The contract with ACE is currently under review.

In addition Electively Home Educated pupils are monitored through a LA register and an '**EHE Red List**' of children where it appears that no suitable education is taking place. This information is reported to the Local Authority by ACE. Appropriate action is then taken in relation to these children by the Inclusion, Attendance and Welfare Service. 53 young people on the register have unsatisfactory education when reviewed by the service. The Elective Home Education Policy & Register is in place to guide this work and legal action is being taken in relation to each of the 53 cases.

## Elective Home Education Data

\*Numbers of students registered as EHE at some point during the academic year:

Academic Year	Number of registered EHE students*	% of total school population
2013/14	159	0.44
2014/15	184	0.53
2015/16	223	0.62
2016/17	279	0.76
2017/18	380	1.03

Academic Year	% boys	% girls
2013/14	52%	48%
2014/15	49%	51%
2015/16	54%	46%
2016/17	50%	50%
2017/18	50%	50%

<b>Academic Year</b>	<b>Number with statement / EHCP</b>	<b>% of EHE population</b>
2013/14	12	7%
2014/15	16	8%
2015/16	15	6%
2016/17	14	5%
2017/18	25	6%

The figures below show the information for EHE students on 17/01/19 (school census day).

Number of EHE pupils registered	279
Number of EHE pupils not registered	1 (This figure includes children picked up by ONE team as EHE but not yet of school age)
Number of girls	131 (47%)
Number of boys	148 (53%)
Number of EHE registered eligible for FSM	14 (5%)
Number with EHCP	16 (6%)
Number who previously had SEN support	75 (26%)
Number who are Children in Need	10 (3%)
Of which are on a Child Protection Plan	0

Registered EHE Pupils by Year Group

0	1
1	9
2	11
3	15
4	11
5	16
6	16
7	27
8	25
9	32
10	43
11	73

## Registered Pupils by Ethnicity

Ethnicity	Registered
OOEG - Other Ethnic Group	3
Not Known	48
MOTH - Any Oth Mixed b'ground	3
WWEU - White Western Euro'n	0
WTUR - Turkish/Turkish Cypriot	0
MWBA - White and Black African	1
APKN - Pakistani	0
MWBC - White & Black Caribbean	0
CHKC - Hong Kong Chinese	0
NOBT - Info not yet obtained	6
WEEU - White Eastern Euro'n	2
WOTW - White Other	3

WBRI - White British	175
REFU - Refused	1
WENG - White English	33
WIRI - White Irish	0
WROO - Other Gypsy/Roma	0
WROM - Gypsy/Roma	3
MWAS - White and Asian	1

Since Plymouth CC started collating reason in April 2017 here is a list of reasons for EHE

**Total number of EHE referral since April 2017 = 522**

Reason for EHE	All registered students
Dissatisfaction with the school environment	80
Lifestyle/Philosophical/Culture*	6
Attendance/Prosecution	1
Medical - Child	79
Medical - Parent	1
School refuser/phobic	2
Bullying	36
Emotional behavioural difficulties	10
Near Exclusion	6
Other	200
Dissatisfaction with SEN provision	4
Relationship issues	0
Not preferred school	22
No reason recorded	74
Not known (at time of recording on ONE)	0
Religious Beliefs	1

\* Comparative data from Devon County Council identifies that 19.3% of home educating families made the decision to home educate based on philosophical/lifestyle/cultural reasons compared with Plymouth's 2.15%. Devon is a large geographical area and as such has many rural parts, anecdotally

and based on feedback from the regional home education forum members; it is often the case that in rural areas families make a decision to home educate based on philosophical/lifestyle reasons.

### **What does the current academic year data tell us?**

The number of children home educated significantly increased during 2017/18 and continues to rise in 2018/19. The number of home educated children in Plymouth currently stands at (14<sup>th</sup> June 2019). Since September 2018, 256 children have been registered for elective home education. There have been 38 applications for children to return from elective home education to school across the same period.

Of the 256 children whose parents have elected for them to be home educated, 184 are secondary school aged and 72 are primary school aged. 70 were in years 10 and 11 with 114 in years 7, 8 & 9.

This reflects the concern nationally that schools might be “encouraging” families to remove their children and educate them at home. There is some evidence that a small number of schools may be encouraging parents to educate at home with three Plymouth schools having between 17 and 43 students leave to be educated at home educated.

An EWO will conduct an initial home visit once a referral has been made to the IAWS regarding a parents intention to home educate. If the EWO in carrying out their duty receives information from the parents that the school acted illegally, the Headteacher will be challenged by the IAWS manager and advised to put the child(ren) back on roll.

There are currently 19 young people who are educated at home and have identified SEND with an EHCP. This number has increased in recent years and this reflects the national trend. More work needs to be carried out so that the Local Authority can fully understand the reasons why an increasing number of families are choosing to educate their child at home. There is a need to ensure that families are making a positive choice to educate at home, supported around the options and have access to the information needed to make this successful for the child. There is information available on the council website and the [SEND Local Offer](#) to support families.

The most common reasons for parents electing to home educate in 2018/19 are:

- Medical/Health reasons
- Short Term/waiting for school place
- Concerns/issues with current school
- Refused to complete paperwork
- Bullying

### **Links between persistent absence and bullying**

The Inclusion Attendance and Welfare Service conducted a deep dive analysis of 415 open referrals to see if there is a link between persistent absence and bullying. Of these 21 (5%) mentioned bullying as either part of the reason or the main reason for the pupil’s persistent absence from school.

If a case is referred to an Education Welfare Officer and bullying is a feature of the case they will work with the family and the school to try and resolve the issue in order to support the child’s improved attendance.

## **The Department for Education Consultation**

The Department for Education is conducting a consultation in relation to establishing a local authority registration system for children who do not attend state-funded or registered independent schools. This consultation is a follow-up to the consultation and call for evidence on elective home education held by the Department for Education in 2018. It seeks views on proposed legislation to establish a register maintained by local authorities of children not attending mainstream schools, together with associated duties on parents and the proprietors of certain educational settings. It also consults on proposed legislation to establish a duty to support parents who educate children at home and seek support from their local authority in doing so.

At present there is no legislative framework for such a registration system and although it is incumbent on local authorities to know the children in their area who are not receiving a suitable education; it is not incumbent on families to tell the local authority where their child is being educated or to allow the local authority to monitor the suitability of the education being provided.

## **Home Education (Duty of Local Authorities) Bill**

The Home Education Bill will have its 3<sup>rd</sup> reading at the House of Lords on 24<sup>th</sup> July 2019. The Bill makes provision for local authorities to monitor the educational, physical and emotional development of children receiving elective home education.

### **Plan for continued improvement:**

- Named EWO for EHE in order to provide impartial advice and support engagement with the family. The EWO will ask a series of questions to establish the reasons for home education and identify any areas of concern so that the most appropriate course of action can be taken.
- Contract with ACE School Plymouth will cease on 31<sup>st</sup> August 2019. The monitoring and oversight of home education will come back in house to Plymouth City Council who will ensure consistency and compliance with local policy arrangements.
- ACE Schools Plymouth and Plymouth City Council are working together to co-produce a communications plan in order to inform families of the new arrangements.
- New DfE guidance for Elective Home Education (April 2019) has been used to inform the development and content of Plymouth's draft Elective Home Education Policy, which will go 'live' on 1<sup>st</sup> September 2019.
- There will be a home education policy consultation and development session with home educating families 9<sup>th</sup> July 2019. The session will provide an opportunity for parents to be part of the co-development of local arrangements in the City in relation to home education. The session will also provide information about services that families can access as a number of speakers are coming to the event. Every relevant parent has been contacted in relation to this and a link provided to the draft home education policy.
- New Section 19 Policy (children with medical needs) will be launched at the SENCo Briefing in June 2019, this will provide a clear framework for schools in relation to supporting children with medical needs to access as much education as their health needs allow.
- Best practice guidance in relation to supporting pupils with medical needs in schools is currently being developed and will be linked to both the Graduated Approach to Inclusion and work relating to social, emotional and mental health in schools. This will go 'live' in the autumn term 2019.
- Data is being collated in relation to home education and secondary schools have agreed to share all of their data in relation to a number of priority areas including home education. We are working with schools to try and develop local arrangements to facilitate restorative work with schools/families in order to prevent home education.



- Undertake a review of the children for whom the reason given for EHE is 'other' in order to better understand the individual reasons and the themes arising.
- The Plymouth Graduated Approach to Inclusion is currently being developed to ensure all pupils at risk of missing out on education are identified early by schools and supported appropriately.
- The INCAS model (intervention, challenge and support) developed by the Education Participation and Skills Department is now being implemented and data in relation to home education and other areas of concern such as exclusion and off-rolling is being used to inform the dialogue between PCC and schools.
- Plymouth Leadership Trust have agreed to share all school level data in relation to off-rolling, home education, exclusions and children missing education in order to understand the scale of the problem in order to begin a conversation about how to tackle the issues.
- An annual off-rolling report will be developed in order to ensure that we have oversight of emerging trends and issues in schools and can drive conversations with schools and discharge our responsibilities, acting as a champion for children and young people.
- CAPITA Team are responding to a business proposal which will enable the department to use the 'live' school data available in order to identify areas of concern and use data to challenge schools on poor performance in real time and offer support, advice and guidance.
- The Inclusion and Attendance Strategy is currently being developed, the ultimate goal of the strategy is to improve outcomes for children and young people by reducing the number of children being excluded, home educated, off-rolled and missing education – ensuring that they are appropriately supporting to remain in school.

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# Education and Children's Social Care Overview and Scrutiny Committee



Date of meeting:	10 July 2019
Title of Report:	<b>Bullying/Attendance</b>
Lead Member:	Councillor Jon Taylor (Cabinet Member for Education, Skills and Transformation)
Lead Strategic Director:	Alison Botham (Director for Childrens Services)
Author:	Jo Siney
Contact Email:	Jo.siney@plymouth.gov.uk
Your Reference:	AB.JS.190619/1
Key Decision:	No
Confidentiality:	Part I - Official

## **Purpose of Report**

**Persistent Absenteeism and Bullying** – The Education and Social Care Overview and Scrutiny Committee have requested information about the links between persistent pupil absence and bullying in Plymouth. The paper aims to consider the data that we can currently access in relation to this line of enquiry and makes recommendations as to how we may be able to develop this line of enquiry.

## **Recommendations and Reasons**

Persistent Absenteeism and Bullying – recommendation for the Committee to consider its content in order to make a decision as to how it wishes to proceed in relation to this line of enquiry.

## **Alternative options considered and rejected**

The Persistent Absenteeism and Bullying is a report only.

## **Relevance to the Corporate Plan and/or the Plymouth Plan**

These reports support 'A Growing City'. It helps to make sure children and young people benefit from regular education in order to achieve; develop the necessary skills to be productive citizens who can make a sustained contribution to both the society and economy of the city. It will also help to reduce inequalities within the city.

The work reflects our values of co-operation between partners and the recognition that as a society, we are responsible for each other.

The report supports 'A Caring Plymouth – Focus on prevention and early intervention'. The document provides an overview of the support offered to young people where school attendance is a concern in order to take timely steps to resolve and make sure the appropriate support is in place.

**Implications for the Medium Term Financial Plan and Resource Implications:**

None for the purpose of the Bullying and Persistent Absenteeism report.

**Carbon Footprint (Environmental) Implications:**

The Persistent Absenteeism and Bullying report is a report only.

**Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:**

*\* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

**Child Poverty:** Regular attendance at school provides a routine for parent/carers which allows them to take paid employment and reduce the impact of child poverty. It improves children's potential for future employment, education and training.

**Community Safety:** (due regard to preventing crime and disorder): Poor school attendance and bullying increases the risk of child exploitation and anti social behavior. It is important to safeguard children who are vulnerable by ensuring children are seen and supported by professionals and families to reduce this risk.

**Health and Safety** (any health and safety implications): Regular attendance at school provides oversight and monitoring that identifies when a child is at risk, or vulnerable and in need of support. This identification enables support to be arranged in a timely way.

**Risk Management** (to identify any risk management issues): The management of children missing education and concerns arising regarding successful inclusion in school enable both action to be taken to safeguarding the individual child, and take steps to reduce the impact of this for other children. Close working with school and other partners is important to achieve this outcome effectively.

**Appendices**

*\*Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable)						
		<i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Briefing report title							
B	Equalities Impact Assessment (if applicable)							

**Background papers:**

*\*Add rows as required to box below*

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable)						
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**Sign off:**

Fin	djn.19.20.35	Leg	lt/6222 5/2106 /3	Mon Off	Click here to enter text.	HR	Click here to enter text.	Assets	Click here to enter text.	Strat Proc	Click here to enter text.
Originating Senior Leadership Team member: Judith Harwood											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 26/06/2019											
Cabinet Member approval: Councillor Jon Taylor (approved verbally) Date approved: 21/06/2019											

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# PERSISTENT ABSENTEEISM AND BULLYING

Education Participation and Skills



## Introduction

Education and Social Care Overview and Scrutiny Committee have requested information about the links between persistent pupil absence and bullying in Plymouth. This discussion paper aims to consider the data that we can currently access in relation to this line of enquiry and makes recommendations as to how we may be able to develop this line of enquiry.

## Data

Persistent absence can be due to persistent unauthorised absences and/or authorised absences. When a pupil is absent from school, the absence on the pupil register is recorded using a registration code. There are 24 codes that can be used in pupil registers. These codes are statutory, there is no code which allows a pupil to be recorded as absent from school due to bullying.

Nationally schools are expected to apply an unauthorised absence code where it is due to alleged bullying. Unauthorised absence is a criminal offence therefore, if a pupil is persistently absent and those absences are unauthorised, the case would normally be referred to an Education Welfare Officer.

In order to understand the local position in more detail, a sample of 415 of the current open cases referred to an Education Welfare Officer have been reviewed. Within this sample, 21 (5%) have bullying cited as a reason for persistent absence. It is important to note that where bullying has been cited there are often additional factors contributing to the pupil's persistent absence.

Schools and families report bullying to the local authority on a case by case basis, there is no formal route for reporting bullying in schools to Plymouth City Council.

Plymouth's data for exclusions relating to bullying shows that:

2016/17 there were 18 fixed term exclusions for bullying (31 days in total).

2017/18 there were 18 fixed term exclusions for bullying (41 days in total)

2018/19 there have been 31 fixed term exclusions due to bullying (55 days in total)

Not all schools purchase the traded offer from the Inclusion, Attendance and Welfare Service and therefore would not have an allocated Education Welfare Officer. In order to receive comprehensive data on the number of children who are persistently absent from school due to bullying, individual schools would need to be asked to provide the data. In order to provide the data to establish whether there is a link between persistent absenteeism and bullying schools would need to follow the process outlined below:

- 1) look at the attendance of individual pupils who have alleged bullying and identify which of those children are persistent absentees,
- 2) identify which of the child's absences were related to alleged bullying and which absences were for other reasons,
- 3) identify whether the alleged bullying is what caused the persistent absenteeism.
- 4) submit their findings to the Local Authority.

## **What are schools required to do in relation to bullying?**

Schools are required by law to act to prevent bullying but also to address it when it happens.

The Department for Education (DfE) has produced guidance for all schools, including academies and free schools, which outlines its duties towards preventing and tackling bullying in schools:

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

The Education Act 2002 Section 175 placed a legal duty on maintained schools and Local Authorities to safeguard and promote the welfare of children.

Some incidents of bullying may also be a child protection issue. A bullying incident should be addressed as a child protection issue under the Children Act 1989 when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. These concerns must be reported to the member of staff in school responsible for child protection and then reported to the local authority's children's social services.

Section 89 of the Education and Inspections Act 2006 states that maintained schools must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils. Some schools choose to include this information in an anti-bullying policy, whilst others include it in their behaviour policy. These measures must be communicated to all pupils, school staff and parents. The head teacher must follow through and adopt the policy and all students, parents and teachers should be notified of it once it has been decided.

The Independent School Standards (England)(Amendment) Regulations 2012 state that the proprietor of an academy or other independent school is required to ensure that an effective anti-bullying strategy and health & safety strategy is drawn up and implemented.

Under the Public Sector Equality Duty of the Equality Act 2010, schools and childcare providers must take steps to prevent and respond to discriminatory language.

Schools have the powers to intervene in bullying incidents outside of the school ground including on home-to-school transport, in the community and online.

Most bullying incidents are not crimes. But some types of bullying are illegal and should be reported to the police. This includes bullying that involves violence or assault; theft; harassment and intimidation over a period of time including calling someone names or threatening them, making abusive phone calls, and sending abusive emails or text messages (one incident is not normally enough to get a conviction); and anything involving hate crimes.

Some cyberbullying activities could be criminal offences under a range of different laws, including the Malicious Communications Act 1988 and the Protection from Harassment Act 1997. There have been some instances of such prosecutions in the UK

## **How do schools record incidents of bullying?**

Many schools in Plymouth use CPOMS which is a Safeguarding and Child Protection software application for schools to monitor child protection, safeguarding and a whole range of pastoral and welfare issues including bullying.

The Education Reference Group (Safeguarding) identified that the way in which CPOMS is used in Plymouth schools is inconsistent. As a result there is a piece of work underway to develop best practice guidance for schools – using CPOMS to record bullying will form part of the best practice guidance.



CPOMS however is a separate software application to the software that schools use for pupil attendance registers.

### **What are we doing already?**

- Plymouth City Council has a web page which provides advice around bullying and signposts to services for support.
- Education Welfare Officers will liaise with school staff if a parent or child makes an allegation of bullying.
- Schools who purchase the traded service can refer a child who is persistently absent from school to an Education Welfare Officer.
- Schools who do not purchase the traded offer can contact the Inclusion, Attendance and Welfare Service for advice in relation to persistent absence. They also receive a termly visit from an Education Welfare Officer.
- Plymouth City Council is improving the Plymouth Online Directory which will enhance the information and signposting to services offer for families and schools.
- Schools use behaviour sanctions against children who bully.

### **Recommendations for consideration:**

- Improve the electronic information and advice offer by linking the council webpage on bullying and the Plymouth Online Directory.
- Consider creating a single route for parents and/or children to report bullying to the local authority where there is concern that this is not being addressed by the school.
- Invite a Primary and Secondary Headteacher to meet with Elected Members to describe their practice in relation to bullying.
- Request data from schools in relation to the link between bullying and persistent absenteeism.
- Work in partnership with schools rated good or outstanding by Ofsted to develop a template/best practice anti-bullying/behaviour policy framework.

Isabelle Morgan  
Inclusion and Attendance Manager

Jo Siney  
Head of SEND and Inclusion

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# Education and Children's Social Care Overview and Scrutiny Committee



Date of meeting:	10 July 2019
Title of Report:	<b>Strategic Risk and Opportunity Register Report</b>
Lead Member:	Councillor Mark Lowry (Cabinet Member for Finance)
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Julie Hosking
Contact Email:	Julie.hosking@plymouth.gov.uk
Your Reference:	SM/JH
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

To support the delivery of the City's vision and to enable the provision of high quality services to the citizens and communities of Plymouth it is imperative that effective risk management arrangements are in place. A fundamental element of Corporate Governance, a risk managed approach to decision making will enable the council to achieve its objectives and deliver services more efficiently and cost effectively.

The management of risk principles and processes equally apply at operational level, supporting improved performance, integration with corporate planning, projects, change programmes and partnerships.

The strategic risk and opportunity risk register is being presented to the Committee in order to help inform the review of the Committee's work programme.

## Recommendations and Reasons

The Education and Children's Social Care Overview and Scrutiny Committee is recommended to:

- Note the current position with regard to the strategic risk and opportunity register.

## Alternative options considered and rejected

Effective risk management processes are an essential element of internal control and as such are an important element of good corporate governance. For this reason alternative options are not applicable.

**Relevance to the Corporate Plan and/or the Plymouth Plan**

The Strategic Risk and Opportunity Register includes links to the Corporate Plan priorities – monitoring of control action for strategic risks therefore contributes to the delivery of the Council's core objectives.

**Implications for the Medium Term Financial Plan and Resource Implications:**

None arising specifically from this report but control measures identified in risk and opportunity registers could have financial or resource implications.

**Carbon Footprint (Environmental) Implications:**

None arising specifically from this report.

**Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:**

*\* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

None arising specifically from this report but community safety and health and safety issues and risks are taken into account in the preparation of risk and opportunity registers.

**Appendices**

*\*Add rows as required to box below*

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		1	2	3	4	5	6	7
A	Plymouth City Council's Strategic Risk and Opportunity Risk Register							
B	Equalities Impact Assessment (if applicable)							

**Background papers:**

*\*Add rows as required to box below*

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

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**Sign off:**

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Originating Senior Leadership Team member: Assistant Chief Executive											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 26/06/2019											
Cabinet Member approval: <i>[electronic signature (or typed name and statement of 'approved by email/verbally')]</i> Approved by email Date approved: 27/06/2019											

**1.0 Introduction**

- 1.1** At the Education and Children's Social Care Overview and Scrutiny meeting on 13 June 2019, the Chair requested site of the Council's Strategic Risk and Opportunity Register in order to see if any items relating to the Committee's terms of reference were required to be added to the work programme.
- 1.2** Attached to this report at Appendix A is the latest Strategic Risk and Opportunity Register showing the status of each risk and any movement in risk score compared with the previous monitoring period.
- 1.3** Risks related to the Education and Children's Social Care Overview and Scrutiny Committee's responsibilities (shown below), as per the Council Constitution, are highlighted in yellow:-
- Early Years Services
  - Schools, colleges and other educational settings
  - Child Poverty
  - Special Education Needs, behaviour and attendance, narrowing the gap in outcomes
  - Safeguarding Children
  - Cared for children
  - Youth offending
  - Adoption and Fostering
  - Corporate Parenting

**2.0 Background**

- 2.1** The Council maintain two different types of risk and opportunity register, the strategic register records high level, medium to long term and cross-cutting risks that could affect the delivery of the Corporate Plan.
- 2.2** Identified risks are scored using a 5x5 matrix with 5 being high and 1 being low. Once scored the risks are RAG rated in order for them to be prioritised and appropriately mitigated and reviewed in line with the Council's risk appetite.

- 2.3** The strategic register is owned by Corporate Management Team and is published with the agenda of the Audit and Governance Committee, who maintain oversight and monitor the effectiveness of risk management processes as detailed in the Risk and Opportunity Management [Strategy](#).
- 2.4** Operational Registers record risks to the delivery of departmental business plan objectives and are owned by the Director for the service and maintained by department risk champions. Risk champions also form part of the Operational Risk Management Group who meet four times a year to help promote and co-ordinate risk management activity and develop risk management processes.
- 2.5** Risks from both these registers also read through to the Brexit, Health, Safety and Wellbeing and Integrated Commissioning risk registers.

### **3.0 Strategic Risk and Opportunity Register – Monitoring Summary**

- 3.1** In accordance with the strategy requirement for twice-yearly monitoring, the latest strategic risk review and monitoring exercise was completed in February with the results discussed and further actions agreed, by Corporate Management Team on 19 February and final ratification at Audit and Governance [Committee](#) on 11 March 2019.
- 3.2** Risk references annotated with ‘ORR’ are also included in department operational risk registers which were monitored in June 2019.

### **4.0 Conclusion**

- 4.1** The Council’s success in dealing with the risks it faces can have a major impact on the achievement of key promises and objectives and ultimately, therefore, on the level of service to the community.
- 4.2** The Risk and Opportunity Management Strategy provides staff with a process for identifying threats or risks that includes becoming more outcome focussed.
- 4.3** The Operational Risk Management Group is continuing to work with departmental Risk Champions to further develop consistent application of risk management considerations across all operations of the Council.
- 4.4** The next formal review of the Strategic Risk and Opportunity Register will take place in August 2019.

ROW NO	RISK REF	DEPT	DESCRIPTION OF RISK (Risk description should include cause / risk event / consequence and risk category)	LINK TO CORPORATE PLAN	KEY CONTROLS / SOURCES OF ASSURANCE (aligned to three lines of defence)			PREVIOUS RESIDUAL RISK RATING		CURRENT RESIDUAL RISK RATING		RAG RATING /CHANGE IN RISK RATING	ACTION PLAN / FUTURE MITIGATION / ASSURANCE PLAN	HOW WILL PROGRESS BE MEASURED (LIST MEASURABLE BENEFITS AND NON-QUANTIFIABLE BENEFITS)	TARGET DATES (or review date if target unknown)	RESPONSIBLE OFFICER(S)	DIRECTOR / ASSISTANT DIRECTOR	RISK CHAMPION		
					Polices and procedures Link to business plan Delegations of authority / Fraud checks Risk and control framework Performance Management Project Management reviews	Programme Boards Functional compliance reviews Working Groups	Audit Reports Regulatory Reviews Snr Executive Committees Scrutiny Committees Portfolio Boards Peer Reviews	01/08/2018 Review Nov 18		Feb-19										
					First Line of Defence (Operational management activity)	Second Line of Defence (Strategy/Policy oversight and support)	Third Line of Defence & Framework Oversight (Audit / Member, Snr Executive and External oversight/validation)	P	I	P	I									
1	SF2 ORR (OP2) IRR BREXIT	Finance	<b>Delivering Council services within the envelope of the resources provided in 2019/20-2021/22 Medium Term Financial Plan</b> - Risk to services of not delivering within reduced budgets and to delivery of the Plymouth Plan from reduced revenue and funding of the Capital Programme  Risk Category: FINANCIAL  Brexit Risk - Enhanced financial instability causes the UK to enter a recession post-Brexit impacts on local economy, ability of residents to pay council tax, increases the number eligible for council tax support. Negatively impacts investments and affects MTFP	Spending money wisely	Higher profile of Council's finances at both CMT and Cabinet.  Budget presented to senior officers and members in scoreboard format, delivering greater transparency and challenge.  Budget sessions and DMTs.  The Council has launched a "Fresh Look" programme to review all departments within all directorates, examining current budget and actual spend, contracts; income opportunities and any synergies and efficiencies across the whole council. These reviews are being led by Corporate Services.  Brexit Officer Group reviewing potential impacts of Burden Doctorate to inform business case for New Burdens money from Central Government.	An officer working group comprising of our Senior Leadership Team and senior finance management has met regularly to advance the MTFP.  Finance and Assurance Review Group (FARG) monitor integrated commissioning risks	Progress reported within monthly finance reporting to Cabinet members.  Continued Member engagement in Budget process and MTFP setting process by having regular Member briefings.  CMT have the MTFP as a standing agenda item.  Audit & Governance Committee oversee the financial reporting process.  The Chief Internal Auditor supports the Audit & Governance Committee and reviews its effectiveness annually.	5	5	25	5	5	25	R	Treasury Management diversification of portfolio to increase income. Investment in income earning assets. Ambitious capital programme and strategic investments from income earning assets. Cross department strategy on grant maximisation. Identification of new revenue funding sources to support the budget e.g. use of section 106 income in current and future years. Section 151 Officer will be meeting all Strategic Directors and undertaking a 'deep dive' of all budgets, in addition to the "Fresh Look" reviews being conducted in April / May 2019. Budget Recovery Group will be undertaking a line-by-line analysis of all budgets.	Better return on the investment portfolio. Income generation monitored via revenue budget. Improved efficiency and reduced costs. Increase in successful bids. Reduced contract costs. Regular updates on the progress of the Budget Recovery Group are to be provided to CMT.	Ongoing City MTFP updates Ongoing City reviews Ongoing Ongoing	Paul Looby	Andrew Hardingham	Aaron Perrin
2	SF3 IRR	Finance	<b>Being unable to deliver Council services within the envelope of the resources provided in 2018/19</b> leading to negative impact on budgets, loss of reputation, negative impact on front line services and a negative opinion from external audit.  Risk Category: FINANCIAL	Spending money wisely	RAG ratings have been identified for all savings and cost pressures that emerge during the year.  Budget presented to senior officers and members in scoreboard format, delivering greater transparency and challenge.  Portfolio fact cards have been produced for each portfolio member setting out areas of responsibility and savings targets and efficiencies.  Budget sessions and DMTs.	Finance and Assurance Review Group monitor Integrated Commissioning risks.  MTFP Working Group has met regularly to manage the budget process.  Budget Management Group has been set up in response to the projected overspend reported in Q2.	Progress reported within monthly finance reporting to Cabinet members. Continued Member engagement in Budget process and MTFP setting process by having regular Member briefings. Regular project accounting reports to the Transformation Portfolio Review Group. Audit & Governance Committee oversee the financial reporting process. The Chief Internal Auditor supports the Audit & Governance Committee and reviews its effectiveness annually. Higher profile of Council's finances at both CMT and Cabinet. CMT have the MTFP as a standing agenda item. Portfolio fact cards have been produced for each Portfolio member setting out areas of responsibility and savings targets and efficiencies Staff suggestions for cost saving have been requested. Portfolio Holders undertaking line-by-line reviews of budgets.	5	5	25	5	5	25	R	Treasury Management diversification of portfolio to increase income. Investment in income earning assets. Ambitious capital programme and strategic investments from income earning assets. Cross department strategy on grant maximisation. Continue the Transformation Programme which is improving efficiency and reducing costs whilst still delivering benefits to the customer. Significant savings are focussed in the following key programmes:- Growth, Assets and Municipal Enterprise (GAME2); Integrated Health & Wellbeing; Transforming the Corporate Centre Identification of new revenue funding sources to support the budget e.g. use of section 106 income in current and future years. To mitigate against this risk all options and innovative solutions will continue to be explored in the final two months of the year so further reductions can be made to the forecast overspend. Investigating earlier implementation of Fees and Charges, review of reserves, bad debt provision, accelerated income generation. Further capitalisation.	Better return on the investment portfolio. Income generation monitored via revenue budget. Improved efficiency and reduced costs. Increase in successful bids. Reduced contract costs.	Ongoing City MTFP updates Ongoing City reviews Ongoing	Paul Looby	Andrew Hardingham	Aaron Perrin
3	SEPS1 IRR	Education, Participation & Skills	<b>Reduction in the quality of education provision negatively affecting level of pupil attainment.</b> The risk is very high (red) in the secondary sector but less so in the primary sector (amber).  Risk Category: COMPLIANCE, REGULATION & SAFEGUARDING	A caring council - Improved schools where pupils achieve better outcomes	Ofsted inspection outcome tracking. Data analysis. Plymouth Leadership Advisor works with schools and provides challenge to Multi Academy Trust CEOs	Trust development to secure school improvement.	Ofsted inspection. Plymouth Education Board. Education & Children's Social Care Overview & Scrutiny Committee.	4	5	20	4	5	20	R	Plymouth Education Board (and sub groups) will increasingly hold all schools to account. Development of an accountability and support model involving a number of partners. The Plymouth Challenge will create a partnership of distinct interventions to drive improvement. The Plymouth Challenge has identified three strands designed to raise achievement. The School Support, Challenge and Intervention Policy is being updated and will go to Cabinet in March 2019. The Policy will make clear the relationship with schools.	Ofsted Inspection results. Attainment levels and data analysis. Evidence of innovative solutions based programmes that are evaluated against outcomes.	Review Aug 19	David Bowles	Judith Harwood	Julie Reed
4	SCYPF2 Formerly ORR IRR	Children's Social Care	<b>Projected in-year overspend in Children's Social Care caused by unprecedented demand and level of support needed to keep young people safe,</b> such as specialist residential care placements with high levels of staffing.  Risk Category: FINANCIAL	Spending money wisely	Independent fostering review action plan. Service redesign implemented including invest to save case for increase in number of Social Workers.  Savings have been identified but pressure still exists	Finance and Assurance Review Group (FARG)	Independent fostering review Regional Youth Justice Board Budget Management Group	4	5	20	4	5	20	R	Additional management solutions and escalated action to deliver further savings from the council's transformation programme will be brought to the table over the coming months in order to address the in year forecasted overspend. Ongoing rigour in decision making to manage demand. Ensuring action plan milestones are reached	Financial Results Delivery Performance		Neelam Bhardwaja	Alison Botham	Sandy Magee
5	SEPS2 Formerly ORR IRR	Education, Participation & Skills	<b>Growing volume and complexity of demand across services increases risk of failure to meet statutory duties</b> and impacts our ability to improve outcomes for vulnerable children and young people with Special Education Needs and Disabilities (SEND):- Short/medium-term consequences:- -Compliance failures -Customer disappointment/failure to manage expectations -Media reporting and adverse publicity -Damage to reputation -Impact on other departments/increased caseloads -Reduced staff resilience Long-term consequences:- -Litigation -Reduced ability of those affected to achieve full potential / impact on future economy / increased demand for adult services  Risk Category: COMPLIANCE, REGULATION & SAFEGUARDING	A caring council - Keep children, young people and adults protected	Ofsted inspection outcome tracking; Role profiles are reviewed when staff leave; KPIs	Monitoring of EPS Scorecard; Monitoring of risks	Ofsted inspections; Plymouth Education Board; Education & Children's Social Care Overview & Scrutiny Committee	4	4	16	4	4	16	A	Action plans to manage impact; Performance management going forward; Review of Service demands to identify trends; Strategic planning for the department will set our future arrangements to secure functions and capacity; Transformation and move to partnership working with schools to secure functions and improve capacity.	Delivery plans and clear service standards; Performance Scorecard; Actions from staff wellbeing and stress surveys.	Ongoing	Judith Harwood	Alison Botham	Julie Reed

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								P	I	P	I							
					First Line of Defence (Operational management activity)	Second Line of Defence (Strategy/Policy oversight and support)	Third Line of Defence & Framework Oversight (Audit / Member, Snr Executive and External oversight/validation)		01/08/2018 Review Nov 18		Feb-19							
6	SCE03 ORR (OCE012) IRR BREXIT	CEX	<b>Failing to, or inability to understand impacts of Brexit</b> in light of current uncertainty and lack of government guidance adversely affects the Council's ability and capacity to manage changes and deliver it's objectives.  Risk Category: REPUTATION	Providing quality public services	Brexit specific risk register; Brexit workshop / scenario planning; Growth Board on-line advice tool; Officer attendance at local and regional events; Brexit impact scoping within Medium Term Financial Plan; Government funding announced; We have established what mitigation is in place for all 'no deal' impacts identified	Policy & Intelligence Officer; Brexit Officer Group; Business continuity group meet on a fortnightly basis; HMRC Boarders Group	Brexit, Infrastructure & Legislative Change Overview & Scrutiny Committee; Overview and Scrutiny and Select Committee; Regional engagement work - LEP and Peninsula; One Plymouth / CMT - quarterly update	5	4	20	5	3	15	Continued regional engagement to maintain strong influence; Continue to act promptly on government guidelines when issued; Outputs from Officer Group	Sep-19	Kevin McKenzie	Giles Perritt	Maddie Halifax
7	SF5 IRR	Finance	<b>The Council not meeting its obligation to keep data secure by failing to adhere to Data Protection Act 2018 Regulations</b> results in loss of trust in the Council and/or financial penalty from the ICO  Risk Category: COMPLIANCE, REGULATION & SAFEGUARDING	Providing quality public services	Staff awareness training has been rolled out.  Incident reporting and management in place.  Escalation of breaches to Management of Information Security Forum (MISF) and Senior Information Risk Owner (SIRO).  Annual IT Health Check Regular vulnerability scans carried out IT Infrastructure patching policy in place Pro-active monitoring by Babcock.  ICO Action Plan. Information Audit completed for all departments Staff workshops completed re: GDPR	Management of Information Security (MISF) Group  Devon Information Security Partnership (DISP)  Information Lead Officer Group (LOG) raise awareness within department  Information Governance Manager has raised awareness of GDPR at CMT and DMTs  Completion of mandatory eLearning being tracked through Balanced Scorecards	Senior Information Risk Owner (SIRO) in place.  Annual Information Governance report to Audit and Governance Committee  External Compliance assessment.  CMT regularly briefed.	5	3	15	5	3	15	Roll out staff awareness training to all staff. Implement greater reporting consistency within directorates. Implement improved incident analysis within the Service Desk. Ensure full corporate attendance for MISF. Improved contract management with partners. Implement greater reporting consistency within directorates. Implement improved incident analysis within the Service Desk. Ensure full corporate attendance for MISF. Standardised breach management processes distributed to key staff. 2017 saw a decrease in breaches, however 2017/18 has seen an increase in escalations to the ICO. Implement compliance requirements into Delt business as usual - This is a workstream of the information management project. Corporate Privacy Notice complete, service specific Notices being finalised.	Ongoing	John Finch	Andy Ralphs	Emma Rose
8	SCE04 ORR (OCE011) BREXIT	CEX	<b>Potential snap national elections and/or referendum caused by Brexit</b> Risk of not having enough staff available, voter fatigue - negative impact on our register as well as election turn-out, heightened stress level with the core and wider team.  Risk Category: REPUTATION	Providing quality public services	Election Risk Register Communication Plan to core and wider team to prepare Partners have been briefed and confirmed readiness (Polling stations / Printers and other key partners) Cabinet Office will provide some funding for European Elections (if required) Canvas being undertaken early to prepare for potential General Election	Call out ARO to CMT for support	Elections Programme Board	5	3	15	5	3	15	Ongoing Brexit monitoring	Ongoing	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax
9	SSS1	Street Services	<b>Risk of non delivery of a plan for waste that delivers increased recycling levels in Plymouth</b> and ensures it meets the PFI targets agreed in the SW Devon Waste Partnership  The city's recycling targets are achieved and the service is modernised and fit for purpose so that the increase in demand on the service in accordance with the Plymouth Plan Housing Growth can be met  Risk Category: DEVELOPMENT & REGENERATION	A growing city - A green, sustainable city that cares about the environment	Modernisation Plan in place across Street Scene and Waste Department focussing on back office systems and processes which are designed to improve the delivery of frontline services for customers. Measures either delivered or in progress include communications campaigns; utilising other teams in the Council who are engaging with residents to also encourage recycling; improving service request resolution times; optimising crew routes; and new technology to transform task allocations and data recording.	Monthly Modernisation Board to review progress against Modernisation Plan, supported by regular Performance meetings to assess customer experience.  Monthly Balanced Scorecard of KPIs which include recycling rates.	The South West Devon Waste Partnership hold quarterly meetings.	3	4	12	3	4	12	Delivery of the Modernisation Plan. Continued delivery of alternate weekly collections against adopted business case - monthly monitoring with SWDWP partners with regard to disposal tonnages. Utilisation of commissioned participation survey to target areas that have lower rates of recycling. Investment in recycling campaigns across the city. Introduction of recycling on the go pods.	Ongoing	Katrina Houghton	Anthony Payne	Andy Sharp
10	STS1 IRR	Office of the Director of Public Health	<b>Failure to reduce Health Inequalities</b> will mean our poorest residents continue to live shorter lives as well as more years in ill health. This risk impacts the city's growth ambitions as well as the sustainability of the health and social care system through increased demands on welfare care, support and health services. Further risk of failing to achieve the city's vision where "an outstanding quality of life is enjoyed by everyone" and the key Caring Plymouth objective to reduce health and social inequalities.  Reducing inequalities particularly in health and between communities is a long term priority for the City Council to support the delivery of the vision for Plymouth where an outstanding quality of life is enjoyed by everyone  Risk Category: COMPLIANCE, REGULATION & SAFEGUARDING	A caring city - Reduced health inequalities	Thrive Plymouth framework was adopted by full council in 2014 and links directly to the Plymouth Plan and Integrated Commissioning Strategies. It provides good foundation to achieve prevention in all services and decision making processes.  The focus of Thrive Plymouth in year one was on workplace health and wellbeing, in year two it was on schools and young children, in year three it was on localising the national 'One You' health improvement campaign, and in year four was on mental wellbeing (focussing on the five ways to wellbeing).  The current year five focus is on people connecting through food. This was launched on 16 October 2018. The focus of Year six (starting in November 2019) is Mayflower 400.	Finance and Assurance Review Group review Joint Integrated Commissioning Risk Register quarterly.	The Health & Wellbeing Board.  Thrive Plymouth integral to the original Plymouth Plan and updated information included in the refreshed version (monitored via CMT/Cabinet/Full Council.)  The Director of Public Health's annual report focusses on the previous year of Thrive Plymouth (highlighting successes and challenges)	3	4	12	3	4	12	Persistent action across the Council is required at many levels to tackle inequalities by addressing the wider detriments of health.  The public health team and partners continue to work with employers (year one focus) and schools (year two focus) to influence healthier lifestyles. The team continues to embed and promote the national One You campaign across the city. The 'five ways to wellbeing' has been adopted across the city as the single approach to improving mental wellbeing.  Thrive Plymouth has an annual focus determined by local and national priorities an annual action plan is developed and implemented. The Thrive Plymouth Network will continue to meet on a quarterly basis to ensure delivery of the programme.	Jan-20	Sarah Lees / Rob Nelder	Ruth Harrell	Scott Senior



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11	SHR1	Finance	<b>Maintaining Corporate/Senior Leadership Team capacity and resilience to deliver the Council Plan.</b> Potential for adverse impact on the citizens of Plymouth and the Council's reputation if strategic workforce plans are not effectively implemented.  We take responsibility for our actions, care about their impact on others and expect others will do the same. Critical success factors: attraction, recruitment, development and retention of senior leaders; organisational design which is fit for purpose to deliver our statutory duties and Council objectives; Senior Leaders reporting they feel safe, happy and thriving at work with appropriate arrangements in place to support resilience  Risk Category: SERVICE DELIVERY / REPUTATION	Providing quality public services	Organisational Restructure toolkit in place. CMT/SLT leadership development programme under evaluation. Team Plymouth quarterly events in place. Multi-agency coaching network in place. Occupational Health and Employee Assistance Programme in place. Succession Plans being developed for all critical roles. Agile HR policies and procedures available on staffroom. Workforce data. Sickness absence and staff turnover. Agency/interim spend controls.		Organisational Design proposals approved by Council in January for full implementation by summer 2018.  People Strategy 2016-20 endorsed by Cabinet May 2017 (Talent, Leadership & Culture).  Senior Leadership capacity has increased with the Strategic Director for Customer and Corporate Services appointed to and started with PCC in November 2018.	2	5	10	2	5	10	█	Organisational Development Phase 2 Action Plan for the Senior Leadership Team to be implemented to include: Strategic workforce plans for the Senior Leadership Team.  New Senior Leadership Team structure to be appointed.  Implementation of 'The Way We Work' transformation programme (technology, information management, accommodation) to enable the right conditions for success.	Sickness absence due to stress, anxiety or depression; performance against Council's objectives; delivery of People Strategy; staff survey; wellbeing and resilience survey; safety climate survey; senior leadership staff turnover; exit interviews	Implementation 01/10/2018 with 6 month review	Tracey Lee	Tracey Lee	Maddie Halifax
12	SSP11	Strategic Planning & Infrastructure	<b>Cladding issues on buildings in Plymouth</b> above 18m that have the potential to contain, or have been identified as containing ACM cladding that has a risk of combustion  Risk Category: COMPLIANCE, REGULATION & SAFEGUARDING	A caring council - Keep children, young people and adults protected	National guidance has been produced and actioned or communicated by PCC.  A strategic overview on affected buildings has taken place and communication to all relevant building owners.  24 hour patrols and a full list of fire and safety measures have been fully implemented at 3 sites including compartmentalisation and all publically owned buildings are being reviewed. Sprinkler system is being installed in 3 Devonport towers.		The responsibility lies with the individual building owners but PCC and Devon and Somerset Fire and Rescue Service have taken the lead on communicating relevant information to all affected properties.  Strategic lead overview (Gold) at PCC with support from DSFRS and the relevant affected building 'responsible person'.	2	5	10	2	5	10	█	Monitoring of remedial measures by PCC to ensure building owners are carrying out their responsibilities effectively.  Re-cladding of some buildings has taken place and is satisfactory. Some buildings still have the ACM but are currently being procured to action and interim measures still in place. Central Governments 'DELTA' system (to identify all risk buildings) has been completed and closed out.	Internal business process monitoring.  PCC taking a complete overview of monitoring and intervention where necessary.  Possible enforcement action in the future via relevant legislation.	Aug-19	Paul Barnard	Anthony Payne	Andy Sharp
13	SF6 IRR	Finance	<b>Maintaining awareness of anti-fraud measures</b> to help prevent or identify instances of fraud, corruption and bribery and help protect public funds.  Risk Category: REPUTATION / FINANCIAL	Spending money wisely	Anti-Fraud, Bribery and Corruption Policy; Whistle blowing Policy; Register of interests/hospitality; Fraud Awareness eLearning; Data analytics tool being implemented	Devon Audit Partnership Counter-Fraud Team; Operational Risk Management Group	Audit & Governance Committee; S151 Officer; Monitoring Officer	New			2	5	10	█	Fraud Strategy and Response Plan; DAP attendance at Fraud and Corruption in Local Government Procurement webinar to discuss future actions / best practice; Stronger links with Risk Management Strategy; Expanding use of Data analytics tool	Completion of actions from the Fraud Strategy and Response Plan	Ongoing	Paul Looby / Ken Johnson	Andrew Hardingham	Aaron Perrin
14	SCYPF1 IRR	Children's Social Care	<b>Risk to vulnerable children and young people in the care system, by not delivering early intervention and prevention</b> and responding as soon as possible to their needs and promote better long term life outcomes.  Early intervention aims to promote better long term life outcomes for families, and in doing so, also prevent them needing more intensive and higher cost services in the future, such as children's social care or the criminal justice system.  Risk Category: COMPLIANCE, REGULATION & SAFEGUARDING	A caring council - Focus on prevention and early intervention	Troubled Families Programme  Early Help Assessment Tool  The Children and Young People's Commissioning Plan  Families with a Future initiative	CYP System Design Group. Performance and Complaints monitoring.	Local Safeguarding of Children Board.  Claims Validation 'spot check' compliance achieved from the Troubled Families Team of the Ministry of Housing, Communities and Local Government	4	4	16	3	3	9	█	Continue to drive forward transformational change across the partnership in relation to whole family working, engagement with the Early Help Assessment Tool process, data exchange and achieving the outcomes required within the Troubled Families Outcomes Plan.	Reduction in caseloads	Ongoing	Tracey Green / Siobhan Wallace	Neelam Bhardwaja	Sandy Magee
15	SSP12 BREXIT	Strategic Planning & Infrastructure	<b>Risk of failing to deliver the range of housing to meet Plymouth's need</b> via the Joint Local Plan (JLP) and the Homes for Plymouth Programme  Risk Category: DEVELOPMENT & REGENERATION  Brexit Risk: Potential impact of rising material costs and shortfall of labour on Plan for Homes and Capital Programme	A growing city - A broad range of homes	Progress on previous Plan for Homes sites regularly reviewed.  Sites identified in the JLP 5 year land supply regularly reviewed.  Each JLP site now has a Delivery Strategy, with various forms of proposed intervention based upon the identification of resources.  Review of partnerships and partners to manage delivery and ensure capability.  On-going strategic relationship management with Homes England to achieve a fair share of the national funding.		Plymouth Growth Board. GAME Board. JLP Member Steering Group. JLP Leadership Delivery Group.	3	3	9	3	3	9	█	Undertake a Strategic Land Review of PCC sites to identify sites for housing delivery. We will consider acquiring and lending to unlock direct delivery. Reviews of small and stalled sites complete with delivery strategies to be implemented. Development of bids to a number of Government funding programmes to support new homes e.g. Accelerated Construction, Housing Infrastructure Fund, Land Release Fund, Starter Homes and Care and Support funding. Ongoing innovation to improve the proactive and fast track approach to planning to deliver housing. Starter Homes Land Fund Partnership Authority to work with Homes England to bring forward a portfolio of stalled, lapsed and brownfield sites to unlock delivery and accelerate new homes in what is becoming a highly competitive environment for government funding.	Regular reports to Portfolio Holders. JLP Member Steering Group and JLP Leadership Group	Annual delivery monitoring year end and on going	Paul Barnard	Anthony Payne	Andy Sharp
16	SED1 BREXIT	Economic Development	<b>Risk of not delivering sustained and accelerated economic and population growth</b> in line with the Council's Corporate Plan and vision for the City which could lead to higher unemployment and lack of the right labour skills to match the needs of businesses.  Risk Category: DEVELOPMENT & REGENERATION  Brexit Risk: UK and/or Plymouth not considered an attractive place to study causes a loss of student economy. Manufacturers no longer consider the region an attractive place to operate from due to negative perception of the UK, the implementation of import tariffs or inability to recruit sufficient staff results in loss of jobs, loss of business rate income and stalls our growth ambition.	A growing city - Economic growth that benefits as many people as possible	We have put in place a series of economic development measures including for People - 1000 Club, Building Plymouth, Urban Enterprise Programme, Manufacturers Challenge. Place regeneration we have undertaken direct development (Harder Court), started on-site at Oceansgate, signed a City Deal, embarked on Plymouth Science Park phase 5 now open. Inward investment - continued support, two new landings in the city - the Ship (Site) and at Turnchapel. Supporting Babcock to grow. Business Support we have set out a £2.5m social enterprise investment fund, supported the Gain Growth Fund, attended trade shows and reworked the inward investment guide/website. Secured £89.9m of external and grant funding. Other developments - Oceansgate phase 1 topping out ceremony, completion of Plymouth Science Park phase 5, Langage Phase 2, The Box, Roborough Eco Village, Drake Circus Leisure. Combined efforts are also having economic impact with a jobs pipeline of over 3000, over 3500 apprenticeships starts in 2017, GVA growth and continue low unemployment. Employers such as Thales, Site1, Becton Dickinson, Dartmouth Foods, Buns Crisps, Babcock, Princess Yachts, Crowne Plaza and Premier have all made significant investments in Plymouth.	GAME Programme Board.	Growth Board.  There is governance in place at the City Deal Programme Board and strategic oversight provided by the Growth Board	3	3	9	3	3	9	█	Future plans include: Business Support - development of the marine/blue tech sector, co-ordinating inward investment, levering off the LEP to improve connectivity and exploiting the Mayflower to reposition the city at the centre of celebrations. We are developing Nuclear and Marine national deals linked to the HotSW Productivity Plan further building on our strengths. Brexit element of this risk will be considered in line with corporate Brexit risk template. Series of business support projects (growth hubs, start up and advice) commissioned. Launched new STEM strategy. The future development pipeline is now standing at over £500m. Site work has either started, or will do shortly, for the following developments; The Range HQ Derriford, 1620, Colin Campbell Court/Bath Street, Plymouth Railway Station and Oceansgate Phase 2.	Monitor:- Weekly wage rates, Gross Value Added per hour worked.  Job Seeker Allowance claimants.  Youth Job Seeker Allowance claimants, Business births, employee numbers, visitor numbers, growth in jobs	Ongoing	David Draffan	Anthony Payne	Andy Sharp

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# EDUCATION AND CHILDREN'S SOCIAL CARE OVERVIEW SCRUTINY COMMITTEE



Work Programme 2019 - 20

Please note that the work programme is a 'live' document and subject to change at short notice.

For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Helen Rickman, Democratic Support Officer, on 01752 398444.

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
10 July 2019	Fair Funding for Schools		As a result of an amended motion on notice to 18.03.2019 Council –  Education and Children's Overview and Scrutiny Committee to closely monitor the impact of the school funding crisis in Plymouth exploring specifically whether schools in the city are being forced to close early on some days of the week as a result of funding constraints.	Judith Harwood
	Pledge Update		To provide Members with a progress position on pledges relevant to the panel's remit	Cabinet Member
	Elective Home Education		To include rise and reasons. What are the drivers?	Jo Siney/ Isabelle Morgan
	Bullying and Attendance			Jo Siney/ Isabelle Morgan
	Care Leavers and NEET - plan			Andrea Powell/ Natalie Smith

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
	Strategic Risk Register		To help populate the work programme if risks fall within the scrutiny panel's remit	Julie Hosking
<b>11 Sept 2019</b>	Child Exploitation		Include a progress report on Together for Childhood.	Neelam Bhardwaja
	Plymouth Challenge Update		A progress report	David Bowles
	Early Help Offer and plans for development		Commissioning -Include CAMHS -developments	Jo Siney/ Emma Crowther
<b>13 Nov 2019</b>	Budget Monitoring			Judith Harwood
	Young Carers			Dave Bowles/ Lisa Cornish
	STEM refresh of plan		To provide a retrospective and looking forwards with the STEM plan.	Ed Coley
<b>8 Jan 2020</b>	Report on PAUSE			Emma Crowther
<b>4 March 2020</b>				

<b>Items to be scheduled 2019/20</b>		
<b>Subject</b>	<b>Reason added to work programme</b>	<b>Responsible Officer</b>
OFSTED Inspection of Children, Young People and Families Service – Action Plans	Added to the work programme on 13.03.19 – OFSTED Action Plans to be provided when available.	Neelam Bhardwaja

School visits	Added to the work programme on 13.3.19 – recommended by Councillor Jon Taylor (Cabinet Member for Education, Skills and Transformation) for Members to see what schools were doing to raise standards/ attainment.	Judith Harwood
School Readiness Update	Added to the work programme on 6.02.2019 – progress update at future meeting.	Judith Harwood
How the Personal, Social, Health and Economic Education (PSHE) is delivered across the city.	Added to the work programme on 28.11.2018.	Judith Harwood
Transition to Adulthood	Added to the work programme on 29.05.2019	
Code of Conduct	Added to the work programme on 29.05.2019	
<b>Select Committee Reviews</b>		
Bullying and attendance – Select Review?	Added to the work programme on 13.03.2019.	Judith Harwood

**Annex I – Scrutiny Prioritisation Tool**

		<b>Yes (=1)</b>	<b>Evidence</b>
<b>P</b> ublic Interest	Is it an issue of concern to partners, stakeholders and/or the community?		
<b>A</b> bility	Could Scrutiny have an influence?		
<b>P</b> erformance	Is this an area of underperformance?		
<b>E</b> xtent	Does the topic affect people living, working or studying in more than one electoral ward of Plymouth?		
<b>R</b> eplication	Will this be the only opportunity for public scrutiny?		
	Is the topic due planned to be the subject of an Executive Decision?		
	<b>Total:</b>		High/Medium/Low

<b>Priority</b>	<b>Score</b>
<b>High</b>	<b>5-6</b>
<b>Medium</b>	<b>3-4</b>
<b>Low</b>	<b>1-2</b>

## Education and Children’s Social Care Overview and Scrutiny Committee

<u>Minute No.</u>	<u>Resolution</u>	<u>Target Date, Officer Responsible and Progress</u>														
13 March 2019 The Plymouth Oracy Project	Members requested to receive the Oracy Project evaluation reports once finalised	<b>Date:</b> March 2019 <b>Officer:</b> Ruth Woodhouse <b>Progress:</b> Ongoing														
13 March 2019 OFSTED Inspection of Children, Young People and Families Service	Members requested a further update on the OFSTED actions plans is provided to the Education and Children’s Social Care Overview and Scrutiny Committee in the future	<b>Date:</b> March 2019 <b>Officer:</b> Neelam Bhardwaja <b>Progress:</b> This item has been added to the panel’s work programme.														
6 February 2019 School Attendance Minute 37 (1)	Members agreed: <table border="1" data-bbox="430 769 1624 1414"> <tbody> <tr> <td>1.</td> <td>to recommend that the local authority considers going out to consultation to amend school dates to include an additional week of holiday onto the October and May holidays, therefore reducing the summer break by two weeks;</td> </tr> <tr> <td>2.</td> <td>to recommend that the council considers including a note at the bottom of letters sent out as a result of absenteeism, asking parents/ carers to consider if their child’s absence was due to bullying and to signpost to support available;</td> </tr> <tr> <td>3.</td> <td>for officers to investigate the feasibility of adding targeted signposting for bullying support on the council’s social media platforms;</td> </tr> <tr> <td>4.</td> <td>for officers to contact Plymouth academies and request data on absenteeism, specifically due to bullying;</td> </tr> <tr> <td>5.</td> <td>for officers to provide data to Members regarding absenteeism as a result of a child attending a school which isn’t their closest or is a distance away from home;</td> </tr> <tr> <td>6.</td> <td>that the Education and Children’s Social Care Overview and Scrutiny Committee offer an invitation to a Head teacher from both an academy and local authority school to discuss how they deal with bullying;</td> </tr> <tr> <td>7.</td> <td>for officers to provide data to Members specifically regarding absenteeism linked to child carers and service children;</td> </tr> </tbody> </table>	1.	to recommend that the local authority considers going out to consultation to amend school dates to include an additional week of holiday onto the October and May holidays, therefore reducing the summer break by two weeks;	2.	to recommend that the council considers including a note at the bottom of letters sent out as a result of absenteeism, asking parents/ carers to consider if their child’s absence was due to bullying and to signpost to support available;	3.	for officers to investigate the feasibility of adding targeted signposting for bullying support on the council’s social media platforms;	4.	for officers to contact Plymouth academies and request data on absenteeism, specifically due to bullying;	5.	for officers to provide data to Members regarding absenteeism as a result of a child attending a school which isn’t their closest or is a distance away from home;	6.	that the Education and Children’s Social Care Overview and Scrutiny Committee offer an invitation to a Head teacher from both an academy and local authority school to discuss how they deal with bullying;	7.	for officers to provide data to Members specifically regarding absenteeism linked to child carers and service children;	<b>Date:</b> February 2019 <b>Officer:</b> Helen Rickman <b>Progress:</b> Complete – information emailed to Members.
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## Education and Children's Social Care Overview and Scrutiny Committee

	8. for officers to provide Members with data linked to persistent absenteeism, specifically due to mental health issues as well as waiting times for referrals to the CAMHS.	
6 February 2019 High Cost Placements (j)	Members would be provided with specific figures, for this financial year, regarding the numbers of specialist residential placements that were required.	<b>Date:</b> February 2019 <b>Officer:</b> Neelam Bhardwaja <b>Progress:</b> Ongoing. This information has been requested.
29 May 2019 Co-opted Representative Update	Agreed that a report would be submitted to a future Education and Children's Social Care Overview and Scrutiny Panel detailing the statutory responsibilities (where relevant) and clarifying the position regarding co-opted representatives on the panel.	<b>Date:</b> May 2019 <b>Officer:</b> Claire Daniells/Linda Torney <b>Progress:</b> A report is due to be presented to the Scrutiny Management clarifying the position on co-opted representatives.
29 May 2019 Overview of Children's Directorate	Agreed that the number and role of agency workers was requested to be provided to Members of the Committee.	<b>Date:</b> May 2019 <b>Officer:</b> Neelam Bhardwaja <b>Progress:</b> This information has been requested
29 May 2019 Work programme	Agreed that the following items would be added to the work programme:  <u>10 July 2019 meeting:</u> <ul style="list-style-type: none"> <li>• Elective Home Education (to include rise and reasons. What are the drivers?)</li> <li>• Bullying and Attendance/code of conduct (to include consideration of cyber bullying)</li> <li>• Early Help Offer and plans for development (to include Commissioning and CAMHS developments)</li> <li>• Care Leavers and NEET – plan</li> <li>• Post 18 Education (to present the government review findings and provide a perspective on HEI in the City)</li> </ul>	<b>Date:</b> May 2019 <b>Officer:</b> Helen Rickman/ Judith Harwood <b>Progress:</b> Complete. Items added to work programme and Data Book emailed to Members.



## Education and Children's Social Care Overview and Scrutiny Committee

	<p><u>11 September 2019</u></p> <ul style="list-style-type: none"><li>• Child Exploitation (to include a progress report on Together for Childhood)</li><li>• Plymouth Challenge update (a progress report)</li></ul> <p><u>13 November 2019</u></p> <ul style="list-style-type: none"><li>• Budget Monitoring (to include areas of pressure)</li><li>• Young Carers</li><li>• STEM refresh of plan (to provide a retrospective and looking forwards approach with the STEM plan.</li></ul> <p><u>8 January 2020</u></p> <ul style="list-style-type: none"><li>• Report on PAUSE project</li></ul> <p>Transition to Adulthood – not yet allocated a date.</p> <p>Under this item is was also agreed that the data book for children's' and pupils' education performance for 2018 would be provided to Members.</p>	
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### Key

Greyed out box = action complete

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