

# **THEMED MEETING – “INCLUSIVE EDUCATION”**

## **LIFELONG LEARNING OPPORTUNITIES SCRUTINY PANEL**

**Venue:** Town Hall, Moorgate  
Street, Rotherham.

**Date:** Monday, 25 April 2005

**Time:** 10.00 a.m.

### **A G E N D A**

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Declarations of Interest.
4. Questions from members of the public and the press.
5. 10.00 a.m. "Every Vulnerable Child Matters" - proposals for governor training, arising from Scrutiny day 22/11/04 - (Helen Longland/Cath Ratcliffe) - 15 minutes
6. 10.15 a.m. PRESENTATION - Surestart (Barbara Nellist) - 20 minutes (Pages 1 - 13)
7. 10.35 a.m. Provision for Gifted and Talented Pupils - (Steve Walch) (report herewith) - 15 minutes (Pages 14 - 17)
8. 10.50 a.m. Overview of the requirements for the education of children with medical needs including the work of the Hospital Teaching and Home Tuition Service (Helen Longland and Ann Clegg) - 45 minutes (Pages 18 - 24)
9. 11.35 a.m. Meeting the needs of pupils in mainstream schools with medical needs - (Kay Watson, Health Education Nurse Adviser) - 15 minutes
10. 11.50 a.m. Supporting children in schools who require moving and handling - (Phil Nartey, Moving and Handling Co-ordinator) - 15 minutes
11. 12.05 p.m. Meeting the educational needs of pregnant school girls and school aged mothers - (Wendy Peake, Rowan Centre) - 15 minutes

## **THEMED MEETING – “INCLUSIVE EDUCATION”**

- 12. 12.20 p.m. Questions and plenary - 10 minutes
- 13. 12.30 Finish

### **FOR INFORMATION**

- 14. Minutes of this Scrutiny Panel held on 21st March, 2005 (copy herewith). (Pages 25 - 32)
- 15. Minutes of meetings of the Cabinet Member, Education, Culture and Leisure Services held on 8th, 15th and 22nd March and 5th April, 2005 (copies herewith). (Pages 33 - 48)
- 16. Minutes of meetings of the Rotherham Children and Young People's Board held on 3rd March and 7th April, 2005 (copies herewith). (Pages 49 - 62)
- 17. Minutes of a meeting of the Performance and Scrutiny Overview Committee held on 11th March, 2005 (copy herewith). (Pages 63 - 68)
- 18. Date and Time of Next Meeting

**Date of Next Meeting:-  
Monday, 16 May 2005**

### **Membership:-**

Chairman – Councillor St.John

Vice-Chairman – Councillor License

Councillors:- Barron, Burke, Cutts, Dodson, Hodgkiss, Kaye, Lee, McNeely, Swift, Thirlwall and Turner

Co-optees:- Ms. C. Cox, Rev. A. Isaacson, Mr. P. Lennighan, Mr. R. Newman, Ms. S. Underwood and Mrs. J. Williams Ms. J. Carroll, Mr. J. Dalton/Mr. P. Hawkridge, Mr. D. Gibson, Kath Henderson, Ms. R. Johnson, Mr. G. Lancashire, Mr. J. Lewis, Miss E. Marsh, Mr. S. Radford and Mr. K. Stoddart



*A flying start for all 0 – 4 year olds in  
Canklow, Ferham, Masbrough,  
Thornhill and the Town Centre*

# Sure Start at the Ferham Centre

Central contact point

Staff base

Childcare

Activities

Training

Information

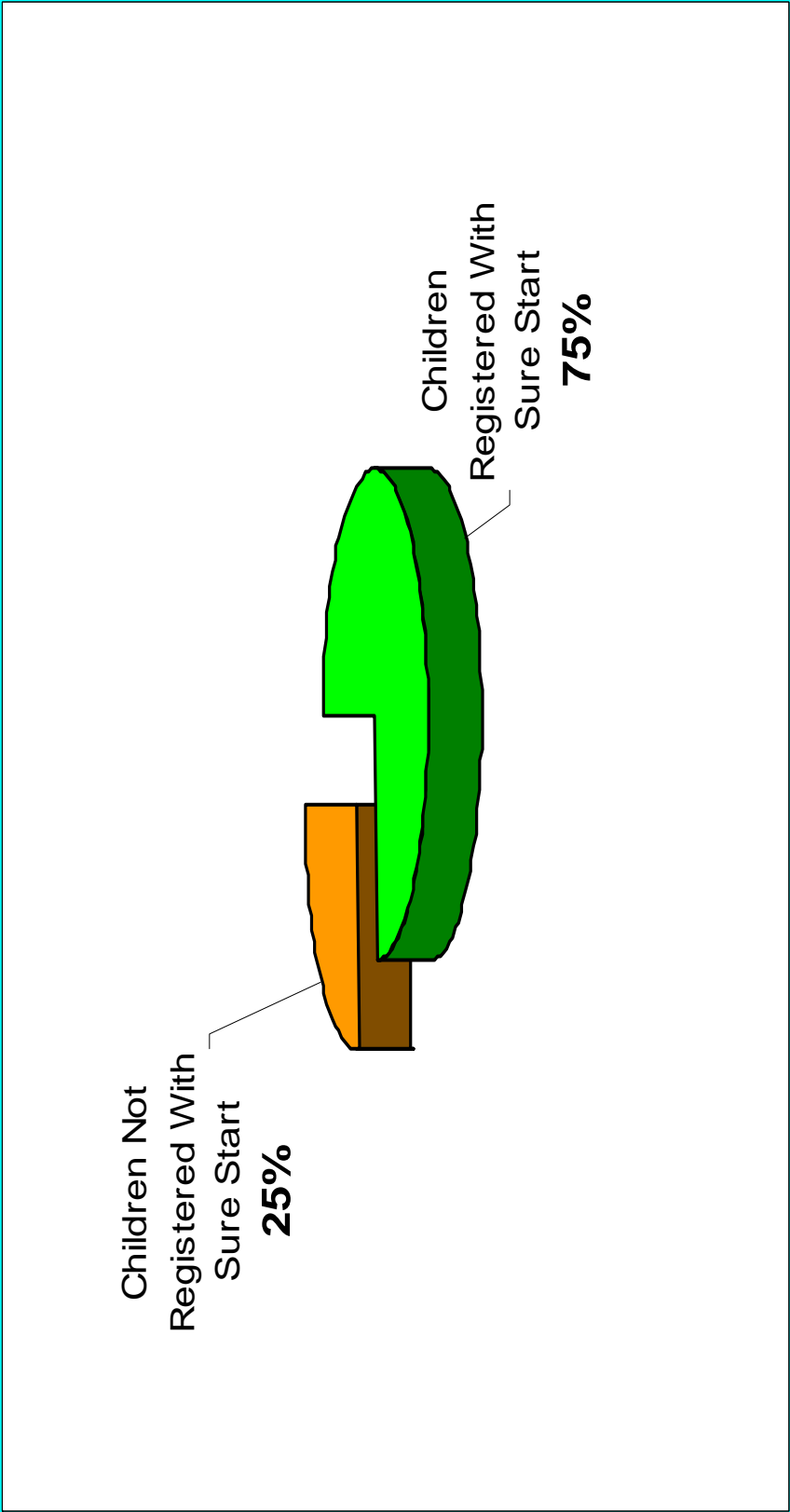
Outreach



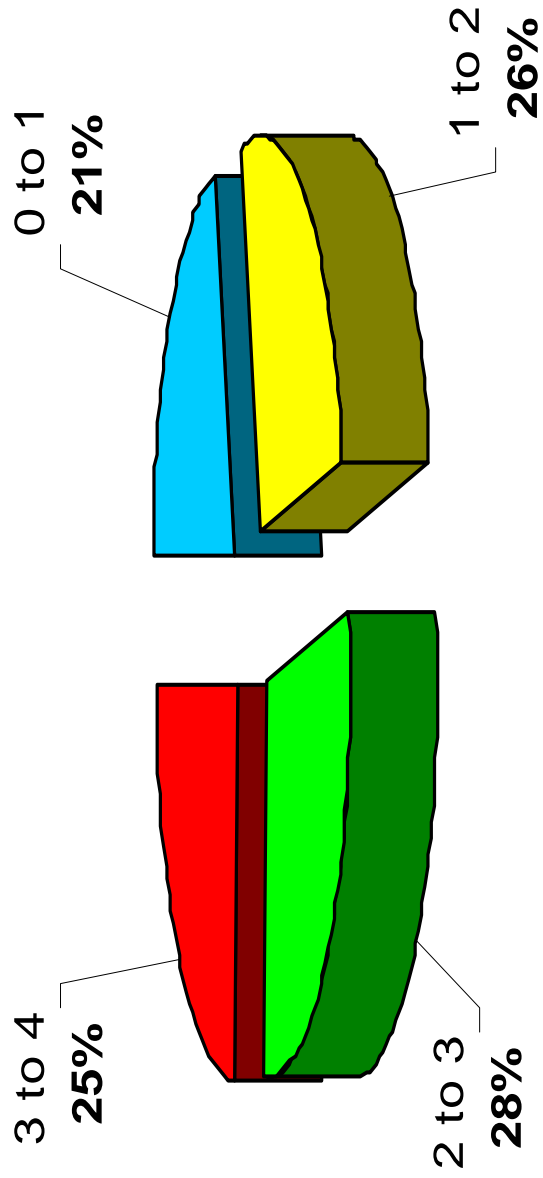
# A Multi-agency Team

- Rotherham MBC core team
- Oral Health (PCT)
- Speech and language service (PCT)
- STEPS Child Mental Health (PCT)
- Parent 2 Parent
- Pre-school Learning Alliance
- All Pakistan Women's Association
- National Childbirth Trust
- Health Visiting (Ferham Clinic)
- Ferham School Foundation Unit

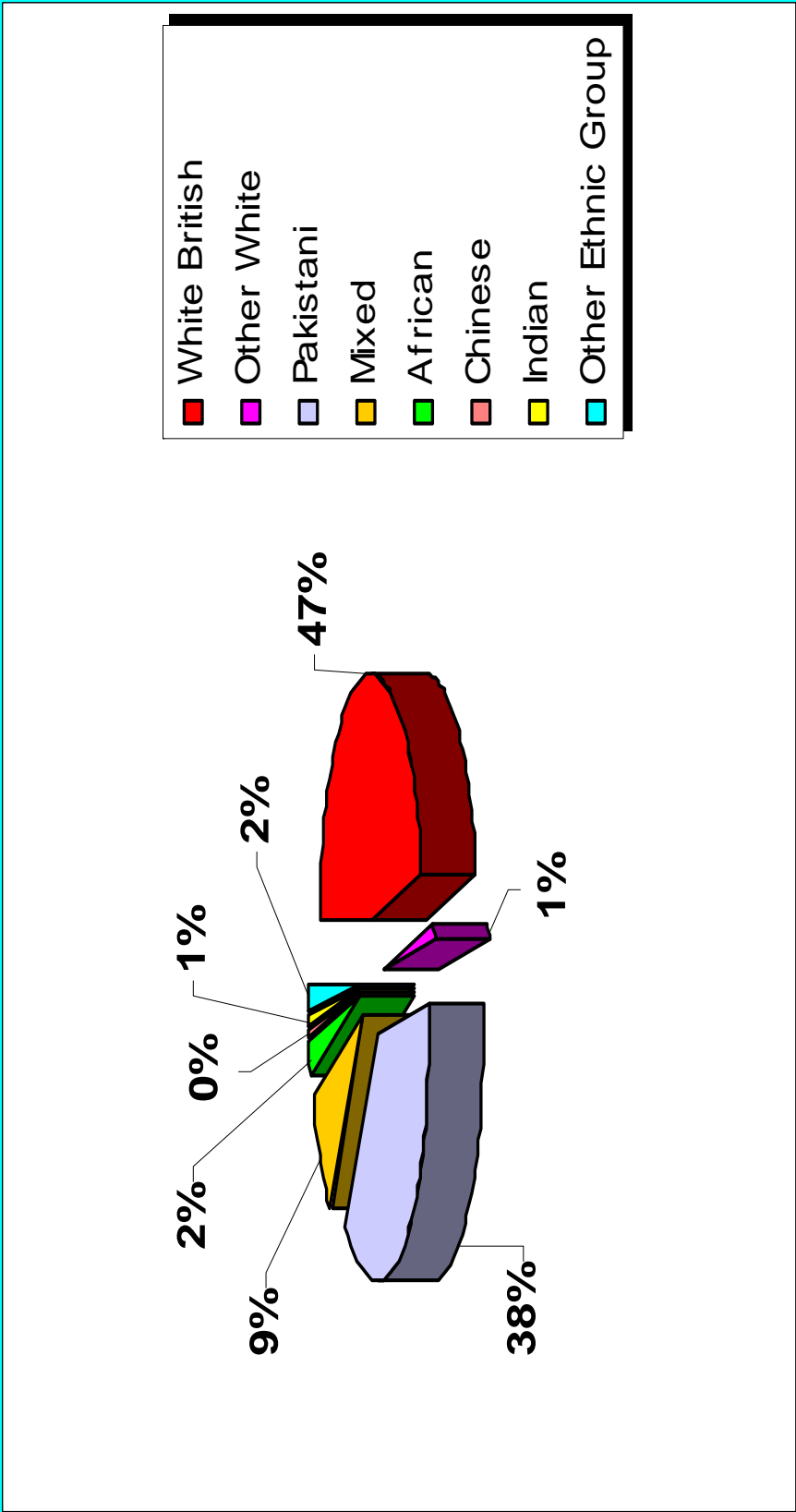
<b>CHILDREN AGED 0-4 LIVING IN THE AREA :</b>	<b>802</b>
<b>REGISTERED WITH SURE START:</b>	<b>598</b>



# Ages of Children Registered



# Ethnicity of Children Registered





# Services and Activities

Training for parents and carers

Bumps and Babes

Baby Massage

Stay and Play

Cook and Eat

Keep Fit

Trips and events

Family Support

Childcare to support activities



# Parent Involvement

Sure Start Partnership  
Board

Peoples Voice

Newsletter production

Community Research

Crèche Work

Breast Feeding Support



## Achievements 2002 - 2005

- Services and activities being delivered
- Families registered with Sure Start
- Establishment of base at Canklow
- Childcare and Play Base at Canklow Woods
- 4 Playgrounds in partnership with SRB
- Ferham Centre
- Childcare and Play Base at Thornhill
- Childcare registered with Ofsted

# Budget

• Revenue	
• 2002 – 2003	£358,000
• 2003 – 2004	£531,000
• 2004 – 2005	£597,500
• 2005 – 2006	£613,000
• 2006 – 2007	£613,000
Capital	
• 2006 - 2006	£1,000,000

## Children's Centres in Rotherham

- 3 Sure Start Programmes  
Maltby, Rawmarsh, Central
- 2 Early Excellence Centres  
Aughton, Arnold
- 7 Primary Schools  
Wath, Dinnington, Thrybergh, Dalton,  
Rockingham, Kimberworth, Coleridge

# Every Child Matters

## Outcomes for Children and Young People

- Be healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive contribution
- Achieve Economic Well-being

# Rotherham Central Children's Centre



**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Lifelong Learning Opportunities Scrutiny Panel</b>
<b>2.</b>	<b>Date:</b>	<b>25<sup>th</sup> April 2005</b>
<b>3.</b>	<b>Title:</b>	<b>Gifted &amp; Talented Provision in Rotherham</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Education Culture and Leisure Services</b>

**5. Summary**

The enclosed report was requested by the Lifelong Learning Opportunities Scrutiny Panel to be included in their 25<sup>th</sup> April 2005 agenda. The request was to provide a brief update, to elected members, on the impact of the Excellence in Cities Programme on the educational opportunities for Gifted & Talented children in Rotherham.

**6. Recommendations**

**The report be received.**



## 7. Proposals and Details

Excellence in Cities (EiC) is a targeted programme of support for schools in deprived areas of the country. EiC provides resources linked to a range of coherent strategies that focus on learning & teaching, behaviour & attendance and leadership.

Strands within the EiC programme include:

Specialist Schools	Learning Mentors (LM)
Learning Support Units (LSU)	Leadership Incentive Grant (LIG)
Behaviour Improvement Programme (BIP)	City Learning Centres (CLC)
Education Action Zones (EiCAZ)	AimHigher
Gifted & Talented (G&T)	

The EiC Programme was launched, as a secondary school initiative in 1999, and Rotherham was one of the 25 LEAs involved in this first phase. The EiC Phase 1 Primary Pilot was launched in 2000 providing enhanced opportunities for learning in some of Rotherham's most deprived primary schools via the LM, LSU and G&T strands.

The management of EiC is via the Partnership Management Board of which the Local Authority is a member along with Headteacher representatives from both primary and secondary schools. The Board has a half-termly business meeting the notes from which are circulated to all Rotherham schools and colleges. A progress review and evaluation is conducted annually.

### Gifted and Talented Provision in Rotherham

The Gifted and Talented strand of EiC seeks to improve the education of gifted and talented children and young people aged 3 – 19 in schools and colleges. Its core objectives are to:

- raise the attainment, aspirations, motivation and self esteem of G&T children and students
- challenge and support the establishment of a differentiated learning and teaching environment that meets the needs of the individual.

### Areas of Strength

- 50% of Primary Schools and 100% of Secondary School have an accredited G&T Coordinator.
- **The KS1 Enrichment Cluster Programme** continues to provide challenge and socialisation opportunities for extremely able young children. Through an exciting programme of diverse creative activities children in danger of isolation within the school classroom environment are provided with an opportunity to develop confidence and broaden their expertise. Parents are an integral part of the programme with visiting speaker inputs targeted at the needs of parents of very able children. A significant proportion of the funding comes from external research grants.
- On Saturday mornings over 200 G&T children, from Y4 to Y7, receive a challenging and enriching experience at **Master-class Centres** located at Wales High School, Wickersley School, Rawmarsh and Winterhill CLCs. Each Centre offers classes in English, maths, art and thinking skills.

- Master-class students are currently researching and designing new interactive displays for the walkways at MAGNA.
- **The Rotherham Children's Book Award** is in its 5<sup>th</sup> successful year. In partnership with the Schools' Library Service, G&T children from 26 Rotherham primary schools review and debate the quality and content of 6 chosen books culminating in a presentation afternoon for children, parents and teachers at the Civic Theatre.
- In 2004 6 **Summer Schools** ran transition programmes. Summer schools are targeted at Y6/7 children with Y8/9 children acting as peer mentors. The programmes are developed by secondary schools with their partner primary schools and include such activities as:
 

Story telling	Street Dance	Mime workshops
Mock Trials	Science Challenge	Project design
Residential visits	Photography	Orienteering
Artists in residence	Visiting journalists	Problem solving
- **Enrichment of the school curriculum** through activities such as:
  - Y9 & Y12 Higher Education(HE) residential summer schools
  - Y9, Y10, Y11 & Y12 students mentored by HE students
  - HE taster programmes and master-classes
  - Residential revision courses
  - University Challenge Days, AimHigher Weeks and HE Roadshows.
  - Debating Societies
  - Careers Conventions
- The wide range of opportunities to develop learning & teaching in Rotherham classrooms resulting from the continued expansion of the **Cognitive Acceleration** programmes including:
  - **The Lets Think Programme** for Y1 children and **Lets Think Through Science** for Y3/4 children
  - **Philosophy for Children (P4C)** - an accredited training programme for KS1 and KS2 teachers.
  - **Cognitive Acceleration in Science (CASE) & Cognitive Acceleration in Maths (CAME)** for KS2 and KS3 students.
- **Support for After School Science Clubs** – in partnership with Magna, the Schools' Library Service and Science Clubs South Yorkshire. Activity boxes have been developed to support the delivery of interactive creative science within a school club context.
- **Music Bursaries** via the Music Service
- 82 Rotherham children are members of the **National Academy for Gifted & Talented Youth**.
- In excess of 100 children were entered for the **World Class Maths Tests** in March 2005.
- The **Rotherham G&T Website** continues to grow – [www.rotherham-gt.co.uk](http://www.rotherham-gt.co.uk)
- Future professional development opportunities for teachers to include conferences on Creating challenge in the KS1 & KS2 science and the foundation subjects.

### Assessment Outcomes

The attainment profile of more able students in Rotherham reflects a positive trend over the past 4 years (indicators used include: number of GCSE early entries; percentage 5+GCSE A\*-C and 3+ GCSE A\*/A; SATs %L5+ at KS2 and %L7+ at KS3)

### **Areas for Development**

- All primary & secondary schools to have a trained G&T Coordinator.
- Ensuring that the G&T strand has a sustainable impact on the quality of learning & teaching in the classroom and is not just a curriculum enrichment programme.
- Transition between different phases of education for the Gifted & Talented child.
- Monitoring and evaluation of strand activity and attainment outcomes at the individual student level.
- Planning, developing and delivering a showcase conference celebrating the success of Excellence in Cities on October 2005.

### **8. Finance**

Excellence in Cities is funded at 100% level from Standards Fund Grant 18. The total budget, which is fully delegated to schools, is £3,399,951. The G&T strand is funded at £123,500 for primary schools and £606,544 for secondary schools. Funding is only confirmed until the 31<sup>st</sup> March 2006

### **9. Risk and Uncertainties**

The G&T strand of EiC is totally dependant on Standard Fund Grant 18. If the funding were to end on the 31<sup>st</sup> March 2006 G&T strand activity would cease. Without the G&T strand there is a risk that Rotherham's more able students will underachieve.

### **10. Policy and Performance Agenda Implications**

Any plans arising from the analysis of this report will be consistent with the Community Strategy and Corporate Plan. The improvement actions will address the Corporate Priorities for:

- |                |  |
|----------------|--|
| Regeneration   | - improving the image of Rotherham;<br>- providing sustainable neighbourhoods of quality, choice and aspiration. |
| Equalities     | - promoting equality;<br>- promoting good community relations.   |
| Sustainability | - improving quality of life;<br>- increasing employment opportunities for local people.                          |

Performance Indicators linked to the quality of the Gifted & Talented Provision in Rotherham are BVPI 38 (5 or more GCSEs A\*-C) and SLTPI 13 (Participation rates of 16-18 year olds in education, training and employment).

### **11. Background Papers and Consultation**

- EiC strand Action Plans
- EiC strand reviews for 2003/4
- School Improvement Plan (Annex 2 of the Education Development Plan) – *previously reported to elected members.*

**Contact Name :** Steve Walch  
Principal School Improvement Adviser – Service Quality  
Extension 2684 [steve.walch@rotherham.gov.uk](mailto:steve.walch@rotherham.gov.uk)

# **EDUCATION OF PUPILS WITH MEDICAL NEEDS**

**Helen Longland – Acting Strategic  
Leader for Inclusive Learning  
Communities**

**Ann Clegg – Acting Head  
Inclusion Support Services**

# **PUPILS WITH MEDICAL NEEDS:**

- ❖ Long term conditions – include Cerebral Palsy, Muscular Dystrophy, Epilepsy, Congenital conditions
- ❖ Temporary medical needs as result of accident, injury, recent surgery, acute illness
- ❖ Pregnancy
- ❖ Mental health needs where pupil is under the care of a Child and Adolescent Psychiatrist at Chatham House or exceptionally Shirle Hill or NGH Sheffield

# Meeting the needs of the pupils

In ensuring access and achievement for all these pupils we are committed to :

- ❖ Continuity of education and every opportunity to reach their full potential
- ❖ Partnership working between schools, parents, health professionals, alternative providers and other agencies
- ❖ Schools remaining responsible and engaged with pupils unable to attend as a result of their medical condition
- ❖ Pupils being able to remain in their mainstream school with appropriate levels of support and
- ❖ Re-integration to school is carefully phased and planned in consultation with medical services, access and health & safety



# Provision in School

## PUPILS WITH LONG TERM NEEDS

❖ **MAINSTREAM** – support from allied health professionals, specialist equipment, school nurse, care plans. If statemeted then additional support from the funds delegated to school

❖ **LEA RESOURCED UNITS** – Winterhill School, primarily those with physical difficulties

Anston Hillcrest, Speech and Language Unit for primary children

❖ **SPECIAL SCHOOL** - Newman

❖ Some Hill Top and Kelford pupils will have significant medical needs

- ❖ **Rotherham MBC has a direct responsibility towards providing a suitable education for those with medical needs unable to attend school**
- ❖ **Our duties are outlined in the EOTAS policy presented to members in October 2004**
- ❖ **Details of the provision available through HTHTS is detailed in the RMBC Policy, “Education of Children with Medical Needs who are unable to attend school”, updated and agreed with members in February 2004**



## **PROVISION for pupils unable to attend school:**

❖ **HTHTS – Hospital Teaching and Home Tuition Service, based at Rotherham District General provides:**

**Teaching for those in hospital, close liaison with schools**

**Home Tuition on discharge from hospital, for those with medical needs absent for more than 15 school days.**

**Maple House – Secondary, 12 places, therapeutic programme for those with mental health needs. Consultant referral**

# STATISTICS

**HTHTS - In school year 2003-04:**

**203 Pupils received tuition in hospital**

**47 received home tuition**

**18 attended Maple House**

**NEWMAN SCHOOL – Numbers reducing  
as more pupils with medical needs can  
access mainstream**

**LIFELONG LEARNING OPPORTUNITIES SCRUTINY PANEL  
MONDAY, 21ST MARCH, 2005**

Present:- Councillor St.John (in the Chair); Councillors Barron, Burke, Dodson, McNeely, Swift, Thirlwall and Turner.

Mr. P. Lennighan, Mr. R. Newman and Mrs. J. Williams and Mr. J. Dalton.

**117.       DECLARATIONS OF INTEREST**

There were no declarations of interest made at the meeting.

**118.       QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS**

There were no questions from members of the public or press.

**119.       2004/05 WORK PROGRAMME**

The Scrutiny Adviser reported that each scrutiny panel must plan its forward work programme. This was normally done on a rolling six month basis and discussed by the panel each quarter.

In view of the uncertainty as to how scrutiny panels will be arranged in the new municipal year, a suggested short term work programme for this Scrutiny Panel was submitted, and suggestions for scrutiny topics for the 2005/06 municipal year were requested.

Members noted the themed meeting on “Inclusive Education” arranged for 25<sup>th</sup> April, 2005 and the earlier suggestion of a scrutiny review of “Key Stage 4 and preparation for the world of work”.

The following scrutiny topics for the 2005/06 municipal year were suggested:-

- (a) School Meals, covering all aspects and including healthy food policies;
- (b) How spoken English is taught in our schools;
- (c) Physical Education in schools;
- (d) Policies for pupils’ absence during the school day;
- (e) Adult Community Learning – take up rates

Comment was made on the review process and how the findings of reviews were actioned.

Resolved:- (1) That the arrangements for the “Inclusive Education” themed meeting on 25<sup>th</sup> April, 2005 be noted.

(2) That the latest Key Stage 4 results be reported to the May panel meeting.

(3) That a report be submitted to this Scrutiny Panel in respect of (d) and (e).

(4) That the first scrutiny review of the new municipal year be on school meals.

**120. BUDGET MONITORING REPORT AS AT DECEMBER, 2004**

Consideration was given to a budget monitoring report as at December, 2004.

It was the seventh budget monitoring report for Education Culture and Leisure Services in 2004/05. The current forecast was an overspend against budget of £553,000 (0.35%), the breakdown being £485,000 in Culture and Leisure Services and £68,000 for Education Services.

A detailed analysis of budget variances was submitted, along with reasons for overspends and particular areas of budget pressures.

Members were also informed of risks presently identified and which were being evaluated.

It was noted that all necessary steps were being taken in order to reduce overspending for the Programme Area.

Concerns were expressed at the overspend situation particularly in respect of Education Services.

Members were informed of the outcome position for Education Services for the past three years, it being noted that there had been an underspend last year.

Members were reminded of their suggestions in respect of the budget for 2005/06 and noted that a base budget review was presently being undertaken across the Council, which would include ECALS. Culture and Leisure Services would be one of the first to be reviewed.

Resolved:- (1) That the report on the forecast outturn for 2004/05 based on actual costs to 31<sup>st</sup> December 2005, and forecast costs to the end of March 2005, be noted.

(2) That a report on overspends/underspends on Education Services, compared with the EFSS for the past five years, be submitted to a future meeting of this Scrutiny Panel.

**121. SCHOOLS PFI PROJECT UPDATE: SPRING TERM 2005**

The acting Strategic Leader reported on progress of the Schools PFI Project.

By December 2006, there will be new schools for Coleridge, Ferham, Kimberworth, Maltby Craggs Infant, Maltby Craggs Junior, Meadowhall and Thornhill Primaries and Winterhill, Wingfield and Wath Secondaries.

Additionally, new key Young Person's Centres will be provided at Thornhill Primary and Wath Secondary; and significantly refurbished centres at Wingfield, Clifton, Thrybergh and Winterhill Secondary schools.

Handovers of 3 schools will happen over Easter at Wath Comprehensive, A Language College and Maltby Craggs Junior and Infant Schools.

Good progress continues to be made at Clifton (Middle Lane site) and Wingfield. Both will be completed for September 2005, when the project will see 6 of the 15 schools fully operational. Other live sites at Wickersley, Thrybergh and Winterhill are also making good progress on timetable and design development is in progress for the remaining projects.

Particular comments and concerns were made relating to issues on the projects at Clifton and Wath Secondary Schools, which were answered and clarified for the information of members.

Resolved:- (1) That the report on progress on the Schools PFI Project be noted.

(2) That Ward Councillors be informed of the situation relating to the issue raised in respect of Clifton School.

## **122. PROGRAMME AREA ICT ACTION PLAN 2004/05 - END OF YEAR PROGRESS REPORT**

The Information and Performance Review Manager gave an end of year progress report on the ICT Action Plan for 2004/05.

The report indicated that against targets of 100%, 59% of actions had been completed and 66% of key actions completed.

The areas of noted progress, set out in the report submitted, were expanded upon along with the Actions not yet achieved.

Subsequent comments made reference to:-

- a) the situation on Data Protection in that draft guidelines for a protocol were being formulated which would be sent out for consultation prior to the final draft being submitted to members;
- b) legislation relating to checks on staff working with children;
- c) redundant computers and future use of them

Resolved:- That the progress report on the ICT Action Plan for 2004/05 be noted.

**123. PERFORMANCE INDICATORS - 3RD QUARTER REPORT**

Consideration was given to the content of a report which outlined performance at the end of the 3<sup>rd</sup> quarter 2004/05 against targets with comparisons against 2003/04 actuals and 2003.04 All England top quartile authorities.

The risk column for the performance indicators represented the probability of the components meeting their published target.

A summary of the risk assessments was set out in the report submitted.

Particular discussion took place on the areas of high risk such as the number of childcare places allocated and school exclusions.

On exclusions, information was requested on comparisons between schools regarding the numbers of pupils excluded.

It was reported that although this element was in the high risk category, the number of exclusions by Rotherham schools was lower than neighbouring authorities.

The preventative work undertaken with pupils exhibiting behavioural problems was outlined.

Resolved:- (1) That the report on Performance Indicators be received.

(2) That a report be submitted to a future meeting on the numbers of exclusions in Rotherham schools, the information to include details of fixed period and permanent exclusions together with reasons for the exclusions.

**124. BEST VALUE REVIEW OF LIFELONG LEARNING - MONITORING REPORT**

The acting Strategic Leader reported on the most significant actions over the period September 2004 to February 2005 for the Action and Improvement Plan for the Best Value Review of Lifelong Learning.

Areas for improvement and development over all age profiles were identified.

Resolved:- That the report be received and the actions contained in the monitoring report be noted.

**125. COMPLAINTS SUMMARY - APRIL TO SEPTEMBER 2004**

Consideration was given to the content of a report which summarised the number of complaints received by Education Culture and Leisure Services within the period April to September 2004, with comparative analysis by category and 2003 data.

The report included details of individual complaints received, whether or not they were upheld and subsequent action taken.

The information submitted did not include school complaints.

Resolved:- That the report be received.

**126. CULTURE, LEISURE AND LIFELONG LEARNING IMPROVEMENT ACTION PLAN AND SERVICE PLANNING - PROGRESS REPORT**

The Strategic Leader, Culture, Leisure and Lifelong Learning gave an update on the progress made by Cultural Services following the Regular Performance Assessment carried out by the Audit Commission in January 2004.

The report submitted set out the work done to date to determine strategic outcomes and target audiences for the Service Area, in line with the requirements of the Audit Commission and the revised Rotherham MBC Service Planning Guidance.

A summary was given of the main areas for improvement and the progress being made in respect of each.

Particular comments were made in respect of:-

- the links of the Culture and Leisure Service Plan with the Corporate Plan and Community Plan;
- the cost involved to fund certain elements of improvements required and to prioritise accordingly

Strategic Outcomes were highlighted along with Priority Communities which would be targeted for additional service focus.

On this latter issue, the benefits of working more with parish councils were discussed.

Resolved:- (1) That the report be received.

(2) That the proposed Strategic Outcomes and target audiences be noted which would allow the Culture and Leisure Service Plan to be prepared.

**127. MANAGEMENT OF TREES AND WOODLANDS**

The Trees and Woodlands Officer report on Rotherham MBC's

Woodlands Estate in terms of its public benefits and management.

The report submitted set out:-

- the extent of Rotherham's Woodlands Estate, the land covered by woodland in the Borough being 8% compared with the national average of approximately 16%
- the management of Council owned woodlands in order to guide their long term care
- opportunities for the future and aligning management of the woodland estate to the emerging Green Spaces Strategy

Discussion took place on the following issues:-

- a) the involvement of other organisations with woodlands and green spaces;
- b) the damage to woodlands by ongoing problems with off road motor cycles. Concerns were again raised at the lack of funding to address the problem;
- c) the species of tree used for new planning

Resolved:- That the report be received and its content noted.

#### **128. INTENSIFYING SUPPORT PROGRAMME**

Further to Minute No. 162 of a meeting of the Cabinet Member Education, Culture and Leisure Services held on the 1<sup>st</sup> March 2005, the acting Senior School Improvement Adviser informed the meeting of the progress and impact of the Intensifying Support Programme now operating in ten primary schools.

The purpose of the programme was to raise attainment in those schools with results consistently below the DfES floor target of 65% of pupils achieving Level 4 or above at the end of Key Stage 2 for English and for Maths.

The report submitted set out in detail:-

- the aims of the programme
- how schools were identified
- amount and nature of support
- evaluation of support and success of the programme

Also submitted was a letter from Ofsted relating to HMI evaluation of the Programme.

Resolved:- That the report be received.

#### **129. MINUTES OF THE PREVIOUS MEETING HELD ON 21ST FEBRUARY, 2005.**



Resolved:- That the minutes of the meeting held on the 21<sup>st</sup> February, 2005 be received as a correct record.

**130. MATTER ARISING - WEEKLY CHARGES AT LEISURE FACILITIES**

A member expressed concern at the way in which this matter had been dealt with, being of the view that it was an issue for this Scrutiny Panel to discuss.

The matter had been raised at the Performance and Scrutiny Overview Committee at its meeting held on 25<sup>th</sup> February 2005, and the concerns had been noted.

Resolved:- That the Chairman of the Performance and Scrutiny Overview Committee be requested to attend a future meeting of this Scrutiny Panel to outline the reasons for the decision made.

**131. MINUTES OF MEETINGS OF THE CABINET MEMBER, EDUCATION, CULTURE AND LEISURE SERVICES**

Resolved:- That the decisions made under delegated powers by the Cabinet Member for Education, Culture and Leisure Services held on the 8<sup>th</sup> and 15<sup>th</sup> February and 1<sup>st</sup> March 2005 be noted.

**132. MINUTES OF A MEETING OF THE CHILDREN AND YOUNG PEOPLE'S BOARD**

Resolved:- That the minutes of the meeting of the above Board held on the 3<sup>rd</sup> February 2005 be received.

**133. MINUTES OF MEETINGS OF THE PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE**

Resolved:- That the minutes of the Performance and Scrutiny Overview Committee held on 11<sup>th</sup> and 25<sup>th</sup> February 2005 be received.

**134. LIFELONG LEARNING OPPORTUNITIES SCRUTINY PANEL - FREQUENCY OF MEETINGS**

Further to Minute No. 107 of the Performance and Scrutiny Overview Committee held on the 11<sup>th</sup> February 2005, discussion took place on the frequency of meetings for the Lifelong Learning Opportunities Scrutiny Panel.

Resolved:- That the Performance and Scrutiny Overview Committee be informed that members of the Lifelong Learning Opportunities Scrutiny Panel would prefer its meetings to take place every four weeks, avoiding school half-term holidays and August.

**135. DATE OF NEXT MEETING**

Resolved:- That the May meeting of this Scrutiny Panel take place on the 16<sup>th</sup> May, not the 23<sup>rd</sup> May 2005.

**EDUCATION, CULTURE AND LEISURE SERVICES**  
**8th March, 2005**

Present:- Councillor Boyes (in the Chair); Councillors Austen, Littleboy and Rushforth.

**170. MINUTES OF A PREVIOUS MEETING**

The minutes of a meeting held on 15<sup>th</sup> February, 2005 were agreed as a correct record.

**171. IMPLEMENTATION OF THE RECORDS MANAGEMENT PROGRAMME AND COMPLIANCE WITH FREEDOM OF INFORMATION LEGISLATION**

Further to Minute No. B137 of a meeting of the Cabinet held on 26<sup>th</sup> January, 2005, consideration was given to a report of the Strategic Leader Culture, Leisure and Lifelong Learning on the development and implementation of a Records Management programme.

This commitment by Rotherham MBC stems from both legislative and regulatory obligations, and recognition of the need for efficient and effective conduct of Council business.

An essential element in the development of a Records Management programme, and the Records Centre as an integral part of this commitment, is the adoption of a policy governing implementation and operation. Programme Area representatives on the Records Management Group have taken responsibility for this process.

The key driver for this programme is the legislative obligations under the Freedom of Information Act 2000.

Reference was made to the work of the E-Government Board and good practice guidance.

The meeting accepted that many issues will develop as work progresses, in particular the need for electronic records management.

Resolved:- (1) That the Records Management Policy Statement, and, in support of that policy the Records Management Awareness Guidance document, be submitted for approval by Cabinet, it being recognised that together these documents are essential to the development and implementation of a Records Management programme across the Authority.

(2) That a progress report be submitted to a future meeting.

(The Chairman authorised consideration of the following item in order to resolve the matter referred to without delay)

**172. NOMINATION - HOSPITAL TEACHING AND HOME TUITION SERVICE**

Resolved:- That, further to Minute No. 167 of a meeting of the Cabinet Member, Education, Culture and Leisure services held on 1<sup>st</sup> March, 2005, Councillor Thirlwall be nominated to serve on the above Committee.

**173. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 8 of Part 1 of Schedule 12A to the Local Government Act 1972 (details of expenditure proposed to be incurred under any particular contract).

**174. TENDER REPORT - SITWELL JUNIOR SCHOOL**

Consideration was given to a report of the Executive Director, Economic and Development Services which sought approval to accept a tender for an extension to provide four classrooms at Sitwell Junior School.

This work includes the removal of two existing mobile classroom blocks upon completion of the extension.

Resolved:- That the tender submitted by Wildgoose Construction Limited dated 28<sup>th</sup> February 2005, with a Target Cost of £632,547.35 and a Guaranteed Maximum Price of £697,384.72 be accepted.

**CABINET MEMBER FOR EDUCATION, CULTURE AND LEISURE SERVICES  
TUESDAY, 15TH MARCH, 2005**

Present:- Councillor Boyes (in the Chair); Councillors Austen and Rushforth.

Apologies for absence were received from Councillors Littleboy.

**175. MINUTES OF A PREVIOUS MEETING**

The minutes of a previous meeting held on 1<sup>st</sup> March, 2005 were agreed as a correct record.

**176. STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION**

Resolved:- That the minutes of the meeting of the Standing Advisory Council for Religious Education, held on 23<sup>rd</sup> February, 2005, be received.

**177. ADMISSIONS TO SCHOOLS 2006/07 - CONSULTATION REPORT**

Consideration was given to a report of the Strategic Leader Resources and Information which covered issues that have arisen as a result of the annual consultation exercise with and between schools and other Local Education Authorities on school admission arrangements for the Admission Year 2006/07.

Annex 1 provided details of the LEA's consultation document relating to community and controlled schools. The admissions criteria are unchanged from the previous year and there has been no specific feedback from consultees on this.

Proposed admission numbers for community and controlled schools had, in the main, been agreed by school governing bodies. There had been some feedback and details were indicated at Annex 2 to the report.

Aided schools have also been taking part in the consultation and for this year this has been facilitated by use of the LEA's internet site. Details of aided schools proposed admission number and admissions criteria have been included on the site.

There has been no specific feedback on the consultation regarding the co-ordinated admission schemes. The period for consultation ended on 1<sup>st</sup> March and determinations by admission authorities must be made by 15<sup>th</sup> April 2005.

Resolved:- (1) That the proposed admission numbers contained within Annex 1 for community and controlled schools be confirmed for 2006/07, subject to:-

(a) the clarifications and amendments contained in Annex 2; and

(b) further clarification of the appropriate number for Aston Comprehensive School.

(2) That the admissions criteria for community and controlled schools for 2006/07 (as shown at Annex 1) be confirmed.

(3) That the changes shown at Annex 2 for voluntary aided schools be noted.

(4) That the appropriate notice be published in respect of the proposed admission numbers for schools named in Annex 2 where the admission number will be less than that currently indicated by the net capacity calculation.

(5) That the co-ordinated admissions schemes for both Primary and Secondary schools be confirmed and forwarded to the Secretary of State as required.

(6) That this report be forwarded to the Local Admissions Forum for consideration at its next meeting, to be held on Thursday, 17<sup>th</sup> March, 2005.

**178. EDUCATION, CULTURE AND LEISURE SERVICES - 2004/05  
PERFORMANCE INDICATORS - THIRD QUARTER REPORT**

Consideration was given to a Performance Indicator report for 2004/05, which outlined performance at the end of the third quarter 2004/05 against targets, with comparisons against 2003/04 actuals and 2003/04 All England top quartile authorities.

All performance indicators have a category of risk applied to them. The categories are High, Medium and Low reflecting the corporate traffic light system of Red, Amber and Green.

Action plans are in place to address performance where risk is High. These plans are progressed within teams and updates of progress is presented to Members bi-annually.

Performance Indicators reflect the Best Value Performance Plan, and have an influence on inspections including OFSTED and the Comprehensive Performance Assessment.

Members noted that consideration was being given to the establishment of a Local Performance Indicator in respect of pupils excluded from school. Further information about this issue would be reported to a future meeting.

Resolved:- That the Performance Indicator report be received.

**179. THE AMALGAMATION OF REDSCOPE INFANT AND JUNIOR SCHOOLS**

Further to Minute No. 117 of a meeting of the Cabinet Member, Education, Culture and Leisure Services held on the 14<sup>th</sup> December, 2004, consideration was given to a report of the Manager, School Organisation, Planning and Development which gave details of the consultation process following publication of statutory notices.

A proposal to make a prescribed alteration to Redscope Infant and Junior Schools from April, 2005 had been held for six weeks from 7<sup>th</sup> January to 18<sup>th</sup> February, 2005.

In the absence of any objections, the matter could now be determined by the Local Education Authority, without reference to the School Organisation Committee.

In addition, consideration was given to the content of meetings held with Governors, Staff and Parents.

Resolved:- (1) That, in the absence of any formal objections, the LEA approves the following proposals:

- i) That Redscope Junior School will be discontinued; and
- ii) That Redscope Infant School will have its age-range extended from 3 to 7 years to 3 to 11 years in order to form a through junior and infant school, each with effect from 1<sup>st</sup> April 2005.

(2) That the School Organisation Committee and the Secretary of State be informed accordingly.

**180. PROGRAMME AREA ICT ACTION PLAN 2004/05 - END OF YEAR PROGRESS REPORT**

Consideration was given to a report presented by the Information and Performance Review Manager on the progress made up to the year ending 2004/05 against the ICT Action Plan.

Work has been completed as follows:-

59% of actions completed, against a target of 100%  
66% of key actions completed, against a target of 100%

The report highlighted areas of progress in the second half of 2005 and actions not yet achieved,

Particular comments were made in respect of:-

- schools being connected to broadband Internet;

- launch of the new 5 – years' ICT strategy in May, 2005;
- introduction of interactive white boards in schools;
- funding for the provision of computer hardware for community-based learning

Resolved:- That the progress outlined in the report, now submitted, be noted.



**CABINET MEMBER FOR EDUCATION, CULTURE AND LEISURE SERVICES  
TUESDAY, 22ND MARCH, 2005**

Present:- Councillor Boyes (in the Chair); Councillors Austen and Littleboy.

An apology for absence was received from Councillor Rushforth.

**181. MINUTES OF A PREVIOUS MEETING**

The minutes of a previous meeting held on 8<sup>th</sup> March, 2005 were agreed as a correct record.

**182. ROTHERHAM CULTURAL CONSORTIUM**

Resolved:- That the minutes of a meeting of Rotherham Cultural Consortium held on 16<sup>th</sup> February, 2005 be received.

**183. EDUCATION OF LOOKED AFTER CHILDREN**

Resolved:- That the minutes of a meeting of the Education of Looked After Children held on 28<sup>th</sup> February, 2005 be received.

**184. CHILDREN AND YOUNG PEOPLE'S SUB-GROUP**

The minutes of a meeting of the Children and Young People's Sub-Group held on 28<sup>th</sup> February, 2005 were received.

**185. LEISURE/JOINT SERVICE CENTRE PROJECT BOARD**

Resolved:- That the minutes of a meeting of the Leisure/Joint Service Centre Project Board held on 4<sup>th</sup> March, 2005 be received.

**186. SCHOOLS PFI PROJECT UPDATE: SPRING TERM 2005**

Consideration was given to a report of the Strategic Leader Resources and Information which gave a Project Update on the Schools PFI Project for the Spring Term 2005.

The contract includes the rebuilding/refurbishment of 15 schools and their facilities management for a period of 30 years from 1<sup>st</sup> April, 2004.

By December 2006, there will be new schools for Coleridge, Ferham, Kimberworth, Maltby Craggs Infant, Maltby Craggs Junior, Meadowhall and Thornhill Primaries; and Winterhill, Wingfield and Wath Secondaries.

Additionally, new key Young Persons' Centres will be provided at Thornhill Primary and Wath Secondary; and significantly refurbished centres at Wingfield, Clifton, Thrybergh and Winterhill Secondary schools.

Progress continues with the project as significant handovers of 3 schools will happen over Easter. Pupils at Wath Comprehensive, A Language College and Maltby Craggs Junior and Infant Schools will enjoy superb learning environments in their new schools after Easter.

Good progress continues to be made at Clifton (Middle Lane site) and Wingfield. Both schools will be completed for September 2005, when the project will have 6 of the 15 schools fully operational.

In addition, other live sites at Wickersley, Thrybergh and Winterhill are making good progress on timetable.

It is a significant period in the project with both completions of schools, and design development of those projects still to start their building programme. This applies to Kimberworth Infant, Meadowhall Junior, Coleridge, Clifton Upper, East Dene and Wath Central. Plans are being drawn up to incorporate Childrens Centre/Multi Service Centres in the developments at both Coleridge/Clifton Upper and Kimberworth Infant. These will become exciting campus developments, meeting the expectations in Every Child Matters.

Improvements continue to be made in the arrangements for facilities management.

Building Learning Communities Limited is now incorporated and has responsibility for community provision, including the arrangements for lettings. It is hoped that the company through a newly appointed General Manager can take full responsibility by September 2005.

Resolved:- That the progress on the Schools PFI Project be noted.

**187. PROPOSAL TO MAKE PRESCRIBED ALTERATION TO THE AGE RANGE AT LISTERDALE JUNIOR AND INFANT SCHOOL**

Consideration was given to a report of the School Organisation, Planning and Development Manager which gave details of a proposal to make prescribed alteration to the age range at Listerdale Junior and Infant School.

Listerdale Junior and Infant School is currently a 4-11 age range school. It is proposed that internal adaptations are carried out in order to make accommodation suitable for younger children in a Foundation Unit.

To allow younger pupils to be admitted the age range for the school has to be changed. This report confirms the statutory consultation process that must be undertaken to change the existing age range from 4-11 to 3-11 years.

The school will have 210 places (R-Y6) with a foundation stage unit able to accommodate up to 30 pupils on a part-time basis (15 pupils in the

morning and 15 in the afternoon). The admission number of 30 to the school (reception onwards) is unchanged.

The report outlined the advantages of the Foundation Stage in meeting the needs of children and parents and gave details of the consultation timetable.

Resolved:- (1) That consultation on the proposal is commenced.

(2) That a further report be submitted to a future meeting with details of the outcome of the consultation.

**188. PROPOSAL TO MAKE PRESCRIBED ALTERATION TO THE AGE RANGE AT BRINSWORTH HOWARTH JUNIOR AND INFANT SCHOOL**

Consideration was given to a report of the School Organisation, Planning and Development Manager on a proposal to make prescribed alteration to the age range at Brinsworth Howarth Junior and Infant School.

Brinsworth Howarth Junior and Infant School is currently a 4-11 age range school. It is proposed that internal adaptations are carried out in order to make accommodation suitable for younger children in a Foundation Unit.

To allow younger pupils to be admitted, the age range for the school has to be changed. This report confirms the statutory consultation process that must be undertaken to change the existing age range from 4-11 to 3-11 years.

The school will have 210 places (R-Y6) with a foundation stage unit able to accommodate up to 30 pupils on a part-time basis (15 pupils in the morning and 15 in the afternoon). The admission number of 30 to the school (reception onwards) is unchanged.

The report set out the advantages to be gained of the Foundation Stage provision, both for the needs of children and parents, and gave details of the consultation timetable.

Resolved:- (1) That consultation on the proposal is commenced.

(2) That a report be submitted to a future meeting with details of the outcome of the consultation.

**189. ROTHERHAM SCHOOLS ENTERPRISE PROJECT**

Consideration was given to a report of the Strategic Leader Resources and Information with regard to the Rotherham Schools Enterprise Project (working title) which has been awarded £1.4M of Single Pot funding via the Yorkshire Forward Sub-Regional Investment Plan.

As project sponsor the Education Culture and Leisure Services is required to tender and contract for the delivery of the project outputs for the period April 2005 to March 2009.

The report set out the following details:-

- Agencies contributing towards the Project
- Aims/Objectives/Cross cutting themes of the Project
- Tendering Process
- LEA Funding
- Project Activity

The project is fully funded through the Yorkshire Forward Single Investment plan for four years.

Match funding for the project will be provided by:-

- Rotherham Learning Partnership – Young Enterprise Project (TEC Attributable Funding)
- Rotherham Secondary Schools – Standards Fund for Key Stage 4 Activity

Resolved:- (1) That the report be received.

(2) That the commencement of the tendering process, including the submission of the Official Journal of the European Union (OJEU) advertisement be approved.

(3) That the engagement of Legal Services to support and progress the tendering and contracting process be approved.

(4) That a report be submitted to a future meeting on completion of the shortlisting exercise.

#### **190. BUDGET MONITORING REPORT AS AT JANUARY, 2005**

Consideration was given to the eighth Budget Monitoring report of the Strategic Leader Resources and Information for the Programme Area in 2004/05.

The report gave a current forecast to overspend against budget for the financial year by £566k (0.35%).

This relates to budget pressures in both Culture and Leisure Services (£565k) and Education Services (£1k).

The report included details of a variance analysis.

The forecast Programme Area overspend is due to the Culture and Leisure Services overspend which primarily relates to continued pressure

on sport and recreational facility budgets, as experienced in previous years (£565k).

In addition, Culture and Heritage forecast an overspend of £115k mainly due to a shortfall in income, due in part to a loss of room hire income at the Arts Centre due to the utilisation of the room as a call centre and the temporary closure of Clifton Park Museum.

The Culture and Leisure overspend is partly offset by a saving on the Library Service budget resulting from a moratorium on procurement spending and slippage in staff recruitment (£67k).

Education Services are expected to outturn on budget.

The forecast outturn as at January (£566k) shows an increase of £13k to the overspend reported in December. All possible action is being taken to minimise overspending in the Programme Area, as detailed in the report submitted.

Resolved:- That the forecast outturn for 2004/05 based on actual costs to 31<sup>st</sup> January, and forecast costs to the end of March 2005, be noted.

(The Chairman authorised consideration of the following item in order to expedite the matter referred to without delay)

**191. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 9 of Part 1 of Schedule 12A to the Local Government Act 1972 (details of terms proposed to the authority in the course of negotiations for the acquisition or disposal of property or the supply of goods or services).

**192. HERRINGTHORPE PLAYING FIELDS - LEASE AGREEMENT**

Consideration was given to a report of the Strategic Leader Culture, Leisure and Lifelong Learning which contained details of an opportunity to work in partnership with Rotherham Rugby Union Football Club (RRUFC), to support the Council's aspirations to develop Herringthorpe Playing Fields.

This would involve the Council agreeing to lease a section of the playing fields, large enough to accommodate 3 rugby pitches and a section of the changing pavilion.

The report set out the details of the proposal which included potential funding opportunities, development of Green Spaces Strategy, community

consultation and the underlying principle of the development.

Resolved:- (1) That the proposal to lease a section of the playing field and changing pavilion to RRUFC be agreed in principle.

(2) That a request to enter into discussions with RRUFC in order to develop a draft set of terms for the lease agreement be approved.

(3) That a report be submitted to a future meeting once agreement has been reached on a draft set of terms.

**CABINET MEMBER FOR EDUCATION, CULTURE AND LEISURE SERVICES  
TUESDAY, 5TH APRIL, 2005**

Present:- Councillor Boyes (in the Chair); Councillor Austen.

Apologies for absence were received from Councillors Littleboy and Rushforth.

**193. MINUTES OF A PREVIOUS MEETING**

The minutes of a previous meeting held on 15<sup>th</sup> March, 2005 were agreed as a correct record.

**194. MATTER ARISING**

Admissions to Schools 2006/07 – Consultation Report

The meeting was informed that further clarification had been sought with regard to the admission number for Aston Comprehensive School. The appropriate number, based on the revised net capacity calculation, was now 300.

This had been reported at the recent meeting of the Local Admissions Forum and there was agreement to this number.

Resolved:- That 300 be confirmed as the admission number for Aston Comprehensive School for 2006/07.

**195. CHRISTMAS CARNIVAL CO-ORDINATING GROUP**

The minutes of a meeting of the Christmas Carnival Co-ordinating Group held on 10<sup>th</sup> March, 2005 were received.

**196. PROPOSAL TO MAKE CHANGES TO THE CATCHMENT AREAS OF WICKERSLEY SCHOOL AND SPORTS COLLEGE, CLIFTON: A COMMUNITY ARTS SCHOOL AND OAKWOOD TECHNOLOGY COLLEGE**

Consideration was given to a report of the School Organisation, Planning and Development Manager on a proposal to make changes to the catchment areas of Wickersley School and Sports College, Clifton: A Community Arts School and Oakwood Technology College.

The 'Admission to Secondary School 2005-06' booklet, Section 5, outlines the Admission Criteria for community secondary schools in Rotherham.

It states that where the number of applications for a school is greater than the admission number, the LEA will use specified criteria for allocating places at the community secondary schools. One of these (number vii), is 'Children who, on the Closing Date, are on the roll of one of the

associated Primary/Junior/Junior and Infant Schools as identified by the Authority.'

The Associated Primary Schools of Wickersley School and Sports College are Bramley Grange, Bramley Sunnyside, Flanderwell, Listerdale, St. Alban's CE and Wickersley Northfield.

The proposal to be consulted upon therefore is:-

To move the catchment area boundary of Wickersley School and Sports College to incorporate the whole of the catchment area of Listerdale J & I School.

This would mean that Brecks Lane (numbers 29a, 29b – 52 consec.) would no longer be in the catchment area of Clifton: A Community Arts School, and East Bawtry Road (19 – 111 odd) and Sheepcote Road (2 – 106 even) would no longer be in the catchment area of Oakwood Technology College.

All of these, with the exception of the above-mentioned roads in the Listerdale catchment area are included in the catchment area of Wickersley School and Sports College.

In addition, information contained within the following appendices was considered:-

- Appendix A – background information to support the proposal
- Appendix B – 2 maps; 1 showing the whole of the Listerdale catchment and 1 showing the areas of the Listerdale J & I catchment that are currently within the catchment areas of Clifton; A Community Arts School and Oakwood Technology College.

Resolved:- (1) That the consultation on the proposal is begun.

(2) That a further report be submitted to a future meeting with details of the outcome of the consultation.

## **197. CHILDREN'S CENTRES STRATEGY**

Consideration was given to a progress and further development report of the Strategic Leader School Improvement on the Children's Centre Strategy and proposed partnership arrangements with the private and voluntary sector.

Children's Centres will serve children and families in Rotherham's most disadvantaged communities across the borough and will provide integrated education and care for young children, health services, and family support. In addition, they will also act as a base within the community for parents and providers of childcare services for children of



all ages – offering support for childminder networks and a link to other day care provision, out of school clubs and extended schools. Centres will also have links with local training and education providers, Jobcentre Plus and Children's Information Services. The centres will bring together locally available services and integrate management and staffing structures but will not necessarily be developed on one site.

Centres have been agreed by members and approved by DfES for the following:

**Designated from September 2003**

- Aughton Early Years Centre – A partnership between Barnardos and Aughton Early Years Centre outreaching to Thurcroft, Treeton and Catcliffe
- Rawmarsh Children's Centre – A partnership between Rawmarsh Nursery School and Rawmarsh Sure Start

**Revenue approved by DfES for April 2006. Capital awaiting approval**

- Dinnington Community Primary School
- Dalton Foljambe School
- The Arnold Centre – Herringthorpe
- Thrybergh Primary School
- Wath Victoria Primary School
- Rockingham Junior and Infant School – Greasbrough
- The Ferham Centre – A partnership between Ferham School and Sure Start Central – outreaching to Canklow
- Maltby – Led by Maltby Sure Start

**Proposed for September 2006**

- Kimberworth Primary School – PFI build
- Coleridge Primary School – PFI build

The report contained details of two successful bids for Neighbourhood Renewal Funding to support the Children's Centre Initiative, details of the partnerships involved and work to be covered within a leadership programme consisting of nominated head teachers and key change agents.

Confirmation of further funding from the DfES for 2006-08 is expected before the end of this financial year.

Resolved:- (1) That the report be received.

(2) That the proposals be supported in principle.

(3) That the report be referred to Cabinet.

**198. BUDGET MONITORING REPORT AS AT FEBRUARY, 2005**

Consideration was given to the ninth Budget Monitoring Report of the Strategic Leader Resources and Information for the Programme Area in 2004/05, with a current forecast to overspend against budget for the financial year by £586k (0.36%).

This relates to budget pressures in both Culture and Leisure Services (£565k) and Education Services (£21k).

A detailed summary of the main variance analyses for each Service Area, with reasons for projected overspends was included in the attached appendices.

The variations were as follows:-

- Culture and Leisure Services – overall overspend of £565k
- Education services – overall overspend of £21k

All possible action is being taken to minimise overspending in the Programme Area.

Resolved:- That the forecast outturn for 2004/05 based on actual costs to 28<sup>th</sup> February and forecast costs to the end of March 2005 be noted.

**THE ROTHERHAM CHILDREN AND YOUNG PEOPLE'S BOARD  
THURSDAY, 3RD MARCH, 2005**

Present:- Councillor Stone (in the Chair); Councillors Boyes, Ellis, Gosling and Kirk; Councillor Littleboy (Police Representative), Angela Bingham (Voluntary Sector), Ruth Holmes (Probation), Ann Lawrence (Non-Executive PCT), Philip Marshall (Head Teacher - Clifton), J. McIvor (PCT), Imogen Clout (Voluntary Sector), Joyce Thacker (Connexions) and Dave Featherstone (District Commander, South Yorkshire Police).

**Also in attendance:-**

Di Billups (Executive Director, Children and Young People's Development), John Gomersall (Executive Director (Social Services), Ged McNulty, Andrew Bedford and Sarah Whittle.

**Apologies for absence:-** Mike Cuff (Chief Executive, Peter Rennie and Ellen Smith (PCT).

**1. MINUTES OF PREVIOUS CHILDREN'S BOARD - 3RD FEBRUARY, 2005**

The minutes of the Children's Board held on 3<sup>rd</sup> February, 2005 were agreed as a correct record.

**2. MINUTES OF THE CHILDREN'S EXECUTIVE GROUP - 17TH FEBRUARY, 2005**

The minutes of the Children's Executive Group and key issues were noted.

**3. THE ROTHERHAM CHILDREN'S FUND**

Ged McNulty submitted a report on the above matter which included a sample letter and a Partnership Agreement.

Ged reported that, following the successful approval of the Children's Fund Three Year Strategic Plan, it was proposed by the Children's Fund projects that the Children's Executive Group and the Children's Board be asked to consider granting three year Children's Fund Partnership Agreements to commissioned services with a specified grant allocation agreed annually subject to funding availability and services complying with the terms of their agreements and reaching their agreed targets.

He explained that the purpose of offering conditional contracts was to provide a period of stability to those services who rely on short term funding for survival, without obligating the Children's Fund to financial contracts it may not be able to honour if funding 'dries up' or which it may have to retract if services do not fulfil the terms of their agreements.

Current arrangements are such that commissioning of services is agreed for the duration of the Children's Fund allocation, i.e., 2005 – 2008, and

Partnership Agreements are issued on a yearly basis only. Advice from the Accountable Body suggests that this would be the most prudent way forward.

It was noted that this matter had been considered and acknowledged by the Children's Executive Group on 17<sup>th</sup> February, 2005.

Di reported that discussions about projects had been ongoing with the relevant partners. However, the Leader felt that there was now a need to discuss jointly with partners any anomalies and the methodology of funding projects for the next financial year and future years.

Agreed: (1) That the Children's Board acknowledge that the Children's Fund commissioned services have requested that consideration be given to granting three year contracts, with an agreed allocation only for the year 2005-2006 and subsequent funding subject to conditions as outlined below.

(2) That the Executive Group and Children's Board agree to offering contracts on a yearly basis only (as set out in the example submitted of previous similar contract/agreement) but that, for the confidence of service providers, confirmation is given for three year funding based on Rotherham Children's Fund receiving its full allocation and services meeting their targets and outputs and the terms of their contracts/agreements (as set out in the example letter re 2004-2006).

(3) That Di, in consultation with the Leader, convene a meeting of the relevant parties to address issues concerning mainstream funding.

#### **4. CLIFTON PROJECT.**

Phil Marshall, Project Leader, gave a power point presentation on the Clifton Project at the Upper Clifton School Site, Cranworth Road, Rotherham.

A Presentation pack was handed out at the meeting which included:-

- The Clifton Commitment
- Current Project Team
- A map of the Clifton Area

The presentation covered the following :-

##### **- Mission Statement**

The Mission Statement was "Every child and young person matters all of the time".

"To develop an ambitious, productive, self-supportive and sustainable

community in which all children and young people achieve the best possible outcomes”.

### **- High Level Intended Outcomes**

- Integration to deliver locally tested outcomes
  - Common Assessment
  - Lead Workers
  - Information Sharing Protocols
  - Monitor, Evaluate and Review
- in order to strengthen ‘safety nets’ and improve life chances.

### **- Key Operating Principles**

- Co-location. Community based.
- Connect to networks
- Challenge existing thinking
- Daily connections
- Relentless focus on outcomes for children and young people “The Clifton Commitment”
- Learn through doing.
- Quick operational and strategic learning.

### **- Important Outcomes to Date**

- A vision – National, local, area, neighbourhood
- A recognition of the potential to regenerate and transform
- A commitment to change for the better
- Multi-Agency team co-located
- Early Learning – Operational and Strategic
- Voluntary sector enthusiasm
- Future plans emerging already
- Children and young people more central to thinking and doing

### **- Lessons Learned**

- Strategic leadership is vital.
- Local leadership and management
- Clarity of partnership planning
- Concurrent demands
- Connect to local, existing partnership and priorities
- Test thinking with local people
- Involve workers in Project design, planning, preparation and evaluation
- Avoid overloading
- Relentless focus on children and young people

### **- Next Steps**

- Baseline indicators and intended outcomes tested locally

- Medium Term Professional Development Plan
- Re-define community perceptions
- A CYPS Centre for the 21<sup>st</sup> Century

The Board asked a range of questions and it was noted that the Clifton Project was one of three pilot projects.

Agreed: That details of the Clifton Project be noted and welcomed.

## **5. NATIONAL SERVICE FRAMEWORK FOR CHILDREN.**

John McIvor gave a power point presentation and submitted a copy of an Executive Summary on the National Service Framework for Children, Young People and Maternity Services, prepared by the Department for Education and Skills.

The power point presentation covered the following :-

### **Key Issues:**

- Ten year plan
- Focus on inequalities
- Eleven standards, three parts.
- Part 1 – services for all children, young people and parents or carers.
- Part 2 – children and young people who require more specialised care.
- Part 3 – pregnant women and their partners

### **The Standards require services to:**

- Give increased information, power, choice and involvement (to children and young people and their family)
- Introduce a new child health programme
- Promote physical health, mental health and emotional well being
- Focus on early intervention and comprehensive assessment of need
- Improve access to services, co location and developing services
- Managed local Children's Clinical Networks for children who are ill or injured
- Tackle health inequalities, address needs of communities
- Promote and safeguard the welfare of children, ensure staff are suitably trained etc.
- Ensure that pregnant women receive high quality care

### **Implementation:**

- Delivery standard published 15th December
- Links with National standards, local action, NHS Improvement Plan
- Links with Public Health White Paper
- Integrated inspection – Joint Area Reviews
- Links with CNO review (Nurses, Midwives and Health Visitors)
- Every Child Matters: Change for Children – Outcomes Framework

### **CNO Review:**

- Increasing the number of school nurses
- Strengthening the public health role of MW, HV and nurses
- Greater integration and co location of practitioners within Children's Centres
- Strengthening the children's role of nurses in general practice
- Improved leadership in relation to Child Protection

### **Public Health White Paper:**

- Children's centres and Extended schools
- Healthy eating (local returns on obesity)
- Providing more opportunities for sport and physical activity
- New support and information to young people on sexual health issues
- Preventing the sale of alcohol and cigarettes to children
- Development of person health plans

### **Every Child Matters – Change for Children:**

- An increasing emphasis on early identification and intervention
- Strengthening health promotion in local communities
- The development of Children's Trust arrangements
- Safeguarding and promoting the welfare of children

### **NSF – Delivery Cycle:**

- Assessing the needs of children, young people and pregnant women
- Identifying priorities: targets and standards
- Planning services
- Commissioning services to meet those needs
- Managing performance, assessing and inspecting outcomes

### **Plus:**

- NSF Information Strategy – 'child index system', information sharing, monitoring trends and mapping children's health
- Workforce – capacity, modernisation, skills development
- Modernisation and Improvement – managed children and maternity networks, R&D (especially in relation to medicines), Clinical Governance and clinical audit, confidential enquiries, involvement

of C&YP

**Useful References:**

- [www.dh.gov.uk](http://www.dh.gov.uk)
- [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)
- [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

A children's Plan in chart form was included in the presentation pack.

A question and answer session ensued.

John made particular reference to the Child Index and reported that this issue was one for this Board to lobby on as this system need to be integrated with the rest of the country. The Rotherham PCT and NHS were required by the Government to go on a national system.

The Leader suggested that a common briefing sheet with suggestions on the way forward needed to be forwarded to Kevin Barron, M.P., seeking his support.

Agreed: (1) That the National Service Framework presentation be noted.

(2) That John Gomersall and John McIvor, in consultation with the Leader, draw up a common briefing sheet with suggestions on the way forward to be submitted to Kevin Barron, M.P.

**6. EXCLUSION OF THE PRESS AND PUBLIC.**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraph, indicated below, of Part 1 of Schedule 12A to the Local Government Act 1972:-

**7. SEXUAL EXPLOITATION TASK & FINISH GROUP.**

Di gave an update on the discussions by the Task & Finish Group which had met recently.

The key steps in moving forward included the following :-

Seminar for all Members of the Council in order to gain their understanding support.

Partners Away Day to disseminate ongoing work, roles and responsibilities.



Major publicity to raise awareness of parents, young people and the community, of the risk to young people of sexual exploitation. Preceded by a risk assessment and consideration of the likely impact/ outcomes of a campaign. Local, regional and national statistics to be available but not included in any press release. This to include all agencies, press officers led by RMBC Corporate Press Office. Emphasis on awareness raising with all agencies to contribute. Involvement of local press, Council Matters, Publicity in schools and public places etc.

Major multi agency training for all staff involved in this issue.

Establishment of a lead contact person/tel: number for the public to report matters around sexual exploitation. This to be fed to police etc.

Need for partner agencies to contribute to the provision of a Co-ordinator to lead on addressing sexual exploitation.

Group to meet with Angela Smith to look at places of safety, safe houses, witness protection.

Group to look at Safe Travel, to include meeting with Dave Stockdale re: licensing issues and taxis, and with SYPT re: young people being refused transport.

Di said that a report from the Task and Finish Group would be supplied to Members of the Board.

Agreed:- (1) That the good work of the Task and Finish Group be acknowledged and fully supported.

(2) That all the key steps listed above be supported and actioned by the appropriate officers/partners to be notified by Di Billups.

(3) That a core message be prepared to which all partners could sign up.

(Exempt under Paragraph 6 of the Act – information relating to the adoption, care, fostering or education of any particular child)

**CHILDREN AND YOUNG PEOPLE'S BOARD**  
**7th April, 2005**

Present:- Councillor Stone (in the Chair); Councillors Boyes and Ellis, Angela Bingham (Voluntary Sector), Kath Henderson, Ann Lawrence, and Ellen Smith (Rotherham Primary Care Trust) and Joyce Thacker (Connexions).

**Also in attendance:-** Mike Cuff (Chief Executive), Councillor Barron, Di Billups (Executive Director, Children and Young People's Development), Andrew Bedford (Acting Executive Director of Education, Culture and Leisure Services), Pam Allen (Acting Head of Children and Families Services), Phil Rogers (Strategic Leader, Culture, Leisure and Lifelong Learning), Elenore Fisher (Library and Information Service), Dawn Rowley, Rebecca Lunghi and Deborah Johnson (Education, Culture and Leisure Services) and Jo Savill (Consultant).

**Apologies for absence:-** Councillors Gosling, Kirk and Littleboy, John Gomersall (Executive Director of Social Services), Dave Featherstone (District Commander, South Yorkshire Police), John Mclvor (Rotherham Primary Care Trust) and Imogen Clout (Voluntary Sector).

**1. MINUTES OF PREVIOUS MEETING OF THE CHILDREN AND YOUNG PEOPLE'S BOARD HELD ON 3RD MARCH, 2005**

The minutes of the previous meeting of the Children and Young People's Board, held on Thursday, 3rd March, 2005, were agreed as a correct record.

**2. MINUTES OF THE MEETING OF THE CHILDREN'S EXECUTIVE GROUP HELD ON 17TH MARCH, 2005**

The minutes of the meeting of the Children's Executive Group, held on Thursday, 17th March, 2005, and the various key issues, were noted.

**3. MINUTES OF MEETINGS OF THE SAFEGUARDING BOARD HELD ON 9TH DECEMBER, 2004, 2ND FEBRUARY, 2005 AND 8TH MARCH, 2005**

The minutes of the meetings of the Safeguarding Board, held on 9th December, 2004, 2nd February, 2005 and 8th March, 2005, were noted.

It was agreed that further reports would be submitted to future meetings of the Children and Young People's Board on the following issues:-

(1) the protocol in respect of Safeguarding Children from Abroad (Minute No. 12 of the meeting held on 9th December, 2004, refers);

(2) the Safeguarding Children Model Policy to Address Bullying (Minute No. 5 of the meeting held on 8th March, 2005, refers).

**4. RETIREMENT OF DI BILLUPS**

The Chairman reported that Di Billups would be retiring from the Council on Friday, 8th April, 2005.

Members of the Children and Young People's Board placed on record their sincere thanks and appreciation of Di's excellent work both in improving the Education Services in Rotherham and in establishing the new Children and Young People's Services.

**5. THE ROTHERHAM CHILDREN'S FUND.**

Further to Minute No. 3 of the meeting of the Children and Young People's Board held on 3rd March, 2005, Di Billups reported that both Education, Culture and Leisure Services and Social Service had allocated finance from their 2005/06 mainstream budgets as contributions to the Rotherham Children's Fund services. A response was still awaited in respect of financial contributions from the Rotherham Primary Care Trust.

**6. ICT DEVELOPMENTS FOR CHILDREN AND YOUNG PEOPLE'S SERVICES**

The Board received a presentation from Dawn Rowley, ISA Lead Officer, Education, Culture and Leisure Services, about the ICT developments which would contribute to an integrated information and technology system for Children and Young People's Services. The presentation and subsequent discussion included reference to these issues:-

- the ISA database of all children and young people in the Borough area;
- the Common Assessment Framework to be used by all child facing agencies;
- the ICS records for all children who are clients of Social Services;
- Electronic Social Care Records for new clients to be in place by October, 2005;
- the timescale and target dates for implementation of the ISA solution, from 2005 to 2007/08;
- the ISA Project Plan;
- the proposed re-naming and revised terms of reference for the ISA Task Group.

Members noted that Mr. James Stewart had recently been appointed to the post of Safeguarding Manager.

Resolved:- (1) That the information provided about ICT developments for Children and Young People's Services, be noted.

(2) That the ISA Task Group be re-named the "Information Development Group" and this Group's revised terms of reference, appended to the report submitted, be approved.

(3) That further reports be submitted to this Board detailing the progress of the implementation of the ISA project plan.

## **7. ANNUAL PERFORMANCE ASSESSMENT AND JOINT ANNUAL REVIEW OF CHILDREN AND YOUNG PEOPLE'S SERVICES**

The Board received a presentation from Rebecca Lunghi, Principal Officer - Performance, Education, Culture and Leisure Services, about the inspection process for Children and Young People's Services. The presentation and subsequent discussion included reference to these issues:-

- the inspection framework and the new approach to inspection;
- the joint area review;
- the five outcomes: (i) being healthy; (ii) staying safe; (iii) enjoying and achieving; (iv) making a positive contribution; (v) achieving economic well-being;
- the timescale for inspections in the period 2006 to 2009;
- Rotherham's joint annual review will take place during 2006/07;
- the annual performance assessment – evidence required and the seven parts of the self-assessment process;
- the grading process from grade 1 (a service not delivering the minimum requirements for children and young people) through to grade 4 (a service which delivers well above the minimum requirements);

Members noted that the initial self-assessment process had to be completed by 31st May, 2005.

The first assessment would take place on 20th July, 2005, with the result and grading for Children's and Young People's Services being announced on 20th November, 2005.

Resolved:- (1) That the information provided about the annual performance assessment and joint annual review of Children and Young People's Services be noted.

(2) That a progress report about the inspection and assessment process be submitted to the next meeting of the Children and Young People's Board.

## **8. COMMON ASSESSMENT FRAMEWORK**

The Board received a report from Jo Savill, an independent Consultant, about the development of a Common Assessment Framework, which had evolved from the recommendations of the Lord Lambing Inquiry into the death of Victoria Climbié.

The report stated that local authorities were now required to develop a Common Assessment Framework. This issue was Key Development 3 of the 18 Key Developments of Children and Young People's Services. In order for Rotherham to be in a position to take Children and Young People's Key Development 3 to implementation it was crucial to:-

- ensure that local developments were in line with national requirements;
- ensure linkage with related projects to provide a co-ordinated, integrated approach;
- continue the local consultation process within pilot projects and ensure that responses to consultation and learning emerging from pilot projects inform future developments;
- ensure the training needs of staff are determined, to inform an overall strategy.

Jo Savill also reported that in Rotherham, Common Assessment would be trialled within the Clifton Project, Maltby and Dinnington from April, 2005.

It was noted that three Sub-Groups had been established to address issues of:-

- engagement, consultation and evaluation within the pilots;
- implementation;
- training.

The Sub-Groups would report back to the Working Group to inform and support the Common Assessment Framework development. The Working Group would report to the Engine Room, the Children and Young People's Executive Group and to this Board.

Resolved:- (1) That regular reports on the Common Assessment Framework trials be presented to the Children and Young People's Executive Group and to this Board, for information, highlighting good practice and seeking solutions to any issues identified.

(2) That quarterly reports on the learning and developments within the pilots be produced and sent to the Government Department for Education and Skills.

(3) That awareness and update sessions for staff across Rotherham's Children and Young People's Services be held to ensure staff are engaged and involved in the development and learning from the pilot area trials.

## **9. THE NATIONAL BOOKSTART PROJECT**

The Board received a presentation from Elenore Fisher, Library and Information Service Manager, about the national Bookstart project, introduced by Central Government to provide free books to children, stimulating a love of books and encouraging parents to read to children. The presentation and subsequent discussion included the following issues:-

- the scheme was administered and delivered by Booktrust, a registered charity;
- the provision of books and guidance packs to babies and young children in three stages: baby pack (0-12 months); Bookstart+ toddlers' pack (18-36 months) and the Bookstart Treasure Box for pre-school aged children aged 3 years and over;
- Bookstart Booktouch for blind and partially sighted children;
- Bookstart Book Crawl;
- the benefits of the project for the overall development of young children, including their education and literacy, as well as the probable impact on Key Stage 1 results;
- the Bookstart Partnership Agreement, involving Central Government, Local Authorities (Education, Libraries and Social Services), Health Services and corporate sponsorship;
- funding for the project in Rotherham;
- Bookstart service delivery in Rotherham was expected to begin during the Autumn, 2005;
- ways of ensuring that the books would reach every child in the Borough area;
- the practicalities of storage and distribution of books; initially,

distribution of books will be from libraries and by the Health Visitor Service;

- recording receipt of books in children's health record books (the "red book")

Resolved:- (1) That the details of the Bookstart project be noted.

(2) That the following Borough Council funding be allocated for the Bookstart project during the 2005/06 financial year:-

£12,000 from the Early Years Service

£12,000 from the Library and Information Service

(3) That strategic partners in Rotherham, including the Primary Care Trust and the Chambers of Commerce and Trade, be encouraged to provide financial contributions to the Bookstart project.

(4) That every endeavour be made to obtain financial contributions from commercial sponsors in Rotherham, for the Bookstart project.

(5) That funding for a full year's Bookstart service be considered as part of the preparation of the Council's revenue budget for the 2006/2007 financial year.

## **10. EXTERNAL FUNDING MATRIX**

The Board received a report containing a matrix of External Funding and Grants for Children and Young People's Services. Members considered that this matrix would be an extremely useful source of financial information.

## **11. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information, as defined in Paragraph 6 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relating to the adoption, care, fostering or education of any particular child).

## **12. SEXUAL EXPLOITATION TASK AND FINISH GROUP**

Di Billups reported on the progress of the work of the Sexual Exploitation Task and Finish Group.

It was noted that a seminar for all Members of the Borough Council, about the Sexual Exploitation of Children, had taken place on Tuesday, 5th April, 2005.

Details were also reported of the conference to be held in London on Wednesday, 18th May, 2005, entitled "Street Prostitution – Protecting Children and Reducing Risk in the Sex Trade".

Resolved:- (1) That the progress of the Task and Finish Group be noted and further progress reports continue to be presented to meetings of this Board.

(2) That the Rotherham Community Safety Partnership be asked to include the Sexual Exploitation of Children as a principal theme within the forthcoming three years' Community Safety Strategy.



**PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE**  
**11th March, 2005**

Present:- Councillor Stonebridge (in the Chair); Councillors Clarke, Hall, Hussain, G. A. Russell and Whelbourn.

Apologies for absence were received from Councillors R. S. Russell, St.John and Sangster.

**121.       DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**122.       COMPREHENSIVE PERFORMANCE ASSESSMENT (CPA) 2005 AND THE MEMBER ROLE**

Tim Littlewood, Principal Officer, Performance Management, gave a presentation on the above and indicated the wish for elected member representation on the CPA Task Group.

The presentation covered:-

- purpose
- political leadership
- community leadership
- quality of decision making
- quality of decision taking
- Member/Officer relationships
- performance management
- ethical framework

A question and answer session ensued and the following issues were covered :-

- the importance of key relationship between the Leader and Chief Executive and need to cascade information down to all Members
- Standards Committee and the Confidential Reporting Code
- composition and independence of the Standards Committee
- Community leadership
- Best Value review of decision making
- Member/Officer developing protocol and need for proper induction
- support for Elected Members away from the Town Hall
- provision for community meetings at the Town Hall
- recognising and embracing the Councillor's role
- quality of meetings
- quality of decision taking

- need to work with partners to pick up issues not regarded as strategic
- need to improve the Forward Plan
- issues regarding presentation of performance related information
- Standards Committee role in the Audit Committee
- need for an up to date list of completed reviews for Members and Officers to include outcomes and recommendations for scrutiny reviews

Resolved:- (1) That the presentation be noted.

(2) That consideration be given to the following :-

(a) regularly updating Members on development of the CPA framework especially with regard to key lines of enquiry;

(b) self assessment and the role for Members;

(c) the need for a peer review to test ourselves before the CPA process;

(d) the presentation being made to Cabinet.

(3) That members of this Committee ensure a presence at future meetings of the CPA Task Group.

(4) That the notes from the CPA Task Group meetings be distributed to Members.

**123. PROPOSAL TO HOLD A "SUCCESSFUL SCRUTINY" EVENT IN ROTHERHAM**

The Committee considered a report on proposals that Rotherham host a regional seminar promoting "Successful Scrutiny" sometime in the Autumn, 2005.

The report indicated that, following a very positive response to the Centre for Public Scrutiny (CfPS), "Successful Scrutiny" case studies publication, the Centre was offering roadshow events featuring local authority scrutiny success stories in a workshop format for members and officers. Events were designed to give a practical insight into how to maximise the effectiveness of scrutiny reviews and their impact on the well being of communities.

It was noted that the only cost to the Council would be providing the venue for the event and the MAGNA Science Adventure Centre would be a suitable venue.

Resolved:- (1) That the information be noted.

(2) That an offer be made to the CfPS to host a regional seminar promoting "Successful Scrutiny" in the Autumn.

(3) That arrangements be progressed with regard to the event including the possible use of mobile displays.

**124. MINUTES**

Resolved:- That the minutes of the previous meeting held on 25th February, 2005 be approved as a correct record for signature by the Chairman.

**125. WORK IN PROGRESS**

Members of the Committee reported on the following issues :-

(a) Councillor Whelbourn reported

- that the Panel was to look at area assemblies
- that the next Panel meeting was to be themed on local democracy and referred to :
  - Local Democracy Week in October, 2005
  - local government in the future
  - Wentworth South Area Assembly pilot update
  - Citizenship Scrutiny Review
  - Rotherham moving to Fairtrade Town status

(b) Councillor Hussain referred to the last Panel meeting and commented on the response to the Anti-Social Behaviour Scrutiny Review report. The Chairman undertook to pursue this matter.

(c) Councillor Hall reported:

- that the Wardens/Caretakers/Rangers review was nearing completion
- on a brilliant themed meeting yesterday regarding food standards

(d) Councillor G. A. Russell reported :

- Thursday's meeting had looked at the Gateshead work in relation to looked after young people
- the Panel had indicated its wish for future meetings to be held every four weeks
- that a Centre for Public Scrutiny representative had been

present at, and impressed by, the Panel's consideration of the Domestic Violence review

(e) Councillor Stonebridge reported :

- that the ODPM/CfPS researcher had spent a couple of days in Rotherham and wanted to produce a case study
- that feedback from the Hull visitors had been positive
- that he had been asked to participate in the strategy for Older People Group looking at the needs of Older People in the community holistically
- thought needed to be given to having a half day session on scrutiny organisation when the Cabinet portfolios had been finalised

**126. CALL-IN**

There were no formal call in requests.

(The Chairman authorised consideration of the following items to prevent any unnecessary delay in processing the matters referred to)

**127. IMPLEMENTATION OF THE RECORDS MANAGEMENT PROGRAMME AND COMPLIANCE WITH THE FREEDOM OF INFORMATION LEGISLATION**

Further to Minutes Nos. B137 of the meeting of the Cabinet held on 26th January, 2005 and 171 of the meeting of the Cabinet Member for Education, Culture and Leisure Services held on 8th March, 2005, the Committee considered the report submitted to the latter meeting relating to the above as presented by Guy Kilminster, Manager, Libraries, Museums and Arts and Paul Harris, Records Manager.

Also submitted was the draft Records Management Policy Statement and, in support of that policy, the Records Management Awareness Guidance document.

The commitment to the development and implementation of a Records Management programme stemmed from both legislative and regulatory obligations and recognition of the need for efficient and effective conduct of Council business.

An essential element in the development of a Records Management programme, and the establishment of a Records Centre as an integral part of this commitment, was the adoption of a policy governing implementation and operation. Programme Area representatives on the Records Management Group had taken responsibility for this process.

The key driver for the programme was the legislative obligations under the Freedom of Information Act 2000.

A question and answer session ensued and the following issues were covered :-

- conversion of the Station Road premises to facilitate a Records Centre
- process for transferring records to the Record Centre
- risk assessment of the Station Road building
- role of RBT
- distinction between archives and record management
- corporate memory
- responsibility for Records Management
- location of records currently
- review of the policy
- response timescales under the Freedom of Information Act 2000
- formal reporting

Resolved:- (1) That this Committee welcomes the programme and supports the Records Management Policy Statement and Records Management Awareness Guidance document now submitted.

(2) That formal reporting ought to be through the Audit Committee implementing Records Management in the Statement of Internal Controls reported annually.

(3) That progress reports be submitted to this Committee at six monthly intervals.

(4) That consideration be given to holding an all Member Seminar on this issue within the next few months.

(5) That consideration be given to arranging a future site visit to the Records Centre at Station Road.

## **128. SERVICE DEVELOPMENT STRATEGY FOR ROTHERHAM FOUNDATION TRUST - CONSULTATION**

The Chairman referred to the above document which had been received in the Authority on 28th February, 2005 indicating that the response deadline was 18th March, 2005. A meeting of Members and Officers was to take place on 16th March, 2005 to consider a response to the consultation document and the Committee considered how best to contribute to that meeting.

General concern was expressed at the consultation process, particularly as to whether the short timescale for responses would facilitate meaningful consultation.

Resolved:- (1) That any views/comments from Members of this Committee be notified to the Chairman in time for him to raise them at the meeting on 16th March, 2005.

(2) That this matter be a future agenda item for the Health Services Working Group and Brian James, Chief Executive of the Rotherham General Hospital NHS Trust be requested to attend to explain the consultation process.