

CABINET MEMBER FOR CHILDREN AND YOUNG PEOPLE'S SERVICES

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

Date: Wednesday, 2 December 2009

Time: 8.45 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. Apologies for Absence.
4. Minutes of the previous meetings held on 18th November, 2009 and on 24th November, 2009 (copies attached) (Pages 1 - 5)
5. Children and Young People's Board - Terms of Reference (report attached) (Pages 6 - 9)

Joyce Thacker, report author

6. Children's Board Seminar – 16th July, 2009 - Follow Up Actions (report attached) (Pages 10 - 14)

Julie Westwood, report author

7. Financial Management of Children's Trusts (report attached) (Pages 15 - 17)

Julie Westwood, report author

8. The Government's Response to the Lord Laming Report - The Next Stage (report attached) (Pages 18 - 61)

Catherine Hall, report author

9. Joint Procedure for Case Work Supervision - Update (report attached) (Pages 62 - 64)

Yvonne Weakley, report author

10. Improving Information Sharing and Management (IISaM) Programme (report attached) (Pages 65 - 68)

Susan Gray, report author

11. Audit Commission - 'Valuable Lessons' – Improving Economy and Efficiency in Schools (report attached) (Pages 69 - 75)

David Ashmore, report author

12. Custody for Under Eighteen Year Olds (report attached) (Pages 76 - 79)

Paul Grimwood, report author

13. Youth Rehabilitation Order and the Scaled Approach (report attached) (Pages 80 - 83)

Paul Grimwood, report author

14. Minutes of a meeting of the Building Schools for the Future Project Board held on 10th November, 2009 (copy attached) (Pages 84 - 87)

**Date of Next Meeting:-
Wednesday, 16 December 2009**

**Membership:-
Cabinet Member:- Councillor S. Wright
Councillors Havenhand, Senior Advisor, Currie and Tweed, Advisors**

**CABINET MEMBER FOR CHILDREN AND YOUNG PEOPLE'S SERVICES
18th November, 2009**

Present:- Councillor S. Wright (in the Chair); Councillors Currie and Havenhand.

An apology for absence was received from Councillor Tweed.

D75. MINUTES OF THE PREVIOUS MEETING HELD ON 4TH NOVEMBER, 2009

Resolved:- That the minutes of the previous meeting held on 4th November, 2009 be approved as a correct record.

D76. PARENTING STRATEGY

Consideration was given to a report presented by the Strategic Leader, Attendance and Parenting, concerning the parenting strategy, the aim of which is to make sure that every parent in Rotherham has the confidence and skills they need to give their child the best possible start in life.

The report stated that the strategy is a working document highlighting progress and priorities to date. Plans are being developed through the multi-agency strategy steering group which will be enhanced by the inclusion of parents to ensure that parents have a voice and may influence the work of all stakeholders in the delivery of parenting services. The Rotherham Parenting Strategy document was appended to the report submitted.

Resolved:- (1) That the report be received and its contents noted.

(2) That the Rotherham Parenting Strategy, as now submitted, be approved.

D77. OVERARCHING INFORMATION SHARING PROTOCOL

Consideration was given to a report presented by the Joint Agencies Information Sharing Officer (Children and Young People's Services) concerning the Rotherham Overarching Information Sharing Protocol which provides a framework that promotes and enables partner organisations in Rotherham, specifically those working with children, young people and their families to use best practice, processes and decision making when sharing information. The protocol places the service user and their families at the centre of how their information is processed in line with their rights to privacy and confidentiality, whilst promoting welfare and safeguarding through appropriate sharing of information.

The protocol was originally approved by the Children's Board in November 2007 and has been revised and updated to take account of recent legislation, best practice guidance and widening participation from

partner organisations.

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

(2) That the report be referred to the Children's Board for further consideration.

D78. CHILDREN AND YOUNG PEOPLE'S SERVICES IMPROVEMENT PLAN – OCTOBER HIGHLIGHT REPORT

Further to Minute No. 47 of the meeting of the Cabinet Member and Advisers for Children and Young People's Services held on 9th September, 2009, consideration was given to a report presented by the Director of Resources, Planning and Performance concerning the Children and Young People's Services' Improvement Plan summary. Members noted that detailed regular monitoring takes place against a number of actions across several themes.

The report stated that the full improvement plan has been formatted to ensure accuracy in tracking the achievements made in the monitoring period and the calculation of actions completed.

Members also considered the highlight report for October, 2009. This report detailed the items achieved during that month, overdue items and the items planned for the forthcoming month. Risks and Issues of concerns were also illustrated.

Resolved:- (1) That the report be received and its contents noted.

(2) That the progress being made with the Children and Young People's Services' Improvement Plan, as now reported, be noted.

D79. CHILDREN AND YOUNG PEOPLE'S SERVICES - PERFORMANCE INDICATOR REPORT – 2009/10 – QUARTER 2

Consideration was given to a report presented by the Performance Management Officer outlining the performance of the Children and Young People's Services' Directorate at the end of the second quarter 2009/10 (September 2009). The report and accompanying appendices provided analysis against targets, direction of travel against previous performance and where possible comparisons with statistical neighbour and national data. Discussion took place on the arrangements for performance clinics.

Resolved:- (1) That the report and accompanying Assessment and table be received and their contents noted.

(2) That the arrangements for the performance clinics, as detailed in the report now submitted, be approved.

D80. THE 'WELCOME OFFER' TO VULNERABLE CHILDREN AND YOUNG PEOPLE

Consideration was given to a report presented by the Head of School Effectiveness stating that, during 2008/2009 the Local Authority responded to significant and increasing challenges to its provision for children and young people arriving in Rotherham, principally from the newly incorporated European Economic Community countries, by fundamentally reorganising its services to this most vulnerable of groups. The report provided an assessment of progress in relation to this strategy approximately two terms into its inception.

Resolved:- (1) That the report be received and its contents noted.

(2) That the progress made in the introduction of the 'Welcome Offer' in the context of schools and the Local Authority meeting the needs of this group of pupils be noted.

(3) That the work of schools in continuing to develop their provision to address the needs of these acutely vulnerable pupils and their families be endorsed.

(4) That the good work of the Vulnerable Groups Team in this important area be recognised.

(5) That a further interim assessment be submitted to the Cabinet Member and Advisers for Children and Young People's Services before the end of the 2009/2010 school year.

D81. THE CHILDREN'S FUND 2008/2009

Further to Minute No. 132 of the meeting of the Cabinet Member and Advisers for Children and Young People's Services held on 26th March, 2008, consideration was given to a report presented by the Director of Resources, Planning and Performance concerning the commissioning strategy and application process for the procurement of activity supporting the Children's Fund preventative services priorities. The submitted report provided details of the performance of those commissioned services both in terms of spend to profile and achievement of agreed impact measures.

Resolved:- (1) That the report be received and its contents noted.

(2) That the information on the outcomes of the first full year of the current Children's Fund allocations be noted.

D82. THE EXTRA MILE PROJECT

Further to Minute No. 63 of the meeting of the Cabinet Member and Advisers for Children and Young People's Services held on 21st October,

2009, consideration was given to a report presented by the Lead Adviser, School Effectiveness Service concerning the national 'Extra Mile' project which was being funded by the Department for Children, Schools and Families to try and raise the attainment of children from disadvantaged backgrounds. The report detailed the background, progress to date and initial recommendations of the project.

Resolved:- (1) That the report be received and its contents noted.

(2) That the gap in attainment between pupils from disadvantaged backgrounds and their peers, at all key stages, be noted.

(3) That the drive to encourage all schools to narrow the gap by addressing the needs of vulnerable pupils and their families be endorsed.

(4) That the work of the project group which aims to improve future outcomes in the academic attainment of children from disadvantaged backgrounds be acknowledged.

CABINET MEMBER FOR CHILDREN AND YOUNG PEOPLE'S SERVICES
Tuesday, 24th November, 2009

Present:- Councillor S. Wright (in the Chair); and Councillor Littleboy.

Apologies for absence were received from Councillors Currie, Havenhand and Tweed.

D83. APPOINTMENT OF LEA SCHOOL GOVERNORS

Pursuant to Minute No. C50 of January 2000, consideration was given to nominations received to fill Local Authority vacancies on school governing bodies.

Resolved:- (1) That, with the effective date of appointment as shown, the following appointments be made to school governing bodies, subject to satisfactory checks being undertaken:-

New Appointments

Aston Fence Junior and Infant	Mrs. Joanne Lancashire	24.11.2009
Blackburn Primary	Mr. Ian Jones	24.11.2009
Dinnington Community Primary	Mrs. Pauline Davies	24.11.2009
Kiveton Park Meadows Junior	Mr. David E. A. Moorhouse	24.11.2009
Maltby Craggs Junior	Mrs. Deborah Fletcher	24.11.2009
Swinton Fitzwilliam	Mrs. Aileen Westoby	24.11.2009
Swinton Queen	Mr. Christopher Read	24.11.2009
Thorpe Hesley Junior	Mrs. Helen Whitworth	24.11.2009
Clifton Comprehensive	Mr. John Hirst	24.11.2009
The Willows Special School	Mrs. Elizabeth Cummins	24.11.2009

Re-appointments

Anston Brook Primary	Mr. Malcolm Beech	05.12.2009
Rawmarsh Ashwood Primary	Councillor Glyn Whelbourn	17.11.2009
Thurcroft Infant	Mr. Malcolm Beech	05.12.2009
Rawmarsh Children's Centre	Councillor Glyn Whelbourn	05.12.2009

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2	Date:	Wednesday 2 nd December, 2009
3	Title:	Children and Young People’s Board - Terms of Reference
4	Directorate:	Children and Young People’s Services

5 **Summary**

The Children and Young People’s Board Terms of Reference were last reviewed in 2007 and there has been change to membership and purpose since then.

6 **Recommendations**

That the Children and Young People’s Services Cabinet Member approves the updated Terms of Reference.

7 **Proposals and Details**

The Children and Young People’s Board Terms of Reference were last reviewed in 2007 and there has been change to membership and purpose since then. See Appendix 1 attached.

8 **Finance**

There are no direct financial implications as a consequence of these revisions.

9 **Risks and Uncertainties**

It is important that the Terms of Reference are reviewed regularly to ensure scope and the remit of the Board remains fit for purpose.

10 **Policy and Performance Agenda Implications**

In February, 2009 the Board considered the consultation paper for both Cabinet Member for Children and Young People’s Services and the DCS role. The Lord Laming report also advised broadening the membership of Children and Young People’s Boards.

11 **Background Papers and Consultation**

Statutory Guidance: Revision to the roles and responsibilities to the Lead Member for Children and Young People’s Services and the Director of Children’s Services.

The Protection of Children in England: Progress report – The Lord Laming

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APPENDIX 1

Proposed role and functioning of the Children and Young People's Board**Overall Aim:**

To ensure delivery of the best possible outcomes for children and young people in Rotherham.

Terms of Reference:

1. To remove constraints and barriers to progress in developing more integrated services and securing better outcomes for children and young people. This may include:
 - Financial commitments from all partners
 - Joint commissioning arrangements
 - Structure of children's services (commissioner / provider split)
 - Joint workforce development strategy
 - Joint IT strategy
 - Joint estates strategy
 - Progress on the strategic priorities and targets in the Children's Single Plan for Rotherham.
 - Priorities for action arising from the Annual Performance Assessment (APA) or Joint Area Review (JAR).
2. To provide a direct link between the work of the Children and Young People's Partnership Board and the priorities of the Local Strategic Partnership.
3. To ensure the effective development of partnership working between all key partner agencies and organisations in relation to Children and Young People's Services.
4. To monitor the work of the Safeguarding Children Board and to ensure that both the Partnership Board and the Safeguarding Children Board are effective in Safeguarding and promoting the welfare of all children.
5. To develop the strategic policy framework for the development of Children and Young People's Services.
6. To raise standards and improve the quality and effectiveness of services delivered for Children and Young People's Board.
7. To ensure cost effectiveness and best value in the deployment of any pooled and/or aligned resources.
8. To monitor the effectiveness of the partnership arrangements for both Commissioning and Provision against an agreed range of indicators.

APPENDIX 1

9. To monitor the work of the themed partnerships of the L.S.P. in relation to children and young people and to ensure support and /or challenge as required.
10. To monitor the impact of the children and young people's Single Plan and to hold partner agencies to account in relation to their contributions to delivery of the Plan.
11. To secure agreement from the member's own partner organisation for policies and developments proposed by the Children and Young People's Partnership Board.
12. To lobby/make contact with regional/national bodies and figures as appropriate on behalf of the Children and Young People's Partnership Board.

Method of Operation:

Chairing of Meetings:

Lead Member for Children and Young People

Frequency of Meetings:

The group will meet at least 4 times a year, however for the foreseeable future will meet monthly to monitor the work of the Children and Young People's Improvement Panel.

Location of Meetings:

Town Hall

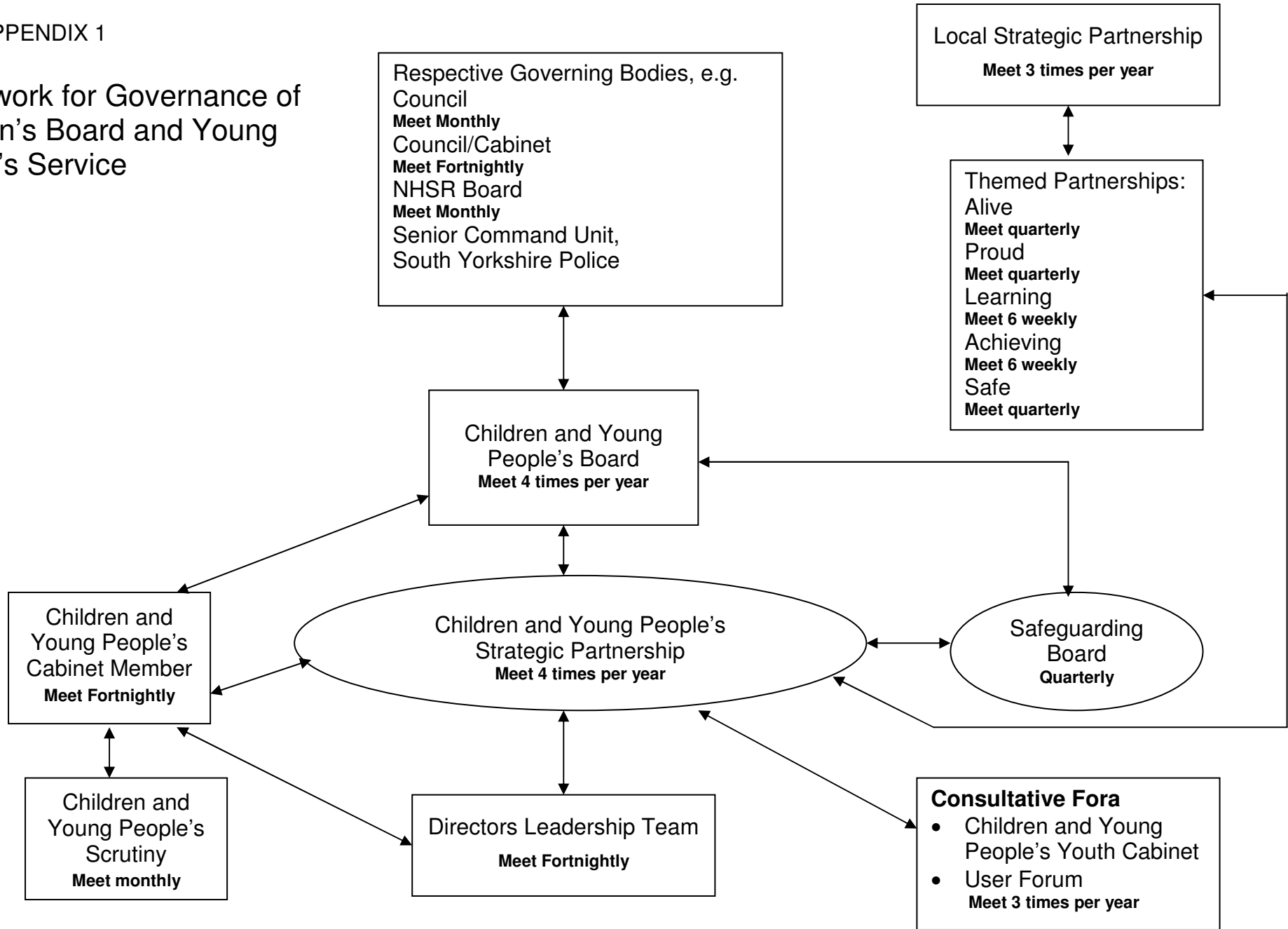
Membership:

Chair: Lead Member Children and Young People's Services

- R.M.B.C. Chief Executive
- NHS Rotherham Chief Executive
- Rotherham Police District Commander
- Voluntary Action Rotherham Chief Executive
- NHS Rotherham Member
- RMBC Strategic Director, Children and Young People's Services
- Independent Safeguarding Children's Board Chair
- Chair, Secondary Heads Association
- Rotherham G.P.

APPENDIX 1

Framework for Governance of Children's Board and Young People's Service



ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2.	Date:	Wednesday 2nd December 2009
3.	Title	Children’s Board Seminar – 16 July 2009 - Follow Up Actions
4.	Directorate:	Children & Young People’s Service

5. Summary:

On 16th July 2009, the members of the Children’s Board took time out with Directors from RMBC, NHS Rotherham and Rotherham Community Health Service. The session was facilitated by Children First, and there were three key themes considered.

- [a] The vision for Rotherham CYPS
- [b] The review action plan and governance arrangements
- [c] Leadership and performance management

This report presents the key outputs from the session and an action plan showing follow up activity. The notes of the seminar were circulated to all attendees on 23rd July 2009.

6. Recommendations

- [i] That the Cabinet Member Children and Young People’s Services notes this report.**
- [ii] That activity not progressed sufficiently be addressed with immediate effect.**

7. Proposals and Details

On 16th July 2009, the members of the Children's Board took time out with Directors from RMBC, NHS Rotherham and Rotherham Community Health Service. The session was facilitated by Children First, and there were three key themes considered.

- [a] The vision for Rotherham CYPS
- [b] The review action plan and governance arrangements
- [c] Leadership and performance management

This report presents the key outputs from the session and an action plan showing follow up activity.

In summary, the main issues arising included:

- Membership of the Children's Board
- Membership and attendance at the Safeguarding Board (RSCB) with clear accountability
- Relationship between the RSCB and the Children's Board
- Meetings culture and agendas
- Culture and levels of leadership
- Commissioning and contracting between RMBC and NHSR
- Shared goals and leadership
- Preference for the Council's performance management arrangements

Session 1: Vision and Aims – Do they reflect priorities clearly and are there any gaps

Area	Issue	Action
Vision	The current vision is generally good. However, the word "changing" should be replaced with "improving" and instead of core values and principles, we should refer directly to ECM Outcomes.	<ul style="list-style-type: none"> • All of these actions are being addressed in the current review of the Children and Young People's Plan.
Priorities	There should be fewer priorities to enable a shared approach to making a real difference and positive impact.	
Gaps	Child Poverty, more needed on Prevention and Early Intervention, more needed on parenting and families. Stronger focus on vulnerable groups.	
General	Plain language – not organisational language, differentiate between universal and targeted, improve links to Community Strategy and regeneration	

Session 2: Review Action Plan and Governance – Are the actions the right ones and are there any gaps? Are the governance arrangements fit for purpose and do they fit with Laming recommendations?

Area	Issue	Action
Action Plan	<ul style="list-style-type: none"> • The actions are fine in their own right, but so what? • What follows? • Action Plan needs to fit in with the timing of the revised CYPP. 	<ul style="list-style-type: none"> • Actions from key inspections have been incorporated. • Improvement Panel established. • Improvement Plan and Panel intended to be time limited to enable actions to be completed or incorporated into the CYPP.
Gaps	<ul style="list-style-type: none"> • Does not address organisational culture differences. 	<ul style="list-style-type: none"> • More work is required to address organisational development.
Governance	<ul style="list-style-type: none"> • Clarity and transparency needs improving. • Functional responsibilities and accountabilities need to be clearer. • Need clarity about the role of the C&YPS JLT. • Membership should include Headteacher, GP and Independent Safeguarding Chair. 	<ul style="list-style-type: none"> • Terms of reference for all levels have been reviewed and revised. • New leadership structure has clarity of function. • Role of the C&YPS JLT reviewed and agreed as challenging performance through case studies, lessons learned and use of Outcome based Accountability model. • CYP Board now includes Headteacher, GP and Independent Safeguarding Chair.
RSCB	<ul style="list-style-type: none"> • Revise constitution and TORs. • Chair should be independent, a member of the CYP Board, and qualified in statutory safeguarding. • Clear management and support for the RSCB. 	<ul style="list-style-type: none"> • Draft constitution and Terms of Reference been developed and presented to the LSCB on 4th December. • New independent chair is qualified in social care. • Increased management and support, with a full time performance officer. Safeguarding Board Manager post still not appointed to on full time basis following departure of former manager.

	<ul style="list-style-type: none"> • Meetings must have clear purpose, drive outcomes and be quorate. 	<ul style="list-style-type: none"> • Terms of Reference have been revised, all sub groups will have a development plan and attendance is being rigorously monitored.
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Session 3: Leadership and Performance Management. Are the leadership functions in the new structure clear? Are responsibilities and accountabilities clear below the top level of leadership? Does everyone know what they have to do to perform well?

Area	Issue	Action
Clear Leadership	<ul style="list-style-type: none"> • All ECM Outcomes are clear in the new structure except Achieving Economic Well Being. • Clarify delivery of health outcomes that DCS will be accountable for under commissioning 	<ul style="list-style-type: none"> • AEWB accountability still to be addressed in the structure. • Unified management issues still outstanding, awaiting response from DoH.
Clear responsibility and accountability below top leadership	<ul style="list-style-type: none"> • Localities are essential • Need clearer accountability in Localities 	<ul style="list-style-type: none"> • Clear functional responsibility has been addressed by re-aligning teams under the respective Directors. • Structures beneath Director are being developed. • Clarity is now given related to safeguarding.
Performance	<ul style="list-style-type: none"> • Performance management is high quality in RMBC and should be applied more broadly with the NHS • Draw on best practice • Celebrate success and communicate it to staff • Try new ways round when problems are encountered 	<ul style="list-style-type: none"> • Joint work on performance is taking place • Comparisons are made with SNs and National LAs and best practice is actively being sought out, driven by the performance workstream of the Improvement Panel. • Celebration of success has been impaired by focus on CAA and Inspections • Improved sharing across Directorates of methods of challenge

8. Finance

There are significant financial implications to some of the actions required to make the necessary improvements in RMBC Children and Young People's Services and these are being addressed in the CYPS Value for Money Review and the current work on budget.

Financial collaboration from partner organisations are essential, and more detail in this regard is contained in a separate report.

9. Risk and Uncertainties

Risks and uncertainties for RMBC are being considered in the current review of the CYPS Risk Register. High level risks related to Safeguarding are already contained in the current register. Safeguarding and Performance present the highest risk in relation to this report.

10. Policy and Performance Agenda Implications

Performance assessment in the Comprehensive Area Assessment (CAA) are adversely affected if issues are not addressed, particularly in relation to safeguarding, performance and inspections. Policy issues are being addressed in the current review of the CYPP.

11. Background and Consultation

- Children First Review 2009
- CYPS Improvement Plan
- Children and Young People's Improvement Panel
- Children and Young People's Plan
- CYPS Risk Register

Contact Name:

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2.	Date:	Wednesday 2nd December, 2009
3.	Title:	Financial Management of Children’s Trusts
4.	Directorate:	Children and Young People’s Services

5. Summary:

Impending legislation, contained in the Apprenticeships, Skills, Children and Learning Bill 2009 will bring in statutory requirements for Children’s Trust Boards.

This paper highlights the main implications and proposals to self-assess against these future requirements.

6. Recommendations:

- (a) That the Cabinet Member receives this report.**
- (b) That the Cabinet Member endorses the proposal to conduct a self-assessment.**
- (c) That this report be discussed at the Children’s Board on 9th December, 2009.**

7. Proposals and Details:

Currently, Children's Trusts are not legally accountable bodies either in relation to spending public money or for achieving public objectives. This legal status will change under the Apprenticeship, Skills, Children and Learning Bill 2009, when statutory Children's Trust Boards are introduced.

Four key features of Children's Trusts are identified in Every Child Matters.

Strategic (2)	-	Inter-agency governance
	-	Integrated Strategy (CYPP)
Executive (1)	-	Managing integrated processes
Operational (1)	-	Integrated frontline service delivery

In deploying these features the Children's Trust Board should consider:

- How they focus on improving outcomes for children and young people in the area.
- What the financial implications of achieving and not achieving the outcomes are.
- What examination of budgets across the partner organisations has taken place?
- How are outcomes measured by the Children's Trust Board?
- How well does the Children's Trust Board measure and monitor spending decisions and link them to improved outcomes?
- Has value for money been explored with both front and back office services?
- How is value for money challenged and improved?

The Children and Young People's Plan needs to show how priorities have been costed, the resources to deliver identified and the accountability for contribution of resources, pooled or otherwise.

In addition, the Children and Young Peoples' Plan's financial commitments need to be built into the Medium Term Financial Strategy (MFTS) for the Council and its partners.

The Audit Commission has designed a self-assessment tool for Children's Trusts. It is proposed that this is conducted during the next two months, with a further report on findings at the next meeting of the Children's Board.

Given that the Children and Young People's Plan is currently being revised, the need to address these issues is pressing, as publication is currently scheduled for July 2010.

8. Finance:

The implications of this report and the proposed legislation are far reaching for the Council and all partner organisations in the local Children's Trust arrangements.

9. Risks and Uncertainties:

There is a risk in relation to whether this level of detailed financial information will be available for the revised CYPP.

In the current financial climate and the "unknowns" related to the future spending reviews, resourcing the priorities will be challenging.

10. Policy and Performance Agenda Implications:

The Children and Young People's Plan guidance for 2009 (DCSF) required the Children and Young People's Plan to be resourced and costed, with clear accountabilities. Failure to adhere to this could result in increased attention from the DCSF and Ofsted.

11. Background Papers and Consultation:

Children and Young People's Plan guidance
Apprenticeship, Skills, Children and Learning Bill 2009
Audit Commission and CIPFA briefing papers on the financial management of Children's Trusts October 2009

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2.	Date:	Wednesday 2nd December, 2009
3.	Title:	Government’s Response to Lord Laming Report; The Next Stage.
4	Directorate:	Children and Young People’s Services

5. Summary

On 12th March, 2009, Lord Laming’s report, ‘The Protection of Children in England: A Progress Report’, was published. The Government published an immediate response in which it accepted all of Lord Laming’s recommendations.

Rotherham Safeguarding Children Board and Rotherham Metropolitan Borough Council’s Children and Young People’s Services completed an initial assessment of the borough’s position with regard to the recommendations, and a report outlining the findings was presented to Rotherham Borough Council members on 15th July 2009 and the Children and Young People’s Board on 16th September 2009. Lead members requested regular updates to track progress across the borough; an update was supplied on 30th October 2009. A report outlining the findings was presented to Rotherham Safeguarding Children Board (RSCB) on 11th September 2009. Members present felt that the focus should be self assessment, with the Safeguarding Children Board remit being that of quality assurance.

RSCB members from Social Care, Health, Police and Neighbourhood and Adult Services met on 27th October 2009 to consider the report and update it accordingly. The group propose that Rotherham Safeguarding Children Board monitor the action plan until the end of the financial year, at which point any outstanding actions would be highlighted to the appropriate agency or fora to proceed. Members felt that an effective way forward was for all agencies in Rotherham to consider a robust process for reporting on their safeguarding children services. They considered available tools for services to children and young people in Rotherham to demonstrate improvements to delivery of their services. Appendix 1 and Appendix 2 show a proposed way for agencies to develop their services and demonstrate compliance with their statutory duties.

The attached action plan focuses on the RAG areas that are amber and/or red and is based on assessment of Rotherham’s current position. The RSCB members have also made suggestions as to which group or agency that needs to take forward the remaining issues.

6. Recommendations

That the Children and Young People’s Services Cabinet Member monitors the Laming Action Plan until the end of the financial year.

7. Proposals and Details

Member agencies of Rotherham Safeguarding Children Board have considered all of Lord Laming's recommendations alongside the government's response. The Action Plan attached follows on from agencies' self assessment and is a composite update of Rotherham's response to Laming Recommendations. On 27th October 2009, the Safeguarding Children Board Manager, in conjunction with the Safeguarding Children Operational Manager, Police and Neighbourhood and Adult Services, co-ordinated and reviewed progress against each of the actions identified within the Action Plan.

The refreshed Action Plan is attached. In order to focus agencies' workload, all Recommendations that had achieved a Green status have been removed. All Recommendations that are Amber and/or Red have been allocated to a service or agency to progress. It is proposed that RSCB continue to monitor the Action Plan until the end of the financial year, at which point any outstanding issues would be highlighted to the appropriate agency or fora to proceed.

Of note to members of RSCB is that Recommendation 11 highlights the need for the Local Authority Chief Executives and Council Leaders to play a critical role. They are tasked to satisfy themselves that agencies are safeguarding and promoting the welfare of children and that clear responsibilities have been assigned within the local authority and among partners for improving services and outcomes. RSCB members that met on 27th October discussed the Laming Action Plan and explored the possibility of utilising Section 11, Children Act 2004, which clearly states the expectations on agencies to promote the welfare of children within their area. Therefore the group proposes that Section 11, Children Act 2004, audits are undertaken routinely and that the data supplied is quality assured by RSCB. Appendix 1 and Appendix 2 is a proposed audit tool for RSCB to consider.

The need for a robust Section 11 audit by agencies is also highlighted in Recommendation 34. This highlights the need for high quality supervision focused on case planning, constructive challenge and professional development. Effective supervision is known to be the cornerstone of good practice and this is an area that has been highlighted in recent serious case reviews as being a deficit. Therefore this recommendation must remain on the RSCB agenda.

The proposed self assessment tool and scoring system provides evidence that agencies have identified areas requiring targeted intervention. It gives agencies the opportunity to demonstrate in a robust manner their intended outcomes to improve safeguarding, and can offer a measure of assurance that agencies in Rotherham have taken their responsibility to children and young people seriously. Progress against their statutory duties can then be monitored and reported to RSCB and Local Strategic Partnership, thus providing evidence to satisfy Chief Executives' and Council Leaders' responsibilities identified in Recommendation 11.

8. Finance

To date, the Government has not released any specific ring-fenced grants or additional budgets for implementation of the Laming recommendations. Capacity for the Safeguarding Children Board with regard to the additional administrative time required is an issue that requires consideration.

If the proposal for a robust annual self assessment of Section 11 is rolled out there is a need to commission a bespoke data base. This will enable statutory agencies' Chief Executives and Council Leaders to access relevant safeguarding data as required by their Inspectorates.

9. Risk and Uncertainties

The Safeguarding Children Board via one of its sub groups will assess and monitor each agency's self assessment. This will provide evidence and assurance that agencies in Rotherham have a robust quality assurance framework. See Appendix 1 and 2 for the self assessment tool. The risks associated with non compliance of Section 11 and evidence to justify the same has the potential to be significant, as failure to address the issues identified are likely to render agency practice unsafe.

10. Policy and Performance Agenda Implications

The introduction of the Comprehensive Area Assessment has introduced new inspection arrangements for Safeguarding. The framework and grade descriptors for these Inspections were published by Ofsted at the end of May 2009.

On 4th and 5th August 2009, CYPS received an unannounced inspection of its Contact, Referral and Assessment (CRA) Service. Ofsted made a number of recommendations for immediate action and these are reflected in relevant Action Plans. Further Ofsted inspections are anticipated for Looked After Children's Services and Safeguarding Services. Failure to address the issues identified within the Action Plan would render the service unsafe and would trigger a full Safeguarding inspection which in turn would impact on the CYPS Comprehensive Area Assessment (CAA), the Council's CAA and could lead to external intervention. Failure to comply with Section 11 will impact significantly upon Safeguarding Children.

11. Background and Consultation

- The Protection of Children in England: Action Plan (May 2009).
- Comprehensive Area Assessment: Annual Rating of Council Children's Services for 2009 (May 2009).
- Ofsted annual unannounced inspection of Contact, Referral and Assessment arrangements within Rotherham Children's Services, dated 12th August 2009.
- Children Act 2004

Contact Name: Catherine Hall, Interim Safeguarding Children Board Manager
01709 823977 Catherine.hall@rotherham.gov.uk



The Protection of Children In Rotherham A Multi Agency Action Plan August 2009

This Composite Action Plan is written following The Protection of Children in England:
A Progress Report, Lord Laming March 2009

Key to Progress of Actions

GREEN = The task completed and appropriate evidence produced.

AMBER = Plans are progressing to timescale.

RED = Work has yet to be/planned/started/progressed.

History

In November 2008 the Government asked Lord Laming to prepare an urgent independent report of progress on safeguarding arrangements nationally. Lord Laming's report, "The Protection of Children in England: A Progress Report", was published on 12th March 2009. The Government welcomed the report and accepted all the recommendations.

Rationale

Lord Laming reported that whilst *Every Child Matters (2004)* and *Working Together to Safeguard Children (2006)* provide a sound framework for professionals to protect children and promote their welfare, it was clear that the need to protect children from significant harm and neglect is even more challenging. He reported the need for a step change in the arrangements to safeguard children from harm; he also felt that it is essential that action is now taken so that as far as humanly possible, children at risk of harm are properly protected. In addition to accepting Lord Laming's recommendations, the Government plan to:

- Set up a cross-Government national safeguarding delivery unit to support and challenge every local authority (LA) and children's trust in the country.
- Strengthen independence and quality of serious case reviews - the unit will monitor implementation to ensure both that lessons are learned and that public executive summaries are full and comprehensive
- Produce legislation to ensure that every LA has a statutory Children Trust Board to improve the outcomes for children and young people
- Compel the Chief Executive and Council Leaders to confirm annually that local arrangements comply with the law.
- Provide a new leadership programme for Directors of Children Services and an accelerated programme for those with the greatest potential to become children's service leaders.

Rotherham Safeguarding Children Board have compiled an Action Plan as the beginning of a process to provide agencies and RSCB Members with a structure to demonstrate their current position, future work and anticipated outcomes. This self assessment tool will provide a base line from which future work can be coordinated. The collation of agencies' responses will provide Cabinet Members with a transparent audit of services for Children and Young People in Rotherham

For additional Information, please go to:-

<http://www.publications.parliament.uk/pa/cm200809/cmhansrd/cm090312/debtext/90312-0007.htm#09031256000005>
<http://www.official-documents.gov.uk/document/hc0809/hc03/0330/0330.asp>
<http://www.official-documents.gov.uk/document/hc0809/hc03/0330/0330.pdf>

Government's Response to Laming Action Plan				
Recommendation 2: Ofsted has designed more rigorous inspection arrangements for safeguarding and will shortly be publishing a new framework for a rolling programme of inspections of safeguarding and looked after children in all areas and covering the role of all partners, on a three year cycle. They will also be publishing a framework for a new annual inspection of child protection in local authority children's services.				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>Each Locality Team had a presentation by the Locality Managers on the specific area of interest for CAA. A self-assessment was undertaken for the unannounced CRA Inspection and work undertaken by the Access Team. The same process is to commence for announced Inspection. LAC Service Manager has produced self-assessment. Assistant Safeguarding Manager has commenced self-assessment and Action Plan.</p> <p>Awaiting further direction from the Inspectorates with Locality Managers and Director of Safeguarding and Corporate Parenting.</p> <p>A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, and Scrutiny etc.</p>	Locality Managers	14.8.09 Amber	27.10.09 Amber	
Recommendation 11: Local Authority Chief Executives and Council Leaders also have critical roles to play. Chief Executives are responsible for satisfying themselves that the Directors of Children's Services are fulfilling their managerial responsibilities for safeguarding and promoting the welfare of children and young people, including in particular by ensuring that the relationship between the Children's Trust and the LSCB is working effectively; that clear responsibility has been assigned within the local authority and among Children's Trust partners for improving services and outcomes; and that the targets for improving safeguarding and progress against them are reported to the Local Strategic Partnership. Every year, as part of the Children's Trust annual report, the Chief Executive and the Leader of the Council should make an assessment of the effectiveness of local governance and partnership arrangements for improving outcomes for children and supporting the best possible standards for safeguarding children.				

Government's Response to Laming Action Plan					
Comment to include evidence as appropriate	Lead Person	RAG Rating			
<p>Chief Executive and the Leader of the Council will produce an annual statement for effectiveness on safeguarding and welfare of children and young people. This will form part of the Children and Young People's Board's Annual Report to be presented to Cabinet and the LSP in the Summer term of 2010. Chief Executive to take up post on 26.10.09.</p> <p>RSCB Annual Report and Constitution is shared widely and highlights improvements to services and outcomes. Targets for improving safeguarding and progress against them are reported. The addition of agencies undertaking an annual Section 11 self assessment would add value to this quality assurance to the process.</p> <p>The proposed way forward to ensure that at a senior level in Rotherham a Section 11 Children Act, Self Assessment is undertaken by statutory agencies and from this, agencies can develop an action plan based on need to improve outcomes for children. RSCB to monitor compliance and data to be made accessible to support an annual report undertaken by the Children Trust Board arrangements.</p>	Leader of the Council	27.8.09 Amber	27.10.09 Amber		
<p>Recommendation 12:</p> <p>The wider public also has an important role to play, as keeping children safe is everyone's responsibility. It is right that Children's Trust Boards should actively seek the views of the local community and consult children, young people and their families when drawing up Children and Young People's Plans. We believe Local Safeguarding Children Boards' arrangements should be opened up to wider public scrutiny through the appointment of two lay members drawn from the local community to the LSCB and have brought forward an amendment to the Apprenticeships, Skills, Children and Learning Bill to require this. This will support stronger public engagement in, and understanding of, children's safety issues. The voice and experiences of young people should also strongly inform the LSCB's work.</p>					
Comment to include evidence as appropriate	Lead Person	RAG Rating			
<p>Safeguarding Board Manager, Chair of LSCB and Director of Children's Services to develop a position statement.</p> <p>Serious Case Reviews in the area now consider the voice of the family during the review process.</p> <p>The voice and experience of children and young people is heard through a variety of means including their attendance and contribution to the E safety Sub Group.</p> <p>Consideration is being given to the appointment of 2 lay members. The Interim Safeguarding Children Board Manager has been in discussion with the Safeguarding Children Government Officer Adviser to discuss</p>	Strategic Director, Children and Young People's Services Safeguarding Board Manager	14.8.09 Amber	27.10.09 Amber		

Government's Response to Laming Action Plan					
Rotherham's position with regard to the 2 lay members. To date, no LSCB in Yorkshire and Humber have instigated this piece of work.					
Recommendation 16:					
The Children's Workforce Development Council will shortly be issuing updated guidance on the Common Assessment Framework and has developed a range of web-based material to help local authorities and their Children's Trust partners to implement CAF as part of the development of integrated working locally.					
Comment to include evidence as appropriate	Lead Person	RAG Rating			
The Director, CYPS Community Services will oversee the development of CAF working with a seconded multi-agency management team. The work will be concluded in January 2010. Locality Manager agency lead to progress	Director, CYPS Community Services	14.8.09 Amber	27.10.09 Amber		
Recommendation 17:					
The Police plan an important part in child safety. Working with the Association of Chief Police Officers, the Association of Police Authorities and the National Police Improvement Agency, the Home Office will be developing a new Strategic Framework for delivering Protective Services that will, for the first time, provide a clear structure for driving the delivery of all protective services – those services which are not so visible to the public but are crucial to ensuring that local communities are protected from a wide range of potential threats, such as organised crime or major crime. Child Protection will be one of the first priorities for implementation of the new Framework, making clear that, nationally, the Police Service, including every Police force, must ensure that they have the right arrangements and the right levels of resource in place locally to protect children and young people from abuse.					
Comment to include evidence as appropriate	Lead Person	RAG Rating			
Awaiting further guidance from the National Police Improvement Agency. Police given the lead.	Peter Horner	14.8.09 Amber	27.10.09 Amber		
Recommendation 20:					
In response to Lord Laming's report, we asked the Social Work Task Force to advise on how those in his recommendations which relate to social work should be implemented. We are grateful to Moira Gibb and her colleagues on the Task Force for writing to us to set out their early findings and recommendations. We particularly welcome the Task Force's advice that, in implementing Lord Laming's recommendations, we must go further and deeper to address, comprehensively, the challenges that are facing both adults' and children's social work. We are also very pleased that the Task Force is beginning to develop a leadership role within the sector, stimulating the debate – and solutions – which will shape the future of the profession and involving social workers themselves but also service users and other professionals.					
Comment to include evidence as appropriate	Lead Person	RAG Rating			
Social work vacancy factor has reduced from 36% to 31% in frontline social work posts. Recruitment and	Director,	27.8.09	27.10.09		

Government's Response to Laming Action Plan					
Retention Strategy has been developed utilising internal and external expertise. Newly Qualified Social Workers continue to apply for posts in Rotherham. These will be supported by the CWDC Newly Qualified Programme. A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, Scrutiny etc. they need to progress. Director of Children Services to lead.	Safeguarding and Corporate Parenting Human Resource Services	Red	Red		
Recommendation 21: The Task Force will report fully to the Government in October and we are committed to bringing forward a comprehensive programme of reform for the profession at that time. Lord Laming's report, however, painted a picture of the pressures in the system which reinforces the need for immediate action. The Government is, therefore, announcing today measures we will take to reform the Integrated Children's System and a new Social Work Transformation Fund, which will support immediate improvements and support.					
Comment to include evidence as appropriate	Lead Person	RAG Rating			
ICS programme of implementation since September 2008 is proving very challenging of social work time. Social workers are experiencing competing priorities in gathering and inputting electronic information. Additional administrators have successfully assisted the pressures within the social work service. Records have been updated and inputting information electronically has been improved. Additional resources will need to continue in order to sustain this improvement. A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, and Scrutiny etc. A lead practitioner has been identified to take forward this area.	Director, Safeguarding and Corporate Parenting Director, Resources, Planning and Performance	27.8.09 Red	27.10.09 Amber		
Recommendation 22: The Social Work Task Force says that effective record-keeping is an essential part of good social work; that in the 21st century this requires an effective IT approach; and that the ICS undoubtedly has the potential to deliver this. However, the Task Force also highlights a number of current problems with the local implementation of ICS systems and says these have been exacerbated by overly prescriptive national requirements. The intense frustration with ICS that the Task Force has found among many frontline workers is, it explains, the unfortunate result.					
Comment to include evidence as appropriate	Lead Person	RAG Rating			
ICS programme of implementation since September 2008 is proving very challenging of social work time. Social workers are experiencing competing priorities in gathering and inputting electronic information. Additional administrators have successfully assisted the pressures within the social work service. Records	Director, Safeguarding and Corporate Parenting	27.8.09 Red	27.10.09 Amber		

<p>Government's Response to Laming Action Plan</p>					
<p>have been updated and inputting information electronically has been improved. Additional resources will need to continue in order to sustain this improvement.</p> <p>A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, Scrutiny etc.</p>	<p>Director, Resources, Planning and Performance</p>				
<p>Recommendation 23:</p> <p>The Task Force makes a series of recommendations which, it believes, will rapidly have a positive impact on how frontline workers experience ICS. The Task Force says its proposed changes will enhance the positive elements of the system by making it more flexible and by supporting its record-keeping capacity, while stripping out other, unnecessary features.</p>					
<p>Comment to include evidence as appropriate</p>	<p>Lead Person</p>	<p>RAG Rating</p>			
<p>ICS programme of implementation since September 2008 is proving very challenging of social work time. Social workers are experiencing competing priorities in gathering and inputting electronic information.</p> <p>Additional administrators have successfully assisted the pressures within the social work service. Records have been updated and inputting information electronically has been improved. Additional resources will need to continue in order to sustain this improvement.</p> <p>A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, Scrutiny etc. Phil Bradley to progress</p>	<p>Director, Safeguarding and Corporate Parenting</p> <p>Director, Resources, Planning and Performance</p>	<p>27.8.09 Red</p>	<p>27.10.09 Amber</p>		
<p>Recommendation 25:</p> <p>We want to support more high achieving graduates to train to be social workers. We announced in March that we would sponsor a new cohort of the Graduate Recruitment Scheme. We are pleased to announce that 200 high quality social work students will be able to train to join the profession through this scheme in September. CWDC will deliver this, working in partnership with employers and universities.</p>					
<p>Comment to include evidence as appropriate</p>	<p>Lead Person</p>	<p>RAG Rating</p>			
<p>Manager, OD, exploring opportunities with CWDC.</p> <p>Due to staffing gaps in Workforce Development Team and late notice period of CWDC correspondence for 2009-10 graduate programme, Rotherham will not be engaging this year. However, a South Yorkshire regional approach to fast-track, practice based routes to social work is being explored by the Workforce Strategy, Planning & Development Manager and other workforce leads. Warren Carratt to lead</p>	<p>Director, Resources, Planning and Performance</p>	<p>31.7.09 Amber</p>	<p>20.10.09 Amber</p>		

Government's Response to Laming Action Plan					
Recommendation 32: LSCBs should ensure all SCR Panel Chairs and SCR Overview Authors are independent of the LSCB and all services involved in the case and that arrangements for the SCR offer sufficient scrutiny and challenge. To be reflected in the revised Working Together guidance.					
Comment to include evidence as appropriate	Lead Person	RAG Rating			
Rotherham is compliant with current Working Together Chapter 8. It commissions and Independent Overview Author for all SCR's. SCR procedure to be reviewed in light of revised guidance from December 2009 when the re-write of Chapter 8 is anticipated. .	RSCB Chair	20.8.09 Amber	27.10.09 Amber		
Recommendation 34: The Department for Children, Schools and Families should revise Working Together to Safeguard Children to set out the elements of high quality supervision focused on case planning, constructive challenge and professional development.					
Comment to include evidence as appropriate	Lead Person	RAG Rating			
A robust joint casework supervision policy was introduced from April 2009. The review of the policy has identified inconsistencies across front line services. Additional audit work in this area has been commissioned and led by the Director, Resources, Planning and Performance. Working Together re-write is anticipated in early 2010. A Section 11 audit offers the opportunity to monitor compliance with this crucial practice across all agencies. A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, Scrutiny etc.	Locality Managers Director, Safeguarding and Corporate Parenting	20.8.09 Amber	27.10.09 Amber		

Appendix 1



ARRANGEMENTS TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN – SECTION 11 CHILDREN ACT 2004

Part A: Self Assessment Tool Guidance Notes – 2009

**Issued: December 2009
Reference: S11-2009**

Arrangements to Safeguard and Promote the Welfare of Children – Section 11 Children Act 2004

PART A: SELF ASSESSMENT TOOL GUIDANCE NOTES – 2009

CONTENTS

Section	Content
1	Introduction
2	Guidance
3	Grade Descriptors
4	Notes
	Appendix I - Extract From Children Act 2004 12
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1. INTRODUCTION

1.1 The Children Act (2004) places a statutory obligation on agencies (see Appendix I) to safeguard and promote the welfare of children and young people whilst carrying out their normal functions. Further, the Children Act (2004) required Children's Services Authorities to set up Local Safeguarding Children Boards (LSCBs). The functions of LSCBs are set out in the LSCB Regulations 2006. Of note is the core LSCB function: *'..monitor and evaluate the effectiveness of what is done by the Local Authority and Board partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve'*.

1.2 In fulfilling this function, LSCBs should have a particular focus on ensuring that those key people and organisations that have a duty under Section 11 of the Children Act 2004 are fulfilling their statutory obligations in relation to safeguarding and promoting the welfare of children and young people.

1.3 As part of a continued drive to improve services for children, young people and their families in Rotherham, RSCB has developed a comprehensive self assessment tool. The tool has been designed to establish a benchmark of current arrangements to safeguard and promote the welfare of children and young people and identify areas for improvement.

1.4 As a minimum standard, Section 11 partners - including the Local Authority - should demonstrate through completion of the self assessment, their level of compliance with Section 11¹. Organisations not listed in Section 11 are asked to audit their services using the same tool. Where areas for improvement are identified, partners are tasked with ensuring remedial action is taken through the development of robust action planning. RSCB will have a role in monitoring action plans and for evaluating the impact of improvement activity undertaken.

2. GUIDANCE

2.1 The attached suite of forms is designed to facilitate self assessment by Rotherham's Section 11 partners:

Part B: Self Assessment Tool

Part C: Action Plan Proforma

2.2 This self assessment tool (Part B) is designed to monitor and evaluate compliance of the Local Authority and partner agencies as specified in Section 11 (see Appendix I). It identifies generic standards that derive from 'Section 11 responsibilities' and which apply in broad terms to all Section 11 partners including the Local Authority. In some cases, limited modification may be appropriate to suit the particular circumstance and remit of the individual agency/organisation. Any modification should be outlined clearly and a full description provided outlining reasoning.

¹ Please note that some standards relate to wider children's services legislation and guidance, for example Working Together 2006.

2.3 Those completing the self assessment should also make reference to Part Two of the statutory guidance² which details how arrangements should be applied to different organisations.

Completing the self assessment

2.4 RSCB requires all bodies defined as Section 11 partners (see Appendix I) and other Board members to complete the self assessment.

2.5 Electronic copies of the self assessment (see Part B) and associated actions plans (see below and Part C) should be forwarded to:

Phil Morris

Assistant Safeguarding Children Board Manager

☎ 01709 823783

✉ phil.morris@rotherham.gov.uk

Please address any queries with regard to the self assessment to Phil Morris.

POLICY STANDARDS

2.6 This self assessment is linked to eight key strategic and organisational arrangements (policy standards) outlined in Section 11 i.e. the framework for making effective arrangements to safeguard and promote children's welfare³:

- (i) Senior management commitment to the importance of safeguarding and promoting children's welfare
- (ii) A clear statement of the agency's responsibilities towards children is available to staff
- (iii) A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children
- (iv) Service development takes account of the need to safeguard and promote welfare and is informed by the views of children and families
- (v) Staff training on safeguarding and promoting the welfare of children for all staff working with or in contact with children and families
- (vi) Safer recruitment and allegations management
- (vii) Effective interagency working to safeguard and promote the welfare of children
- (viii) Effective information sharing, recording and quality assurance systems in order to ensure safeguarding and promoting the children's welfare.

2.7 Against each Policy Standard is a series of minimum standards which reflect **effective arrangements to safeguard and promote the welfare of children** as

² Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004, HM Government. See Appendix II for a link to the statutory guidance. **Where is note 2 in the text itself?**

³ Please note – to reflect local need there are some deviations from the Section 11 featured definitions (see pages 13 to 17 of Statutory Guidance).

referenced in Section 11 Children Act 2004.⁴ In addition, some key requirements as set out in Working Together 2006 are included as minimum standards.

THE SELF ASSESSMENT TOOL - EVIDENCE

2.8 Against each minimum standard, the respondent is asked to provide evidence of how their agency/organisation fulfils that standard. For example:

Minimum Standard	Evidence
5.1 The organisation has an induction process for all staff and volunteers that includes familiarisation with policy and procedures.	<p>Comprehensive induction process in place (copy attached).</p> <p>All new employees from 01/01/08 have undertaken induction – this amounts to 100 members of staff (collated database extract available).</p> <p>Evidence available on request: Induction programme materials Induction policy.</p>

2.9 Where possible, respondents are asked to provide auditable evidence for example:

100 members of staff accessed the Safe Recruitment training programme (attendance logs available on request); or
Comprehensive communications strategy in place to ensure updates to the Child Protection Policy are distributed to all staff – this includes requirement for staff to sign off receipt of the update (sign off records available on request), agenda item at all team meetings (summary of minutes available on request), published on intranet (number of hits on web page) etc.

2.10 To verify compliance with Section 11, a random sample of cited evidence will be drawn and analysed by the RSCB Assistant Safeguarding Children Board Manager. Evidence cited should be easily accessible and it is recommended that the respondent compiles a portfolio of evidence in anticipation of the random sample.

THE SELF ASSESSMENT TOOL - AREAS FOR IMPROVEMENT

2.11 Where the minimum standard has not been met, the organisation should provide a short summary of areas for improvement within the self assessment. In addition, an action plan should be developed and submitted with the completed self assessment. An action plan template is attached. See Appendix 2.

2.12 The RSCB Assistant Safeguarding Children Board Manager will analyse the organisation's submissions and assign grades in relation to compliance with Section 11

⁴ See footnote 2.

Children Act 2004. Grade descriptors are provided in **Section 3 below**. Where the standard is not considered applicable for the organisation/agency, a N/A can be assigned.

2.13 Where RSCB determine that the minimum standard has not been met, the organisation will be required to amend its action plan or formulate one.

2.14 It should be noted that outcomes from the self assessment and subsequent action plan will contribute to the agency's ability to demonstrate compliance with their Section 11 duties. An Action Plan template has been added to support agencies – see Part C.

Action Planning

2.15 An action plan proforma has been developed to support this work (see Appendix 2) and should be completed where a self assessment identifies areas for improvement or the RSCB consider that the minimum standard hasn't been met.

2.16 Organisations should carefully consider strategies to address areas for improvement, actions required and key timescales. Action Plans should be "SMART" i.e.:

1. **S**pecific
2. **M**easurable
3. **A**chievable
4. **R**ealistic
5. **T**imed.

2.17 Any commentary within the action plan regarding action undertaken/progress should be evidence based. Action plans are rated via a system of Blue = complete, Green = on target, Amber = off target with remedial action, Red = off target.

2.18 The completed action plan should be presented to the RSCB Performance Management and Quality Assurance Sub Group for ratification. At agreed intervals, exception reports should be provided to the Performance Management Sub Group – this report should outline any areas of slippage and areas of achievement.

3. GRADE DESCRIPTORS

Grade	Grade Descriptor
3	<p>Outstanding</p> <p>Organisation has excellent arrangements in place and demonstrates high and consistent standards of commitment and best practice in safeguarding and promoting the welfare of children.</p>

	<p>Arrangements are in place, up to date, and well exceed the S11 minimum standard.</p> <p>Organisation demonstrates how they continually strive for further improvement.</p>
2	<p>Good</p> <p>Organisation has strong arrangements in place and demonstrates a commitment to safeguarding and promoting the welfare of children.</p> <p>Arrangements are in place and the organisation consistently delivers above the S11 minimum standard.</p> <p>Organisation identifies areas for improvement and modifications are effective.</p>
1	<p>Adequate</p> <p>Organisation has limited arrangements in place and demonstrates some commitment to safeguarding and promoting the welfare of children.</p> <p>Organisation delivers only the S11 minimum standard. Issues/shortfalls are not always identified and where identified, action to improve is not always completed.</p> <p>Limited arrangements are in place. However, some elements require review or improvement.</p>
0	<p>Inadequate</p> <p>Agency has no arrangements in place and does not demonstrate a commitment to safeguarding and promoting the welfare of children.</p> <p>Agency does not deliver the S11 minimum standard and change is</p>

	<p>required as a matter of urgency</p> <p>There is no system to identify deficiencies and/or there is a failure to maintain the necessary improvements to ensure compliance with S11.</p> <p>No current action plan in place to address compliance with minimum standard.</p>
N/A	<p>Not applicable</p> <p>The question is not applicable to your organisation/agency and therefore question removed from further analysis.</p>

4. Notes

4.1 Throughout the term 'agency' or 'organisation' captures bodies cited within Section 11 of Children Act 2004 – i.e. Section 11 Partners (see Appendix I) and other Board members.

4.2 Unless otherwise stated, for the purpose of this self assessment 'staff' means everyone, including volunteers, who is employed by or on behalf of the organisation and who has contact with children, young people and families.

4.3 A child or young person is defined for the purpose of this self assessment as anyone who has not yet reached their 18th birthday. 'Children' may be therefore be used to describe anyone under the age of 18. (Definition in line with Working Together 2006, Children Acts 1989 and 2004).

4.4 Safeguarding and promoting the welfare of children is defined for the purpose of this guidance as:

Protecting children from maltreatment

Preventing impairment of children's health or development

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

4.5 Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm.

Appendix I - Extract from Children Act 2004

11. Arrangements to safeguard and promote welfare

(1) This section applies to each of the following—

- (a) a children's services authority in England;
- (b) a district council which is not such an authority;
- (c) a Strategic Health Authority;
- (d) a Special Health Authority, so far as exercising functions in relation to England, designated by order made by the Secretary of State for the purposes of this section;
- (e) a Primary Care Trust;
- (f) an NHS trust all or most of whose hospitals, establishments and facilities are situated in England;
- (g) an NHS foundation trust;
- (h) the police authority and chief officer of police for a police area in England;
- (i) the British Transport Police Authority, so far as exercising functions in relation to England;
- (j) a local probation board for an area in England;
- (k) a youth offending team for an area in England;
- (l) the governor of a prison or secure training centre in England (or, in the case of a contracted out prison or secure training centre, its director);
- (m) any person to the extent that he is providing services under section 114 of the Learning and Skills Act 2000 (c. 21).

(2) Each person and body to whom this section applies must make arrangements for ensuring that—

- (a) their functions are discharged having regard to the need to safeguard and promote the welfare of children; and
- (b) any services provided by another person pursuant to arrangements made by the person or body in the discharge of their functions are provided having regard to that need.

(3) In the case of a children's services authority in England, the reference in subsection (2) to functions of the authority does not include functions to which section 175 of the Education Act 2002 (c. 32) applies.

(4) Each person and body to whom this section applies must in discharging their duty under this section have regard to any guidance given to them for the purpose by the Secretary of State.

Appendix II – References

HM Government, 2006

Working Together to Safeguard Children

<http://www.everychildmatters.gov.uk/files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf>

HM Government, 2007

Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004

<http://www.everychildmatters.gov.uk/files/CB6A73D97A171A201EF5ED4F26B0B55D.pdf>

Her Majesty's Stationery Office, 2004

Children Act 2004

http://www.opsi.gov.uk/acts/acts2004/pdf/ukpga_20040031_en.pdf

Her Majesty's Stationery Office, 2006

The Local Safeguarding Children Boards Regulations 2006

<http://www.opsi.gov.uk/si/si2006/20060090.htm>

ROTHERHAM

SAFEGUARDING CHILDREN BOARD



ARRANGEMENTS TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN – SECTION 11 CHILDREN ACT 2004

Part B: Self Assessment Tool – 2009

Issued: December 2009
Reference: S11_2009

Arrangements to Safeguard and Promote the Welfare of Children – Section 11 Children Act 2004

PART B: SELF ASSESSMENT– 2009

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AGENCY⁵ DETAILS

Name of agency:	
Address:	
Person completing self assessment:	
Designation:	
Contact telephone:	
Contact email:	
Agency's RSCB Lead Officer:	
Designation:	
Contact telephone:	
Contact email:	
Self assessment authorised by:	
Designation:	
Signature:	
Date submitted to RSCB:	

⁵ Throughout the term 'agency' or 'organisation' describes key bodies named in Section 11 of the Children Act 2004 (see Guidance Notes for further detail).

1. SELF ASSESSMENT

POLICY STANDARD 1: SENIOR MANAGEMENT COMMITMENT TO THE IMPORTANCE OF SAFEGUARDING AND PROMOTING CHILDREN’S WELFARE.

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
<p>1.1 There is a named senior officer who champions safeguarding throughout the organisation.</p> <p>Essential</p>	<p>Named in child protection policy. Promotion of role within and external to organisation on a regular basis. Job description contains roles and responsibilities of designated person. Has received training in safeguarding – training records.</p>		
<p>1.2 There are named designated people with clearly defined responsibilities in relation to safeguarding and child welfare throughout the organisation and across directorates.</p> <p>Essential</p>	<p>Named in child protection policy Included in job descriptions See above</p>		
<p>1.3 Senior officers monitor the actions of staff in relation to safeguarding activity.</p>	<p>Supervision policy and evidence of a monitoring mechanism in place e.g audit and audit reports/action plans. Performance management framework in</p>		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
	<p>place. Policies and procedures in place which are regularly reviewed. Authorisation processes in place.</p>		
<p>1.4 Outcomes, findings and recommendations from reviews and inspections are a) actioned by senior officers and b) notified to RSCB.</p>	<p>Action plans Evidence of a monitoring & review mechanism in place. Reports to RSCB Performance sub group. Minutes of meetings</p>		
<p>1.5 Systems are in place to ensure children and young people are listened to, taken seriously and responded to appropriately.</p>	<p>Evidence of consultation with children & young people, feedback processes. Evidence of children involved in CAF and assessment processes. job descriptions to reflect the importance of children & young people's participations Evidence of children's involvement in recruitment & training. Consultation strategy Active involvement strategy When a child is not able to provide their views because of age or ability, the case files record the views of other parties, but make judgements on the child's perspective and needs.</p>		
<p>1.6 RSCB members are able to fulfil the RSCB Member Role Specification.</p>	<p>Evidence of induction of new members. Roles and responsibilities of board members. Evidence of formal information flow from the board to the organisation and effecting</p>		

Minimum Standard	Evidence of Compliance	Areas for Improvement	RSCB Grade (0-3) RSCB use only
		Action Plan required for all areas for improvement.	
	change. Performance management framework		
1.7 RSCB members meet the criteria outlined within the RSCB Person Specification.	RSCB roles & responsibilities Performance management framework Evidence of CRB checks. Evidence of information flow back into the organisation Evidence of training records. Evidence of awareness of person specification See 1.6		

POLICY STANDARD 2: A CLEAR STATEMENT OF THE AGENCY'S RESPONSIBILITIES TOWARDS CHILDREN IS AVAILABLE TO STAFF.

Minimum Standard	Evidence of Compliance	Areas for Improvement	RSCB Grade (0-3) RSCB use only
		Action Plan required for all areas for improvement.	
2.1 The organisation has a written policy and procedure for safeguarding and promoting the welfare of children and young people. Essential	Evidence of child protection policy. LSCB minutes and agenda Notification from LSCB of accreditation and endorsement (if applicable) Code of conduct		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
<p>2.2 The organisation’s policy and procedure is available to all staff and volunteers.</p> <p>Essential</p>	<p>Evidence of how this is disseminated to staff. E.g Links to intranet, distribution list. Included in induction/Team Meetings Staff have been trained in the use of the policy & procedure.</p>		
<p>2.3 The policy and procedure is reviewed every three years or whenever there is a significant structural change within the organisation or in relevant legislation, regulations or guidance.</p>	<p>Audit log with review dates for policy & procedures produced by the organisation Evidence of dissemination of updates. Process in place to update policy after organisational changes.</p>		
<p>2.4 The policy and procedure helps staff to recognise the additional vulnerability of some children and young people.</p>	<p>Evidence of vulnerability as defined in Working Together (2006) included in the policy and procedures. Strategic leads for key areas, e.g. migrant workers, domestic abuse, trafficking. e-learning modules on specific areas. Included in induction and training Monitoring via a performance management framework. Audit mechanisms in place with clear reporting of outcomes.</p>		
<p>2.5 The organisation has an effective complaints policy and system in place</p>	<p>Complaints policy – evidence of</p>		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
<p>for professionals, children, young people, parents/carers and other members of the community.</p> <p>Essential</p>	<p>dissemination to professionals and service users in a sensitive and appropriate manner System in place for tracking and monitoring. Evidence of feedback from service users.</p> <p>Evidence of lessons from complaints being incorporated into service Development plans, Policies and Procedures. Complaint process is child and young person friendly.</p>		
<p>2.6 The organisation has an effective whistle blowing policy and system in place for professionals.</p> <p>Essential</p>	<p>Whistle blowing policy – evidence of dissemination to professionals and service users in a sensitive and appropriate manner. Guidance available for staff Monitoring and review process is place Evidence of review of the policy.</p> <p>Evidence of lessons from whistle blowing being incorporated into Service Development Plans, Policies and Procedures.</p>		
<p>2.7 Compliance with safeguarding policies and procedures is mandatory for staff and volunteers.</p> <p>Essential</p>	<p>Evidence of inclusion in induction policy</p> <p>Evidence of inclusion in policies and procedures. Code of conduct policy</p> <p>Audit mechanisms to monitor compliance Evidence of adherence and inclusion in team briefs.</p>		

Minimum Standard	Evidence of Compliance	Areas for Improvement	RSCB Grade (0-3) RSCB use only
		Action Plan required for all areas for improvement.	
	Training in their application. Contracts/ SLAs/ Volunteer conditions of work state mandatory adherence. Staff/ volunteer job descriptions and rights and responsibilities.		

POLICY STANDARD 3: A CLEAR LINE OF ACCOUNTABILITY WITHIN THE ORGANISATION FOR WORK ON SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN.

Minimum Standard	Evidence of Compliance	Areas for Improvement	RSCB Grade (0-3) RSCB use only
		Action Plan required for all areas for improvement.	
3.1 The organisation has a clear written accountability framework, which covers individual, professional and organisational accountability. Essential	Evidenced in job descriptions Statement in Safeguarding framework Code of conduct Evidenced in Child protection procedures Included in supervision policies and procedures		
3.2 Staff and volunteers understand to whom they are accountable and their individual level's of accountability. Essential	Induction policy and procedure Job descriptions Supervision Training records		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
<p>3.3 All staff and volunteers are aware of their organisation’s roles and responsibilities for safeguarding and protecting children and young people.</p> <p>Essential</p>	<p>Safeguarding framework Training Induction Supervision Team meetings/briefings Policies and procedures</p>		
<p>3.4 The organisation provides regular supervision and appraisals for staff and volunteers who are working with children and young people.</p> <p>Essential</p>	<p>Supervision and appraisal policy Supervision records and appraisal records Monitoring of compliance via audit mechanisms. Links from outcomes of supervision and appraisal into training & development plans. Staff report any non-compliance</p>		
<p>3.5 In accordance with the organisation’s responsibilities where work is undertaken with children and young people to address child protection concerns, the supervisor reads and signs off case records, assessments and plans.</p>	<p>Incorporated into policies and procedures Audit mechanisms to monitor compliance – outcomes reported back to staff and senior management.</p>		

POLICY STANDARD 4: SERVICE DEVELOPMENT TAKES ACCOUNT OF THE NEED TO SAFEGUARD AND PROMOTE WELFARE AND IS INFORMED BY THE VIEWS OF CHILDREN AND FAMILIES.

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
<p>4.1 Service plans consider how the delivery of services will take account of the need to safeguard and promote the welfare of children and young people.</p>	<p>Evidenced in service plan/business plan Evidence of implementation. Evidence of safeguarding as mandatory specific area of development.</p>		
<p>4.2 Planning, development and evaluation of safeguarding and promoting the welfare of children and young people is informed by the views of children and young people of all ages.</p>	<p>Evidence of consultation with children & young people, feedback processes. Children involved in provision of training. job descriptions to reflect the importance of children & young people's participations Surveys and evidence of implementation of outcomes.</p>		
<p>4.3 Information about where to go for help in relation to safeguarding and promoting the welfare of children and young people is made available to children, young people and families.</p>	<p>Information available on the internet. Leaflets available Posters Helpline available which is publicised.</p>		
<p>4.4 Information for children, young people and their families is made available in languages additional to English and in other formats such as Braille or Audio Tape.</p>	<p>Evidence of availability of information in different languages and how this is publicised. Captured in policies and procedures.</p>		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
4.5 Information provided can be easily understood by all children, young people and their families.	Evidence of feedback and how this is captured. User groups Evidence of consultation Satisfaction surveys. Reader panels		

POLICY STANDARD 5: STAFF TRAINING ON SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN FOR ALL STAFF WORKING WITH OR IN CONTACT WITH CHILDREN AND FAMILIES.

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
5.1 The organisation has an induction process for all staff and volunteers that includes familiarisation with policy and procedures.	Induction policy and programme Training programme Evidence of familiarisation of policy and procedures.		
5.2 All staff and volunteers who work with or have contact with children and families receive training on their professional roles and responsibilities and those of other	Training records Multi-agency training records CAF Training Evidence of how the effectiveness of the training is measured Induction		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
<p>professionals and organisations. Essential</p>	<p>Review of workforce needs</p>		
<p>5.3 Appropriate staff and volunteers are trained to recognise signs of abuse and neglect. Essential</p>	<p>Training records & programme CAF training Training needs identified as part of supervision and PDRs records Minutes of team meetings. Staff briefings Included in induction training programme</p>		
<p>5.4 Additional child protection training, both single and multi agency, is accessed by all staff and volunteers who work with or have contact with children and families and such training is commensurate and relevant to their role.</p>	<p>Training records Review of training needs via supervision and PDRs Regular report mechanisms regarding take up of training.</p>		
<p>5.5 Staff and volunteer training needs are reviewed periodically to ensure knowledge of child protection matters and practice is maintained and up-to-date.</p>	<p>Supervision – included in policy Appraisal/PDRs – included in policy Team meetings/briefings Training needs analysis</p>		
<p>5.6 Outcomes from Serious Case Reviews are disseminated to relevant staff and volunteers.</p>	<p>Minutes of meetings/Team briefings Evidence of feedback to RSCB Evidence of attendance at focused multi-agency events Action plans Evidence of dissemination Supervision Newsletters</p>		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
	Risk management and service development processes.		
5.7 All staff have an awareness of RSCB including its objectives and functions.	Included in induction Supervision Training Team meetings/briefings/development days Dissemination of constitution and person specification to staff via team meetings and intranet.		

POLICY STANDARD 6: SAFER RECRUITMENT AND ALLEGATIONS MANAGEMENT.

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
6.1 The organisation has a recruitment policy which ensures the take up of professional and character references. Essential	Recruitment policy & procedure in line with safer recruitment Training Monitoring of compliance		
6.2 Face to face interviews are carried out.	Recruitment policy & procedure Training Monitoring of compliance Document retention policy – records kept of		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
	interview questions and answers.		
6.3 Identity and qualifications are verified. Essential	Recruitment policy & procedure Training Monitoring of compliance Procedure for foreign nationals including translation and agency checks Evidence of verification process		
6.4 Previous employment history and experience is checked. Essential	Recruitment policy & procedure Training Monitoring of compliance Document retention policy		
6.5 Enhanced CRB checks are taken on all those staff and volunteers: <ul style="list-style-type: none"> - who work primarily or directly with children and young people; - whose work offers them the opportunity to have regular contact (including indirect contact by phone or internet) or places them in a position of trust (e.g. priests, police officers) - who have access to personal and sensitive information about children and young people. Essential	Recruitment policy and procedure Does the policy ensure who needs what level of CRB checks CRB register maintained. A system in place for notification of outcome of check to line manager. Training A system in place for repeat checks. Job descriptions and person specifications. Overseas staff <u>Staff hired from May 2006:</u> A CRB disclosure is required to be undertaken regardless of whether the applicant has had no UK residency. A 'Certificate of Good Repute@ from home embassy/country is also required. <u>Staff hired between April 2002 – end of April 2006</u>		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
	Should take a retrospective CRB disclosure check and also provide a 'Certificate of Good Repute' from the home embassy or country. Cases where UK resident has worked overseas in the previous 5 years: Applicant should request a 'Certificate of Good Repute/Letter of Good Conduct' from the embassy or country.		
6.6 Members of recruitment panels for staff or volunteers who will work with children and young people have relevant training.	Recruitment policy & procedures Training records Training programme provides evidence of 'safer recruitment' content. Modification of HR policies to incorporate Safe Recruitment lessons. Evidence of attendance on RSCB safer recruitment training		
6.7 The organisation has a clear policy and procedure for dealing with allegations against staff and volunteers, which is compatible with Working Together 2006 (paragraphs 6.20 to 6.30 and Appendix 5). Essential	Evidence of application of the allegations against professionals. Evidence of lessons from allegations being incorporated into Service Development plans, policies and procedures. Managers training. Evidence of dissemination to staff. Named designated officer		
6.8 All incidents, allegations of abuse and complaints are dealt with in an appropriate manner and in accordance with policy and procedure.	Evidence of application of the allegations against professionals. Minutes of strategy meetings. Training in their application Performance management systems should		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
	<p>be developed to monitor compliance with policies, procedures and government indicators of good practice as outlined in Working Together (2006).</p>		
<p>6.9 All incidents, allegations of abuse and complaints are recorded and monitored.</p>	<p>Evidence of performance management systems in place which monitor compliance with policies, procedures and government indicators of good practice as outlined in Working Together (2006). Reporting mechanisms in place evidenced by the reports and minutes of meetings. Regular reports obtained from the Local Authority's Probase system via the DSCD Performance Sub Group and checks undertaken to ensure information recorded agrees to records held by the agency.</p>		
<p>6.10 The organisation has a named senior officer and senior manager within the organisation with responsibilities for allegations management.</p>	<p>Named senior officer</p>		

POLICY STANDARD 7: EFFECTIVE INTERAGENCY WORKING TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN.

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
<p>7.1 Staff and volunteers have working knowledge of relevant legislation, regulations and guidance in relation to safeguarding and promoting the welfare of children and young people.</p> <p>Essential</p>	<p>Included in recruitment & selection process. Induction training Regular updates disseminated to staff via team meetings/briefings</p>		
<p>7.2 Staff and volunteers have access to inter-agency guidance and procedures including the Rotherham (South Yorkshire) Child Protection Procedures.</p>	<p>Evidence of policies and procedures e.g Hard copies or link to website. Evidence of inclusion in induction</p>		
<p>7.3 Staff and volunteers understand the principles of working with children, young people and their families within a multi agency context.</p>	<p>Multi-agency training CAF Training & protocols Induction Policy on attendance at multi-agency meetings Evidence of principles within policies and procedures. Monitoring of compliance via audit mechanisms and supervision</p>		
<p>7.4 Staff and volunteers understand with whom they should discuss any concerns about a child's welfare.</p>	<p>Included in induction. Line management accountability included in job descriptions. Supervision</p>		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
7.5 Staff and volunteers understand to whom they should report any concerns about a child’s welfare.	Included in policies and procedures Included in induction Included in policies and procedures. Information available on the intranet. Training Supervision		
7.6 Staff and volunteers participate in multi-agency meetings to consider individual children.	Minutes of core group meetings Case conference reports Minutes of strategy meetings Common assessments Team around the child meetings Child in need meetings Evidence of inclusion in policies and procedures Audit mechanisms to monitor attendance Policy on attendance at multi-agency meetings & priority given.		
7.7 Staff and volunteers understand when to undertake an assessment in accordance with the Common Assessment Framework (CAF).	Evidence of Common assessment & multi agency training records. Staff briefings, team meetings Policies and procedures and evidence of dissemination.		
7.8 Staff and volunteers are able to differentiate between a child in need (S17 Children Act 1989) and child	RSCB Multi-agency training Monitoring via authorisation of assessments and audit mechanisms etc.		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
protection concern (S47 Children Act 1989).	CAF training and protocol Evidence of a performance management framework.		
7.9 Staff and volunteers understand the threshold for making a referral to Children’s Social Care.	RSCB Multi-agency training CAF Training and protocol Evidence of completed CAFs Policies and procedures. Monitored via audit mechanisms		

POLICY STANDARD 8: EFFECTIVE INFORMATION SHARING, RECORDING AND QUALITY ASSURANCE SYSTEMS IN ORDER TO ENSURE SAFEGUARDING AND PROMOTING THE CHILDREN’S WELFARE.

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
8.1 The organisation has a clear statement of its responsibility to share information in a secure manner relevant to the safeguarding of children and young people.	Information sharing protocol in place and evidence of dissemination		
8.2 Staff know how and when to share information in a way that is both legal	Evidence of application of the information sharing protocol.		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
<p>and ethical to safeguard and protect children (e.g. CAF, child in need and child protection concerns).</p>	<p>Multi-agency training records. Case conference reports Core group, CIN Meetings and team around the child minutes.</p> <p>CAF Training and protocol Co-located staff to enable information sharing CAF and other agency interface guidance Monitor compliance via audit mechanisms</p>		
<p>8.3 The organisation has a robust recording policy that ensures staff maintain an accurate, clear record of their involvement with a child and family on a routine basis.</p>	<p>Recording policy Evidence of training and dissemination to staff via team meetings & induction. Audit mechanisms in place to monitor compliance.</p>		
<p>8.4 Records (paper and electronic) relating to children and young people are stored securely and safely.</p>	<p>Document retention and destruction policy Monitoring systems in place e’g clear desk policy. Security of information policy.</p>		
<p>8.5 The organisation has in place a programme of internal audit and review that enables it to improve on an ongoing basis, the protection of children and young people from harm or neglect.</p>	<p>Evidence of Audit programme Self assessments</p> <p>Reports and action plans Evidence of dissemination Monitoring and review of actions identified</p>		
<p>8.6 The organisation routinely audits processes and files and evaluates its work to promote and safeguard the welfare of children.</p>	<p>Case file Audit process Evidence of audit on case files See 8.5</p>		

Minimum Standard	Evidence of Compliance	Areas for Improvement Action Plan required for all areas for improvement.	RSCB Grade (0-3) RSCB use only
8.7 The organisation has in place robust information systems that enable it to monitor practice and the management of work with children, young people and families to ensure their welfare is being effectively safeguarded and promoted.	Evidence of recording system in place. Regular reporting system in place. Regular back up arrangements Business continuity arrangements. Evidence of system support and maintenance arrangements. System subject to audit.		
8.8 The organisation is developing performance measures to help evaluate the effectiveness of its safeguarding activity.	Performance indicators Evidence of regular reporting on performance. Evidence of audit mechanisms in place. Performance management framework in place.		
8.9 Performance information is made available to RSCB.	Evidence of reporting mechanism. Minutes of meetings.		
8.10 Arrangements are in place to monitor compliance with Rotherham (South Yorkshire) Child Protection Procedures.	Audit mechanisms in place. Evidenced by reports, action plans etc. Evidence of monitoring via supervision, appraisal and authorisation processes Action plans from serious case reviews.		

PART C
Section 11, Children Act 2004
Self Assessment Action Plan Template



<i>Complete</i>	<i>On Target</i>	<i>Off Target with Remedial Action</i>	<i>Off Target</i>
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No	Action	Lead Manager	Timescales	Current Progress	Evidence	Risks
1						
2						
3						
4						
5						
6						

ROTHERHAM BOROUGH COUNCIL – REPORT MEMBERS

1.	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2.	Date:	Wednesday 2 December 2009
3.	Title:	Update on the Joint Procedure For Case Work Supervision
4.	Directorate:	Children and Young People’s Services

5. Summary:

This report is to update the Children and Young People’s Cabinet Member and Advisers on progress with case work supervision following implementation in April 2009 of a jointly produced Case Work Supervision Procedure.

The procedure was endorsed by the Joint Leadership Team on 10 July 2008 and approved by the NHS Rotherham Clinical Governance Committee on 13 August 2008 and the Children and Young People’s Board on 10 December 2008.

The new procedure built on existing supervision arrangements for social care staff and was intended to complement existing Child Protection and Clinical Supervision Procedures used within health services.

The procedure was created to support Team Managers working within a unified management arrangement to confidently supervise front line staff from a variety of backgrounds i.e. Social Care, Education and Health in the management of cases of concern requiring enhanced services.

It was agreed that the procedure would be ‘owned’ by the Strategic Director of Children and Young People’s Services (RMBC) and evaluated in line with other aspects of children’s trust arrangements.

6. Recommendations:

Cabinet Member Children and Young People’s Services is asked to:

- **Note progress with the implementation of the Case Work Supervision Procedure across Children and Young People’s Services from April 2009**
- **Support appropriate amendments to the procedure that reflect a delay with the unified management structure, necessitating the need to proceed with single agency case work supervision**
- **Note further work required to fully embed the procedure**

7. Proposals and Details:

Pre Implementation

The development of the Case Work Supervision Procedure satisfied a recommendation from the July 2008 NHS Rotherham Board which was to *“agree a policy and standard for team working, including case management”*.

Prior to implementation of the procedure, casework supervision of Social Workers was already well established, accepted and expected by staff; formal casework supervision of Health Visitors and School Nurses by their managers was new territory.

Multi-agency supervision training facilitated by Sheffield University was provided for managers but since this time the compliment of Team Managers has changed resulting in the need to commission further training which is currently being sourced.

In December 2008 the procedure was piloted in 2 co-located teams as part of a file audit and cases of children subject to a Child Protection Plan were reviewed. Locality Managers reported benefits in gaining a greater understanding of how different agencies front line services managed the same case and recorded their findings; following the audit managers supervising staff from other agencies did not continue.

Between December 2008 and March 2009 a selection of Health Visitors and School Nurses participated in bespoke training/workshops designed to challenge their practice and performance in relation to caseload management. Staffs responsibility to routinely attend for casework supervision was also explored in the knowledge that previous attendance for child protection and clinical supervision had not been prioritised. Although the workshops evaluated well, they highlighted areas of concern; some staff were reported to be ‘frozen’ in practice and feeling overwhelmed and unprepared for the extent of caseload responsibilities that supervision would expose. As a result of this feedback discussions were held with Hallam University to encourage a more realistic presentation of Health Visiting and School Nursing in order to prepare staff to practice in difficult circumstances. Improvements were also made to the Induction and Preceptorship Programmes for newly qualified staff and competency Frameworks for all grades of staff are being developed. Concerns raised about practice and performance re-enforced the need for regular casework supervision.

Post Implementation

Casework supervision of Social Workers has continued as per the procedure.

Casework supervision of health staff has been inconsistent due to manager changes, lack of capacity and lack of manager understanding of how casework supervision, child protection supervision and clinical supervision could work together.

From August 2009 the number of Clinical Team Managers increased which has improved manager to staff ratio. In October 2009 a ‘Consultant’ was invited to Rotherham to undertake a specific workshop with Clinical Managers and Child Protection Nurse Advisors to break down barriers and to develop a supervision pathway and thresholds; the pathway will provide clarity for staff and managers and will be included in supervision procedures when finalised. Clinical Team Managers are now booking staff for casework supervision.

In September 2009 the Case Work Supervision Procedure was distributed across Children and Young People’s Services for comment as part of a planned review process. Feedback about the content and purpose of the document remained positive however it was evident that the delay with the unified management structure had caused confusion in the application of the procedure for single agency supervision. This is being addressed by

amending the procedure to ensure it is fit for current use and to include a supervision pathway for health staff to guide them through the different supervision processes i.e. casework, child protection and clinical supervision.

An audit on the uptake of case work supervision is currently taking place and will be formally reported; the uptake of supervision will continue to be monitored.

8. Finance:

There are no financial implications associated with case work supervision however staff require protected time away from practice to participate in planned supervision sessions.

9. Risks and Uncertainties:

Consistent casework supervision will support and direct practitioners in dealing with cases of concern. Case studies and future Internal Management Reviews should elicit if supervision has changed practice for the better.

There have been differing opinions from staff about receiving formal casework supervision from a supervisor from a different background or agency; this has been mainly attributed to perceived lack of understanding and credibility. If supervision of staff from other agencies is conducted under a unified management arrangement, this will need to be monitored and evaluated.

Casework supervision is new to universal health services, which has caused anxiety for some front line staff not been used to this level of scrutiny. Anxiety has also been evident for Clinical Team Managers who felt ill equipped to supervise. Non compliance of supervisees and supervisors will be monitored and addressed appropriately.

10. Policy and Performance Agenda Implications:

Access to supervision is essential for front line staff to reflect on their practice and their contribution to policy and performance.

11. Background Papers and Consultation:

- Joint Procedure for Case Work Supervision

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2.	Date:	Wednesday 2nd December, 2009
3.	Title:	Improving Information Sharing and Management (IISaM) Programme - Update
4.	Directorate:	Children and Young People’s Services

5. Summary

This report provides an update on progress within the Improving Information Sharing and Management (IISaM) Programme. The IISaM Programme includes the implementation of ContactPoint, electronic enablement of the Common Assessment Framework, Integrated Children’s System and Information Sharing. The programme also covers the Connexions Client Caseload Information System (CCIS)

6. Recommendations

- (a) **That this update report is received.**
- (b) **That a further update be provided to a future meeting**

7. **Proposals and Details**

ContactPoint

A national database which records basic demographic details on all 0-18 year olds residing in England. It will also show which universal and specialist services a child is in receipt of and will become the central point for workers to identify if a CAF is/has been undertaken with a child. There will be approximately 2000 users across Rotherham with access to ContactPoint, each will have to hold a current enhanced CRB, be trained and access the system via either a security token.

Highlights since last Cabinet member update:

- National data feeds have been reinstated
- Achieved organisational accreditation for Social Care practitioners and NHS Rotherham in progress
- First feed of local data to national system
- Pilot training programme for Out of hours and access team and priority user identified to be trained in the new year
- Data administration, including review of shielded records
- Process of DCSF formally closing the project and scaling down support

Over the last 6 months the ContactPoint project has attracted both media and political interest which has impacted most on stakeholder management.

Electronic enablement of CAF (eCAF)

A national system which will hold the Common Assessment Framework form which will allow assessments to be shared across organisational and geographical boundaries. The system will be based on the national template and will record CAF episodes against individual children and young people. National eCAF is being implemented on a phased approach, early adopters will begin to use the system in January 2010, the national roll out to other local authorities in March 2010. A local decision is yet to be made as to whether Rotherham will take up the national eCAF solution.

Integrated Children's System (ICS)

There have been significant changes to the ICS projects, the DCSF have formally closed the project and removed compliance around Phase 1, 1b and 1c and the associated grant funding conditions. The ICS framework now is around providing guidance to local authorities to implement a solution which ensures that the local authority meets its statutory requirements. The DCSF announced a major review of the ICS assessment framework during the summer of 2009, driven predominantly by the Baby P case and the establishment of the Social Care Task Force established by the Secretaries of State. Local Authorities are now being encouraged to take stronger ownership of local systems to meet simplified national requirements. The review has been facilitated by three ICS Improvement Panels and the forming of a national expert panel. The first outcome of the review was published in October 2009, focusing on new guidance in relation to:

- A Guide for Practitioners & Manager: Getting the best out of your Integrated Children's System
- Recording the Core Assessment
- Improving narratives around the Child and Family
- Copying and Cloning in ICS
- Improving Outputs from ICS

Locally ICS in its original format is deployed to the Access Team and Wentworth North Locality Team. Implementation within these teams has been reasonably successful and the Systems and Change team are continuing to support the team's use of ICS. Roll out to the other locality teams has been postponed in light of the review and provides the local authority the opportunity to evaluate and design a framework which supports social work practice in Rotherham and improve service delivery.

CCIS

As part of the procurement activity and the transfer of staff from Nord Anglia Lifetime Development (NALD) that took place earlier this year a new system - I/O from Cognisoft – a system supplier providing Connexions information systems went live on the 5th October.

Rotherham are hosting the sub-regional team of Management Information officers working across Rotherham, Barnsley and Doncaster.

8. Finance

ContactPoint

Funding is available for project implementation until March 2010, funding will then be significantly reduced and Local Authorities in 2011 with the expectation that Local Authorities will maintain the service from the Area Based Grant. Locally we are anticipating a potential shortfall in the financial year 2010/11 of £74,000 and £40,000 in 2011/12. This risk is being monitored and escalated through the ContactPoint Project Board. Funding beyond 2011/12 has yet to be identified.

Initial deployment activity has identified that in order for a partner organisation to achieve Organisational Accreditation and become a ContactPoint user, there are financial and human resource implications which will need to be met from their own budget. Feedback from early adopters suggests that it takes a Primary Care Trust approximately 13 weeks to undertake the organisational accreditation process and appointed a dedicated full time project manager within their organisation to oversee the process. Each individual school, GP Practice, Health provider, FE College and public, private and voluntary sector provider will have to go through this process in order to meet their statutory duty as set out in the Children Act 2004. This will be raised with school governing bodies and commissioning within NHS Rotherham.

Electronic enablement of CAF (eCAF)

Currently the DCSF are indicating that there will be no additional funding for local implementation.

Integrated Children's System

DCSF funding is available until March 2010, Rotherham have received £63055 for this financial year. Funding for the next financial year has yet to be identified.

CCIS

Funding for CCIS and the MI team is from the Area Based Grant for Connexions and equal contributions from Doncaster and Barnsley MBC's.

9. Risks and Uncertainties

The implementation and roll out of the projects within the IISaM Programme will be a major challenge for the Systems and Change Team and practitioners across CYPS and partner organisations, particularly in relation to change management, capacity, and funding levels media and political interest.

10. Policy and Performance Agenda Implications

A Local Authority's implementation and use of ContactPoint does not currently feature in any inspection framework. Indications from the DCSF have alluded that it will eventually be incorporated into schools OFSTED inspections and local authority planned and unannounced inspections.

The OFSTED Annual Performance Assessment for 2008 includes an area around ICS implementation and it could effect the judgement on the Staying Safe outcome. Anecdotally, unannounced inspections making judgements on the use of support ICT systems and their impact on social care practice.

11. Background Papers and Consultation

CYPS Cabinet Member 5th September 2007

CYPS Cabinet Member 26 November 2008

CYPS Cabinet Member 29 April 2009

ICS Project Board 18 March 2009

Children's Social Care Management Team 13th February 2008

Children and Young People's Senior Leadership Team 14th February 2008

Neighbourhoods and Adult Directorate Management Team 19th February

Corporate Client 20th February 2008

eGovernment Board 20th February 2008

eGovernment Board 15th September 2008

eGovernment Board 19 January 2009

Corporate Management Team 3rd March 2008

Corporate Management Team 2nd June 2008

Corporate Management Team 18th August 2008

Children and Young People's Services Delegated Powers 12th March 2008

Contact Name: Susan Gray, Systems and Change Manager,
Extension 2512, susan.gray@rotherham.gov.uk

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2.	Date:	Wednesday 2nd December, 2009
3.	Title:	‘Valuable Lessons’ – Improving economy and efficiency in schools
4.	Directorate:	Children and Young People’s Services

5. Summary:

In July, the Audit Commission published a report ‘Valuable Lessons’ regarding improving economy and efficiency in schools. Following a decade of substantial real terms increases in expenditure, funding growth has already slowed. Forecasts for public expenditure beyond 2010/11 suggest tighter funding for schools. The Audit Commission propose that Councils have a role in three key areas of school support where the focus on economy and efficiency can be strengthened:

- Financial support
- Staffing and purchasing in schools
- Accountability for value for money

6. Recommendations:

That the Action Plan arising from the Audit Commission’s recommendations be implemented.

That a progress report be brought back in April 2010.

7. Proposals and Details:

In July, the Audit Commission published a report ‘Valuable Lessons’ regarding improving economy and efficiency in schools. The report is the conclusion of Audit Commission research undertaken during the autumn term of 2008, which included documentary analysis, data collection and semi-structured interviews in a sample of 23 case study schools, in seven council areas.

Separate reports present the messages for councils, school staff with financial responsibilities, and governing bodies.

Schools have received substantial real terms funding increases in the last ten years. The Audit Commission’s focus is on the way this significant public resource is spent, as it is essential that it provides good value for money. This is even more important in the context of future public spending constraints.

The widely accepted definition of value for money in schools, supported by the DCSF in its own guidance, refers to three elements described as the ‘three Es’: economy; efficiency; and effectiveness. In simple terms, this means making the best use of available resources, including getting better outcomes for the same spend, or freeing up resources that are being used inefficiently for other purposes.

Box 1: The three components of value for money

	Definition	Example
Economy	Minimising the costs of resources used for a good, service or activity	Are school supplies purchased at the best available price?
Efficiency	The relationship between outputs and the resources used to produce them	Does the timetable make best use of teachers?
Effectiveness	The extent to which objectives have been achieved	To what extent has the deployment of teaching assistants raised levels of attainment and pupil well-being?

Source: Audit Commission

Since 1988, schools have gained greater autonomy from councils with regard to decision making, with 85 per cent of decisions relating to schools taken by the schools themselves. While councils’ accountability for money spent by schools is similar to other areas of council expenditure, councils have less influence on financial decisions. Council roles still include:

- responsibility for financial control, which remains with the section 151 officer at the council, despite budget delegation to schools;
- provision of internal audit;
- responsibility to monitor, challenge, support and intervene in school improvement; and
- power to intervene in schools causing concern

The Audit Commission found that the main focus of regulation and accountability in the schools sector is on promoting well-being and raising standards or, in other words, effectiveness. However, value for money cannot be achieved without also considering economy and efficiency. Even though substantial funds are at stake, councils' ability to support improvement in economy and efficiency in schools is constrained. The central expenditure limit constrains councils from increasing spending on central services by more than the individual schools budget.

The Audit Commission propose that Councils have a role in three key areas of school support where the focus on economy and efficiency can be strengthened:

Financial support

- availability and quality; and
- national benchmarking.

Staffing and purchasing in schools

- procurement and traded services; and
- collaboration between schools on purchasing and staffing.

Accountability for value for money

- school improvement partners (SIPs);
- internal audit; and
- governor support.

An action plan to address improvements in each of these 3 areas is proposed. In several of the areas outlined, work is already in progress and this is reflected in the plan.

Recommendations and Action Plan

Audit Commission recommendation	RMBC Action	By Whom	When
<p>Financial support</p> <p>1. Offer resource management and value for money training to schools as part of the council's financial package, targeting those with limited capacity;</p>	<p>Support schools to achieve FMSiS – that shows that a school is financially well managed. SFT supporting schools preparation and performance of the assessment (45 achieved to date, 24 assessments booked).</p> <p>Continue to encourage and advocate schools' use of DCSF national CFR benchmarking data as well as local benchmarking data provided by the Schools Finance Team.</p>	<p>Schools Finance Team</p> <p>Schools Finance Team</p>	<p>In progress DCSF deadline Mar 2010</p> <p>Ongoing</p>
<p>2. Align and share knowledge between finance and service improvement teams to improve schools' experience of these services.</p>	<p>Undertake an analysis of staffing costs in each school and share findings with School Improvement Partners and National Challenge Advisers for school leadership dialogue and challenge.</p> <p>Encourage schools to use the Audit Commission tool to help schools cost workforce expenditure and compare this with performance.</p> <p>Engage SIPs in challenge to schools on surplus balances.</p>	<p>Schools Finance Team - Secondary Schools - Primary Schools School Effectiveness Service</p> <p>Resource & Business Mgmt Schools Finance Team</p> <p>Resource & Business Mgmt</p>	<p>Jul 2009 Dec 2009</p> <p>Apr 2010 Jan 2010</p>
<p>Staffing and purchasing in schools</p>			

3. Raise schools' awareness of high quality alternative providers of traded services, including them in any portfolio of traded services;	Liaise with DCSF Regional Education Procurement Centre (EPC) to identify quality assured providers of traded services in Y&H region and include on Rotherham's Portfolio of Services to schools.	Schools Finance Team CYPS Business Support	In progress Apr 2010
4. Identify schools spending more than others on items of procurement and support them to find savings;	Undertake an analysis of schools spend on standard items. Engage RBT and DCSF (EPC) to support with more complex/high value procurement items i.e.photocopier leases.	Schools Finance Team RBT	Jan 2010 Jan 2010
5. Ensure that schools use electronic procurement systems to minimise purchasing costs; and	Demo of DCSF 'Open' system to LA undertaken Demo of DCSF 'Open' system to schools undertaken 19/11/2009 (47 schools attended) Pilot 'OPEN' system with schools	Schools Finance Team	Oct 2009 Nov 2009 Apr 2010
6. Encourage schools to collaborate on purchasing to benefit from economies of scale.	Identify if DCSF 'Open' system offers enhanced opportunities. Raise awareness of Headteachers; Business Managers in schools. Consider pooled budgets in TRL vision.	Schools Finance Team Schools Finance Team BSF Team/Schools Finance	Jul 2010 Jan 2010 Jan 2010
Accountability for value for money			
7. Ensure that internal audit provides assurance to governing bodies and councils on questions of resource management and recommends value for money improvements as a matter of course;	Ensure that Internal Audit challenge on vfm is sufficiently robust and recommendations reported through the LA and Governing Bodies, including any highlighted areas of best practice.	Internal Audit	Dec 2009
8. Ensure that SIPs consider resource deployment as part of their role.	To review the flow of financial information to SIPs, ensuring it is fit for purpose under their	Schools Finance Team	Feb 2010

<p>Councils may need to provide further training to SIPs to support them</p>	<p>new role definitions – summary reports. To raise awareness of specific budget issues through the Schools of Concern meeting (surpluses and deficits). To add qualitative school financial performance to existing benchmarking data.</p>	<p>School Effectiveness Service Resource & Business Mgmt Resource & Business Mgmt</p>	<p>Ongoing Dec 2009</p>
<p>9. Ensure that accessible financial training is available for all governing bodies. Training should cover value for money, and the links between finance and school performance.</p>	<p>Governor Support Service to review training package.</p>	<p>CYPS Governor Support Schools Finance Team</p>	<p>Apr 2010</p>

8. Finance:

The Audit Commission Report suggests that schools nationally could save over £400 million through better procurement alone. Alongside procurement, in a more austere future, schools will need to ensure that the number of staff is affordable and the mix offers good value for money. Schools will need to examine more flexible ways to deploy classroom staff efficiently.

School balances in Rotherham are declining but several retain balances over the acceptable limits specified by DCSF. Clawback will be applied again in 2009/10 as it was in 2008/09 to those schools with excessive balances.

9. Risks and Uncertainties:

Excessive school revenue balances represent an inefficient use of public money. Uncertainty about future funding could lead to schools retaining excessive surpluses but the right response to such uncertainty is good financial management, rather than retaining resources. The measures proposed in the Action Plan mitigate the retention of surpluses happening but do not eliminate it in totality.

10. Policy and Performance Agenda Implications:

Schools' budgets are now growing more slowly and the future is likely to be more austere.

The Department for Children, Schools and Families (DCSF) claimed over £3 billion of school efficiencies between 2005/06 and 2007/08, with a target of £3.7 billion in the next three years. Schools will be subject to tighter budgets in the next spending review period but the expectations of schools to deliver against national attainment targets will continue.

11. Background Papers and Consultation:

Audit Commission Report – 'Valuable Lessons', July 2009.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People's Services Cabinet Member and Advisers
2.	Date:	Wednesday, 2 nd December, 2009
3.	Title:	Custody for under eighteen year olds
4.	Directorate:	Children and Young People's Services

5. Summary

This report explores the increased use of custody for under eighteens in Rotherham and seeks to identify any changes in sentencing practice. To achieve this custodial sentences for the period April 2005 to September 2009 have been analysed by gender, number of previous disposals, seriousness of offence (gravity score) and for the past 2 ½ years offence type by offence types.

Analysis of these figures highlights some positives and indicates that although the use of short custodial sentences is now more prevalent than it was in 05/06, the average number of previous disposals has increased significantly. The increase in young women receiving custodial sentences in 2008/09 does not appear to have resulted from discriminatory sentencing practices and can be largely attributed to a small but very challenging group of young women almost all of whom had significant welfare problems and were well known to Children's Services, exhausting the range of community based sanctions. Although the concerns expressed in 2007 about the number of custodial sentences imposed for offences of violence and Public Order Act offences remains, a broader range of offences are currently attracting custody.

6. Recommendations

That the contents of this report are noted and that the YOS continues to monitor, and put in place measures to reduce the use of custody. Such measures should include:

- **The early identification of those most at risk of progressing to becoming serious or persistent offenders and the development of suitable programmes of intervention to address that risk.**
- **The development of structures and challenging programmes relating to violent and aggressive behaviour.**
- **Increased communication with sentencers to enhance confidence in community sanctions. This should extend beyond the three yearly meetings and might usefully utilise a range of media.**
- **Liaison with other agencies, particularly Children's Services, to ensure services are available to address complex welfare needs.**
- **That systems are put in place by the YOS to ensure that all opportunities to engage with young people are explored and breach action is only taken as a last resort.**

7. Proposals and Details

This report was initiated partially because of the increase in custodial sentences as a percentage of all court outcomes. This is a concern as it represents a deterioration against a performance indicator, but more importantly young people who spend time in custody are significantly more likely to fail to fulfil their potential. Statistically speaking individuals are over represented amongst the homeless, those with mental health difficulties and those who develop serious drug and alcohol problems. They are also less likely to be engaged in appropriate education, training or employment.

The increase in the percentage of young people receiving a custodial sentence needs to be viewed in the context of the overall number of people being dealt with. Between April 2005 and March 2009 there was little fluctuation in the total number of disposals (between 449 and 475) but in the six months to September 2009 this has reduced to 180 (projected 360 for full year) with a reduction in first time entrants and effective pre-court diversionary interventions if follows that only the more serious or persistent offenders are new appearing in court, with the inevitable consequence that the percentage of custodial sentences increases.

Careful examination of the available data does not reveal a single overarching continuous trend with regard to the increased use of custody. It does however reveal a number of points which appear to have had a short term impact on sentencing and which are therefore worthy of further investigation. Particular attention has also been given to the figures for 2006/07 but it is thought that these are a statistical anomaly rather than as a result of a particular approach to dealing with young people.

Offences of violence or Public Order Act offences have consistently made up the majority of offences for which custodial sentences have been imposed, varying between 65% for the period April – September 2009 and 85% in 2006/07. Within this broad category there is a particular problem for those convicted of town centre, alcohol related offences with sentencing patterns for youths mirroring those of adults. The number of individuals dealt with in this way has varied little from year to year. The problem has been exacerbated by the increased availability of very cheap alcohol – young people have reported promotions offering all drinks at 10p – and “all inclusive” admission prices at certain venues.

Notwithstanding those external influences the YOS must continue to engage sentencers in a dialogue regarding appropriate interventions and with the move to the risk led scaled approach and the introduction of the Youth Rehabilitation Order must ensure that these interventions are sufficiently intensive and challenging.

There has been an increased use of custody to deal with the breach of existing orders. The number of individuals remains small but has increased from none in 2007/08 to four in the first half of 2009/10. These figures do however have to be considered in context – during the same period there as also been a substantial increase in the average number of previous disposals, from 4 to 6.5 before custody was imposed. Put simply those young people going to custody now may be doing so because they have exhausted the patience of sentencers rather than because of the seriousness of their offending. The clear challenge for the YOS is to ensure that creative systems are in place to stimulate engagement, with breach action being reserved as a last resort.

The number of young people receiving custody as a first court disposal continues to fluctuate but looks set to increase in 2009/10. To counteract this the YOS must consider how to make best use of changes introduced by the Criminal Justice and Immigration Act 2008 which introduces the possibility of Intensive Referral Orders which demand levels of contact similar to those provided by the existing ISSP condition on Supervision Orders.

Accurate figures for LAC reviewing custodial sentences are only available for the last eighteen months. In 08/09 four young people out of a total LAC population of 176 were dealt with by way of Detention and Training Orders. This figure masks the fact that of the nine young women who went to custody in the same period all but one had extensive current or previous involvement with CYPS. In the first six months of 09/10 no LAC have been incarcerated.

2009/10 has already seen three young people receiving custodial sentences for matters of Vehicle Taking / Dangerous Driving. Offences of this nature had become a rarity in Rotherham, and whilst it is too early to confidently say that this as an emerging trend it is a situation which requires continued monitoring.

Although the increased use of custody is an area of concern the numbers involved remain relatively small. With the introduction of both the Scaled Approach and the Youth Rehabilitation Order in November 2009 direct year on year comparisons will be of less significance. Whilst it will remain vital to monitor the use of custody the key challenges for the YOS will be to ensure sentencing proposals to the courts are based on a comprehensive assessment, encourage full use of the increased sentencing options available and make sure that those proposals are sufficiently robust to be considered credible community sentences.

8. Finance

The changes introduced by the Criminal Justice Immigration Act 2008 have been deemed to be resource neutral by the Youth Justice Board, however use of their workload forecasting trend suggests a 20% increase in contacts. If appropriate resources are to be provided to those most at risk of custody and if Intensive Referral Orders are to be used to drive down custodial levels this impact is most likely to be felt at the higher and lower ends of the system with consequences for cost and capacity.

9. Risks and Uncertainties

The Youth Criminal Justice system is at a point of structural and legislative change which will make future comparisons of sentencing patterns difficult. There is clear guidance that custody should in future be used only as a last resort which should drive figures down. However the fact that a single generic sentence, the Youth Rehabilitation Order, replaces the current options may result in an unwillingness to repeatedly impose the same order.

10. Policy and Performance Agenda Implications

Custodial sentences are increasing both in absolute terms and as a percentage of total disposals. As progress is made against the target of reducing first time entrants it is almost inevitable that there will be a corresponding decline in performance against custodial sentence targets.

11. Background Papers and Consultation

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Custodial Sentences as a % of all Court Disposals

	05/06	06/07	07/08	08/09	April – 30 Sept 09
	8%	5.3%	7.3%	9.7%	12.8%

Custodial Sentences by Gender and Year

	05/06	06/07	07/08	08/09	April – 30 Sept 09
Male	31	20	33	36	22
Female	5	3	3	9	1
Total	36	23	36	45	23

Average Gravity Score of Substantive Offence by Gender and Year

	05/06	06/07	07/08	08/09	April – 30 Sept 09
Male	5	5	4.5	4.5	5
Female	4.5	4	4	4	5

Average Number of Previous Outcomes by Year and Gender

	05/06	06/07	07/08	08/09	April – 30 Sept 09
Male	4	5.5	4	4.5	6.5
Female	5.5	6	6	7.5	9

Percentage of Disposals by Length, Year and Gender

		05/06	06/07	07/08	08/09	April – 30 Sept 09
% 6 months or less	Male	39%	40%	60%	56%	63%
% 6+ months	Male	61%	60%	40%	44%	37%
% 6 months or less	Female	28%	67%	67%	55%	100%
% 6+ months	Female	62%	33%	33%	45%	45%

Custody as First Court Disposal

		05/06	06/07	07/08	08/09	April – 30 Sept 09
Youth Court	Male	5	0	6	2	6
	Female	1	0	1	0	0
Crown Court	Male	6	1	1	5	0
	Female	0	0	0	0	0
	Total	12	1	8	7	6

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2.	Date:	Wednesday, 2 nd December, 2009
3.	Title:	Youth Rehabilitation Order and the Scaled Approach
4.	Directorate:	Children and Young People’s Services

5. Summary:

Youth Justice component of the Criminal Justice and Immigration Act (2008) will come into force on 30 November 2009. The Act introduces a new generic community sentence for young people who offend, the Youth Rehabilitation Order (YRO) and the new threshold for custody. To support the YRO the Youth Justice Board had developed a new model for working for youth justice. Known as the Scaled Approach, this will match the intensity of intervention to the assessed likelihood of re-offending and serious harm to others.

The YOS predicts a 20% increase in contacts as a result of this initiative, and this together with other financial pressures, for example the recent report from Probation on YOS funding, and the announcement from the government of YOS funding being diverted to Family Intervention Projects, may lead to capacity problems during 2010/11.

6. Recommendations:

That the contents of the Report be noted.

7. Proposals and Details:

The YRO will be the new generic community sentence for children and young people who offend. Replacing nine existing sentences it will combine eighteen requirements within one sentence. Requirements are detailed below:

YRO Requirements

1. Supervision Requirement
2. Programme Requirement
3. Activity Requirement
4. Attendance Centre Requirement
5. Curfew Requirement
6. Education Requirement
7. Residence Requirement (16/17 year olds only)
8. Local Authority Residence Requirement
9. Drug Treatment Requirement
10. Drug Testing Requirement (14 years old or over)
11. Mental Health Treatment Requirement
12. Intoxicating Substance Treatment Requirement
13. Exclusion Requirement
14. Prohibited Activity Requirement
15. Electronic Monitoring Requirement
16. Unpaid Work Requirement (16/17 year olds only) (where available)

Custody Threshold

17. Intensive Fostering
18. Intensive Supervision and Surveillance
(Where available)

The majority of these requirements are not new and exist under various forms in current legislation. There is no obligation for Youth Offending Services to fulfil all of these requirements and what is available will depend on current resources and Magistrates views of their effectiveness. In conjunction with partner agencies Youth Offending Services would be able to deliver on the majority of requirements, but it is likely that many of them will be used rarely.

Thresholds for custody will change under the new legislation with Courts having to state why Intensive Supervision and Surveillance is not appropriate, and in the case of non imprisonable offences there must have been a “wilful” and “persistent” failure to comply with the previous order. Intensive Fostering as an alternative to custody is currently not available in Rotherham (in those parts of the country where it has been available this has been due to pilot funding from the YJB).

Remaining Orders

Detention and Training Orders, Reparation Orders, and Referral Orders are not replaced and remain in place. Provision for Referral Orders has been extended to include a second Referral Order in certain circumstances.

Scaled Approach

The Scaled Approach will be used for young people on Referral Orders, a YRO or during the community element of a custodial sentence. The intervention and level of contact a young person has with Youth Offending Services will be determined by the assessment of the likelihood of re-offending and risk of serious harm to others. Currently levels of contact are determined by the type of order.

Three new supervision levels related to low, medium and high risk will be introduced; standard, enhanced or intensive, and determined by overall scores from ASSET, (the Youth Justice Boards Assessment tool).

Intensive Level (Asset Banding)	Monthly Contact First 3 Months	Monthly Contact Thereafter
Standard (0 – 14)	2	1
Enhanced (15 – 32)	4	2
Intensive (33 – 64) (or risk of serious harm)	12	4

This marks a departure with current assessment models used by youth Offending Services. At present ASSET is used to identify criminogenic factors as well as welfare needs. Projected workload under the new model is anticipated to lead to a 20% increase in contacts.

8. Finance:

There is no new funding for this initiative. The Youth Justice Board expect implementation and operation will be met from current resources. Currently there are 12 case managers managing court orders within the YOS and a 20% increase in contacts translates to an additional 2.4 posts. However, this does not account for contacts absorbed by other specialist workers, and the YOS anticipates that some of this increased capacity can be met by more effective working arrangements and better use of resources such as the Attendance Centre. Nevertheless the YOS can expect to see an increase in capacity beyond current staffing levels within the next financial year.

The YOS is currently funded by grants, (mainly from the YJB), and a “funding formula” of partnership contributions from Children and Young People’s Services, Police, Probation and Health. Probation has already announced the potential for reduced funding in 2010/11, but by what extent is currently unclear. Any reduction in

one partners funding is likely to impact on the formula and either result in an increased contribution from one or more partners, or a reduction across all partners.

The Governments recent announcement of more resources for Family Intervention Projects has resulted in the YJB informing Youth Offending Teams that they can expect to make a contribution from existing resources/budget to this expansion from April 2010. At this stage the YJB have released no further details but this will no doubt have a further impact on YOS capacity.

9. Risks and Uncertainties:

It is anticipated by the Youth Justice Board that these changes will impact significantly on re-offending rates and bring greater clarity to the Youth Justice System.

There is currently considerable uncertainty with respect to budget and capacity predictions and the potential for these to impact on performance.

10. Policy and Performance Agenda Implications:

New thresholds for custody may impact favourably on National Indicator 43. (This indicator measures the percentage of custodial sentences issued to young people as a proportion of all court disposals received by young people).

The new 3 year process of HMIP inspections have begun and the YOS can expect to be subject to this at some point in the future. The current round of inspections is being conducted on a regional basis with the North West subject to the first round of inspections, the North East currently being inspected and the South West being next. The earliest this region can therefore expect an inspection is February 2010.

Completed inspection reports indicate a close scrutiny of case files with judgements being drawn from recorded data. Unlike previous inspections strategic, partnership and management arrangements do not feature other than if they impact on case recording (e.g. management oversight). YOT managers thus far inspected comment they have little opportunity or influence in the inspection.

Thresholds for judgements appear to be set quite high and of the majority of YOT's inspected so far most have been judged to fall within the "substantial" to "moderate" improvement range with very few achieving a "minimal" improvement score.

There is a risk that decreased capacity will impact adversely on recording standards with subsequent consequences for inspection.

11. Background Papers and Consultation:

None.

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**BUILDING SCHOOLS FOR THE FUTURE PROJECT BOARD
10th November, 2009**

Present:-

Councillor Shaun Wright	Cabinet Member for Children and Young People's Services (in the Chair)
Councillor Ann Russell	Chair of the Children and Young People's Services Scrutiny Panel
Councillor Gerald Smith	Cabinet Member for Economic Development, Planning and Transportation
Andrew Bedford	Strategic Director of Finance
Joyce Thacker	Strategic Director of Children and Young People's Services
Graham Sinclair	Programme Director, Building Schools for the Future
Robert Holsey	BSF Project Manager
Kevin Crotty	Partnerships for Schools

An apology for absence was received from Ian Smith, Director of Asset Management.

1. MINUTES OF THE PREVIOUS MEETING

Agreed:- That the minutes of the tenth meeting of the Building Schools for the Future Project Board held on Tuesday, 6th October, 2009, be approved as a correct record.

2. STRATEGY FOR CHANGE PART 2 - APPROVAL

The Project Board considered the contents of correspondence from Partnerships for Schools confirming approval of Rotherham's Building Schools for the Future Strategy for Change Part 2.

A number of issues had been raised during the assessment process which, although not fundamental to the approval of the Strategy for Change, Part 2, needed to be addressed satisfactorily during the development of the outline business case.

The issues highlighted, as now submitted, were being dealt with.

2 BUILDING SCHOOLS FOR THE FUTURE PROJECT BOARD - 10/11/09

Agreed:- That the information be noted.

3. OUTLINE BUSINESS CASE

The Programme Director, Building Schools for the Future, presented a report relating to the outline table of contents of the Outline Business Case which covered:-

- Executive Summary
- Background
- The Projects
- Value for Money
- Affordability
- Readiness to Deliver
- Leading and Managing Change

(A) DESIGN

The BSF Project Manager presented papers relating to the Strategy for Change Suite, Education Brief Suite, Aston Design Brief and conceptual options regarding sizes of buildings.

Agreed:- That the BSF Project Manager liaise with the Cabinet Member for Economic Development, Planning and Transportation and the Director of Asset Management regarding design issues.

(B) FACILITIES MANAGEMENT

The Programme Director, Building Schools for the Future, referred to the submitted PFI facilities management requirements and presented a discussion paper on facilities management risk transfer within PFI.

The discussion paper covered what happened now in the current schools PFI contract and options for future facilities management.

Discussion ensued focusing on future arrangements for catering and cleaning and implications of the options. The local authority view was put forward and it was noted that work was ongoing within Partnerships for Schools regarding a finalised view, particularly with regard to cleaning.

It was emphasised that a clear position needed to be identified by 26th January, 2010 and essential that the view/advice from Partnerships for Schools was available at the next meeting to facilitate resolution of the matter.

(C) SCHOOLS ICT WORKSHOP

The Programme Director, Building Schools for the Future, presented the

submitted documentation from the “Transforming Rotherham Learning Schools ICT Workshop” held on 22nd October, 2009 which covered:-

- ICT in Building Schools for the Future
- Transforming Rotherham Learning
- ICT Output Specification
- Advanced Drawdown of ICT Investment
- Advanced Drawdown of ICT Investment Possibilities
- Change Management Action Plan
- Total Cost of Ownership
- ICT Managed Service
- ICT Managed Service : in our out of scope?
- Primaries : Possible Implications?
- Key Timelines
- Considerations

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

- RBT arrangement
- RGFL
- Digital Region
- Schools connect
- Implications of not receiving phase two monies
- TUPE arrangements
- Justification for receipt of additional monies

Agreed:- That the information be noted.

(D) FINANCE

The Project Board noted commitments and that work was progressing.

Agreed:- That a further report be submitted to the next meeting.

(E) LEGAL AND STRUCTURE CHART

The Programme Director, Building Schools for the Future, presented briefly the submitted structure charts relating to signing with a Local

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Education Partnership (LEP) and gave an insight to the various relationships.

Agreed:- That the information be noted and further reports be awaited.

(F) ROLE OF THE LOCAL EDUCATION PARTNERSHIP

The Programme Director, Building Schools for the Future, presented briefly the submitted report on the proposed scope of services for the Local Education Partnerships.

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

- need to take account of the latest position regarding grounds maintenance
- output/input specification responsibilities

Agreed:- That the information be noted and consideration be given to the points now raised.

4. DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting of the BSF Project Board take place at the Town Hall, Rotherham on Tuesday, 8th December, 2009 at 4.00 p.m.