



## Notice of meeting of

### Executive Members for Childrens Services and Advisory Panel

**To:** Councillor Keith Aspden, Youth & Social Exclusion  
Councillor Carol Runciman, Childrens Services  
(Executive Member)  
Councillor Paul Firth, Councillor James Alexander (Chair)  
Councillor Julie Gunnell, Councillor David Merrett  
Councillor Jenny Brooks, Councillor Andy D'Agorne

Co-opted Statutory Members:

Dr David Sellick  
Mr John Bailey

Co-opted Non-Statutory Members:

Ms Fiona Barclay, Mrs Ann Burn, Mrs Jona Ellis  
Ms Barbara Reagan, Mr Mike Thomas, Mr Mike Galloway

**Date:** Monday, 15 October 2007

**Time:** 5.30 pm

**Venue:** Guildhall

### AGENDA

#### Notice to Members - Calling In:

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

**10:00 am on Friday 12 October 2007**, if an item is called in *before* a decision is taken, *or*

**4:00 pm on Wednesday 17<sup>th</sup> October 2007**, if an item is called in *after* a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

**1. Declarations of Interest (Pages 1 - 4)**

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

**2. Minutes (Pages 5 - 10)**

To approve and sign the minutes of the meeting held on 6<sup>th</sup> September 2007.

**3. Public Participation**

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Panel's remit can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer on the contact details listed at the foot of this agenda. The deadline for registering is 5pm on Friday 12<sup>th</sup> October 2007.

**4. Development of Autism Spectrum Provision at Joseph Rowntree School (Pages 11 - 16)**

This report seeks approval for the development of Enhanced Resource Provision for children with Autistic Spectrum Conditions (ASC) as part of the new build at Joseph Rowntree School.

**5. Update on Children and Young People's Champion Selection Process (Pages 17 - 32)**

This paper updates members about progress on developing the selection processes for the Children and Young People's Champion.

**6. Appointment of Local Authority Governors to the York High School Permanent Governing Body (Pages 33 - 38)**

This report provides information about the current position with regard to the Local Authority seats the permanent governing body at York High School and requests that members appoint the nominees listed in Annex 1 of the report.

**7. Childcare Sufficiency Review (Pages 39 - 54)**

This paper is to present the first Childcare Sufficiency Assessment for York. The aim of the Childcare Sufficiency Assessment is to identify any areas where childcare does not match families' needs. This assessment can then be used to form an action plan of how these gaps can be filled in partnership with a range of teams, agencies and childcare providers.

**8. Any other business which the Chair considers urgent under the Local Government Act 1972**

**Democracy Officer:**

Name – Tracy Wallis

Telephone No. – 01904 552062

E-mail – [tracy.wallis@york.gov.uk](mailto:tracy.wallis@york.gov.uk)

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

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**MEETING OF THE EXECUTIVE MEMBER FOR EDUCATION &  
CHILDREN'S SERVICES AND ADVISORY PANEL**

**Agenda item I: Declarations of interest.**

The following Members and Co-optees declared a general personal interest in the items on the agenda:

Councillor Runciman – Governor of Joseph Rowntree School and Trustee of the Theatre Royal.

Councillor Aspden – Governor of Knavesmire Primary School. Member of the National Union of Teachers (NUT). Teacher at Norton College, Malton, North Yorkshire.

Councillor D'Agorne – Governor of Fishergate School, Employee of York College Student Services (Information Advice & Guidance for Young People). Has a daughter at All Saints School.

Councillor Firth – Governor of Wigginton Primary School and wife is a member of the National Association of Head Teachers (NAHT)

Councillor Gunnell – has a son at York College

Councillor Merrett – has a child at St Paul's Primary School

Councillor Brooks – is a member of the Association of Teachers and Lecturers and she is a lecturer at City College Manchester

Councillor Alexander – is an employee at York St John's University.

Co-opted statutory members

Dr D Sellick – Governor of Derwent Infant & Junior School

Mr J Bailey – Governor of Huntington Secondary School and LEA Governor of Huntington Primary School

Co-opted non-statutory members

Ms F Barclay – Teacher at All Saints School and ATL Branch Secretary for City of York.

Mrs J Ellis – Governor of Burton Green Primary School and Governor of Canon Lee School.

Mrs A Burn – Headteacher and Governor of Yearsley Grove Primary School. Secretary of the York branch of the NAHT

Ms B Reagan is a teacher at Joseph Rowntree School. SENCO, Secretary of the York Association of the National Union of Teachers.

Mr M Thomas is the secretary of the York Association of National Association of Schoolmasters and Women Teachers (NASUWT).

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If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

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### Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

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If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

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## **Holding the Executive to Account**

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

## **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
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City of York Council

Minutes

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MEETING	EXECUTIVE MEMBERS FOR CHILDRENS SERVICES AND ADVISORY PANEL
DATE	6 SEPTEMBER 2007
PRESENT	COUNCILLORS ASPDEN, FIRTH, RUNCIMAN (EXECUTIVE MEMBER), GUNNELL, MERRETT, BROOKS (VICE-CHAIR), D'AGORNE  STATUTORY CO-OPTED MEMBERS MR J BAILEY, DR D SELICK  NON STATUTORY CO-OPTED MEMBERS MS B REAGAN
APOLOGIES	COUNCILLOR ALEXANDER MS F BARCLAY, MRS A BURN, MRS J ELLIS, THOMAS AND GALLOWAY

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## 21. Declarations of Interest

Members were invited to declare any personal or prejudicial interests they might have in the business on the agenda. Councillor D'Agorne declared a personal non-prejudicial interest in Agenda Item 6 (Establishment of a Management Committee for the Pupil Referral Service) as he was Ward Member for Fishergate.

The following general personal non-prejudicial interests were declared.

Councillor Runciman	Governor of Joseph Rowntree School Trustee of the Theatre Royal
Councillor Aspden	Governor of Knavesmire Primary School Member of National Union of Teachers Teacher at Norton College, Malton, North Yorkshire
Councillor Firth	Governor of Wigginton Primary School Wife is Member of National Association of National Association of Head Teachers
Councillor Gunnell	Son at York College
Councillor Merrett	Child at St Paul's Primary School
Councillor D'Agorne	Governor of Fishergate School Employee of York College Student Services (Information Advice & Guidance for Young People) Daughter at All Saints School

Councillor Brooks	Member of Association of Teachers and Lecturers Lecturer employed by City College, Manchester
Councillor Alexander	Is an employee at York St John's University
Mr J Bailey	Governor of Huntington Secondary School LEA Governor of Huntington Primary School
Dr D Sellick	Governor of Derwent Infant and Junior School
Ms F Barclay	Teacher at All Saints School and ATL Branch Secretary for City of York
Mrs J Ellis	Governor of Burton Green Primary School Governor of Canon Lee School
Mrs A Burn School	Headteacher & Governor of Yearsley Grove  Secretary of the York Branch of NAHT
Ms B Reagan	Teacher at Joseph Rowntree School SENCO, Secretary of York Association of the National Union of Teachers
Mr M Thomas	Secretary of York Association of NASUWT

## 22. Minutes

RESOLVED: That the minutes of the last meeting held on 19<sup>th</sup> July 2007 be approved and signed as a correct record with the following amendment to Minute 19.

*That the Executive Member be advised:*

- (i) *That the Children and Young People's Champion remain an elected Member **but it be recommended that it should not be a Member of the Executive or the Shadow Executive.***

## 23. Public Participation

It was reported that there had been no registrations to speak under the Council's Public Participation scheme.

**24. Service Plan Performance Monitoring Period 1 (1 April - 31 July 2007)  
- Children's Services**

Members considered a report that analysed performance by reference to the service plan, the budget and the performance indicators for all of the services funded through the Children's Services budget.

It was noted that the monitoring reports demonstrated particularly encouraging progress against the following themes:

- **Integrated Services**
  - The planned children's centre development remained on timescale
  - Official opening events at the city centre one stop shop had taken place
- **New Provision**
  - Plans were on track for an additional new Enhanced resource Centre for pupils with Autism
  - The planned Danesgate Skill Centre would be operational from late October 2007
  - Duke of Edinburgh schemes had been extended
- **Organisational Effectiveness**
  - The recently published Accessibility Strategy and the Access to the Curriculum documents were particularly noteworthy
- **Specific Performance Outcomes**
  - It was specifically encouraging to note that there had been an increase in assessments of children in need completed within timescales, the completion of all statutory assessments of children's special educational needs within timescales and in increase in looked after children with a personal education plan in place.
- **Challenges**
  - The scale of the looked after children population in the city continues to pressurise existing resources and as a result creates financial pressures through the greater use of independent fostering agency placements.
- **Staff Survey results**
  - The findings see the Learning, Culture and Children's Services Department scoring with 80% of staff having overall job satisfaction and 92% of staff believing they achieve something useful.

Advice of the Advisory Panel

That the Executive Member be advised:

- Note the performance of services within the directorate funded through the Children's Services budget and agree the budget virements set out at Table 1 in the report

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To enable the corporate service plan monitoring requirements to be fulfilled and to facilitate effective budget management.

**25. Capital Programme Monitoring 2007/08 - Report 1**

Members considered a report that informed them of the likely out-turn position of the 2007/08 Capital Programme based on the spend profile and information to the end of July 2007. It also advised Members of changes to existing schemes and reprofiling of expenditure to allow the more effective management and monitoring of the Capital Programme as well as informing them of any new schemes and seeking their approval for their addition to the Capital Programme.

Officers updated that the overspend on the Teaching and Performing Arts block at Huntington Secondary School was now £379k and not £420k as stated in the report.

Members discussed the sustainability of the new Danesgate Skills Centre and it was noted that every planning application needed to have a sustainability statement.

Members discussed the surveys that had been undertaken at Canon Lee School and Officers confirmed that three good samples of ground had been taken and extensive surveys had been carried out before building commenced.

It was noted that a tremendous amount of consultation had taken place with the local community regarding the Joseph Rowntree One School Pathfinder.

Advice of the Advisory Panel

That the Executive Member be advised:

- Note the capital programme forecast outturn for 2007/08 as shown in Annex A of the report
- Approve the additions and amendments to the capital programme reported and summarised in Annex A of the report
- Approve the scheme reprofiling and slippage reported and summarised in Annex A of the report
- Agree the revised capital programme as shown at Annex A of the report, subject to the approval of the Executive

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To enable the effective management and monitoring of the capital programme.

**26. Establishment of a Management Committee for the Pupil Referral Service**

Members considered a report that informed Members of new regulations on the establishment of Management Committees for Pupil Referral Units (PRU). The regulations will come into force on 1<sup>st</sup> November 2007. The report also outlined the composition of Management Committees and proposed options for the number of members of the Management Committee to be established in the City of York.

Members felt that for everyone to be fairly represented then 2 people should be nominated in the following categories:

- Parents
- Staff
- Local Authority

This would then mean that if one person could not attend the meeting then all categories would still be represented.

Advice of the Advisory Panel

That the Executive Member be advised:

- To adopt an alternative model with a 2 parent, 2 staff, 2 Local Authority, and 8 community format for membership
- That there be a link with local businesses through the North Yorkshire Business & Education Partnership (NYBEP)

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To enable the Authority to fulfil statutory regulations on the establishment of Management Committees for Pupil Referral Units (PRU) in line with the Education (Governance of Pupil Referral Units) (England) Regulations 2007.

**27. Local Authority School Governor Appointments**

Members considered a report that provided information about the current position with regard to vacancies for Local Authority seats on governing bodies, lists current nominations for those vacancies, as detailed in Annex 1 of the report, and requests the appointment, or re-appointment, of the listed nominees.

Advice of the Advisory Panel

That the Executive Member be advised:

- Appoint and re-appoint Local Authority Governors to fill vacant seats as proposed in Annex 1 of the report.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To ensure that Local Authority places on school governing bodies continue to be effectively filled.

Cllr C Runciman  
Executive Member for Children's Services

Cllr K Aspden  
Executive Member for Youth & Social Inclusion

Cllr J Brooks Vice -Chair of Advisory Panel  
The meeting started at 6.00 pm and finished at 7.05 pm.



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**Meeting of Executive Members and  
Children's Services Advisory Panel****15 October 2007**

Report of the Director of Learning, Culture and Children's Services

**Development of Autism Specific Provision at Joseph Rowntree  
School****Summary**

1. This report seeks approval for the development of Enhanced Resource Provision for children with Autistic Spectrum Conditions (ASC) as part of the new build at Joseph Rowntree School.

**Background**

2. The incidence of ASC (Autistic Spectrum Conditions) continues to increase both nationally and locally. In September 2003 Local Authority records identified 108 children with a diagnosis of ASC and this has now increased by 43% to the current figure of 148 children. The "Rising Challenge" report published by the All Party Parliamentary Group on Autism noted that there was no clear consensus about the reasons for this increase at a national level but it is likely that relevant professionals have developed greater expertise in identifying ASC as well as there being an increase in real terms. Regardless of the reasons it is clearly important that the Local Authority and its partners in the PCT respond strategically to the changing pattern of need and demand.
3. It is generally agreed that no one type of setting will suit all children with ASC due to the range and diversity of their needs. Some children with major learning difficulties in addition to their Autism may well be best placed in a special school setting. Others are able to flourish in a mainstream environment with sensitive and knowledgeable management but little additional provision. Some may need a highly resourced individual package of support within a mainstream context. Others may benefit from being placed in a specialist Enhanced Resource Provision (ERP) within a mainstream school. A very small number of children may need a highly specialised placement in a residential setting out of the city. There are currently 4 such placements and although small in number they are very expensive. The current range of ASC placement fees is between £75,000 and £235,000 per placement per annum. The City of York has been proactive in developing its own range of specialist and mainstream provision which includes Autism Specific facilities at Hob Moor Oaks and Applefields special schools and the Enhanced Resource Provision for secondary age pupils at Fulford School. The Haxby Road Speech &

Language Centre also makes provision for some primary age children who are diagnosed with ASC. It is the Local Authority's intention to maintain this flexible range of provision. This report, however, focuses specifically on arrangements for secondary age pupils within a mainstream context.

4. The Enhanced Resource Provision at Fulford School opened in September 2005 and is seen as a very successful development offering excellent provision for 10 pupils with ASC. The Ofsted Report "Inclusion, does it matter where children are taught" published in July 2006 endorsed this kind of provision, both in terms of good outcomes for children and in the efficient use of resources.
5. Strategies developed and used in Fulford Enhanced Resourced Provision have helped to alleviate many of the stresses of their pupils and parents report that their children seem relaxed and calm in this setting. The teacher in charge has developed a well-structured transition programme which she uses before pupils start at school in September. Visits are made to the pupils in their primary school and then the pupils visit the secondary school and the centre on several occasions so they can become acquainted with their surroundings. Staffing levels in the ERP are such that the pupils are able to access mainstream classes for the majority of their time in school. The Resource Base is used as a place of safety for any pupil who becomes distressed during the day. The pupils register there both in the morning and after lunch and they are also able to access social skills and life skill lessons in the security of the base. The teacher in charge came into post a term before the ERP opened and was able to form relationships with teachers in the school. She carried out an extensive programme of training for the staff, helping them to understand the nature of the condition and how best they could differentiate their subject for the pupils. This training is ongoing and support is always available to staff when needed.
6. From September 2007 the Fulford provision will be up to its agreed maximum capacity of 10 pupils. There is demand from other York parents who would like their child to be placed within this provision. Projected figures for younger children diagnosed with ASC indicate that there is likely to be sustained demand in the future.



The current number of children diagnosed with ASC in York is set out in the table below:

Pupils with ASC in York from Foundation to Year 14: February 2007

	<b>Mainstream</b>	<b>Special</b>	<b>Out of City</b>	<b>Independent</b>	<b>TOTAL</b>
Yr-R	2	1	0	0	3
Yr 1	3	3	0	0	6
Yr 2	2	5	0	0	7
Yr 3	8	5	0	0	13
Yr 4	8	4	0	1	13
Yr 5	13	5	1	0	19
Yr 6	6	2	0	0	8
Yr 7	7	3	0	0	10
Yr 8	11	6	1	0	18
Yr 9	3	6	0	0	9
Yr 10	6	2	1	0	9
Yr 11	6	6	2	0	14
Yr 12	3	5	1	0	9
Yr 13	3	1	0	2	6
Yr 14	2	2	0	0	4
<b>TOTAL</b>	<b>83</b>	<b>56</b>	<b>6</b>	<b>3</b>	<b>148</b>

Not all the above pupils have statements. Those with statements may not all have ASC as their primary need although ASC has been diagnosed.

Of the numbers of mainstream primary pupils listed, it has been projected that several of them may benefit from provision within a secondary Enhanced Resource Centre.

NC Year	Needs of pupils needing ERC	Year of Secondary Transfer
1	3	Sept 2012
2	2	Sept 2011
3	4	Sept 2010
4	6	Sept 2009
5	6	Sept 2008

This does not take into account any other children who may receive a diagnosis of ASC in the future.

## Options

### Option 1:

7. Enhanced Resource Provision within the planned new build for Joseph Rowntree School. This would be provision for 10 pupils diagnosed with ASC and would be based on the successful provision already established at Fulford.

### Option 2:

8. Increase the numbers of children with ASC within the Fulford Centre

### Option 3:

9. Maintain the 10 places available at Fulford School and support all other secondary age pupils through individual packages of support across all schools in the city.

## Analysis

10. Individual packages of support for children and young people in secondary schools can work well and these should continue to be part of our flexible range of provision. However, this arrangement has drawbacks in terms of needing to appoint support staff individually for each child with the constant demand for extensive training. There are also drawbacks in terms of needing to train the entire workforce across all secondary schools, which is expensive and difficult to maintain at the required level. Increasing the numbers placed at Fulford School also has significant drawbacks in that it would require the Local Authority to renegotiate with the school to make provision beyond 10 places which is unlikely to be well received and in any case it is the view of the Local Authority Officers that 10 is an optimum number. Moving beyond this is likely to have a greater impact on other pupils in the school and might dilute the support that is available to the 10 identified pupils.
11. Opening a new resource for 10 pupils at Joseph Rowntree School is seen to have a number of distinct advantages. First of all it is based on a model that is working successfully elsewhere. Secondly, a provisional bid has already been secured to provide the capital costs of developing provision within the new build for the school. Thirdly, the school is geographically located on the other side of the city from Fulford and over time this would significantly reduce the need for pupils to be transported across the city.
12. Revenue costs for new ERP would be similar to those at Fulford. The provisional projected budget to support 10 pupils for the financial year 2007/08 is £150,000. This would all be centrally funded and would be independent of other SEN funding in the school. The cost of full-time individual support packages for a specific child in mainstream is likely to be in the order of £12 - £15,000 part of which would come from SEN budgets already delegated to the

school and part from centrally held funding which would be devolved to the school. In total, therefore, the cost of supporting 10 children with individual support packages is likely to be equivalent to the cost of supporting them within an ERP.

### **Consultation**

13. A group of Education Officers and Headteachers has been meeting to discuss ASC provision on a strategic basis since January 2001. The group recently identified the need to develop a second secondary provision.
14. A group of parents who formed a support group called 'AIM' (Autism in Mainstream) have also been keen to secure more secondary places. Several members of this group took part in a seminar with elected members held in November 2005 to discuss the future of provision for ASC in York and their view was strongly articulated through this process.
15. Preliminary discussions have been held with members of staff and Governors at Joseph Rowntree School and if such a proposal was to be agreed there would be support from the whole school community.

### **Corporate Priorities**

16. These proposals are relevant to the corporate strategy objective of improving the life chances of the most disadvantaged and disaffected children, young people and families in the city.

### **Implications**

17. The report has the following implications:
  - **Financial** – Capital funding for this development has already been provisionally secured from the DCSF within the Joseph Rowntree School One School Pathfinder Project. The total revenue funding requirement for 10 places would be £150k pa, which compares to external placement costs of between £75k and £225k per place. Revenue funding would come from resources that are used currently to support individual packages. However, additional costs will be incurred in Years 1, 2 and possibly 3 of the implementation because the resource would need to be fully staffed from the beginning but children would be admitted through the provision on a phased basis and it would, therefore, take at least 2 years and possibly 3 before the Centre is fully up to capacity. Additional funding would therefore be required to bridge this gap, but this would be contained within the overall ISB formula budget in these years.
  - **Human Resources (HR)** – new staff would need to be appointed within the establishment of Joseph Rowntree School.

- **Equalities** – the proposed provision would help the Local Authority to make progress with the Inclusion Strategy and to meet its obligations under the Disability Discrimination Act to be proactive in making ‘reasonable adjustments’.
- **Legal Crime and Disorder** – no implications
- **Information Technology (IT)** – no implications
- **Other** – no implications

### **Risk Management**

18. If the proposed development is not able to proceed there is a risk to Local Authority SEN budgets in being obliged to place more children in very expensive external placements. It is also likely that parents would resort to the SEN and Disability Tribunal with consequent damage to the reputation of the Authority.

### **Recommendations**

19. The Advisory Panel is asked to advise the Executive Member to adopt Option One.

Reason: This will enable the local Authority to meet the needs of a very vulnerable group of children in an inclusive and cost effective setting.

### **Contact Details**

**Author:**

Steve Grigg  
Head of SEN & Principal Educational  
Psychologist

554305

**Chief Officer Responsible for the report:**

Pete Dwyer  
Director of Learning, Culture and Children’s Services

**Report Approved**

**Date** 1 October 2007

**Specialist Implications Officer(s)** *List information for all*

*Implication - Financial*  
Richard Hartle  
Finance Manager  
Tel No. 554225

**Wards Affected:** *List wards or tick box to indicate all*

All

**For further information please contact the author of the report**



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## Meeting of Executive Members and Children's Services Advisory Panel

Report of the Director of Learning, Culture and Children's Services.

### UPDATE ON THE CHILDREN AND YOUNG PEOPLE'S CHAMPION SELECTION PROCESS

#### Summary

1. This paper updates members about progress on developing the selection processes for the Children and Young People's Champion.

#### Background

2. The meeting of the Executive Members for Children's Services Advisory Panel on 19<sup>th</sup> of July resolved:
  - (iii) That Officers explore the possibilities of an ICT based election
  - (iv) That the issues regarding process and fairness that arose in the last election be addressed
  - (v) That the format of the ICT process be delegated to Officers and the Executive Members and Shadow Executive Members for Children's Services and Youth and Social Inclusion.

In considering the ICT process officers were asked to explore the 'I'm a Councillor, get me out of here' package, the university student union voting system and the possibility of working with students at the college to develop a system.

#### Update

3. **I'm a councillor get me out of here**

The 'I'm a councillor get me out of here' system was considered. It costs £ 4k and needs to be run in school lesson times. Ideally hustings events need to be run in schools prior to the election process, which presents some logistical problems. The product is aimed at secondary school pupils so may not be suitable for primary schools. Feedback from schools that have used the system suggests that it is expensive and that it did not have high participation rates from children and young people. Feedback from Councillors reinforced these views; therefore, this option was discounted.

4. **University student union system**

The system used by the university was explored. It is a secure and cost effective system. However, this system works because the university issues an email address to every student. As we don't have a secure email address for each child or young person in the City it is not possible to adopt this approach. This option was therefore not pursued.

5. **York College students**

Officers were asked to explore the possibility students at York College developing a system. However, given the short timescale for managing this project and following concerns expressed by the directorate IT representative about achieving the appropriate levels of security and encryption, the business case for this option was felt to be too high risk. This option was therefore discounted.

6. **e-voting**

Officers worked with the directorate IT representative. After extensive research we found 2 companies that could develop or provide a product that met our needs. One company was unable to develop a product in the timescale. The second company had an off the peg solution – however, this would cost \$ 12,750 (£6,312). This breaks down as:

License:	\$3995
Voter registration and data check: (Based on 25,000 voters)	\$4255
Video viewing	\$500
Accessibility customization	\$4000

There are very few companies offering these products and these were the only ones that could be found that met our requirements.

7. In order to run the process we would also need to spend a minimum of £419 producing postcards informing children and young people about how they could vote and £2100 producing a video of a hustings event which they could view on the website. This would bring the total cost to £8831.

8. **Analysis**

Officers from the democracy unit have raised concerns about the security of web based voting. It was also unclear how many children and young people would choose to vote using this mechanism. Last time there were 1600 votes cast; however, this happened in a more controlled environment and there were some concerns that fewer votes would be cast using the e-voting system. Options for piloting the scheme so that not all children and young people could vote were explored; however the core costs of the software meant that reducing the number of people who could participate didn't significantly reduce the costs.

9. **Decision**

Given this information the Executive Member for Youth and Social Inclusion and the Shadow Executive Member agreed that e-voting was not a cost

effective option for selecting the children and young people's Champion as the costs were high and there was a risk of low participation from children and young people.

10. **Next steps.**

The Executive Member for Youth and Social Inclusion and the Shadow Executive Member agreed that a paper should be produced and taken to the next meeting of the Young people's Working Group (9<sup>th</sup> October) and the October Executive Members for Children's Services Advisory Panel. Verbal feedback from the meeting of the 9<sup>th</sup> October will be given at the meeting of EMAP. It was agreed that the paper to both forums should:

- Outline options for a paper based election process
- Update the role description for the Children and Young people's Champion
- Set out clear election rules addressing issues of fairness
- Set out a clear timetable for the election process

11. **Options for a paper-based election process.**

**Consultation with children and young people**

Consultation with Children and young people undertaken in 2005 before the last process revealed that their first choice for a process to select a Children and Young People's Champion would be through a ballot in schools. Children and young people also stated that they would like to communicate with the Champion face to face.

12. **Guiding Principles for an election process**

The Executive Member for Youth and Social Inclusion and the Shadow Executive Member agreed that the principle guiding the development of the options should be widening the process so that as many children and young people as possible are able to vote. They also agreed that as the risks associated with electoral fraud were low, a numbered vote would not be a prime consideration if this prevented a wide range of children and young people being able to participate and that any options developed should work on this basis.

13. The Executive Members for Children's Services Advisory Panel on 19<sup>th</sup> of July stated that 'there were logistical problems with schools running the elections that needed to be overcome. Schools were already stretched and it was felt that it would be difficult for children to access any material to do with the selection of the Champion within lesson times.'

14. **Running a ballot in primary and secondary schools.**

In order to meet these aims it is proposed that the election process is run in schools in the spring term of 2008. Notice of this intention would be given to schools in the Autumn term to enable them to plan this into programmes. A hustings event would be held in the New Year with a small group of children and young people asking each candidate questions. This event would be videoed and a DVD produced (costing about £2k), thereby enabling children and young people to see the candidates responding to issues without the logistical problems of trying to co-ordinate access to 66 schools in the City.

15. **Analysis**

Running a paper-based ballot in schools provides the most cost effective means of undertaking an election process which provides as many children and young people in the City with the possibility of voting for the next Children and Young People's Champion. However, whilst all schools can be approached, officers cannot guarantee that all schools will participate in the scheme, or that all children and young people in each school will be offered the opportunity to vote.
16. **Option 1**

**Full election process including ballot boxes and numbered ballot papers involving all primary and secondary schools within the City.**

It would cost £209 to produce 25000 numbered ballot cards. In order to ensure security of the vote, teachers in each school would need to allocate a numbered ballot to an individual child/ young person, recording which child/ young person used which card. It would cost around £3k to transport polling booths/ ballot boxes to all of the schools. Children and young people themselves would need to be involved in organising the elections within the schools with support from teachers and officers, including counting the ballot papers.
17. **Analysis**

This option is expensive (£5200). It would also require additional Officer time it terms of getting schools on board and co-ordinating the process, which is not currently available. Requiring increased input from teachers is likely to decrease the number of teachers and schools that are willing and able to fully support the process and so reduce the number of children and young people who are able to vote.
18. **Option 2**

**Election process including numbered ballot papers involving all primary and secondary schools within the City.**

It would cost £209 to produce 25000 numbered ballot cards. In order to ensure security of the vote teachers in each school would need to allocate a numbered ballot to an individual child/ young person, recording which child/ young person used which card. The cards would then be collected by teachers and returned to the returning officer before the close of polling. The Independent Scrutineer would then count the ballot.
19. **Analysis**

This option is less expensive costing (£2,209); however it still requires significant input of officer and teacher time in order to co-ordinate, allocate and check the numbered vote allocated to each child/ young person. There is still the risk that the additional time and input required of teachers could reduce the number of children and young people who are able to vote. Given the low risks associated with electoral fraud the risk of reduced participation may outweigh these concerns.



20. **Option 3**  
**Election process using un-numbered ballots in all primary and secondary schools within the City.**

It would cost £133 to produce 25000 un-numbered ballot cards. These cards could be easily distributed across the schools. The process of distributing ballot cards is much simpler, requiring less officer and teacher time. The ballot would take place in supervised environments (form periods/ assemblies) with a card being given to each pupil, reducing the potential for children and young people to fill in multiple ballots. The cards would then be collected by teachers and returned to the Independent Scrutineer before the close of polling. The Independent Scrutineer would then count the ballot.

21. **Analysis**

This option is cheaper costing (£2150) and doesn't introduce any barriers to encouraging the widest possible access to the voting process. As the risks associated with electoral fraud are low, this may be the best option to minimise the risks that access to the vote could be restricted. It would also be easier to involve York College students using this option.

22. **Revised Champion role description**

The role description (Annex 1) has been up dated to take account of the revised constitution and role of the Young People's Working group.

23. **Election rules**

Officers have worked with representatives from Democratic Service to develop some election rules (Annex 2) that are robust and fair and address issues identified with the previous process around the lack of clarity about the conduct of the hustings, the publication of election material and the roles of officers in the process.

The rules will need amending once the process for running the election has been agreed.

24. **Election timetable**

Officers have worked to establish a proposed election timetable as outlined in Annex 3.

## **Corporate Priorities**

25. Involving children and young people in the selection of their Champion meets the Council objectives of:

- Encouraging all Children and Young People to become Active Citizens
- Consulting with children and young people about the future of the City and about provision by the council.

26. **Implications**

- **Financial.** Any spend is within existing budgets, so there are no adverse financial implications of this report

- There are no specific Human Resources (HR), crime and disorder, IT or legal implications of this report
- **Equalities** Whilst there are no specific equality implications of this report the movement to a newly appointed children's champion creates further opportunities to ensure that key issues facing children and young people are brought to council attention

## **Risk Management**

27. There are no specific risks associated with this report.

## **Recommendations**

28. That the Working Group advise the Executive Member that:

- 1) Members agree to the process outlined as option 3 (para 20)

Reason: This ensures that the vote is extended to the maximum amount of children and young people at a reasonable cost.

- 2) Members agree the revised role description for the children and young people's champion as outlined in para 22 and Appendix 1.

Reason: To ensure that the role description fits with the new constitution.

- 3) Members agree to the election rules as outlined in para 23 and Annex 2.

Reason: In order to ensure a fair and transparent process for the election of a new Children and Young people's Champion

- 4) Members agree to the election timetable as outlined in para 24 and Annex 3.

Reason: In order to ensure a fair and transparent process for the election of a new Children and Young people's Champion

- 5) Members agree that any final amendments to the rules, timetable, process or delivery required be delegated to Officers and the Executive Members and Shadow Executive Members for Youth and Social Inclusion.

Reason: To enable the election of a new Children and Young people's Champion to take place as swiftly as possible.

**Contact Details**

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Youth Service  
628829

**Chief Officer Responsible for the report:**

Pete Dwyer  
Director, Learning Culture and Children's Services

**Report Approved**

**Date** 1 October 2007

**Specialist Implications Officer(s)**

None

**Wards Affected:**

**All**

**For further information please contact the author of the report**

**Background Papers**

None

**Annexes**

**Annex 1** - Role description for the 'Children and Young Peoples Champion'

**Annex 2** - Children and young people's champion election rules

**Annex 3** - Timetable for electing the new Children and Young People's Champion

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## Annex 1

### **Role description for the ‘Children and Young Peoples Champion’**

Any elected members putting themselves forward for the role must be passionate about working on behalf of children and young people in the City.

The role of the Children and Young People’s Champion’ must be filled by an Elected Member who is not a member of the Executive or Shadow Executive.

It is important that the role **must not** be used in a party political sense.

Members who put themselves forward for the role will be subject to a selection process involving children and young people.

The position is subject to receipt of enhanced Criminal Records Bureau clearance.

#### ***Advocating***

The Children and young people’s Champion will:

- Act as a figurehead to promote children and young people’s view on issues that concern them within the City of York.
- Represent children and young people’s views and ideas, identify their concerns and raise awareness about their opinions and successes at appropriate strategic decision making bodies within the City and seek to address these.
- Liaise with the Young People’s Working Group and relevant organisations within the City Council and in order to have an overview of all involvement work that is taking place and the messages and required actions that are emerging.
- Actively listen to the desires of children and young people who want to play an active role in life in York.
- Work in accordance with good practice around involvement and participation workout set out in the Yor-OK Involvement strategy.
- Work with elected members to support them in engaging with the children and young people they represent and be responsive to their needs.

#### ***Promotion***

- The Children and Young People’s Champion should seek to promote a positive image of children and young people within the city.
- The Children and Young People’s Champion should ensure that Elected Members are given the opportunity to regularly meet children and young people in schools and other community settings.
- Promote a range of ‘informal’ events and opportunities for children and young people to share their views and ideas, including using information technology, such as websites.
- Raise awareness of mechanisms such as Ward Committees and Parish Councils to children and young people that encourage consultation.
- To work alongside Officers to raise awareness about facilities, provision, services and events run or supported by the Council, which enable children and young people to participate fully and make the most of living in the City.

The Young Persons Working Group (YPWG) will support the Children and Young People’s Champion.

Role of the YPWG should focus on:

- Ensuring there are appropriate systems for Children and Young People's participation and involvement in place across the council (using the Hear By Right Standards as a guide). This would include: maintaining an overview of involvement work across the council and maintaining an overview of the use of monies that are subject to children and young people's recommendations.
- Seeking children and young people's views on particular issues (e.g. those on the forward plan for EMAP) and making representations about how these may be reflected in policy.
- Driving forward issues raised by children and young people through this process and ensuring accountability results from involvement and consultation work
- Receiving and making recommendations about the programme of activity proposed by the Children and Young People's Champion, to provide support to the Champion and ensure that action taken is relevant to the policy agenda set out in the Children and Young People's Plan.

## **Annex 2**

### **CHILDREN AND YOUNG PEOPLE'S CHAMPION ELECTION RULES**

#### **1) Timing of elections**

The Children and young person's Champion will be elected every 2 years.

#### **2) Who can become Children and Young People's Champion?**

The role of the Children and Young People's Champion must be filled by an Elected Member who is not a member of the Executive or Shadow Executive.

The position is subject to receipt of enhanced Criminal Records Bureau clearance. The CRB check will be undertaken by the youth service- any issue that arises regarding the acceptability for the candidate to take up the role will be dealt with by the Director of Children's Services.

A role description for the post is available.

#### **3) Election Spending Limits**

No budget for the production of materials is available from the Voice and Influence budget.

Candidates are free to produce and distribute materials in support of their nomination, however text or images contained on these must be drawn solely from the election statement submitted to the returning officer on the proforma provided.

#### **4) Returning Officer**

Is responsible for ensuring that the election of the Children and Young person's Champion is carried out in accordance with these Rules. The position of returning officer shall be carried out by the Voice and Influence co-ordinator for the Youth Service.

#### **5) Independent Scrutineer shall be responsible for—**

- (a) Receiving nominations for election submitted in accordance;
- (b) receiving and scrutinising the completed voting papers and the votes cast or preferences recorded electronically in the ballot;
- (c) counting the votes cast or preferences recorded in the ballot and determining the votes cast or preferences recorded for each candidate; and
- (d) certifying the result of the ballot in writing to the Returning Officer.

The council's electoral services manager shall carry out the position of Independent Scrutineer.

#### **6) Last date for nominations**

The last date for nominations shall be 35 days before the close of poll. Any nomination received after this time is invalid.

#### **7) Notice of election**

a) Notice of the election shall be given 28 days before the last date for nominations. Notice of the election shall be circulated via email to all Elected Members in the City of York Council.

b) The notice of election shall state:

- (i) The period of office that the role shall apply for.
- (ii) The date and time of the hustings event.
- (iii) The contact details for the Independent Scrutineer and returning officer.
- (iv) The length and acceptable format of election statements that candidates may submit, and the size and acceptable format of photographs of themselves that candidates may supply.
- (v) The last date for nominations.
- (vi) The requirement that candidates complete a CRB declaration on entering the process.

### **8) Nominations**

- a) Nominations should be submitted by email to the Independent Scrutineer.
- b) Nominations must be submitted by the nominee.
- c) Nominations may be withdrawn up until the closing date for applications.
- d) The elected candidate for Children and young people's champion will be subject to an enhanced CRB check and must complete a Declaration of Criminal Records, Convictions and Cautions and submit it along with the nomination and election statement.
- e) By accepting nomination the candidate agrees to abide by these election rules.

### **9) Election statements by candidates and photos**

- a) Election statements should be submitted at the same time as the nomination paper to the Independent Scrutineer. These must be submitted no later than the last date for nominations— Candidates should submit:
  - (i) An election statement in such form and of such maximum length as the Returning Officer shall specify;
  - (ii) a photograph of themselves of such size and format as the Returning Officer shall specify.
- b) All election statements and photographs received shall be produced to form candidate information which will be produced in black and white photocopy-able format and distributed to schools by the Returning Officer as part of the election material.
- c) The Returning Officer will not circulate any election statement which is of greater length than has been specified, and in the event that an election statement is submitted which is greater in length than the specified maximum, the election statement circulated shall end at the last complete sentence which is within the specified length.
- d) Each candidate should liaise with the returning officer before submitting the statement to ensure that their election statement is true and in the spirit of the post.
- e) Any question as to the format or presentation of an election statement when it is circulated shall be decided conclusively by the Returning Officer.
- f) Candidates may produce and distribute campaign materials only using text and images submitted to the returning officer.



### **10) Basis of the election**

If two or more candidates are nominated by the last date for nominations voting shall proceed. Each child and young person shall be entitled to vote to support one candidate. The candidate with the most votes shall be elected to the role of Children and Young people's champion.

### **11) Hustings**

- a) A hustings event will be organised and a group of children and young people will be invited to attend with questions for the candidates.
- b) All candidates will be invited to attend.
- c) Candidates will be given the same amount of time to respond to each question.
- d) The order in which candidates respond to questions will be rotated.
- e) This event will be filmed and edited (to remove gaps and silences) in order to enable it to be placed on a DVD which will be circulated to schools.
- f) No alternative hustings events shall be held.
- g) Candidates may not canvass other than through this event.
- h) Any candidate who participates in the hustings agrees that the decision of the returning officer about the production of the video is final.

### **12) Who can vote?**

All school age children and young people living in the City of York area are eligible to vote.

Every effort will be made to ensure as wide spread participation.

### **13) Conduct of the ballot**

***This section is written assuming option 3 is agreed and subject to change if this is not the case.***

- a) Members who put themselves forward for the role will be subject to a selection process involving children and young people.
- b) Ballots will be run through primary and secondary schools within the City. Every state primary and secondary school in the City will be provided with a Champion voting pack that will contain:
  - Information about the role of the Children and Young People's Champion in a photocopy-able format
  - Information about the voting process that should be followed and the date for the close of polling.
  - Candidates' election statements- produced in black and white in a photocopy-able format.
  - Ballot cards in a photocopy-able format.
  - 2 copies of the DVD of the Hustings event.
- c) Each school should provide children and young people with information about the role of the Children and young people's champion and the election statements submitted by candidates.
- i) Where possible all children and young people should be given an opportunity to view the DVD of the hustings event.

- ii) Ballot cards should be given to children and young people in a supervised environment, with teachers ensuring that ballots are only given to children and young people and children and young people only receive one card each.
- iii) The process for voting should be described to children and young people and they should be given time to vote.
- iv) Ballot cards should be collected by teachers and stored securely until all children and young people in the school have had the chance to vote.
- v) Completed ballot cards should be returned to the Independent Scrutineer by the internal schools bag before the close of polling.

#### **14) Scrutiny of votes**

Ballots shall be counted in the week after the close of polling.

The Independent Scrutineer shall reject any voting paper which

- (a) Is ambiguous;
- (b) has been received by the Independent Scrutineer after the last date for return of voting papers.

#### **15) Certification of results**

The Independent Scrutineer shall certify the result of each ballot to the Returning Officer by email giving the following information—

- (a) The total number of voting papers received by the last date for return of voting papers;
- (b) the total number of voting papers and electronic votes which were rejected and the reasons for rejection;
- (c) the number of valid votes cast for each candidate and the name of the candidates who have been elected as Children and Young People's Champion.

#### **16) Declaration of result**

Upon receipt of the Independent Scrutineer's certificate on the election the returning officer will notify candidates of the outcome of the election.

The candidate with the most votes shall then under go an enhanced CRB check that will be undertaken via the Youth Service. Only on receipt of a clear CRB will the result of voting be declared.

Any issues arising from the CRB check shall be dealt with by the Director of Children's Services

#### **17) Commencement of term of office**

The candidate will take over the role of Children and Young People's Champion immediately after the result of voting is declared.

## Annex 3

## Timetable for electing the new Children and Young People's Champion

Week commencing	Actions (Shaded boxes indicate school holidays)
20 August	
27	
3 September	
10	
17	
24	
1 October	YPWG Primary school council conference- Champion to go and raise awareness of role and forthcoming election
8	
15	Children's Services EMAP- role description agreed, rules agreed (subject to final amendments), timetable agreed. Secondary school conference - Champion to go and raise awareness of role and forthcoming election
22	
29	
5 November	Notice sent to schools about the election running next term
12	
19	
26	
3 December	
10	
17	
24	
31	
7 January	
14	Call election
21	Recruit and train children and young people for the hustings event
28	
4 February	
11	<b>Last date for nominations</b>
18	Hustings event Packs are prepared.
25	Packs sent to schools
3 March	
10	
17	Close of voting Friday 21 <sup>st</sup> March (schools break up on Thursday 20 <sup>th</sup> )
24	<b>Votes counted- Candidate undertakes CRB check</b>
31	
7 April	
14	
21	Assuming clear/ efficient CRB process we should be in a position to announce the new Champion. NB- this is an estimate- the CRB process could be quicker or slower.

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## Meeting of Executive Members and Children's Services Advisory Panel

15 October 2007

Report of the Director of Learning, Culture and Children's Services

### Appointment of Local Authority (LA) School Governors to the York High School Permanent Governing Body

#### Summary

1. This report provides information about the current position with regard to the LA seats the permanent governing body at York High School and requests that members appoint the nominees listed in Annex 1.

#### Background

2. During the period of its establishment York High School has been supported by a temporary governing body which was set up in March 2006.
3. In accordance with the New Schools (General)(England) Regulations 2003 the temporary governing body considered models for the constitution of a permanent governing body. At a meeting of the full governing body held on 23 May 2007, it was agreed that the governing body would be made up of 20 members with the following representation:
  - Seven parent governors
  - Four staff governors
  - Four LA governors
  - Five community governors
4. In accordance with the wishes of the temporary governing body and the terms of the Regulations, the LA prepared and made an Instrument of Government which comes into effect on 29 October 2007. This is the date of incorporation and is in line with the legal guidance.

#### Appointment/election of governors

5. Responsibility for the elections of parent and staff governors is delegated to the school and this is in progress. Community governors will be appointed by the permanent governing body at its first meeting. LA governors are appointed by the Executive Members and Children's Services Advisory Panel.

### Consultation

6. All LA governors on the temporary governing body were consulted as to whether they wished to remain on the permanent governing body. One member wished to remain and his nomination is included below. Because all vacancies have not yet been filled, consultation and recruitment is ongoing.

### Options

12. Executive Members have the options of appointing/re-appointing or not appointing to fill vacant seats.

### Corporate Priorities

13. This is a statutory function, and as a result, not related to specific individual corporate priorities.

### Implications

14. There are no financial, legal or HR issues arising from this report.

### Risk Management

15. There are no known specific risks associated with this paper. Good active governance arrangements do contribute to effective school management arrangements and, as a result, reduce risks to the organisation.

### Recommendations

16. The Executive Member is recommended to appoint LA Governors to the new York High School governing body to fill vacant seats as proposed in Annex 1.

Reason: to ensure that local authority places on school governing bodies continue to be effectively filled

### Contact Details

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**Chief Officer Responsible for the report:**

Pete Dwyer  
Director of Learning, Culture and Children's Services

**Report Approved**  **Date** 1 Oct 2007

**Wards Affected:** *List wards or tick box to indicate all*

**All**

**For further information please contact the author of the report**

**Background Papers**

New Schools (General)(England) Regulations 2003

**Annexes**

Annex 1 details the current position of LA governor vacancies and lists those governors who are being nominated for appointment or re-appointment.

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## LA GOVERNOR NOMINATIONS FOR APPOINTMENT TO THE PERMANENT YORK HIGH SCHOOL GOVERNING BODY:

Name of School	York High School				
Number of LA Governors	4	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Vacancy					
Vacancy					
Vacancy					
Vacancy					
<b><u>Nominations</u></b>					
<p><b>Councillor Andrew Waller</b> has served on the temporary governing body and has confirmed that he wishes to stand for appointment to the permanent governing body. <i>Affiliation: Lib Dem.</i></p> <p><b>Mr Patrick Kelly:</b> Mr Kelly responded to an advertisement for governor volunteers. Because of his knowledge and past experience he showed specific interest in joining the governing body at York High School and has waited since March 2007 for the opportunity to stand. His statement of application is as follows: "I am a newcomer to York, having just moved here with my family in September 2006, but would like to make a contribution to the civic life of the city. I feel I have the relevant skills (I am a good team worker, I am willing to work hard and I can demonstrate leadership abilities) and experience (see below) to be able to make a contribution in the education field, particularly as a number of secondary schools in York prepare for a major programme of rebuilding and refurbishment.</p> <p>I was a school governor at two primary schools in a challenging inner city area of South London. At the second of these schools, I was asked to be an LEA nominated governor for the authority's first Fresh Start school (Goose Green) and was vice-chair of the new governing body until I was elected as a councillor (see below). I sat on a number of committees and during the four years I was on the governing body, Goose Green became the most improved school in the borough.</p> <p>I was elected as chair of education at the London Borough of Southwark (later becoming executive member for education) in 2001 and stepped down in 2004 due to family commitments. During that period I oversaw the creation of two new secondary schools and negotiated extra capital spending from the DfES on a number of others. I also set up a regular governors forum meeting between the executive member for education, education director and governors - a forum which still exists.</p> <p>As a freelance journalist, I have been a regular contributor on education issues to both the local government and education press and have specialised in writing on ICT matters for the Times Educational Supplement." <i>Affiliation: Labour</i></p> <p><b>Mrs Angela Leatt:</b> Mrs Leatt has been a member of Oaklands School governing body for several years, serving as a parent governor. She was also an active member of the Temporary Governing Body and would like to continue this work on the permanent governing body. <i>Affiliation: None</i></p> <p><b>Mr Colin McNeil:</b> Mr McNeil has served on the temporary governing body and would like to continue this work on the permanent governing body. <i>Affiliation: None</i></p>					

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## **Executive Members for Children's Services 15 October 2007 and Advisory Panel**

Report of the Director of Learning, Culture and Children's Services

### **Childcare Sufficiency Assessment**

#### **Summary**

1. This paper is to present the first Childcare Sufficiency Assessment for York. The aim of the Childcare Sufficiency Assessment is to identify any areas where childcare does not match families' needs. This assessment can then be used to form an action plan of how these gaps can be filled in partnership with a range of teams, agencies and childcare providers.
2. This report is condensed from several longer reports around childcare sufficiency. The key Childcare Sufficiency Assessment document is attached for information.
3. The Childcare Act (2006) requires local authorities to carry out a Childcare Sufficiency Assessment. This process involves consulting a range of groups as to their childcare needs and comparing this to the available provision.
4. Overall the response from parents, carers and business is very encouraging and shows that childcare largely matches the needs of families in York. Particular areas are very positive, for example parents and carers rate the quality of childcare very highly.
5. However it is important that potential areas for further improvement are identified and acted upon. The key barriers and difficulties identified in the Sufficiency Assessment are:
  - Cost
  - Opening hours and flexibility
  - Areas of specific need for out of school provision
  - Children with disabilities and additional needs. Specifically difficulty in arranging and staff awareness of need.
6. Each of these areas is discussed in more detail in the report.

## Introduction

7. From May to September 2007 the Children's Information Service (CIS) within the Early Years and Extended Schools Service carried out York's first Childcare Sufficiency Assessment. A sufficiency assessment was made a statutory duty in the Childcare Act (2006) and involves consulting with parents, carers, childcare providers, local business, key partner agencies as well as children and young people.
8. York has always worked hard to ensure a balance of *play, care and education* for children and young people. The government has defined 'childcare' as including play, care and education (apart from full time education within a school) in the maintained and community sector. For example this could mean holiday playschemes, private day nurseries, maintained education nurseries, pre-school playgroups, childminders or before and after school clubs
9. The consultation was carried out in partnership between the Children's Information Service, the council's Marketing and Communications team and the Economic Development Unit. A full summary of the consultation methodology can be found in the "Childcare Sufficiency Assessment: 2007 – 2010" document.
10. From the consultation 693 responses from parent and carers were received along with 26 responses from local businesses.
11. The work to involve children and young people will take the form of producing resource kits to embed consultation and participation in childcare providers' everyday work. As part of a pilot in developing these resource kits, information will be collected which can be used to form a picture of children and young peoples' views on childcare. This will then build to become part of an ongoing piece of work on engaging with children and young people. The results from the pilot will be available in January 2008 and this information will be added to this Sufficiency Assessment.
12. All of the information collected, as part of the sufficiency assessment will be made available to support providers and agencies understand childcare supply and demand and to bridge any gaps identified. The main channels for disseminating this information will be the Early Years and Extended Schools Places Subgroup and Shared Foundation Partnerships.
13. Where gaps have been identified potential action points have also been put forward for consideration. However when developing a more formal action plan to bridge identified gaps, partner teams and agencies may help identify more effective actions to take.
14. It is important to note that the vast majority of respondents feel that childcare in York matches families needs. This report does focus on the gaps identified but it should be remembered that overall the childcare market for York is a healthy one. This report identifies areas of potential further development to match even closer the needs of local families.
15. The Early Years and Extended Schools Service have always worked to try and ensure a good balance, for choice and diversity, of Voluntary,

Independent, Private and Local Authority childcare that meets the needs of local families. This has been achieved through:

- Forming Shared Foundation Partnerships – As part of their work these partnerships bring together all those working around childcare in a local area. This allows them to work together to identify and meets the needs of families in their community.
- Working with families – The Early Years and Extended School's Service, childcare providers and key partners work closely with families on a range of issues. Where childcare needs are found these are explored fully and then acted upon.
- The Early Years and Extended Schools Partnership (EYESP) – A city wide consultative panel looking at a wide range of issues affecting childcare.
- The Places Subgroup – A subgroup of the EYESP which is made up of local agencies and providers focussing on the childcare market and sustainability.

## Options

16. This paper is for information only.

## Analysis

17. From the Sufficiency Assessment several key messages have come through. These are listed below:

## Cost

18. The cost of childcare has been identified as a key barrier to accessing private day nurseries and childminders. It has also been identified as a barrier for out of school clubs and holiday schemes but to a much lesser extent.
19. The table below shows the average costs in York for different forms of childcare and compares this to the national average. The figures used for the national average have been taken from the Day Care Trust Childcare Costs Survey: January 2007

<b>Provider Type</b>	<b>York Cost</b>	<b>National Average</b>
Day Nursery	£31.30 per day	£30.40 per day
Childminder	£3.08 per hour	£2.82 per hour
Out of School Clubs	£5.50 per session	£7.60 per session
Holiday Schemes	£85.95 per week	£77.34 per week

20. The number of families currently facing difficulty in using private day nurseries due to cost equates to 3.12% of households with dependent children. For childminders this figure is 4.73% of households with dependent children.
21. In particular this barrier is most noticeable in households with an income of less than £30,000 (for private day nurseries) and households with an income of less than £10,000 (for childminders).
22. The majority of people reporting cost as a barrier are in the Northern wedge of the localities, with 72.22% of the respondents giving cost as a barrier coming from that area.
23. The key message being given by parents and carers is that they value the quality of the childcare they receive but a large percentage would face difficulty in continuing to use childcare if costs continue to rise (57% for private day nurseries, 51% for childminders).
24. Local employers also identified the cost of childcare as a potential barrier. Although this came through as a general message rather than being specific to a particular form of childcare or area.
25. Potential solutions over the issue of cost are:
  - Awareness of potential support with childcare costs is quite high but could still be improved upon.
  - Significantly more parents are aware of the Childcare Element of Working Tax Credit than claim it. Despite many parents knowing about the entitlement they are not eligible for support. This information should be made available to the Department for Children Families and Schools (DCFS).
  - Over half of local employers do not offer childcare vouchers (50.00%) or salary sacrifice (53.85%). There is potential to work with local employers to increase the number offering support to families with childcare costs.
  - Just over a quarter of all childminders do not accept childcare vouchers (26%). There is potential to work with local childminders to increase the number accepting childcare vouchers as a form of payment.
26. York is currently offering additional support with childcare costs through two pathfinder projects. These projects are:
  - Extended and Flexible 3 and 4 year old funding – Families in York are now able to access 15 hours of free early education per week for 38 weeks of the year. This is an increase of 2.5 hours over the previous entitlement and what is available elsewhere in the country. This is equivalent to an additional £345.80 every year for each family taking up their full entitlement. As well as allowing for increased hours the pathfinder allows parents to now be more flexible with how they choose to use their 15 hours.

- Two year old pathfinder – A pilot is also running to improve take up of formal childcare amongst groups who have not historically accessed childcare. This allows families to access up to 7.5 hours of funded childcare per week for 38 weeks of the year. This equates to £1,380 per year for each family taking up their full entitlement. However this is not a universal offer and not all parents can claim this.

## **Out of School Provision**

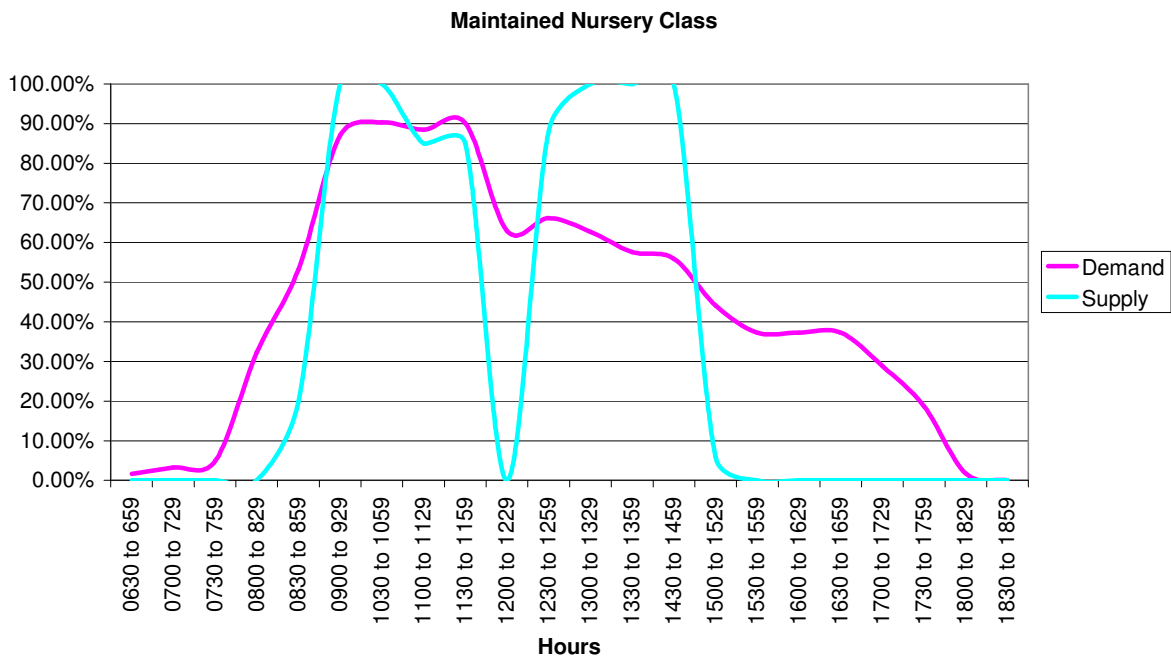
27. A good number of the responses suggest that Huntington Primary could benefit from having an after school club. The level of demand is surprising as Huntington Primary School is well served by 13 childminders many of whom have vacancies. The feedback from parents for this particular school suggests that parents favour an on site out of school club.
28. Potential solutions to provide a short term and long term solution for Huntington Primary are currently being explored by the Early Years and Extended Schools Service and the Education Planning Department in partnership with the school. When looking at the possibility of establishing a new out of school club consideration should be given to the potential effect on the sustainability of childminders in the area. It will be important to reach a healthy balance of meeting families needs and ensuring that the provision available is sustainable.
29. Some additional information on needs for out of school provision comes from the York CIS Brokerage Service. The Childcare Act (2006) also requires that from April 2008 local authorities operate a childcare brokerage service as described below:
  - “Parents experiencing difficulty finding childcare will be able to access information about local providers from the brokerage service. It will help them broaden their search, including approaching providers on the parent’s behalf if necessary”
30. York has been running a brokerage service since May 2006. In almost all cases a solution has been found for parents. Where solutions have not been found these have been acted upon. A significant number of brokerage cases have been where parents have
  - Complicated childcare requirements
  - Need childcare at short notice
  - Or where parents and carers want some additional support with finding childcare
31. Outstanding issues identified through brokerage as being areas for improvement are:
  - Childminder pick ups from St Wilfrid’s Primary School, Hempland Primary and Bishopthorpe Infants (particularly a midday pick up for part time children starting school)

- Some additional childminder provision in the Scarcroft area.

32. Any gaps in childcare found through the brokerage service are acted on as quickly as possible. As with other areas for improvement identified in this report the Early Years and Extended Schools Service will work with other teams, agencies and providers to meet families' needs.

### Opening Hours and Flexibility

33. Throughout the report parents and carers make reference to the opening hours and flexibility of childcare.
34. The main issue in terms of opening hours is specifically around people who either have a long commute or are shift workers. This is not limited to one type of provision but is most significant for nursery schools and classes, day nurseries and childminders.
35. The graph below show the profile of what opening hours parents want compared to what is available in Maintained Nursery Classes and Schools.



36. There seems to be a number of families who would like nursery schools and classes to start earlier or finish later than they currently do. A potential solution for these families in both of these cases would be to use a childminder or private day nursery who can care for a child earlier in the morning and then drop off the child at the nursery class/school or collect at the end of the day. The Children's Information Service can offer support to find suitable care. Where a family faces difficulty in finding childcare the Children's Information Service can offer more in depth support through the brokerage service.

37. The opening hours of most nursery schools and classes are likely to shift slightly as a result of York being awarded a pathfinder for extended and



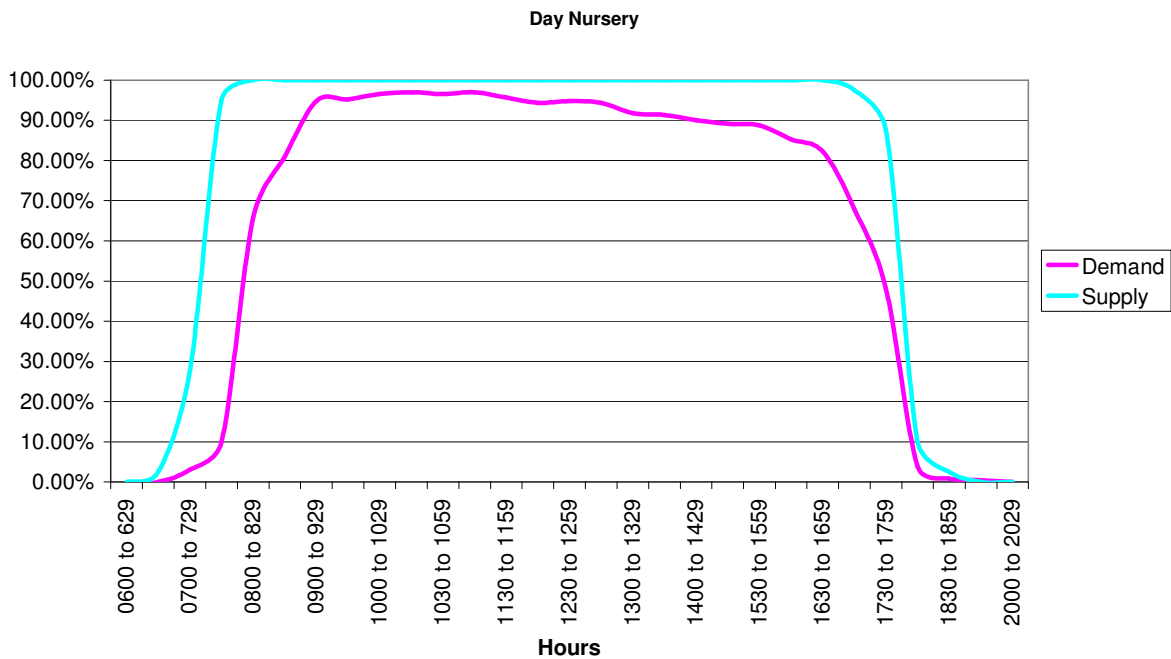
flexible early education funding for 3 and 4 year olds. The key principles of the pathfinder is that early education places are:

- Extended from 12.5 hours per week to 15 hours per week
- Be more flexible in how the sessions can be taken up

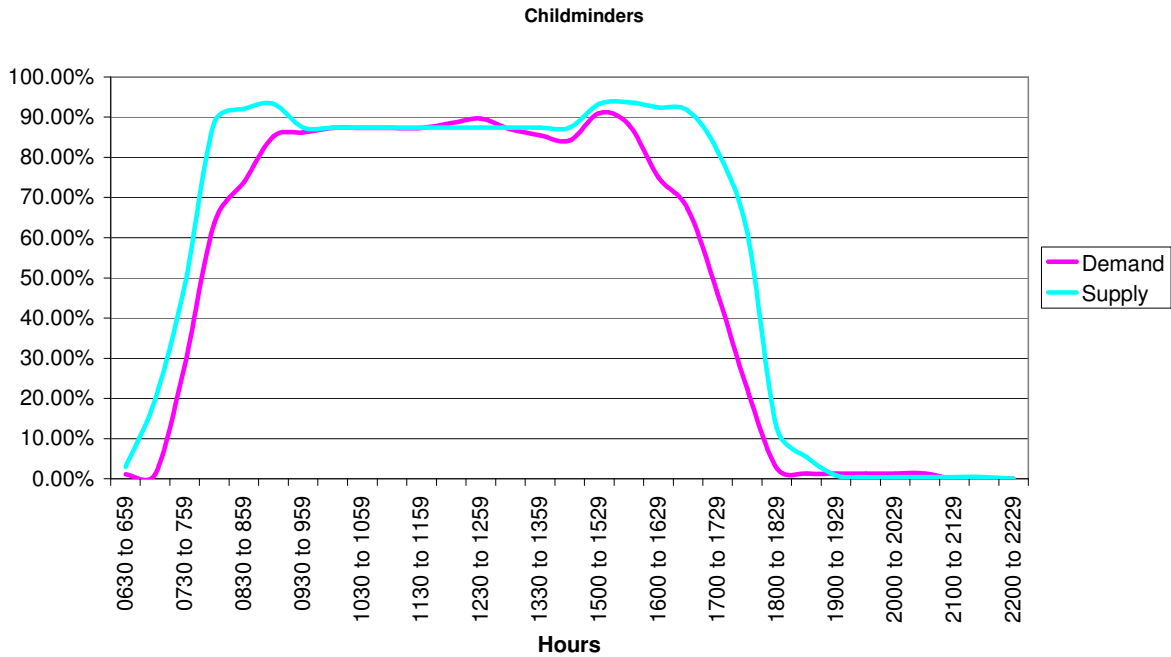
38. The result of this pathfinder on nursery classes or schools will be that the session times are likely to be extended either directly by the school or in collaboration with other local providers. Most nursery classes and schools will begin to offer this extended entitlement from September 2007. The effect of this extended entitlement should go some way to meet these needs and will be evaluated as part of pathfinder project.

39. Some local businesses also identified opening hours and flexibility as a potential barrier. In particular business emphasised the need for childcare provision at weekends.

40. The graph below show the profile of what opening hours parents want compared to what is available with day nurseries.



41. The graph below show the profile of what opening hours parents want compared to what is available with childminders.



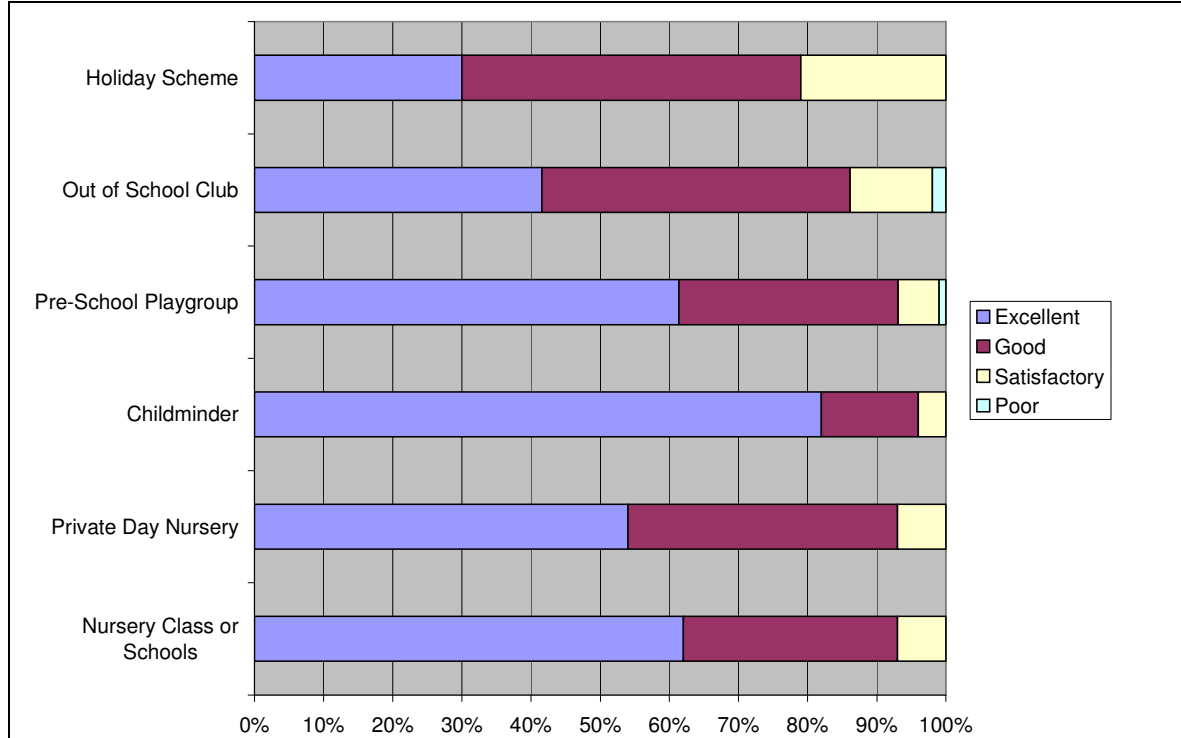
42. The number of families currently facing difficulty in using childminders due to opening hours and flexibility equates to 2.36% of households with dependent children. For nursery classes and schools this figure is 0.88% of households with dependent children. Obtaining a figure for private day nurseries has been more difficult to produce. This is due to how information on private day nursery opening hours is held. A figure should be available when the final sufficiency assessment is produced. It is expected that it will be comparable to that for childminders.

43. To help improve access to childminders for shift workers potential solutions could be to:

- Identify local employers likely to use shift working
- Work with these employers to identify shift patterns and also to encourage them to make employees aware of the Children’s Information Service and in particular the brokerage part of the service.
- Work with childminders to encourage them where necessary to be flexible enough to accommodate shift workers

## Quality

44. The chart below shows how parents and carers rated the quality of different forms of childcare.



How do you rate the quality of the care you are using?

	Nursery Class or Schools	Private Day Nursery	Childminder	Pre-School Playgroup	Out of School Club	Holiday Scheme
Excellent	62%	54%	82%	62%	42%	30%
Good	31%	39%	14%	32%	45%	49%
Satisfactory	7%	7%	4%	6%	12%	21%
Poor	0%	0%	0%	1%	2%	0%

45. It is very encouraging to see that so many parents rate the quality of childcare so highly. The quality of childcare in York is also reflected in the Ofsted Early Years Profile where most childcare is rated as 'good'.

## Partner Agencies

46. A response is still due from the Primary Care Trust but this will be added to the assessment when it becomes available.
47. Job Centre Plus (JCP) have given a positive picture of childcare in York. The Local Childcare Partnership Manager provided the feedback "*Job Centre Plus works closely with parents and carers. Very few childcare barriers are given by parents as reasons for them being unable to return to work. Where barriers are flagged up these can usually be solved through the brokerage service of the CIS*".

48. The Job Centre Plus provides information on childcare barriers preventing parents and carers returning to work to the Children's Information Service. Unfortunately JCP have been unable to provide this information due to recently migrating to a new system. They are confident that they will be able to resume providing reports on barriers later this year.

### **Children with disabilities or additional needs**

49. Of the 51 responses from parents where the child had a disability or additional need 6 (11.76%) said that childcare did not meet their needs. The main barriers given were cost of childcare, difficulty in arranging childcare and staff awareness of needs.
50. Local employers also identified provision for children with disabilities and additional needs as a potential barrier. Although this came through as a general message rather than being specific to a particular form of childcare or area.
51. Information on parents responses around this area will be passed on to the Early Years Development Workers. This team provide high quality support for childcare providers and work with other teams and agencies to improve the quality of childcare services in York.

### **Existing Childcare Provision**

52. The number of parents and carers giving the availability of spaces as a barrier to accessing childcare was quite low. Despite this it is worthwhile to set out what childcare is currently available in York.
53. The tables below show the number of registered places and waiting lists for different types of childcare by ward. This information was collected from childcare providers as part of the Early Years and Extended Schools Service Audit 2007.

<b>Nursery school and classes places and occupancy rate by ward</b>		
<b>Ward</b>	<b>Places</b>	<b>Occupancy*</b>
Acomb	78	59
Clifton	182	127
Dringhouses and Woodthorpe	52	52
Fishergate	117	89
Heworth	91	66
Holgate	117	108
Hull Road	52	37
Huntington	78	68
Micklegate	78	62
Rural West	52	48
Skelton	52	50
Westfield	195	158
<b>Total</b>	<b>1,144</b>	<b>924</b>
<i>* 2006 Occupancy</i>		

<b>Day Nurseries</b>										
<b>Ward</b>	<b>Age 0-2</b>		<b>Age 2-3</b>		<b>Age 2-5</b>		<b>Age 3-5</b>		<b>Age 5-8</b>	
	Places	Waiting List	Places	Waiting List	Places	Waiting List	Places	Waiting List	Places	Waiting List
Clifton	34	1	0	0	106	0	0	0	0	0
Derwent	30	0	0	0	50	0	0	0	0	0
Dringhouses & Woodthorpe	28	40	11	4	32	0	16	2	0	0
Fishergate	36	8	0	0	67	0	0	0	5	0
Guildhall	61	24	29	1	16	0	52	1	0	0
Heslington	9	3	0	1	16	0	0	2	0	0
Haxby and Wigginton	16	36	8	15	0	0	24	0	0	0
Heworth	55	1	0	1	116	0	0	1	0	0
Holgate	9	0	0	0	27	0	0	0	0	0
Hull Road	36	0	0	4	32	0	0	0	0	0
Huntington	30	0	8	4	28	0	16	3	0	0
Micklegate	27	25	8	4	36	0	12	4	0	0
Osbalwick	18	0	14	0	0	0	26	0	0	0
Rural West	73	4	34	0	24	0	48	3	0	0
Skelton, Rawcliffe and Clifton Without	105	9	20	0	157	0	15	0	0	0
Strensall	12	0	0	0	28	0	0	0	0	0
Westfield	39	5	30	2	37	0	32	0	0	0
<b>Grand Total</b>	<b>618</b>	<b>156</b>	<b>162</b>	<b>36</b>	<b>772</b>	<b>0</b>	<b>241</b>	<b>16</b>	<b>5</b>	<b>0</b>

54. Looking closer at the figures in table 7.8 it seems that 59.36% of waiting lists in York for day nurseries are in just four nurseries. Of these four nurseries only two described themselves as full. A key area seems to be the Micklegate area. There are three day nurseries in this area one of which describes themselves as full and one of which has a waiting list of 25 children for the 0-2 age range. This ward has also been identified by one parent as an area where the availability of spaces could be a barrier to accessing childcare.

<b>Childminders</b>						
<b>Ward</b>	<b>Age 0-1</b>		<b>Age 1-5</b>		<b>Age 5-8</b>	
	Places	Waiting List	Places	Waiting List	Places	Waiting List
Acomb	9		13		21	
Bishopthorpe	7		12		18	
Clifton	6	3	9	5	14	3
Derwent	2		4		5	
Dringhouses & Woodthorpe	14	1	23		42	
Fishergate	11	1	17		29	
Fulford	4		8	4	13	6
Guildhall	0		1		3	
Heslington	1	3	1	3	2	2
Haxby and Wigginton	12		22		35	
Heworth	2		3		3	

<b>Childminders</b>						
<b>Ward</b>	<b>Age 0-1</b>		<b>Age 1-5</b>		<b>Age 5-8</b>	
	Places	Waiting List	Places	Waiting List	Places	Waiting List
Heworth Without	0	0	0	2	0	0
Holgate	14		24		36	
Hull Road	7	0	13	0	18	0
Huntington	23	1	35	0	64	0
Micklegate	10		16		21	
Osbalwick	3		8		13	
Rural West	17		33		50	
Skelton, Rawcliffe and Clifton Without	21	1	26	1	50	
Strensall	18	1	32	1	54	
Westfield	19		38		54	
Wheldrake	6		8	1	16	
<b>Grand Total</b>	<b>218</b>	<b>11</b>	<b>368</b>	<b>17</b>	<b>589</b>	<b>11</b>

55. The number of children on waiting lists with childminders is encouragingly low however many childminders do not actively operate a waiting list. Some childminders will look to refer to other childminders in their area if they are full.

<b>Playgroups</b>								
<b>Ward</b>	<b>Age 2-3</b>		<b>Age 2-5</b>		<b>Age 3-5</b>		<b>Age 5-8</b>	
	Places	Waiting List	Places	Waiting List	Places	Waiting List	Places	Waiting List
Acomb	0	0	16		0	0	0	0
Bishopthorpe	0	0	45	20	0	0	0	0
Clifton	0	0	25		0	0	0	0
Derwent	0	0		5	20	10	20	0
Dringhouses & Woodthorpe	0	0	80	33	0	2	0	0
Fishergate	0	0	42	8	0	2	0	0
Fulford	0	0	26	6	0		0	0
Guildhall	0	0	24	35	20	15	0	0
Heslington	0	0	20	0	0	0	0	0
Haxby and Wigginton	10	0	36	7	35	8	0	0
Heworth	0	0	26	0	0	16	0	0
Heworth Without	0	0	25	8	0	0	0	0
Holgate	0	0	50		24	0	0	0
Huntington	0	0	96	12	0	0	0	0
Osbalwick	0	0	30	5	0	0	0	0
Rural West	0	0	117	33	0	8	0	0
Skelton, Rawcliffe and Clifton Without	8	0	26	0	40	0	0	0
Strensall	0	0	88	4	0	3	0	0
Westfield	0	0	18	16	0		0	0
Wheldrake	0	0	50	0	30	2	0	0
<b>Grand Total</b>	<b>18</b>	<b>0</b>	<b>840</b>	<b>192</b>	<b>169</b>	<b>66</b>	<b>20</b>	<b>0</b>

56. The table above would seem to suggest that there are a number of children on the waiting list for playgroups for the age range 2-5. There are a large number of children whose names are on waiting lists for playgroups but are too young to start. As with the nurseries half of children on waiting lists are only in 6 providers.

<b>Out of School</b>						
<b>Ward</b>	<b>Age 3-8</b>		<b>Age 3-5</b>		<b>Age 5-8</b>	
	Places	Waiting List	Places	Waiting List	Places	Waiting List
Acomb	0	0	0	0	21	0
Bishopthorpe	0	0	0	0	52	0
Clifton	50	0	0	0	22	0
Derwent	0	0	20	17	25	1
Dringhouses & Woodthorpe	0	0	0	0	66	0
Fishergate	0	0	10	4	65	4
Fulford	0	0	0	0	37	5
Guildhall	24	0	24	10	68	0
Heslington	0	0	0	0	26	0
Haxby and Wigginton	0	0	0	0	147	0
Heworth	0	0	0	0	120	0
Heworth Without	0	0	0	0	3	0
Holgate	0	0	18		138	0
Hull Road	0	0	0	0	40	0
Huntington	0	0	0	0	88	0
Micklegate	0	0	0	0	63	14
Osbalwick	0	0	16	0	29	0
Rural West	24	0	0	0	144	0
Skelton, Rawcliffe and Clifton Without	0	0	0	0	104	0
Strensall	0	0	0	0	110	0
Westfield	0	0	0	0	165	0
Wheldrake	0	0	0	0	40	0
<b>Grand Total</b>	<b>98</b>	<b>0</b>	<b>64</b>	<b>31</b>	<b>1573</b>	<b>24</b>

57. The table above shows that most areas do not have waiting lists for out of school care. The Micklegate area has previously seen long waiting lists for out of school care. This has been reduced over the past year by joint working between local providers and the Early Years and Extended Schools Service. However there are still some pressures in this area that can be improved upon.

<b>Holiday Schemes</b>				
<b>Ward</b>	<b>Age 2-5</b>	<b>Age 3-8</b>	<b>Age 3-5</b>	<b>Age 5-8</b>
Acomb				
Bishopthorpe				34
Clifton	15	50		23
Derwent			20	20
Dringhouses & Woodthorpe				56
Fishergate			10	20
Fulford			40	64

<b>Holiday Schemes</b>				
<b>Ward</b>	<b>Age 2-5</b>	<b>Age 3-8</b>	<b>Age 3-5</b>	<b>Age 5-8</b>
Guildhall				75
Haxby and Wigginton				48
Heworth				116
Holgate			10	102
Hull Road		45		22
Huntington				24
Micklegate			80	211
Osbaldwick			16	16
Rural West				160
Skelton, Rawcliffe and Clifton Without				36
Strensall				32
Westfield				177
<b>Grand Total</b>	<b>15</b>	<b>95</b>	<b>176</b>	<b>1236</b>

58. There is no available information on waiting lists for holiday schemes as they tend to run each holiday period as an isolated section of time. It is thought that the availability of spaces in holiday schemes does not present a barrier to accessing this form of childcare. Only one holiday scheme described themselves as full.

### **Consulting on draft Childcare Sufficiency Assessment**

59. Once the draft sufficiency assessment had been completed it was then taken back to parents and carers for a second consultation. This was to ensure that the findings of the report were a true reflection of families needs.
60. All respondents who took part in the initial consultation that had wanted to find out about the results were sent an invitation to attend a drop in session at a number of venues across the city. As well as these drop in sessions, officers from the Children's Information Service attended existing parent groups run in and around Children's Centres.
61. The venues of the drop in sessions were run at:
- Hob Moor Children's Centre
  - The Guildhall
  - Clifton Children's Centre
  - Hempland Kids Club
  - Burton Stone Community Centre
  - The Folkhall, New Earswick
62. Overall parents agreed on the key points picked up on in the draft assessment. Some points raised that had not been picked up on were:



- Would like to be able to have more childminders being able to offer the funded places for 3 and 4 year olds.
- Would like more universal support with childcare costs rather than targeted to specific groups.

### **Next Steps**

63. Overall the picture is one of a childcare market largely matching the needs of local families. What this report has identified though are some areas of potential development both locally and nationally. The Early Years and Extended Schools Partnership will work in partnership with other teams and agencies to provide a joint approach to tackling any difficulties identified in this report.
64. This Childcare Sufficiency Assessment will be made available in a range of formats for parents and carers to access and comment on. This Sufficiency Assessment and any supporting information will be made available so that:
  - Parents and carers have a clear understanding of the local vision
  - Providers and partner agencies can effectively and efficiently plan and deliver their services.
65. Once the Sufficiency Assessment has been published it is expected that the full process be repeated every three years with a light updating every year. A framework for feeding back parents and carers views on the availability of childcare will be established to ensure any new pressures that develop are not missed in the intervening period between assessments.

### **Corporate Priorities**

66. The Childcare Sufficiency Assessment supports the corporate priority “Improve the life chances of the most disadvantaged and disaffected children, young people and families in the city”. By working to ensure that childcare matches local needs this will enable families to return to work, undertake training or study and give children and young people a chance to access high quality provision offering play, care and education.

### **Implications**

- Financial – No implications
- Human Resources – No implications
- Equalities – No implications
- Legal – No implications
- Crime and Disorder – No implications

- Information Technology – No implications
- Property – No implications
- Other – No implications

### Risk Management

65. The outcome of this first Sufficiency Assessment presents generally positive feedback from parents on the availability and quality of local childcare. As a result, it is an area which does not present significant risk to the Authority. Its completion ensures both that national expectations are met and that areas requiring further attention are addressed.
67. Members are asked to comment on and acknowledge the contents of this report.

Reason: to ensure that actions arising from completing this assessment are considered and acted upon.

### Contact Details

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**Chief Officer Responsible for the report:**

Pete Dwyer  
Director of Learning, Culture and Children's Services

**Report Approved**  **Date** 1 Oct 2007

*Heather Marsland  
Early Years and Extended Schools  
Service Manager  
Early Years and Extended Schools  
01904 554371*

**Report Approved**  **Date**

### Specialist Implications Officers

None

**Wards Affected:** *List wards or tick box to indicate all*

**All**

**For further information please contact the author of the report**

### Background Papers:

***All relevant background papers must be listed here. Childcare Sufficiency Assessment 2007-2010.***