

Notice of meeting of

Executive Members & Childrens Services Advisory Panel

To: Councillor Carol Runciman, Childrens Services
(Executive Member)
Councillor Ceredig Jamieson-Ball, Youth & Social
Inclusion (Executive Member)
Councillor Glen Bradley (Chair)
Councillor Keith Aspden
Councillor Ian Cuthbertson
Councillor Viv Kind
Councillor Ken King
Councillor Andy D'Agorne

Co-opted Statutory Members:

Miss C Duffy
Mr Andy Lawton
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: Thursday, 7 December 2006

Time: 6.00 pm

Venue: Guildhall

AGENDA

1. Declarations of Interest (Pages 1 - 2)

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

2. Minutes

To approve and sign the minutes of the meeting held on 7 September 2006.

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 Wednesday 6 December at 10am.

4. Exclusion of Press and Public

To consider excluding the public and press from the meeting during consideration of annex 1 of agenda item 14 on the grounds that it contains information relating to the financial or business affairs of a particular person. This information is classed as exempt under Paragraphs 3 of Schedule 12A to Section 100A of the Local Government Act 1972.

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 Wednesday 6 December 2006.**

5. LA Governor Appointments (Pages 3 - 10)

This report provides information about the current position with regard to vacancies for LA seats on governing bodies, lists current nominations for these vacancies, and requests their appointment or re-appointment.

6. Service Plan Monitoring 2nd Period (Pages 11 - 82)

This report analyses 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.

7. Capital Programme Monitoring 2nd Period (Pages 83 - 94)

This report informs Members of the likely out-turn position of the 2006/07 Capital Programme based on the spend profile and information to the end of September 2006 and advises on changes to existing schemes, reprofiling of expenditure and seeks approval for the addition of new schemes to the Capital Programme.

8. 2007/08 Budget Report (Pages 95 - 128)

This report presents the 2007/08 budget proposals for Children's Services.

9. Capital Programme Proposals 2007/08 (Pages 129 - 138)

This report offers members a proposed programme of capital expenditure against the 2007-2008 and 2008-2009 DfES Local Authority (LA) Formula Capital funding. It also includes information on the Schools Access Initiative (SAI) for 2007/08, the results of the bidding round for capital support for Extended Schools to date, and a proposed procurement route for the provision of a new building for Joseph Rowntree School under the BSF One-School Pathfinder project.

10. Placement Strategy (Pages 139 - 152)

This report provides feedback on the progress of the placement strategy for looked after children in York and about the key issues relating to adoption, fostering and residential care.

11. Arts and Culture Staffing Review (Pages 153 - 186)

The purpose of this report is to consult the Executive Member about a restructure of the Arts and Culture Service. Under the

Council's Constitution the Chief Officer has the power to implement minor restructures. Before implementing this proposed restructure the views of the Executive Member and Advisory Panel are sought on the principles set out.

12. 2 year Pathfinder Bid (Pages 187 - 198)

This report informs members of the DfES Pathfinder Project on supporting disadvantaged 2 year olds in free Nursery Education Provision, and seeks approval to extend the 3 & 4 year old Pathfinder Manager post by 7.5 hours and bring forward 3 & 4 year old Pathfinder Development Worker and Data Administrator Posts from April 2007 to January 2007 to facilitate the development of this Pathfinder.

13. Early Years Service Level Agreements (Pages 199 - 208)

This report seeks approval to award contracts for providing services previously provided through Service Level Agreements (SLAs) for the period April 2007 to March 2009, and to provide 'support to existing and potential out-of-school clubs' either through in-house provision or through re-tendering the service.

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

Democracy Officer: Melanie Carr
Telephone No. – 01904 552061
E-mail – melanie.carr@york.gov.uk

For more information about any of the following please contact the Democracy Officer (see details above), responsible for servicing this meeting:

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

**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 Bradley – Governor of Poppleton Ousebank School

Councillor Cuthbertson – Governor of Headlands Primary School & Burnholme Community College

Councillor Kind – Governor of Burnholme Community College; Haxby Road Primary School

Councillor King – Governor at Burton Green School

Councillor D'Agorne – Governor of Fishergate School & York College

Councillor Livesley – Governor of Bishopthorpe Infant School.

Councillor Fraser – Governor of Knavesmire Primary School & Member of Unison.

Councillor Scott – Governor of Clifton Green School

Co-opted statutory members

Mr J Bailey – Governor of Huntington School

Mr A Lawton - Governor of Canon Lee School

Dr D Sellick – Governor of Derwent Infant & Junior School

Co-opted non-statutory members

Ms F Barclay – ATL: Branch Secretary for City of York.

Mrs J Ellis – Governor of Burton Green Primary School

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

Ms B Reagan - Teacher at Joseph Rowntree School, SENCO and Secretary of the York Association of the National Union of Teachers.

Mr M Thomas - Secretary of the York Association of NASUWT.

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Meeting of Executive Members and Children's Services Advisory Panel

7 December 2006

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

Local Authority (LA) School Governors

Summary

1. This report provides information about the current position with regard to vacancies for LA seats on governing bodies, lists current nominations for those vacancies, as detailed in Annex One, and requests the appointment, or re-appointment, of the listed nominees

Background

2. The current position of each governing body regarding re-constitution is contained with the school details in Annex 1.
3. National benchmarking data on governor vacancies indicates a national average of 11% for LA governor vacancies. York has 5.5% LA vacancies at the time of writing this report.
4. Some vacancies will be generated by those existing governors not wishing to stand for a further term of office. The following table summarises the current position of LA vacancies and appointments in City of York schools.

Total number of LA seats in City of York schools	182
Number of LA seats currently filled	167
Number of new LA appointments addressed by this paper	16
Number of LA reappointments addressed by this paper	6
Number of LA vacancies remaining after this paper (excluding those where a nominee has been identified)	10

Political affiliation of LA governors		
Party	Number of governors	Percentage of all LEA governors
Labour	19	12.5%
Lib Dem	20	13%
Conservative	2	1.5%
Green	2	1.5%
Others	108	71.5%

Identification of vacancies

5. The overall picture of governor vacancies is informed by an accurate, detailed database, which includes records of all schools, the structure of their governing bodies, individuals who serve as governors and terms of office.
6. From the database can be determined such information as current vacancies and terms of office which are due to expire. In this way the Governance Service can clearly identify in advance the actions which are required and act accordingly.

Reviewing Vacancies

7. The vacancy position is under constant review. When potential new governors are identified the candidate is interviewed to discuss their interest and suitability. The Chair of Governors and headteacher are also asked to meet with the candidate and show him or her around the school prior to nomination for appointment. This allows the school to assess the potential candidate in terms of a good match for the needs of the governing body and current governors.
8. Where a term of office is due to expire, the individuals are contacted to ask whether they would like their name to be put forward again for reappointment. Chairs and headteachers are contacted to invite any relevant supporting information. Where a reappointment is appropriate, this is included on the nomination paper for consideration by the Executive member with the Advisory Panel.
9. All Local Authority governors are required to apply for an enhanced disclosure from the Criminal Records Bureau.

Political Balance

10. In York the LA governor seats are filled on merit, rather than by strict consideration of political balance. Just under a third of LA governors are, in practice, linked to one of the political parties. Amongst this number there is a balance which very broadly reflects the political balance within the authority. As and when a situation arises in which any party has significantly more seats than their political representation would indicate to be appropriate, steps may be taken to redress the balance over a period of time, whilst always considering the need

to identify the best possible governor for a school, rather than taking account of individuals' political affiliation.

Consultation

11. Consultation on the nominations for appointment has been undertaken in accordance with the agreed procedure for the appointment of LA governors.

Options

12. Not applicable.

Analysis

13. Not applicable.

Corporate Priorities

14. This is a statutory function.

Implications

15. There are none.

Risk Management

16. There are no known risks associated with this paper.

Recommendations

17. The Executive Member is recommended to appoint, or re-appoint, LA Governors to fill vacant seats as proposed in Annex One.

Contact Details

Author:
Judith Spindler
Governance Service
LCCS
Tel No. 554258

Chief Officer Responsible for the report:
Patrick Scott
Director of Learning, Culture and Children's
Services

Report Approved **Date** 27/11/06

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

All

For further information please contact the author of the report

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 AND VACANCIES: SPRING TERM 2007

PRIMARY SCHOOLS

Name of School	Bishopthorpe Infant – reconstituted 04/04/2006				
Number of LA Governors	3	Total number of governors			14
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs S Sutton	None	05/04/2006	04/04/2010	N/a	
Cllr D G Livesley	Lib Dem	05/04/2006	04/04/2010	N/a	
Vacancy					01/05/2006
Nomination(s) for 1 vacancy None					

Name of School	Copmanthorpe – reconstituted 01/09/2004				
Number of LA Governors	4	Total number of governors			18
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs C Lawrence Downs	None	01/09/2004	31/08/2008	N/a	
Mr S P Teal	Lab	01/09/2004	31/08/2008	N/a	
Cllr D Horton	Lab	01/09/2004	31/08/2008	N/a	
Vacancy					30/09/2006
Nomination(s) 1 vacancy None					

Name of School	Dringhouses Primary – reconstituted 01/01/2005				
Number of LA Governors	3	Total number of governors			17
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr R Micheli	None	01/01/2006	31/12/2009	N/a	
Mrs C Hanby	None	01/09/2006	31/08/2010	N/a	
Vacancy					31/08/2006
Nomination(s) for 1 vacancy Judith Smith: “I have had an interest in education for many years, initially through my children and subsequently through my grandchildren. As a magistrate I feel I already possess and utilize many of the personal qualities outlined in the job description. The ability to work as a team member, respect confidentiality and use tact and diplomacy are all attributes which I put into practice all the time. I am also used to on-going training and self-evaluation which are both so important when carrying out any job”					

Name of School	Federation of the Derwent Schools				
Number of LA Governors	3	Total number of governors			17
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Dr D Sellick	Lib Dem	01/09/2006	31/08/2010	N/a	
Vacancy					01/09/2006
Vacancy					01/09/2006
Nomination for 1 of the 2 vacancies Julie Leopold: “I have been a teacher and programme and policy development director in education for the past decade. I have chosen to dedicate my career to education because of a deeply held belief in the importance of quality learning opportunities for all children and young people..... Furthermore, I have experience in quantitative and qualitative research and evaluation. I would be happy to offer these skills to a school as they work towards their individual objectives and action plans..... I would be honoured to participate in a school governing body and hope that I can contribute my time and energy to this important task.”					

Name of School	Federation of English Martyrs' and Our Lady's RC Primary Schools				
Number of LA Governors	2	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Ms T Matilainen	None	01/09/2006	31/08/2010	N/a	
Vacancy					01/09/2006
Nomination(s) for 1 vacancy					
None					

Name of School	Federation of Rawcliffe Infant and Clifton Without Junior School				
Number of LA Governors	4	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr N Martin	None	16/06/2003	15/06/2007	N/a	
Mr V Paylor	None	04/04/2005	03/04/2009	N/a	
Mrs K H Fisher	None	31/10/2002	30/10/2006	Yes	
Mr A Shaw	None	27/11/2002	26/11/2006	Yes	
Nomination(s) for re-appointment					
Mrs K H Fisher has confirmed that she would like to stand for a further term of office.					
Mr A Shaw has confirmed that he would like to stand for a further term of office.					

Name of School	Hob Moor Oaks – reconstituted 01/09/2005				
Number of LA Governors	3	Total number of governors			16
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Ms J Toyne	None	01/11/2004	31/10/2008	N/a	
Dr D Hopton	Ind	01/11/2004	31/10/2008	N/a	
Vacancy					21/07/2006
Nomination (s) for 1 vacancy					
Sarah Dick:					
"I have always been involved in my local community through various projects and volunteering. Latterly, I have coordinated various initiatives many involving young people. In 205 I coordinated the Docklands Soul in the City Project (an urban regeneration project involving young volunteers) and am currently co-ordinating Derwent Tea and Coffee Club (a weekly club for isolated elderly people.) ... I have experience in IT and HR and pride myself on my organisation skills and creativity. ...As an individual I am also committed to diversity and equality, and its role in education.					

Name of School	Huntington Primary – reconstituted 01/09/2005				
Number of LA Governors	4	Total number of governors			16
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr S Botham		01/01/2006	31/12/2009		
Miss M Donoghue		01/01/2006	31/12/2009		
Cllr K Hyman		23/11/2005	22/11/2009		
Vacancy					04/10/06
Nomination (s) for 1 vacancy					
None					

Name of School	Poppleton Ousebank – reconstituted 01/09/2004				
Number of LA Governors		Total number of governors			
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr W Stone	None	01/09/2005	31/08/2009	N/a	
Cllr G Bradley	Lib Dem	01/09/2002	31/08/2006	Yes	
Vacancy					31/08/2006
Nomination (s) for 1 vacancy None					

Name of School	Westfield Primary Community School – reconstituted 01/09/2004				
Number of LA Governors	4	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Dr E J Smith	None	16/03/2005	15/03/2009	N/a	
Cllr A M Waller	Lib Dem	01/05/2005	30/04/2009	N/a	
Mrs S Watmore	None	01/09/2004	31/08/2008	N/a	
Vacancy					07/07/2006
Nomination (s) for 1 vacancy Juan Brooks: After 20 years in junior/middle management, I have gained valuable experience, across a wide variety of businesses. This has given me many useful skills such as planning, problem solving and team working. During this time I have worked with many people from different cultures, beliefs and backgrounds. I have recently moved into a new position with my current employer, in training and education, an area in which I have been interested for many years. At work and at home I am known for being calm and rational thinker. People around me feel comfortable confiding in me as I am an attentive listener and non-judgemental. I have a 15 year old daughter and an 18 year old son who has just completed A levels. My wife is a Primary headteacher , so I feel I have a good grasp of the important issues facing many schools. I am passionate about education and developing people of all ages and would like to give something back to the community.					

Name of School	Woodthorpe Primary – reconstituted 01/09/2004				
Number of LA Governors	4	Total number of governors			18
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs J Talbot	Lib Dem	01/09/2006	31/08/2010	N/a	
Mr B Ferguson	None	01/09/2006	31/08/2010	N/a	
Cllr A Reid	Lib Dem	01/09/2005	31/08/2009	N/a	
Vacancy					31/08/2006
Nomination(s) for 1 vacancy One nominee has been identified and is currently going through the appointment process.					

Secondary Schools

Name of School	Fulford School – reconstituted 01.09.2004				
Number of LA Governors	4	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr I P Dolben	none	01/09/2005	31/08/2009	N/a	
Dr K Cowman	none	01/01/2006	31/12/2009		
Ms D Craghill	Green	22/11/2005	21/11/2009		
Vacancy					19/10/2006
Nomination(s) for 1 vacancies					
None					

Name of School	Millthorpe School – reconstituted 01.09.2005				
Number of LA Governors	4	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs L MacLeod	none	01/09/2005	31/08/2009	N/a	
Cllr M Bartlett	Lib Dem	01/09/2006	31/08/2010		
Mr A Swain	none	01/09/2006	31/08/2010		
Vacancy					01/09/2006
Nomination(s) for 1 vacancies					
None					

Name of School	Oaklands School – reconstituted 01.09.2004				
Number of LA Governors	4	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Cllr A Waller	Lib Dem	01/09/2005	31/08/2009	N/a	
Mr M Handy	None	01/09/2006	31/08/2010		
Mrs A Leatt	None	01/09/2006	31/08/2010		
Vacancy					31/08/2006
Nomination(s) for 1 vacancies					
None					



Meeting of Executive Members and Children's Services Advisory Panel**7 December 2006**

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

Service Plan Performance Monitoring Period 2 (1 August – 31 October): Children's Services**Summary**

1. This report analyses 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.

Background

2. Last year, the council introduced a new cycle for reporting to Executive Members. A common proforma has been developed for all services in the directorate which summarises progress against the actions listed in the service plan, records variations from the budget, and comments on the Performance Indicators for which information has become available during the reporting period. These are attached as appendices to the covering report (Annex 1). Service Managers have been asked to use no more than 2 sides of A4 for their monitoring report.
3. A summary of the main findings on progress on services within each of the Executive Member's portfolios is included below.

Analysis

4. The service plan monitoring reports show significant progress against a very challenging programme established by service and group managers at the beginning of the financial year. Where progress has been slow, it has been for a variety of reasons, some of which are about the complex demands that are made on service managers by partnership working. In a number of services, however, the problem has been quite simply about the lack of capacity to implement plans fully. Successive budget savings over a number of years may be starting to impact on performance and staff well-being. Currently a significant number of staff are absent on long term sickness, some of which is stress related. Despite this, outcomes continue to show improvement.
5. Pupil performance continues to show year on year improvement. The dip in performance of children at the end of the foundation stage was less steep than

the national decline and is almost certainly explained by improved moderation procedures. Results in English at Key Stage 2 were better than ever, and the slight dip in maths followed a significant improvement in 04-05. Much of the improvement can be attributed to a number of factors, including, of course, the growing understanding in schools of how to maintain continuous improvement. The authority mounted a successful oracy project to support improvements in literacy, extended the Intensifying Support programme (ISP) and included more schools than ever before in the Primary Leadership Programme (PLP).

6. Secondary schools continued to perform well, delivering the best ever results in maths and science at Key Stage 3, and an increase in the % of pupils achieving 5 A* - C at GCSE that matched the rate of improvement nationally and put York in the top 20% of Local Authorities.
7. Performance Management systems introduced by the DfES show the authority moving from amber (some concerns) to green (good) for the number of schools achieving the Healthy School standard and confirmed the authority's own judgement of progress on the 14 – 19 strategy as good. Good progress has been made in establishing the Training and Development Unit, but some concerns exist about the performance of the governance service, particularly in the turnover of staff.
8. Access and Inclusion services have experienced considerable success in tackling some significant problems. The level of permanent exclusions continues to be high, but the number of young people on the education otherwise register is falling very rapidly. As a consequence the level of provision is now increasing with more young people attending the Pupil Referral Unit for more days per week than in the recent past. This has been achieved largely because of the willingness of secondary school headteachers to collaborate over the reintegration of much larger numbers of excluded pupils than ever before.
9. The level and quality of provision for minority ethnic groups has also improved, with support being provided since September for the rapidly growing number of EAL learners in school. A new activities programme has been developed for Traveller teenagers through the Youth Service and the TESS.
10. Perhaps most gratifying has been the significant decline in the level of bullying reported in the school survey.
11. In common with a number of authorities in the region, York has seen a rise in the care population in recent months. Whilst there is no single, simple explanation of this increase, the authority has initiated work to review and enhance partnership child protection interventions with drug abusing families
12. There have been significant improvements in the systems that the authority has in place to respond to the needs of the most vulnerable children and young people in the city. Clifton Family Centre has been successfully relocated into the new Integrated Children's Centre at Clifton Green, and the level of unallocated case is now consistently below the 2.5% target that the service aims to achieve. The Children and Families Service has also reduced the size of some assessment documents and is undertaking active pilots prior to a re-launch of the Integrated Children's System. As a direct result of this work assessment completion rates are showing a marked improvement. Poor

performance historically against this indicator has been one of the main reasons why the authority has just missed the top rating in the APA assessment for Children's Social Care over the last couple of years.

13. The pace of change has continued to put the support services under huge pressure, the scale of which is not always understood by schools. Since the beginning of the last reporting period, the support services have delivered on the following initiatives, none of which they were established to provide:
 - New nutritional standards
 - Building Schools for the Future
 - One school Pathfinder
 - New school census requirements
 - Extended schools
 - Children's centres
 - Recruitment and selection (CRB regulations)
 - Job evaluation
 - New school funding arrangements
 - Financial Management Standard for schools

Corporate Priorities

14. The service plans funded through the Children's Services budget are derived from the Children's Services Plan 2006 - 2009, which includes a section outlining the link to the corporate priorities.

Implications

15. The report has the following implications:

- Financial

Based on the actuals to date and other information on future expenditure plans and income generation, an assessment has been made by budget managers of the likely net outturn for each service plan and cost centre. At this stage in the year there is no reason to suggest that most budgets will not come in at or about the level of the current approved budget. There are though a number of exceptions to this and these variations are summarised at beginning of Annex 1 with full details provided in the budget section of each service plan profile.

16. The original net budget for Children's Services for 2006/07 was set at £23,139k. Since then there have been a number of changes made (Annex 1 provides details) resulting in a latest approved net budget of £24,876k. In total the projected net outturn for 2006/07 is £24,540k, leaving a projected net underspend of £336k or 1.4%.
17. Members will be aware that for the first time in 2006/07 the majority of the Children's Services budget is now funded from the ring-fenced Dedicated Schools Grant (DSG). As a consequence the net projected underspend for the portfolio is split:

Dedicated Schools Grant - £367k

General Fund (Council Tax) + £31k

Dedicated Schools Grant

18. The net projected underspend has reduced from £486k at monitor 1, a reduction of £119k. The major changes from the 1st monitoring report are set out briefly below with full details of all variations from the approved budget at Annex 1:
- A £103k reduction in income being generated at the Pupil Referral Units.
 - A projected underspend on Out of City Placements of £60k.
 - A reduction of £63k in the projected underspend on support required for statemented children from School Based Area Teachers and Learning Support Assistants.
 - A reduction in the projected surplus on the Inter Authority Recoupment budget of £43k.
19. Under the terms and conditions of the DSG any in year underspend can either be allocated to schools at the year end or carried forward and added to the following financial year's DSG. It is proposed to carry forward any final DSG underspend to 2007/08, subject to consulting with the Schools Forum (Overspends either have to be funded in year by a contribution from the council's General Fund budget or carried forward and funded from the following financial year's DSG).

General Fund Budgets

20. The first budget monitoring report highlighted a projected net underspend of £41k. Additional funding of £79k was then provided by the Executive to help support the overspends within Children and Families budgets. This additional allocation was conditional on £120k of the Broadband underspend being transferred to the Leisure & Culture portfolio to fund one-off overspends within the Sports Facilities budgets.
21. The individual service plan financial monitoring sheets at Annex 1 now show a total net projected overspend of £517k. To offset this mitigating action is being taken to hold back expenditure or redirect resources totalling £486k, with the details again shown in Annex 1. The result of this action leaves the net projected overspend of £31k which is a slight worsening of the position reported in the first monitoring report. The major changes from the 1st monitoring report are set out briefly below with full details of all variations from the approved budget at Annex 1:
- A net increase in Home to School Transport costs of £143k within the SEN and discretionary elements of the budget. Options for charging some of the on-going increased SEN transport costs to the DSG in 2007/08 are being explored.
 - A projected £30k underspend on SEN management staffing following the retirement of the Head of SEN and a review of senior roles within the service.

- A net projected underspend of £48k within the Youth Service, mainly due to staff vacancies but offset by unbudgeted premises costs.
 - An improvement of the position within Children and Families of £31k due to concerted effort by managers to control expenditure.
22. In the context of the overall Children's Services General Fund budget a projected net overspend of £31k is a relatively small sum and officers will continue to work to identify further savings to bridge this remaining budget gap before the end of the financial year.
- **Human Resources (HR)** – no implications
 - **Equalities** – no implications
 - **Legal** – no implications
 - **Crime and Disorder** – no implications
 - **Information Technology (IT)** – no implications
 - **Property** – no implications

Risk Management

23. All of the service plans include a section on risk management.

Recommendations

24. The Executive Member is recommended to note the performance of services within the directorate funded through the Children's Services budget.

Reason: To monitor and review performance in this portfolio area.

Contact Details

Author:
Patrick Scott
Director, LCCS.
Tel No: 554200

Chief Officer Responsible for the report:
Patrick Scott
Director of Learning, Culture and
Children's Services

Specialist Implications Officer(s)

Report Approved Date 23/8/06

Financial Implications.
Name: Richard Hartle
Title: Head of Finance (LCCS)
Tel No. Ext 4225

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

All

For further information please contact the author of the report

Annexes

Annex 1: Summary of budget position and Service plan monitoring reports

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**Learning, Culture & Children's Services
Service Plan Report, Monitor 2 2006 – 2007**

Contents:

Children's Services Portfolio Financial Summary

Strategic Management Budget

Schools Delegated and Devolved Budget

Dedicated Schools Grant Budget

Service Plan & Budget Monitoring Reports

Education Development Service

School Governance Service

CPD (Training and Development) Service

Access

Special Education Needs

The Youth Service

Children and Families

Adult and Community Education

Arts and Culture

Early Years, Extended Schools and Community

Finance

Human Resources

Information Technology

Management Information Service

Planning and Resources

<u>Children's Services Portfolio Summary</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	23,139	Employees	18,592
<u>Approved Changes:</u>		Premises	4,523
• Budgets c/fwd from 2005/06 (Exec 27/06/06) NR	+ 179	Transport	2,830
• Transfer of Youth Service from Leisure & Culture Portfolio (Council 27/04/06)	+ 1,459	Supplies & Services	12,346
• Transfer of Youth Offending Team from Chief Executive's (Council 27/04/06)	+ 181	Miscellaneous:	
• MIS Posts transferred from Leisure & HASS (CSEMAP 13/12/05)	+ 28	Recharges	13,317
• Safeguarding Children's Grant Supplementary Estimate (Exec 10/10/06)	+ 79	Delegated / Devolved	84,059
• Monitor 1 Budget Realignment (Exec 10/10/06) NR	- 120	Other	3,540
• Broadband Budget Realignment (Exec 10/10/06)	- 52	Capital Financing	5,824
• Easy@York Contribution (EMAP 18/01/06)	- 18	Gross Cost	145,030
• Establish PFI Revenue Budgets (Exec 06/01/06)	- 6	Less Income	120,154
• NNDR Budget Adjustments (Corporate)	+ 3	Net Cost	24,876
<u>Director's Delegated Virements:</u>			
• Schools Out Programme - from Chief Executive's SYP Budget (NR)	+ 5		
2006/07 Latest Approved Budget (Net Cost)	24,876		

<u>Summary of Service Plan Variations from the Approved Budget:</u>	Latest Approved Budget	Net Variation General		Projected Outturn Expenditure	Variation %
	£000	£000	DSG £000	£000	%
<u>Access & Inclusion</u>					
Access Services	4,677	+ 66	- 14	4,729	+ 1.1%
Special Educational Needs	4,607	- 30	- 236	4,341	- 5.8%
Youth Service	1,461	- 48		1,413	- 3.3%
<u>Children & Families</u>	9,533	+ 133		9,666	+ 1.4%
<u>Lifelong Learning & Culture</u>					
Adult & Community Education	5	0		5	-
Arts & Culture (Education)	338	0		338	-
Early Years & Extended Schools (Education)	2,481	- 8	+ 38	2,511	+ 1.2%
<u>Resource Management</u>					
LCCS Finance	6,668	- 20		6,648	- 0.3%
Human Resources	675	0		675	-
ICT Client Services	20	0		20	-
Management Information Service	255	0		255	-
Planning & Resources	453	+ 10		463	+ 2.2%
Strategic Management	1,211	- 28		1,183	- 2.3%
<u>School Improvement & Staff Development</u>					
Education Development Service	-11	- 44		- 55	- 392.5%
Governance Service	70	0		70	-
<u>Schools Delegated and Devolved</u>	71,979	0	0	71,979	-
<u>Dedicated Schools Grant (Income Only Budget)</u>	-79,545		- 155	- 79,700	- 0.2%
Children's Services Portfolio Total	24,876	+ 31	- 367	24,540	- 1.4%

Section B: Budget

<u>Strategic Management</u>		2006/07 Latest Approved Budget	
		£000	
2006/07 Original Estimate (Net Cost)	1,211		
<u>Approved Changes:</u>			
<u>Director's Delegated Virements:</u>			
2005/06 Latest Approved Budget (Net Cost)	1,211		
		Employees	621
		Premises	0
		Transport	5
		Supplies & Services	52
		Miscellaneous:	
		Recharges	693
		Delegated / Devolved	1
		Other	0
		Capital Financing	0
		Gross Cost	1,372
		Less Income	161
		Net Cost	1,211

Significant Variations from the Approved Budget:		
• Only £71k of the £99k budget set aside to deal with PPA time costs for LEA employed teachers has been allocated to individual services.		- 28
Projected Net Outturn Expenditure		1,183
Overall Net Variation from the Approved Budget		- 28
Percentage Net Variation from the Approved Budget		- 2.3%

Section B: Budget

<u>Schools Delegated and Devolved</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	71,979	Employees	0
<u>Approved Changes:</u>		Premises	0
		Transport	0
		Supplies & Services	0
		Miscellaneous:	
		Recharges	1
		Delegated / Devolved	83,980
		Other	0
<u>Director's Delegated Virements:</u>		Capital Financing	0
		Gross Cost	83,981
		Less Income	12,001
2006/07 Latest Approved Budget (Net Cost)	71,979	Net Cost	71,979

Significant Variations from the Approved Budget:	
• No significant variations to report.	
Projected Net Outturn Expenditure	71,979
Overall Net Variation from the Approved Budget	0
Percentage Net Variation from the Approved Budget	0%

Section B: Budget

<u>Dedicated Schools Grant</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	- 79,545	Employees	0
<u>Approved Changes:</u>		Premises	0
		Transport	0
		Supplies & Services	0
		Miscellaneous:	
		Recharges	0
		Delegated / Devolved	0
		Other	0
<u>Director's Delegated Virements:</u>		Capital Financing	0
		Gross Cost	0
		Less Income	79,545
2006/07 Latest Approved Budget (Net Cost)	- 79,545	Net Cost	- 79,545

Significant Variations from the Approved Budget:		
<ul style="list-style-type: none"> The number of pupil numbers used in the calculation of the DSG for 2006/07 has now been fixed by the DfES (the original estimate of the grant was based on pupil estimates prior to final confirmation of PLASC numbers, early years numbers and other data). The confirmed figures are 74.4 fte pupils higher than the estimates (23,491.4 up from 23,417 or 0.3% higher). Each additional fte pupil generates an extra £3,396 resulting in £253k more grant than originally estimated. The Schools Forum (through the chair and in line with DfES guidelines) has already agreed to carry this additional funding forward to 2007/08. 		- 253
<ul style="list-style-type: none"> To help offset some of the significant overspends within the general fund children's social care budgets it is proposed to redirect all of the new Children's Services grant to the Children & Families general fund budgets and away from DSG funded budget areas. 		+ 98
Projected Net Outturn Expenditure		- 79,700
Overall Net Variation from the Approved Budget		- 155
Percentage Net Variation from the Approved Budget		+ 0.2%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: EDS

Service Manager: Jenny Vickers

Section A: Service Plan Initiatives and Actions

1. Achievements.

- 50% of schools have achieved the Healthy Schools Standard
- The Every Child Matters agenda has been incorporated by schools into their planning and self-evaluation cycle. All schools inspected are judged to be doing well in this area.
- Implementation of the second year of the Intensifying Support Programme (ISP) into the four lowest attaining primary schools and a modified version of it into four other schools.
- Implementation of the Primary Leadership Programme into last cohort of schools. All schools in the city will have been through the programme by summer '07.
- A Steering Group has been established to plan a programme of professional development for the next generation of school leaders.
- There have been a number of opportunities to disseminate good practice through: conferences, courses, curriculum networks and documented case studies.
- All primary headteachers, curriculum co-ordinators and other senior managers have had a full day training on the revised literacy and numeracy frameworks.
- Primary MFL strategy is making good progress. All schools have attended conferences and briefing sessions. All have plans in place for full implementation by 2010.
- In order to promote the use of ICT across the curriculum there is an ICT strand in all major courses and conferences. This is having a positive impact on the quality of teaching and learning.
- Some significant improvements evident in Foundation Stage Settings and KS1. This is due to:
 - support and quality assurance from the EY/KS1 adviser and consultant
 - targeted intervention
 - high quality professional development programme
- moderation of teacher and pupil tracking
- Secondary School Improvement Partner (SIP) programme Implemented. Preparation for Primary programme on track for January start.
- Restructuring of EDS has started
- In-school variations in standards attained and value added achieved between departments and Key Stages is a key priority for interventions and support this year. A good start has been made this term.
- A focus on AG&T is becoming increasingly integral to the work of link advisers and consultants through their work with schools on specific groups of pupils.
- Support for School Councils and promotion of the 'voice of the learner' is having a positive impact in schools. There have been a number of successful events and examples of good practice.
- There was a joint review with YTC to establish a baseline for improvement.
- A review of the PRU took place in October. A SIP has been allocated and an action plan, including support will be completed in November.

2. Actions planned but not completed.

- Outreach work from the two special schools has been slower than anticipated.
- Work with schools and teams to improve transition between KS2/3 and KS3/4.
- Map joint strategic planning for Behaviour and Attendance into the operational plans of EDS and Access and Inclusion.

Commentary

This is due to the pressure on both the special schools who have had to focus on their own sites.

Although there have been improvements in transition arrangements between primary and secondary schools it continues to be an area for development.

This is at the early stages and is in need of further work to get a better alignment between national strategies and local practice.

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ School Improvement & Staff Development

Code	Description of PI	Service Manager	Historical Trend					06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded	
			01/02	02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target			Unitary Average
EDS5	Maintain a LEA Value Added Score of at least 100.3 for KS3	Jenny Vickers		100.2	100.7	100.2	100.3	actual					100.4	100.4			
				100.3	100.3	100.3	100.3	profile				100.4					
EDS6	% of pupils achieving A* or A in GCSE (full)	Jenny Vickers	16.7%	16.9%	18.8%	17.5%	20.1%	actual		20.9%			21.0%	22.0%			Provisional result indicates a rise in comparison to the previous year. This year's target has been exceeded.
						19.5%	18.8%	profile			20.0%						
EDS7	The effectiveness of the LEA's support for gifted and talented pupils (AC School Survey 3.12)	Tricia Ellison	3.13	2.7	2.38	2.21	actual		2.33			2.1	2.0				
				3.0	3.0	3.0	profile			2.2							
EDS8	Number of pupils participating in extension and/or enrichment programmes (academic year reporting)	Tricia Ellison	114	300	405	actual					475	500					
				202	100	profile			450								
EDS14	No. of schools 'Causing Concern' LEA assessment	Jenny Vickers				7	4	actual				4	4				
EDS15	No. of schools 'In Serious Weakness' Ofsted assessment	Jenny Vickers				0	0	actual				0	0				
						0	0	profile			0						
EDS16	APS at Foundation Stage profile	Jenny Vickers			6.8	7.0	7.1	actual		6.9			7.2	7.2		O 3	Provisional result shows a slight dip compared to last year and mirrors the national trend. This dip is due to improvements in the way assessment and moderation has been applied this year.
								profile			7.1						
EDS17	APS at KS1	Jenny Vickers		16.0	15.9	15.6	15.6	actual		15.6			16.0	16.2		O 3	Provisional result is the same as last year. The target has not been met due to a slight drop in the number of pupils achieving the higher levels but this matches the national trend.
								profile			15.8						
EDS18	Value Added score KS1 to KS2	Jenny Vickers			99.5	99.9	100.2	actual				100.3	100.4			O 3	
EDS19	Value Added score KS2 to KS4	Jenny Vickers				987.9	995.5	actual				1000.0	1000.0			O 3	
EDS21	% of End of KS4 pupils taking a vocational subject	Jenny Vickers			13.3%	22.1%	33.1%	actual				45.0%	50.0%			O 5	
BVPI 38	Percentage of 15-year-old pupils in schools maintained by the local authority achieving five or more GCSE's at grades A* - C or equivalent	Jenny Vickers	54.2%	56.4%	58.9%	56.6%	(60.6%)	actual		61.5%			66.0%	66.0%	50.2%	O 3	Provisional result shows a 1.7% increase compared to last year. Ranking shows us to be still high at 30th in England.
				59.8%	62.0%	63.0%	64%	64%	profile			65.0%					
BVPI 39	Percentage of 15-year-old pupils in schools maintained by the local education authority achieving 5 GCSE's or equivalent at grades A*-G (Including English & Maths)	Jenny Vickers	89.3%	89.6%	90.2%	90.50%	(91.2%)	actual		90.9%			95.2%	95.2%	86.9%	O 3	Provisional result indicate a slight increase in performance. Ranking shows us to be still high at 33rd in England
				89.9%	91%	93.0%	95% (PSA 96%)	95%	profile			95.1%					
BVPI 40	Percentage of end of KS2 pupils in schools maintained by the local authority achieving Level 4 or above in the Key Stage 2 Mathematics test	Jenny Vickers	75.0%	75.9%	73.7%	79.0%	78.0%	actual		78%			85%	85%	73.1%	O 3	Provisional results are the same as last year though we are still 2% above the national figure and ranked 34th in England. The Maths team have analysed the school data to identify schools causing concern. Actions will include renewal of the framework training, ISP and QuISP programmes and extra support in the Curriculum Support Group.
				80%	83.0%	87.0%	87.0%	profile			85%						
BVPI - 41	Percentage of end of KS2 pupils in schools maintained by the local authority achieving Level 4 or above in the Key Stage 2 English test	Jenny Vickers	79.0%	78.3%	75.3%	80.0%	81.0%	actual		82%			85%	85%	76.4%	O 3	Provisional result shows an increase on last year. We are 3% above the national and ranked 26th in England.
				84%	85%	88%	88.0%	profile			86%						
BVPI 181a	Percentage of end of KS3 pupils in schools maintained by the local education authority achieving level 5 or above in the Key Stage 3 test in English	Jenny Vickers	71%	71%	76%	75%	79.0%	actual		77%			83%	83%	69.49%	O 3	Provisional results show a 2% drop compared to last year. This mirrors the national trend where there was also a 2% drop. We are still 5% above the national and ranked 29th in England. A number of schools have sent in papers for remarking and we are awaiting the results from these before putting together an action plan.
				77%	79%	80%	80%	profile			82%						

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ School Improvement & Staff Development

Code	Description of PI	Service Manager	Historical Trend					06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded	
			01/02	02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target			Unitary Average
BVPI 181b	Percentage of end of KS3 pupils in schools maintained by the local education authority achieving level 5 or above in the Key Stage 3 test in Maths	Jenny Vickers	71%	73%	77%	77%	80%	actual		82%			84%	84%	72.25%	O 3	Provisional result show a 2% increase on the previous year. We are 5% above the national and ranked 13th in England.
				77%	79%	79%	81%	profile			83%						
BVPI 181c	Percentage of end of KS3 pupils in schools maintained by the local education authority achieving level 5 or above in the Key Stage 3 test in Science	Jenny Vickers	74%	73%	74%	73%	76%	actual		78%			83%	83%	65.16%	O 3	Provisional result show a 2% increase on the previous year. We are 6% above the national and ranked 20th in England.
				78%	80%	79% (PSA 81%)	81%	profile			82%						
BVPI 181d	Percentage of end of KS3 pupils in schools maintained by the local education authority achieving level 5 or above in the Key Stage 3 test in ICT	Jenny Vickers	71.9%	59.9%	56.2%	68.65%	79%	actual		80%			81%	81%	64.40%	O 3	Provisional result shows an increase on last year and the target has been met.
					70%	75%	79%	profile			80%						
BVPI 194a	Percentage of end of KS2 pupils in schools maintained by the local authority achieving Level 5 or above in the Key Stage 2 English test	Jenny Vickers	33%	34%	25.1%	33%	28%	actual		37%			42%	42%	25.0%	O 3	Provisional result shows a significant increase compared to last year.
					35%	40%	41%	profile			42%						
BVPI 194b	Percentage of end of KS2 pupils in schools maintained by the local authority achieving Level 5 or above in the Key Stage 2 Maths test	Jenny Vickers	29%	30%	30.8%	35%	35%	actual		37%			40%	40%	30.0%	O 3	Provisional result shows an increase compared to last year. We are 4% above the national and ranked 18th in England.
					33%	38%	39%	profile			40%						

Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan

PI is lower than the lower quartile mark when comparing to available Quartile informat Actual is better than the profile by the tolerance factor

PI is higher than the upper quartile mark when comparing to available Quartile informat Actual is worse than the profile by the tolerance factor

Section B: Budget

Education Development Service		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	1	Employees	1,536
<u>Approved Changes:</u>		Premises	38
• Budgets c/fwd from 2005/06 (Exec 27/06/06) NR	+ 154	Transport	32
• Monitor 1 Budget Realignment (Exec 10/10/06) NR	- 120	Supplies & Services	2,456
• Broadband Budget Realignment (Exec 10/10/06)	- 52	Miscellaneous:	
		Recharges	1,063
<u>Director's Delegated Virements:</u>		Delegated / Devolved	5,736
• Reallocate resources from Business Support re accommodation moves	+ 6	Other	0
		Capital Financing	0
		Gross Cost	10,859
		Less Income	10,871
2006/07 Latest Approved Budget (Net Cost)	- 11	Net Cost	- 11

Significant Variations from the Approved Budget:		
• The current schools and libraries broadband contract expires at the end of 2007/08. The original financing of the contract to 31 March 2008 assumed no DfES Standards Fund grant in 2006/07 or 2007/08. For 2006/07 the DfES have now unexpectedly made a grant allocation. Ideally this additional grant should be used to pump prime any new contract entered into from April 2008, but in light of the budget pressures affecting the general fund part of the portfolio budget a one-off saving of £164k was offered at the 1st monitor. As part of the Executive's agreement to release contingency funding to cover the net LCCS Directorate shortfall at monitor 1, £120k has been transferred to the Leisure & Culture Sports Facilities budgets leaving £44k as a contribution in Children's Services.		- 44
• In each of the last five years there has been an underspend on matched LEA contributions to Standards Fund allocations, which under DfES regulations can be spent up to 31 August of the following financial year. No figure has been included in the year end projection for now as the department will require any underspend to be carried forward into 2007/08 to ensure that the DfES grant is secured.		0
Projected Net Outturn Expenditure		- 55
Overall Net Variation from the Approved Budget		- 44
Percentage Net Variation from the Approved Budget		+ 392.5%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: School Governance Service
Service Manager: Sue Pagliaro

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Governing body self-evaluation tool launched
- New training programme published
- Additional administrative support for clerks appointed
- Links with the Training and Development Unit consolidated. This has supported efficiency in the service provided.

2. Actions planned but not completed.

- Promotion of clerking service
- Termly welcome to governance meeting cancelled.
- Induction, training and support for clerks is not as good as it should be.

Commentary

Not able to do this due to high turnover of clerks.

This was due to the absence of the Service Manager.

This is due to the absence of the Service Manager.

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ School Improvement & Staff Development

Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded	
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target			Unitary Average
GOV1	% of LEA Governor vacancies in a year not filled	Sue Pagliaro	7.25%	1%	2%	2%	actual	2%	2%			2%	2%			
			10%	7%	7%	2%	profile	2%	2%	2%	2%					
GOV2	% of LEA Governor vacancies filled within 6 months of the post becoming vacant	Sue Pagliaro	30%	76%	89%	97%	actual					92%	93%			
			100%	40%	76%	90%	profile				91%					
GOV3	% of new Governors attending training	Sue Pagliaro	42%	51%	51%	52%	actual					60%	65%			
			65%	70%	55%	53%	profile				55%					
GOV4	Service satisfaction survey (% attaining Satisfactory, Good or Very Good response from AC Schools survey 2.2.5)	Sue Pagliaro	92%	89%	96%	96%	actual		100%			96%	96%			
			90%	90%	89%	96%	profile				96%					
GOV5	% of buy back by schools for the clerking service	Sue Pagliaro	43%	52%	54%	55%	actual					56%	57%			
			40%	60%	55%	55%	profile				55%					
GOV6	Governance Services Customer Satisfaction Survey: % of respondents who record good or above satisfaction	Sue Pagliaro					actual									
							profile	Baseline to be established by 2006/7 Governance Service Survey								
GOV7	Clerking Services Customer Satisfaction Survey: % of respondents who record good or above satisfaction	Sue Pagliaro					actual									
							profile	Baseline to be established by 2006/7 Governance Service Survey								

- Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan
- PI is lower than the lower quartile mark when comparing to available Quartile information for that year
- PI is higher than the upper quartile mark when comparing to available Quartile information for that year
- Actual is better than the profile by the tolerance factor
- Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Governance Service</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	70	Employees	121
<u>Approved Changes:</u>		Premises	0
		Transport	3
		Supplies & Services	17
		Miscellaneous:	
		Recharges	15
		Delegated / Devolved	0
<u>Director's Delegated Virements:</u>		Other	0
		Capital Financing	0
		Gross Cost	157
		Less Income	87
2006/07 Latest Approved Budget (Net Cost)	70	Net Cost	70

Significant Variations from the Approved Budget:	
• No significant variations to report.	
Projected Net Outturn Expenditure	70
Overall Net Variation from the Approved Budget	0
Percentage Net Variation from the Approved Budget	0%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Training and Development Service
Service Manager: Sue Foster/Kay ledger

Section A: Service Plan Initiatives and Actions

1. Achievements.

- TDU finally agreed by DMT October 9 2006
- Training officer from Children & Families joined existing CPD team in June 2006
- 6 members of EYES team joining new TDU team as a gradual process from September 2006-April 2007
- New Team met initially to plan for developments October 2006
- SF having individual interviews with all members of TDU Team to discuss job descriptions and expected outcomes Oct 2006
- Website development coming to a conclusion to facilitate more effective accounting and planning of all CPD activities brokered/commissioned/delivered by TDU
- TD sub-committee actively planning joint CPD activities for Spring term

2. Actions planned but not completed.

- Funding streams not secured for TDU
- Some staffing issues not yet finalised
- Team developments - ongoing

Commentary

Ongoing negotiations

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ School Improvement & Staff Development

Code	Description of PI	Service Manager	Historical Trend					06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded	
			01/02	02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target			Unitary Average
TD1	Number of schools buying into the LCCS Training & Development Service (in the buy-back)	Sue Foster						actual									Resourcing and service due to start Apr 2007
								profile									
TD2	Number of schools accessing CPD activities (Termly)	Sue Foster						actual	100%	100%							
								profile	100%	100%	100%	100%					
TD3	Number of staff accessing CPD activities (Termly)	Sue Foster						actual	30%	31%							Well above target, due in the main to cautious target setting in the first year of operation.
								profile	20%	20%	20%	20%					
TD4	Number of joint CPD activities (eg courses/conferences) offered by new TD Unit- joint provision from at least 2 departments within the directorate e.g. EDS and Governance, or Early Years and Children & Families	Sue Foster						actual									
								profile				To be assessed					
TD5	% of positive evaluations received in top 2 categories - 'very good' and 'excellent' (post training evaluation forms)	Sue Foster						actual		96%							Well above target, due in the main to cautious target setting in the first year of operation.
								profile		85%	85%	85%					
EDS9	No. of primary schools (inc Spec and Nursery) with the healthy School Standard (announced December each year)	Sue Foster			4	8	13	actual					42	56			
								profile									
EDS10	No. of secondary schools (inc 2 PRUs and 1 special) with the healthy School Standard (per academic year)	Sue Foster			1	2	2	actual					9	14			
								profile									
EDS11	No. of schools who are involved in the secondary school question times (per academic year)	Sue Foster			7	10	6	actual		10			7	8			
								profile									
EDS13	No. of primary schools involved in the school council conference (per academic year)	Sue Foster			New	22	29	actual		31			38	40		O 4	The target was not met this year mainly due to dates not convenient for some schools and some schools already committed that week. E.g. Ofsted inspections
								profile									
EDS20	No. of secondary schools with an active/effective school council	Sue Foster			1	3	3	actual		8			11	11		O 4	2 of the 3 schools were unable to make the date due to timetabling and other commitments
								profile									
EDS22	% of Year 7 & 8 pupils eating 5 fruit & veg a day (most or every day)	Sue Foster					39.4%	actual					41.0%	42.0%		O 1	
								profile									

PI is lower than the lower quartile mark when comparing to available Quartile information for that year

PI is higher than the upper quartile mark when comparing to available Quartile information for that year

Actual is better than the profile by the tolerance factor

Actual is worse than the profile by the tolerance factor



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Access

Service Manager: Murray Rose

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Carry out annual bullying survey and organise major anti-bullying event
- Produce behaviour and attendance sections for Inclusion Strategy
- Youth workers becoming involved in Joint Action Group meetings and staff teams are involved in the targeted youth support system. This includes staff piloting the use of the common assessment framework and lead practitioners
- Revised curriculum arrangements in the Pupil Support centre to support increased provision
- Additional targeted support work with teenage Travellers now in place
- EAL and Traveller Services increasing their focus on raising achievement, alongside the School Improvement Service
- We are continuing to take enforcement action to support school attendance
- The number of pupils out of school is now lower than at a similar time over the last 5 years and so the provision made for them is increasing
- Completed review of the Pupil Support Centre
- Secure planning permission for the Danesgate Skills Centre
- Introduce online school admissions system

2. Actions planned but not completed.

- Report to EMAP on reduction in education otherwise numbers
- Review the type of provision made at the Bridge Centre and the Pupil Support Centre
- Train an additional member of staff to Level 3 for child protection training

Commentary

This is now dealt with through Service Plan monitoring, rather than through a separate report

This is now included in a section of the new Inclusion Strategy, reporting to EMAP in January 2007

Sufficient staff are trained to meet requirements

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Access & Inclusion

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
BVPI - 197	Reduction in the number of conceptions recorded for females aged 15-18 years old, per thousand resident in the area from 1998 recorded figures.	Murray Rose	-9.3%	16.3%	3.2%	3.5%	actual				-20%	-25%	-30%	-14.3%	O 1	
			New	-5%	-10%	-15%	profile									
LPSA 11.1	% of 16-18 year olds not in Education, employment or Training	Murray Rose			4.5%	3.8%	actual				4.4%	3.9%	3.7%		O 5	
							profile									
PU 14	% of 16-18 year olds whose outcome are not known	Murray Rose		17.0%	3.9%	1.8%	actual				3.5%	3.5%	3.5%		O 5	
						3.5%	profile									
PU1	No. of pupils permanently excluded in the primary sector	Mark Ellis	0	1	2	6	actual	1			5	5	5			
			2	1	2	2	profile	1		5						
PU2	No. of pupils permanently excluded in the secondary sector	Mark Ellis	17	12	22	52	actual	11			30	25	25			
			10	18	20	20	profile	7		23						
PU3	No. of pupils permanently excluded in the special school sector	Mark Ellis	0	0	0	0	actual	0			0	0	0			
			0	0	0	0	profile	0		0						
PU4	No. of fixed term exclusions in the primary sector	Mark Ellis	238	171	143	214	actual	46			200	190	180		O 4	
			120	240	240	150	profile	45		135						
PU5	No. of fixed term exclusions in the secondary sector	Mark Ellis	916	843	976	1161	actual	269			800	750	700		O 4	
			550	800	800	850	profile	200		600						
PU6	No. of fixed term exclusions in the special school sector	Mark Ellis	29	8	12	21	actual	8			15	15	15			
			40	60	60	15	profile	3		9						
PU12	The proportion of secondary school pupils who have experienced regular bullying (Yr 7 & 8 May survey)	Mark Ellis	7.5%	6.8%	6.8%	6.5%	actual				6.5%	6.5%	6.5		O 2, O4	
			N/A	8%	8%	6.8%	profile									
ES9	Percentage of parents satisfied with secondary education in York (based on recorded appeals received for Secondary school placing)	Mark Ellis				99%	actual				99%	99%	99%		SP 1	
						99%	profile									
EP 15	Percentage of parents satisfied with primary education in York (based on recorded appeals received for Primary school placing)	Mark Ellis				99%	actual				99%	99%	99%		SP 1	
						99%	profile									
PU8	No. of racial incidents recorded in a year - Information only	Mark Ellis/ Catherine Leonard	16	45	39	43	actual	11	16						O 2	Monitored for information only
			30	30	30		profile									
PU9	No. of complaints received in relation to primary education.	Mark Ellis	46	30	24	30	actual	12	18							Monitored for information only
			20	30	30	30	profile									
PU10	No. of complaints received in relation to secondary education	Mark Ellis	42	33	35	36	actual	12	22							Monitored for information only
			40	40	40	40	profile									
PU11	No. of complaints received in relation to special school education	Mark Ellis	0	0	1	1	actual	1	4							Monitored for information only
			1	4	2	2	profile									
PU13	No. of complaints received from parents and schools about the provision of home to school transport	Mark Ellis				54	actual	24	49							Monitored for information only
							profile									
ET2	% of attendance of Traveller Pupils in York Primary schools (academic year reporting)	Sylvia Hutton	62%	85%	82%	82%	actual		85.0%		87.0%	90.0%	92.0%			Provisional results
			85%	88%	90%	85%	profile									

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Access & Inclusion

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears in the Education Plan or LL&L Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
ET3	% of attendance of Traveller Pupils in York Secondary schools (academic year reporting)	Sylvia Hutton	63%	68%	83%	73%	actual		76.5%		76%	80.0%	82.0%			Provisional results
			55%	72%	73%	70%	profile									
ET4	% of attendance of Traveller Pupils in York Special schools (academic year reporting)	Sylvia Hutton	59%	62%	62%	94%	actual		92.5%		96%	97.0%	98.0%			Provisional results
			New	65%	70%	90%	profile									
ET6	The effectiveness of your council's support for combating discrimination and racism (AC Q 2.6)	Catherine Leonard		2.42	2.32	2.47	actual		2.26		2.50	2.50	2.50			
							profile									
ET7	The effectiveness of your council's support for meeting the needs of pupils from minority ethnic groups, refugee families and Traveller communities (AC Q 3.11)	Catherine Leonard		2.29	2.04	1.97	actual		2.24		2.50	2.50	2.50			
							profile									
BVPI - 45	Percentage of half days missed due to the total absence in secondary schools maintained by the local education authority.	Mark Smith	7.95%	7.82%	7.89%	7.13%	actual		7.28%		7.05%	7.00%	6.95%	8.39%	O 3	Although there has been a slight dip in performance from last year, we are still a top quartile performing Authority when compared to the region and national averages, we are ranked 2nd in Yorkshire & Humber region and only bettered by 26 of 149 other authorities (national average of 7.92%)
			7.8%	7.8%	7.6%	7.57%	profile									
BVPI - 46	Percentage of half days missed due to the total absence in primary schools maintained by the local education authority	Mark Smith	5.11%	5.29%	4.78%	4.70%	actual		5.23%		4.59%	4.49%	4.40%	5.58%	O 3	The national drop in performance this year has been reflected here although not as significantly, we are still a top quartile performing Authority when compared to the region and national averages, we are ranked 4th in Yorkshire & Humber region and only bettered by 25 of 149 other authorities (national average of 5.76%)
			4.8%	4.8%	4.7%	5.12%	profile									
SOC4	Percentage of half days missed due to unauthorised absences in primary schools - electronic termly collection from Jan 2007	Mark Smith	0.4%	0.45%	0.32%	0.30%	actual		0.38%							Monitored for information only
							profile									
SOC5	Percentage of half days missed due to unauthorised absence in secondary schools - electronic termly collection from Jan 2006	Mark Smith	1.0%	1.14%	1.05%	1.04%	actual		1.13%							Monitored for information only
							profile									
SOC6	Percentage of half days missed due to unauthorised absence in special schools - electronic termly collection from Jan 2007	Mark Smith					actual									
							profile									
SOC7	Number of referrals to EWO service.	Mark Smith				N/A	actual	45	42							Monitored for information only
SOC8	Number of prosecutions for non attendances in an academic year.	Mark Smith				18	actual		6							Monitored for information only (August to end October only)
							profile									
AE1	Number of pupils in 'Out of School' provision	Chris Nicholson	175	203	216	177	actual	178	95		130	100	100		O 4	
						150	profile	200	110	130						
AE2	Number of days provided in 'Out of School' provision	Chris Nicholson	2.5	2	2	2.4	actual	3	3		3.5	5	5		O 4	
						2.5	profile	3	3	3.5						

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 Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Access Services</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	4,675	Employees	2,121
<u>Approved Changes:</u>		Premises	67
		Transport	2,417
		Supplies & Services	314
		Miscellaneous:	
		Recharges	326
		Delegated / Devolved	80
		Other	0
		Capital Financing	0
<u>Director's Delegated Virements:</u>		Gross Cost	5,325
• Reallocate resources from Business Support re accommodation moves	+ 1	Less Income	649
2006/07 Latest Approved Budget (Net Cost)	4,677	Net Cost	4,677

Significant Variations from the Approved Budget:		
• Work Related Learning is expected to underspend, partly due to the 2006/07 budget being set for an increase in the number of placements which has not yet materialised, and partly due to a delay in the recruitment of staff. This has been partly offset by additional costs within the SEN service for Home Tuition.		- 66
• Savings generated following the transfer of Home to School Transport administration from DEDS to LCCS and subsequent renegotiation of main primary and secondary school contracts.		- 100
• There has been a significant increase in the cost of special school transport from the start of the new academic year in September. The 3 year taxi contracts for all journeys have recently been retendered and price increases have on average been higher than budgeted for. There are more SEN pupils whose needs require transport to special schools than in previous years even though the total number of children at the special schools has not increased. Expenditure on escorts has increased partly due to more risk assessments being undertaken leading to a more cautious approach and partly due to a recent decision by SENAP to provide more escorts for Applefields pupils.		+ 138
• Discretionary expenditure has also increased due to the number of appeals granted by Members (20 so far this year) and an increase in medical related requests for transport. A saving of £15k was agreed for 2006/07 which was achievable if Members ended their scope to overturn eligibility criteria for home to school transport at Appeal Panels.		+ 54
• At the first monitor we reported an underspend on staffing at the PRU and the Bridge Centre of £30k. Since then there has been a large fall in the number of younger children being taken into the PRU due to a change in policy requiring the PRU to concentrate on older children. This has resulted in a significant (£73k) drop in the income receivable from schools within the DSG funded PRU itself and a £26k reduction in the transport costs which are funded from General Fund.		- 26
• Net amount of all other minor variations in expenditure and income.		- 21
Projected Net Outturn Expenditure		4,729
Overall Net Variation from the Approved Budget		+ 52
Percentage Net Variation from the Approved Budget		+ 1.1%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: SEN and Educational Psychology Service
Service Manager: Steve Grigg

Section A: Service Plan Initiatives and Actions

1. Achievements

- Implementation of first phase of Enhanced Resource Centre review.
- Realignment of SEN Early Years funding arrangements. Negotiation completed for the closure of Burton Green Enhanced Resource Centre.
- Development of the Self-Review Framework for Inclusion – 2nd edition and award arrangements.
- Peer Mediation Schemes established in 3 more Primary schools.
- Improved educational outcomes for Looked After Children.
- 95% of Looked After Children now have a Personal Education Plan.
- Area teachers working with schools to implement personalised learning strategies.
- Guidelines published about meeting the social and emotional needs of able pupils.
- Extension of the York Independent/Travel Skills (YILTS) initiative to support independent use of public transport.
- Circle time curriculum materials for social and emotional development sent to schools.

Actions planned but not completed

- Completion of Inclusion Support Service review.
- Development of accessibility strategy.
- Review processes of special/mainstream school collaboration.

Commentary

Extensive consultation with schools and officers underway but process not yet concluded.

Process now well underway with consultation through the Inclusion Strategy Group – completion due by December 06.

Work commenced but not completed.

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Access & Inclusion Services

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Mon 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
BVPI - 43a	Percentage of statements of special educational need issued by the authority in a financial year and prepared within 18 weeks (a) excluding those affected by exceptions to the rule under the SEN Code of Practice	Steve Grigg	78.7%	100%	100%	90%	actual	100.00%	100.00%						0 3	
			95.5%	96.0%	100%	100%	profile	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	92.1%		
BVPI - 43b	Percentage of statements of special educational need issued by the authority in a financial year and prepared within 18 weeks (b) including those affected by exceptions to the rule under the SEN Code of Practice	Steve Grigg	53.3%	86.6%	80%	79.4%	actual	100.00%	93.33%					0 3	One Assessment overdue due to parents missing appointments with Schools Health	
			82.0%	83.0%	84%	81%	profile	82.00%	82.00%	82.00%	82.00%	83.00%	84.00%			80.2%
EN6	Percentage of 0-19 year olds attending special schools (based on numbers from the national census), to record inclusion rates in schools.	Steve Grigg	0.61%	0.55%	0.50%	0.49%	actual	0.50%	0.48%					0 3		
			0.64%	0.58%	0.56%	0.49%	profile	0.49%	0.48%	0.48%	0.48%	0.47%	0.46%			
SEN2	% of all 0-19 year olds schools with statements	Steve Grigg	1.87%	1.81%	1.59%	1.33%	actual	1.33%	1.20%						More needs being met in mainstream schools without need for Statements - ahead of target	
			1.98%	1.85%	1.80%	1.55%	profile	1.35%	1.35%	1.35%	1.35%	1.30%	1.25%			
SEN3	Number of children in out of city placements funded by LEA	Steve Grigg	23	23	25	27	actual	28	24						Reduction temporary while new placements sought for a small number of pupils	
			29	26	25	25	profile	26	26	25	25	24	23			

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- Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Special Educational Needs</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	4,582	Employees	1,975
<u>Approved Changes:</u>		Premises	4
• Budgets c/fwd from 2005/06 (Exec 27/06/06) NR	+ 25	Transport	42
		Supplies & Services	1,995
		Miscellaneous:	
		Recharges	541
		Delegated / Devolved	495
		Other	829
		Capital Financing	0
<u>Director's Delegated Virements:</u>		Gross Cost	5,881
		Less Income	1,273
2005/06 Latest Approved Budget (Net Cost)	4,607	Net Cost	4,607

Significant Variations from the Approved Budget:	
• In recent years the Out of Authority Placement budget has been significantly overspent. For 2004/05 and 2005/06 Members agreed significant additional budget growth to deal with the on-going implications of all existing and planned placements.	
• For 2006/07 the continuing cost of all existing placements is expected to result in a saving against the budget provided of £252k. This has been offset by an estimated increased cost of £192k to fund five potential placements starting during the Autumn term. Every effort will be made to avoid having to make these additional placements. No allowance has been made for additional emergency placements between now and March 2007.	- 60
• The School Based Area Teachers (SBAT) budget is expected to underspend due to a reduction in the number of statements following the delegation of the first 15 hours of support to schools. This has been partially offset by a projected overspend on Learning Support Assistants.	- 38
• Home Tuition is expected to overspend in 2006/07 due to additional costs incurred because a number of PRU and Work Related Learning (WRL) placements have been delayed.	+ 37
• As reported in the 2005/06 Outturn report, recent changes to the way in which charges for Inter Authority Recoupment can be calculated mean that a greater level of overheads can now be included in the charge for each pupil. As York is currently a net provider of places in mainstream special schools this has resulted in a net underspend on the overall recoupment budget. The longer term position on recoupment is less clear as we are aware that other authorities who currently place pupils in York are actively reviewing their policies.	- 219
• Projected underspend on staffing following the retirement of the Head of SEN Services and the review of senior roles within SEN.	- 30
• Funding provided to Nurture Groups is expected to be higher than budget for 2006/07.	+ 26
• Net amount of all other minor variations in expenditure and income.	+ 18
Projected Net Outturn Expenditure	4,341
Overall Net Variation from the Approved Budget	- 266
Percentage Net Variation from the Approved Budget	- 5.8%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Youth Service
Service Manager: Paul Herring

Section A: Service Plan Initiatives and Actions

1. Achievements.

- YorOk training arranged for all key staff.
- Targeted Youth Support Pathfinder completed in York West and conclusions collated to form basis of development in other areas.
- Positive Activities programme very successful.
- Provision for education otherwise pupils extended through youth service initiatives.
- Application for corporate IT support to adopt Youthzone MIS has been successful.
- YorKash set up to distribute £160k of resources from Council, Youth Opportunities and Youth Capital Funds. Over 60 applications received and young peoples panel assessing bids.
- Development of Integrated Youth Support Service on target.
- A range of new opportunities adopted through AQA to accredit young people's contribution and endeavour.
- U-project merged with Network2 and PAYP to provide seamless and coordinated response to young people.
- Providing extended support for traveller education through youth work interventions.
- Accessed more than £500k additional funding to maintain or extend specialist services for vulnerable young people.
- Development and refurbishment of Castlegate (One stop shop) on target for opening in January 2007.
- Newsletter relaunched and distributed widely to inform the field and partners of service development.

2. Actions planned but not completed.

- Collation of data for Youth Offer on target but establishing web site postponed.
- Annual report currently being collated.

Commentary

Corporate IT unable to provide support to set up web site until December.
To be published in December.

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Access & Inclusion

Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded	
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target			Unitary Average
BVPI - 221a	Percentage of young people aged 13-19 involved in youth work gaining a recorded outcome (A young person who shows development through intervention of a youth worker and can be written down to show 'distance travelled' in the development of outcomes for the young person)	Paul Herring				56%	actual	22%	34%			60%	60%	60%		
						60%	profile	20%	35%	45%	60%					
BVPI - 221b	Percentage of young people aged 13-19 gaining an accredited outcome (a specific award or recognition for the young person).	Paul Herring				28%	actual					30%	30%	30%		
						30%	profile				30%					
Y6	Total numbers of young people whose name is known and an interaction has taken place with a youth worker either individually or as part of a group.	Paul Herring				4091	actual	1390	2571			4284	4284			
						4179	profile	1413	2485	3213	4284					
Y7	Number of young people participating in youth work for the youth services.	Paul Herring				2562	actual	876	1519			2570	2570			
						2507	profile	848	1491	1928	2570					

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- Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Youth Service</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	1,459	Employees	1,261
<u>Approved Changes:</u>		Premises	115
• NNDR Budget Adjustments (Corporate)	+ 2	Transport	17
		Supplies & Services	290
		Miscellaneous:	
<u>Director's Delegated Virements:</u>		Recharges	175
• Schools Out Programme - from Chief Executive's SYP Budget (NR)	+ 5	Delegated / Devolved	0
• Theatre Royal education programme grant - from YS Voice & Influence to Arts & Culture	- 5	Other	0
		Capital Financing	99
2006/07 Latest Approved Budget (Net Cost)	1,461	Gross Cost	1,957
		Less Income	496
		Net Cost	1,461

Significant Variations from the Approved Budget:	
• Additional costs have been incurred in maintaining spare premises because of delays in removing these buildings from the Youth Service portfolio following the restructure of the service.	+ 28
• Staff turnover in the first half year has meant that the URBIE buses have not been used as often as planned.	- 26
• Projected underspend in the Inclusion Service budgets mainly due to staff vacancies.	- 25
• Projected underspend in the Universal Services Learning and Curriculum team due to staff vacancies.	- 15
• Net amount of all other minor variations in expenditure and income.	- 10
Projected Net Outturn Expenditure	1,413
Overall Net Variation from the Approved Budget	- 48
Percentage Net Variation from the Approved Budget	- 3.3%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Children and Families
Service Manager: Peter Dwyer Asst Director

Section A: Service Plan Initiatives and Actions

1. Achievements.

- We have successfully relocated the existing Holgate Family Centre into the new Integrated Children's Centre at Hob Moor
- We are on target to successfully relocate Clifton Family Centre into the new Integrated Children's Centre at Clifton Green by end of October 2006
- Plans are under development which will see the relocation of Heworth Family Centre into a Tang Hall Children's Centre during 2007/8
- We are engaged in the opportunities created through the development of integrated youth service provision and the city centre one stop shop for inclusion of elements of our 11 plus provision
- We have managed the closure of a children home and ensuing implications for staff and children and young people in a transparent and recognised professional manner
- We have approval for use of reinvestment of Resources from Home Closure and have now used some of this resource to enhance service provision
- As a result of the above we have enhanced Adolescent support arrangements to reduce the % that are readmitted to care
- We have achieved closure of a residential unit without displacing costs elsewhere
- We have consistently reduced to less than 2.5% the level of unallocated work in the section
- We have increased the % of young people in care living in local foster care
- We have Increased the % of signed completed care plans in place
- We have reduced the size of some assessment documents and are undertaking active pilots prior to re-launch - we are seeing progress as a result in speed of assessment completion rates
- We have completed a review of the Referral and Assessment team have approval for amendments to skill mix and key processes within the team and have implemented recommendations arising - we are embracing workforce remodelling learning across the service
- We have held joint seminars with Housing to increase understanding and enhance protocols on impact of Housing policy on children and young people
- We have established an effective Family Group Conference service within the 11 plus service arm and are now reviewing its future post April 2007
- We have led a successful transition from the previous Area Child Protection Committee structure to establish a new Local Safeguarding Board
- We have reduced the overall unit costs for care
- We have undertaken a "reducing bureaucracy" initiative in which we analysed paperwork demands on practitioners and have already identified some ways to simplify or eradicate identified demands
- We identified 3 specific consultation exercises with key customer groups for next 12 months and are making progress against them
- We have partially reduced key budget pressures in e.g. R and A team; the Glen whilst maintaining service effectiveness
- National announcements have been made concerning the minimum fostering rates and we are beginning consultation within the authority and with foster care association on the local implications
- We have identified and addressed casework issues during transitional period in implementing new Adoption and Children Act
- We have reviewed Corporate Parenting Arrangements and a new forum of officers/members and young people is being introduced

- We have reviewed and enhanced internal case transition processes
- We have established the Children's Rights Service as an internally managed service with strong interest in the new CR officer post
- Training on Adoption and Children Act has been delivered to social workers delivered as general overview of Act, followed up by sessions focusing on practice implications. Training of adoption panel members, approved adopters and applicants; trainers on adoption preparation courses has been completed.
- Our new home based Sitting Service for disabled children and their families is up and running. We currently have five approved sitters and one being assessed
- Maintained ongoing promotion of supervision and PDR completion by senior management team / line managers.
- Service Level Agreement & delivery plan with LCCS Integrated Training Unit in place.
- Guide for "Looked After" children and young people completed. Planned improvements to information through web development, Workforce Strategy and other initiatives
- We have increased the % of young people in care achieving educational success
- We have initiated work to impact on partnership child protection interventions with drug abusing families
- We have Reviewed and amended group management arrangements in the Health and Disability service
- We have progressed with Safer York full implementation of "Cause for Concern" the local safeguarding Boards recommendations for improvements in Domestic Violence work
- We are making the planned progress to meet the timescale to implement foster and adoptive payment arrangements through RAISE

2. Actions planned but not completed.

- Reduce the number of young people needing to be looked after by the local authority
- We have not reduce key budget pressures on legal fees, fostering and Contact

Commentary

The first quarter saw a 10% increase and more recent analysis finds this was across ages and statutory reasons. The second quarter has seen that stabilise and a slight reduction but still up on April 06 position the younger age group. Related to the above – increased care figures and court activity inevitably brings with it additional costs in these budget areas

2006/07 2nd Monitor Performance Monitoring for Learning, Culture & Children's Services ~ Children and Family Services

Code	Description of PI	Group Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the 2nd Monitor target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (3 mths)	2nd Monitor (6 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	CSCI CD Unitary Average		
PAF A1 BVPI49	% LAC having 3 or more moves of placement (Star Blocker)	Howard Lovelady	12.67%	7.55%	18.24%	17.14%	Actual	2.00%	7.24%		13.00%	10.00%	10.00%	13.40%	O 2	Careful monitoring needed
			10.00%	10.00%	10.00%	10.00%	Profile	3.00%	7.00%	10.00%						
PAF A2 BVPI50	% of care leavers: 1+ A*-G at GCSE or equiv (Star Blocker)	Ruth Love	31.58%	64.29%	56.52%	46.00%	Actual		25.00%		60.00%	62.00%	65.00%	54.30%	O 2	This particular indicator relates to very small cohort - other PIs relating to education of LAC are more encouraging
			65.00%	65.00%	65.00%	60.00%	Profile		60.00%							
PAF A3	% of children on the Child Protection Register (CPR) who have been re-registered	John Roughton	5.19%	13.27%	16.87%	12.16%	Actual	4.76%	7.70%		13.00%	10.00%	10.00%	13.20%	O 2	Volatile indicator but performance at this stage looks excellent
						11%	Profile	13.00%	13.00%	13.00%						
PAF A4 BVPI161	Ratio of Care leavers in educ, training or employment	Ruth Love		0.76	0.97	0.74	Actual		0.50		0.8	0.8	0.8	0.7	O 5	To be investigated
						0.8	Profile		0.8							
PAF B8	Adjusted-Cost of services for LAC	Howard Lovelady	£493.59	£575.97	£608.69	£625.00	Actual				£560.00	£570.00	£580.00	£663.93	SP 2	
						£515.00	Profile									
PAF C81 New for 2006/07	% of LAC with Offending behaviour Renumbered from C18 in 2006/07 with change in calculation	Ruth Love					Actual		2.97%		3.90%	3.80%	3.70%	3.80%	O 2	Strong performance maintained against new definition
							Profile		3.90%							
PAF C19	% of Health needs assessments undertaken for LAC for more than 1 year	Howard Lovelady	70.30%	79.82%	73.20%	80.84%	Actual		82.50%		82.00%	83.00%	84.00%	82.40%	O 1	Excellent performance achieved
				90.00%	80.00%	80.00%	Profile		82.00%							
PAF C20 BVPI162	% of reviews of children on CPR undertaken on time (Star Blocker)	John Roughton	100.00%	100.00%	94.87%	96.00%	Actual	100.00%	100.00%		100.00%	100.00%	100.00%	96.00%	O 2	Excellent performance maintained
			100.00%	100.00%	100.00%	100.00%	Profile	100.00%	100.00%	100.00%						
PAF C23 BVPI163	% of Adoptions undertaken on from the looked after population (Star Blocker)	Howard Lovelady	7.58%	15.20%	17.80%	9.64%	Actual	0.83%	4.07%		10.00%	10.00%	10.00%	8.50%	O 2	Expected progress made and annual challenging target expected to be met
			10.00%	10.00%	10.00%	10.00%	Profile	2.00%	3.00%	6.00%						
PAF C24	% LAC missing 25+ days school	Ruth Love	21.79%	18.82%	15.38%	12.19%	Actual		16.48%		12%	12%	12%	11.50%	O 2	To be subject to investigation as a matter of priority
			12.00%	12.00%	12.00%	12.00%	Profile		12.00%							
PAF CF/C64 1705	% of completion rates (within 35days) - Core Assessments	John Roughton	27.3%	40.2%	16.7%	19.57%	Actual		N/A		35.00%	45.00%	55.00%	68.5%		
						25.00%	Profile		35.00%							
PAF D78 New for 2006/07	% of Long Term Placement stability (2.5 years)	Howard Lovelady				73.90%	Actual	78.90%	69.10%		76.00%	77.00%	78.00%		O 2	New indicator without quartile trends - to be subject to management scrutiny
							Profile	76.00%	76.00%	76.00%						
PAF E44	Expenditure on Children in Need as a % of all expenditure in Children & Family Services	Peter Dwyer	37.24%	43.74%	45.70%	45%	Actual				42%	42%	42%	38.4%	SP 2	
						37%	Profile									
APA DIS 1403	% of care leavers with 5+ GCSEs A*- C	Ruth Love	5.0%	14.2%	8.7%	0%	Actual		0.00%		12.00%	13.00%	14.00%	9.0%	O 2	This particular indicator relates to very small cohort - other PIs relating to education of LAC are more encouraging
						10%	Profile		12.00%							
DIS 1704	% of completion rates (within 7 days) - Initial Assessments	John Roughton	70.4%	65.8%	52.4%	53.51%	Actual		N/A		65.00%	70.00%	75.00%	64.8%		Evidence that progress is being made
						62.00%	Profile		65.00%							
APA SM13 DIS 3123	% of Residential childcare staff who have achieved L3 in NVQ in caring for children	Sue Foster	51.0%	54.5%	64.0%	64%	Actual		77.1%		70.0%	75.0%	80.0%	44.2%	SP 5	Above planned performance despite changes in residential workforce during the year
						80%	Profile		70.0%							
APA SM14 DIS 3124	% of social workers & residential managers who need to achieve the child care PQ award	Sue Foster	17.5%	20.0%	23.3%	37.0%	Actual		40.4%		38.0%	39.0%	40.0%	40.0%	SP 5	Above planned performance despite changes in residential workforce during the year
						27.5%	Profile		38.0%							
DIS 3331	Numbers of carers of disabled children in receipt of Direct payments	Howard Lovelady	0	0	4	6	Actual				7	8	9	8.7		
							Profile									
SP 1413	% of LAC with access to computers in foster or residential care (aged 5-16)	Howard Lovelady	87.0%	63.5%	67.0%	70.0%	Actual		N/A		80.0%	90.0%	100.0%	1.00	SP 4	Data collation to be prioritised next quarter
							Profile		80.0%							

2006/07 2nd Monitor Performance Monitoring for Learning, Culture & Children's Services ~ Children and Family Services

Code	Description of PI	Group Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the 2nd Monitor target wasn't achieved or exceeded	
			02/03	03/04	04/05	05/06	Actual	1st Monitor (3 mths)	2nd Monitor (6 mths)	3rd Quarter/Term	Target	Target	Target			CSCI CD Unitary Average
CF1	Allocated & unallocated work levels %age of cases unallocated	Pete Dwyer				1.99%	Actual	2.8%	1.47%		<2.5%	<2.25%	<2.0%			
						<3%	Profile	<2.5%	<2.5%	<2.5%						
CF2	Supervision Undertaken	Sue Foster	77.40%	81.80%	83.00%	89.0%	Actual		81.4%		90.0%	95.0%	100.0%			
						100.0%	Profile		90.0%							
CF3	Staff satisfaction survey results (state key 2-3) (Carried out every 18 mths)	Judy Kent	73%	Not Done	74%	Not Done	Actual	Not collected this year				76%				
							Profile									
CF4	% of completed care plan for LAC but not signed	Judy Kent				80%	Actual	79%	88%		90%	95%	100%	SP 2	Good progress against target being made	
							Profile	90%	90%	90%						
CF5	% of completed and signed care plan for LAC	Judy Kent				45%	Actual	50%	61%		70%	85%	90%	SP 2	Good progress against target being made	
							Profile	70%	70%	70%						
COLI 64 (LPSA2 7.1)	% of young people supervised by YOT who re-offend	Simon Page					Actual				Not set	34.6%		O 2		
							Actual									
COLI 21 (LPSA2 7.2)	Average number of offences committed by a young offender whilst subject to bail or remand	Simon Page					Actual				Not set	2.8		O 2		
							Profile									
COLI 26	% of young offenders aged 10-17 who are supervised by YOT in training and jobs	Simon Page		73.00%	71.30%	57%	Actual	N/A	N/A		90%	90%	90%			
							Profile	90%	90%	90%						

- Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan 05/06
- PI is lower than the lower quartile mark when comparing to available Quartile information for that year
- PI is higher than the upper quartile mark when comparing to available Quartile information for that year
- Actual is better than the profile by the tolerance factor
- Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Children's & Families</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	9,251	Employees	5,296
<u>Approved Changes:</u>		Premises	118
• Transfer of Youth Offending Team from Chief Executive's (Council 27/04/06)	+ 189	Transport	223
• Safeguarding Children's Grant Supplementary Estimate (Exec 10/10/06)	+ 79	Supplies & Services	1,115
• Establish PFI Revenue Budgets (Exec 06/01/06)	+ 13	Miscellaneous:	
• NNDR Budget Adjustments (Corporate)	+ 2	Recharges	1,097
		Delegated / Devolved	0
<u>Director's Delegated Virements:</u>		Other	2,418
		Capital Financing	142
		Gross Cost	10,411
2006/07 Latest Approved Budget (Net Cost)	9,533	Less Income	878
		Net Cost	9,533

Significant Variations from the Approved Budget:	
• Increased expenditure on court costs, currently under joint investigation with legal services.	+ 72
• Staffing underspend due to delays in recruitment to the Children's Rights Officer post	- 16
• There have been significant vacancies in the Referral & Assessment team in the first half of the year due to the vacancy freeze and a review of the service. However, the cost of agency staff to backfill vacant posts exceeds the underspend on staffing. In addition two members of staff redeployed from other areas are being paid on much higher scale points than those they replaced.	+ 62
• Additional costs of Section 34 contacts due mainly due to the high level of contact commitments arising from care proceedings.	+ 44
• Underspend resulting from a concerted effort to control Section 17 costs.	- 13
• Overspend resulting from a 10% increase in the number of CYC fostered children, together with an increase in Independent Fostering Agency (IFA) fees as more children are expected to be placed with IFAs in 2006/07. In addition, targets for income from other authorities will not be met as the increase in the number of looked after children has meant that available foster placements are being used by CYC and are not available for recharging.	+ 294
• The estimated contribution available from combined Children's Services placement and fostering budget. As this monitor is projecting that all other elements of the combined budget will come in either on line or under budget then the full combined budget of £237k will be available to fund fostering costs in 2006/07. The key assumption here is that there are no additional emergency out of city placements for the remainder of this financial year.	- 237
• Additional costs at The Glen as a result of pressure on the service to meet the specialist needs of increasingly profoundly disabled children.	+ 37
• There has been a fall in the number of care leavers aged 16-17 requiring accommodation and allowances.	- 25
• Following the closure of the Children's Home at 51 Bismarck Street additional budget has been provided for one extra Out of City Placement. This budget is not now expected to be required this year.	- 77
• Expenditure on agency staff to cover vacancies and long term sick leave within Social Work Teams and a delayed resolution to the redeployment of a member of staff in one of the teams.	+ 36
• Underspend due to the early closure of Bismarck Street Children's Home in June 2006.	- 15
• Projected overspend on staffing at Wenlock Terrace Children's Home due to sickness cover.	+ 28
• The cost of health and disabilities contracted services has increased significantly in 2006/07.	+ 12
• Staffing overspend due to cover required for suspended Heworth Family Centre Manager.	+ 39
• Expenditure on agency staff and failure to achieve vacancy factor target within the Family Placement Team.	+ 37
• Failure to achieve the 4.5% vacancy factor within the Hollycroft Administration team as the team is fully staffed.	+ 13
• To help offset some of the significant overspends within the service it is proposed to redirect all of the new Children's Services grant to the Children & Families general fund budgets and away from DSG funded budget areas.	- 98
• An allocation was made from corporate contingency when the first monitoring report was taken to the Executive in October.	- 79
• Net amount of all other minor variations in expenditure and income.	+ 19
Projected Net Outturn Expenditure	9,666
Overall Net Variation from the Approved Budget	+ 133
Percentage Net Variation from the Approved Budget	+ 1.4%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Adult and Community Education Service Manager: Alistair Gourlay

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Work closely with Future Prospects and IT in the Community to identify groups who need support and then put on programmes to support them.
- Ensure that resources from funding via infrastructure funding are used across all areas of the service.
 - Make sure that information in brochures and other material used is available in a variety of formats.
 - Ensure the DDA considerations are taken into account when developing the learning platform
- Continue the work on developing Moodle as the Learning Platform for the service in line with the action plan
- Develop an effective OTL procedure for the flexible learning centres
- Continue to monitor OTL across the service to ensure that adequate observations are taking place
- Contribute to the development of baseline by providing timely data as requested
- Work with Future Prospects to see how students on the IT in the Community courses can make use of the Learning Platform.

2. Actions planned but not completed.

- Train frontline library staff on skills for life awareness training
- Ensure cross service Health and Well being programmes are embedded in the strategic plan for Active York
- Facilitate and support the formation and development of strong community groups able to manage their own opportunities
- Review the contracts and terms of conditions for the staff transferring to the council from Learning Connections
- Develop an effective QA procedure for all contracted or partnership provision
- Explore the potential of just after work programmes in the central library
- Develop a model of referral (For LPSA 2) that is clear and simple.
- Identify staff with weekly teaching hours above 8 and consult with them on the introduction of new contracts

Commentary

This is part of a programme of training. The first stage Not completed. This action is to be reviewed.

Not completed.

The first meeting has taken place but this has been held up due to inspection preparation

See above. Some work has been completed with SAR and OTL.

This has been delayed. The plan is now to introduce this for September 07.

This is now almost complete with just some small adjustments needed before the process can be finalised.

Some progress has been made with this but not as much as was hoped. Some more substantive contracts have been established.

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the LLC & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06	1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
LPSA 10.1 to 10.3	No. of adults gaining Skills for Life qualification that count toward the the Skills for Life National target.	Alistair Gourlay				215	actual		235					LLC 2	The LPSA targets were slow to be agreed and final sign off did not occur until January 2006. As a result it was then not possible to recruit any one to work on the project until early April. This loss of the whole year means that it was not possible to affect the target.
L1	Total Number of enrolments on adult Education Provision (non-accredited) Academic year reporting	Alistair Gourlay	5669	4954	5613	6043	actual		5582					LLC 2	Enrolments are up for 2005/06, for two main reasons. Students coming through the IT in the Community Project have been significant, and the number of courses continuing into the summer was more than anticipated.
L3	Percentage retention on adult education courses (accredited) Academic year reporting	Alistair Gourlay	77%	78%	78%	84%	actual		85%						The target for this PI was set with information received when we were in a partnership with York College and we were unable to verify the data. We are now confident that the data set is accurate.
L5	Percentage retention on adult education courses (non-accredited) Academic year reporting	Alistair Gourlay	80%	87%	92%	94%	actual		93%						
L6	Percentage of Learners aged over 60 Academic year reporting	Alistair Gourlay	21.3%	21.3%	22.3%	24%	actual		25%						
L8	Total Number of enrolments on adult Education Provision (accredited) Academic year reporting	Alistair Gourlay	2517	2330	2051	2153	actual		1645					LLC 2	This figure excludes 461 skills for life diagnostic assessments, that were included in previous years but have been excluded this time. These will not be collected in future years due to changes in recording of student information.
L10	Number of learners achieving a qualification outcome contributing to the national target for Skills for Life Academic year reporting	Alistair Gourlay			60	200	actual		235						This is slightly below the benchmark that we expected. This is mainly because we were expecting a number of learners from the flexible learning centres to contribute to this target. Unfortunately they all used the Learndirect route and were not counted.
L11	Numbers of learners recruited to programmes which aim to improve literacy and numeracy skills (enrolments) Academic year reporting	Alistair Gourlay					actual		507						This is a volume measure to support the number of learners achieving the national test. It is important as this demonstrates the number of learners the service is supporting, who have identified literacy and numeracy needs.
L14	Number of learners recruited to Family Learning and Skills for Life courses (enrolments) Academic year reporting	Alistair Gourlay					actual		1007						This figure excludes the diagnostic assessment described in L8. The target was set taking into account the diagnostics. Targets for subsequent years are now correct.
L16	Success rate on accredited programmes Academic year reporting	Alistair Gourlay					actual		76%						This is the first year we have been responsible for accredited data. This was previously managed under a franchise arrangement with York College meaning we were unable to verify the accuracy of the data. As we are now responsible for this data and are confident of its accuracy, this year's accredited data should be used as a benchmark.
L20	Percentage achievement rate on accredited programmes. Academic year reporting	Alistair Gourlay					actual		90%						As above
L21	Percentage of tutors observed each year through the services OTL process. Academic year reporting	Alistair Gourlay					actual		24.2%						

- Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan
- PI is lower than the lower quartile mark when comparing to available Quartile information for that year
- PI is higher than the upper quartile mark when comparing to available Quartile information for that year
- Actual is better than the profile by the tolerance factor
- Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Adult & Community Education</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	5	Employees	1,242
<u>Approved Changes:</u>		Premises	132
		Transport	13
		Supplies & Services	440
		Miscellaneous:	
		Recharges	34
		Delegated / Devolved	0
		Other	0
<u>Director's Delegated Virements:</u>		Capital Financing	0
		Gross Cost	1,862
		Less Income	1,857
2006/07 Latest Approved Budget (Net Cost)	5	Net Cost	5

Significant Variations from the Approved Budget:	
• No significant variations to report.	
• Learner enrolments have been slower than expected to date but as the service works to an academic year it is too early to draw any conclusions. If fee income is down then the related course expenditure will be down as courses are cancelled.	0
Projected Net Outturn Expenditure	5
Overall Net Variation from the Approved Budget	0
Percentage Net Variation from the Approved Budget	0%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Arts and Culture Service Manager: Gill Cooper

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Work with the Consultants Austin Lord Smith on the vision for a cultural quarter in York has progressed over the summer with a draft presentation given to York@Large in September. With some tweaking this will go out as a catalyst for action early in 2007.
- Research has been undertaken with North Yorkshire on the best way to support Voluntary Arts in the sub-region to encourage more active cultural participation. The draft report is now out for consultation with the relevant voluntary agencies and stakeholders.
- Research on the Community Arts sector commissioned by the Learning Partnership is in its final stages of completion and will be circulated shortly. This will help us develop the future community arts programme
- The Pulse project to support arts and media work in the children's ward of the hospital is now underway with a co-ordinator appointed for 0.5 days a week supported with a grant of £49K from the Wellcome Trust.
- YorOk film consultation has been undertaken on behalf of the Children's trust with 200 young people taking part. The film will be launched in May. The Beat the Bullies CD, Film and Education Resource Pack will be launched in November.
- The year long Illuminate: Yorkshire Festival completed on 6th October with a Light Night event which saw all the City Centre churches open with entertainment and music free of charge to the public. There was a programme of events in the Yorkshire Museum, the Central Library, St Mary's, the Art Gallery and walking trails around the city walls and architectural lighting trail. Illuminate funding also supported the open air showing on the Minster of "Singing in the Rain and Chocolat".
- The SightSonic Festival attracted increased audiences with an innovative programme of concerts, installations and an industry conference working closely with Touch Music to celebrate their 25th Anniversary. We have submitted a bid to the Arts Council to support headline concert and community activity for SightSonic in the next 12 months.
- A new Dance Consultant: Edward Lynch has been appointed and will be working closely with the Sports and Active Leisure team to develop dance within the schools sports partnerships. Partnership Plans with Yorkshire Dance Centre have been agreed and their outreach programme is being launched in York.
- The four Wider Opportunities pilot programmes are underway with Carr Infant, Skelton, Rufforth and Badger Hill. In addition 3 other schools are also undertaking wider opportunities programmes and we will be taking options for the roll out of this programme to the Schools Forum to consider.
- Discussions with stakeholders to agree a 2-year cycle of Mystery Play productions are progressing and meeting will be held shortly with HLF to discuss funding options.
- Support given to work with young people and the community to develop both the Basement (City Screen) and Melbourne Street Centre.
- Work on the siting of the Ice Rink has been subject to delicate negotiations. This will go ahead on the Eye of York this year but the concerns raised by the County Court will be monitored. Numbers of Events supported by Arts and Culture are up substantially on predictions.
- We have established a project to support arts development with the homeless at the Central Methodist Church.
- Service and staffing reviews have been undertaken with a facilitated Away Day for the management team. Report on the restructure and recommendations will come in front of EMAP in December.

2. Actions planned but not completed.

- Public Arts scrutiny proposal has been sent back to Culture and Heritage EMAP to consider ways forward. We will need to

Commentary

While a small set back we continue to work with planners to develop the public art provision in the city (Inc. The Sustrans

- consider the best way to progress this issue.
 - Plans for the launch of a wider PAC programme have been delayed by the resignation of the Arts Action Manager (to go to Doncaster) and the redeployment of the Head of Centres back into a teaching role.
 - The Colourdome Festival was cancelled following the tragic events in Chester le Street and the inability of the festival organiser to furnish us with the revised health and safety information in time.
- route).
PAC reorganisation is still ongoing and will come in front of EMAP within the restructure report
- Negotiations for compensation resulting from the last minute cancellation have been concluded.
-

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the LLL & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded	
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average			
PA1	No. pupils taking instrumental with A&C service in school (DFES return in Feb)	Gill Cooper	2560	2446	2501	2244	actual	2277	2334			2600	2650			Reorganisation of Waiting lists will be completed by the end of this term and target should be met	
			2500	2600	2500	2500	profile	2380	2400	2300	2550						
PA2a	No. of pupils in ensembles at PAC (DFES return at the end of spring term)	Gill Cooper	550	531	478	368	actual	506	516			440	500				
			700	650	550	410	profile	410		410	410						
PA2b	No. of pupils in Arts service supported ensembles	Gill Cooper				175	actual	186	139			230	250				
						200	profile	120		175	200						
PA3	% of all schools having a 'Live Arts Week' workshop	Gill Cooper	92%	80%	75%	84%	actual					85%	85%				
			70%	80%	85%	85%	profile				85%						
LA1	No. of Community Arts initiatives supported by the Arts & Culture Service.	Gill Cooper	105	157	232	284	actual	122	184			230	230			Pattern of activity has changed so that against profile the figure looks low but confident we will be on target across the whole year	
			61	75	110	248	profile	180	220	225	230						
LA2a	No. of events in the City supported by the Arts & Culture Service	Gill Cooper	101	144	233	212	actual	134	199			269	270			Increase in both LA2 figures due in large part to the Festival of the Rivers which brought a diverse range of community groups together to stage a 3 week long programme of events.	
			70	120	120	244	profile	110	120	150	256						
LA2b	No. of those events that are new (LA2a)	Gill Cooper	n/a	42	49	126	actual	70	118			50	50			See above.	
			n/a	40	40	51	profile	45	46	47	50						
LA3b	No of performances and attendances at Theatre Royal (Quarterly collection)	Gill Cooper	627 (160513)	449 (136616)	452 (137368)	486 (142073)	actual	269 (33576)	406 (51,801)			520 (145800)	520 (148000)				
			450 (135000)	480 (140000)	450 (140000)	504 (140200)	profile	150 (36,000)	240 (50,500)	375 (100,100)	520 (143,000)						
LY11	Number of visits to www.yorkfestivals.com	Gill Cooper				18691	actual	9076	10158			7700	7800			Despite removing the events listing from the site the visit numbers have increased. Evidence from usage of the member part of the site that the downloadable resources are proving very popular with events organisers.	
						6880	profile	2523	4410	5670	7568						
LY12	Percentage of respondents (Talkabout Survey) who see York as 'cosmopolitan, vibrant.	Gill Cooper				42.5%	actual					49.5%	51.5%				
							profile				47.5%						
LY13	Number of new festivals/event activities	Gill Cooper					actual					2	2				
							profile				2						
VJ8B	Ensuring that tourism through First Stop York continues to make a major contribution to the York economy: total visitor spend across the tourism industry per annum. (Actuals and targets relate to 2 year prior than the year it is shown in)	Gill Cooper			£283.6m	N/A until June	actual										
						£270m	profile					£270m					
VJ8C	Ensuring that tourism through First Stop York continues to make a major contribution to the York economy: maintain a minimum number of annual jobs at (Actuals and targets relate to 2 year prior than the year it is shown in)	Gill Cooper			8681	N/A until June	actual										
						9000	profile					9000					

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Actual is worse than the profile by the tolerance factor

Section B: Budget

Arts & Culture (Education)		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	333	Employees	999
<u>Approved Changes:</u>		Premises	19
		Transport	15
		Supplies & Services	150
		Miscellaneous:	
		Recharges	47
		Delegated / Devolved	10
		Other	0
<u>Director's Delegated Virements:</u>		Capital Financing	0
• Theatre Royal education programme grant - from YS Voice & Influence	+ 5	Gross Cost	1,238
		Less Income	901
2006/07 Latest Approved Budget (Net Cost)	338	Net Cost	338

Significant Variations from the Approved Budget:	
• No significant variations to report.	
Projected Net Outturn Expenditure	338
Overall Net Variation from the Approved Budget	0
Percentage Net Variation from the Approved Budget	0%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Early Years & Extended Schools Service
Service Manager: Heather Marsland

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Training Directory has been published in September as an annual publication.
- Subsidised training has been provided, as have short course programmes.
- Development workers have reviewed the training to provide up to date information
- Bursaries using the Transformation fund have been available for vocational qualifications.
- Steps to Quality continually promoted with a steady increase of recruitment to the scheme.
- Development of the integrated services module for Steps is continuing, with Hob Moor Children's Centre piloting it.
- NEF funding administered and paid to settings for autumn term.
- Continued support and funds devolved to Partnerships towards their development to Extended Schools. Partnership meetings have also been attended by Development Workers.
- Delivery of FS curriculum monitored for incorporation of SEN issues.
- 1000 Treasure Boxes delivered to settings and course 'chocolate cake and chat' delivered to increase participation in Book Start programme.
- Termly monitoring visits carried out for support for minority groups, those with SEN & hard to reach
- Play Times/Shared Foundation Partnership newsletter published
- '50K Fund', now YorKash, has been launched.
- Cultural Diversity project continuing, with short film screened at City Screen.
- Awarding process for Service Level Agreements revised – tenders have been advertised
- Budgets, grants and Service Level Agreements continue to be monitored
- Criteria and awarding process for sustainability funding have been agreed. Applications from settings are being considered as they are received.
- The Children's Information Scheme (allowing parents to receive relevant information at key ages of their child's life) has surpassed its original target of 500 registered users by the end of 2006, with 534 currently registered.
- Childcare Brokerage Service now fully established. So far all cases have resulted in a suitable solution being found.

2. Actions planned but not completed. **Commentary**

None to report

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Lifelong Learning & Culture

Code	Description of PI	Service Manager	Historical Trend				06/07					07/08	08/09	04/05	PI appears as a Key PI in the LLC & CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target	Unitary Average		
BVPI - 222a	BV 222a Quality of Early Years & Childcare Leadership – Percentage of leaders of integrated early education and childcare settings funded or part-funded by the local authority with a qualification at Level 4 or above.	Heather Marsland				9.30%	actual				60%	70%	80%		LLC 4	
						50%	profile									
BVPI - 222b	Percentage of leaders of integrated early education and childcare settings funded or part-funded by the local authority which have input from staff with graduate or post graduate training in teaching or child development.	Heather Marsland				0%	actual				65%	75%	80%		LLC 4	
						67%	profile									
EY8	Percentage of 3-year-olds receiving a good quality, free, early years education place in the voluntary, private or maintained sectors.)	Heather Marsland	92.1%	100.6%	104.8%	101.1%	actual	100.4%			100.0%	100.0%	100.0%		O 3	
			95.8% (94.5%)	96.1%	96.8%	103.1%	profile	100.0%		100.0%						
EU 4	Proportion of 3 year olds with a pre-school nursery place in the maintained sector (Autumn Term)	Heather Marsland	31.05%	37.5%	35.8%	36.4%	actual	29.8%			32.7%	32.7%	32.7%			
			34.0%	31.6%	32.9%	35.7%	profile	32.7%		32.7%						
EY10	Number after school places and holiday places provided (registered under Ofsted and as reported in the Childrens Services Plan)	Heather Marsland	2223	2115	2331	2545	actual	2495	2693		2500	2500	2500		O 4	
							profile	2500	2500	2500						
EY11	Number of extended schools (Inc. Primary, Secondary and Special) (figure in brackets is number of schools designated as meeting core offer)	Heather Marsland				12	actual				67 (12)	67 (67)	67 (67)		O 3, O 5, LLC 2	
						18	profile									
EY1	% of enquirers to the Children's Information Service rating the service as 'Excellent' or 'Very Good'	Heather Marsland					actual				94%	94%	94%			
							profile									
EY5	Numbers of settings quality assured	Heather Marsland	10	16	32	48	actual	52	58		75	90	120			There has been a downturn in settings interested in Steps, though it is now picking up. In addition 36 settings are on the Children Come First Network and 4 have completed national schemes.
			16	16	32	60	profile	65	70	75						
EY7	% of staff appraised during the year	Heather Marsland	100%	100%	100%	100%	actual	94%	97%		100%	100%	100%			All appraised apart from one member of staff who will be appraised in November
			100%	100%	100%	100%	profile	75%	100%	100%						
EY9	To ensure early years settings, inspected by Ofsted, are making satisfactory progress in delivering EL Goals	Heather Marsland			100%	N/A	actual				94%	94%	94%			
					94%	94%	profile									
CYP1	No. of community groups working in partnership with CYC to deliver Young people's holiday prog.	Heather Marsland	23	34	43	56	actual		62		53	58	63		O 3, LLC 1	The Play Team has been supporting new groups and the summer edition of Schools Out was larger than previously
			25	25	39	48	profile		40							
CYP2	Number of young people taking part in the holiday activities programme	Heather Marsland	15701	24558	41084	40255	actual		48276		38000	39000	40000		O 3, LLC 1	School's Out has continued to prove very popular. This figure includes the October half term figures that are not yet complete.
			18000	16170	20800	37000	profile		28000							
CYP4	Number of holiday activities	Heather Marsland	103	216	552	423	actual				586	604	622		O 3, LLC 7	
				106	569	569	profile									

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Section B: Budget

<u>Early Years & Extended Schools (Education)</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	2,481	Employees	1,150
<u>Approved Changes:</u>		Premises	39
		Transport	44
		Supplies & Services	3,207
		Miscellaneous:	
		Recharges	45
		Delegated / Devolved	372
		Other	0
<u>Director's Delegated Virements:</u>		Capital Financing	0
		Gross Cost	4,858
		Less Income	2,377
2006/07 Latest Approved Budget (Net Cost)	2,481	Net Cost	2,481

Significant Variations from the Approved Budget:

• Expenditure on demand led nursery education grants is currently running ahead of the original estimates. The latest projections indicate that the equivalent of 39 additional full year part time places will need to be funded in 2006/07.	+ 58
• The Children's Information Service has incurred £8k of additional expenditure on setting up a new website which is more than offset by an underspend on staffing.	- 8
The Quality Assurance team has generated £18k of additional income this year from the sale of the Steps to Quality (StQ) programme to other Local Authorities. Once additional costs for delivering the programme are accounted for then the net surplus is expected to be £8k. Although the core Early Years service is funded from the DSG, this additional income could be credited to the General Fund to help offset other directorate overspends.	- 8
• Lower than expected expenditure on Early Years development work.	- 16
• Net amount of all other minor variations in expenditure and income.	+ 4
Projected Net Outturn Expenditure	2,511
Overall Net Variation from the Approved Budget	+ 30
Percentage Net Variation from the Approved Budget	+ 1.2%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: LCCS Finance
Service Manager: Richard Hartle

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Undertaken and implemented a complete restructure of the LCCS finance team
- Implemented new education and school funding system including multiyear budgets for schools
- Devised and implemented new funding arrangements for personalised learning in schools
- Completed the statutory Deprivation Funding Statement for the DfES
- Continued the work on disaggregation of central children's social services budgets
- Consistent financial reporting of schools data completed
- Improved school budgeting spreadsheet introduced
- Implemented new PFI accounting arrangements and developing PFI charging arrangements for schools
- Delivered a balanced LCCS budget for 2006/07
- Final phase of SEN delegation implemented from April 2006
- Implemented the scheme to clawback excessive schools reserves
- Responded to various DfES consultations on changes to school funding arrangements
- Developed resources and training to help schools towards the Financial Management Standard in Schools
- Generated over £10k of additional income for the service by increasing the number of schools buying in
- Completed a mini base budget review of children's social services budgets
- Contributed financial support and advice to the following projects
 - Gershon efficiency reviews
 - New west of York school
 - LPSA2
 - Extended Schools
 - Integrated Children's Centres
 - Youth Service agenda for change
 - Oaklands Sport Centre partnership
 - School Improvement Partners
 - Home to School Transport – new IT system
 - Replacement Financial Management System
 - Learning Connections transfer
 - Job Evaluation
 - Manor School replacement
 - Joseph Rowntree School replacement
 - Early Years restructure
- Agreed the process for accessing secondary schools against the Financial Management Standard in Schools (FMSiS)

2. Actions planned but not completed.

- LMS Scheme review in light of DfES consultation
- Review processes for funding transfers to schools including:
 - BAFS and remit system
 - FMS codes
 - School notification procedures

Commentary

Lack of capacity due to vacancies and the long-term sickness absence of the Schools Accountant

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Resources

Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded			
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target			Unitary Average		
F7	Primary School Revenue Reserves as a % of Primary School ISB Budget Share	Richard Hartle	12.6%	10.3%	11.3% 5% - 10%	8.7% 5% - 9%	actual							5% - 8%	5% - 8%		SP 2	
F8	Secondary School Revenue Reserves as a % of Secondary School ISB Budget Share	Richard Hartle	2.3%	2.6%	3.5% 2% - 5%	2.7% 2% - 5%	actual							2% - 5%	2% - 5%		SP 2	
F9	Percentage of Schools whose net outturn expenditure is within 10% or £5,000 (whichever is the greater) of their net Start Budget	Richard Hartle			n/a	13.7% 50%	actual							60%	65%			
ST5	Percentage of departmental cost centres that outturn within £1,000 or 1% of the approved budget (whichever is the greater), subject to the variation being less than £10,000	Patrick Scott/ Richard Hartle			59%	55.9% 65%	actual	85%	available by 20/11					75%	80%		SP 2	

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Section B: Budget

<u>LCCS Finance</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	6,694	Employees	947
<u>Approved Changes:</u>		Premises	1,133
• Easy@York Contribution (EMAP 18/01/06)	- 18	Transport	6
• Transfer of Youth Offending Team from Chief Executive's (Council 27/04/06)	- 8	Supplies & Services	746
		Miscellaneous:	
<u>Director's Delegated Virements:</u>		Recharges	1,876
		Delegated / Devolved	0
		Other	0
		Capital Financing	5,582
		Gross Cost	10,289
		Less Income	3,621
2006/07 Latest Approved Budget (Net Cost)	6,668	Net Cost	6,668

Significant Variations from the Approved Budget:	
• Vacant posts within the finance team will generate a saving of £20k in 2006/07.	- 20
Projected Net Outturn Expenditure	6,648
Overall Net Variation from the Approved Budget	- 20
Percentage Net Variation from the Approved Budget	- 0.3%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Human Resources
Service Manager: Sue Ralph

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Recruitment and Selection – Safeguarding briefings delivered to Heads, School Administrators and Governors
- Recruitment and Selection – Guidance for Headship R&S completed, to be considered at Teachers Panel in November.
- Recruitment and retention – Current position and existing data collection methods identified, on track for further action.
- Job evaluation – LCCS HR Team managing the communication process with schools, acting as an interface for the Corporate Centre's lead in this area. Heads and Governors briefed and schools' individual issues addressed. News letter to staff due out imminently.
- Supporting schools reorganisation/merger/closure – Planned federations completed and ongoing Westside merger (York High School) continues with Senior HR Advisor support
- Change Management – HR support continues including ongoing restructures in EDS, Libraries, Arts & Culture, Parks & Open Spaces.
- Extended schools – Proactive advice on HR implication communicated at Extended Schools Workshop

2. Actions planned but not completed.

- Recruitment and selection – Procedure reviewed in line with Age discrimination legislation
- HR team roles – Review allocation of schools/services

Commentary

Review to coincide with review of CRB information, pending DfES guidance due October 2006.

Review planned to coincide with return of JS from maternity leave, delayed to November

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Resources

Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target		
HR1	Completion of contractual documentation within statutory time limits	Jo Sheen				55%	actual					100%	100%		
						100%	profile				100%				
HR3	AC Schools Survey response to question re: Local Q6 - The effectiveness of HR administrative services, including the issuing of contracts of employment to staff	Jo Sheen		3.18	2.46	2.5	actual		2.64		2.00	2.00			
						2	profile								
HR4	Employment Tribunal cases successfully defended or settled for "nuisance value" only	Jo Sheen				100%	actual				100%	100%			
						100%	profile								
HR7	AC Schools Survey response to question re: Local Q5 – The quality of professional HR personnel advice and casework	Jo Sheen		2.47	1.9	1.46	actual		2.18		2.00	2.00		SP 5	
						2	profile								
ST1	% of Appraisals (PDRs) completed as a percentage of all eligible directorate staff	Patrick Scott/ Jo Sheen	95%	No return	94%	90%	actual	to be reported in 3rd Qtr			100%	100%			
			90%	95%	100%	100%	profile								
SK1	Days lost through sickness for all the LCCS (inc schools)	Patrick Scott/ Jo Sheen			10.96	9.01	actual	2.22	3.98						
							profile								

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Section B: Budget

<u>Human Resources</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	675	Employees	499
<u>Approved Changes:</u>		Premises	0
		Transport	1
		Supplies & Services	54
		Miscellaneous:	
		Recharges	42
		Delegated / Devolved	85
		Other	15
<u>Director's Delegated Virements:</u>		Capital Financing	0
		Gross Cost	695
		Less Income	19
2006/07 Latest Approved Budget (Net Cost)	675	Net Cost	675

Significant Variations from the Approved Budget:	
• No significant variations to report.	
Projected Net Outturn Expenditure	675
Overall Net Variation from the Approved Budget	0
Percentage Net Variation from the Approved Budget	0%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: ICT Client Services
Service Manager: Laura Conkar

Section A: Service Plan Initiatives and Actions

1. Achievements.

- OJEU tender for Accredited Cabling contractors (in partnership with North Yorkshire) now completed and sent out to advert.
- All the Directorate's IT bids have been supported by the service and subsequently successfully adopted as projects for the next financial year by the Corporate IT Development process.
- VPN Pilot functionality for the Broadband network has been effectively proven and the rollout of this feature is now dependent on pricing and project plan, which are expected shortly.
- The service is supporting the Youth Service, Connexions and the Health Service in agreeing requirements for a new building development at Castlegate.
- The service is supporting the YOT team requirements for new IT systems at the Magistrate's Court.
- The service is supporting new IT requirements for Health staff at Hob Moor Children's Centre and Apple fields.
- A number of targeted visits to schools involved in significant new building projects carried out to ensure that the school vision for ICT is built into the process. This included providing advice on correct procurement routes for ICT infrastructure
- Supported the Local Authority's Education Development Service's bid for beacon status under the heading of new technologies.
- The service is supporting the Education Planning team and their clients on the ICT issues involved at the new Children's Centres, the new Westside School, the pathfinder BSF School and various other ad hoc school projects.

2. Actions planned but not completed.

- Extension of the Accredited ICT Managed Service Provider framework agreements for a further 3 years


Commentary


Due to the need to incorporate new standards such as CHAS, FITS and CRB checks into the framework agreement, the service felt that a change control to the framework contract would be inadequate. In addition the service wishes to reflect changes to ICT service provision at the national level (as illustrated by the new BECTA infrastructure service suppliers framework) by opening up the framework for further infrastructure supply such as AV and IWB. A new round of accreditation is planned for early next year.


2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Resources


Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	03/04	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target		
IT1	Number of successful IT Development bids by the dept.	Laura Conkar				6	actual		4						The bid process for 2007/08 is now complete and we know that all 4 bids submitted have been successful. However this will not meet the target for the whole year of 6 successful bids , purely on the basis that only 4 bids were submitted this year.
						2	profile				6	3	3		
IT2	% of schools connected to broadband	Laura Conkar	52%	50%	100%	100%	actual								
			38%	52%	100%	100%	profile				100%				
IT3	Quality of ICT newsletter based on annual survey - AC Local Q3	Laura Conkar		2.56	2.63	2.57	actual		2.72						
				3	3	3	profile				3	3			
IT4	Quality of ICT services based on annual survey - AC 6.14	Laura Conkar		3.02	2.46	2.71	actual		2.64						SP 4
				3	3	3	profile				3	3			

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Section B: Budget

<u>ICT Client Services</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	20	Employees	72
<u>Approved Changes:</u>		Premises	0
		Transport	2
		Supplies & Services	6
		Miscellaneous:	
		Recharges	- 52
		Delegated / Devolved	0
		Other	0
<u>Director's Delegated Virements:</u>		Capital Financing	0
		Gross Cost	28
		Less Income	8
2006/07 Latest Approved Budget (Net Cost)	20	Net Cost	20

Significant Variations from the Approved Budget:	
• No significant variations to report.	
Projected Net Outturn Expenditure	20
Overall Net Variation from the Approved Budget	0
Percentage Net Variation from the Approved Budget	0%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Management Information Service Service Manager: Richard Wyborn

Section A: Service Plan Initiatives and Actions

1. Achievements.

- Reviewed the case for re-bidding for funding to procure the Pupil Support Services module to link to the pupil database and re-bid/plan for PSS if case exists.
- Undertook and supported secondary schools in the production of the new May and September school census.
- Undertook and supported primary schools in the production of the new termly school census.
- Investigated new technologies to enable the central pupil database to be updated from school MI systems on a more regular basis
- Created project plan for 2007 parents survey
- Undertook analysis of Raise online and provide schools/EDS with guidance for use
- Input Y6 (primary and secondary) and Y9 Question Level data into Raise online for secondary schools
- Produced analysis of high attaining pupils for conference in October and produced regular annual suite of reports for schools
- Successful Implementation of the online admissions system
- Assisted with RAISE refresher training programme for social workers and senior managers

2. Actions planned but not completed.

- Assess the data needs and capabilities of services within the department and agree a project support plan to work with individual services
- Hold half day event to demonstrate services offered and information held by MIS including the pupil database, key datasets and associated systems
- Develop school profile system to bring together a range of data from across the department on individual schools
- Develop school profile system to bring together a range of data from across the department on individual schools
- Investigate new technologies to enable the central pupil database to be updated from school MI systems on a more regular
- Seek sponsorship for parent's survey
- Improve data (and use of data) on vocational examinations (including performance, courses offered, courses completed etc.)
- Agree a set of vulnerable groups to track, monitor and report on progress
- Create project plan for the migration of Integris schools to the new Integris G2 online MIS package (including Assessment Manager).

Commentary

MIS currently working with the Libraries service to improve performance management systems and use of data. Further work needed to extend this function to other services within the department.

Alternative solutions currently being sought.

Ongoing as part of school categorisation work. Draft framework now complete. Collection of data currently taking place. Initial work carried out on year end data which has identified a number of gaps. Further work required with individual services.

Will take place in December 2006/ January 2007

Ongoing


Working with 14-19 partnership on vocational data. York model potentially being used across the sub-region. To be agreed. Further consultation required with EDS.

Work ongoing. Project group established and will meet in December to discuss and agree scope and aims of project.


2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Resources


Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded	
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target			Unitary Average
MIS1	The effectiveness of your LEA's strategy for managing information and data (Audit Commission School Survey Q 6.11)	Richard Wyborn	2.93	2.17	1.68	1.44	Actual		1.38			1.60	1.60		SP 6	
					2.00	1.75	Profile				1.60					
MIS4	The MIS team's support for pupil data collection exercises (Audit Commission School Survey LEA Q4)	Richard Wyborn		1.75	1.49	1.46	Actual		1.42			1.60	1.60			
					2.00	1.75	Profile				1.60					
MIS6	% of schools meeting deadlines for MIS data collection exercises included in the department's Data Calendar	Richard Wyborn			85%		Actual					84%	86%			
					80%		Profile				82%					
MIS 8	The quality of the information schools receive from your council about looked-after children in your school (Audit Commission School Survey Question 3.24)	Richard Wyborn			2.50		Actual		2.41			2.10	1.90			
								Profile								

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 Actual is better than the profile by the tolerance factor

 Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Management Information Service</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	227	Employees	274
<u>Approved Changes:</u>		Premises	0
• MIS Posts transferred from Leisure & HASS (CSEMAP 13/12/05)	+ 28	Transport	3
		Supplies & Services	13
		Miscellaneous:	
		Recharges	0
		Delegated / Devolved	0
		Other	0
		Capital Financing	0
		Gross Cost	290
<u>Director's Delegated Virements:</u>		Less Income	35
		Net Cost	255
2006/07 Latest Approved Budget (Net Cost)	255		

Significant Variations from the Approved Budget:	
• No significant variations to report.	
Projected Net Outturn Expenditure	255
Overall Net Variation from the Approved Budget	0
Percentage Net Variation from the Approved Budget	0%



Learning, Culture & Children's Services Service Plan Monitoring Report 2, 2006 – 2007

Service: Planning and Resources
Service Manager: Maggie Tansley

Section A: Service Plan Initiatives and Actions

1. Achievements.

- New menus to reflect nutritional standards and Healthy Schools introduced in September 2006
- In partnership with colleagues, Extended Schools training delivered to satisfaction of DfES/TDA
- Web-based information migrated over to corporate web sites, LCCS web authors trained and contributing
- Templates for Statements on access, transport and sustainability produced and completed Statements now accompanying planning applications
- Building changes captured in the asset database via monthly updates
- Capital bidding round complete and recommendations for programme will go to December EMAP for approval
- Strategy for prioritising the order in which schools enter the Building Schools for the Future (secondary) and Primary Capital Strategy programmes will go to EMAP for approval in December
- Procedures for handling Section 106 contributions streamlined

2. Actions planned but not completed.

- Ensure capital programme scoring criteria reflects the needs of school buildings becoming extended schools/Integrated Childrens Centres
- Consolidate the complaints procedures across the Directorate
- Develop LCCS communication group based on intranet use

Commentary

- Separate funding streams identified.
- Report considering the criteria to be brought to EMAP summer 2007.

Awaiting direction from DMT

Not appropriate to pursue currently

2006/07 Monitor 2 Performance Monitoring for Learning, Culture & Children's Services ~ Resources

Code	Description of PI	Service Manager	Historical Trend				06/07				07/08	08/09	04/05	PI appears as a Key PI in the CS Plan	Reasons/Explanation as to why the Monitor 2 target wasn't achieved or exceeded			
			02/03	03/04	04/05	05/06		1st Monitor (4 mths)	2nd Monitor (7 mths)	3rd Quarter/Term	3rd Mon Target (Whole Year)	Target	Target			Unitary Average		
P8	Percentage of primary schools with 25% or more of their places unfilled	Maggie Tansley	20.4%	22.2%	14.8%	12.9%	actual							13%	12%	13.85%	SP 1	
			14%	18%	18%	16%	profile				14%							
P9	Percentage of secondary schools with 25% or more of their places unfilled	Maggie Tansley	9%	18.2%	9.1%	9.1%	actual							9.1%	9.1%	9.70%	SP 1	
			0%	9.1%	18.2%	9.1%	profile				9.1%							
P10	% of primary schools oversubscribed (@ PLASC)	Maggie Tansley	14.8%	20.3%	18.5%	22.2%	actual							18%	16%		SP 1	
							profile				20.0%							
P11	% of secondary schools oversubscribed (@ PLASC)	Maggie Tansley	54.0%	18.1%	45.4%	36.3%	actual							18%	18%		SP 1	
							profile				27%							
P12	% of schools with an A rating recording the unsuitability to teach the curriculum (bi-annual survey)	Maggie Tansley				35.4%	actual							25.0%			SP 1	
							profile											
P6	The percentage of primary classes with more than 30 pupils in Years 3 to 6	Maggie Tansley	20.9%	22.7%	22.5%	21.3%	actual	Information only, to maintained and monitored on a yearly basis										
			23%	21%	20%	20%	profile											
P1	Percentage of primary classes with more than 30 children for Reception to Year 2 inc	Maggie Tansley	2.7%	2.8%	3.9%	4.0%	actual							0%	0%			
			0%	0%	0%	0%	profile				0%							
P2	Number of recorded defaults raised during school meals monitoring	Maggie Tansley	3	8	2	0	actual	0	0					4	4			Increased training and awareness of school meals seems to reflect in the standards in the kitchens.
			1	4	10	3	profile	1	3	5	5							
P3	% of pupils taking a school meal in primary schools	Maggie Tansley	37%	38.1%	35.6%	37%	actual	31%	30%					34%	35%			Introduction of new nutritional guidelines/new menus which are not popular with pupils. Warmer weather lasting later in the year means children are more likely to bring a packed lunch or go out of school at lunchtime than stay in school and have a hot meal.
			35%	35%	38%	35%	profile	31%	32%	33%	33%							
P4	Numbers of schools (in contract) not getting 95% pass rate for school cleaning	Maggie Tansley	21	16	24	27	actual	0	1					20	20			Due to the recruitment ban we have had to maintain a limited monitoring service during this time, therefore not so many schools have been monitored.
			6	12	14	24	profile	8	14	22	22							
P5	Nos. of schools with a D rating recorded for any condition element	Maggie Tansley	8	4	14	3	actual	1	1					3	2		SP 3	
			8	6	4	4	profile	3	3	3	3							
P7	Total Education capital spend per year	Maggie Tansley		£8.562m	£11.206m	£7,983m	actual							£10m	£10m			
					£10.800m	£11.537m	profile				£10m							

Any PI No. that is shown in yellow indicates that this PI is shown within the Council Plan

PI is lower than the lower quartile mark when comparing to available Quartile information for that year

PI is higher than the upper quartile mark when comparing to available Quartile information for that year

Actual is better than the profile by the tolerance factor

Actual is worse than the profile by the tolerance factor

Section B: Budget

<u>Planning & Resources</u>		2006/07 Latest Approved Budget	
	£000		£000
2006/07 Original Estimate (Net Cost)	479	Employees	479
<u>Approved Changes:</u>		Premises	2,856
• Establish PFI Revenue Budgets (Exec 06/01/06)	- 19	Transport	7
		Supplies & Services	1,491
		Miscellaneous:	
<u>Director's Delegated Virements:</u>		Recharges	+ 626
• Reallocate resources from Business Support re accommodation moves	- 7	Delegated / Devolved	89
		Other	279
		Capital Financing	0
		Gross Cost	5,828
		Less Income	5,375
2006/07 Latest Approved Budget (Net Cost)	453	Net Cost	453

Significant Variations from the Approved Budget:	
• The budget saving to generate income from schools by introducing a new grounds maintenance monitoring service has not been implemented.	+ 10
Projected Net Outturn Expenditure	463
Overall Net Variation from the Approved Budget	+ 10
Percentage Net Variation from the Approved Budget	+ 2.2%



**Executive Member for Education and Children's Services and
Advisory Panel**

7 December 2006

Report of the Director of Children's Services and the Director of Resources

CAPITAL PROGRAMME MONITORING 2006/07 - REPORT 2

Summary

1 This report is to:

- inform Members of the likely out-turn position of the 2006/07 Capital Programme based on the spend profile and information to the end of September 2006
- advise Members of changes to existing schemes and reprofiling of expenditure to allow the more effective management and monitoring of the Capital Programme
- inform Members of any new schemes and seek approval for their addition to the Capital Programme.

Background

- 2 The original capital programme for the financial year 2006/07 was approved at Council on 1 March 2006. A number of amendments to the programme have been approved as part of the 2005/06 out-turn report and also at first monitor. This results in a current approved Education capital programme for 2006/07 which shows gross capital expenditure of £12.879m with £11.792m of other funding which gives a net capital programme cost to the authority of £1.087m.
- 3 The table below details the approved changes to the 2006/07 capital programme since the original programme was approved in March 2006.

Table 1 - Current Approved Children's Services Capital Programme 2006/07

	Gross Spend £m	Other Funding £m	Net Spend £m
Original Capital Programme 2006/07	13.132	(12.266)	0.866
Slippage and Adjustments from the 2005/06 Outturn report	1.345	(1.157)	0.188
Monitor 1 adjustments	(1.598)	1.631	0.033
Current Approved Capital Programme 2006/07	<u>12.879</u>	<u>(11.792)</u>	<u>1.087</u>

Consultation

- 4 Not applicable.

Options and Analysis

Scheme Progress Reports and Updates

- 5 The following section provides an update on all the major schemes in the capital programme with a brief summary of progress to date and any issues arising.

Condition Led Projects

- 6 The funding for this programme was provided via a DfES grant which ended in August 2004. The minor expenditure in 2006/07 represents a retention on the one remaining outstanding scheme.

Devolved Capital

- 7 This scheme represents the devolved capital which has been allocated to schools in 2006/07, net of any contributions which the schools have agreed towards LEA led schemes.

Fulford Secondary Targeted Capital (Scheme Cost £3.518m)

- 8 This scheme is now complete with only retention payments outstanding.

Applefields Targeted Capital Fund (Scheme Cost £3.740m)

- 9 The main work on this scheme is now complete. A small number of issues remain to be resolved, but the remaining budget should be sufficient to deal with these.

Huntington Secondary (Scheme Cost £4.940m)

- 10 Construction is progressing well and the new buildings are on schedule to be open by Easter 2007.

Local Authority Formula Capital (Scheme Cost £11.760m)

- 11 This scheme addresses condition and suitability issues at a number of schools in the city. In order to maximise the resources available schools are invited to bid for this funding and are encouraged to contribute their devolved capital to projects.

- 12 The larger schemes within the Modernisation programme are now all progressing well. The works at Skelton and Scarcroft Primaries, Rufforth Community Hall and Canon Lee are all on schedule to be completed during 2006/07.

- 13 The majority of schemes which have been approved under the modernisation programme are now approaching completion. These schemes had committed all available modernisation funding to the end of 2006/07. However, apart from some funding which has been allocated to support key major schemes within the capital programme, modernisation funding beyond 2007/08 has not yet been allocated.

- 14 A bidding process was therefore carried out with schools over the summer to enable them to put forward projects which addressed particular needs and priorities. The results of this process are set out in an accompanying report on this agenda. The funding to be allocated is based on the remaining funding from the

2007/08 modernisation total plus an estimate of the available funding for 2008/09, as only indicative figures have been announced beyond 2007/08.

Neighbourhood Nurseries Initiative (Scheme Cost £3.254m)

- 15 Clifton Green Integrated Children's Centre is now fully open. All the users have moved into the new accommodation and the feedback so far is extremely positive from all users. The Clifton Green Managers group are working on a number of community projects to enhance the internal and external public spaces. The first open day event was scheduled for 24th November, with an official opening ceremony planned for January 2007.

Robert Wilkinson (Scheme Cost £0.836m)

- 16 This scheme to accommodate additional pupil numbers and Early Years provision is now almost complete.

Schools Access Initiative (Scheme cost £1.487m)

- 17 This scheme, which improves accessibility to school buildings across the city, is funding elements of some larger projects. The remainder of the funding has been allocated to fund more minor improvements at a number of schools, principally to support individual pupils.

Skills Centre (Scheme Cost £2.880m)

- 18 Full planning permission has been obtained for this scheme, a contractor has been appointed and the site is expected to be handed over to the contractor in December.

Sure Start, Extended Schools and Childcare Grant (Scheme Cost £1.297m)

- 19 Detailed development work is now underway on proposals to create five new Integrated Children's Centres utilising this grant together with contributions from the schools concerned. These will be sited at Carr Infant and Junior, Haxby Road Primary, New Earswick Primary, St Lawrence's Primary and Tang Hall Primary.

York High School (Scheme Cost £12.200m)

- 20 This scheme is currently in the planning and design stage with the major scheme expenditure expected in 2007/08 and 2008/09. During the detailed design stage it has become clear that the full scheme cost will be significantly greater than was anticipated at the time of the initial bid. If the scheme is to deliver all of the requirements included in the design brief, the level of investment will need to be increased by £2.05m. The increase is due, in part, to higher than anticipated costs of refurbishing the existing building. Refurbishment is generally responding to both the poor condition of the building and the need to meet new legislation. In so doing the building will need to meet the DfES requirement to achieve a 'very good' rating under BREEAM (Building Research Establishment Environmental Assessment Method) for schools and meet the new Part L building regulations, including the use of renewable fuels. The main elements of this work are the upgrading of the Mechanical and Electrical installation and the replacement of all windows with double glazed units. There are also additional highway and infrastructure costs on the Oaklands site, and a significant programme of work that will be needed on the Lowfield site to ensure that the curriculum can be delivered on that site, whilst the building programme is completed on the Oaklands site.

- 21 To fund this additional investment it is proposed to use £250k funding from the Local Authority Formula Capital programme for each of the next three years to support this key scheme. In addition, it is also proposed to fund £1.3m through prudential borrowing from the Schools Budget. This can be funded from the revenue savings that will arise from the merger of the two schools. This is discussed in more detail in paragraphs 33 to 37 below.

Youth One Stop Shop (Scheme Cost £0.298m)

- 22 This scheme is progressing well, with the main construction work expected to be complete in mid December, and a final completion date of mid January 2007.

Oaken Grove Community Centre (Scheme Cost £0.267m)

- 23 This scheme is for the provision of a Youth and Community facility in the Haxby and Wigginton area of the city utilising former school buildings. The scheme is complete with only retention payments outstanding.

Integrated Children's System (Scheme Cost £0.132m)

- 24 This scheme is for the development of a framework and business processes to help front-line social care staff undertake work with children and families in a systematic manner, underpinned by Information Technology. The capital grant is made available to implement an IT based system to achieve the above objectives. This work is in progress with a system currently being tested.

One School Pathfinder

- 25 A report at the July meeting of Children's Services EMAP informed members of how City of York has been selected as one of 25 Pathfinder authorities to be invited to build a new secondary school under the Building Schools for the Future (BSF) programme. This report recommended that Joseph Rowntree school be nominated as York's pathfinder. This proposal was accepted, and officers were requested to work with the school to prepare and submit a detailed proposal to the DfES.

- 26 To progress the development of the proposal, a Development team has been set up. Initial meetings have been held with planners and statutory consultees and discussions are ongoing. Site survey work has been commissioned and will inform the outline business case to the DfES. Consultation with staff, students, parents and the local community about the new building commenced in November and will continue throughout the process.

- 27 The funding which will be provided for the new school will be in accordance with a cost model supplied by the DfES based on pupil numbers and SEN provision, and will be in the form of capital grant. There are no indications at present of the amount of funding which will be made available. It is proposed that the scheme is not included in the capital programme until the amount of funding is available.

CRAM 2007/08 – Capital Budget 2007-2011

- 28 The current approved Council capital programme runs until March 2009 and is investing over £130m in the asset base of the city, of which the council is financing over £51m through capital receipts and borrowing.

- 29 The Council is legally required to set a 3 year capital budget, however, it is proposed that the 2007/08 budget process considers a 4 year capital programme,

running from 1st April 2007 until 31st March 2011. This will align it with the 4 year political cycle which runs from May 2007 until May 2011.

- 30 The current high level of capital investment, a decline in the amount of surplus assets available to sell, and uncertainty surrounding the capital receipt from the sale of land at Osbaldwick means that the it would be imprudent for the Council to commit to additional capital receipt funded schemes as part of this years process.
- 31 Therefore, apart from continued investment in the rolling programme schemes beyond 2008/09, there is no additional capital receipt funding for new schemes, over and above the current approved programme, which are not fully funded from external sources.
- 32 As the majority of the Children's Services Capital Programme is funded from grant income there are no schemes to be added to the capital programme from the 2007/08 CRAM process, although a separate report on this agenda proposes new schemes within the formula capital allocations.

Prudential Borrowing

- 33 As discussed in paragraph 21 above there is a need to identify further capital funding to meet the revised costs of the York High scheme. The intention is to make this funding available by using the prudential borrowing mechanism.
- 34 The School Finance (England) Regulations 2006 permit the costs of funding a prudential borrowing scheme to be charged to the Schools Budget as long as the following two conditions are met:
- any scheme funded from the Schools Budget must generate sufficient savings to that budget to fund the costs of the prudential borrowing over the lifetime of the borrowing
 - the inclusion of the costs within the Schools Budget must be approved by the Schools Forum
- 35 The effect on the Schools Budget from the rationalisation of the two secondary schools to one is as follows:-

2007/08	£94k additional cost
2008/09	£106k additional cost
2009/10	£357k saving
2010/11 and subsequent years	£430k saving

This is based on the saving of one secondary school lump sum (£183k at 2007/08 values), and estimated savings due to the reduction in floor area (£203k), grounds maintenance (£15k) and rates (£29k), offset by split site funding during the period until the new school is running on one site, and merger protection tapered over three years.

- 36 It is proposed that a sum of £1.3m is funded from prudential borrowing and the costs of this be repaid and charged to the schools budget over a ten year period. To fund this level of borrowing the annual cost to charge to the schools budget will be approximately £168k based on current rates of interest. The total cost will be £1.68m, which compares with a total saving over the ten year period of £3.167m.

- 37 Based on the planned timescale of the capital scheme, it is envisaged that the prudential borrowing will need to be accessed at the end of 2008/09, therefore sufficient revenue saving will be available from the first year that costs will be charged to the School Budget.

Implications

Financial

- 38 Annex A provides a scheme-by-scheme update to the 2006/07 programme, detailing predicted variances and the resulting amendments to the capital programme. At this monitor no amendments are reported to the 2006/07 programme.
- 39 The net effect of the variations reported above and illustrated in Annex A is to produce an Education gross capital programme for 2006/07 of £12.879m, funded by £11.792m of external funding, resulting in a net cost to the city of £1.087m. The changes to the capital programme are summarised in the table below.

Table 2 - Summary of Amendments to the 2006/10 Capital Programme

Gross Education Capital Programme	2006/07	2007/08	2008/09	2009/10	Total
	£m	£m	£m	£m	£m
Current Approved Capital Programme	12.879	16.485	8.000	-	37.364
<u>Adjustments: -</u>					
Scheme Slippage and Reprofileing	-				-
Scheme Addition and Increases	-		1.550	0.250	1.800
Revised Capital Programme 2006/09	12.879	16.485	9.550	0.250	39.164

- **Human Resources:** not applicable
- **Equalities:** not applicable
- **Legal:** not applicable
- **Crime and Disorder:** not applicable
- **Information Technology:** not applicable
- **Property:** not applicable

Risk Management

- 40 There is always a degree of risk associated with operating a capital programme as schemes are developed and implemented. The key to minimising this risk is the effective operation of monitoring and control processes. This report is part of that process, where updated figures and corrective actions are proposed.

Recommendations

- 41 The Executive Member is recommended to:
- note the capital programme forecast outturn for 2006/07 as shown in Annex A
 - approve the additions and amendments to the capital programme reported above and summarised in Annex A

- approve the request for using prudential borrowing to increase the available funding for the York High School scheme, subject to the approval of the Schools Forum and the Executive
- agree the revised capital programme as shown at Annex A, subject to the approval of the Executive

in order to allow the effective monitoring of the capital programme.

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Patrick Scott
Director of Learning, Culture and Children's
Services

Simon Wiles
Director of Resources

Report Approved



Date 26/11/2006

Financial Implications:
Mike Barugh
Principal Accountant
Tel No. 554573

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

All

For further information please contact the author of the report

Background Papers

2006/07 Capital Programme Estimate and Monitoring Files

Annexes

Annex A - Approved Capital Programme and Projected Outturn

Glossary

DfES Department for Education and Skills
LSC Learning and Skills Council
NDS New Deal for School
NMOD New Deal for School Modernisation Scheme
NNI Neighbourhood Nursery Initiative
NOF New Opportunities Fund
PFI Private Finance Initiative
PRU Pupil Referral Unit
TCF Targeted Capital Fund

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CHILDREN'S SERVICES CAPITAL PROGRAMME 2006/07 -2009/10
At Monitor 2 2006/07

SCHEME	Expenditure pre 2006/07 (£000's)	Approved 2006/07 Capital Programme (£000's)	Spend To Date (£000's)	Variance (£000's)	Monitor 2 Adjustments and Additions (£000's)	Monitor 2 Slippage (£000's)	Revised 2006/07 Capital Programme (£000's)	2007/08 Approved Capital Programme (£000's)	Monitor 2 Adjustments and Additions (£000's)	Monitor 2 Slippage (£000's)	2007/08 Revised Capital Programme (£000's)	2008/09 Approved Capital Programme (£000's)	Monitor 2 Adjustments and Additions (£000's)	Monitor 2 Slippage (£000's)	2008/09 Revised Capital Programme (£000's)	2009/10 Capital Programme (£000's)	Total Revised Gross Capital Programme (£000's)
NDS CONDITION FUNDING	2,220	7	7	0			7	0			0	0			0	0	2,227
- DIES Condition Grant	1,804	0	0	0			0	0			0	0			0	0	1,804
- NDS Modernisation	23	1	1	0			1	0			0	0			0	0	24
- DIES Devolved Capital Grant	77	6	6	0			6	0			0	0			0	0	83
- Schools Access Initiative	23	0	0	0			0	0			0	0			0	0	23
- Section 106	10	0	0	0			0	0			0	0			0	0	10
- School Contribution	24	0	0	0			0	0			0	0			0	0	24
- SEED Capital Grant	56	0	0	0			0	0			0	0			0	0	56
- cost to the city	203	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	203
NDS - DEVOLVED CAPITAL	7,467	2,165	2,165	0			2,165	2,781			2,781	0			0	0	12,413
- DIES Devolved Capital Grant	7,467	2,165	2,165	0			2,165	2,781			2,781	0			0	0	12,413
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FULFORD SECONDARY TARGETED CAPITAL	2,614	10	10	0			10	0			0	0			0	0	2,624
- DIES Targeted Capital Fund	2,548	0	0	0			0	0			0	0			0	0	2,548
- NDS Modernisation	66	10	10	0			10	0			0	0			0	0	76
- Section 106	0	0	0	0			0	0			0	0			0	0	0
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FULFORD SECONDARY TARGETED CAPITAL	823	52	52	0			52	0			0	0			0	0	875
- DIES Targeted Capital Fund	483	7	7	0			7	0			0	0			0	0	490
- NDS Modernisation	260	45	45	0			45	0			0	0			0	0	305
- DIES Devolved Capital Grant	80	0	0	0			0	0			0	0			0	0	80
- Section 106	0	0	0	0			0	0			0	0			0	0	0
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
APPLEFIELDS TARGETED CAPITAL FUND	3,552	188	188	0			188	0			0	0			0	0	3,740
- DIES Targeted Capital Fund	2,400	0	0	0			0	0			0	0			0	0	2,400
- NDS Modernisation	0	0	0	0			0	0			0	0			0	0	0
- cost to the city	1,152	188	188	0	0	0	188	0	0	0	0	0	0	0	0	0	1,340
HUNTINGTON SCHOOL IMPROVEMENTS (TCF)	602	4,078	4,078	0			4,078	615	0		615	0			0	0	5,295
- NDS Modernisation	18	482	482	0			482	200	0		200	0			0	0	700
- DIES Targeted Capital Fund	558	2,042	2,042	0			2,042	0			0	0			0	0	2,600
- Schools Access Initiative	0	0	0	0			0	100	0		100	0			0	0	100
- SEED Capital Grant	26	0	0	0			0	0	0		0	0			0	0	26
- Insurance Income	0	0	0	0			0	31	0		31	0			0	0	31
- Section 106	0	0	0	0			0	24	0		24	0			0	0	24
- School Contribution	0	774	774	0			774	0	0		0	0			0	0	774
- cost to the city	0	780	780	0	0	0	780	260	0	0	260	0	0	0	0	0	1,040
INTEGRATED CHILDRENS CENTRES	0	500	500	0			500	1,340	0		1,340	0			0	0	1,840
- DIES grant	0	292	292	0			292	1,132	0		1,132	0			0	0	1,424
- Sure Start Capital Grant	0	208	208	0			208	208	0		208	0			0	0	416
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NDS - MODERNISATION	5,042	3,103	3,103	0			3,103	3,615	-400		3,215	0			0	0	11,360
- NDS Modernisation	3,944	2,134	2,134	0			2,134	3,206	-400		2,806	0			0	0	8,884
- DIES Condition Grant	0	0	0	0			0	0			0	0			0	0	0
- Clifton Review	0	0	0	0			0	0			0	0			0	0	0
- Schools Access Initiative	105	46	46	0			46	0			0	0			0	0	151
- Revenue Contribution	0	5	5	0			5	0			0	0			0	0	5
- School Contribution	7	56	56	0			56	0			0	0			0	0	63
- DIES grant	0	100	100	0			100	0			0	0			0	0	100
- Section 106	7	33	33	0			33	400			400	0			0	0	440
- DIES Devolved Capital Grant	843	521	521	0			521	9			9	0			0	0	1,373
- SEED Capital Grant	77	0	0	0			0	0			0	0			0	0	77
- Sure Start Capital Grant	52	0	0	0			0	0			0	0			0	0	52
- External Grant	0	190	190	0			190	0			0	0			0	0	190
- Basic Need	0	18	18	0			18	0			0	0			0	0	18
- LSC Grant	7	0	0	0			0	0			0	0			0	0	7
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

CHILDREN'S SERVICES CAPITAL PROGRAMME 2006/07 -2009/10
At Monitor 2 2006/07

SCHEME	Expenditure pre 2006/07 (£000's)	Approved 2006/07 Capital Programme (£000's)	Spend To Date (£000's)	Variance (£000's)	Monitor 2 Adjustments and Additions (£000's)	Monitor 2 Slippage (£000's)	Revised 2006/07 Capital Programme (£000's)	2007/08 Approved Capital Programme (£000's)	Monitor 2 Adjustments and Additions (£000's)	Monitor 2 Slippage (£000's)	2007/08 Revised Capital Programme (£000's)	2008/09 Approved Capital Programme (£000's)	Monitor 2 Adjustments and Additions (£000's)	Monitor 2 Slippage (£000's)	2008/09 Revised Capital Programme (£000's)	2009/10 Capital Programme (£000's)	Total Revised Gross Capital Programme (£000's)
NEIGHBOURHOOD NURSERIES INITIATIVE	2,500	809	809	0			809	0			0	0			0	0	3,309
- DIES Grant	546	48	48	0			48	0			0	0			0	0	594
- NHS Grant Improving Working Lives	357	0	0	0			0	0			0	0			0	0	357
- NDS Modernisation	353	272	272	0			272	0			0	0			0	0	625
- SEED Capital Grant	19	26	26	0			26	0			0	0			0	0	45
- DIES Condition Grant	53	0	0	0			0	0			0	0			0	0	53
- DIES ICC Grant	0	265	265	0			265	0			0	0			0	0	265
- Sure Start Capital Grant	850	0	0	0			0	0			0	0			0	0	850
- External Grant	22	31	31	0			31	0			0	0			0	0	53
- Revenue Contribution	0	13	13	0			13	0			0	0			0	0	13
- Schools Access Initiative	7	13	13	0			13	0			0	0			0	0	20
- DIES Devolved Capital Grant	26	52	52	0			52	0			0	0			0	0	78
- Section 106	15	3	3	0			3	0			0	0			0	0	18
- Nuser Operator Contribution	200	0	0	0			0	0			0	0			0	0	200
- cost to the city	52	86	86	0	0	0	86	0	0	0	0	0	0	0	0	0	138
ROBERT WILKINSON BASIC NEED PHASE 2	398	40	40	0			40	0			0	0			0	0	438
- Basic Need	185	40	40	0			40	0			0	0			0	0	225
- Schools Access Initiative	15	0	0	0			0	0			0	0			0	0	15
- NDS Modernisation	198	0	0	0			0	0			0	0			0	0	198
- DIES Devolved Capital Grant	0	0	0	0			0	0			0	0			0	0	0
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SCHOOLS ACCESS INITIATIVE	993	275	275	0			275	219	0		219	0			0	0	1,487
- Schools Access Initiative	911	275	275	0			275	219	0		219	0			0	0	1,405
- DIES Devolved Capital Grant	30	0	0	0			0	0			0	0			0	0	30
- LSC Grant	52	0	0	0			0	0			0	0			0	0	52
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEED CHALLENGE CAPITAL GRANT	715	0	0	0			0	0			0	0			0	0	715
- SEED Capital Grant	715	0	0	0			0	0			0	0			0	0	715
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
THE SKILLS CENTRE	288	500	500	0			500	2,092			2,092	0			0	0	2,880
- DIES Targeted Capital Fund	238	500	500	0			500	1,662			1,662	0			0	0	2,400
- DIES Devolved Capital Grant	50	0	0	0			0	0			0	0			0	0	50
- NDS Modernisation	0	0	0	0			0	430			430	0			0	0	430
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SURE START, EXTENDED SCHOOLS AND CHILDCARE GRANT	237	279	279	0			279	781	0		781	0			0	0	1,297
- Sure Start Capital Grant	225	279	279	0			279	781	0		781	0			0	0	1,285
- Revenue Contribution	12	0	0	0			0	0			0	0			0	0	12
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WEST OF YORK SECONDARY SCHOOL	0	500	500	0			500	5,000	400		5,400	4,500	1,550		6,050	250	12,200
- Government Grant	0	500	500	0			500	5,000			5,000	2,500			2,500	0	8,000
- NDS Modernisation	0	0	0	0			0	0	400		400	0	250		250	250	900
- Prudential Borrowing	0	0	0	0			0	0			0	0	1,300		1,300	0	1,300
- Revenue Contribution	0	0	0	0			0	0			0	0			0	0	0
- cost to the city	0	0	0	0	0	0	0	0	0	0	2,000	0	0	2,000	0	2,000	0
MANOR SCHOOL	0	0	0	0			0	0			0	3,500			3,500	0	3,500
- Government Grant	0	0	0	0			0	0			0	0			0	0	0
- Revenue Contribution	0	0	0	0			0	0			0	0			0	0	0
- cost to the city	0	0	0	0	0	0	0	0	0	0	3,500	0	0	3,500	0	3,500	0
YOUTH ONE STOP SHOP	2	298	298	0			298	0			0	0			0	0	300
- External Grant	2	298	298	0			298	0			0	0			0	0	300
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OAKEN GROVE COMMUNITY CENTRE	234	33	33	0			33	0			0	0			0	0	267
- Section 106	0	0	0	0			0	0			0	0			0	0	0
- cost to the city	234	33	33	0	0	0	33	0	0	0	0	0	0	0	0	0	267
INTEGRATED CHILDREN'S SYSTEM	48	42	42	0			42	42	0		42	0			0	0	132
- External Grant	48	42	42	0			42	42	0		42	0			0	0	132
- cost to the city	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FUNDING FROM EXTERNAL SOURCES	26,094	11,792	11,792	0	0	0	11,792	16,225	0	0	16,225	2,500	250	0	2,750	250	57,111
NET COST TO CITY	1,641	1,087	1,087	0	0	0	1,087	260	0	0	1,247	5,500	0	0	5,500	0	8,488
TOTAL GROSS EXPENDITURE	27,735	12,879	12,879	0	0	0	12,879	16,485	0	0	16,485	8,000	1,550	0	9,550	250	66,899

**CHILDREN'S SERVICES CAPITAL PROGRAMME 2006/07 -2009/10
At Monitor 2 2006/07**

SCHEME	Expenditure pre 2006/07 (£000's)	Approved 2006/07 Capital Programme (£000's)	Spend To Date (£000's)	Variance (£000's)	Monitor 2 Adjustments and Additions (£000's)	Monitor 2 Slippage (£000's)	Revised 2006/07 Capital Programme (£000's)	2007/08 Approved Capital Programme (£000's)	Monitor 2 Adjustments and Additions (£000's)	Monitor 2 Slippage (£000's)	2007/08 Revised Capital Programme (£000's)	2008/09 Approved Capital Programme (£000's)	Monitor 2 Adjustments and Additions (£000's)	Monitor 2 Slippage (£000's)	2008/09 Revised Capital Programme (£000's)	2009/10 Capital Programme (£000's)	Total Revised Gross Capital Programme (£000's)
Funding Summary																	
- DFES Condition Grant	1,857	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,857
- DFES Grant	546	440	440	0	0	0	440	1,132	0	0	1,132	0	0	0	0	0	2,118
- DFES Devolved Capital Grant	8,573	2,744	2,744	0	0	0	2,744	2,790	0	0	2,790	0	0	0	0	0	14,107
- DFES ICC Grant	0	265	265	0	0	0	265	0	0	0	0	0	0	0	0	0	265
- SEED Capital Grant	893	26	26	0	0	0	26	0	0	0	0	0	0	0	0	0	919
- NDS Modernisation	4,862	2,944	2,944	0	0	0	2,944	3,836	0	0	3,836	0	250	0	250	250	12,142
- Schools Access Initiative	1,061	334	334	0	0	0	334	319	0	0	319	0	0	0	0	0	1,714
- Clifton Review	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- DFES Targeted Capital Fund	6,227	2,549	2,549	0	0	0	2,549	1,662	0	0	1,662	0	0	0	0	0	10,438
- LSC Grant	59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	59
- Basic Need	185	58	58	0	0	0	58	0	0	0	0	0	0	0	0	0	243
- Sure Start Capital Grant	1,127	487	487	0	0	0	487	989	0	0	989	0	0	0	0	0	2,603
- Nusery Operator Contribution	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	200
- NHS Grant Improving Working Lives	357	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	357
- Section 106	32	36	36	0	0	0	36	424	0	0	424	0	0	0	0	0	492
- School Contribution	31	830	830	0	0	0	830	0	0	0	0	0	0	0	0	0	861
- Revenue Contribution	12	18	18	0	0	0	18	0	0	0	0	0	0	0	0	0	30
- Venture Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Buildings Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- External Grant	72	561	561	0	0	0	561	42	0	0	42	0	0	0	0	0	675
- Government Grant	0	500	500	0	0	0	500	5,000	0	0	5,000	2,500	0	0	2,500	0	8,000
- Insurance Income	0	0	0	0	0	0	0	31	0	0	31	0	0	0	0	0	31
- Prudential Borrowing	0	0	0	0	0	0	0	0	0	0	0	0	1,300	0	1,300	0	1,300
- cost to the city	1,641	1,087	1,087	0	0	0	1,087	260	0	0	260	5,500	0	0	5,500	0	8,488
Total Funding Available	27,735	12,879	12,879	0	0	0	12,879	16,485	0	0	16,485	8,000	1,550	0	9,550	250	66,899

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Executive Members and Children's Services Advisory Panel**7 December 2006**

Joint report of the Director of Learning, Culture and Children's Services and the Director of Resources

REVENUE BUDGET ESTIMATES - 2007/08**Purpose of Report**

- 1 This report presents the 2007/08 budget proposals for Children's Services. It includes:
 - The Budget Book Service Plans for 2006/07 (Annex 1) to show the original budgets.
 - The base budget for 2007/08 including the 2006/07 budget rolled forward and adjusted.
 - The allocation of pay and price increases for the portfolio.
 - Budget service pressure proposals and savings proposals for the portfolio area (Annexes 2 and 3)
 - Fees and charges proposals (Annex 4).
 - Residential Homes, Foster Carers, Sharing Care, Adoption and Residence Order Weekly Allowances (Annex 5)
- 2 Budget Council will be held on 21 February 2007 and will make decisions on the overall budget for the Council. In order to facilitate the decision making process the Executive are meeting on 16 January to consider the preferences identified by the individual portfolio Executive Members and the results of the consultation. The Children's Services Executive Members are therefore asked to consider the budget proposals and identify their preferences which will be considered by the Executive following consultation. The Executive Members' Advisory Panel (EMAP) is invited to provide comments on the budget proposals in this report.

Background

- 3 The Council's Medium Term Financial Strategy was adopted by the Executive on 11 July 2006. This paper is the result of ongoing work against this agreed framework.

Local Government Finance Settlement

- 4 The provisional Local Government Finance settlement for 2007/08 was included in the settlement papers for 2006/07 received in January 2006, which alongside the 2006/07 settlement provided indicative figures for 2007/08. A consultative draft settlement for 2007/08 is expected by early December. However, it is not expected that there will be anything other than minor changes from the figures currently used.

- 5 The figures in the 2006/07 settlement indicated that the increase in government funding in 2007/08 nationally would be 4.0% but for York the figure is 3.2% or an additional £1.192m. However, there is no guarantee that this allocation will not change when the final grant settlement is announced in late January 2007, although any changes are expected to be minor.

Schools Funding Settlement

- 6 For schools funding through the Dedicated Schools Grant (DSG), 2007/08 is the second and final year of the DfES's first multi-year budget period. For 2007/08 therefore the DSG allocation for York will be based on the December 2005 announcement, updated for changes in pupil numbers.
- 7 The DSG is ring-fenced for funding the provision of education for pupils in schools (maintained, PVI nurseries or externally purchased places). As such it covers funding delegated to individual LEA maintained schools through the LMS Funding Formula and funding for other pupil provision which is retained centrally by the LEA (e.g. SEN, Early Years, PRUs etc.). It is distributed according to a formula which guarantees a minimum per pupil increase for each authority (5% in 2007/08). Additional funding is then allocated based on Ministers' priorities. For 2007/08 personalised learning and practical options for 14-16 year olds have been identified as priorities.
- 8 The LEA itself cannot use the DSG for any purpose other than schools block funding, although with the permission of the Schools Forum limited contributions can be made to the following areas:
- Combined budgets supporting Every Child Matters objectives where there is a clear educational benefit.
 - Prudential borrowing, where overall net savings to the Schools Budget can be demonstrated.
 - Some SEN transport costs, again only when there is a net Schools Budget saving.
- 9 There are also strict limits (Central Expenditure Limits) on the amount of the DSG that the LEA can retain to fund pupil costs outside mainstream schools e.g. SEN, Out of City Placements, Early Years, PRUs, Behavioural Support etc.
- 10 Annex 6 sets out headline figures from the DSG settlement showing that for 2007/08 York's increase in DSG is estimated at £3.785m (+4.7%) giving a sum of £3,614 per pupil (+6.4%).
- 11 Annex 6 also shows that additional funding (above the minimum 5% per pupil) has been allocated to York for a number of government priorities namely:
- Personalised Learning at KS3 and in primary schools (£879k)
 - 14-16 Practical Learning Options / Vocational Training (£215k)
- 12 Although at face value the increases appear generous, they are at the lower end of the increases nationally and certainly below the average for all authorities. This can also be seen in the per pupil cash increase with the highest increase nationally of £419 per pupil in 2007/08 almost double the increase in York which is £217. If York

were to only receive the average national funding per pupil in 2007/08 then this would result in an extra £6.3m in total above the sums set out in Annex 6. This would mean extra funding for an average primary school of about £50k pa and for an average secondary school of about £300k pa.

Budget Proposals for Children's Services

- 13 A summary of the budget proposals is shown in table 1 below. Further details on individual elements are presented in the subsequent paragraphs.

Table 1	Para Ref	DSG £000	General Fund £000	Children's Services Total £000
2006/07 Original Budget (see Annex 1)		79,544	23,139	102,684
2006/07 In Year Recurring Amendments:				
Transfer of Youth Service from Leisure & Culture Portfolio			+ 1,459	+ 1,459
Transfer of Youth Offending Team from Chief Executive's Department			+ 181	+ 181
MIS posts transferred from Leisure and HASS			+ 37	+ 37
Safeguarding Children's Grant - Supplementary Estimate			+ 79	+ 79
Realign Broadband contract budgets			- 52	- 52
Easy@York Contribution transferred to Resources			- 18	- 18
Establish PFI Revenue Budgets			- 6	- 6
NNDR Adjustments			+ 3	+ 3
One-Off Growth in 2006/07 Budget:				
Teacher's Workload Reforms		- 5	- 5	- 10
2007/08 Base Budget	14	79,539	24,817	104,356
Schools Minimum Funding Requirement	15-18	+ 2,722		+ 2,722
Provision for Pay Increases (not schools)	19	+ 235	+ 461	+ 696
Provision for Price Increases (not schools)	20	+ 217	+ 314	+ 531
Fees & Charges Increases	21-22		- 20	- 20
Service Pressure Proposals (Annex 2)	23-24	+ 1,394	+ 388	+ 1,782
Savings Proposals (Annex 3)	25-26	- 220	- 624	- 844
2007/08 Total Proposed Budget		83,887	25,336	109,223
Funding Available within the DSG	27	83,835		
DSG Budget Gap	28	52		

2007/08 Base Budget (£104,356k)

- 14 This represents the latest 2006/07 budget approved by and reported to Members, updated for the full year effect of decisions taken in the 2006/07 budget and amendments during 2006/07, e.g. supplementary estimates.

Schools Minimum Funding Requirement (+£2,722k)

- 15 The DfES have estimated average school level pay and price inflation for 2007/08. The detail is shown in the table 2 below. For teacher's pay the figure includes an allowance for the increase in teacher's pension costs and for support staff the relatively high figure reflects a continuing recognition of the impact of job evaluation.

DfES School Level Inflation Calculation 2007/08:

Table 2	% of Schools' Spend	% Pressure in 2007/08	Weighted Increase
Teachers' Pay	63%	3.2%	2.02%
Support Staff Pay	20%	6.0%	1.20%
Energy	1%	15.0%	0.15%
Other Costs	16%	2.0%	0.32%
TOTAL	100%		3.69%

- 16 Based on this calculation the DfES have set the Minimum Funding Guarantee (MFG) at 3.7% per pupil for all schools in 2007/08. The estimated amount required to deliver the MFG for all York schools is £1,796k in 2007/08.
- 17 The minimum guarantee applies to the funding provided by the LEA to schools via the LMS funding formula. The actual way the guarantee is calculated for an individual school varies depending on the type of school (primary, secondary or special) and the size of the school (separate arrangements apply to schools with fewer than 75 pupils).
- 18 Central Expenditure Limit (CEL) regulations determine the minimum total size of the Individual Schools Budget (ISB). For 2007/08 an additional £926k will need to be allocated to schools over and above the £1,796k required to deliver the MFG in order to meet the CEL limit.

Pay Increases (excluding schools) (+£696k)

- 19 These calculations are based on a pay increase for APT&C and Teaching staff of 2.5% and a 0.6% increase in teacher's pensions at a cost of £488k. The negotiations for the 2007/08 settlement have not yet concluded, although there is pressure from the Treasury that increases are kept under 2%. In addition, under the national pay scheme employees are entitled to an annual increment where they are not at the top of the agreed pay scale. Growth of £208k is included for the net costs after allowing for new starters at the lower point of the grade.

Price Inflation (excluding schools) (+£531k)

- 20 The budget proposes that, due to the underlying low rate of inflation, there is a general price freeze on most budgets. The amount allowed for price inflation is to fund known price increases, e.g. contract payments and fuel bills.

Fees & Charges (- £20k)

- 21 Fees and charges are generally increasing by 2.3% except where there are nationally set charges. These are then rounded up or down as appropriate to create sensible figures. Where increases are proposed in excess of this the additional income is either reflected in the savings totals offered or being used to address existing income budget shortfalls.
- 22 A schedule of proposed Youth Service fees and charges is shown at Annex 4. For Adult Education and the Music & Performing Arts Service, charges are set for each academic year. The budgets for 2007/08 have been set based on a 2.3% increase plus any specific savings targets set out in Annex 3. Further details will be presented to EMAP prior to September 2007.

Service Pressure Proposals (+£1,782k)

- 23 In the Finance Strategy report to the Executive on 11 July 2006 a sum of £7.291m was included as the estimated amount that would be needed to meet increasing demand for services and to allow for reprioritisation of service provision within the General Fund. Schools pressures have to be funded from within the DSG.
- 24 A range of options for service pressure proposals has been considered and in view of the overall available resources it is proposed that only those proposals shown in Annex 2a and 2b are included in the consultation list as the preferred options for Children's Services. The proposals put forward are the result of a rigorous assessment process, which included looking at the risk to schools, customers and staff, legislative requirements, proven customer demand and the Council's corporate objectives.

Savings Proposals (-£844k)

- 25 Members will be aware that the 2006/07 budget savings were significant and that all Directorates are operating within a tight financial environment. In seeking to achieve savings for the 2007/08 budget Directorates have examined budgets with a view to identifying savings that have a minimum impact on the services provided to the public, schools, customers and the wider Council. They have therefore concentrated on initiatives that:
- reflect directorate priorities and plans;
 - improve quality and efficiency;
 - take advantage of ongoing service and/or Best Value reviews;
 - generate income;
 - address budgetary underspends;
 - improve cash flow and interest earnings;
 - generate savings from the technical and financial administration functions of the Council.
- 26 Annex 3a and 3b shows the full list of savings proposals for Children's Services.

Funding Available within the DSG (£83,835k)

- 27 The funding available includes the estimated 2007/08 DSG allocation of £83,582k plus a carry forward from 2006/07 of £253k because of an underestimation of pupil numbers in 2006/07.

Balancing the Dedicated Schools Grant

- 28 Table 1 at paragraph 13 shows that there is still a budget gap within the DSG of £52k at the time of writing this report. Further work will be undertaken in conjunction with the Schools Forum to identify options for bridging this gap. At its budget meeting on 16 January the Executive will be updated on the outcome of the discussions with and decisions of the Schools Forum.

Standard charges for the use of Residential Homes and Foster Carers, Sharing Care, Adoption and Residence Order Weekly Allowances

- 29 Annex 5 sets out the proposed level of charges to other local authorities for the use of services within the Children and Families portfolio for residential care homes. The annex also lists proposed foster care, sharing care, adoption and residence order weekly allowances for 2007/08.

Standard Weekly Charges For Residential Care Homes (Annex 5a)

- 30 A source of income for Children & Families is derived from charges to other local authorities for purchasing services e.g. North Yorkshire Social Services Department who purchase residential and day care places for individuals who continue to be their responsibility. Many of this group of people are either resident in, or regular users of, residential and non-residential services.
- 31 There is a requirement for the directorate to set these standard charges both to charge other authorities and to set the maximum charge payable by residents.

Minimum Payment For Foster Carers (Annex 5b)

- 32 A basic allowance is paid for each child/young person in a placement. Payments are calculated on a weekly basis according to the age of the child. Following national consultation the DfES has recently announced minimum statutory weekly allowance levels for foster carers. The weekly allowances set out at Annex 5b have all been increased to at least match the new minimum levels, leading to rises of between 3% and 14%. The additional cost of this over and above a normal inflationary increase has been provided for in the growth proposals at Annex 2.
- 33 Foster carers are also paid a weekly carer's skill premium. These premiums are calculated with reference to an appraisal of the carer's skill level. It is proposed to increase these premiums by 3%.
- 34 The Placement Strategy for Looked After Children established a specialist scheme which enhances the recruitment and retention of foster carers, who look after young people with exceptional needs in relation to their emotional and behavioural difficulties or severe disability. Foster carers are specifically selected for the new scheme to be matched with specific young people. It is also proposed that the

weekly carer fee for the care of the young people on this scheme be increased by 3%. This is incorporated into the shaded area at the foot of the lower table in Annex 5b.

Additional Foster Carers Weekly Allowances (Annex 5c)

- 35 In addition to the allowances detailed above further allowances are paid to foster carers. A further weeks allowance is payable for birthdays and Christmas, and a further three weeks allowance will be payable for holidays taken during the year. Additional allowances are shown in Annex 5c. Again it is proposed that the allowances are uplifted by 3%.

Weekly Adoption Allowances and Residence Order Allowances (Annex 5d)

- 36 A weekly allowance is not paid in all cases of adoption, only in certain financial circumstances, or when a disabled child is adopted or possibly to encourage the adopter to take a sibling of a child already adopted. To determine whether an allowance should be paid to an adopter a financial assessment is carried out, using the DfES suggested assessment model.
- 37 A small number of children in our care are subject to residence orders which replaced custodianship in 1991. A residency order means that the birth parents retain parental responsibility but the carer gains parental rights. As with adoption, a financial assessment of the carer is undertaken to determine whether an allowance should be given.
- 38 *There is a legal order, a Special Guardianship Order, that carers can apply for, by which they gain parental responsibility and are able to override the parental responsibility of others (such as the child's birth parent) in day to day matters. Under legislation, Special Guardians must be offered support services, including financial support, if requested, subject to the same financial assessment as adopters. It is proposed to increase adoption and residence order allowances by 3%. Annex 5d shows the revised allowances for 2007/08.*

Sharing Care Allowances (Annex 5e)

- 39 Sharing care is provided for disabled children who attend a temporary carer on either a day care or overnight basis, in order to give the parent or regular carer a break. It is proposed to increase sharing care allowances in line with the average increases in weekly fostering allowances of 6%. The additional cost of this over and above a normal inflationary increase has been provided for in the growth proposals at Annex 2. Annex 5e shows the revised allowances for 2007/08.

Rounding

- 40 The figures shown for all weekly allowances contained in Annex 5 have been rounded to the nearest figure in whole pence that can be divided exactly by 7. This is done so that the weekly allowances can easily be converted into daily amounts when processing payments.

Consultation

- 41 This paper commences the Council's budget consultation, both in terms of formal discussions with the Business / Voluntary sectors and organisations such as the York Area Foster Carers' Association, but also as a mechanism for the public to comment on the proposals made in the report.
- 42 In relation to the specific proposals within this report for Education and Schools there have been updates for Headteachers as budget issues have developed. In addition the Schools' Forum will meet on 8 December for a detailed consideration of the Schools Budget.

Options

- 43 Members of EMAP are asked for their comments or alternative suggestions on the investment and savings proposals shown at Annexes 2 and 3. For information Annex 7 lists savings proposals that were worked up by officers but are not recommended to be put forward into the consultation process.

Analysis

- 44 All the analysis is provided in the body of the report and the annexes.

Corporate Priorities

- 45 The budget represents the opportunity to reprioritise resources towards corporate priority areas. In formulating savings and growth proposals the directorate has paid particular attention to the impact that each proposal will have on the delivery of corporate priorities.

Implications

- 46 The implications are:
- Financial - The financial implications are dealt with in the body of the report.
 - Human Resources - Implications are identified against each of the individual savings and service pressure proposals listed in annexes 2 and 3 where appropriate. In summary though, there are 11 potential redundancy situations included in Annex 3 (although many of these are part time posts) and some proposals which may lead to reduced hours or changes to patterns of work. Consideration is being given as to how to deal with these issues, which may lead to proposals for dismissal of staff by reason of redundancy. In this situation the authority's policy and procedure for dealing with Management of Change, which incorporates redundancy and redeployment procedures must be adhered to. These procedures ensure compliance with the relevant employment legislation including statutory periods for consultation, measures for minimising compulsory redundancy and observance of agreed criteria for fair selection. The Director, Assistant Directors and Service Managers, supported by HR staff, have already begun meeting with the Directorate's Union representatives and the staff potentially affected by these proposals to discuss the potential effect on staffing resulting from any growth and savings proposals. NB This meeting of the EMAP is considered to be a suitable forum for representatives of those who may be affected by these proposals to make representation or submit their views and

these should be given full consideration, should any be presented either in written form or by attendance at the meeting where “registration to speak” has been requested.

- Equalities - there are no equality implications to this report.
- Legal - The standard weekly charges for residential care homes as shown in Annex 5a must be amended in line with the National Assistance Act 1948. The Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Information Service book shows that “residents in accommodation managed by the local authority are expected to pay at the maximum, the ‘standard’ charge fixed by the local authority (section 22(2) of the 1948 Act), or where the resident satisfies the authority that he/she is unable to pay the standard fixed rate, a lower rate based upon the resident’s ability to pay.” The relevant items of legislation regarding the allowances paid to carers as shown in Annexes 5b to 5e are The Foster Placement (Children) Regulations 1991 and The Adoption Support Services Regulations 2005.”
- Crime and Disorder - there are no specific crime and disorder implications to this report.
- Information Technology - there are no information technology implications to this report.
- Property - there are no property implications to this report.

Risk Management

- 47 Key reporting mechanisms to Members on budget matters will continue to be through two mid-year monitoring reports and the final Revenue Outturn report for the year. These reports will also address the progress made on investments and savings included in the budgets.
- 48 The budget setting process always entails a degree of risk as managers attempt to assess known and uncertain future events. This year has demonstrated the difficulty of achieving this. As with any budget the key to mitigating risk is prompt monitoring and appropriate management control. As such, updated figures and revised corrective actions will be monitored via Directorate Management Teams, Corporate Management Team and the monitoring reports during the year.

Recommendations

- 49 The Executive Members’ Advisory Panel is invited to provide comments on the budget proposals for consultation for 2007/08 contained in this report, which will be considered by the Budget Executive on 16 January 2007.

50 The Executive Members are asked to consider and comment on the budget proposals for Children's Services for 2007/08 contained in this report and recommend the following to be put forward for consultation prior to the Budget Executive on 16 January 2007:

- 2007/08 Base Budget as set out in paragraphs 14 to 20
- Service Pressure Proposals as set out in Annex 2
- Savings Proposals as set out in Annex 3
- Fees and Charges as set out in Annex 4
- Residential Homes and Foster Carers, Sharing Care, Adoption and Residence Order Weekly Allowances as set out at Annex 5

Reason: To begin consultation on the Children's Services budget for 2007/08.

Contact Details

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Report Approved



Date 24 /11/06

Wards Affected:

All



For further information please contact the author of the report

Annex 1 - Budget Book Service Plans for 2006/07

Annex 2 - Service Pressure Proposals

Annex 3 - Savings Proposals

Annex 4 - Fees & Charges Schedules

Annex 5 - Residential Homes, Foster Carers, Sharing Care, Adoption and Residence Order Weekly Allowances

Annex 6 - Dedicated Schools Grant Settlement Headlines

Annex 7 - Alternative Savings Proposals

Background Papers

2007/08 Budget Files

Local Government Finance Settlement - January 2006

Dedicated Schools Grant Settlement – December 2005

CHILDREN'S SERVICES - Summary

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	17,038	Access & Inclusion	9,257
Premises	2,116	Children & Families	9,251
Transport	2,776	Lifelong Learning & Culture	2,818
Supplies & Services	11,389	Resource Management	9,306
Miscellaneous		Standards & Quality	71
- Recharges	12,454	Schools Delegated & Devolved Budgets	71,980
- Delegated & Devolved Budgets	83,892	Dedicated Schools Grant	(79,544)
- Other	3,394		
Capital Financing	5,725		
Gross Cost	138,784		
Less Income	115,645		
Net Cost	23,139	Net Cost	23,139

Access & Inclusion

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	4,075	Access Services	4,675
Premises	71	Special Educational Needs Service	4,582
Transport	2,456		
Supplies & Services	2,303		
Miscellaneous			
- Recharges	867		
- Delegated & Devolved Budgets	523		
- Other	779		
Capital Financing	-		
Gross Cost	11,074		
Less Income	1,817		
Net Cost	9,257	Net Cost	9,257

Children & Families

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	5,169	Head of Children & Families	604
Premises	104	Group Manager 0-11	2,311
Transport	219	Group Manager 11 Plus	1,742
Supplies & Services	834	Group Manager Health & Disabilities	4,594
Miscellaneous			
- Recharges	1,038		
- Delegated & Devolved Budgets	-		
- Other	2,548		
Capital Financing	142		
Gross Cost	10,054		
Less Income	803		
Net Cost	9,251	Net Cost	9,251

Lifelong Learning & Culture

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	2,925	Adult & Community Education	5
Premises	160	Arts & Entertainment	332
Transport	42	Early Years & Childcare	2,481
Supplies & Services	3,093		
Miscellaneous			
- Recharges	126		
- Delegated & Devolved Budgets	381		
- Other	-		
Capital Financing	-		
Gross Cost	6,727		
Less Income	3,909		
Net Cost	2,818	Net Cost	2,818

Resource Management

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	2,869	Finance	6,694
Premises	1,746	Human Resources	675
Transport	22	ICT Client Services	20
Supplies & Services	2,356	Management Information Service	227
Miscellaneous		Planning and Resources	479
- Recharges	2,571	Strategic Management	1,211
- Delegated & Devolved Budgets	175		
- Other	15		
Capital Financing	5,582		
Gross Cost	15,336		
Less Income	6,030		
Net Cost	9,306	Net Cost	9,306

School Improvement & Staff Development

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	1,657	Education Development Service	1
Premises	34	School Governance Service	70
Transport	35		
Supplies & Services	2,338		
Miscellaneous			
- Recharges	1,012		
- Delegated & Devolved Budgets	5,621		
- Other	-		
Capital Financing	-		
Gross Cost	10,697		
Less Income	10,626		
Net Cost	71	Net Cost	71

Schools Delegated and Devolved Budgets

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	-	Primary Schools	39,618
Premises	-	Secondary Schools	40,070
Transport	-	Special Schools	4,292
Supplies & Services	-		
Miscellaneous	-	Grant Income	(12,001)
- Recharges	-		
- Delegated & Devolved Budgets	83,980		
- Other	-		
Capital Financing	-		
Gross Cost	83,980		
Less Income	12,001		
Net Cost	71,979	Net Cost	71,979

Dedicated Schools Grant (Income Only Budget)

Revenue Budget by Detailed Head	2006/07 Budget £000	Revenue Budget by Cost Centre	2006/07 Budget £000
Employees	-	Dedicated Schools Grant	(79,544)
Premises	-		
Transport	-		
Supplies & Services	-		
Miscellaneous	-		
- Recharges	-		
- Delegated & Devolved Budgets	-		
- Other	-		
Capital Financing	-		
Gross Cost	-		
Less Income	79,544		
Net Cost	(79,544)	Net Cost	(79,544)

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Children's Services - General Fund Service Pressure Proposals - 2007/08

Brief Description	Net Cost		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>CHG01 - Children's Social Services - Current Service Pressures</u> The additional funding required to deal with the on-going budget shortfall.	285	285	285
<u>CHG02 - Fostering Payments</u> New statutory minimum rates for foster care allowances are being introduced from April 2007. CYC will be required to raise its own rates to at least match the new national rates. The maximum additional cost in 2007/08 is estimated at £23k.	23	23	23
<u>CHG03 - End of Children's Trust Grant</u> All LAs are required to have a trust in place from 2006/07. As York has been a pilot authority since 2003/04 we have been receiving a £100k pilot grant. This grant ceased in 2006/07 but was covered from a grant c/f from previous years. From 2007/08 no further grant funding is available and we will be in the position of all non-pilot authorities and have to fund the trust from our own resources.	80	80	80
Recurring Bids Total	388	388	388
One-off Bids Total	0	0	0

Children's Services - DSG Service Pressure Proposals - 2007/08

Brief Description	Net Cost		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>CHG04 - KS3 Personalised Learning</u> Additional funding provided within the DSG to fund personalised learning for pupils at KS3 who are either falling behind expected attainment levels or for gifted and talented pupils.	533	533	533
<u>CHG05 - Primary Personalised Learning</u> Additional funding provided within the DSG to fund personalised learning for primary aged pupils who are either falling behind expected attainment levels or for gifted and talented pupils.	346	346	346
<u>CHG06 - 14-16 Practical Learning Options</u> Additional funding provided within the DSG to fund vocational training options for pupils at KS4..	215	215	215
<u>CHG07 - Schools Job Evaluation Contingency</u> Schools will have to fund the on-going implications of the results of the job evaluation exercise on their staff from their core revenue funding in 2007/08. This contingency provision (a top slice from the ISB) is to fund the one-off or short term implications of pay protection for those staff whose pay may be reduced.	250	250	250
<u>CHG08 - PRUs and Skills Centre - Increased Pupil Numbers</u> The full year implications of the growth agreed in 2006/07 to cover the costs of current and anticipated pupil number increases.	50	50	50
Recurring Bids Total	1,394	1,394	1,394

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Children's Services - General Fund Savings Proposals - 2007/08

	Net Saving		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>ACCESS & INCLUSION</u>			
<u>Access Services</u>			
<u>CHS01 - Home to School Transport</u> The on-going impact of bus contract cost savings already being generated.	70	70	70
<u>CHS02 - Access & Inclusion Efficiency Savings</u> Savings across all budget headings. A review of budget headings shows that efficiency savings can be made to reflect small changes in activity levels and procedures which have not previously been reflected in budget setting.	10	10	10
<u>CHILDREN AND FAMILIES</u>			
<u>CHS03 - Residential Children's Home Closure</u> The full year effect of the saving already taken in 2006/07.	62	62	62
<u>CHS04 - Independent Residential Care Placement Budget</u> A contingency created in 2006/07 from reinvesting some of the children's home closure saving for purchase of independent residential care outside of the authority. This has not needed to be accessed to date in 2006/07 but has been used to offset other budget pressures.	75	75	75
<u>CHS05 - Information Sharing Index Grant</u> We are expecting a significant increase in this grant in 2007/08. As the authority is will advanced in its planning for the Information Sharing Index it should be possible to make a one-off reduction in base budget without detriment to delivery of the project.	20	0	0
<u>LIFELONG LEARNING & CULTURE</u>			
<u>Adult & Community Education</u>			
<u>CHS06 - WEA Programme Funding Cut</u> Cut funding to WEA Helping in Schools and Mid-day Supervisors programmes. This is the full amount of funding that is given to the WEA.	3	3	3
<u>CHS07 - Future Prospects SLA Renegotiation</u> Renegotiate SLA with Future Prospects for ACE enrolment service. Traditionally the funding for this has increased by at least the rate of inflation. The plan would be to hold the budget at this years funding level.	2	2	2
<u>CHS08 - Adult Education Centre Closure</u> This proposal would see the number of main centres that run adult education provision reduced by one centre. Whilst at this stage it is not clear which centre this would be, it is likely to be one of the centres in the north of the city. The intention would be to generate the saving by a reorganisation of the administrative function rather than any reduction in the courses on offer. Courses currently run at the centre chosen for closure would be redistributed to the remaining centres. The full saving cannot be achieved in the first financial year as staffing levels have already been committed for the academic year to enable programmes to run. May lead to the redundancy of part time staff.	5	8	8

	Net Saving		
	2007/08 £000	2008/09 £000	2009/10 £000
Arts & Culture			
<u>CHS09 - Music Service Income Increase</u> This is made up of three components: firstly to reflect continued efficiency in the Music Instrumental Service, secondly to include an above inflation annual fee increase for Music tuition and thirdly to reflect the net increase in income from schools using devolved DfES funds to buy back music services.	35	35	35
<u>RESOURCE MANAGEMENT</u>			
<u>Finance</u>			
<u>CHS10 - Increased SLA Income From Schools</u> Increased income from the traded service with schools delivered via the Finance Service Level Agreement. This can be achieved by a combination of an above inflation rise and the expansion of the School Business Officer and Peribursar service delivered from within the existing staffing establishment.	30	30	30
<u>CHS11 - Staff Restructure Saving</u> Efficiency saving to be achieved from a restructure of the team. In particular a review of the support provided to Early Years and Extended Schools including the business support provided to schools themselves. Will result in the removal of one management post with some reinvestment in additional capacity and regrading. Not likely to involve a redundancy as the team is currently carrying two vacant posts.	25	25	25
<u>Human Resources</u>			
<u>CHS12 - Retirement & Redundancy Costs</u> Some of this budget is currently being spent on annual payments which are scheduled to stop at the end of 2006/07.	16	16	16
<u>ICT Client Services</u>			
<u>CHS13 - Broadband Project Management Recharge</u> Income generated from an increase in the recharge to the Broadband Budget for Project Management Fees of the Broadband (Standards Fund funded) Project by ICT Client Services.	22	22	22
<u>CHS14 - Broadband Standards Fund Grant</u> The current broadband contract (which expires on 31 March 2008) is funded on the basis of no additional DfES grant in 2007/08. Although firm announcements of not yet been made, we now believe that an allocation will be awarded to the authority. In anticipation of this it should be possible to make a one-off reduction in base budget without detriment to delivery of the project.	50	0	0
<u>Planning & Resources</u>			
<u>CHS15 - Contract Monitoring Charges - Above Inflation Increase</u> The full year effect of increasing contract monitoring charges by 10% above inflation from September 2006.	4	4	4
<u>CHS16 - PFI Residual Budget</u> On-going saving now available from all the budgets originally identified to fund the PFI unitary charge.	15	15	15

	Net Saving		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>Strategic Management</u>			
<u>CHS17 - LEA Teachers PPA Budget</u> Delete the remaining £28k budget that should not now be required.	28	28	28
<u>CHS18 - Dedicated Schools Grant Overhead Allocation</u> It should be possible to increase the level of directorate overheads charged against the DSG in 2007/08. Because of uncertainty about the future financing regime for education and schools it cannot be assumed that this can be sustained beyond 2007/08.	50	0	0
<u>CHS19 - In year savings</u> Delivery of savings throughout the year from the on-going examination of structures, service levels and funding opportunities.	90	90	90
<u>STANDARDS & QUALITY</u>			
<u>Educational Development Service</u>			
<u>CHS20 - Administration Post Deletion (0.6 fte)</u> Reduction in the administrative support to the Educational Development Service that may result in one redundancy.	12	12	12
Recurring Savings Total	504	507	507
One-off Savings Total	120	0	0

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Children's Services - DSG Savings Proposals - 2007/08

	Net Saving		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>ACCESS & INCLUSION</u>			
<u>Special Educational Needs Service</u>			
<u>CHS21 - Area Teachers Traded Service</u> Full year effect of 2006/07 saving. The Schools Forum agreed to fund this service for one year in 2006/07 from a topslice from schools ISB allocations. From 2007/08 the funding returns to schools and a traded service needs to be in place by 1 April 2007. If no traded service can be agreed there will be four redundancies.	6	6	6
<u>CHS22 - Home Tuition Reduce Provision</u> Less provision required as numbers fall and children are taught in groups. Could result in redundancy for up to four part time teachers.	14	14	14
<u>CHS23 - Learning Support Assistants Budget Reduction</u> A saving can be taken from this cost centre on the basis of the projected level of support required in 2007/08.	46	46	46
<u>CHS24 - School Based Area Teachers</u> A saving can be taken from this cost centre on the basis of the projected level of support required in 2007/08.	50	50	50
<u>LIFELONG LEARNING & CULTURE</u>			
<u>Early Years & Extended Schools</u>			
<u>CHS25 - Early Years Training Budgets</u> Savings across a number of Early Years training areas: Mainly printing, reduced use of external trainers & venues, refreshments and increased charges for courses.	10	10	10
<u>CHS26 - Service Level Agreements</u> Small reduction in amounts to be awarded to SLA work (following a more significant reduction in 2006/07)	2	2	2
<u>CHS27 - Registration Pathways Officer</u> Reduce from 5 day per week working to 4 day working	4	4	4
<u>CHS28 - Children's Information Service (CIS)</u> CIS database to drop the recruitment module.	1	1	1
<u>CHS29 - Creating New Childcare Places - Grant Reduction</u> The effort of creating new childcare places in York for the last few years has resulted in sufficient numbers. There is still a need for creating new places mainly to make sure the supply remains sufficient with the natural demographic changes of the city. The proposal is to reduce the budget from £50k to £45k.	5	5	5
<u>CHS30 - Play Grant Budget Reduction</u> This proposal is for the play grant budget to be reduced to £129k (from £140k) per annum from 2007/08.	11	11	11
<u>CHS31 - Shared Foundation</u> Spending less on printing for Shared Foundation as some of the publicity can be done using money from Pathfinder initiative funded by DfES.	1	1	1
<u>CHS32 - Childminder Start-up</u> A reduction in the budget for Childminder Start-up grants from £15k to £13k.	2	2	2
<u>RESOURCE MANAGEMENT</u>			
<u>Planning & Resources</u>			
<u>CHS33 - PFI Residual Budget</u> On-going saving now available from all the budgets originally identified to fund the PFI unitary charge.	68	68	68
Recurring Savings Total	220	220	220
One-off Savings Total	0	0	0

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CHILDREN'S SERVICES PORTFOLIO - FEES AND CHARGES 2007/08

					Annex 4
<u>YOUTH SERVICE</u>		CURRENT CHARGE 2006/07	PLUS 3% INCREASE	PROPOSED CHARGE 2007/08	PROPOSED PERCENTAGE INCREASE
		£	£	£	%
HIRE OF YOUTH CENTRE					
	Hourly Charge				
	Youth Groups with similar aims to Youth Service	2.20	2.27	2.30	4.55%
	Other Voluntary and Community Groups	4.40	4.53	4.50	2.27%
	Private Bookings	8.70	8.96	9.00	3.45%

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STANDARD CHARGES FOR RESIDENTIAL CARE HOMES
STANDARD CHARGES FOR RESIDENTIAL CARE HOMES

Type of Service		Current Weekly Charge 2006/2007	Proposed Weekly Charge 2007/2008
I.	Residential Homes		
	Residential Homes for Children with Learning Disabilities (The Glen)	2,526.25	2,602.04
	Residential Home for Children (19 Wenlock Terrace)	2,517.37	2,592.89

ALLOWANCES FOR FOSTER CARERS
PAYABLE FROM 1st APRIL 2007

Age	Current Weekly Allowance 2006-07 £	Proposed Weekly Allowance 2007-08 £
0-4	89.53	102.06
5-10	105.28	113.05
11-15	124.88	129.01
16-17	154.49	159.11

Skills Premium

Skill Level	Current Weekly Allowance 2006-07 £	Proposed Weekly Allowance 2007-08 £
2	27.37	28.17
3	54.74	56.34
4	109.47	112.68
Teenagers with emotional or behavioural difficulties/severely disabled children (Specific scheme)	315.42	324.87

ADDITIONAL FOSTER CARERS ALLOWANCES
PAYABLE FROM 1st APRIL 2007

	Current Weekly Allowance 2006-07 £	Proposed Weekly Allowance 2007-08 £
Children attending Boarding School	50% of scale allowance during term	
Children in hospital or otherwise unexpectedly absent	First four weeks - full scale allowance	
Children unemployed on DSS allowance	Approved weekly allowance less	
Children who are working	The foster parents of working children will have their allowance reduced by the amount the child contributes towards his/her keep. The amount being subject to negotiation between the foster parents, the child and the social worker	
School Clothing Grants:		
Primary School	Up to 84.86	87.41
Secondary School	Up to 178.17	183.52
On Starting Employment Grant	Up to 358.41	369.16
Christmas and Birthday Allowance	1 x weekly rate	
Holiday Allowance	Up to 3 x weekly rate	
Initial Clothing/Placement Allowance	Up to 5 x weekly rate	
Miscellaneous Allowance	Increase as other allowances by	

ADOPTION ALLOWANCES
RESIDENCE ORDER ALLOWANCES
PAYABLE FROM 1st APRIL 2007

Age	Current Weekly Allowance 2006-07 £	Proposed Weekly Allowance 2007-08 £
0-4	55.30	56.98
5-10	67.55	69.58
11-12	76.93	79.24
13-15	82.81	85.26
16+	110.60	113.89

SHARING CARE ALLOWANCES
PAYABLE FROM 1st APRIL 2007

Time Band	Standard Sharing Care Weekly Allowance 2006-07 £	Standard Sharing Care Proposed Weekly Allowance 2007-08 £	Allowance paid to carer for child with additional health needs (i.e.std allow. + 70% enhancement) Proposed Weekly Allowance 2007-08 £	Allowance paid to carer for child with more complex care needs (i.e.std allow. + 60% enhancement) Proposed Weekly Allowance 2007-08 £
0-4 hours	14.77	15.68	26.67 (i.e. 15.68 + 10.99)	25.06 (i.e. 15.68 + 9.38)
4-8 hours	22.12	23.45	39.90 (i.e. 23.45 + 16.45)	37.52 (i.e. 23.45 + 14.07)
8-12 hours	29.54	31.29	53.20 (i.e. 31.29 + 21.91)	50.05 (i.e. 31.29 + 18.76)
12-24 hours	44.24	46.90	79.73 (i.e. 46.90 + 32.83)	75.04 (i.e. 46.90 + 28.14)

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DEDICATED SCHOOLS GRANT SETTLEMENT HEADLINES

	2005/06	2006/07	2007/08
	£000	£000	£000
York DSG - cash	75,700	79,797	83,582
York DSG - increase		4,097	3,785
York DSG - percentage		5.4%	4.7%
Total National Percentage Cash Increase		6.4%	6.0%
York Per Pupil - cash	£ 3,187	£ 3,397	£ 3,614
York Per Pupil - increase		£ 210	£ 217
York Per Pupil - percentage		6.6%	6.4%
National Per Pupil Funding			
Minimum	£ 3,021	£ 3,224	£ 3,429
Maximum	£ 5,232	£ 5,610	£ 6,028
Average	£ 3,411	£ 3,643	£ 3,888
York Variation from the average	-£ 224	-£ 246	-£ 274
York as a percentage of the average	93.4%	93.2%	92.9%
National Per Pupil Funding Cash Increases			
Minimum		£ 200	£ 205
Maximum		£ 423	£ 419
Average		£ 232	£ 245
National Per Pupil Funding Percentage Increases			
Minimum		6.4%	6.1%
Maximum		9.0%	8.4%
Average		6.8%	6.7%
The extra funding above the minimum 5% per pupil has been allocated for the following:		£000	£000
KS3 Personalised Learning		298	533
Primary Personalised Learning		268	346
Practical Learning Options 14-16		123	215
Workforce Reform - Primary		215	
Early Years Extension to 38 Weeks		282	
School Level Information:			
Primary ISB MFG Per Pupil	5.0%	4.0%	3.7%
Secondary & Special ISB MFG Per Pupil	4.0%	3.4%	3.7%
Sixth Form via LSC MFG Per Pupil		3.4%	3.7%
School Development Grant MFG - all sectors		3.4%	3.7%
School Standards Grant MFG - all sectors		3.4%	3.7%

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Children's Services - Alternative Savings Proposals - 2007/08

	Net Saving		
	2007/08 £000	2008/09 £000	2009/10 £000
<u>CHS34 - Children's Social Care Workforce</u> Remove one fte Social worker post.	34	34	34
<u>CHS35 - Youth Centre Closure</u> Close 1 youth centre and make reduce number of teams from 5 to 4.	48	48	48
<u>CHS36 - EDS Advisor Post</u> Remove 1 fte post.	61	61	61
<u>CHS37 - Delete 0.5 fte Contract Monitoring Officer</u> Reduced monitoring of PFI, Catering and Cleaning contracts.	10	10	10
Alternative Savings Total	153	153	153

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Meeting of Executive Members and Children's Services Advisory Panel

7 December 2006

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

Capital Programme Proposals 2007/08 and 2008/09

Summary

1. This report:
 - Offers members a proposed programme of capital expenditure for major and minor projects against the 2007-2008 and 2008-2009 DfES Local Authority (LA) Formula Capital funding.
 - Provides Members with information on the Schools Access Initiative (SAI) for 2007/08, and proposes a programme of capital expenditure against the fund.
 - Reports the results of the bidding round for capital support for Extended Schools to date.
 - Proposes a procurement route for the provision of a new building for Joseph Rowntree School under the BSF One-School Pathfinder project.

LA Formula Capital

Background

2. The process of allocating the LA's formula capital funding to schools against a published set of criteria was approved by members in 2003/04. Feedback from schools has been positive and it is proposed that the bidding round system be retained and developed.

Consultation

3. Every school was circulated with the details of the bidding round and application forms early in the summer term.

Analysis

4. The recent bidding round saw bids totalling over £9.5 million from 41 schools.
5. The results of the scoring process are shown in Annex 1 with a total of 12 major and 12 minor bids being recommended for support. Projects are shown

individually as it is the only practical way that the scoring can be done. However, a requirement of DfES and an Asset Management Plan (AMP) priority is that a 'whole school approach' is taken and as much work as can practically be included in a project will be, rather than using a 'patch and mend' philosophy. For this reason, schools still submit their AMPs and are asked to demonstrate how a bid fits into the school's long term planning.

Schools Access Initiative

Background

6. The Schools Access Initiative (SAI) of £271,000 for 2007/08, is provided by the DfES to support projects that improve the accessibility of mainstream schools to disabled pupils. LAs are encouraged to consider access as part of all capital building works.
7. Under the Disability Discrimination Act, which came into force from September 2002, all schools have had an Access Plan in place since 1st April 2003 and schools are encouraged to plan for and address their basic access requirements themselves. This enables the LA to concentrate on funding larger and more comprehensive access projects within the limits of the funds allocated. Priority continues to focus on the access requirements of individual children who are either currently attending a particular school or who will be attending a particular school in the near future. The remaining resources form a strategic programme of physical alterations, which meet the national agenda of inclusion.

Analysis

8. Bidding was open to all schools and 21 bids amounting to £458,685 were received. These were ranked and prioritised using the following criteria:
 - Where schools currently have a disabled pupil or will be taking one in the near future
 - Where major capital works will improve access to schools
 - Where a broad range of requirements could be covered in the bid.
9. It is proposed that the projects listed in Annex 2 are recommended for support. This covers £25,000 reserved for the requirements of individual pupils throughout the year, improvements in 11 schools at an estimated cost of £217,560 plus a £25,000 risk fund. The surplus of £2,440 will be held as a reactive fund to support unforeseen individual pupil requirements.

Extended Schools

Background

10. DfES have awarded new additional capital funding of £1,010,753 over two years to support schools to extend their services, so that all can provide a

minimum of the five core offers by 2010.

11. Bids were invited from all schools other than those who were proposed for designation as an Integrated Children's Centres (ICC), as these had already received funding.

Analysis

12. A total of 17 bids were received by the closing date of 16 November. These have been scored against the bid criteria, but require some further work in clarifying the projects and confirming that the estimated costs are properly based. A further report, detailing the bids and recommending a programme will be brought to the January EMAP once these issues have been resolved.

Redevelopment of Joseph Rowntree School

13. The proposal to choose Joseph Rowntree School for redevelopment under the BSF one-school pathfinder scheme was approved by EMAP in September 2006. Since then, good progress has been made in working with the school and the Joseph Rowntree Foundation to begin planning this major project.
14. The DfES have set out conditions for procurement of the new school as:
 - through an existing Local Education Partnership (LEP) or framework partnership, or
 - through the national framework being set up by Partnership for Schools (PfS) in another way put forward by the LA and approved by DfES.
15. Advice on the most appropriate method of procurement has been sought from the Assistant Director of Resources, Head of Property Services. Following a meeting with PfS, his advice is to procure the new school through the national framework. This gives the Authority a choice between six pre-selected construction partnerships, all of whom have the capacity to deliver the school on time and within budget.
16. Using the national framework means that time will be saved in the tendering process, all of the partnerships have sound education experience and the Authority would have the expertise of PfS to assist in the largest project the City has ever undertaken to date.

Options

17. Members have the option whether to approve the recommendations within the report.
18. At a previous meeting of EMAP, Members have already considered the options in regard to Joseph Rowntree School and approved the recommendation to select it as the One School Pathfinder.

Corporate Objectives

19. Increase people's skills and knowledge to improve future employment prospects; improve the life chances of the most disadvantaged and disaffected children, young people and families in the city.

Implications

20. The following implications arise from this report:

- **Financial**

each of the programmes referred to here is fully funded by DfES as detailed in the following table:

DfES Allocations	Announced	2007/08 £000	2008/09 £000
LA Formula Capital		2,529	2,100*
Schools Access Initiative		271	Not yet announced
Extended Schools Capital		1,011 (£334k 2006/07 and £677k in 2007/08)	N/A

*indicative figure only, yet to be confirmed by DfES

A proportion of the Local Authority Formula Capital allocation for 2007/08 has already been earmarked to support large high priority schemes already in the programme. This leaves an amount of £2m in 2007/08 and £2.1m in 2008/09 available to be allocated.

No commitments have been made against the 2007/08 Schools Access Initiative allocation, therefore the full allocation is available to be allocated.

In order to be able to deal with unforeseen costs and emergencies, each of the allocations contains a significant contingency. As part of the overall monitoring of the Capital Programme, any allocations from this contingency will be reported.

- **Property**

These proposals all relate to school buildings and the projects approved for development will be notified to Property for information and action. As individual projects are developed in detail, instructions are issued to Property for the work required.

- **Human Resources (HR)** - none

- **Equalities** - none
- **Legal** - none
- **Crime and Disorder** - none
- **Information Technology (IT)** - none
- **Other** – none

Risk Management

21. The risks associated with these proposals relate to:
 - actual costs exceeding budget
 - funding not being spent within the allocated timescale and therefore being withdrawn
22. Costs associated with the proposals are currently estimates. In order to minimise the risk of overspending on budget:
 - all individual projects are costed in detail before being put out to tender and any adjustments brought for approval in the quarterly monitoring reports
 - once designs are agreed and work starts, variations are kept to an absolute minimum
 - risk funds are built in to all budgets
23. Careful monitoring of spending and movement of funding streams between projects ensures that spending is within time constraints.
24. For all capital projects that are approved, a risk management approach is adopted. Large and complex projects will require a risk register that will be considered and monitored by the project board.

Recommendations

25. That the Executive Member:
 - i. Approves the proposed LA Formula Capital programme for 2007/08 and 2008/09
 - ii. Approves the proposed Schools Access Initiative capital programme for 2007/08
 - iii. Notes that the detail of the proposed Extended Schools Capital programme for 2007/08 and 2008/09 will be presented to EMAP in January 2007
 - iv. Supports the procurement for the new building for Joseph Rowntree School through the PfS national framework.

Reason: To ensure the delivery of an effective capital programme supporting the priorities of the Council.

Contact Details

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Report Approved **Date** 26/11/06

Specialist Implications Officer(s)

Financial
Mike Barugh
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Property
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Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Annexes

Annex 1 LA Formula Capital – proposed programme for 2007/08 and 2008/09
Annex 2 SAI – proposed programme for 2007/08

PROPOSED LA CAPITAL PROGRAMME - 2007/09

Annex 1

SCHOOL	PROJECT	TOTAL PROJECT COSTS	LEA CONTRIBUTION	SCORE	FUNDING 2007/08	FUNDING 2008/09
All schools	AMP Priority works	2,043,000	600,000		300,000	300,000
All schools	Dragon's Den projects	70,000	70,000		35,000	35,000
All schools	Minor capital works programme - see Page 2 for details	635,000	400,000		200,737	200,000
All schools	Project risk fund				480,000	250,000
Tang Hall Primary	School reorganistion to support ICC	1,650,000	300,000	47		300,000
York High	Refurbishment and upgrade to M&E services	12,050,000	750,000	43	250,000	250,000
Dringhouses Primary	KS1 improved facilities	150,000	80,000	39		80,000
Scarcroft Primary	Scarcroft Learning Centre	155,000	85,000	39		85,000
Fishergate Primary	Access improvements. Redevelop Early Years.	334,720	176,757	35	63,537	113,220
Poppleton Road Primary	New admin, reception and catering facilities	250,000	187,000	35	187,000	
Archbishop of York's CE	Re-wire phase 2 & 3	235,000	159,784	34	80,801	78,983
Derwent Infants	Federation Accommodation	100,000	50,000	33	50,000	
Lakeside Primary	Space Project	360,000	260,000	33	60,000	200,000
Wiggington Primary	Window replacement and Classroom extensions	264,000	204,000	32	114,000	90,000
Copmanthorpe Primary	Copmanthorpe ICT suite and toilets	120,000	58,000	32	58,000	
Westfield Primary	Toilet and Hygiene refurbishment	300,000	230,000	32	120,000	110,000
CUT OFF FOR 2007-09 FUNDING						
Fulford School	Sports Hall and Dining Facilities	2,000,000	807,899	31		
Stockton on the Forest	Community Sports Hall	700,000	621,154	31		
Archbishop Holgates	Library Conference Centre	425,643	275,643	30		
St Mary's CE Primary	Extension of key areas	230,000	170,000	30		
Robert Wilkinson Primary	Site entrances and circulation	380,000	220,000	30		
Huntington	Yellow Block	236,000	161,000	30		
Clifton Green Primary	Performing Arts Area	220,000	114,000	28		
Joseph Rowntree	Improvements to the Art Block	400,000	250,000	26		
Millthorpe	Science annex/ two labs	350,000	320,000	25		
Elvington Primary	Replacement of temporary unit	370,000	324,000	24		
Knavesmire Primary	Develop nursery unit	15,000	8,000	23		
Osaldwick Primary	Extended school development	40,000	33,000	19		
Lord Derramore's Primary	New School	4,000,000	3,500,000	19		

TOTAL ALLOCATION

1,999,075	2,092,203
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PROPOSED MINOR CAPITAL PROGRAMME - 2007/09

SCHOOL	PROJECT	TOTAL PROJECT COSTS	LEA CONTRIBUTION	SCORE	FUNDING 2007/08	FUNDING 2008/09
All projects	Project risk fund				33,000	19,000
Naburn CE Primary	School extension	115,000	45,000	36	45,000	
Knavesmire Primary	Develop outdoor learning environment	30,000	8,000	35	8,000	
All Saints' RC	Science dumb waiter	18,000	12,200	33	12,200	
Dringhouses Primary	Foundation stage development	30,000	10,000	32	10,000	
Archbishop Holgate's CE	Adult and visitor toilet	40,537	30,537	31	30,537	
St Paul's Nursery	Improved access	45,000	23,000	31	23,000	
Rawcliffe Infant	Staff room/flexible learning space	90,318	40,000	31		40,000
Elvington	Hall lighting system	18,000	9,000	30	9,000	
Millthorpe	Pupil support/classroom development	35,000	30,000	28	30,000	
Burton Green Primary	Playground improvements KS2	68,000	54,000	28		54,000
Carr Infant	Improving the Early Years unit	60,000	40,000	27		27,000
Huntington	Blue block re-roof	85,200	60,000	26		60,000
CUT OFF FOR 2007-09 FUNDING						
Rawcliffe Infant	Conversion of bungalow	87,000	22,000	25		
Joseph Rowntree	Renovation of Youth Annex	98,000	48,000	25		
Burton Green Primary	Partitioning of library	20,000	20,000	25		
Stockton on the Forest	Path and playground refurbishment	18,000	13,700	25		
TOTAL ALLOCATION					200,737	200,000

PROPOSED SCHOOLS ACCESS INITIATIVE - 2007/08

Annex 2

SCHOOL	PROJECT	TOTAL PROJECT	SAI CONTRIBUTION	SCORE
Supporting individual pupil needs			25,000	
Project contingency fund			25,000	
English Martyrs Primary	Accessible entrance		30,000	12
Clifton Without Junior	Ramped fire exit	3,000	1,500	12
Lakeside Primary	Hygiene facility	20,000	20,000	12
Osbalwick Primary	Accessible car parking	13,440	13,440	11
Carr Infant	Accessible entrance and parking	45,000	40,000	10
Carr Junior	Resource/hygiene room	30,000	28,000	10
Fishergate Primary	Accessible entrance to EYU	4,600	4,600	10
New Earswick Primary	Platform lift	23,000	23,000	10
Westfield Primary	Improved signage	26,000	20,000	10
Rawcliffe Infants	Lifts to hall	16,020	7,520	9
Archbishop Holgate's School	Widen corridor	34,500	29,500	8
CUT OFF FOR 2007-08 FUNDING				
Clifton Green Primary		225,000	107,000	8
Copmanthorpe Primary		15,000	13,000	7
Fulford School		18,525	13,525	7
Haxby Road Primary		15,000	13,500	7
Knavesmire Primary		6,900	5,900	7
Lord Deramore's Primary		3,000	3,000	7
Woodthorpe Primary		22,000	22,000	7
St Paul's Nursery		4,000	3,000	6
Poppleton Road Primary		5,000	5,000	5
St Lawrence's Primary		55,200	55,200	4
TOTAL ALLOCATION			267,560	



Meeting of Executive Members and Children's Services Advisory Panel

7th December 2006

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

Review of the Placement Strategy for Looked After Children in York

Summary

1. This report incorporates
 - Annual feedback upon the progress of the placement strategy for looked after children in York, which was originally agreed by elected members in October 2003.
 - Information about the key issues relating to the adoption, fostering and residential care elements of provision for looked after children
 - Statistical information about the adoption activity for City of York in the past year and provides an update on changes in the membership of the adoption panel.
 - A specific recommendation regarding the ongoing development of the local specialist fostering scheme

Background

2. In October 2006 the government published a green paper "Care Matters: Transforming the Lives of Children and Young People in care " The key issues identified in the Green Paper relate to improving practice around
 - Children on the edge of care
 - The role of the corporate parent
 - Ensuring children are in the right placements
 - A first class education
 - Life outside school
 - The transition to adult life
 - Making the system work
3. The green paper provides a consultation opportunity to all partners involved in the care of looked after children with contributions required by the 15th January 2007. Final decisions about proposals with cost implications for 2008-09 will be taken in the context of the Government's comprehensive spending review in 2007. Children & Families Service section of the

directorates will be leading a local consultation and submitting a formal contribution by the January deadline.

4. This review of the strategy for placements of looked after children relates specifically to the matters raised in the green paper under "Ensuring children are in the right placements."
5. Elected members have been directly involved in the establishment of the strategy for placement services with annual reviews having been conducted and reported to Executive Member Advisory Panel. This is a clear example of members fulfilling their corporate parenting responsibilities. In addition there are several key positions for elected members in monitoring the work with looked after children of Children and Families Services. There is a councillor on each of the Adoption Panel and the Fostering and Sharing Care Panel. There are also four councillors who undertake rota visits on a quarterly basis to the children's homes. Additionally there are two nominated councillors, who undertake a corporate parenting role in listening to voice of looked after children. This is being boosted in December 2006 with the formation of the "Show Me How I Matter" forum, where councillors and young people will join together to ask for feedback about past and future progress in developing better services for children and young people.
6. As with any strategy it is important to be explicit about the expected outcomes of our locally agreed strategy. The following is an extract from the EMAP report in October 2003:

Expected outcomes

A successful placement strategy would ensure that there is an adequate supply of placements for children and young people across the range of resources. This would include

- Children and young people are placed with foster carers in or around York, when first looked after
- Young people for whom foster care is not appropriate or who are unable to be placed in foster care are looked after in good quality children's homes
- Children and young people who are not able to return to their families (rehabilitation) are able to live in permanent substitute families, for younger children through adoption and for older children with permanent foster carers
- Resources for placements of children looked after are efficiently deployed to ensure that placements outside York in foster care or residential care are only made when every stage of local provision and placement has been explored and exhausted
- Placements in the York children's homes are released for the placement of young people with the most pressing need for a residential placement

The strategy will endeavour to ensure that children and young people who are currently placed outside York are enabled to return to a York based placement (where appropriate) and that the need to place children and young people outside York in the future is minimised. Locality of service and the availability of foster carers for teenagers with difficult behaviour and severely disabled children will enhance the capacity of other local partners (schools, Educational Services, Child and Adolescent Mental Health Services and the Health sector) to support the plan in a corporate parenting model.

Consultation

7. Feedback from young people to the Children's Rights Officer in 2004 indicated that among the key issues for social workers to address were a choice of placements, privacy in foster homes and children's homes and maintaining good links with their home community through contact with their family and continuity of school placements.
8. Family placement workers liaise closely with social work colleagues in finding suitable families for children who are looked after and particularly those whose plan is adoption. The feedback from the workers and managers is positive. The chair and professional adviser to the adoption panel meet with child care teams on an annual basis to receive feedback on the panel process and discuss the work of the adoption agency. The Assistant Director meets twice yearly with the Independent Chair of the Adoption Panel where practice feedback is provided.

Options

9. The success of the specialist fostering scheme with a full complement of 20 fostering households should be noted. It is recommended that the capacity of the specialist fostering scheme is increased from 20 to 28 households. The increase of 8 households over the next two years will reduce the need to place young people in higher cost out of city placements.

Analysis

Looked After Children

10. The following two tables illustrate the recent effects of the changes in the looked after population and the type of placements utilised.

Table 1 - Age Composition of Looked After Children

	At 31 March 2005	At 31 March 2006	At 30 Sept 2006
Under 1	9	10	9
1 to 4 years	19	21	23

5 to 9 years	30	29	31
10 to 15 years	69	62	86
16 to 17 years	21	18	3
Total	148	140	152

Table 2 - Placements

		At 31 March 2005	At 31 March 2006	At 30 Sept 2006
Foster placement	York foster carers	85	89	98
	IFA (Independent Fostering Agencies)	10	8	10
Children's Home	York homes	8	5	4
	Non York homes	5	2	2
Placed for adoption		5	11	7
Placed with parents		25	19	19
Other		10	6	12
Total		148	140	152

11. We have experienced two distinct phases with regard to the total looked after population in this recent period. There was a reduction from 148 down to 140 but 2006-07 has seen a significant increase up to 152 again. These trends are subject to continued analysis and review.
12. There has been a shift in the types of placement so that significantly more children are now fostered than on 31 March 2005 (64% up to 71%).

Adoption

13. The Adoption and Children Act 2002 (ACA 2002) became fully operational on the 30th December 2005. The Act introduced significant changes to the process for a child being considered for adoption, for prospective adopters and for birth parents. Membership of the adoption panel was changed in line with the requirements of the new legislation.

14. Adoption work within the agency is located within two main areas; within child care teams who complete the necessary internal and legal processes when adoption is identified as a suitable option for a child; and within the family placement team, who identify suitable adoptive families to match with a child and assess individuals' suitability to be approved as adopters.
15. The Commission for Social Care inspection is responsible for the inspection of local authority adoption agencies. This requires a detailed inspection on a three yearly cycle. The last inspection was undertaken in July 2003, with a brief interim inspection in November 2005. The authority received positive reports at both with all national minimum standards being met. A full inspection is scheduled for February 2007.
16. City of York has always been a high performing adoption agency occasionally being ranked in the top 5 local authorities nationally for the performance against PAF indicator C23 (% of children adopted from the looked after children's population). In the latter two years of the three year period of the LPSA, City of York has been ranked 2nd (2003-04) and 1st (2004-05, published in early December 2005).
17. These advances in the achievement of adoptions have been further improved by a significant increase in the timeliness of placing children for adoption within 12 months of the plan and a significant reduction in the rate of pre adoptive disruption of placements. These three indicators taken together are indicative of a concerted approach to the active planning for adoption, consistent support to prospective adopters and prompt completion of the process. A chart showing current performance with national comparative data is appended at annex 1 of this report
18. Extensive work has been undertaken to ensure that new requirements under the ACA 2002 are met. This included training for social work teams and panel members, delivered by the panel chair, Jenny Gwilt, who had worked on the Act whilst at the DfES.
19. The five key changes from ACA 2002 were:
 - An extension of the local authority's role in providing adoption support to all parties in adoption (the adopted child, the adopters, the birth parent and birth relatives, throughout the child's life);
 - The standardisation of the process of placing children for adoption with the introduction of placement orders replacing freeing orders;
 - The introduction of special guardianship orders;
 - New regulations for adoption panel representation and business;
20. New regulations to standardise the adoption process including greater clarity over the transfer of parental responsibility from birth parents, via the local authority to adoptive parents.

21. These changes have now all being incorporated into practice in the agencies. Policies and procedures are being updated and developed in line with these changes.
22. A major challenge remains the co-ordination and provision of a comprehensive approach to post adoption support. The Act extended the responsibility of the placing local authorities to provide adoption support services to cover the period up to 3 years after the granting of an adoption order.
23. As described above the Adoption Panel for City of York now has a new chair, Jenny Gwilt, previously employed by the DfES in the capacity as the national lead person on adoption, and 2 new members: a nurse consultant from Limetrees and a senior manager in substance misuse services.
24. In the period this report covers the panel recommended plans for adoption for 11 children; matches with adoptive families for 5 children and approval for 4 prospective adoptive families. The Agency Decision Maker has accepted all of these recommendations.

Fostering

25. In 2006-07, the fostering service has the largest number of registered foster carers since 1996, when it was established. In the local government reorganisation, City of York was established with 65 fostering households, who elected to continue with the city instead of remaining with the North Yorkshire service. In November 2006, there are 89 fostering households for the city.

Table 3 - Composition of fostering households

Type	Description	Numbers	Target by 2009
Kinship	who are relatives or friends of the child	16	16
Respite	who provide weekend and holiday breaks for children	5	6
On hold	who are taking a break due to family reasons or illness	6	6
Foster Carers	Who are available for all looked after children and young people	62 (including 20 specialist scheme foster placements)	72 (including 28 specialist foster placements)
Total		89	100

26. The fostering service is committed as part of the Children and Young Peoples block of the Local Area Agreement to a target of 100 foster carer households by 2009. Achieving this target does not reflect planned growth in the looked after population but is aimed at increasing placement choice and as a result enhancing placement stability for looked after children.
27. During the period from 2003-06 there has been a significant and successful recruitment strategy undertaken to boost all levels of foster carers available in the York area. More specifically we recruited up to 20 foster care households, who provide specialist foster placements for severely disabled young people and teenagers with the most challenging behavioural or placement difficulties.
28. Recruitment to the specialist scheme has been successful and there are now 20 established specialist scheme foster carers. Specialist scheme carers receive additional payments to the weekly allowance for the child. For a young person aged 11-15 the total weekly payment is £ 549.77, for a young person aged 16-17 the total weekly payment is £ 579.34. It is important to highlight that there are no current vacancies to recruit any new specialist scheme foster carers and all of the placements provided by the scheme foster carers are currently utilised.
29. If a young person can not be placed with a York approved foster carer, consideration is given to a placement with an independent fostering agency. The costs of the placements with IFA's range from £760 to £1400 per week, with the average cost being £980 per week. Currently it presents a false economy to restrict the numbers of specialist scheme foster carers recruited, if available. For each additional young person aged 11-15, who could be placed in York with a specialist foster carer the minimum saving from purchasing an IFA placement is £210 per week (£10,920 per annum) increasing to £921 per week (£47892 per annum), with average saving of £ 430 per week per placement (£22,360 per annum)
30. From April 2005 the looked after population has fluctuated, with a significant reduction from April 2005 to April 2006 (154 down to 140) unfortunately this has been followed by a net increase of looked after children from April to November 2006 of 18. There has been a significant increase in the numbers of looked after children who are placed with York approved foster carers from 84 in 2004-05 to 101 in November 2006.

Table 4 - Comparison of York fostering with IFA placements

	All looked after children	Foster care with City of York	Foster care with IFA's
1 July 2004	154	86	11
1 April 2005	140	94	7
1 November 2006	158	101	10

31. Alongside the commitment to increase the proportion of children and young people placed in the York area has been significant joint work with partners in
- the CAMHS service (a designated looked after children's team)
 - Education (designated Educational Psychologist, a specialist teacher, a teacher in every school, personal education plans etc)
 - the voluntary sector (Looked after children's School Home Support Project)
 - the youth service,
 - Leisure service
32. The Commission for Social Care inspection is responsible for the inspection of local authority fostering agencies. This requires a detailed inspection on an annual cycle. The last inspection of fostering services including sharing care was undertaken in January 2006. A positive report was received with all national minimum standards being met. The next annual inspection is scheduled for February 2007.
33. The placement strategy related specifically to looked after children living away from home for significant periods or permanently. It is important to note that there is a parallel fostering service providing family based short breaks for severely disabled children. The Sharing Care team and sharing carers work cooperatively with the Family Placement team to ensure that the needs of severely disabled children, who need to be looked after for significant periods, are prioritised.

Residential

34. During 2005-06, a review was undertaken of York's placement strategy for the next 5 years. This took account of the falling trend in the need for residential beds in the city. It was anticipated that by July 2006, there would be less than 6 young people requiring a residential bed and that the great majority of looked after teenagers would have the scope to be placed with foster carers. Following extensive consultation with the staff and young people, who would be affected by the closure, the council took the decision to close the long stay children's home (51 Bismarck Street) in March 2006.
35. On 4 June 2006, the home was closed and there were only two young people remaining resident on the day of closure who both moved to the children's home at 19 Wenlock Terrace. One young person aged 16 ½ has negotiated a very successful semi-independence placement with a friend of her family and was discharged from care in September 2006. The other young man approaching his 16th birthday in November indicated that he didn't wish to consider fostering and has been looked after in the remaining children's home. He has recently indicated his wish to be considered for a foster placement to bridge him into independence and this is currently being sought.

36. The residential staff group affected by the closure of the children's home were positively redeployed into other council posts. One staff member elected to apply for voluntary redundancy and has subsequently found employment in residential care in North Yorkshire.
37. Occupancy in the single children's home (Wenlock Terrace) from June until November 2006, a four month period has been at 90%. The young people accommodated have predominantly been aged 15 and 16 years of age. The statement of purpose for the home in providing short to medium term care has proved appropriate.
38. The Glen Family Resource Centre is York's second children's home, which provides a parallel service to the Sharing Care team with residential based short term breaks for severely disabled children.
39. The Commission for Social Care inspection is responsible for the inspection of local authority children's homes. This requires an inspection on a twice per year basis. The last inspection for Wenlock Terrace was undertaken in July 2006 and for the Glen in October 2006. A positive report was received for both homes with all national minimum requirements being met, indeed the Glen scored the highest level 4 for an inspection outcome for a children's home. The next annual inspection for Wenlock Terrace is scheduled before January 2007.

Corporate Priorities

40. The strategy for the placement of looked after children in York makes a significant contribution to the corporate priority of improving the life chances of the most disadvantaged and disaffected children.

Implications

Financial

41. The current increased demand for looked after children's placements has resulted in pressure to purchase independent fostering agency placements. The cost of each IFA placement is between £200 and £850 per week greater than the cost of an additional specialist scheme placement. There are adverse financial implications of continuing to seek IFA placements instead of increasing still further the capacity of the specialist fostering scheme for the city.
42. Average savings for each new specialist scheme households replacing an IFA placement will be £22,360 per annum. If 8 new placements could be achieved replacing 8 IFA placements the cost would reduce from £408,000 to £228,000 a saving of £180,000. There will be careful monitoring over the next two years to ensure that the growth of the specialist scheme remains an accurate reflection of the needs of the looked after population. If there is a reduction in the population and underlying need, then the specialist

scheme will be reduced/maintained to the adequate level to avoid out of city high cost placements.

43. In July 2006, the DfES issued Good Practice Guidance on the issue of fostering allowances and foster payment systems. The implications of this practice guidance are being considered and will be addressed in the council's annual budget review.

Legal

44. The new legislation and regulations placed significant changes and some new responsibilities upon the council as an adoption agency, as outlined above.

Other

45. There are no direct human resources, equalities, crime and disorder, information technology, property or other implications for this report.

Risk Management

46. There is a risk that the fostering service will continue to purchase more external independent fostering agency placements due to the lack of new home grown specialist scheme fostering households. If that risk is not managed by encouraging the growth of the York specialist scheme from 20 to 28, there will be inefficient utilisation of the budget for fostering.

Recommendations

The Executive Member is recommended to:

- i. Note the updated information in relation to the placement strategy for looked after children in York.
- ii. Agree the extension of the specialist fostering scheme to afford the scope for recruitment of up to 8 new households in the next two years to ensure the capacity to place young people locally and avoid the additional cost of placing young people with higher cost independent fostering agencies.
- iii. Note the information about the adoption activity in the past year.
- iv. Note the changes following from the implementation of the ACA 2002 and specifically the wider responsibilities to provide adoption support to families.

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Chief Officer Responsible for the report:

Patrick Scott
Director of Learning, Culture and Children's Services

Report Approved *tick* **Date** *Insert Date*

Specialist Implications Officer(s) *List information for all*
Implication ie Financial *Implication ie Legal*
Name *Name*
Title *Title*
Tel No. *Tel No.*

Wards Affected:

All Yes

For further information please contact the author of the report

Annex 1: City of York's performance in the past four years compared to national performance

Background Papers:

A placement strategy for looked after children in City of York (Report to Community Services EMAP on 21 October 2003)

Annual report of the Children's Rights Officer, City of York/PACT Children Society 2004

The National Minimum Fostering Allowance and Fostering Payment Systems: Good Practice Guide, DfES July 2006

Care Matters: Transforming the Lives of Children and Young People In Care, DfES October 2006

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Annex 1**Current Performance**

1. City of York's performance in the past four years compared to national performance:

Children adopted from Care (Performance Assessment Framework C23)

	2002-03	2003-04	2004-05	2005-06
City of York	7.5%	15.2%	17.8%	9.9%
England	6.9%	7.5%	7.6%	Not available
Unitary authorities	7.7%	7.9%	7.9%	Not available
Children adopted	10	19	21	11
All looked after children > 6 months	133	125	118	121

2. Child placed within 12 months of best interest decisions

	2002-03	2003-04	2004-05	2005-06
City of York	96%	82%	93%	100%
Nos. of children	24	9	13	11

3. Disruption of Pre-adoptive placements

	2002-03	2003-04	2004-05	2005-06
City of York	16.6%	0%	0%	0%
Nos. of disruptions	2	0	0	0
All placements	12	19	21	11

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

7 December 2006

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

Restructure of the Arts & Culture Service**Summary**

1. The purpose of this report is to consult the Executive Member about a restructure of the Arts and Culture Service. Under the Council's Constitution the Chief Officer has the power to implement minor restructures. Before implementing this proposed restructure the views of the Executive Member and Advisory Panel are sought on the principles set out.

Background

2. The current structure was put in place in 2004 with the amalgamation of the Arts Service with the former Culture and Community Development Service. It established 3 main teams responsible for supporting events and festivals, delivering community arts, and providing curriculum support, performing arts centres and the peripatetic music service.
3. Since that time the team has had some notable successes including the establishment of the *City of Festivals* brand which has strengthened the year round programme of cultural activity and raised the profile of festivals in the city. A forum with First Stop York and the city centre management team has been established which has co-ordinated festival support activity and has secured recognition for festivals within the emerging Area Tourism Plan. Work with North Yorkshire Culture (NYC) has resulted in a sub-regional bid to support festival development.
4. The Arts Action team, established in partnership with Arts Council England: Yorkshire is gaining recognition of their work as best practice in the field of community arts. Their achievements have been fully detailed and reported to members recently. The increasing government emphasis on safer, stronger communities and the agenda for positive engagement opportunities for young people provides a clear basis for further development of their work.
5. The Arts Education team continue to be highly rated in the annual schools survey. The take up of instrumental lessons in schools is higher than the national average (11% compared to 8% nationally) and the local authority currently has the highest percentage of primary schools with ArtsMark accreditation in the country (this will become a Cultural CPA Key PI in 2007).

6. Despite these successes Arts and Culture has to move on to address new challenges. A restructure is required which will allow the service to continue to develop, to focus on key priority areas, and to enable more resources to be directed to front-line service delivery, whilst working within the budget likely to be available. Because of the need for the Council to make significant savings in its budget for 2007/8 these proposals have been designed to be able to deliver budget savings of £32k in the Leisure & Culture portfolio, as well as supporting a projected £35k increase in income targets within the Children's Services portfolio. These budget savings are set out in the budget papers elsewhere on this agenda. Should these budget savings not be required the funding would be available for direct spending on arts and festivals initiative.

Consultation

7. In undertaking this review of the service we have consulted within the team, with stakeholders of the service, with other external partners, and with members of the departmental management team.

What did people say on the whole? A few summary bullet points:

- The team, as stands, has been successful in delivering their current responsibilities.
- That new opportunities to improve our 'youth offer' should be taken up with a refocus of our work.
- That we should continue to develop our work to ensure that those young people and residents who are not currently active culturally are encouraged to actively participate in the arts.

Principles for the revised structure

8. The guiding principles for the re focus of the service are:
- Increasing active participation in the arts by widening access and diversifying our work
 - Increasing active participation rates improving our offer to young people
 - Creating safer and stronger communities through focused, targeted work, especially in those communities where active participation rates are low
 - Focussing our festival work on community and arts development whilst working in partnership to promote the 'York - City of Festivals' brand.
9. Following this review Arts and Culture needs to refocus its educational work, especially in the area of the Performing Arts Centres (PACs), to improve the offer of arts activities to young people. We need to widen the PACs' appeal and include visual and media arts in the provision while still retaining high quality provision which challenges and supports young people to achieve their best. **Therefore we propose to change the post of Head of Centres into a Young People's Arts Officer.** This post has a completely revised job description with responsibility for making strategic links with the Youth Service, the Extended Schools service and internally within the Arts and Culture team. (Annex 2).

10. The Music Manifesto from the DFES is introducing a Wider Opportunities programme with £78K additional funding being delegated into schools through the Standards Fund in 2007/8. We have successfully piloted a Wider Opportunities programme for the last two years and will be seeking Schools Forum approval to ring fence this funding into a central pot so that all schools can benefit from the monies rather than small delegated amounts being lost in the larger school budget. To do this effectively we will have to work very closely with primary schools to deliver the service required. This will be necessary if we are to give every child in Key Stage 2 the chance to play a musical instrument and experience the music curriculum through instrumental playing. **Therefore we need to secure additional management time to oversee the quality of the Wider Opportunities provision into schools.**
11. The proposed Local Authority Agreement (LAA) places strong emphasis on outcomes related to both a healthier population and safer, stronger communities. These are reflected in the revised Lifelong Learning and Culture Plan. In supporting these objectives the work of Arts Action York and the Cultural Events team has been invaluable. **Therefore it is essential that we retain the frontline capacity to support communities and increase active participation in culture.**

Options

12. If we are to focus on these priorities and deliver the proposed budget savings and income generation required we need to do the following:
 - Secure additional management time to deliver a Wider Opportunities Programme and ensure the quality of provision. Through the awarding of an additional Teaching and Learning responsibility point and a reorganisation of current Teaching and Learning points we aim to support the Wider Opportunities programme effectively, improving our operation and efficiency.
 - Restructure the Performing Arts Centres into Young Peoples Arts Hubs to develop an improved youth offer, encompassing more art forms and liaising more closely with internal Arts & Culture team, Youth Service and the Extended Schools network. The Head of Centres position, which was previously held by a peripatetic teacher (part time) and is currently vacant, will change to a full time Young People's Arts Officer with a job description and person specification more focused on the expansion of provision and the improvement of our 'youth offer'.
 - Reorganise the Cultural Events team and the Arts Action team under one manager, the Arts and Events manager, realising potential budget savings while securing and enhancing the operational budgets that support frontline delivery. The responsibilities of the Events and Festivals Officer to work with wider communities on festival and events delivery will be increased. The focus of the team will continue to be on *Making York More Eventful*, increasing active participation rates and building safer, stronger and greener local communities with capacity and confidence to engage actively in culture. The reduction of one post will clearly reduce the capacity to develop partnership work although some of the resources freed up will be

reinvested into front line budgets. This should help to lever in additional funding.

- In order to ensure the efficient collection of income from fees, the effective business support to the workshops, events and festivals programme and the administrative support of the section the business support team will be reorganised under a single supervisor post.

Analysis

13. Through the implementation of these measures we will refocus on the work supporting the changing local, regional and national cultural agenda. Additionally the proposed budget savings of £32k within the Leisure and Culture budget portfolio will be made available and a structure capable of delivering the proposed £35k increase in income in the Children's Services budget portfolio will be put in place.

Corporate Priorities

14. The new structure will focus on the revised corporate priorities within the LAA and the 5 Lifelong Learning & Culture priorities:
- Making York More Eventful
 - Engaging in Learning
 - Being Healthy
 - Building Stronger, Safer and Greener Communities
 - A Vibrant Cultural Infrastructure

Implications

Financial

15. The cost of the proposed staff structure is shown in the table below based on the new job descriptions and benchmarked gradings:

Leisure	2007/08	2008/09	Maximum Cost
	£	£	£
Cost of Existing Structure	221,000	225,000	231,000
Cost of Proposed Structure	181,000	186,000	195,000
Less Budget Saving	-25,000	-25,000	-25,000
Budget Remaining for additional activities	15,000	14,000	11,000

Education	2007/08	2008/09	Maximum Cost
	£	£	£
Cost of Existing Structure	327,000	332,000	336,000
Reduced contribution to EDS Budget	8,000	8,000	8,000
Cost of Proposed Structure	333,000	339,000	347,000
Budget Remaining for additional activities	2,000	1,000	-3,000

A more detailed financial analysis of the staff structure is included in Annex 1.

Human Resources

16. HR has undertaken a benchmarking exercise for the proposed new and amended posts. The following grades are supported by HR, subject to the outcome of job evaluation:

- Arts & Events Manager PO6-PO9
- Arts & Festivals Officer SO1/SO2
- Events & Festivals Officer SO1/SO2
- Young People's Arts Officer SO1/SO2
- Events Assistant SC3

The proposal does have implications for current staff. It is proposed that the posts of Cultural Events Manager and Arts Action Manager are deleted from the structure and replaced with the new role of Arts & Events Manager. Also, the post of Events & Festivals Officer has been significantly revised, a new job description drawn up and a higher grade allocated to the post. There are staff in all three of these posts.

These three staff will therefore be potentially at risk of redundancy, as their substantive posts no longer exist in the new structure. The Council's Management of Change procedures will therefore apply. However the new post of Arts and Events Manager and the significantly revised post of Events and Festivals Officer in the proposed structure may provide suitable alternative posts under the redeployment procedure for two of the three staff affected.

When vacancies arise, the redeployment procedure gives priority to employees who are potentially at risk of redundancy. A post is deemed a suitable match when the employee's skills, experience and knowledge are of a level that will enable them to effectively undertake the duties and responsibilities of the post i.e. they meet the essential criteria for the post (or could do so with reasonable training). Where there is more than one suitable redeployment candidate, formal interviews will be held, which will be competitive amongst redeployees only.

The new post of Arts Hubs Officer and revised Arts & Festivals Officer are currently vacant. These posts should be recruited to in line with the vacancy management procedures and within the current establishment controls.

The careful management application of appropriate procedures and clear consistent consultation with staff affected at all stages is vital.

Equalities

17. There will be improved access to the revitalised Young Peoples Arts Hubs. The year round festival and events provision and work undertaken by the Arts Action team with disadvantaged or disenfranchised communities will continue.

Legal

18. None.

Crime and disorder

19. Research has shown that investment in cultural development within communities, including the engagement of young people in the creative process, can benefit the whole community through drops in criminal activity and re offending rates.

IT

20. None.

Property

21. None.

Recommendations

22. That the Executive Member and Advisory Panel comment on the principles set out in the report that underpin the proposed new staffing structure for the Arts and Culture Service.

Reason: To secure the increased engagement of young people in the arts, the delivery of a Wider Opportunities programme in schools and that the service arm operates within the budgets set for 2007/08.

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Report Approved ✓ **Date** 22/11/06

Specialist Implications Officer(s)

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Wards Affected: List wards or tick box to indicate all

All ✓

For further information please contact the author of the report

Annexes

1. Staffing budget, existing and revised
2. Revised & Existing structure and job descriptions

Existing

	Hours	Scale	Salary (£)		
			07/08	08/09	Max
Head of Arts & Culture	37	AD11-14	57265	57265	57265
Arts Education Manager	37	AD08-11	46069	47611	50343
Drama Consultant	37	AD05-08	48987	48987	48987
Dance Consultant	37	AD05-08	43371	44747	46069
Music Consultant	37	AD05-08	44188	46069	46069
Head of Centres	18.5	AD01-04	22030	22030	22030
Management Allowance			2250	2250	2250
Management Allowance			3750	3750	3750
Senior Clerical Assistant	37	SC3/4	22332	22332	22332
Admin Assistant	37	SC2	17937	17937	17937
Finance Assistant	18.5	SC3	9550	9550	9550
Finance Assistant	22 TTO	SC3	9540	9780	9780
EDUCATION			327,269	332,308	336,362

TOTAL COST (Including Leisure element) 548266 557179 567853

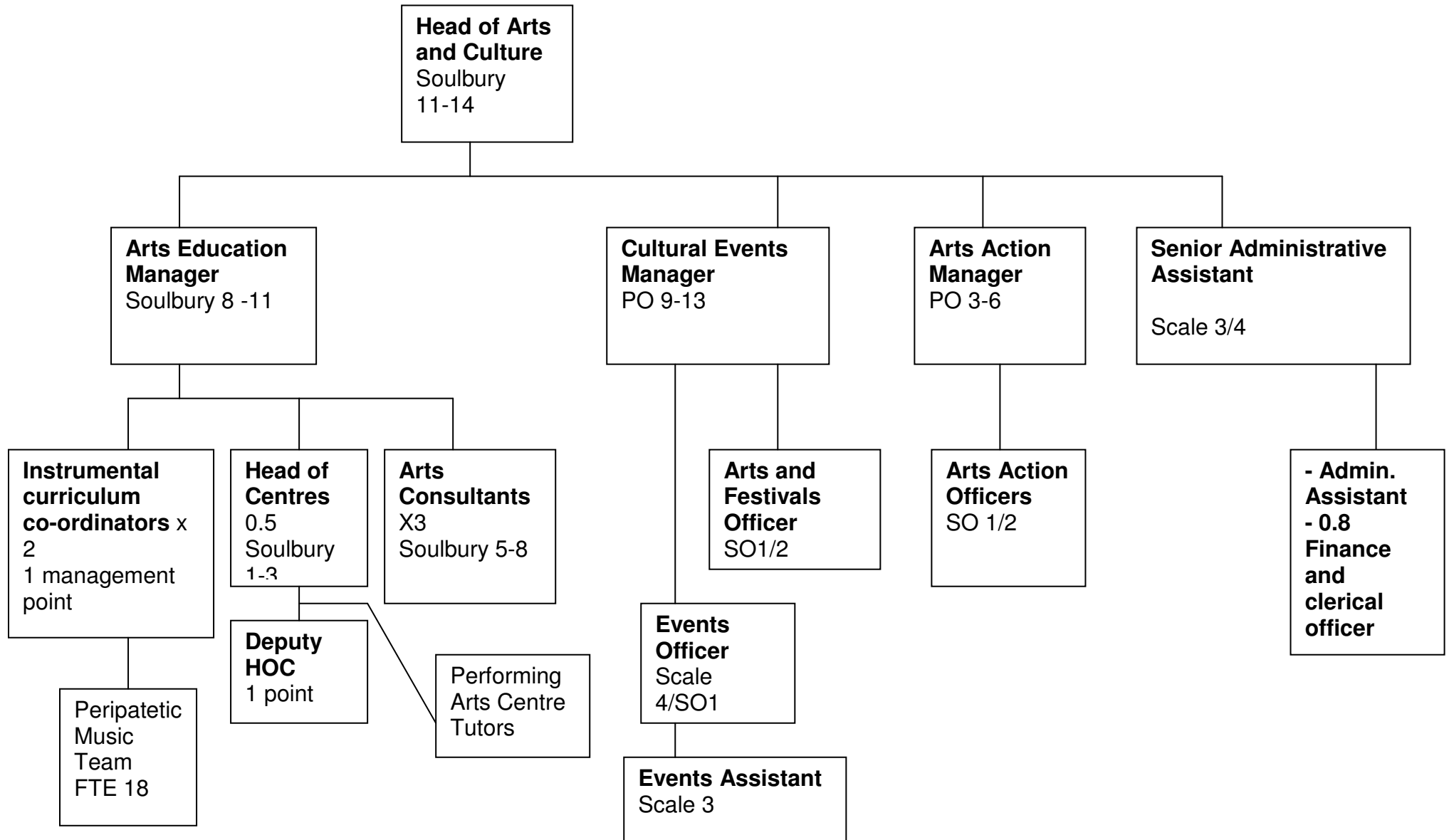
New

	Hours	Scale	Salary (£)		
			07/08	08/09	Max
Head of Arts & Culture	37	AD11-14	57,265	57,265	57,265
Arts Education Manager	37	AD08-11	46069	47611	50343
Drama Consultant	37	AD05-08	48987	48987	48987
Dance Consultant	37	AD05-08	43371	44747	46069
Music Consultant	37	AD05-08	44188	46069	46069
Young People's Arts Officer	37	SO1/2	28919	29903	33682
Instrumental Co-ordinator		T&L point	2250	2250	2250
Wider Opportunities Co-ordinator		T&L point	2250	2250	2250
Pac Liaison		T&L point	2250	2250	2250
Pac Liaison		T&L point	2250	2250	2250
Business Support Officer	37	SC3/4	22332	22332	22332
Admin Assistant	37	SC2	17937	17937	17937
Finance Assistant	18.5	SC3	9550	9550	9550
Finance Assistant	22 TTO	SC3	9540	9780	9780
EDUCATION			332,658	338,681	346,514

TOTAL (including Leisure element) 517974 529547 546069

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JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Arts and Festivals Officer	POST NUMBER:
REPORTS TO: Arts and Events Manager	Current Grade SO1 /2
1.	MAIN PURPOSE OF JOB <ul style="list-style-type: none"> • Increase active participation in the arts in York and build stronger, more creative, confident and safer local communities creating a wide variety of arts and festival activities • Organise and be responsible for the detailed management of the Council's arts-based festival and events programmes • Develop and support a stronger, creative and more confident arts sector helping to establish the necessary confidence, skills and capacity within both professional and community settings • Offer professional advice and assistance to community groups to develop their own activities and events • Act as advocate for the benefits of arts and cultural activity in the community • Act as an advocate for arts and culture in the city of York
2.	KEY TASKS:
	Working on the detailed organisation of Arts Festivals including (but not confined to) MusicLive, Dance Week and Sightsonic
	Utilise local and specialist professional knowledge to contribute to the ongoing development of arts and festival provision
	Seek funding opportunities for festivals and events in York and submit funding applications as appropriate
	Work with other corporate colleagues to ensure that a citywide approach is taken to the implementation of the council's arts and cultural priorities.
	Represent the Arts and Culture Service on relevant national, regional and sub regional groups/forums dealing with arts interests
	Manage the "client" function of specific commissioned services to ensure they fulfil their obligations to the council
	To work closely with Arts and Culture colleagues to promote the inclusion of community activities within the city wide festival programme
	Act as the first point of contact for advice and enquiries to festival organisers, artists and community groups undertaking arts development work.

	Act as key contact for artists, event organisers, community groups etc wanting advice on developing activities e.g. Risk Assessments, funding opportunities, event management
	Manage both delegated service and project budgets effectively and creatively. This will also include management of external funds secured for the arts and festivals programme as appropriate
	Create a pool of trained volunteers to support the work of Arts and Culture across the city.
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Direct: Manage freelance artists, events personnel and volunteers as required by programme delivery work. Management responsibility includes recruitment, training, health and safety, and appraisal of work programmes through formal and informal discussions and meetings. Implementing all appropriate performance management procedures.</p> <p>Ensure that council promoted events are run to the highest standard of events management, especially in terms of Health and Safety. Ensure all Festival and Arts activity staff/ volunteers know and accept their health and safety responsibilities and are adequately trained and resourced to discharge them; to promote the implementation of the Council's health and safety policy.</p> <p>Oversee the work of placement students and community shadowing placements.</p> <p>Indirect: Management and work prioritisation of a range of events personnel and community volunteers e.g. students; community group members and professional arts workers who help provide events and activities.</p> <p>Overseeing resource management to ensure capacity is directed at the service priorities.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>The post holder is required to work on their own as well as collaboratively with a diverse range of individuals and communities. The post holders work style must respond to the particular requirements of each community, professional organisation or project.</p> <p>Specifying service levels and purchase services to meet service objectives including advising of possible changes to future provision based on the experience of implementing existing programmes.</p> <p>The post holder will seek to develop new opportunities for artists, external arts organisations and support significant local arts projects. Help will be given to artists through the creation of programmes to support the development of their skills, working opportunities and networking. The post holder will be responsible for the effective communication of funding opportunities and contributions to funding bids</p> <p>The post holder will be required to identify, and develop proactively,</p>

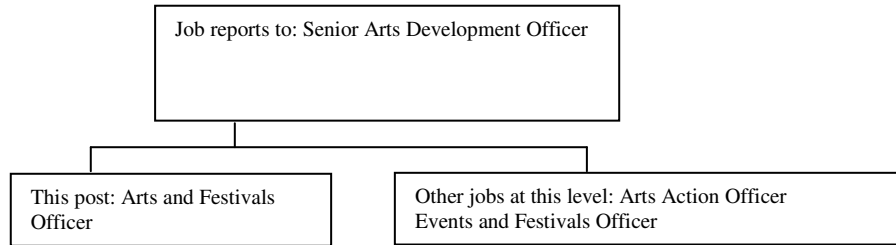
	<p>proposals for new arts activities and additional to the funded festival programme. This will require sourcing external funding and new project /business planning.</p> <p>In a complex and often commercially competitive environment they must also constantly monitor and adapt activities, projects, working methods and services to meet the needs of frequently changing national policy and an evolving local environment. All activity must be managed within project, budget and policy constraints.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>This post will be the front line of delivery of the Arts and Culture service supporting arts development and the delivery of a year round festivals programme.</p> <p>The post holder will develop effective professional relationships with a wide range of artistic companies providing a range of cultural events and services. They will be the first point of contact for work with work with specific commissioned arts providers. Developing links and relationships with key partners to support the local cultural economy and liaising with residents, members and, if appropriate, media. Securing the involvement in arts provision in York of professional arts organisations, community groups and leisure service providers. This may be by creating project groups, developing appropriate partnership working and co-ordinating professional organisations and practitioners.</p> <p>The post holder will be encouraged to take a proactive approach to promoting funding opportunities both for the Arts and Culture Service activities and also for arts organisations. They will also build relationships with representatives of statutory organisations. Ability to communicate effectively at all levels (e.g. from chief executives, to community association committees) therefore is a fundamental requirement of the post. They will be required to facilitate, negotiate and develop cooperative working practices.</p> <p>They will provide input on implementation/review of policy to the Arts and Culture team working with the colleagues, and others, to promote links with the city arts programme. They will work to develop sustainable community arts contributions to the events and festival programme.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>The post holder will contribute to strategic decisions by advising senior managers on issues relating to their specialist areas. Their input will contribute to the development and implementation of the Arts and Culture service action plan.</p> <p>On a day-to-day basis the post holder is responsible for making decisions, interpreting requests and information sources and making value judgements in their specialist areas and on their own project portfolios. They will be required to understand the strategic objectives of the council, and within that the service, and to seek to achieve them in partnership discussions and negotiations. With support available from line managers as required, the post holder work to a mixture of fixed</p>

	<p>guidelines e.g. project grant applications and child protection issues, and flexibility to set their own procedures for working e.g. project planning, attracting cultural activities and festivals to the city. Running day-to-day purchasing budgets in order to commission work to fulfil the requirements of Arts and Culture service plan.</p> <p>Examples of decisions include budgetary spend, quality assurance, diary management, strategic fit and management of contracts, service level agreements and human resources. Their decisions have a fundamental effect on the effective running of the service, the success or otherwise of individual projects, the ability of the service to meet KPI's and customer satisfaction. The development of new cultural opportunities is a key element of this post, as will the preparation and management of budgets for event-based work.</p> <p>The post holder will oversee/advise on contracts with external providers, on elements of the programme, and with other suppliers as appropriate.</p> <p>The post holder is responsible for ensuring that health and safety procedures are followed in respect of events including production of the event manual and all risk assessments, securing the safety of performers, participants and members of the public.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>The post holder will have responsibility for managing assigned budgets and to produce and manage budgets for specific events, projects and festival activity. They will be responsible for making funding applications as appropriate. Maintaining formal records of payments, management information and contractual amendments.</p> <p>They will order, use and maintain a range of specialist arts and events equipment. They also regularly take responsibility for use of events and presentation equipment such as laptops, projectors, marquees, PA's etc and the repair and maintenance of this equipment.</p> <p>Income</p> <p>The post holder will be responsible for achieving and annual income targets or partnership funding levels as detailed in the budget. This target will be reviewed on annually as part of the Council's annual budget process and may well increase.</p> <p>The post holder is not required to handle cash but is responsible for making appropriate arrangements ensuring the security and safekeeping of income from events and activities.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Due to the nature of the work of the post, work will take place across the city in various settings, both in and out of the office, in remote sites and in publicly accessible areas. They will work irregular hours and these include regular weekend and unsociable hours working. They are employed on a managed hours system.</p>

	<p>Work demands The post holder will work to frequent critical deadlines. Many of these are generated by long term projects, however it is expected that some short-term deadlines will need to be accommodated in their planning process. The post holder has to be able to prioritise working practice against these deadlines.</p> <p>Physical demands The post holder has to work outdoors in all weather conditions and is required to transport, erect and operate specialist events equipment.</p> <p>Work conditions The post holder will work in a mixture of environments. These will include remote sites together with office-based work.</p> <p>Work context The post holder will generally experience a positive working environment. However, demanding events organisers, irate members of the public and complaints about the council will have to be handled with tact and diplomacy.</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>
9.	<p>KNOWLEDGE & SKILLS The post holder is required to have knowledge of the arts development, festival and events sector and have had experience in the following areas: Delivery of community arts and events activities, Translating community and sectoral aspirations into programmes, Working with the arts sector to develop skills, confidence and sustainability, partnership working with professional arts organisations, Purchasing services in response to customers' or members' wishes, Forging partnerships to develop cultural opportunities.</p> <p>It is essential that the post holder has a sound knowledge of the following: local, regional and national arts funding environment, the framework for public leisure provision, the decision making processes of the Council and the work of the Council departments operating in the community, an understanding of community development techniques and the regional and national arts and culture sectors.</p> <p>Additionally it is essential that the post holder can demonstrate the following skills and attributes: Able to work effectively with both within a team and as a team leader, Able to address equal opportunities and access issues, Devising arts and cultural programmes, Developing and sustaining partnerships, oral presentation skills, Managing budgets, Excellent interpersonal skills, Ability to lead and motivate, Strong interpersonal and networking skills, able to develop effective working relationships with a wide range of partners.</p>

It is expected that the post holder will show evidence of professional updating of qualifications and understanding, keeping up to date on new developments in the arts in order to be able to speak knowledgeably about regional, national and local policies as well as relate to the issues faced by community groups, service providers and customers.

10. Position of Job in Organisation Structure



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			



JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Young Peoples Arts Officer	POST NUMBER:
REPORTS TO: Arts Education Manager	Current Grade SO1 /2
1.	MAIN PURPOSE OF JOB City of York Council is committed to a vibrant and creative city where every young person has the opportunity to participate in high quality arts activities. The post will be responsible for the provision of high quality music and arts provision for young people across the city through the revitalisation of our current Performing Arts Centre into Arts Hubs.
2.	KEY TASKS:
	Develop and manage youth and community arts provision through the re development of the Arts Hubs (currently Performing Arts Centres), to provide effective and enjoyable out of school arts opportunities for young people and developing it as a client focussed provision.
	Day to day management and organisation of the Arts Hubs including line management and contracting of all tutors providing an effective and high quality service including management of staff, budgets and other resources
	Be accountable for the income and expenditure of the Arts Hubs, and in meeting key PI's and Income targets
	To support delivery of high quality performance and exhibition opportunities supporting the work of the Arts Hubs and promoting collaborative activities across the whole of Arts and Culture.
	Develop links with the Youth Service, Extended Schools Service and Community and Adult Education to work in partnership to deliver high quality arts experiences in a life-long learning context
	Be responsible for upkeep of Arts and Culture store of music, musical instruments and equipment.
	Oversee the organisation of concert programmes, educational visits abroad and promote educational exchange opportunities.
	Act as advocate for the benefits of arts and cultural activity in the community York
3.	SUPERVISION / MANAGEMENT OF PEOPLE Direct: Ensure smooth running day-to-day running of the Arts Hubs, implementing duty rotas, lesson planning and allocation of work

	<p>programme. Currently there are 18 part time tutors though this will increase as the Arts Hubs are developed. The post holder will have management responsibility that includes recruitment, training, health and safety, and appraisal of work programmes through formal and informal discussions and meetings. The post holder will implement the necessary monitoring and evaluation procedures to ensure the standard and quality of the service and ensure the recording of the group/pupil progress.</p> <p>The post holder will be responsible to ensure that Arts and Culture promoted events are run to the highest standard of events management, especially in terms of Health and Safety. Developing and maintaining appropriate procedures.</p> <p>Indirect: In collaboration with other members of Arts and Culture, co-ordinate and promote a programme of concerts and performance opportunities across the City. Management and work prioritisation of a range of placement students and volunteers e.g. Friends of PAC; Hub members and parents who help support events and activities.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>The post holder faces the challenge of developing and expanding the tuition currently offered at the Performing Arts Centres. The vision of a network of arts Hubs has only just been articulated within Arts and Culture and it will be the post holder's responsibility to develop and deliver this vision of high quality, customer focused arts activity for young people.</p> <p>The post holder will be working with other members of Arts and Culture, Youth Service, Adult and Community Education and Extended Schools to ensure delivery of art activities leading to agreed lifelong learning outcomes.</p> <p>The will promote good relationships between the Arts & Culture team, schools, parents, and providers of Music and performing arts within the city. In a complex and often commercially competitive environment they must also constantly monitor and adapt services, projects, working methods and services to meet the needs of frequently changing national policy and an evolving local environment.</p> <p>To provide concert and performance opportunities for groups and the Arts Hubs and to develop links and performance opportunities from outside the area and abroad.</p> <p>All activity must be managed within project, budget and policy constraints.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>This post will be the front line of delivery of the arts and culture service arm. The post holder will work directly with young people, customers, parents, schools and community groups in order to gather information</p>

	<p>about customer preferences, offer advice and provide client focussed services.</p> <p>The post holder will liaise with schools and colleagues to support effective learning, equal opportunities and high standards of achievement for all learners.</p> <p>To promote the effective cooperation and support with the Friends of Performing Arts Centres or directly with parents and customers.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>The post holder will contribute to strategic decisions and will contribute to the Arts and Culture Service planning process to ensure key areas of service need and provision are addressed and monitored. Examples of decisions include budgetary spend, quality assurance, diary management, strategic fit and management of property and human resources. Their decisions have a fundamental effect on the effective running of the service, the success or otherwise of individual projects, the ability of the service to meet KPI's and customer satisfaction.</p> <p>On a day-to-day basis the post holder is responsible for making decisions, interpreting requests and information sources and making value judgements in their specialist areas and on their own project portfolios. The development of new cultural opportunities and activities for young people is a key element of this post. They will provide practical support for concerts, performances, workshops, summer schools, festivals, parents' evenings, Fun days etc. The post holder is responsible for ensuring that health and safety procedures are followed in respect of events including production of the all risk assessments, securing the safety of performers, participants and members of the public.</p> <p>The post holder will oversee the organisation of concert programmes abroad and promote educational exchange opportunities.</p> <p>To work with voluntary and community organisations in the city to develop performance opportunities.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>The post holder will have responsibility for managing assigned budgets and to produce and manage budgets for specific events, projects and Arts Hub developments.</p> <p>They will order, use and maintain a range of specialist arts and music equipment. They also regularly take responsibility for use of events and presentation equipment such as laptops, projectors, instruments etc and the repair and maintenance of this equipment. To be responsible for the sheet music and instrumental stock on loan to the Arts Hubs from the central stock. They will be responsible for upkeep of Arts and Culture store of music and equipment, organising the transport of equipment and resources when necessary and ensuring that all resources are fully maintained and repaired, including PAT testing.</p> <p>Implement resource hire system for schools.</p>

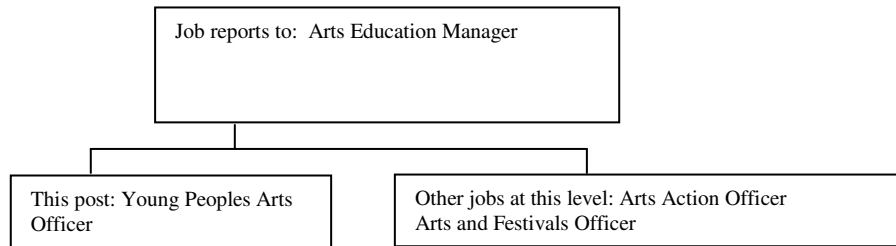
	<p>Income</p> <p>The post holder will be responsible for achieving and annual income targets, currently £42K from fees and ticket income. This target will be reviewed on annually as part of the Council's annual budget process and may well increase.</p> <p>The post holder will be required to handle cash and make appropriate arrangement for the security, safekeeping and banking of income from events and activities.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Due to the nature of the post work will take place across the city in the various settings of the Arts Hubs. The work has an office base but they will also be required to be present at Saturday Morning Arts Hub (33 weeks per year) and at evening Arts Hubs as required. The working week is 37 hours and flexible arrangements are in place to manage the priorities of the job.</p> <p>Work demands</p> <p>The post holder will work to frequent critical deadlines. Many of these are generated by long-term strategic demand of the service, however it is expected that some short-term deadlines will need to be accommodated in their planning process. The post holder has to be able to prioritise working practice against these deadlines.</p> <p>Physical demands</p> <p>The post holder will need to transport equipment and set up and operate specialist equipment.</p> <p>Work conditions</p> <p>The post holder will work in a mixture of environments and be responsible for the safety and security of young people while on the school sites where the Arts Hubs are held.</p> <p>Work context</p> <p>The post holder will generally experience a positive working environment. However, young people, parents, occasional irate members of the public and people with complaints about the council will have to be handled with tact and diplomacy.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder is required to have knowledge of the educational, arts and services to young people sectors had experience in the following areas:</p> <p>Delivery of community arts and arts for young people, Translating customer aspirations into programmes, Working with young people to develop skills, confidence and sustainability, Using a variety of consultation techniques, Purchasing services in response to customers' wishes, Forging partnerships to develop cultural opportunities and an understanding of community development techniques.</p> <p>Additionally it is essential that the post holder can demonstrate the</p>

following skills and attributes:
 Ability to work effectively with volunteers and members of the community in a leadership capacity, Able to address equal opportunities and access issues, Devising arts and cultural programmes, Developing and sustaining partnerships, Influencing and negotiation skills, Managing budgets, Experience in concert/event planning, Excellent interpersonal skills, Ability to lead and motivate, Strong interpersonal and networking skills, Ability to communicate clearly and concisely with customers and able to have effective working relationships with staff to develop opportunities for high quality arts provision.

It is expected that the post holder will be educated to degree level and show evidence of professional updating of qualifications and understanding.

The post holder will be required to be police cleared (enhanced level) and medically fit for work.

10. Position of Job in Organisation Structure



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			

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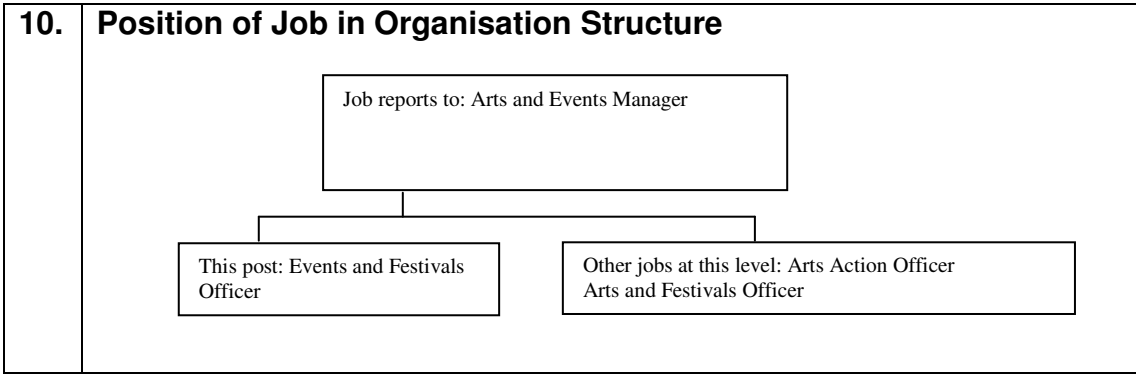
JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Events and Festivals Officer	POST NUMBER:
REPORTS TO: Arts and Events Manager	Current Grade SO1 /2
1.	<p>MAIN PURPOSE OF JOB</p> <ul style="list-style-type: none"> • Develop a wide range of initiatives, events and festivals which will generate new opportunities increasing active cultural participation and generating income • Support the existing service arm portfolio of events ensuring the safety and security of the performers, participants and audience • Develop and sustain an events programme for leisure land, making best use of that land, creating a variety of cultural opportunities and maximising income for the council • Increase resident participation by encouraging communities to take charge of their arts and cultural opportunities, helping to establish the necessary confidence, skills and capacity within community settings • Offer professional advice and assistance to community groups to develop their own activities and events • Act as advocate for the benefits of arts and cultural activity in the community
2.	KEY TASKS:
	Act as the first point of contact for professional, amateur and community groups wanting to book and use leisure land. Liaise closely with the facility managers e.g. Head of Parks and Open Spaces, and contribute to development and commercial viability of leisure land and facilities.
	Utilise local and specialist professional knowledge to contribute to the ongoing development of arts and cultural events in the city in particular to bring high profile events and activities to the city.
	Seek external grant aid and sponsorship to help the delivery of a wide programme of events.
	Provide on the ground operational leadership, project and financial management of initiatives and events as part of the wider cultural programme.
	Provide support to high profile arts and cultural events, using them as a catalyst for community engagement and wider promotion of the city and the council.

	Provide support to community and voluntary initiatives to generate increased participation across the whole spectrum of cultural activities. Specific responsibility for the Festival of the Rivers and the International Rugby 9's.
	Act as the first point of contact for advice and enquiries to local members and the public on the management of events. Act as key contact for community groups, volunteers, schools etc wanting advice on developing activities e.g. Risk Assessments, funding opportunities, event management
	Be the named licence holder for leisure land and lead on all statutory licensing requirements
	Provide coherent and coordinated information support for residents and visitors to the city to ensure the profile of arts and culture opportunities are raised e.g. City of Festivals web site
	Manage both delegated service and project budgets effectively and creatively to ensure a best value approach to service delivery. This will also include management of external funding sources
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Direct: Manage events personnel and volunteers as assigned.</p> <p>Management responsibility includes recruitment, training, health and safety, and appraisal of work programmes through formal and informal discussions and meetings.</p> <p>Ensure that council promoted events are run to the highest standard of events management, especially in terms of Health and Safety. Developing and maintaining appropriate procedures.</p> <p>Oversee the work of placement students and community shadowing placements.</p> <p>Indirect: Management and work prioritisation of a range of community volunteers e.g. stewards; club committee members who help provide events and activities.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Work to seek new cultural business opportunities and secure high profile events for the city. Ensure income targets are maximised through appropriate commercial bookings.</p> <p>Work with the Parks and Open spaces service and other service managers to develop new opportunities and promote the best use of the department's land for events and activities. The post holder will be required to identify, and develop proactively, proposals for new services. This will require sourcing external funding and new project /business planning.</p> <p>The post holder is required to work on their own as well as collaboratively with a diverse range of individuals and communities. The post holders work style must respond to the particular requirements</p>

	<p>of each community, activity or project.</p> <p>In a complex and often commercially competitive environment they must also constantly monitor and adapt services, projects, working methods and services to meet the needs of frequently changing national policy and an evolving local environment. All activity must be managed within project, budget and policy constraints.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>This post will be the front line of delivery of the arts and culture service arm. The post holder will work directly with customers, schools and community groups in order to gather information about customer preferences, offer advice and mentoring and provide direct provision of services.</p> <p>The post holder will also develop effective professional relationships with a wider range of commercial companies providing a range of cultural events and services.</p> <p>They will also build relationships with representatives of statutory organisations. Ability to communicate effectively at all levels (e.g. from chief executives, to community association committees) therefore is a fundamental requirement of the post. They will be required to facilitate, negotiate and develop cooperative working practices.</p> <p>The post holder will need to establish and sustain effective working relationships with other statutory organisations e.g. North Yorkshire Police, British Waterways to ensure the safe management of events and advise on any breaches of licensing or safety requirements.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>The post holder will contribute to strategic decisions by advising senior managers on issues relating to their specialist areas. The senior management team in developing the service values this input.</p> <p>The post holder will contribute to the Arts and Culture Service planning process to ensure key areas of service need and provision are addressed and monitored through ownership of individual KPI's.</p> <p>On a day-to-day basis the post holder is responsible for making decisions, interpreting requests and information sources and making value judgements in their specialist areas and on their own project portfolios. With support available from line managers as required, the post holder work to a mixture of fixed guidelines e.g. project grant applications and child protection issues, and flexibility to set their own procedures for working e.g. project planning, attracting cultural activities and events to the city. The development of new cultural opportunities is a key element of this post.</p> <p>Examples of decisions include budgetary spend, quality assurance, diary management, strategic fit and management of property and human resources. Their decisions have a fundamental effect on the effective</p>

	<p>running of the service, the success or otherwise of individual projects, the ability of the service to meet KPI's and customer satisfaction.</p> <p>The post holder is responsible for ensuring that health and safety procedures are followed in respect of events including production of the event manual and all risk assessments, securing the safety of performers, participants and members of the public.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>The post holder will have responsibility for managing assigned budgets and to produce and manage budgets for specific events, projects and commercial developments.</p> <p>They will order, use and maintain a range of events equipment. They also regularly take responsibility for use of events and presentation equipment such as laptops, projectors, marquees etc and the repair and maintenance of this equipment.</p> <p>Income</p> <p>The post holder will be responsible for achieving and annual income targets. This target will be reviewed on annually as part of the Council's annual budget process and may well increase.</p> <p>The post holder is not required to handle cash but is responsible for making appropriate arrangements ensuring the security and safekeeping of income from events and activities.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Due to the nature of the work of the post, work will take place across the city in various settings, both in and out of the office, in remote sites and in publicly accessible areas. They will work irregular hours and these include regular weekend and unsociable hours working. They are employed on a managed hours system.</p> <p>Work demands</p> <p>The post holder will work to frequent critical deadlines. Many of these are generated by long term projects, however it is expected that some short-term deadlines will need to be accommodated in their planning process. The post holder has to be able to prioritise working practice against these deadlines.</p> <p>Physical demands</p> <p>The post holder has to work outdoors in all weather conditions and is required to transport, erect and operate specialist events equipment.</p> <p>Work conditions</p> <p>The post holder will work in a mixture of environments. These will include remote sites e.g. Knavesmire and in poor weather conditions, together with office based work.</p>

	<p>Work context</p> <p>The post holder will generally experience a positive working environment. However, demanding events organisers, irate members of the public and complaints about the council will have to be handled with tact and diplomacy.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder is required to have knowledge of the festival, events and hospitality industry and have had experience in the following areas: Delivery of community arts and events system, Translating community aspirations into programmes, Working with communities to develop skills, confidence and sustainability, Using a variety of consultation techniques, Purchasing services in response to customers' or members' wishes, Forging partnerships to develop cultural opportunities.</p> <p>It is essential that the post holder has a sound knowledge of the following: National Legislative requirements, "the Purple Book" for the safe management of events and activities, health and community safety agendas, the framework for public leisure provision, the decision making processes of the Council and the work of the Council departments operating in the community, the structures, needs and issues of relevant community and voluntary groups and an understanding of community development techniques.</p> <p>Additionally it is essential that the post holder can demonstrate the following skills and attributes: Able to work effectively with volunteers and members of the community in a supporting capacity, Able to address equal opportunities and access issues, Devising arts and cultural programmes, Developing and sustaining partnerships, oral presentation skills, Managing budgets, Excellent interpersonal skills, Ability to lead and motivate, Strong interpersonal and networking skills, able to develop effective working relationships with other groups</p> <p>It is expected that the post holder will show evidence of professional updating of qualifications and understanding</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			



JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Events Assistant	POST NUMBER:
REPORTS TO: Business Support Officer	Current Grade Scale 3
1.	<p>MAIN PURPOSE OF JOB</p> <ul style="list-style-type: none"> To provide practical and administrative support to the organisation of events in York To provide general, administrative and information management support to community event organisers including the updating of the Festivals website and the venues database To ensure the proper use, maintenance and repair of the bank of specialist arts and events equipment To contribute to the delivery of the council's arts and cultural priorities and act as advocate for the benefits of arts and cultural activity in the community
2.	<p>KEY TASKS:</p> <p>Provide practical and administrative assistance on the publicising and staging of community projects, events and festivals</p> <p>Liaise with community groups to assist them in the staging of events and cultural activities</p> <p>Advising festival organisers on all aspects of practical event organisation including licensing, health and safety, venues, ticketing, etc.</p> <p>Provide the 'front of house' function for events and festivals promoted by the Arts and Culture Service</p> <p>Maintain the festivals website</p>
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Provide the front of house and administrative support for the Arts and Culture team. This will include the direct supervision of stewards, first aiders and community volunteers ensuring the health and safety of the audience and members of the public.</p> <p>Indirect: supervision of a range of community volunteers e.g. stewards; club or group members who help support a range of projects, events and activities in the city.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Assisting in the production, distribution and record keeping of event</p>

	<p>publicity and marketing.</p> <p>Maintaining accurate formal records of payments, management information and contractual agreements in respect of projects, festivals and events organised or supported by Arts and Culture.</p> <p>Creating and maintaining an effective database of event venues and accredited artists.</p> <p>Working with others to develop and produce resources to support the delivery of workshops, performances and festivals by the Arts and Culture team.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Working with other corporate colleagues, to ensure that a citywide approach is taken to the implementation of the council's arts and cultural priorities.</p> <p>Supporting the organisers of festivals and events in management and coordination.</p> <p>Working with community groups to assist them in developing their organisations, e.g. advising on fundraising, constitutions, etc.</p> <p>Co-ordinating and researching the information for the upkeep of the Festivals website and the venues database</p> <p>Working with community groups and the APEL co-ordinator to maximise the uptake of the Grab Box scheme.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>Ordering work from external suppliers and providers on elements of the events programme as directed</p> <p>Processing invoices and monitoring any budgets allocated</p> <p>Ordering the supplies and resources to support the cultural activities of the Arts and Culture team</p> <p>Maintaining and updating website information, venues and artists database</p> <p>Supporting the team and event organisers in reviewing and evaluating the work of artists service providers and of festivals/events</p>
7.	<p>RESOURCES – financial & equipment</p> <p>Ensure the accuracy, security and safekeeping of ticket income at workshops, performances and events promoted by the Arts and Culture Service</p> <p>Ensure the safety and security of specialist arts and events equipment Ensure the proper use, hire out, replacement and repair of said equipment.</p>

8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context This post will involve evening and weekend working under the department’s managed hours scheme. Due to the nature of the work of the post, work will take place across the city in various settings, both in and out of the office, in remote sites and in publicly accessible areas. The post holder will work irregular hours and these include regular weekend and unsociable hours working. They are employed on a managed hours system.</p> <p>Work demands The post holder has to be able to prioritise working practice against departmental deadlines.</p> <p>Physical demands The post holder has to work outdoors in all weather conditions and may be required to transport, erect and operate specialist events equipment.</p> <p>Work conditions The post holder will work in a mixture of environments. These will include remote sites e.g. Knavesmire and in poor weather conditions, together with office based work.</p> <p>Work context The post holder will generally experience a positive working environment. However, demanding events organisers, irate members of the public and complaints about the council will have to be handled with tact and diplomacy.</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>IT ~ Microsoft Word, Access and Excel programmes, Publisher, Quark Express and website maintenance programmes.</p> <p>Ability to communicate clearly and concisely with customers and community groups in both the written and spoken word. Excellent interpersonal skills including high customer service skills</p> <p>Understanding and application of financial procedures including the operation of appropriate financial regulations.</p> <p>Knowledge of the Arts sector and experience of supporting events, performances and workshops. Ability to support the preparation of press and publicity material</p> <p>Ability to work within a team, to be pro active and to work autonomously with meticulous planning, organisation and administrative abilities.</p> <p>Ability to work flexibly in a busy office environment and to demonstrate a creative and flexible approach to problem solving.</p> <p>Ability to work with a wide range of people in a wide range of circumstances. The ability to keep a positive and professional attitude when dealing with colleagues and the Public.</p>

10.	Position of Job in Organisation Structure		
<div style="border: 1px solid black; width: fit-content; margin: 0 auto; padding: 5px; text-align: center;"> Job reports to: Business support officer </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 200px; height: 40px; display: flex; align-items: center; justify-content: center;"> This post: Events Assistant </div> <div style="border: 1px solid black; width: 300px; height: 40px; display: flex; align-items: center; justify-content: center;"> Other jobs at this level: Finance and Clerical Assistant </div> </div>			
Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			



Meeting of Executive Members and Children's
Services Advisory Panel

7 December 2006

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

Pathfinder for 2 Year Olds (Disadvantaged)

Summary

1. This report:
 - Informs members of the DfES Pathfinder Project on supporting disadvantaged 2 year olds in free Nursery Education Provision.
 - Seeks approval to extend the 3 & 4 year old Pathfinder Manager post by 7.5 hours and bring forward 3 & 4 year old Pathfinder Development Worker and Data Administrator Posts from April 2007 to January 2007 to facilitate the development of this Pathfinder.

Background

2. The Pathfinder is being funded by the DfES as part of the commitment to the Action Plan for the Ten Year Strategy '*Choice for Parents, the best start for children: Making it happen*'. The Pathfinder aims to break cycles of deprivation and improve outcomes for under 5's through access to early integrated childhood services (Childcare Act 2006). A total of 14 local authorities are taking part in the Pathfinder to ultimately improve outcomes for 12,000 disadvantaged children and to help close the gap between children from different backgrounds.
3. The local authority has been granted the Pathfinder to:
 - Begin delivery of 7.5 hours per week of free provision for disadvantaged 2 Year Olds.
 - Provide 30 places for these children from January 2007 – January 2008 and 470 places from April 2007 – March 2008
 - Ensure that there is a seamless transition from the pilot to the free entitlement (this will usually mean that children commence pilot provision the term after their second birthday if they are accessing a three term place).
4. The families and children eligible for free places under the Pathfinder are:
 - Looked after children
 - Children or Parents with special or additional needs (includes Mental Health)
 - Children of teenage parents

- Children from very large families
- Children from families where there is unemployment
- Children living with single parents
- Children from the Traveller community
- Children from minority, refugee, Ghurkha, BME or service families
- Children whose family circumstances negatively impact on their early years experience (includes ill health)

In addition, local authorities are required to ensure in the main, that the children taking part in the pilot would not otherwise be able to access the provision available through this scheme.

5. In order for this work to be successful, the Early Years and Extended Schools Service intends to work in close partnership with Health, Social Services, Housing, local Sure Start and the PVI sector. It is proposed to provide Outreach Support Grants to these partners who are already involved with these families and children.
6. Pathfinders will be supported by the DfES and by each other. Collaborative working, sharing and learning between pathfinders and other LAs is invaluable to development.
7. Pathfinders will ultimately build on high quality provision, delivery through existing settings and Free Offer; parents do not have to buy additional services. This is an opportunity to develop innovative and practical approaches to outreach and encourage the seamless transfer to the free entitlement at 3.

Project Management

8. The aims and objectives of the Pathfinder Project are to:
 - Provide 7.5 hours of free early learning and care for disadvantaged 2 year olds from January 2007 and April 2007 in accordance with agreed plans
 - Deliver provision for 500 children
 - Identify the places delivered by number of terms (2 or 3), provider type and target group
 - Ensure a quality framework is developed for settings to support the families and children
 - Assess the learning and development gains derived by disadvantaged children accessing free provision at age 2.
9. The Local Authority will be expected to participate in a national evaluation and, where appropriate, facilitate access to selected settings as part of the evaluation process.
10. The 3 & 4 Year Old Pathfinder Project Board and the DfES have recommended that, given the synergies between the two Pathfinders, the board is best placed to facilitate the development of the 2 Year Old Pathfinder. This would ensure that effective mechanisms are in place so that learning emerges from early admission into Early Education Provision and that the outcomes are measured for disadvantaged families and children.

11. Membership includes representation from:
- Special Educational Needs
 - Looked After Children
 - Nursery Education Funding Working Group
 - Early Years and Extended Schools Service
 - Pre School Learning Alliance
 - Vale of York Community Accounting Service
 - National Childminding Association
 - Travellers Education
 - Education Advisors
 - EAL (English as an Additional Language)
 - Primary Headteachers
 - Parents
 - Private Providers
 - DfES

Other professionals in Social Services, Housing, Health, Children's Charities, and Advocacy Services will also be invited to the Pathfinder Project Board in accordance with 2 Year Old Pathfinder Pilot aims.

Key Challenges

12. In particular we need to:
- Identify and engage with 'Hard to Reach' Families across the city
 - Develop innovative and practical approaches to outreach
 - Support children and families and the delivery of places through existing settings
 - Look closely to ensure that provision meets the age and need of children – using Birth to 3 Matters and ensuring that play, care and education are given equal weight
 - Ensure that there is a common quality framework developed to integrate all support services to raise standards across all settings.
 - Strengthen relationships within Local Shared Foundation Community Partnerships

Consultation

13. A multi-agency approach will be developed to consult with families and children throughout the project in line with project aims.

Options

14. Members are asked to consider the two following options:
1. Manage the 2 Year Old Pathfinder Project separately to the 3 & 4 Year Old Pathfinder Project.
OR:
 2. Combine Pathfinders by extending the management of the 3 & 4 year old Pathfinder Management post by 7.5 hours (total of 3 days) and bringing

forward the two 3 and 4 year old pathfinder support post to January 07 from April 07.

Analysis

15. Option 1 would involve creating a new 1 day part-time post which could potentially fragment the service development and jeopardise an established co-ordinated approach. Funding for this post is only available in 2006/07.
16. Option 2 would build on and utilise existing expertise and skills and add value to the aims of the Pathfinder by encouraging the integration of services for the benefit of children and families in York. Key relationships with stakeholders and agencies will be further developed. The combined outreach funding would allow an increase in capacity in 2006/07 and 2007/08. This option is recommended by officers.

Corporate Priorities

17. The 2 Year Old Disadvantaged Pathfinder Project will make a significant contribution to the corporate priority to 'improve the life chances of the most disadvantaged and disaffected children'.

Implications

Financial

18. The funding for the 2 year old provision is a total of £622,013 for the period January 2007 to March 2008 (£13,823 in 06/07 and £608,190 in 07/08) based on the delivery of the agreed number of places. The amount has been finalised on the basis of a take-up rate of 70% for 3 term of places and 30% for 2 term or less places. The funding may be flexibly enhanced on the basis of the information provided during the provision phase of the project. Conversely for each missed place funding will be repayable to the DfES, based on the cost of a 2½ term place.
19. The rate per place per term for the provision will be £460.75, considering that provision needs to be available for children 38 weeks of the year and for 7.5 hours per week.
20. There is £40,000 available in 2006/2007 (2 year Olds) and £0 in 2007/08 available for Outreach and project management and co-ordination. The Sure Start General Grant can also be used to support the pilot.
21. The following table shows the costs of option1:

Proposed Expenditure:	Oct - Mar 07	07/08
Pathfinder Manager PO3-6 (7.4 hrs (1 day)) - From 1.10.06	£ 3,545	£ 0
Outreach Partner Grants	25,000	0
Operational Expenses including recruitment costs.	11,455	0
Total	40,000	0

Funded by:

General Sure Start General - 2yr old pathfinder ring fence block	40,000	0
Total Funding	40,000	0

22. Option 2 proposes to combine the 2 year old outreach funding of £40,000 in 2006/07 together with the 3 and 4 year old outreach funding of £50,000 in 2007/08.
23. The following table shows the proposed costs of the combined outreach management and co-ordination (option 2):

Proposed Expenditure:	Oct - Mar 07	07/08
	£	£
Pathfinder Manager PO3-6 (22.2 hrs (3 day)) - From 1.10.06	11,123	22,246
Pathfinder Development Worker (22.5 hrs (3 days)) - From 1.1.07	3,760	15,040
Pathfinder Administrator & Data Analyst (22.5 hrs (3 days)) - From 1.1.07	2,569	11,098
Outreach Partner Grants	25,000	0
Operational Expenses including recruitment costs.	6,951	6,616
Total	49,403	55,000

Funded by:

General Sure Start Grant 2yr old pathfinder ring fence block	40,000	0
General Sure Start Grant - 3/4yr old pathfinder ring fence block	9,403	50,000
General Sure Start Grant - Non ringfenced	0	5,000
Total Funding	49,403	55,000

24. The two pathfinders will continue to operate and be accounted for separately to the DfES.

Human Resource

25. The paper proposes to merge the fixed term posts of Pathfinder Manager (2 year olds) and Pathfinder Manager (3 & 4 year olds), into one post of Pathfinder Manager (2-4 year olds). The job description for the new post is

the same as the current Pathfinder Manager posts, for which a benchmarking exercise supported the grade of PO3-6 (subject to the outcome of job evaluation).

- 26. The two posts are currently vacant. If approved, the new post should be recruited to in line with the vacancy management procedures and within the current establishment controls.
- 27. There are no Equalities, Legal, Crime & Disorder, ITT, Property or Planning implications.

Risk Management

- 28. Whole project risk has been assessed at Low Risk (1-3). The Pathfinder will build on established expertise within the service and enhance relationships across the new Children's Service Directorate. However, the funding element concerning the outreach funding (lump sum 2006/2007) poses a High Risk (3-3) although this risk is addressed through combining both posts.

Recommendations

- 29. That the Advisory Panel advise the Executive Member:
To approve combining the management of 2 Year Old Pathfinder and 3 & 4 Year Old Pathfinder
Reason: To co-ordinate and manage the Pathfinder to ensure maximum efficiency

Contact Details

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Chief Officer Responsible for the report:

Patrick Scott
Director of Learning, Culture and Children's
Services

Report Approved **Date** 22/11/06

Specialist Implications Officer(s)

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

For further information please contact the author of the report

Annexes

1. Job description

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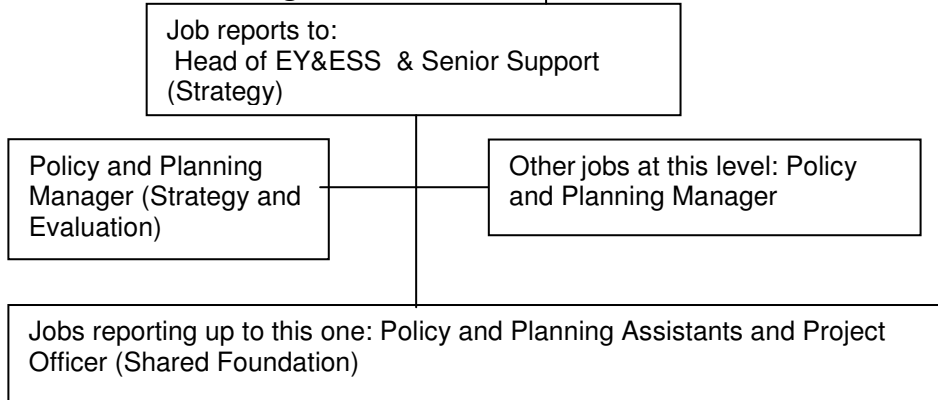
JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Early Years and Extended Schools Service
JOB TITLE: Pathfinder Project Manager, 2 – 4 Year Olds	POST NUMBER:
REPORTS TO: Senior Support Officer (Strategy)	Current Grade: to be established
1.	<p>MAIN PURPOSE OF JOB</p> <p>To complete high level tasks in relation to a Nursery Education Pathfinder Projects for 3 & 4 Year Olds and 2 Year Olds (Disadvantaged) to increase choices for children and families.</p> <p>To liaise with Government Advisers, Headteachers and other stakeholders in order to formulate new policy and ways of working and to oversee a budget of approx £0.5m.</p> <p>To co-ordinate, develop and implement the Pathfinders to meet national and local objectives.</p> <p>To line manage the Policy and Planning Team whose key tasks will include supporting the implementation of the Pathfinders.</p>
2.	KEY TASKS
i.	To manage the delivery of the Pathfinders through the creation of a Project Plan.
ii.	<p>To identify, develop and support opportunities for</p> <ul style="list-style-type: none"> • 3 & 4 year olds flexible nursery education sessions • new places for disadvantaged 2 Year Olds <p>in consultation with Government Advisers, Headteachers, Financial managers, Children's Trust and a whole range of providers, and manage the development of flexibility in an affordable and sustainable way.</p>
iii.	To take the lead in formulating new strategy and policies on, Transformation Fund, Outreach working, Partnership working and Day Transitions, and provide detailed analysis, development, monitoring and evaluation on the new policies and ways of working.
iv.	To act as lead support officer to the Pathfinder Project Board to develop and manage complex issues such as equitable funding and uplifting of significant funding across the non-maintained and maintained sectors.

	v.	To promote and market both Pathfinders to ensure that local parents, children, providers, agencies and the wider community are kept fully informed of any changes such as dual registration for children with special educational needs and understanding the rationale behind flexible entitlement.
	vi.	To represent the service and contribute to national and regional meetings involving Directors of Education and Government Ministers.
	vii.	To manage the Pathfinder budgets and uplift funding to ensure there are clear audit trails to meet national and local auditing requirements.
	viii.	To establish effective and efficient management information systems that will monitor and evaluate the delivery of the Pathfinders and establish integral links with the Child Index System, Unique Reference Numbers whilst ensuring systems and processes facilitate flexibility.
	ix.	To develop and maintain relationships with key partners such as Sure Start, Children's Trust, Children's Centre Project Manager, Headteachers, Human Resources, Finance and senior managers of Private, Voluntary and Independent settings, Looked After Children and SEN and representatives of national organisations ie National Childminding Association.
	x.	To work in a collaborative way with other Pathfinder and non-Pathfinder authorities.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No. reporting - Direct: 6 Indirect: 20 (The Pathfinder is about management of change, new ways of working which will mean indirect management such as a headteacher reference group, section heads, National Childminding Association, National Day Nurseries Association and the Children's Trust.	
4.	CREATIVITY & INNOVATION Proactive approach to delivering the Pathfinders to ensure the national and local aims and objectives are met. Creating new ways of working and ultimately exemplary policies for COYC and other local authorities.	
5.	CONTACTS & RELATIONSHIPS Senior Support Officers, Head of EY and ESS, Section Heads and their teams. At a local and national level work with DfES Link Advisers, Children's Trust, Senior Managers and other Pathfinder authorities. To work closely with representatives and providers from the Private, Voluntary, Independent and Maintained Sectors. To be committed to multi – agency working and in partnership.	

6.	<p>DECISIONS – discretion & consequences</p> <ul style="list-style-type: none"> ▪ Make recommendations to the Senior Support Officers, and the Head of EY and ESS re formulating new policies and ways of working. ▪ Fail in meeting Pathfinder objectives. The impact will be across the city and would mean less choice for families and children. 				
7.	<p>RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td colspan="2"><u>Increased 20% uplift Funding for Local Authority to increase flexibility.</u></td> </tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	<u>Increased 20% uplift Funding for Local Authority to increase flexibility.</u>	
<u>Description</u>	<u>Value</u>				
<u>Increased 20% uplift Funding for Local Authority to increase flexibility.</u>					
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands Out of hours, occasional weekends. Under pressure for length of time to achieve tight deadlines.</p> <p>Physical demands - Some Long Distance Travelling</p> <p>Work conditions – Hot Desking</p> <p>Work context – As part of the Early Years and Extended Schools Service planning and corporate objectives</p>				
9.	<p>KNOWLEDGE & SKILLS</p> <p>Be educated to degree level or have significant experience in policy development at a senior level, and preferably hold a management qualification.</p> <p>To analyse research and recommend implementation strategy.</p> <p>A sound knowledge and understanding of Nursery Education Funding and Early Years Policy and legislation including local and national developments and initiatives.</p> <p>Knowledge of Financial Management System.</p> <p>Experience of multi-agency partnership working.</p> <p>At least two years experience of staff management.</p> <p>Experience of financial management and how to show clear audit trails.</p> <p>Experience of monitoring and evaluation of policy/projects.</p> <p>Ability to inspire, motivate and direct the work of others.</p> <p>Ability to work under pressure to prioritise competing demands and to deliver within tight timescales.</p> <p>Demonstrate the ability to recognise, understand and take account of different agency cultures in establishing partnerships.</p> <p>Proven ability to produce clear, achievable plans for meeting the needs of children and families, to ensure their effective implementation and to evaluate performance against agreed targets and desired outcomes.</p> <p>The ability to translate government and local initiatives into deliverable working practice in a range of situations including on school sites.</p>				

The ability to work strategically towards achieving department and corporate objectives.
 Excellent communication and oral presentation skills.
 Effective negotiating skills.
 Sound written and oral presentation skills.
 Basic Word Processing skills and a familiarity with database applications.

10. Position of Job in Organisation Structure



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			
Job Analyst			



Meeting of the Executive Member for Children's Services and Advisory Panel

7 December 2006

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

Bought-in Services – Early Years & Extended Schools Service

Summary

1. This report seeks the approval of the Executive Member to:
 - i. Award contracts for providing services previously provided through Service Level Agreements (SLAs) for the period April 2007 to March 2009 to the following organisations:

Service	Recommended Organisation
Business sustainability support to voluntary organisations	York Council of Voluntary Services (York CVS)
Providing support to existing and potential childminders	National Childminding Association (NCMA)
Providing support to existing and potential pre-school playgroups	Pre-School Learning Alliance (PLA)

- i. Instruct the Director of Learning, Culture and Children's Services to make best value arrangements to provide 'support to existing and potential out-of-school clubs' either through in-house provision or through re-tendering the service.

Background

2. The City of York Early Years and Extended Schools Service works in partnership with organisations that are engaged in improving outcomes for children and young people in York. SLAs have been one form of funding offered by the Learning, Culture and Children's Services Department to York's voluntary sector, utilising the distinctive skills and expertise of that sector, to procure a specific service for the local authority. Working in partnership with and providing funding to the voluntary sector in this way assists in maintaining the capacity of the sector.
3. For several years SLAs within the Early Years and Extended Schools Service were awarded to the following four organisations after annual negotiation:
 - York CVS - Business sustainability support to voluntary organisations
 - NCMA - Providing support to existing and potential childminders
 - PLA - Providing support to existing and potential pre-school playgroups

- York Childcare (YCC) - providing support to existing and potential out-of-school clubs

4. The Director of Learning, Culture and Children’s Services asked for a review of the process of awarding these four SLAs in order that we comply fully with relevant financial regulations. A decision was made to advertise publicly inviting quotations from organisations that would be interested in contracting to provide the services. Quotations were received from six organisations: The four that currently have the contracts and two private sector organisations.

Consultation

5. The current SLA funded organisations were involved in the discussions about formulation of the review and investigation of new ways of working. Officers of the Early Years and Extended Services made contributions in the process as well.

Analysis

6. Quotations from the interested organisations in response to the advertisement mentioned above have been evaluated by a panel including the Chair of Early Years and Extended Schools Partnership based on the following set of selection criteria:

Item	Description
1)	Offer Price
2)	Compliance to specification
3)	Commitment to provide service of high standard
4)	Commitment to prompt reporting on performance for every three-month period
5)	Commitment to work in partnership with the City of York Council and other organisations carrying out work that is of complementary nature.
6)	Capability and capacity, including references, proven operational experience, and adequacy of resources available to deliver the service
7)	Financial Viability of organisation
8)	Compliance with CYC Terms and Conditions (including Health & Safety)
9)	Efficient operation
10)	Commitment to stay updated on policy developments at national level

Item	Description
11)	Innovation in the way the services are to be provided
12)	In depth ability to support the Council business requirements including flexibility to accommodate future needs

7. These criteria were communicated to all interested organisations as part of the quotation process.

8. Quotations for the four contracts were received as follows:

Service	Quotations Received from
Business sustainability support to voluntary organisations	<ul style="list-style-type: none"> ➤ York CVS ➤ 4Children
Providing support to existing and potential childminders	<ul style="list-style-type: none"> ➤ NCMA
Providing support to existing and potential pre-school playgroups	<ul style="list-style-type: none"> ➤ PLA
Providing support to existing and potential out-of-school clubs	<ul style="list-style-type: none"> ➤ YCC ➤ 4Children ➤ Jan Anderson Childcare Services

9. Three awards of contracts are recommended as follows:

- Business sustainability support to voluntary organisations to York CVS

4Children's tender was ruled out on the grounds of price as their bid is not affordable within the budget available. York CVS's tender is affordable within the budget available and they have committed to a high standard of provision in carrying out the following:

- contact all the voluntary organisations involved in the sector
- assess their financial position
- prioritise those that are most in need of support
- visit and meet groups as necessary
- work with the groups and advise them regarding pricing that will ensure sustainability for the groups while being affordable for parents
- disseminate funding information to groups
- support groups in accessing appropriate funding

- Providing support to existing and potential childminders to NCMA

NCMA's tender is affordable within the budget available and they have committed to a high standard of provision in carrying out the following:

- targeted recruitment of new childminders in areas of need
- a Professional Development file for childminders to include a personal training plan, business plan, etc
- mentoring support to childminders at different steps of Steps to Quality
- support to new childminders through 'support childminders'

- three training events for childminders and one multi-agency training event

- Providing support to existing and potential pre-school playgroups to PLA

PLA's tender is affordable within the budget available and they have committed to a high standard of provision in carrying out the following:

- support all existing Pre-School Playgroups to offer sustainable good quality provision
- support groups that wish to set up Pre-School Playgroups where there is an identified need
- advise and support groups in setting realistic fee structure
- support pre-schools to offer extended provision in line with the government's plan
- explain the benefits of Steps to Quality to new and existing pre-schools
- conduct a multi-agency training each year

10. In respect of the service to 'provide support to existing and potential out-of-school clubs' there were issues with the quotations received and these are set out in the confidential annex. It is recommended that no contract is made for this service.

Options

11. The Local Authority has a statutory responsibility to offer this service to out of School clubs who are subject to registration under Ofsted and therefore is directly accountable if there is non-compliance with the National Day-care Standards at any of these groups. It is therefore recommended that the Director be instructed to make arrangements to provide the service using his delegated powers. Options available are:

- To investigate an in-house arrangement to provide the service
- To re-tender the service

12. There is the capability to provide an in-house service as:

- The Early Years and Extended Schools Service has successfully linked through the Inclusion Officers within the Operational Team and also through members of the Play Team with many of the families from communities who find it hard to reach services, for example, refugee groups, looked after children and children or parents who may have special or particular needs. They have expertise in advising practitioners in the city to support these vulnerable groups to access the services provided.
- In-house provision could establish strong working relationships with head-teachers essential to creating out-of-school provision. Key personnel within the department have formed good working relationships with head-teachers across the city as part of their involvement with the Extended Services Initiative.
- The service has existing databases, communication opportunities and administration to deliver many of the objectives in a comprehensive way avoiding duplication. There are currently records of Out of School providers

already held in the department both as hard copies and electronic. By accessing this information and existing systems the service can carry out this work effectively and efficiently.

- There is opportunity in the department for this service to be supported by personnel who operate at a high strategic level ensuring their knowledge is up to date in this fast moving agenda.
13. Local authorities including Wakefield, Bradford, Leeds provide this support in-house. To determine whether an in-house solution represents 'Best Value' the following will be undertaken:
- a) Devise a model for service delivery
 - b) Cost the arrangement
 - c) Benchmark the arrangement for cost and quality against what is available externally
14. Depending upon the outcome of this exercise the service will either be established in-house or re-tendered. It will take some time to investigate this further and it is therefore proposed to seek a 3-month extension of the current SLA with York Childcare.

Corporate Priorities

15. The process that was being followed for the last few years for awarding the SLAs needed to change to meet financial regulations better. The contracts have been advertised publicly for any interested organisations to be able to participate in the bidding. There is an immediate need to decide upon which organisations are to be awarded the contracts so that they can start preparing for the work.

Implications

Financial

16. The contracts are funded through the General Sure Start Grant received from the Department for Education and Skills. The council has been allocated £920,097 in 2006/07 and £927,220 in 2007/08. The council has not been notified of the allocation for 2008/09 and whilst there is an expectation for this grant to continue, there is a small risk that the council would need to provide funds to support any shortfall in the 2nd year of the contracts. If the contracts are awarded the grant will be allocated with priorities as follows:

	Salaries* £	Contracts £	Other Operational Cost £	Total £
2006/07	566,730	126,920	226,447	920,097
2007/08	583,731	124,625	218,864	927,220
2008/09	601,243	124,500	201,477**	927,220

* An assumption of 3% increase for pay award and increments has been made

** This amount to be confirmed upon receipt of 2008/09 allocation

17. The individual contracts are shown in the table below:

	York CVS £	NCMA £	PLA £	YCC £	“Out of School” In-house / Contract	Total £
2006/07 (current SLAs)	21,920	40,000	25,000	40,000	0	126,920
2007/08	21,500	39,000	24,500	10,000	29,625	124,625
2008/09	21,500	39,000	24,500	0	39,500	124,500
Total 2007- 2009	43,000	78,000	49,000	10,000	69,125	249,125

18. **Human Resources (HR)** – There are no HR implications for the Council in awarding contracts to external organisations. However, should support to out of school clubs be brought in house the implications of the Transfer or Undertaking Protection of Employees (TUPE) regulations applying would need to be considered in detail. Adequate time will be needed to gather the full information about staffing implicated in the transfer, i.e. costs, pensions, existing liabilities etc. before a final decision is made.

19. **Equalities / Legal / Crime and Disorder / Property / Information Technology (IT) / Other** – there are no likely implications arising from the proposal.

Risk Management

20. One of the current Service Level Agreement organisations that the report does not recommend awarding a contract to (York Childcare) are likely to face financial problems as a result. This decision may also lead to a possible reduction in goodwill between the organisation and the council, particularly as this group (York Childcare) have previously been awarded the contract for several years.

Recommendations

21. The Executive Member is recommended to:

i. Award contracts for the period April 2007 to March 2009 to the following organisations:

Service

Business sustainability support to voluntary organisations

Providing support to existing and potential childminders

Providing support to existing and potential pre-school playgroups

Recommended Organisation

York Council of Voluntary Services (York CVS)

National Childminding Association (NCMA)

Pre-School Learning Alliance (PLA)

ii. Make no new SLA award in respect of “providing support to existing and potential out-of-school clubs”, but to:

- a) Extend the current SLA with York Childcare for 3 months
- b) Vire the relevant funds out of the SLA budget and
- c) Instruct the Director of Learning, Culture and Children's Services to make arrangements to provide the required service either through in-house provision or by re-tendering

Reason: To secure best value arrangements for these services.

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Director of Learning, Culture and Children's
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Report Approved



Date 22/11/06

Specialist Implications Officer(s)

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Jo Brighton
HR Advisor
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Wards Affected: *List wards or tick box to indicate all*

All



For further information please contact the author of the report

Confidential Annex 1: Key issues with tenders received in respect of 'support to existing and potential out-of-school clubs'

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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