Merton Council
Children and Young People Overview and Scrutiny Panel

Date: 3 July 2014
Time: 19:15
Venue: Committee rooms B, C & D - Merton Civic Centre, London Road, Morden SM4 5DX

AGENDA

This is a public meeting – members of the public are very welcome to attend. The meeting room will be open to members of the public from 7.00 p.m.

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Children and Young People Overview and Scrutiny Panel membership

Councillors:
Jeff Hanna (Chair)
Linda Taylor OBE (Vice-Chair)
Charlie Chirico
Edward Foley
Fidelis Gadzama
Joan Henry
James Holmes
Katy Neep
Marsie Skeete
Peter Walker
Substitute Members:
Hamish Badenoch
Michael Bull
Sally Kenny
Dennis Pearce
Peter Southgate

Co-opted Representatives
Peter Connellan, Roman Catholic diocese
Colin Powell, Church of England diocese
Simon Bennett, Secondary and Special
School Parent Governor Representative
Denis Popovs

Note on declarations of interest

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that mater and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, .withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

What is Overview and Scrutiny?
Overview and Scrutiny describes the way Merton's scrutiny councillors hold the Council's Executive (the Cabinet) to account to make sure that they take the right decisions for the Borough. Scrutiny panels also carry out reviews of Council services or issues to identify ways the Council can improve or develop new policy to meet the needs of local people. From May 2008, the Overview & Scrutiny Commission and Panels have been restructured and the Panels renamed to reflect the Local Area Agreement strategic themes.

Scrutiny's work falls into four broad areas:

⇒ **Call-in**: If three (non-executive) councillors feel that a decision made by the Cabinet is inappropriate they can 'call the decision in' after it has been made to prevent the decision taking immediate effect. They can then interview the Cabinet Member or Council Officers and make recommendations to the decision-maker suggesting improvements.

⇒ **Policy Reviews**: The panels carry out detailed, evidence-based assessments of Council services or issues that affect the lives of local people. At the end of the review the panels issue a report setting out their findings and recommendations for improvement and present it to Cabinet and other partner agencies. During the reviews, panels will gather information, evidence and opinions from Council officers, external bodies and organisations and members of the public to help them understand the key issues relating to the review topic.

⇒ **One-Off Reviews**: Panels often want to have a quick, one-off review of a topic and will ask Council officers to come and speak to them about a particular service or issue before making recommendations to the Cabinet.

⇒ **Scrutiny of Council Documents**: Panels also examine key Council documents, such as the budget, the Business Plan and the Best Value Performance Plan.

Scrutiny panels need the help of local people, partners and community groups to make sure that Merton delivers effective services. If you think there is something that scrutiny should look at, or have views on current reviews being carried out by scrutiny, let us know.

For more information, please contact the Scrutiny Team on 020 8545 4035 or by e-mail on scrutiny@merton.gov.uk. Alternatively, visit www.merton.gov.uk/scrutiny

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CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY PANEL
26 MARCH 2014

(19.15 - 21.10)

| PRESENT: | Councillors Councillor Jeff Hanna (in the Chair), Councillor James Holmes, Councillor Agatha Mary Akyigyina, Councillor Laxmi Attawar, Councillor Karin Forbes, Councillor Oonagh Moulton, Councillor Peter Walker, Councillor Mary-Jane Jeanes, Councillor Simon Withey.

Co-opted members Peter Connellan and Denis Popovs. |

| ALSO PRESENT: | Councillors Maxi Martin and Martin Whelton

Paul Ballatt (Head of Commissioning, Strategy and Performance, CSF), Janet Martin (Head of Education, CSF), Keith Shipman (Education Inclusion Manager), Allison Jones (Service Manager - Early Years) and Julia Regan (Head of Democracy Services) |

1.   DECLARATIONS OF INTEREST (Agenda Item 1)

None.

2.   APOLOGIES FOR ABSENCE (Agenda Item 2)

The Chair welcomed Denis Popovs, the newly appointed Primary School Parent Governor Representative, to his first meeting.

Apologies were received from Councillor Iain Dysart (substituted by Councillor Mary-Jane Jeanes) and Councillor Linda Taylor (substituted by Councillor Debbie Shears). Apologies were also received from Simon Bennett (Secondary and Special School Sector Parent Governor), and from Yvette Stanley (Director for Children, Schools and Families) and Paul Angeli (Head of Children's Social Care)

3.   MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2014 (Agenda Item 3)

RESOLVED: The Panel agreed the minutes as a true record of the meeting.

4.   MATTERS ARISING FROM THE MINUTES (Agenda Item 4)

None.

5.   EDUCATION INCLUSION UPDATE (Agenda Item 5)

Keith Shipman, Education Inclusion Manager, summarised the contents of the report and introduced Paula Jewes from Kids First who has worked in partnership with the Council on a number of projects including the preparation for implementation of the Children and Families Bill.

Raising of the participation age
Keith Shipman circulated a table (attached to these minutes) that set out data provided by the Department for Education showing the proportion of 16 and 17 year olds in education or training, apprenticeships and employment. The data showed that Merton is above the London and England average for the proportion in employment or training. Keith Shipman said that the proportions in apprenticeships is lower than average so officers will be exploring ways of identifying more apprenticeship opportunities.

In response to questions about the data, Keith Shipman explained that:

- the Department for Education data relates to Merton residents and the data in sections 2.6-2.10 of the report relate to Year 11 pupils in Merton schools

- the distinction between apprenticeships and employment combined with training is that the latter relates to young people in employment who are accessing training independently

- data to track the progress of young people through higher education is less than complete due to difficulties obtaining information from UCAS

RESOLVED: The Panel agreed to record its appreciation of the work done by Keith Shipman and his team as demonstrated by above average performance in the participation data

Alternative education
In response to a question, Keith Shipman said that the a newly appointed Alternative Education Commissioner would carry out a needs analysis to ensure that Merton has the right provision for young people who require alternative education provision. The aim is to move in consultation with headteachers from spot purchasing to commissioning services, possibly via block contract arrangements, in bulk with a stronger contracting and contract compliance process and improved value for money. Newly arrived Year 11 pupils have already been identified as a group in need of particular support.

Preparation for adulthood
Paula Jewes outlined the work that has been carried out on the preparation for adulthood workstream of the Children and Families Bill, in respect of young people/adults with SEN and disabilities.

In response to a question, Janet Martin, Head of Education, said that although the scrutiny task group reports on alternative education and post-16 provision had not

been given to Paula Jewes, the information and recommendations from the reports had been shared with her.
.
RESOLVED: the panel agreed to note the report and to thank Keith Shipman and Paula Jewes for their work.

6.   EARLY YEARS, CHILDCARE AND CHILDREN'S CENTRES UPDATE
        (Agenda Item 6)

Allison Jones, Service Manager – Early Years, introduced the report and made some additional points in response to questions:

- There is a national definition of vulnerable two year olds. The criteria for phase 1 is those 2 year olds living in workless households claiming income support. The criteria for phase 2 is for those living low income working households, households in receipt of disability living allowance, looked after children and children who are being adopted. This will include about one third of all two year olds living in Merton.

- There is a national framework that sets out criteria and qualification requirements for independent early years providers

- Indices of deprivation are used to identify the 30% of children who live in the most deprived areas of the borough, mapped by postcode. ACTION: Head of Education to provide map showing levels of deprivation

- Measuring outcome is challenging and will be tracked through assessment done at age two plus development checks carried out by health visitors. The Standards report that the Panel received at its last meeting provided information on outcome at the end of the reception phase which is an indication of successful early years work.

- "hard to reach" families have been targeted through door knocking and other outreach work in specific localities as well as through community and voluntary sector providers.

A panel member commented that he thought the wording was rather obscure on the early years poster and that he hadn't seen it displayed in his ward.

RESOLVED: The Panel agreed to note the report and to thank Allison Jones for her work.

7.   DRAFT FINAL REPORT - SCHOOL LEADERSHIP SUCCESSION
        PLANNING TASK GROUP (Agenda Item 7)

Councillor Agatha Akyigyina, as co-chair of the task group, thanked her fellow task group members plus Rebecca Redman, Scrutiny Officer, for their support. She said

that the task group's motivation had been to encourage more black and minority ethnic teachers into senior management. The task group had discussed their work with headteachers and the Head of Education as well as hearing from various speakers.

Councillor Akyigyina acknowledged that Merton is doing a lot of good work already, for example on training and mentoring. She highlighted recommendation 7 as a way of encouraging outstanding teachers to apply for headship sooner. She stressed the need for action given the need for role models for the 52% of pupils who are black and ethnic minority.

Councillor James Holmes, as co-chair of the task group, added that powers to address these issues lie with schools rather than the local authority. He agreed with Councillor Akyigyina regarding the need for more black and ethnic minority headteachers, adding that the task group also considered wider issues to encourage good succession planning. Councillor Holmes stressed the importance of attracting good teachers, including black and ethnic minority teachers, in the first place and then retaining them.

Panel members welcomed the report and agreed that it is also important to encourage a more representative membership on school governing bodies too and therefore welcomed recommendation 10. Peter Connellan, parent governor representative, said that this had been discussed by the Merton Governors' Association.

A panel member said it would have been helpful to have had comparative data for other London boroughs.

Panel members discussed whether it would be desirable to have quotas relating to the composition of interviewees. The majority of the Panel were not in favour of this.

RESOLVED: the Panel agreed to endorse the report and forward to Cabinet, with the addition of a sentence relating to teachers with disabilities.

8.   SECONDARY SCHOOL PLACES TASK GROUP - VERBAL UPDATE
        (Agenda Item 8)

Paul Ballatt, Head of Commissioning, Strategy and Performance, circulated the action plan (appended to these minutes) for the implementation of the task group's recommendations. He explained that the task group had operated in parallel with the development by officers and Cabinet of a school places strategy, which had been helpful and had resulted in a number of the task group's recommendations forming part of the strategy.

Panel members expressed disappointment with progress on recommendations 2, 3 and 6.

In relation to recommendation 2, regarding discussion with other boroughs, panel members suggested that officers could push harder to ensure such discussions took place at the appropriate level. Councillor Martin Whelton, the Cabinet Member for Education, said that he had spoken to his counterparts in other boroughs and that some were more willing to work together than others. He added that planning for the provision of school places is a very complex area. He undertook to raise these issues at the next meeting with counterparts, which would be after the election.

In relation to recommendation 3, regarding exploring the potential for additional faith school provision to meet demand, Paul Ballatt said that this was included in the strategy and there are on-going discussions with the Diocesan Boards.

RESOLVED: the Panel noted the update and requested that a further progress update (particularly on recommendations 2,3 and 6) be provided as part of its 2014/15 work programme

9.   CSF UPDATE REPORT (Agenda Item 9)

The Chair announced that he, Councillor Linda Taylor and Councillor Iain Dysart had attended a meeting of the Healthier Communities Overview and Scrutiny Panel on 17 March 2014 to participate in the scrutiny of childhood immunisation services.
ACTION: Head of Democracy Services to circulate the minutes of that meeting to all Panel members

In response to a question about the update report, Paul Ballatt explained that parents of pupils transferring to secondary schools can identify up to six preferences. A "central LA offer" is an offer made when none of those six preferences can be met.

The Chair asked how the Department for Education's consultation on the school funding system would affect outer London boroughs, such as Merton who pay inner London salaries to staff whilst only receiving funding based on outer London salaries. Paul Ballatt said that the current consultation was on a separate funding issue relating to pupil need, however the Director could lobby government again on this issue. He suggested that this would be best done in conjunction with other boroughs in the same situation.

RESOLVED. The Panel agreed to note the report and to recommend further lobbying on the London allowance funding issue.

10.   PERFORMANCE MONITORING (Agenda Item 10)

A Panel member pointed out that a number of the indicators are still red and said that there needed to be an improvement in performance on these. Paul Ballatt drew the panel's attention to the chart on page 60 of the agenda, which demonstrates that there have been improvements in recent months in one of the indicators which panel members have been particularly concerned about in past meetings.

RESOLVED: The Panel agreed to note the report

11.   TOPIC SUGGESTIONS 2014/15 (Agenda Item 11)

Julia Regan, Head of Democracy Services, laid round a list of topic suggestions received to date and asked whether Panel members had any additional suggestions. She added that Rebecca Redman, Scrutiny Officer, had spoken to the Youth Parliament on Monday and received the following suggestions:

• Parks landscape and provision of exercise and play equipment;

• Access to child care for young Mums on low income or benefits;

• Fear of crime and safety issues – in particular the absence of lighting or poorly lit areas young people must pass to get to their estates (referring to in some wards in the East of the borough);

• Career pathways – apprenticeships; and

• After school/college activities

The Youth Parliament also said that they would like to get involved in the next scrutiny task group. Members of the Panel agreed that they would welcome this involvement.

RESOLVED: The Panel agreed to:
1) include the suggestions made by the Youth Parliament in the list to be considered for inclusion in the Panel's 2014/15 work programme,

2) to edit the officer suggestions so that that the wording is more appropriate, and

3) to welcome the offer made by the Youth Parliament to get involved in the next scrutiny task group.

At the conclusion of the meeting, the Chair thanked his fellow panel members, departmental officers and scrutiny officers for their support over the last four years. Panel members thanked Councillor Jeff Hanna for his excellent chairing of the meetings.

Committee: Children and Young People Overview and Scrutiny Panel

Date: 3rd July 2014

Agenda item: 5

Wards: All

Subject: **Overview of Services and Key Challenges for Children, Schools and Families Department 2014-15**

Lead officer: Yvette Stanley, Director of Children's Services

Lead members: Cllr Maxi Martin; Cllr Martin Whelton

Forward Plan reference number: N/A

Contact officer: Paul Ballatt, Head of Commissioning, Strategy and Performance

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Recommendations:

A. Scrutiny Panel notes the report and considers the key service challenges outlined.

1	**PURPOSE OF REPORT AND EXECUTIVE SUMMARY**
1.1	This report provides members of the new Children and Young People Scrutiny Panel with an overview of services provided by the Children, Schools and Families (CSF) Department and the key service challenges facing the Department in 2014-15.

2	**DETAILS**
2.1	The work of CSF Department is informed by a complex legal and regulatory framework and by governmental public policy initiatives. In response to these drivers, the Department provides or commissions a comprehensive range of universal, targeted and specialist services for children, young people and families in Merton. Key statutory responsibilities of the Department working alone or with partner agencies include:

- The provision of sufficient, suitable early years childcare and education

- The provision of sufficient and suitable school places for children and young people 0-19yrs

- Statutory assessment of children's Special Educational Needs and the provision of suitable education for those with special/complex needs

- Improving school standards and pupil attainment in Merton community schools

- Co-ordinating school admissions; ensuring school attendance; quality assuring home education, commissioning alternative education

- Safeguarding and protecting children at risk of significant harm

- Providing support to children in need and their families

- Providing support services to children with disabilities and their families

- Looking after children and young people through compulsory & voluntary means

- Achieving permanency for Looked After Children through adoption, fostering or special guardianship

- Provision of leaving care services for young people who have been looked after

- Intervention with and supervision of youth offenders and prevention of offending

- Providing positive activities for young people and a suitable local youth work offer

Overview of CSF Department Services

2.2   CSF Department is led by the Director of Children's Services, a statutory appointment, and 3 Assistant Directors who manage operational and strategic services. The following paragraphs provide a summary of the functions of each Division:

2.3   <u>Education Division</u>

- School Improvement including primary and secondary school improvement teams; continuous professional development of school staff; schools ICT support; school governor support service; looked after children Virtual School

- Education inclusion including education welfare team; virtual behaviour service; alternative education; youth services; young people's participation

- Early years and children's centres services including children's centres development; family information service; child care quality, standards and provider support; 0-5yrs Supporting Families Team

- Integrated service for Children with Disabilities and SEN including statutory assessment; educational psychology; sensory impairment; parent partnership; social work service, shortbreaks service (including Brightwell Children's Home)

2.4   <u>Social Care and Youth Inclusion</u>

- Multi-agency safeguarding hub (MASH); First Response Team; 5-16yrs Vulnerable Children's Team; Bond Road family centre

- Social Work Intervention including two core social work teams undertaking casework with children at risk, children in need and children looked after; Court Processes Team

- Permanency, Looked After Children (LAC) and Care Leavers services including fostering support team; adoption team; 14+ settled LAC and care leavers team

- Family and adolescent services including Transforming families team; Youth Offending Service; My Futures Team

- Quality Assurance and Practice Development including quality assurance of casework; management of Independent Reviewing Officers; professional support to Merton Safeguarding Children Board; professional learning and development

2.5   Commissioning, Strategy and Performance

- Commissioning and Partnerships including CSF commissioning team; joint commissioning strategy for Children's Trust; partnership development with local community and voluntary sector

- Access to Resources service including LAC/SEN placements procurement; 16+ accommodation; fostering recruitment and assessment; LAC contact service

- Contracts and School Organisation including schools PFI contract; schools catering and cleaning contracts; Service Level Agreements with schools; services for young people and families contracts; school admissions; school places planning; capital strategy and programme management

- Policy, Planning and Performance including strategic and operational planning; research and information; performance information and management reporting; continuous improvement co-ordination; policy tracking and cascade; Children's Trust induction and communications

Budget and Staffing

2.6   The 2014 -15 revenue budget for the Department and current staffing levels are as follows:

Division	Net LA Budget	Headcount - FTE
Education	£13.1 million	251
Children's Social Care and Youth Inclusion	£13.0 million	207
Commissioning Strategy and Performance	£8.7 million	56
Other Services*	£13.2 million	6
Totals	**£48.0 million**	**520**

* Note: Other Services include senior management; asylum seeker costs; schools related expenditure including PFI unitary charge; schools depreciation; schools pension and redundancy costs
* Note: Excludes Indicative Dedicated Schools Grant of £132.5 million

2.7   In addition to the revenue budget, the Department also manages a significant capital budget, largely for the provision of additional school places to meet the council's sufficiency duty. In recent years, the growth in

demand for school places has meant that CSF Department has been the major recipient of council capital funding and this is likely to remain the case for a number of years to come. Capital budgets in the council's medium term financial strategy for increasing primary and secondary school places, including for children with SEN are:

	2014-15	2015-16	2016-17	2017-18
Primary Expansion	£23.56 m	£10.96 m	£3.99 m	£7.10 m
Secondary Expansion	£0.28 m	£1.46 m	£14.50 m	£13.70 m
Total	**£23.84 m**	**£12.42 m**	**£18.49 m**	**£20.80 m**

Partnerships

2.8   The work of CSF Department is focused on improving outcomes for children and their families in Merton. In nearly all areas of our work, strong collaboration with other agencies is necessary to deliver services which are well co-ordinated and/or integrated - research over many years, supported by public policy, has demonstrated the positive impact on outcomes from multi-agency and multi-disciplinary approaches.

2.9   CSF Department has had a strong track record over recent years, marked by successive inspection findings, for building strong partnerships with key agencies including schools; other council departments; NHS Trusts and Public Health; the police service and the local community and voluntary sector.

2.10   At a strategic level, ongoing partnership development and accountability is promoted via statutory multi-agency governance groups including Merton's Safeguarding Children Board and Merton's Health and Wellbeing Board. These groups, and Merton's Children's Trust Board, undertake strategic planning and commissioning of local services and multi-agency performance management.

2.11   At an operational level, strong local multi-agency partnership practice is seen across many areas of children's services including in the implementation of integrated procedures for the safeguarding of children in the borough; multi-agency delivery of early years services; integrated services for children with SEN and disabilities and in youth offending services. A significant number of support services for children and their families and youth services are currently commissioned from the local community and voluntary sector.

Key Challenges

2.12   Key challenges facing the Department need to be seen within the context of rising demand for most CSF services due to demographic growth and the sustained and significant reduction in public spending from 2010-11 affecting local authorities and other public services. These factors have led LB Merton and authorities across the country to implement 'transformation' programmes to establish new ways for services to be organised and delivered. The Department and our partners must also respond to particular legislative and public policy changes introduced by the present government.

Demographic Factors and Demand for CSF services

2.13 Merton's 0-19 population is rising significantly. From a baseline of 45,725 in 2005, there were 47,499 in 2011 and we project a figure in the region of 50,700 by 2015. This growth places inevitable pressures on universal, targeted and specialist services for children and their families. For example, the need to provide additional primary school places over the last few years and the financial and logistical challenges resulting has already received much attention. In the coming years the council is faced by similar challenges in the secondary school sector. Increases of children receiving specialist services, eg children looked after and children with disabilities, although relatively small in number, place particular pressure on council budgets because of the inherent high cost of such services. The diversity of the population is also increasing significantly with particular growth in numbers of children from Asian and other black and minority ethnic backgrounds. Services need to be flexible and responsive to these changes with, for example, particular demands on language teaching in schools, how family support and child protection services are provided and the need for targeted recruitment of carers for an increasingly diverse population of children looked after by the council.

Funding and Service Transformation

2.14 Since 2010 CSF Department has made significant savings from its general fund budgets amounting to some £5.42 million. From 2014-15 to 2017-18 a further £2.26 million is required. These significant budget reductions represent a critical challenge to CSF Department and to other council departments. The council is responding to this challenge through its 'transformation' programme designed to re-engineer organisational structures and models of service delivery.

2.15 CSF Department's overall approach to service transformation has been to focus on its statutory duties while maintaining investment in preventive approaches which, when successful, can avoid more costly and intrusive interventions. The department has strengthened its approach to commissioning and progressed its longstanding commitment to partnership working. Some of the major 'transformation' already undertaken by the Department includes:

- Establishing a number of shared services with other local authorities including for school admissions; school improvement and school governor services

- Transforming universal youth services in Merton through implementing a partnership commissioning model

- Establishing a new Commissioning team and Access to Resources service to improve commissioning practice and the procurement of expensive placements and packages of care

- Recommissioning early intervention and preventive services and establishing 'enhanced' level casework teams to sharpen the targeting of such services and maximise their impact

- Re-organising social care and youth inclusion services to improve assessment, planning and quality assurance in casework and to improve children's and families' experience of social work practice

- Establishing a locality model for the Department's children's centres enabling efficiencies to be made through sharing of resources and expertise and making more efficient use of infrastructure

- Vacating costly outposted service accommodation enabling both savings and closer co-operation across specific CSF services

2.16   In the year ahead and medium term, further transformation will be required to meet outstanding savings targets; to meet the demands of demographic growth; to achieve the Department's ambitions to further improve outcomes for children and families and also to respond to the ongoing public policy focus on children's services. Key elements of this work will include:

- Engaging with the corporate flexible working agenda to enable further economies in the use of accommodation and increase efficiency of staffing resources

- Examining ways of changing customer contact 'channels' to achieve economies. Although the majority of CSF services will continue to require 'face to face' contact between service users and staff, as part of the ongoing corporate strategy, the Department will need to explore the potential for other, more economical, approaches to customer contact

- Making better use of ICT to support the above strategies but also to promote improved integration of CSF services – a major procurement process has recently been completed to replace an existing casework ICT system. The implementation of the new system will enable improved co-ordination of casework across social care and education functions

- Driving further economies and efficiencies through progressing the joint commissioning agenda in particular with Merton's Clinical Commissioning Group and with Public Health services now located within the council

Service Specific Challenges

2.17   In addition to the Department's overall approach to further transformation noted above, there are a number of key challenges facing specific service areas within the department:

- As a result of a general increase in expectations on children's services and the 'raising of the bar' demonstrated by the new Ofsted inspection regime, the department needs to maintain a relentless focus on the quality of services for children in need of help and protection, children looked after and care leavers. As part of the Department's continuous improvement strategy, we will seek to further improve the quality of assessments and plans for these children and young people; improve the timeliness of achieving permanency for children looked after; increase placement choice for children looked after and care leavers and further develop quality assurance of casework practice

- As the funding for the national 'Troubled Families' initiative is time-limited, succession planning for Merton's Transforming Families Team will be necessary. As this model has demonstrated impact, officers will use learning to inform a broad review of targeted and specialist services to adolescents provided by the Department

- The Department and NHS colleagues will need to implement duties arising from the Children and Families Act 2014 in respect of children with special educational needs and disabilities. The CYP Panel has previously received information about the requirement to replace old SEN statutory assessment by new Education, Health and Care Plans from September 2014. This will require major re-organisation of the existing SEN and Disabilities Service, the establishment of a multi-disciplinary and multi-agency model and significant learning and development for staff

- Officers will work with schools to ensure that there is a 'seamless' transition of service offer from schools to pupils with SEN and disabilities arising from the implementation of new Children and Families Act duties

- School improvement capacity will continue to be more sharply targeted to schools with lagging performance and on narrowing gaps in progress and attainment for certain pupil groups

- Officers will continue to support schools in the further development of the Merton Education Partnership

- In the area of Early Years services, further increase in provision for vulnerable 2 yr olds will be needed to meet government targets. Work will continue to increase alignment and integration of CSF, Clinical Commissioning Group and Public Health commissioning of under 5's services

- Having focused to date on implementing a major expansion strategy for primary school places in the borough, officers and elected members will continue to develop and implement strategy for the significant expansion of Merton's secondary schools sector

3   ALTERNATIVE OPTIONS

3.1.   N/A

4   CONSULTATION UNDERTAKEN OR PROPOSED

4.1.   N/A

5   TIMETABLE

5.1.   N/A

6   FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

6.1.   There are no specific implications arising from this report

7   LEGAL AND STATUTORY IMPLICATIONS

7.1.   There are no specific implications arising from this report

8   HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

8.1.   There are no specific implications arising from this report

9   CRIME AND DISORDER IMPLICATIONS

9.1.   There are no specific implications arising from this report

10   RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

10.1.   There are no specific implications arising from this report

11   APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

12   BACKGROUND PAPERS

12.1.   N/A

Committee:	Children and Young People Overview and Scrutiny Panel
Date:	**3rd July 2014**
Agenda item:	6
Wards:	All
Subject:	Children and Young People Overview and Scrutiny Panel Work Programme 2014/15
Lead officer:	Rebecca Redman, Scrutiny Officer
Lead member:	Cllr Jeff Hanna, Chair of Children and Young People Overview and Scrutiny Panel

Contact officer: Rebecca Redman: Rebecca.redman@merton.gov.uk 020 8545 4035

Recommendations:

That Members of the Children and Young People Overview and Scrutiny Panel:

i) Consider their work programme for the 2014/15 municipal year, and agree issues and items for inclusion;

ii) Consider the methods by which the Panel would like to scrutinise the issues/items agreed;

iii) Identify a Member to lead for performance monitoring on behalf of the Panel;

iv) Identify a Member to lead for budget scrutiny on behalf of the Panel;

v) Agree on an issue for scrutiny by a task group and appoint members to the Task Group.

vi) Consider the appointment of co-opted members for the 2014/15 municipal year, to sit on the Panel and/or on the Task Group; and

vii) Inform the Scrutiny Officer of their views on their training and support needs.

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1 The purpose of this report is to support and advise Members to determine their work programme for the 2014/15 municipal year.

1.2 This report sets out the following information to assist Members in this process:

a) The principles of effective scrutiny and the criteria against which work programme items should be considered;

b) The roles and responsibilities of the Children and Young People Overview and Scrutiny Panel;

c) The findings of the consultation programme undertaken with Members, senior management, voluntary and community sector organisations, partner organisations and Merton residents;

d) A summary of discussion by councillors and co-opted members at a topic selection workshop held on 11 June 2014; and

e) Support available to the Children and Young People Overview and Scrutiny Panel to determine, develop and deliver its 2014/15 work programme.

2. **Determining the Overview and Scrutiny Panel Annual Work Programme for 2014/15**

2.1 Members are required to determine their work programme for the 2014/15 municipal year to give focus and structure to scrutiny activity to ensure that it effectively and efficiently supports and challenges the decision-making processes of the Council, and partner organisations, for the benefit of the people of Merton.

2.2 The Overview and Scrutiny Panels have specific roles relating to budget and business plan scrutiny and to performance monitoring that should automatically be built into their work programmes. Members are recommended to appoint a Performance Monitoring Lead Member and a Business Plan/Budget Scrutiny Lead Member on behalf of the Panel.

2.3 Overview and Scrutiny Panels may choose to scrutinise a range of issues through a combination of pre-decision scrutiny items, policy development, performance monitoring, information updates and follow up to previous scrutiny work. Any call-in work will be programmed into the provisional call-in dates identified in the corporate calendar as required.

2.4 The Overview and Scrutiny Panel has six scheduled meetings over the course of 2014/15, including the scheduled budget meeting (representing a maximum of 18 hours of scrutiny per year – assuming 3 hours per meeting). Members will therefore need to be selective in their choice of items for the Panel's work programme.

Principles guiding the development of the scrutiny work programme

2.5 The following key principles of effective scrutiny should be considered when the Panel determines its work programme:

- **Be selective** – There is a need to prioritise so that high priority issues are scrutinised given the limited number of scheduled meetings and time available. Members should consider what can realistically and properly be reviewed at each meeting, taking into account the time needed to scrutinise each item and what the session is intended to achieve.

- **Add value with scrutiny** – Items should have the potential to 'add value' to the work of the Authority and its partners. If it is not clear what the intended outcomes or impact of a review will be then Members should consider if there are issues of a higher priority that could be scrutinised instead.

- **Be ambitious** – Panels should not shy away from carrying out scrutiny of issues that are of local concern, whether or not they are the primary responsibility of the council. The Local Government Act 2000 gave local authorities the power to do anything to promote economic, social and environmental well being of local communities. Subsequent Acts have conferred specific powers to scrutinise health services, crime and disorder issues and to hold partner organisations to account.

- **Be flexible** – Members are reminded that there needs to be a degree of flexibility in their work programme to respond to unforeseen issues/items for consideration/comment during the year and accommodate any developmental or additional work that falls within the remit of this Panel. For example Members may wish to questions officers regarding the declining performance of a service or may choose to respond to a Councillor Call for Action request.

- **Think about the timing** – Members should ensure that the scrutiny activity is timely and that, where appropriate, their findings and recommendations inform wider corporate developments or policy development cycles at a time when they can have most impact. Members should seek to avoid duplication of work carried out elsewhere.

Models for carrying out scrutiny work

2.6   There are a number of means by which the Overview and Scrutiny Panel can deliver its work programme. Members should consider which of the following options is most appropriate to undertake each of the items they have selected for inclusion in the work programme:

Item on a scheduled meeting agenda/ hold an extra meeting of the Panel	▪ Panel can agree to add an item to the agenda for a meeting and call Cabinet Members/ Officers/Partners to the meeting to respond to questioning on the matter ▪ A variation of this model could be a single meeting to scrutinise an issues that, although important, does not merit setting up a 'task-and-finish' group.
Task Group	▪ A small group of Members meet outside of the scheduled meetings to gather information on the subject area, visit other local authorities/sites, speak to service users, expert witnesses and/or Officers/Partners. The Task Group can then report back to the wider Panel with their findings to endorse the submission of their recommendations to Cabinet/Council ▪ This is the method usually used to carry out policy reviews
Panel asks for a report then takes a view on action	▪ The Panel may need more information before taking a view on whether to carry out a full review so asks for a report to give them more details.
Meeting with service officer/partners	▪ A Member (or small group of Members) has a meeting with service officers/partners to discuss concerns or raise queries. ▪ If the Member is not satisfied with the outcome or believes that the Panel needs to have a more in-depth review of the matter s/he takes it back to the Panel for discussion
Individual Members doing some initial research	▪ A member with a specific concern carries out some research to gain more information on the matter and then brings his/her findings to the attention of the panel if s/he still has concerns.

2.7   Note that, in order to keep agendas to a manageable size, and to focus on items to which the Panel can make a direct contribution, the Panel may choose to take some "information only" items outside of Panel meetings, for example by email.

Support available for scrutiny activity

2.8 The Overview and Scrutiny function has dedicated scrutiny support from the Scrutiny Team to:

- Work with the Chair and Vice-Chair of each Panel to manage the work programme and coordinate the agenda, including advising officers and partner organisations on information required and guidance for witnesses submitting evidence to a scrutiny review;

- Provide support for scrutiny Members through briefing papers, background material, training and development seminars, etc;

- Facilitate and manage the work of the task and finish groups, including research, arranging site visits, inviting and briefing witnesses and drafting review reports on behalf on the Chair; and

- Promote the scrutiny function across the organisation and externally.

2.9 The Overview and Scrutiny Panel will need to assess how they can best utilise the available support from the Scrutiny Team to deliver their work programme for 2014/15.

2.10 The Panel is also invited to comment upon any briefing, training and support that is needed to enable Members to undertake their work programme. Members may also wish to undertake visits to local services in order to familiarise themselves with these. Such visits should be made with the knowledge of the Chair and will be organised by the Scrutiny Team.

2.11 The Scrutiny Team will take the Overview and Scrutiny Panel's views on board in developing the support that is provided.

3. Selecting items for the Scrutiny Work Programme

3.1 Each Overview and Scrutiny Panel sets its own agenda within the scope of its terms of reference, with the Overview and Scrutiny Commission taking a coordinating role to ensure that any gaps or overlap in the scrutiny work programme are dealt with in a joined-up way.

The Children and Young People Overview and Scrutiny Panel has the following remit: -

- Children's social care, including child protection;

- Education, including school standards, special educational needs, the extended schools programme and the healthy schools initiative;

- Youth services and youth engagement including the Youth Parliament, young people 'Not in Education, Employment or Training';

- Youth offending;

- Children's Centres; and

- The Children's Trust

3.1   The Scrutiny Team has undertaken a campaign to gather suggestions for issues to scrutinise either as Panel agenda items or task group reviews. Suggestions have been received from members of the public, councillors and partner organisations including the police, NHS Sutton and Merton and Merton Voluntary Service Council. Other issues of public concern have been identified through the Annual Residents Survey. Issues that have been raised repeatedly at Community Forums have also been included. The Scrutiny Team has consulted departmental management teams in order to identify forthcoming issues on which the panel could contribute to the policymaking process.

3.2   A description of all the suggestions received is set out in Appendix 2.

3.3   The councillors who attended a "topic selection" workshop on insert date discussed these suggestions.

3.4   The suggestions were prioritised at the workshop using the criteria listed in Appendix 3. In particular, participants sought to identify issues that related to the Council's strategic priorities or where there was underperformance; issues of public interest or concern and issues where scrutiny could make a difference.

3.5   A note of the workshop discussion relating to the remit of this Panel is set out in Appendix 4.

3.6   Appendix 1 contains a draft work programme that has been drawn up, taking the workshop discussion into account, for the consideration of the Panel. The Panel is requested to discuss this draft and agree any changes that it wishes to make.

3.7   The Panel may also wish to select items for scrutiny from the presentations made by Directors and Cabinet Members (at the Panel's meeting on insert date) or based on other public priorities of which Members are aware through their ward work.

3.8   Items on the Cabinet's forward plan that relate to the remit of this Panel are listed in Appendix 5.   The Panel may wish to include one or more of these issues in its work programme.

4.   Task group reviews

4.1   The Panel is invited to select an issue for in-depth scrutiny and establish a task group in order to carry out the review.

4.2   A potential area for in-depth scrutiny was identified at the workshop: Leadership Succession Planning in schools.

5.   Co-option to the Panel membership

5.1   Scrutiny Panels can consider whether to appoint non-statutory (non-voting) co-optees to the membership, in order to add to the specific knowledge, expertise and understanding of key issues to aid the scrutiny function. Panels may also wish to consider whether it may be helpful to co-opt people from "seldom heard" groups.

6.   Public involvement

6.1   Scrutiny provides extensive opportunities for community involvement and democratic accountability. Engagement with service users and with the general public can help to improve the quality, legitimacy and long-term viability of recommendations made by the Panel.

6.2   Service users and the public bring different perspectives, experiences and solutions to scrutiny, particularly if "seldom heard" groups such as young people, disabled people, people from black and minority ethnic communities and people from lesbian gay bisexual and transgender communities are included.

6.3   This engagement will help the Panel to understand the service user's perspective on individual services and on co-ordination between services. Views can be heard directly through written or oral evidence or heard indirectly through making use of existing sources of information, for example from surveys. From time to time the Panel/Task Group may wish to carry out engagement activities of its own, by holding discussion groups or sending questionnaires on particular issues of interest.

6.4   Much can be learnt from best practice already developed in Merton and elsewhere. The Scrutiny Team will be able to help the Panel to identify the range of stakeholders from which it may wish to seek views and the best way to engage with particular groups within the community.

7.   ALTERNATIVE OPTIONS

7.1   A number of issues highlighted in this report recommend that Panel members take into account certain considerations when setting their work programme for 2013/14. Overview and Scrutiny Panels are free to determine their work programme as they see fit. Members may therefore choose to identify a work programme that does not take into account these considerations. This is not advised as ignoring the issues raised would either conflict with good practice and/or principles endorsed in the Review of Scrutiny, or could mean that adequate support would not be available to carry out the work identified for the work programme.

7.2   A range of suggestions from the public, partner organisations, officers and Members for inclusion in the scrutiny work programme are set out in the appendices, together with a suggested approach to determining which to include in the work programme. Members may choose to respond differently. However, in doing so, Members should be clear about expected outcomes, how realistic expectations are and the impact of their decision on their wider work programme and support time. Members are also free to incorporate into their work programme any other issues they think should be subject to scrutiny over the course of the year, with the same considerations in mind.

8.   CONSULTATION UNDERTAKEN OR PROPOSED

8.1   To assist Members to identify priorities for inclusion in the Panel's scrutiny work programme, the Scrutiny Team has undertaken a campaign to gather suggestions for possible scrutiny reviews from a number of sources:

a. Members of the public have been approached using the following tools: articles in the local press, My Merton and Merton Together, request for suggestions from all councillors and co-opted members, letter to partner organisations and to a range of local voluntary and community organisations, including those involved in the Inter-Faith Forum and members of the Lesbian Gay and Transgender Forum;

b. Councillors have put forward suggestions by raising issues in scrutiny meetings, via the Overview and Scrutiny Member Survey 2014, and by contacting the Scrutiny Team direct; and

c. Officers have been consulted via discussion at departmental management team meetings.

9. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

9.1   There are none specific to this report. Scrutiny work involves consideration of the financial, resource and property issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific financial, resource and property implications.

10. LEGAL AND STATUTORY IMPLICATIONS

10.1   Overview and scrutiny bodies operate within the provisions set out in the Local Government Act 2000, the Health and Social Care Act 2001 and the Local Government and Public Involvement in Health Act 2007.

10.2   Scrutiny work involves consideration of the legal and statutory issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific legal and statutory implications.

11. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

11.1   It is a fundamental aim of the scrutiny process to ensure that there is full and equal access to the democratic process through public involvement and engagement. The reviews will involve work to consult local residents, community and voluntary sector groups, businesses, hard to reach groups, partner organisations etc and the views gathered will be fed into the review.

11.2   Scrutiny work involves consideration of the human rights, equalities and community cohesion issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific human rights, equalities and community cohesion implications.

12. CRIME AND DISORDER IMPLICATIONS

12.1   In line with the requirements of the Crime and Disorder Act 1998 and the Police and Justice Act 2006, all Council departments must have regard to the impact of services on crime, including anti-social behaviour and drugs. Scrutiny review reports will therefore highlight any implications arising from the reviews relating to crime and disorder as necessary.

13. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

13.1   There are none specific to this report. Scrutiny work involves consideration of the risk management and health and safety issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific risk management and health and safety implications.

14. APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

14.1   Appendix I – Children and Young People Overview and Scrutiny Panel draft work programme 2014/15

14.2   Appendix 2 – Summary of topics relating to this Overview & Scrutiny Panel's remit suggested for inclusion in the scrutiny work programme

14.3   Appendix 3 – Selecting a Scrutiny Topic – criteria used at the workshop on 11 June 2014

15.   BACKGROUND PAPERS

15.1   None

Draft work programme for the Children and Young People Scrutiny Panel meetings

Meeting date – 3rd July 2014

Item/Issue	Format
Departmental Overview and Member & Departmental Priorities for 2013/14	Main Item
Performance monitoring	Information
Update on developments in the CSF department	Information
Work Programme Planning	Information

Meeting date – 15th October 2014

Item/Issue	Format
Secondary School Places Strategy - Update	Main Item
Marketing Merton's Schools	Secondary Item
Executive Response and Action Plan – School Leadership Succession Planning	Secondary Item
Performance monitoring	Information
Update on developments in the CSF department	Information
Work Programme table	Information

Meeting date – 4th November 2014

Item/Issue	Format
Looked After Children – Annual Corporate Parenting Report	Main Item
Safeguarding Children – Annual Report of Merton's Safeguarding Children Board	Secondary Item
Local Authority role on reducing particular vulnerabilities faced by girls inc. gang activity, child sexual exploitation, FGM	Seconary Item
CSF budget proposals	Secondary Item
Update on developments in the CSF department	Information
Performance monitoring	Information
Work Programme table	Information

Meeting date 13th January 2015 – scrutiny of the budget

Item/Issue	Format
CSF Budget proposals	Main Item
Update on Transforming Families Initiative	Secondary Item
Update on Youth Offending Service inc. Preventative Approaches	Secondary Item
Performance Report	Information
Update on developments in the CSF department	Information
Work programme table	Information

Meeting date 10th February 2015

Item/Issue	Format
School Standards	Main Item
The Role of Schools in Promoting the Broader Wellbeing of Children and Families	Secondary Item
Raising the Participation Age and Career Pathways for Young People	Secondary Item
Update on developments in the CSF department	Information
Performance Report	Information
Work programme table	Information

Meeting date – 24th March 2015

Item/Issue	Format
Children and Families Act 2014	Main Item
The Local Authority Role in promoting Access to Child Care and Early Education for Families	Secondary Item
Update on Public Health Services for children and families	Secondary Item
Performance Report	Information
Update on developments in the CSF department	Information
Planning the work programme 2013/14	Information

Description of topic suggestions received in relation to the remit of the Children and Young People Overview and Scrutiny Panel 2014/15

The following topics were suggested by residents, Members and officers, for consideration by the Children and Young People Overview and Scrutiny Panel, for their 2014/15 work programme.

Complaints relating to the remit of this Panel in 2012/13:

The council received 66 complaints in relation to services provided by the Children, Schools and Families Department. One of which related to the councils policy on education grants and 39 complaints related to social care and youth inclusion services, for which the council has a customer base of 50,000.

Annual Residents Survey 2013:

The council's Annual Residents Survey undertaken in 2013 found the following, which relates to the remit of this Panel and may be of interest in prioritising the issues the Panel wishes to scrutinise:

- Concern over the standard of education remains higher in the 35-49 age group of residents – these are likely to be the respondents who have children of school age;
- 14% of residents stressed concerns that not enough was being done for young people;
- In terms of resident satisfaction, whilst Secondary education is rated significantly higher than in 2012, it remains significantly below the London-wide average;
- 43% of residents feel that primary education is good, compared with 5% that feel that it is poor;
- 33% of residents surveyed think that nursery education is good, compared with 4% that think its poor;
- 27% of residents think that services and activities for young people are good, compared with 19% that feel that they are poor

1. **Topic: School Places**
Who suggested it?

Topic suggestion received from local schools regarding the need to ensure that all schools have sufficient places. A resident also suggested that scrutiny look at the shortage of school places and proposal to utilise the Trinitarian Bible Society building located in Tyndale House on Dorset Road SW19. A councillor suggested that the Panel look at how the council is meeting the needs of the secondary school population over the next 5-10 years.

How could scrutiny look at it?

It is suggested that the Panel receive regular progress updates on delivery of the action plan resulting from the task group review of secondary school places and also performance monitor delivery of the councils school places strategies for primary and secondary schools.

2. Topic: School Standards
Who suggested the topic?

Officers within the CSF department.

How could scrutiny look at it?

The Panel could continue to receive this report with a stronger emphasis on planned school improvement activity in the year ahead, in addition to the 'retrospective view' provided.

3. Topic: Wellbeing and emotional support to families and young people
Who suggested it?

Local schools suggested that the Panel review pupil, parent and staff wellbeing in the light of economic and social change, and longer working hours. Also local schools suggested that the Panel review what emotional support is available for children in schools.

How could scrutiny look at it?

Therefore it is suggested that the Panel receive a briefing report on this matter in order to identify if there is scope to undertake further scrutiny.

4. Topic: Looked after children
Who suggested it?

Local schools suggested that the Panel look at services across the borough to support looked after children (LAC) pre and post-adoption.

5. Topic: Safeguarding
Who suggested it?

A local councillor suggested that the Panel consider safeguarding. Officers in the CSF department also suggested that the Panel look at this area of work.

How could scrutiny look at it?

It is proposed that the panel receive an annual report on safeguarding children issues. This could be in the form of the annual report and business plan of Merton's Safeguarding Children Board and partner agencies could be invited/called to contribute/address issues raised by panel members.

6. Topic: Public health
Who suggested it?

Councillors on the Children and Young People Scrutiny Panel suggested that the Panel should look at the public health agenda in relation to children's services. This could include a review of services related to early years, children's centres, breastfeeding rates, childhood immunisations, healthy weight services and school nurses.

How could scrutiny look at it?

It is proposed that the Panel nominate a member of the Panel to act as its representative on the Healthier Communities Scrutiny Panel working group on immunisations. The scrutiny team have successfully bid for five days of expert support from the Centre for Public Scrutiny to look at the provision and take up of immunisations across the life course with a focus on HPV and influenza. The review will use the return on investment model developed by the CfPS which will help councillors gain a holistic understanding of the issues under review and identify potential savings. The review will also use an appreciative enquiry approach to look at how to improve take up.

It is also suggested that the Panel receive a performance report from the public health team covering work undertaken to date and planned work streams in relation to preventative health services for children and young people.

7. Topic: Free school meals
Who suggested it?

Councillors on the Children and Young People Scrutiny Panel suggested that the Panel should look at how the council could encourage uptake of free school meals for those that are eligible.

means around 1400 pupils not receiving FSMs despite being eligible (i.e. £840,000 that could be paid to Merton schools on top of the financial relief it would offer to their families). This is an under-registration rate of 27%, which is significantly higher than outer London (17%), inner London (9%) and the national (14%) baselines.

Due to confidentiality issues it is not always possible to identify specific families who are eligible, which can make it difficult to know how to target information at families who are eligible but not registered.

There is also an issue around a stigma being attached to take up of FSMs, whether through fear of nutritional deficiencies in the food or as a label of deprivation (often, eligibility for FSMs is used as a measure of child poverty). This may mean that families are aware that their children are eligible for FSMs but do not wish to register.

The under-registration rate has been increasing since 2009 (although the take up rate is also increasing) and Merton has committed to increasing registration of eligible pupils by 5% year on year for the next two years, to match the outer London level.

These efforts are likely to take the form of a two-pronged approach, providing information about FSM eligibility to families who are not aware that they can register, and working to remove the stigma associated with FSM registration for those who are aware but choose not to.

How could scrutiny look at it?

Scrutiny could request regular updates on Merton's uptake of free school meals by eligible pupils and comment on the councils approach to increasing uptake by 2014.

8. Topic: Update on implementation of Children and Families Bill
Officers within the CSF department proposed that the Panel look at how the council is implementing the Children and Families Bill.

How could scrutiny look at it?

It is suggested that the Panel request a briefing report on the implications of the Bill and the steps being taken to prepare to implement statutory provisions, including risk and resource implications and how these are to be managed/addressed.

9. Topic: Youth transformation project
Who suggested it?

Officers within the CSF department proposed that the Panel consider the council's youth services transformation project and progress to date, including any proposals for changes to how youth services are commissioned and delivered.

How could scrutiny look at it?

It is suggested that the Panel receive a progress report on the work of the Youth Transformation Board and its success in commissioning preventative youth services, in line with the established geographical model of provision.

10. Topic: Corporate Parenting Report – review impact of this on the borough

Who suggested it?
Officers within the CSF department.

How could scrutiny look at it?
It is suggested that the Panel receive the annual Corporate Parenting Report to undertake performance monitoring of the key services the council provides to looked after children and to identify any areas of concern. The Panel may wish to request any follow up items on how the council will address any issues identified in the annual report and what remedial action will be taken and how associated strategies for service delivery and partnership working will be developed.

11. Topic: Adoption services

Who suggested it?
Officers within the CSF department.

How could scrutiny look at it?

It is suggested that the Panel continue to receive regular updates on the adoption service as part of their regular performance report and request a progress report, at appropriate intervals, on delivery of action plans resulting from inspections of the service. This may assist the Panel to determine how the service is meeting national standards and improving the process by which children and young people can be placed with appropriate foster carers, for example, improvements being made to the assessment process for prospective foster carers.

12. Topic: Transforming Families
Who suggested it?

An officer suggested that the Panel undertake performance monitoring of delivery of the councils Transforming Families Programme.

How could scrutiny look at it?

The Panel could continue to receive regular updates on delivery of the programme.

13. Topic: Performance Reports
Who suggested the topic?

Officers within the CSF department.

How could scrutiny look at it?

It is suggested that the Panel continue to receive their regular performance reports at each Panel meeting to maintain an overview on the department's performance.

14. Topic: Executive Response and Action Plan - School Leadership Succession Planning Task group
Who suggested the topic?

Scrutiny Team.

How could scrutiny look at it?

It is suggested that the Panel receive the Executive Response and Action Plan at their October 2014 meeting and agree on what basis they wish to undertake performance monitoring of the action plan until it is fully delivered.

15. Topic: Access to child care for young Mums on low income or benefits
Who suggested the topic?

The Youth Parliament and a local community organisation proposed that the Panel look at support for low paid working families and young single mothers with children who are not employed or on a low income and are unable to afford the combination of childcare costs and of private rental in the area.

How could scrutiny look at it?

It is suggested that the Panel consider asking for a specific report on the use of the Family Information Service and if it is being accessed by young mothers. Also what referral mechanisms are in place to other welfare and support functions provided by the council and partners to enable young mothers, in particular teenage mothers, to access services that will enable them to pay for childcare, for example, welfare payments or access to education and employment advice. Housing issues should be referred to the Sustainable Communities Scrutiny Panel for consideration.

16. Topic: After school/college activities
Who suggested the topic?

Youth Parliament
How could scrutiny look at it?

It is suggested that the Panel receive a briefing report on this if they feel it is necessary. The Panel may also wish to revisit the outcomes of the task group review of gang culture and how the recommendations made have had an impact since the review was completed.

Topics suggested by the youth parliament that fall outside the remit of the Panel are as follows:

Parks landscape and provision of exercise and play equipment

The Sustainable Communities Scrutiny Panel undertook a task group review of Parks and open spaces as part of their 2010 work programme and have subsequently received progress updates on implementation of the task group's recommendations. It has been suggested by the Panel that they continue to receive updates on the parks and open spaces service at appropriate intervals.

Fear of crime and safety issues – in particular the absence of lighting or poorly lit areas young people must pass to get to their estates

The Overview and Scrutiny Commission maintain an overview of issues relating to crime and disorder and anti-social behaviour. This item has been referred to the commission to consider for their 2014/15 work programme. The Commission also undertook a task group review of the fear of crime in 2009 and a task group review of gang culture in Merton in 2008. The Children and Young People Scrutiny Panel have also received updates on the home office review of gang culture as part of its 2013/14 work programme.

Career pathways – apprenticeships

The Children and Young People Scrutiny Panel have previously undertaken a task group review of post 16 career pathways, including apprenticeships, as part of its 2012 work programme. In addition, the Sustainable Communities Scrutiny Panel undertook a review of adult skills and employability, from age 18 onwards, and looked at apprenticeships as part of this review. Both Panels have received updates on progress with implementation of their recommendations.

Appendix 3

Selecting a Scrutiny Topic – criteria used at the workshop on 11th June 2014

The purpose of the workshop is to identify priority issues for consideration as agenda items or in-depth reviews by the Scrutiny Panels and the Commission. The final decision on this will then be made by the Panels/Commission at their first meetings.

All the issues that have been suggested to date by councillors, officers, partner organisations and residents are outlined in the supporting papers.

Further suggestions may emerge from discussion at the workshop.

Points to consider when selecting a topic:

- Is the issue strategic, significant and specific?

- Is it an area of underperformance?

- Will the scrutiny activity add value to the Council's and/or its partners' overall performance?

- Is it likely to lead to effective, tangible outcomes?

- Is it an issue of community concern and will it engage the public?

- Does this issue have a potential impact for one or more section(s) of the population?

- Will this work duplicate other work already underway, planned or done recently?

- Is it an issue of concern to partners and stakeholders?

- Are there adequate resources available to do the activity well?

Note of the Children and Young People Overview & scrutiny Panel topic selection meeting on 11th June 2014

Present:

Attendees:

Councillors Jeff Hanna (Chair), Linda Taylor (Vice Chair), Adam Bush, Charlie Chirico, Edward Foley, Fidelis Gadzama, Joan Henry, James Holmes, Katy Neep, Dennis Pearce and Marsie Skeete.

Co-opted members Denis Popovs and Peter Connellan

Councillor Martin Whelton, Cabinet Member for Education

Paul Ballatt, Assistant Director, CSF Commissioning, Strategy and Performance

Julia Regan, Head of Democracy Services (note taker)

Meeting arrangements

Councillor Jeff Hanna welcomed all present. He described the meeting arrangements that the Panel had followed for the past two years whereby meetings last two hours with one major agenda item (lasting 60 minutes) and two shorter items (lasting 20 minutes each) plus twenty minutes for the minutes, performance data and the Director's update report.

All present AGREED that they wished to continue to adopt those arrangements for 2014/15.

The 2013/14 work programme was circulated for information. Paul Ballatt drew the meeting's attention to the expectations of the various regulators that a core set of issues would be scrutinised each year.

Additional topic suggestions made by Councillor Katy Neep were tabled for discussion and are appended to this note.

Agenda items for Panel meeting on 3 July

Councillor Hanna said that the CSF Department would provide a briefing to the first Panel meeting (3 July) that would include an overview of what the department does, the regulatory framework, and its relationship with schools and other agencies. Attendees requested that this briefing also include information on the work done in partnership with public health.

Annual residents survey 2013

Noted the results in relation to the remit of the Panel.

A number of attendees expressed interest in following up on the concern that "not enough was being done for young people". It was suggested that this might be addressed as apart of scrutiny of the youth transformation project .Also suggested that the Panel may wish to explore the gap between perception and reality regarding access to youth programmes and to encourage a wider range of young people to participate.

Attendees were also interested in exploring why resident satisfaction with secondary education is below the London average – again suggested that there may be a gap between perception and reality and could scrutinise how schools are "marketed". There was a suggestion that this could be linked to Councillor Neep's suggestion on extended school hours as a <u>potential task group review</u>.

School places

AGREED that this is an important issue and should be scrutinised through a <u>main agenda item</u> at one of the Panel's meetings.

Also AGREED that the <u>Director's update report</u> should include information on school places as and when there are new developments or progress to report.

School standards

AGREED that this should be scrutinised through a <u>main agenda item</u> (as it has in previous years).

Also AGREED that this report should include detail of the work of council officers in seeking to improve standards as well as providing information about the results.

Wellbeing and emotional support to families and young people

Discussed the impact that emotional wellbeing has on teaching and learning.

AGREED that this should be scrutinised through a <u>20 minute agenda item.</u> The report should focus on the support that is provided to schools by the Council. Information should be provided to enable the Panel to assess whether it wishes to carry out further scrutiny of wellbeing and emotional support to families and young people, possibly through a <u>short task group review</u> (1-3 meetings).

Looked after children
Safeguarding

AGREED to scrutinise both issues together as a <u>whole meeting agenda item</u> , similar to the approach adopted for the November 2013 meeting.

Public health

AGREED to scrutinise through <u>a 20 minute agenda item</u> . Also requested that some information on the department's work with public health be included in the briefing to the Panel's July meeting

Noted the successful bid to the Centre for Public Scrutiny and the subsequent establishment of an immunisation task group. Attendees will contact Julia Regan or Stella Akintan if they are interested in taking part in this task group.

Free school meals

Councillor Hanna explained that the Panel had previously scrutinised this and had been disappointed with the low take-up of free school meals. He had therefore requested that an update be provided to the Panel's 3 July meeting.

AGREED that the latest data and information about work being done to improve take-up should be included in the <u>Director's update report</u> at the July meeting.

Children and Families Bill

Noted that this Act will result in significant changes for special educational need, children with disabilities and for council, school and health service procedures.

AGREED to scrutinise through a <u>main agenda item</u>.

Youth transformation project
Career pathways
Attendees expressed interest in these issues and AGREED to scrutinise through a main agenda item that would include access to 16+ education, raised participation age, informal curriculum in youth services, help into employment and responsibilities in relation to tracking young people not in education, employment or training.

Adoption services
AGREED to scrutinise through a 20 minute agenda item so that data can be reviewed and a decision taken on whether to scrutinise further..

Noted that information about adoption services will also be included in the report on looked after children.

Transforming families
AGREED to scrutinise through a 20 minute agenda item that will provide data and an implementation progress update so that a decision can be taken on whether to allocate more time to this at a future Panel meeting.

Also AGREED to have a 20 minute agenda item on **youth offending** (data and service description plus how work with young people to prevent re-offending).

Performance reports
AGREED to continue to receive regular performance reports at each Panel meeting to maintain an overview on the department's performance.

School leadership task group – update
AGREED that the Panel should receive the Executive Response and Action Plan at its October 2014 meeting.

Access to child care for young mums on low income or benefits
AGREED to scrutinise this through a 20 minute agenda item.

Parks and the provision of exercise and play equipment
REFERRED to the Sustainable Communities Overview and Scrutiny Panel.

AGREED that the Director's update report should include information on the action taken by the Sustainable Communities Panel in relation to this issue. (ACTION - Rebecca Redman).

Fear of crime and safety issues
REFERRED to the Overview and Scrutiny Commission.

Online strategies in schools
RECOMMENDED that this issue be addressed through a short task group review (1-3 meetings) to enable schools to share best practice on supporting pupils to be ready for the wider online world (eg. Impact of social media profile on job search) and to address online bullying. AGREED to invite the Youth Parliament to participate in the work of the task group.

Girls and gangs
AGREED to have a 20 minute agenda item on girls and gangs and other ways on which girls are vulnerable (eg female genital mutilation) and to use scrutiny as an opportunity to publicise

these issues and to influence children and families. Also to include information on boys and gangs and support for young offenders.

Budget scrutiny
NOTED that this will be the <u>main agenda item</u> at the Panel's meeting on 13 January 2015.

Next steps
Paul Ballatt and Rebecca Redman will draft a work programme in consultation with Councillor Jeff Hanna and Councillor Linda Taylor. This will be tabled for discussion at the Panel meeting on 3 July.

Forward Plan items relating to the remit of the Children and Young People Overview and Scrutiny Panel:

None identified where decisions are to be made following the Panel meeting on 3 July 2014.

Children and Young People Work Programme 2014/15

This table sets out the Children and Young People Panel Work Programme for 2013/14 that was agreed by the Panel at its meeting on 3rd July 2014. This Work Programme will be considered at every meeting of the Panel to enable it to respond to issues of concern and incorporate reviews or to comment upon pre-decision items ahead of their consideration by Cabinet/Council.

The work programme table shows items on a meeting-by-meeting basis, identifying the issue under review, the nature of the scrutiny (pre decision, policy development, issue specific, performance monitoring, partnership related) and the intended outcomes.

The Children and Young People Panel has specific responsibilities regarding Budget and Business Plan Scrutiny and Performance Monitoring for which Lead Members are appointed:

> The Performance Monitoring Lead for 2014/15 is
> The Budget and Business Plan Lead for 2014/15 is

Scrutiny Support

For further information on the work programme of the Children and Young People Panel please contact: -
Rebecca Redman, Scrutiny Officer)
Tel: 020 8545 4035; Email: rebecca.redman@merton.gov.uk

For more information about overview and scrutiny at LB Merton, please visit www.merton.gov.uk/scrutiny

Please note – performance management and work programme agenda items will included be on all agendas.

Meeting Date – 3rd July 2014

Main Item	Secondary Items	Information Items for Q+A
Elected Member & Departmental Portfolio Priorities - Outlining the portfolio priorities of Cabinet Members and officers' service priorities for 2014-15	**Agreeing the Work Programme 2014/15**	**Update Report** – Developments affecting CSF department since last scrutiny meeting **Performance Report** – Report on 'basket' of performance indicators selected by panel for ongoing monitoring

Meeting Date – 15th October 2014

Main Item	Secondary Items	Information Items for Q+A
Secondary School Places Strategy - Update	**Marketing Merton's Schools** **Executive Response and Action Plan – School Leadership Succession Planning**	**Update Report** – Developments affecting CSF department since last scrutiny meeting **Performance Report**

Meeting Date – 4th November 2014

Main Items	Secondary Item	Information Items for Q+A
Looked After Children – Annual Corporate Parenting Report **Safeguarding Children – Annual Report**	**CSF Budget Proposals** – Discussion of budget with officers and section heads. **Local Authority role on reducing**	**Update Report** **Performance Report**

of Merton's Safeguarding Children Board	particular vulnerabilities faced by girls inc. gang activity, child sexual exploitation, FGM	

Meeting Date – 13th January 2015

Main Item	Secondary Items	Information Items for Q+A
CSF Budget Proposals – to include savings and growth proposals for 2015-16 and updates on service reviews/transformation projects	**Update on Transforming Families Initiative** **Update on Youth Offending Service inc. Preventative Approaches**	**Update Report** **Performance Report**
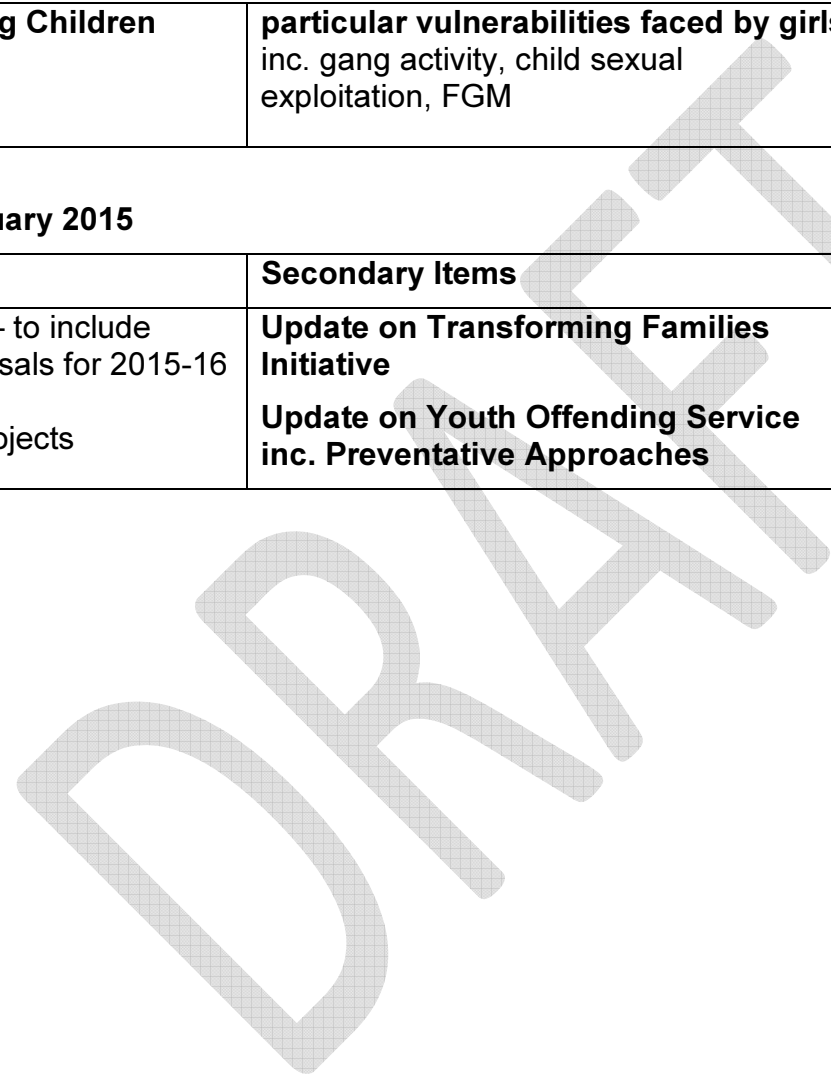
Meeting Date – 10th February 2015

Main Item	Secondary Items	Information Items for Q+A
School Standards – Annual Report on Attainment and Progress of Pupils in Merton Schools	**The Role of Schools in Promoting the Broader Wellbeing of Children and Families** **Raising the Participation Age and Career Pathways for Young People**	**Update Report** **Performance Report**

Meeting Date – 24th March 2015

Main Item	Secondary Items	Information Items for Q+A
Children and Families Act 2014 – Progress Report on Implementation of SEN and Disabilities Elements	**The Local Authority Role in promoting Access to Child Care and Early Education for Families** **Update on Public Health Services for children and families**	**Update Report** **Performance Report**

Committee: Children and Young People Overview and Scrutiny Panel

Date: 3rd July 2014

Agenda item: 7

Wards:

Subject: **Update on Developments Affecting Children, Schools and Families Department**

Lead officer: Yvette Stanley, Director of Children, Schools and Families Dept

Lead members: Cllr Maxi Martin, Cllr Martin Whelton

Forward Plan reference number: N/A

Contact officer: Paul Ballatt, Head of Commissioning, Strategy and Performance

Recommendations:

A.   Members of the panel note the contents of the report.

1   PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1.   The report provides members of the panel with information on key developments affecting Children, Schools and Families Department since the panel's last update report in March 2014.

2   DETAILS

2.1   At the last panel meeting in March 2014 two recent Ofsted inspections of schools had taken place but reports had not been published. The full inspection of Morden primary school resulted in the school retaining a rating of good. The report of the HMI monitoring visit at Garden primary school confirmed that reasonable progress was being made. Three further school inspection reports have been published since March 2014. Hillcross school was rated as good having previously been judged as outstanding; Hollymount school moved from satisfactory to good; Cranmer school has retained its rating of good.

2.2   The conversion to academy status of Garden primary school is expected to be completed by September 2014. Responsibility for the school's childcare provision will also be transferred although it has been agreed that the children's centre attached to the school will remain under the management of the council.

2.3   Applications for school places have continued to be processed since the last meeting of the panel. There are 60 children who are currently unplaced for primary school reception year, but all but 10 have received a central offer of a school place which has not been accepted. Following the additional 'bulge' classes added there are a number of vacancies at schools in all areas of the borough and some multiple offers that will eventually provide some extra places, as will the 'Park Community ' Free School. Officers are therefore confident that all residents that require a reception place for September will be able to receive one, even though it may not be at a preference school. Experience of past years is that a number of parents opt for independent schooling. In the secondary

phase all applicants have received an offer although a small number have not accepted.

2.4   To meet additional demand the council is providing 150 additional reception places compared to last year at maintained schools. Poplar and Singlegate are admitting an additional 30 each as part of their permanent expansions, and Garfield, Joseph Hood and West Wimbledon will accommodate 30 additional children in a single year 'bulge' class. Cabinet recently approved the contract award for the final phase of the Merton Abbey permanent expansion, which is part of seven major expansion schemes currently under construction, the others being Cranmer, Hillcross, Pelham, Poplar, Singlegate and St. Mary's RC Primary School. It has also been agreed to award the first phase contract for the proposed Dundonald expansion scheme although outstanding legal matters need to be resolved before this contract is signed.

2.5   Members of the panel were aware of the successful application to DfE by Chapel Street to open a new primary Free School in the borough. Uncertainty regarding its location and planned opening date has added to the complexity of planning for sufficient primary school reception places this year. In the event temporary accommodation has been secured to enable the school to open as the 'Park Community' Free School in September 2014 and, as noted above, places are being offered by the Free School provider at the time of writing this report. A permanent base for the school has been purchased by the Education Funding Agency at the site of the former Trinitarian Church in Morden.

2.6   Officers have continued to undertake preliminary work with schools on planning to meet the rising need for places in Merton's secondary and special school sectors over the next decade. Cabinet has agreed a high level strategy of establishing new school provision as well as expanding existing schools and site searches and feasibility studies have been undertaken in recent months. It is expected that a more detailed strategy will be confirmed in Autumn 2014 and will be reported to CYP Scrutiny Panel at that time.

2.7   Preparation is underway for the implementation of the government's initiative to provide universal free school meals for all primary school pupils in reception and years one and two from September 2014. Merton is relatively well placed to deliver the new responsibilities due to significant investment made in recent years in primary school kitchens to enable all schools to cook hot food on site. Surveys have been undertaken and minor works and adaptations will be undertaken in schools over the summer holiday period. Officers are working with one school with particular challenges due to the size of its kitchen and dining arrangements but are confident suitable arrangements will be in place.

2.8   Pupils registered for free school meals because their families are in receipt of certain welfare benefits or tax credits also attract pupil premium funding which is allocated to schools' budgets. DfE research published in November 2012 demonstrated an under- registration rate in Merton above comparator authorities, meaning Merton schools were not benefiting from the level of pupil premium funding possible.

2.9   A project is therefore being undertaken in the borough to maximise registration for free school meals. To date, research has been completed enabling sharper targeting of support provided to specific Merton schools to increase registration levels. This research has been shared with headteachers. Publicity and application materials have been amended to promote accessibility and reduce potential for stigma. Discussions internally with officers in revenues and benefits and externally with DWP are being held with a view to obtaining specific claimant information to enable direct contact with families known to be eligible. Short-term Public Health funding has also been secured to employ a member of staff in the autumn term who will work in schools to 'market' free school meals and directly support parents in making applications.

2.10   The CYP panel has previously received reports and updates on the work of the 'Transforming Families' service, Merton's response to the high profile national 'Troubled Families' initiative. Through this initiative, central government is seeking to 'turn around' the lives of families characterised by unemployment, anti-social and criminal behaviour and poor school attendance, those families likely to place the largest burden on public services and the public purse.

2.11   National performance data on this initiative is published regularly. In 2013, Merton's performance was seen to be lagging due to relatively slow start up of the new service locally and as a result of Merton interpreting the requirements of the initiative more accurately than was the case in some authorities. As at March 2014, however, Merton is now ranked 3rd in London for the numbers of families with whom the service has engaged (320) and the numbers successfully 'turned around' (175). For these families, Merton has been able to demonstrate either that anti-social or criminal behaviour has ceased or that families are no longer 'workless'.

2.12   Good progress has been made by the My Futures team in reducing numbers of NEET young people. As at mid-June, 4% (225) were not in education, training or employment compared to 5.3% (288) in December 2013. Significant effort has been made in identifying 'not known' young people with 5% (299) young people now in this cohort as against 11.5% (683) six months ago. These gains have been made through improved data tracking and tenacious practice from staff in the team making contact with young people via correspondence, telephone calls and home visits and through good liaison with schools and other professionals involved in working with young people.

2.13   In the Panel's last update report it was noted that central government was in the process of consulting on a new funding regime for schools which, if implemented, could result in an increase in Merton's Dedicated Schools Grant of some £6 million. Although the 'Fairer Schools Funding 2015-16' consultation closed at the end of April, there has been no announcement on plans to implement or amend the proposals to date. Officers understand that DfE plans to announce the findings of the consultation by the end of July and any details will be reported to Panel in a future update report.

3   **ALTERNATIVE OPTIONS**

3.1.   None for the purposes of this report.

4   CONSULTATION UNDERTAKEN OR PROPOSED

4.1.   None for the purposes of this report.

5   TIMETABLE

5.1.   N/A

6   FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

6.1.   No specific implications.

7   LEGAL AND STATUTORY IMPLICATIONS

7.1.   No specific implications.

8   HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

8.1.   No specific implications.

9   CRIME AND DISORDER IMPLICATIONS

9.1.   No specific implications.

10   RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

10.1.   No specific implications.

11   APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- N/A

12   BACKGROUND PAPERS

12.1.   None

Committee: Children and Young People Overview and Scrutiny Panel

Date: 3 July 2014

Agenda item: 8

Wards: All wards

Subject: Year End performance report 2013/14 and 2014/15 May performance

Lead officer: Paul Ballatt, AD Commissioning, Strategy and Performance, Children Schools and Families

Lead member(s): Councillor Maxi Martin; Councillor Martin Whelton.

Forward Plan reference number: n/a

Contact officer: Naheed Chaudhry, Service Manager Policy, Planning and Performance, Children Schools and Families

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Recommendations: That the Children and Young People's Overview and Scrutiny Panel

A. Note and comment on performance for the year ending 2013/14 as set out in appendix One.

B. Note and comment on performance for May 2014 as set out in appendix Two.

C. Consider any changes required to the performance dataset for 2014/15

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1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1. To provide the Children and Young People's Overview and Scrutiny Panel (CYP panel) with a regular update on the performance of the Children, Schools and Families Department and key partners.

2. DETAILS

2.1. At the Children and Young People Scrutiny Panel meeting on 5 June 2007 it was agreed that the Children Schools and Families Department would submit a regular performance report on a range of key performance indicators. This performance monitoring report act as a 'health check' for the Panel and is over and above the more detailed performance reports scheduled to the Panel which relate to specific areas of activities such as, the annual Schools Standards report, Safeguarding performance report etc.

2.2. Appendix One presents data as at the end of March 2014 (quarter four) and is therefore a year-end performance report 2013/14 - the panel has requested 'exception reporting' throughout the year; RAG rating is used where relevant and commentary is provided where performance is deemed less than expected or desired. As this is a year-end report indicators are reported as either Red or Green - commentary is provided on an 'exception' basis for those indicators reporting as Red in section 3.

2.3. Appendix Two provides data as at the end of May 2014 of the current year's performance index 2014/15, commentary on 'exception' for those indicators reporting as Red or Amber is presented in section 4. At the point of publishing this report data for June was not yet complete (report due to be published 26 June 2014).

2.4. It should be noted that Merton maintains a policy of setting ambitious targets, often higher than national and London averages. Therefore a number of indicators although reported Red are often performing well against benchmarking. The commentary provided contextualises our performance with comparison data.

2.5. The panel may also like to note that bands and ranges of acceptable performance are a more helpful way of reviewing children's services performance indicators. For example a target set to ten per cent may in reality reflect an acceptable range of performance from 10% to 12%, however will trigger a Red for any performance higher than 10%. The only way around this is to set lower targets to 'work around' the performance calculation, this is not an approach supported by the Departmental Management Team.

3. YEAR END PERFORMANCE 2013/14

3.1. **Line 2 Percentage of Single Assessments completed within the statutory 45 days – Red.**

3.2. At the beginning of 2013/14 Merton implemented the use of Single Assessments in place of Initial and Core assessments, all assessment forms and business processes changed accordingly and practice was embedded and reviewed. During the year 76% (853 of 1119) of all Single Assessments have been completed on time. Although below the target of 90% there has been an improvement in performance following a review and management action taken in October 2013. The majority of Single Assessments are now completed by the First Response team in the MASH rather than by social workers across CSF. Since November month on month performance has improved with 90% plus of Single Assessments undertaken being completed within timeframe. Benchmarking data will not be available until the next DfE Children in Need (CIN 2013/14) census - this will be published in the Autumn, following a year end statutory return in July 2014.

3.3. **Line 4 Percentage of reviews completed within timescales for Children with Child Protection Plans – Red.**

3.4. 96% of child protection cases were reviewed within the required timescale, although below an ambitious target of 100%, this outturn performance is considered to be within thresholds of appropriate levels of performance and equal to the national benchmark of 96% (CIN 2012/13)

3.5. **Line 5 Percentage of Children with Child Protection Plans visits due completed on time – Red.**

3.6. 84% of children subject of a Child Protection Plan were visited within 28 days of their last visit, this relates to 149 of 178 children during the year. Benchmarking data on child protection plan visits is not published. A numbers of those children not seen within timescale are attributed to parents and family non-compliance preventing the required levels of access to children. These cases have received management scrutiny to ensure case plans are reviewed and appropriate safeguarding measures undertaken.

3.7. **Line 6 Percentage of children that became the subject of a Child Protection Plan for the Second or subsequent time (NI 65) – Red.**

3.8. 12% of children subject to a child protection plan were the subject to a plan for the second or subsequent time, this indicator relates to 25 of 200 children. A second plan is agreed for those children where the categorised of concern increase or in some cases change. It should be noted that this indicator is significantly impacted by large sibling groups being subject to a second or subsequent plan, 15 of the 25 children are accounted for in four sibling groups, 9 of these children are from two

large families. This outturn is broadly in line with our expectations of our target range and in line with the national average of 14.9% (CIN 2012/13).

3.9. **Line 12 Stability of placements of Children in Care (length of placement) – Red**

3.10. This length of placement indicator refers to a small cohort of children, children in this cohort are under the age of 16, been in care for 2 and a half years or more and have been in their current placement for 2 years or more.

3.11. At the end of March 2014, of the total number of children in care only 33 children meet these criteria, of these, 14 children have not been in their placements for longer than 2 years with 7 of these children belonging to one of three sibling groups. This is a small cohort of children and can be skewed as in the case here by sibling groups. Therefore 58% of relevant children had been in a single stable placement lasting two years or more this equates to 19 of 33 children. There were various reasons for the placement disruptions, including planned placement moves. . National comparator data for 2012/13 has not yet been published by the DfE.

3.12. **Line 13 Children in Care cases which were reviwed within required timescales – Red**

3.13. 97% of children in care cases were reviewed within the required timescale, although below an ambitious target of 100%, this outturn performance is considered to be within thresholds of appropriate levels of performance and performing above the national benchmark of 90% (2011/12) and better than Merton's performance for 2012/13 of 96%.

3.14. **Line 23 Secondary fixed term exclusions (percentage of pupils on roll) – Red**

3.15. Merton has seen a reduction in Secondary School exclusions for the second year running, reducing from 12.8% in 2010/11 to 9% in 2012/13. Our 8% target was set 3 years ago as an aspirational target to reduce fixed term exclusion levels to national average levels, in 2011/12 National secondary exclusions were 7.85% and London was 7.49%. 2012/13 comparator data is not yet published.

3.16. **Line 32 Percentage of Statements issues within 26 weeks without exceptions - Red**

3.17. 92 % of Special Educational Needs (SEN) Statements (without exceptions) were issued within 26 weeks this equates to 129 of 140. It should be noted that although below our local target we are performing inline with the national average 93% and above the London average of 90% (2012/13 figures).

3.18. **Line 33 Percentage of Statements issues within 26 weeks with and without exceptions - Red**

3.19. 87% of all Special Educational Needs (SEN) Statements were issued within 26 weeks this equates to 131 of 151. A number of statements were delayed during the summer break period where statutory appendices required were received late. It should be noted that although below our local target we are performing above the national average for this indicator which is 86% and the London average which is 79% (2012/13 figures)

4. PERFORMANCE INDEX 2014/15

4.1. The 2014/15 performance indicator set is presented in appendix two. CSF monitor a mixture of output and outcome measures, indicators derive from statutory requirements and local monitoring needs. Members may wish to consider

amendments to the indicator set. Four changes are recommended by officers to reflect changes in relation to the implementation of the Children and Families Act.

4.2. Line 32 and 33 'All SEN statements issued in 26 weeks (with and without exception) and Line 35 number of SEN statements issued. Members should note that as of 1 September 2014 'Special Educational Need (SEN) Statements' will no longer be issued, instead the system of statutory support and assessment for children and young people age 0-25 will be replaced by Education Health & Care Plans (EHC) these will be delivered on a difference time scale with a new suite of performance monitoring. As such the dataset will be revised midyear accordingly.

4.3. Line 34 Provision of Short Breaks, it is recommended that this indicator be removed from 2014/15 dataset as it is no longer a key performance indicator measured by the department. Following the implementation of the Children and Families Act and the 'local offer' parents will be able to choose support from a range of services and functions therefore the shorts breaks offer will not be utilised in the same way as currently reported. CSF DMT will continue to internally monitor and review performance data in relation to children with disabilities in line with national legislative changes as when new suitable indicators are identified. From September 2014 a new replacement indicator will be identified and could be reported to the scrutiny panel as a suitable alternative.

4.4. As per last year performance indicators have been profiled individually based on a review of the 2013/14 actual performance and known 'seasonal' effects. Where appropriate performance indicators have been allocated a deviation allowance, this approach is as per best practice to demonstrate acceptable levels of performance.

4.5. Each deviation where adopted has been carefully considered taking in to account previous performance and where relevant national or London wide performance comparisons. It is felt that the deviations and profiles adopted for 2014/15 will provide a challenging yet realistic approach to performance management.

4.6. Where possible London and National benchmarks have been included alongside Merton's performance from last year. Although performance benchmarking is useful the department will continue to triangulate performance data, quality assurance audit activity to more holistically monitor how the needs of diverse and vulnerable groups are met and target improvements where necessary.

4.7. **PERFORMANCE MONITORING 2014/15**

4.8. **Line 6 Percentage of children that became the subject of a Child Protection Plan for the Second or subsequent time (NI 65) – Red.**

4.9. 16% of children subject to a child protection plan were the subject to a plan for the second or subsequent time, this indicator relates to 8 of 49 children. This outturn is broadly in line with our expectations of our performance at this point in the year. (national average of 14.9%, CIN 2012/13).

4.10. **Line 12 Stability of placements of Children in Care (length of placement) – Red**

4.11. At the end of May 2014, of the total number of children in care only 36 children meet these criteria, of these, 17 children have not been in their placements for longer than 2 years with 7 of these children belonging to one of three sibling groups. This is a small cohort of children and can be skewed as in the case here by sibling groups. Therefore 53% of relevant children had been in a single stable placement lasting two years or more this equates to 19 of 36 children.

4.12. **Line 33 Percentage of Statements issues within 26 weeks with and without exceptions - Red**

4.13. 83% of all Special Educational Needs (SEN) Statements were issued within 26 weeks this equates to 25 of 30 this is above the London average of 79% (2012/13) and likely to improve during the year.

5. ALTERNATIVE OPTIONS

5.1. The Panel's scrutiny work programme is determined by the members of the Panel.

5.2. The Panel may wish to review the dataset for 2014/15 and make revisions.

6. CONSULTATION UNDERTAKEN OR PROPOSED

6.1. The Panel have agreed to consider the performance report on an annual basis.

7. APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- Appendix 1: Performance index Year-end 2013/14 (March 2014)

- Appendix 2: Performance index 2014/15 (as at May 2014)

8. BACKGROUND PAPERS

8.1. None.

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No.	Performance Indicators	Frequency	Merton 2012-2013	Benchmark National Average 2012-2013	Benchmark London/SN	2013-14 target	Polarity	% Deviation	BRAG Rating (latest Outcome Period)	Apr-13	May-13	Jun-13 / Q1	Jul-13	Aug-13	Sep-13 / Q2	Oct-13	Nov-13	Dec-13 / Q3	Jan-14	Feb-14	Mar-14 / Q4	Notes
Children's Social Care																						
1	Number of CASA's	Quarterly	n/a	n/a	n/a	n/a	n/a	n/a	n/a			168			291			153			95	Quarterly (Time lag in collating CASAs from partner agencies)
2	% of Single Assessments completed within the statutory 45 days (Year to Date)	Monthly	n/a	n/a	n/a	90%	High	9%	Red	90%	74%	70%	65%	71%	68%	68%	70%	72%	74%	75%	76%	YTD
3	% of Children subject of a Child Protection Plan with an allocated Social Worker	Monthly	100%	n/a	not av	100%	High	0%	Green	100%	100%	98%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Monthly
4	% of reviews completed within timescale for Children with Child Protection Plans (NI 67)	Monthly	97%	96%	not av	100%	High	10%	Red	100%	100%	100%	100%	100%	94%	97%	97%	96%	97%	97%	96%	YTD
5	% of Children subject of a Child Protection Plan who had a 4 weekly CP visit in timescale (child seen)	Monthly	85%	n/a	not av	95%	High	0%	Red	100%	92%	83%	77%	86%	80%	92%	83%	83%	88%	84%	84%	Monthly
6	% of Children that became the subject of a Child Protection Plan for the Second or subsequent time (NI 65)	Monthly	10.6%	14.9%	not av	10%	Low	1%	Red	0%	0%	0%	1%	15%	13%	15%	14%	13%	12%	12%	12%	Cumulative YTD
7	% of Children in Care with an allocated Social Worker	Monthly	100%	n/a	not av	100%	High	0%	Green	100%	100%	100%	100%	99%	100%	100%	100%	100%	100%	99%	100%	YTD
8	Children in Care rate per 10,000	Monthly	32.6	60	not av	n/a	n/a	n/a	n/a	31.55	33.56	36.67	36.89	36.44	36.67	37.55	36.00	35.33	34.22	33.78	33.33	End of the month snapshot
9	Number of children who ceased to be Looked After Children who were adopted	Monthly	8	n/a	not av	12	High	8%	Green	0	0	1	2	4	4	4	4	7	7	9	10	Cumulative YTD
10	Number of agency special guardianship orders granted	Monthly		n/a	not av					0	0	1	1	1	2	2	3	4	4	4	5	Cumulative YTD
11	Stability of placements of Children in Care - number of moves (3 or move moves in the year) (NI 62)	Monthly	16%	11%	not av	15%	Low	2%	Green	0%	0%	3%	4%	7%	9%	10%	12%	13%	12%	13%	13%	YTD
12	Stability of placements of Children in Care - length of placement (NI 63)	Monthly	64%	67%	not av	75%	High	5%	Red	60%	66%	71%	71%	75%	68%	71%	68%	66%	62%	58%	58%	End of the month snapshot
13	Children in Care cases which were reviewed within required timescales (NI 66)	Monthly	96%	91%	not av	100%	High	10%	Red	100%	96%	95%	97%	95%	96%	95%	96%	96%	97%	97%	97%	YTD
14	% of Children in Care participating in their reviews in month	Monthly	88%	not av	not av	90%	High	10%	Green	88%	96%	83%	91%	92%	93%	86%	88%	81%	80%	79%	76%	Monthly with Quarter YTD
15	Timeliness of adoption placements post best interest decision (NI 61)	Monthly	100%	n/a	not av	n/a	n/a	n/a	n/a	n/a	n/a	0%	0%	25%	25%	25%	25%	43%	43%	33%	40%	YTD 4/10 adoptions outside 12 months decision to be placed
16	Rate of proven re-offending by young people in the youth justice system (NI 19)	Quarterly	1.2	not av	not av	1.1	n/a	n/a	Green			1.18			1.20			1.07			1.1	Quarterly
17	First Time Entrants (FTEs) to the Youth Justice System aged 10-17 (Cumulative)	Monthly	77	n/a	not av	96	Low	0%	Green	5	10	16	19	26	29	39	51	65	70	74	88	YTD
18	Young Offenders NEET rate (Not in Education, Employment or Training)	Quarterly	not av	not av	not av	n/a	n/a	n/a	n/a			3.2% 8cyp			5.5% 6cyp			5.5% 9cyp			3.6% 9cyp	Quarterly March 16 - 18 NEET - supervised YOTS
20	Youth Justice Caseload per worker	Quarterly	not av	not av	not av	n/a	n/a	n/a	n/a			12.33			10.62			5.9			8.3	Monthly
Education *For Attendance and Exclusion indicators the Merton 2012-2013 relates to academic year 2011-2012; National & London benchmarks may for previous academic years.*																						
	Youth service participation rate	Annual	1798	not av	not av	2,000	High	0%	Green												2032	Annual Measure
21	Secondary School Persistent absence (LA) 15% threshold	Annual	n/a	not av	not av	n/a	n/a	n/a	n/a												6.0%	Annual Measure 2.5 terms, internal data, 5 schools
22	Secondary persistent absenteeism (15% absence)	Annual	8.2%	7.4%	6.1%	n/a	n/a	n/a	n/a												5.8%	Annual Measure 2.5 terms DfE Published SFR maintained and academies
23	Secondary fixed term exclusions (percentage of pupils on roll)	Annual	10.28% (AY 2011-2012)	7.49% (AY 2011-2012)	7.85% (AY 2011-2012)	8%	Low	2%	Red												9.36%	Annual Measure Provisional AY 2012-2013, internal data, maintained and academies
24	% of BAME Pupil Exclusions Fixed - Secondary	Annual	n/a	not av	not av	n/a	n/a	n/a	n/a												7.86%	Provisional AY 2012-2013, internal data, maintained and academies
25	Primary fixed term exclusions (percentage of pupils on roll)	Annual	0.64%	0.91%	0.75%	0.6%	Low	0.5%	n/a												0.83%	Provisional AY 2012-2013, internal data, maintained and academies
26	% of BAME Pupil Exclusions Fixed - Primary	Annual	n/a	not av	not av	n/a	n/a	n/a	n/a												0.77%	Annual Measure Provisional AY 2012-2013, internal data, maintained and academies
27	Secondary permanent exclusions (Number YTD Acad. Yr)	Monthly	12	4370	780	12	Low	4 children per quarter	Green	7	7	8	10	12	0	0	0	0	1	1	2	August End of Acad. Yr YTD. September start of the new Acad. Yr. 2 PE completing the appeals process.
28	Number/% of BAME Pupil Exclusions Permanent - Secondary	Annual	n/a	not av	not av	n/a	n/a	n/a	n/a												0.17% (8/12)	Annual Measure Provisional AY 2012-2013, internal data, maintained and academies
29	Primary permanent exclusions (Number YTD Acad. Yr)	Monthly	0	610	60	0	Low	1 child	Green	0	0	0	0	0	0	0	0	0	0	0	0	August End of Acad. Yr YTD (August data interim until November). September start of the new Acad. Yr.
30	Number/% of BAME Pupil Exclusions Permanent - Primary	Annual	n/a	not av	not av	n/a	n/a	n/a	n/a												0	
31	Number of managed moves - Primary	Quarterly	4	not av	not av	n/a	n/a	n/a	n/a			0			0			0			0	Cumulative YTD Academic Year
32	All SEN statements issued in 26 weeks (without exceptions)	Monthly	98%	93%	90%	98%	High	2%	Red	100%	88%	94%	93%	94%	95%	96%	96%	94%	91%	90%	92%	Cumulative YTD Academic Year
33	All SEN statements issued in 26 weeks (with and without exceptions)	Monthly	92%	86%	79%	95%	High	5%	Red	100%	88%	88%	89%	90%	93%	92%	93%	91%	89%	87%	87%	Cumulative YTD Academic Year
34	Provision of Short Breaks - cumulative internal and commissioned services.	Quarterly	363	not av	not av	400	High	10%	Green			Data not available			369			370			405	Cumulative YTD. Benchmarking year using new formula.
35	SEN Statements Issued	Quarterly	n/a	not av	not av	n/a	n/a	n/a	n/a			34			32			42			44	Cumulative YTD
36	% outcome of all Children Centre Ofsted inspections good or outstanding	Quarterly	100.0%	70%	77%	100%	High	0%	Green			100%			100%			100%			100%	Cumulative YTD
37	% of total 0-5 year estimated ACORN estimated population from areas of deprivation (IDACI 30%) whose families have accessed children's centre services	Quarterly	73.9%	not av	not av	18.8%	High	n/a	Green			37.8%			54.9%			68.5%			77.7%	Cumulative YTD
Road Accidents																						
38	CYP Road accidents - reported incidents Fatal/Serious/Slight	Annual	2012 (0 Fatal/ 9 Serious/ 35 Slight)	n/a	n/a	n/a	n/a	n/a	n/a												2013 (0 Fatal / 5 Serious/ 43 Slight)	Calendar Year annual measure. 2013 data available circa April 2014. Causal factors attributed to the serious casualties were failure to look, failure to judge speed, careless and in a hurry

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Children and Young People Overview and Scrutiny Panel - Performance Index 2014/15

No.	Performance Indicators	Frequency	Merton 2013-2014	Benchmark National Average 2012-2013	Benchmark London/SN	Target 2014-15	Polarity	% Deviation	BRAG Rating (latest Outcome Period)	Apr-14	May-14	Jun-14 / Q1	Jul-14	Aug-14	Sep-14 / Q2	Oct-14	Nov-14	Dec-14 / Q3	Jan-15	Feb-15	Mar-15 / Q4	Notes
Children's Social Care																						
1	Number of CASA's	Quarterly	707	n/a	n/a	n/a	n/a	n/a	n/a													Quarterly (Time lag in collating CASAs from partner agencies)
2	% of Single Assessments completed within the statutory 45 days (Year to Date)	Monthly	76%	n/a	n/a	92%	High	3%	Green	64% (91.6%)	61% (90.4%)											YTD
3	% of Children subject of a Child Protection Plan with an allocated Social Worker	Monthly	100%	n/a	not av	100%	High	0%	Green	100%	100%											Monthly
4	% of reviews completed within timescale for Children with Child Protection Plans (NI 67)	Monthly	96%	96%	not av	n/a	High	n/a	n/a	92%	86%											YTD
5	% of Children subject of a Child Protection Plan who had a 4 weekly CP visit in timescale (child seen)	Monthly	84%	n/a	not av	n/a	High	n/a	n/a	92%	94%											Monthly
6	% of Children that became the subject of a Child Protection Plan for the Second or subsequent time (NI 65)	Monthly	12%	14.9%	not av	10%	Low	20%	Red	8%	16%											Cumulative YTD
7	% of Children in Care with an allocated Social Worker	Monthly	100%	n/a	not av	100%	High	0%	Green	100%	100%											YTD
8	Children in Care rate per 10,000	Monthly	33.33	60	not av	n/a	n/a	n/a	n/a	31.9	35.0											End of the month snapshot
9	Number of children who ceased to be Looked After Children who were adopted	Monthly	15	n/a	not av	13	High	34% (1 CYP)	Green	0	0											Cumulative YTD
10	Number of agency special guardianship orders granted	Monthly		n/a	not av					1	1											Cumulative YTD
11	Stability of placements of Children in Care - number of moves (3 or move moves in the year) (NI 62)	Monthly	13%	11%	not av	15%	Low	2%	Green	1%	3%											YTD
12	Stability of placements of Children in Care - length of placement (NI 63)	Monthly	58%	67%	not av	75%	High	5%	Red	54%	53%											End of the month snapshot
13	Children in Care cases which were reviewed within required timescales (NI 66)	Monthly	97%	91%	not av	100%	High	10%	Green	100%	100%											YTD
14	% of Children in Care participating in their reviews in month	Monthly	76%	not av	not av	90%	High	10%	Green	87%	93%											Monthly with Quarter YTD
15	Timeliness of adoption placements post best interest decision (NI 61)	Monthly	40%	n/a	not av	n/a	n/a	n/a	n/a	n/a	n/a											YTD
16	Rate of proven re-offending by young people in the youth justice system (NI 19)	Quarterly	1.1	tbc	tbc	1.1	n/a	n/a	n/a													Quarterly
17	First Time Entrants (FTEs) to the Youth Justice System aged 10-17 (Cumulative)	Monthly	88	n/a	n/a	80	Low	% (1CYP)	Green	4	12											YTD
18	Young Offenders NEET rate (Not in Education, Employment or Training)	Quarterly	3.6% 9cyp	not av	not av	n/a	n/a	n/a	n/a													Quarterly March 16 - 18 NEET - supervised YOTS
20	Youth Justice Caseload per worker	Quarterly	8.3	not av	not av	n/a	n/a	n/a	n/a													Monthly
Education *For Attendance and Exclusion indicators the Merton 2012-2013 relates to academic year 2011-2012; National & London benchmarks may for previous academic years.*																						
	Youth service participation rate	Annual	2032	not av	not av	2,000	High	0%	n/a													Annual Measure
	Secondary School Persistent absence (LA) 15% threshold	Annual	6.0%	not av	not av	n/a	n/a	n/a	n/a													Annual Measure 2.5 terms, internal data, 5 schools
	Secondary persistent absenteeism (15% absence)	Annual	5.8%	7.4%	6.1%	8%	n/a	n/a	n/a													Annual Measure 2.5 terms DfE Published SFR maintained and academies
23	Secondary fixed term exclusions (percentage of pupils on roll)	Annual	9.36%	7.49% (AY 2011-2012)	7.85% (AY 2011-2012)	10%	Low	2%	n/a													Annual Measure Provisional AY 2012-2013, internal data, maintained and academies
24	% of BAME Pupil Exclusions Fixed - Secondary	Annual	7.86%	not av	not av	n/a	n/a	n/a	n/a													Annual Measure Provisional AY 2012-2013, internal data, maintained and academies
25	Primary fixed term exclusions (percentage of pupils on roll)	Annual	0.83%	0.91%	0.75%	0.6%	Low	0.5%	n/a													Annual Measure Provisional AY 2012-2013, internal data, maintained and academies
26	% of BAME Pupil Exclusions Fixed - Primary	Annual	0.77%	not av	not av	n/a	n/a	n/a	n/a													Annual Measure Provisional AY 2012-2013, internal data, maintained and academies
27	Secondary permanent exclusions (Number YTD Acad. Yr)	Monthly	12 (Academic Year 2012-2013)	4370	780	19	Low	4 children per quarter	Green	2	2											August End of Acad. Yr YTD. September start of the new Acad. Yr.
28	Number/% of BAME Pupil Exclusions Permanent - Secondary	Annual	0.17% (8/12)	not av	not av	n/a	n/a	n/a	n/a													Annual Measure Provisional AY 2012-2013, internal data, maintained and academies
29	Primary permanent exclusions (Number YTD Acad. Yr)	Monthly	0 (Academic Year 2012-2013)	610	60	0	Low	1 child	Green	0	0											August End of Acad. Yr YTD (August data interim until November). September start of the new Acad. Yr.
30	Number/% of BAME Pupil Exclusions Permanent - Primary	Annual	n/a	not av	not av	n/a	n/a	n/a	n/a													
31	Number of managed moves - Primary	Quarterly	0	not av	not av	n/a	n/a	n/a	n/a													Cumulative YTD Academic Year
32	All SEN statements issued in 26 weeks (without exceptions)	Monthly	89%	93%	90%	n/a	High	n/a	n/a	100%	96%											Cumulative YTD Academic Year
33	All SEN statements issued in 26 weeks (with and without exceptions)	Monthly	89%	86%	79%	95%	High	5%	Red	100%	83%											Cumulative YTD Academic Year
34	Education, Health and Care plans issued within timescale (TBC)	Monthly	n/a	new measure	new measure	TBC	High	TBC	new measure													Cumulative YTD Academic Year, from 1 September 2014 only
35	SEN Statements Issued	Quarterly	44	not av	not av	n/a	n/a	n/a	n/a													Cumulative YTD, up untill 1 September only
35b	Education, Health and Care plans issued	Quarterly	new measure	new measure	new measure	n/a	High	n/a	n/a													Cumulative YTD, from 1 September 2014
36	% outcome of all Children Centre Ofsted inspections good or outstanding	Quarterly	100%	70%	77%	100%	High	0%	n/a													Cumulative YTD
37	% of total 0-4 year estimated ACORN estimated population from areas of deprivation (IDACI 30%) whose families have accessed children's centre services	Quarterly	77.7%	not av	not av	75%	High	n/a	n/a													Cumulative YTD
Road Accidents																						
38	CYP Road accidents - reported incidents Fatal/Serious/Slight	Annual	2013 TBC (Fatal/ Serious/ Slight)	n/a	n/a	n/a	n/a	n/a	n/a													Calendar Year annual measure. 2014 data available circa April 2015.

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Committee:	**Children and Young People Overview and Scrutiny Panel**
Date:	**3 July 2014**
Agenda item:	9
Wards:	All

Subject:	**Merton Children's Services: Glossary of terms**
Lead officer:	Paul Ballatt, AD Commissioning, Strategy and Performance, Children Schools and Families (020 8545 4066)
Lead member:	Councillor Maxi Martin; Councillor Martin Whelton.
Forward Plan reference number: n/a	
Contact officer:	Naheed Chaudhry, Service Manager Policy, Planning and Performance naheed.chaudhry@merton.gov.uk

Recommendations:

A.   That the Children and Young People's Overview and Scrutiny Panel note the Merton Children's Services Glossary of terms in Appendix A

1   PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1.   The purpose of this report is to provide Councillors with an 'A to Z Glossary of terms' commonly used by children's services. This glossary can be found in Appendix A.

2   DETAILS

2.1.   The glossary was first presented in February 2013 following a request made by the Children and Young People's Overview and Scrutiny Panel on 15 January 2013. This report presents an updated version of the glossary of all key terms as at June 2014.

2.2.   Appendix A provides an A to Z explanation of terms, acronyms and jargon commonly used by Children Schools and Families department professionals.

2.3.   The glossary will continue to be updated and re-circulated to Councillors as and when required.

3   ALTERNATIVE OPTIONS

3.1.   None for the purposes of this report

4   CONSULTATION UNDERTAKEN OR PROPOSED

4.1.   None for the purposes of this report

5   TIMETABLE

5.1.   None for the purposes of this report

6   FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

6.1.   None for the purposes of this report

7   LEGAL AND STATUTORY IMPLICATIONS

7.1.   None for the purposes of this report

8   **HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

8.1.   None for the purposes of this report

9   **CRIME AND DISORDER IMPLICATIONS**

9.1.   None for the purposes of this report

10   **RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

10.1.   Not for the purposes of this report

11   **APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

- Appendix A - Merton Children's Services: Glossary of terms

12   **BACKGROUND PAPERS**

12.1.   Children and Young People's Overview and Scrutiny Panel, Merton Children's Services: Glossary of terms, January 2013.

Appendix A.   Merton Children's Services: Glossary of terms

Acronym/jargon	In full	Brief description (where necessary)
903		See 'SSDA 903'.
AA	Authorised absence	Absence from school authorised by the school - either the child is too ill to attend or the school has given advance permission. See also 'UA'.
Acacia Centre		Community Centre in Mitcham offering a range of activities for all ages. It is the location of one of Merton's children's centres, and the adventure playground. See also 'APG' and 'Children's Centre'. Formally known as the Intergenerational Centre
Academy	Academy schools	Publicly funded schools which operate outside of local authority control, described by government as independent state-funded schools.
ADCS	Association of Directors of Children's Services	National leadership association in England for statutory directors of children's services and other children's services professionals in leadership roles.
Alternative Education		Education provided to children who cannot a attend a mainstream or special maintained school.
Annex A	The Ofsted Single Inspection, Annex A data and documentation. (see also Single Inspection)	The Ofsted Single inspection framework requires all local authorities to produce comprehensive child level data and a set of supporting documents for presenation to inspectors in week one of the inspection.
APG	Adventure Playground	Play area offering children and young people opportunities for aupervised adventurous play.
APS	Average point score	In education the conversion of attainment levels to scores; applies to a school or individual pupil.
ARP	Additionally Resourced Provision	Discrete resource in schools to support children with a Statement of Special Educational Need. See also 'Statement'.
ART	Access to Resources Team	Service area in the Children, Schools and Families Department, Commissioning, Strategy and Performance Division, responsible for commissioning placements for looked after children and certain pupils with SEN. See also 'SEN'.
ASC	Adult social care	
ASD	Autistic Spectrum Disorder	Type of Special Educational Need in the 'Communication and Interaction Needs' category. See also 'SEN'.
BAAF	British Association of Adoption and Fostering	London-based charity offering resources for those wishing to adopt, and to professionals working in adoption.
BAME	Black, Asian and Minority Ethnic	Terminology used to describe people of non-white descent. See also 'BME'.
BASW	The British Association of Social Workers	The professional association for Social Workers the UK.
BESD	Behaviour, Emotional and Social Difficulty	Category of Special Educational Need. See also 'SEN'.

BME	Black and Minority Ethnic	Terminology used to describe people of non-white descent. See also 'BAME'.
Bond Road	Bond Road Family Centre	Team within the MASH and Child Protection [Service], delivering family support services. See also 'MASH and Child Protection'
BRAG	Blue, Red, Amber, Green	System of prioritising referrals to Merton's Multi Agency Safeguarding Hub (MASH) - Blue (no significant concern), Green (low level concern), Amber (significant concern but immediate action not required), Red (immediate action required). See also 'MASH'.
Brightwell	Brightwell Respite Care House	Merton's residential care home offering specialist care for children with complex needs, severe learning disabilities and autism including overnight, after school, weekend and school holiday short breaks. See also 'Short Breaks'.
C&F Act	Children and Families Act 2014	Far reaching changes to child and family law which aims to improve: protection of vulnerable children, support for children in care (including extending care to age 21), the adoption system, the system of support for children with special educational needs and disabilities, support for children whose parents are separating, and help for parents to balance work and family life.
C4EO	The Centre for Excellence and Outcomes in Children and Young People's Services	Collaborative centre that gathers and shares the best available knowledge and evidence of 'what works' to contribute to improving outcomes for children, young people and their families.
CAF	Common Assessment Framework	Assessment tool used across the children's workforce to help practitioners develop a shared understanding of a child or young person's needs so that they can be met quickly and effectively. See also 'CASA'.
Cafcass	Children and Family Court Advisory and Support Service	National non-departmental public body which advises family courts and supports children in the court process.
CAIT	Child Abuse Investigation Team	Metropolitan Police Service responsible for investigating child abuse cases.
CAMHS	Child and Adolescent Mental Health Service	Service for children and adolescents who are experiencing mental health problems
CareFirst		Management information system for Merton Children's Social Care.
CASA	Common and Shared Assessment	Updated version of the Common Assessment Framework to be implemented in Merton Children's Services from April 2013. See also 'CAF'.
CCG	(Merton) Clinical Commissioning Group	Merton Clinical Commissioning Group is responsible for planning and buying healthcare services for the people who live or work in the borough; made up of local GPs and health professionals.
CES	Corporate Equalities Scheme/ Strategy	Merton Council's Strategy to promote equality across race, gender, disability, age, sexual orientation and religion and belief. Titled as a 'Scheme' from 2010-2013, and as a 'Strategy' from 2013.
Children Act 1989		Act, relating to children, with a wide range of provisions including local authority responsibilities for providing services for children in need (CIN), children requiring protection, and LAC. See also 'LAC' and 'CIN'.

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Children Act 2004		Act which makes provision for a children's commissioner and for Directors of Children's Services.
Children's Centre		Early years service for children aged 0-5 and their families offering childcare, family support and child health services.
Children's Trust Board		Local multi-agency body responsible for the governance of a wide range of services for children and young people.
CIB	Continuous Improvement Board	Board within Children, Schools and Families Department which drives continuous improvement across children's services. See also 'Continuous Improvement'.
CIC	Children in Care	See 'LAC'.
CICC	Children in Care Council	Forum for looked after children and young people to discuss their needs and views and inform service planning and delivery. See also 'LAC'.
CIN	Child(ren) in Need	Defined by the Children Act 1989 as children aged under 18 needing local authority services to achieve or maintain a reasonable standard of health or development, and/or to prevent significant or further harm to health or development, and/or are disabled.
CLA	Children Looked After	See 'LAC'.
CME	Children missing from education	Child of statutory school age who is not registered at an educational provision; not registered as being 'educated other than at school' (e.g home schooling); out of education for more than 20 calendar days.
Commissioning and Partnerships [Service]		Service area in the Children, Schools and Families Department, Commissioning, Strategy and Performance Division.
Continuous Improvement		Management culture in Merton's children's services which seeks to continuously improve processes and services, informed by performance management, inspection outcomes, research, and best practice.
CP	Child Protection	Activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. This is part of the broader remit of children's safeguarding. See also 'Safeguarding'.
CPC	Child Protection Conference	Case conference held following a Child Protection investigation, to enable professionals in the case to assess the information and plan how to safeguard and promote the welfare of the child.
CPD	Continuing Professional Development	Training and development for those working in children's services including schools.
CPP	Child Protection Plan	Plan detailing how a child will be protected and their health and development promoted; written and managed by the professionals working with the child and family.

CQC	Care Quality Commission	Responsible for ensuring that hospitals, care homes, GPs, dentists and home based services meeting national standards; this is done by inspecting services and publishing findings.
CRB	Criminal Records Bureau	National body which carries out checks on people working with children.
CSC	Children's Social Care	Shortened term for the Children's Social Care and Youth Inclusion Division in Merton Council's Children, Schools and Families Department.
CSC&YI	Children's Social Care and Youth Inclusion [Division]	Division in Merton Council's Children, Schools and Families Department.
CSE	Child Sexual Exploitation	Exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.
CSF	Children, Schools and Families [Department]	Department in Merton Council responsible for children's social care and education.
CSP	Commissioning, Strategy and Performance [Division]	Division in Merton Council's Children, Schools and Families Department.
CTB	Children's Trust Board	See 'Children's Trust Board'.
CVA	Contextual Value Added	Statistic which shows the progress children have made whilst attending a particular school, which takes into account the circumstances of children attending the school including their age, gender, ethnicity, and economic background.
CWD	Children with Disabilities	Children with disabilities are children 'in need' as defined by section 17(10(c)) of the Children Act 1989 and are entitled to a range of support services depending on their circumstances.
CYP	Children and young people	
CYPP	Children and Young People's Plan	Multi-agency document setting out the priorities of the Children's Trust to commission and provide services for children and young people. See also 'Children's Trust Board'.
CYPWBM	Child and Young Person Wellbeing Model	Framework used across Merton's Children's Trust to identify need and secure appropriate services. See also 'Children's Trust Board'.
DfE	Department for Education	Government department for education and children's social care since 2010.
DfES	Department for Education and Skills	Government department 2001-2007.
Early Help		Working Together to Safeguard Children 2013 states that 'early help' is providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early help is more effective in promoting the welfare of children than reacting later. See 'Working Together'.
Early Years and Children's Centres		Service area in the Children, Schools and Families Department, Education Division.

Ebacc	English Baccalaureate	Introduced in 2010 as a performance measure recognising where pupils have secured a C grade or better across a core of academic subjects – English, mathematics, history or geography, the sciences and a language.
ECCA	Equalities and Community Cohesion Action [Group] or [Plan]	Merton's Children, Schools and Families Department working group and strategy which promotes equality of service delivery and access across race, gender, disability, age, sexual orientation and religion and belief.
ECM	Every Child Matters	Framework of outcomes, introduced by the previous government, that are key to well-being in childhood - be healthy, stay safe, enjoy and achieve, positive contribution, and economic well-being (DfES 2004). See also 'DfES'
Education [Division]		Division in Merton Council's Children, Schools and Families Department.
Education Inclusion		Service area in the Children, Schools and Families Department, Education Division.
EET	Education, Employment and Training	Term used in relation to monitoring the number of young people aged 16-18 who are in education, training or employment. See also 'NEET'.
EFA	Education Funding Agency	Department for Education's delivery agency providing revenue and capital funding for education for learners between the ages of 3 and 19, or up to 25 for those with learning difficulties and disabilities. Also responsible for the delivery of building and maintenance programmes for schools, academies, Free Schools and sixth-form colleges.
EGYV	Ending Gang and Youth Violence	Used to refer to the natioanl Home office team or the cross Government Report (November 2011) on the causes of gang and youth violence and proposal for prevention. Used locally to refer tot the EGYV peer review process.
EHC plan	Education, Health and Care Plan.	From 1 September 2014 the system of statutory support and assessment for children and young people age 0-25 with Special Educational Needs and Disabilities, brought about by the Children and Family Act 2014. The EHC plan replaces the SEN Statement and the Learning Difficulty Assessment. See also 'C&F Act', 'statement' and 'LDA'
EI	Early Intervention	See 'EIS'
EIP	Early Intervention and Prevention	See 'EIS'
EIS	Early Intervention Services	Providing support services at an early stage to improve outcomes for children and families and prevent the need for the involvement of more specialist services at a later stage.
Enhanced	Enhanced level service	Service provided to children and families assessed as being at the enhanced level of need (medium level) on the Merton Well Being Model. See also 'MWBM'.
EPS	Education Psychology Service	Team within the Special Educational Needs and Disabilities Integrated Service responsible for the statutory assessment and statementing procedures for children with special educational needs (SEN). See also 'SEN'.

ESF	European Social Fund	European Union funding for initiatives which improve employment opportunities and help raise standards of living.
ETE	Employment, Training and Education [Team]	Team within Family and Adolescent Services, supporting young people at risk of not engaging with education, training or employment. See also 'Family and Adolescent Services'.
EWS	Education Welfare Service	Team within the Education Inclusion Service area primarily responsible for the support and management of school attendance. See also 'Education Inclusion'.
Exclusion		When a school 'excludes' a child from attending on disciplinary grounds, through the procedure set out in the 2002 Education Act and related Government Guidance. See also 'Fixed Term Exclusion' and 'Permanent Exclusion'.
Extranet		Internal web based system for schools and early year's settings.
EYFS	Early Years Foundation Stage	Set of learning and development requirements to be delivered by schools and childcare settings from age 2-5 (end of reception year in school).
EYFSP	Early Years Foundation Stage Profile	Formal assessment of a child's learning and development at the end of the Reception year. See also 'Reception' and 'EYFS'.
Family and Adolescent Services		Service area in the Children, Schools and Families Department, Social Care and Youth Inclusion Division.
FE	Further Education	Education offered by sixth forms and colleges beyond the statutory school age.
FGM	Female Genital Mutilation	Procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. It has no health benefits for girls or women, can lead to serious health problems, and is a violation of their human rights.
FIAG	Family Information Advice and Guidance	Team within the Early Years and Children's Centres Service, supporting families into employment, education and training, as well as signposting them to housing and benefits advice, and childcare services. See also 'Early Years and Children's Centres'.
FIP	Family Intervention Project	Intensive intervention and support service tackling the underlying problems causing persistent anti-social behaviour and offending within families.
Fixed Term Exclusion		When a school 'excludes' a child from attending for a specific period of time. This can be for one or more periods, and for up to 45 days, in one academic year. See also 'Exclusion' and 'Permanent Exclusion'.
FOI	Freedom of Information	Request made to the local authority for information under the Freedom of Information Act 2000.
FR	First Response Social Work Team	Through the MASH process, the team to which cases are referred when there is a significant child protection concern. See also 'MASH'.
Free schools		Schools which are set up by groups of parents, teachers, charities, trusts, religious and voluntary groups and which are then established as academies and funded as such. See also 'academies'.
FSM	Free School Meals	Free school meals are provided for children whose families are in receipt of benefits such as income support or income based job seeker's allowance

FSP	[Early Years] Foundation Stage Profile	See 'EYFSP'.
FTE	First Time Entrant (to Youth Justice)	Young person who commits an offence and enters the youth justice system for the first time.
FTE	Full Time Equivalent	Term used in school finance to count the number of pupils who attend full time, calculated as 25 hours per week.
HE	Higher Education	Commonly used to refer to post-18/19 education in Universities or colleges.
HI	Hearing Impairment	Type of Special Educational Need in the 'Sensory and/or Physical Needs' category. See also 'SEN'.
HV	Health Visitor	Qualified nurse or midwife primarily providing health and support services to new parents and pre-school children.
ICPC	Initial Child Protection Conference	First Case Conference held when there has been a child protection investigation. See also 'CPC'.
IDACI	Income Deprivation Affecting Children Index	Measure, in a local area, of the proportion of children under the age of 16 that live in low income households.
IEP	Individual Education Plan	Individualised plan for learning for children with Special Education Needs or Disability.
IGC	Intergenerational Centre	Former name of the Acacia Centre. See also 'Acacia Centre'.
IMD	Indices of Multiple Deprivation	Measure of the level of deprivation in an area.
IRO	Independent Reviewing Officer	Responsible for quality assuring the care planning process for looked after children (LAC) and children with a child protection plan (CPP), and ensuring that his/her current wishes and feelings are given full consideration. See also 'LAC' and 'CPP'.
IYSS	Integrated Youth Support System	Database which tracks young people's (aged 16-19) engagement in education, training and employment. See also 'EET' and 'NEET'.
JSNA	Joint Strategic Needs Assessment	Assessment of the current and future health and social needs of people living in Merton to help inform commissioners of health and care services to best meet those needs
KS1	Key Stage 1	Legal term for schooling in maintained primary schools during Year 1 and Year 2.
KS2	Key Stage 2	Legal term for schooling in maintained primary schools during Years 3-6.
KS3	Key Stage 3	Legal term for schooling in maintained secondary schools during Years 7-9.
KS4	Key Stage 4	Legal term for schooling in maintained secondary schools during Years 10-11.
LA	Local authority	
LAC	Looked After Children	Child who is looked after by the state. This includes those who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care. The term is also used to describe 'accommodated' children and young people who are looked after on a voluntary basis at the request of, or by agreement with, their parents.

LAC, Permanency and Placements	Looked After Children, Permanency and Placements	Service area in the Children, Schools and Families Department, Children's Social Care and Youth Inclusion Division.
LADO	Local Authority Designated Officer	Local authority officer in children's social care who is responsible for managing child protection allegations against people who work with children in the local authority area.
LBM	London Borough of Merton	
LDA	Learning Difficulty Assessment	Assessment setting out the additional learning support a young person will need when continuing into post-16 education or training. Replaced by Education, Health and Care Plans from 1 September 2014. See also 'EHC' plan.
LDD	Learning Difficulties and Disabilities	Term used to refer to individuals or groups of learners who have either a learning difficulty in relation to acquiring new skills or who learn at a different rate from their peers.
LGFL	London Grid for Learning	Consortium of the 33 London local authorities and 2,500 schools working together to provide extensive and cost effective ICT services.
Local Offer		Published information about the special educational provision for children and young people with SEN which the local authority expects to be available. This is a statutory duty of the local authority under the Children and Families Act 2014. See also 'C&F Act'.
LSCB	Local Safeguarding Children Board	See 'MSCB'.
MAPPA	Multi-Agency Public Protection Arrangements	Arrangements for the management, by the responsible authorities, (Probation, Prison Service and the Police) of registered sex offenders, violent and other types of sexual offenders, and offenders who pose a serious risk of harm to the public.
MARAC	Multi-Agency Risk Assessment Conference	Multi-agency meeting where information is shared on the borough's highest risk domestic abuse cases.
MASH	Multi-Agency Safeguarding Hub	Single point of contact to children's services where there is a concern about a child and their family. Staff in the MASH are from a range of agencies - children's social care, police, health, education - and combine their knowledge to make the most appropriate and informed decisions to keep children safe from harm.
MASH and Child Protection		Service area in the Children, Schools and Families Department, Children's Social Care and Youth Inclusion Division.
MEP	Merton Education Partnership	Formal collaboration of Merton state schools to ensure the best educational outcomes for children and young people through school to school support and joint procurement.
MLD	Moderate Learning Difficulty	Type of Special Educational Need in the 'Cognition and Learning Needs' category. See also 'SEN'.
MSCB	Merton Safeguarding Children Board	Merton's Local Safeguard Children Board which ensures good and robust systems to safeguard children. See also 'safeguarding'.

MSI	Merton School Improvement [Service]	Service area in the Children, Schools and Families Department, Education Division.
MSI	Multi-Sensory Impairment	Type of Special Educational Need in the 'Sensory and/or Physical Needs' category. See also 'SEN'.
MST	Multi Systemic Therapy	Intensive family therapy in the home to young people with complex clinical, social and educational problems with the aim of preventing family breakdown.
MVSC	Merton Voluntary Sector Council	Support and advice to the voluntary and community sector in Merton.
MWBM	Merton Well Being Model [alternative for CYPWBM]	Framework used across Merton's Children's Trust to identify need and secure appropriate services. See also 'Children's Trust Board'.
MYP	Merton Youth Parliament	Forum for young people aged 11 – 19 years (or 25 for disabled young people) which ensures that young people's views are listened to and inform decisions about service developments.
NC	National Curriculum	Set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.
NEET	Not in Education, Employment or Training	Term used in relation to monitoring the number of young people aged 16-18 who are not in education, training or employment. See also 'EET'.
NFA	No Further Action	Decision made about a case that is referred to the MASH process, where it is decided that there is no child protection concern. See also 'MASH'.
NQSW	Newly Qualified Social Worker	Social worker who is in the first two years of post-qualification.
NQT	Newly Qualified Teacher	New teacher's three-term period of assessment, usually completed in a single school year.
NRPF	No recourse to public funds	People who are subject to immigration control and have no entitlement to welfare benefits, Home Office support for asylum seekers or public housing.
NtG	Narrowing the Gap	Programme hosted by the Local Government Association which aimed to 'Narrow the Gap' in outcomes between vulnerable and excluded children and others, against a context of improving outcomes for all
NVQ	National Vocational Qualification	Work based awards that are achieved through assessment and training.
Ofsted	Office for Standards in Education, Children's Services and Skills	Regulatory body for services which care for children and young people, and those providing education and skills for learners of all ages.
OMP	Offender Management Panel	Multi agency panel that manages young people and adults who are a concern in the borough, as they are at a high risk of reoffending, and causing serious harm.
ONS	Office for National Statistics	UK's largest independent producer of official statistics and the recognised national statistical institute of the UK.
OTH	Other difficulty/disability	Type of Special Educational Need. See also 'SEN'.
PA	Persistent Absence	When a pupil is absent from school for 15% or more of the academic year.
PD	Physical Disability	Type of Special Educational Need in the 'Sensory and/or Physical Needs' category. See also 'SEN'.

PEP	Personal Education Plan	Individualised plan for learning for looked after children. See also 'LAC'.
Permanent Exclusion		When a child is excluded permanently from school and removed from the school roll. See also 'Exclusion' and 'Fixed Term Exclusion'.
PF	Private fostering	Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).
PH	Public Health	The responsibility for public health is now in local authorities. The Public Health team in Merton work closely in partnership with the support of Merton Clinical Commissioning Group. See also 'CCG'.
PI	Performance Indicator	Measure of success of activities within an organisation or service. These will include measure of process, quality, outcome, perception and value for money.
PLO	Public Law Outline 2014	Children and Families Act 2014 makes changes to Part 12 of the Family Procedure Rules 2010 and requires that all care proceedings are completed within a maximum of 26 weeks. See also 'C&F Act'.
PMLD	Profound and Multiple Learning Difficulty	Type of Special Educational Need in the 'Cognition and Learning Needs' category. See also 'SEN'.
PPP	Policy, Planning and Performance [Service]	Service area in the Children, Schools and Families Department, Commissioning, Strategy and Performance Division
PRU	Pupil Referral Unit	Local authority maintained establishment that provides education for children who are excluded, sick, or otherwise unable to attend a mainstream or special maintained school. See also 'Exclusion'.
PSHE	Personal, Social and Health Education	Part of the national curriculum in secondary schools, a planned programme of education aimed at equipping young people with the knowledge, understanding, attitudes and practical skills to live healthily, safely, productively and responsibly. See also 'NC'.
PVI	Private, Voluntary and Independent [Sector]	Term used to describe organisations outside of the local authority. Commonly used in reference to nurseries and schools.
QA	Quality Assurance	Assessing the quality of service delivery by a standard set of criteria, or 'quality framework'.
RAG	Red, Amber, Green	Rating system used to identify the level of success achieved against a performance measure.
RCPC	Review Child Protection Conference	Case conference which is held within 3 months of the Initial Child Protection Conference. See also 'CPC' and 'ICPC'.
Reception		First year of statutory schooling, which in Merton begins in the September of the academic year in which the child turns age 5.
RI	Racist incidents	Incidents in schools, recorded by schools and reported to the local authority, involving racist bullying/ racism.

RPA	Raising Participation Age	Increasing the age to which all young people in England must continue in education or training, requiring them to continue until the end of the academic year in which they turn 17 from 2013 and until their 18th birthday from 2015.
S17	Section 17	Section 17 of the Children Act 1989 which covers Children in Need (CIN).
S47	Section 47	Section 47 of the Children Act 1989 which covers Children suffering or likely to suffer, significant harm.
Safeguarding		Range of activities which seek to: protect children from maltreatment; prevent impairment of children's health or development; and ensure children are growing up in circumstances consistent with the provision of safe and effective care. See also 'Child Protection'.
Safeguarding, Standards and Training	Safeguarding, Standards and Training [Service]	Service area in the Children, Schools and Families Department, Children's Social Care and Youth Inclusion Division.
SaLT	Speech and Language Therapy	Assessment and treatment of speech, language and communication problems in children and young people to enable them to communicate to the best of their ability.
School Action (A)		Support in school for a child with learning difficulties who is not making progress. This may involve extra teachers, different learning materials, special equipment or a different teaching strategy.
School Action Plus (P)		Process of support implemented when 'School Action' has not been able to help a child with learning difficulties to make adequate progress. At this level the school will seek external advice from agencies including the local authority support services, health services and children's social care. See also 'School Action'.
School Organisation and Contracts		Service area in the Children, Schools and Families Department, Commissioning, Strategy and Performance Division.
SDQ	Strengths and difficulties questionnaire	Completed by the main carer of a looked after child, and used in the local authority data collection on the emotional health and well-being of looked after children. This data is submitted to the Department for Education as part of the SSDA 903 return. See also 'SSDA 903'.
SEAL	Social and Emotional Aspects of Learning	Programme in schools which implements a holistic approach to promoting the social and emotional skills that underpin effective learning, positive behaviour, regular attendance, staff effectiveness and the emotional health and well-being of all who learn and work in school.
SEF	Self Evaluation Framework	Framework by which an organisation, service or team can evaluate their own performance. Also often used to refer to the document which is produced as a result of undertaking a 'self evaluation' of the organisation, service or team in readiness for an inspection.

SEN	Special Educational Needs	Pupils who have a significantly greater difficulty in learning than the majority of pupils of their age, or have a disability which means that they cannot make full use of the general educational facilities provided for pupils of their age.
SEND	Special Educational Needs and Disabilities.	Term used to describe children and young people with SEN (see 'SEN') and disabilities (see 'CWD').
SENDIS	Special Educational Needs and Disabilities Integrated Service	Service area in the Children, Schools and Families Department, Education Division.
SGO	Special Guardianship Order	Secures permanent care for a child by a family member, such as grandparent, aunt or uncle, while maintaining a legal relationship with the birth family.
Short Breaks		Previously known as 'respite care' short breaks give children and young people with disabilities the chance to do something they enjoy, while giving parents time away from caring.
Single Inspection	The Ofsted inspection of services for children in need of help and protection, children looked after and care leavers (single inspection framework) and reviews of Local Safeguarding Children Boards	
SLA	Service Level Agreement	Formal document that defines a working relationship between parties to a service contract.
SLCN	Speech, Language and Communication Needs	Type of Special Educational Need in the 'Communication and Interaction Needs' category.
SLD	Severe Learning Difficulty	Type of Special Educational Need in the 'Cognition and Learning Needs' category. See also 'SEN'.
SMART Centre (The)		See 'PRU'.
SN	Statistical neighbours	Local authorities who have a similar demographic profile to the London Borough of Merton, and thus make useful comparators to Merton.
SOA	Super output area	Set of geographical areas, (defined after the 2001 Census) of consistent size, whose boundaries will not change, suitable for the publication of data such as the Indices of Deprivation (IMD). See also 'IMD'.
Social Work Intervention Services		Service area in the Children, Schools and Families Department, Children's Social Care and Youth Inclusion Division.
Specialist	Specialist level service	Service provided to children and families assessed as being at the specialist level of need (highest level) on the Merton Well Being Model. See also 'MWBM'.

SpLD	Specific Learning Difficulty	Type of Special Educational Need in the 'Cognition and Learning Needs' category. See also 'SEN'.
SSDA 903		Annual statistical return to the Department for Education about children looked after children. See also 'LAC'.
STA	Standards and Testing Agency	Executive agency of the Department for Education, now responsible for the development and delivery of all statutory assessments from early years to the end of Key Stage 3. See also 'Key Stage 3'
Statement	Statement of Special Educational Needs	Document setting out the needs of a child with a learning difficulty and specifying the extra help they should get to meet these needs. Replaced by Education, Health and Care Plans from 1 September 2014. See also 'EHC' plan.
Supporting Families Team		Team within the Early Years and Children's Centres Service, delivering 'enhanced' level services to children aged 0-5. See also 'Early Years and Children's Centres' and 'Enhanced'.
SWLSEP	South West London School Effectiveness Partnership	Partnership between the London boroughs of Kingston, Merton, Richmond, Sutton, Wandsworth and Croydon to support their capacity for school improvement, through co-operation and joint project work.
TA	Teacher assessments	Judgement made by teachers on a pupil's progress and performance made at the end of Key Stage 2 and 3. See also 'Key Stage 2' and 'Key Stage 3'.
TAC	Team Around the Child	Multi-disciplinary team of practitioners established on a case-by-case basis to support a child, young person or family, using the common assessment framework. See also 'CAF' and 'CASA'.
TAF	Team Around the Family	See 'TAC'.
TaMHS	Targeted Mental Health in Schools	School based project aiming to improve the mental and emotional health in children and young people, focussing on both staff training, and interventions with pupils.
TASC	Team for Autistic Spectrum and Communication Conditions	Team within the Special Educational Needs and Disabilities Integrated Service responsible for supporting children living in Merton who have a diagnoses of Autistic Spectrum Disorder, or communication disorder, and who are attending mainstream schools.
TF	Transforming Families	Merton's implementation of the national Troubled Families Initiative, which aims to address persistent worklessness, offending and anti social behaviour in families, and low school attendance.
TF Casework Team	Transforming Families Casework Team	Team within Family and Adolescent Services, delivering the Transforming Families initiative. See also 'TF' and 'Family and Adolescent Services'.
TP	Teenage pregnancy	Service responsible for delivering advice and guidance to young people on contraception and sexual health, sex and relationships and support to pregnant teenagers and teenage parents.
UA	Unauthorised absence	Absence from school not authorised by the school. See also 'Authorised Absence'.
UASC	Unaccompanied asylum seeking children	

Universal	Universal level service	Service provided to children and families assessed as being at the universal level of need (lowest level) on the Merton Well Being Model. See also 'MWBM'.
UPN	Unique Pupil Number	Unique identifying number assigned to school pupils.
URN	Unique Reference Number	Unique identifying number assigned educational establishments.
VA	Value Added	See 'CVA'
VBS	Virtual Behaviour Service	Team within the Education Inclusion Service area supporting pupils with behaviour problems in school. See also 'Education Inclusion'.
VCS	Voluntary and Community Sector	Organisations and community groups with charitable objectives providing not for profit services.
VCT	Vulnerable Children Team	Team within the MASH and Child Protection [Service], delivering 'enhanced' level services to children aged 5-18. See also 'MASH and Child Protection' and 'Enhanced'.
VI	Visual Impairment	Type of Special Educational Need in the 'Sensory and/or Physical Needs' category. See also 'SEN'.
Virtual School for LAC	Virtual School for Looked After Children	Team within the Merton School Improvement Service area supporting the educational attainment of Merton's looked after children. See also 'LAC'.
VRQ	Vocationally Related Qualifications	Widely recognised professional qualifications, enabling learners to improve their knowledge, skills and understanding of specific areas of employment.
Working Together	Working Together to Safeguard Children (March 2013): A guide to inter-agency working to safeguard and promote the welfare of children.	Department for Education statutory guidance.
YA	Young Advisors	Merton Young Advisors are teams of young people aged between 13 – 19 who are trained and supported to work with community leaders and decision makers to ensure that young people participate in community life, and inform local decision making and service developments.
YISP	Youth Inclusion Support Panel	Panel which identifies and supports young people, aged 8 to 13 who are at a high risk of offending and antisocial behaviour.
YJB	Youth Justice Board	Executive non-departmental public body overseeing the youth justice system in England and Wales. It works to prevent offending and reoffending by children and young people under the age of 18, and ensures that custody for them is safe, secure, and addresses the causes of their offending behaviour.
YJS	Youth Justice Service	Team within Family and Adolescent Services. See also 'Family and Adolescent Services'.
YMT	Young Merton Together	Bi-monthly web based publication for Merton's Children's Trust.
YOT	Youth Offending Team	Merton team which is part of the criminal justice system, and also works with young people at early stages of offending, or who may be at risk of crime or anti social behaviour.
YP	Young person	

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