

Merton Council

Children and Young People

Overview and Scrutiny Panel



Date: 27 June 2018

Time: 7.15 pm

Venue: Committee Rooms C, D & E - Merton Civic Centre, London Road, Morden
SM4 5DX

AGENDA

Page Number

- | | | |
|---|---|---------|
| 1 | Apologies for absence | |
| 2 | Declarations of pecuniary interest | |
| 3 | Minutes of the previous meeting | 1 - 10 |
| 4 | Cabinet Member priorities <ul style="list-style-type: none">• Cllr Caroline Cooper-Marbiah, Cabinet Member for Education; and• Cllr Kelly Braund, Cabinet Member for Children's Services | |
| 5 | Briefing: Education, Health and Care Plans | 11 - 14 |
| 6 | Task group review: user voice recommendations
Discussion of possible options: <ul style="list-style-type: none">• Link with the Children in Care Council;• Sharing of user voice information;• Lead member or champion for user voice; and/or• Annual Panel update to the Children in Care Council. | |
| 7 | Task group review: employment of vulnerable cohorts recommendations
Report to follow. | |
| 8 | Department update report
Report to follow. | |
| 9 | Setting the work programme for 2018/2019 <ul style="list-style-type: none">• Consider the work programme for 2018/19 – agree items for inclusion;• Consider the methods to be used;• Consider the use of visits and external experts;• Identify a lead member for performance monitoring;• Identify a lead member for budget scrutiny;• Agree a task group topic;• Consider the appointment of co-opted members (Panel/task group); and | 15 - 54 |

- Identify the training/support needs of the Panel.

10 Children, schools and families glossary

55 - 68

For information.

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.

For more information about the work of this and other overview and scrutiny panels, please telephone 020 8545 4035 or e-mail scrutiny@merton.gov.uk. Alternatively, visit www.merton.gov.uk/scrutiny

Press enquiries: press@merton.gov.uk or telephone 020 8545 3483 or 4093

Email alerts: Get notified when agendas are published
www.merton.gov.uk/council/committee.htm?view=emailer

Children and Young People Overview and Scrutiny Panel membership

Councillors:

Sally Kenny (Chair)
Edward Gretton (Vice-Chair)
Agatha Mary Akyigyina OBE
Omar Bush
Edward Foley
Natasha Irons
Mark Kenny
Hayley Ormrod
Dennis Pearce
Eleanor Stringer

Substitute Members:

Adam Bush
Pauline Cowper
Joan Henry
James Holmes
Dickie Wilkinson

Co-opted Representatives

Colin Powell, Church of England diocese

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 matter 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

Agenda Item 3

All minutes are draft until agreed at the next meeting of the committee/panel. To find out the date of the next meeting please check the calendar of events at your local library or online at www.merton.gov.uk/committee.

CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY PANEL

14 MARCH 2018

(7.16 pm - 9.40 pm)

PRESENT: Councillors Dennis Pearce (in the Chair), Linda Taylor OBE, Agatha Mary Akyigyina OBE, Mike Brunt, Pauline Cowper, Charlie Chirico, Edward Foley, Joan Henry, James Holmes and Sally Kenny

Co-opted Members Helen Forbes and Colin Powell

ALSO PRESENT: Councillor Caroline Cooper-Marbiah (Cabinet Member for Education), Katy Neep (Cabinet Member for Children's Services), Elizabeth Fitzpatrick (Head of School Improvement), Jane McSherry (Assistant Director of Education), Keith Shipman (Head of Education Inclusion), Yvette Stanley (Director, Children, Schools & Families Department) and Annette Wiles (Scrutiny Officer)

1 APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr Neil with Cllr Kenny substituting.

2 DECLARATIONS OF PECUNIARY INTEREST (Agenda Item 2)

There were no declarations of pecuniary interest.

3 MINUTES OF THE PREVIOUS MEETING (Agenda Item 3)

The minutes of the previous meeting were accepted as a true and accurate record.

Matter arising

The opportunity was taken at the beginning of the meeting to thank Yvette Stanley, the Director for Children, Schools and Families, for all her hard work and success in leading the Department. This was her last appearance at the Panel before leaving Merton to take up her new role with Ofsted.

4 CABINET MEMBER PRIORITIES (Agenda Item 4)

Cllr Neep, Cabinet Member for Children's Services, provided members with an update highlighting the following:

- Merton Children Safeguarding Board: this has recently held an away day to look at the changes that are forthcoming which will affect the operation of the board and arise from the newly passed Social Care Act. This includes removal of the necessity to have an independent chair, ending statutory voluntary partner participation and whilst police and health services are mandated to be involved this doesn't extend to school participation. There are concerns about these changes;

- Special Educational Need and Disability (SEND): highlighted that there is more to do for pupils with SEND especially around provision of support for emotional, social and mental health needs. Judgements of success based on academic achievement miss these needs and potentially adds additional pressures;
- Home schooling: this remains a concern given the authority doesn't have statutory oversight of the education provision; and
- Family Drug and Alcohol Court (FDAC) and Social Impact Bond (SIM): both these new initiatives have begun receiving referrals. The operation of both reflects the Think Family approach which emphasises keeping the family unit intact to achieve better longer term outcomes.

In response to member questions, the Cabinet Member clarified:

- There is a focus on understanding the issues around primary school exclusions including the role of emotional, social and mental health needs. The Department is working to ensure pupils potentially at risk of exclusion have the support they need which is captured in individual plans; and
- It cannot be assumed that children being home schooled have no contact with their peers as this can be achieved through other opportunities such as Cubs or youth clubs etc.

Cllr Cooper-Marbiah, Cabinet Member for Education, provided members with an update highlighting the following:

- Harris Wimbledon: reported that contracts have been exchanged with the Elim Church and the funding agreement has been signed with the Education Funding Agency which means the development of Harris Wimbledon is now underway to open on the temporary site from September 2018; and
- Secondary admissions: there has been a 13% increase in secondary school applications compared to last year. For the first year Harris Wimbledon was not in co-ordinated admissions so on admissions day there were some pupils who had duplicate offers. These will be reconciled over the coming months and allow more of those without a place to receive an offer.

5 SCHOOLS ANNUAL REPORT (Agenda Item 5)

Jane McSherry, Assistant Director for Education, provided an introduction to the report:

- Sacred Heart has recently received its Ofsted inspection and moved to a good judgement. As a result 93% of Merton's schools are now judged good or outstanding with 95% of Merton's pupils attending good or outstanding schools;
- Merton's schools are now ranked 10th nationally for maths and reading progress at Key Stage 2;
- At Key Stage 4, the results of Merton's schools place it first in the country above both London and national averages;
- There is a focus on post 16 performance and how Merton's success at Key Stage 4 can be sustained for this older age group;

- Numbers of those not in education, employment or training (NEET) are very low with Merton achieving in the first quartile for those in employment, education or training; and
- School attendance is high meaning that Merton has moved from 10th to 8th nationally for its performance.

It was agreed that each section of the report would be detailed individually and members given the opportunity to ask questions.

Ofsted outcomes and school improvement

Elizabeth Fitzpatrick, Head of School Improvement, highlighted that for the period of the report (the last academic year, 2016-2017) there was a slight drop in school performance with 89% of schools judged good or outstanding. However, Merton's schools have been on an upward trajectory during the period following the report with significant amounts of support and challenge provided to the schools that were in the requires improvement category. There are now only four schools that are judged to require improvement.

In response to member questions, the Assistant Director and Head of Service clarified:

- The inspection of Benedict Primary School, included in the report, is its first inspection since it became an academy. Whilst the overall judgement was requires improvement the inspection report noted some good features. The sponsor is keen to work with the authority to achieve improvement. This is a service for which the authority is making a charge;
- The support provided by the authority for schools that require improvement is bespoke and based on a strong understanding of the improvement needed (provided by Ofsted and other sources). This is guided and overseen by a designated Merton Education Partner. Additionally, Merton is implementing Support and Challenge Groups for each school with a requires improvement designation. The groups meet half termly to provide further oversight of improvement work and the progress of pupils in year is tracked amongst other indicators. Accurate data is key with support provided to ensure this is adequate;
- Highlighted that whilst there is a focus on those that have been identified through the Ofsted inspection process to require improvement, the Department also focuses on those schools that might be at risk of slipping; and
- School improvement includes working with the governors. Officers will attend governor meetings as required. The work of the Governor Support Service was also highlighted. Where required, there can be a review of governance with external support for this process.

Achievement

Early Years Foundation Stage (EYFS)

The Head of Service highlighted that there has been an increase in those achieving a good level of progress during the EYFS. Merton has therefore achieved a strong

three year upward trajectory well above the national average and in line with outer London.

Priorities for EYFS are:

- To continue to embed the baseline assessment which has been identified as an area requiring further work. These are of high importance as they provide the benchmark for all further tracking;
- Focusing on the achievement of pupils in receipt of SEN support. There is currently a bid for external funding to support this work; and
- Embedding the 30 hour free childcare offer. This has gone well in the first year of the offer with successful school engagement particularly noted.

In response to member questions, the head of service clarified:

- The 30 hour free childcare offer is focused on those in work. There is awareness that some of the most disadvantaged families are therefore unable to take-up this offer;
- There is a basket of strategies available to provide support for those with SEN including social, emotional and mental health provision. Noted that the criteria for the identification of SEN were introduced at a time of raised academic expectations through the new national curriculum. This is at a time when levels have been removed causing additional challenges for tracking the progress of those with SEN. The Department is working to help identify those with SEN and be able to measure progress even if this isn't within the national curriculum framework;
- Bids for external SEN funding are strong given an evidence based approach and working to secure this funding through the Merton Special Teaching Alliance. Bidding in partnership with other South West London boroughs also provides strength;
- The emphasis is now on the self-improving school system which promotes understanding of best practice and ensuring that this is systematically shared. The Department is putting in place systems and policies to ensure this happens, spearheaded by the new Merton Strategic School Effectiveness Partnership. Additionally, there is an emphasis on peer review. The commitment from schools to these strategies was emphasised;
- It was noted that an external funding bid has been made to assist in the improvement of teacher recruitment and retention;
- There was acknowledgement of the fact that as achievement improves at KS2, it will be harder to maintain such high levels of progress across Key Stages 3 and 4. Rather the objective is on a smooth trajectory of improvement with good achievement at each stage;
- It was acknowledged that requirements to access A Level courses differ from school to school with a higher level ability being needed to access the new A Levels. This is a national issue. It was highlighted that there are alternative post 16 study routes available (such as BTechs) in which Merton's performance is strong and which still offers access to University. It was suggested that there is a need to talk more positively about these alternative pathways;

- The performance of white, working class boys is a national issue. Schools are using the Pupil Premium to offer targeted support with Ofsted scrutinising this offer (its findings will be published); and
- Merton's schools do undertake trips for disadvantaged pupils to Russell Group universities with support offered to provide clarity on the opportunities available.

Key Stage 1: phonics and KS1 assessments

The Head of Service highlighted that there has been a 4% increase in the number of those passing the Key Stage 1 phonics screening this year. This means that there has been a 7% increase in the pass rate over the last three years. Merton being in the top 10 authorities for greatest improvement in the Key Stage 1 phonics screening has been recognised by the Minister. Improvements in Key Stage 1 assessments is steeper than national and outer London and above national achievement.

Key Stage 2

The Head of Service highlighted that Key Stage 2 reading and maths is good with Merton's schools being ranked 10th nationally. Writing remains a focus although it was noted that teacher assessments are robust. During school inspections in Merton, Ofsted has noted that writing in books is good.

Key Stage 4

Merton's progress at Key Stage 4 and Attainment 8 scores are above both London and national averages. Those on SEN support are also achieving more strongly at this stage. Those on Education, Health and Care Plans (EHCPs) remain a focus.

In response to a member question, the Head of Service clarified that those on EHCPs in Merton are still performing better than the same group nationally. The need for continued focus is caused by relative performance and raised expectations. Whilst these students might be making good progress this isn't possible to track or identify within national outcomes.

16 – 18

Elizabeth Fitzpatrick, Head of School Improvement, and Keith Shipman, Head of Inclusion, provided an introduction:

- All assessments at Level 3 are achieving just above the national average;
- The focus is now on improving academic outcomes for A Levels where performance is not so strong;
- Highlighted that outcomes for Applied General programmes of study are good;
- Work has been ongoing to find and identify members of the NEET population. This year has seen the lowest ever level of NEETs achieved in Merton, with an 8th ranking nationally. This has required lots of data sharing between educational providers;

- There has been a slight increase in the *Raising Participation Age* figure reflecting that more and more students are staying on in Merton's 6th forms and colleges;
- The number of apprenticeships is more static reflecting the numbers that stay on within education in Merton or move into training. Merton is ranked fifth out of outer London comparative Boroughs for apprenticeship participation. Noted that other boroughs are facing similar issues;
- There has been a further rise achieved under the September Guarantee (the duty on local authorities to offer an education or training place for all 16 – 17 year olds).

In response to member questions, the Heads of Service clarified:

- Those who remain without an education or training offer get support from a key worker. Often there are issues that will preclude a young person from being in education or training. Veolia's work experience to apprenticeship programme for young offenders was cited as an example of the type of opportunity that is provided;
- Clarion and other housing providers were highlighted as providing a range of training opportunities for Merton's young people;
- It was acknowledged that it would be helpful if all Merton's contractors could provide training opportunities for young people;
- Whilst Ursuline's performance at Key Stage 5 has dipped, this is still above national average and demonstrates that there is some plateauing after a high level of progress at Key Stage 4;
- Young Offenders (including those on order to the Youth Offending Service) and Ex Offenders make up the biggest NEET cohort. They all have key workers and receive additional support. As an example of the good outcomes being achieved a young offender who has recently completed work experience in a barrister's office was cited;
- The cohort of NEETs that also have SEND was acknowledged.
- It was agreed that there is benefit in provision of work experience to assist in preparing young people for opportunities such as apprenticeships. These can be hard for the Children, Schools and Families Department to provide (because of access to confidential information about schools and looked after children). Therefore this needs to be a crossing cutting objective for the Council supported by all other Departments. It was suggested that this be considered at the June 2018 meeting with the support of Kim Brown, Head of Organisational Development and HR Strategy.

Inclusion

Attendance

The Head of Service highlighted that attendance has risen again for the third year running and is better than national and London averages. Performance on persistence absence remains strong. Any student with attendance below 90% is a concern. There is a focus on those on EHCPs and whether the assumption about a correlation with medical needs is correct.

Exclusions

The Head of Service highlighted that there has been a primary permanent exclusion for the first time in over a decade. However, this was seen as the only route available for this particular child who was from another borough. The increase in secondary exclusions is all at sixth form level whilst the number of exclusions for the rest of Merton's secondary provision remains about the same.

There has been a slight rise in the number of fixed term exclusions. It was noted that at primary, just five pupils account for 17% of all fixed terms exclusions. A link with social, emotional and mental health needs has been identified for which support is being offered through the SENCO and is inclusive of parents.

In response to member questions, the Head of Service clarified:

- The David Nicholas Centre has five places for assessment of Special Education Needs related to Social, Emotional and Mental Health needs. Currently the Department is working with primary heads to look at the entry criteria for this provision. This remains flexible to allow it to respond to changing needs. This is the right volume for this type of provision which is only for use during assessment of needs in effect making it respite provision. Where needed, schools access support for behaviour management from the behaviour service.
- All pupils that are permanently excluded have to be offered new learning provision after six days. Assessment of needs happens through the Smart Centre. Take up of this new provision, where parents are continuing to challenge the initial permanent exclusion decision, can delay access ; and
- It was explained that there are reciprocal arrangements in place between Merton and other boroughs around the permanent exclusion of children from Merton in schools out of borough and children from out of borough in Merton schools. This is to ensure that their home authority is notified when the exclusion happens and to ensure learning provision is put in place.

Elective home and missing education

The Head of Service highlighted:

- There has been a 174% increase in elective home education over the last decade. This is linked to a variety of causes including parents not being able to secure a place at their favoured school and home educating for a short period, disagreements with school, non attendance issues in schools or feeling that teaching at home may better meet the mental health issues of their children;
- Parents who are providing elective home education are offered a visit from the Department which has been taken-up in 77% of cases during the last academic year. The vast majority are judged to be delivering a satisfactory level of education. Socialisation is a key part of this judgement; and
- Where there are concerns about the quality of the education being provided at home, the Department writes to the parents and suggests a further review. (If it is appropriate we will monitor less often). Parents can opt at this stage to place their

children back into the school system. However, where this doesn't happen and concerns persist, the Department can issue a warning requiring a child to be placed back into the school system. This can be supported through a School Attendance Order. Where there are safeguarding concerns, these would be reported to the MASH.

In response to member questions, the Head of Service and the Director clarified:

- It can be harder to track the progress of children receiving elective home education simply because they are only visited once a year and because they typically aren't working to the same academic levels. Those conducting the visits therefore have to rely on their professional judgement;
- The Council has few powers with which to address the quality of the elective home education being provided. This has been raised as a concern by Ofsted and the Government but it is difficult to know how this can be addressed;
- Noted that elective home education has featured in a number serious case reviews. There has recently been a change in the law so that all children coming off a school roll have to be notified to the authority that has to then track their whereabouts. Currently, Merton is tracking about 500 children all over the UK and internationally with the whereabouts of 96.2% known. Ofsted praised the Department for having set itself the target of knowing the whereabouts of 90% of off-roll children within three months. There has been no additional funding provided for this new duty;
- The reasons for children coming off the school roll will vary and to some degree will be focused in particular areas. For example, this is often linked to parents taking up employment in different locations; and elsewhere it is due to private landlord evictions.
- The Department takes steps to ensure unregistered schools are addressed. Where information about these is received, it is referred to the MASH which will involve Ofsted, triggering an inspection.

6 DEPARTMENT UPDATE REPORT (Agenda Item 6)

Cllr Brunt, in his capacity as performance monitoring lead for the Panel, raised the issue of Education, Health and Care Plans (EHCPs) to seek further clarity on this performance indicator.

Jane McSherry, Assistant Director for Education, highlighted that progress on EHCPs is tracked using two indicators although only one is reported in the basket of measures. The first indicator is the transfer of SEN statements to EHCPs on which there is good progress with the target of transferring all by the end of March 2018 nearly achieved. There are approximately 20 transfers that may not be completed by the 31st March 2018 deadline. This is for a variety of reasons including the child being overseas or in mental health provision (Tier 4). This measure isn't included in the basket of performance indicators.

The second indicator relates the provision of new plans within the 20 week deadline. This measure is included in the basket of indicators. Currently, only 37% of new

plans are being achieved in this target timescale. However, it was highlighted that this compares with only 19% of plans hitting the 20 week target at the same point last year. Additionally, the vast majority are actually achieved within 26 weeks, only just passed the target.

The Assistant Director highlighted that this is against a backdrop of rising demand; the number of EHCPs maintained by Merton is increasing by 250 – 300 additional EHCPs per year. All require support from a variety of professional services (for example speech and language therapists, educational psychologist etc) which have limited capacity and therefore can cause delays. However, whilst the 20 week target isn't being hit in the majority of cases, there have been low levels of requests for mediation and tribunals which is seen as a positive indicator about the quality of the EHCP service.

The transfer to EHCPs has been supported by a small grant that has paid for some additional staffing. It is also intended to consult on utilising a web-based system to start managing EHCP applications. This will allow better tracking and enable parents to be kept informed of progress without having to be in contact with a member of staff, taking pressure out of the system caused by the large volume of telephone calls.

Once the transfer to EHCPs is complete, the team will be reconfigured to focus on new applications for EHCPs and continuity of oversight once the assessment process is completed.

7 SCRUTINY TOPIC SUGGESTIONS (Agenda Item 7)

Panel members were encouraged to be in contact with the scrutiny officer with any topic suggestions.

This page is intentionally left blank

Children & Young People Scrutiny

Briefing on Education, Health and Care Plans

What is an Education, Health and Care Plan?

An Education, Health and Care Plan (EHCP) is for a child or young person with special educational needs who needs more support than his / her school or educational setting can provide from the resources normally available to mainstream schools and settings. An EHCP describes a child or young person's special educational needs (SEN) and the help they will get to meet them. Under the Children and Families Act 2014, EHCPs have replaced Statements of Special Educational Needs. In addition to educational needs and provision, an EHCP also sets out the child or young person's health and social care needs which relate to his/her SEN and the health and social care support to meet these needs. The plans can start from a child's birth and continue into further education and training (from 0 to 25). An EHCP is a legal document written by the local authority (in engagement with other partners, the parent and child or young person) and is intended to ensure that children and young people with an EHCP receive the support they need.

The Children and Families Act came into force in September 2014, and since that date local authorities have been required to reassess needs and where needed transfer all existing Statements of Special Educational Needs (SEN) and Learning Difficulty Assessments (LDAs). The transfer of statements to EHCP has been a gradual process with priority to young people with LDAs and to children and young people transferring between phases of education. The deadline for the completion of all transfers of Statements of SEN to EHCPs was 31st March 2018 and in Merton all but 15 had been transferred by that date, with reasons known for those that were outstanding at the date.

How are they used in Merton?

Firstly, a request is made for an EHC Needs Assessment to the local authority. The request could be made by the parent of the child or young person, their school, setting or a professional working with the family. If the request for an assessment is accepted, this leads to a detailed assessment of all the education, health and social care needs of the child or young person.

Once the assessment is complete, an EHCP is written. This is undertaken in partnership with the parents and the child or young person and those who know them best. This means that the child or young person and their parents are kept at the heart of the decision-making process. Support will be provided to ensure that the plan is easy to understand and help parents and young people to be involved in preparing it. Parents and young people have a right of appeal to the First Tier Tribunal (SEN and Disability) if they disagree with the contents of an EHCP, including the placement specified for the child or young person.

The EHCP is reviewed every year and, as they get older, this will include adding in support for young people to move successfully into adulthood. Examples of the support that can be provided include resources to help young people to live independently and gain employment. Support through an EHCP can be provided up to the age of 25, depending on the needs of the young person.

There is a statutory 20 week deadline to complete the process from the request for assessment to the date when the EHCP is produced: this frequently presents a challenge

to councils and their partners. Where possible, professionals will work together to ensure the process is completed as quickly as possible. Whilst focusing on the transfer of Statements onto EHCPs, as required by the 31st March 2018 deadline, there was slippage in the number of new plans completed within the 20 week period with only 38% achieving this during 2017/18. Most were completed within 26 weeks. 2016/17 data shows that across London less than 53% of EHCPs were completed within the 20 week timeframe (comparative data for 2017/18 is not yet available).

Following completion of the transfer process, some of the resource provided to undertake this work has now been used to increase capacity within the team to focus on completing the new EHCP requests in order to try and meet the increasing demand. We have also maintained a focus on completing the assessment process and drawing up plans correctly and trying to set and maintain high standards for these, which has led to a decrease in the number of tribunals, demonstrating that whilst the process is taking a bit longer, it seems to be successful.

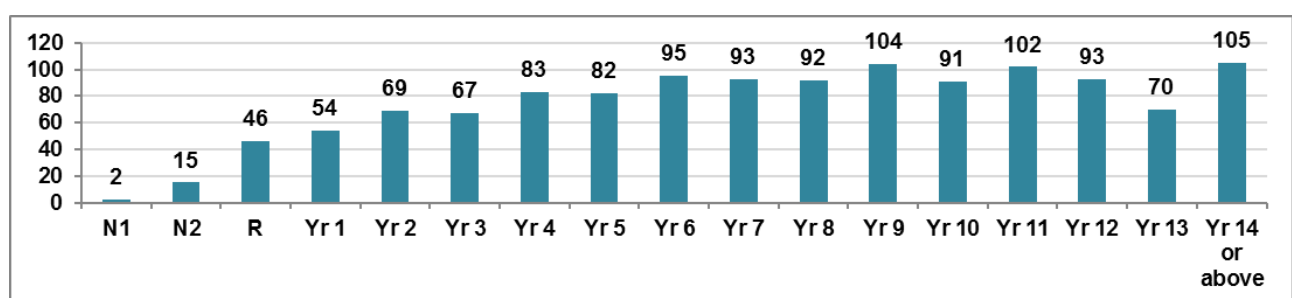
What are the local figures for Merton?

The Merton SEND Needs Analysis provides a comprehensive overview of data from the School Census returns, showing a rising trend in demand, benchmarking where possible against National, London and Statistical neighbours. Key highlights from the report are summarised on the follow two pages.

EHCP or Statement of SEN Numbers

As briefly mentioned, numbers with an EHCP or Statement have steadily grown year on year from under 700 in 2011 to over 1,500 in 2018 – this growth is at a much faster rate than seen in population growth across the borough. This increase is also in part due to an extension of the age range for EHCPs from 19 to 25 with a growth in numbers of young people supported through college or into employment. The figure below provides a snap shot overview of Merton SEND Residents by Academic year group as at January 2017 (this is the point in the year where SEN returns are completed nationally).

Table 1: Merton Resident CYP (0-25) with a Statement of SEN or EHCP by Academic Year Group (January 2017)



Age

The majority of Merton Resident Children and Young People start their Statement or EHCP between the ages of 3 and 6. In terms of primary need, Statements or EHCPs are likely to be administered at an early stage for children with SLD (Severe Learning Difficulty), MLD (Moderate Learning Difficulty) and ASD (Autistic Spectrum Disorder), often before primary phase.

As would be expected there were differences in the age of diagnosis for certain conditions. For example, Speech, Language and Communication Needs (SLCN) are likely to be

diagnosed and supported in the first few years of the primary phase (reception and Year 1), whereas Social, Emotional and Mental Health (SEMH) needs are likely to be evident later on in a child's education (later years of primary phase).

Nature of the SEN

The data outlined key information for services offering support for young people with ASD in particular. Autistic Spectrum Disorder (ASD), SLCN (Speech, Language and Communication Needs (SLCN) and Moderate Learning Difficulties (MLD) are the most prevalent primary needs amongst young people in Merton with Statements of SEN or an EHCP. SEMH is also seeing a large growth for certain year groups. ASD remains the largest group and has had the most pronounced growth in each of the last five years.

Vulnerable children and young people

Children and Young People within the SEND population make up a large proportion of many of the vulnerable cohorts that Merton CSF services deal with. For example, one-third of open Children in Need (CiN) plans for secondary aged children were for those with a Statement or EHCP. Moreover around 1 in 5 Merton Looked After Children (LAC) has either a Statement or EHCP.

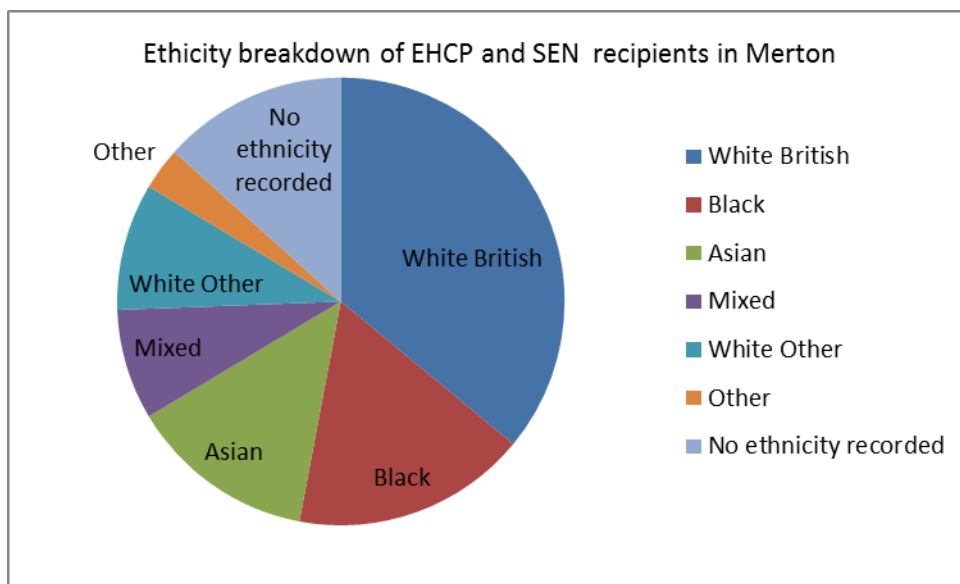
Gender

The data showed a large gender imbalance for recipients with a statement of SEN or EHCP. Three-quarters of Merton Resident CYP with Statements of SEN or EHCP are male (74% of cohort as at January 2017). In part this is due to the diagnosis pathway for children with ASD which recognises male characteristics more so than those displayed by the female population. Furthermore over the last five years, the number of males with a Statement or EHCP has grown at a faster rate than their female equivalent.

Ethnicity

Although the number of White British CYP within the SEND population has increased slightly over the last five years, they now form a smaller proportion of the SEND population. A greater number of CYP from Black and Minority Ethnic backgrounds have been identified as in need of a Statement or EHCP.

Table 2: Merton Resident CYP with Statements of SEN or EHCP by ethnicity (2017)



Questions

If you have any questions regarding EHCP Plans at Merton Council please contact:
SENDIS team on sen@merton.gov.uk or tel. 0208 545 4810.

Committee:	Children and Young People Overview and Scrutiny Panel
Date:	27 June 2018
Wards:	All
Subject:	Children and Young People Overview and Scrutiny Panel Work Programme 2018/19
Lead officer:	Annette Wiles, Scrutiny Officer
Lead member:	Cllr Sally Kenny, Chair of the Children and Young People Overview and Scrutiny Panel
Contact officer:	Annette Wiles: annette.wiles@merton.gov.uk , 020 8545 4035

Recommendations:

That members of Children and Young People Overview and Scrutiny Panel:

- i. Consider their work programme for the 2018/19 municipal year, and agree issues and items for inclusion (see draft in Appendix 1) – please note the additional two items;
 - ii. Consider the methods by which the Panel would like to scrutinise the issues/items agreed;
 - iii. Identify a Member to lead on performance monitoring on behalf of the Panel;
 - iv. Identify a Member to lead on 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 2017/18 municipal year, to sit on the Panel and/or on the Task Group;
 - vii. Consider whether they wish to make visits to local sites and engage with topic experts; and
 - viii. Identify any training and support needs.
-

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 2018/19 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 Councillors and co-opted members, Council 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 4 June 2018; and
 - e) Support available to the Children and Young People Overview and Scrutiny Panel to determine, develop and deliver its 2018/19 work programme.

2. Determining the Children and Young People Overview and Scrutiny Panel Annual Work Programme

- 2.1 Members are required to determine their work programme for the 2017/18 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 Children and Young People Overview and Scrutiny Panel has a specific role relating to children and young people. This includes education, children's social care, child protection and youth services which should automatically be built into their work programmes.
- 2.3 The Children and Young People Overview and Scrutiny Panel 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 corporate calendar as required.
- 2.4 The Children and Young People Overview and Scrutiny Panel has six scheduled meetings over the course of 2018/19, including the scheduled budget meeting (representing a maximum of 18 hours of scrutiny per year – assuming three hours per meeting). Members will therefore need to be selective in their choice of items for the 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 Council 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** – The Panel 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 question 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 Children and Young People 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	<ul style="list-style-type: none"> ■ The 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 one-day seminar-scrutiny of issues that, although important, do not merit setting up a ‘task-and-finish’ group
Task Group	<ul style="list-style-type: none"> ■ A small group of Members meet outside of the scheduled meetings to gather information on the subject area, visit other local authorities/sites, and speak to service users, expert witnesses and/or Officers/Partners. The Task Group can then report back to the Commission with their findings to endorse the submission of their recommendations to Cabinet/Council ■ This is the method usually used to carry out policy reviews
The Panel asks for a report then takes a view on action	<ul style="list-style-type: none"> ■ The Panel may need more information before taking a view on whether to carry out a full review so asks for a report – either from the service department or from the Scrutiny Team – to give them more details
Meeting with service Officer/Partners	<ul style="list-style-type: none"> ■ 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 they take it back to the Panel for discussion
Individual Members doing some initial research	<ul style="list-style-type: none"> ■ 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. ■ A new model of scrutiny review has recently been developed and trialled; a rapporteur review where an individual member undertakes a review with the endorsement of the Panel.

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 the 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 Children and Young People Overview and Scrutiny Panel will need to assess how it can best utilise the available support from the Scrutiny Team to deliver its work programme for 2018/19.

2.10 The Panel is also invited to comment on 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 Children and Young People 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 The Children and Young People Overview and Scrutiny Panel sets its own agenda within the scope of its terms of reference. It 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' (NEET), and the Connexions Service;
- Youth offending;
- Children's Centres; and
- The Children's Trust.

3.1.2. The Scrutiny Team has undertaken a campaign to gather suggestions for issues to scrutinise either as agenda items or task group reviews. Suggestions have been received from members of the public, Councillors and partner organisations including the police, NHS and Merton Voluntary Service Council. 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. A description of all the suggestions received is set out in Appendix 2.

3.2 The councillors who attended a "topic selection" workshop on 4 June 2108 discussed these suggestions. 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.

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

3.4 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.

4. Task group reviews

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

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 2018/19. The Children and Young People Overview and Scrutiny Panel is free to determine its work programme as it sees 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 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, letters 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 2018, 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 1 – Children and Young People Overview and Scrutiny Panel draft work programme 2017/18
- 14.2 Appendix 2 – Summary of topics relating to the Children and Young People Overview and 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 20 June 2017
- 14.4 Appendix 4 – Notes from discussion of topics relating to the remit of the Children and Young People Overview and Scrutiny Panel, Scrutiny Topic Selection Workshop on 20 June 2017
- 14.5 Appendix 5 – Task group options as identified at the workshop on 4 June 2018
- 15. BACKGROUND PAPERS**
- 15.1 None

Draft work programme 2018 - 2019

Meeting date – 27 June 2018

Item/Issue
Cabinet Member priorities
Children, schools and families glossary
Briefing for new members: EHCPs
Performance monitoring (selection of a performance monitoring lead/discussion of data provision)
Department update report*
Monitoring task group recommendations: employment for vulnerable cohorts
Scrutiny review: user voice (agreeing resulting actions)
Task group selection: mental health/parenting support/school travel plans/youth violence
Additional topic suggestions: school volunteers/eLearning and assessment/youth violence
Work programme approval

Meeting date – 9 October 2018

Cabinet Member priorities
Performance monitoring
Department update report*
Pre-decision scrutiny: Regional Adoption Agency
Pre-decision scrutiny: Children and Young People Plan
Monitoring progress: care leaver accommodation reference
Presentation of task group action plan: implementation of the <i>Prevent</i> duty
Proposal: transitions tracking study
Task group (TBC): approval of terms of reference
Work programme

Meeting date – 7 November 2018

Pre-decision scrutiny: budget/business planning (round 1) – inclusive of 5 – 10 year MTFS
Cabinet Member priorities
Annual report: corporate parenting (visit to the Children in Care Council prior to meeting)
Annual report: Merton Safeguarding Children Board (including Think Family)

Performance monitoring
Department update report*
Work programme

Meeting date – 16 January 2019

Pre-decision scrutiny: budget/business planning (round 2) – inclusive of 5 – 10 year MTFS
Update report: Harris Wimbledon (school visit prior to meeting + invite Daniel Moynihan)
Cabinet Member priorities
Performance monitoring
Department update report*
Work programme

Meeting date – 13 February 2019

Cabinet Member priorities
Update report: health and wellbeing strategies for children and young people
Briefing: welfare benefit reports (Head of Revenue and Benefits)
Task group (TBC): presentation of draft final report
Performance monitoring
Department update report*
Work programme

Meeting date – 13 March 2019

Cabinet Member priorities
Schools annual report (key stage 5 visits prior to the meeting + invite chair of the school effectiveness partnership)
Care leaver accommodation reference update (provisional)
Prevent task group: monitoring implementation of recommendations
Performance monitoring
Department update report*
Topic suggestion for 2019/2020s

*Items to be included in the Department Update Report as appropriate: corporate parenting, the Family Drug and Alcohol Court, Harris Wimbledon, Ofsted inspection outcome, the Social Impact Bond.

**Partner engagement to be taken thematically and as a feature of all other items.

Topic suggestions received in relation to the remit of the Children and Young People Overview and Scrutiny Panel 2018/19

The following topics have been suggested by residents, members and officers:

- Budget/business planning
- Care leavers and young people accommodation
- Cabinet Member priorities
- Children, schools and families glossary
- Children and Young People Plan
- Corporate parenting report
- Department update report
- Education Health and Care Plans (EHCP)
- Family Drug and Alcohol Court
- Harris Wimbledon
- Health and wellbeing strategies for children and young people
- Key Stage 5 progress
- Merton Safeguarding Children Board annual report
- Ofsted inspection outcome
- Parenting support
- Partner engagement
- Performance monitoring
- Rapporteur scrutiny review of user voice
- Regional Adoption Agency
- Routes into employment for vulnerable cohorts task group
- Schools annual report
- School travel plans
- Social Impact Bond
- Teacher/key worker recruitment (see the section for the Commission)
- Think Family
- Transition to adulthood
- Youth violence
- Welfare benefit reforms

BUDGET/BUSINESS PLANNING	
Who suggested it?	This is a standing, annually returning item.
Summary	<p>Members are asked to consider and comment on all aspects of the budget that relate to the Children, Schools and Families Department. This can include:</p> <ul style="list-style-type: none"> • Amendments to previously agreed savings; • New departmental saving proposals; • Budget growth proposals; • The resulting impact on the Medium Term Financial Strategy; and • Relevant service plans.

	<p>Any reference made will progress to the Commission which takes the lead on reviewing all budgets and summarising the views of all Panels.</p> <p>During the last municipal year, members of the Panel asked to be kept better informed on a routine basis of financial information. It was thought that this might be best achieved through the Department Update Report.</p>
Scrutiny type	Pre-decision scrutiny
Timing	This takes place in two rounds; <u>7 November 2018 and 16 January 2019 (agreed)</u>
Guidance	<ul style="list-style-type: none"> • Caroline Holland, Director of Corporate Services, will provide training before the January meeting giving a detailed guide to the Medium Term Financial Strategy. <u>All members are encouraged to attend.</u> This includes those who have attended previously as guidance is provided on the current financial position. • Scrutiny of finance – Councillor workbook (the Local Government Association).
Expert	Caroline Holland, Director of Corporate Services, will attend both meetings.

CARE LEAVERS ACCOMMODATION	
Who suggested it?	This is a continuation of the work the Panel undertook in the last municipal year on care leaver accommodation.
Summary	<p>At its meeting in September 2017, the Sustainable Communities Overview and Scrutiny Panel, working in partnership with members of the Children and Young People Panel, looked in depth at the issue of care leaver accommodation.</p> <p>This resulted in a detailed reference to Cabinet focusing on issues such as increasing the range of independent accommodation options, piloting the use of <i>Houses of Multiple Occupation</i>, the 'lead tenant model', greater use of the <i>Shared Lives</i> model and exploration of <i>Housing First</i>. The Panel was pleased to learn recently that a <i>House of Multiple Occupation</i> is now being piloted for care leaver accommodation. The full reference is here and the minutes of the full discussion are here. A first review of progress against the recommendations in the reference was taken during the last municipal year (rpt and mins – item 9).</p> <p>Whilst it was working in partnership with members of the Sustainable Communities Panel, it is this Panel that has taken the lead in monitoring progress against the reference made to Cabinet. It is recommended that the Panel continue in this</p>

	role and take six monthly updates up until such time as it is satisfied with what has been achieved and no more updates are required.
Scrutiny type	Monitoring of progress against a reference made.
Timing	9 October 2018 and 13 March 2019 (suggested)
Guidance	<ul style="list-style-type: none"> • A guide with key questions for councillors on care leavers' accommodation (Barnardos) • Engaging Young People – Councillor workbook (Local Government Association)
Guests	In addition to officers from the Children, Schools and Families Department it may be necessary to invite officers from Housing to attend given this is a cross departmental initiative.

CABINET MEMBER PRIORITIES	
Who suggested it?	This is a standing item, taken at every meeting.
Summary	The Cabinet Members for Education and Children's Services are asked to present their current priorities to Panel members who are then given the opportunity to ask questions.
Scrutiny type	Executive oversight
Timing	<u>Every meeting (agreed)</u>

CHILDREN, SCHOOLS AND FAMILIES GLOSSARY	
Who suggested it?	Departmental Management Team
Summary	To provide members with a glossary of commonly used terms in education and children's service. This is to assist members when reading, commenting on and discussing Departmental reports.
Scrutiny type	(Member support)
Timing	<u>27 June 2018 (suggested)</u> . This is to coincide with any new members joining the Panel.

CHILDREN AND YOUNG PEOPLE PLAN	
Who suggested it?	Departmental Management Team
Summary	<p>This is the plan of the Merton Children's Trust and details the how the partners operating the trust will work together to achieve its priorities. The last plan ran from 2016 to March 2019 and can found here.</p> <p>As this comes to the end of its lifespan, the Department is beginning to work on its replacement including consulting on what it priorities should be going forward and how these are</p>

	going to be achieved. This provides an opportunity for the Panel for some pre-decision scrutiny.
Scrutiny type	Pre-decision scrutiny.
Timing	9 October 2018 (suggested) in order that members can be consulted before the plan is agreed.

CORPORATE PARENTING REPORT (INCLUDING THE LOOKED AFTER CHILDREN ANNUAL SUFFICIENCY STATEMENT, LOOKED AFTER CHILDREN STRATEGY AND CARE LEAVER STRATEGY)	
Who suggested it?	This is a standing, annually returning item (part of Ofsted's requirements).
Summary	<p>To review the provision of services for looked after children and care leavers against a number of benchmarks (including statutory requirements and outcomes for all Merton pupils and similar cohorts nationally). To identify and recognise areas of good service as well as where there needs to be additional and on-going focus on service development.</p> <p>The minutes of the previous review of corporate parenting are here – item 7. This highlighted the following as areas for continued focus:</p> <ul style="list-style-type: none"> • Placement stability; • Recruitment of foster carers; • Embedding adult mental health and CAHMS services as part of corporate parenting provision; • Child sexual exploitation; and • The educational attainment of older children in care (specifically Key Stage 4). <p>Ofsted's inspection of Children's Services in June/July 2017 resulted in a good judgement with the following recommendations made:</p> <ul style="list-style-type: none"> • Ensure that all plans, including child in need, child protection, care plans for children looked after and pathway plans, consistently contain specific actions, achievable timescales and clear, measurable outcomes; • Improve the use of return home interviews for each episode of missing for children missing from home or care and ensure that risks are understood and reduced for individual children; • Ensure that 'staying put' is made available to all care leavers who would benefit from this; and • Ensure that all former relevant care leavers receive information on their health histories.

	<p>Members will want to take this into account when reviewing the service performance through the annual report. It is also recommended that an interim update is taken on progress against Ofsted's recommendations mid-year (which can be achieved through the Departmental update report).</p> <p>As part of its review of Ofsted's inspection report, the Panel sought the advice of Kathy Bundred, Children's Improvement Adviser for the Local Government Association who advised on the shared features of authorities with children's services judged good or higher:</p> <ul style="list-style-type: none"> • Relentless in their pursuit of the best for their children; • Stability in their services and their management; • No playing politics with children's services. Rather members are interested in services and are keen to learn; • Focus on what's happening for children and drill down into individual cases; • Good self knowledge often built on a self audit which is challenging; • Workforce strategy in place to lessen the effect of workforce turnover. This means there is a continual focus on training, performance and support. Spans of control are not extended and allow managers to have sight of individual cases; and • Partner engagement is effective in helping to deliver services.
Scrutiny type	Executive oversight/performance monitoring
Timing	<u>13 February 2019</u> (suggested to occur a full year after the last report was received). A mid year update against Ofsted's recommendations through the departmental report to happen at <u>7 November 2018</u> is recommended.
Guidance	<ul style="list-style-type: none"> • 10 Questions to ask if you're scrutinising services for looked-after children (Local Government Association and the Centre for Public Scrutiny) • Safeguarding Children – a practical guide for overview and scrutiny councillors (Local Government Association and the Centre for Public Scrutiny) • Engaging Young People – Councillor workbook (Local Government Association)
Guest(s)	A representative from the Looked After Children's Health team at Epsom and St Helier, to provide the opportunity to scrutinise LAC health services provided by partners. This has been attempted two years in a row without success. This would also address the Ofsted recommendation on health histories.
Expert	There remain only three services in the country that have a higher Ofsted judgement than that received by Merton:

	Westminster, Kensington & Chelsea and North Lincolnshire. It is questionable whether any of these lend themselves to be a suitable comparator for Merton's service. However, there are other authorities where parts of the service have received a higher judgement than Merton. For example, the experiences and progress of care leavers in Bracknell Forest was judged outstanding compared to Merton's being judged good at the same point in time. Also, it may be appropriate that Kathy Bundred, Children's Improvement Adviser for the Local Government Association, be invited to return to the Panel.
Visit	The Children in Care Council could be consulted in advance. Delegated members may attend a meeting of the Council to gather views (please see the item on Rapporteur scrutiny review of user voice). Alternatively, representatives of the Children in Care Council may be invited to attend the Panel and provide first hand insight/make a direct representation.

DEPARTMENT UPDATE REPORT	
Who suggested it?	This is a standing item, taken at every meeting.
Summary	<p>This gives the Department the opportunity to update members on key developments that have occurred since the last meeting. This might include forthcoming changes in Government policy and legislation, service successes and/or changes, Ofsted inspection outcomes etc. The report is not presented by officers but members are encouraged to read it in advance of the meeting and ask questions on the information provided.</p> <p>During the last municipal year, members of the Panel asked to be kept better informed on a routine basis of financial information. It was thought that this might be best achieved through this update report.</p>
Scrutiny type	Performance monitoring
Timing	<u>Every meeting</u> (agreed)

EDUCATION HEALTH AND CARE PLANS (EHCP)	
Who suggested it?	This is a continuation of the Panel's focus on Education Health and Care Plans during the past municipal year.
Summary	<p>The Panel requested an update report on EHCPs at the beginning of the last municipal year following a decline in performance; the number of new EHCPs being completed within the 20 week target fell from 27% in June 2016 to 20% in December 2016 (rpt and mins).</p> <p>A subsequent update at the end of the last municipal year</p>

	<p>established that 37% of new plans were being achieved within the target timescale which is an improvement on previous performance. Also, that most are achieved within 26 weeks which is only just passed the target, despite a continued significant increase in demand for new EHCPs (increased by 34% over the past four years).</p> <p>It was also highlighted that Department had done well on the other objective of transferring all existing statements to EHCPs by the 31st March 2018 deadline (rpt and mins – item 6). Once the transfer of existing statements to EHCPs had been completed it was planned that the team would be reconfigured to focus on new applications for EHCPs.</p> <p>It is recommended that this is further reviewed through the performance monitoring report with the scope for members to request a more detailed update should they consider it necessary. Whilst there were difficulties that prevented the Panel receiving its performance monitoring report in the latter half of the last municipal year as a result of the implementation of a new information management system (Mosaic), it is hoped these difficulties will have been overcome and information will be reinstated with the start of the municipal year.</p>
Scrutiny type	Performance monitoring
Timing	<u>Every meeting</u> (through the performance monitoring report)
Guidance	<ul style="list-style-type: none"> • Merton's guide to EHCPs • Putting financial and performance management information to good use (Centre for Public Scrutiny) • Performance management – councillor workbook (Local Government Association)
Expert	Councillor Brunt, as the performance monitoring lead for Panel during the last municipal year, has built up his knowledge and understanding of this performance measure.

FAMILY DRUG AND ALCOHOL COURT (FDAC)	
Who suggested it?	This is a new initiative which has been reported to scrutiny over the last year.
Summary	Working with Croydon County Court, the West London Family Court and the Inner London Family Court, the partnership will offer an alternative form of care proceedings for parents and children in those cases where substance misuse is a key factor in the decision to bring proceedings. Referrals will be made by children's social care and will be agreed internally to ensure referrals meet the criteria for the service

	<p>Merton is leading, across nine boroughs and awarded the contract to the Tavistock and Portman NHS Trust which has been working the Cross Borough Operational Group and the FDAC Board to mobilise the service from January 2018.</p> <p>Updates on plans and mobilisation of the service have been provided to the Panel during the last municipal year through departmental reports. The Panel will wish to continue to receive updates during this municipal year which can continue to be achieved through the departmental report. It may be too early during this municipal year to receive a more substantive officer report on performance.</p>
Scrutiny type	Performance monitoring
Timing	As required through the departmental report
Guidance	<ul style="list-style-type: none"> • <i>Introducing the main findings from: Changing Lifestyles, Keeping Children Safe: an evaluation of the first Family Drug and Alcohol Court (FDAC) in care proceedings - Conclusions and recommendations 5.Challenges in maximising the benefits of FDAC</i> (Brunel London University & The Nuffield Foundation) • <i>Putting financial and performance management information to good use</i> (Centre for Public Scrutiny) • <i>Performance management – councillor workbook</i> (Local Government Association)

HARRIS WIMBLEDON	
Who suggested it?	Continuation of the Panel's role in scrutinising the on-going development of the new secondary school.
Summary	<p>In July 2016, Cabinet gave its approval for the location of the new Harris Wimbledon school to achieve the additional secondary provision needed in the borough. The school is scheduled to open in September 2018 in its temporary location with the newly build school opening at its permanent location in September 2020. The Panel will want to monitor progress against this objective in line with its reference to Cabinet in June 2016: 1) ensuring the opening date for the new school is optimised to not destabilise existing Merton secondaries, 2) maximising the design to give pupils the same advantage enjoyed by children at other Merton secondaries, 3) supporting Merton Abbey Primary in agreeing shared use of the site, 4) protecting the financial interests of the borough during the development of the site, 5) sustaining the level of community rental space, and 6) ensuring the safety of pupils using the site.</p> <p>An update report was received by the Panel during the last municipal year (rpt and mins).</p>

	It is recommended that members take an update report during the municipal year with other updates being provided through the departmental report and/or Cabinet Member updates.
Scrutiny type	Executive oversight/performance monitoring
Timing	7 November 2018 (suggested to occur a full year after the last report was received)
Guidance	Free schools: challenges and opportunities for accountability : Centre for Public Scrutiny
Guest(s)	Representative(s) of the Harris Academy Chain to update members directly on the operation of the school and plans for its future.
Visit	Visit Harris Merton, to see the expansion project and to hear from the provider of the new school first hand and in situ.

HEALTH AND WELLBEING STRATEGIES FOR CHILDREN AND YOUNG PEOPLE	
Who suggested it?	With local authorities now having responsibility for public health in localities, the Panel has embraced its responsibility for scrutiny of health and wellbeing strategies for children and young people.
Summary	<p>The remit of the Panel embraces all services for children and young people including health and wellbeing outcomes. During the last municipal year, the Panel took a report from the public health team looking at childhood obesity and Child and Adolescent Mental Health Services (CAMHS) with the latter supported by colleagues from the Merton Clinical Commissioning Group (rpt and mins).</p> <p>It is recommended that the Panel take a further report during this municipal year focused on delivery of the autism strategy. Members have previously expressed interest in the support offered by the authority for families who have an autistic child. Due to lack of time during the last municipal year, the Panel was unable to look at the strategy in much depth and it was agreed that this should return to the Panel once the public consultation was complete.</p> <p>The strategy is being developed by the authority working with a wide range of partners including the Merton NHS CCG. It aims to make the borough autism friendly in response to a number of key drivers:</p> <ul style="list-style-type: none"> • An increase in the number of children in Merton with autism recorded as their primary type of educational need, indicating an increasing need for local education, health and other resources.

	<ul style="list-style-type: none"> • The number of adults with autism is projected to rise, with an associated increase in the need for care and support for independent living. • Recognition that Merton needs to improve its diagnosis pathway for children and young people (as set out above). • Stakeholders have told us they want to see improvements in support and services locally. • There are statutory guidance and legal duties for local authorities and the NHS, along with evidence-based quality standards. • Public sector services are all facing financial pressures and there is a need to work in partnership to ensure local resources most effectively. <p>It has been notionally agreed with the Healthier Communities and Older People Overview and Scrutiny Panel that if this Panel does focus on the autism strategy it will do so on behalf of the whole of scrutiny and therefore will also need to consider how the strategy works for older people.</p> <p>A topic suggestion has been received on the developing autism strategy, it is assumed from a resident although the submission was anonymous. This calls for more autistic children/people to be involved in developing the strategy.</p> <p>Additionally, the Panel may wish to receive updates on childhood obesity, immunisation and child mental health services. A topic suggestion has been received from Merton Abbey School that flags the waiting time it experiences in trying to access mental health services.</p> <p>Please note, that the Healthier Communities and Older People Overview and Scrutiny Panel has also offered to pick-up the review of immunisation figures with its review of other data supplied by the NHS. This might be useful to accept given the Panel's limited time.</p>
Scrutiny type	Scrutiny review
Timing	TBC to fit with the timing of the developing autism strategy.
Guidance	<p>No specific guidance is available on scrutiny of autism. However, a number of other councils have undertaken a scrutiny review of their autistic services which may be informative:</p> <ul style="list-style-type: none"> • Brighton & Hove City Council: Services for Children with Autism Scrutiny Panel (April 2014) • North East Lincolnshire Council: Report into the findings of the Autism Spectrum Conditions diagnosis pathway scrutiny working group (January 2018)

	<ul style="list-style-type: none"> • Rotherham Metropolitan Borough Council: Scrutiny review – Autistic Spectrum Disorder (November 2012)
Guest(s)	People with an autistic diagnosis and their families. Suitable organisations to contact include the National Autistic Society Merton Group and Talk Autism Merton Parent Forum.
Expert	Potentially a professional from The National Autistic Society or a member of its national forum.

KEY STAGE 5 PROGRESS	
Who suggested it?	Departmental Management Team
Summary	<p>In consulting on scrutiny topic suggestions, the Children, Schools and Families Departmental Management Team suggested looking at progress in Key Stage 5 and specifically the impact of 6th forms on student retention and progress.</p> <p>At the end of the last municipal year, during its scrutiny of the school's annual report, it was established that all assessments at Level 3 are achieving just above the national average. As a result, the focus is now on improving academic outcomes for A Levels where performance is not so strong.</p> <p>It was also highlighted during the last municipal year that work has been ongoing to find and identify members of the Not in Educational, Employment or Training (NEET) population. This year has seen the lowest ever level of NEETs achieved in Merton, with an 8th ranking nationally. This has required lots of data sharing between educational providers. There has been a slight increase in the Raising Participation Age figure reflecting that more and more students are staying on in Merton's 6th forms and colleges;</p>
Scrutiny type	Scrutiny review (possibly a task group?)
Guest(s)	Members of the Strategic School Effectiveness Partnership
Visit	There is scope to visit a sixth form in Merton to see this in action.

MERTON SAFEGUARDING CHILDREN BOARD ANNUAL REPORT	
Who suggested it?	This is a standing, annually returning item (part of Ofsted's requirements).
Summary	To give members the opportunity to question the independent chair of the Merton Safeguarding Children Board, a suitable police representative, the Director and Cabinet Member about safeguarding provision for Merton's children and young people. This will focus on strengths, areas for review during the coming period and work with schools as well as areas

	<p>which were highlighted as priorities from last year including <i>Think Family</i>, supporting the growing number of looked after children who are older, the quality of early help, prevention partnerships and early entry points.</p> <p>The minutes of the previous review of the Merton Safeguarding Children Board are here (annual report here).</p> <p>Additionally, a topic suggestion has been received from Merton Abbey School highlighting difficulties it has experienced in accessing a cluster social worker which Panel members may want to address through this item.</p>
Scrutiny type	Executive oversight/performance monitoring
Timing	13 February 2019 (suggested to occur a full year after the last report was received)
Guidance	<ul style="list-style-type: none"> • Safeguarding Children – a practical guide for overview and scrutiny councillors (Local Government Association and the Centre for Public Scrutiny) • Engaging Young People – Councillor workbook (Local Government Association)
Guest(s)	<ul style="list-style-type: none"> • Keith Makin, the Independent Chair of the Merton Safeguarding Children Board; and • A suitable police representative.
Expert	A representative from the Association of Independent LSCB Chairs is suggested. For example, David Ashcroft, chair of the Association and currently Independent Chair of the Norfolk Board or Chris Miller, Greater London Regional Director and currently Independent Chair in Barnet. Either would be able to provide context for the working of the Merton Safeguarding Children Board.
Visit	To Jigsaw4U, provider of Merton commissioned services including return home interviews for missing children. This will allow councillors to see the provider in action.

OFSTED INSPECTION OUTCOME	
Who suggested it?	Ofsted's inspection of Children's Services in June/July 2017 resulted in a good judgement. The Panel has a remit in scrutinising the response to Ofsted's recommendations.
Summary	<p>Ofsted made the following recommendations as a result of its inspection of Merton's Children's Services.</p> <ul style="list-style-type: none"> • Ensure that all plans, including child in need, child protection, care plans for children looked after and pathway plans, consistently contain specific actions, achievable timescales and clear, measurable outcomes; • Improve the use of return home interviews for each episode of missing for children missing from home or care and ensure that risks are understood and reduced for individual children;

	<ul style="list-style-type: none"> • Ensure that 'staying put' is made available to all care leavers who would benefit from this; and • Ensure that all former relevant care leavers receive information on their health histories. <p>Members will want to consider these when scrutinising the annual Corporate Parenting Report (which is suggested for the February 2019 meeting). In advance of this, the Panel may want to take a brief progress update through the Department report or to focus on any of these recommendations in greater depth.</p>
Scrutiny type	Executive oversight/performance monitoring (potentially leading to a scrutiny review)
Timing	An update is recommended for the meeting on 7 November 2018.

PARENTING SUPPORT	
Who suggested it?	A resident through the topic suggestion process.
Summary	The suggestion highlights a lack of activities for mothers and babies in addition to insufficient activities for toddlers and young children, such as play groups. Members may wish to explore this further to understand the current level of provision, where there might be gaps and consider how this might be addressed. However, the Council has no remit in this area and therefore there may be limited opportunity for the Panel's scrutiny to have an impact.
Scrutiny type	Scrutiny review

PARTNER ENGAGEMENT	
Who suggested it?	Departmental Management Team
Summary	In consulting on scrutiny topic suggestions, the Children, Schools and Families Departmental Management Team suggested looking at how, in a climate of changing service delivery, it is possible to encourage partners to continue to participate and work in partnership with Merton. The examples given were of the police and the CCG both of which are seeking to deliver service reconfiguration in the face of reducing budgets. The Panel has itself experienced the effect of this with difficulties engaging the police around its review of safeguarding that happened in the previous municipal year. There is scope to examine different forms of engagement and service delivery that will allow partners to sustain their involvement. This could be informed by what has been achieved by other councils.
Scrutiny type	Scrutiny review (scope for a potential task group?)

PERFORMANCE MONITORING	
Who suggested it?	This is a standing item, taken at every meeting.
Summary	<p>The performance report features a range of key performance indicators. This therefore acts as a health check for the Panel and as such is over and above the more detailed thematic reports scheduled to the Panel.</p> <p>Whilst there were difficulties that prevented the Panel receiving its performance monitoring report in the latter half of the last municipal year as a result of the implementation of a new information management system (Mosaic), it is hoped these difficulties will have been overcome and information will be reinstated with the start of this municipal year.</p>
Scrutiny type	Performance monitoring
Timing	<u>Taken every meeting (agreed).</u>
Guidance	<ul style="list-style-type: none"> • <i>Putting financial and performance management information to good use</i> (Centre for Public Scrutiny) • <i>Performance management – councillor workbook</i> (Local Government Association) • <i>Using evidence in scrutiny</i>: Centre for Public Scrutiny • Dedicated officer led workshop to closely examine the basket of indicators.
Expert	Every year the Panel can decide to appoint a lead member for monitoring performance data who will work closely with officers to build their understanding of the data and drive the effectiveness of performance monitoring. Last year this involved officer provision of additional information and pre-meets before Panel meetings to discuss the data provided and highlight points to be addressed at the meeting. It is within the Panel's gift to determine whether or not to appoint a performance lead for this year.

PREVENT TASK GROUP	
Who suggested it?	It is a requirement of the remit of the Panel that it will monitor the implementation of task group recommendations.
Summary	<p>The decision to form this task group was set against the background of the four terror attacks that happened between March and June 2017; the Panel wanted to reassure itself that Merton's schools are successfully implementing the duty and doing everything possible to prevent Merton's young people from becoming radicalised and doing so in a way that doesn't cause stigmatisation of individuals or communities.</p> <p>Recommendations include looking at the role of the wider Merton community in helping prevent radicalisation amongst Merton's young people and Merton's schools continuing to share their best practice to support each other in fulfilling the</p>

	<p>duty. The report will be presented to Cabinet in the new municipal year before the action plan comes to the Panel.</p> <p>There is a specific recommendation for which the Panel is responsible. It calls on this Panel to under take work to be sure that other organisations that interact with young people such as sports groups, youth groups, training providers and social landlords etc feel comfortable dealing with safeguarding referrals.</p>
Scrutiny type	Scrutiny review (task group – implementation of recommendations)
Timing	Post the report being presented to Cabinet and it agreeing the action plan can come directly to the Panel.

RAPPORTEUR SCRUTINY REVIEW OF USER VOICE	
Who suggested it?	This is the completion of an item from last year’s work programme.
Summary	<p>The user voice rapporteur report (here in full) focussed on how the Panel should receive more feedback from looked after children and wider groups of young people to inform its perspective. Various ideas were discussed that might be employed to achieve this objective such as those summarised below:</p> <ul style="list-style-type: none"> • Receiving regular updates from the Children in Care Council as part of the departmental update. A panel member might also join the statutory Lead Member once or twice per year in attending Children in Care Council meetings. • For the CSF department to consider what user voice information it would be possible to share with the Panel. It is evident that there is a lot of user voice activity ongoing throughout the year but currently none of this is shared with the Panel; • For the Panel, either via the lead member or via a champion, to seek feedback on specific issues. This would have to be agreed with the CICC and would need to reflect its planned programme; • That the Panel should write annually to the Children in Care Council to explain the work it has undertaken on matters relating to LAC and Care Leavers to make this transparent and accessible to looked after children. <p>It is recommended that the Panel address this early in its work programme and agree if it wants to receive more feedback from looked after children and how this will be achieved. This might be trialled for a period of time, after which this can be evaluated and a longer term plan agreed.</p>
Scrutiny type	Rapporteur scrutiny review

Timing	<u>27 June 2018</u> (recommended in order that any decision made can be effectively trialled during the remainder of the municipal year)
---------------	--

REGIONAL ADOPTION AGENCY	
Who suggested it?	This is a new initiative which has been reported to scrutiny over the last year.
Summary	<p>London boroughs are working together to establish a regional adoption agency from September 2018. This required a business case to be presented to the DfE for approval in December 2017 enabling mobilisation of the new agency from September 2018. The new format will see Merton as part of the South London hub.</p> <p>Updates on plans and mobilisation of the service have been provided to the Panel during the last municipal year through departmental reports. The Panel will wish to continue to receive updates during this municipal year which can continue to be achieved through the departmental report. It may be too early during this municipal year to receive a more substantive officer report on performance. (NB: Performance of Merton's adoption service for the three year rolling average was reported in February 2018 as better than the DfE prescribed thresholds using the provisional figures then available. It should also be noted that Merton's adoption service received an outstanding judgement from Ofsted as a result of the combined inspection conducted in July 2017.)</p>
Scrutiny type	Performance monitoring
Timing	As required.
Guidance	<ul style="list-style-type: none"> • Regionalising adoption June 2015 - Potential delivery models for regional adoption agencies (DfE) • Putting financial and performance management information to good use (Centre for Public Scrutiny) • Performance management – councillor workbook (Local Government Association)

ROUTES INTO EMPLOYMENT FOR VULNERABLE COHORTS TASK GROUP	
Who suggested it?	This is a continuation of the Panel's role in monitoring the implementation of the recommendations made by this task group.
Summary	The task group's report (here) was accepted by Cabinet in March 2017. The Panel received the action plan for the implementation of the recommendations (here – item 10) and started monitoring progress against this at its meeting in January 2018.

	<p>This has already highlighted that Panel members want to understand why it is not thought possible to ensure through standard contract terms that contractors and service providers offer apprenticeship for Merton residents. This was raised by members at the meeting and through the topic suggestion process. To this ends, it is being recommended that the Panel invite Dawn Jolley, the Head of Commercial Services to discuss this directly. Given the focus on Merton offering work experience placements and apprenticeships, it is also recommended that Kim Brown, Head of Organisational Development and HR Strategy, also be invited to attend the Panel and discuss how this is progressing. It is also recommended that the Panel receive a representation from Melissa Stewart who as part of the CSF team has been working hard with the Council's suppliers and providers of outsourced services to obtain work experience placements. This includes Veolia as previously mentioned at Panel.</p>
Scrutiny type	Scrutiny review: task group
Timing	<u>27 June 2017</u> (recommended) and then potentially six months later (at the 16 January 2019 meeting).

SCHOOLS ANNUAL REPORT	
Who suggested it?	This is a standing, annually returning item (part of Ofsted's requirements).
Summary	<p>Members receive the detailed annual schools report giving them the opportunity to focus on attainment for all key stages as well as at foundation stage and for post 16.</p> <p>As a result of the presentation of the schools annual report during the last municipal year, members noted the need to retain their focus on the attainment and progress of children on SEN support as well elective home education. The minutes of this review are here.</p>
Scrutiny type	Executive oversight/performance monitoring
Timing	13 March 2019 (suggested to occur a full year after the last report was received)
Guidance	<i>Back to School – Ways for scrutiny to influence local education and support school leaders to improve results</i> (Local Government Association and the Centre for Public Scrutiny)
Guest(s)	Representatives of Merton head's group (ie: one primary, secondary and special) to provide members with first hand insight into the information contained in the annual report.

SCHOOL TRAVEL PLANS

Who suggested it?	A resident – this was also suggested by residents last year.
Summary	<p>A resident through the topic suggestion process has again highlighted the issue about the impact of the school run and has requested scrutiny ensure travel plans are robust and implemented. School Travel Plans seek to reduce car use for school journeys. There may be potential to look at this in partnership with the Sustainable Communities Overview and Scrutiny Panel and officers from Environment & Regeneration as part of its consideration of action to address air quality and new measures being used to improve parking control. A trial of the Automatic Number Plate Recognition system to enforce parking restrictions outside schools is in plan.</p> <p>Two resident topic suggestions about road safety outside certain of Merton's schools have been passed on to be picked-up by Overview and Scrutiny Commission.</p>
Scrutiny type	Executive oversight/performance management
Timing	TBC
Guidance	<p>No specific guidance is available on scrutiny of school travel plans. However, a number of other councils have undertaken a scrutiny review of this area which may be informative:</p> <ul style="list-style-type: none"> • City of York Council: School Travel Plans Ad Hoc scrutiny Committee Final Report. • Leicestershire County Council: Final report of the scrutiny review panel on home to school transport
Guest(s)	Identified officers from Environment and Regeneration.
Visit	Members could visit an affected school at school run time to see this for themselves and talk directly with parents.

SOCIAL IMPACT BOND	
Who suggested it?	This is a new initiative which has been reported to scrutiny over the last year.
Summary	<p>The Pan-London Care Impact Partnership involving Merton, Tower Hamlets, Bexley, Newham and Sutton councils was launched during January 2018 to deliver Multi-Systemic and Functional Family Therapy services for councils within the partnership, leveraging in financial resources using a (SIB). The aim of the programme is to keep vulnerable families together and prevent children from being taken into care.</p> <p>An interim Panel has been established and is meeting every two weeks to discuss existing cases and new referrals. Senior staff of safeguarding, youth justice, CAMHS and education are regular members of the Panel as well as staff from MST and FFT and PFP services. Formal agreement is now in place for the referral pathway and what does or does not constitute care</p>

	<p>to aid the identification of outcome payments.</p> <p>Performance reporting is being established to enable monitoring of referrals to track the child post service intervention. Formal agreement is also in place for information governance and data sharing protocols have been established. A commissioning officer has been appointed in Sutton Council to administer payments and provide quality assurance.</p> <p>Updates on plans and mobilisation of the service have been provided to the Panel during the last municipal year through departmental reports. The Panel will wish to continue to receive updates during this municipal year which can continue to be achieved through the departmental report. It may be too early during this municipal year to receive a more substantive officer report on performance.</p>
Scrutiny type	Performance monitoring
Timing	As required.
Guidance	<ul style="list-style-type: none"> • Guidance on developing a Social Impact Bond (DfE) • Putting financial and performance management information to good use (Centre for Public Scrutiny) • Performance management – councillor workbook (Local Government Association)

THINK FAMILY	
Who suggested it?	This is a new initiative which has been reported to scrutiny over the last year. Additionally, a member has suggested a topic through the annual consultation process that looks at the affect of divorce and separation.
Summary	<p>The <i>Think Family</i> approach is about securing better outcomes for children, young people and families with additional needs by co-ordinating the support they receive from services for children, young people, adults and families. It is a key priority for the Merton Safeguarding Children Board over this municipal year and was previously the subject of a detailed briefing for Panel members (here). The approach has also led to joint children’s and adults’ commissioning.</p> <p>The Panel will wish to continue to receive updates during this municipal year which can continue to be achieved through the departmental report and/or the Merton Safeguarding Children Board. It may be too early during this municipal year to receive a more substantive officer report on performance.</p> <p>The related member topic suggestion is on the affect of divorce/separation on children, their education and health. Whilst this doesn’t lend itself to scrutiny review, looking at support for vulnerable families would be part of this item.</p>
Scrutiny type	Performance monitoring

Timing	As required.
Guidance	<ul style="list-style-type: none"> • Think Family Toolkit (DfE) including information on measuring success • Putting financial and performance management information to good use (Centre for Public Scrutiny) • Performance management – councillor workbook (Local Government Association)

TRANSITION TO ADULTHOOD	
Who suggested it?	Departmental Management Team
Summary	<p>In consulting on scrutiny topic suggestions, the Children, Schools and Families Departmental Management Team suggested looking at how the authority is supporting young people to transition into adulthood.</p> <p>Merton's growing population means there is an increasing number of young people living in the borough who will shortly be transitioning to adulthood. Working across Departments, the Panel could look at what support is currently offered and needs to be offered to support Merton's young people to become independent. This might involve a range of officers from housing, adult services, mental health services, SEND etc. As demonstrated last year on the care leaver accommodation item, working across Departments and bringing together a range of officers to look collectively at a specific issue, is a real benefit that can be provided by the scrutiny process.</p> <p>The Panel may wish to work in partnership with members of the Healthier Communities and Older People Overview and Scrutiny Panel.</p>
Scrutiny type	Scrutiny review (potentially in-depth or possibly through a task group)
Guidance	<p>No specific guidance is available on scrutiny of school travel plans. However, a number of other councils have undertaken a scrutiny review of this area which may be informative:</p> <ul style="list-style-type: none"> • Derbyshire (November 2016) • Haringey (March 2010)
Expert	<p>A representative from UK Youth (here). This is a national charity working to with young people to help them secure bright futures. Its focus is on providing all young people with access to appropriate, high quality services in their local community or online. This year it launched the first ever UK Youth State of the Membership report, which summarises the findings of its national member consultation and research with organisations working with young people across the country. The annual report highlights current youth sector workforce trends, the changing financial positions of organisations and the challenges facing the sector.</p>

Visit	It would be good for Panel members to engage with Merton's young people to help inform them on this issue. This might be done through the youth clubs operating in the borough. For example, in Pollards Hill.
--------------	--

YOUTH VIOLENCE	
Who suggested it?	Departmental Management Team
Summary	<p>In consulting on scrutiny topic suggestions, the Children, Schools and Families Departmental Management Team suggested looking at youth violence.</p> <p>During the last municipal year, the Panel heard how 20% of knife crime incidents in London have a connection to Merton even though these occur outside of the borough. Additionally, members were informed of an assessment of the impact of <i>County Lines</i> in Merton, where gangs are using children as young as 12 to traffic drugs in rural towns and cities.</p> <p>This is at a time when Merton's police provision is subject to a major reorganisation. The new Basic Command Unit will become effective from 23 May and result in the formation of an organisational unit covering four boroughs. This will comprise five functions: emergency response, neighbourhood policing, CID investigation, safeguarding and a headquarters function.</p> <p>There remains concern amongst members and officers about how well Merton's safeguarding will be prioritised within this new structure and whether it will be competing for attention with the needs of other boroughs. At the end of the last municipal year, the then Chair of this Panel had the opportunity to question a police representative at a meeting of the Overview and Scrutiny Commission. This established that Chief Inspector Rob Applegarth would be the lead officer for safeguarding in the unit which will be better resourced than the other functions.</p> <p>This item would give members the opportunity to focus on youth violence in Merton, its causes and how it is being addressed.</p>
Scrutiny type	Scrutiny review
Timing	TBC
Guidance	<p>No specific guidance is available on scrutiny of school travel plans. However, a number of other councils have undertaken a scrutiny review of this area which may be informative:</p> <ul style="list-style-type: none"> • Tower Hamlets (March 2018) • Lambeth (2017)
Guest(s)	Chief Inspect Rob Applegarth, lead officer for safeguarding in Merton (and for the other authorities in the shared Basic Command Unit).

Expert	
Visit	It would be good for Panel members to engage with Merton's young people to help inform them on this issue. This might be done through the youth clubs operating in the borough. For example, in Pollards Hill.

WELFARE BENEFIT REFORMS	
Who suggested it?	Departmental Management Team
Summary	<p>In consulting on scrutiny topic suggestions, the Children, Schools and Families Departmental Management Team suggested looking at welfare reforms and the effect of these on children and young people in Merton.</p> <p>Merton globally isn't regarded as an area with high levels of deprivation (it is ranked 103 out of 152 for income deprivation affecting children with 1 being the most deprived). However, it does have pockets of deprivation with 3.23% of the population regarded as being in the second most deprived quintile (located in four areas), 9.68% in the third most deprived quintile (12 areas) and 11.29% in the fourth most deprived quintile (located in 12 areas).</p> <p>The Panel can choose to look at this in great depth; to explore what impact welfare reform has had on children and young people in Merton and levels of deprivation. This could also look at what help and support is available for those claiming benefits.</p>
Scrutiny type	Scrutiny review

Additional topic suggestions

THE ROLE OF SCHOOL VOLUNTEERS	
Who suggested it?	The Panel at the topic suggestion workshop.
Summary	<p>Having expressed an interest, the Panel could request a briefing from the Governor Support Team which is part of the Children's Schools and Families Department. This could look at recruitment of School Governors and the support offered. This might be used to highlight issues, look at safeguarding, the training provided, the extent to which this is taken-up and how it is rated etc. Members explicitly want to understand the role of Merton Voluntary Service Council.</p>
Scrutiny type	Scrutiny review
Timing	This might be taken at any point during the municipal year.

e-LEARNING AND ELECTRONIC ASSESSMENT TOOLS

Who suggested it?	The Panel at the topic suggestion workshop.
Summary	The Panel could request a briefing from officers in the school improvement team to understand more about the use of e-learning and electronic assessment tools in Merton's schools (including the Virtual School). This could look at how Merton's schools are currently using these systems, their impact, how this is assessed, how such systems are commissioned and how knowledge on best practice is maintained and used to inform usage.
Scrutiny type	Scrutiny review
Timing	This might usefully be taken at the same point or close to the item on the schools annual report.

Appendix 3

Selecting a Scrutiny Topic – criteria used at the workshop on 4 June 2018

The purpose of the workshop is to identify priority issues for consideration as agenda items or in-depth reviews by the Panel. The final decision on this will then be made by the Panel at its first meeting on 27 June 2018.

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 and Scrutiny Panel topic selection meeting on 4 June 2018

Attendees:

Councillors Sally Kenny (Chair), Caroline Cooper-Marbiah, Pauline Cowper, Ed Gretton, Natasha Irons, Mark Kenny, Hayley Ormrod, Dickie Wilkinson

Emma Lemon (Co-opted member)

Rachael Wardell (Director for Children, Schools and Families)

Mark Gwynne (Head of Policy, Planning and Performance)

Julia Regan (Democracy Services)

Budget and Business Planning

AGREED to continue with this standing item at the November and January meetings.

Care leavers accommodation

AGREED to monitor progress against a reference previously made to Cabinet by the Panel. Timing – 9 October 2018 and, if required, 13 March 2019.

Cabinet Member priorities

AGREED to continue to invite the Cabinet Members for Education and Children's Services to present their current priorities and answer questions at each Panel meeting.

Children, schools and families glossary

AGREED to receive a glossary to use as a reference document.

Children and Young People Plan

The Director explained that the current plan is coming towards the end of its lifespan and that, because it is no longer a statutory requirement, the timescale for its replacement can be extended to enable further work to be done following challenge and input from scrutiny.

AGREED to receive the draft plan at Panel meeting on 9 October 2018.

Corporate parenting report

AGREED to continue to receive this item on an annual basis, as well as receiving more regular updates as part of the departmental update report. Also AGREED that a small group of members should attend a meeting of the Children in Care Council to gather views.

Department update report

AGREED to continue to take this as a standing item at each meeting. Also AGREED that the update should include, where appropriate, updates on:

- Corporate parenting
- Family drug and alcohol court
- Harris Wimbledon (AGREED to invite a representative from Harris from time to time to respond to questions)
- Ofsted inspection outcome
- Social impact bond

Education Health and Care Plans (EHCP)

AGREED to receive a briefing report on EHCPs on the background, purpose, process and what has been achieved. The report will include category data and comparative data where available.

Harris Wimbledon

AGREED to address through departmental update report and to visit the new school to see the expansion project. Would like to invite the CEO, Daniel Moynihan, to discuss the Harris model of working.

Health and wellbeing strategies for children and young people

The Director advised that the autism strategy is very close to being finalised therefore not suitable for pre-decision scrutiny and suggested instead that it would be helpful for the Panel to scrutinise its implementation mid 2019. Members AGREED with this suggestion.

Members expressed a particular interest in the autism strategy and AGREED that it should be circulated to Panel members for information and followed up as an agenda item in 12 months time.

Members were very keen to undertake at least one task group review on mental health issues, with a particular focus on prevention. AGREED that two potential task group reviews should be scoped for consideration by the Panel at its June meeting – one on younger children and prevention and the second on the transition to adulthood.

Key stage 5 progress

Members expressed interest in looking not just at A Levels but the wider offer at Key Stage 5, including Level 2 English and Maths.

AGREED that a small group of members should visit a school sixth form and a sixth form college to view the Key Stage 5 offer in different settings in preparation for the Panel's discussion of the School Standards annual report in March 2019..

Merton Safeguarding Children Board annual report

AGREED to continue to receive this item on an annual basis. Noted that the Director would be able to bring this report to the November meeting rather than in March if required.

AGREED that the report should include information on the Think Family initiative.

Parenting support

AGREED that this should be scoped as a potential task group review for the Panel to consider at its June meeting. Members expressed interest in identifying what activities are

available in Merton, how these are publicised and targeted and how other councils have shaped their offer in response to budget pressures.

Members noted that this is an area in which the Council has no current duties, and that therefore the capacity for the Children, Schools and Families Department to support the review may be limited. There may be a need to commission research in order to provide information that members seek.

Partner engagement

AGREED to scrutinise partner engagement as a thread running through other items on the Panel's work programme, and by inviting partners for those items which relate to partnership or multi-agency service delivery – for example, the relationship with Harris would be scrutinised through the item on the new school.

Prevent task group

AGREED to monitor Cabinet's progress with implementation of the scrutiny task group's recommendations.

Rapporteur scrutiny review of user voice

Agreed to implement the recommendations of the review, starting with a report to the Panel on 27 June 2018

Regional adoption agency

AGREED to undertake pre-decision scrutiny of this new initiative, with a report to the panel's meeting in October 2018

Routes into employment for vulnerable cohorts task group

AGREED to monitor Cabinet's progress with implementation of the scrutiny task group's recommendations at the Panel's meeting on 27 June 2018 and, if require, six months later in January 2019.

Schools annual report

AGREED to continue to receive this item on an annual basis. AGREED to the Director's suggestion to invite the Chair of the School Effectiveness Partnership to the meeting rather than inviting headteacher representatives.

School travel plans

AGREED that this should be scoped as a potential task group review for the Panel to consider at its June meeting. This work would be undertaken in conjunction with the Overview and Scrutiny Commission as road safety is within its portfolio and it has received a suggestion pertaining to the safety of pupils crossing roads whilst walking to and from school. This may also encompass consideration of 20 MPH zones.

Transition to adulthood

AGREED that the Panel should track a cohort of young people with education health and care plans (EHCPs) and multiple needs through an anonymised case study approach that would start at age 16 and follow them for two to three years to see how their various needs are being met and to illustrative how service provision for this group of young people is working in practice as they move into adulthood.

ACTION: Scrutiny Officer to discuss the timeline with the Director.

Youth violence

AGREED to take this forward either as a potential task group review in collaboration with the Overview and Scrutiny Commission (being mindful of topic suggestion on knife crime

and gangs to be considered by the Commission) and/or through visits to engage with Merton's young people on this issue. Members expressed a particular interest in prevention.

Welfare benefit reforms

Members expressed an interest in examining the impact that welfare benefit reforms have had on children's wellbeing and school performance. As this would potentially a very wide remit for scrutiny it was AGREED to start with a report to the Panel from the Head of Revenue and Benefits on the number and profile of families who have been/will be impacted by the introduction of Universal Credit in Merton.

Additional topic suggestions made by members at the workshop:

Role of volunteers in schools and how to promote this – consider governors and role of Merton Voluntary Service Council

E-learning and electronic assessment tools – are they beneficial? How are they deployed in schools? How can the council encourage good practice?

Medium term financial strategy – ask the Director of Corporate Services to provide forecasts for 5 and 10 years ahead at the November meeting

AGREED to ask the Scrutiny Officer and Director to bring proposals on these topics to the Panel's meeting in June

Task group options as identified at the workshop on 4 June 2018**Mental health: younger children and prevention**

Members are concerned about the mental health of children and young people in Merton. They have expressed their desire to consider what might be done to proactively protect and support Merton's younger children to develop resilience. They are keen to focus on prevention. To do this a task group might work with the Merton Child and Adolescent Mental Health Services (CAMHS) to understand the nature of referrals and whether there are contributing factors that might be alleviated. Additionally, a task group could look at the work CAMHS is doing to improve access to services with a focus on early intervention and improving support for the most vulnerable. The task group will be interested in the work being done to consult with children and young people on their mental health and emotional wellbeing needs and what support services they need.

A task group might look at what CAMHS does to support parents and how schools work to develop emotional resilience and how good practice is shared.

Mental health: transition to adulthood

Members are concerned about how young people with mental health and emotional wellbeing needs transition to adulthood. Again, this would involve task group members working with the Child and Adolescent Mental Health Services (CAMHS) to review how it works with adult mental health services and what support is offered to those that are progressing from one service to the other.

Parenting support

The council has no statutory remit with regard to parenting support. Members will therefore need to think carefully before proceeding further with a task group. They will need to consider the degree to which they will be able to influence and effect change.

Task group members could undertake a review of the parenting support that is available within Merton both generically and for those with a specialist need and consider the degree to which this is accessible to all. They may also wish to consider gaps in provision. This may involve consulting parents either through the services already available or by inviting parents to submit their views in writing or directly through an evidence-gathering meeting. Members may wish to visit provision such as that offered through Children's Centres.

School travel plans

Schools are required to have travel plans. Overall, these aim to reduce car use for school journeys or keep it at low levels in schools expecting higher numbers of pupils over coming years. The latter point is particularly pertinent in Merton; as to meet demand for primary school places a primary schools expansion programme is ongoing.

Active travel campaigns and STAR (School Travel Accredited and Recognised) accreditation work to reduce car use and increase walking, cycling and using public transport. However, as reflected in the annual scrutiny topic suggestion process, these have limited success with complaints often received about the impact of the school run on the local community and concerns expressed about road safety especially for pupils walking to school.

A task group could look at the steps taken by the council and individual schools to encourage parents to avoid using cars to get their children to and from school. Task group members could visit schools during peak drop off and collection times to see these issues for themselves and talk to parents about their experiences. Working in partnership with the Sustainable Communities Overview and Scrutiny Panel, task group members could see how the Automatic Number Plate Recognition System can be used outside Merton's schools to enforce restrictions and deter car usage. Members may also want to look at best practice in other areas and compare this to action being taken in Merton.

Youth violence

Members are particularly interested in youth violence and preventative action that might be taken. As this is a cross cutting topic, the task group might find it beneficial to work in partnership with the Overview and Scrutiny Commission which has a remit on community safety. Members will want to understand youth crime statistics and what is understood about contributing factors by consulting with the Safer Merton Team. Interestingly, this links to the task group suggestion on mental health as children and young people in contact with the youth justice system are more like to have mental health problems than those who are not, and to have more than one mental health problem alongside a range of other challenges. There are opportunities to look at initiatives that have had a positive impact on youth crime prevention and reduction both inside and outside of the borough. Improvements have been achieved by identifying children and young people at risk of offending or being involved in anti-social behaviour through a multi-agency Youth Inclusion approach. This has included accredited parenting programmes.

This page is intentionally left blank

Merton Children's Services: Glossary of Terms (June 2018)

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.
ADHD	Attention Deficit Hyperactivity Disorder	Attention deficit hyperactivity disorder is a group of behavioural symptoms that include inattentiveness, hyperactivity and impulsiveness.
ALDCS	Association of London Directors of Children's Services	Pan-London body representing all of London's statutory Directors of Children's Services
Alternative Education		Education provided to children who cannot 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 presentation to inspectors in week one of the inspection.
APG	Adventure Playground	Play area offering children and young people opportunities for supervised 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, Children's Social Care and Youth Inclusion 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'.
ASQ		
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'.

Acronym / jargon	In full	Brief description (where necessary)
Bond Road	Bond Road Family Centre	Team within the Children's Social Care, delivering family support services.
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.
CAMH	Child and Adolescent Mental Health	
CAMHS	Child and Adolescent Mental Health Service	Service for children and adolescents who are experiencing mental health problems.
CareFirst		Former management information system for Merton Children's Social Care, before the introduction of Mosaic. See also Mosaic
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 2010-13, 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'.
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		

Acronym / jargon	In full	Brief description (where necessary)
CIB	Continuous Improvement Board	
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'.
CLCH	Central London Community Health Care NHS Trust	The commissioned provider of community health services in Merton for children, young people and families including: health visiting; school nursing; speech and language therapy; physiotherapy; occupational therapy.
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.
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.
Contracts and School Organisation		Service area in the Children, Schools and Families Department, Education Division.
Corius		Mosaic dashboard reporting tool.
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		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.
CRB	Criminal Records Bureau	National body which carries out checks on people working with children.
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.
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.

Acronym / jargon	In full	Brief description (where necessary)
CSF	Children, Schools and Families [Department]	Department in Merton Council responsible for children's social care and education.
CTB	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 & Skills	Government department 2001-2007.
Early Help		
Early Years and Children's Centres		
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 national 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 to the EGYV peer review process.

Acronym / jargon	In full	Brief description (where necessary)
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'
EHCP	Education, Health and Care Plan.	See EHC plan above
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. In Merton we have replaced this term with Early Help. See also 'Early Help'.
ELG	Early Learning Goals	
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'.
EOTAS	Educated other than at school	Education which takes place outside of a formal school setting.
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 Targeted Adolescent Services, supporting young people at risk of not engaging with education, training or employment. See also 'Targeted 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'.
FDAC	Family Drug and Alcohol Court	The Family Drug and Alcohol Court (FDAC) is run by Coram and the Tavistock and Portman NHS Foundation Trust. FDAC is a new way of dealing with care proceedings when parental substance misuse causes harm to children.
FE	Further Education	Education offered by sixth forms and colleges beyond the statutory school age.

Acronym / jargon	In full	Brief description (where necessary)
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.
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.
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'.
FSD	Family Services Directory	Merton website which provides details of a broad range of services for families in Merton. See also 'Local Offer'.
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.
GLA	Greater London Authority	
GLD	Good Level of Development	Assessment of progress being made in early Key Stages at school.
HE	Higher Education	Commonly used to refer to post-18/19 education in Universities or colleges.
HFP	Helping Families Programme	A model used in the Transforming Families Team which takes a systemic approach to supporting high risk complex families' working in partnership with the family to 'ensure a shared and common purpose, from the very first contact. See also TF.
HI	Hearing Impairment	Type of Special Educational Need in the 'Sensory and / or Physical Needs' category. See also 'SEN'.
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'.
Joint Commissioning & Partnerships [Service]		

Acronym / jargon	In full	Brief description (where necessary)
JSNA	Joint Strategic Needs Assessment	
JTAI	Joint Targeted Area Inspections	
JMC	Jan Malinowski Centre	A day centre for people with learning disabilities.
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.
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.
LLDD	Learners with Learning Difficulties and Disabilities	
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.
LiR	Learning Improvement Review	A review of a serious case, that does not meet the statutory threshold for a Serious Case Review (SCR), but where it is indicated that analysis of the case will provide a 'window' into the multi-agency safeguarding system, and inform improvements. See also SCR.
Local Offer		Merton website of 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' and 'FSD'
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.
MAOS	Merton's Autism Outreach Service	

Acronym / jargon	In full	Brief description (where necessary)
MCCG	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.
MEP	Merton Education Partnership	
MI	Motivational Interviewing	An approach to counselling work with adolescents and families to support engagement and facilitate behaviour change.
MIASS	Merton Information, Advice and Guidance support service	Local providers of impartial advice and guidance in use of the Local Offer to parent / carers and young people with regard to the identification of special educational needs.
MLD	Moderate Learning Difficulty	Type of Special Educational Need in the 'Cognition and Learning Needs' category. See also 'SEN'.
MLLST	Merton's Language and Learning Service	Provide expertise in the areas of learning difficulties, specific learning difficulties (dyslexia, dyscalculia and dyspraxia) and speech, language and communication issues.
MOPAC	Mayor's Office for Policing and Crime	Function of Mayor of London. Funding source.
MSI	Multi-Sensory Impairment	Type of Special Educational Need in the 'Sensory and / or Physical Needs' category. See also 'SEN'.
MSI	Merton School Improvement [Service]	Service area in the Children, Schools and Families Department, Education Division.
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.
NDCS	National Deaf Children's Society	
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'.
NICE	The National Institute for Health and Care Excellence	
NQSW	Newly Qualified Social Worker	Social worker who is in the first two years of post-qualification.
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.

Acronym / jargon	In full	Brief description (where necessary)
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.
PPYPG	Promote and Protect Young People Group	Multi-agency group tasked with identifying and responding to issues of known or suspected child sexual exploitation in Merton.
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'.
QAPD	Quality Assurance and Practice Development [Service]	See Quality Assurance and Practice Development.
Quality Assurance and		Service area in the Children, Schools and Families Department, Children's Social Care and Youth Inclusion Division.

Acronym / jargon	In full	Brief description (where necessary)
Practice Development		
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.
R&I	Research & Information [Team]	Team in the Children, Schools and Families Department, policy, Planning & Performance Service dealing with statutory returns, data and reporting needs across the department.
RI	Racist Incident	Incidents in schools, recorded by schools and reported to the local authority, involving racist bullying / racism.
RI	Requires Improvement	Ofsted categorisation used within the inspection of local authority Social Care functions and within the schools inspection framework.
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).
S41	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 & Care Planning	Safeguarding & Care Planning [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)		This may involve extra teachers, different learning materials, special equipment or a different teaching strategy. This term has been replaced with 'School Support' since the provisions of the Children and Families Act 2014 came into force. See also 'School Support'.
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. This term has been replaced with 'School Support' since the provisions of the Children and Families Act 2014 came into force. See also 'School Support'
SCR	Serious Case Review	In some instances where a child has suffered harm, a serious case review is carried out to see what lessons can be learnt about how local professionals and organisations worked together and to make recommendations so that the welfare of children is better protected in future. See also LiR.
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'.

Acronym / jargon	In full	Brief description (where necessary)
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. Often used to refer to the document produced as a result of undertaking a 'self evaluation' of the organisation, service or team in readiness for an inspection.
SEMH	Social, Emotional and Mental Health	Formerly known as BESD. Category of Special Educational Need. See also 'SEN'.
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.
SENCO	Special Educational Needs Co-ordinator	The designated teach in schools or lead in early years establishments responsible for oversight of children with SEND.
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.
SFR	Statistical First Release	DfE data release for schools and educational attainment statistics.
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.
SIF	Single Inspection Framework	See 'Single Inspection'.
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'.
SoS	Signs of Safety	A strengths-based, safety-organised approach to child protection casework used across Merton's children's services.
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'.
SPA	Single Point of Access	See 'SPoA'.

Acronym / jargon	In full	Brief description (where necessary)
SPoA	Single Point of Access	Single point of access to CAMHs to streamline referrals.
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.
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.
Targeted Local Authority Inspection	Targeted Local Authority Inspection	A 'deep dive' inspection by Ofsted in a local authority where there are concerns, or where there is effective practice which other Local Authorities could learn from. This focuses on children who are at risk of a specific type (or types) of harm, or the support and care of children looked after and / or care leavers. See also: Single Inspection, Joint Targeted Area Inspection, DV, and CSE.
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. In Merton this type of intensive work with families was previously delivered by FIP (Family Intervention Project).
Think Family		A whole family approach to interventions to support and improve outcomes for children and young people. This is also a key priority in the MSCB Business Plan: Think Family – to support children and adults in our most vulnerable families to reduce risk and ensure improved outcomes. See also: MSCB.
Tightrope (Model)		A tool used by Merton's Youth Justice Team which supports workers to engage young people in discussions to identify concerns and strengths.
TOM	Target Operating Model	A statement of how an organisation will deliver its services within a certain structure at a future point in time.
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'.

Acronym / jargon	In full	Brief description (where necessary)
UASC	Unaccompanied Asylum Seeking Children	
Universal		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'.
VAWG	Violence Against Women and Girls	
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'.
VIG	Video Interactive Guidance	
Virtual School	Virtual School for Looked After Children	See 'Virtual School for LAC'.
VRQ	Vocationally Related Qualifications	Widely recognised professional qualifications, enabling learners to improve their knowledge, skills and understanding of specific areas of employment.
VS	Virtual School for Looked After Children	See 'Virtual School for LAC'.
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 Targeted Adolescent Services. See also 'Targeted Adolescent Services'
YMT	Young Merton Together	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	

This page is intentionally left blank