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## Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.  
Telephone 01572 722577 Facsimile 01572 75307 DX28340 Oakham

**Meeting:** CABINET

**Date and Time:** Tuesday, 20 June 2017 at 9.30 am

**Venue:** COUNCIL CHAMBER, CATMOSE, OAKHAM,  
RUTLAND, LE15 6HP

**Corporate support:** Sue Bingham 01572 758165  
**Officer to contact:** email: [corporatesupport@rutland.gov.uk](mailto:corporatesupport@rutland.gov.uk)

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### A G E N D A

#### APOLOGIES FOR ABSENCE

- 1) ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE
- 2) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are required to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

#### 3) RECORD OF DECISIONS

To confirm the Record of Decisions made at the meeting of the Cabinet held on 16 May 2017.

#### 4) ITEMS RAISED BY SCRUTINY

To receive items raised by members of scrutiny which have been submitted to the Leader (copied to Chief Executive and Corporate Support) by 4.30 pm on Friday 16 June 2017.

## **REPORT OF THE CHIEF EXECUTIVE**

### **5) QUARTER 4 PERFORMANCE MANAGEMENT REPORT**

Report No. 98/2017  
(Pages 5 - 42)

## **REPORT OF THE DIRECTOR FOR RESOURCES**

### **6) QUARTER 4 FINANCE MANAGEMENT REPORT (KEY DECISION)**

Report No. 111/2017  
(*Report to follow*)

## **REPORT OF THE DIRECTOR FOR PEOPLE**

### **7) EDUCATIONAL PSYCHOLOGY CONTRACT PROVISION (KEY DECISION)**

Report No. 112/2017  
(Pages 43 - 48)

### **8) CHILDCARE SUFFICIENCY ACTION PLAN**

Report No. 114/2017  
(Pages 49 - 90)

### **9) EXCLUSION OF THE PRESS AND PUBLIC**

Cabinet is recommended to determine whether the public and press be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972, as amended, and in accordance with the Access to Information provisions of Procedure Rule 239, as the following item of business is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

### **10) MENTAL HEALTH RECOVERY AND RESILIENCE LOCAL SERVICE PROCUREMENT (KEY DECISION)**

Report No. 113/2017  
(Pages 91 - 104)

## **11) ANY ITEMS OF URGENT BUSINESS**

To receive items of urgent business which have previously been notified to the person presiding.

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**MEMBERS OF THE CABINET:** Mr T Mathias Chairman

Mr R Clifton  
Mr R Foster  
Mr O Hemsley  
Mr A Walters  
Mr D Wilby

**SCRUTINY COMMISSION:**

**Note: Scrutiny Members may attend Cabinet meetings but may only speak at the prior invitation of the person presiding at the meeting.**

**ALL CHIEF OFFICERS  
PUBLIC NOTICEBOARD AT CATMOSE  
CORPORATE SUPPORT TEAM**

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## CABINET

20<sup>th</sup> June 2017

# PERFORMANCE MANAGEMENT REPORT – QUARTER 4 2016/17

### Report of the Chief Executive

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP/030317/03	
Exempt Information:	No	
Cabinet Member(s) Responsible:	Mr Tony Mathias, Leader, Portfolio Holder for Finance and Places (Highways, Transport and Market Towns)	
Contact Officer(s):	Helen Briggs, Chief Executive	01572 758201 hbriggs@rutland.gov.uk
	Jason Haynes, Performance and Projects Co-ordinator	01572 720962 jhaynes@rutland.gov.uk

### DECISION RECOMMENDATIONS

1. That Cabinet notes the overall position in relation to performance during 2016/17 and the actions being taken to address areas of underperformance.

## 1 PURPOSE OF THE REPORT

- 1.1 To provide Cabinet with strategic oversight of the Council's performance for 2016/17. Members are accountable for the delivery of the Council's Corporate Plan and this monitoring information reports on progress and highlights any key challenges.

## 2 INTRODUCTION

- 2.1 In September 2016 Full Council approved a Corporate Plan that set the strategic direction for Rutland County Council for the remaining period of this Council (to May 2019).
- 2.2 The Strategic Aims set out in the plan are as follows:
  - Deliver sustainable growth in our County supported by appropriate housing, employment, learning opportunities and supporting infrastructure (including other public services) whilst protecting our rural environment in accordance with our Local Plan
  - Safeguard the most vulnerable and support the health and well-being needs of

our community

- Plan and support future population and economic growth in Rutland to allow our businesses, individuals, families and communities to reach their full potential
- Ensure that our Medium Term Financial Plan is in balance and is based on delivering the best possible value for the Rutland pound

2.3 The Corporate Plan also sets out a range of Strategic Objectives and the targets we will use to measure our success. Each quarter we will monitor how these are being delivered by reporting on:

- Performance measures – how well are we doing
- Progress of targets and key projects
- Trend measures – to demonstrate performance over time and compared to national performance and our statistical neighbours where this information is available.

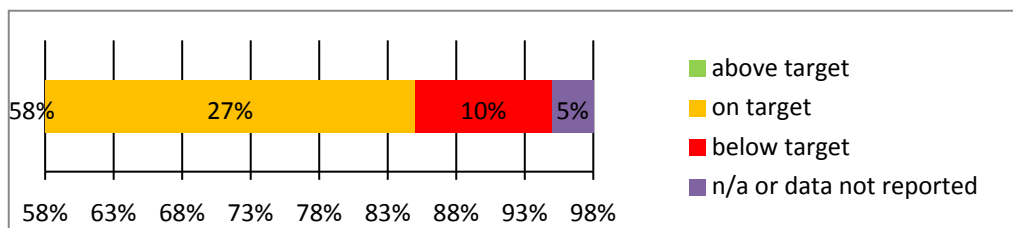
2.4 As we are part way through the reporting year, key performance indicators have been re-aligned but not reviewed in detail. This exercise will be completed in time for any revisions to take effect from 1 April 2017 and changes will be summarised in the Quarter 1 2017/18 report.

### 3 OVERALL SUMMARY

3.1 This report brings together an update on progress across a number of areas:

3.2 **Appendix A** contains detailed information on the Council's performance in relation to a number of local and statutory indicators covering the Councils Aims and Objectives and where applicable also compares our performance against statistical neighbours and national averages. The Council's overall performance is summarised below:

3.3 Performance against targets:



3.4 At the end of 2016/17, 50 (85%) indicators were on or above target with 6 (10%) currently below target.

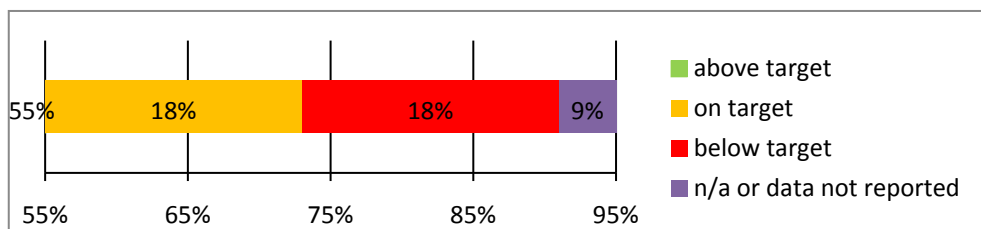
3.5 Key successes include the percentage of children not in education, employment or training (NEET) where only five children in Rutland currently are classed as NEET (para 4.2), Adult Social Care indicators, including reducing the number of delayed transfers of care and permanent admissions of older people to residential and care homes (para 5.4) and Key Stage 4 where the percentage of children achieving 5+ A\*-C grades (including English and Maths) at KS4 has increased from 67% last year to 70% this year (well above a national average of 53%)(para 6.2)

- 3.6 Key areas where performance is being monitored include the number of affordable homes delivered, with only 6 completed during 2016/17 (para 4.3), % of pupils reaching the expected standard in reading, writing and maths at Key Stage 2 (para 6.4) and sickness absence (para 7.6)

## 4 SUSTAINABLE GROWTH

Delivering sustainable growth in our County supported by appropriate - housing, employment, learning opportunities and supporting infrastructure (including other Public Services).

### 4.1 Performance against targets:



8 indicators (73%) were on or above target at the end of 2016/17, with 2 (18%) currently below target.

#### Key achievements

- 4.2 At the end of 2016/17, out of 867 eligible 16-18 year olds only five (0.6%) were registered as NEET (LI085), compared to fourteen (1.6%) at the same time in the previous year. This is a result of improved partnership working with education providers in tracking young people in education, helping us to identify those who are, or are at risk of becoming NEET and in response provide targeted education and careers support. Our NEET performance, based on last year's national statistics, would place Rutland in the first quintile for performance nationally, making us one of the top performing counties in the Country.

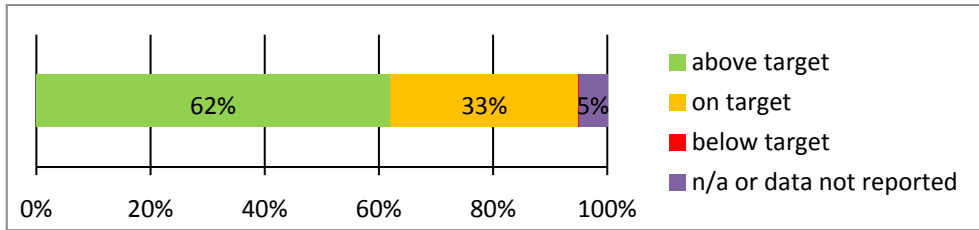
#### Performance issues

- 4.3 Six affordable homes have been completed during 2016/17 compared to 50 at the same time last year. The number of affordable homes completed per year can fluctuate due to the limited number of sites in Rutland. Work for 48 other affordable homes started on site in 2016/17. There are 40 affordable homes currently scheduled for completion in 2017/18 and a further 47 in 2018/19. This currently means that the average delivery for the 5 years from 2014 to 2019 would be on target at 41.

## 5 SAFEGUARDING

Safeguard the most vulnerable and support the health and well-being needs of our community.

## 5.1 Performance against targets



All indicators for Safeguarding where targets have been set are on/above target at the end of 2016/17.

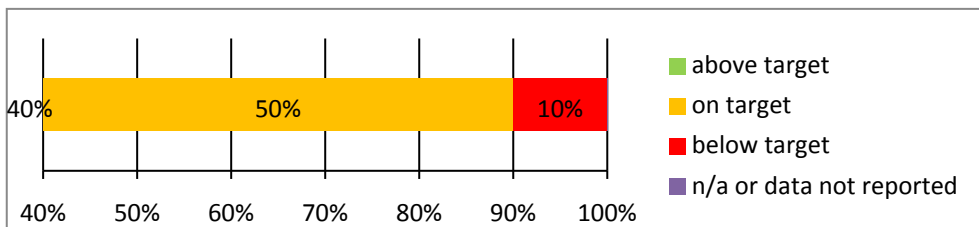
### Key achievements

- 5.2 76% of all single assessments completed during 2016/17 have now been done within timescales. Whilst this is still below our target of 80% performance has improved quarter on quarter during the year and is higher than the previous year (66%) despite a 19% increase in volume year on year (315 assessments completed during 2015/16 compared to 374 in the current year).
- 5.3 The service has worked hard over the last 6 months to address issues with performance at the beginning of the year through improved processes and the use of Liquidlogic and this has had a positive impact on the service.
- 5.4 There has also been a noticeable improvement in Adult Social Care indicators with all indicators related to the service currently above target and improving on performance in the previous year, including number of delayed transfers of care attributable to Social Care (55 this year compared to 65 in previous year) and permanent admissions of older people to residential and nursing care homes (12 admissions in 2016/17 against a target of 25, compared to 22 in previous year). Rutland's Hospital and Reablement team were shortlisted for a Leicestershire Partnership Trust Celebrating Excellence award for Team of the Year during 2016/17, a real success story, rewarding the commitment and passion of the team.

## 6 REACHING OUR FULL POTENTIAL

Plan and support future population and economic growth in Rutland to allow our businesses, individuals, families and communities to reach their full potential.

### 6.1 Performance against targets



9 indicators (90%) were on or above target at the end of 2016/17, with 1 (10%) below target.



## Key Achievements

- 6.2 As reported previously, Key Stage 4 results this year were the highest we have achieved and provide a good benchmark for Rutland children with 70% of pupils achieving 5 or more A\*-C grades including English and Maths compared to 67% in the previous year.
- 6.3 There has been improvement in all four indicators related to school place offers, with three moving back above target this year. 96% of children in Rutland were offered their first choice primary school place and 94% were offered their first choice secondary school place.

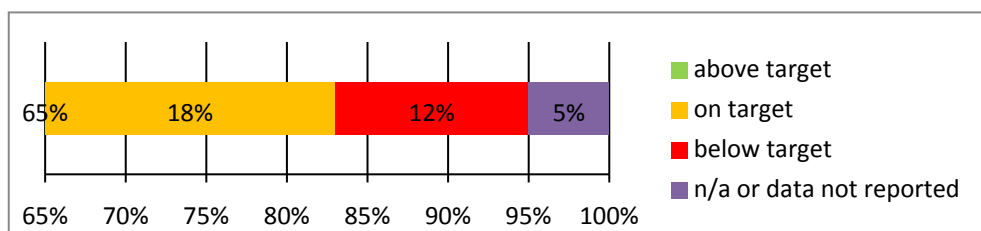
## Performance Issues

- 6.4 We are currently ranked 63<sup>rd</sup> nationally at Key Stage 2, with 53% of pupils reaching the expected standard at this level, only just above the national average of 52%. This phase remains the area of greatest challenge for our schools. Schools are collaborating to raise standards and are looking particularly at the performance of disadvantaged, SEND, boys and service children. Training is being provided and will offer a programme of support to schools focused on raising standards for these groups.
- 6.5 Schools Improvement Officers have consulted with individual school leaders and have challenged those schools where attainment and/or progress has either demonstrated a decline from previous years or fallen below national expectations. All schools are expected to have a robust action plan to address any underperformance of subjects or for specific groups of students; the impact of this work will be measured on future performance outcomes.
- 6.6 Processes are also in place to work in partnership with Rutland Teaching Alliance and wider providers as required, to provide programmes of training and support in recognised areas of underperformance. For example, a project to support improving boys writing in all Key Stages began at the start of January 2017 which will see schools collaborating to develop improvements in teaching and learning.

## **7 SOUND FINANCIAL AND WORKFORCE PLANNING**

Ensure that our medium term financial plan is in balance and is based on delivering the best possible value for the Rutland pound.

### 7.1 Performance against targets



14 indicators (83%) were on or above target at the end of 2016/17, with 2 (12%) below target.

### Key achievements

- 7.2 98% of all Blue Badge applications have been processed within timescales during 2016/17. This is a 10% increase on performance from the previous year despite a year on year increase in volume of 18% (there have been 640 applications in 2016/17, compared to 544 the previous year). New processes and procedures have been embedded within the service over the course of 2016/17.
- 7.3 There has been an 18% drop in the number of complaints received year on year, with 140 received during 2016/17, compared to 170 in the previous year. This reflects the ongoing work the organisation is doing to learn lessons from historic complaints and changing behaviours within the organisation. 90% of stage 1 complaints have been answered within timescales during 2016/17 compared to 71% in the previous year and similarly 92% of stage 2 complaints have been answered within timescales this year compared to 78% in the previous year. Whilst still below an ambitious target of 100% performance is improving significantly year on year.
- 7.4 The Corporate Governance team are continuing to monitor compliance with agreed timescales and reminders are sent to the lead officer on two occasions before the 10 working day deadline. However, on some occasions the issue is more complex and may need time allocation to resolve the customers concerns. In these cases, the customer is always kept informed of any extensions to the agreed timescales.
- 7.5 93% of calls received by the Customer Services team were answered within four minutes during 2016/17. A summary of performance for Customer Services is included as **Appendix B**.

### Performance issues

- 7.6 The number of days lost to sickness absence per employee (LI190) is 2.28 days, an increase on the previous quarter (1.91) and also higher than the same quarter in 2015/16 (1.75). Looking at this across the year shows that there has been a 75% increase in the number of days lost to sickness during 2016/17:
- 7.7 The number of long term absence cases has remained stable; we have experienced two long term absences related to cancer.
- 7.8 Stress related absence was the highest reason for absence at the beginning of 2016/17, accounting for 25% of all absence in Quarter 1. This has fallen steadily throughout the year (decreasing 54% when comparing Quarter 1 to Quarter 4) accounting for only 6% of absence by the last quarter of the year.
- 7.9 It has been in the short term absence area where we have seen the increase during the year. Analysis of the data shows that the increase has not been in the shorter periods of absence (1 to 5 days) but has primarily been absences of 10-15 days attributed to musculo skeletal issues (20% of all absences in Q4), absences related to injuries/accidents (26% of all absences in Quarter 4 were for injuries, fractures and sprains) and surgery (16% of all absences in Q4). One team within the Authority accounted for 33% of the increase in absence we have seen throughout 2016/17 and the Human Resources team are working with managers on the management of these cases.

7.10 An action plan is in place for 2017/18 to continue work to manage and reduce sickness:

- Human Resources are undertaking an audit of Return to Work interviews to ensure they are being completed and looking at how thorough they are.
- Sickness report for Directors will be produced and circulated monthly.
- Managers to be reminded of the absence reports they have access to within the Business World system.
- Further work is being done with software providers to see if these reports can be used to create 'alerts' so that managers are emailed information automatically.
- Working with our Occupational Health provider and counselling service to identify health interventions and support we can develop on a joint working basis.
- Promote the range of support we have available for staff through Mental Health First Aiders and the Mindfulness programme.

7.11 The table below shows the number of days lost by each directorate in Quarter 4, expressed as total days lost per directorate and days lost per employee:

Directorate	Days lost through Sickness	Headcount 1 <sup>st</sup> January 2017	Headcount 31 <sup>st</sup> March 2017	Average	Days lost per employee
PEOPLE	626	224	223	223.5	2.80
PLACES	262	158	154	156	1.68
RESOURCES	163	80	82	81	2.01
Total	1,051	462	459	460.5	2.28

7.12 The table below shows a comparison of sickness for the whole council over the last four quarters.

Year	Days lost through sickness	Average no of employees	Days lost per employee	Days lost per month
Q4 2016/17	1,051	461	2.28	350
Q3 2016/17	887	466	1.91	296
Q2 2016/17	777	466	1.67	259
Q1 2016/17	599	467	1.28	200
<b>AVERAGE</b>	<b>829</b>	<b>465</b>	<b>1.78</b>	<b>276</b>

## 8 OUTSTANDING AUDIT RECOMMENDATIONS

8.1 At the end of Quarter 4 there were, 6 audit recommendations overdue for implementation (1 high, 3 medium and 2 low priority). Of the one high and three medium priority recommendations:

- The high priority action relates to the Agresso system upgrade to address all actions arising from prior internal audit reports relating to the system. Agresso was upgraded on the 5<sup>th</sup> December 2016 and officers are reporting that issues have been addressed. Internal Audit are awaiting an evidence file to close off actions. This has now been completed.
- One recommendation relates to the finalisation and communication of the ICT Disaster Recovery Plan. This is currently in progress and has a revised completion date of 30<sup>th</sup> June 2017.
- Internal Audit raised two recommendations in relation to an IT Asset Management audit to review and update the Council's Application register and also to conduct reconciliations for all licensed applications and address any matters arising. The applications register is currently with Managers for review and the Head of IT has confirmed that applications, where there is a higher risk of licence issues, have been identified and locations of installs will be reviewed.

## **9 CONSULTATION**

9.1 Consultation is not required as no changes are being proposed within this report.

## **10 ALTERNATIVE OPTIONS**

10.1 Alternative options are not considered within this report.

## **11 FINANCIAL IMPLICATIONS**

11.1 There are no direct costs associated with this report.

## **12 LEGAL AND GOVERNANCE CONSIDERATIONS**

12.1 There are not considered to be any legal or governance issues associated with this report. However, poor performance may lead to lead to legal and/or governance challenges.

## **13 EQUALITY IMPACT ASSESSMENT**

13.1 An Equality Impact Assessment (EqIA) has not been completed because no service, policy or organisational changes are being proposed.

## **14 COMMUNITY SAFETY IMPLICATIONS**

14.1 There are no Community Safety implications arising from this report.

## **15 HEALTH AND WELLBEING IMPLICATIONS**

15.1 There are no Health and Wellbeing implications arising from this report.

## **16 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

16.1 At the end of 2016/17, 85% of indicators measured were on or above target. 10% of indicators are currently below target and main areas of concern have been

highlighted in this report and the remedial action being undertaken to improve performance has been identified.

16.2 Overall performance based on activity in 2016/17 is satisfactory.

## **17 APPENDICES**

17.1 Appendix A – Quarterly Performance Report

17.2 Appendix B – Customer Services summary

**A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.**

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## Rutland County Council Quarterly Performance Report Quarter 4 2016/17

Key to symbols used within the report

Where icons appear in this report, they have been applied to the most recently available information.

## Performance Indicators:

  	<p><u>Performance against target</u> Meeting/Exceeding Target</p> <p>Performance approaching target (within 5%)</p> <p>Performance &gt;5% behind target</p>	<p><u>Benchmarking</u> Same as or better than comparator group</p> <p>Worse than comparator group but within 5%</p> <p>More than 5% below comparator group</p>
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## National Benchmarking

This compares our performance against all English authorities using the most currently available data, where this isn't the current quarter the period being compared will be shown in brackets, for example (Q4 15/16) means the data being compared is from Quarter 4 2015/16. The number of authorities varies according to the performance indicator and functions of councils.






































## Statistical Neighbour Benchmarking

This compares our performance against our statistical neighbours, as above this uses the most recently available data.

Where benchmarking data is currently unavailable these parts of the report will be greyed out.

## Sustainable Growth - Performance



Indicator	Target	Cumulative Year to Date	Current Performance to Target	Performance compared to 12 months earlier	National Figure (where available)	Statistical Neighbour (where available)
LI085 - % of children not in Education, Employment or Training	2%	0.6%		1.6% 	2.3% 	1.9% 
PI151 – Overall employment rate	79.7%	76.4%		77.8% 	73.9% 	79% 
PI152 – Working age people in receipt of benefits	7.3%	5.6%		5.6% 	11.3% 	7.8% 
PI154 – Net additional homes provided	140	241		213 		
PI155 – Number of affordable homes delivered	33	6		50 		
PI157a – Processing of major planning applications	60%	100%		67% 	87% (Q3) 	77% (Q3) 
PI157b – Processing of minor planning applications	65%	99%		75.6% 	86% (Q3) 	85% (Q3) 
PI157c – Processing of other planning applications	80%	99%		91.6% 	91% (Q3) 	94% (Q3) 
PI191 – Residual waste per household	130kg	143kg		162kg 	140 (Q3) 	142 (Q3) 
PI192 - % of waste sent for recycling	59%	52%		47% 	40% (Q3) 	44% (Q3) 
LI190 – Number of fly tipping incidents		461		259 		

## Sustainable Growth -

	Scrutiny Panel	RAG
<b>Develop Phase 2 of Oakham Enterprise Park to create further employment and business growth opportunities</b>	Places	
<p>Currently there are 3 vacant units at OEP out of 106. This represents a void rate of 2.8% which is excellent considering the type of units at OEP.</p> <p>Work is ongoing to identify development opportunities and to future proof the site to ensure its longevity. Future year's expenditure is expected to focus on ensuring compliance issues and increasing revenue income.</p> <p>Project income for 2016/17 is £507.9k with a net surplus estimated at £110.9k, an adverse budget position of £60.3k. This is due to significant revenue spend on essential building works and infrastructure improvements. These figures exclude business rates of over £64k currently being collected from OEP properties. A revised 10 year business plan is now in place.</p>		
<b>Complete the improvement of broadband, developing and implementing a strategy for 2020 connectivity for the County</b>	Places	
<p>Phase 1 deployment connected circa 9,600 homes and businesses to fibre broadband with the majority of these having access to superfast broadband speeds.</p> <p>Phase 2 deployment is now completed connecting some further 970 premises to fibre broadband with the majority of these at superfast broadband speeds. This brings the combined total across all deployed phases to circa 10,600.</p> <p>The project board is currently reviewing options for a final phase of fibre delivery via a contract change process.</p>		
<b>Castle Restoration Project</b>	Places	
<p>Restoration works to the Great Hall are complete; official opening took place in May 2016. Work on the external curtain wall was completed on 19<sup>th</sup> October 2016, bringing a close to the major construction phase. Minor snagging issues are being</p>		

completed and options for Motte stabilisation and garden are being reviewed. Project remains currently within budget. In the first 11 months open the site welcomed 47,585 visitors, significantly ahead of target.

**Oakham Town Centre Phase 1**

Places

The stakeholder engagement strategy was approved by Cabinet on 17<sup>th</sup> January 2017. Stage 1 consultation with the following groups now complete:

- Ward Members
- Oakham Town Council and Neighbourhood Planning Group
- Oakham Town Partnership, Economic Development and Parking

The following concepts will be taken forward to the second stage of consultation following the elimination of Option 1 (Uplift to existing public realm with no change to traffic management). This will involve all stakeholders including businesses, residents and the wider community.

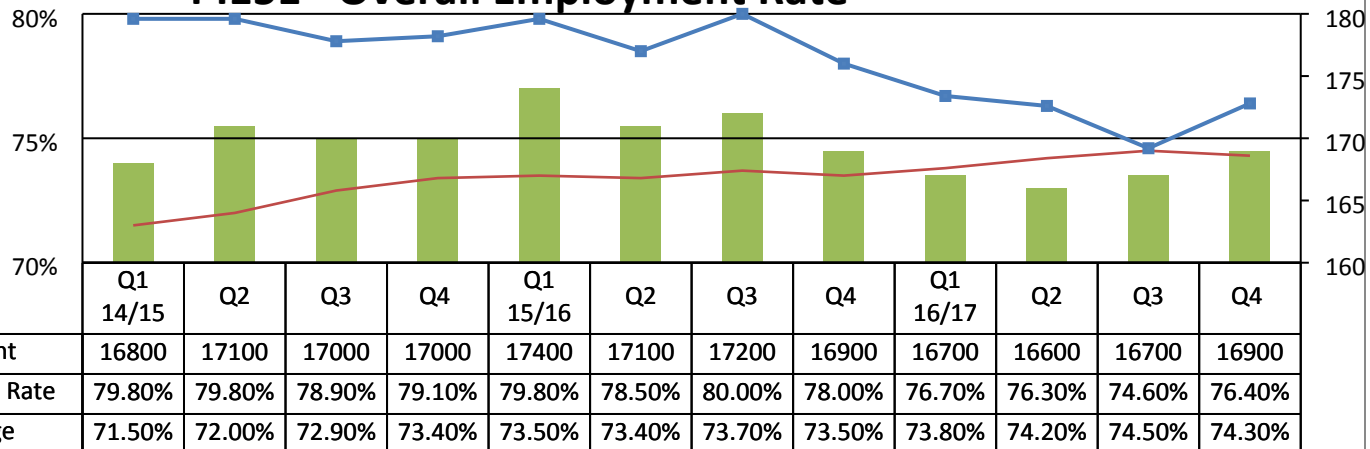
- One way
- Shared space

Outline design of these 2 options is currently underway.

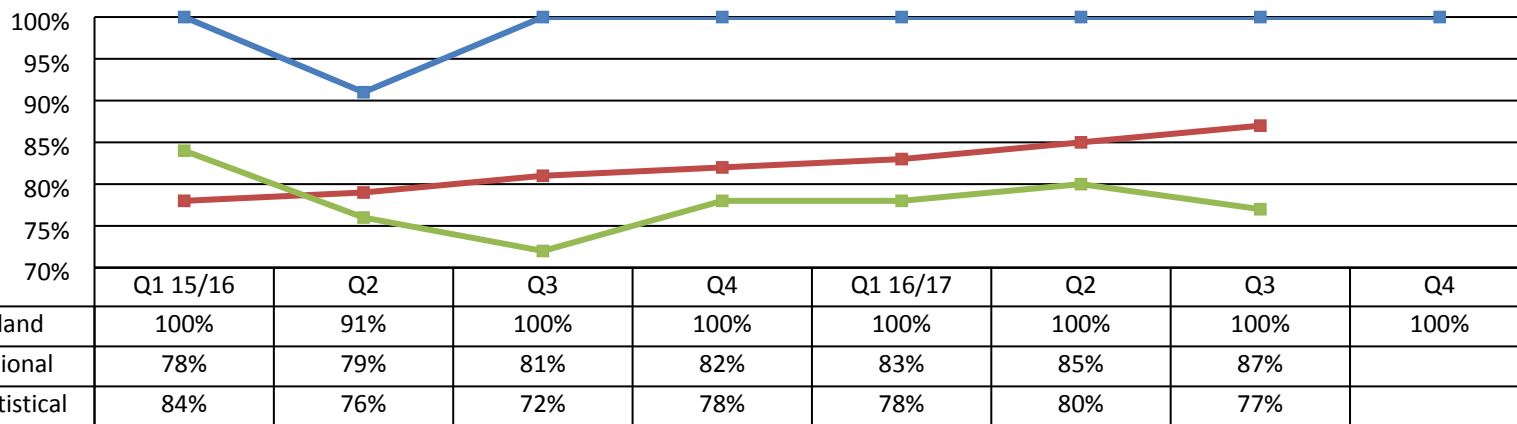
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## Sustainable Growth - Trends

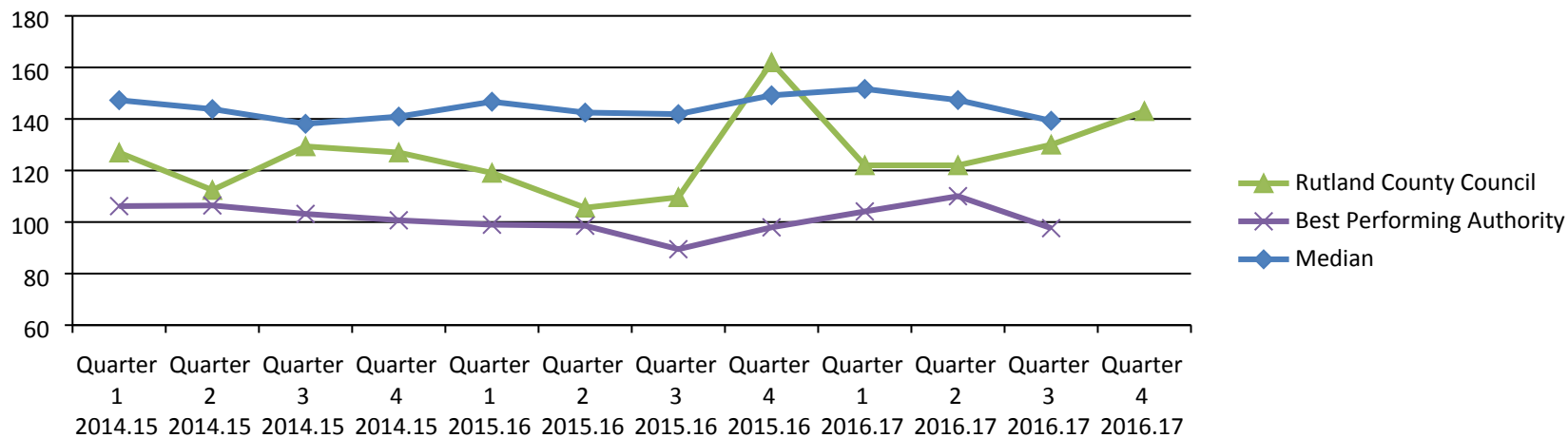
### PI151 - Overall Employment Rate



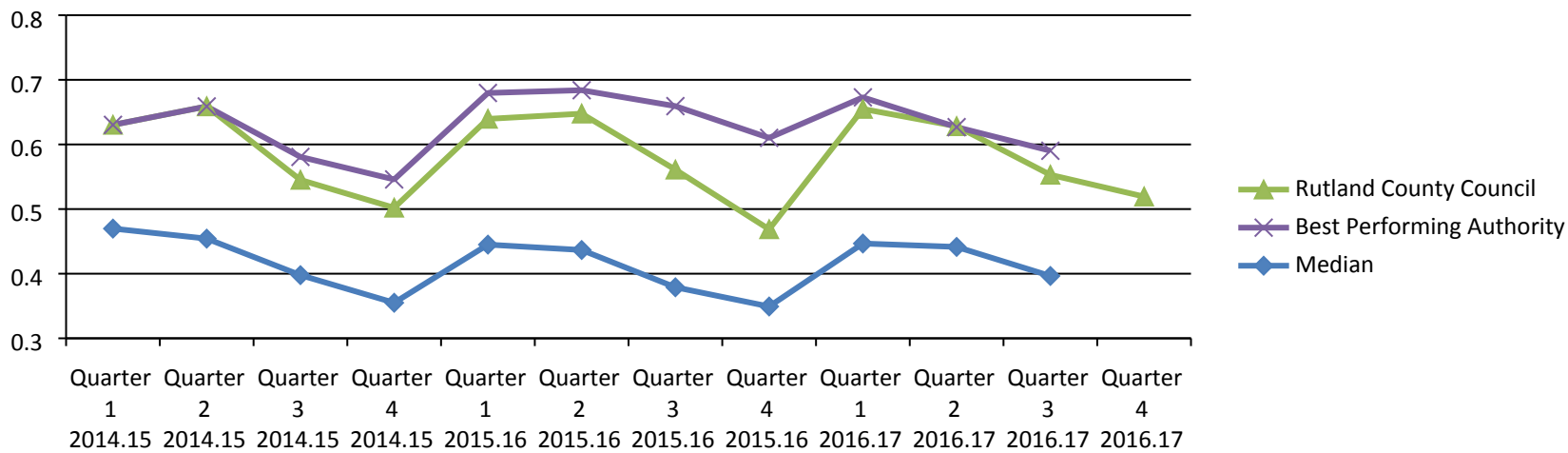
### Major Planning Applications processed within timescales



































### PI191 - Residual Household Waste per Household (kg/household)


























### PI192 - % of Household Waste sent for Reuse, Recycling or Composting



## Safeguarding - Performance

Indicator	Target	Cumulative Year to Date	Current Performance to Target	Performance compared to 12 months earlier	National Figure (where available)	Statistical Neighbour (where available)
PI047 – People killed or seriously injured in road traffic accidents	Less than 23	25		29 		
PI048 – Children killed or seriously injured in road traffic accidents	Less than 1	1		1 		
PI060 – % of Single assessments completed within 45 days	80%	76%		66% 	83.4% (15/16) 	84.3% (15/16) 
PI062 – CLA stability: % of children with 3 or more placement moves in the last 12 months	6%	2.4%		2.6% 	10% (14/15) 	9.6% (14/15) 
PI063 – CLA stability: Of those children looked after for more than 2.5 years, the % who have been in the same placement for at least 2 years	70%	71%		77% 	68% (14/15) 	65.2% (14/15) 
PI064 – Child Protection Plans lasting 2 years or more	5%	0%		0% 	2.1% (15/16) 	2.1% (15/16) 
PI065 – Children subject to a second or subsequent child protection plan in the last 2 years	5%	10%		12% 	17.9% (15/16) 	17.7% (15/16) 
PI066 – Looked after children's cases reviewed within timescales	100%	99%		100% 		
PI067 – CP cases reviewed within timescales	100%	99%		100% 	93.7% (15/16) 	95.7% (15/16) 
PI068 - % of referrals going onto assessment	75%	82%		83% 		

Indicator	Target	Cumulative Year to Date	Current Performance to Target	Performance compared to 12 months earlier	National Figure (where available)	Statistical Neighbour (where available)
LI111 - % of carers signposted	80%	87%		76% 		
LI127 – Child Poverty in Rutland	10%	9%		7.3% 	18.2% 	12.6% 
LI130 – Reduction in temporary stays in B&B's	18	16		27 		
LI173 - % of eligible children registered with Children's Centres	80%	93%		82% 		
LI174 - % of target families registered with sustained engagement	65%	77%				
LI175 - % of contacts received that resulted in Early Help support	20%	16%				
LI176 - % of Adult Social Care reviews for LD completed annually	75%	92%		100% 		
LI181 – Number of Adult Social Care reviews completed on time	80%	92%		88% 		
LI182 - % of service users who were still at home 91 days after discharge	90%	91%		91% 	82.7% (15/16) 	84% (15/16) 
LI191 – The number of delayed transfer of care (DTC) days attributable to social care		55		65 		
LI192 – Permanent admissions of older people (65+) to residential and nursing care homes	25	12		22 		

## Safeguarding -

	Scrutiny Panel	RAG
<b>Better Care Fund</b>	<b>Peoples (Adults and Health)</b>	
<p>Good progress continues across the 2016-17 BCF programme (Unified Prevention, Long Term Condition Management, Hospital Flows and Enablers), while the 2017-18 to 2019-20 BCF programme is being developed with partners. While the policy framework was published for the 2017-19 period at the end of March, the Planning Requirements, including final budget, are still awaited so we are proceeding pragmatically.</p> <p>In the first 10 months 2016-17, performance has been excellent on all but one key metric:</p> <ul style="list-style-type: none"> <li>- Emergency admissions are down around 1.5% on last year</li> <li>- Permanent admissions to care homes remain low and on target.</li> <li>- Fall injuries are down more than 15% on 2014-15 rates.</li> <li>- Post hospital reablement is successful for around 90% of patients.</li> </ul> <p>The delayed transfers of care (DTOC) metric was highly challenging from April to September. We have seen five months of improved or exceptional performance since October, however, as a result of concerted work to understand and address the causes of delays. Rutland is now consistently bucking national trends in managing to tackle these delays. Its performance in terms of social care attributable delays is particularly strong.</p> <p>Recent activity highlights:</p> <ul style="list-style-type: none"> <li>- A new laptop solution for the LPT/RCC Hospital and Reablement Team is being rolled out to streamline their integrated working and is being supplemented by work to develop a fully integrated assessment form for use by health and social care hospital discharge staff.</li> <li>- The Rutland Information Service project has learned from users to propose design improvements to the website. These are with the supplier to progress.</li> <li>- New wellbeing projects are underway, including 'Men in Sheds' at Rutland Museum and Wellbeing Advisors for GP surgeries.</li> </ul>		



- Approaches to reduce DTOCs include a complex case role, new interim care options and analysis of delay data. A HealthWatch project is sharing learning about patients' experience of discharge, and a brochure is being produced to ensure patients and service users have the information they need about using health and care services in Rutland.

**Poverty Review**

**All**

The first stage of the review has culminated in the production of a Green Paper aimed at encouraging further discussion of the topics and issued raised so far. Consultation on the Green Paper began in April and is due to finish on 9<sup>th</sup> June 2017, the views of Elected Members, Key Partners and members of the public have been sought and will inform the next steps of the review. The Green Paper has been circulated to a variety of stakeholders and outside organisations as well as being publicised on the Council's website.

**Liquidlogic Implementation**

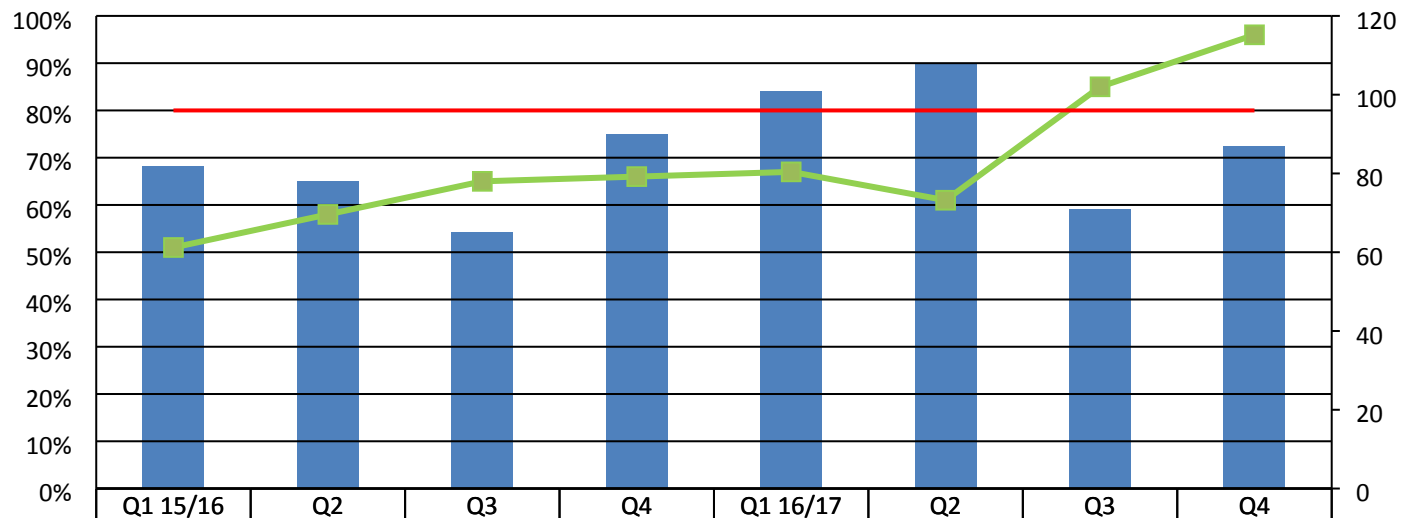
**Peoples (Children and Adults)**




The remaining Liquidlogic module to implement is Briefcase (for remote working), which has now been developed and tested by staff. The next step is to test remote working with a service user, using a tablet computer which will allow us to determine whether it is the correct equipment for staff in the field. Once tested, Briefcase will be rolled out to all social workers (both children's and adults), together with the new tablet computers.

Autonomy, a module of Liquidlogic that provides a customer portal allowing service users to do their own assessments and communicate directly with their social workers, went live with the Council's new website in March 2017.































## Safeguarding - Trends

### PI060 Single Assessments completed within timescales



 No. of assessments completed	82	78	65	90	101	108	71	87
 % completed within timescales	51%	58%	65%	66%	67%	61%	85%	96%
 Target	80%	80%	80%	80%	80%	80%	80%	80%

## Reaching our Full Potential - Performance

Indicator	Target	Cumulative Year to Date	Current Performance to Target	Performance compared to 12 months earlier	National Figure (where available)	Statistical Neighbour (where available)
LI200 - % of children offered their first choice primary school place	95%	96%		93% 	88.4% 	91% 
LI201 - % of children offered a primary school of their choice (1 <sup>st</sup> to 3 <sup>rd</sup> choice)	100%	99.7%		99.2% 	96.3% 	97% 
LI202 - % of children offered their first choice secondary school place	90%	94%		89% 	84.1% 	92% 
LI203 - % of children offered a secondary school of their choice (1 <sup>st</sup> to 3 <sup>rd</sup> choice)	98%	98%		97% 	95% 	98% 
LI204 - % of pupils reaching a good level of development in Early Years Foundation Stage Profile	75% by 2017	72%		75% 	69% 	
LI205 - % of pupils reaching the expected standard in Reading, Writing and Maths at Key Stage 1	67% by 2017	65%				
LI206 - % of pupils reaching the expected standard in Reading, Writing and Maths at Key Stage 2	60% by 2017	53%			52% 	52% 
PI075 - % of pupils achieving 5+ A*-C grades including English and Maths at Key Stage 4	73% by 2017	70%		67.2% 	52.8% 	61% 
LI207 - % gap between boys and girls reaching the expected standard in Reading, Writing and Maths at Key Stage 2	7% gap by 2017	1%			7% 	8% 

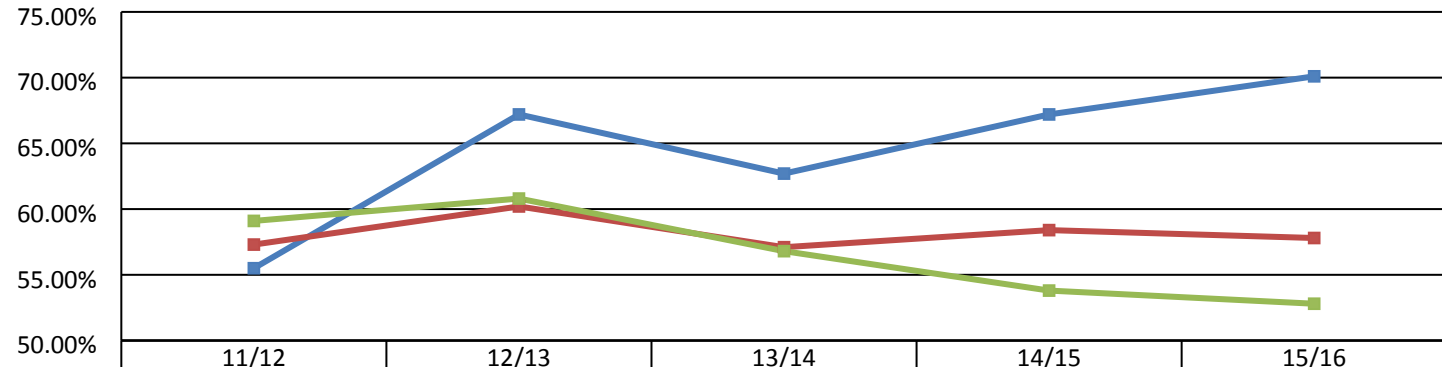
Indicator	Target	Cumulative Year to Date	Current Performance to Target	Performance compared to 12 months earlier		National Figure (where available)		Statistical Neighbour (where available)	
LI208 - % gap between boys and girls reaching the expected standard in Reading, Writing and Maths at Key Stage 4	9% gap by 2017	12%	A			8%	A	9%	A

## Reaching our Full Potential -

	Scrutiny Panel	RAG
<b>School Place Planning</b>	Peoples (Children's)	
We are working with Oakham CoFE on an expansion in line for September 2018. This has been delayed due to ample capacity at the school and therefore currently sufficient places in Oakham.		
<b>Additional Secondary Places</b>	Places	
Report being prepared to allow allocation of funding as per report 219/2016 to Catmose College so they can proceed with the expansion. This will require Cabinet and Full Council sign off due to the value.		
<b>Barleythorpe Primary</b>	Places	
Due to current level of vacancies this build programme has been put on hold although expansion at Oakham C of E still continues.		
<b>Library and Children's Centre</b>	Places	
A provider for the Children Centre modular building has been sourced, and RCC are working with them to agree a solution at an affordable cost. However, all modular building options at this stage are proving to be expensive and so additional funding has been requested from Cabinet. Once agreed, there will be an 18 week delivery programme. In the meantime, the current centre is making plans on vacating its current site, and determining service delivery in the new Children Centre. In parallel, the refurbishment works have commenced in the main library and are progressing through a 12 week delivery programme. If all goes to plan, the aim is for both the Library and Children Centre to be launched late August/early September.		
































## Reaching our Full Potential - Trends










**% Pupils achieving 5+ A\*-C at Key Stage 4 inc. English and Maths**



■ Rutland	55.50%	67.20%	62.70%	67.20%	70.10%
■ Statistical Neighbours	57.30%	60.20%	57.10%	58.40%	57.80%
■ National	59.10%	60.80%	56.80%	53.80%	52.80%

## Sound Financial and Workforce Planning - Performance

Indicator	Target	Cumulative Year to Date	Current Performance to Target	Performance compared to 12 months earlier	National Figure (where available)	Statistical Neighbour (where available)
LI001 - % of invoices paid on time (30 calendar days from receipt)	95%	95%		94% 		
LI003 - % of audits to be delivered by year end	90%	95%		95% 		
LI004 - % of FOI requests replied to within 20 days	100%	99%		96% 		93% 
LI005 – Average number of days to respond to Ombudsman complaints	28 days	-		- 		
LI020 - % of Council Tax received	95%	99%		99% 	97.1% (15/16) 	98.1% (15/16) 
LI021 - % of NNDR received	95%	99%		99% 	98.2% (15/16) 	98.5% (15/16) 
LI022 – Benefit claims – speed of processing	22 days	21 days		18 days 		
LI024 – Monthly financial reports on time	100%	100%		100% 		
LI025 – Statement of Accounts produced by 30 <sup>th</sup> June each year	Achieved	Achieved		Achieved 		
LI029 - % of sundry debt recovered	90%	99%		98% 		
LI031 – Agendas and reports published on time	100%	100%		95% 		
LI032 – Draft minutes issued	100%	99%		100% 		
LI033 - % of priority 1 resolved within SLA	95%	91%		100% 		

Indicator	Target	Cumulative Year to Date	Current Performance to Target	Performance compared to 12 months earlier	National Figure (where available)	Statistical Neighbour (where available)
LI034 - % of stage 1 complaints answered	100%	90%		71% 		
LI035 - % of stage 2 responses issued	100%	92%		78% 		
LI105 - % of blue badge applications resolved in timescales	80%	98%		88% 		
LI195 - Average sickness days lost per employee		2.29		1.75 	2.4 (Q3) 	2.3 (Q2) 



## Sound Financial and Workforce Planning -

33

	Scrutiny Panel	RAG
<b>Welfare Benefit Reform</b>	<b>Resources</b>	
<p>There have been no significant changes since that reported at Quarter 3.</p> <p>A paper regarding the Local Council Tax Support Scheme and Discretionary Fund was discussed by Cabinet in October. No changes to the operation of the scheme were made as there were few complaints, council tax recovery rates are holding up, the full impact of welfare reforms is still not fully known and the discretionary fund still give the Council flexibility to direct support to those in greatest need.</p> <p>The Benefit Cap was rolled out in Rutland in November. There were c15 people that could be affected by the cap. DWP have written to all those likely to be affected. Job Centres are working with those affected, as are Spire Homes. We still have CAB supporting with budget advice alongside the support we offer at RCC.</p> <p>Universal Credit continues into 2017/18 with caseload not expected to be significant (c5 in Q1 and Q2 increasing to c30 in Q3 and Q4).</p>		
<b>Deliver a new website that increases online transactional services year on year</b>	<b>Resources</b>	
<p>After a successful presentation to the Resources Scrutiny Committee, it was agreed that the website was ready to go-live. Therefore, the new corporate website was launched on the 6<sup>th</sup> March and has been successfully implemented with both staff and the public using it in increasing numbers.</p> <p>All works planned for the first phase of development (e.g. mapping to include 'find my nearest' by simply entering a postcode) were completed, with phase two now being planned, which will include a greater number of online services.</p>		
<b>Agresso upgrade and transfer to Herefordshire Council</b>	<b>Resources</b>	

Agresso Business World successfully went live on 5<sup>th</sup> December, underpinned by a Delegation Agreement with Herefordshire Council.

The one area where functionality is not fully working as intended relates to annual leave. The annual leave function will require further development in due course and Hoople have scoped up a project to deliver this.

The Councils Finance team has started a project to look at how users are engaging with Business World – what works well and what can be improved. The results of this project will help inform future training requirements or system changes.

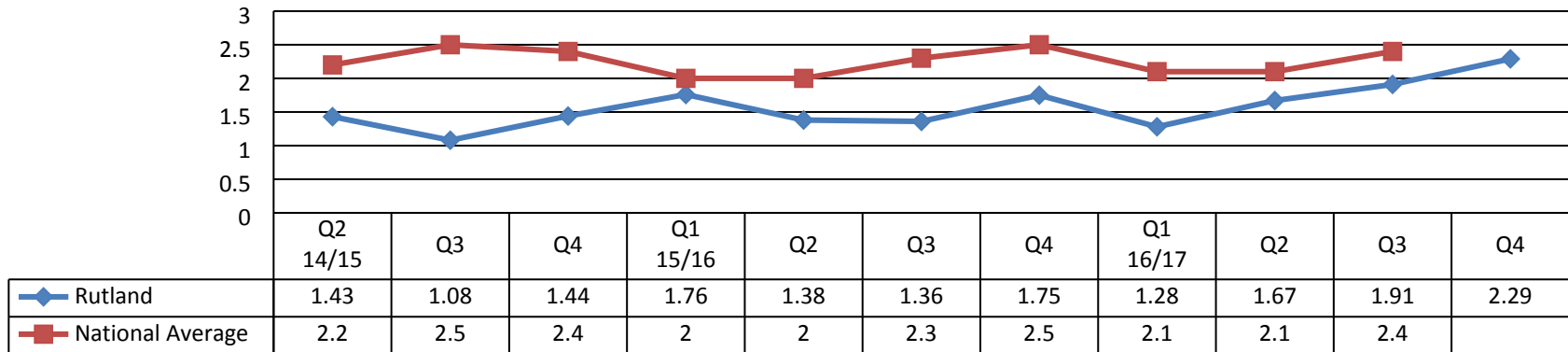
The Council uses Income Manager alongside Business World as its payments/cash receipting tool. An external health check of how this system is being used is being undertaken at the end of April.

The project team continues to meet weekly to oversee the operation and development of Agresso.

## Sound Financial and Workforce Planning - Trends

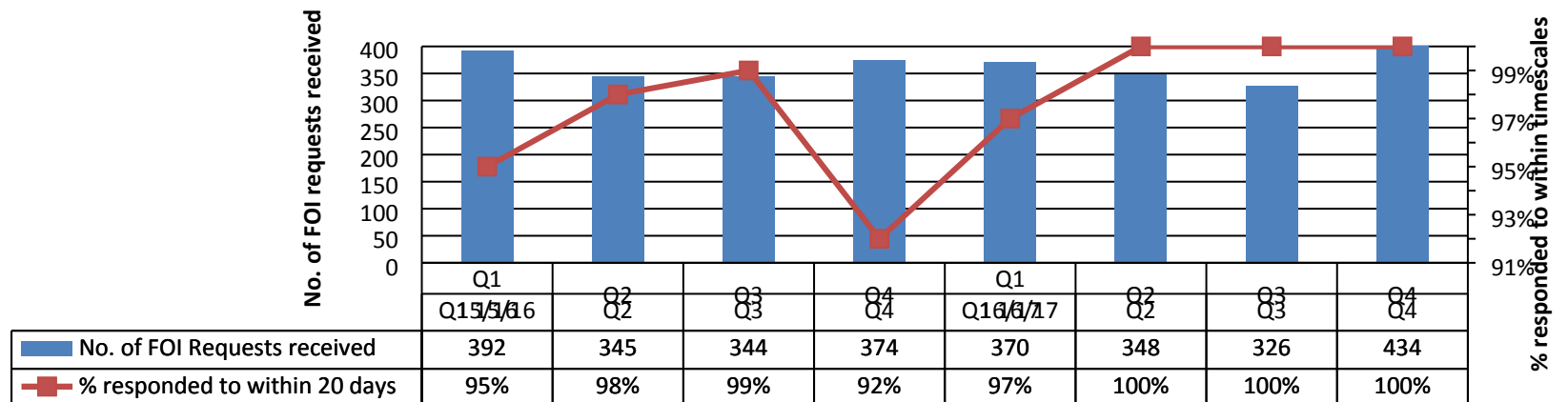
35

### LI190 - Sickness Days lost per employee

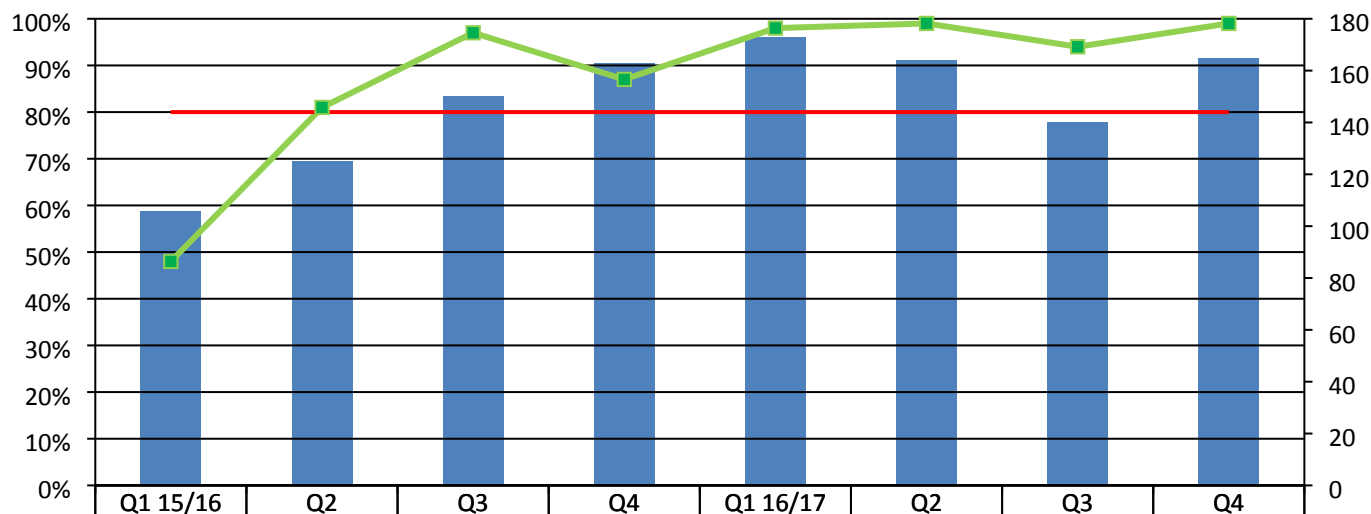





\*National average in the chart above is based on those Authorities who have submitted data to LGInform for Quarterly comparison.

### LI004 - Freedom of Information Requests



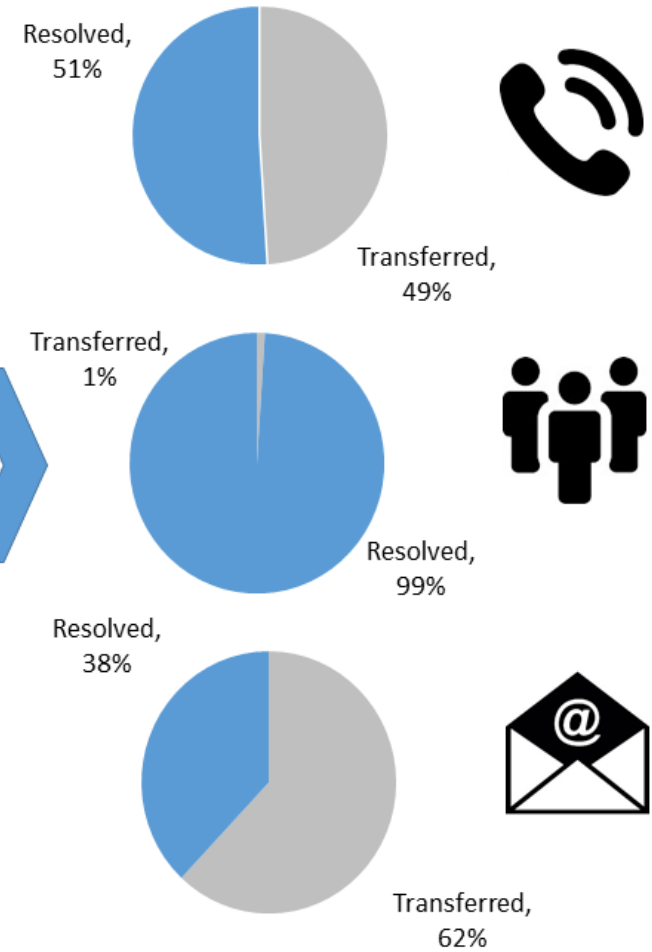
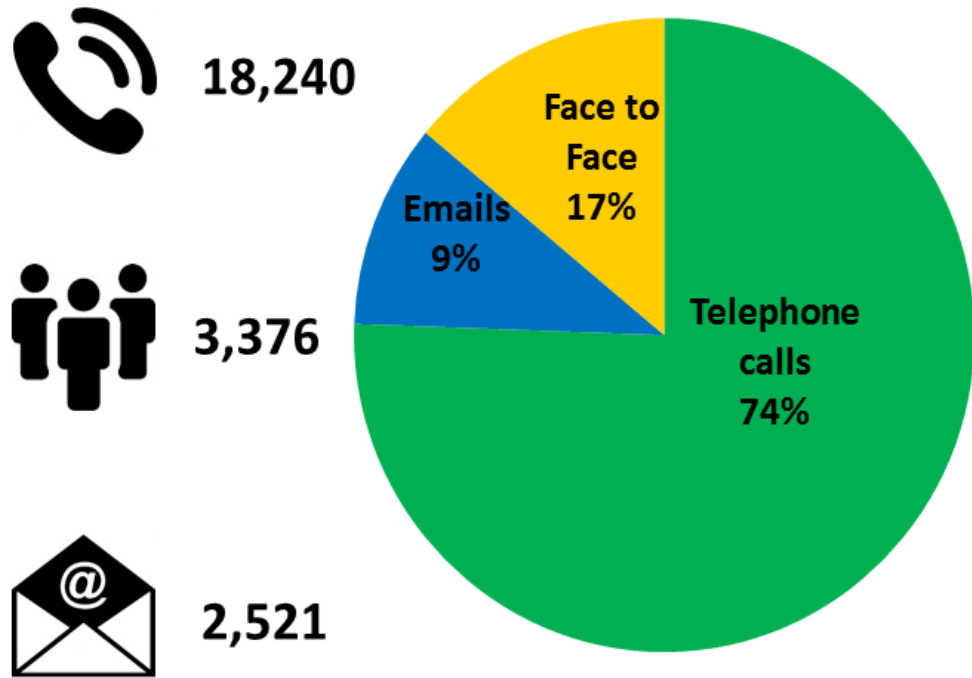
### LI105 - Blue Badge Applications



 No. of Blue Badge Applications	106	125	150	163	173	164	140	165
 % issued within timescales	48%	81%	97%	87%	98%	99%	94%	99%
 Target	80%	80%	80%	80%	80%	80%	80%	80%

**CST Quarter 4 Performance**

## Q4 2016 Customer Service – Highlights



## Q4 2016 Customer Service – Highlights

**Top 5 Services  
=  
50% of all calls**



**Council Tax  
Waste  
Planning  
Adult Social Care  
Children Social Care**



**Abandoned  
Calls**



**Q1 2016 – 13%  
Q2 2016 – 11%  
Q3 2016 – 11%  
Q4 2016 – 11%  
Year to Date – 12%**

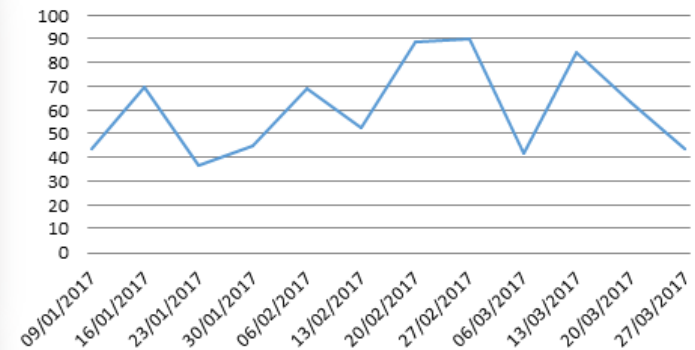
**% Answered  
within 15  
seconds**



**Q1 2016 – 40%  
Q2 2016 – 39%  
Q3 2016 – 44%  
Q4 2016 – 40%  
Year to date 41%**



**Average Wait Times (Sec)**



# Q4 2016 Customer Service – Highlights

Q3 2016  
Customer  
Service  
Satisfaction



**85% Good**  
**7% Average**  
**9% Poor**  
**337 Responses**



**49% Good**  
**21% Average**  
**30% Poor**  
**126 Responses**



## Q4 2016 Customer Service – Highlights



**% Answered  
within 1 mins**



**Q1 2016 – 64%**  
**Q2 2016 – 70%**  
**Q3 2016 – 69%**  
**Q4 2017 – 68%**  
**Year to date – 68%**

**% Answered  
within 4 mins**



**Q1 2016 – 91%**  
**Q2 2016 – 94%**  
**Q3 2016 – 94%**  
**Q4 2017 – 94%**  
**Year to date – 93%**

**% Answered  
within 5 mins  
minus calls  
abandoned after 5  
mins**



**Q1 2016 – 94%**  
**Q2 2016 – 96%**  
**Q3 2016 – 96%**  
**Q4 2017 – 96%**  
**Year to date – 96%**

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## CABINET

20 June 2017

### EDUCATIONAL PSYCHOLOGY CONTRACT PROVISION

#### Report of the Director for People

Strategic Aim:	Reaching our Full Potential	
Key Decision: Yes	Forward Plan Reference: FP/030317/01	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr R Foster, Portfolio Holder for Safeguarding Children and Young People  Cllr D Wilby, Portfolio Holder for Life Long Learning	
Contact Officer(s):	Dr Tim O'Neill, Director for People	01572 758402 toneill@rutland.gov.uk
	Kevin Quinn, Service Manager Early Intervention and Inclusion	01572 758292 kquinn@rutland.gov.uk
Ward Councillors	All	

#### DECISION RECOMMENDATIONS

That Cabinet:

1. Approve the direct award for the delivery of educational psychology services to Partners in Psychology until 31st August 2018.

#### 1 PURPOSE OF THE REPORT

- 1.1 To update members on the current contractual arrangements for the provision of Educational Psychology services in Rutland.
- 1.2 To seek approval from Cabinet to provide a direct award to Partners in Psychology for the delivery of educational psychology services until 31st August 2018.

## **2 BACKGROUND AND MAIN CONSIDERATIONS**

### **2.1 About Educational Psychology**

2.2 Educational psychology (EP) is a statutory provision required under the Children and Families Act 2014 and the Special Educational Need and Disability (SEND) Code of Practice 2015. Educational Psychologists carry out assessments of children to understand their cognitive and emotional needs and to provide expert advice to practitioners to inform the most appropriate intervention and educational provision for children and young people with SEND.

### **2.3 Current Provision in Rutland**

2.4 The EP service is currently commissioned through Partners in Psychology (PiP) who have been delivering the service since 2015, following the retirement of the RCC employed educational psychologist. The decision to commission PiP was done so on a trial basis by the previous Head of Service to see how effective this model could work in Rutland and this arrangement evolved into a contractual relationship, which has subsequently expired.

2.5 PiP are currently commissioned for 3 days per week, 0.6 FTE (full time equivalent), to provide statutory assessments on behalf of the Local Authority which must conform to relevant provisions in the Children and Families Act 2014, the regulations under that Act and the SEN Code of Practice (January 2015). PiP also provides traded work with schools, including school based nurseries, for the delivery of non-statutory work and assessment which generates income to contribute toward the overall cost of the service.

2.6 Since 2015 PiP have become familiar with our schools and local SEND needs, and have worked on building capacity and resilience in Rutland schools, thus reducing future demand on central services. Being able to draw on the expertise of four EPs has enabled us to tailor provision to better meet need in individual Rutland schools: it has also provided internal resilience and back-up for illness, holidays and other operational challenges that affect service delivery.

### **2.7 Demand in Rutland**

2.8 The EP service is demand led and is subject to change. The volume of statutory EP assessments currently required in this academic year dictates the need for an EP service for 40 weeks of the year at the current provision of 0.6 FTE per week.

2.9 However there is currently a large back log in non-statutory assessments from schools which require completing to ensure the needs of children and young people are understood, this stands at 18 weeks' worth of EP provision. The backlog has developed due to; increase referrals from schools prior to the introduction of charging in April 2016, the requirement to transfer a high volume of children and young people from statements to new Education Health and Care Plans under the legislation within the SEN Reforms, and the need to undertake new statutory Education Health and Care assessments within timescales.

## **3 CHANGES TO THE SEND SERVICE**

3.1 In order to enhance the Council's response to children with additional needs the SEND and Inclusion service has been integrated with the Early Intervention

service. Work is underway to review the provision for children with disabilities and SEN and this includes a refresh of the Councils SEND Inclusion strategy whilst preparing the service and the local arrangements for the anticipated Ofsted and CQC inspection of SEND services. This work includes a review of operational practice and our commissioned service provision, such as educational psychology, to ensure we are delivering as effectively and efficiently as possible for children and families.

- 3.2 We have identified a need to revisit our EP operating model, including;
  - 3.2.1 Delivering our statutory responsibilities in the most efficient and effective way.
  - 3.2.2 Determining what services should be recharged to schools or commissioned directly by schools and independently of the Local Authority.
  - 3.2.3 What services the Council may wish to provide above and beyond in order to delivery our Inclusion Strategy and facilitate sustained changes and improved outcomes for children and young people.

#### **4 CONTRACT AWARD**

- 4.1 The contract with PiP has now expired and the intention had been to undertake a full tendering exercise to contract out the EP service on a longer term basis, for a period of five years.
- 4.2 In light of service changes the intention is to review our model for the delivery of educational psychology services and to offer a direct award to the existing providers until 31st August 2018. This will allow time for the review to take place and the service to undertake a full procurement exercise if required.

#### **5 CONSULTATION**

- 5.1 The SEND Code of Practice (2015) requires Local Authorities and partners to engage, consult and co-produce with children and young people and their families in relation to their support plans and provision more broadly across the local area. As such parents and partners will be consulted on the development of the service moving forward.

#### **6 ALTERNATIVE OPTIONS**

- 6.1 As there is currently no contract in place a direct award to PiP will ensure that suitable EP provision is maintained. Due to the time required to consider and adopt an alternative approach the SEND service runs the risk of having a gap in provision and the Local Authority not being able to meet its statutory duty. The current providers are experienced in Rutland and know our schools and the resident SEND population and are therefore well placed to maintain an effective service whilst a review is undertaken.
- 6.2 Commission services from other Local Authorities: The previous Team Manager approached other neighbouring local authorities to see if service level agreements could be reached. However they are all currently reorganising services so cannot provide the expertise we need at this moment in time. This will be reviewed as a potential option for future delivery but is not an immediate option.

- 6.3 Deliver in house: Consideration has previously been given to recruiting a new permanent member of staff but there is a national shortage of education psychologists, and we have been advised that recruitment would be unlikely to be successful in the short term. Again this option will be revisited as part of the review.

## **7 FINANCIAL IMPLICATIONS**

- 7.1 The cost of the EP service 2017/18, based on 3 days per week provision (0.6 FTE) for 46 weeks of the year (break for summer term), is £87,975. This provision enables the Council to meet the current demand for statutory EP assessments and the transfer of children from statements of special educational needs to Education Health and Care Plans (EHCPs). Transfers of children from statements to EHCPs has increased demand, once this work is completed the actual demand will be more consistent.
- 7.2 The existing base budget available to deliver the EP service is £67,000 per annum plus additional SEND reform funding of £50,000 which can be used to support the EP services as agreed at Cabinet on 18<sup>th</sup> April (report number 80/2017). Together this funding will enable the Local Authority to meet the contract costs for 2017/18.
- 7.3 We will require the EP service until 31<sup>st</sup> August 2018 to enable the full procurement process to be undertaken and therefore we will be reviewing and agreeing a level service for the first five months of next financial year, ensuring this falls within the funding available.
- 7.4 The current back log in non-statutory assessments (as highlighted in 2.8) will require completing to ensure the needs of children and young people are understood and catered for. The intention is to increase EP provision for a short period of time from 3 days to 5 days for a period of 18 weeks during 2017/18 to help clear the backlog and ensure the flow of work within the system is consistent. Based on current price it is estimated the additional work will cost £22,950 this financial year, if this goes ahead it will be funded by the SEND reform grant of £28,000 for 2017/18 which is already in budget.
- 7.5 The EP service is demand driven and therefore the contract will be under a spot purchasing arrangement with costs managed in line with existing funding and demand. As the service is demand driven costs could increase in the event of a significant increase in volume of children requiring EP assessment, although this is deemed low risk.

## **8 LEGAL AND GOVERNANCE CONSIDERATIONS**

- 8.1 Education psychology is a statutory provision required under the Children and Families Act 2014 and the Special Educational Need and Disability (SEND) Code of Practice 2015.
- 8.2 The EP service is required to ensure the effective implementation of this legislation and the delivery of the legal timescales for assessment under the Act.

## **9 EQUALITY IMPACT ASSESSMENT**

- 9.1 An equality impact assessment screening has been undertaken and there are no

adverse impact effects due to a direct award for EP services.

## **10 COMMUNITY SAFETY IMPLICATIONS**

10.1 There are no community safety implications.

## **11 HEALTH AND WELLBEING IMPLICATIONS**

11.1 The delivery of educational psychology services enables the local area to identify the learning needs of children and young people and is essential for informing appropriate and effective educational provision. It is critical that an effective and timely offer is made available to minimise any adverse impact on the educational and subsequently health and well-being of children and young people.

## **12 ORGANISATIONAL IMPLICATIONS**

12.1 Procurement Implications – There is currently no contract in place for the existing EP provision as this has expired. The intention is to review our model for the delivery of educational psychology services and the direct award to the existing providers until 31<sup>st</sup> August 2018 will allow the service to undertake a full procurement exercise.

## **13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

13.1 The Local Authority requires EP services to support our statutory duties. The contract with the existing provider has expired and a contract is required whilst a review is undertaken.

13.2 Alternative options are not deemed suitable at this point in time, as this risks leaving a gap in service and the Local Authority not meeting its statutory obligations.

13.3 It is recommended therefore that Cabinet approves the direct award to allow for a review of the EP service and to ensure effective provision is available to meet the Local Authorities statutory duty.

## **14 BACKGROUND PAPERS**

14.1 There are no additional background papers to the report.

## **15 APPENDICES**

15.1 No appendices.

**A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.**

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## CABINET

20 June 2017

### 2016 CHILDCARE SUFFICIENCY ACTION PLAN

#### Report of the Director for People

Strategic Aim:	Creating a brighter future for all	
Key Decision: No	Forward Plan Reference: FP/050517/02	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr D Wilby, Portfolio Holder for Lifelong Learning	
Contact Officer(s):	Gill Curtis Head of Learning and Skills	Telephone: 01572 758460 email: <a href="mailto:gcurtis@rutland.gov.uk">gcurtis@rutland.gov.uk</a>
Ward Councillors	N/A	

#### DECISION RECOMMENDATIONS

That Cabinet:

1. Notes the priorities for childcare sufficiency in Rutland as identified in the Childcare Sufficiency Action Plan (Appendix A).
2. Notes the progress made in addressing the priorities, the actions taken to date and actions still to be completed

## 1 PURPOSE OF THE REPORT

- 1.1 The Childcare Sufficiency Assessment Action Plan addresses the priorities for Rutland identified through the 2016 Childcare Sufficiency Assessment. This report identifies the progress made in addressing those priorities and the activities to be completed within the timespan of the plan
- 1.2 Cabinet will be further updated on childcare sufficiency through the publication of the 2017 Childcare Sufficiency Assessment report in September 2017

## 2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 All Local Authorities have a statutory duty under the Childcare Act 2006 to complete an annual report which assesses the sufficiency of childcare in the local authority area and identifies gaps in provision. The assessment must also consider whether sufficient childcare is available to meet the needs of disabled children.

This assessment must be published on the County Council website.

- 2.2 The findings of this Annual Childcare Sufficiency Assessment are then used to inform a strategic action plan indicating the actions to be taken by the Local Authority and its partners to address any development work required.
- 2.3 This action plan outlines the priorities that need to be implemented to ensure that the sufficiency and quality of childcare places is closely monitored and that the provision of new childcare places is extended should the need be identified.

### **3 CONSULTATION**

- 3.1 No consultation is required

### **4 ALTERNATIVE OPTIONS**

- 4.1 There are no alternative options

### **5 FINANCIAL IMPLICATIONS**

- 5.1 There are no financial implications. At this stage it is envisaged that the action plan can be delivered within the existing Learning and Skills budget

### **6 LEGAL AND GOVERNANCE CONSIDERATIONS**

- 6.1 The Childcare Act 2006 requires Local Authorities to complete an annual report which assesses the sufficiency of childcare with the local authority area and which identifies gaps in provision.

### **7 EQUALITY IMPACT ASSESSMENT**

- 7.1 An Equality Impact Assessment Screening Form has been completed. A full Equality Impact Assessment is not required

### **8 COMMUNITY SAFETY IMPLICATIONS**

- 8.1 There are no community safety implications resulting from this report.

### **9 HEALTH AND WELLBEING IMPLICATIONS**

- 9.1 Rutland County Council has a statutory duty under the Childcare Act 2006 to secure 'as far as is reasonably practicable', sufficient childcare to meet the requirements of working parents/carers, or parents/carers undertaking education or training that will lead to work.

### **10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

- 10.1 The attached Childcare Sufficiency Action Plan (Appendix A) provides Cabinet with an updated report on the progress being made in addressing the priorities identified in the 2016 Childcare Sufficiency Assessment
- 10.2 There are seven key priorities are identified as Target Areas within the Action Plan

- 10.2.1 To ensure sufficient places are available in high quality Early Years and Childcare Provision for funded 2 year olds and all 3 and 4 year old children
- 10.2.2 To ensure the Early Years' Service has accurate data and information regarding the capacity and take up of places
- 10.2.3 To develop data collection processes to identify the individual characteristics of children attending Early Years provision in Rutland and ensuring sufficient capacity to meet needs
- 10.2.4 To implement the 30 hour extended entitlement (30HE) offer to eligible children of working Parents, monitoring the impact of quality and sufficiency
- 10.2.5 To monitor the impact of the New Single Funding Formula on Rutland Providers
- 10.2.6 To ensure our Providers are confident and well trained to support children with additional needs including those who have significant and complex Special Educational Needs and Disabilities
- 10.2.7 To work with Rutland Schools and other providers to ensure families are able to access high quality out of school and holiday provision.
- 10.3 As identified in the Plan, all but two target areas are on track to be completed within the expected timescales
- 10.3.1 Target 4: To implement the 30 hour extended entitlement (30HE) offer to eligible children of working Parents, monitoring the impact of quality and sufficiency.
- The Learning and Skills Team is undertaking significant background work to ensure that providers are being offered guidance and support in preparation for this entitlement which will go live on 1st September 2017. 82% of Rutland's Early Years Providers have indicated that they will offer the 30HE, 4.5% are unsure and 13.5% will not offer 30 HE (18<sup>th</sup> May 2017).
  - Plans for Rutland County Council to deliver the 30HE are fully in place. However, the General Election has delayed the Department of Education's (DfE) national publicity campaign to promote the 30HE to parents. Twelve Rutland parents have registered for the 30HE (18<sup>TH</sup> May 2017) this is 11.5% of the predicted target.
  - The DfE has published a 'model contract' outlining what should be included in Local Authorities' contracts for Early Years providers. Local Authorities are required to have due regard to this model agreement in the exercise of their duty under section 7 of Childcare Act 2006.
  - An IT system (Open Objects) has been purchased and it is anticipated will be operational from July 2017. In the interim, parents are able to check their eligibility for the 30 hours through the Rutland County Council website. <https://www.rutland.gov.uk/my-services/schools-education-and-learning/early-education-and-childcare/funding/new-30-hour-extended-entitlement/>

- Open Objects will also support the payment process to Early Years Providers and help monitor take up and vacant capacity of places across the county.

10.3.2 Target 7: To work with Rutland Schools and other providers to ensure families are able to access high quality out of school and holiday provision.

- We recognise that there has been a slight delay in completing this Target Area within originally planned timescales. This was due to some confusion over the responsibility for this piece of work which had originally sat with the Family Information Service. However, it has recently become clear that the transfer of the Family Information Service to the Rutland Information Service did not include this activity.
- The Learning and Skills Team is currently exploring options to complete a full survey of all provision available and, on completion of this activity, plan the quality assurance programme that is required.
- Until we have a full understanding of the number of out of school and holiday providers available to families within Rutland we will not understand the resource capacity that will be required to undertake the routine quality assurance activities.
- The Learning and Skills Team is committed to ensuring this Target Area will be completed within the expected timescales

## **11 BACKGROUND PAPERS**

11.1 The 2016 Childcare Sufficiency Assessment Report: Cabinet Paper No. 190/2016

## **12 APPENDICES**

12.1 Appendix A – Childcare Sufficiency Action Plan 2016-17 (updated May 2017)

12.2 Appendix B - Childcare Sufficiency Assessment Report 2016

**A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.**



**Childcare Sufficiency Action Plan 2016 – 2017**  
**In response to 2016 Annual Childcare Sufficiency Assessment Report**

Targets:	RAG Overview:		
	Review by half term Spring 2017	Review by half term Summer 2017	Evaluate by start of Autumn 2017 use to inform '17 report / Plan
1. To ensure sufficient places are available in high quality Early Years and Childcare Provision for funded 2 year olds and all 3 and 4 year old children.			
2. To ensure the Early Years' Service has accurate data and information regarding the capacity and take up of places.			
3. To develop data collection processes to identify the individual characteristics of children attending Early Years provision in Rutland and ensuring sufficient capacity to meet needs	Not yet completed – starting survey process in May 2017		
4. To implement the 30 hour extended entitlement (30HE) offer to eligible children of working Parents, monitoring the impact of quality and sufficiency.	Implementation on track to ensure well-prepared for statutory timescale	Implementation on track to ensure well-prepared for statutory timescale	
5. To Monitor the impact of the New Single Funding Formula on Rutland Providers.			
6. To ensure our Providers are confident and well trained to support children with additional needs including those who have significant and complex SEND.	Included now within Inclusion Strategy		
7. To work with Rutland Schools and other providers to ensure families are able to access high quality out of school and holiday provision.	Previously covered by *FIS but omitted from RIS contract; recently picked up by L&S team	L&S team developing implementation plans	

\*FIS Family Information Service; RIS Rutland Information Service; L&S Learning and Skills

<b>TARGET:</b>	
<b>1. To ensure sufficient places are available in high quality Early Years and Childcare Provision for funded 2 year olds and all 3 and 4 year old children.</b>	
<b>OUTCOMES:</b>	<b>MEASURED BY:</b>
<ul style="list-style-type: none"> <li>➤ 95% of parents of Rutland children who apply for a place are able to take up their entitlement to funded early education in Rutland in a high quality setting: This compares with indicators from Early Implementer take up: Tower Hamlets: 50%; Yorkshire 85%; Leicestershire 95%</li> </ul>	<ul style="list-style-type: none"> <li>➤ Estimate of take up – 3 times a year (funding process); March 2017, July 2017, November 2017</li> <li>➤ Annual Parental Childcare Sufficiency Survey</li> <li>➤ Officer visits to businesses and phone surveys</li> </ul>
<b>AIMS:</b>	
To ensure that all children, who meet the prescribed eligibility criteria, are able to take up a 'High Quality' Early Education Place regardless of their parents' ability to pay thereby supporting parents to be able to work, study or train for employment	

54	ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
	1.1 To develop a system to ensure there is a clear process in place to access information relating the outcome of all Ofsted inspections for all EYFS Providers. Both for the Learning and development requirements and the safeguarding and welfare requirements (see also Target 2).	Data collated on spreadsheet Update data as available and review 3 times per year	October 2016 March 2017, July 2017, November 2017	Karen Bland Karen Bland	Head of Learning and Skills:
	1.2 To ensure all Early Years Providers inform Rutland County Council of the outcome of any Ofsted inspection that has taken place in their provision as agreed in their contract.	Add requirement to all annual updated contracts and new contracts Inform providers at networks	April 2017 September 2017 April 2018	Karen Bland	Head of Learning and Skills
	1.3 Rutland Information Service (RIS) to undertake statutory duty to inform the Early Years Team, immediately, of any Ofsted Inspection Outcomes received through the weekly Ofsted 'Downloads'.	Meet with RIS to confirm responsibility	January 2017	Sally Hickman	Head of Learning and Skills
	1.4 The Early Years Team to provide a tailored	Reviewed of package of support to reflect	September 2017	Sally Hickman	Head of Learning and Skills

<p>package of support to all providers judged as 'Requiring Improvement' or 'Inadequate' as outlined in their package of 'Core Support'.</p>	<p>funding and as outlined in Education Strategy Deliver as determined by Ofsted outcomes</p>			
<p><u>Additional resources required to achieve aim:</u></p> <p>Rutland Early Years Agency Ltd Childminding to provide support as identified within their contract Rutland Information Service historically undertook aspects of this work (1.3) but on review of activity this will be additional work for Learning and Skills Team (cost to be finalised, within Learning and Skills budget; approximately 5 hours per week)</p> <p style="text-align: right;"><b>TOTAL: £TBC</b></p>				

<b>TARGET:</b>				
<b>2. To ensure the Early Years' Service has accurate data and information regarding the capacity and take up of places.</b>				
<b>OUTCOMES:</b>		<b>MEASURED BY:</b>		
<ul style="list-style-type: none"> <li>➤ An effective procedure is in place to collect accurate data to identify gaps in the market and support the development of additional provision across Rutland</li> <li>➤ Sufficient places are available for those who require them</li> </ul>		<ul style="list-style-type: none"> <li>➤ Estimate of take up – 3 times a year (funding process); March 2017, July 2017, November 2017</li> <li>➤ Annual Parental Childcare Sufficiency Survey</li> <li>➤ Officer visits to businesses and phone surveys</li> </ul>		
<b>AIMS:</b>				
To develop, In partnership with Providers, a process this accurately collects data to reflect the capacity of Early Years and Childcare provision in Rutland.				
To ensure the Local Authority has sufficient provision for all children to take up their 'Free Entitlement'.				
ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
5 2.1 Meet with Providers to discuss the development of an effective process to gather information 3 times annually	Focus of discussion at Network meeting to agree process	November 2016	Karen Bland	Head of Learning and Skills
2.2 Monitor the implementation of the process to ensure it reflects take up and vacant capacity	Monitor through funding form	March 2017, July 2017, November 2017	Miranda Krawczyk	Sally Hickman
2.3 Regularly monitor the take up of places and assess vacant capacity	Monitor through funding form and Annual Childcare Sufficiency Assessment	March 2017, July 2017, November 2017	Karen Bland	Sally Hickman
2.4 To establish parental view of childcare sufficiency	Complete annual survey with parents and carers	March 2017	Karen Bland	Sally Hickman
2.5 To establish employers' views of the needs of their workforce in relation to childcare sufficiency.	Complete annual survey with employers	May 2017	Karen Bland	Sally Hickman
2.6 Closely monitor the movement within Service families to ensure the balance of	Liaise with relevant MOD Welfare Officer and with providers and with RCC	December 2016, June 2017	Karen Bland	Sally Hickman



<p>occupancy and capacity is maintained</p> <p>2.7 To inform elected Council Members on how they are meeting their duty, as far as is reasonably possible, to secure sufficient childcare for the children and families in Rutland.</p>	<p><b>Admissions Team</b></p> <p>Compile and present Annual Childcare Sufficiency Assessment Report to Cabinet</p>	<p>September 2017</p>	<p>Sally Hickman</p>	<p>Head of Learning and Skills</p>
<p><u>Resources required to achieve aim:</u></p> <p>Learning and Skills Officer Time (approx. 200 hours); whilst this is included within officer role this additional activity will place pressure on completing all statutory duties: <b>£3,000</b></p>				

<p>TARGET:</p> <p><b>3. To develop data collection processes to identify the individual characteristics of children attending Early Years provision in Rutland and ensuring sufficient capacity to meet needs</b></p>				
<p>OUTCOMES:</p> <ul style="list-style-type: none"> <li>➤ The successful development of a data collection process which accurately gathers ongoing information and data to ensure the balance of occupancy and capacity is maintained</li> </ul>		<p>MEASURED BY:</p> <ul style="list-style-type: none"> <li>➤ Data collected through funding form; March 2017, July 2017, November 2017 to include: <ul style="list-style-type: none"> <li>○ both funded and non- funded children</li> <li>○ those providers who claim Early Years Pupil Premium</li> <li>○ those providers who have children who have completed the integrated review</li> <li>○ those providers who plan to offer 30 hours extended entitlement</li> </ul> </li> </ul>		
<p>AIMS:</p> <p>To create a data collection process as part of Target 2 and collate information from Providers in relation to gathering data for all children attending provision</p>				
58				
ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
3.1 Develop a revised data collection process and identify gaps	Review the current process used to gather information and data	November 2016	Miranda Krawczyk	Karen Bland
	New form in place for distribution	December 2016	Nicky Hicks	Karen Bland
	Monitor the effectiveness of the new system and amend as appropriate	January 2017	Sally Hickman	Head of Learning and Skills
3.2 Ensure accuracy of data to enable audit of provision	Analyse data and validate against funding information	January 2017	Sally Hickman	Head of Learning and Skills
3.3 Inform any provider where inaccuracy in returned 2016 data	Talk to individual providers and provide assistance in completing	February 2017	Karen Bland	Sally Hickman

	returns			
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Resources required to achieve aim:

Learning and Skills officer time (approx. 100 hours) within officer role

<b>TARGET:</b>				
<b>4. To implement the 30 hour extended entitlement (30HE) offer to eligible children of working Parents, monitoring the impact of quality and sufficiency.</b>				
<b>OUTCOMES:</b>		<b>MEASURED BY:</b>		
➤ 100% of children whose parents wish to take up the 30 hours of childcare are able to do so.		➤ Data collected through funding forms and data analysis systems		
<b>AIMS:</b> To ensure that the Local Authority is able to fulfil the offer of doubling the amount of free Early Education and childcare from 15 to 30 hours a week for working parents of 3 and 4 year olds from September 2017.				
ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
2.1 To work with providers to establish numbers of eligible and interested parents planning to take up an extended 30 hour entitlement (30HE ) place for their children	Undertake phone survey, visits and networks to establish potential numbers	November 2016, February 2017, March 2017, May 2017, June 2017	Karen Bland	Sally Hickman
4.2 Re-evaluate current Childcare sufficiency in all areas of the county	Complete annual childcare assessment	February 2017 to May 2017	Sally Hickman	Head of Learning and Skills
4.3 Review all policy, systems and processes to ensure they need the requirements and address the 30HE	Rewrite contracts to include 30 hours and develop guidance; develop appropriate documentation and policies	August 2017	Karen Bland	Sally Hickman
4.4 Inform providers and parents of the process for checking their eligibility for the 30HE	Highlight national agenda within authority including promotional material for distribution including social media	June 2017 (? Purdah)	Karen Bland	Sally Hickman
4.5 support Providers in their preparation for the implementation of the 30HE	Deliver a Managers' training day and ongoing support	February 2017	Karen Bland	Sally Hickman

<p>4.6 Consider option for a 'Monthly ' payment process for Providers; currently payment in advance 3 times a year</p> <p>4.7 Monitor the take up of the 30HE to ensure the LA has sufficient capacity to deliver the entitlement.</p>	<p>Investigate options available and capacity to deliver monthly ; gather feedback from providers</p> <p>Undertake regular monitoring through survey and data collection</p>	<p>January 2017</p> <p>September 2017, January 2018, April 2018</p>	<p>Sally Hickman</p> <p>Sally Hickman</p>	<p>Head of Learning and Skills</p> <p>Head of Learning and Skills</p>
<p><u>Resources required to achieve aim:</u></p> <p>Learning and Skills Officer time (approx. 500 hours) within role</p> <p>The support of Barbara Wilson - Childcare Works Advisor (Hempsall's - DfE) available at no charge to LA</p> <p style="text-align: right;"><b>£7,500</b></p>				

<b>TARGET:</b>				
<b>5. To Monitor the impact of the New Single Funding Formula on Rutland Providers.</b>				
<b>OUTCOMES:</b>		<b>MEASURED BY:</b>		
<ul style="list-style-type: none"> <li>The successful implementation of the National Funding Formula that ensures Early Years Providers remain viable and sufficient provision remains available to meet local needs</li> </ul>		<ul style="list-style-type: none"> <li>Data collected through funding forms and data analysis systems</li> </ul>		
<b>AIMS:</b>				
To implement the Early Years National Funding Formula – Monitoring the impact for Rutland to ensure Providers remain financially viable.				
ACTION	PROGRESS	TARGET DATE	ACCOUNTABILITY	MONITOR
5.1 EY Advisor to raise awareness to all relevant Officers , Council Members and partners of the proposed cuts to the EY Dedicated Schools Grant (DSG) and the potential impact on viability of Rutland’s Early Years Providers	Undertake meetings and wider communication with all relevant stakeholders	July 2016 to September 2016	Sally Hickman	Head of Learning and Skills
5.2 The Local Authority to challenge the DfE in regard to the level of funding outlined in the indicative budget for the Early Years Dedicated Schools Grant(DSG)	Undertake frequent communication with DfE and Childcare Works	July 2016	Sally Hickman	Head of Learning and Skills
5.3 The LA to request EY Providers to share information regarding the effect of the NFF on the future viability and sustainability of their businesses	Contact all settings and calculate potential deduction in income based on current payment structure, and forecast ; establish the impact of the proposed reduction to funding	January 2017	Sally Hickman	Head of Learning and Skills
5.4 Monitor the take up and impact of all funded providers to ensure sustainability across the county	Undertake surveys and data collection as part of the Annual Childcare Assessment 2018	June 2018	Sally Hickman	Head of Learning and Skills


Resources required to achieve aim: Learning and Skills officer time to deliver target (50 hours) within officer role				
Funding available through Early Years Dedicated Schools Grant (DSG)Allocation:				
Two Year old Entitlement:	<b>£104,000</b>			
Education for the under 5's:	<b>£87,800</b>			
3 and 4 year old universal and extended entitlement :	<b>£1,575,000</b>			

<b>TARGET:</b>					
<b>6. To ensure Rutland Providers are confident and well trained to support children with additional needs, including those who have significant and complex SEND.</b>					
<b>OUTCOMES:</b>		<b>MEASURED BY:</b>			
<ul style="list-style-type: none"> <li>➤ No child with additional needs remains unable to access this level of provision</li> <li>➤ All children with additional needs are able to access high quality individualised Early Years, out of school and holiday provision that meets their individual needs and judged by Ofsted as good or outstanding</li> </ul>		<ul style="list-style-type: none"> <li>➤ Data collected through Inclusion Team monitoring and auditing activity</li> <li>➤ Parental/ carers' responses within the Annual Survey</li> <li>➤ Provider feedback of identified need</li> <li>➤ Ofsted reports</li> </ul>			
<b>AIMS:</b>					
All Childcare providers have the knowledge, environment and resources to support children attending who have additional needs including significant and complex SEND.					
All individual children can access Out of School and Holiday childcare which meets their needs and the needs of their parents/ carers					
<b>64</b>	<b>ACTION</b>	<b>PROGRESS</b>	<b>TARGET DATE</b>	<b>ACCOUNTABILITY</b>	<b>MONITOR</b>
	<p>6.1 to work in partnership with Inclusion, Special Education Needs and Disability and Aiming High teams at Rutland County Council and other relevant partners to ensure:</p> <ul style="list-style-type: none"> <li>• There is clear 'Local Offer' identifying providers who are able to meet specific or complex needs</li> </ul>	<p>Correspond with all Early Years Providers requesting their updated Local Offer information; further update through network meeting</p> <p>Rutland Information Service to update the Rutland web-site with individual Provider and ensure clarity of provision</p>	<p>September 2016; February 2017</p> <p>September 2017</p>	<p>EYFS Inclusion Officer</p> <p>Karen Bland</p>	<p>Head of Early Intervention and Inclusion</p> <p>Head of Learning and Skills</p>



<ul style="list-style-type: none"> <li>Providers have relevant skills and expertise to meet additional needs of children in their care through programme of central training available to support the development of relevant skills</li> </ul>	<p>EYFS Inclusion Officer to run termly Inclusion Network meetings to update providers</p> <p>Signpost providers to advice and guidance on an individual level available through The Parks and variety of outside agencies dependent upon needs of child, for example Speech and Language Therapist (SALT).</p>	<p>December 2016, April 2017, July 2017</p>	<p>EYFS Inclusion Officer</p>	<p>Head of Learning and Skills</p>
<p>Resources required to achieve aim:</p> <p>Within officer role (approx. 150 hours) plus Rutland Information Service</p>				

<p><b>TARGET:</b> 7. To work with Rutland Schools and other providers to ensure families are able to access high quality out of school and holiday provision</p>				
<p><b>OUTCOMES:</b></p> <ul style="list-style-type: none"> <li>As part of the ongoing Childcare Sufficiency Assessment process the views of Rutland families confirm their satisfaction regarding their access to high quality out of school and holiday provision</li> </ul>		<p><b>MEASURED BY:</b></p> <ul style="list-style-type: none"> <li>Data collected through the annual Child Care Sufficiency Assessment</li> <li>Ofsted inspection outcomes</li> <li>Providers' quality assurance of their Provision</li> </ul>		
<p><b>AIMS:</b> To review and evaluate the current 'Out of School' and 'Holiday' Childcare provision in Rutland, to ensure that Parents have access to high quality provision which meets their individual family needs.</p>				
<p><b>ACTION</b></p> <p>7.1 Allocate officer time to identify and evaluate all 'Out of School' and 'Holiday' Childcare provision currently operating in Rutland.</p>	<p><b>PROGRESS</b></p> <p>Undertake research to gather authority picture of provision available</p>	<p><b>TARGET DATE</b></p> <p>June 2017</p>	<p><b>ACCOUNTABILITY</b></p> <p>Officer with responsibility for 'Out of School' and 'Holiday' Childcare</p>	<p><b>MONITOR</b></p> <p>Head of Learning and Skills</p>

7.2 Research the registration and regulation of provision to ensure that all statutory requirements are in place and safeguarding policies and procedures are followed.	Identify all out of school and holiday provision in Rutland; establishing information registration and regulation yearly audit	July 2017	Officer with responsibility for 'Out of School' and 'Holiday' Childcare	Head of Learning and Skills
7.3 Develop a process to ensure data on provision remains up to date and relevant	Work in collaboration with identified Providers and monitor the supply and demand of places; review quarterly	August 2017	Officer with responsibility for 'Out of School' and 'Holiday' Childcare	Head of Learning and Skills
7.4 Identify and support the further development of provision to fill any gaps between supply and demand of places	Evaluate outcomes of review of provision; respond to any areas requiring further development.	October 2017	Officer with responsibility for 'Out of School' and 'Holiday' Childcare	Head of Learning and Skills
<u>Resources required to achieve aim:</u>				
An initial project to establish a 'Directory' of current ' Out of School 'and 'Holiday' providers will need to be undertaken (approx. 30 hours)				<b>£450</b>
 • Followed by 3.5 hours per week of Officer time ; number of weeks per year dependent on number of providers to be audited				<b>£52.5 per week</b>



**Rutland**  
County Council

# **Annual Childcare Sufficiency Assessment Report**

## **2016**

Rutland Annual CSA 2016 v7 240816

# Contents

1. Introduction
2. Capacity and distribution
3. Quality
4. Parents' views of childcare provision
5. Local businesses' views of childcare provision
6. Vacant childcare places
7. Childcare costs and funding
8. Future population predictions
9. Policy Changes
10. Conclusion

**Appendix One:** Possible actions to be taken for the “30 hour offer

**Appendix Two:** Action plan from Childcare Sufficiency Analysis 2015 and summary of actions taken

Please note any reference to ‘parents’ in this report should be taken to mean parents, carers or those with parental responsibility for children.

# 1. Introduction

Rutland County Council has a statutory duty under the Childcare Act 2006 to secure 'as far as is reasonably practicable', sufficient childcare to meet the requirements of working parents or parents undertaking education or training that will lead to work.

The Authority is also required to complete an annual report which assesses the sufficiency of childcare in the local authority area and identifies gaps in provision. The assessment must also consider whether sufficient childcare is available to meet the needs of disabled children. Further information relating to matters such as local labour market characteristics must also be included.

The assessment is based on evidence gathered during the period June 2015 – May 2016. The findings of this assessment will be used to develop an action plan for the local authority and its partners to address any development work required. The plan will be available in autumn 2016.

It should be noted that the assessment does not address the possible increase in numbers for the "30 hour offer" (described below). This follows the advice of central government who are currently piloting procedures and means of assessing demand.<sup>1</sup>

Actions taken in response to the 2015 Assessment can be found in Appendix Two.

## 2. Capacity and distribution

### 2.1 Capacity and range of childcare

Childcare in Rutland is provided by a large number of different providers which include: schools; day nurseries; pre-schools; and childminders.

Rutland settings currently offer 977 early years nursery/pre-school places. Since the CSA Report was published last year, this figure has included a small increase in provision. A primary academy took advantage of recent legislation allowing school governing bodies to accept children from two years of age. This has led to the creation of 16 additional part time places within the academy.

In addition, Rutland has 27 childminders who are registered with Ofsted. During 2015, Rutland County Council registered the first childminding agency within its borders, following participation in the DfE Pilot in 2013. Rutland Early Years Agency Limited (REYAL) was set up by a group of 'Leading Childminders' who are now working in partnership with Rutland County Council to help recruit and support Rutland childminders. Currently, one childminder is registered with the Agency.

Provision	Number of places
23 x Nurseries/ Preschools	977

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<sup>1</sup> See, however, Appendix One.

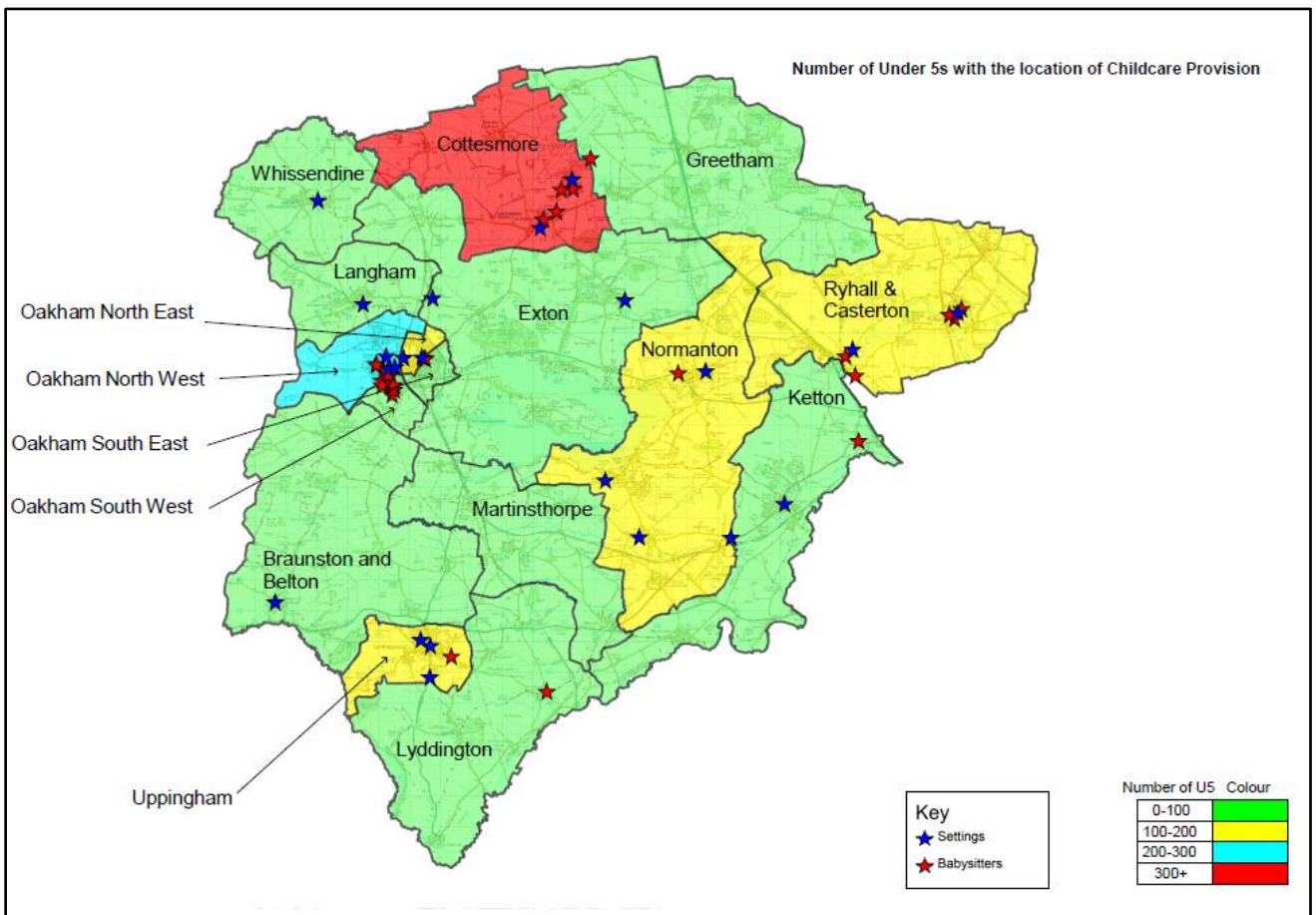
27 x Ofsted registered childminders	133
1 x REYAL childminder	5
<b>Total number of registered childcare places</b>	<b>1115</b>

All providers can take children with disabilities. The requirements of the Early Years Foundation Stage ensure that childcare providers have arrangements in place to support children with SEN or disabilities. Additional advice and support to meet the individual needs of children are offered by the local authority Early Years Inclusion Team, Children’s Centre and Aiming High. This provision is monitored by Ofsted.

**2.2 Location of childcare providers**

2.2.1 Childcare match to population.

The provision of childcare is spread across Rutland as shown in the map below (fig 1). Green and yellow areas are lower density of population; red and blue the highest. The provision of places matches largely the population distribution.<sup>2</sup>



<sup>2</sup> Consultation with parents indicated that “proximity to home” was the second most important consideration when choosing childcare provider (See Section 4 *The key considerations of parents in choosing childcare*). No parent indicated that that childcare was too distant.

Fig 1 The location of childcare provision and population density in Rutland.

### 2.2.2 Childcare match to deprivation.

The location of childcare provision also generally matches the differing levels of deprivation within the County. Where deprivation levels are higher childcare is more locally available. In the map below the darker shading indicates the areas that are more deprived (fig 2). This, too, is where the childcare provision is concentrated.

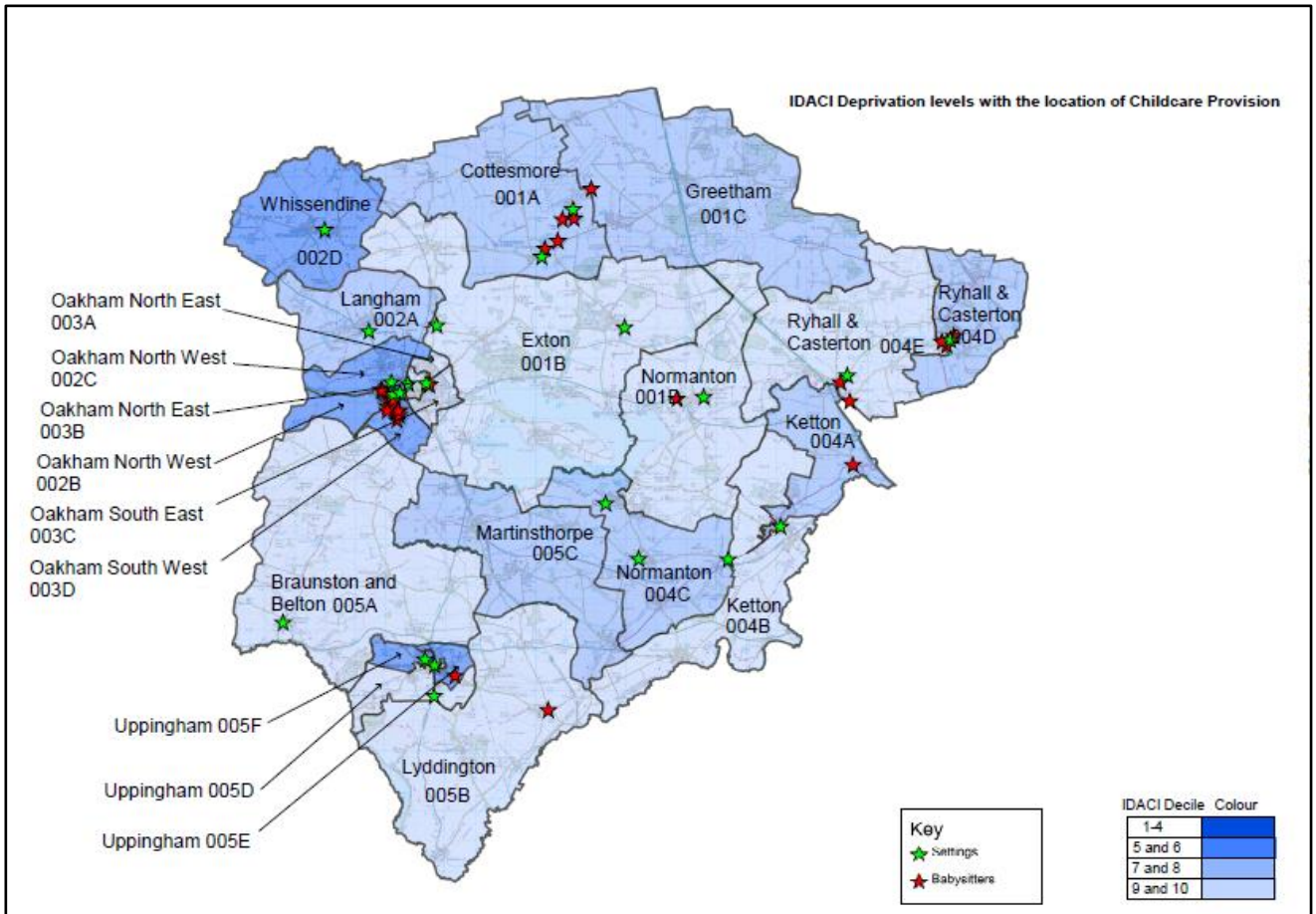


Fig 2 The location of childcare and deprivation levels in Rutland.

## 3. Quality

### 3.1 Quality: good or outstanding

The quality of provision in Rutland is high:

- 90% of Rutland settings are rated as “good” or “outstanding” by Ofsted at May 2016;
- this does not include the new Oakham nursery which opened in 2014;

- Rutland has the highest percentage of “good” or “outstanding” early years settings in the East Midlands.
- Rutland is the 6th highest county in England on the criterion of percentage of children leaving the Early Years Foundation Stage with a “Good Level of Development (GLD)”.

Rutland: 75%  
 England: 66%  
 East Midlands: 64%

### **3.2 Quality: local authority support for early years childcare providers**

Rutland County Council offers a package of comprehensive support for both existing early year childcare providers and those wishing to set up new provision. This quality assurance support is delivered via:

- initial support visits to new practitioners;
- early years networks;
- annual EYFS visits by LA specialists to all settings;
- an early years conference;
- an early years managers’ training day;
- early years core training;
- email and telephone support.

## **4. Parents’ views of childcare provision**

### **4.1 Consultation procedures**

An initial consultation with Rutland families took place in March 2016. This consultation resulted in only seven responses. It was decided to re-run the consultation in April 2016, with increased promotion and publicity.

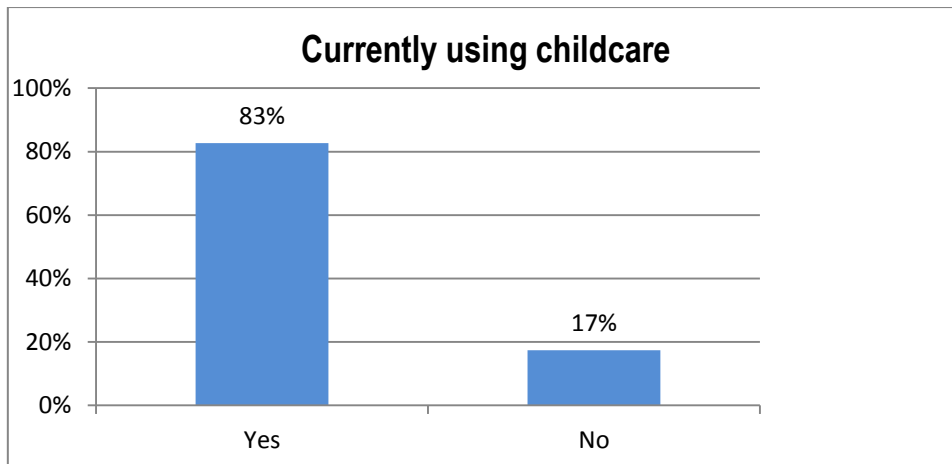
The consultation was promoted via schools, settings, colleagues in the health services and Rutland County Council. Families were encouraged to respond electronically although other response methods were also made available. A much fuller response was obtained which allowed a range of conclusions to be drawn.

### **4.2 Responses**

The second survey produced a far better response: 235 parents completed the questionnaire. 96% of parents heard about the survey through their child’s school or early years setting.

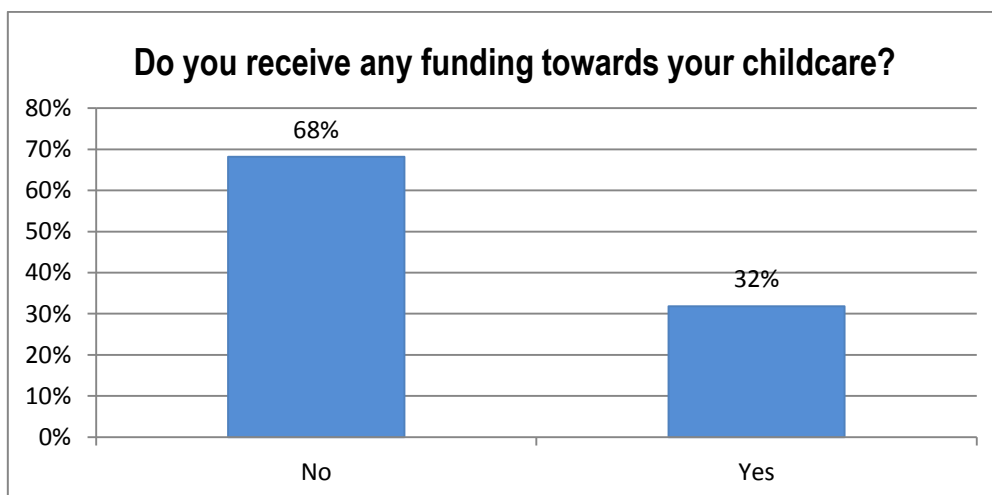
- 197 respondents (83%) currently use Rutland based childcare;
- 210 were females;
- 25 were males;
- 33 indicated that they are a ‘lone parent’.





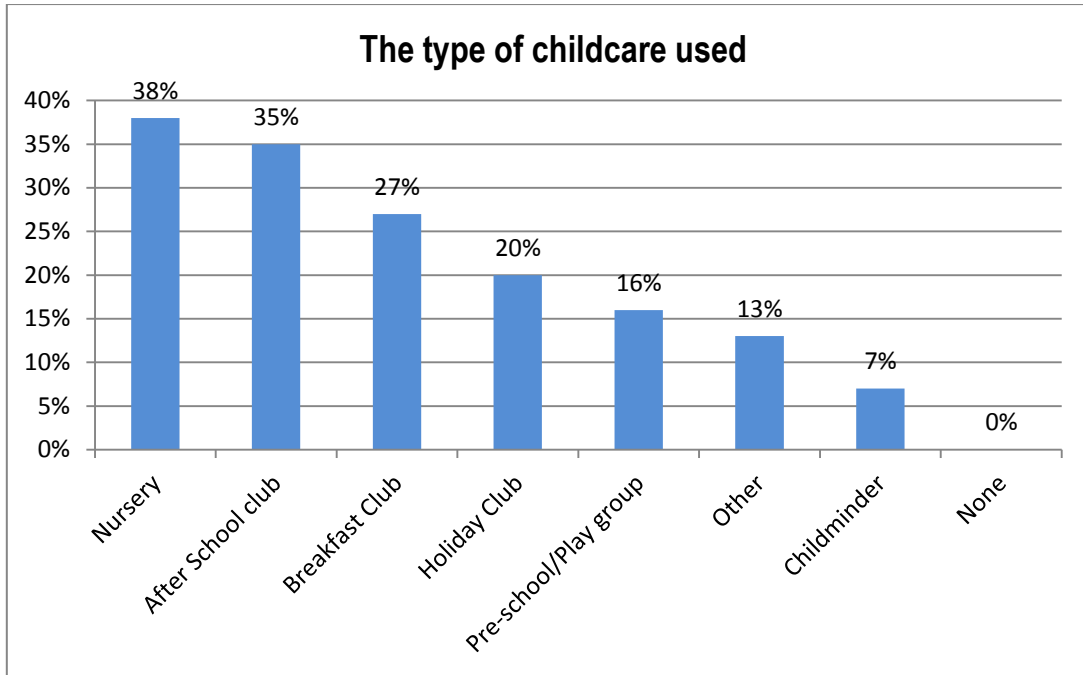
### 4.3 Take-up of childcare funded by government

- 32% of parents currently claim government funding to access the two-, three- and four-year-old entitlement.
- 68% (153 parents) pay for their childcare provision.



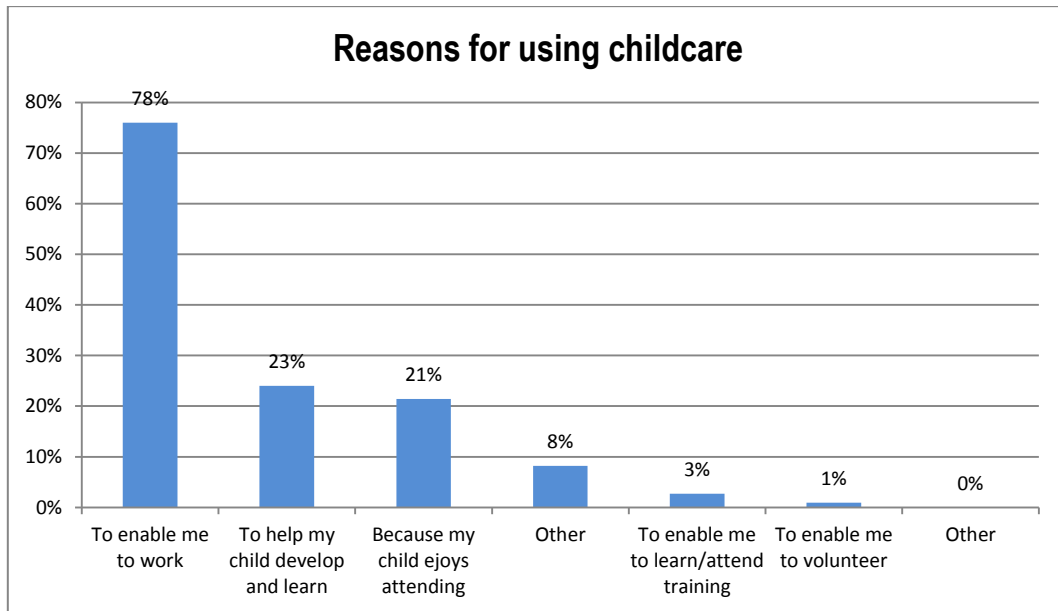
### 4.4 Types of childcare

- Nursery provision is the most popular form of childcare (38% of parents).
- After school clubs are the second most popular (35%).



#### 4.5 The main reason for using childcare: work

- The prime reason for using childcare was to enable parents to work (78%).
- This far exceeds the second most important reason – “to help my child develop and learn” (23%).



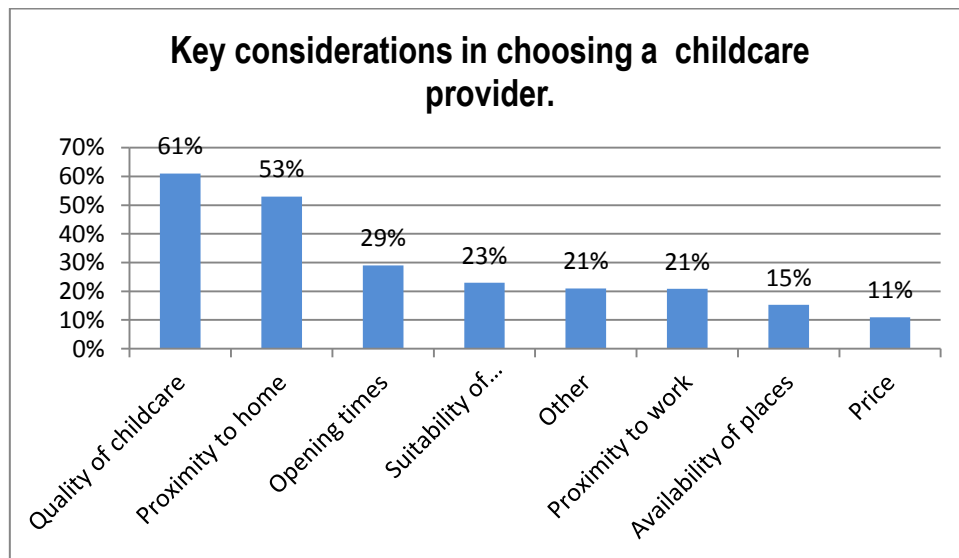
#### 4.6 Hours worked by parents who choose childcare

- 31% of people work between 31 and 40 hours per week.
- 97% of their partners also work the same hours.

This information is significant for assessing childcare sufficiency as the Government intends to extend the offer of free childcare (Childcare Act 2016). This is the target group of parents for the Government’s offer.

#### 4.7 The key considerations of parents in choosing childcare

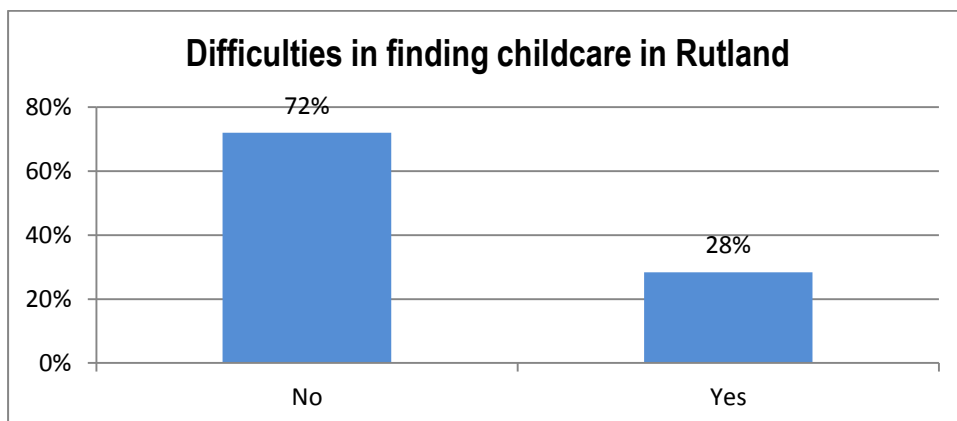
- For 61% of parents quality of provision is the key consideration.
- Proximity of childcare to the family home was the second most important consideration (53%).



#### 4.8 Finding Childcare

Of the 216 parents answering this question:

- 72% stated that they did not have any difficulties finding childcare.



- 48% indicated childcare is too expensive;<sup>3</sup>
- 31% stated 'no childcare is available at the times needed'. (Similar comments were identified from people who work shift patterns, weekends and longer days.)
- 28% parents indicated that difficulties finding childcare had prevented them from working.

#### **4.9 Parents' views of sufficiency of childcare**

When asked if they felt there was sufficient childcare in Rutland to meet their families' needs, parents' views were:

- 59% stated there was sufficient childcare;
- 20% partially; and
- 21% felt that there is not sufficient childcare.

#### **4.10 Suggested improvements to provision**

##### **Holiday periods**

Of the 216 respondents to the childcare users' questionnaire, 42 made additional comments on the problems they faced with obtaining childcare. Of these, 16 made comments about childcare during holiday periods.

- Seven respondents said that holiday childcare was not available.
- Three respondents said that the childcare hours per day were too short.
- Three respondents said that childcare was not offered for enough weeks during the holiday period.
- Two respondents said that the limited holiday childcare was too expensive.
- Individual respondents referred to: limited options; ad hoc and poorly advertised arrangements; unsuitable for older children.
- See also the comments by Rutland businesses on holiday childcare (see 5.2 below).

##### **Other improvements**

Other comments were made by individual parents and do not necessarily represent wider views:

- more suitable childcare is required for older children;
- there is sufficient childcare for all children but not special needs;
- inflexibility of opening and closing times of settings;
- childcare costs plus the cost of commuting makes work unfeasible.

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<sup>3</sup> The Private, Voluntary and Independent sector (PVI) vary in how they charge for childcare provision. Some charge at an hourly rate; others charge at a weekly rate. (See also 7 *Childcare costs* below.)

## **5. Local businesses' views of childcare provision**

### **5.1 Consultation with businesses**

To understand the childcare needs of shift workers and those with unusual working patterns, the LA contacted ten of Rutland's largest businesses. The majority of responses indicated that accessing childcare was not a concern for working parents.

### **5.2 Key comments from larger businesses**

The following comments were made:

- parents in volunteering roles indicated that the cost of childcare was a problem for them;
- some working parents have to take their annual leave during school holidays in order to look after their children - as the cost of childcare is so expensive. This has a significant impact on staffing levels for some businesses;
- weekend childcare would be welcomed by parents.

### **5.3 Consultation with small and medium sized businesses**

A further thirty SMEs were contacted of whom twenty-four responded.<sup>4</sup>

- Seventeen businesses reported they or their staff had no dependent children and had no recent experience of childcare matters.
- Six businesses were able to provide some useful feedback.
- In three businesses staff currently used childcare.

### **5.4 Key comments from SMEs**

- Finding childcare has not been a problem.
- The fees are expensive (mentioned twice). For example, one working services mother with a husband frequently on detachment has no extended family nearby to help with childcare. This carries a significant cost implication for the family.
- Employees rely on extended family to help with childcare.
- Lack of school holiday care in Rutland; one parent is obliged to access childcare in Stamford.
- One company indicated they did not know that RIS existed but knew about the planned 30 hours provision through their own research.

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<sup>4</sup> Belton: 1; Oakham: 21; Exton; 1; South Luffenham: 1; Uppingham: 5; Cottesmore: 1

## 6. Vacant childcare places

The number of vacant places available at any one time impacts upon the choice of childcare for parents and the sustainability of providers. For this reason the number of childcare places in settings continues to be monitored.<sup>5</sup>

### 6.1 Take-up of the 2 year-old, 3 and 4 year-old offer

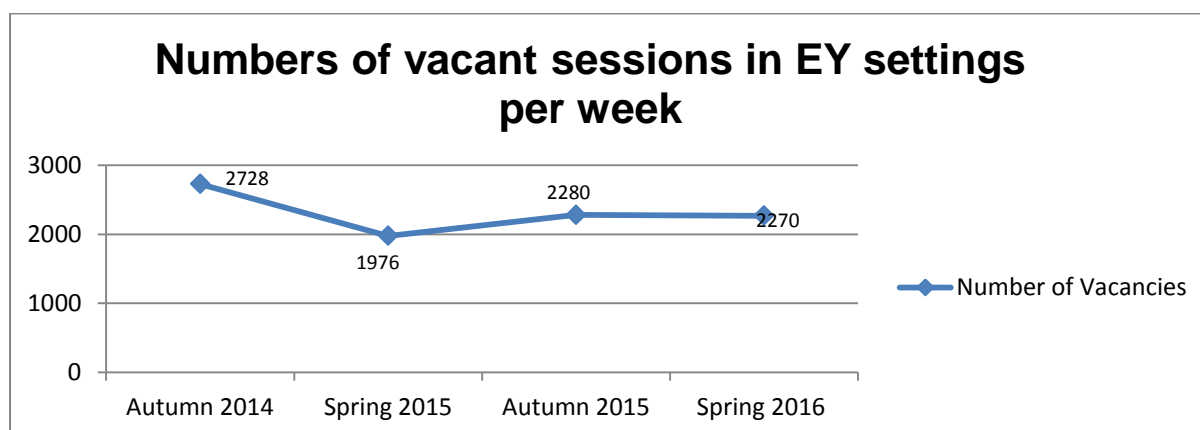
Rutland County Council continues to fund 2-year-olds qualifying for the 'Free Entitlement'. During 2015-16 Rutland exceeded the DfE's target of 65 places. During the year, the numbers of places taken up rose from 81% to 108%. In doing this, Rutland achieved the highest take-up of places in the East Midlands.

The 2015 universal take-up of the 3 year old entitlement was 101%. 118% of 4 year olds took up a funded place.<sup>6</sup>

### 6.2 Information on vacant childcare places

Information on vacancies is requested from the settings twice a year – during one week in autumn and spring.

The chart below indicates that of the total number of 9,670 sessions, 2728 were vacant in the sample week in autumn 2014. This fell to 1976 as children joined settings in spring 2015. Spare places are high at the start of each autumn term due to the intake into primary schools and fall during the year.



<sup>5</sup> The DfE does not recommend a percentage of vacant places in childcare.

However, in relation to pupil places in schools, the Audit Commission indicated that 10% spare capacity was a prudent use of resources that still allowed parent choice.

<sup>6</sup> A figure in excess of 100% was caused by out of county children attending Rutland early years provision.

In the sample week of spring 2016 (9,770 total sessions) vacancies recorded show there was a total of approximately 8% vacant capacity for 2 year-olds and 12% for 3 and 4-year-olds.

### 6.3 Other information on take-up and vacancies

- Attendance is higher in morning sessions than afternoon sessions.
- The numbers of vacancies vary from day to day. The most popular day for accessing childcare is Wednesday; the least popular is Friday.
- There has been a 1% increase in vacant capacity between March 2015 and March 2016.
- All but two settings have childcare vacancies on all days of the week.
- Spare childcare places are available in all areas of Rutland on all days of the week.
- There is less capacity for babies and under 2s – possibly reducing parental choice.
- Choice is reduced for parents on Wednesdays and Thursdays.
- There is limited capacity for under 2 year olds on Wednesdays and Thursdays in north-east Rutland. (Vacancies in only one nursery at time of writing.)

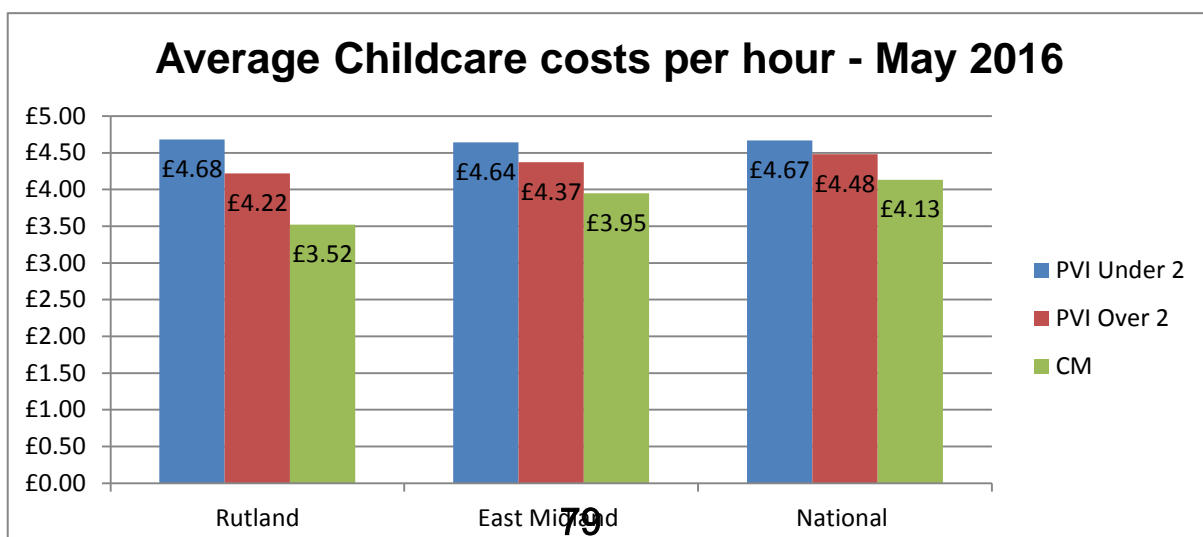
## 7. Childcare costs and funding

### 7.1 Average costs

The average cost for parents of a childcare place in Rutland is:

- nursery for children under 2: £4.68;
- nursery for children over 2: £4.22;
- childcare place with a childminder in Rutland: £3.52.

Childcare costs in Rutland are lower than the East Midlands and national averages except for PVI provision for under 2 year olds. This contrasts with the views of parents of whom 48% said childcare is too expensive (see 4.8 below). However, price was a key consideration to only 11% of parents.



## 7.2 Payment to providers of childcare

Rutland County Council pays the providers of free entitlement childcare. This entitlement provides 15 hours of funded education for 38 (or 51) weeks of the year totaling 570 hours per child.

The levels of payment to providers are as follows:

- 2 year olds: £4.85 per hour;
- 3 and 4 year olds: £ 4.60 per hour.

In line with the provider agreement, an indicative budget is set for the financial year and payments are made to providers once a term in advance. The payment is based on an assessment of the numbers of eligible children expected to attend the early years setting for the forthcoming period. It also covers any under- or over-payments from the previous period. The provider agreement also requires the setting to inform the LA immediately if it falls into financial difficulties which might threaten its viability.

## 8. Future population predictions

### 8.1 Population information

At the time of the 2011 census there were 37,369 residents in Rutland, a growth of 2806 (8.1%) since the 2001 census.

- 7,373 were under the age of 16.
- 26% of all households in Rutland included dependent children (including 16-18 if still in full time education).
- 35% of these were pre-school aged children.

### 8.2 Live birth data – impact on childcare

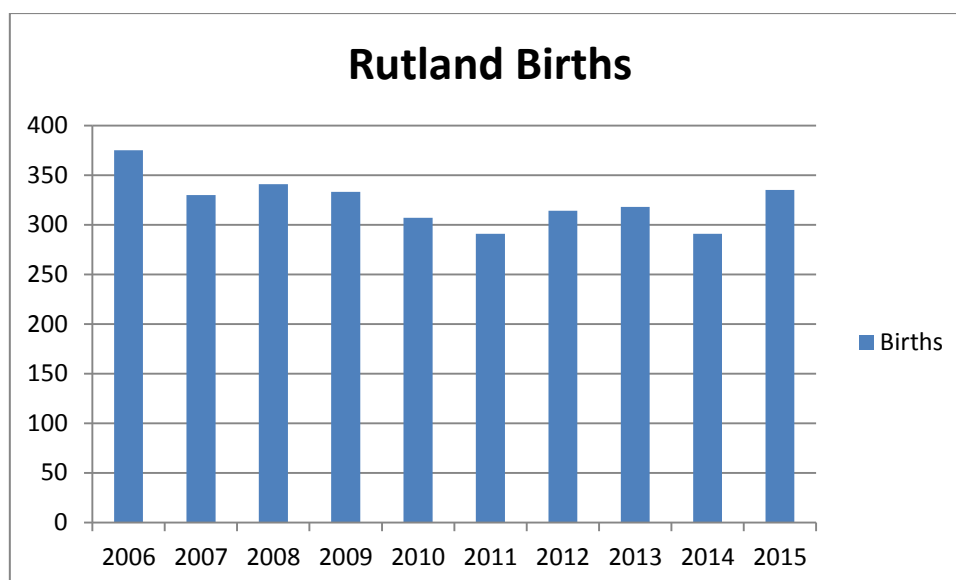
Retrospective birth data for Rutland is tracked year on year and a forecasting method is used to predict the number of births in the coming years. These are given in the tables below.

Retrospective Live Birth Data 2006-2015		
Calendar Year	Actual Birth Data	% Difference year on year
2006	375	12.3
2007	330	-12.0
2008	341	3.3
2009	333	-2.3
2010	307	-7.8



2011	291	-5.2
2012	314	7.9
2013	318	1.3
2014	291	-8.5
2015	335	14.0

Source: <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationprojections>



The birth rate figures show a little variation over time – as in the diagram above. However, when viewed over a longer period and then rounded for future predictions, the trend is level.

### 8.3 Key conclusions on birth rate

- Current figures of children 0-4 year old: 1,779.
- Over the next 10 years the 0-4 age population is projected to remain fairly stable.
- The 2015 increase of 14% is unusual but still within the scope of usual oscillation. Its impact on demand for childcare is being monitored.

### 8.4 Large scale housing developments – impact on childcare demand

A number of large scale housing developments are taking place in Rutland. These are taken into account in assessing childcare sufficiency.

Forecasts of the impact of housing developments are based on the number of 0-4 year olds living in recently-built developments in Rutland.

The projected number of completions in Rutland from 2016 to 2026 is 1319.<sup>7</sup> These new dwellings will result in an increase of 196 children aged 0-4 by the end of this period.

<b>Assumption</b>	<b>No. of new build completions April 2016-March 2026</b>	<b>Estimated increase in 0-4 year olds based on recent new build completions</b>	<b>Number of sessions needed based on 15 hours per week per child</b>	<b>Number of sessions needed based on 30 hours per week per child</b>
2016-2026 Housing Trajectory	1319	196	980	1960
250 houses per annum	2500	372	1860	3720

### **8.5 Key conclusions on housing developments**

- Given the current level of vacancies of childcare places (1976-2728 across the year<sup>8</sup>) there are sufficient places in Rutland to match the housing growth.
- The actual build rate varies and will be monitored to assess childcare demand.

### **8.6 Labour market changes**

Labour market information provides a possible insight into the demand for childcare. Where employment figures are high, demand for childcare is likely to be higher. Where households have few dependent children, demand for childcare will be low. Where adults are unemployed but have dependent children, childcare may be a key consideration in their plans for employment; these are also the key candidates for the increased childcare offer.

Labour market figures relate to Rutland in 2011.

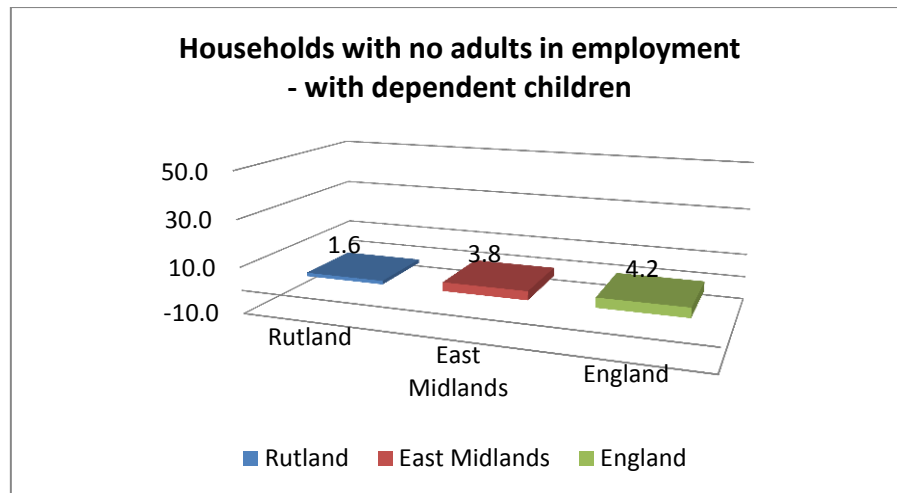
- 33% of Rutland households<sup>9</sup> had no employed adults. This is comparatively high.
- 1.6% of households (235) have dependent children and no employed adults. This is lower than the regional average (3.8%) and national average of 4.2% (see diagram below).

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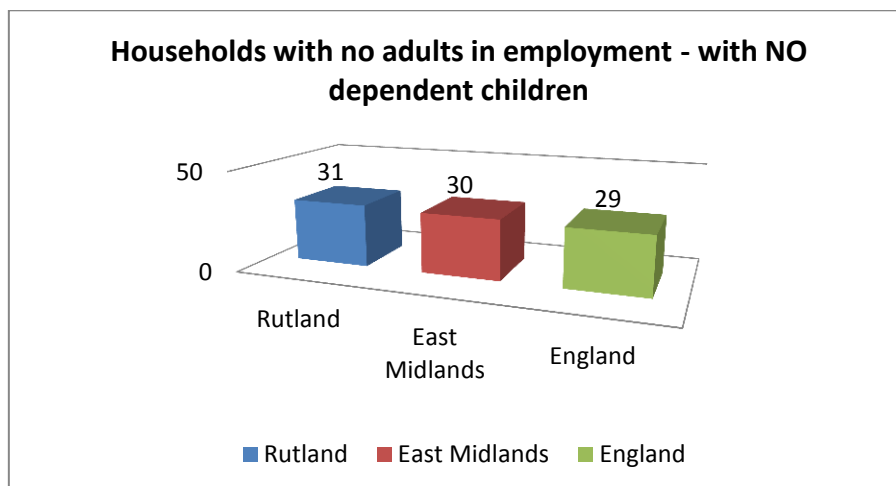
<sup>7</sup> Rutland's Housing Trajectory report 2016 – 2026

<sup>8</sup> See 6.2 *Vacant childcare places*, above.

<sup>9</sup> In 2011: 15,002 households.



- 31% of households (4696) have no employed adults and no dependent children. This is higher than the regional average (30%) and national figures (29%).



(Rutland Census Report 2011)

- 4.7% (713) are lone parent households with dependent children.
- Of these, 547 are in some form of employment. This is 15% above the national average and well above the regional average.

### 8.7 Labour market changes – impact upon childcare

Current provision of childcare matches well the level of demand. Conversely, as levels of employment are high in Rutland, the numbers of parents who might in the future take up the full 30 hour of free childcare might be correspondingly high. This may have significant impact on the sufficiency of places.

### 8.8 Military services personnel

Changing numbers of service personnel at Kendrew and St George's Barracks – as troops come and go - can cause fluctuations on childcare requirements in Rutland.

It is expected that troop movements in Rutland will increase over the next few years. However, movements in and out will be similar in size and so the total number of children at any one time is expected to remain roughly stable. Current information indicates that approximately 102 children under 5 years of age will be affected by these movements. These movements will be closely monitored.

### **8.9 Military service personnel – impact upon childcare**

The overall numbers of children and their ages is expected to remain similar, despite the changes in troops. No significant impact on childcare demand is foreseen.

## **9. Policy Changes**

### **9.1 Summer-born children**

Recent policy changes mean that parents of summer-born children now have the right to defer entry to primary school until the beginning of the academic year in which the child turns 6. They can also request to remain a year behind their natural year group. The consequences of this are that children may remain within their early years setting a year longer. The September 2016 admissions round indicated that there are 177 summer born children in the cohort of whom 153 are Rutland residents. The impact of this new development requires monitoring.

### **9.2 The level of Government funding of childcare**

Providers are expressing the view nationally, that the current level of government funding is insufficient and does not cover the true costs incurred by the providers. There is some evidence of this within Rutland. The possible impact of this will be monitored.

### **9.3 Proposed “30 hour” offer**

The government made the pledge in February 2016 that from September 2017 free entitlement childcare would be extended from 15 to 30 hours a week for each child for 38 (or 51) weeks of the year for working parents. The new offer could have a significant impact on the sufficiency of childcare places in Rutland. If parents, both working a minimum of 16 hours per week (or 16 hours for a lone parent), all take up this offer a substantial increase in childcare places will be required. An additional number of parents may return to work when childcare becomes free<sup>10</sup>.

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<sup>10</sup> In line with Government recommendations, this assessment does not take this new proposal into account. A further assessment will be undertaken once the Government releases the results of its pilot.

## **10. Conclusion**

### **10.1 Sufficiency and accessibility**

- There are sufficient, accessible childcare places and vacancies to meet childcare needs within Rutland to 2026, taking into account birth forecasts, housing plans and other considerations.
- This current pattern of provision still allows choice and flexibility for parents.
- There are no gaps in provision, with the possible exception of holiday periods.

### **10.2 Changes in supply of places**

- There has been a small increase of 1% in surplus capacity between March 2015 and March 2016.

### **10.3 Outcomes of consultation**

- The majority of parents have not had difficulties in finding childcare in Rutland.
- The main reason for parents' use of childcare is to enable them to work.
- The second most important reason is the learning and development opportunity this offers for their child.
- Almost half the parents were of the view that childcare is too expensive.
- However, childcare fees in Rutland are below the national and regional average.
- Only 11% of parents considered price to be the key consideration in choosing a childcare provider.
- The most consistent improvement parents would like to see is increased provision of childcare during holiday periods.

### **10.4 Further action**

- A further assessment will be undertaken regarding the 30 hour offer once central government instructions are received.
- The LA will continue to monitor the impact of:
  - large housing developments;
  - possible deferred entry of summer-born children into primary schools;
  - the turnover of services children in Kendrew and St Georges Barracks;
  - the increase of live births in 2015 and their impact on demand in 2017;
  - the adequacy of central government funding for providers;
  - the demand for additional childcare during school holiday periods.

### **10.5 Action Plan**

In the light of this assessment and its conclusions, a draft action plan will be prepared for approval by autumn 2016.

## **Appendix One – Possible actions to be taken for the “30 hour offer”**

The introduction of the “30 hour offer” may mean a very large expansion of childcare. Forecasting the level of demand and then ensuring there is sufficient childcare are complex tasks, especially given the complexity of the market and providers’ worries over the level of government funding.

Central government has advised LAs not to take any action until the current pilots of procedures and demand are complete. However, likely actions include:

### **Demand side:**

1. Analysis of likely demand by current users (those already using 30 hour childcare; likelihood of gaining government funding);
2. Analysis of numbers of likely new users attracted to extended childcare;
3. Analysis of likely numbers of parents who will extend their work hours to once 30 hours’ childcare is free;
4. Analysis of likely growth in childcare at periods such as school holidays once 30 hour childcare is widely available.

### **Supply side**

1. Assessing likely interest amongst current providers in extending provision;
2. Analysis of impact of free offer upon current providers of extended childcare (profitability);
3. Identifying a timetable to match supply to demand and ensure sustainability of supply;
4. Safeguarding the supply market;
5. Analysis of conditions, constraints on extending provision (space, regulatory, buildings);
6. Staffing requirements, training and supply;
7. Capital needs and constraints;
8. Impact upon quality of provision;
9. Assessing (possibly encouraging) new sources of childcare;
10. Extending information and advice services.

These are not intended to be exhaustive list but simply illustrative of the kinds of actions needed in preparation for the 30 hour offer.

## Appendix Two: Action plan following 2015 Childcare Sufficiency Analysis and update

<b>Target:</b> <b>To write an Action plan to support the implementation of the issues and priorities for development identified in the 2015 audit.</b>						
Aims	Actions	Responsibility	Timescale	Budget – Resources	Monitoring	
The Action Plan will support the development and implementation of gaps in the sufficiency of Early Years Provision as identified in the 2015 audit and review.	<ul style="list-style-type: none"> <li>To collect data for all children attending an Early Years Provision prior to claiming funding.</li> </ul>	Early Years Advisor and Senior Early Intervention Officer	September 2016	Officer Time	Full Council  Scrutiny  CEL's Monitoring	Summer
	<ul style="list-style-type: none"> <li>Gather information regarding the number of children attending Early Years Provision for more than 15 hours per week, for 38 weeks of the year.</li> </ul>	Performance and application support team	September 2016	Officer Time		Autumn
	<ul style="list-style-type: none"> <li>Survey Parents to identify and predict the number would return to 8 hours of paid employment and access the additional 15 hours of 'Funded Provision'.</li> </ul>	Early Years Advisor and Senior Early Intervention Officer	September 2016	Officer Time	Spring	
	<ul style="list-style-type: none"> <li>Develop early years advice and support for schools considering reducing their starting age to 2 years old</li> </ul>	Early Years Advisor Childcare and Children's Centre Officer	September 2015	Officer Time	Summer	
	<ul style="list-style-type: none"> <li>To establish responsibility for Local Authority advise and support for 'Providers' of 'Out of School Care.</li> </ul>	Head of Service for Education	December 2015	Officer Time		
<b>Measurable Impact:</b> the actions of the plan have been implemented to support and meet the gaps in early years and out of school provision a identified in the 2015 report						

## **Actions taken in the light of the Childcare Sufficiency Analysis 2015**

**Actions 1 & 2:** To increase data collection in order to monitor the hours paid for by parents and those being grant-funded for each child.

**Action taken:** Data are collected and shared across teams. The LA is now able to identify children who access 2, 3 and 4 year old funded hours.

**Action 3:** survey to predict impact of new 30 hours offer.

**Action taken:** No action following recommendations from central government. A trial 30 hours offer is now in operation in eight areas of England. The purpose is to research the implementation arrangements and gather learning. RCC applied to be part of the national trial but was unsuccessful. Once the findings from the eight areas are published (anticipated October 2016) the LA will use this information for its own plans.

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Rutland County Council successfully submitted an expression of interest for capital funding and is therefore eligible to take part in the full bidding process. This funding will support the delivery of the government commitment to provide 30 hours free childcare for working parents of 3 and 4 year olds from September 2017.

**Action 4:** To develop early years advice and support for schools considering reducing their starting age to 2 years old.

**Action taken:** support and advice were made freely available. Three schools have now reduced their starting ages to 2 years old:

- Little Ospreys (Edith Weston);
- Little Saints (North Luffenham); and
- Catmose Pre School (Oakham).



**Action 5:** To identify who is responsible within RCC for out of school provision and for children aged 5 and over. <sup>11</sup>

**Action taken:** This remains to be formally identified.

**Additional action:** To ensure childcare needs are taken into account when considering Section 106 funding from new developments.

**Action taken:** LA personnel currently aware.

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<sup>11</sup> *to secure sufficient childcare, so far as is reasonably practicable, for working parents, of parents who are studying or training for employment, for children 0-14 (or up to 18 for disabled children)". Early Education and Childcare – Statutory Guidance for Local Authorities, September 2014.*

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

(If requested Large Print Version should be printed in Arial 16 to 22 pt.)

## CABINET

20 June 2017

### **MENTAL HEALTH RECOVERY AND RESILIENCE LOCAL SERVICE PROCUREMENT**

#### Report of the Director for People

Strategic Aim:	Meeting the health and wellbeing needs of the community	
Key Decision: Yes	Forward Plan Reference: FP/030317/06	
Exempt Information	Appendix A of this report contains exempt information and is not for publication in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972.  Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	
Cabinet Member(s) Responsible:	Mr R Clifton, Portfolio Holder for Health and Adult Social Care	
Contact Officer(s):	Karen Kibblewhite, Head of Commissioning	01572 758127 kkibblewhite@rutland.gov.uk
	John Morley, Head of Adult Social Care	01572 758442 jmorley@rutland.gov.uk

#### **DECISION RECOMMENDATIONS**

That Cabinet:

1. Approves the contract award to the provider as set out in Appendix A.
2. Approves the Section 256 Agreement for Rutland County Council to receive funding from East Leicestershire & Rutland Clinical Commissioning Group for the service set out in Appendix B.

#### **1 PURPOSE OF THE REPORT**

- 1.1 This report sets out the procurement and related funding requirements for the remodelled Mental Health Recovery and Resilience Local Service for Rutland, and requests approval for Rutland County Council to receive funding from East Leicestershire & Rutland Clinical Commissioning Group (ELRCCG) via a Section 256 Agreement, and to make the contract award.

## **2 BACKGROUND AND MAIN CONSIDERATIONS**

- 2.1 The diagnosis of common mental health problems is increasing and there are higher levels of people needing crisis support services. It is recognised nationally that through working together, health and social care can achieve better outcomes for individuals and make the most effective use of available resources. The shift towards preventative services as set out in the Sustainability and Transformation Plan, Better Care Fund Programme and Adult Social Care Strategy applies equally to mental health service provision as it does to physical health.

## **3 MODEL OF PROVISION**

- 3.1 Non-clinical mental health services across Leicester, Leicestershire and Rutland (LLR) are currently funded by the Local Authorities and Clinical Commissioning Groups (CCGs) and provided by a range of different organisations. This has led to a fragmented range of services, which service users find difficult to navigate and access.
- 3.2 In addition, the existing provision is largely Leicestershire-based with limited interventions provided within Rutland. Rutland County Council does not directly fund any provision currently; therefore the above arrangements leave a number of service users without easily accessible support, other than that provided via clinical services.
- 3.3 Following consultation with commissioners, providers and service users in late 2016, an alternative model of provision was developed for LLR jointly. This model recognises the need to deliver services on a locality basis: there will therefore be 7 local services covering the whole of LLR, with a specific local service for, and in, Rutland.
- 3.4 Each local service will be responsible for providing three service elements to their local community:
- a) Information: information about mental health and related issues for everyone, which could be provided via drop-ins, or a website, or the telephone;
  - b) Advice and navigation for individuals with mental health needs: help to navigate other systems and identify the right places to seek support, and link people to them (e.g. the right health service or housing service, social groups or leisure activities);
  - c) Community recovery support: support for small groups or individuals to regain and sustain confidence to engage in everyday activities during or post- mental health treatment.
- 3.5 For Rutland, the first element has already been commissioned as part of the Community Wellness Service and consequently the requirement of the Rutland Local Service will be focused on the second and third element – specific support for service users with identified mental health needs.
- 3.6 East Leicestershire and Rutland Clinical Commissioning Group (ELRCCG)

previously commissioned mental health support services independently of Rutland County Council. As a result, as noted in 3.2 above, this has led to Leicestershire-centric provision with low access by Rutland residents.

- 3.7 Under this new model ELRCCG will allocate funding directly for Rutland, £24,692 per annum, calculated on a per capita basis to ensure a fair division of funding between Rutland and East Leicestershire. In addition, Rutland County Council has recognised the gap in current provision and is contributing £10,000 per year to ensure that there is sufficient to commission a sustainable service for Rutland and one which is large enough to meet needs.

#### **4 SECTION 256 AGREEMENT**

- 4.1 ELRCCG wish to provide the funding to RCC for this new service, and enable RCC to have contractual control over the service and its delivery locally within Rutland. To accept this arrangement a Section 256 Agreement will need to be signed to formalise the arrangement (appendix B).
- 4.2 Section 256 of the National Health Service Act 2006 empowers Clinical Commissioning Groups to make payments to local authorities towards expenditure incurred or to be incurred by local authorities.

#### **5 PROCUREMENT**

- 5.1 As the service has been developed to cover LLR, the procurement itself has been led by Leicester City Clinical Commissioning Group and Leicester City Council on behalf of LLR at nil cost to Rutland County Council. Rutland officers have been involved in the consultation, development of the specification, procurement, and evaluation of bids to ensure that the service will meet Rutland's needs.
- 5.2 The contracts will be awarded for a period of 3 years with the option to extend for a further two 1 year periods. The value of the Rutland element is £34,692 per annum. The procurement itself was undertaken as an open tender exercise, fully compliant with procurement regulations.
- 5.3 The results of the procurement are included in Exempt Appendix A. They are currently exempt as the bidders have yet to be notified, and regulations require a standstill period before formal contract award.
- 5.4 Once the contract has been formally awarded, the information will be available in the public domain.

#### **6 CONSULTATION**

- 6.1 Consultation on the model was undertaken across LLR with stakeholders, including current providers, and service users during Autumn 2016.
- 6.2 The implications of a Rutland specific service have been discussed with relevant Council officers and with the Portfolio Holder.

#### **7 ALTERNATIVE OPTIONS**

- 7.1 A possible alternative would be to not award. This would leave Rutland residents with no access to any such provision and may negatively impact on their recovery

from mental health treatment.

- 7.2 Not to enter into the Section 256 Agreement. This was discounted as the CCG provide the bulk of the funding for the service and it is beneficial for Rutland County Council to have a greater level of contractual control over the providers work.

## **8 FINANCIAL IMPLICATIONS**

- 8.1 The annual value of the service is £34,692 of which £10,000 will be funded by the Council from existing social care budgets with the remainder £24,692 funded by the CCG. The potential lifetime contract value is £173,730 (should the initial three year contract period be extended by two years).
- 8.2 The initial contract runs from 1<sup>st</sup> October 2017 through to the 4<sup>th</sup> October 2020 at a total cost of £104,346 (£30,000 of which is Council funded). The CCG transfer is £74,346 over this period.
- 8.3 As the majority of the funding is from the CCG, the contract will be made on the basis that the full value of funding continues to be received by RCC and any reduction to the level of that funding shall consequently result in a reduction to the contract.

## **9 LEGAL AND GOVERNANCE CONSIDERATIONS**

- 9.1 The procurement was undertaken by Leicester City Council and Leicester City Clinical Commissioning Group, and followed their legal and procurement advice. Rutland officers are satisfied that the procurement meets RCC's Contract Procedure Rules requirements.
- 9.2 The Section 256 Agreement has been agreed by Legal and is included in Appendix B.

## **10 EQUALITY IMPACT ASSESSMENT**

- 10.1 An Equality Impact Assessment Screening has been undertaken. The Service will have a positive impact on those service users in Rutland requiring support for their mental health.

## **11 COMMUNITY SAFETY IMPLICATIONS**

- 11.1 There are no Community Safety implications.

## **12 HEALTH AND WELLBEING IMPLICATIONS**

- 12.1 The Service will enable those who need support with their mental health to receive that support locally, and to receive support post-treatment. This will improve the quality of life for them and their families.

## **13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

- 13.1 The recommended provider outscored the other shortlisted providers and more importantly had the highest score from the Service User and Carer panel.

13.2 This model will ensure that the mental health needs of Rutland residents are better met by ELR CCG commissioned services. Rutland County Council's receipt of the funding from the ELR CCG, under the section 256, will ensure better contractual control over the providers work.

#### **14 BACKGROUND PAPERS**

14.1 There are no additional background papers to the report.

#### **15 APPENDICES**

15.1 Exempt Appendix A – Results of the tender and preferred provider

15.2 Appendix B - Section 256 Agreement

**A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.**

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
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**East Leicestershire and Rutland  
Clinical Commissioning Group**

**MEMORANDUM OF AGREEMENT SECTION 256 TRANSFER  
BETWEEN  
EAST LEICESTERSHIRE AND RUTLAND CLINICAL COMMISSIONING GROUP  
AND RUTLAND COUNTY COUNCIL**

**Title of Scheme:** Locality based Mental Health Wellbeing and Recovery Support services

**1. How will the section 256 or 257 transfer secure more health gain than an equivalent expenditure of money on the National Health Service?**

1.1 Leicester, Leicestershire and Rutland (LLR) Clinical Commissioning Groups and Local Authorities have agreed to jointly commission innovative locality-based services to develop supportive mental wellbeing communities and help individuals with mental health needs to stay well and live full lives.

1.2 This follows a review in 2015 which indicated:

- Strong opportunities for greater alignment across health and social care
- An appetite within communities to develop support, enabling people's independence outside of statutory primary and secondary care services
- A strategic need to develop locality-based recovery networks

**2. Description of scheme (in the case of revenue transfers, please specify the services for which money is being transferred).**

2.1 To build mental health wellbeing and recovery within local communities through the provision of information, advice, navigation and community recovery services, working in partnership with other providers and mainstream resources.

2.2 These local services will be key partners in the mental health and social care pathway. They will implement new models of care, based on emerging evidence, which shows that better outcomes are gained when people control their care. Expected solutions will include social prescribing, improved peer support and care networks, asset based community development and technology-based care.

2.3 The provider of the Rutland County Council locality service will be determined following a joint LLR competitive procurement exercise.

**3. Total amount of money to be transferred and amount in each year (if this subsequently changes, the memorandum must be amended and re-signed).**

Year	Locality services	Capital	Revenue transfer from CCG	RCC contribution	Total to be spent
2017/18 (182 days 1 <sup>st</sup> Oct. 2017 to 31 <sup>st</sup> March 2018)	Rutland County	n/a	£12,312	£5,000	£17,312



2018/19	Rutland County	n/a	£24,692	£10,000	£34, 692
2019/20	Rutland County	n/a	£24,692	£10,000	£34, 692
2020/21 (187 days 1 <sup>st</sup> April 2020 to 4 <sup>th</sup> October 2020)	Rutland County	n/a	£12,650	£5,000	£17,650
			<b>£74,346</b>	<b>£30,000</b>	<b>£104,346</b>

3.3 Funding will be transferred on a quarterly basis following receipt of an invoice to the contract team based at East Leicestershire and Rutland CCG.

3.4 Any inflation increases in funding will be in line with, and subject to, the terms of the service contract.

3.5 Extension of funding under this agreement beyond 4<sup>th</sup> October 2020 will be confirmed at least 9 months in advance (i.e. by January 2020) by ELR CCG and any extension will be subject to agreement by both parties.

**4. Evidence which will be used to indicate that the purposes described at Clauses 1 and 2 above have been secured.**

4.1 Quarterly performance monitoring information as per Clause 12 of the Service Specification

4.2 All locality providers will be required to attend LLR wide quarterly commissioner/ provider meetings.

Signed : ..... for East Leicestershire and Rutland Clinical Commissioning Group

Name:.....  
Position .....  
Date .....

Signed : ..... For Rutland County Council District Council

Name:.....  
Position .....  
Date .....