



# Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP  
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**Meeting:** CHILDREN AND YOUNG PEOPLE SCRUTINY PANEL

**Date and Time:** Thursday, 22 February 2018 at 7.00 pm

**Venue:** COUNCIL CHAMBER, CATMOSE

**Clerk to the Panel:** Kit Silcock 01572 720976  
email: [governance@rutland.gov.uk](mailto:governance@rutland.gov.uk)

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## A G E N D A

### APOLOGIES FOR ABSENCE

#### 1) RECORD OF MEETING

To confirm the record of the meeting of the People (Children) Scrutiny Panel held on 23 November 2017 (previously circulated).

#### 2) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited 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) PETITIONS, DEPUTATIONS AND QUESTIONS

To receive any petitions, deputations and questions received from Members of the Public in accordance with the provisions of Procedure Rule 217.

The total time allowed for this item shall be 30 minutes. Petitions, declarations and questions shall be dealt with in the order in which they are received. Questions may also be submitted at short notice by giving a written copy to the Committee Administrator 15 minutes before the start of the meeting.

The total time allowed for questions at short notice is 15 minutes out of the total

time of 30 minutes. Any petitions, deputations and questions that have been submitted with prior formal notice will take precedence over questions submitted at short notice. Any questions that are not considered within the time limit shall receive a written response after the meeting and be the subject of a report to the next meeting.

**4) QUESTIONS WITH NOTICE FROM MEMBERS**

To consider any questions with notice from Members received in accordance with the provisions of Procedure Rules No 219 and No. 219A.

**5) NOTICES OF MOTION FROM MEMBERS**

To consider any Notices of Motion from Members submitted in accordance with the provisions of Procedure Rule No 220.

**6) CONSIDERATION OF ANY MATTER REFERRED TO THE PANEL FOR A DECISION IN RELATION TO CALL IN OF A DECISION**

To consider any matter referred to the Panel for a decision in relation to call in of a decision in accordance with Procedure Rule 206.

**SCRUTINY**

Scrutiny provides the appropriate mechanism and forum for members to ask any questions which relate to this Scrutiny Panel's remit and items on this Agenda.

**7) QUARTER 3 PERFORMANCE MANAGEMENT REPORT 2017-18 5 min**

To receive Report No. 12/2018 from the Chief Executive.  
*(Report circulated under separate cover)*

**8) QUARTER 3 FINANCIAL MANAGEMENT REPORT 2017-18 5 min**

To receive Report No. 32/2018 from the Director for Resources.  
*(Report circulated under separate cover)*

**9) SPOTLIGHT - CHILDREN'S HEALTH AND WELLBEING 60 min**

To receive presentations from Trish Crowson - Senior Public Health Manager, Robert Clayton - Head of Culture and Registration, Chris Thomas – Sports Development Manager, and Sally Hickman – Early Years Foundation Stage Advisor.

- 10) CHILDCARE SUFFICIENCY ASSESSMENT REPORT 2016-2017** 20 min  
To receive Report No. 28/2018 from the Director for People.  
(Pages 5 - 56)
- 11) INCREASE FOSTERING FEE FOR SECOND OR SUBSEQUENT CHILD** 20 min  
To receive Report No. 45/2018 from the Director for People.  
(Pages 57 - 70)

#### **ITEMS FOR INFORMATION ONLY**

The following items are for information only and will not be discussed in the meeting.

Feedback for the Educational Psychology Contract Provision can be sent to Bernadette Caffrey, Head of Early Intervention, SEND and Inclusion.  
([bcaffrey@rutland.gov.uk](mailto:bcaffrey@rutland.gov.uk))

Feedback for the Safeguarding Through Education Annual Report 2016-17 can be sent to Gill Curtis, Head of Learning and Skills  
([gcurtis@rutland.gov.uk](mailto:gcurtis@rutland.gov.uk)).

- 12) EDUCATIONAL PSYCHOLOGY CONTRACT PROVISION**  
To receive Report No. 17/2018 from the Director for People.  
(Pages 71 - 78)
- 13) SAFEGUARDING THROUGH EDUCATION ANNUAL REPORT 2016-17**  
To receive Report No. 23/2018 from the Director for People.  
(Pages 79 - 100)

#### **PROGRAMME OF MEETINGS AND TOPICS**

- 14) SCRUTINY PROGRAMME 2017/18 & REVIEW OF FORWARD PLAN** 5 min  
To consider Scrutiny issues to review.  
*Copies of the Forward Plan will be available at the meeting.*
- 15) ANY OTHER URGENT BUSINESS** 5 min  
To receive any other items of urgent business which have been previously notified to the person presiding
- 16) DATE AND PREVIEW OF NEXT MEETING** 5 min  
Thursday 19 April 2018 at 7pm

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**TO: ELECTED MEMBERS OF THE CHILDREN AND YOUNG PEOPLE SCRUTINY  
PANEL**

Mr E Baines  
Mr B Callaghan  
Mr M Oxley  
Vacancy

Mr K Bool  
Mr J Dale  
Mrs L Stephenson

**TO: CO-OPTED MEMBERS OF THE CHILDREN AND YOUNG PEOPLE  
SCRUTINY PANEL**

Mr A Menzies

Mrs L Youngman

## CABINET

20<sup>th</sup> February 2018

# PERFORMANCE MANAGEMENT REPORT – QUARTER 3 2017/18

### Report of the Chief Executive

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP/240817	
Exempt Information:	No	
Cabinet Member(s) Responsible:	Mr O Hemsley - Leader	
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
Ward Councillors	N/A	

### DECISION RECOMMENDATIONS

1. That Cabinet notes the overall position in relation to performance for the third quarter of 2017/18 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 the third quarter of 2017/18 in delivering our Corporate Plan Aims and Objectives. 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 The Corporate Plan sets the strategic direction for Rutland County Council for the remaining period of this Council (to May 2019). The plan is reviewed annually and the latest version was presented to Cabinet in September 2017.
- 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 sets out a range of Strategic Objectives and the targets we will use to measure our success. Each quarter we monitor how these are being delivered by reporting on:

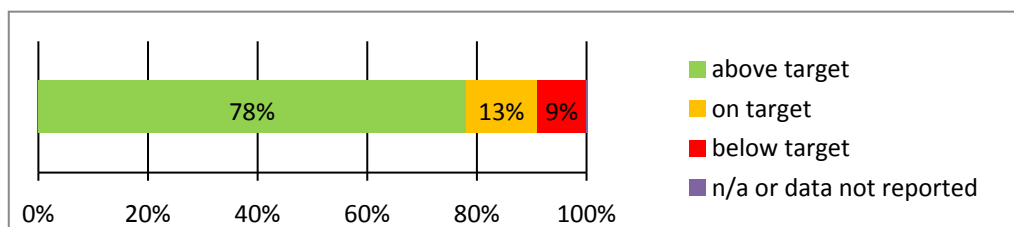
- Performance measures – how well are we doing
- Progress of targets and key projects
- Trend measures – to demonstrate performance over time and compared to national performance and our statistical neighbours where this information is available.

### 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 Council's Aims and Objectives. The Council's overall performance is summarised below:

3.3 Performance against targets:



3.4 At the end of Quarter 3, 42 (91%) indicators were on or above target with 4 (9%) currently below target.

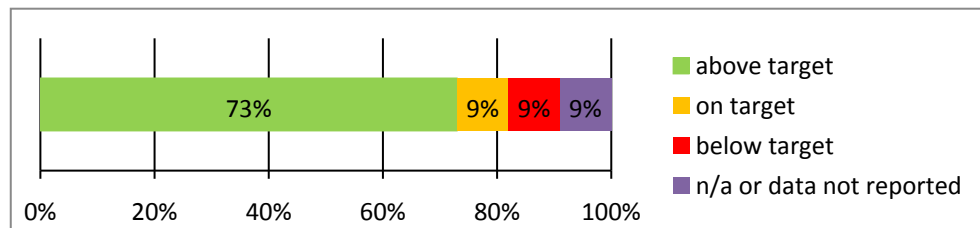
3.5 Key successes include percentage of children whose destination is not known (para 4.4), percentage of permanent staff in post in Children's Social Care (para 5.3), achievement in the new Progress 8 score at Key Stage 4 (para 6.4),

3.6 Key areas where performance is being monitored include the number of affordable homes delivered with only 10 completed so far during 2017/18 (para 4.5), % of single assessments completed within 45 days (para 5.2), number of contacts progressed within one working day (para 5.4), and average sickness days lost per employee which has seen a 24% increase on the previous period (para 7.2)

## 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:



82% of indicators on or above target at the end of Quarter 3, with one (Number of affordable homes delivered) currently below target.

### Achievements and issues

4.2 Data for residual waste per household (PI191) and % of waste sent for recycling (PI192) is now being reported one quarter in arrears to allow validated data to be reported (previously estimated data was used), this will give a more accurate picture for these two metrics.

4.3 Only 2.2% of children's destinations are not known (compared to 6% at the same time last year). This figure is expected to fall throughout the year following the start of the academic year, but proactive work within the service has seen a large number of children's destinations already identified much earlier than in previous years.

### Update on issues from previous quarter

4.4 The number of affordable homes completed during 2017/18 still remains low with only 10 completed so far during the period. 62 units were tentatively forecast for completion for the whole of 2017/18 in Quarter 2, but this has now been re-profiled to 23 forecast completions. This is due to a number of on-site delays that are outside the Council's control which means that the completion of a number of properties will now slip into the early part of 2018/19 (usually April):

- 6 properties delayed by 6 to 7 weeks at Oakham Road, Greetham due to weather and other issues, with their completion now forecast to take place in April 2018;
- 17 properties at Uppingham Road, Oakham that had been due in February 2018 now delayed to between May and August 2018, due to on-going adjacent building work on market housing hindering safe access to the affordable units;
- 16 properties at Empingham delayed to April completion due to the need to move a high voltage power cable.

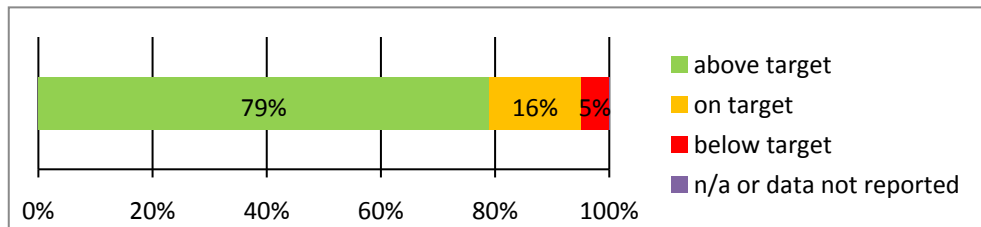
4.5 In total 63 affordable homes are currently forecast for completion in 2018/19 (work

at all sites is underway) with 48 currently scheduled for completion in 2019/20.

## 5 SAFEGUARDING

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

### 5.1 Performance against targets



Good performance with eighteen indicators (95%) on or above target at the end of Quarter 3 and one (5%) below target.

#### Achievements and issues

- 5.2 The % of single assessments that were completed within 45 days during 2017/18 has dropped below our local target of 85% to 82%, with 67% of single assessments completed within 45 days in Quarter 3. Cases are split over the RAIS team and the PAP team and all were allocated to three 'locum' social workers we had in post during this period. Two of these staff members have had their contracts terminated due to concerns around performance and the third leaves shortly. Action has been taken to ensure this situation does not occur again and new social workers are being advised of their responsibility in this area. Performance is expected to improve in Quarter 4 due to this work.
- 5.3 The percentage of permanent staff in post in Children's Social Care has risen to 87% a continual rise throughout 2017/18. The service has worked had on recruitment with the Human Resources team to reduce agency staff, to improve areas of performance that were being affected by agency staff and to ensure there is a more stable and permanent workforce to address these issues and enable better working relationships to be formed with children and families.

#### Updates on issues from the previous quarter

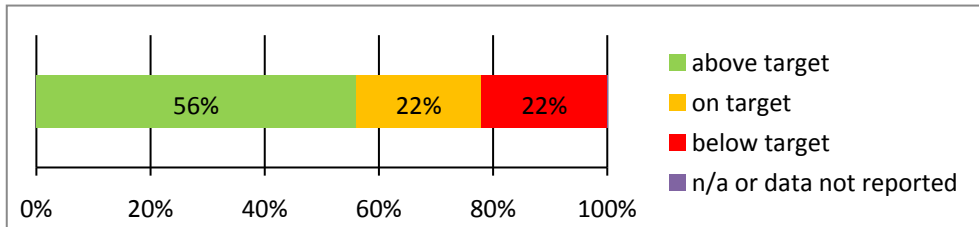
- 5.4 The number of contacts progressed within one working day remains below target (100%) at 84% this quarter (down from 89% the previous quarter). 383 contacts were received during Quarter 3, with 258 progressed within one working day. Managers have been reviewing contacts to understand what is affecting performance in this area. Cases were all triaged and appropriate decisions made in timescales however on some the manager signoff was late and for some the worker had not progressed it to the manager in a timely manner. The identified issues have been addressed and rectified and performance is expected to improve in Quarter 4.



## 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



Good performance with seven indicators (78%) on or above target at the end of Quarter 3, with two (22%) currently below target.

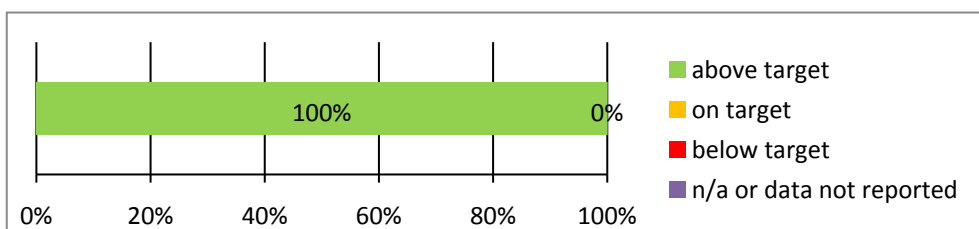
### Achievements and issues

- 6.2 The percentage of children achieving higher than expected standard at Key Stage 1 (i.e. Greater Depth) is lower than national averages, with only Reading on par with national averages (25% of pupils achieving greater depth). In Writing, 13% of Rutland pupils are currently achieving Greater Depth (compared to 16% nationally) and in Mathematics it was 16% of Rutland pupils compared to 21% nationally.
- 6.3 Whilst progress from Key Stage 1 to Key Stage 2 shows a slight improvement in 2017, the average progress score in all subjects is only broadly average compared to the national average, with Writing being the area of most concern and the only one showing negative progress between these two Key Stages (Reading 0.2, Writing -0.3, Mathematics 0.1).
- 6.4 The progress 8 score for Key Stage 4 shows that Rutland is performing well and above national averages at this level. Progress 8 is a new measure of the progress students make between the end of Key Stage 2 and Key Stage 4 based on performance in eight qualifications. Rutland schools overall progress score of 0.32 compares favourably with the national score of 0.0.

## 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



Good performance with all indicators on or above target at the end of Quarter 3.

Achievements and issues

- 7.2 The average sickness days lost per employee is now at 1.86. There has been a 24% increase in the number of days lost through sickness in this quarter compared to last quarter. For the same quarter in 2016/17 it was 1.91 days.
- 7.3 Over the past quarter, 8 of the 12 long term absence management cases have been resolved. The HR team continues to use a case management approach to managing sickness and continue to provide monthly reports to Directors of employees who have hit the sickness absence triggers to further provide some local rigour in monitoring and taking appropriate action.
- 7.4 The largest increase is in the number of short term absence incidents, up 37% on the previous quarter. The highest reason for absence continued to be for injuries/fractures/surgery and joint problems at 41% with stress and anxiety representing 19% of absences compared to 15% in Q2. Stress absence was across 6 employees – 3 of whom were citing work related stress – these are all being supported and managed with Occupational Health and HR input.
- 7.5 Based on absence levels reported in previous years, there is typically an increase in absence from Quarter 3 to Quarter 4. Whilst long term absence in Quarter 4 is likely to be similar to that of Quarter 3, in order to reflect a seasonal variance and experience so far of the well-publicised winter flu issue, we anticipate an increase on Quarter 3 of 20-25% and therefore estimate for the year an average of 7.5 days absence per employee.
- 7.6 Limited feedback regionally is indicating a spike for Quarter 4 but information regarding end of year predictions has not been available at the time of producing the report. Our target was to be less than last year but current prediction would be slightly over. However, the average across England as reporting in the LGA Workforce Survey for 2015/16 was 8.8 days. 2016/17 figures will not be available until end of March 2018.
- 7.7 The table below shows the number of days lost by each Directorate in Quarter 3, expressed as total days lost per Directorate and days lost per employee:

Directorate	Days lost through Sickness	Headcount 1 <sup>st</sup> October 2017	Headcount 31 <sup>st</sup> December 2017	Average	Days lost per employee
PEOPLE	590	231	236	233.5	2.53
PLACES	224	151	155	153	1.46
RESOURCES	55	81	79	80	0.69
Total	869	463	470	466.5	1.86

- 7.8 The table below shows a comparison of sickness for the whole Council over the last 5 quarters:

Year	Days lost through sickness	Average no of employees	Days lost per employee	Days lost per month
Q3 2017/18	869	466.5	1.86	289.67
Q2 2017/18	702	461	1.52	234
Q1 2017/18	734	459	1.60	245
Q4 2016/17	1,051	461	2.28	350
Q3 2016/17	887	466	1.91	296
<b>AVERAGE</b>	<b>839</b>	<b>461.88</b>	<b>1.82</b>	<b>279.67</b>

7.9 93% of calls received by the Customer Services team were answered within four minutes during Quarter 3. A summary of performance for Customer Services is included as **Appendix B**.

## 8 OUTSTANDING AUDIT RECOMMENDATIONS

8.1 There are four 'essential' audit recommendations overdue for implementation. In all cases action is underway to address issues raised but has not yet been completed:

- Three actions relate to a review of the Council's data management arrangements. Internal Audit recommended that the Records Management Policy be updated so that officer accountability for records management is clearly defined, access to network folders is regularly reviewed and Senior Management Team should discuss and agree a strategy for reviewing Council records. This is to ensure that all data is retained in accordance with the data retention schedule and to address concerns regarding lack of time and resources. The General Data Protection Regulations (GDPR) come into force in May 2018. The GDPR Project Board are updating the Retention Policy in line with new Regulations. "Information Champions" have been selected from each department to deal with information governance issues within their area.
- One recommendation relates to the highways maintenance contract. A further external review has been completed and officers are engaged with the contractor to resolve the matters arising.

## 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 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 Quarter 3, 91% of indicators measured were on or above target. 9% 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 the third quarter of 2017/18 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.**

Rutland County Council  
Quarterly Performance Report  
Quarter 3 summary  
2017/18

## Key to symbols used within the report

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



Performance against target  
Meeting/Exceeding Target













Performance approaching target (within 5%)



Performance >5% behind target

## Sustainable Growth - Performance

Indicator	Target	Cumulative Year to Date 2017/18	Current Performance to Target	Performance as at Q3 2016/17
LI085 - % of children not in Education, Employment or Training	2.2%	0.7%		0.3%
LI213 - % of children whose destination is not known	2.6%	2.2%		6%
PI152 – Working age people in receipt of benefits	7.3%	5.4%		5.5%
PI154 – Net additional homes provided	140	118		159
PI155 – Number of affordable homes delivered	40	10		6
PI157a – Processing of major planning applications	60%	100%		100%
PI157b – Processing of minor planning applications	65%	99%		98%
PI157c – Processing of other planning applications	80%	99.5%		99%
PI191 – Residual waste per household	130kg	137.4kg		122kg
PI192 - % of waste sent for recycling	59%	60%		62.81%
LI190 – Number of fly tipping incidents		76		135

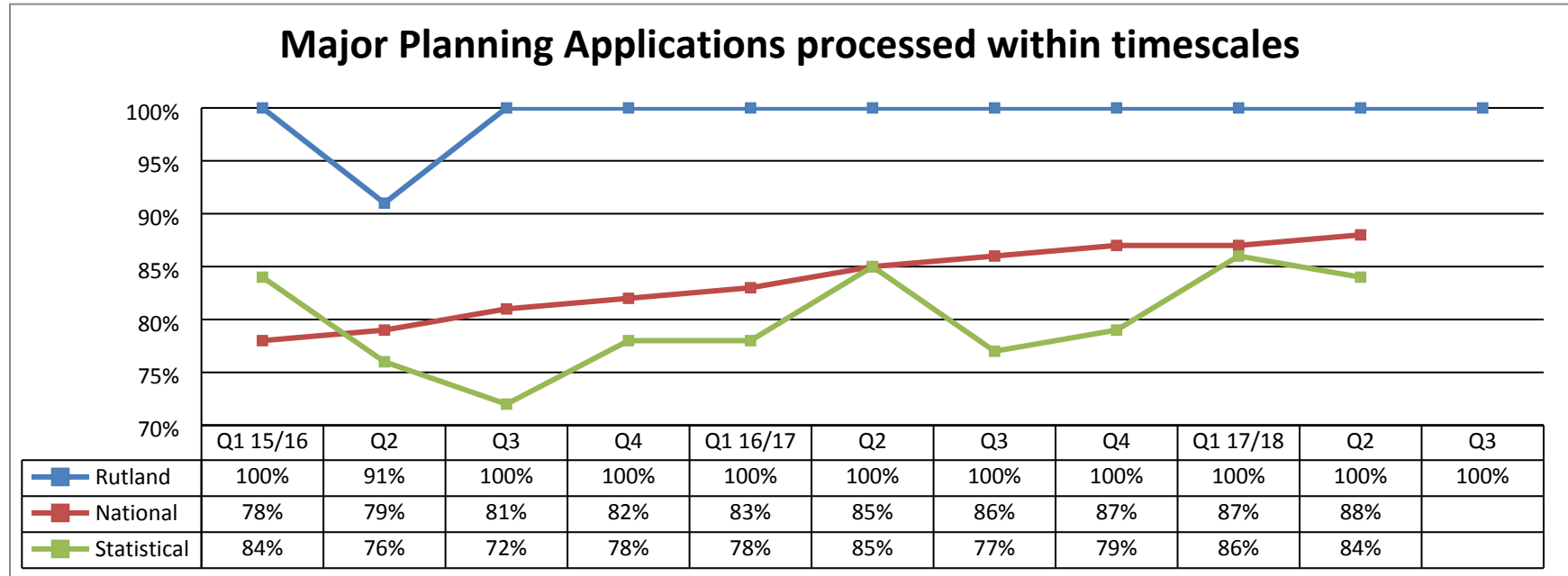
## Sustainable Growth -

	Scrutiny Panel	RAG
<b>Develop Phase 2 of Oakham Enterprise Park to create further employment and business growth opportunities</b>	Places	
<p>Council approved a report on the 15<sup>th</sup> January 2018 for the commitment of £1.77m to support the expansion of Oakham Enterprise Park. This is in addition to £420k of funding approved by Cabinet on the 19<sup>th</sup> December 2017. Work is now proceeding to take this development forward.</p> <p>The void rate at OEP remains constant at about 4%. This represents the turnover of units within the site.</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>Cabinet has now approved a Phase 3 deployment to tackle as many of the remaining sub 24mbps intervention premises as possible within the approved budget. The change form to effect Phase 3 is expected to be signed off by 31<sup>st</sup> January 2018 subject to Broadband Delivery UK (a section within the Department of Culture Media and Sport (DCMS)). Value for Money and State Aid assurance review completing. Detailed planning and survey activity is forecast for Quarter 3 2018/19 and build out and commissioning for Quarter 4 2018/19.</p> <p>Good mobile broadband coverage alongside fixed broadband provides maximum flexibility for both residents and businesses and the project board will continue to monitor and encourage 4G roll out in Rutland by commercial operators.</p>		














<b>Castle Restoration Project</b>	Places	
<p>Restoration works to the Great Hall are complete. The Great Hall attracted over 50,000 visitors during the 2017 calendar year.</p> <p>Following scoping and costing of works for the Motte stabilisation and gardens, issues have been raised around the viability of the proposed solution. HLF have agreed that the option should be revised, we are awaiting feedback from Historic England on what might be acceptable.</p> <p>Project remains currently within budget.</p>		
<b>Highway Asset Management Plan</b>	Places	
<p>The Highway Asset Management Plan has been updated and signed off by Cabinet. RCC submitted the return as a Band 2 authority in January 2017 which has been accepted by the Department of Transport.</p>		









## Sustainable Growth - Trends



## Safeguarding – Performance

19

Indicator	Target	Cumulative Year to Date 2017/18	Current Performance to Target	Performance as at Q3 2016/17
PI047 – People killed or seriously injured in road traffic accidents	Less than 23	14		20
PI060 - % of single assessments that were completed within 45 days	85%	82%		69%
PI062 – CLA stability: Number of placements (% of CLA children who have had 3 or placements in last 12 months)	4%	3%		0%
PI063 – CLA stability: Length of placements (% of children in care for 2.5 years or more who have been in the same placement for 2 years)	70%	70%		73%
PI064 – Child Protection Plans lasting 2 years or more	5%	0%		0%
PI065 - % of children becoming subject to a Child Protection plan for a second time within previous 2 years	5%	10%		10%
PI066 – CLA cases reviewed within timescales	100%	97%		94%
PI067 – CP cases reviewed within timescales	100%	100%		98%
PI068 - % of referrals going onto single assessment	95%	100%		74%
LI209 – Number of contacts progressed within one working day	100%	84%		
LI211 - % of permanent staff in post in Children’s Social Care	80%	87%		

Indicator	Target	Cumulative Year to Date 2017/18	Current Performance to Target	Performance as at Q3 2016/17
LI111 - % of carers signposted	80%	100%		86%
LI176 - % of adult social care reviews for LD completed annually	80%	93%		88%
LI181 - % of adult social care reviews completed on time	80%	94%		89%
LI182 - % of service users who were still at home 91 days after discharge	87%	91%		91%
LI191 – Total number of delayed days in transfer of care (DIOC) per 100,000 population (aged 18+)	5.3 per day	4.9 per day		10.25 per day
LI192 – Permanent admissions of older people (65+) to residential and nursing care homes	28	14		11
LI173 - % of eligible children registered with Childrens Centres	80%	97%		94%
LI174 - % of target families registered with sustained engagement	65%	75%		81%

## Safeguarding -

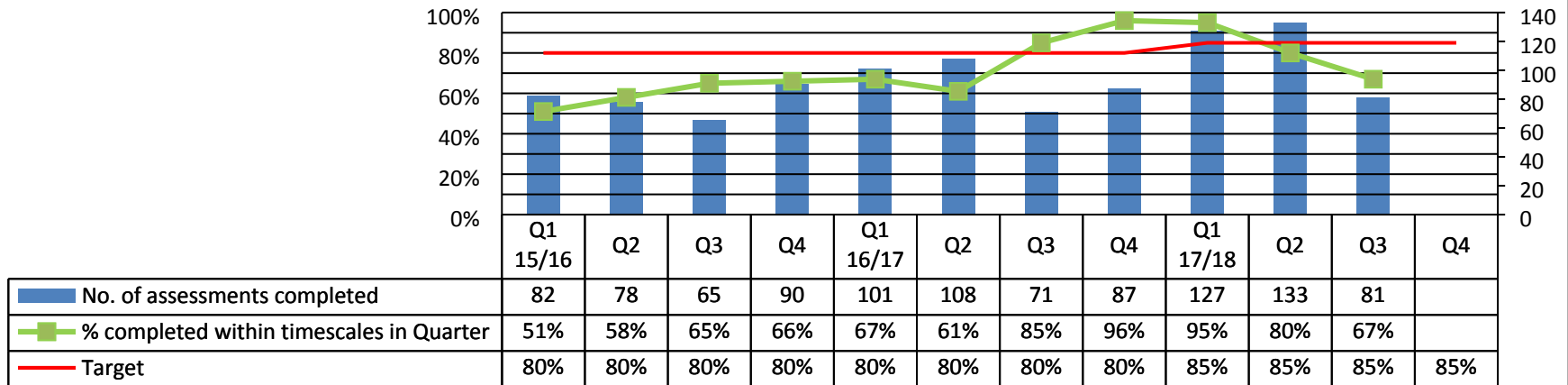
	Scrutiny Panel	RAG
<b>Better Care Fund</b>	<b>Peoples (Adults and Health)</b>	
<p>In common with other BCF programmes, the Rutland 2017-19 BCF programme was approved by NHS England on December 20<sup>th</sup>. Pending formal approval, BCF implementation has continued as per the programme across Quarter 3, underpinned by agreement across the funding partners (ELRCCG and RCC) and Rutland Health and Wellbeing Board.</p> <p>Performance remains on track, including for non-elective admissions and falls. The local stretch targets for Delayed Transfers of Care (DToC) are being successfully met overall, thanks to the efforts of the Integrated Hospital Team, and it has been confirmed that we will not face financial penalties linked to DToC performance. Full Quarter 3 figures are not yet available, but performance was outstanding in November 2017, the critical month for NHS England scrutiny. Our target across health and social care for November was a ceiling of 3.9 DToCs per day per 100,000 adults. Actual performance was just 2.6 DToCs, the best single month's performance in Rutland since 2015. (To put this into context, Rutland's average performance last year was 10.25 DToCs per 100,000 adults per day and the national average target ceiling this year is 9.4.</p> <p>(NB: there has been an error in reporting November DToCs by LPT which means that, in the current nationally published data, it looks like Rutland had 47 actual nights of delay, rather than the true total of 23 nights. A correction has been requested but may only be reflected in the nationally published data in May 2018.</p> <p>Much of the BCF programme is now 'business as usual' core delivery of health and social care services. Progress on key change projects includes the following:</p> <ul style="list-style-type: none"> <li>- A new more agile approach to supporting people with housing challenges affecting their health and wellbeing was launched in October 2017 and is showing positive first results. The Housing MOT scheme delivered by Spire Homes is enabling a range of housing related issues to be identified and addressed. As part of this, new Housing and Prevention Grants (HaPs) are being offered to those with a disability for home adaptations costing under £10k, offering a quick and simple route to preventative interventions which can enable people to stay in their own homes for longer, prevent hospital admissions, accelerate hospital discharges or make a carer's role more</li> </ul>		

sustainable. Disabled Facilities Grants (DFGs) are still available for larger adaptations;

- The holistic homecare pilot, which started in October, is running at full capacity and showing promising initial results through a more personalised approach to care. Identified benefits for service users have included increased mental and physical wellbeing and levels of independence, improved connection with the community, avoided hospital admissions and the ability for end of life care wishes to be met;
- The groundwork has been done to introduce a self-care toolkit into primary care as part of prevention and long term condition management;
- Projects are being opened up with care homes, including an increased physiotherapy offer, both supporting the recovery of people in interim care home beds and encouraging a pre-emptive increase in physical activity for permanent care home residents.

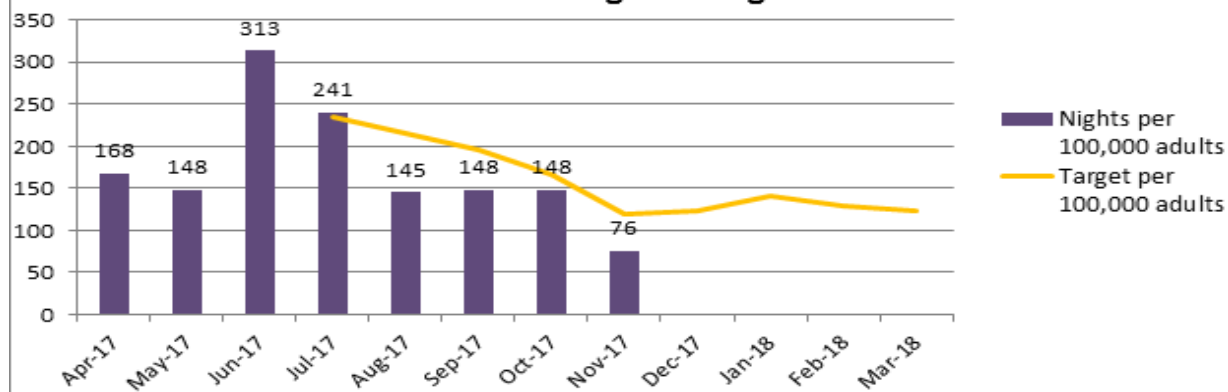
## Safeguarding – Trends

### PI060 Single Assessments completed within timescales











23

### Rutland total DTOCs per 100,000 adults per month, actual vs agreed target



## Reaching our Full Potential – Performance

Indicator	Target	Cumulative Year to Date 2017/18	Current Performance to Target	Performance as at Q3 2016/17
LI200 - % of children whose application was received within statutory timeframe, offered their first choice primary school place	95%	96%		93%
LI201 - % of children whose application was received within statutory timeframe, offered a primary school of their choice (1 <sup>st</sup> to 3 <sup>rd</sup> choice)	100%	99.7%		99.2%
LI202 - % of children whose application was received within statutory timeframe, offered their first choice secondary school place	90%	94%		89%
LI203 - % of children whose application was received within statutory timeframe, offered a secondary school of their choice (1 <sup>st</sup> to 3 <sup>rd</sup> choice)	98%	98%		97%
LI205 – Achieve at least the national average for the percentage of pupils in Key Stage 1 achieving greater depth in Reading, Writing and Mathematics (percentage points)	>0	R 0		
		W -3		
		M -5		
LI206 – Achieve positive progress Key Stage 1 to Key Stage 2 in each of Reading, Writing and Mathematics (average progress score)	>0	R +0.2		
		W -0.3		
		M +0.1		
LI212 – Progress 8 score remains above national at the end of Key Stage 4 in all measures	0	0.32		
LI207 – Gender gap (percentage points) for pupils reaching the expected standard at Key Stage 2 (Reading, Writing and Mathematics combined)	8%	10%		











Indicator	Target	Cumulative Year to Date 2017/18	Current Performance to Target	Performance as at Q3 2016/17
LI208 – Key Stage 4 (Attainment 8 score): gender gap is better than the national average	<5.8%	1.4%	G	

## Reaching our Full Potential -

	Scrutiny Panel	RAG
<b>School Place Planning</b>	Peoples (Children's)	
We are working with Oakham C of E on an expansion. This has been delayed due to ample capacity at the school and there are currently sufficient places in Oakham.		
<b>Additional Secondary Places</b>	Places	
Cabinet and Council have approved the allocation of funds. Catmose College have yet to provide details of their proposed expansion.		
<b>Barleythorpe Primary</b>	Places	
Currently, there is adequate capacity at primary level; this build programme has been put on hold although the number of children on roll continues to increase within the schools' capacity.		

## Sound Financial and Workforce Planning – Performance

Indicator	Target	Cumulative Year to Date 2017/18	Current Performance to Target	Performance as at Q3 2016/17
LI221 – Reduction in the financial gap following an agreed savings target programme		1.297m		2.59m
LI222 – Deliver an annual savings programme, to be reported end of each financial year		delivered		delivered
LI223 – Maintain reserve balances across the life of the MTFP	>2m	All reserves above target		All reserves above target
LI001 - % of invoices paid on time (30 calendar days of receipt)	95%	98.7%		96%
LI029 - % of sundry debt recovered	90%	91.75%		88%
LI020 - % of Council Tax received	95%	87.3%		87.6%
LI021 - % of NNDR received	95%	85.9%		88.7%
LI195 - Average sickness days lost per employee		1.86		1.91

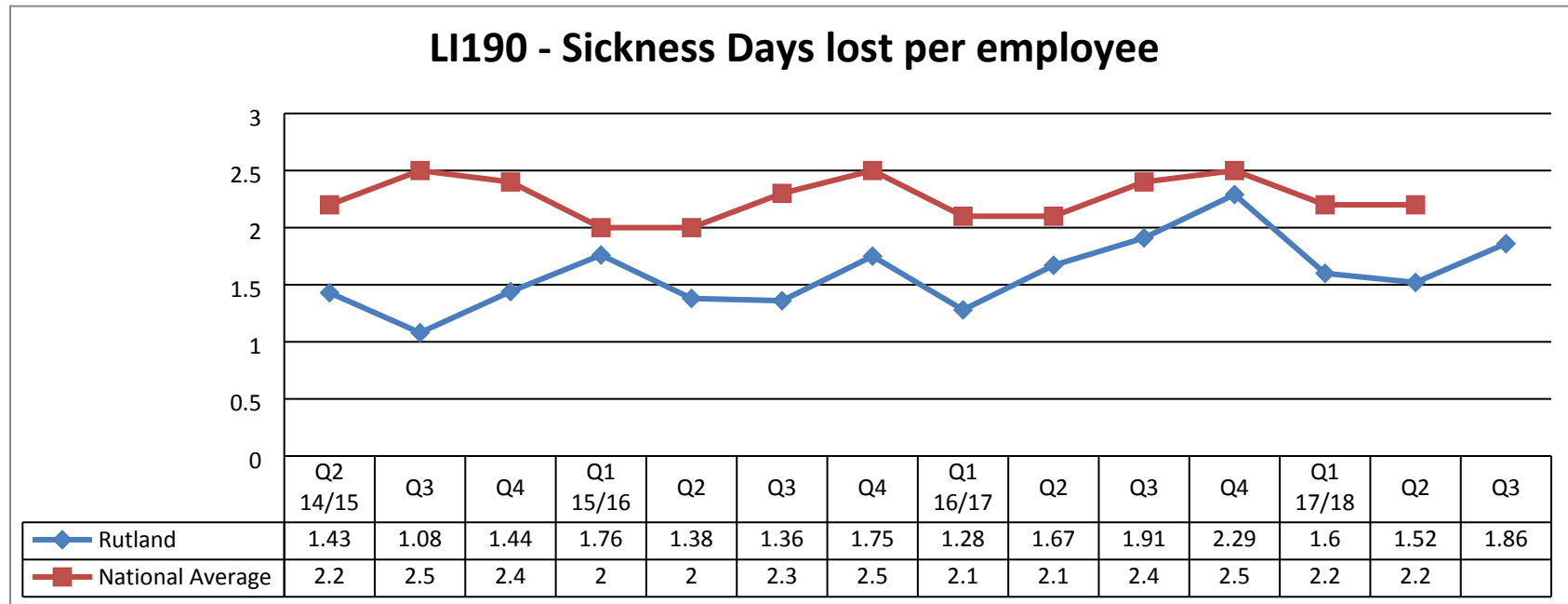
## Sound Financial and Workforce Planning -

28

	Scrutiny Panel	RAG
<b>Deliver a new website that increases online transactional services year on year</b>	<b>Resources</b>	
<p>A new home page has been developed to include social media and also a more compact layout. Searches have been enhanced to integrate the main website, modern.gov and the Rutland Information Service. Online services for Green Waste collection have been developed and this will allow customers to pay online and order – either setting up a direct debit or direct one off payment.</p> <p>The number of online transactions at the end of Quarter 3 remains at 79. Further enhancements will be delivered by FixMyStreet which has been delayed but will allow much more information to be collected by the customer for a wider range of highways and environmental health issues.</p>		
<b>Improve Staff Satisfaction scores based on our staff survey compared to March 2015 baseline</b>	<b>Resources</b>	
<p>The staff survey closed on the 6<sup>th</sup> October with a 70% response level – up 6% from 2015. The results have been analysed and summary reports given to staff – our overall satisfaction level has increased by 3% to 68% with 62 out of 83 questions increasing in favourable score. A programme of activity and actions is being developed to provide a mechanism to develop improvements and changes in specific areas, e.g. change management.</p>		
<b>Deliver against the actions and targets identified within our Workforce Development Strategy</b>	<b>Resources</b>	
<p>Our overall objectives of the Strategy are on target – some specific actions have been amended to reflect priorities. The Strategy is due for review in 2018 and will be amended in line with outcomes of the Staff Survey.</p>		

## Sound Financial and Workforce Planning - Trends

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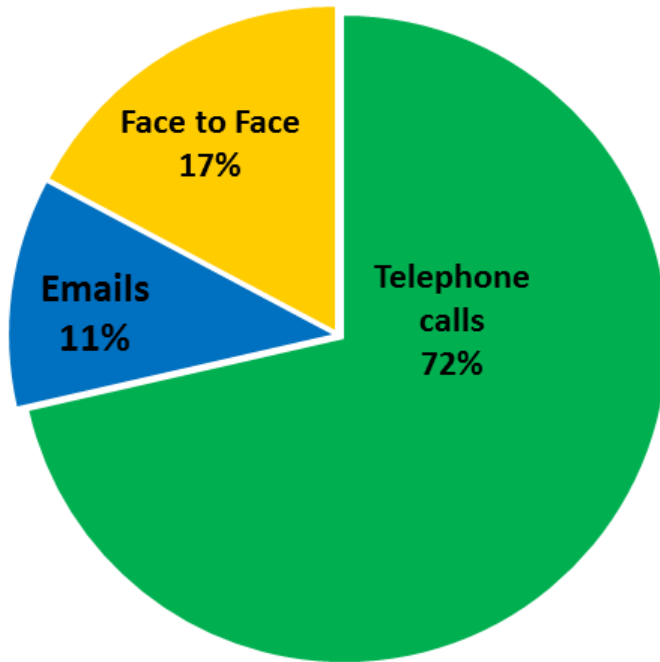
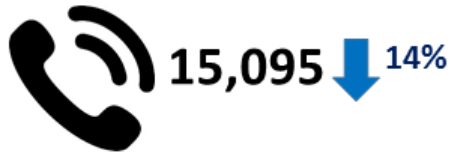


\*National average in the chart above is based on those Authorities who have submitted data to LGInform for Quarterly comparison.

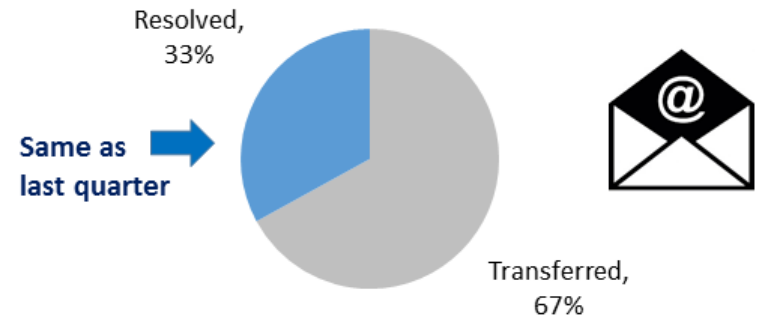
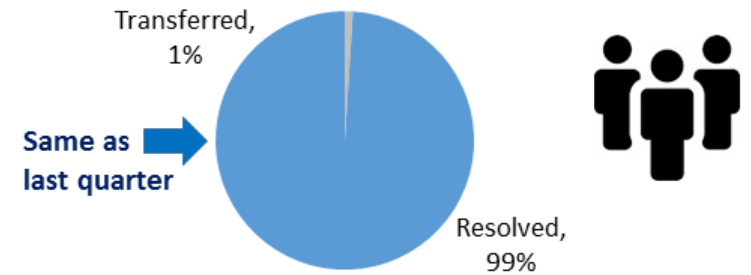
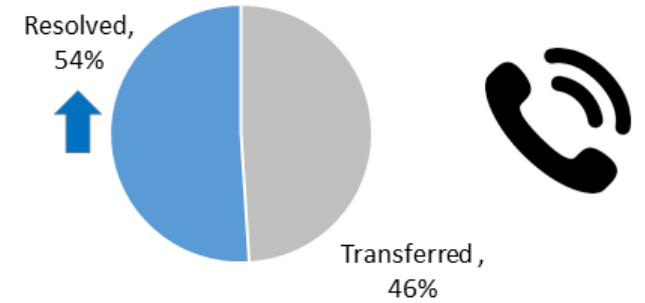
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**CST Quarter 3 Performance**

## Q3 2017 Customer Service – Highlights



↑ = Direction of travel from previous quarter





## Q3 2017 Customer Service – Highlights

**Top 5 Services  
=  
60% of all calls**



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

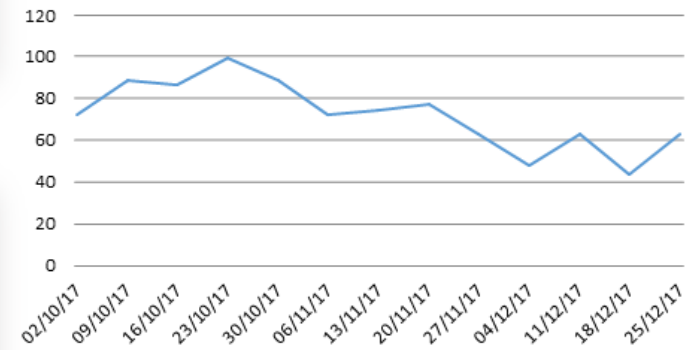
**% Answered  
within 1 mins**



**Q4 2017 – 68%  
Q1 2017 – 60%  
Q2 2017 – 64%  
Q3 2017 – 65%  
2017/18 – 63%**



**Average Wait Times (Sec)**



## Q3 2017 Customer Service – Highlights



**% Answered  
within 4 mins**



**Q4 2017 – 94%**  
**Q1 2017 – 91%**  
**Q2 2017 – 93%**  
**Q3 2017 – 93%**  
**2017/18 – 92%**

**% Answered  
within 5 mins**



**Q4 2017 – 97%**  
**Q1 2017 – 95%**  
**Q2 2017 – 97%**  
**Q3 2017 – 96%**  
**2017/18 – 96%**

**% Abandoned  
calls after 5  
minutes**



**Q4 2017 – 1%**  
**Q1 2017 – 1.5%**  
**Q2 2017 – 1%**  
**Q3 2017 – 1.5%**  
**2017/18 – 1.25%**

**CABINET**

20 February 2018

**QUARTER 3 FINANCIAL MANAGEMENT REPORT**

**Report of the Director for Resources**

Strategic Aim:	Sound financial and workforce planning	
Key Decision: Yes	Forward Plan Reference: FP/240817	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr G Brown - Portfolio Holder for Regulatory Services, Waste Management, Property Services, Culture & Leisure, Finance including Revenues and Benefits and Internal Audit.	
Contact Officer(s):	Debbie Mogg, Director for Resources	Tel: 01572 758358 dmogg@rutland.gov.uk
	Saverio Della Rocca, Assistant Director - Finance	Tel: 01572 758159 sdrocca@rutland.gov.uk
Ward Councillors	N/A	

**DECISION RECOMMENDATIONS**

That Cabinet:

- i) Note the 2017/18 revenue and capital outturn position as at Quarter 3.
- ii) Approve the use of £8k from the Highways earmarked reserve for use on sustainable drainage works as detailed in Appendix B.
- iii) Note the increase in Non Ringfenced grants of £26k as detailed in para 2.2.2.

**1 PURPOSE OF THE REPORT**

- 1.1 To inform Cabinet and all members of the full year forecast position as at Quarter 3 for 2017/18 and to highlight issues that may impact on the Medium Term Financial Plan to enable them to maintain sound financial management of the Council's operations.

## 2 BACKGROUND AND MAIN CONSIDERATIONS

### 2.1 Overall position

2.1.1 This reports sets out the latest financial position as at Quarter 3. It includes:

- A summary of the revenue budget forecast for 17/18 (2.2)
- Details of high risk/pressures (2.3)
- A summary of the capital budget forecast for 17/18 (2.4)
- Other updates (2.5)

### 2.2 2017/18 Revenue forecast

2.2.1 The current budget is that approved by Council/Cabinet as shown in the Quarter 2 Financial Management Report on 21<sup>st</sup> November 2017 (Report no. 191/2017) and subsequently amended as set out in Appendix B. The Council is forecasting a deficit of £758k compared to a budgeted deficit of £487k. The Council is in overall terms £271k over budget, a reduction of £11k since Q2.

	Ref	Revised Budget £000	Q2 Forecast Outturn £000	Q3 Forecast Outturn £000	Latest Forecast Year End Variance £000
People	A,B	17,689	17,956	17,662	(27)
Places		12,334	12,166	12,286	(48)
Resources		6,077	5,859	5,716	(361)
<b>Directorate Totals</b>		<b>36,100</b>	<b>35,981</b>	<b>35,664</b>	<b>(436)</b>
Pay Inflation		45	0	0	(45)
Social Care Contingency		70	0	0	(70)
Planning – One off Settlement		500	500	500	0
Corporate Headcount Saving	C	(121)	0	0	121
<b>Net Cost of Services</b>		<b>36,594</b>	<b>36,481</b>	<b>36,164</b>	<b>(430)</b>
Appropriations		(1,897)	(1,897)	(1,897)	0
Capital Financing		1,930	1,930	1,930	0
Interest Receivable	D	(180)	(220)	(230)	(50)
<b>Net Operating Expenditure</b>		<b>36,447</b>	<b>36,294</b>	<b>35,967</b>	<b>(480)</b>
Financing	E	(34,344)	(34,364)	(34,370)	(26)
Transfers to/(from) reserves	F	(1,616)	(1,161)	(839)	777
<b>(Surplus)/Deficit</b>		<b>487</b>	<b>769</b>	<b>758</b>	<b>271</b>
<b>General Fund 1 April 17</b>		<b>(9,634)</b>	<b>(9,634)</b>	<b>(9,634)</b>	<b>0</b>

	Ref	Revised Budget	Q2 Forecast Outturn	Q3 Forecast Outturn	Latest Forecast Year End Variance
		£000	£000	£000	£000
<b>General Fund 31 March 18</b>		<b>(9,147)</b>	<b>(8,865)</b>	<b>(8,876)</b>	<b>271</b>

2.2.2 Whilst the overall position is broadly in line with the forecast reported at Q2, there are some significant movements within the forecast. The key issues to note are:

- A At Directorate level the Council is forecasting an underspend of £436k compared to £100k at Q2. However, requests for budget carry forwards to 2018/19 have also increased to £777k. This means that if Directorates spent their budget this year the Council would be £341k overspent compared to £336k over at Q2;
- B There are 11 functional areas where forecast overspends are more than £25k over budget compared to 7 at Q2. Details are given in 2.3;
- C The budget includes a corporate saving on Headcount of £121k. Whilst no savings are recorded against this target, there are underspends as a result of staff vacancies included within the three Directorate overall forecasts.
- D Income received on investments has been better than predicted and is expected to exceed budget by £50k.
- E Additional grant income has been received of £26k. These include additional Education Services Grant (£7k more than anticipated), Lead Local Flood Authority (£3k), New Homes Bonus share of funds held back (£10k), New Burdens grant for Tobacco (£2k) and Council Tax Annexe grant (£4k).
- F The forecast includes underspends of £777k which will be requested to be carried forward at Q4. This includes underspends of £243k on ringfenced grants (such as Public Health, Better Care Fund and Planning Grants) which cannot be spent on anything else and will therefore have to be carried forward.

## 2.3 High risk/pressure areas

2.3.1 The forecast includes functions that are over and under spent by more than £25k and these are summarised in the table below:

Directorate	Within budget?	Ceilings > 25k overspent?			Ceilings > £25k underspent?			Requests for budget changes?
		Q1	Q2	Q3	Q1	Q2	Q3	
Places	Yes	2	1	4	2*	1*	1*	No

Resources	Yes	0	0	1	2*	3*	2*	No
People	Yes	3	6	6	5*	5*	6*	No

**\*Note:** Only underspends included where Directorates are not currently proposing to carry forward unused budget to next year

- 2.3.2 Where functional forecasts are projected to be more than £25k over budget, an explanation can be found in Appendix A. There is no request for additional budget in any area at Quarter 3 to enable the Council to keep clear visibility of where pressures exist.

Function	Amount Overspent	Further Detail Appendix A
<b>Peoples</b>		
Savings (Placements)	£90,000	A1
ASC Community Inclusion	£38,100	A2
ASC Support & Review - Homecare	£29,100	A3
Fostering and Adoption	£306,800	A4
Children with Disabilities	£172,300	A5
<b>Places</b>		
Development Control	£45,100	A7
Commissioned Transport	£49,700	A8
Waste Management	£25,700	A9
Property Services	£43,800	A10
<b>Resources</b>		
Legal & Governance	£75,200	A11

- 2.3.3 The proposed budget for 2018/19 has been reviewed in light of the Q3 position to ensure that there are no further pressures or savings that need to be taken into account. The review has concluded that there are no new pressures or savings which need to be reflected within the budget for next year.

## 2.4 Capital update

- 2.4.1 The Council's Capital programme is shown in the latest budget papers with a total project budget of £30.938m (Report No 8/2018).
- 2.4.2 There has been one change to the published Budget with Oakham Enterprise Park Phase 2a being approved on the 15<sup>th</sup> January 2018 by Full Council (Report No 170/2017). The approval of the £2.2m project is to facilitate the infrastructure works and construction of new buildings.

### 2.4.3 Key updates on major projects:

- Oakham Town Centre – No further works is expected on the project for 2018. The Council will be working together with Councillors, businesses and community representatives to review the Oakham Town Centre improvement scheme and how this would best support and deliver improvements to Oakham Town Centre.
- The King Centre – the first tenants moved into the King Centre week commencing 15<sup>th</sup> January. All work is expected to be completed by 31<sup>st</sup> March 2018.

## 2.5 Other updates

- 2.5.1 The Council is consulting on the 2018/19 Budget. The Budget Report includes various updates on funding changes and impacts.

## 3 CONSULTATION

- 3.1 Formal consultation is not required for any decisions being sought in this report. Internal consultation has been undertaken with all officers regarding pressures and forecasts.

## 4 ALTERNATIVE OPTIONS

- 4.1 Cabinet are requested to approve the use of £8k of the Highways earmarked reserve on sustainable drainage works. Cabinet can choose to approve or request that budget managers absorb the expenditure within existing budgets.

## 5 FINANCIAL IMPLICATIONS

- 5.1 The report highlights the impact of the forecast on the MTFP. General Fund balances will decrease by c£758k compared to £487k budgeted for if all recommendations are approved.

## 6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 Where Directors wish to increase a functional budget by over £100k OR they anticipate that the overall Directorate budget is likely to be overspent (there is no de-minimis level) they must seek approval in advance from Cabinet or Council for a virement to cover any increase.
- 6.2 There are two functions (Children with Disabilities and Fostering and Adoption) within the People Directorate that falls into this category and the Directorate as a whole is forecasting to underspend. The Director is not requesting to change the budget but this position has been addressed in the 2018/19 budget.
- 6.3 There are no legal implications arising from this report.

## 7 EQUALITY IMPACT ASSESSMENT

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

## **8 COMMUNITY SAFETY IMPLICATIONS**

8.1 There are no community safety implications.

## **9 HEALTH AND WELLBEING IMPLICATIONS**

9.1 There are no health and wellbeing implications.

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

10.1 As the Council is required to make savings over the medium term, the Q1 position is positive as, despite a number of significant variances, the forecast is broadly in line with budget.

## **11 BACKGROUND PAPERS**

11.1 None

## **12 APPENDICES**

Appendix A: Key Variances

Appendix B: Budget changes

Appendix C: Directorate summaries

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



## Appendix A: Adverse variances over £25k

This Appendix shows budgets where existing forecasts predict that they will be overspent by more than £25k.

Ref	Function	Reason for Overspend
A1	<b>Contract Savings</b>	The budget included a savings estimate of £150k on external placements for 2017/18. External consultants were appointed to review the placements in both children and adult services to find savings. The review has generated savings of c£60k but beyond that has indicated that there is very little scope for immediately reducing the cost of external placements further as the Council is already achieving value for money.
	Budget (£150k)	
	Forecast (£60k)	
A2	<b>ASC Community Inclusion</b>	In line with the aim of supporting people at home in their communities, a decision to invest in increased community outreach and inclusion from underspends elsewhere in the Directorate has resulted in some additional costs. The Budget has been realigned for 2018/19 to reflect the increase in costs on these preventative measures.
	Budget £758k	
	Forecast £796k	
A3	<b>ASC Support &amp; Review - Homecare</b>	Since budget setting when the average number of hours per week for Older People was 1,000, the actual activity has increased to an average of 1,300 hours per week reflecting the strategy of keeping people at home longer with more complex needs.
	Budget £1,332k	
	Forecast £1,361k	
A4	<b>Permanency &amp; Protection Service</b>	The Children Looked After budget is overspending due to an increase in costs associated with parental contact visits for children placed out of county.
	Budget £457k	Childrens Social Care staffing is overspent due to the need to use agency staff to cover vacant posts.
	Forecast £491k	
A5	<b>Fostering &amp; Adoption</b>	The key reasons for this overspend are: <ul style="list-style-type: none"> <li>• Foster placement pressure arising from change of placement needs as well as an increase in numbers since the start of the year.</li> <li>• Residential placements were anticipated to reduce when the budget was set. Due to the needs of the individuals within these placements it has not been possible to identify suitable foster placements. However, one young</li> </ul>
	Budget £1,531k	

Ref	Function	Reason for Overspend
	Forecast £1,838k	<p>person has now returned home resulting in a reduction in the costs of approximately £10k per month.</p> <ul style="list-style-type: none"> <li>Increased use of Independent Fostering Agencies – Currently there are 41 children in care meaning that further use of IFA, in particular for sibling groups, has been required.</li> </ul> <p>The Directorate is currently looking at ways to encourage in house carers to take a 2nd/3rd child to reduce costs longer term. If agreed, this is likely to show dividends in Q4 or 2018/19.</p>
A6	<b>Early Intervention - Children with Disabilities</b>	<p>The key reasons for this overspend are:</p> <ul style="list-style-type: none"> <li>Staffing Costs - overspend as a result of use of agency staff to cover long term sickness.</li> <li>Changes to care packages – additional care packages for children not known about at the time of setting the budget as well as changes to existing care packages has resulted in increased costs.</li> </ul>
	Budget £1,150k	
	Forecast £1,322k	
A7	<b>Development Control</b>	<p>The reason for the overspend is as a result of the use of agency staff to cover maternity and paternity leave as well as backfilling for staff working on the procurement of replacement software for Development Control, Building Control and Land Charges as the current contract expires in June 2018.</p>
	Budget £185k	
	Forecast £230k	
A8	<b>Commissioned Transport</b>	<p>The reason for the overspend is due to increased numbers for both Children Looked After and SEN transport which has increased costs by £84k. This has been partly mitigated by a reduction in requirements for Adult Social Services transport of £37k.</p>
	Budget £1,464k	
	Forecast £1,514k	
A9	<b>Waste Management</b>	<p>Increased tonnages since Q2 and the delay in the implementation of green waste charges for additional bins has resulted in the overspend.</p>
	Budget £2,450	
	Forecast £2,475	

Ref	Function	Reason for Overspend
A10	<b>Property Services</b>	<p>The key reasons for this overspend are:</p> <ul style="list-style-type: none"> <li>• £39k from the delay in implementing the Facilities Management Contract to provide the cleaning and premises services for the Council. A £45k saving was built into the budget and will not be achieved in 2017/18 due to other pressures e.g. ROPE</li> <li>• £50k due to central maintenance covering reactive works and will include works on the Museum Roof, additional works to assets as a result of Winter Weather, Repairs to Church/Cemetery Walls and addressing issues identified in Fire Risk Assessments.</li> <li>• £38k that would normally be recharged to the Capital Programme but due to delays is unlikely to materialise.</li> <li>• £17k due to less demand for property support from schools as they convert to academies and make their own arrangements. It is unlikely to change as further schools go down the Academy route.</li> </ul>
	Budget £426k	
	Forecast £502k	
A11	<b>Legal &amp; Governance</b>	<p>The legal overspend is due to the increased demand for legal advice from Peterborough City Council, not available in house during the period the Head of Corporate Governance post was vacant. The rate of spend has decreased significantly since the post holder has been in place.</p>
	Budget £426k	
	Forecast £502k	

## Appendix B: Approved Budget Changes

This Appendix shows changes to functional budgets and other budget changes. In accordance with FPR's, Cabinet can approve virements in any functional budget of up to £250k in any one year to a cumulative value of £500k across all functions. Changes above £500k must be approved by Council on a recommendation from Cabinet. In approving requests, Cabinet or Council may agree the use of earmarked reserves (ER), use the General Fund (GF) or make virements between directorates.

For the purpose of the rules, Cabinet is allowed to use earmarked reserves (approved by Council) in an unlimited way as long as they are used for their intended purpose and is allowed to carry forward unused budget from one period to the next. Use of these reserves is not counted against the delegated limit for functional budget changes and is therefore shown separately (Cabinet Other).

Description	Source of Funding	Net Cost of Services £000	Capital Financing £000	Funding £000	Transfer to/(from) Reserves £000	Spend on Capital £'000	(Surplus)/Deficit £000	Cabinet* £500k Limit £000	Cabinet Other £000	Council £000	Ch Exec. s151 Officer £000
<b>Changes already made</b>											
Approved Budget (44/2017)		34,192	(172)	(33,731)	(270)	0	19				
Approved Budget at Q1 (111/2017)		35,930	(147)	(34,251)	(1,479)	0	53	67	1,198	126	545
Approved Budget at Q2 (191/2017)		36,575	(147)	(34,344)	(1,597)	0	487	67	1,378	626	569
<b>Changes awaiting approval</b>											
Sustainable Drainage (i)	ER	8			(8)		0		8		
Rutland Adult Learning & Skills service (ii)	ER	11			(11)		0				11
<b>Approved Budget at Q2</b>		<b>36,594</b>	<b>(147)</b>	<b>(34,344)</b>	<b>(1,616)</b>	<b>0</b>	<b>487</b>	<b>67</b>	<b>1,386</b>	<b>626</b>	<b>580</b>

- (i) At Q3 £8k funding is sought for Sustainable Drainage to cover works associated with Rutland Flood Risk Management plan from the Highways Reserve
- (ii) The Chief Executive has approved the use of s106 funding to support Rutland Adult Learning & Skills service with the purchase of equipment.

## Appendix C: Directorate summaries

### People Budget Monitoring Summary

More information can be found about significant variances by referring to either Appendix A (as directed) or the notes below.

Function	Outturn 2016/17	Approved Budget	Revised Budget	Q2 Forecast	Q3 Forecast	Q3 Variance to budget	App A / Notes Ref
Directorate Management Costs	1,782,567	1,573,500	1,429,300	1,439,400	1,438,900	9,600	
Business Intelligence	105,511	126,700	126,700	126,700	126,000	(700)	
Crime Prevention	138,534	157,000	237,500	242,700	235,400	(2,100)	
Savings	(157,000)	0	(150,000)	(60,000)	(60,000)	90,000	A1
<b>Total Directorate Costs</b>	<b>1,869,612</b>	<b>1,857,200</b>	<b>1,643,500</b>	<b>1,748,800</b>	<b>1,740,300</b>	<b>96,800</b>	
Public Health	1,257	67,400	67,400	70,600	48,800	(18,600)	
BCF Programme Support	79,050	72,800	158,000	151,200	149,900	(8,100)	
BCF Unified Prevention	234,181	310,200	395,000	380,900	323,000	(72,000)	
BCF Holistic Management of Health & Wellbeing	734,158	743,000	1,080,000	1,052,600	1,043,700	(36,300)	
BCF Hospital Flows	935,235	936,000	999,400	988,000	965,200	(34,200)	
<b>Adults and Health (Ringfenced)</b>	<b>1,983,881</b>	<b>2,129,400</b>	<b>2,699,800</b>	<b>2,643,300</b>	<b>2,530,600</b>	<b>(169,200)</b>	
Non BCF Contract and Procurement	593,848	422,200	572,200	538,300	529,500	(42,700)	(i)
ASC Community Inclusion	713,654	758,500	757,500	786,700	795,600	38,100	A2
ASC Prevention and Safeguarding	114,926	141,000	141,000	131,300	129,800	(11,200)	
ASC Prevention and Safeguarding - Staffing	462,752	461,400	412,400	413,200	412,500	100	

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Function	Outturn 2016/17	Approved Budget	Revised Budget	Q2 Forecast	Q3 Forecast	Q3 Variance to budget	App A / Notes Ref
ASC Housing	214,486	128,700	128,700	105,900	113,600	(15,100)	
ASC Support and Review - Daycare	165,506	169,800	204,800	207,200	211,500	6,700	
ASC Support and Review - Direct Payments	573,212	666,000	666,000	599,500	632,300	(33,700)	
ASC Support and Review - Homecare	1,092,451	1,122,000	1,332,000	1,377,800	1,361,100	29,100	A3
ASC Support and Review - Other	300,346	284,500	284,500	290,100	281,400	(3,100)	
ASC Support and Review - Residential & Nursing	2,763,792	2,871,700	2,871,700	2,801,100	2,807,100	(64,600)	(ii)
ASC Support and Review - Staffing	597,326	543,700	550,100	558,100	545,400	(4,700)	
ASC Hospital and Reablement	336,365	496,900	540,500	516,000	469,500	(71,000)	(iii)
<b>Adults and Health (Non Ringfenced)</b>	<b>7,928,664</b>	<b>8,066,400</b>	<b>8,461,400</b>	<b>8,325,200</b>	<b>8,289,300</b>	<b>(172,100)</b>	
Safeguarding	140,965	190,700	190,700	166,500	166,200	(24,500)	
Referral, Assessment and Intervention Service	268,141	255,000	291,100	219,900	203,700	(87,400)	(iv)
Permanency and Protection Service	637,198	509,300	457,200	534,500	491,100	33,900	A4
Fostering, Adoption and Care Leaver Service	1,680,277	1,431,100	1,531,100	1,890,000	1,837,900	306,800	A5
Early Intervention - Targeted Intervention	1,137,706	1,124,900	1,149,900	1,364,900	1,322,200	172,300	A6
Early Intervention - SEND & Inclusion	256,826	203,500	284,500	283,900	273,600	(10,900)	
Early Intervention - Universal and Partnership	369,149	409,500	409,500	357,200	353,200	(56,300)	
<b>Childrens</b>	<b>4,490,261</b>	<b>4,124,000</b>	<b>4,314,000</b>	<b>4,816,900</b>	<b>4,647,900</b>	<b>333,900</b>	
Schools and Early Years	377,685	487,900	558,900	439,000	453,900	(105,000)	(v)

Function	Outturn 2016/17	Approved Budget	Revised Budget	Q2 Forecast	Q3 Forecast	Q3 Variance to budget	App A / Notes Ref
Rutland Adult Learning and Skills Service (RALSS)	10,494	0	10,800	(17,400)	0	(10,800)	
<b>Learning and Skills</b>	<b>388,179</b>	<b>487,900</b>	<b>569,700</b>	<b>421,600</b>	<b>453,900</b>	<b>(115,800)</b>	
<b>Total People - GF (Ringfenced)</b>	<b>1,983,881</b>	<b>2,129,400</b>	<b>2,699,800</b>	<b>2,643,300</b>	<b>2,530,600</b>	<b>(169,200)</b>	
<b>Total People - GF (Non Ringfenced)</b>	<b>14,676,716</b>	<b>14,535,500</b>	<b>14,988,600</b>	<b>15,312,500</b>	<b>15,131,400</b>	<b>142,800</b>	
<b>Total People (Excluding DSG)</b>	<b>16,660,597</b>	<b>16,664,900</b>	<b>17,688,400</b>	<b>17,955,800</b>	<b>17,662,000</b>	<b>(26,400)</b>	
Schools Dedicated Schools Grant (DSG)	187,512	0	0	(7,400)	82,200	82,200	
<b>Total People (Including DSG)</b>	<b>16,848,109</b>	<b>16,664,900</b>	<b>17,688,400</b>	<b>17,948,400</b>	<b>17,744,200</b>	<b>55,800</b>	

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### Peoples Notes

- i) The underspend on Non BCF Contracts and Procurement is due to in year establishment changes leading to staffing vacancies
- ii) The underspend on Residential and Nursing is due to greater Health Contributions towards the cost of care
- iii) The underspend on Hospital and Reablement is due to the decision to capitalise costs from the Integrated Community Equipment Service (ICES)
- iv) The Referral, Assessment and Intervention services is underspent due to a reduction in agency staff costs and some vacant posts at the start of year
- v) Schools and Early Years is forecast to be underspent due to delays in implementing contracts to support improvement in schools. A request to carry forward this underspend will be made at Q4

## Places Budget Monitoring Summary

More information can be found about significant variances by referring to either Appendix A (as directed) or the notes below.

Function	Outturn 2016/17	Approved Budget 2017/18	Revised Budget 2017/18	Q2 Forecast	Q3 Forecast	Q3 Variance to budget	App A / Notes Ref
Directorate Management Costs	193,272	198,200	198,200	200,200	203,300	5,100	
<b>Directorate Management Costs</b>	<b>193,272</b>	<b>198,200</b>	<b>198,200</b>	<b>200,200</b>	<b>203,300</b>	<b>5,100</b>	
Development Control	136,013	184,700	184,700	206,100	229,800	45,100	A7
Drainage & Structures	198,594	191,100	184,100	192,900	185,900	1,800	
Emergency Planning	28,131	29,700	29,700	30,100	30,100	400	
Environmental Maintenance	1,159,341	1,149,700	1,073,200	1,074,700	1,094,800	21,600	
Forestry Maintenance	129,277	117,000	117,000	117,000	110,900	(6,100)	
Highways Capital Charges	1,332,300	1,332,300	1,332,300	1,332,300	1,332,300	0	
Highways Management	53,635	190,300	180,300	180,800	151,800	(28,500)	
Commissioned Transport	1,445,589	1,356,000	1,464,200	1,475,100	1,513,900	49,700	A8
Lights Barriers Traffic Signals	260,552	134,400	124,400	134,400	124,400	0	
Parking	(289,071)	(350,000)	(350,000)	(346,000)	(343,700)	6,300	
Pool Cars & Car Hire	86,619	97,200	97,200	90,900	92,600	(4,600)	
Public Protection	369,084	388,300	410,300	400,300	380,200	(30,100)	
Public Rights of Way	73,024	90,400	90,400	89,200	90,400	0	
Public Transport	818,218	897,000	788,800	748,200	749,500	(39,300)	(i)
Road Maintenance	1,018,551	889,300	924,300	899,300	948,800	24,500	
Transport Management	345,983	385,600	493,600	465,900	419,300	(74,300)	(ii)
Waste Management	2,385,852	2,369,600	2,449,600	2,450,500	2,475,300	25,700	A9
Winter Maintenance	208,466	267,500	267,500	267,500	267,500	0	
<b>Environment, Planning and Transport</b>	<b>9,760,158</b>	<b>9,720,100</b>	<b>9,861,600</b>	<b>9,809,200</b>	<b>9,853,800</b>	<b>(7,800)</b>	
Planning Policy	307,446	257,000	380,000	324,900	330,400	(49,600)	(iii)
Tourism	21,726	14,600	22,200	9,900	8,300	(13,900)	



Function	Outturn 2016/17	Approved Budget 2017/18	Revised Budget 2017/18	Q2 Forecast	Q3 Forecast	Q3 Variance to budget	App A / Notes Ref
Health & Safety	29,433	38,100	38,100	38,100	38,100	0	
Property Services	930,894	939,100	939,100	1,005,000	1,096,600	157,500	A10
Building Control	3,236	(48,100)	(48,100)	(48,500)	(48,400)	(300)	
Commercial & Industrial Properties	(187,131)	(260,400)	(260,400)	(252,800)	(281,600)	(21,200)	
Economic Development	151,159	199,400	237,400	191,100	200,400	(37,000)	(iv)
Culture & Registration Services	58,024	83,700	83,700	82,700	65,600	(18,100)	
Libraries	399,673	459,200	529,200	438,500	453,100	(76,100)	(v)
Museum Services	356,650	352,600	352,600	354,000	360,400	7,800	
Sports & Leisure Services	35,108	600	600	14,100	5,800	5,200	
<b>Development and Economy</b>	<b>2,106,218</b>	<b>2,035,800</b>	<b>2,274,400</b>	<b>2,157,000</b>	<b>2,228,700</b>	<b>(45,700)</b>	
<b>Total Places</b>	<b>12,059,648</b>	<b>11,954,100</b>	<b>12,334,200</b>	<b>12,166,400</b>	<b>12,285,800</b>	<b>(48,400)</b>	

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## Places Notes

- i) Public Transport underspend is due to money repaid by the bus operator for over claimed concessionary fare reimbursements.
- ii) Transport Management underspend is due to budget carry forwards for road safety initiatives and bikeability which have been delayed and will be requested to be carried forward at Q4.
- iii) Additional grant funding has been received for a number of Planning Policy changes which need to be incorporated into the Local Plan (Community Housing, Self Build etc). These funds are required to be carried forward to support costs next year.
- iv) Economic Development underspend is due to Digital Rutland project management costs for phase 3 not being incurred.
- v) Libraries £70k Budget carried forward to support maintenance and other work at libraries is unlikely to go ahead and will be requested to be carried forward to 2018/19.

## Resources Budget Monitoring Summary

More information can be found about significant variances by referring to either Appendix A (as directed) or the notes below.

Function	Outturn 2016/17	Approved Budget	Revised Budget	Q2 Forecast	Q3 Forecast	Q3 Variance to Budget	App A / Notes Ref
Chief Executives Office	205,056	222,000	372,000	372,000	322,900	(49,100)	(i)
Direct Management Cost	270,561	216,800	286,800	286,800	273,900	(12,900)	
Communications	57,449	66,600	187,500	147,700	138,400	(49,100)	(ii)
Corporate Costs	168,387	206,000	206,000	217,000	194,200	(11,800)	
Pensions	237,484	220,000	220,000	214,500	202,200	(17,800)	
Audit Services	145,449	165,500	165,500	174,200	163,200	(2,300)	
Insurance	209,538	215,200	240,200	243,900	243,900	3,700	
Accountancy & Finance	591,356	617,200	685,200	682,000	630,300	(54,900)	(iii)
Information Technology	1,371,515	1,214,100	1,180,000	1,175,800	1,170,600	(9,400)	
Corporate Support Services	542,790	573,400	503,000	486,900	494,800	(8,200)	
Members Services	191,537	206,800	206,800	201,300	204,600	(2,200)	
Customer Services Team	205,738	235,600	335,600	328,800	277,400	(58,200)	(iv)
Elections	(32,458)	17,100	128,600	72,400	80,900	(47,700)	
Legal & Governance	353,108	360,300	426,300	388,100	501,500	75,200	A11
Human Resources	419,192	450,200	484,200	488,200	470,700	(13,500)	
Revenues & Benefits	342,007	386,800	398,800	343,300	319,400	(79,400)	(v)
Financial Support	37,549	25,000	50,000	36,000	27,400	(22,600)	
<b>Total Resources Directorate</b>	<b>5,316,258</b>	<b>5,398,600</b>	<b>6,076,500</b>	<b>5,858,900</b>	<b>5,716,300</b>	<b>(360,200)</b>	

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## Resources Notes

- i) The underspend in the Chief Executive's cost centre is due to Rutland One Public Estate activities requested to be carried forward to next year
- ii) The underspend in Communications is due to vacant posts.
- iii) Accountancy and Finance is under budget as a result of developments on the Finance System not taking place. £50k will be requested to be carried forward to fund the developments in 2018/19.
- iv) Customer Services Team underspend is due to the improvements project being implemented over a period of 2 years rather than all being completed during 2017/18. Therefore, £40k will be requested to be carried forward to continue the project in 2018/19.
- v) The underspend in Revenues and Benefits is due to staff vacancies, extra income from grants and better recovery of Housing Benefit overpayments

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## SCRUTINY PANEL

22<sup>nd</sup> February 2018

### RUTLAND COUNTY COUNCIL CHILDCARE SUFFICIENCY ASSESSMENT REPORT 2016 - 2017

#### Report of the Director for People

Strategic Aim:	Creating a brighter future for all	
Exempt Information	No.	
Cabinet Member(s) Responsible:	Cllr D Wilby, Portfolio Holder for Lifelong Learning, Early Years, Special Educational Needs & Disabilities, Inclusion	
Contact Officer(s):	Gill Curtis Head of Learning and Skills	Email: <a href="mailto:gcurtis@rutland.gov.uk">gcurtis@rutland.gov.uk</a>  Telephone: 01572 758460
	Dr Tim O'Neill Director for People and Deputy Chief Executive	Email: <a href="mailto:toneill@rutland.gov.uk">toneill@rutland.gov.uk</a>  Telephone:01572 758402
Ward Councillors	N/A	

#### DECISION RECOMMENDATIONS

It is recommended that the Panel:

1. Notes the priorities for childcare sufficiency in Rutland as identified in the Childcare Sufficiency Action Plan (Appendix A).
2. Provides feedback on actions planned by the Learning and Skills Service to maintain capacity within the childcare system

#### 1. PURPOSE OF THE REPORT

- 1.1. This report aims to provide the Children and Young People's Scrutiny Panel with assurance that there is currently sufficient childcare to meet the requirements of parents and carers and that the Learning and Skills Service is undertaking a range of planned activities to manage the market and maintain capacity within the system.

- 1.2. 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. BACKGROUND AND MAIN CONSIDERATIONS**

- 2.1. The Childcare Act 2006 gives local authorities a key role in shaping the childcare market in their area. Working with providers from private, voluntary, independent childcare sectors, academies and local authority maintained schools, the local authority aims to create a strong, sustainable and diverse childcare market that meets the needs of Rutland parents and carers.
- 2.2. Rutland County Council identifies available childcare spaces through completion of the Annual Childcare Sufficiency Assessment which reflects the DfE Early Education and Childcare statutory guidance for local authorities September 2014. Updated guidance, which takes account of the Childcare Act 2016, was released in March 2017 and came in to effect from September 2017; this will inform Rutland's Annual Childcare Sufficiency Assessment for future years.
- 2.3. Rutland Childcare Sufficiency Assessment 2016-17 is based on information gathered and evaluated by Rutland County Council's Early Years' Service from June 2016 – June 2017. All relevant data is used to compile the report and inform recommendations in relation to the sufficiency of early years and childcare provision in Rutland and informs the Childcare Sufficiency Action Plan 2017-18
- 2.4. Whilst the Childcare Act 2006 requires local authorities to ensure there is sufficient childcare to meet the needs of parents who require childcare, in Rutland the focus is not just about childcare sufficiency but is also aims to:
  - 2.4.1. make sure this childcare is accessible and affordable so that parents have the opportunity to take up or remain in work or to undertake education or training to obtain work.
  - 2.4.2. make sure it is of consistently good quality so that it benefits the child and contributes to the child's readiness for school
- 2.5. When considering capacity and sufficiency of childcare, it is important to separate early education and childcare for under 5's from childcare provided either as 'wrap-around' or 'out-of-school/ holiday care'. Wrap-around care refers to childcare that is offered in addition to the school day and may consist of before or after-school clubs or holiday clubs; this may be offered regularly throughout the year or as sessions focused on a specific area such as a summer holiday sports event.
  - 2.5.1. **Early Years Childcare:**

- 2.5.1.1. As an outcome of the Childcare Assessment, it has been identified that, at the time of the assessment, there was sufficient Early Years childcare. It is worth noting that this assessment was completed before the introduction of the 30 Hour Extended Entitlement (30HEE)
- 2.5.1.2. The impact of 30HEE has yet to be fully established, and will be reported within the Childcare Sufficiency Assessment 2017-18 but, at the time of this report, the Learning and Skills Service data gathering does not indicate that there is lack of sufficiency to meet the needs of parents and carers who are entitled to claim this funding.
- 2.5.1.3. The Early Years Provider Hub software, Open Objects, has been available to the Early Years' Service since the autumn and provides a systematic evaluation of available capacity based on feedback from childcare providers. This enables the Early Years' Service to maintain a more up to date picture of sufficiency across Rutland.
- 2.5.1.4. The Learning and Skills Service is working with Early Year providers within a Schools Forum sub-group working party to support the viability of provision across Rutland. The group hopes to identify ways to deliver cost efficiencies and explore options for increasing income.

#### **2.5.2. Wraparound / out-of-school/ holiday care:**

- 2.5.2.1. As an outcome of the 2015-16 Childcare Assessment it was identified that further work should be undertaken by the Learning and Skills Service to clarify the availability of childcare to greater meet the needs of working parents, or those in education, whose needs may not be met purely by school or Early Years providers.
- 2.5.2.2. As an outcome of a revised methodology, supported through the appointment of a part-time Early Education and Child Care Co-ordinator within the Learning and Skills Service, a more systematic approach to gathering information on the wraparound care available has been developed. Information, particularly related to holiday care, is now more readily available for parents and carers. This information is published on the Families' section of the revised Rutland Information Service website.

- 2.6. Plans to address issues or concerns identified through the Childcare Sufficiency Assessment are included in the Action Plans within the Report. Additionally, a focused programme is currently being developed by the Learning and Skills Service to further extend childcare options across Rutland which will commence within the coming financial year.

### **3. CONSULTATION**

- 3.1. Consultation is undertaken annually through the Parental Childcare Assessment Survey.

#### **4. ALTERNATIVE OPTIONS**

- 4.1. The childcare assessment is a statutory requirement and therefore if it was not undertaken the Council would not be undertaking its statutory functions and could be open to legal challenge.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1. The Childcare Sufficiency Assessment and subsequent planned actions are included within the annual Learning and Skills budget; there are no further financial implications anticipated.

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

- 6.1 The Childcare Act 2006 places specific duties on the local authority to secure sufficient childcare and to carry out a Childcare Sufficiency Assessment.
- 6.2 Failure to secure any shortfall in childcare provision highlighted by the CSA would render the Council liable to a challenge that it was not meeting its statutory duties under the Childcare Act 2006.

#### **7. EQUALITY IMPACT ASSESSMENT (*mandatory*)**

- 7.1. An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from Gill Curtis, Head of Learning and Skills

#### **8. COMMUNITY SAFETY IMPLICATIONS**

- 8.1. No community safety implications have been identified through the Childcare Sufficiency Assessment

#### **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. Under the Department for Education's (DFE) '*Early Education and Childcare: Statutory Guidance for Local Authorities*', local authorities should report annually to elected council members on how they are meeting their duty to secure sufficient childcare and make this report available and accessible to parents.



10.2. This report provides elected members with this information and identifies that, at the time of the Childcare Sufficiency Assessment being completed, there were sufficient places available. Routine assessment and reviews will continue be undertaken by the Learning and Skills Service to ensure sufficiency is maintained and, should a potential pressure be identified, positive action will be taken with existing and potential providers to minimise the impact on parents and carers.

## **11. BACKGROUND PAPERS**

11.1. There are no additional background papers to the report

## **12. APPENDICES**

Appendix A – Rutland County Council Childcare Sufficiency Assessment Report  
2016 - 2017

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

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**Rutland**  
County Council

# **Annual Childcare Sufficiency Assessment Report**

**2016-17**

# Contents

## Introduction

1. Findings
2. Children and Families in Rutland
3. Early Education and Childcare Provision across Rutland
4. Wraparound and Holiday Childcare Provision across Rutland
5. Location of Childcare Providers
6. Quality
7. Childcare Costs and Funding
8. Parental Views of Childcare Provision
9. Future Population Predictions
10. Local Businesses' Views of Childcare Provision
11. Summary of National Policy Changes

## Appendices

- Appendix 1 Overview of Holiday Childcare Summer and October 2017
- Appendix 2 30 Hour Extended Entitlement User Guide
- Appendix 3 Childcare Sufficiency and Early Education Action Plan

Please note any reference to 'parents' in this report reflects parents, carers or those with parental responsibility for children.

## **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 paid employment.

The Council is required to complete an annual report which assesses the sufficiency of childcare in the local authority area. 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 2016 – June 2017. The findings of this assessment are used to develop a local authority strategic action plan to be implemented 2017-18.

## **Aims**

To provide an understanding of:

- Different types of childcare places available
- The range of data collected to complete the 2016-17 Childcare Sufficiency Assessment
- How parents and carers are supported in accessing childcare provision

## **Objective**

- To identify any gaps that may exist and consider how they may be addressed in the future

NOTE:

The focus areas of this report are provision for early education, wraparound and holiday childcare.

Early education relates to children aged birth to five years of age.

Wraparound and holiday childcare refers to school age children and those children who are aged four to twelve years.

# 1. Findings

Rutland County Council has met the childcare sufficiency duty in 2016-17 by:

- Ensuring there is sufficient early years and childcare provision across the county. Information has been collated through direct contact with providers, invitation for parental response and views of the Rutland business sector.
- Ensuring that there is access to high quality early years and childcare provision for all children including access to the funding entitlement for two, three and four year olds.
- Ensuring there is sufficient early years and childcare provision for children from families taking up the childcare element of the working tax credit, children with additional needs, school-aged children and children needing care through school holidays.

During May 2017, a thorough assessment of occupancy of childcare places concluded that there was 23% vacant capacity of childcare places across the authority with no setting at 100% capacity. The normal pattern of capacity would indicate occupancy may increase towards the end of the summer term and that a high number of vacant places will be created during the autumn term when a majority of four-year olds join reception classes in a primary school.

Although not impacting on this year's assessment, it is worth taking in to account the introduction of the 30 Hour Extended Entitlement on 1st September 2017 which may significantly impact on the current levels of vacant capacity. However, the Learning and Skills Service is working pro-actively with providers to address this and, in 2016-17, Rutland's County Council's Early Years' service has received enquiries from three potential childcare providers considering opening additional provision across Oakham. The Early Years' Service continues to liaise with all providers and undertakes regular sufficiency monitoring of current providers, to ensure that sufficiency is maintained.

To ensure the continued sufficiency of high quality early years and childcare provision in 2017-18, Rutland County Council will:

- Continue to focus on ensuring providers are offering consistently high quality educational opportunities through regular review, as identified within the Learning and Skills Prioritisation and Entitlement guidance 2017-18. This will enable identification of provision which is vulnerable to failure of the delivery of high expected outcomes for Rutland children
- Continue with annual visits to all Early Years providers, offering advice and support and giving prioritisation in reverse proportion to success, guided through regular liaison with the Regional Early Years Ofsted team

The Learning and Skills Service has not, historically, been responsible for undertaking routine monitoring of the availability of, and accessibility to, wraparound and holiday childcare available to children in Rutland. However, in order to meet the increasing demands of working parents, or those in education or training, this will be included in the Learning and Skills Service delivery plan for 2017-18.

Recommendations to be addressed in the 2017 Childcare Sufficiency Assessment Action Plan:

- Continue to market and promote the free education entitlement for two, three and four year olds to ensure parents/carers are accessing the high quality provision to which they are entitled
- To further explore the availability and reach of wrap-around and holiday provision to meet the needs of Rutland families
- Continue to monitor childcare sufficiency data through the implementation of the new Open Objects System to support the introduction of the 30 Hour Extended Entitlement
- If childcare quality and sufficiency concerns are identified, this is to be followed by a comprehensive approach to planning for additional provision to meet the needs of all Rutland children and their families

The actions to achieve this are detailed in the Early Years and Childcare Action Plan 2017-18 and reflect the intention of Rutland County Council Education Framework 2017-20.

## **2. Entitlement and Outcomes of Children and Families in Rutland**

This data is gathered from the Early Year Census (January 2017).

### **2.1 Two Year Old Entitlement**

The two year old entitlement (15 hours per week) of free Early Education is not a universal offer and is only accessed by meeting national eligibility criteria to support the 40% most disadvantaged children across the county. Each eligible child is entitled to receive a maximum of 15 hours of free early learning per week over no fewer than 38 weeks per year (totalling 570 hours per year) until the term after they turn three years of age. Then like all children, they will become eligible for the universal free entitlement for three and four year olds.

Parents/carers and childcare providers are able to access, free of charge, an eligibility check via Visions Children's Centre.

### **2.2 Three and Four Year Old Entitlement**

At the time of the assessment, all three and four year olds are entitled to 15 hours of free Early Education for 38 weeks of the year, until they reach compulsory school age (the term following their fifth birthday). The free entitlement is available for 570 hours per year (15 hours per week over 38 weeks of the year or 11.2 hours over 51 weeks of the year).

### **2.3 Take-up of the Two, Three and Four Year Old Entitlement**

The latest Rutland Early Years Census took place in January 2017 and identified that a total of 601 children were accessing a funded Early Education place, of those children, 17 accessed provision between two different settings.

Numbers of funded children:

- 31 x 2 year olds
- 420 x 3 year olds
- 150 x 4 years olds

Of those children 323 were boys and 278 were girls.

In addition, there were 237 two year old children accessing a non-funded place



### 3. Early Education and Childcare Provision across Rutland

#### CONTEXT

Early Education and childcare in Rutland is provided by a large number of different which include schools and private, voluntary or independent day nurseries, pre-schools and childminders. This provision is registered and regulated by Ofsted.

At the time of the Assessment, Rutland providers offer a total of 1,118 places. Since the 2016 Childcare Sufficiency Assessment (CSA) one nursery provider in Oakham has closed with a loss of 28 places and five providers have increased their capacity giving an overall increase of three places from 1,115 to 1,118. The closure therefore has not added pressure to sufficiency of places at this time.

#### 3.1 Childcare Providers

The twenty two Early Years childcare providers consist of eighteen nurseries and pre-schools registered with Ofsted on the Early Years Register, and four nurseries which operate under the Governing Body within primary schools.

In addition Rutland has one Independent School and one Special School for nurse aged children.

There are twenty four childminders in Rutland who are registered with Ofsted. During 2016-17, Rutland Early Years Agency Limited (REYAL), which is registered with Ofsted, has worked in partnership with Rutland County Council Early Years' Service to help recruit and support childminders in Rutland. As a consequence, a further four childminders have registered with REYAL. REYAL is responsible for monitoring the practice of childminders registered directly with them.

Rutland also has five 'child-carers' who have voluntarily registered with Ofsted.

Provision	Number of places
22 Childcare Providers	945
1 Independent School	24
1 Special School	9
24 Ofsted registered Childminders Early Years Register	120
4 Childminders registered with REYAL	20
<b>Total number of registered childcare places</b>	<b>1,118</b>

All providers offer inclusive practice to meet the needs of children with disabilities. The requirements of the Early Years Foundation Stage ensure that childcare providers have arrangements in place to support children with Special Educational Needs and/ or disabilities (SEND). Additional advice and support to meet the individual needs of children is offered by the Local Authority Early Years Inclusion Team, Visions Children's Centre, the Early Help Team and Aiming High.

### **3.2 Information on Occupancy of Childcare Places**

Information on occupancy is collected from settings three times a year – autumn, spring and summer. Latest data was collected during the week beginning 7th May 2017.

A childcare place describes the number of children that can attend the provision at any one time. However, each place may be utilised by numerous children during the day. For example one place could be accessed by up to four children in any one day, therefore creating four sessions from one single place.

All providers were contacted to assess their current level of occupancy. This information was then collated and concluded that, at that time, there was a 77% take up of childcare places across Rutland leaving a surplus capacity of 23%.

Nationally the number of childcare places has remained broadly stable since August 2012 and this is reflected in Rutland. A current total of almost 1.3 million places are delivered by 81,800 childcare providers nationally.

The School Admissions Code allows parents and carers of summer born children (born between 1 April and 31 August) to request that their child is admitted out of their normal age group (into reception in the September following their 5th birthday i.e. a year later than their peer group). In the 2016 academic year only three parents opted to defer entry of their children into primary school. This number will not have an impact on childcare sufficiency.

### **CONCLUSION**

Although a Rutland nursery closed in 2016, this has not had a detrimental effect on the number of places available for children in Rutland with the overall number of places slightly increasing. This is largely due to the extension of provision at two nurseries and an increase in the number of Rutland childminders.

Through routine monitoring, the Early Years' service will continue to carefully assess childcare provision available and to work with Early Years' providers and Rutland Early Years Agency Limited to promote further childminding facilities as required.

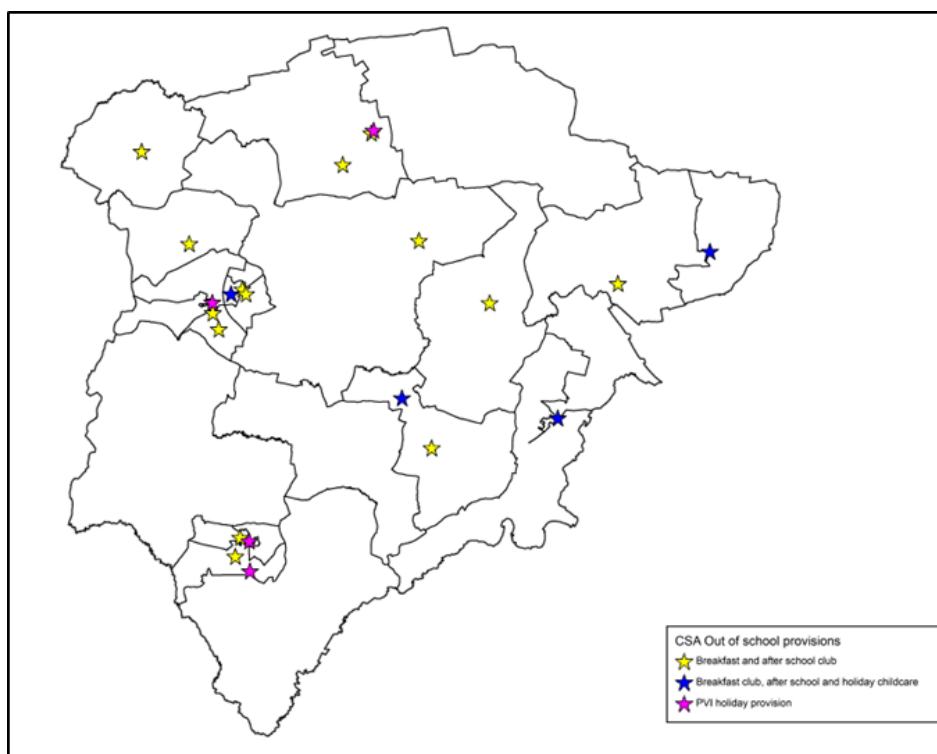
## 4. Wraparound and Holiday Childcare Provision across Rutland

### 4.1 Wraparound and Holiday Childcare

The 2016 Annual Childcare Sufficiency Assessment report highlighted the need to clarify the sufficiency of 'wraparound and holiday childcare'. Wraparound childcare refers to 'before' and 'after school' childcare. Holiday childcare refers to the provision available to children during school holiday periods. Within the 2016 report, parents requested to see an increase in childcare provision during holiday periods. This became a focus of the subsequent action plan. The 2017 parental survey did not raise access to holiday childcare as a major issue.

Research into the availability of this provision was undertaken by the Early Years' Service and included identification of how each provision is registered and regulated, with further evaluation to identify gaps between supply and demand of places.

It was identified however, that holiday childcare was largely centred around Oakham and Uppingham with less on offer in rural villages and did not always meet the hours requested by parents (Appendix 1). This will continue to be a focus area for the Early Years' Service in 2017-18.



*Fig 1 A small scale research project identified venues of wraparound and holiday childcare.*

### 4.2 Wraparound and Holiday Childcare Information

The Private, Voluntary and Independent (PVI) sector support several schools by facilitating wraparound clubs and holiday childcare. Most providers are registered with Ofsted. Providers may be exempt from Ofsted registration if sessions operate for less than two hours.

During term time, breakfast clubs tend to commence from 07:30 until the start of the school day. At the end of the school day children access 'after school' provision which generally finishes at 18:00.

Seven providers are actively involved in facilitating holiday clubs; appendix 1 provides an overview of holiday childcare provision during summer 2017. Although there are opportunities to access additional holiday provision across Rutland, it is important to note these activities are limited to identified dates and not necessarily for the whole of the school holiday periods.

Holiday childcare providers confirmed that age ranges were capped at eleven years although older siblings would be welcomed. Provision for older children was not always appropriate. All providers said they offer an inclusive service for children with disabilities and would ensure staffing ratios were amended to ensure safeguarding requirements are met and also enable opportunities to deliver quality experiences for all children.

## **CONCLUSION**

The Local Authority fulfils its statutory duty to ensure sufficiency of childcare places through undertaking the annual Childcare Sufficiency Assessment and through a weekly update from Ofsted of new registrations, as well as providers that have been de-registered or are not continuing to offer provision. Until recently, this information was gathered and distributed through Rutland Information Service (formerly Family Information Service). However, the responsibility for collation is now being moved to the Learning and Skills Service. The Early Years team will continue to monitor the availability of provision through this approach.

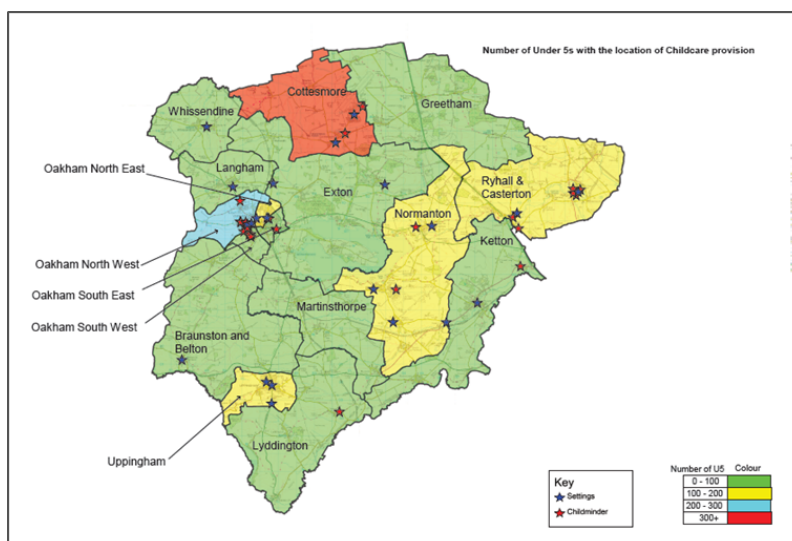
The Local Authority will continue to monitor the sufficiency of childcare and use the Ofsted inspection outcomes of all providers as the benchmark of quality. However, if local intelligence indicates that a provider is not meeting the 'Safeguarding and Welfare' or the 'Learning and Development' requirements of the Early Years Foundation Stage the Local Authority will report any issues of concern directly to Ofsted.

## 5. Location of childcare providers

### 5.1 Childcare Match to Population

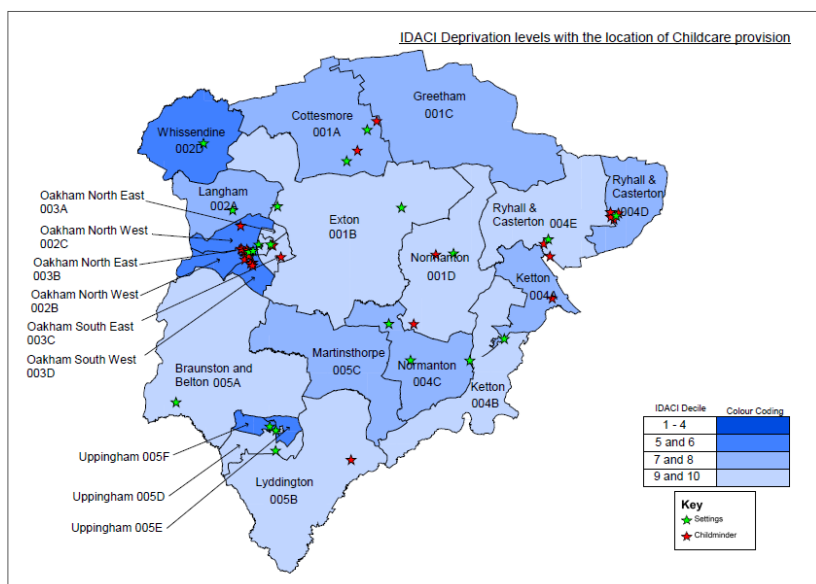
The provision of childcare is spread across Rutland as shown in the map below. Green and yellow areas are lower density of population; red and blue the highest. The provision of places largely reflects the population distribution.

46% of parents chose childcare due to the proximity of their homes. Only 11.6% of parents reported that the current childcare provision does not meet their individual needs citing high costs or current opening hours not covering working patterns. Aspects of the Families' section of Rutland Information Service website, which provides childcare information to parents, are transferring to the Learning and Skills Service. This website will offer current information on childcare places and will support individual families to access services which best meet their needs. This tailored support will be monitored over the next year and the effectiveness reported in the 2018 Childcare Sufficiency Assessment.



### 5.2 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. With the exception of Whissendine, the childcare mirrors areas of deprivation. The Early Years' Service will continue to monitor this carefully to ensure that vulnerable children are not being disadvantaged by insufficient childcare.



### Locality of Childcare Providers

Locality Areas	Childminders/ childcare on domestic premises	Full daycare	Sessional/ part-time daycare	Wraparound childcare	Holiday Clubs
Oakham and Barleythorpe	13	3	3	6	3
Uppingham	2	2	1	3	3
Ryhall, Great Casterton and Tinwell	7	1	1	2	1
Whissendine	0		1	1	
Cottesmore and Greetham	3	1	1	1	
Langham	0		1	1	
Empingham	1		1	1	
Exton	0		1	1	
Normanton	0			0	
Martinsthorpe	0			0	
Ketton	0	1	1	1	1
Belton	0		1		
Edith Weston, North Luffenham	2		2	1	
<b>Total</b>	<b>28</b>	<b>8</b>	<b>14</b>	<b>18</b>	<b>8</b>

### CONCLUSION

Childcare largely meets the needs of the Rutland population and currently there is surplus capacity across all areas of the county. Through regular monitoring of available provision and promotion of childcare activities, the Early Years' Service will continue to

monitor the availability of places against parental need and support the development of the market in meeting need.

Continued monitoring of location of provision remains a priority to ensure that the needs of all families are met, and that families are not disadvantaged by lack of provision readily accessible within their locality.

## 6. Quality

### 6.1 The Quality of Provision in Rutland

**6.11** The quality of provision in Rutland as judged by Ofsted inspection and overall outcomes for all children are high.

- At the time of the Child Care Sufficiency Assessment 2016-17, 100% of Rutland Early Years settings are rated as good or outstanding by Ofsted and Rutland has the highest percentage of good and outstanding Early Years settings in the East Midlands.
- The Local Authority works closely with Ofsted through regular communication including regular meetings at three points within the year. This enables the Early Years team to be kept updated on Ofsted inspection expectations and focus areas and to share where concerns about EYFS provision have been raised.

For an explanation on the role of Ofsted, the inspection framework and a description of the Ofsted judgements please see Ofsted Early Years' inspection handbook available at <https://www.gov.uk/government/publications/early-years-inspection-handbook-from-september-2015>

**6.12** The Early Years Foundation Stage Profile is the statutory assessment completed at the end of the Reception year. <https://www.gov.uk/government/publications/early-years-foundation-stage-profile-handbook>

The EYFS Profile 'Good Level of Development' (GLD) (the expected standard) validated results in 2016, show that although there is a slight decline in outcomes, these remain above national and regional levels. At the time of this report, provisional data for 2017 indicates an upward trend at a rate higher than seen nationally but it must be noted that this is early release data and, as such, has potential to change.

	2015	2016	2017 Initial indications
Rutland	75%	72%	76.3%
England	66%	69%	70.7%
East Midlands	64%	68%	69.4%

Early indications are that early years outcomes in Rutland schools, as measured by GLD, are amongst the highest in the East Midlands.

### 6.2 Early Years support from April 2017

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 support is delivered through:

- Initial support visits to new practitioners
- Early Years networks
- Annual Early Years Foundation Stage visits by LA specialists to all settings
- Early Years managers' training day with 95% attendance
- Early Years training programme



- Ongoing email and telephone support to ensure issues and concerns are dealt with quickly

Rutland Early Years' Service has a proactive approach to evaluating the impact of training and support to ensure that providers can remain well-informed and continue to offer high quality education. Where concerns are identified, these are shared with the provider and a programme of additional support offered; if concerns remain this information would be shared with Ofsted. Further detail is provided in Rutland County Council's Education Provider Prioritisation and Entitlement 2017-18.

## **CONCLUSION**

All areas of the county have access to high quality early years provision. During 2016-17, 100% of Early Years providers were judged by Ofsted to be good or outstanding.

It is recognised that, despite the level of support offered through the Early Years' Service, some provision may be identified as less than good through Ofsted or local intelligence gathering and that inspection outcomes are liable to change. In this case, the Early Years' Service will ensure that children are not disadvantaged by provision that is less than good and will act swiftly to work with the provider to address identified issues. Where slower than expected progress is noted, the Early Years' Service will work proactively with Ofsted and the appropriate agency as required.

## 7. Childcare Costs and Funding

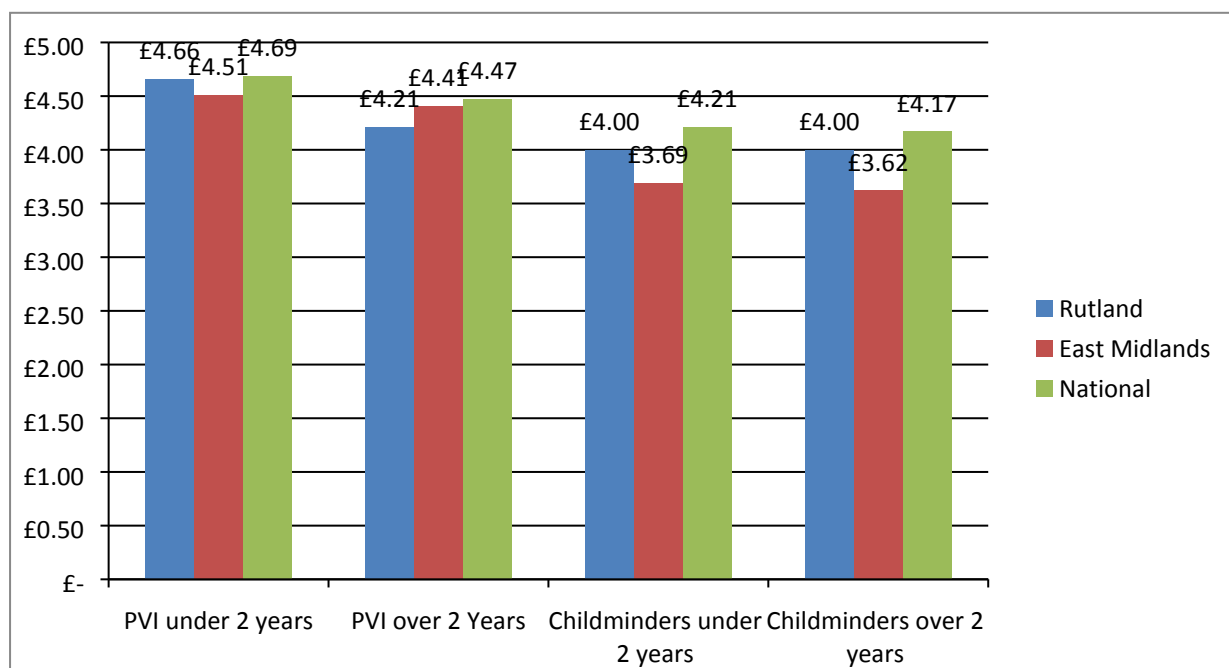
### 7.1 Average Costs

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

- nursery for children under 2: £4.66
- nursery for children over 2: £4.21
- childcare place with a childminder in Rutland: £4.00

<https://www.onefamily.com/hub/finance/childcare-calculator/>

#### Average Cost of Childcare June 2017



### 7.2 Payment to Providers of Childcare

Rutland County Council pays the providers of the 15 hours free universal educational entitlement for 38 weeks of the year (or 11.2 hours if stretched over 51 weeks), totalling 570 hours per child. From 1<sup>st</sup> September 2017, children of working parents meeting the eligibility criteria for the extended 30 hour entitlement will be able to access a total of 1140 hours free childcare per year.

The levels of payment to providers are as follows:

- 2 year olds: £5.20 per hour
- 3 and 4 year olds: £ 4.40 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 estimation of the numbers of eligible children expected to attend the early years setting for the forthcoming period, any under or over payments are adjusted in the following funding period.

The provider agreement also requires the setting to inform the Local Authority immediately if it falls into financial difficulties which might threaten its viability. Additional funding will be sent out early in the autumn term to cover the additional funding for the 30 Hour Extended Entitlement.

## **CONCLUSION**

Childcare costs remain broadly in line when compared both regionally and nationally. However, providers accessing government funding for places have taken a significant financial cut from April 2017. Funding levels will once again be reduced in April 2018 although Rutland County Council is paying their providers at a slightly higher rate than other local authorities in the East Midlands.

The Local Authority must monitor the viability of settings and work with providers to ensure the statutory duty of 'securing sufficient childcare' to meet the needs of parents who meet the eligibility criteria for Early Education of two, three and four year olds' is fulfilled. Schools Forum has requested that a working party is set up to develop a solutions-focused approach to supporting early years providers to deliver cost efficiencies as well as considering activities to support income. The Early Years' Service is contributing to this activity.

## 8. Parental Views of Childcare Provision

### 8.1 Childcare Sufficiency Assessment Consultation

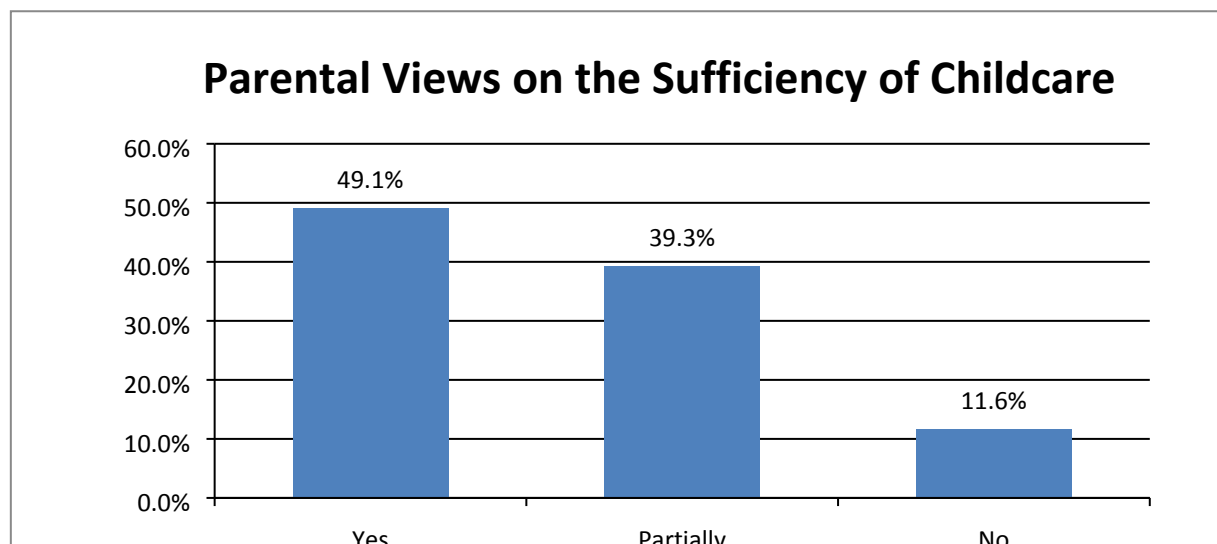
The Childcare Sufficiency Assessment (CSA) consultation with Rutland families took place in March 2017 and 130 responses were received. This was lower than in the previous year when 235 responses were received and the Early Years' Service will take this in to account when promoting the 2018 parental survey to ensure greater engagement.

The consultation was promoted via schools, settings, childminders, and colleagues in the health services and through other Rutland County Council service areas. Families were encouraged to respond electronically although other response methods were also made available.

78.9% of parents who responded reported they heard about the survey through their child's school or early years setting and 13.8% of parents through Visions Children's Centre. Consideration must be given to other routes to parental engagement with this survey.

- 120 respondents (93%) currently use Rutland based childcare
- 91% were females; 9% were males
- 9% indicated that they are a 'lone parent'.

### 8.2 Parental Views of Sufficiency of Childcare

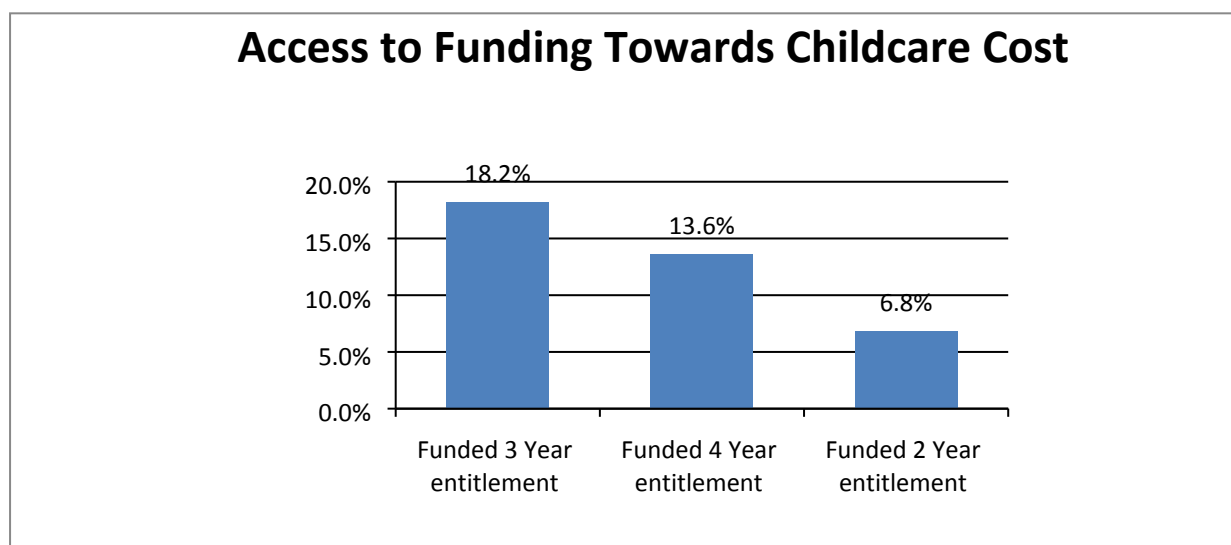


When asked if they felt there was sufficient childcare in Rutland to meet families' needs, the views of parents' were:

- 49.1% stated there was sufficient childcare
- 39.3% partially met
- 11.6% felt that there is not sufficient childcare

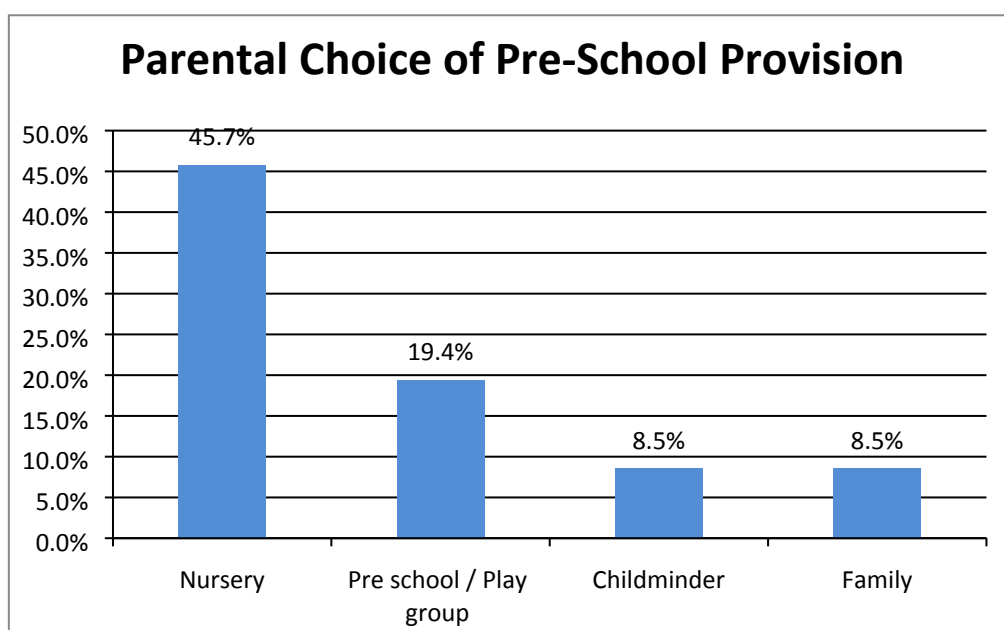
The number of parents who feel there is insufficient childcare to meet their needs has fallen by 10.6% since 2016. This may be impacted by fewer parents completing the 2017 survey.

### 8.3 Take-up of Childcare Funded by Government

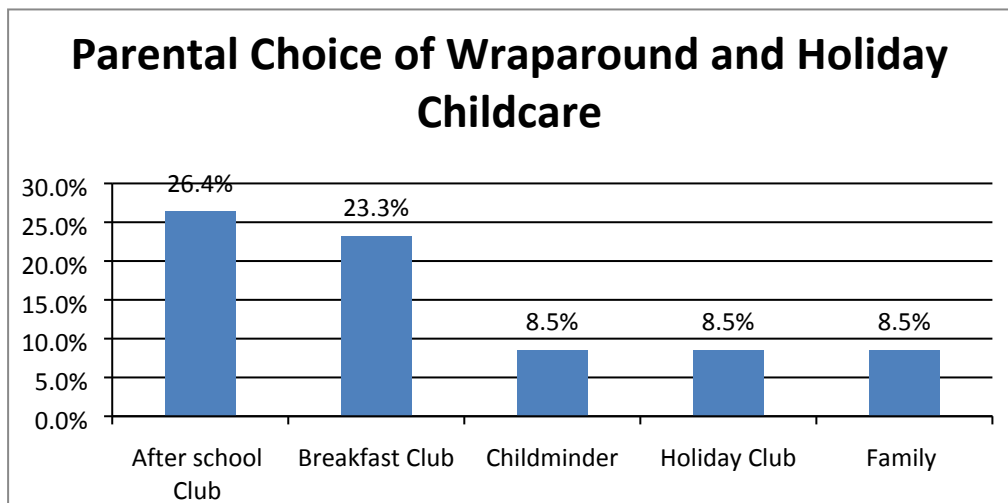


38.6% of parents currently claim government funding to access the two, three and four-year-old entitlement. Parents also access financial support through childcare vouchers, tax credits and tax free childcare.

### 8.4 Types of Childcare



Nursery provision is the most utilised form of pre-school childcare, with 45.7% of parents accessing a nursery place. This may be due to working parents choosing nurseries because they are open throughout the year and for longer hours in contrast to pre-school and play groups whose opening times are often term time and sessional.

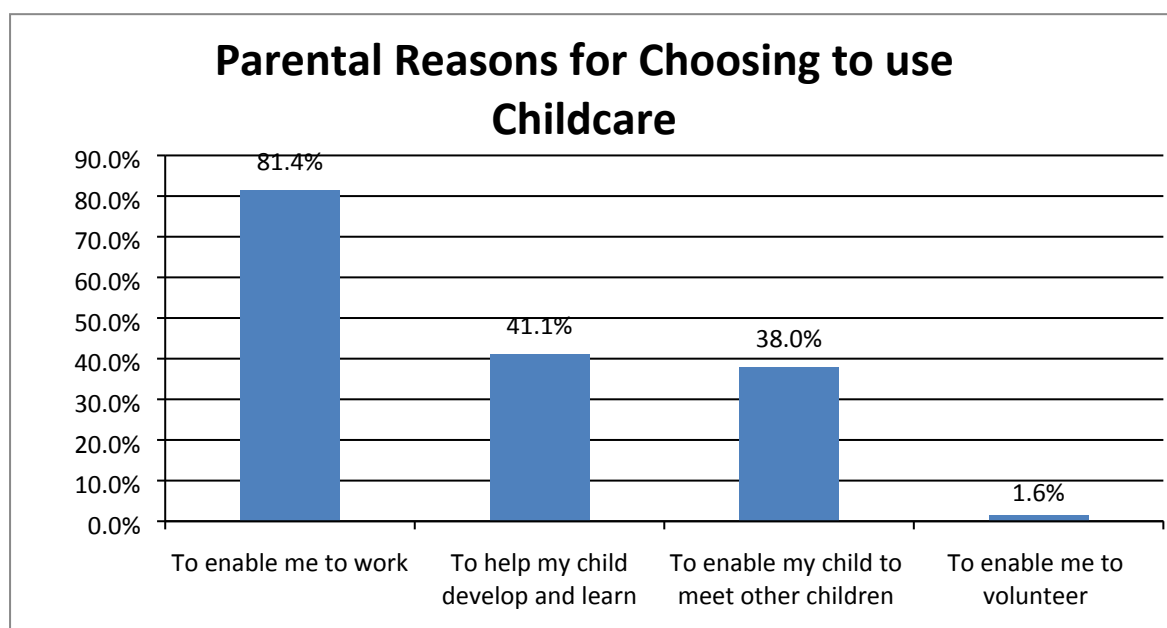


After-school clubs are the most popular form of wraparound childcare with 26.4% of parents indicating that they use this provision. The use of holiday clubs is lowest at 8.5% children accessing provision.

During an academic year, school holidays account for 13 weeks. For many families working parents do not have 13 weeks annual leave. Holiday childcare can be deemed as expensive. In Rutland the cost is approximately £20-£35 a day per child.

In May 2016, DfE published a policy entitled 'Wraparound and Holiday Childcare'. The overall aim of this policy is to help parents to work, or work for longer, if they chose to do so, by making more quality childcare available during the week and school holidays. The Family and Childcare Trust discuss the disappointment that this new policy is yet to achieve its potential in increasing the supply of wraparound and holiday childcare in a local area. Rutland Local Authority is working in collaboration with providers to ensure more accessible and affordable childcare particularly during holiday times.

#### 8.5 The main reason for using childcare:



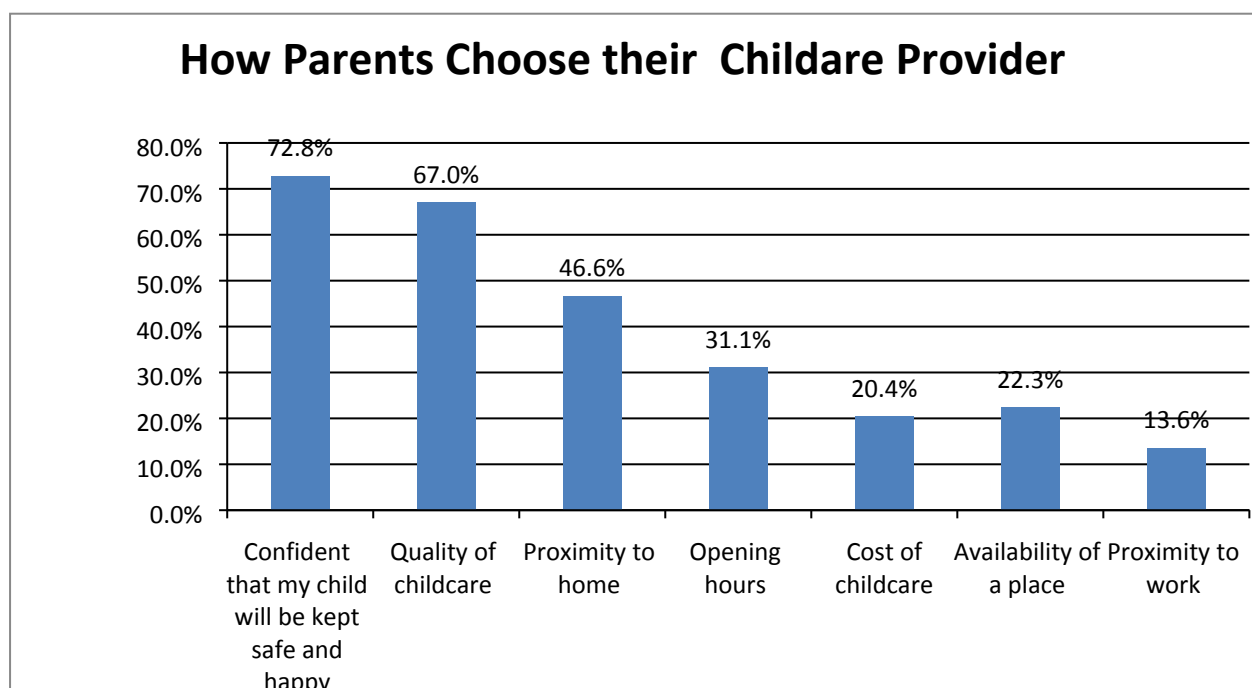
The prime reason for using childcare was to enable parents to work (81.4%). This far exceeds the second most important reason – “to help my child develop and learn” (41.1%)

### 8.6 Hours Worked by Parents who Choose Childcare

The highest numbers of parents responding to the question indicate that they work in the region of 40 hours per week. Of this group of parents, they have also responded, that their partner is also employed for a similar number of hours per week.

Of all parents responding, 51.4% indicated that they may be eligible to access the 30 hours Extended Entitlement from September 2017. 29.3% of these parents are currently accessing 30 hours of childcare per week and paying for hours in excess of the universal offer. This representation of parental feedback will need to be closely monitored following the introduction of the 30 hour extended entitlement in September. The additional hours may entice more parents into work resulting in the increased take up of childcare places.

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



The response to this question has changed from previous years where the quality of provision had been the most popular response. However, 72.8% of parents have indicated that ‘being confident that my child is being kept safe and happy’ is now the prime reason for parental choice of childcare. This may be due to media coverage and increased parent awareness of the safety of their child in their absence.

### 8.7 Finding Childcare

This survey revealed that 58.3% of parents choose childcare based on recommendation. 16.7% of parents have indicated that they find information about providers from Ofsted outcomes and 5.2% of parents from Rutland Information Service (RIS). The low number of parents using RIS is a concern and this will be addressed

through greater promotion of this service following a revision in autumn 2017 which will enable a more co-ordinated approach to developing this as a promotion tool.

Parents also identified:

- Difficulties in finding a childminder in the Uppingham area
- The limited hours of 'out of School' provision, highlighting that no service available before 7:30am and likewise usually closes at 6pm, with an impact for parents who work longer hours or have additional travel time on top of their working day
- A number of parents also identified increased challenges when their children attend Early Years provision in Rutland and live in a neighbouring authority when school holidays are not aligned

The Rutland County Council website has been updated to ensure parents and prospective parents can access up-to-date, online information about childcare and early education, including free places in the area and in future will publicise venues to access wraparound and holiday childcare provision. The Early Years' Service will also feedback concerns about current opening hours to providers and discuss potential options for extending provision.

## **CONCLUSION**

The number of parents completing the consultation this year was significantly lower than previous years; outcomes of the survey were from a smaller representation of parents. Of parents responding, a greater number indicated they used childcare to enable them to work. This is a 3.4% increase from the 2016 report and will need to be closely monitored following the introduction of the 30 Hour Extended Entitlement from September 1<sup>st</sup> 2017.

88.4% of parents reported that their childcare needs are partially or fully met with only 11.6% indicating there was insufficient childcare to meet their needs. This is a 1% increase from 2016.

A thorough evaluation of current wraparound and holiday childcare provision has been undertaken since last year's report and concludes that 18 wraparound childcare providers operate across the county while holiday care in the summer of 2017 was more limited with only 8 available schemes. The October 2017 half term break offers a wider availability with 10 schemes available.



## 9. Future Population Predictions

### 9.1 Population Information

At the time of the last census in 2011, there were 37,369 residents in Rutland. The current population is now 38,600; this is a 3% growth since the 2011 census.

The 2011 census identified:

- 7,373 children 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

### 9.2 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 2006-2016		
Calendar Year	Actual Birth Data	% Difference year on year
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	15.1
2016	339	1.2

The birth rate figures show a little variation over time when comparing actual numbers of births. However, when viewed on calendar years, supported by a standard calculation, future predictions and trends can identify possible sufficiency issues allowing time to adjust capacity to reflect predictions.

Approximately 60 of the children in the 2016 birth data are part of a Service family and are liable to redeployment.

### 9.3 Service Families and Children

Changing numbers of service personnel at Kendrew and St George's Barracks, due to redeployment, can cause fluctuations to childcare requirements in Rutland.

It is anticipated that troop movements in Rutland will increase over the next few years. However, family movements in and out are usually 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 106 children under 5 years of age will be moving into Rutland during summer 2017. This information will be confirmed upon the final arrival of all military families. The Local Authority work in partnership with the MOD to identify numbers of children moving into and out of Rutland to ensure childcare sufficiency needs are identified and addressed early.

#### 9.4 Large Scale Housing Developments

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 new-build completions in Rutland from 2016 to 2026 is 1319.

Assumption	No. of new build completions April 2016-March 2026	Estimated increase in 0-4 year olds based on recent new build completions	Number of sessions needed based on 15 hours per week per child	Number of sessions needed based on 30 hours per week per child
2016-2026 Housing Trajectory	1319	196	980	1960

Given the current level of vacancies of childcare places there are sufficient places in Rutland to match the housing growth. The actual build rate and occupancy is liable to variation and will be monitored to assess childcare demand

#### CONCLUSION

There is a slight increase in the birth rate over recent years although this is unlikely to have significant impact on the overall population and associated implications for childcare sufficiency.

The troop movement in and out of Rutland may have a significant impact on capacity and this will need to be closely monitored.

Similarly, the impact of the 30 hour Extended Entitlement will need to be monitored to ensure choice for parents. The Early Years Services predicts that the Local Authority will exceed the Government allocation of 104 full time equivalent 30 Hour Extended Entitlement places. Although 29.3% of working parents are already accessing and paying for 30 hours of childcare, we anticipated more parents may choose to increase the hours of childcare they currently used once the funding becomes available.

The Department for Education allocated Rutland County Council a small amount of funding early in 2017 to support the development of an IT system to administer the 30 Hour Extended Entitlement. The purchased system, Open Objects, will not only support the administration of funding but also help the team to monitor occupancy and sufficiency of childcare places.

## **10. Local Businesses' Views of Childcare Provision**

### **10.1 Consultation with Businesses**

To understand the childcare needs of shift workers and those with unusual working patterns the Local Authority contacted a sample of Rutland's small, medium and large businesses. One to one conversations with managers of small businesses highlighted a lack of knowledge in relation to the impending 30 Hour Extended Entitlement for working parents and the financial implications for their workforce. This was promoted by both the Government nationally and locally and is leading to a very high take up of the entitlement.

### **10.2 Key Comments from Larger Businesses**

Many of the larger businesses who took part in the survey indicated that they offer family friendly flexible working wherever possible and identified that to cover all eventualities such as ill health or holiday care, parents often have backup childcare support in place.

### **10.3 Key Comments from Small and Medium Sized Businesses**

The small and medium sized businesses did not identify any major childcare issues for their employees although this survey revealed that unexpected absences of employees, often through child illness, had a greater impact for smaller businesses.

## **CONCLUSION**

Businesses taking part in this survey have received information about the 30 Hour Extended Entitlement with a suggestion of signposting their workforce to the Rutland Information Service for more information. However, the majority of businesses have concluded that childcare is not an issue for their employees. The Learning and Skills Service will continue to work with Rutland businesses to assess any further impact.

## **11. Policy Changes**

### **11.1 Impact of Deferred Entry for Summer-Born Children**

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 six years of age. Parents can also request for their child to remain a year behind their natural year group. In the 2016 academic year three children deferred entry.

67% of respondents in this year's survey said they would not defer their child's entry into school. It is unknown if the remaining 33% would defer entry due to limited information collated within the survey. Deferred entry into school must be closely monitored in view of the introduction of the 30 Hour Extended Entitlement as potentially a child could access continued free childcare with an early year provider for 51 weeks of the year as opposed to attending school for 38 weeks of the year.

### **11.2 The level of Government funding of childcare and the impact of new National Funding Formula for Rutland from April 2017**

From 1<sup>st</sup> September 2017, Early Years Providers are being requested by the Government to extend the free childcare places they provide for 3 and 4 year olds from 15 hours per week to 30 hours per week for working parents meeting the prescribed criteria. This could have a significant impact on the viability of both Early Years Settings and Childminders in Rutland.

Prior to April 2017 the Local Authority paid £4.60 per hour for each child placed; this was reduced to £4.40 from 1<sup>st</sup> April 2017 and could be reduced even further to £4.25 in April 2018. As the majority of places are provided by private businesses, childminders are usually self-employed.

As a Local Authority we need to ensure that these businesses remain viable. This will be supported through Schools Forum and the setting up of a Schools Forum Working Party which includes representatives of providers and local authority officers in autumn 2017.

(Please see appendix 2)

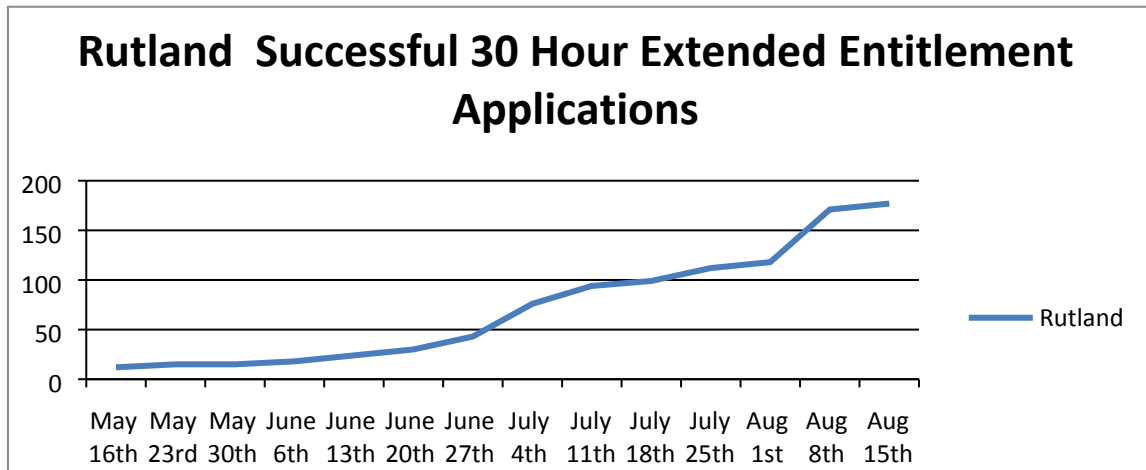
### **11.3 The 30 Hour Extended Entitlement**

The government has committed to doubling the amount of free childcare from 15 to 30 hours a week for working parents of three and four year olds from September 2017. The Government want the 30 hours Extended Entitlement to have a real impact on the lives of families, supporting parents who wish to work, or to work more hours, to be able to do so.

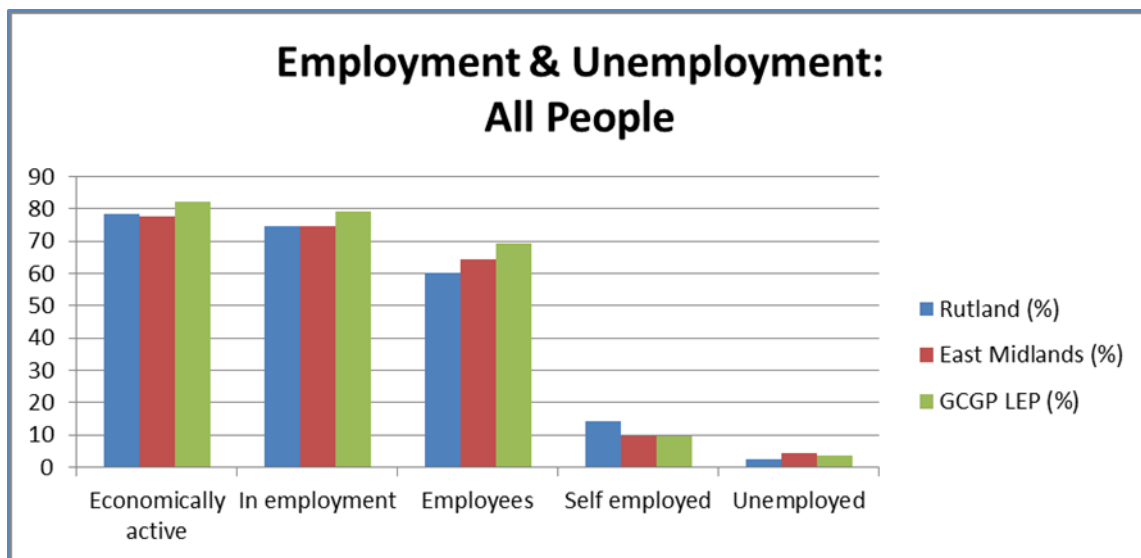
The purpose of this entitlement is to make sure that the cost of childcare is not a barrier to parents who want to work or who wish to work more hours. As stated in 3.2 the universal entitlement for all 3 and 4 year olds remains at 15 hours per week of free early education.

Rutland has been funded from 1<sup>st</sup> September 2017 for 104 full time equivalent which equates to approximately 178 30 Hour Extended Entitlement places. The number of successful parent applications, in September 2017, slightly exceeds the funding allocation. Funding from Department of Education (DfE) for the additional places will

be reassessed through the Early Year's census in January 2018 and adjusted accordingly as shown below:



### Rutland Key Statistical Data November 2016



Rutland has high levels of employment and therefore it is essential that childcare sufficiency is closely monitored to ensure insufficient local childcare does not impact on parents wishing to work or return to education or training.

## Appendix 1 Overview of Holiday Childcare

Overview of Holiday Childcare Provision - Summer 2017					
	July 24 <sup>th</sup>	25 <sup>th</sup>	26 <sup>th</sup>	27 <sup>th</sup>	28 <sup>th</sup>
Bright Spark Holiday Camp Uppingham 4-11 years					
Wild Camp 5-12 years Oakham					
The Ark Association Oakham					
Churchill Summer Camp Multi Activities 4-14 years Oakham					
Sports Camp Uppingham 5-14 years					
Kaleidoscope in Action at Ketton and Ryhall Primary School					
Dodgeball Eshelby Leisure 6-14 years					
	31 <sup>st</sup>	August 1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Bright Spark Holiday Camp Uppingham 4-11 years					
Wild Camp 5-12 years Oakham					
The Ark Association Oakham					
Churchill Summer Camp Multi Activities 4-14 years Oakham					
Sports Camp Uppingham 5-14 years					
Kaleidoscope in Action at Ketton and Ryhall Primary School					
Rutland Water / Nature Detectives 7-14 years					
	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>
Bright Spark Holiday Camp Uppingham 4-11 years					
Wild Camp 5-12 years Oakham					
The Ark Association Oakham					
Sports Camp Uppingham 5-14 years					
Kaleidoscope in Action at Ketton and Ryhall Primary School					

Rutland Water / Nature Detectives 7-14 years					
	14th	15th	16th	17th	18th
Bright Spark Holiday Camp Uppingham 4-11 years					
Wild Camp 5-12 years Oakham					
The Ark Association Oakham					
Kaleidoscope in Action at Ketton and Ryhall Primary School					
Rutland Water / Nature Detectives 7-14 years					
	21st	22nd	23rd	24th	25th
Bright Spark Holiday Camp Uppingham 4-11 years					
Wild Camp 5-12 years Oakham					
The Ark Association Oakham					
Sports Camp Uppingham 5-14 years					
Kaleidoscope in Action at Ketton and Ryhall Primary School					
Dodgeball Eshelby Leisure					
	28th	29th	30th	31st	
Bright Spark Holiday Camp Uppingham 4-11 years	Bank Holiday			Back to school	
Wild Camp 5-12 years Oakham					
The Ark Association Oakham					
Kaleidoscope in Action at Ketton and Ryhall Primary School					

## Overview of Holiday Childcare Provision - October Half Term 2017

	October 16th	17th	18th	19th	20th
Bright Spark Holiday Camp Uppingham 4-11 years delivered by Little Angels Uppingham					
Wild Camp 5-12 years Oakham, Catmose sports centre					
The Ark Association Oakham					
Churchill Summer Camp Multi Activities 4-14 years Oakham					
Sports Camp Uppingham Community College					
Premier Sports at Ryhall Primary					
Kaleidoscope in Action (KIA) at Ryhall Primary School					
Dodgeball Eshelby Leisure at Whissendine Primary School					
Oakham Tennis Club					
One Touch Football Cottesmore					
Little Bloomers at Kendrew, Cottesmore					
	<b>23rd</b>	<b>24th</b>	<b>25th</b>	<b>26th</b>	<b>27th</b>
Bright Spark Holiday Camp Uppingham 4-11 years delivered by Little Angels Uppingham					
Wild Camp 5-12 years Oakham					
The Ark Association Oakham					
Churchill Summer Camp Multi Activities 4-14 years Oakham					
Sports Camp Uppingham Community College					
Kaleidoscope in Action at Ryhall Primary School					
Kaleidoscope in Action Ketton					
Little Bloomers Cottesmore					
Just do Sport at Oakham CE Primary					







# **A Quick Guide to the 30 Hour Offer in Rutland**

This document is designed to help early years professionals, across all sectors, plan for the implementation of the Department for Education's 30 hour offer in September 2017.

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## **Introduction**

### **What is the 30 hours offer?**

On top of the universal 15 hours free provision that all 3 and 4 year olds receive currently, the government has committed to doubling this offer for working parents of 3 and 4 year olds from September 2017. The aim is to help families by reducing the costs of childcare and supporting parents to work.

### **Why is the Government introducing the 30 hour offer?**

The government wants to see childcare that is good for families and children. The purpose of this entitlement is to make sure that the cost of childcare is not a barrier to parents who want to work or who wish to work more hours. Childcare in the early years must be a caring and happy experience that supports children's development and gets children ready to thrive at school and in later life. The Early Years Team are mindful that in order to give young children the best start in life provision requires well qualified, experienced staff and suitable facilities to deliver the 30 hour offer and are aware of the importance of a sustainable funding rate to support this.

### **Will this affect the 2 year old entitlement and the existing universal entitlement for 3 and 4 year olds?**

No. The 2 year old entitlement to 15 hours per week of free early education will continue to be provided for children in the 40% most disadvantaged households as per the specified criteria. All 3 and 4 year olds will continue to be eligible for 15 hours per week of free early education. This is a universal entitlement for all children.

## **Eligibility**

### **Which parents will be eligible to receive the 30 hours?**

Eligibility for the 30 hours will include households where;

- Both parents are working (or the sole parent is working in a lone parent family) and each parent must earn a weekly minimum equivalent to 16 hours at the National Minimum or Living Wage and less than £100,000 per year. This can include self-employment and parents on zero-hours contracts;
- Both parents are working (as above) and in receipt of tax credits and/or universal credit;
- Both parents are employed but one or both parent is temporarily away from the workplace on parental, maternity, paternity or adoption leave;
- Both parents are employed but one or both parent is temporarily away from the workplaces on statutory sick pay;
- One parent is employed and one parent is in receipt of carers allowance (or receives the carer element of Universal Credit); or
- One parent is employed and one parent is disabled or incapacitated (based on specific benefits)

'Parent' means a person who has parental responsibility for the child or care of the child. In cases where a parent has remarried or is living with a partner, the step-parent or partner must also meet the earnings threshold.

Parents who are studying will not qualify for the 30 hours, unless they meet the criteria outlined above.

Where grandparents or other family members have parental responsibility for a child aged 3 or 4 and they meet the eligibility criteria set out above, the child will have access to the 30 hours.

### **How will eligibility be checked?**

The government has developed a single, seamless online childcare application system which will allow parents to apply for Tax Free Childcare and 30 hours of free childcare at the same time. Parents will need to declare that they expect to earn the equivalent of 16 hours national minimum or living wage on average each week over the next quarter. The quarterly declaration has been designed to help those on fluctuating incomes and zero hours contracts to meet the criteria. Parents will be required to confirm their eligibility on a quarterly basis from the time of application.

Parents will apply online with HMRC, who will make the eligibility decision as part of this application process. If eligible, parents will be issued with a verification code which they can present to any participating provider with availability. Providers will check with the local authority that the child is eligible for the 30 hours to enable the provider to offer the family a place and the local authority will ensure each provider is funded appropriately for the children they are caring for.

### **What happens if the parent falls out of the eligibility criteria?**

The new system will see the introduction of a 'grace period'. This is intended to enable parents to retain their childcare place for a short period if they become ineligible for the 30 hours. This will provide continuity for the child, give the parents the opportunity to regain employment and give providers certainty that if they offer a place under the 30 hours they will not risk having an empty place immediately following a change in the parents' circumstances. The government will be setting a national grace period to ensure simplicity and clarity for parents and providers and will develop the existing national Eligibility Checking Service to automatically calculate the grace period to minimise administrative burdens on providers and local authorities.

### **Flexibility**

The delivery of the 30 hour offer by providers is set out in the statutory guidance.

Delivery must be over no fewer than 38 weeks per year;

- Funded hours can be delivered between 6am and 8pm; all year round, including weekends
- Children can take their free entitlement at maximum of 2 sites in a single day to avoid any adverse impact due to transitions between multiple providers and a maximum of 3 providers
- There is no minimum session length that will be stipulated by government to count towards the free entitlement, but that the maximum session length will be no more than 10 hours in any one day.

### **Do all early years providers have to offer the 30 hours?**

No. The 30 hour offer, like the 15 hour universal free entitlement, is optional for providers to deliver and the government will not penalise providers if they opt out of delivery. Providers who opt out of the 30 hour offer can continue to deliver the 15 hour universal offer if they wish to do so.

Providers unable to offer the extended entitlement may work in partnership with another local provider to ensure the parent has the opportunity to take up their entitlement flexibly should they wish to do so.

### **How flexible do providers need to be?**

It would be unrealistic and unfeasible for providers to allow parents to access their 30 hour offer as and when they choose to. Whilst the government expect providers to be flexible, it is appreciated that this needs to be within your chosen business model and this is looked at in more detail later in this document.

### **Will quality requirements change?**

No. The government is committed to retaining the existing EYFS ratios and qualifications across the 30 hour offer. The government is clear that the additional hours of childcare need to be of high quality. All childcare must be delivered in a way that makes a contribution to a child's physical, cognitive, social and emotional development, without placing inappropriate strain on young children who might be spending a significant part of their day in childcare. The additional 15 hours need to supplement and complement the current early education entitlement. It will need to provide positive and stimulating experiences for children, and staff will need to have the right skills and knowledge to deliver this care as the main driver of quality in a setting.

**If eligible parents want more than 15 hours but less than 30 is that an option?**

Yes. Parents don't have to take up their full entitlement. Providers will receive proportionate to the number of hours that a child is taking up.

**Who can deliver the 30 hour offer?**

The entitlement can be delivered by all early years registered providers; this includes day nurseries, pre-schools, out of school clubs and childminders, as well as schools offering early years provision.

**Understanding demand for the 30 hour offer**

The majority of working families with 3 and 4 year olds already use more than 15 hours of childcare, which means many children will already be accessing a place and will not necessarily require a new one as part of the 30 hour offer.

The actual number of new childcare places that will be needed depends on;

- How many eligible parents we have locally
- How many eligible parents take up the new entitlement;
- The extent to which eligible parents already pay for additional hours of childcare over and above the existing 15 funded hours;
- How quickly eligible parents choose to make use of all of the additional 15 hours to which they would be entitled; and
- The level of vacant capacity in the system.

Nationally, new providers will be encouraged to enter the childcare market and existing providers to expand. Collaborative arrangements across different types of providers and increased flexibility for providers are important elements of this.

During spring 2017 the Local Authority intends to carry out a parental survey to establish parental needs of wishing to access and take up the 30 hour entitlement.

The Department for Education have estimated that there are a possible 509 3 and 4 year olds in Rutland who currently take up the 15 hour entitlement. Of those children 104 will be eligible to access the 30 hour entitlement. These predictions were based on the January 2016 Early Years Census information and will provide an approximate estimation of eligibility through 2017.

Over Spring 2017 we will undertake further data analysis to identify how these potentially eligible children are spread across the county and will be working with providers to map local delivery models so that we can match what different providers can offer, with parents differing needs, to ensure we have sufficient provision to meet local demand across the county.

Whilst the Childcare Sufficiency Assessment gives us an overview of parental demand, local childcare providers are those best placed, with a captive market, to identify what the anticipated demand is within their own setting. As such, it is recommended that you conduct some market research with existing parents and those on your waiting list to enable you to understand the needs of your families if they are likely to be eligible for the 30 hour offer, what their current arrangements are, and how they may wish to access the 30 hour offer at your setting.

This would give you a starting point for planning for implementation with current parents from September 2017 onwards, but providers obviously need to be mindful that this cohort of parents will change annually and building in some regular review and assessment of the 30 hour offer to accommodate for room for growth and participation would be advisable. If parent's needs aren't addressed, they may opt to take their business elsewhere.

There are lots of examples of parent surveys in the various business toolkits referred to later in this document.

### **Meeting the identified demand for the 30 hour offer**

Feedback from such a parent survey may support you in identifying any increase in demand for places by identifying what hours, days or sessions parents mainly want, whether you have the capacity to meet such demand, what additional services are needed locally and how you could meet this need. It may be that you need to change your delivery model to meet an identified need, whilst keeping a balance between 30 hour, 15 hour, 2 year old and fee paying places. These changes could affect fee levels, number of funded places offered, staff and premises implications and overall business viability. It may be that you choose to offer your funded places differently, through what is being commonly referred to as a blended offer or partnership model, where you work in partnership with another local provider to offer 30 hours to local parents between you, or through a stretched offer where the 30 hours are stretched over longer than 38 weeks, at fewer hours per week by utilising the school holiday periods.

Once parental need has been established, a consideration as to how your setting can meet, or not, that need will support future plans to ensure your business remains effective and viable and meet the demand of your local market.

### **A business model to meet your needs**

First and foremost you need to understand the needs of your business and identify ways to deliver the 30 hour offer which could involve looking at;

- Your admissions policy in terms of how many places you already offer and how many places you could offer and when?
- Will you keep a certain number of places for 30 hour places, 15 hour places, 2 year old funded places and fee paying children?
- How will you prioritise and deal with requests from parents?
- How will the 15 universal and the 15 additional hours be recorded so they can be easily identifiable in case of a dispute or if parents want to split them across more than 1 provider?
- The demand for these sessions
- The additional services you can provide
- Staffing implications – do you need to revise your staffing model?
- Can you maintain staff roles and ratios?
- Is additional training for staff needed?
- The impact of wages, holiday requests, workplace pension entitlements, staff contracts or working patterns
- Premises implications
- Your current hourly costs of delivering a place

- What your occupancy level and hourly rate needs to be to achieve your breakeven point
- If your fee structure allow you to achieve your breakeven point or make a surplus
- The trends in your occupancy levels and how this is monitored and subsequently reflected in your business planning
- How your costs, occupancy levels and fee structure impact on your cash flow forecasts and have budgets that are set realistically to enable you to manage and monitor this.

It is also worth ensuring you are aware of additional funding which children may attract and how you can access it, such as Deprivation supplement, Early Years Pupil Premium, Disability Access Fund and SEN Inclusion Funding. Being aware of funding that parents can also access to pay for childcare, such as tax free childcare, childcare elements of tax credit and universal credit and employer support schemes, can also enable you to set your fees at realistic levels by sharing this information with parents.

Nationally, there is a wealth of resources and information that have been published by various agencies to support providers with the planning and delivery around the 30 hour offer. We appreciate the needs of each sector, and indeed each provider, are different in relation to the support required regarding this agenda, so we are providing the following links to enable you to establish the aspects of these resources that you may find helpful;

- The **DfE** has published an online business sustainability package for providers which can be accessed at <https://www.gov.uk/government/collections/early-years-business-sustainability>
- The **Family and Childcare Trust** have developed a toolkit to support mixed model partnership approaches to delivering the extended free entitlement. It is designed to help childcare providers set up or join a partnership, maximise the benefits of working together and tackle the challenges joint working can bring. This toolkit includes getting started guides, frequently asked questions, planning supply to meet demand and a focus on delivery in partnership. It can be accessed at <http://www.familyandchildcaretrust.org/access-dfes-30-hour-mixed-model-partnership-toolkit>

They have also produced a toolkit for the delivery of the extended and flexible hours in school nurseries, which can be found at <http://www.familyandchildcaretrust.org/free-toolkit-delivering-extended-early-education-hours-school-nurseries>

- Focusing on helping providers ensure their business remain sustainable with a document of key insights from successful providers, case studies of efficient business practices, guidance on marketing and managing finances and business planning and an online directory of organisations that can provide business and finance support, the **Foundation Years** toolkit can be accessed at <http://www.foundationyears.org.uk/business-sustainability/>
- The **Pre-School Learning Alliance** have also produced ‘A Guide to Early Years Funding and Delivery Changes’ which may be of particular interest to our pre-schools and playgroups and can be accessed at <https://www.pre-school.org.uk/EYguide>

### **Different delivery model options**

Remember that you won't be able to meet the needs of all parents, but having undertaken parental demand surveys and assessed your current business model for how the universal 15 hour entitlement is offered you will need to identify how you could offer the 30 hours in your setting and there will be numerous options available to you;



### Partnership Working – A ‘blended’ offer

- Continue with your existing provision, making no provision for the 30 hour offer, but work in partnership with other local providers to offer a ‘blended’ offer to parents of 30 hour provision across more than 1 provider. This will work particularly well where the free places don’t fit into your viable business model, where you may be restricted by premises and where there are other providers who can also offer part of the 30 hour offer to enable you to work together
- Providers across 2 different sites can claim funding for a single child but it will need to be agreed with parents and providers which are the universal 15 hours and who are claiming for what as the additional 15 hours could be withdrawn if they become ineligible.

### Direct delivery

- Offer the 30 hour provision by making the necessary changes within your setting to accommodate parental needs

### ‘Stretching’ the offer

- Eligible parents will be entitled to a total of 1140 hours per year. If using all their entitlement during term time this would equate to 30 hours per week of early education funding over 38 weeks. Alternatively, this can ‘stretched’ over the year. For example, a parent using a nursery 51 weeks of the each could receive 22.4 hours per week of early education funding.
- Offer extra weeks during school holidays as part of holiday provision or before or after school during term time.

### Delivery Model Example of a ‘blended offer’ between a school and local childcare provider

Neither the school nor the childcare provider is able to accommodate the 30 hour offer for local parents so opt to work together.

During term time, this may equate to 6 funded hours a day, across 2 sites (or 1 site if the childcare provider is located on the school site) and could look like;

Opening – 9.00	9.00 – 12.00	12.00 – 3.00	3.00 – Close
Childcare Provider Paid for hours	School 3 funded hours	Childcare Provider 3 funded hours	Childcare Provider Paid for hours
<b>Or</b>			
	School 3 funded hours	Childcare Provider 3 funded hours	

### Funding

#### What is the Early Years National Funding Formula?

Government recognises that the cost of delivering childcare varies across the country so not every provider will be paid the same rate. However, the government has introduced a new national funding formula to help ensure that as much funding as possible reaches providers and that funding is fairly distributed between different types of providers. The new Early Years National Funding Formula will come into effect from April 2017.

	Current 2016/17 Budgets	Proposed 2017/18 allocations	Proposed 2018/19 allocations
Hourly rate to LA	£4.98	£4.72	£4.48
3&4 year olds (PTE)	508.9	508.9	508.9
Total budget	£1,445,000	£1,371,955	£1,299,442
Allocated to providers	£1,340,500	£1,275,918	£1,234,470
Maximum held centrally	£104,500	£96,037	£64,972
Hourly rate to providers	£4.60	£4.40	£4.25

The 2 year old entitlement will see uplift from £4.85 per hour to £5.20 per hour from April 2017.

### Can providers charge top up fees?

The additional 15 hours must be free at the point of delivery and meet the same regulatory requirements as the existing hours. You should use government funding for childcare to provide 15 or 30 hours a week of high quality, flexible early education and childcare. The entitlement doesn't cover the cost of consumables so providers can charge for additional services such as nappies, milk, drinks, meals and additional services as long as parents don't have to pay for them in order to access a place, so for example, they can choose to provide their own at no extra cost if they wish to do so.

### Will there be any changes in the way the local authority pays providers for these funded places?

This is an area we are currently reviewing and will be confirmed at a later date.

### What next?

Considering all the information in this document, you will need to decide on how you will support the 30 hour offer within your setting and who you could work collaboratively with. Use your market research to develop a business plan that is viable and sustainable for your setting and produce an action plan that will move your business plan objectives, and delivery of the 30 hour offer, towards implementation for September 2017.

Whilst it is expected there will be a national marketing campaign, don't forget to communicate and promote how you will be offering the 30 hour offer to existing and potential families. You may need to change or develop certain documentation for parents and may find it helpful to nominate key members of staff as liaison points for parents about the extended entitlement

*Our thanks to colleagues in Nottingham City for their support in the development of this document*



## Appendix 3

# Rutland Early Years' Service Childcare Sufficiency and Early Education Action Plan 2017

**Aim:**

To ensure sufficient, high quality early education and childcare and wraparound and holiday care places are available to meet the needs all Rutland children and their families.

**Outcome:**

Parents and carers report that, because childcare places are available, accessible and affordable and delivered flexibly in a range of high quality settings, it is sufficient to meet needs so that they are able to study or work.

**1. MAINTAIN SUFFICIENCY OF EARLY EDUCATION AND CHILDCARE ACROSS RUTLAND**

Target	Actions	Responsibility	Timescale	Completed and evaluated
Systematic processes for childcare sufficiency data collection, to include information to ensure sufficiency for the 30 Hour Extended Entitlement, are implemented <ul style="list-style-type: none"> <li>• ensuring accurate data is readily available</li> <li>• sufficiency of provision ensured</li> </ul>	<ul style="list-style-type: none"> <li>• Organise programme of training and guidance for LA staff and early years providers to ensure confident use of Open Objects</li> <li>• Calculate the number of additional hours accessed by eligible 30 hour entitled children following the Head count data collection process</li> </ul>	Early Years adviser, Childcare officer  Early education and childcare co-ordinator	September 2017  Autumn 2017 Spring 2018 Summer 2018	

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<p>The Open Objects System is implemented and monitoring in place to ensure it is providing an effective data resource and evaluation tool for 30HEE so that the system</p> <ul style="list-style-type: none"> <li>meets the needs of both the LA and all Early Years providers</li> <li>supports the effective allocation and audit of the Early Years funding</li> </ul>	<ul style="list-style-type: none"> <li>Organise promotional materials to ensure all Early Years providers sign up to and use Open objects</li> <li>Continue to market and promote the free education for two, three and four-year olds to ensure parents/ carers are accessing the high quality provision to which they are entitled</li> </ul>	<p>Early education and childcare co-ordinator</p> <p>Early Years adviser, Childcare officer</p>	<p>January – March 2018</p> <p>On-going</p>	
<p>A comprehensive approach to support the generation of additional provision to meet the requirements of all Rutland children and their families is planned with stakeholders and providers and implemented in a timely manner</p>	<ul style="list-style-type: none"> <li>Monitor take up of places using Open Objects three times annually.</li> <li>Confirm and evaluate information collected above to assess overall sufficiency to report to elected members annually.</li> <li>Work with LA officers and childcare representatives to explore and develop processes to support viability of existing providers and increase the number of new providers within Rutland</li> </ul>	<p>Early Years Adviser and Childcare officer</p> <p>Early Years Adviser and Childcare officer</p> <p>Early Years Adviser and Childcare officer</p>	<p>September 2017- May 2018</p> <p>September 2017- May 2018</p> <p>September 2017 – April 2019</p>	

2. ASSURE QUALITY OF EARLY EDUCATION AND CHILDCARE				
Target	Actions	Responsibility	Timescale	Completed and evaluated
Sufficiency of good or better quality of childcare is assured through systematic monitoring of performance and promoting of good practice	<ul style="list-style-type: none"> <li>• Monitor Ofsted inspection outcomes and identify:               <ul style="list-style-type: none"> <li>○ Strengths; work with Providers to provide opportunities for sharing good practice</li> <li>○ Areas for improvement: offer support and guidance to bring about rapid improvement. Monitor for evidence of sustained impact</li> </ul> </li> <li>• Routinely complete the Early Years priority assessment process to identify any issues relating to quality or sufficiency; implement appropriate actions to address identified issues</li> <li>• Develop a cohesive programme of training and guidance for all pre-school childcare providers, focusing on high quality early education, safeguarding and meeting the needs of all young children in preparation for readiness for school</li> </ul>	<p>Early Years adviser</p> <p>Early Years adviser and Childcare officer</p> <p>Early Years adviser and Childcare officer</p>	<p>September 2017- August 2018</p> <p>3 times per year</p> <p>April 2018 to April 2019</p>	

<b>3. ENSURE SUFFICIENCY AND QUALITY OF WRAPAROUND AND HOLIDAY CHILDCARE TO MEET PARENTAL NEEDS</b>				
Target	Actions	Responsibility	Timescale	Completed and evaluated
Accurate data on wrap-around and holiday childcare maintained; information readily available to parents and carers on RCC/ Rutland Information website	<ul style="list-style-type: none"> <li>Undertake regular monitoring of provision to include providers added to and removed from register; update RCC website and link to neighbouring authority websites for parents attending provision outside Rutland.</li> <li>Develop a plan to support increased local authority partnership with wrap-around and holiday providers to include systematic audit of need and provision, updated to ensure information is current at key school holiday times; signpost through publication and website</li> <li>Confirm strategic policy in relation to monitoring of wrap-around and holiday childcare beyond LA statutory duty; potential to include increased levels of data collection, programme of provider training and support, quality assurance of provision.</li> </ul>	<p>Early Years and Childcare Co-ordinator</p> <p>Early Years officers</p> <p>Head of Learning and Skills</p>	<p>Weekly from October 2017</p> <p>December 2017 to March 2018</p> <p>March 2018</p>	

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**SCRUTINY PANEL**

22 February 2018

**INCREASE FOSTERING FEE FOR SECOND OR SUBSEQUENT CHILD**

**Report of the Director for People**

Strategic Aim:	Reaching our Full Potential	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr R Foster, Portfolio Holder for Children and Young People (Safeguarding)	
Contact Officer(s):	Tim O'Neill, Director for People and Deputy Chief Executive	01572 758402 toneill@rutland.gov.uk
	Rebecca Wilshire, Head of Children's Social Care	01572 758258 rwilshire@rutland.gov.uk
Ward Councillors	N/A	

**DECISION RECOMMENDATIONS**

That the Panel:

1. Comments and provide feedback on the proposal regarding increasing the Foster Carer Fee for a second and subsequent child

**1 PURPOSE OF THE REPORT**

- 1.1 The Local Authority has a duty to ensure there is sufficient accommodation within their area for children in their care. The duty has been clarified and reinforced by the Issue of statutory guidance on "Sufficiency" in 2010.
- 1.2 A full sufficiency review has been completed and a statement drafted exploring the current provision for children and care leavers for whom Rutland County Council is the Corporate Parent. This provides an in-depth view of the current fostering provision in Rutland County Council, the placement data for the children and young people in our care and an analysis of associated costs. The statement sets out the challenges and strengths within the local authority, providing a clear vision to improve sufficiency moving forward (this report is due to be presented at Scrutiny in a future panel).
- 1.3 Having sufficient 'in-house' foster carers, staying put provision and supported lodgings is essential to best meet the needs of the children we care for, as it allows children to be placed close to their families, local services, Social Workers,

and education provision. It is also important when considering the cost of placements as it improves sustainability.

**1.4** When in house carers are unavailable the Local Authority has to look to Independent Fostering Associations (IFAs) to provide suitable placements to our children and these are significantly more expensive, likely to be out of the county and further than the prescribed 20 mile radius, with additional challenges to ensure the quality of the placement to provide the best possible care to our most vulnerable children.

1.5 The purpose of this report and the presentation is to gather views and feedback on the proposal to increase the fostering fee, for second and subsequent children.

## **2 BACKGROUND AND MAIN CONSIDERATIONS**

**2.1** Foster Carers receive an **allowance** for each child in their care and these are based on the National Minimum Standards, the allowance is based on the child's age and the amount believed to be needed to support a child, the same allowance is paid for each child looked after within a placement.

**2.2** The **allowance** is intended to meet the child's needs, for example, food, clothing, pocket money, savings... and there is a recommended breakdown for how this money is spent on and for the child, this is set by the National Minimum Standards.

**2.3** Currently in Rutland, carers are paid this allowance but they are also paid a **professional fee** this is a fee to the carer, some would consider this the 'salary'.

**2.4** The **Professional fee** is paid for the first child in placement; the amount is based on their experience and their completion of the National Minimum Standards. However for second and subsequent children placed with a Foster Carer, the **professional fee** whilst still applies is significantly reduced

**2.5** Further to the payment of the **allowance** and the **professional fees**, carers also receive a loyalty bonus in year four and each year after that, as well a birthday and festival bonus payments.

**2.6** Rutland currently have limited Foster placement for siblings groups, which result in all siblings groups being placed out of county and in an Independent Fostering Agency (IFA), at a considerable higher cost.

**2.7** We need to offer further incentive to our Carers to consider more than one child when they are able to do so.

**2.8** Whilst foster carers in Rutland do not care for children because of the money they receive, feedback from most of our foster carers suggests that they do not believe the current method of payment is the best way to acknowledge the work and loyalty of carers within the County. It is also significant that many of our carers are only approved for one child rather than for a sibling group/second placement.

**2.9** This proposal is part of a wider strategy to improve take up of already available placements with Rutland Foster Carers, thus reducing the number of children placed outside the authority and reducing the spend on IFA placements allowing the local authority to better use this money to support our Children in Care.

**2.10** The hope is that this proposal will also improve current sufficiency moving forward whilst also encouraging potential new carers to consider working for Rutland rather than an IFA.

Current payments to Foster Carers - **Allowance** for the child:

<b>Age Group</b>	<b>Weekly Basic Allowance</b>	<b>Festivity Allowance</b>	<b>Birthday Allowance</b>
0-4 years	£145	£145	£145
5-10 years	£165	£165	£165
11-15 years	£206	£206	£206
16+ years	£249	£249	£249

Fostering **professional fees** in Rutland:

<b>Fostering Level</b>	<b>Requirements</b>	<b>Weekly Fee</b>	<b>Weekly Additional Child Fee</b>
Level 1	Newly approved foster carer	£124.74	£57.26
Level 2	Foster carer with one year experience, a minimum of 20 overnight stays and completion of the TSD standards	£172.80	£57.26
Level 3	Foster carer with at least two year experience and holding a relevant NVQ/QCF Level 3 or equivalent qualification and a minimum of 20 overnight stays (in the preceding year)	£218.81	£57.26

**2.11** We are seeking views on increasing the payment of £57.26 which is paid for all subsequent children. We consider this fee too low when compared to the fee for the first child and we believe there needs to be further incentive for Carers to have siblings and/or subsequent children.

**2.12** None of our in- house Foster Carers currently have any siblings groups, we have one connected carer who has three children, and should this be approved the increase in payment would apply to this connected carer and would need an initial cash injection which we would consider as an 'investment to save'. All of our other sibling groups are out of county in an IFA placement (IFA's cost in the region of £700-£1000 per week, per child) and whilst this proposal may not bring changes to the current children looked after, we believe it will to those children who become

looked after in the future.

### 2.13 **Case Study: Example**

Two children came into the care of the local authority in March, an 8 year old boy and a 10 year old girl.

We were unable to find a Rutland Foster Carer who was able to look after the children and separation of the children was not appropriate.

The cost of placing the siblings with an Independent Fostering Agency (IFA) was approx. £1500 per week

Had we placed them together with a Rutland Carer the cost would have been in the region of £560.00 per week, with the increase of second fee as per this proposal the cost would be in the region of £680 per week.

For an in-house Carer this is an increase of £120 per week but a potential saving to the local authority of more than £800 per week.

Further savings are then achieved such as, mileage, travel time of staff visiting children/placements, transport costs to and from school, transport and time of supervised contact, all which costs significantly more for children in IFA's and out of county and are significantly cheaper when children are with in-house carers.

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

**3.1** Whilst this proposal is only part of a wider strategy to improve sufficiency within our fostering service, should the increase of second and subsequent placement fees be agreed, it is likely that significant savings can be made to the local authority whilst also improving our opportunity to provide the best possible service to the most vulnerable children and young people in Rutland.

**3.2** The current climate suggests that there is a national shortage of foster carers with many choosing to go to an IFA to be assessed rather than working with a local authority. Whilst money is not the motivator, to be able to offer similar payments to IFAs to the carers would undoubtedly improve recruitment and service to children. It would also support loyalty to Rutland and ensure we evidence how much we value our Foster Carers.

**3.3** The Fostering Network is clear that they believe professional fees should be paid and they should be clear and transparent. Paying equal fees for every child in placement would be their preference.

**3.4** We are in the process of writing a retention strategy in order to retain our carers, our numbers of children becoming looking after is not increasing, however we want to continue to ensure we have high quality provisions in house when the need arises.

**4 BACKGROUND PAPERS**

4.1 There are no background papers

**5 APPENDICES**

5.1 Appendix 1 - Business Case

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

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## Appendix 1



**Rutland**  
County Council

Rutland County Council

# Project Business Case

Document Owner: Rebecca Wilshire, Head of Children  
Social Care  
Rutland County Council

Author: Rebecca Wilshire, Head of Children  
Social Care  
Rutland County Council

Version: Version 1

Date: 27 Dec. 17

Classification: Confidential

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**Document Control, Approval and Distribution**

**Version Control**

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This document should be updated with any amendments:

Version	Date	Notes
Version 1	27. Dec 2017	Initial Document

**Document Approval**

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This document requires the following approvals:

Sponsor Approval	Name	Date
Cabinet		

**Document Distribution**

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This document will be distributed to:

Name	Method	Date



## Introduction

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The Local Authority has a duty to ensure there is sufficient accommodation within their area for children in their care. This duty has been clarified and reinforced by the Issue of statutory guidance on “Sufficiency” in 2010.

A full sufficiency review has been completed and a statement drafted exploring the current provision for children and care leavers for whom Rutland County Council is the Corporate Parent. This provides an in-depth view of the current fostering provision in Rutland County Council, the placement data for the children and young people in our care and an analysis of associated costs. The statement sets out the challenges and strengths within the local authority, providing a clear vision to improve sufficiency moving forward.

Having sufficient ‘in-house’ foster carers, staying put provision and supported lodgings is essential to best meet the needs of the children we care for as it allows children to be placed close to their families, local services, social workers, and education provision. It is also important when considering the cost of placements as it improves sustainability. When in house carers are unavailable the Local Authority has to look to Independent Fostering Associations (IFAs) to provide suitable placements for our children and these are significantly more expensive, out of the county and further than the prescribed 20 mile radius with additional challenges to ensure the quality of the placement to provide the best possible care to our most vulnerable children.

The purpose of this Business case is to consider increasing the payment to foster carers for a second or subsequent child as a means of increasing capacity by supporting foster carers to take more than one child.

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## Project Details

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...

<b>Project Name</b>	Fostering Fee payments for second and subsequent children placed with in-house Foster Carer’s
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<p><b>Reasons for Project</b></p>	<p>The reason for this proposed project is to improve our in-house fostering provision by:</p> <ul style="list-style-type: none"> <li>• maximizing our current in house fostering capacity</li> <li>• building a better offer for all children by enabling more children to remain locally</li> <li>• increasing capacity in the fostering provision to deliver a better service for siblings</li> </ul> <p>Within Rutland the majority of our carers take one child when they may have capacity to take more.</p> <p>We therefore struggle to place multiple siblings together and results in us using Independent Fostering Agencies (IFAs) at considerable cost. Rutland has only one foster carer who has more than one child in their care (this is a connected carer who has been fully assessed as a kinship carer). We have a number of sibling groups placed with IFA, all out of county. By maximizing the current capacity in our in-house provision we hope to prevent children requiring out of county IFAs and also provide us with in house provision to keep siblings together. We also want new carers going through the assessment process to be registered for more than one child in order to increase our provision.</p> <p>We believe this proposal will help us to increase our in house fostering capacity enabling improved outcomes for children and young people.</p>										
<p><b>Preferred Solution</b></p>	<p>The Preferred Solution is to increase the fostering fee which is payable for a second or subsequent child placed in a foster placement.</p> <p>We hope this proposal will attract more carer’s to take more children thereby reducing our future use of Independent Fostering Agencies (IFAs). Reducing the use of IFAs will reduce the use of significantly higher cost placements and reduce the number of children placed out of county.</p> <p><b>Current payments:</b></p> <p>Foster Carers receive a child <b>allowance</b> for each child in their care and these are based on the national minimum. The allowance is based on the child’s age and the amount believed to be needed to support a child. The same allowance is paid for each child looked after within a placement as indicated below.</p> <table border="1" data-bbox="424 1794 922 1995"> <thead> <tr> <th>Age Group</th> <th>Weekly Basic Allowance</th> </tr> </thead> <tbody> <tr> <td>0-4 years</td> <td>£145</td> </tr> <tr> <td>5-10 years</td> <td>£165</td> </tr> <tr> <td>11-15 years</td> <td>£206</td> </tr> <tr> <td>16+ years</td> <td>£249</td> </tr> </tbody> </table>	Age Group	Weekly Basic Allowance	0-4 years	£145	5-10 years	£165	11-15 years	£206	16+ years	£249
Age Group	Weekly Basic Allowance										
0-4 years	£145										
5-10 years	£165										
11-15 years	£206										
16+ years	£249										

Carers also receive an additional festivity allowance, birthday allowance and holiday allowance for each child in placement. In Rutland carers are paid this allowance and they are also paid a **professional fee** for the first child in placement. The amount is based on their experience and their completion of the National Minimum Standards. However, for second and subsequent children placed with a carer, the **professional fee** is significantly reduced (the allowance remains the same) as evidenced below:

<b>Fostering Level</b>	<b>Requirements</b>	<b>Weekly Professional Fee (1<sup>st</sup> Child)</b>	<b>Weekly Additional Fee (2<sup>nd</sup> Subsequent child)</b>
Level 1	Newly approved foster carer	£124.74	£57.26
Level 2	Foster carer with one year's experience...	£172.80	£57.26
Level 3	Foster carer with at least two years' experience...	£218.81	£57.26

As an example, a foster carer with 2 years' experience, two children 8 and 10 years placed in Rutland would receive:

£330 per week for the Child Allowance

£230.06 per week for Professional Fee (£172.80 + £57.26)

Total £560.06 per week

Within an IFA placement, which we usually need to access due to not having adequate placements in county for siblings groups, provision would cost in the region of £700-£800 per week per child. Therefore two children would cost in the region of £1400-£1600 per week.

Between an in-house provision and an IFA there is a considerable difference in cost. In addition, it needs to be noted that all IFA placements are out of county, therefore additional costs such as mileage, travel time and transport add further to this provision.

We would hope that an increase in the professional fee paid for second or subsequent child will provide a solution to in-house carers increasing their capacity. Despite a small additional cost for carers who currently have more than one child, it is hoped there would be savings that would in time cover this investment.

Based on the example above if the second child fee was increased it would look as follows:

£330 per week for the Child Allowance (this would remain the same)

£230.06 per week for Professional Fee (£172.80 + £57.26) this would increase

to £345.60 per week (£172.80+£172.80)

	<p>Total £560.06 per week which would increase to £675.60 per week (compared to an IFA, this is still a considerable saving)</p>
<p><b>Alternative Options to Project</b></p>	<p>The alternative option is to stay as we are and make no changes. Whilst this is an alternative, it will not allow us to explore the option of increasing our in-house provision and increasing options around keeping siblings together and becoming less reliant on IFAs.</p> <p>A further alternative could be around other incentives. Some councils offer a reduced council tax to carer’s and whilst this is an option which could attract more in-house carer’s, it does not specifically promote additional money for a second or subsequent child which is what we require to increase placements for children.</p>
<p><b>Benefits Expected</b></p>	<p>Increasing our in-house provision will have excellent outcomes for the child. It will:</p> <ul style="list-style-type: none"> <li>• Keep children close to friends and family, close to school and within the local area. Children will not have to change school; they can continue to access their day to day activities within the area as they would if they remained at home. Contact with family and friends would be more frequent as they can be support better locally.</li> <li>• Siblings would be more likely to be placed together in Rutland.</li> <li>• Social Workers can continue a close working relationship with the child, they would not need to travel out of county to see them and would be closer for any emergencies</li> <li>• Benefits to the budget: whilst fostering is not about the money, there are considerable costs attached when we use IFAs. Therefore increasing our in-house provision has many benefits. With children placed out of county there are considerable costs to supporting and maintaining contact and transport to and from school. If this proposal was adopted and if it had the intended impact it would significantly reduce such costs.</li> </ul>
<p><b>Risks</b></p>	<p>The key risk is that an increase in foster carer’s taking more than one child does not occur. This would mean the initial investment in the fee increase for carer’s currently with a sibling group would not be met by savings from the Independent Fostering Agencies.</p>
<p><b>Resources</b></p>	<p>The resource required is a financial one as we would require financial investment to fund the current carer who already has a second and subsequent child.</p> <p>In the event that this had a significant impact and increases our in-house provision we may need to invest in an additional social worker post in the fostering team to manage the increase. However, this is unlikely and we</p>

	<p>would produce another business case should this be required. Should this occur the cost would be quickly offset by not being required to use IFAs for new children coming into care.</p> <p>A further resource would be to advertise, change documentation if agreed and alerting carer’s to the changes. This would be done within existing services at no additional cost.</p>
<p><b>Cost</b></p>	<p>One potential associated risk for this proposal to be adopted would be the need to increase the professional fee of one of our current carer’s who already has more than one child in their care. This is a connected carer who has three children; therefore payments to this carer would increase by £16,800 per year (£323.10 additional per week). However, the cost of these children being in an IFA for the next 5 years would be nearer £78,000 per year and £390,000 over the five years.</p> <p>Based on the current costs of children placed in Independent Fostering where the weekly costs can vary from £525 to £1,299 per week, the average ‘saving’ to the Council of placing one of these children with an in house foster carer would be approximately £527 per week.</p> <p>The additional cost of £16,800 for this proposal would take approximately 32 weeks to pay back if just one child was taken out of Independent Fostering and placed with an in house foster carer (based on average costs).</p> <p>We see this being more productive for new children entering care rather than those currently in care.</p>
<p><b>Timescale</b></p>	<p>Once approved, we will write to all our carer’s to inform them of the change within 10 days of receiving approval. The carer’s who this proposal will impact upon initially will be advised of a change to their payment for the following month. All documentation will be changed to reflect the change in fostering fees.</p> <p>The return on this investment will take time to evidence, we are not going to bring more children into care. We will continue to bring those in who require it, however if this proposal is successful it will enable us to have the in-house provision for when this is required.</p>
<p><b>Investment Appraisal</b></p>	<p>As outlined above, the saving per child placed locally is £1040. The programme would require one child to be placed as a second child for a period of 11 weeks to recoup the investment and begin to generate financial savings</p>

<b>Evaluation</b>	<p>Overall evaluation of the project based on all of the above</p> <p>We have spoken with our carers and whilst not all of them are in a position to take a second of subsequent child, they all agree that the proposal would be a good incentive. For those who are able to take second or subsequent children, all supported this proposal and felt this was a positive way forward to increase in-house capacity.</p> <p>This proposal is only part of a wider strategy to improve sufficiency within our fostering service. Should the increase of second and subsequent placement fees be agreed, it is likely that significant savings can be made to the local authority whilst also improving our opportunity to provide the best possible service to the most vulnerable children and young people in Rutland.</p> <p>The current climate suggests that there is a national shortage of foster carers with many choosing to be assessed for an IFA placement rather than working with a local authority. Whilst money is not the motivator, to be able to offer similar IFA payments to carers would undoubtedly improve recruitment and the service we provide to children. It would also support loyalty to Rutland and ensure we evidence how much we value our foster carers.</p> <p>The fostering Network is clear that they believe professional fees should be paid and these should be clear and transparent. Paying equal fees for every child in placement would be their preference.</p> <p>It is clear that the local authority would make a sizeable saving for each time we could avoid placing a sibling group in an IFA placement. Figures used in this document have been based on a sibling group of two, but the savings grow exponentially with a third sibling in placement.</p>
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**Next Steps**

Cabinet approval

If approved we would draft the payments and launch with carers with the view of this taking effect as of the 1 April 2018

**CABINET**

30 January 2018

**EDUCATIONAL PSYCHOLOGY CONTRACT PROVISION**

**Report of the Director for People**

Strategic Aim:	Reaching our Full Potential	
Key Decision: Yes	Forward Plan Reference: FP210417	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr R Foster, Portfolio Holder for Safeguarding Children and Young People  Mr 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) Approves the procurement model and award criteria to secure a provider for Educational Psychology Services for a period of 5 years (3 years with the option of plus one plus one) from 1<sup>st</sup> September 2018.
- 2) Agrees to give authority to the Strategic Director for People, in consultation with the Cabinet Members with the Portfolio for Life Long Learning and the Portfolio for Safeguarding Children and Young People, to award the contract resulting from this procurement in line with the Award Criteria.

## **1 PURPOSE OF THE REPORT**

- 1.1 To seek approval from Cabinet for the procurement of educational psychology services for a period of five years (a contract of three years with the option of plus one, plus one) from 1<sup>st</sup> September 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. The EP service supports the effective implementation of this legislation and the delivery of the legal timescales for EHC assessments under the Act.

- 2.3 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.

### **2.4 Current Provision in Rutland**

- 2.5 Rutland County Council commissions its EP service through a single contract with a provider called Partners in Psychology who are contracted to deliver the service until 31st August 2018. The contract provides two elements of service;

- 2.5.1 Core service support i.e. assessments as part of statutory education, health and care assessment, plans and legal work.

- 2.5.2 Non-core work i.e. traded services which are offered to schools which are not statutory. This includes training, observations and early assessments.

- 2.6 The service is managed within the Early Intervention, SEND and Inclusion team where referrals are aligned to requests for Education, Health and Care assessments (EHC) for children and young people requiring additional support.

### **2.7 Current Service Demand**

- 2.8 The EP service is demand led and as such the volume of work for the service is variable. Historically the volume of statutory EP assessment and traded provision dictates the need for an EP service for a minimum of 46 weeks of the year and 0.6 full time equivalent of EP provision per week.

- 2.9 The statutory requirement to transfer children with Statements of Education to EHC resulted in a temporary need for additional EP support during 2017. However all transfers have now been completed, ahead of the national timescale for end of March 2018, which should result in less demand on the EP service and a more consistent volume of work through the system.

### **2.10 Requirement to provide EP Services**

- 2.11 In order to ensure there are no gaps in services for children and young people a full tendering exercise is required to secure EP provision on a long term basis from



September 2018.

- 2.12 If a contract is not secured the Council will be unable to fulfil its statutory requirements which would risk the Council failing to identify, and meet, the needs of young people with SEND in an effective and efficient manner.

### **3 SERVICE REVIEW**

- 3.1 In order to enhance the Council's response to children with additional needs the SEND and Inclusion team has been integrated with the Early Intervention service. Subsequently a review of the SEND service, including operational delivery and commissioned services, has taken place to ensure we are delivering as effectively and efficiently as possible for children and families. This has included the educational psychology offer.

#### **3.2 Educational Psychology Delivery Model**

- 3.3 This process identified that procurement for the delivery of EP services through an external provider represents the best model of delivery for the Local Authority. Since 2015 this model has proven to be effective in meeting our statutory duties and brings a number of benefits which will ensure an effective and responsive service.

- 3.4 The procurement model represents good value for money. The cost of the current commissioned service is at a similar level to the cost of providing an in house service through the direct employment of an EP and is in line with other Local Authority areas in the East Midlands. However this model also brings additional benefits which enhances its value for money, this includes;

- 3.4.1 The model provides resilience through contractual obligations to deliver a specified level of response, regardless of staffing capacity. Contracted services provide greater staffing resilience and are better able to accommodate changes in staffing circumstances. If the model were to be delivered in house the authority would only be able to secure one full time EP without the resilience of a wider qualified team and qualified management oversight.

- 3.4.2 Contracting the provider will increase access to a broader skill base and knowledge of EP services and professional practice, enabling the offer to be the most relevant and effective for children and for schools.

- 3.4.3 Commissioning will enable the authority to respond more flexibly to significant changes in demand.

- 3.4.4 This model facilitates the delivery of a traded service offer for schools offering the potential to generate income for non-core work. This means one provider delivering the core statutory work and the traded service, offering consistency for families and for schools.

### **4 PROCUREMENT MODEL**

- 4.1 The procurement of Educational Psychology services will be done so under a single contract commencing 1<sup>st</sup> September 2018.

- 4.2 The proposed contract length is for a period of three years with the option to

extend for two periods of 12 months each, with a potential end date of 31<sup>st</sup> August 2023. This will ensure consistency in service delivery for families and education settings.

- 4.3 The procurement process will follow an open tender process in line with the Council's Contract Procedure Rules.
- 4.4 The value of the contract is below the EU thresholds as set out in section 7 of the report.
- 4.5 The timetable for the process is set out in *Appendix A*. and the award criteria is set out in *Appendix B*.

## **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.
- 5.2 A consultation exercise has taken place to ascertain the views of education providers and parents on the current EP service model in Rutland. The findings from this highlighted that the commissioned service model is effective in meeting children's needs and the need of schools. Both parents and schools have reported a high degree of satisfaction in the service they receive, this included:
  - 5.2.1 66% of schools completing the survey rated the overall EP service as good to outstanding providing an average score of 3.75 out of 5 (5 being outstanding).
  - 5.2.2 Schools found the advice received from the EP service particularly useful, scoring an average of 4 out of 5 for the advice received (with 5 being extremely useful).
  - 5.2.3 84% of schools implemented changes in their support for children following the direct advice received through the EP service.
  - 5.2.4 Parents reported that overall the service was effective when accessed but both parents and schools indicated that timeliness for EP referrals for non-core work i.e. not part of an EHC assessment had been an issue.
  - 5.2.5 When asked what could be improved 75% of schools referred to timeliness in accessing the EP service.
  - 5.2.6 The delay experienced by both schools and parents was a result of a backlog in non-core traded work. This backlog has since been cleared following the purchasing of additional EP resource since September 2017, which has allowed the service to respond in a timelier manner to both core and non-core EP referrals.

## **6 ALTERNATIVE OPTIONS**

- 6.1 Delivery in house: Delivering the service in house is considered a high risk model due to a number of factors, including the ability to recruit experienced staff given the national shortage of education psychologists. Furthermore this model provides less resilience and the ability to maintain services in the event of staff absence. This model is also unlikely to secure better value for money as further resource beyond the employment of an EP will be required, this includes qualified

management oversight, clinical supervision, training and development.

- 6.2 Commission services from other Local Authorities on a spot purchase arrangement: Discussions with other local authorities has highlighted that provisions are currently stretched and in demand due to a national increase in EHC assessments, and areas report little extra capacity within their own locality. It is unlikely a suitable provider will be available to provide the resilience and consistency of service required to meet existing demand.

## **7 FINANCIAL IMPLICATIONS**

- 7.1 The current EP service contract value is £87,975 per annum which is funded through existing service budgets. The overall base contract price will be a maximum of £440,000 over 5 years, providing a minimum of 3 days provision over 46 weeks. The funding for this contract is in line with the existing base budget available for the service.
- 7.2 As demand for the EP service is driven by the needs of children and young people the contract will be under a spot purchasing arrangement. In the event of a significant increase in demand further EP provision, and additional funding, may be required although this is deemed to be low risk. As such an additional buffer of funding above the base contract value, up to a maximum of £540,000 over five years, will be built into the tender.
- 7.3 Wherever possible demand will be managed within the base contract price however in the event of a significant increase in demand which would require provision above the base contract of £440,000 Cabinet members will be informed accordingly.

## **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.
- 8.3 The educational psychology procurement process has been drawn up by the Procurement and Contract Management Team, in line with the requirements of the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.
- 8.4 Legal advice on the process has been sought.

## **9 EQUALITY IMPACT ASSESSMENT**

- 9.1 An equality impact assessment screening has been undertaken and there are no adverse impact effects by tendering 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 SOCIAL VALUE IMPLICATIONS**

- 12.1 Under the provisions of the Public Services (Social Value) Act 2012 local authorities are required to consider how economic, social, and environmental well-being may be improved by services that are to be procured, and how procurement may secure those improvements.
- 12.2 The award criteria therefore includes specific reference to Social Value and requires bidders to consider this as part of their proposal.

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

- 13.1 The Local Authority requires EP services to support its statutory duties. The contract with the existing provider expires 31<sup>st</sup> August 2018 and a tender exercise is required to secure EP provision from 1<sup>st</sup> September 2018.
- 13.2 Alternative options have been considered and are not deemed as suitable for providing a cost effective and resilient EP service.
- 13.3 In order for the procurement process to commence the award criteria needs to be approved by Cabinet. The criteria have been carefully considered to ensure that providers successful in the process are capable of meeting the requirements and can deliver appropriate quality services in Rutland that reflect the needs of our children and young people.
- 13.4 It is recommended that once the award criteria are approved, approval of the award of contracts is delegated to the Director for People in consultation with the Portfolio Holder/s. Decisions will only be taken in line with Cabinet approved criteria.

## **14 BACKGROUND PAPERS**

- 14.1 There are no additional background papers to the report.

## **15 APPENDICES**

- 15.1 Appendix A - Timetable for Procurement
- 15.2 Appendix B - Award Criteria

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

## Appendix A. Procurement Timetable

<b>Key Action</b>	<b>By When</b>
Cabinet Approval for Award Criteria	30.01.18
Invitation to Tender published	14.02.18
Deadline for questions from bidders	26.02.18
Deadline for responses to questions	05.03.18
Tender submissions deadline	21.03.18
Evaluation of Tenders	18.04.18
Clarification meetings (if required)	11.05.18
Approval of Contract Awards	25.05.18
Notification of award/start of standstill	29.05.18
End of standstill	13.06.18
Contract award	14.06.18
Contract start date	01.09.18

## Appendix B. Educational Psychology Award Criteria

The price: quality ratio 70/30

Criteria	Weighting
<b>Quality</b> (how the provider meets the service specification)	<b>70%</b>
1. <u>Service model</u> : delivery patterns, staffing arrangements and resilience, levels and capacity, practice, demand and performance management.	15%
2. <u>Staffing</u> : levels of knowledge, experience and including qualifications & registration, organisational structure, supervision arrangements, safeguarding practice, training & professional development.	12%
3. <u>Accessibility</u> : to promote and facilitate timely referrals, assessment and local resilience, partnership working.	13%
4. <u>Engagement</u> : engagement with local education providers, training and traded service models.	12%
5. <u>Experience</u> : evidence of providing services including effective assessment advice and guidance, decision making.	10%
6. <u>Meeting Outcomes</u> : meeting the outcomes as set out within the service specification	5%
7. <u>Social Value</u> : contribution to improving the economic, social and environmental well-being of the local area.	3%
<b>Price criteria:</b> Cost including Staffing levels, training, accommodation, management, supervision, overheads, prescribing, other.	<b>30%</b>
<b>Total</b>	<b>100%</b>

## SCRUTINY PANEL

22<sup>nd</sup> February 2018

### RUTLAND COUNTY COUNCIL SAFEGUARDING THROUGH EDUCATION REPORT 2016 - 2017

#### Report of the Director for People

Strategic Aim:	Safeguarding	
Exempt Information	No.	
Cabinet Member(s) Responsible:	Cllr D Wilby, Portfolio Holder for Lifelong Learning, Early Years, Special Educational Needs & Disabilities, Inclusion	
Contact Officer(s):	Gill Curtis Head of Learning and Skills	Email: <a href="mailto:gcurtis@rutland.gov.uk">gcurtis@rutland.gov.uk</a>  Telephone: 01572 758460
	Dr Tim O'Neill Director for People and Deputy Chief Executive	Email: <a href="mailto:toneill@rutland.gov.uk">toneill@rutland.gov.uk</a>  Telephone: 01572 8402
Ward Councillors	N/A	

#### DECISION RECOMMENDATIONS

It is recommended that the Panel:

1. Notes the actions and priorities for Safeguarding through Education identified within the report
2. Provides feedback on planned actions identified through review of current practice and procedures.

#### 1. PURPOSE OF THE REPORT

- 1.1. All Local Authorities have an overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to 'ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children'.

- 1.2. This report aims to provide the Children and Young People's Scrutiny Panel with assurance that there is a comprehensive approach by the Learning and Skills Service that contributes to the Council meeting these Section 11 requirements. This is achieved through supporting and promoting the knowledge and understanding of safeguarding for staff working in early years' settings and schools.
- 1.3. An annual review of the effectiveness of safeguarding through education is undertaken and this report identifies where this is working well and identifies planned actions for addressing any areas of concern.

## **2. BACKGROUND AND MAIN CONSIDERATIONS**

- 2.1 Her Majesty's Government's guidance 'Working together to safeguard children – a guide to inter-agency working to safeguard and promote the welfare of children' (March 2015) sets out the local authority's responsibility for safeguarding and promoting the welfare of all children and young people in their area.
- 2.2 Rutland County Council's Learning and Skills Service contribute to safeguarding processes and procedures in education settings in Rutland through the delivery or commissioning of training programmes and by issuing guidance and information updates. The Learning and Skills Service is not responsible for evaluating the effectiveness of safeguarding processes or procedures in schools and early years settings; this is the remit of Ofsted. When inspecting, Ofsted must evaluate how well providers fulfil their statutory and other responsibilities and how well staff exercise their professional judgement in keeping children and learners safe. Ofsted's aim is to ensure safe and secure provision for children and learners across all remits through effective inspection and regulation. <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015/inspecting-safeguarding-in-early-years-education-and-skills-settings>. Where safeguarding concerns are raised to, or identified by, members of the Learning and Skills Service, these are escalated in line with Rutland County Council safeguarding procedures.
- 2.3 The Learning and Skills Service works in partnership with Children's Social Care to ensure that the information being provided and the training offered remains current and reflects the very latest statutory guidance and recommendations, as well as taking in to account findings from local and regional incidents and concerns.
- 2.4 In order to support schools and early years settings in maintaining provision which focuses on the safety and well-being of the children and young people in their care, the Learning and Skills Service undertakes routine reviews which include the annual survey of safeguarding through education. The questions asked within this survey are agreed through consultation with the Local Safeguarding Children's Board (LSCB) and are adjusted each year to reflect changes to national legislation and guidelines or areas of concern which have been raised locally or regionally.



- 2.5 The survey is an on-line questionnaire which is sent to state-funded schools, independent schools and early years providers in Rutland. Results are analysed and key outcomes are fed back to schools and early years settings and inform future actions for the Learning and Skills Service.
- 2.6 The outcomes of the 2017 survey indicate that, whilst no significant concerns over knowledge and understanding of safeguarding have been identified through the survey, there appears to be inconsistencies in the levels of training that have been accessed by staff. This has been identified as an issue that has a number of potential causes including the geographical location of training and its availability or accessibility to all staff. Additionally, because there are a number of providers who each offer different aspects or focus areas of training, there has been confusion over key messages and some safeguarding areas are duplicated and some omitted.
- 2.7 Actions planned to address concerns raised through the survey and wider reviews of practice centre around ensuring that there is a more cohesive training package available to schools and early years settings. Members of the Learning and Skills Service now meet regularly with the Local Authority Designated Officer (LADO), Children's Social Care representatives, Community Safety Representative and Rutland Teaching Alliance to develop a shared partnership approach to meeting educational needs. This will utilise RCC staff expertise and school experience to ensure this training is of high quality, is referencing the most up to date legislation and local context and is meeting the needs of the schools and settings.
- 2.8 Further review, including the Safeguarding through Education audit 2018, will be undertaken by the Learning and Skills Service to ensure that areas for development identified through the survey have been addressed and actions taken are impacting on the work of schools and early years providers in the safeguarding of children and young people in Rutland.

### **3. ALTERNATIVE OPTIONS**

- 3.1. Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to 'ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children'.
- 3.2. The annual review contributes to the Council's assurances that the Learning and Skills actions to support education providers with knowledge and understanding around keeping children are reviewed to ensure relevance and accessibility.
- 3.3. The only other option is not to complete an annual review but this would not satisfy the Council duty under the Act.

### **4. FINANCIAL IMPLICATIONS**

- 4.1. There are no significant financial implications as an outcome of this report. Actions planned are included within the Learning and Skills budget plan.

Funding for any additional staff responsibilities has been addressed through restructuring of current staff roles and responsibilities.

## **5. LEGAL AND GOVERNANCE CONSIDERATIONS**

- 5.1. There are no legal implications arising from this report other than the duty under ts.11 of the Children's Act 2004 as detailed above.

## **6. EQUALITY IMPACT ASSESSMENT**

- 6.1. An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from Gill Curtis, Head of Learning and Skills.

## **7. COMMUNITY SAFETY IMPLICATIONS**

- 7.1. No community safety implications have been identified, however the Community Safety Team are key partners in maintaining the effectiveness of safeguarding through education.

## **8. HEALTH AND WELLBEING IMPLICATIONS**

- 8.1. Rutland County Council has a statutory duty under the Childcare Act 2006 to secure the safeguarding of all young people in the County.

## **9. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

- 9.1. This report provides elected members with an overview of the activities undertaken by the Learning and Skills Service, in partnership with Children's Social Care, to provide childcare providers and school staff with educational opportunities, which include training and guidance, so that they know and understand how to keep the children in their care safe and from harm.
- 9.2. Through regular review of this aspect of the Learning and Skills Service role, assurances are made regarding the effectiveness of the work undertaken and enable planned actions to be timely, relevant and leading to continued quality of support for education providers.

## **10. BACKGROUND PAPERS**

- 10.1. There are no additional background papers to the report

## **11. APPENDICES**

Appendix A Rutland County Council Safeguarding through Education Report 2016-17

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

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**Rutland**  
County Council

**Rutland County Council**  
**Safeguarding through Education**  
**2016-17**

# Contents

1. Introduction: The role of the local authority
2. Safeguarding support for schools and settings: training support and advice.
3. Evidence of impact
4. Safeguarding through Education 2016-17
5. Strengths – What's working well?
6. Recommendations and future plans

## Appendices

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|------------|---------------------------------|
| Appendix A | Key Actions Early Years 2017-18 |
| Appendix B | Key Actions Schools 2017-18     |

## **1 THE ROLE OF THE LOCAL AUTHORITY**

- 1.1 Her Majesty's Government's guidance '*Working together to safeguard children - a guide to inter-agency working to safeguard and promote the welfare of children*' (March 2015) identifies that local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area.
- 1.2 Rutland County Council's Learning and Skills Service contributes to the effectiveness of safeguarding and processes in education settings in Rutland by promoting the safeguarding of all children and young people and providing or brokering training and guidance for schools and early years settings. We review the impact of this by comparing the information available from a range sources which include the following:
- 1.2.1 The annual survey of safeguarding through education in schools and early years' settings is an on-line questionnaire sent to state-funded and independent nurseries and schools, including special schools, in Rutland. It is reviewed and updated each year to reflect changes in legislation and national and local emerging concerns. Results are analysed and key outcomes are fed back to schools and early years settings and inform future actions for the Learning and Skills Service or wider Council services (Appendix A and B).
- 1.2.2 Rutland Learning and Skills Service's monitoring and evaluation processes include termly School Quality Assurance desk-top reviews and visits to schools to support and validate self-review. Indicators for prioritisation of risk, including safeguarding, are detailed in the Learning and Skills Service *Education Provider Prioritisation and Entitlement 2017-18*. Feedback from visits to education settings by other Council staff, including members of the Special Educational Needs and/ or Disabilities (SEND) and Inclusion team, Early Help, Children and Adult Social Care and youth workers are also taken into account; all safeguarding issues are processed according to school and the local authority procedures.
- 1.2.3 Ofsted (for early years providers and state-funded maintained schools and academies) and Regulatory Compliance (for independent schools) inspection reports are analysed when published to determine any potential safeguarding concerns. In judging the effectiveness of leadership and management, Ofsted inspectors must consider whether the school's or setting's arrangements for safeguarding pupils are effective, and whether those responsible for governance ensure that these arrangements are effective.

## **2 SAFEGUARDING THROUGH EDUCATION: TRAINING, SUPPORT AND ADVICE**

- 2.1 Rutland Learning and Skills Service promotes effective safeguarding processes in education through its work with all education settings. The Service works in partnership with Children's Social Care and Early Help to offer information, advice and, where required, to either deliver, broker or commission training to education settings in Rutland.
- 2.2 Safeguarding guidance and updates are available on Rutland County Council

website and all schools have links to the Local Safeguarding Children Board (LSCB) website. The Learning and Skills Service produces a regular bulletin for education settings which includes a standing item which promotes safeguarding through advice and information.

- 2.3 Training and updates for education staff and governors on safeguarding are offered through the LSCB and Rutland County Council. Additionally, training programmes may be either brokered or commissioned through Teaching School Alliances and other consultants or providers dependent on the topic of focus. Schools are offered generic training opportunities through Rutland Teaching Alliance (RTA) with specific focus areas being offered through suitably qualified training providers such as effective compliance with the new expectations of General Data Protection Regulation (GDPR).
- 2.4 Safeguarding updates and guidance feature routinely in termly LA and Head Teacher partnership events and an annual training programme is planned for school leaders and governors, beginning with Safeguarding for Governors in autumn 2017.
- 2.5 In the early years, core training is provided for the LSCB through Rutland Adult Learning and Skills Service (RALSS). Regular conferences and network meetings for early years' providers draw attention to emerging priorities such as Child Sexual Exploitation (CSE). Rutland Early Years' Service, supported by partners in RALSS, delivered PREVENT training at the annual managers' training days and continue to deliver Safeguarding training as part of the core training package.
- 2.6 The Head of the Virtual School coordinates education support for children looked after (CLA) which includes ensuring safeguarding needs are met. The Head supports and monitors CLA education progress and welfare. Support and training are also provided to designated teachers, named governors, social workers and foster carers in order to achieve the best possible outcomes for CLA.
- 2.6.1 The Head of the Virtual School makes Quality Assurance visits to schools to promote the academic achievement of CLA through challenge and support to ensure Personal Education Plan targets are best meeting the needs and expectations of the child. This has had good impact which is evidenced through sharper target setting and more focused support for CLA pupils.
- 2.6.2 School safeguarding support visits have been undertaken at a number of both primary and secondary schools across Rutland. Overall the feedback from these sessions has been very positive with school staff reporting they feel more confident about what they can do to support children and about early help services which are available more generally.
- 2.6.3 During the academic year 2016-17 safeguarding training offered through the local authority has included:-

Designated Safeguarding Lead / Refresher Designated Safeguarding Lead  
Safer Recruitment (this course has been recently revised)  
Allegations Management  
Whole School Awareness Raising  
PREVENT  
Safeguarding Governor Training which clarified the local authority processes for raising concerns within education settings and enabled governors to gain



confidence in evaluating school's processes for response to concerns and referral

- 2.7 Early Help Coordinators are co-located in the Duty and Assessment Team alongside Social Care colleagues. This 'front door' provides a service to schools and partners in need of advice and guidance to ensure that families are supported to get the right level of support at the right time.
- 2.8 Support provided to schools by the Aiming High and the Special Educational Needs and/ or Disabilities (SEND) and Inclusion team is through the Early Health Assessment (EHA) process. Advice and support on safeguarding is given to schools regarding children and young people who are subject to an EHA on an ongoing basis. The SEND and Inclusion Team ensures that all Special Educational Needs Co-ordinators (SENCOs) receive information regarding the targeted activities and support for children and young people with SEND and their families.
- 2.9 All schools have received updated guidance in relation to Children Missing Education and self-harm via the Education Bulletin. In addition, this area was included within RCC's School Inclusion Development Officer activity in schools.
- 2.10 The Community Safety Team and the Youth Services team have been proactive in forging links with schools and sharing information about the services they provide as well as delivering training to pupils, to staff and to parents.
- 2.11 Regional Child Sexual Exploitation (CSE) meetings and conferences are attended by a representative from the Learning and Skills Service. The aim is to establish a regional multi agency CSE team to develop a wider recognition of the concern and to ensure earlier identification is made whenever possible. School governors accessed training in autumn 2017 and all schools have been offered regional CSE awareness training which has included: information for children and drama events; e-safety sessions at all schools; targeted support for children known to be at risk of CSE; training for school staff; sharing good practice for staff; sessions for parents and carers; information blitz (leaflets, posters, radio, websites, twitter, taxi drivers' information; licensees' information).

### **3 EVIDENCE OF IMPACT**

- 3.1 The remit of Early Years Ofsted Inspections is to have regard for how well children are helped and protected so that they are kept safe. Early years' inspection outcomes report that all inspected Rutland settings have effective safeguarding arrangements for children. Similarly, the remit of School Ofsted inspection is to report on the effectiveness of safeguarding arrangements. School inspection outcomes report that Rutland schools have effective safeguarding arrangements for children at the time of the inspection.
- 3.2 During the academic year 2016-17 six education settings, four early years providers and two schools, were inspected by Ofsted; the behaviour and safety of children in five of the settings were judged as 'good'. One early years' provider was judged inadequate in all areas, with some concerns raised over aspects of safety and welfare but this was not deemed by Ofsted to be sufficient to be identified as a safeguarding concern. However, following statutory guidance, the local authority

withdrew funding for children within the setting and the setting has subsequently ceased trading.

- 3.3 Rutland County Council has no recorded incidents of safeguarding concerns raised from routine visits made to early years' settings, primary or secondary schools by Council personnel.
- 3.4 However, the council was made aware of one safeguarding incident at a nursery provision in August 2016 where a child managed to leave the setting unaccompanied. The incident raised significant concerns about the security of the nursery premises and supervision of children. The child involved in the incident did not suffer harm. Ofsted was immediately informed and conducted an immediate investigation; the nursery complied with Ofsted requests within the given timescales.
- 3.5 Whilst the annual survey identified that attendance at training and support events was inconsistent, evaluations and feedback from schools about training and support are consistently very positive.

#### **4 SAFEGUARDING THROUGH EDUCATION SURVEY 2016-17**

- 4.1 The Safeguarding through Education survey 2016-17 was distributed to Rutland schools, including independent schools, and Private Voluntary and Independent early years' settings at the end of summer term 2017 and again during the autumn term 2017 to engage with as many education settings as possible. The survey was conducted in similar fashion to previous years, via on-line self-accessed questionnaire.
- 4.2 The survey questions had been reviewed and amended in the light of changed national priorities and requirements and therefore direct comparisons cannot be made with previous years. Areas covered included:
  - 4.2.1 Child Protection/Safeguarding Policy and Procedures
  - 4.2.2 Allegations Management and Safer Recruitment Training
  - 4.2.3 Domestic Abuse
  - 4.2.4 British Values
  - 4.2.5 E-Safety
  - 4.2.6 Cyberbullying/Sexting
  - 4.2.7 Children Missing Education/Child Sexual Exploitation (CSE)
  - 4.2.8 Protecting Disabled Children
  - 4.2.9 Off-Site Educational Visits
- 4.3 A total of twenty nine completed responses were received. These responses were from eleven early years' settings, six maintained schools, ten academies/ free

school and two independent special schools. Future engagement activities and promotion of the survey will be planned to increase survey responses to ensure that information gathered is robust and reflective of practice across all Rutland providers. It is the intention that the 2018 survey will also extend to childminders.

- 4.4 The findings from the survey were separated into schools and early years' settings. Separating the responses has enabled swift identification of strengths within each sector and ensures that actions identified are relevant to the education sector.
- 4.5 Overall, the responses received are very encouraging and have highlighted the following good practice:
  - 4.5.1 Early Years' settings remain compliant in meeting the 'safeguarding and welfare' requirements of the Statutory Framework for the Early Years Foundation Stage and schools' awareness and application of safeguarding procedures are sound and improving.
  - 4.5.2 All schools and early years' settings which took part in the survey had reviewed their Child Protection /Safeguarding Policy and Procedures within the last year.
  - 4.5.3 School and early years' settings report high levels of awareness of safety for the vast majority of identified areas.
  - 4.5.4 All school and early years' settings had accessed Prevent Training and stated that they deliver promotion of British Values through the Personal, Social and Health Education (PSHE) curriculum. The Prevent duty, which became law in 2015, is a duty on all schools and registered early years providers to have regard to preventing people being drawn into terrorism, including having an awareness of the expression of extremist views.
  - 4.5.5 School and early years settings report they have procedures and policies in place which acknowledge the importance of Allegations Management and Safer Recruitment training. This aspect is not fully addressed by all early years' providers and as such Early Years' service is developing this safeguarding awareness across whole teams within settings. A training programme delivered by the National Day Nurseries Association (NDNA) is planned for the Managers' Day January 2018. A priority to continue promoting safeguarding awareness through education bulletins, senior leader or other education training events remains.
  - 4.5.6 All schools and early years' settings who took part in the survey stated their Safeguarding Policy includes reference to the needs of children with a disability.
  - 4.5.7 Designated safeguarding leads are identified across all education sectors
  - 4.5.8 E-Safety is reported to be monitored closely by Information Technology managers. Computer systems are set with appropriate filters and antivirus software. Schools deliver formal e-safety lessons, including how to respond to inappropriate content.
  - 4.5.9 Identified members of governing bodies report they have accessed Safeguard training. Joint Children's Social Care and Learning and Skills Service joint governor training sessions are well attended; the programme includes safeguarding processes and procedures as well as awareness raising.

- 4.5.10 All schools who took part in the survey stated they have an Off-Site Educational Visit Policy which is approved by the governing body.
- 4.5.11 Schools report their Personal, Social and Health Education (PSHE) curriculum covers Domestic Abuse. It is a priority action for further promotion of prevention and recognition of Domestic Abuse through bulletins, head teacher, senior leaders and other education training events.
- 4.5.12 Safeguarding training in schools for staff and governors includes content relating to the needs of children with disabilities.
- 4.6 However, the survey identified that there were inconsistencies in access of some staff or even whole education settings to training and update guidance. There is a recognised requirement for a more in-depth, cohesive development of practitioner knowledge and skills identified within the survey which includes:
  - 4.6.1 Wider access to safeguarding training for practitioners at all levels and not just leaders or managers with emphasis that safeguarding is the responsibility of all those who work with children at any level and that the knowledge and understanding of the individual contribute to the effectiveness of safeguarding in the establishment.
  - 4.6.2 Regular updates for all staff, governors and other adults in contact with children and young people regarding processes in Rutland for dealing with concerns or disclosures and for dealing with allegations against a member of staff, volunteer, manager or proprietor.
  - 4.6.3 Further training on robust systems and processes to safeguard children at all times, including the updated requirements of the safer recruitment process, particularly with childminders, and implementation of a 'lock-down' procedure to take account of times when they may need to respond quickly to concern near or around their buildings.
  - 4.6.4 More general access for all staff to training and information in relation to restraint and positive handling, promoting health and particular mental health, anti-bullying at all levels, recognising signs of domestic abuse, gangs and youth violence and gender based violence / violence against women and girls (VAWG).
  - 4.6.5 Wider access to the 2017 Leicester, Leicestershire and Rutland 'Drug Guidance' and other updated LSCB guidance and updates as they become available.
  - 4.6.6 Addressing concerns that training is not always accessed by non-teaching staff by developing more accessible training programmes and promoting the good practice of cascading of training to all members of staff to ensure both compliance and best practice.

## 5 **SAFEGUARDING THROUGH EDUCATION - RECOMMENDATIONS AND FUTURE PLANS**

- 5.1 Any areas within the Annual Safeguarding through Education Survey 2017 where responses indicated that training and guidance was not meeting need are being addressed as a matter of urgency. Although nothing that would place a child or young person at risk of significant harm was highlighted, it is essential that safeguarding continues to remain a high priority for all those who work with children and young people.
- 5.2 A more systematic approach to partnership engagement across services within the local authority is being developed to improve the coordination of safeguarding practice and to achieve a greater impact within the education sector. The key purpose will be ensuring education is an effective vehicle for promoting the safeguarding of all children and young people and therefore the focus adjusts from safeguarding in education to safeguarding through education.
- 5.3 A post is being developed within the Learning and Skills Service to act as a champion to promote a cohesive approach to safeguarding through education. This will:
  - 5.3.1 Ensure that all staff working in the education sector remain well informed regarding safeguarding.
  - 5.3.2 Provide up to date information to develop the knowledge and understanding of practitioners to ensure all children remain safe.
  - 5.3.3 Build and share current best practice with individual teams, county council departments and wider services which all individually interface with education settings and providers.
- 5.4 Plans are in place to ensure greater co-ordination of safeguarding training, development and guidance opportunities between Learning and Skills Service, Children's Social Care Service, Community Safety and Rutland Teaching Alliance. This is driven through the development of the Safeguarding through Education Strategy Group.
- 5.5 Governors, in addition to being offered bespoke training programmes, continue to be routinely invited to wider training opportunities to enable them to challenge and review the effectiveness of safeguarding processes within their own education settings. For example, governors are invited to join the Designated Teacher Training Annual Event in November 2017 which includes aspects of safeguarding for Children Looked After.
- 5.6 Childminders and out of school childcare providers will be offered tailored training and safeguarding updates so the local authority can have confidence that all children and young people are safeguarded. A programme of training is planned to be delivered by local authority staff or commissioned providers as required to ensure training is offered at times and venues that can be accessed by these childminders.
- 5.7 The promotion of attendance at training will remain a key factor and, through greater co-ordination across trainers and the LA, duplication of content across different training events can be avoided meaning that key issues are not missed. Where analysis of attendance identifies any school or setting appears not to be engaged, the leadership of the school or setting will be challenged with expectation they provide clarity over how their staff remain up to date and sufficiently confident in

safeguarding.

- 5.8 The Learning and Skills Service will distribute an amended self-review of Safeguarding through Education in the form of an audit rather than a survey so that it can more effectively contribute to the school's and setting's own self-evaluation processes. The timing of the audit has been adjusted so that it is distributed earlier in the summer term, avoiding key test and examination times, so that it is received where there is less pressure on time, particularly in schools. Through these actions we aim to increase the response level so as to provide a more comprehensive view of safeguarding through education and enable the Learning and Skills Service to proactively identify and rectify issues or concerns through a well-planned programme of support and guidance from the start of the following autumn term.
- 5.9 The distribution list for the audit will be extended to include all childminders and out-of-school clubs. We will also ask out of county providers who educate Rutland Children Looked After and children with Special Educational Needs and/ or disabilities to complete the survey to contribute to our wider understanding of provision for these children.
- 5.10 The local authority, working in partnership with Rutland Teaching School Alliance will continue to deliver a focused safeguarding activity, led through Children's' Social Care team, in the termly Local Authority and Head Teacher Partnership events. All sectors and stakeholders indicated very positive responses to the 2016-17 safeguarding events.
- 5.11 The monthly Education Bulletin which is distributed to early years' settings and schools will continue to include regular safeguarding updates and guidance as a standing item. 'Bite size' guidance materials will also continue to be included, providing latest information and updates and signposting local, regional and national initiatives or focus areas. Local authority representation at identified local, regional and national conferences, networks, strategic groups and meetings will continued to be attended to ensure Rutland County Council colleagues remain well informed and are working with their professional partners in addressing both Safeguarding and other relevant actions i.e. General Data Protection Regulation (GDPR) and its impact on the educational arena.

## **6 CONCLUSION**

- 6.1 The 2016-17 Safeguarding through Education Survey identified that there were no significant safeguarding concerns raised regarding schools' and settings' understanding and knowledge of safeguarding. The concern is that there remains an inconsistency in the range of training being accessed by some education providers which can mean that not all staff have had access to relevant training and updates. Whilst this is a concern which we are addressing, this has not resulted in significant safeguarding concerns reported within Rutland education settings.
- 6.2 Issues identified are being addressed through a number of measures, as identified above, focused around a more cohesive approach to the planning and delivering of training opportunities to ensure that access to good quality programme of training is available to all those who work or are in regular contact with children within Rutland education settings.

- 6.3 Safeguarding of all children and young people remains key to all those who work with them, and safeguarding through an effective education programme is essential to achieving this.

Appendix A

Key Actions: Early Years 2017-18

	Action	Timeframe	Responsibility	Monitoring Activity
1	To inform individual settings where specific concerns are identified	S: September 2017 F: October 2017	Childcare and Children's Centre Officer	Early Years Advisor to contact individual settings for assurance of compliance February 2018
2	To ensure all relevant guidance is collated and re-distributed to providers with clear guidance on actions required	S: December 2017 F: January 2018	Early Education and Childcare Coordinator	Childcare and Children's Centre Officer to review at Managers' Day March 2018
3	To develop programme of training for early years settings, including childminders and 'out of school' holiday and wraparound childcare providers, to include delivery from RCC Safeguarding team within Children's Social Care, RCC Community Safety Team and RALSS to focus on areas identified through survey to include : <ul style="list-style-type: none"> <li>• Child Sexual Exploitation</li> <li>• Female Genital Mutilation</li> <li>• E Safety</li> <li>• Cyberbullying</li> <li>• Restraint /Positive Handling</li> <li>• Homophobic Bullying</li> <li>• Domestic Abuse</li> <li>• Anti-Bullying</li> <li>• Health and Safety</li> <li>• Protocol for dealing with concerns/disclosure</li> <li>• Protocols for dealing with allegations against a member of staff, volunteer, manager and/or proprietor</li> <li>• Mental health</li> <li>• Drugs</li> <li>• Fabricated or induced illness</li> <li>• 'Lock Down' procedure</li> <li>• Safer recruitment training</li> <li>• Safer Recruitment checks</li> <li>• Working with other agencies e.g. Social Services, Police and Health.</li> </ul>	S: October 2017 F: July 2018	Childcare and Children's Centre Officer	Learning and Skills Team Manager to monitor take-up and demand for safeguard training March 2018.  Learning and Skills Service to analyse 2017-18 Safeguarding Audit responses April 2018



	To ensure the safeguarding and welfare requirements of the Early Years Foundation Stage are met by the local authority providing core training. Key safeguarding issues to be shared at the Managers' Day event (February 2018).	S: January 2018 F: February 2018	Childcare and Children's Centre Officer	Early Years Advisor to analyse Managers' day evaluation forms and identify concerns March 2018
	To ensure all Early Years Networks (3 times per year) include programme of safeguarding updates with opportunities to share good practice and concerns	S: November 2017 F: June 2018	Childcare and Children's Centre Officer	Early Years Advisor to review agenda and feedback from each network meeting. December 2017, April 2018 July 2018
	To ensure all Childminders continue to fulfil their statutory safeguarding responsibilities in meeting the safeguarding and welfare requirements of the Early Years Foundation Stage through programme of training and sharing of current relevant safeguarding information(3 times per year)	S: November 2017 F: June 2018	Childcare and Children's Centre Officer  REYAL – Childminding Agency	Early Years Advisor to review agenda and feedback from each childminder network meeting.  December 2017, April 2018 July 2018
4	Plan 2017-18 safeguarding in education audit to reflect outcomes of 2016-17 survey, local, regional and national initiatives and concerns and updated safeguarding guidance. Ensure section appropriate specifically to childminders and out of school holiday and wraparound childcare providers in distribution; distribution from April 2018	S. February 2018 F. March 2018	Childcare and Children's Centre Officer  Learning and Skills Team Manager	Head of Learning and Skills and Head of Children's Social Care through analysis of content of audit March 2018
5	Undertake stakeholder engagement activity prior to survey to ensure greater response through wider understanding of the importance and relevance of the process and outcomes to ensure the safeguarding of all children in Rutland early years settings, including childminders and out of school holiday and wraparound childcare providers	S: March 2018 F: April 2018	Early Education and Childcare Coordinator	Head of Learning and Skills to monitor volume of audit responses and identification of key priorities May 2018

## Appendix B

### Key Actions: Schools 2017-18

	Action	Timeframe	Responsibility	Monitoring Activity
1	To inform individual schools where specific concerns are identified.	S: September 2017 F: October 2017	Childcare and Children's Centre Officer	Education Officer Learning and Skills to contact individual schools for assurance of compliance February 2018
2	To ensure all relevant guidance is collated and re-distributed to schools with clear guidance on actions required	S: December 2017 F: January 2017	Early Education and Childcare Coordinator	Childcare and Children's Centre Officer to follow up receipt and action by schools February 2018
3	To develop programme of training to include delivery from RCC Safeguarding team within Children's Social Care, RCC Community Safety Team, RALSS, Rutland Teaching Alliance and Healthwatch for all schools to focus on areas identified through survey to include: <ul style="list-style-type: none"> <li>• Children missing education</li> <li>• CSE</li> <li>• FGM</li> <li>• E Safety</li> <li>• Cyberbullying</li> <li>• Restraint /Positive Handling</li> <li>• Homophobic Bullying</li> <li>• Domestic Abuse</li> <li>• Drugs</li> <li>• Fabricated or induced illness</li> <li>• Protocols for dealing with concerns/disclosure</li> <li>• Faith Abuse</li> <li>• Gender based violence / violence against women and girls (VAWG)</li> <li>• Gangs and Youth Violence</li> <li>• Safer recruitment training</li> <li>• DBS checks</li> <li>• Working with other agencies e.g. Social Services, Police and Health.</li> <li>• Lock Down procedure</li> </ul>	S: October 2017 F: April 2018	Childcare and Children's Centre Officer	Learning and Skills Team Manager to monitor take-up and demand for safeguard training provided March 2018.  Learning and Skills Service to analyse 2017-18 Safeguarding Audit responses April 2018  Learning and Skills Team to work in partnership with trainer

	To ensure statutory training is implemented for designated teachers and named Governors	S: October 2017 F: April 2018	Rutland County Council	Learning and Skills Team Manager through review of attendance and feedback April 2018
4	Plan 2017-18 safeguarding in education audit to reflect outcomes of 2016-17 survey, local, regional and national initiatives and concerns and updated safeguarding guidance	S: February 2018 F: March 2018	Childcare and Children's Centre Officer  Learning and Skills Team Manager	Head of Learning and Skills and Head of Children's Social Care through analysis of audit March 2018
5	Undertake stakeholder engagement activity prior to survey to ensure greater response through wider understanding of the importance and relevance of the process and outcomes to ensure the safeguarding of all children in Rutland schools	S: March 2018 F: April 2018	Early Education and Childcare Coordinator	Head of Learning and Skills to monitor volume of audit responses and identification of key priorities May 2018

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