

# PLEASE NOTE VENUE

## CHILDREN'S SERVICES PORTFOLIO DECISION SCHEDULE



**Tuesday, 22 April 2008**

**at 10.00 am**

**in Committee Room A**

Councillor Hill, Cabinet Member responsible for Children's Services will consider the following items.

**1. KEY DECISIONS**

None

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Children's Centres and Extended Services Budgets and Locality Plans 2008-2009 – *Director of Children's Services*
- 2.2 Contactpoint Enablement of the Integrated Children's System – *Director of Children's Services*
- 2.3 High Tunstall College Of Science: Foundation Status – *Director of Children's Services*
- 2.4 Appointment of Local Authority Representatives to Serve on School Governing Bodies – *Director of Children's Services*
- 2.5 Association Of Directors Of Children's Services – Financial Contribution – *Director of Children's Services*

**3. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

None

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder

22<sup>nd</sup> April 2008



**Report of:** Director of Children's Services

**Subject:** CHILDREN'S CENTRES AND EXTENDED SERVICES BUDGETS AND LOCALITY PLANS 2008-2009

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To seek approval for the Children's Centres and Extended Services budget and locality plans 2008-2009.

#### **2. SUMMARY OF CONTENTS**

- 2.1 The Childcare Act 2006 places a duty on Local Authorities to improve the outcomes of children aged 0-5 years old through the development of Children's Centres. Children's Centres need to offer early education integrated with childcare, family support, outreach to parents and child and family health services.
- 2.2 In addition the local authority is required to support schools in ensuring that schools are offering a core offer for extended schools by 2010. The core offer for extended schools consists of study support activities, childcare available 8 am - 6pm, parenting support and swift and easy referral to a range of specialised support services for pupils.
- 2.3 A Children's Centres and Extended Services through schools strategy was approved by Cabinet on 19<sup>th</sup> June 2006. The strategy set out the development of services across five localities. Following the approval of the strategy the Sure Start local programmes were restructured and staffing structures were put in place in the five localities.
- 2.4 The following report contains the budget and plans for each locality for 2008-2009.

**3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder has responsibility for Children's Services issues.

**4. TYPE OF DECISION**

Non- key.

**5. DECISION MAKING ROUTE**

Children's Services Portfolio Holder meeting 22<sup>nd</sup> April 2008

**6. DECISION(S) REQUIRED**

The Portfolio Holder is asked to approve the Children's Centres and Extended Services budgets and plans 2008-2009.

**Report of:** Director of Children's Services

**Subject:** CHILDREN'S CENTRES AND EXTENDED SERVICES BUDGETS AND LOCALITY PLANS 2008-2009

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## **1. PURPOSE OF REPORT**

- 1.1 To seek approval for the Children's Centres and Extended Services budget and locality plans 2008-2009

## **2. BACKGROUND**

- 2.1 The Childcare Act 2006 places a duty on Local Authorities to improve the outcomes of children aged 0-5 years old through the development of Children's Centres. Children's Centres need to offer early education integrated with childcare, family support, outreach to parents and child and family health services.
- 2.2 In addition the local authority is required to ensure that a core offer for extended schools is in place by 2010. The core offer for extended schools consists of study support activities, childcare available 8 am - 6pm, parenting support and swift and easy referral to a range of specialised support services for pupils.
- 2.3 A Children's Centres and Extended Services through schools strategy was approved by Cabinet on 19<sup>th</sup> June 2006. The strategy set out the development of services across five localities. Following the approval of the strategy the Sure Start local programmes were restructured and staffing structures were put in place in the five localities.
- 2.4 The five localities are as follows:
- North 1 – St Hilda, Brus, Hart
  - North 2 – Dyke House, Throston
  - Central 1 – Grange, Stranton, Burn Valley, Park, Elwick
  - Central 2 – Foggy Furze, Rift House
  - South – Rossmere, Owton, Fens, Greatham, Seaton

### 3. CHILDREN'S CENTRES

3.1 There are currently seven designated Children's Centres in Hartlepool as follows:

MAIN CENTRE	LINKED SITES
<b>Headland Children's Centre</b>	
Hindpool Close	Kiddikins Neighbourhood Nursery
	St Helen's Primary School
	St Bega's Primary School
<b>Brus Children's Centre</b>	
St John Vianney	
<b>Dyke House Children's Centre</b>	
Chatham House	Brougham Primary School
<b>Lowthian Road Children's Centre</b>	
Lowthian Road	Playmates Neighbourhood Nursery
	Lynnfield Centre
<b>Stranton Children's Centre</b>	
Stranton Centre	Ward Jackson Primary School
<b>Rift House Children's Centre</b>	
Rift House Primary School	Kingsley Primary School
<b>Rossmere and St Teresa's Children's Centre</b>	
Rossmere Way Children's Centre	St Teresa's Primary School
	Rossmere Primary School
	Owton Manor Primary School
	Lealholme Road

### 4. STAFFING

4.1 A number of centralised staff are funded through the Children's Centres element of the General Sure Start Grant. The grant is top sliced to fund a finance officer, data officer, childcare development worker and commissioning officer. These posts have been centralised to achieve economies of scale e.g. one finance officer based at the Centre to oversee all finance in the localities.

4.2 Each locality is staffed as follows:

- Integration Support Manager
- Community Involvement Worker

- Admin assistant
- Caretaker
- Cook (North 2 and South only)
- Daycare workers (North 2 and South only)

4.3 Daycare workers and cooks are only employed in the North 2 and South locality as the LA is only responsible for the daycare in North 2 (Chatham House) and South (Bushbabies). This is due to Chatham House and Bushbabies being set up by the Sure Start local programmes and the requirement to have daycare at a Children's Centre. The following sets out the daycare settings for the Children's Centres:

- North 1
  - Kiddikins Neighbourhood Nursery (private business)
  - Starfish (St John Vianney Primary School)
- North 2
  - Chatham House (Local Authority)
- Central 1
  - Playmates Neighbourhood Nursery (private business)
- Central 2
  - No full daycare setting as the Childcare Sufficiency Assessment showed that there were settings that had vacancies in the town. Therefore setting up new daycare would not be sustainable. This locality works closely with a group of childminders to ensure families have access to childcare.
- South
  - Bushbabies (Local Authority)

## 5. BUDGET

- 5.1 Funding for Children's Centres is received into the Local Authority via the General Sure Start Grant. This grant is received direct from the DCSF and is ringfenced.
- 5.2 Funding allocations for Children's Centres 2008-2009 is £2,862,438. Income generation from Bushbabies and Chatham House daycare is estimated (based on 2007-2008 actuals) at £278,077. Therefore the estimated budget for 2008-2009 is £3,140,515.
- 5.3 The budget for 2008-2009 is attached (**Appendix 1**).
- 5.4 Part of the budget has been delegated to the localities (see **Appendix 1**). This has been allocated based on the number of children aged 0-5 with a weighting placed on children in the 20% most deprived areas. £5,000 has been top sliced and allocated to Central 2 as there have been no Sure Start services in this area before. This extra funding will support the infrastructure to enable service development.

North 1	£33,166
North 2	£23,080
Central 1	£30,912
Central 2	£20,286 + £5,000 = £25,286
South	£37,191

## 6. PLANS

- 6.1 The five locality plans are attached as **Appendices 2 – 5**. The plans reflect the development of services in each individual locality ensuring that communities' needs are met whilst focusing on the core offer. Locality forums with an open membership have been set up to support the planning process and offer challenge in the delivery of services.

## 7. TOWNWIDE SERVICES

- 7.1 The Sure Start local programmes developed a number of service level agreements with a number of providers focusing on the aims of the Sure Start local programmes. These continued to ensure that service users did not see a gap in services.
- 7.2 The Service Level agreements have been extended until October 2008 while Children's Centres service specifications are developed in line with the Children's Centres outcomes. The service specifications will then go through the Council tender process to ensure procurement guidelines are being followed. The new contracts will cover the period of October 2008 – March 2011 to ensure continuity of service.

## 8. RISK IMPLICATIONS

- 8.1 The Childcare Act 2006 places a duty on the local authority to improve outcomes for children aged 0- 5years old. The following plans ensure that this duty is being covered.

## 9. EQUALITY AND DIVERSITY CONSIDERATIONS

- 9.1 Children's Centres must be accessible to all children and families. Locality staff ensure that all vulnerable groups are included in the planning and delivery of service. The Children's Centres are represented on the Children's Services diversity steering group.

## **10. SECTION 17**

- 10.1 The development of children's centres supports early intervention to those families who are disadvantaged and in need in order to support them in parenting and supporting successful outcomes for their children.

## **11. RECOMMENDATIONS**

- 11.1 The Portfolio Holder is asked to approve the Children's Centres and Extended Services budgets and plans 2008-2009.

## **12. REASONS FOR RECOMMENDATIONS**

- 12.1 To ensure Local Authority duty to improve outcomes through Children's Centres is met.

## **13. BACKGROUND PAPERS**

Appendix 1 – Budget 2008-2009  
Appendix 2 – North 1 locality plan  
Appendix 3 – North 2 locality plan  
Appendix 4 - Central 1 locality plan  
Appendix 5 – Central 2 locality plan  
Appendix 6 – South locality plan

## **CONTACT OFFICER**

Danielle Swainston  
Sure Start, Extended Services and Early Years Manager  
01429 523671



Children's Centres and Extended Services Budget 2008-2009**Income**

General Sure Start Grant Children's Centres	£2,862,438
Income daycare (based on 2007 actuals)	£278,077
	<u>£3,140,515</u>

General Sure Start Grant Extended Services	£198,000
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**Centralised budget**

Salaries	£159,779.00
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## Service Level agreements\*

Harbour (April 08- Oct 08)	£26,533
MIND (April 08- Oct 08)	£30,000
PATCH (April 08- Oct 08)	£51,809
WVARC (April 08- Oct 08)	£12,653
Credit Union (April 08- Oct 08)	£12,194

\*SLAs for six months only. Service specifications are being developed for each area of the core offer  
Tender process will take place for contracts to be written for Oct 2008

Speech and Language (April 08- Mar 09)	£200,000
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## Subsidised daycare places(allocated by panel)

North 1	£11,076
North 2	£7,430
Central 1	£12,534
Central 2	£5,743
South	£13,217
	<u>£542,968.00</u>

Allocations based on numbers of 0-5s in localities

**LOCALITY BUDGETS**North 1

Salaries	£174,911
Hindpool Close costs	£67,820
Miers Avenue	£19,071

## SLAs

St Bega's	£1,545
St Helen's	£15,351
St John Vianney (this includes centre manager post)	£58,891
West View	£20,000
	<u>£357,589</u>

North 2

Salaries (includes all daycare staff)	£412,275
Chatham House costs	£61,972
Daycare budget	£24,665

## SLAs

Brougham Primary	£49,206
	<u>£548,118</u>

<u>Central 1</u>	
Salaries	£175,626
Lowthian Road	£47,196
SLAs	
Lynnfield Centre	£40,000
Stranton Centre	£40,000
	<u>£302,822</u>
<u>Central 2</u>	
Salaries	£125,940
Rift House	£43,314
SLAs	
Kingsley	£26,000
	<u>£195,254</u>
<u>South</u>	
Salaries (included daycare staff)	£524,606
Daycare budget	£33,842
Rossmere Way	£99,153
The Link	£18,504
SLAs	
St Teresa's	£7,241
Rossmere	£10,000
Owton Manor	£10,000
	<u>£703,346</u>
<b>Central budget</b>	<b>£542,968</b>
<b>North 1</b>	<b>£357,589</b>
<b>North 2</b>	<b>£548,118</b>
<b>Central 1</b>	<b>£302,822</b>
<b>Central 2</b>	<b>£195,254</b>
<b>South</b>	<b>£703,346</b>
	<u><b>£2,650,097</b></u>
<b>Income</b>	<b>£3,140,515</b>
<b>Total budget allocated</b>	<b>£2,650,097</b>
<b>TOTAL LEFT TO DEVELOP SERVICES</b>	<u><b>£490,438</b></u>
<u><b>SERVICE DEVELOPMENT</b></u>	
Delegated to localities	£150,000
SLAs (Oct 08- Mar 09)	£80,000
Family support package	£294,376
	<u><b>£524,376</b></u>
<b>SHORTFALL OF</b>	<b>£33,938 (EARLY YEARS RESERVE)</b>

**Funding delegated to localities****£150,000**

The funding has been delegated based on numbers of under fives with a weighting placed on children in the 20% most deprived areas of the town.

£5,000 has been top sliced and allocated to Central 2 as there have been no Sure Start services in this area before.

North 1	£33,166		
North 2	£23,080		
Central 1	£30,912		
Central 2	£20,286	£5,000	£25,286
South	£37,191		

## Action Plan Children Centres and Extended Services Locality North One

### Gillian Slimings: Integration Support Manager

#### Integrated Care and Education North One

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
CSD 11	Ensure all children and families have access to high quality childcare and integrated services through Children's Centres and Extended Schools and the Play Strategy					
	To support existing wraparound care provision	Arrange meeting with CC head teachers / Kim Rowntree to discuss sustainability of service	May 2008	GS/KR		To be determined through consultation
		Explore joint after school club provision with St Bega's and St Helens.	June 2008 for Sep 2008 delivery	GS/KR		Nil
		Open up wraparound care to nursery pupils at St Helen's Arrange meeting with St Helen's head teacher / Kim Rowntree to discuss sustainability and extension of service	May 2008 for Sep 2008 implementation	GS/KR		To be determined through consultation
		Explore mechanism to measure outcomes of breakfast and after school clubs	June 2008 Pilot Sep 2008	GS/KR		£500 support costs
	Enable freedom of choice around supported childcare places	Discuss centralised budget element.	April 2008	DS/GS	Budget setting process ongoing	£3000 per annum
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	GS/CIW	Letter of invitation drafted	£500 postage

## 2.1 APPENDIX 2

		Support Care Coordination plans through subsidised place scheme	April 2008	GS/JH	Ongoing	£3k
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## Childminder Network North One

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
CSD 11	Ensure all children and families have access to high quality childcare and integrated services through Children's Centres and Extended Schools and the Play Strategy					
	To support existing childminders in locality	Arrange locality meeting	April 2008	GS	Complete	NIL
		Extend creative activity opportunities for childminder group accessing St John Vianney	March 2008	CI/JD/JN	Play equipment ordered in consultation with CL/ JD and JN to enhance existing provision.	£500
		Include childminders as supported places resource	April 2008	GS	Inform locality team once approved	Included in 3K allocated
	Increase childminder voice in locality planning	Seek childminder representation on locality forum	April 2008	CIW	In consultation	NIL
	Extend childminder group provision across locality	Consult with childminders around viability of group at St Helen's CC	April 2008	GS/JD	St Helens CC resources updated, cleaned and extended in preparation.	£1500
	Determine childminder requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	GS/CIW	Letter of invitation to consultation event sent  First event April 1st	Dependant of level of support determined through consultation

## Parenting and Family Support North One

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
CSD 13	Establish the role of commissioner of parenting support and develop a Parenting Strategy for Hartlepool to establish a continuum of service for parents to assist them in promoting positive outcomes for their children					
	Establish parents forum to allow consultation on core offer and influence service development	Continue to support Parents Together, and existing parents groups in school settings with long term aim to integrate into locality forum.	July 2008	CIW/Befriender/ Inclusion assistants	Parents Together group established in locality setting	£1000 support costs
	Provide integrated support for parents and carers	Raise awareness of Children's Centres through the Parenting Strategy	April 2008	JR/All ISMs	Ongoing	NIL
		Conduct playground consultation at St Helen's to connect with parents/ families not accessing services: rolling programme across locality each half term	May 2008	CIW	April 2008 CIW starts May 2008 Consult and signpost June 2008 Evaluate findings July 2008 Plan delivery strategy	£1k
		Attend parent consultation events in all locality schools	April 2008 ongoing	GS/CIW	April 2008 compile list of events	NIL
		Promote Parenting programmes and encourage all locality stakeholders to refer families to appropriate programmes.	April 2008	GS/JT/all locality providers	Dec 07 Team briefing Feb 08 New referral forms circulated Feb 08 2 programmes run in locality	Funded by parenting strategy
		Investigate the value of Pyramid clubs for parents	March 2009	All ISMs		£8600 town wide
		Consult around parents training needs, fostering aspirational direction of	June 2008	GS/CIW/Adult Ed	Feb 08 meeting with Adult Ed and Skillshare	£3k

## 2.1 APPENDIX 2

		travel				
		Support locality carer/toddler groups including PATCH	Ongoing	GS/CIW	Dec 07 Literacy resource completed May 08 consultation programme	£2k
		Support Teenage parents through support service	Ongoing	GS/CIW		£1k
	Increase the participation of fathers in the core offer	Support Saturday Dads and Lads activities at St Hild's	April 2008	TB/GS	Delivery ongoing, evaluation to be completed	£2k
		Establish Lads Behaving Dadly group	July 2008	CIW/Befriender		1K
		Develop town wide integrated strategy to engage fathers	July 2008	GS/ISM/Headland futures	Nov 07 1 <sup>st</sup> Town wide meeting March 08 2 <sup>nd</sup>	£2k
	Determine requirements of parents with disabilities	Link with Adult and Community Services to identify locality profile	March 2009	CIW		



**Children's Information Service North One**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Ensure all families have access to up to date information re childcare and children's services					
	Ensure information around children's services is accessible, current and appropriate	Liaise with CIS to ensure core leaflets, posters and flyers are regularly audited	April 2008	CIW/admin	Core packs waiting to be delivered to CC	Provided centrally
		Utilise all media forms to consult and inform around core offer; Investigate web presence on CSD to promote locality activities and enable e-consultation	Dec 2008	PT/All ISMs		To be determined as part of new CSD package
		Promote CIS at all locality locations and events	Immediate	GS/CIW	Dec 07 Locality forum	NIL
	Determine children's information requirements of children with disabilities and their families	Arrange consultation events with families and carers of children with disabilities	May 2008	GS/CIW	Letter of invitation drafted	To be determined through consultation

## Training and Employment North One

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
CSD 16	Connexions service works with other teams and agencies to achieve NEET targets agreed with GONE.					
CSD 19	Raise the aspirations of vulnerable children and young people					
	To reduce number of NEET young people in locality	Support blitz weeks	Immediate and ongoing	GS/CIW	2 blitz week events held	NIL
		Participate in Streets Ahead project across locality	March 08 West View project starts April 08 Central estate project in consultation	GS	Consultation meetings taking place Lead organisations being determined	£1k to support
	To support lone parents into employment	Participate in Streets Ahead project across locality	March 08 West View project starts April 08 Central estate project in consultation	GS	Consultation meetings taking place Lead organisations being determined	£1k to support
		Work with Job Centre Plus to agree way forward in creating presence in CC	Immediate and ongoing	GS/CIW	Awaiting Job Centre Plus Staff CRB outcome	Town wide SLA
	Provide employment vacancy information in CC	Provide computer access, newspapers and job link information in CC reception	April 08 order local newspaper May 08 investigate PC in reception	GS/PT	Daily vacancies printed out	£1k
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	GS/CIW	Letter of invitation drafted	

## Health Services North One

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
CSD 02	Work with schools and other agencies to address childhood obesity through initiatives such as Healthy Schools programme and physical education, school sports and club links strategy					
CSD 23	To promote a strong focus on early intervention and the prevention of poor outcomes for children and families					
	Deliver integrated health care services	Support existing health care services	Ongoing	GS/AN	Complete	£1k
		Consult with community on extended health provision	Sep 2008	CIW	Ongoing	
		Consult with health team on capacity to extend provision			Ongoing	
		Investigate secondment of Health Promotion Assistants to CC	March 2009	DS/All ISM's		
		Investigate Hartlepool becoming Breast feeding friendly town	March 2009	All CIW's/ Midwives		
	Reduce childhood obesity	Investigate Mini MEND project evaluation and determine implementation if appropriate	May 2008	All ISM's		By service specification and SLA
	Locality schools engage in Healthy School agenda	Schools affiliate to Heartstart programme	April 2008	GS	Delivers trained	NIL
	Determine locality delivered health requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	GS/CIW	Letter of invitation drafted	

## Varied Menu of Activities North One

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
CSD 10	Work with partners to extend and improve the quality of services for children and young people which enable them to enjoy their education, improve their well being and enrich their lives					
	Support ESINH	Attend ESINH group	Immediate and ongoing	GS	Monthly meetings Marketing strategy	£10k to support members through extended service programme
	Provide accessible, locally delivered sporting activities	Agree cohesive COOL project delivery across all CC with agreed quality assurance, evaluation and monitoring.	April 2008	AS/All ISM's	Cool project manager invited to meeting March 08	Town wide by SLA
		Support FAST project Saturday delivery through St Bega's School	April 2008	MC/GS	Delivery ongoing, evaluation to be completed	NIL
		Support Lads and Dads Saturday Sport Club at St Hild's	April 2008	TB/GS	Delivery ongoing, evaluation to be completed	£2K
		Investigate use of Gus Robinson Gymnasium for Central Estate young people.	June 2008	CIW		NIL
		Investigate use of Rovers Rugby Club facilities for Central Estate young people	June 2008	CIW		NIL
		Support Netball Club at Barnard Grove School	July 2008	GS	Delivery ongoing, evaluation to be completed	£975
		Support Girl's Football team at Barnard Grove School	July 2008	GS	Delivery ongoing, evaluation to be	£780

## 2.1 APPENDIX 2

					completed	
	Raise levels of communication, language and literacy	Support and deliver integrated baby-sitting course to Health and Social care students at St Hild's. (Sustainability ensured through babysitting packs established to borrow through St Hild's learning resource centre)	April 2008	CL/FMB/GS  Admin	Delivery ongoing, evaluation to be completed  Packs to be collated	£1k.
	Support children who lack confidence in accessing out of school activities	Investigate implementation of Pyramid Clubs utilising UFA principles	April 2008	All ISMs CIW		Town wide SLA
		Support drama club at Barnard Grove	Immediate and ongoing	GS	Delivery ongoing evaluation to be completed	£550
	Improve healthy eating ethos of children and families	Investigate cookery clubs through Adult Ed	Immediate and ongoing	GS/CIW/Adult Ed	Equipment sourced for West View primary	£3k
		Investigate locality healthy eating event using evaluation from Stranton School	April 2008	CIW		£1k
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	GS/CIW	Letter of invitation drafted	

## Swift and Easy Access North One

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
CSD 23	To promote a strong focus on early intervention and prevention of poor outcomes for children and families					
CSD 23.4	Contribute to strategies to reduce child poverty					
	Provide timely, integrated services targeted and determined by needs analysis	Promote Common Assessment Framework with all locality stakeholders, including voluntary and community providers	April 2008	All CC staff	Ongoing	NIL
		Support ESINH working group around BESD provision	April 2008	GS	Ongoing	NIL
		Support Care Coordination scheme as appropriate	April 2008	All CC staff	Ongoing	
		Implement Together for Children toolkit for reaching priority and excluded families	Immediate and ongoing	CIW/GS		
	Support children and young people with additional needs to access the core offer	Support Wheels project in conjunction with Addvance	April 2008	GS		
		Investigate youth club for children with ADHD	March 2009	CIW/JN		
		Chair town wide children with disability forum	Immediate and ongoing	GS	Information sharing mechanism agreed and implemented	£500
	Determine childminder requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	GS/CIW	Letter of invitation drafted	

**Wider Community Access North One**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
CSD 11	Development of locality based services through Children's Centres and Extended Schools					
	Engage with community to consult and inform around core offer	Attend community forums, NAPS, tenant associations, participation network meetings	April 2008	GS/CIW	Ongoing	NIL
		Engage with parents and community of St Helen's and St Bega's to access activity programme through CC: organise coffee morning, attend parents events, talk at school gate, devise consultation document	July 2008	CIW		£2k
	Encourage intergenerational work on Central Estate, provide diversionary activities	Establish working party to take community garden project forward	July 2008	CIW		£1k
		Continue to support Fun4 all and Crimestomper clubs delivered by CC	Feb 2008	GS/CIW	Immediate and ongoing	£2k
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	GS/CIW	Letter of invitation drafted	

**Management and Staffing North One**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
PSI 01.1	Development of locality based services through Children's centres and Extended schools					
	To ensure best value for money through existing Service Level Agreements	Meet with existing providers to agree monitoring and evaluation	April 2008	GS	Meetings arranged	
		Write service specifications for tender	June 2008	2008 DS/All ISMs	Ongoing	
	To ensure best value for money through existing support for CC buildings attached to schools	Meet with Head teachers to discuss equitable funding and service specifications	April 2008	DS/GS	Meetings agreed	
	To ensure best value for money through existing extended school funding grants	Agree monitoring and evaluation	April 2008	GS	Ongoing	
		Complete extended services audit: Establish calendar of monitoring and evaluation per project	April 2008	Admin team	Immediate and ongoing	
	Establish efficient cohesive and appropriate team	Appoint to vacant posts	April 2008	GS	Complete	
		Develop appropriate induction programme with supporting literature	May 2008	GS/KP	Ongoing	
		Appoint supporting resource worker	Sept 2008	DS/GS		
	Track children and families accessing services	Agree recording and tracking mechanism across all Children's centres	April 2008	DS/ All ISMs	Various systems examined	
		Use tracking and recording				



## 2.1 APPENDIX 2

		data to identify those families not accessing services	Sep. 2008	Admin/CIW/New Post		
	Ensure performance management is monitored and evaluated	Develop performance management framework and toolkit with TDA	Sep 2008	DS/ All ISMs	Ongoing	
	Consult and inform locality stakeholders to inform service planning	Establish termly locality meetings with stakeholders, parents and young people	April 2008	GS/Admin	Ongoing	NIL

## Children's Centres and Extended Services Action Plan 2008/2009 North2 locality

Kay Porritt - Integration Support Manager February 2008

**Integrated Care and Education**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Enable freedom of choice around supported childcare places	Discuss centralised budget element.	April 2008	DS/KP		
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	KP/JJ	Letter of invitation drafted	
		Support Care Coordination plans through subsidised place scheme	April 2008	KP/JH	Ongoing	£3k
	Explore the monitoring of outcome measures for breakfast clubs and after school clubs	Meet with Kim Rowntree	May 2008	All ISMs		

**Childminder Network**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	To support existing childminders in locality	Hold quarterly childminder network meetings	March 2008	JJ	ongoing	
	Explore with childminders the need of accessing other service provision in locality	Consult with childminders in partnership with other service providers	June 2008	JJ/AF	Ongoing	
	Determine childminder requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	KP/JJ	Ongoing	
	Ensure Childminder representation at locality forum	Seek nominated individual at childminder network	June 2008	JJ	Ongoing	

**Parenting and Family Support**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Support and co-ordinate the locality parents forum to allow consultation on core offer, influence service development and establish representation at the locality forum	Consult with parent representatives on training needs around the core offer and set up parents forum	June 2008	JJ/KP	In development	
	Provide integrated support for parents and carers	Raise awareness of Children's Centres by attending parents evenings at all locality schools.	Dec 2008	KP/JJ		
		Support delivery of all Parent and Toddler groups in locality to ensure monitoring outcomes	Dec 2008	JJ		£3000
		Promote Parenting programmes and encourage all locality stakeholders to refer families to appropriate programmes.	April 2008	KP/JJ/JT/service providers		
		Investigate the value of Pyramid clubs for parents	March 2009	All ISMs		£9000 ( split over five localities or top sliced
		Work closely with Teenage Pregnancy Support Service to provide holistic support for young parents	May 2008	KP/JJ (Liz Hipwell lead for ISMS)	Ongoing	

## 2.1 APPENDIX 3

		Ensure delivery of ESOL provision to mothers of pre-school children	May 2008	JJ//adult education		
	Increase the participation of fathers in the core offer	Liaise with Children's Centres in order locality delivery	April 2008	KP/JJ/DH		
		Provide training for staff in locality to explore engagement of fathers	May 2008	All ISMs		
	To enhance and support existing parenting courses delivered through Barnado's	Deliver early low level parenting course around positive parenting	June 2008	JJ/KP		£3000
		Develop working sub group to develop initiatives for engaging fathers town wide	July 2008	All Ism's/JR/ Headland Futures		
	Determine requirements of parents with disabilities Investigate gaps in parent and toddler support need for Locality	Link with Adult and Community Services to identify locality profile Set up and support parents in running parent and toddler groups in Brougham and Jesmond	March 2009  July 2008	JJ  JJ	Ongoing	£500 Extra £500 sourced from play and learning

**Children's Information Service**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Ensure information around children's services is accessible, current and appropriate	Liaise with CIS to ensure core leaflets, posters and flyers are regularly audited	April 2008	LW/ admin at Chatham	Ongoing	
	Utilise all media forms to consult and inform around core offer	Investigate web presence on CSD to promote locality activities and enable e-consultation	Dec 2008	PT/All ISMs		
	Provide quality information across all CC locality buildings	Liaise with CIS to ensure core leaflets, posters and flyers are available and refreshed in all locality building.	Sep 2008	JJ/LW	Ongoing	
	Promote CIS access available at Schools in locality as part of core offer.	Each school is provide with a external notice board exclusive with Children's centre information	June 2008	JJ/CIS	Ongoing	£1000
	Determine children's information requirements of children with disabilities and their families	Arrange consultation events with families and carers of children with disabilities	May 2008	KP/JJ	Ongoing	

**Training and Employment**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	June 2008	KP/JJ	Letter of invitation drafted	
	To support with the reductions of NEET	Provide Connexions PA with room space to enable outreach support to target NEET young people	March 2008	Ongoing		
	To provide access to job searches in children's centre through various methods	Computer access in community cafe. Ensure joblink information is available and kept up to date.	October 2008	KP/JJ	Development stage	£3000
	Support substance misuse parents accessing training	Support "back to you project" with crèche support	April 2008	KP/ISMS	Ongoing	(for It, internet access, maintenance and newspapers £3000 across localities

**Health Services**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Deliver integrated health care services	Support existing health care services	Ongoing	LH	Ongoing	
		Consult with community on extended health provision	Sep 2008	JJ/KP	Ongoing	
		Consult with health team on capacity to extend provision		KP	Ongoing	
		Investigate secondment of Health Promotion Assistants to CC	March 2009	DS/All ISMs		
		Investigate Hartlepool becoming Breast feeding friendly town	March 2009	All CIWs/ Midwives		
	Midwife service in locality	To provide a midwife service in Chatham and Throston	July 2008	KP/midwives	Ongoing	£1000
	Reduce childhood obesity	Investigate Mini MEND project evaluation and determine implementation if appropriate	May 2008	All ISMs		
	Locality schools engage in Healthy School agenda	Meet with Healthy Schools Co-ordinator to explore possibility of partnership working	March 2008	KP (On Steering Group)	Ongoing	
	Determine locality delivered health requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	JJ/Admin	Ongoing	



**Varied Menu of Activities**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Provide accessible, locally delivered physical activities	Agree cohesive COOL project delivery across all CC with agreed quality assurance, evaluation and monitoring, if appropriate.	April 2008	AS/All ISMs		
		Agree cohesive Fun4All project delivery across all CC with agreed quality assurance, evaluation and monitoring.	April 2008	DB/All ISMs		
	Explore mechanisms for school reporting on extended service provision.	Meet with all heads to establish robust procedures and value of existing audits	July 2008			
	Support children and families with healthy eating agenda	Support delivery of "lets cook together " via Adult education in all Children's centres	March 2008	JJ/Adult Ed	Completed	
	Support children who lack confidence in accessing out of school activities	Investigate implementation of Pyramid Clubs utilising UFA principles	March 2009	All ISMs/CIW	Development	
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	June2008	KP/JJ/Admin	Ongoing	

**Swift and Easy Access**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Provide timely, integrated services targeted and determined by needs analysis	Promote Common Assessment Framework with all locality stakeholders, including voluntary and community providers	June 2008	All CC staff	Ongoing	NIL
		Co-ordinate locality meeting with schools to inform of CAF	May 2008	KP/FM	Ongoing	NIL
		Support Care Coordination scheme as appropriate	April 2008	All CC staff	Ongoing	
	Determine childminder requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	June 2008	KP/JJ	Letter of invitation drafted	

**Wider Community Access**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Engage with community to consult and inform around core offer	Attend community forums, NAPS, tenant associations, participation network meetings	April 2008	KP/JJ	Ongoing	NIL
	Engage with parents and community of North2 locality to access activity programme through CC	Organise informal meetings, attend steering groups,.	July 2008	KP/JJ	Ongoing	
	Support adult substance misusing parents accessing children's centres.	Consult through user group forum to identify needs.	May 2008	ISMS/CIWS	In development	
	Determine requirements of children with disabilities Determine the needs of young people in locality with regard accessing Childrens centres to determine the viability of a community café in Chatham House.	Arrange consultation events with families and carers of children with disabilities Consult through young peoples forum  To consult plan and implement Cafe	June 2008  May 2008  October 2008	JJ  JJ/KP  KP/DS	Letter of invitation drafted  Development  consultation	Depending on match funding and staffing needs, and also refurbishment/ building works Circa £55,0000

**Management and Staffing**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	To ensure best value for money through existing Service Level Agreements	Write service specifications for tender	June 2008	2008 DS/All ISM's	Ongoing	
	To ensure best value for money through existing support for CC buildings attached to schools	Meet with Head teachers to discuss equitable funding	April 2008	DS/KP		
		Robust SLAs with children's centres to ensure cohesive working and reporting	April 2008	LH		
	To ensure best value for money through existing extended school funding grants	Agree monitoring and evaluation	April 2008	KP	Ongoing	
		Establish calendar of monitoring and evaluation per project	April 2008	Admin team		
	Establish efficient cohesive and appropriate team	Ensure all staff receive appraisals	July 2008	KP	In development	
		Ensure all staff are supported and encouraged with training opportunities	October 2008	KP	Ongoing	£2000
	Track children and families accessing services	Agree recording and tracking mechanism across all Children's centres	April 2008	DS/ All ISM's	Various systems examined	
		Use tracking and recording data to identify those families not accessing services	Sep. 2008			
	Ensure performance management is monitored and evaluated	Develop performance management framework and toolkit	Sep 2008	DS/ All ISMs	Ongoing	
	Consult and inform locality stakeholders to inform service planning	Establish quarterly locality meetings with stakeholders, parents and young people	April 2008	LH/JJ/LW	Ongoing	

## Children's Centres and Extended Services

## Action Plan 2008/2009 Central 1 locality

Liz Hipwell - Integration Support Manager - February 2008

**Integrated Care and Education**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	To explore nearly at nursery group with Primary Schools in locality	Arrange meeting with head teachers to explore possibilities.	July 2008	LH		
	Enable freedom of choice around supported childcare places	Discuss centralised budget element.	April 2008	DS/LH		
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	LH/CIW	Letter of invitation drafted	
		Support Care Coordination plans through subsidised place scheme	April 2008	LH/JH	Ongoing	£3k
	Explore the monitoring of outcome measures for breakfast clubs and after school clubs	Meet with Kym Rowntree	July 2008	All ISMs		

**Childminder Network**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	To support existing childminders in locality	Hold quarterly childminder network meetings	March 2008	RR	Complete	
	Create opportunity for childminder play group to be delivered from Stranton Children's Centre	Purchase play equipment/cover costs of room hire.	March 2008	LY/LH	Ongoing	£750 – equipment £800 – room hire
	Explore with childminders the possibility of accessing other service provision in locality	Consult with childminders in partnership with Centre's Centres.	June 2008	RR/AB/SP	Ongoing	
	Determine childminder requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	LH/RR	Letter of invitation drafted	
	Ensure Childminder representation at locality forum	Seek nominated individual at childminder network	June 2008	RR/LH	Ongoing	

## Parenting and Family Support

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Support and co-ordinate the locality parents forum to allow consultation on core offer, influence service development and establish representation at the locality forum	Establish parent reps from each ward in the locality and hold quarterly meetings.	May 2008	RR/LH		
	Provide integrated support for parents and carers	Raise awareness of Children's Centres by attending parents evenings at all locality schools.	Dec 2008	LH/RR		
		Support delivery of all Parent and Toddler groups in locality to ensure monitoring outcomes	Dec 2008	RR		£5000
		Promote Parenting programmes and encourage all locality stakeholders to refer families to appropriate programmes.	April 2008	LH/JT/all locality providers		
		Investigate the value of Pyramid clubs for parents	March 2009	All ISMs		
		Work closely with Teenage Pregnancy Support Service to provide holistic support for young parents	March 2008	LH	Ongoing	
		Ensure delivery of ESOL provision to	May 2008	RR		

## 2.1 APPENDIX 4

		mothers of pre-school children				
	Increase the participation of fathers in the core offer	Work with Lynnfield Children's Centre to develop working group	April 2008	LH/RR		
		Provide training for staff in locality to explore engagement of fathers	May 2008	All ISMs		
		Support a Men's Health Day in Lynnfield CC	April 2008	RR/LH		£2000
		Develop working sub group to develop initiatives for engaging fathers in the locality	July 2008	LH		
	Determine requirements of parents with disabilities	Link with Adult and Community Services to identify locality profile	March 2009	RR		



**Children's Information Service**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Ensure information around children's services is accessible, current and appropriate	Liaise with CIS to ensure core leaflets, posters and flyers are regularly audited	April 2008	JP	Ongoing	
	Utilise all media forms to consult and inform around core offer	Investigate web presence on CSD to promote locality activities and enable e-consultation	Dec 2008	PT/All ISMs		
	Provide quality information across all CC locality buildings	Liaise with CIS to ensure core leaflets, posters and flyers are available and refreshed in all locality buildings	Sep 2008	RR/JP	Ongoing	
	Determine children's information requirements of children with disabilities and their families	Arrange consultation events with families and carers of children with disabilities	May 2008	LH/RR	Letter of invitation drafted	

**Training and Employment**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	June 2008	LH/RR	Letter of invitation drafted	
	To support with the reductions of NEET	Provide Connexions PA with room space to enable outreach support to target NEET young people	March 2008	Ongoing		

## Health Services

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Deliver integrated health care services	Support existing health care services	Ongoing	LH	Ongoing	
		Consult with community on extended health provision	Sep 2008	RR	Ongoing	
		Consult with health team on capacity to extend provision		LH	Ongoing	
		Investigate secondment of Health Promotion Assistants to CC	March 2009	DS/All ISMs		
		Investigate Hartlepool becoming Breast feeding friendly town	March 2009	All CIWs/ Midwives		
	Reduce childhood obesity	Investigate Mini MEND project evaluation and determine implementation if appropriate	May 2008	All ISMs		
	Locality schools engage in Healthy School agenda	Meet with Healthy Schools Co-ordinator to explore possibility of partnership working	March 2008	LH		
	Determine locality delivered health requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	LH	Letter of invitation drafted	

## Varied Menu of Activities

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Provide accessible, locally delivered physical activities	Agree cohesive COOL project delivery across all CC with agreed quality assurance, evaluation and monitoring.	April 2008	AS/All ISMs		
		Agree cohesive Fun4All project delivery across all CC with agreed quality assurance, evaluation and monitoring.	April 2008	DB/All ISMs		
		Support the pilot of 'Saturday Morning Club' at Eldon Grove Primary School	July 2008	JD/LH		
	Explore mechanisms for school reporting on extended service provision.	Meet with all heads to establish robust procedures	July 2008	LH		
	Support children and families with healthy eating agenda	Support delivery of 'What's Cooking' pilot in Stranton Primary in partnership with CC	March 2008	LH/NN	Evaluations being completed	£5000
	Support children who lack confidence in accessing out of school activities	Investigate implementation of Pyramid Clubs utilising UFA principles	March 2009	All ISMs/CIW		
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	LH/RR	Letter of invitation drafted	

**Swift and Easy Access**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Provide timely, integrated services targeted and determined by needs analysis	Promote Common Assessment Framework with all locality stakeholders, including voluntary and community providers	April 2008	All CC staff	Ongoing	NIL
		Co-ordinate locality meeting with schools to inform of CAF	April 2008	LH	Ongoing	NIL
		Support Care Coordination scheme as appropriate	April 2008	All CC staff	Ongoing	
	Support children and young people with additional needs to access the core offer	Provide staff support at High Tunstall School to act as a signposter and information hub	March 2008	LH/RR/Outreach		
	Determine childminder requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	June 2008	LH/RR	Letter of invitation drafted	

**Wider Community Access**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Engage with community to consult and inform around core offer	Attend community forums, NAPS, tenant associations, participation network meetings	April 2008	LH/RR	Ongoing	NIL
	Engage with parents and community of Stranton, Lynnfield and Lowthian CC to access activity programme through CC	Organise informal meetings, attend steering groups, 'Friends of Stranton' and working parties.	July 2008	LL/RR	Ongoing	
	Encourage intergenerational work on Burbank Estate, provide diversionary activities and encourage belonging in community	Establish working party to explore provision for children, young people and their families to identify gaps.	May 2008	LH/CC		
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	June 2008	LH/RR	Letter of invitation drafted	
	Establish more robust mechanisms for children during transition stage	Support the delivery of workshops by High Tunstall to all parents in locality on KS 3 and 4 maths and science curriculum	May 2008	LH	Evaluations ongoing	£2000

**Management and Staffing**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	To ensure best value for money through existing Service Level Agreements	Write service specifications for tender	June 2008	2008 DS/All ISMs	Ongoing	
	To ensure best value for money through existing support for CC buildings attached to schools	Meet with Head teachers to discuss equitable funding	April 2008	DS/LH		
		Write SLA for Stranton and Lynnfield to attach to funding allocation for 2008/11	April 2008	LH		
	To ensure best value for money through existing extended school funding grants	Agree monitoring and evaluation	April 2008	LH	Ongoing	
		Establish calendar of monitoring and evaluation per project	April 2008	Admin team		
	Establish efficient cohesive and appropriate team	Ensure all staff receive appraisals	July 2008	LH		
		Ensure all staff are supported and encouraged with training opportunities	May 2008	LH	Ongoing	
	Track children and families accessing services	Agree recording and tracking mechanism across all Children's centres	April 2008	DS/ All ISMs	Various systems examined	
		Use tracking and recording data to identify those families not accessing services	Sep. 2008			
	Ensure performance management is monitored and evaluated	Develop performance management framework and toolkit	Sep 2008	DS/ All ISMs	Ongoing	
	Consult and inform locality stakeholders to inform service planning	Establish quarterly locality meetings with stakeholders, parents and young people	April 2008	LH/KA	Ongoing	NIL

## Action Plan Children Centres and Extended Services Central 2 Locality

**Sarah Foster: Integration Support Manager February 2008**

### Integrated Care and Education Central 2

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	To explore nearly at nursery group with Primary Schools in locality	Consultation with head teachers Arrange meeting with family support workers & CIW to explore sustainability	February 2008  April 2008	ISM/CIW/FSW	Ongoing	
	Introduce subsidised childcare places and a freedom of choice in access	Discuss centralised budget.	April 2008	DS/ISM		
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	CIW/ISM	Letter of invitation drafted	
		Support Care Coordination plans through subsidised place scheme	April 2008	ISM/JH	Ongoing	£3k
	Explore the introduction of childcare and out of school provision for children with disabilities in Catcote School	Support consultation with parents to gauge need and sustainability	April 2008	CIW/Dept. head	Ongoing	



**Childminder Network Central 2**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	To support existing childminders in locality	Arrange locality childminders meeting	March 2008	CIW/ISM	Complete	
	Extend creative activity opportunities for childminder group and increase access to children's Centres	Purchase play equipment Provide access to centre for parent & toddler facilitated by childminders 1 day/week	April 2008	CIW/ISM	Ongoing	£2,500
	Extend childminder group provision across locality	Consult with childminders around viability of group at Kingsley Children's Centre	April 2008	CIW/ISM	Ongoing	
	Determine childminder requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	CIW/ISM	Letter of invitation drafted	
	Ensure Childminder representation at locality forum	Seek nominated individual at childminder network	May 2008	CIW/ISM	Ongoing	

**Parenting and Family Support Central 2**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Establish parents forum to allow consultation on core offer and influence service development	Consult with existing parents forums and establish a mechanism to ensure parents are represented at locality forums.	May 2008	CIW/ISM		
	Provide integrated support for parents and carers	Raise awareness of Children's Centres through the Parenting Strategy	April 2008	JR/All ISMs		
		Promote Parenting programmes and encourage all locality stakeholders to refer families to appropriate programmes.	April 2008	ISM/JT/all locality providers		
		Investigate the value of Pyramid clubs for parents	March 2009	All ISMs		£8600
	Increase the participation of fathers in the core offer	Develop working sub group to develop initiatives for engaging fathers in the locality	July 2008	ISM/CIW		
	Determine requirements of parents with disabilities	Link with Adult and Community Services to identify locality profile	March 2009	CIW		

**Children's Information Service Central 2**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Ensure information around children's services is accessible, current and appropriate	Liaise with CIS to ensure core leaflets, posters and flyers are regularly audited	April 2008	CIW/Admin	Ongoing	
	Utilise all media forms to consult and inform around core offer	Investigate web presence on CSD to promote locality activities and enable e-consultation	Dec 2008	PT/All ISMs		
	Provide quality information across all CC locality buildings	Liaise with CIS to ensure core leaflets, posters and flyers are available and refreshed in all locality buildings	Sep 2008	CIW/Admin	Ongoing	
	Determine children's information requirements of children with disabilities and their families	Arrange consultation events with families and carers of children with disabilities	May 2008	ISM/CIW	Letter of invitation drafted	

**Training and Employment Central 2**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	ISM/CIW	Letter of invitation drafted	
	To support with the reductions of NEET	Liaise with Connexions to have PA presence in centres to enable outreach support to target NEET young people	April 2008	ISM/CIW	Ongoing	

**Health Services Central 2**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Deliver integrated health care services	Consult with community on extended health provision	Sep 2008	CIW	Ongoing	
		Consult with health team on capacity to extend provision	Ongoing	ISM	Ongoing	
		Support existing health care services to further integrate by utilising Children's Centres for delivery	Ongoing	ISM	Ongoing	
		Investigate secondment of Health Promotion Assistants to CC	March 2009	DS/All ISMs		
		Investigate Hartlepool becoming Breast feeding friendly town	March 2009	All CIWs/ Midwives		
	Reduce childhood obesity	Investigate Mini MEND project evaluation and determine implementation if appropriate	May 2008	All ISMs	Ongoing	
	Locality schools engage in Healthy School agenda	Meet with Healthy Schools Co-ordinator to explore possibility of partnership working	March 2008	ISM		
		Explore the school's potential to become affiliated to the Heartstart programme	July 2008	CIW		
	Determine locality delivered	Arrange consultation	May 2008	ISM/CIW		

	health requirements of children with disabilities	events with families and carers of children with disabilities			Letter of invitation drafted	
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**Varied Menu of Activities Central 2**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Provide accessible, locally delivered sporting activities	Agree cohesive COOL project delivery across all CC with agreed quality assurance, evaluation and monitoring.	April 2008	AS/All ISMs	Ongoing	
		Agree cohesive Fun4All project delivery across all CC with agreed quality assurance, evaluation and monitoring.	April 2008	DB/All ISMs	Ongoing	
		Explore the potential introduction of FAST projects at Rift House Children's Centre & School site	April 2008	ISM/LG	Ongoing	
		Explore wider community use of English Martyrs sports facilities	June 2008	HT/ISM		
		Explore Lads and Dads Sport Club at English Martyrs	April 2008	TH/ISM		
	Support locality schools with increasing varied menu of activities	Explore mechanisms for school reporting on extended service provision.	Meet with all heads to establish robust procedures	July 2008	ISM	
	Support children who lack confidence in accessing out of school activities	Investigate implementation of Pyramid Clubs utilising UFA principles	March 2009	All ISMs/CIW	Ongoing	
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	CIW/ISM	Letter of invitation drafted	

**Swift and Easy Access Central 2**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Provide timely, integrated services targeted and determined by needs analysis	Promote Common Assessment Framework (CAF) with all locality stakeholders, including voluntary and community providers	April 2008	All CC staff	Ongoing	NIL
		Coordinate a locality CAF briefing/training for Central 2 schools	April 2008	ISM/Admin	Ongoing	NIL
		Coordinate additional individual locality school support with the implementation of CAF	May 2008	Admin	Ongoing	NIL
		Support Care Coordination scheme as appropriate	April 2008	All CC staff	Ongoing	
	Determine childminder requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	ISM/CIW	Letter of invitation drafted	



**Wider Community Access Central 2**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	Engage with community to consult and inform around core offer	Attend community forums, NAPS, tenant associations, participation network meetings	April 2008	ISM/CIW	Ongoing	NIL
	Engage with parents and community of Rift House Primary School to engage in activity programme through CC	Organise coffee morning, attend parents events, talk at school gate, devise consultation document	July 2008	CIW	Ongoing	
	Engage with parents and community of Kingsley Primary School to access activity programme through CC	Organise coffee morning, attend parents events, talk at school gate, devise consultation document	July 2008	CIW	Ongoing	
	Determine requirements of children with disabilities	Arrange consultation events with families and carers of children with disabilities	May 2008	ISM/CIW	Letter of invitation drafted	

**Management and Staffing Central 2**

Ref	Objectives	Actions	Milestones	Responsible officer	Progress	Budget commitment
	To ensure best value for money through existing Service Level Agreements	Write service specifications for tender	June 2008	2008 DS/All ISMs	Ongoing	
	To ensure best value for money through existing extended school funding grants	Agree monitoring and evaluation	April 2008	ISM	Ongoing	
		Establish calendar of monitoring and evaluation per project	April 2008	Admin team		
	Establish efficient cohesive and appropriate team	Ensure all staff receive appraisals	July 2008	ISM		
		Ensure all staff are supported and encouraged with training opportunities	May 2008	ISM	Ongoing	
	Establish efficient cohesive and appropriate team	Appoint to vacant posts	April 2008	ISM	Ongoing	
		Develop appropriate induction programme with supporting literature	May 2008	GS/KP	Ongoing	
	Track children and families accessing services	Agree recording and tracking mechanism across all Children's centres	April 2008	DS/ All ISMs	Various systems examined	
		Use tracking and recording data to identify those families not accessing services	Sep. 2008	Admin/CIW		
	Ensure performance management is monitored and evaluated	Develop performance management framework and toolkit	Sep 2008	DS/ All ISMs	Ongoing	
	Consult and inform locality	Establish termly locality				

## 2.1 APPENDIX 5

	stakeholders to inform service planning	meetings with stakeholders, parents and young people	April 2008	ISM/Admin	Ongoing	NIL
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## Children's Centres and Extended Services

## Action Plan 2008/2009 South Locality February 2008

Objective 1	Actions	Milestones	Anticipated Costs	Responsible officer	Progress
To work with schools to ensure delivery of the extended services core offer	Complete extended services audit	Jan 08 – send audit tool to schools Mar 08 – complete visits to schools to discuss audit findings and agree areas for development Mar 08 – update TDA tracker	Dependant on findings Allocate £10,000 for grants	Gail Holmes	Audit sent and follow up meetings arranged
	Introduction of children's activities project at Golden Flatts primary	Jan 08 – exploratory meeting with head teacher April 08 – activities session to commence once a week Sept – 6 month evaluation	£3000	Gail Holmes	Exploratory meeting held – very positive. Costings to the school to be considered by head before giving the go ahead
Actions already agreed with schools from preliminary visits					
	Support Greatham Primary in the setting up of an after school club	Sept 07 – meeting with head and Kim Rowntree, pump prime funding agreed for first 3 months Nov 07 – after school club to commence Feb 08 – review progress and agree next steps	£3,500 start up costs already agreed	Gail Holmes and Kim Rowntree	After school club commenced in Nov 07 – awaiting update
	Agree a way forward with Grange primary and Owton manor primary with regard to a joint approach to providing before and after school clubs	Jan 08 – consultation on need Feb 08 – joint meeting with Heads of Grange and Owton manor to explore options April 08 – Decision made on options	£3,500 start up costs	Gail Holmes and Kim Rowntree	Negotiations in progress
	Support the parenting partnership at Manor College	Nov 07 to May 08 - Attend monthly meetings and work with group to identify any unmet need	Nil	Avis Brough	Avis attending monthly, developing relationships with parents

## 2.1 APPENDIX 6

Objective 2	Actions	Milestones	Anticipated Costs	Responsible officer	Progress
To develop a consultation network to help inform need / priorities for the locality	Develop a parents / family forum	Oct 07 – Jan 08 – planning phase Feb 2008 – hold first parents / family forum, planned for 13 <sup>th</sup> Feb (see comments)		Avis Brough	Poor response to invites – follow contacts being
	Develop a layered approach to parental involvement	Feb 08 – questionnaire designed to find out parents views on layers of involvement Mar 08 – questionnaires sent out April 08 – action plan developed	£1000 support costs		
	Develop a Locality Forum	Dec 07 – Feb 08 – planning phase (planning group to meet 21 <sup>st</sup> Jan and 28 <sup>th</sup> Feb) Mar 08 – hold first locality forum, planned for 13 <sup>th</sup> March 08 Mar/Apr 08 – evaluate and develop programme of locality forums for coming year	£1000 support costs	Gail Holmes	
	Develop a locality steering group and priority working group	Mar 08 – suggestion to be shared at locality forum and people asked to sign up April 08 – first steering group meeting, agree terms of reference and dates for the coming year. Agree format and function of priority working groups May / June 08 – Develop and agree action plans with any associated funding Dec 08 – review and evaluate progress to date	Dependant on outcomes of action planning	Gail Holmes	
	Work with the TDA to develop a locality improvement planning framework	Feb 08 – exploratory meeting April 08 – plan of action agreed Sept 08 – evaluation of progress	Dependant on outcomes of action planning	Gail Holmes / ISMs	

## 2.1 APPENDIX 6

Objective 3	Actions	Milestones	Anticipated Costs	Responsible officer	Progress
To sustain and develop current children's centre activities	To maintain current level of activity at Rossmere Way CC	ongoing	Town-wide SLAs	Gail Holmes/Avis Brough	
	To work in partnership with Owton manor primary to develop services in children's centre annexe	Feb 08 – multi-agency planning meeting Develop action plan April 08 – at least 3 services to be up and running	Dependant on outcomes of action planning – allocate £2000	Gail Holmes	Jan 08 – consultation exercise with parents – questionnaire through contact before and after school and via school newsletter
	Development of NIDI room	April 08 – NIDI room up and running	NIL	Kay Rooks / Gail Holmes	Dec 08 – agreement reached to use Rossmere school annexe Dec 08 – Equipment delivered
	To develop a range of activities within the children's centres and related annexes to support children's health, emotional, social, literacy, language and numeracy development	Feb 08 – parents forum, consult with parents April 08 – April 09 – varied menu of activities in the centres	Allocate - £2000	Gail Holmes/Avis Brough	New activities include Cultural arts and crafts Musical Minis
	To continue to support childminder network	ongoing	nil	Avis Brough	Childminders meet weekly at the centre
	To work with Job Centre Plus to agree a way forward for out reach services in the Children's centres	ongoing	SLA	Danielle Swainston / ISMs	Currently awaiting outcome of CRB discussions Children's Centre staff job shadowing at the Job centre Networking event in Feb 08
	To work with connexions to explore ways of utilising CCs for young people at risk of becoming NEET	ongoing		ISMs	Support Blitz weeks in CC

## 2.1 APPENDIX 6

Objective 4	Actions	Milestones	Anticipated Costs	Responsible officer	Progress
Parenting and Family Support	To develop work with fathers	April 08 - develop action plan Sept 08 – menu of activities for dads	Allocate £2000	Gail Holmes / Avis Brough	2 <sup>nd</sup> town wide planning meeting in Feb 08 Being led by Headland futures
	To work with parenting co-ordinator to offer parenting programmes	April 08 – programme of parenting programmes available	Funded by parenting strategy	Jim Turnbull / ISM	Referral form shared with colleagues
	Run self esteem and confidence group	Jan 08 - 1 <sup>st</sup> group to run April 2008 - evaluation	£1000	Gail Holmes/ family resource workers	Group commenced – current uptake 11 women. Initial feedback very positive
	Support development of 'home and away club' in Seaton Grange	Ongoing in response to needs identified	£1000 contribution to set up costs	Avis Brough	
	Develop programme to support parental literacy in partnership with Seaton library	Jan 08 – exploratory meeting	??	Avis Brough	Currently exploring potential of a pilot with Golden Flatts school

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder

22 April 2008



**Report of:** Director of Children's Services

**Subject:** **CONTACTPOINT ENABLEMENT OF THE  
INTEGRATED CHILDREN'S SYSTEM**

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

The purpose of this report is to inform the Portfolio Holder of a project where the Children's Services Department is acting as a national lead on behalf of the Department of Children, Schools and Families (DCSF). The department will be working with Liquidlogic to enable an electronic linkage between the Integrated Children's System and ContactPoint - a database for every child and young person in England.

#### **2. SUMMARY OF CONTENTS**

This report contains background information on the creation and development of this project. It summarises the work undertaken to date and that planned over the coming months. The report details the resource implications of the project and the benefits to the Department in undertaking this national piece of work.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

This project is intrinsically linked to the national implementation of ContactPoint. This is a key Government initiative which supports the *Every Child Matters: Change for Children* programme promoting earlier intervention and information sharing amongst practitioners who work with children and young people. As lead member for Children's Services, the work of this project is relevant to the Portfolio Holder for Children's Services.



**4. TYPE OF DECISION**

Non-key.

**5. DECISION MAKING ROUTE**

Children's Services Portfolio Holder 22 April 2008.

**6. DECISION(S) REQUIRED**

The Portfolio Holder is asked to note work to date on this project milestones.

**Report of:** Director of Children's Services

**Subject:** **CONTACTPOINT ENABLEMENT OF THE  
INTEGRATED CHILDREN'S SYSTEM**

---

**1. PURPOSE OF REPORT**

The purpose of this report is to inform the Portfolio Holder of a project where the Children's Services Department is acting as a national lead on behalf of the Department of Children, Schools and Families (DCSF). The department will be working with Liquidlogic to enable an electronic linkage between the Integrated Children's System and ContactPoint - a database for every child and young person in England.

**2. BACKGROUND**

The DCSF are working with local authorities to prepare for the national implementation of ContactPoint. In August 2007 the DCSF invited local authorities to submit bids to become lead organisations to enable local case management systems to link with the national system. Hartlepool Borough Council submitted such a bid with Liquidlogic who supply the department's Integrated Children's System (ICS) for the children's social care workforce. In November 2007 the department received correspondence informing them that this bid had been successful.

Initial project planning had to be put on hold as there was a high profile breach of security at Her Majesty's Revenue and Customs and this subsequently led to an independent security review of the national ContactPoint project. The findings of this security review were released on 21st February 2008 meaning that the local authority is now in a position to advance this project.

**3. THE REQUIREMENTS AND RESOURCE IMPLICATIONS OF THE PROJECT**

Following receipt of a formal grant letter on 21st February 2008, the DCSF have allocated the local authority £493,506. This grant is ring-fenced and the vast majority of this allocation will be used to cover Liquidlogic's costs of undertaking the technical requirements of the project. The grant will also cover the department's project management costs, including those incurred by Northgate Information Solutions. This will also cover the costs of communicating with the

other 24 local authorities who have commissioned Liquidlogic as their ICS supplier.

As a lead organisation the DCSF require the local authority to carry out the following tasks:

- Act as project managers to ensure that Liquidlogic ContactPoint-enable the ICS system in line with the specification and budget provided;
- Act as a financial broker between the DCSF and Liquidlogic;
- Communicate and consult with the other 24 local authorities;
- Update the DCSF on project progress.

The resource implications for the department in undertaking this piece of work are described below:

- Head of Information, Planning and Support is the Senior Responsible Officer (SRO) for the project;
- Commissioning and Contracts Manager is the project manager and will be responsible for managing the risks of the project and reporting progress to the DCSF;
- Officers from corporate and departmental finance will undertake the financial management of the project;
- Colleagues in the Legal section have provided input in drafting a contract between the Council and Liquidlogic.

The costs of the input described above will be met in full from the grant allocation. The project will be managed in five main stages as summarised below.

Stage One – Project Initiation  
Stage Two – Technical Design  
Stage Three – Development and Testing  
Stage Four – Type Accreditation  
Stage Five – Instance Accreditation

The risks to the department in undertaking this project are minimal. There is sufficient capacity to cope with the additional work and all costs will be met by the DCSF.

It is envisaged that the project will be concluded by the summer of 2009.

#### **4. BENEFITS OF THE PROJECT**

There are many benefits to the department in undertaking this national project. These include:

- An increased level of national exposure and profile;
- Enhanced links with the DCSF;
- Increased leverage in managing the commercial relationship between Hartlepool Borough Council and Liquidlogic. This is seen as an important benefit as it reduces the potential risk of Liquidlogic allocating their scarce resources to other authorities as their customer base continues to expand.

**5. RECOMMENDATION**

The Portfolio Holder is asked to note the work of the project and the fact that the department is acting as a national lead on behalf of the DCSF.

**6. REASONS FOR RECOMMENDATION**

The Department will be in a position to raise its profile with the DCSF, and other local authorities, with this piece of work.

**7. BACKGROUND PAPERS**

None

**8. CONTACT OFFICER**

Ian Merritt  
Head of Commissioning and Children's Partnership  
Children's Services Department  
Level 3  
Civic Centre  
Telephone: 01429 523 774  
E-mail: [Ian.Merritt@hartlepool.gov.uk](mailto:Ian.Merritt@hartlepool.gov.uk)

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
22<sup>nd</sup> April 2008



**Report of:** Director of Children's Services

**Subject:** HIGH TUNSTALL COLLEGE OF SCIENCE:  
FOUNDATION STATUS

---

### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the outcome of the Statutory Notice proposal in relation to High Tunstall College of Science's consideration of a change to Foundation Status.

#### **2. SUMMARY OF CONTENTS**

The report sets out the background to High Tunstall College of Science's consideration of Foundation Status and provides as an annex the letter from the Chair of Governors indicating that the governors have decided to change the status of the college to Foundation Status. The next stage of the process is outlined.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Member has previously submitted responses to the consultation process in respect of Foundation Status.

#### **4. TYPE OF DECISION**

Non-key.

#### **5. DECISION MAKING ROUTE**

Portfolio Holder meeting on 22<sup>nd</sup> April 2008.

**6. DECISION(S) REQUIRED**

- To note the decision of the governors of High Tunstall College of Science to change the status of the college to Foundation Status.
- In accordance with the School Governance Constitution (England) Regulations 2007 the Local Authority is recommended to approve and make the Instrument of Government.
- To note the work which officers will be undertaking with the college to ensure the process for a change in status is appropriately undertaken.

**Report of:** Director of Children's Services

**Subject:** HIGH TUNSTALL COLLEGE OF SCIENCE:  
FOUNDATION STATUS

---

**1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the outcome of the Statutory Notice proposal in relation to High Tunstall College of Science's consideration of a change to Foundation Status.

**2. BACKGROUND**

The Portfolio Holder has previously considered two reports in relation to High Tunstall College of Science: Foundation Status:

- A report on 27<sup>th</sup> October 2006 to agree a process and timescale for a response to the governors' proposals to change to Foundation Status;
- A report on 18<sup>th</sup> December 2007 in which a response was prepared to the governors' initial consultation process in respect of a possible change in status;

**3. GOVERNORS' DECISION**

A letter was received from Mr Ken Shepherd, Chair of Governors of High Tunstall College of Science on 25<sup>th</sup> March 2008 setting out the governors' decision to proceed to change the status of the college to Foundation Status. A copy of the letter from the Chair of Governors is attached as **Appendix 1** to this report.

**4. NEXT STAGE OF THE PROCESS**

High Tunstall College of Science has already begun to make contact with local authority officers to undertake the work relating to change of status. The full extent of this work has not yet been identified, but will include:

- the establishment of a new Instrument of Government for the college. The Governing Body as set out in **Appendix 2** have agreed an Instrument of Government and constitution to reflect the change of status of the college from a Community school to a

Foundation school which was agreed at a meeting of the Governing Body held on 11<sup>th</sup> March 2008 and effective from 23rd April 2008.

The proportion of places on the Governing Body which must be reserved for different categories of governors for Foundation Schools as set out in the School Governance Constitution (England) Regulations 2007 Foundation School are as follows:

- Parent Governors – one third or more parent governors
  - Local Authority Governors – at least one but no more than one fifth of places
  - Staff Governors - at least two but no more than one third including the headteacher
  - Community Governors – one tenth or more
  - Partnership Governors – at least two but no more than one quarter of places
  - In addition the Governing Body may appoint up to four sponsor Governors
- the transfer of staff from the local authority to the college governors under TUPE regulations;
  - minor adjustments to the college budget to recognise the governors' role as an admissions authority and an employer on the same basis as voluntary aided schools;
  - identification of any potential changes to service legal agreements.

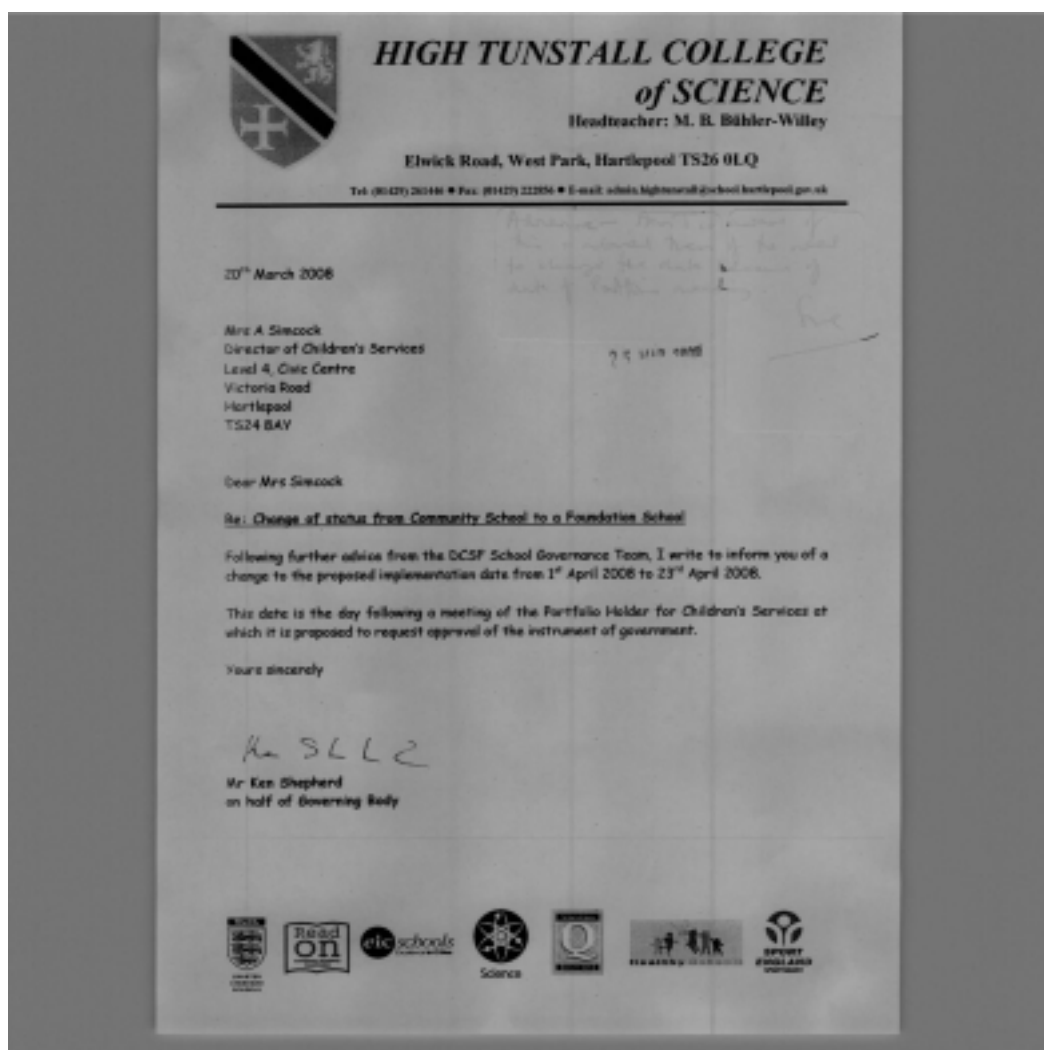
## **5. RECOMMENDATIONS**

- To note the decision of the governors of High Tunstall College of Science to change the status of the college to Foundation Status.
- In accordance with the School Governance Constitution (England) Regulations 2007 the Local Authority is recommended to approve and make the Instrument of Government
- To note the work which officers will be undertaking with the college to ensure the process for a change in status is appropriately undertaken.

## **6. CONTACT OFFICER**

Adrienne Simcock, Director of Children's Services.





## INSTRUMENT OF GOVERNMENT

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1. The name of the school is: High Tunstall College of Science
2. The school is a foundation school.
3. The name of the governing body is "The governing body of High Tunstall College of Science".
4. The governing body shall consist of:
  - a. 7 parent governors;
  - b. 2 partnership governors;
  - c. 1 LA governor;
  - d. 4 staff governors;
  - e. 6 community governors
5. Total number of governors (20)
6. This instrument of government comes into effect on 23<sup>rd</sup> April, 2008.
7. This instrument was made by order of Hartlepool Authority on 22<sup>nd</sup> April, 2008.
8. A copy of the instrument must be supplied to every member of the governing body (and the headteacher if not a governor).

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder

22<sup>nd</sup> April 2008



**Report of:** Director of Children's Services

**Subject:** APPOINTMENT OF LOCAL AUTHORITY  
REPRESENTATIVES TO SERVE ON SCHOOL  
GOVERNING BODIES

---

### **SUMMARY**

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

To request the Portfolio Holder for Children's Services consideration and approval of the recommendations of the General Purposes Committee in respect of the appointment of Local Authority representative Governors to serve on school governing bodies where vacancies currently exist.

#### **2 SUMMARY OF CONTENTS**

The report summarises the process for inviting applications for representative governors and the criteria for their selection.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

It is the responsibility of the Portfolio Holder to decide the appointment of Local Authority representative school governors following advice from the General Purposes Sub Committee.

#### **4 TYPE OF DECISION**

Non-key decision.

#### **5 DECISION MAKING ROUTE**

Portfolio Holder's meeting on 22<sup>nd</sup> April 2008.

#### **6 DECISION(S) REQUIRED**

Approval by the Portfolio Holder of the recommendations of the General Purposes Committee, in respect of the appointment of representative Governors to serve on school governing bodies where vacancies exist.

**Report of:** Director of Children's Services

**Subject:** APPOINTMENT OF LOCAL AUTHORITY  
REPRESENTATIVES TO SERVE ON SCHOOL  
GOVERNING BODIES

---

## **1. PURPOSE OF REPORT**

To request the Portfolio Holder for Children's Services consideration and approval of the recommendations of the General Purposes Committee in respect of the appointment of Local Authority representative governors to serve on school governing bodies where vacancies currently exist.

## **2. BACKGROUND**

Applications are invited from members of the general public, elected members and those governors whose term of office is about to expire or have expired who are interested in serving or wish to continue serving as a Local Authority representative governor on school governing bodies.

The following criteria were agreed by the Borough Council for the recruitment of Local Education Authority representative governors in 2000. Local Authority governors should be able to show:

- demonstrable interest in and commitment to education;
- a desire to support the school concerned;
- a commitment to attend regular meetings of the governing body (and committees as appropriate) and school functions generally;
- good communication/interpersonal skills;
- ability to work as part of a team;
- a clearly expressed willingness to participate in the governor training programme.

A schedule setting out details of vacancies together with applications received in respect of the vacancies was considered by members of the General Purposes Sub Committee at their meeting held on 20<sup>th</sup> March 2008 (**Appendix 1**).

**3. RECOMMENDATIONS**

The Portfolio Holder for Children's Services approve recommendations of the General Purposes Committee in respect of the appointment of Local Authority representative governors to serve on school Governing Bodies. A schedule outlining recommendations of the General Purposes Sub Committee is attached at **Appendix 1**.

**4. Contact Officer:**

**Ann Turner, Governor Support Officer, telephone 523766**

# Children's Services In Hartlepool

*Every Child Matters*

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2.4 APPENDIX 1



## VACANCIES FOR LOCAL AUTHORITY REPRESENTATIVES

**APRIL, 2008**

**Contact Officer: Ann Turner  
Telephone: 523766**

## VACANCIES FOR LOCAL AUTHORITY REPRESENTATIVES ON GOVERNING BODIES

SCHOOL INCLUDING LA GOVERNORS	VACANCIES	POSSIBLE INTEREST	RECOMMENDED FOR APPOINTMENT
<b>Barnard Grove Primary School</b>			No recommendation
Mr. J. M. Kay	2 vacancies	No interest expressed	
<b>Brierton Community School</b>			No recommendation
Councillor Ms. M. James	1 vacancy	No interest expressed	
Councillor Mrs. A. Lilley			
<b>Brougham Primary School</b>			Peter Bowes
Mrs. J. Thompson	2 vacancies	Peter Bowes	
<b>Catcote School</b>			Dane P. Mills
Doctor M. Banim	2 vacancies	Dane P. Mills Keith Tabram	Keith Tabram
<b>Elwick Hall C.E. Primary School</b>			Gordon Pearson
	1 vacancy	Gordon Pearson	
<b>Grange Primary School</b>			No recommendation
Mr. H. D. Smith	1 vacancy	No interest expressed	
Councillor R. Flintoff			

SCHOOL INCLUDING LA GOVERNORS	VACANCIES	POSSIBLE INTEREST	RECOMMENDED FOR APPOINTMENT
<b>Jesmond Road Primary School</b>			Mrs Bridget Watson
Mr. K. Gardner	2 vacancies	Mrs. Bridget Watson	
Mr. M. H. Ward			
<b>Lynnfield Primary School</b>			Councillor Christopher Simmons
Councillor C. Richardson	1 vacancy	Councillor Christopher Simmons	
Mr. A. Armstrong			
Councillor V. Tumilty			
<b>Rift House Primary School</b>			No recommendation
Councillor D. Young	1 vacancy	No interest expressed	
<b>Rossmere Primary School</b>			No recommendation
Mrs. M. Smith	1 vacancy	No interest expressed	
Councillor M. Johnson			
<b>St. Helen's Primary School</b>			Councillor Tim Fleming
Mrs. J. Armstrong	1 vacancy	Councillor Tim Fleming	
Mrs. S. Sotheran			
Miss C. Lamb			
<b>Throston Primary School</b>			No recommendation
Councillor H. Clouth	1 vacancy	No interest expressed	
Mrs. J. Norman			
<b>Ward Jackson Primary School</b>			Miss Angela Reed
P.C. M. Hetherington	1 vacancy	Miss Angela Reed	
Councillor J. Brash			



SCHOOL INCLUDING LA GOVERNORS	VACANCIES	POSSIBLE INTEREST	RECOMMENDED FOR APPOINTMENT
<b>West Park Primary School</b>			Mrs. Sallie Kirby
Mr. M.W. Ward	2 vacancies	Mrs. Sallie Kirby	

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
22<sup>nd</sup> April 2008



**Report of:** Director of Children's Services

**Subject:** ASSOCIATION OF DIRECTORS OF  
CHILDREN'S SERVICES – FINANCIAL  
CONTRIBUTION

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To seek approval of the Portfolio Holder to the payment of an increased contribution to the Association of Directors of Children's Services (ADCS) in 2008 and thereafter annually.

#### **2. SUMMARY OF CONTENTS**

The report sets out the role of ADCS, its benefits to members and changes in the fee structure.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

Although a non-key decision, one of the effects of approving the contribution will be to remove the subscription levels to ADCS payable by individual first, second and third tier officers. Hence, member endorsement is needed.

#### **4. TYPE OF DECISION**

Non-key decision.

#### **5. DECISION MAKING ROUTE**

Portfolio Holder meeting on 22<sup>nd</sup> April 2008.

#### **6. DECISION(S) REQUIRED**

To consider approving the payment in 2008/2009, and thereafter annually, of a small financial contribution to ADCS.

**Report of:** Director of Children's Services

**Subject:** ASSOCIATION OF DIRECTORS OF  
CHILDREN'S SERVICES – FINANCIAL  
CONTRIBUTION

---

**1. PURPOSE OF REPORT**

To seek the approval of the Portfolio Holder to the payment of an increased contribution to the Association of Directors of Children's Services (ADCS) in 2008 and thereafter annually.

**2. BACKGROUND**

ADCS represents the professional interests of senior officers and advisers in Children's Services departments of local authorities throughout the country (not just directors). In doing so, it plays an important role alongside the Local Government Association (LGA) in representing and promoting the local authorities themselves with government agencies. It is recognised by DCSF as a primary consultee on all major policy issues affecting children's services, and has formal status as a conduit for discussion with ministers and senior civil servants as well as the community and voluntary sector on all high-level children's services initiatives. It is a national organisation, but also has a very constructive regional structure and provides invaluable professional support and advice relating to the Change for Children agenda.

Another important aspect of ADCS's work is its organisation through its "Virtual Staff College" (VSC) of bespoke training for local authority staff. It also runs a series of well-respected conferences and seminars (available to members at reduced rates)

For all of these reasons, it is suggested that it is important for local authorities to support the work of ADCS.

**3. FEE STRUCTURE**

In April 2007, the Portfolio Holder agreed to the payment of a local authority contribution to ADCS of £1000 reflecting the band of contribution appropriate to Hartlepool's size as an authority. It was agreed that the Portfolio Holder also approve similar payments in future years unless a significant increase over and above inflation was proposed in which case a further report would be presented. This fee included automatic membership for the Director of Children's Services.

In April 2008, following consultation through regional branches, ADCS has proposed an increase in local authority contributions to £1500, above the rate of inflation. This higher fee would include the cost of membership for all second and third tier Children's Services staff in addition to the Director. The fee structure reflects the desire to become an organisation inclusive of all senior staff in Children's Services.

#### **4. COMMENTARY**

In the year since ADCS was established, it has gained significant influence with national government and is clearly recognised as a single leadership body for Children's Services. It is intended that the new fee structure will enable it to be a more inclusive organisation and to strengthen the networking opportunities for all Children's Services officers locally, regionally and nationally, and encourage all senior officers to engage in policy development.

It is suggested that if the contribution is approved for 2008, the approval should be deemed to remain valid in future years on the assumption that the rate would increase broadly in line with inflation. Should a more substantial increase be proposed, the matter would be referred back to the Portfolio Holder.

The £1500 cost of the proposed contribution for 2008 can be met from within the approved revenue budget for the Children's Services Department.

#### **5. RECOMMENDATIONS**

That the Portfolio Holder approve the payment of the financial contribution of £1500 to ADCS in 2008.

That the Portfolio Holder also approves similar payments in future years unless a significant increase over and above inflation is proposed, in which case a further report would be presented.

#### **6. BACKGROUND PAPERS**

ADCS President's letter  
ADCS letter re local authority contributions

#### **7. CONTACT OFFICER**

Adrienne Simcock, Director of Children's Services (tel: 523734).