

CHILDREN'S SERVICES COMMITTEE AGENDA



Thursday 23 January 2014

at 4.00 pm

in the Council Chamber, Civic Centre, Hartlepool

MEMBERS: CHILDREN'S SERVICES COMMITTEE

Councillors Atkinson, Fleet, Griffin, Hill, James, Lauderdale and Simmons

Co-opted Members: Sacha Paul Bedding and Michael Lee

Six Young People's Representatives

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

3.1 Minutes of the meeting held on 3 December 2013 (*previously circulated*).

4. BUDGET AND POLICY FRAMEWORK ITEMS

4.1 Youth Justice Strategic Plan 2014-2015 – *Director of Child and Adult Services*

4.2 Denominational Transport: Consultation Response / Recommendations –
Director of Child and Adult Services (to follow)



5. KEY DECISIONS

No items.

6. OTHER ITEMS REQUIRING DECISION

- 6.1 Priority Schools Building Programme – Barnard Grove Primary School –
Director of Child and Adult Services
- 6.2 Carlton Outdoor Education Centre – Proposed Fees and Charges 2014-2015
& Evaluation Report Outcomes 2012-2013 – *Assistant Director (Community Services)*

7. ITEMS FOR INFORMATION

- 7.1 Strategic Financial Management Report – as at 31 October 2013 – *Director of Child and Adult Services and Chief Finance Officer*

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

ITEMS FOR INFORMATION

Date of next meeting – Tuesday 11 February 2014 at 4.00 pm in the Council Chamber, Civic Centre, Hartlepool



CHILDREN'S SERVICES COMMITTEE

23 January 2014



Report of: Director of Child and Adult Services

Subject: YOUTH JUSTICE STRATEGIC PLAN 2014-2015

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Budget and Policy Framework

2. PURPOSE OF REPORT

2.1 The purpose of this report is to set out proposals for the strategic planning of local Youth Justice priorities in Hartlepool for 2014-2015 and provide the Children's Services Committee with an opportunity to comment on the initial priorities identified as part of the planning process.

3. BACKGROUND

3.1 The national Youth Justice Performance Improvement Framework is the Youth Justice Board's primary tool for monitoring and securing performance improvement across Youth Offending Services in England and Wales. The framework builds upon the statutory responsibilities for Youth Offending Services established under the Crime and Disorder Act 1998 through a requirement for all Youth Offending Services to annually prepare, as part of the local business planning cycle, a local Youth Justice Plan for submission to the Youth Justice Board.

3.2 The primary functions of Youth Offending Services are to prevent offending and re-offending by Children & Young People and reduce the use of custody. It is the responsibility of local Youth Offending Services to develop and coordinate the provision of these services for all of those young people in the Local Authority area who need them.

3.3 The annual Youth Justice Plan should provide an overview of how the Youth Offending Service, the Youth Offending Service Strategic Management Board and wider partnership will ensure that the service has sufficient resources and infrastructure to deliver youth justice services in its area in line with the requirements of the *National Standards for Youth Justice Services* to:

- promote performance improvement;
- shape youth justice system improvement;
- improve outcomes for young people, victims and the broader community.

3.4 Whilst the local Youth Offending Service partnership can develop its own structure and content of the Youth Justice Plan, national guidance suggests the Plan should address four key areas and it is these areas that will be refreshed to reflect the position for the service going forward.

- **Resourcing and value for money** - The sufficient deployment of resources to deliver effective youth justice services to prevent offending and re-offending.
- **Structure and Governance** - The Plan will set out the structures and governance necessary to ensure the effective delivery of local youth justice services. The leadership composition and role of the multi agency Youth Offending Service Management Board are critical to this.
- **Partnership Arrangements** - To demonstrate that effective partnership arrangements are in place between the Youth Offending Service, statutory partners and other local partners that have a stake in delivering youth justice services and that these arrangements generate effective outcomes for children and young people who offend or are at risk of offending.
- **Risks to Future Delivery** - To ensure the Youth Offending Service has the capacity and capability to deliver effective youth justice services, identifying risks to future delivery and the Youth Offending Service's partnership plans to address these risks.

4. PROPOSALS

4.1 The planning framework to support the development of the 2014/2015 Youth Justice Strategic Plan will draw upon the appraisal of the Youth Justice Boards Regional Partnership Manager, the local Youth Offending Service Strategic Management Board and the views and opinions of service users, staff and key partners.

4.2 Alongside the above, the development of the plan will also incorporate recommendations from Children's Services Committee, the views of the Safer Hartlepool Partnership Executive Group and the current scrutiny investigation into re-offending in Hartlepool. The plan will also acknowledge the role of the Youth Offending Service in taking forward the priorities of the Cleveland Police and Crime Commissioner.

4.3 The timetable for approving the plan is set out below:

- Children's Services Committee will receive a report outlining the statutory framework, requirements of the Youth Justice Strategic Plan and the local issues for consideration on the 23rd January 2014.
- A working draft of the Strategic Plan will be produced by February 2014 for consideration by stakeholders including Youth Offending Service Strategic Management Board, the Safer Hartlepool Partnership, children, young people and their families, key partner agencies and staff within the service.
- The final draft of the plan will be considered by Children's Services Committee on the 1st of April 2014.
- Finance and Policy Committee will receive a final draft of the Youth Justice Strategic Plan that will include any recommendations from the Children's Services Committee on 25th of April 2014.
- Full Council will be asked to ratify the plan on the 8th of May 2014.

4.3 Central to the development of the services proposed objectives for 2014/2015 will be the core functions of the service which are the prevention of offending and re-offending by Children & Young People and reduce the use of custody

4.4 Early planning, which has incorporated a review of progress made against last year's plan and performance against the services key performance objectives (**see Appendix 1**), has given gives rise to the following initial priorities for 2014/2015:

- Reduce further offending by young people who have committed crime;
- Sustain the reduction of first time entrants to the youth justice system;
- Demonstrate that there are robust alternatives in place to support reductions in the use of remands to custody whilst awaiting trial/sentencing;
- Ensure that there are effective arrangements in place for the management of the risk and vulnerability of young people and their families;
- Ensure that Restorative Justice is a key underlying principle of all disposals for young offenders from Conditional Cautions to Supervision Orders;
- Ensure the Youth Offending Strategic Management Board is a well constituted, committed and knowledgeable Board which scrutinises Youth Offending Service performance;

- Ensure the Youth Offending Strategic Management Board provides a strategic lead for the service and understands the way in which the service contributes to integrated offender management arrangements, reduction of crime and offending and public protection;
- Ensure the Youth Offending Service Management Team will have clearly defined roles and responsibilities and have a shared vision and purpose to support the effective management of the service and drive up standards and performance;
- Ensure there is a clear understanding across the service of what 'good' looks like in relation to the development of Youth Justice Assessments, Reports, Plans, Interventions and effective case management arrangements;
- Ensure there is an appreciation of the resources, programmes and specialist expertise available across the service and available resources will be maximised within all planning;
- Ensure practice across the service will be integrated to ensure that young people receive seamless, high quality youth justice services in Hartlepool;
- Ensure all Team Managers and YOS staff will further develop their skills and knowledge in core youth justice effective practice around risk assessment and appropriately targeted intervention aimed at risk reduction;
- Ensure expertise is developed within the service relating to high risk offending behaviour.

4.5 The local Youth Justice Strategic Plan for 2014 – 2015 will establish responsibility across the Youth Offending Service and the Youth Offending Strategic Board for taking each improvement activity forward within agreed timescales.

5. RECOMMENDATIONS

5.1 Children's Services Committee is requested to comment upon the initial priorities identified as part of the planning process.

6. REASONS FOR RECOMMENDATIONS

6.1 The development of the Youth Justice Plan for 2014 - 2015 and the comments of the Children's Services Committee will provide the local youth justice partnership with a clear steer to bring about further reductions in youth offending and contribute to the broader community safety agenda.

7. BACKGROUND PAPERS

7.1 The following background papers were used in the preparation of this report:

- The Youth Justice Boards: Youth Justice Performance Improvement Framework (Guidance for Youth Justice Board English Regions available at: <http://www.justice.gov.uk>)

8. CONTACT OFFICERS

- 8.1 Sally Robinson, Assistant Director (Children's Services), Child and Adult Services, Hartlepool Borough Council, Civic Centre, TS24 8AY.
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- 8.2 Mark Smith, Head of Youth Support Services, Child and Adult Services, Hartlepool Borough Council, Civic Centre, TS24 8AY.
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Performance Report

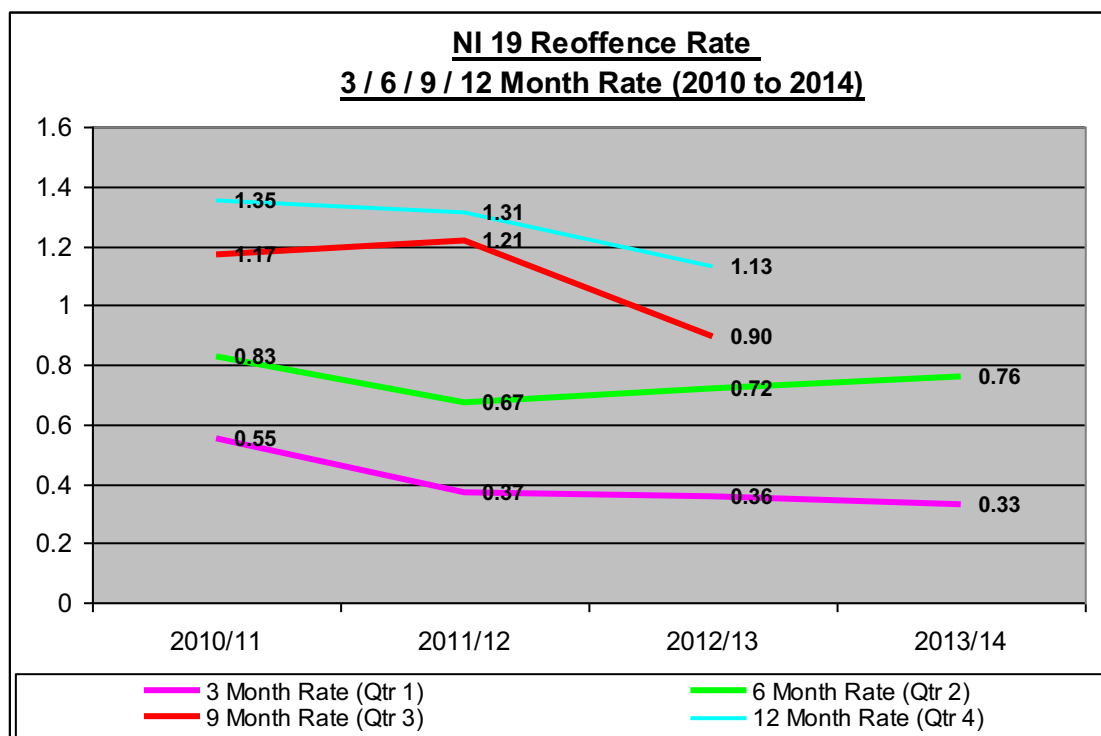
July to September 2013

NI 19: Rate of Proven Reoffending by Young People in the Youth Justice System

A cohort of young people is established which includes all those receiving a pre-court (reprimand or final warning) or court disposal or who are released from custody, the young people are tracked for **12 months** from the date of the disposal or release, to determine the total number of offences they commit during the tracking period, that lead to a pre-court or court disposal within 3 months of the end of the tracking period. By knowing the total number of reoffences and the total number of young people in the cohort, the average rate of reoffending can be calculated. The initial offence which qualifies them for the cohort is not counted as we are only measuring reoffences. All offences will count even if two or more offences are grouped for sentencing purposes and result in only one pre-court disposal or court conviction.

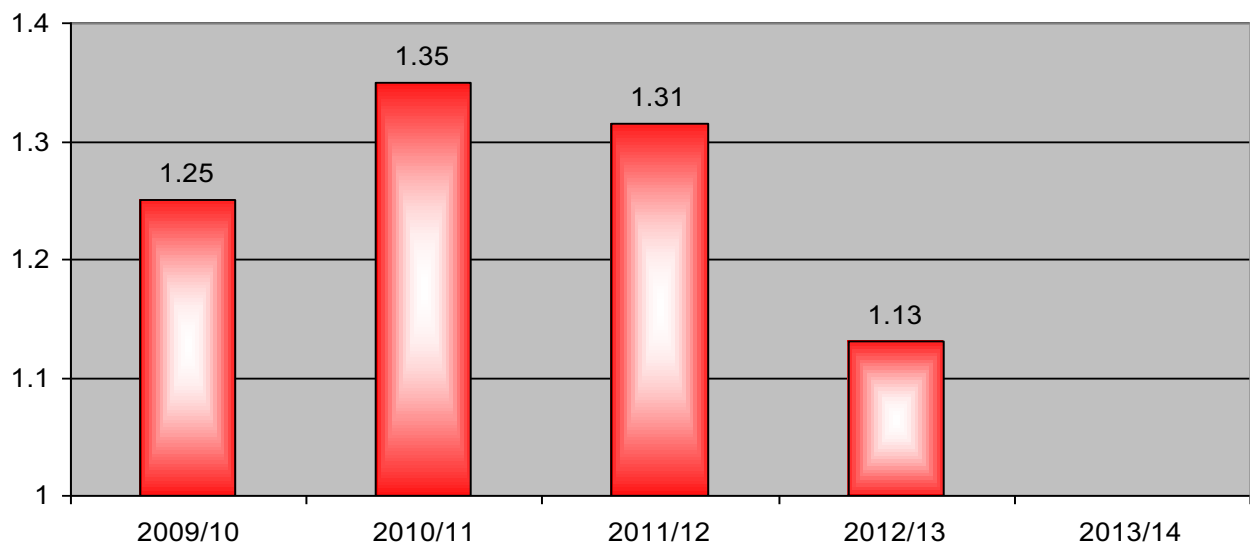
Hartlepool monitors recidivism rate every quarter however a true reflection is only known after the 12 month period. The table below identifies data from 2009 to 2013 inclusive.

	Cohort Total	3 Month Rate (Qtr 1)	6 Month Rate (Qtr 2)	9 Month Rate (Qtr 3)	12 Month Rate (Qtr 4)
2010/11	71	0.55	0.83	1.17	1.35
2011/12	70	0.37	0.67	1.21	1.31
2012/13	39	0.36	0.72	0.90	1.13
2013/14	46	0.33	0.76		



NI 19

12 Month Rate Reoffending (Year on Year Comparisons)

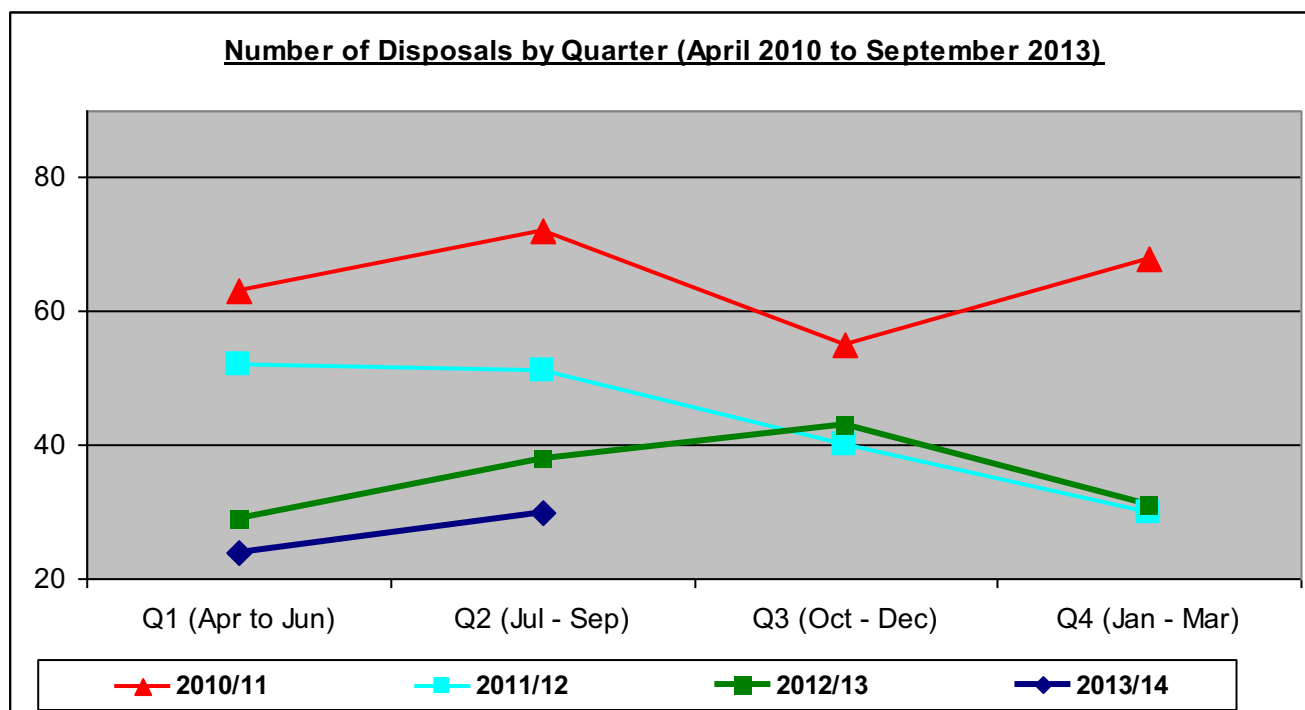


NI 43 Percentage of Young People Sentenced to Custody

This indicator measures the percentage of custodial sentences issued to young people (aged 10-17) as a proportion of all court disposals received by young people.

The number of Young People appearing before the court is set out in the table below. A trend can be seen in the table below, the number of court disposals continues to reduce.

	No. of Court Disposals				
	Q1 (Apr to Jun)	Q2 (Jul - Sep)	Q3 (Oct - Dec)	Q4 (Jan - Mar)	TOTAL
2010/11	63	72	55	68	258
2011/12	52	51	40	30	173
2012/13	29	38	43	31	141
2013/14	24	30			



The table below shows the percentage of Custodial sentences from Court Disposals.

	Total No. Court Disposals	Total No. of Custodial Sentences	% of Custodial Sentences
Q1 2010/11	63	1	1.6%
Q2 2010/11	72	1	1.4%
Q3 2010/11	55	1	1.8%
Q4 2010/11	68	7	10.3%
Total 2010/11	258	10	3.9%
Q1 2011/12	52	2	3.8%
Q2 2011/12	51	1	2.0%
Q3 2011/12	40	0	0.0%
Q4 2011/12	30	1	3.3%
Total 2011/12	173	4	2.3%
Q1 2012/13	29	1	3.4%
Q2 2012/13	38	1	2.6%
Q3 2012/13	43	1	2.3%
Q4 2012/13	31	1	3.2%
Total 2012/13	141	4	2.8%
Q1 2013/14	24	1	4.2%
Q2 2013/14	30	0	0.0%
Q3 2013/14			
Q4 2013/14			
Total 2013/14			

NI 45 Young Offenders in Suitable Education, Training & Employment (ETE)

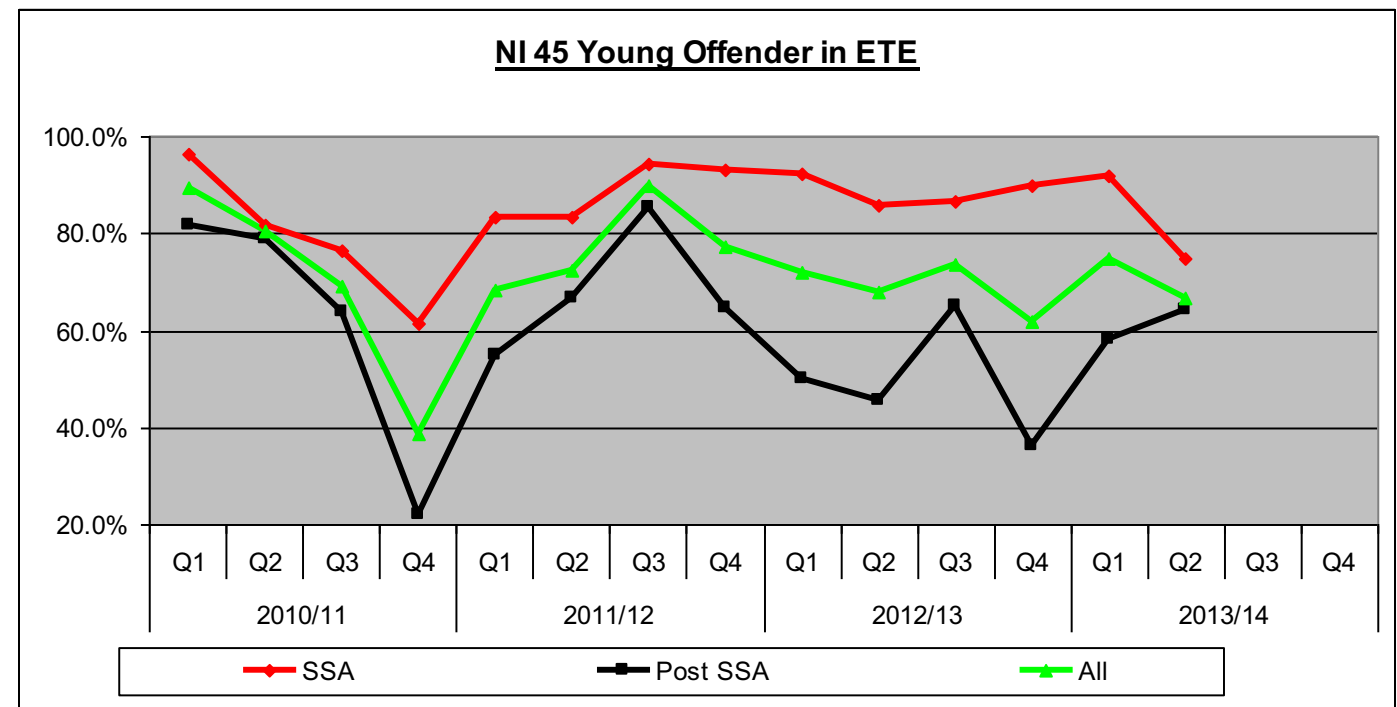
This indicator measures the proportion of young people on relevant youth justice disposals who are actively engaged in suitable education, training and employment (ETE) when the disposal closes. Active engagement is defined as 25 or more hours for young people of school age and 16 or more hours for those above statutory school age.

This is a 'challenging' indicator given the current economic climate.

The table below shows a breakdown of Statutory School Age ETE (SSA) & Post School Age (Post SSA) engaged in ETE.

It is evident there is a higher percentage of SSA young people engaged in ETE compared to post SSA.

	2010/11				2011/12				2012/13				2013/14			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
SSA	96.2%	81.6%	76.5%	61.5%	83.3%	83.3%	94.4%	92.9%	92.3%	85.7%	86.7%	90.0%	91.7%	75.0%		
Post SSA	81.8%	78.9%	64.0%	22.2%	55.0%	66.7%	85.2%	64.7%	50.0%	45.5%	65.2%	36.4%	58.3%	64.3%		
All	89.6%	80.7%	69.0%	38.7%	68.4%	72.2%	89.9%	77.4%	72.0%	68.0%	73.7%	61.9%	75.0%	66.7%		

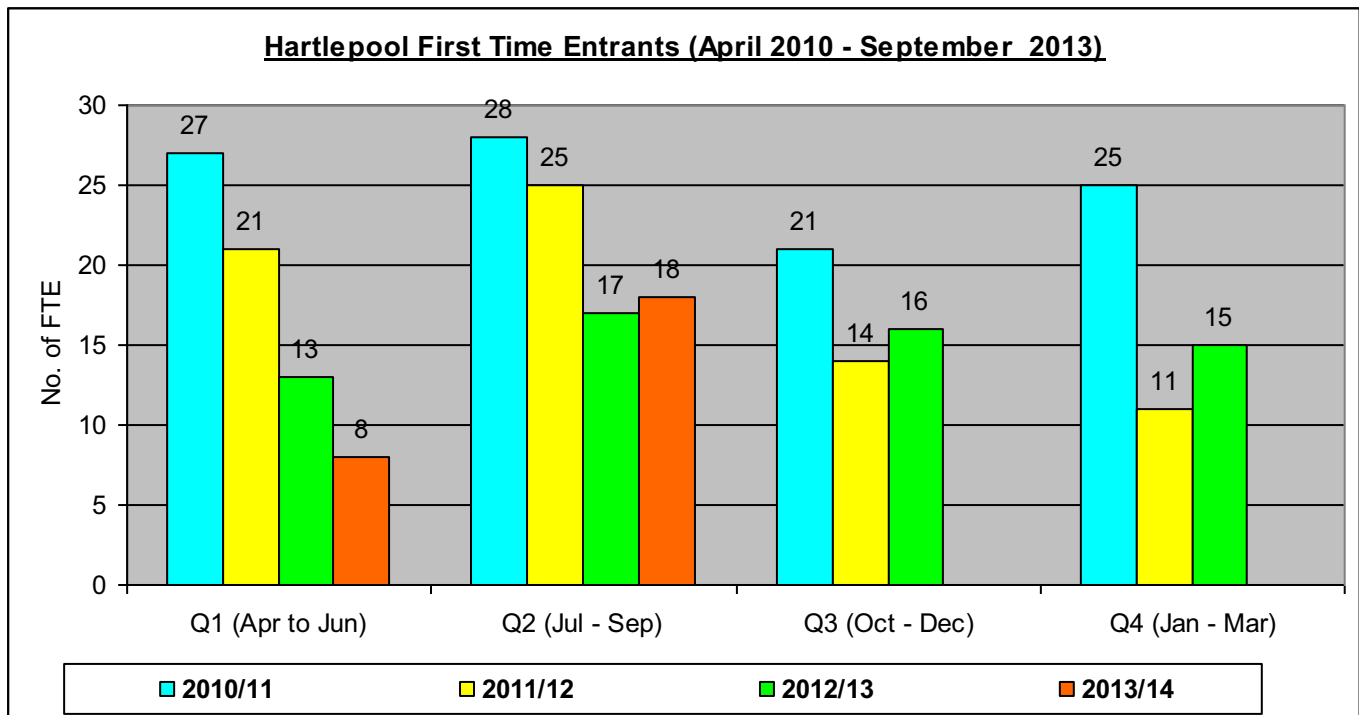


NI 111 Number of First Time Entrants to the Youth Justice System (FTE's)

One of the 3 YJB National Indicators we are currently measured on is the reduction of First Time Entrants (FTE). A FTE is a young person committing an offence for the first time and receiving a Police disposal, be it an Out of Court Disposal or Court Summons. The YOS Prevention Team along with other partner agencies pursues every attempt to reduce these figures annually by delivering a suite of Prevention Programmes and diversionary interventions such as Triage and In School Interventions etc. Numbers have reduced, however we appear to be levelling off slightly and are currently seeing quite similar figures over the last few quarters.

Breakdown of FTE by QTR

	No. of FTE				Yr End Total
	Q1 (Apr to Jun)	Q2 (Jul - Sep)	Q3 (Oct - Dec)	Q4 (Jan - Mar)	
2010/11	27	28	21	25	101
2011/12	21	25	14	11	71
2012/13	13	17	16	15	61
2013/14	8	18			



Pre Court & Preventions

The Triage Programme continues to have a major and direct impact on reducing FTE figures. A robust diversionary programme it has been invaluable in early identification of young people and ensured resources have been deployed to those “high need young people and families”. After much discussion and debate with Cleveland Police Headquarters and the PCC it was decided that the programme continues to be utilised within the Out Of Court Disposals. More importantly it has now been recognised across the County with Middlesbrough and Stockton now implementing a similar programme.

01 July 2013 – 30 September 2013

No of Referrals		24
Gender	Male	11
	Female	13
Age	10 – 12	4
	13 – 15	11
	16 – 17	9
Offence	Theft from Shop	5
	Assault	6 ****
	Criminal Damage	2
	Drunk & Disorderly	4
	Possession Class B	1
	Public Order	4
	TWOC	1
	Obstructing Police	1

Interventions delivered and recorded:

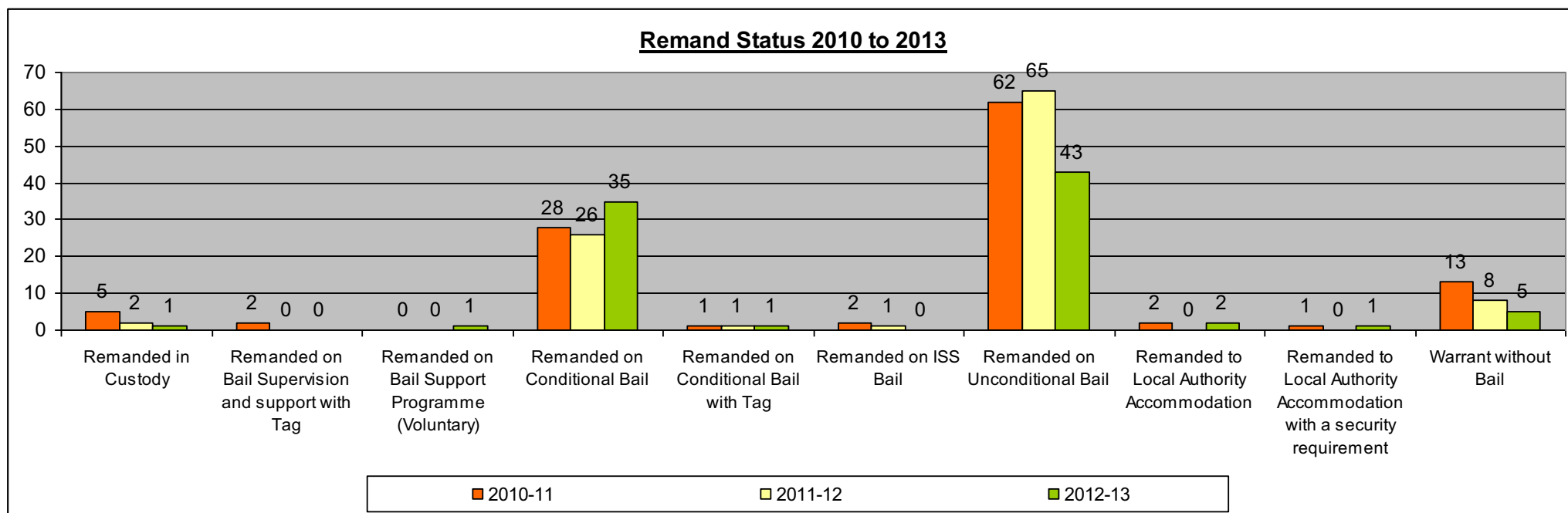
Direct Victim Reparation	12 hrs
Other Reparation	60 hrs
Offending Behaviour Sessions	24 sessions
Substance Misuse work	3 sessions
Victim Specialist Services	12 sessions
Other (Health, Anger Management, Peer Pressure etc)	11 sessions
Attendance Centre	13 Young People attended

All of the assaults have been committed by Females, 4 of these have involved initial threats, remarks etc via Social Media sites.

We have increased delivery of E Safety into the Secondary Schools and St Hilds have piloted a successful new process.

REMAND Outcomes 2010 to 2013

	2010-11	2011-12	2012-13
Remanded in Custody	5	2	1
Remanded on Bail Supervision and support with Tag	2	0	0
Remanded on Bail Support Programme (Voluntary)	0	0	1
Remanded on Conditional Bail	28	26	35
Remanded on Conditional Bail with Tag	1	1	1
Remanded on ISS Bail	2	1	0
Remanded on Unconditional Bail	62	65	43
Remanded to Local Authority Accommodation	2	0	2
Remanded to Local Authority Accommodation with a security requirement	1	0	1
Warrant without Bail	13	8	5



CHILDREN'S SERVICES COMMITTEE

23 January 2014



Report of: Director of Child and Adult Services

Subject: DISCRETIONARY SCHOOL TRANSPORT:
SAVINGS OPTIONS

1. TYPE OF DECISION/APPLICABLE CATEGORY

Budget and Policy Framework.

2. PURPOSE OF REPORT

- 2.1 To consider the proposed efficiency savings in relation to discretionary school transport following the consultation carried out by the Local Authority between November 2013 and January 2014 with The English Martyrs School and Sixth Form College and St. Teresa's RC Primary School.

3. BACKGROUND

- 3.1 Hartlepool Borough Council, in common with all Councils, continues to face unprecedented financial pressures as a result of decreased grant from central government. It was reported to Finance and Policy Committee on 3rd January 2014 that the Government have confirmed the grant cuts for 2014/15 and 2015/16 and as a result the Council will need to make cuts of £19.2m over the next three years. This is in addition to significant savings the Council has had to deliver over the past three years.
- 3.2 As a consequence of this, Hartlepool Borough Council needs to continue to keep under review all areas of non statutory expenditure. Transport to faith schools is one of those areas. The current cost of denominational home to school transport to the Council is over £130,000 annually which covers free transport to The English Martyrs School and Sixth Form College and St. Teresa's RC Primary School
- 3.3 As a result of the previous statutory consultation carried out in relation to discretionary school transport, as part of the 2012/13 budget preparation the Council acknowledged that it is valued by the parents and schools who benefit from the provision. The Council has therefore protected the service in previous budget rounds. However, Hartlepool Borough Council is now one of the few Authorities in the North East to have retained the provision (see **Appendix 4**). Given the continued financial pressures facing the

Council there is now a requirement to re-consider options in relation to the continuation of this provision in the future.

- 3.4 At the Children's Services Committee meeting of 5th November 2013, the Assistant Director, Education presented a report which included the proposals for delivery of savings of £487,000 in the Education Service as part of the 2014/15 budget process. Details of how the savings target would be achieved were detailed in the report. The report highlighted that a review of the Discretionary Transport Plan, with a potential annual saving of over £130,000, was underway, subject to a consultation process with the Governing Bodies of The English Martyrs School and Sixth Form College and St. Teresa's RC Primary School. Following the consultation, a separate report would be submitted to a future meeting of the Committee with further detail. That consultation has now been undertaken and the Children's Services Committee can now formally consider the options contained in this report. An Equality Impact Assessment has been completed and is attached at **Appendix 5**.

4. CURRENT HOME TO SCHOOL TRANSPORT POLICY

- 4.1 The current home to school transport policy reflects both a statutory duty to provide free transport for children from low-income families and a discretionary rule to provide free transport on grounds of religion and belief.
- 4.2 The denominational discretionary rule allows the Council to provide free transport to secondary and primary faith schools. In practice, however, this only happens with English Martyrs School and Sixth Form College and St. Teresa's RC Primary School pupils, and not to other secondary or primary mainstream school children. Schools such as Dyke House purchase provision from the Integrated Transport Unit, in order to access pupils from the Seaton area to Dyke House School.
- 4.3 The current arrangement, whilst being popular, is a discretionary provision and the Council is not under a statutory duty to maintain such an arrangement. The arrangements are expensive to provide and it could be argued by other schools that they provide an inequality in the approach to free school transport.
- 4.4 The statutory duty upon the Council to safeguard school transport for low income families will be maintained as those pupils are unaffected by any decision concerning denominational transport.
- 4.5 Previous consultation responses have indicated that parents would be interested in the Council continuing to provide transport on a concessionary basis in order to continue attending their preferred school rather than look to move to an alternative school.

5. TOTAL NUMBER OF PUPILS AFFECTED

- 5.1 The following table represents the total number of pupils who currently receive free transport on grounds of religion and belief (2013):

Primary	Rec	YR1	YR2	YR3	YR4	YR5	YR6	Total
St. Teresa's	2	7	5	4	7	1	9	35
Secondary	YR7	YR8	YR9	YR10	YR11			Total
English Martyrs	68	75	67	63	67			340
Total Number								375

6. CONSULTATION RESPONSE

- 6.1 Statutory consultation on the future of discretionary school transport was undertaken with the Governing Bodies of The English Martyrs School and Sixth Form College and St. Teresa's RC Primary School over a 30 day period between 18th November 2013 and 9th January 2014. The consultation document is attached to this report as **Appendix 1**. The response to the consultation by the Governing Bodies is included as **Appendix 2**, with Local Authority Officer comments attached as **Appendix 3**.
- 6.2 The consultation response indicates that the provision of free discretionary school transport to the two schools is highly valued by the school communities and parents that benefit from it.
- 6.3 The consultation response raised issues around parental choice, attendance, pupil achievement, safe walking routes to school, increased traffic congestion and the future of Roman Catholic school partnerships in Hartlepool. **Appendix 3** details the Local Authority's response to these issues.
- 6.4 The schools were particularly concerned about parents that have already applied to the schools for 2014 entry on the understanding that free discretionary school transport would be provided and the impact there would be on the school population of a rapid removal of the current arrangements.
- 6.5 The consultation response also recognises the financial pressures facing the Council and accepts that there is a need to further explore a different service model for discretionary school transport involving parental contributions that enables the Council to achieve savings in this area of non- statutory responsibility.
- 6.6 The consultation response suggests that the schools would wish to work with the Local Authority to manage a phased removal of Local Authority financial

support for discretionary school transport over a five year period, beginning September 2015' and replacing it with parental and / or school contributions.

- 6.7 Given that the Local Authority remains committed to its statutory responsibility to provide school transport for pupils from low income families, and given the responses to the consultation process, it is suggested that a 'mixed economy' of phasing out Local Authority financial support and replacing it with parental and / or school financial contributions, whilst maintaining the service for low income families, is the most acceptable way to progress this issue.
- 6.8 Initial business modelling suggests that this model of delivery is feasible, however future work will need to be undertaken to develop the detailed business case that enables the two schools to take financial responsibility for school transport whilst continuing to use the expertise of the Local Authority in providing the service on a commercial basis. In addition, the schools will need to carry out a 'market testing' exercise to establish the number of parents wishing to utilise the service on a fee paying basis.

7. OPTIONS

- 7.1 The actual split of costs between discretionary transport and low-income transport is approximately 89% discretionary transport and 11% low-income transport. All options below are for discretionary transport only and include the continuation of low-income transport.
- 7.2 **Option 1:** Continue arrangements as they currently exist, providing free transport to denominational schools.
- 7.3 **Option 2:** Remove free transport to denominational schools for all pupils commencing in September 2014.
- 7.4 **Option 3:** Starting in September 2014, cease free discretionary transport for all new pupils. Existing pupils who already receive discretionary school transport would continue so to do until they move/leave school or change address. This would achieve a saving of £19,000 in 2014-15.
- 7.5 **Option 4:** Starting in September 2015, cease free discretionary transport for all new pupils. Existing pupils who already receive discretionary school transport would continue so to do until they move/leave school or change address. Work will commence on developing a detailed business case undertaking market testing for a mixed economy model. By adopting Option 4, however, the twelve month delay in phasing out discretionary transport means that the potential saving of £19,000 detailed in Option 3 is lost. It is, therefore, suggested that the school be requested to make a voluntary contribution of £9,500 (ie, 50%) towards the Council's saving target.

8. RECOMMENDATIONS

- 8.1 It is recommended that members approve Option 4, the phased removal of Local Authority funded discretionary home to school transport from 2015, subject to a 50% contribution from the schools towards the Councils estimated 2014 savings shortfall of £19,000.
- 8.2 It is recommended that the Local Authority and the Schools develop an appropriate transport offer for Local Authority funded low income family places and parental and/or school funded additional places.
- 8.4 It is recommended that Finance and Policy Committee approval is sought to fund the savings shortfall in 2014/15 of £125,000 as detailed in paragraph 11.3 below.

9. REASONS FOR RECOMMENDATIONS

- 9.1 To enable the Children's Services Committee to finalise the proposals to be recommended to the Finance and Policy Committee as part of the Medium Term Financial Strategy.

10. RISK

- 10.1 The consultation response submitted by the two schools detail a number of risks that were felt needed to be brought to the attention of the Local Authority. The Local Authority's response to these is detailed in **Appendix 3**.
- 10.2 In particular, the Local Authority will support the two schools in developing safer walking routes to school should any changes be made to the current discretionary transport provision.
- 10.3 The Local Authority is aware of the current congestion traffic issues in the busy Catcote Road area and will investigate further how best it can mitigate the risks detailed in the response.

11. LEGAL IMPLICATIONS

- 11.1 Local Authority duties in relation to Home to School transportation set out in Section 508A and Section 508B of the Education Act 1996.

12. FINANCIAL IMPLICATIONS

- 12.1 The Medium Term Financial Strategy reports considered by the Finance and Policy Committee over the past few months, including the report to the Finance and Policy Committee on 3rd January 2014, anticipates balancing

the 2014/15 budget by achieving total planned savings of £4.376m, including a saving of £125,000 in relation to discretionary school transport.

- 12.2 Based on the consultation responses it is now recommended that this saving is not implemented in 2014/15. At this very late stage in the budget process it is not possible to identify alternative savings as final budget proposals will be considered by the Finance and Policy Committee on 31st January 2014 and then referred to full Council on the 6th February 2014. It is therefore recommended that the Finance and Policy Committee notes this position and reflects the deletion of this saving from the 2014/15 proposals.
- 12.3 The Chief Finance Officer and Corporate Management Team submitted an MTFS update report to the Finance and Policy Committee on 3rd January 2014, which advised Members of positive changes in a number of planning assumptions which would assist manage the budget cuts over the period 2014/15 to 2016/17. Assuming the Finance and Policy Committee approve the recommendation not to implement the discretionary school transport saving, or require an alternative saving to be identified, the Chief Finance Officer and Corporate Management Team will recommend that the resulting budget shortfall, net of the contribution from the schools referred to in paragraph 8.1, in 2014/15 is funded from the additional resources identified in the 3rd January 2014 report. This proposal does not provide a permanent solution and will therefore increase the budget gaps in 2015/16 and 2016/17. In addition, the proposal reduces the uncommitted one-off resources which can be carried forward from 2014/15 to support the 2015/16 and 2016/17 budget.

13. BACKGROUND PAPERS

- Cabinet Report – 5th December 2011
- Council Decision – 23rd February 2012
- Cabinet Report – 2nd April 2012
- Cabinet Report – 19th November 2012

14. CONTACT OFFICER:

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 Child & Adult Services Department
 Email: dean.jackson@hartlepool.gov.uk
 Tel: 01429 523736

APPENDIX 1

CLASSIFICATION - UNCLASSIFIED

Gill Alexander, Director

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Civic Centre
Hartlepool
TS24 8AY

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Fax: 01429 523908
www.hartlepool.gov.uk
DX 60669 Hartlepool - 1

Contact Officer: Dean Jackson
Email: dean.jackson@hartlepool.gov.uk

Our Ref: DJ/JOL/16
Your Ref:



21 November 2013

Mr M Lee
The English Martyrs School and Sixth Form College
Catcote Road
Hartlepool
TS25 4HA

When telephoning, please ask for:
Dean Jackson
Direct Line: (01429) 523736

Dear Colleague

BUDGET PROPOSALS: CONSULTATION ON FREE SCHOOL TRANSPORT TO DENOMINATIONAL SCHOOLS

Hartlepool Borough Council is proposing changes to the provision of free transport to faith schools. I am seeking your views on the Council's reasons for change and any alternative options you would like the Council to consider.

1. Reasons for considering change:

Hartlepool Borough Council, in common with all Councils, is facing unprecedented financial pressures as a result of decreased grant from central government. It was reported to Finance and Policy Committee on 2 August 2013 that over the next 3 years it was forecast Council will need to make cuts of £16.2m which equate to 18% of the existing General Fund budget whilst also having to maintain essential services. This is in addition to significant savings the Council has had to deliver over the past three years.

As a consequence of this, Hartlepool Borough Council needs to keep under review all areas of non statutory expenditure. Transport to faith schools is one of those areas. The current annual cost of denominational home to school transport to the Council is £133,000 which covers free transport to The English Martyrs School and Sixth Form College and St Teresa's RC Primary School

The Council has consulted on this area of expenditure in the past and recognises that it is valued by the parents and schools who benefit from the provision. As a result the Council has sought to protect the service in previous budget rounds. Hartlepool Borough Council is now one of the few authorities in the North East to have retained the provision. However, given the continued financial pressures facing the Council there is now a requirement to review options in relation to the continuation of this provision in the future.

2. Proposal

As part of the budget setting process for 2014/15 the Council will consider ceasing the provision of free denominational transport from September 2014 which under current legislation, is considered to be a non-statutory provision.

Free transport would be maintained for pupils who qualify because their families are on low incomes.

3. Consultation

We recognise from previous surveys and consultation that the service is highly valued by the schools and parents affected by this proposal. We also recognise that there are examples elsewhere of alternative service models and charging options that have been developed in partnership with schools, parents and local authorities to deliver home to school transport for parents who require it. The Council would be willing to work with the affected school communities to support the development of any alternative service options that would also enable the Council to secure the required efficiency savings.

This consultation is, therefore, seeking the views of the affected school communities via their Governing Bodies and Diocesan Authorities on the Council's reasons for change and inviting views on any alternative service models or charging options that would mitigate the impact of the changes.

The Council will consider the proposal to cease denominational transport from September 2014 as part of the budget setting process for 2014/15.

We are seeking your views on the reasons for change and any alternative options you would ask the Council to consider that would deliver the required efficiencies.

The consultation period will run from 18 November 2013 to 9 January 2014

Written responses should be submitted to:

Paul Robson
Integrated Transport Manager
Hartlepool Borough Council
Level 4
Civic Centre
Hartlepool
TS24 8AY.

Yours sincerely



DEAN JACKSON, Assistant Director (Education)



The English Martyrs School and Sixth Form College

Catcote Road, Hartlepool TS25 4HA
Tel: 01429 273790 • Fax: 01429 273998

Headteacher M Lee BA (Hons)
Deputy Headteacher P McMahon BEd
Deputy Headteacher J Linden BEd (Hons)



ML/LF

2nd December 2013

Mr D Jackson
Assistant Director of Education
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool

Dear Dean

Thank you for your letter regarding the revised Consultation on Free School Transport which we received on 20th November 2013. As you know this issue has been debated within Hartlepool over the last three years. We have been very unhappy about the unsatisfactory way this issue has been handled in the past and we hope that lessons have been learned from that.

Whilst we accept that some local authorities have decided to phase out denominational transport we would like to point out that several local authorities have decided to retain it and have done so for a variety of reasons. We feel that there are many reasons why Hartlepool should continue to provide denominational transport:

- Parents who make a choice of schools on the basis of faith should not be prevented from exercising that choice as a result of financial considerations.
- The removal of free transport will result in a fall in attendance at schools, already an issue of concern in Hartlepool.
- Falling attendance will inevitably lead to lower achievement.
- There will be an increase in the number of students taking a dangerous walking route to school.
- There will be increased traffic congestion on dangerous and busy roads. The Hartlepool Mail of 20th November 2013, for example, included a report on the dangers at the junction of Catcote Road and Callendar Road which is used by St Teresa's and English Martyrs' students. This can only be made worse by an increase in students making their own way to school or travelling by car.
- There will be a destabilisation of the close relationship which exists between ourselves and our partner schools, making the primary/secondary transition less effective.



It is accepted that these are difficult times for local councils but recent spending decisions by the Council, much publicised in the local press, lead us to regard this as a question of priorities. We feel that getting students safely, and on time, to the school of their choice ought to be one of the first priorities of a local authority.

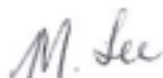
The Governors of The English Martyrs School and Sixth Form College and St Teresa's RC Primary School are willing to discuss any options but wish the following points to be noted:

- Your letter suggests a change to come into effect in September 2014. Since parents have already made their applications for school places this deadline is completely unrealistic and unacceptable.
- A change of this nature must be introduced on a phased approach. It would be unacceptable to change the travel arrangements for students mid-way through their education.
- Some local authorities have decided to run a service with parents making a contribution. It may be that we can find a way forward with this approach.
- We would like more information on how much the Council expects to save. The email of the 21st October 2013 which went to all schools (and was apparently withdrawn) referred to a cost of £137,000 while your letter of the 18th November 2013 refers to costs of £133,000. Your letter states that "free transport would be maintained for pupils who qualify because their families are on low incomes". We welcome this re-affirmation of your commitment to the statutory responsibility of the authority but cannot see how the Council would achieve savings since buses are clearly going to have to run for these students.

We would welcome the opportunity to discuss all options, and request that you clarify the points raised above so that we can have a basis for such discussions. We would, of course, need to involve parents in any consideration of changes to the current provision.

With every good wish

Yours sincerely



Michael Lee
Headteacher
The English Martyrs School and Sixth Form College



Mary Frain
Headteacher
St Teresa's RC Primary School

Local Authority Response to Discretionary Transport Consultation Response

CONSULTATION RESPONSE	LOCAL AUTHORITY RESPONSE
Parents who make a choice of schools on the basis of faith should not be prevented from exercising that choice as a result of financial considerations.	The LA acknowledges that the national rationale is to enhance choice of schools for parents but this has to be set alongside an equitable approach that ensures that all families, and especially low-income families, have a choice of school. There is currently an inequality in the system that favours families of the Roman Catholic faith which needs to be more closely aligned to the choices available to all families who make a choice of school on the basis of faith.
The removal of free transport will result in a fall in attendance at schools, already an issue of concern in Hartlepool.	The LA is not aware of any evidence of this happening elsewhere where free transport is removed. Attendance, generally, is an issue of concern in Hartlepool, as it is across all local authorities nationally. The LA believes that it has effective measures in place for ensuring that pupils attend school regularly. In addition, schools that attract high levels of parental support tend to have good levels of both attendance and achievement.
Falling attendance will inevitably lead to lower achievement.	See response above.
There will be an increase in the number of students taking a dangerous walking route to school.	The Local Authority will work closely with the schools affected to ensure that safe walking routes to school are established. The Local Authority has good expertise in working with schools where there are transport and road safety issues.
There will be increased traffic congestion on dangerous and busy roads. The Hartlepool Mail of 20 th November 2013, for example, included a report on the dangers at the junction of Catcote Road and Callendar Road which is used by ST Theresa's and English Martyrs' students. This can only be made worse by an increase in students making their own way to school or travelling by car.	The Local Authority is aware of this situation and will investigate further how best it can mitigate the risks described of busy roads and congestion.

There will be a destabilisation of the close relationship which exists between ourselves and our partner schools, making the primary / secondary transition less effective.	Evidence from other Local Authorities where discretionary transport has been removed indicates that partner and transition arrangements between RC primary and secondary schools have been sustained.
We feel that getting students safely, and on time, to the school of their choice ought to be one of the first priorities of a local authority.	Paragraph 1 of the consultation letter issued by the Local Authority explains the 'unprecedented financial pressures' that the LA is facing. As a consequence, all options in areas of non-statutory expenditure ('priorities') are being reviewed.
Since parents have already made their applications for school places, this deadline (September 2014) is completely unrealistic and unacceptable.	The LA admissions guidance (<i>Education in Hartlepool, September 2014, pg 38 – Transport to a school because of your religion or belief</i>) states that ' <i>...the above statement relating to religion and belief is currently under review and may be subject to change.</i> ' Notwithstanding that, however, the Council may wish to consider phasing in the removal of discretionary transport from September 2015.
A change of this nature must be introduced on a phased approach.	See response above.
Some local authorities have decided to run a service with parents making a contribution. It may be that we can find a way forward with this approach.	The Local Authority welcomes this comment on introducing a parental contribution.
We would like more information on how much the Council expects to save. We welcome this re-affirmation of your commitment to the statutory responsibility of the authority but cannot see how the Council would achieve savings since buses are clearly going to have to run for these students (<i>of families on low incomes</i>).	As pupil numbers overall vary each year and, within that group, the number of low-income pupils also varies, it is estimated that the Council could potentially save between £131,907 and £165,219 each year if discretionary transport was completely removed. A phased approach would offer lower year-on-year savings. The LA would be happy to share this information with the schools.

OTHER LOCAL AUTHORITY DECISIONS

A summary is shown below outlining where each Authority mentioned is at the moment with regard to the funding of denominational transport.

Local Authority	Remove	Sustain	When
Redcar & Cleveland	Full withdrawal		2012
Stockton		Currently under review	
Middlesbrough	phasing out	N/A	2013
Darlington	phasing out	N/A	2013
North Yorkshire	phasing out	N/A	2012
Durham	phasing out	N/A	2012
Newcastle	Reduced provision to nearest faith school		2014
Sunderland	Full withdrawal	N/A	2014
North Tyneside		To be sustained at present	
South Tyneside		To be sustained at present	
Gateshead		Currently under review. Out for consultation	
Northumberland		Currently under review	

Impact Assessment Form

Department	Division	Section	Owner/Officer
Child and Adult Services	Children's Services	Planning and Development	Dean Jackson
Function/Service	Review of denominational transport provision and possible cessation of concession other than 'eligible' children		
Information Available	<p>The policy change proposed would result in the removal of current discretionary transport provision in relation to St Teresa's Primary school and English Martyrs Secondary School both Faith based establishments.</p> <p>Currently, children baptised into a relevant Faith and attending their nearest appropriate Voluntary Aided Church school are entitled to receive free home to school travel support. Where the distance travelled exceeds 2 miles (primary) and 3 mile (secondary), pupils will be provided with home to school transport if they attend the nearest approved school of their parents' practising faith. The eligibility for school transport again relates to the statutory walking distances. This service is provided even though there may be other, nearer schools.</p> <p>The Council is only required by law to provide the current free home to school travel support to Faith schools for those children from low income families who satisfy the distance criteria above. Hartlepool does not attract Government funding for primary age pupils as schools are situated in close proximity which restricts the low income criteria being met. We do however attract funding in relation to secondary pupils. It is important to note that this provision will continue as a statutory Low Income duty. However, like many other Local Authorities, the Council has for many years offered discretionary provision to all children attending Faith schools eligible under the distance criteria.</p> <p>The Council intends to remove the discretionary concession and only provide home to school travel to denominational schools for statutory 'eligible' children. .</p> <p>Primary: At the present time, 36 children receive free home to school travel support on buses. The removal of the discretionary provision will impact on 35 children.</p> <p>Secondary: At the present time, 387 children receive free home to school travel support on buses. The removal of the discretionary provision will impact on 340 children</p>		

Relevance <i>Identify which strands are relevant to the area you are reviewing or changing</i>	Age	J
	Disability	
	Gender Re-assignment	
	Race	
	Religion	J
	Sex	
	Sexual Orientation	
	Marriage & Civil Partnership	
Pregnancy & Maternity		
Information Gaps	Opinions of children, young people.	
What is the Impact	The Equality Act 2010, Schedule 3, Part 2 provides an exemption to discrimination on the grounds of religion or belief in relation to transport to and from school.	
	<p>The Local Authority remains under a general duty to have regard to the wish of a parent for their child to be provided with education at a particular establishment on the grounds of the parents’ religion or belief. Other than the statutory duty towards secondary school pupils who are from low income families, there is no duty to provide free transport to denominational schools for children generally.</p> <p>Primary: As previously outlined, 36 children attend St Teresa’s Primary School receive free home to school travel support. The removal of the discretionary provision will impact on 35 children who currently attend the school and future attendees.</p> <p>Secondary: As previously outlined, 347 children attend English Martyrs Secondary School receive free home to school travel support. The removal of the discretionary provision will impact on 340 children who currently attend the school and future attendees.</p>	
Aim 1: Eliminate unlawful discrimination, harassment, victimisation, and		

APPENDIX 5

<i>any other conduct prohibited by the act.</i>			
N/A			
Aim 2: <i>Advance Equality of opportunity, between people who share protected characteristics and those who don't.</i>			
N/A			
Aim 3: <i>Foster good relations between people who share a protected characteristic and those who do not share it.</i>			
N/A			
Addressing the impact	1. No Major Change		
	2. Adjust/Change		
	3. Continue as is		
	4. Stop/Remove		
Action identified	Responsible Officer	By When	How will this be evaluated?
Consultation carried out with appropriate schools,	Dean Jackson/Paul Robson	January 2014	Both Primary and Secondary schools have been consulted Schools have been asked whether they think free travel should be stopped and if parents or the school are prepared to pay travel costs themselves. The results will be included in a report to Committee and will also impact on future provision.
Date sent to Equality Rep for publishing		00/00/00	

CHILDREN'S SERVICES COMMITTEE

23rd January 2014



Report of: Director of Child and Adult Services

Subject: PRIORITY SCHOOLS BUILDING PROGRAMME –
BARNARD GROVE PRIMARY SCHOOL

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key

2. PURPOSE OF REPORT

- 2.1 To update on the Department for Education's (DfE) proposals for the Priority Schools Building Programme (PSBP) and to seek agreement on increasing the pupil places at Barnard Grove Primary School from 300 places to 315 places.

3. BACKGROUND

- 3.1 On 10 May 2013, the three schools accepted onto the PSBP received communication from the EFA informing them that further capital funding was being made available in the current spending review. EFA confirmed that the procurement for the works at the Hartlepool schools will be via capital funding rather than private finance and that the delivery timescales will be earlier than originally anticipated.
- 3.2 Hartlepool schools are part of the North East 2 (NE) Capital batch of schools. There are seven schools in the NE2 batch with an estimated total value of £63million. The other Local Authorities in the batch are Redcar and Cleveland, Stockton and Sunderland.
- 3.3 On 11 June 2013 all three schools and the Council met with the designated EFA Project Director, Technical Adviser and Architect. The purpose of the meeting was for EFA colleagues to familiarise themselves with each site, to meet with the Headteacher and begin to understand the needs of each school.

- 3.4 Feasibility studies on each of the three schools were undertaken during the summer, with procurement of the selected panel member via the PfS Contractors Framework finalised on 9th October 2013. The selected contractor is Kier Construction with Nexus as their IT partner.

4. PSBP – UPDATE POSITION

- 4.1 The EFA has released a programme plan for engagement with schools as part of the Design Stage. Manor College of Technology and Holy Trinity CE Primary School start their engagement meetings with Kier on 26th February 2014. There are six meetings in total which are scheduled on a weekly basis and will finish on 2nd April 2014.
- 4.2 Barnard Grove Primary School is one of the first schools in the NE2 batch to begin the design process. The first meeting was on 11th November 2013 and involved officers from the Council, school representatives and personnel from the EFA and Kier Construction. The final meeting for the design development is on 16th December 2013.
- 4.3 The Design Engagement meetings allow the school and Kier to develop the design of the school so that the final plans meet school specific requirements as far as possible within the budget available and restrictions of the EFA baseline designs.

5. BARNARD GROVE PRIMARY SCHOOL – PUPIL PLACES

- 5.1 The original PSBP application for Barnard Grove Primary School was for a 300 place school which would require a Published Admission Number (PAN) of 42. The application was submitted in October 2011, at a time when the housing development in the north of the town was still being assessed. However, having considered the pupil projection figures for future years and having reviewed the current housing developments in the northern area of the town, it is recommended that this number is increased to 315 places. The school is running with 309 Number On Roll (NOR), based on the October Census.
- 5.2 To achieve a 315 place school the school's PAN will need to be formally changed to 45. This figure is in line with the pupil projections for the school.

6. FINANCIAL CONSIDERATIONS

- 6.1 The EFA has indicated that any funding for additional provision would need to be secured by the Council in partnership with the school.

- 6.2 There is funding available as part of the Basic Need Funding Allocation, carried forward from 2012/13, to meet the need for school places. The school has also agreed to make a 10% contribution to the cost of the additional work.
- 6.3 Basic Need funding is to support Local Authorities in their statutory duty to ensure sufficient school places exist in all types of schools across the town.
- 6.4 The formal estimate from the EFA for undertaking the provision of an additional 15 places as part of the PSBP is £86,784. This includes costs to cover ICT, preliminaries, contingencies and fees. The cost has also been adjusted for location factor and for inflation to date of contract close. This would be made up of £8,678 from school funds and £78,106 of Basic Need funding.
- 6.5 The EFA require the funding for the additional 15 places to be paid in full on or before contract award (April/May 2014).
- 6.6 Where applicable Section 106 funding will be sought to support the expansion of other school capacity in the north of the town to meet the demand for any additional pupil places.

7. LEGAL CONSIDERATIONS

- 7.1 The distribution and application of monies received from Central Government is subject to guidance and advice from the Department for Education.

8. RECOMMENDATIONS

- 8.1 To approve the funding for the additional 15 places at Barnard Grove Primary School under the Priority Schools Building Programme.

9. BACKGROUND PAPERS

Cabinet report – 24 October 2011
Children's and Community Services Portfolio report – 4 December 2012
Cabinet report – 4 February 2013
Children's Services Committee – 30 July 2013

10. CONTACT OFFICER

Dean Jackson, Assistant Director (Education),
Child and Adult Services,
Level 4, Civic Centre,
Hartlepool,
TS24 8AY.
Tel: (01429) 523736.
E-mail: dean.jackson@hartlepool.gov.uk

CHILDREN'S SERVICES COMMITTEE

23rd January 2014



Report of: Assistant Director (Community Services)

Subject: CARLTON OUTDOOR EDUCATION CENTRE –
PROPOSED FEES & CHARGES 2014 – 2015 &
EVALUATION REPORT OUTCOMES 2012 - 2013

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non key decision.

2. PURPOSE OF REPORT

2.1 To provide Committee with an update on service outcomes at Carlton Outdoor Education Centre for the period September 2012 to August 2013 and to highlight proposed fees and charges for the forthcoming financial and academic year 2014 – 2015.

3. BACKGROUND

3.1 Committee will be aware that over the past four years, a financial revival of the operation at Carlton has been achieved and Officers continue to work towards achieving a cost neutral budget base for the Centre for the financial year 2014/15. Linked to this is the ongoing need to revise fees and charges associated with the use of the site year on year.

3.2 Despite the need to diversify the programme that it offers in order to meet financial targets, the Centre has retained the overarching aim of providing an outdoor educational experience for children from Hartlepool. However its client base has expanded significantly over the years in order to generate additional income to compensate from the loss of financial support from the former partner Borough Councils.

3.3 Significant changes have also been made in the operation at the site, with new ways of working and what is on offer being introduced. As a consequence, it has been very important to gain feedback from all clients to

ensure that what is being offered is of high quality and that user experience has not been negatively affected as a result.

- 3.4 All feedback is evaluated annually and this report seeks to highlight those outcomes associated with the period of September 2012 to August 2013.

4. SERVICE USER ENGAGEMENT / OUTCOMES

- 4.1 The Evaluation Report is attached at **Appendix 1** and details the areas of service that are monitored for evaluation purposes which fall into the following categories:-

- Programme
- Learning opportunities / outcomes
- Equipment provided
- Accommodation, facilities and catering
- Customer Care
- Centre Routines
- Instructional Team
- Overall Experience

- 4.2 Overall, the evaluated feedback showed that 96% of respondents felt that the Centre offered an overall service / experience either above the standard expected or exceeded expectations. This is an increase of 10% in comparison with feedback from the previous year and is an excellent result.

- 4.3 Of note is more specific feedback in each of the categories monitored.

- 4.4 **Programme:-** The content and delivery were found to be over and above that minimum expected with 97% agreeing that it was over and above the expected level. This was higher than that for the previous year's figure of 85%. *"Learning through doing is the key to Carlton's success and this visit as always more than delivers. Children go home with broader knowledge, new experiences and a sense of personal worth/achievement."* (Hemlington Hall Primary School).

- 4.5 **Learning Opportunities / Outcomes:-** These were found to be over and above the minimum expected with 89.75% agreeing that it was over and above the expected level. This was higher than for the previous year of 80%. *"The areas we asked for were delivered well and increased children's skills and development in these areas. Children were expected to push and challenge themselves throughout the week."* (Highcliffe Primary School).

- 4.6 **Equipment Provided:-** Over and above the minimum expected with 78% agreeing it was over and above the expected level. The previous year this was 70%. *"Self catered-kitchen facilities are very good."* (St John's Ambulance.)

- 4.7 **Accommodation, Facilities, Catering:-** 84% agreed it was over and above the expected level in comparison to 75% in the previous year. *"We found the new set up at meal times much easier and students ate more with the choice of meals."* (Catcote School of Business and Technology).
- 4.8 **Customer Care:-** 87% said it was over and above the expected level in comparison to 75% in the previous year. *"All really good. It was great that a member of staff visited our school to talk to parents. This really helped boost numbers."* (Saltburn Primary School).
- 4.9 **Centre Routines :-** 90% agreed it was over and above the expected level in comparison to 75% the previous year. *"Perfection as usual."* (Lynnfield Primary School).
- 4.10 **Instructional Team:-** 100% agreed it was over and above the expected level in comparison to 95% the previous year. *"Ian, Linda and Paul are high quality instructors who always ensure the children are challenged, but supported to do as well as possible whilst being cared for. As long as Carlton can continue to provide instructors of their standard, we will continue to use the Centre."* (Highcliffe Primary School).
- 4.11 It is reassuring for Officers to receive such good feedback from users particularly after having taken Carlton through such an extensive period to change. It demonstrates that the improvements have been welcomed by users and that the service is on the right track operationally as well as financially. It also shows that Carlton is held in high regard and that we have an excellent team of staff providing a high quality service that is valued, particularly by schools.

5. PROPOSED FEES AND CHARGES FOR 2014 - 2015

- 5.1 Pricing for the forthcoming financial and academic years has recently been reviewed and considered by the Carlton Steering Group.
- 5.2 The fees and charges were significantly remodeled and introduced at the beginning of this current financial year. This amongst other things allowed for the introduction of seasonal charges to ensure that we remained competitive in comparison with similar Outdoor Centre operations operating in both the public and commercial sector
- 5.3 To date, we have not been able to fully evaluate the results of this remodeling as we are yet to fully experience a full winter and spring season and as a fundamental alteration of this nature always carries an element of business risk, we have concluded that a price freeze for 2014 – 2015 would be justified.

- 5.4 Account has also been taken of the current budget proposals for 2014 – 2015 for Child & Adult Services yet to be approved which proposes to reduce the budget for Carlton to a cost neutral basis where the total cost of the operation is expected to be fully covered by income generation. This also carries an element of risk thus the price freeze scenario is felt the most prudent tactic to use to our advantage at this stage.
- 5.5 The proposed fees and charges are attached at **Appendix 2**. These already have the full support of the Carlton Trustees.

6. RECOMMENDATIONS

- 6.1 Committee is recommended to:-
- (i) Approve the proposed fees and charges for the financial and academic years 2014 – 2015.
 - (ii) Note the outcomes of the Evaluation Report for the period September 2012 – August 2013.

7. BACKGROUND PAPERS

- 7.1 Children & Community Services Report – 5th February 2013 – *Carlton Outdoor Education Centre – Proposed fees and charges and general update on progress.*

9. CONTACT OFFICER

John Mennear
Assistant Director (Community Services)
Child & Adult Services Department
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Programme Evaluation September 2012- August 2013



“Challenging children; pushing them beyond their comfort zone. Teaching children independence - having to think and do things for themselves.”
(Thorntree Primary School)

Contents	Page
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2. Learning opportunities/outcomes	6-7
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7. Instructional team	16-17
8. Overall experience	18-21
Additional thoughts	21-22

Introduction

As part of Carlton Outdoor Education Centre's commitment to deliver high quality outdoor educational experiences, we value open and honest feedback from all users who visit the centre.

Visiting staff from all groups are asked to complete a Carlton OEC Evaluation form and to circle the number that reflects their group's overall experience using the following criteria below:-

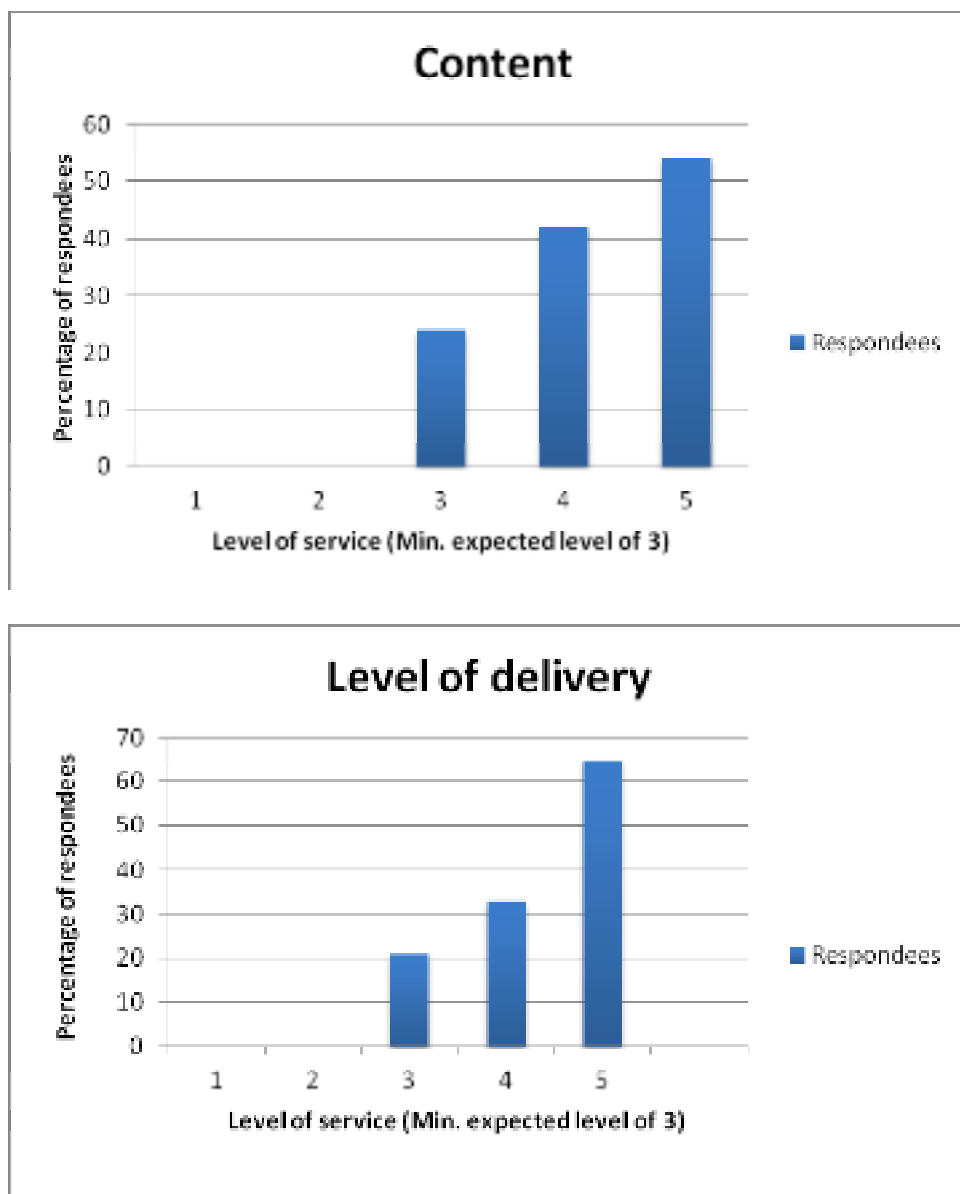
- 1 = requires development.
- 2 = of a standard (or level) expected with some developmental areas.
- 3 = at the standard (or level) expected.
- 4 = above the standard (or level) expected.
- 5 = exceeded expectations.

From September 2012 – Aug 2013 there were seventy groups staying residentially and each group received an evaluation form to complete. Out of the seventy, fifty-eight were returned.

Results Summary.

1. **Programme:-** 97% of responders in 2012-13 compared to 85% of centre users in 2011-12 stated that the content and delivery were both found to be over and above the expected level.
2. **Learning Opportunities/Outcomes:-** 89.75% of responders in 2012-13 compared to 80% of centre users stated that the learning opportunities/outcomes were found to be over and above the expected level.
3. **Equipment provided:-** 78% of responders in 2012-13 compared to 70% of centre users stated that the equipment provided was found to be over and above the expected level.
4. **Food Accommodation and Facilities:-** 84% of responders in 2012-13 compared to 75% of centre users stated that the food/accommodation and facilities were found to be over and above the expected level.
5. **Customer care:-** 87% of responders in 2012-13 compared to 75% of centre users stated that the customer care was found to be over and above the expected level.
6. **Centre Routines:-** 90% of responders in 2012-13 compared to 75% of centre users stated that the centre routines were found to be over and above the expected level.
7. **Instructional Team:-** 100% of responders in 2012-13 compared to 95% of centre users stated that the instructional team was found to be over and above the expected level.
8. **Overall Experience:-** 96% of responders in 2012-13 compared to 86% of centre users stated that the overall experience was found to be over and above the expected level.

Well done to everyone for your continued effort and support
in the operation of Carlton OEC.

1. Programme**Comments**

‘Instructors had excellent local knowledge’
(Whinstone Primary School)

‘Debs/Andrew were brilliant; made the experience safe, exciting and educational. A gem (yet again!) both of them!’
(Hemlington Hall Primary School)

‘Learning through doing is the key to Carlton’s success and this visit as always more than delivers. Children go home with broader knowledge, new experiences and a sense of personal worth/achievement.’
(Hemlington Hall Primary School)

‘The program was tailored to meet our children’s needs.’
(Lynnfield Primary School)

‘Staff very professional and enthusiastic with children.’
(St Patrick’s RC Primary School)

‘As ever, we were very impressed with the friendly, professional approach of the instructors.’
(St Augustine’s RC Primary School)

‘Very professional and informative. Everyone got to be involved and enjoyed all activities.’
(Wild Green Spaces)

‘Spot on!’
(St Clare’s RC Primary School)

‘Excellent delivery.’
(West View Primary School)

‘Despite poor weather, the instructors have ensured all children have had a positive experience and challenged themselves. (Andrew was especially good with the younger Year 4 children).
(Golden Flatts Primary School)

‘Instructors were very professional and offered a real quality of service.’
(Mount Pleasant Primary School)

‘Good challenge; suits our pupils.’
(Eldon Grove Primary School)

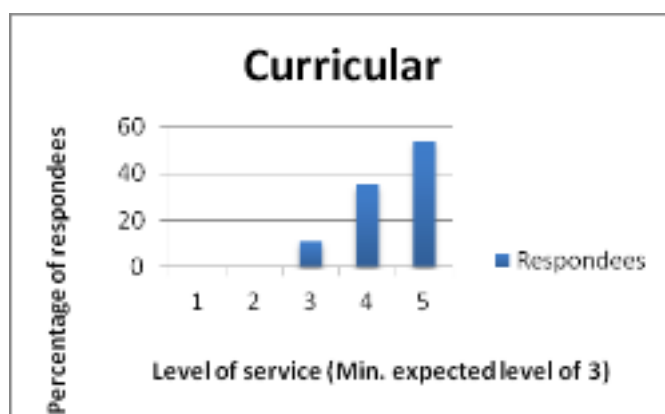
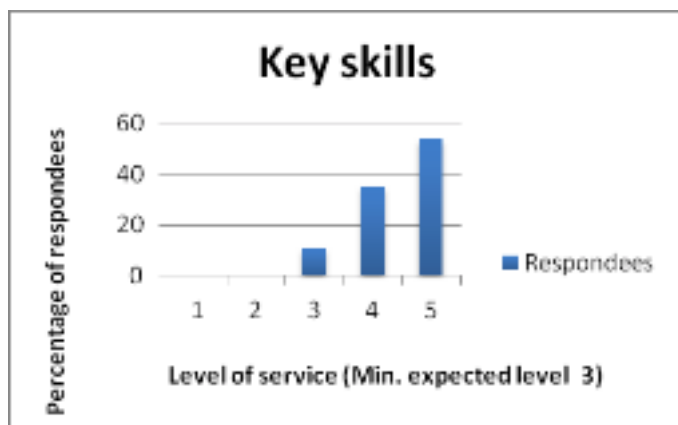
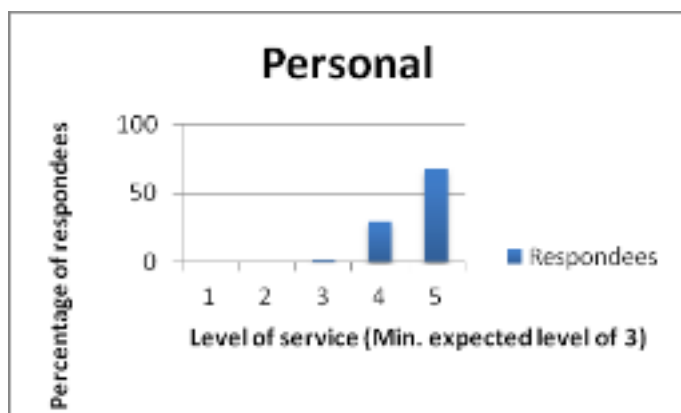
‘Consistently high standard of support and care.’
(Saltburn Primary School)

‘Fabulous instructors and activities despite difficult weather conditions.’
(West Park Primary School)

‘Delivery to a high standard as always.’
(Hartlepool 1 Heart, 1 Mind, 1 Future)

‘Well delivered programme delivered by knowledgeable instructors well tailored to the needs of the group.’
(Highcliffe Primary School)

‘Excellent instructor knowledge enabled all pupils to achieve and succeed at their individual level.’
(Kingsley Primary School)

2. Learning Opportunities/Outcomes**Comments**

‘The outcomes were all achieved - children made progress and improvements in all areas.’
(Lynnfield Primary School)

‘Fantastic!’
(West View Primary School)

‘The camp promotes independence and resilience - the children were encouraged to be responsible team members – Great!’
(Mount Pleasant Primary School)

‘Great instructors and no issues regarding contents.’
(Park End Primary School)

‘Citizenship aspect very good.’
(St Alphonsus RC Primary School)

‘Very pleased with programme content and delivery.’

(Gateways Independent Girls School)

‘Our school visits Carlton at the start of the academic year for Year 6. It sets the right tone/attitude to learning.’

(Saltburn Primary School)

‘Our children got a lot out of these visits learning new skills, one of the most important being social skills.’

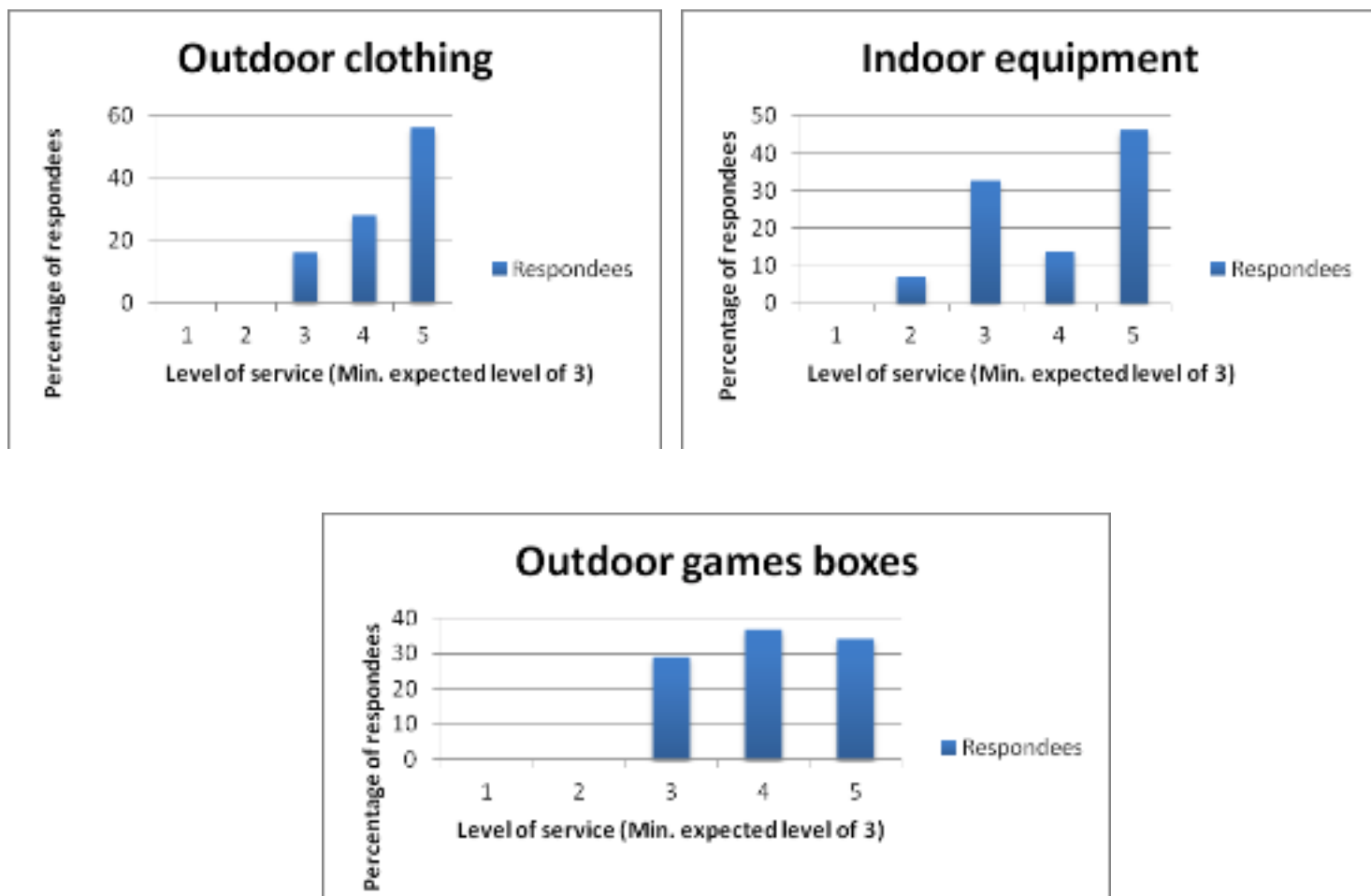
(Hartlepool 1 Heart, 1 Mind, 1 Future)

‘The areas we asked for were delivered well and increased children’s skills and development in these areas. Children were expected to push and challenge themselves throughout the week.’

(Highcliffe Primary School)

‘Ability groups worked well, and the level of content was appropriate for each group. Instructors altered activities and content to suit the ability of the group members.’

(Highcliffe Primary School)

3. Equipment Provided.**Comments**

‘Equipment, as usual, in excellent condition.’
(Lynnfield Primary School)

‘Equipment is all perfect for the job.’
(Linthorpe Primary School)

‘Self catered-kitchen facilities are very good.’
(St John’s Ambulance)

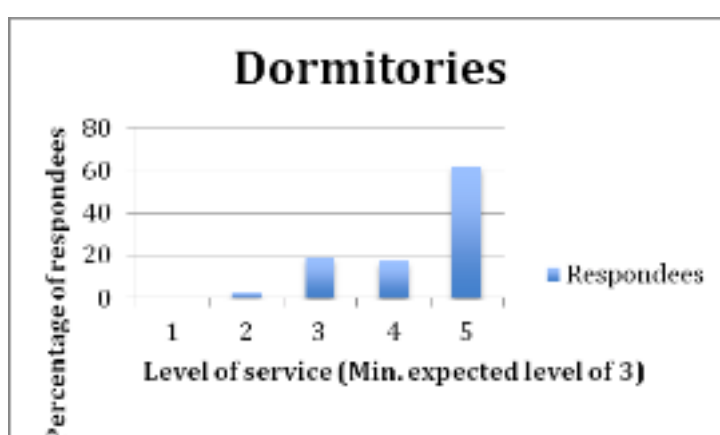
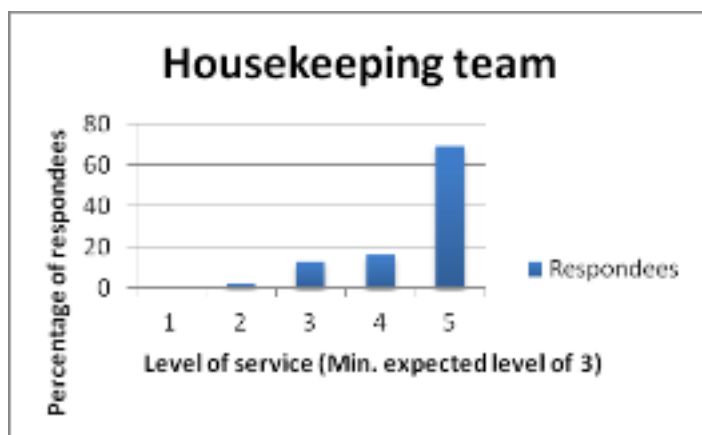
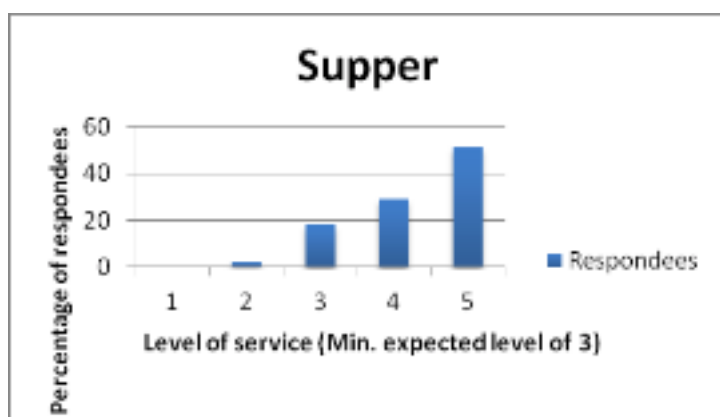
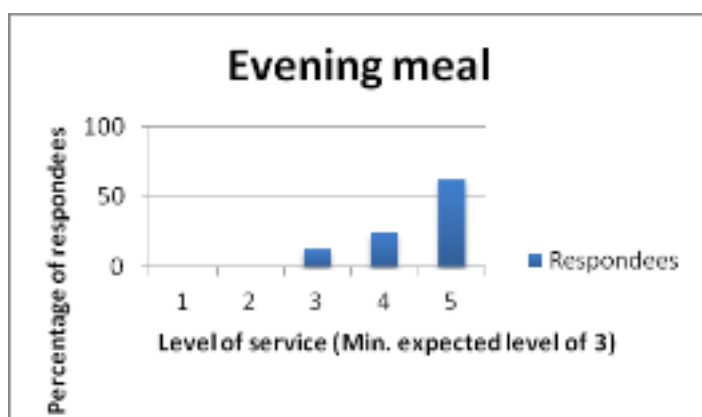
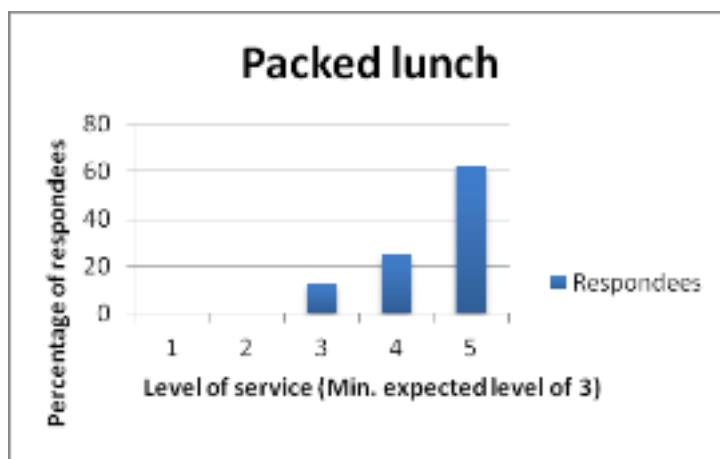
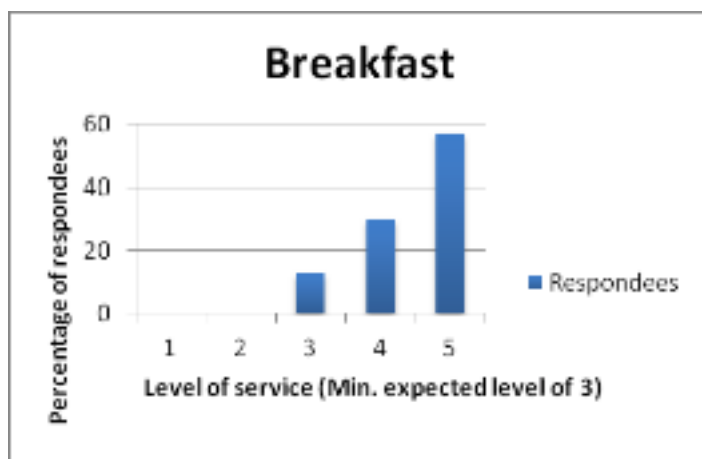
‘Outdoor kit brilliant.’
(Mount Pleasant Primary School)

‘Indoor equipment great in the classroom.’
(Park End Primary School)

‘High quality, plus the fact that you provide kit, which not all centres do.’
(Hemlington Hall Primary School)

‘All equipment provided was of high quality and suitability.’
(Highcliffe Primary School)

‘Excellent! All pupils and staff catered for.’
(Kingsley Primary School)

4. Food/Accommodation and Facilities**Comments**

‘Staff friendly and caring. Food good quality; children loved seconds. Good variety - liked the choice system and the new serving system worked well. Dorms clean and well looked after.’

(Hemlington Hall Primary School)

‘Food was excellent! Thanks Caroline, Lyn and Denise.’
(Lynnfield Primary School)

‘Much improved food from previous years. – Great! Lovely, friendly kitchen/catering staff.’
(Greengates Primary School)

‘We found the new set up at meal times much easier and students ate more with the choice of meals.’

(Catcote School of Business and Technology)

‘Staff always willing to help. Nothing is too much - will bend over backwards to ensure pupils/visiting staff well cared for.’

(Eldon Grove Primary School)

‘Fantastic mince pies! The Christmas dinner was great for the kids.’

(Pallister Park)

‘Breakfast – Wow - Choice for evening meal made a great difference to the ‘fussy eaters’ every school has - everybody would eat something.’

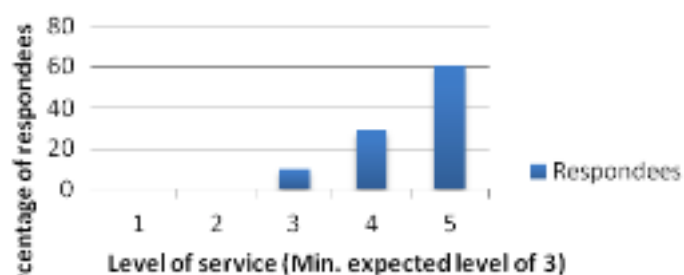
(Highcliffe Primary School)

‘Much better food than last year’

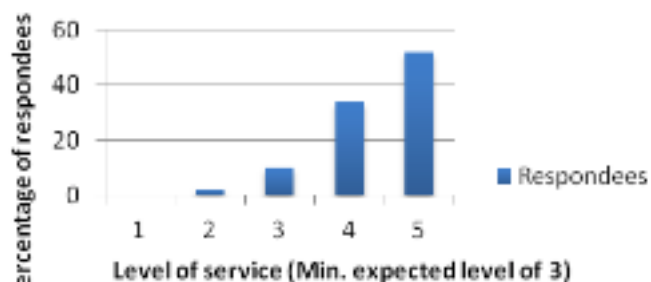
(Hartburn Primary School)

5. Customer Care

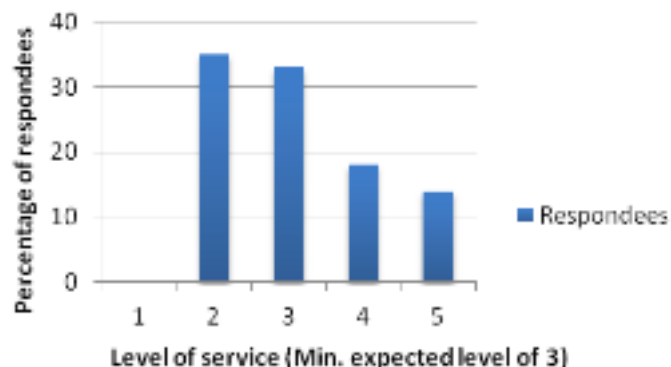
End to end communication



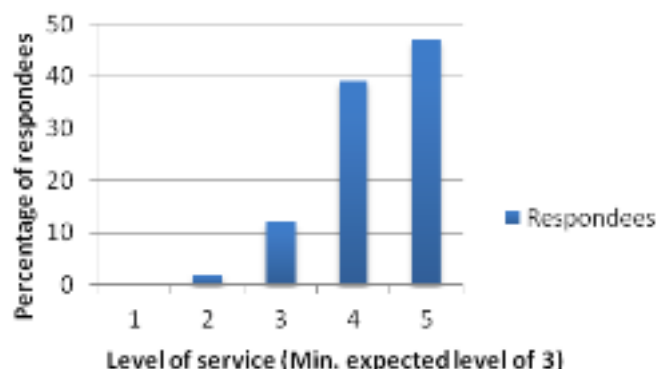
Administration



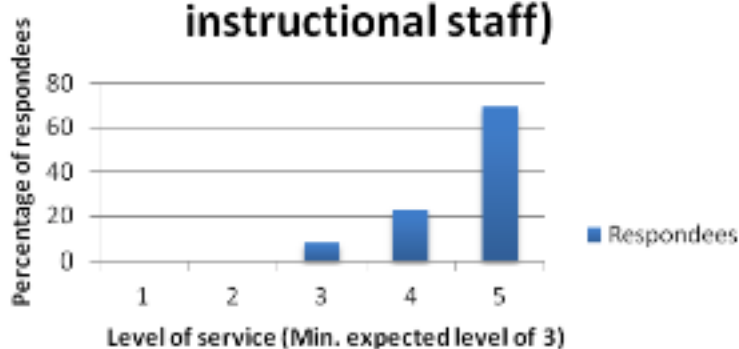
Website



Literature



Approachability (non-instructional staff)

Comments

‘Housekeeping staff and cooks went out of their way to help children and look after them. Thank you.’

(Whinstone Primary School)

‘All staff from Victor to Nigel made us feel welcome and part of the family as opposed to visitors! The Team and it is a Team, are brilliant! Couldn't recommend them enough.’

(Hemlington Hall Primary School)

‘Excellent - as usual.’

(Lynnfield Primary School)

‘Staff were excellent - it was my first time as party leader and I felt at ease and reassured because your staff were so helpful.’

(St Patrick's RC Primary School)

‘Caroline was wonderful!! Housekeeper was very accommodating and lovely. Lynn was fab, friendly and very welcoming to all staff and children.’

(Linthorpe Primary School)

‘Staff were excellent and nothing was too much trouble.’

(Golden Flatts Primary School)

‘Food is very good.’

(Hartlepool Youth service group)

‘All really good. It was great that a member of staff visited our school to talk to parents. This really helped boost numbers.’

(Saltburn Primary School)

‘Everybody is incredible helpful at all times.’

(West Park Primary School)

‘Kitchen staff are always very friendly.’

(Hartlepool 1 Heart, 1 Mind, 1 Future)

‘Excellent - able to communicate with key staff immediately before and during the visit.’

(Kingsley Primary School)

‘All non-instructional staff were great-very approachable and accommodating; nothing is too much trouble.’

(Hartburn Primary School)

Areas to work on

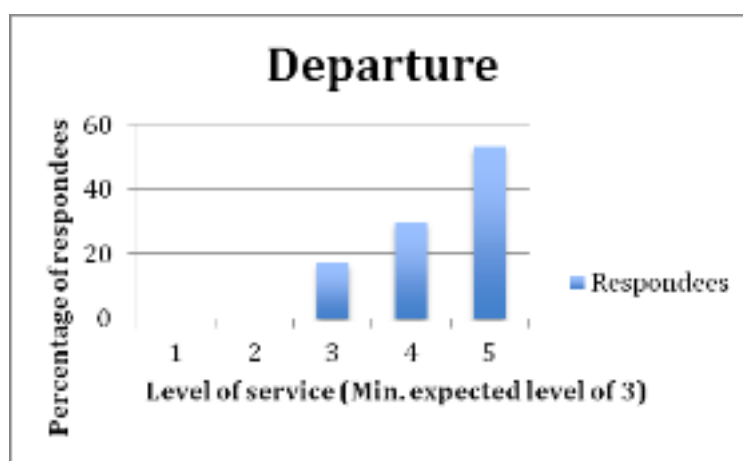
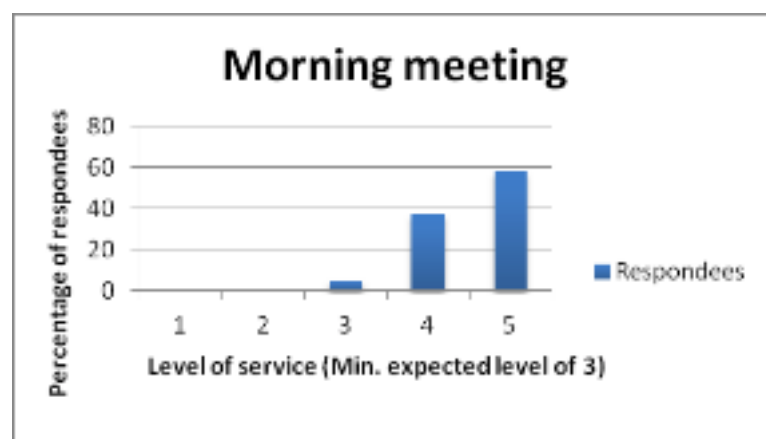
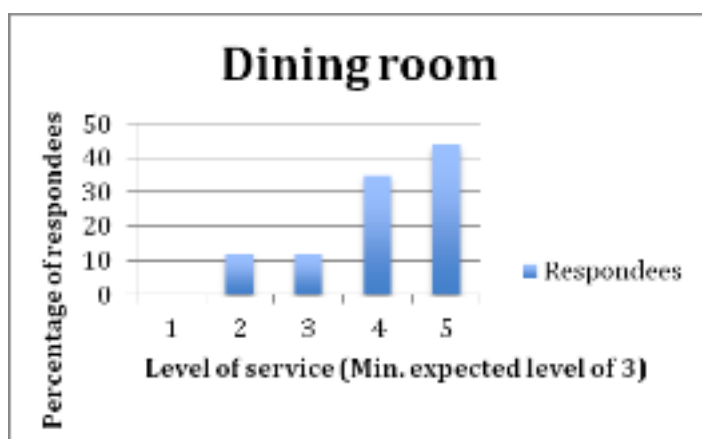
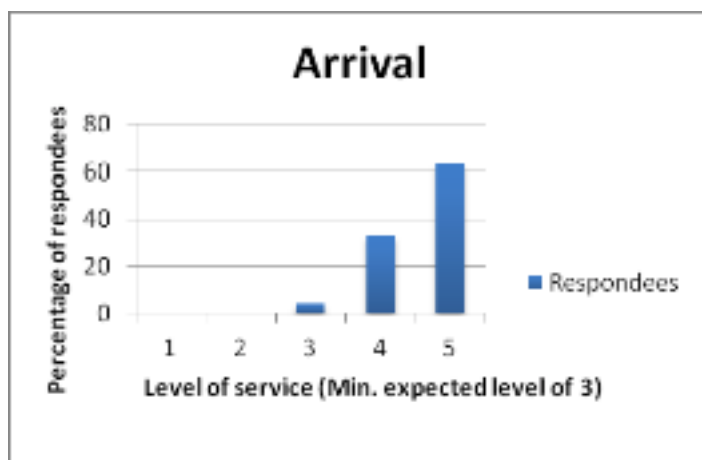
‘Website needs fixing’.

(Owton Manor and Stranton PS)

‘Website does not reflect how great the place is’

(Self –catering group)

6. Centre Routines

**Comments**

‘Brilliant.’
(Whinstone Primary School)

‘Well oiled machine from start to finish.’

(Hemlington Hall Primary School)

‘Perfection as usual.’

(Lynnfield Primary School)

‘We have really appreciated the choice of evening meals.’

(St Augustine’s RC Primary School)

‘Routines are swift and efficient.’

(Eldon Grove Primary School)

‘Very warm welcome on arrival and departure.’

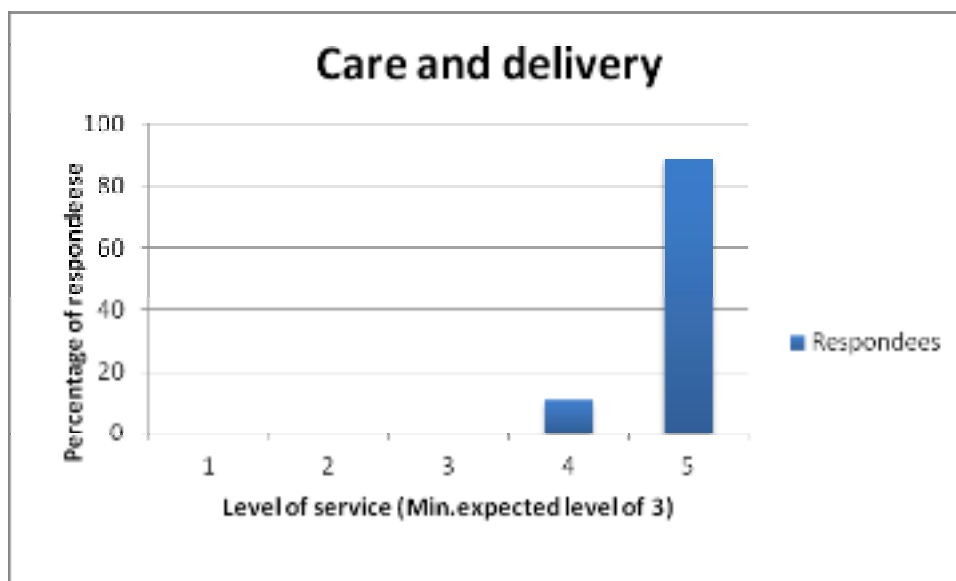
(Hartlepool 1 Heart, 1 Mind, 1 Future)

‘Excellent.’

(Kingsley Primary School)

‘New dining room routine clearly explained and easy to follow.’

(Hartburn Primary School)

7. Instructional Team**Comments**

‘Knowledgeable, caring, funny, responsible, exciting, well disciplined - encapsulates both Carlton instructors we met this year - Debs and Andrew - couldn’t have asked for better.’
(Hemlington Hall Primary School)

‘Brilliant as usual. Deb, Andrew, Miles were all fantastic.’
(Lynnfield Primary School)

‘All Fab! Fab! Fab!’
(Linthorpe Primary School)

‘All instructors were fantastic - superb care shown by all staff towards children’s individual medical needs.’
(St Clare’s RC Primary School)

‘All staff excellent in terms of knowledge and safety instruction.’
(Gateways Independent Girls School)

‘Friendly and always approachable. Support and challenge pupils in a positive way. Flexible and adapt to changing situations (weather).’
(Eldon Grove Primary School)

‘Outstanding. Every instructor is well skilled, inspiring, motivating and able to adapt to varying needs of the groups, bringing out the best in them.’
(Saltburn Primary School)

‘Brilliant, experienced and care/ delivery. Give them a pay rise!’
(West Park Primary School)

‘As always, instructors were excellent. Very good at adapting to meet our children’s needs.’

(Hartlepool 1 Heart, 1 Mind, 1 Future)

'Ian, Linda and Paul are high quality instructors who always ensure the children are challenged, but supported to do as well as possible whilst being cared for. As long as Carlton can continue to provide instructors of their standard, we will continue to use the centre.'

(Highcliffe Primary School)

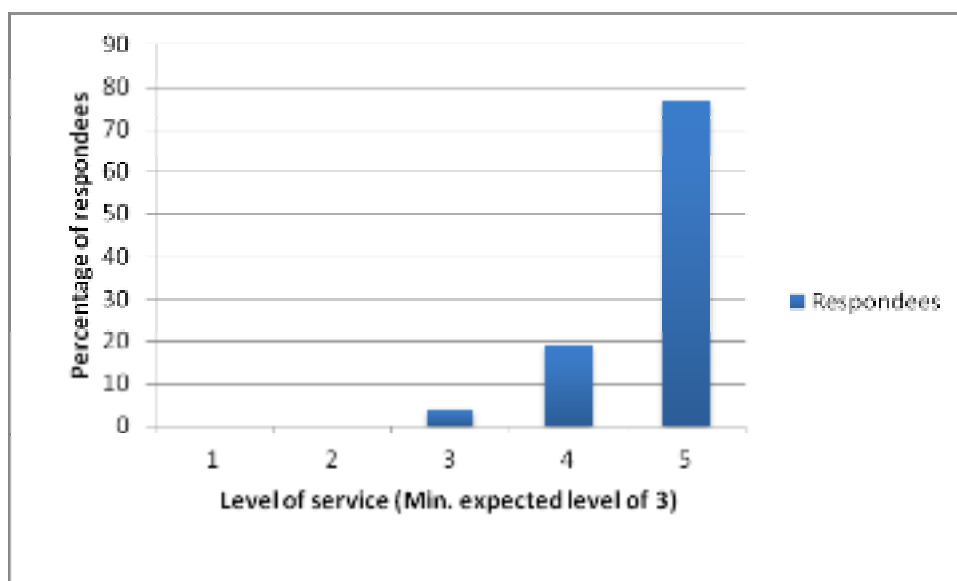
'Excellent feedback from all colour teams! Instructors got to know the pupils.'

(Kingsley Primary School)

'All excellent.'

(Hartburn Primary School)

8. Overall Experience



What did you like best about your visit and why?

‘Very well organised. Staff were very approachable; centre is in an excellent location. An excellent range of activities, well delivered. Attentive to all our needs including self programmed evening activities; campfire and orienteering.
(Vane Road Primary School)

‘Excellent organisation which made our staffs lives easier, Fun and adventurous activities combined with instructor’s knowledge an excellent lesson for staff and pupils. Amazing food.’
(Whinstone Primary School)

‘Canoeing and high challenge, really enjoyed the activities and challenged the children.’
(Oakridge Primary School)

‘I find the Carlton experience a brilliant week-both for the children and for me as a person and teacher. The chance to experience such a landscape-right on our doorstep with the bonus of qualified instructors is priceless. I feel this is a magical place quite like any other. In 22 years of teaching I have made 18 visits here and I have loved every one of them. The staff, the programme, the food, the weather and my age change, but the essence of this place doesn’t! Fresh air, challenge and exciting environmental experience coupled with a sense of history and connection to both my school, our children and even me as a person, make Carlton unique and priceless!
Keep it up-continue to evolve but treasure the essence of that first set of tents in a field.
Thanks again!!’
(Hemlington Hall Primary School)

‘Activities, food and weather.’
(Lynnfield Primary School)

‘Loved the den building and canoeing.’
(St Patrick’s RC Primary School)

‘Great activities and instructors excellent with children, Food – great.’
(St Patrick’s RC Primary School)

‘All of the staff at Carlton make you feel so welcome. Their concern for the safety and well-being of the children is first class.’
(St Augustine’s RC Primary School)

‘We all had great experiences with all our instructors.’
(Linthorpe Primary School)

All activities delivered to an excellent standard and tuition.’
(Bowler family birthday party)

‘Self catered- and appreciated it being exclusive to our group. Venue is great-centre, kitchen, scenery.’
(St Matthews Church Group)

‘Staff were brilliant, activities were well led and students gained a lot from the experience.’
(Catcote School of Business and Technology)

‘Excellent activities delivered by a team of instructors who were knowledgeable, fun and showed a real interest in the children.’
(Junction Farm Primary School)

‘The sense of achievement that the children gained.’
(Bowesfield Primary School)

‘The quality of the staff and facilities.’
(Wild Green Spaces)

‘All activities and instructors have been superb - the children have really enjoyed their week as have the staff.’
(St Clare’s RC Primary School)

‘The activities during the day were exceptional and we all enjoyed them - very educational and once in a lifetime for our children. They all learnt about respect and I am very proud in how independent some have become.’
(West View Primary School)

‘All activities well planned and provide children with challenges and fun learning opportunities despite the weather and last minute changes.’
(Golden Flatts Primary School)

‘I liked the way instructors got children to think for themselves!’
(Mount Pleasant Primary School)

“ How the staff got to know the young peoples names, educational as well as fun, seeing to all needs. Very helpful, engaged well with young people and staff.’
(Manor Residents group)

‘Enthusiasm of staff to motivate and challenge our children.’
(Fens Primary School)

‘Rupert went out of his way am/pm to check all was good, doing a grand job-induction, support etc....Fireworks display excellent.’
(Park End Primary School)

‘The best element of the week away was the way that each child was pushed to expand their comfort zone. This was pleasing as it challenged every child.’
(Stranton Primary School)

‘Everything; we always feel welcome here.’
(Hartlepool Youth Service)

‘Not having to wash up! Very little waste of time, full on active.’
(St Alphonsus RC Primary School)

‘Camp fire was well lead, innovative and entertaining.’
(Gateways Independent Girls School)

‘Brimham Rocks, ideal location. Night walk to church and castle fantastic; walk to top of Roseberry Topping.’
(Eldon Grove Primary School)

‘Positive impact it has on our children developing them as young people!’
(Saltburn Primary School)

‘Centre is close to moors, very nice facilities and accommodation.’
(NEC Pathfinders)

‘Very well organised, change of activities due to weather handled very well. Food excellent.’
(Bydales Secondary School)

‘The daytime activities are fabulous for the children.’
(West Park Primary School)

‘Even though we were only there for the day we managed to pack a lot into it.’
(Hartlepool 1 Heart, 1 Mind, 1 Future)

‘Opportunities provided for children to develop and challenge themselves in terms of social, personal and life skills/self organisation. Thank you Carlton staff.’
(Highcliffe Primary School)

‘Organisation and communication between staff and centre staff. All groups loved Brimham Rocks.’

(Kingsley Primary School)

‘Programme of activities, friendly staff, accommodation, breakfast on Friday and Brimham rocks.’

(Brougham Primary School)

‘Every one loved it!’

(Vane Road Primary School)

‘No complaints at all. Keep doing what you are doing as we had an excellent 3 days.’

(Junction Farm Primary School)

‘We thoroughly enjoyed our brief stay at the centre and hope to visit again.’

(Wild Green Spaces)

‘This is Jack’s fourth consecutive birthday party at Carlton so I think that speaks for itself.

Great instruction and interaction with the children as usual. See you next year!’

(Johnstone Birthday Party)

‘Nothing!’

(St Clare’s RC Primary School)

‘My first time here and couldn’t have asked for more. Happy content children = happy staff! Keep up the exceptional work and we are grateful at West View for all your hard work in making this a memorable time for our children.’

(West View Primary School)

What did you least like about your visit?

‘Showers were too cold’.

(Wild Green Spaces)

‘Showers could have been warmer’

(Whinstone PS)

‘Staff showers not hot enough and bathroom tends to flood (no mat for floor)’.

(Green Gate PS)

‘The responsibility for locking up in the evening’.

(Bowesfield PS)

‘When things go wrong, like sickness it was difficult once staff left’.

(West Park PS)

‘Showers freezing’.

(One Heart, One Mind, One Future)

Additional thoughts

‘Just a big thank you from both staff and children for making this a most memorable and enjoyable week.’

(Vane Road Primary School)

‘An excellent week, brilliantly organised. Some of our staff were not looking forward to it, but loved every minute of it and want to come back.’

(Whinstone Primary School)

‘Instructors were fantastic - children were very aware of expectations and all felt happy and safe. Thank you for a super few days.’

(St Patrick's RC Primary School)

‘Thank you (again!) for a fantastic week see you next year!’

(St Clare's RC Primary School)

‘All instructors endeavoured to cater for all specific learning needs and ensured all children had a fabulous time despite the weather conditions.’

(Golden Flatts Primary School)

‘We had a great day thank you to all the instructors that were very patient.’

(1st Richmond Scouts)

‘We would like to come again if ever possible on Bonfire night week, as many of our pupils do not get to see a display.’

(Park End Primary School)

‘A thoroughly enjoyable weekend for both children and staff.’

(Stranton Primary School)

‘We have had a lovely time this week. Staff have made us all feel really welcome. We would like to take this opportunity to say thank you. Accommodation and food great too! We look forward to coming back next year.’

(Pennyman Primary Academy)

‘A fantastic experience for the children, enjoyed by all, many thanks.’

(St Alponsus RC Primary School)

‘Great time had by all.’

(Eldon Grove Primary School)

‘The weekend itself as usual was a massive success from start to finish. The high standards that Carlton set were met yet again. Well done and thank you.’

(Pallister Park)

‘Saltburn Primary values what Carlton has offered our children. It is an exceptionally important part of our school year and the impact is amazing. Thank you.’

(Saltburn Primary School)

West Park School love our visits to Carlton. Thank you so much and we will be back soon.'
(West Park Primary School)

'We have noticed the investment in facilities (e.g. lounge chairs etc. /dining room
blinds/table cloths)-which is an improvement from last year.'
(Hartburn Primary School)

CARLTON OUTDOOR EDUCATION CENTRE – PROPOSED FEES & CHARGES**HARTLEPOOL PRIMARY SCHOOL GROUPS**

1st September 2014 – 31st July 2015	WINTER OFFER	LOW SEASON	HIGH SEASON
	January	Sept to Dec & February to March	April to August
ALLOCATED DAY RATE			
Residential Charges for pupils & Teachers/other adults supervising pupils (one instructor to 10/12 pupils activities per 24hrs)	£27.00	£33.00	£37.00

ALL OTHER USERS

1st April 2014 – 31st March 2015	WINTER OFFER	LOW SEASON	HIGH SEASON
	January	Nov to Dec & February	March to October
RESIDENTIAL CHARGES			
Fully catered accommodation with one instructor in standard activity programme per 24hrs (minimum group size 12)			
Adult	£35.00	£43.00	£52.00
Child (up to 12 yrs)	£30.00	£38.00	£47.00

1st April 2014 – 31st March 2015	All Year
Additional Instructor for 2 Instructor activities e.g. canoeing	
Per day	£108.50
Per half day	£62.00
Day Visitors 9.00- 4.30pm (minimum group size 10)	
One Instructor activities per person	
Full day	£18.00
Half Day	£10.50
Two Instructor activities per person	

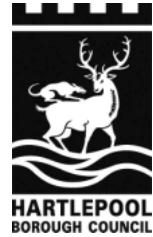
Full day	£28.50
Half Day	£16.00
Bed only (shared dormitory)	£12.50
Bed Only (single en-suite)	£15.00
Camping per person	£5.50

Additional Meals and refreshments per person if required	
Breakfast	
Light	£3.50
Cooked	£5.00
Lunch/packed lunch	£4.00
Evening Meal/Dinner	
Adult	£9.85
Child (up to 12 yrs)	£8.30
Supper	£2.00
Tea/coffee and tray bakes per head	£1.75
Tea/coffee per head	£1.00
Team Building / Corporate Events / Parties	
Tailor-made to suit your requirements	Prices on request
Self-Catering	Prices on request
Exclusive use of Centre	
Available for a maximum of 68 people – Fully catered accommodation with instruction	Prices on request
Conference Room Hire per day	£50.00
Conference Room Hire per hour	£8.00
Additional minibus per day	at cost

NB – All Hartlepool based groups e.g. Youth Groups, schools etc. subject to a 5% discount on the above rates (with the exception of meals and refreshment charges).

CHILDREN'S SERVICES COMMITTEE

23 January 2014



Report of: Director of Child & Adult Services and Chief Finance Officer

Subject: STRATEGIC FINANCIAL MANAGEMENT REPORT – AS AT 31ST OCTOBER, 2013

1. TYPE OF DECISION/APPLICABLE CATEGORY

For Information.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to inform Members of the 2013/14 Forecast General Fund Outturn, 2013/14 Capital Programme Monitoring and provide details for the specific budget areas that this Committee is responsible for.

3. BACKGROUND AND REPORTING ARRANGEMENTS 2013/14

- 3.1 The availability and reporting of accurate and up to date financial information will become increasingly important as future budget cuts are implemented and one-off resources are used up.
- 3.2 The Finance and Policy Committee will continue to receive regular reports which will provide a comprehensive analysis of departmental and corporate forecast outturns, including an explanation of the significant budget variances. This will enable the Finance and Policy Committee to approve a strategy for addressing the financial issues and challenges facing the Council.
- 3.3 To enable a wider number of Members to understand the financial position of the Council and their service specific areas each Policy Committee will receive a separate bi-monthly report providing:
- A brief summary of the overall financial position of the Council as reported to the Finance and Policy Committee;
 - The specific budget areas for their Committee; and
 - The total departmental budget where this is split across more than one Committee. This information will ensure Members can see the whole position for the departmental budget.

- 3.4 The latest report submitted to the Finance and Policy Committee on 19th December 2013 advised Members that there will be an overall underspend in the current year. The report also advised Members that this position reflects action taken by the Corporate Management Team to achieve underspends to help address the significant financial challenges facing the Council over the next few years and to fund one-off commitments not provided for in the approved 2013/14 budget as these items were not known at the time. The Corporate Management Team will seek to achieve budget underspends through a combination of robust management actions, including;
- holding posts vacant, which will help reduce the number of compulsory redundancies required to balance the 2014/15 budget;
 - achieving planned 2014/15 savings earlier;
 - careful management of budgets to avoid expenditure where this does not have an adverse impact on services; and
 - savings in interest costs by taking advantage of current interest rates structures. As reported previously a comprehensive review of this area has been completed which secured a permanent budget saving of £1m from 2014/15 in interest and loan repayment costs.
- 3.5 The latest report on the position as at 31st October 2013 advised Members that there is a net forecast uncommitted underspend at the year end of between £0.729m and £1.160m. The range has reduced after reflecting the completion of further work to assess the year end position and the creation of a reserve to support the Local Plan over the period 2014/15 and 2015/16.
- 3.6 In addition, Finance and Policy have previously determined that a decision will not be taken on the use of these forecast resources until the actual grant cuts for 2014/15 and 2015/16 are known. The availability of one-off resources from the 2013/14 outturn will not provide a permanent solution to higher grant cuts over the next two years. However, they will provide temporary funding and therefore provide a longer lead time to address the impact of higher grant cuts.
- 4. 2013/14 FORECAST GENERAL FUND OUTTURN – Children's Services Committee**
- 4.1 The following table sets out the overall budget position for the Child and Adult Services department budget broken down by Committee, together with a brief comment on the reasons for the forecast outturn.

Budget	Description of Expenditure	October Projected Outturn Adverse/ (Favourable) Worst Case	October Projected Outturn Adverse/ (Favourable) Best Case	Comments
£'000		£'000	£'000	
31,482	Adult Committee	(428)	(463)	Underspend predominantly owing to staffing costs and management of contracted services mainly resulting from early achievement of 2014/15 planned savings. These are partly offset by demographic pressures for services.
				The favourable outturn projection has increased slightly since August owing to further underspends on staffing budgets and managed contract reductions, reducing the demographic pressures within this area.
21,290	Child Committee	343	152	Overspend predominantly relates to Children and Families pressures arising from increases in the numbers of looked after children. The range reflects the highly unpredictable and differing care needs within this area. The majority of the increase in outturn projection since August reflects new children's placements projected to the end of the financial year.
52,772	Total Child & Adult	(85)	(311)	
Creation of Reserves				
0	Children's - Education Psychology	50	100	Approved by Finance & Policy Committee 18/10/13
0	Children's - Adoption Reform Grant	170	170	This is a DfE funded initiative to increase the supply of adopters. It is proposed to create a reserve for the remaining balance of this funding to continue to support this initiative in 2014/15.
0	Children's - Local Safeguarding Children's Board	10	10	This is a partnership budget consisting of contributions from HBC and other partner agencies. It is proposed that any underspend against this budget is transferred to the existing LSCB reserve for use to support the work of the Board in future years.
-	Creation of Reserves Total	230	280	
52,772	Total Child & Adult - Net of Reserves	145	(31)	

4.2 Further details of the specific budget areas this Committee is responsible for are provided in **Appendix A**.

5. CAPITAL MONITORING 2013/14

5.1 The 2013/14 MTFS set out planned capital expenditure for the period 2013/14 to 2015/16.

5.2 Expenditure against budget to the 31st October, 2013 for this Committee can be summarised in the table below and further details are provided in **Appendix B**.

Department	2013/14 Budget	2013/14 Actual to 31/10/2013	2013/14 Remaining Expenditure	2014/15 Rephased Expenditure	2013/14 Variance from Budget Adverse/ (Favourable)
	£'000	£'000	£'000	£'000	£'000
Children's Services	9,479	3,085	2,236	4,158	0
Total	9,479	3,085	2,236	4,158	0

- 5.3 On the 9th April 2013, the former Children's Services Portfolio Holder approved (in accordance with the authority delegated by full Council on 14th February 2013 to the relevant Portfolio holders) the 2013/14 schools capital programme to enable works to be programmed during 2013/14 and minimise any disruption within schools. The approved budget included a £0.2m 'contingency' fund and the former Children's Services Portfolio Holder delegated authority to Child and Adult Services Department to authorise works where a significant health and safety risk was exposed.
- 5.4 In accordance with this delegation it has been identified that Lynnfield School requires new secure fencing which will also extend current coverage. The total cost of the scheme is estimated at £12,000 and the school has agreed to contribute £5,000.

6. RECOMMENDATIONS

- 6.1 It is recommended that Members:-

- (i) note the report.
- (ii) note the health and safety works identified from the 'contingency' fund in paragraph 6.4.

7. REASONS FOR RECOMMENDATIONS

- 7.1 To update the Members on the Committees forecast 2013/14 General Fund Revenue budget outturn and provide an update on the Capital Programme for 2013/14.

8. APPENDICES

Appendix A attached.
Appendix B attached.

9. BACKGROUND PAPERS

Medium Term Financial Strategy Report referred to Finance and Policy Committee 31st May 2013, 2nd August 2013 and 18th October 2013.

Quarter 1 Strategic Financial Management Report. 23rd August, 2013
Strategic Financial Management Report 18th October 2013.

10. CONTACT OFFICERS

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CHILDREN'S SERVICES COMMITTEE**REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2013/14 as at 31st October, 2013****Overview:**

Overview.

Approved 2013/2014 Budget £'000	Description of Service Area	October		Director's Explanation of Variance
		Projected Outturn Variance - Adverse/ (Favourable) Worst Case £'000	Projected Outturn Variance - Adverse/ (Favourable) Best Case £'000	
Children's Services Committee				
123	Access to Education	14	4	
733	Central Support Services	0	0	
520	Other School Related Expenditure	(4)	(6)	
506	Raising Educational Achievement - split	53	11	
271	Special Educational Needs	(49)	(100)	
165	Strategic Management	1	(5)	
11,700	Children & Families	391	311	There has been an increase in the number of looked after children in in-house, agency and residential provision which has increased the forecast outturn overspend; The overspend is partially offset by underspends arising from the Adoption Reform Grant and the Local Safeguarding Children's Board however it is proposed to create specific reserves for these (see below).
6,230	Early Intervention Services	0	0	
58	Information, Sharing & Assessment	0	0	
1	Play & Care	27	27	
463	Youth Offending Service	(90)	(90)	
520	Youth Service	0	0	
21,290	Children's Services Total (before Creation of Reserves)	343	152	
Creation of Reserves				
0	Education Psychology	50	100	Approved by Finance & Policy Committee
0	Children's - Adoption Reform Grant	170	170	This is a DfE funded initiative to increase the supply of adopters. It is proposed to create a reserve for the remaining balance of this funding to continue to support this initiative in 2014/15.
0	Children's - Local Safeguarding Children's Board	10	10	This is a partnership budget consisting of contributions from HBC and other partner agencies. It is proposed that any underspend against this budget is transferred to the existing LSCB reserve for use to support the work of the Board in future years.
0	Creation of Reserves Total	230	280	
21,290	Children's Services Total - Net of Reserves	573	432	
MEMO:-				
66,473	Dedicated Schools Grant	0	0	Ring-Fenced underspends against LA element of DSG; Variations arise as a result of uncertainty around the level of eligibility and take up of 2 year old free nursery entitlement and the SEN requirements of schools in the Autumn and Spring Terms.

PLANNED USE OF RESERVES

The above figures include the 2013/2014 approved budget along with the planned use of Departmental Reserves created in previous years.

The details below provide a breakdown of these reserves

Approved 2013/2014 Budget £'000	Description of Service Area	Planned Usage 2013/2014 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
Children's Services Committee				
247	Schools Transformation Team	201	(46)	Savings reflect a vacant post
106	Education Psychology	0	(106)	External Income generation means that the Reserve will not be required this year.
1,276	Early Intervention Services	849	(427)	Early Achievement of 14/15 savings has resulted in EIS underspend; balance to be retained in EIS reserve to assist in delivery of savings and manage financial risks during 14/15.
91	Think Family	91	0	
8	Child Poverty Local Duties	8	0	
0	Care Matters	50	50	Contributions to Blakelock Gardens and Children's Home start up costs
295	Looked After Children Reserve	140	(155)	Children's Home awaiting OFSTED visit so open later than originally budgeted for.
2,023	Total	1,339	(684)	

CHILDREN'S SERVICES COMMITTEE**CAPITAL MONITORING REPORT PERIOD ENDING 31st OCTOBER 2013**

Project Code	A	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
		B	C	D	E	F	G	H	
	Scheme Title	2013/14 Budget £'000	2013/14 Actual as at 31/10/13 £'000	2013/14 Expenditure Remaining £'000	Expenditure Rephased 2014/15 £'000	C+D+E 2013/14 Total Expenditure £'000	F-B 2013/14 Variance from budget £'000	Type of financing	
Children's Committee									
7149	Children's Home	173	173	0	0	173	0	MIX	
7469	Children's Centre's Capital	23	0	23	0	23	0	MIX	
8282	Exmoor Grove Redevelopment / Change of Use	45	0	45	0	45	0	MIX	
8072	ICS Case Management Improvement	37	0	37	0	37	0	MIX	
8595	Miers Avenue Roofing Works	44	1	43	0	44	0	RCCO	
8218	Youth Service Portable MUGA (YCF)	7	0	7	0	7	0	GRANT	
8176	Barnard Grove School - Demolish Bungalow (was Replace Bungalow Floor)	15	1	16	0	17	2	GRANT	The forecast final cost for this scheme is slightly higher than originally anticipated, the additional costs can be funded from the unallocated budget.
8558	Barnard Grove School - Improve Drainage	4	4	0	0	4	0	GRANT	
8561	Barnard Grove School - Replace Windows/Doors & Cladding	32	22	10	0	32	0	GRANT	
8532	Catcote School - Catcote Future Relocation to Brierton Site	191	169	22	0	191	0	GRANT	This scheme is 100% funded by the school.
8635	Catcote School - BESD Unit Improvements	17	12	5	0	17	0	MIX	
8602	Clavering School - Fire Detection System	30	0	30	0	30	0	MIX	
8593	Clavering School - Window Replacement	42	33	9	0	42	0	MIX	
7384	Devolved Schools Capital	466	192	274	0	466	0	GRANT	
8056	Eldon Grove - Extension for Teaching Spaces	1	1	0	0	1	0	GRANT	
8603	Fens School - Disabled Adaptations	20	0	0	20	20	0	MIX	
8522	Golden Flatts School - Mechanical Works	54	2	52	0	54	0	MIX	
8597	Golden Flatts School - Toilet & Roofing Replacement	149	114	41	0	155	6	MIX	The forecast final cost for this scheme is slightly higher than originally anticipated, the additional costs can be funded from the unallocated budget.
8593	Grange School - Window Replacement	28	24	4	0	28	0	RCCO	
8594	Greatham School - Boiler Replacement	22	17	5	0	22	0	MIX	
8455	Greatham School - Fire Detection System	13	0	0	13	13	0	GRANT	
8594	Hart School - Boiler Replacement	36	36	0	0	36	0	MIX	
8652	Hart School - Safeguarding Works	21	2	19	0	21	0	MIX	
8599	High Tunstall School - Changing Rooms Replacement	37	24	13	0	37	0	MIX	
8458	High Tunstall School - Development of a Vocational Education Centre	224	181	43	0	224	0	MIX	
8596	High Tunstall School - Electrical Works - Block H	7	7	0	0	7	0	MIX	
8598	High Tunstall School - Heating Distribution - Block G	88	1	0	87	88	0	MIX	
8523	High Tunstall School - Heating Distribution	115	49	66	0	115	0	MIX	
8595	High Tunstall School - Roofing - Block A	37	30	7	0	37	0	MIX	
8600	Lynnfield School - External Walls	11	5	6	0	11	0	MIX	
8566	Manor College of Technology - Boiler Renewel & Water Storage Block A	115	71	58	0	129	14	RCCO	Additional costs have been identified in relation to issues discovered concerning existing control panels. This can be funded from the unallocated budget.
8563	Manor College of Technology - Replace Toilets & Renew Block D Windows	23	14	9	0	23	0	RCCO	
8564	Manor College of Technology - Rewire Drama & Science Block & Renew Lighting/Power to Pool	52	40	12	0	52	0	RCCO	
8562	Manor College of Technology - Roof Renew Block A	112	95	17	0	112	0	RCCO	
8455	Owton Manor School - Fire Detection System	7	1	6	0	7	0	MIX	
8593	Owton Manor School - Window Replacement	41	39	0	0	39	(2)	MIX	

CHILDREN'S SERVICES COMMITTEE**CAPITAL MONITORING REPORT PERIOD ENDING 31st OCTOBER 2013**

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2013/2014 COMMENTS
		B 2013/14 Budget £'000	C 2013/14 Actual as at 31/10/13 £'000	D 2013/14 Expenditure Remaining £'000	E Expenditure Rephased 2014/15 £'000	F C+D+E 2013/14 Total Expenditure £'000	G F-B 2013/14 Variance from budget £'000	H Type of financing	
7586	Purchase of Computer Equip - City Learning Centre Standards Fund	4	0	4	0	4	0	GRANT	
8460	Rift House School - Development of Science Garden	6	6	0	0	6	0	RCCO	
8455	Rift House School - Fire Detection System	14	14	0	0	14	0	MIX	
TBC	Rift House School - Foundation Stage Outside Area	56	0	56	0	56	0	MIX	
8537	Rift House School - New Cold Water Distribution System	6	5	1	0	6	0	MIX	
8601	Rossmere School - Toilet Replacement	80	0	80	0	80	0	MIX	
8593	Rossmere School - Window Replacement	30	16	14	0	30	0	RCCO	
8592	Rossmere School - Replace Concrete Lintels	37	30	7	0	37	0	GRANT	
7421	School Travel Plans	23	0	0	23	23	0	GRANT	
7521	Schools General - 2 year old FNE Capacity Building	218	78	140	0	218	0	GRANT	
8138	Schools General - BSF - ICT	3,703	940	603	2,160	3,703	0	GRANT	
8139	Schools General - BSF - ICT Infrastructure Costs	145	2	0	143	145	0	GRANT	
9004	Schools General - Contingency	61	0	61	0	61	0	GRANT	
9004	Schools General - Funding Currently Unallocated	1,376	0	0	1,383	1,383	7	MIX	
8594	Springwell School - Boiler Replacement	49	37	0	0	37	(12)	MIX	The forecast final cost for this scheme is lower than originally anticipated, the budget for this scheme will be reduced and transferred to the unallocated budget.
8593	Springwell School - Window Replacement - Block A	19	15	4	0	19	0	MIX	
8595	St Helens School - Roofing - Block B	29	29	0	0	29	0	MIX	
8593	Stranton School - Window Replacement	9	9	0	0	9	0	MIX	
8462	Throston School - Create External Hall Corridor & Learning Space	34	0	34	0	34	0	RCCO	
8596	Throston School - Electrical Works inc Fire Detection	200	115	85	0	200	0	RCCO	
8595	Throston School - Roofing - Block A	76	76	0	0	76	0	MIX	
8594	Throston School - Boiler Replacement	56	35	21	0	56	0	GRANT	
8463	West Park School - Creation of Foundation Stage Unit	15	0	0	0	0	(15)	GRANT	This scheme was combined with the larger foundation stage improvements in the previous financial year and this funding is no longer required, this will be transferred back unallocated funding.
8596	West Park School - Electrical Works inc Fire Detection System	239	78	161	0	239	0	MIX	
8526	West Park School - Heating / Hot & Cold Water Distribution	71	25	46	0	71	0	GRANT	
8593	West Park School - Window Replacement	93	55	38	0	93	0	MIX	
TBC	West View School - Early Years Foundation Stage improvements	185	0	0	185	185	0	MIX	
TBC	West View School - Roofing - (Various Phases)	303	160	0	143	303	0	MIX	
	Carlton works	3	0	2	1	3	0		
	Children's Committee Sub Total	9,479	3,085	2,236	4,158	9,479	0		

Key

RCCO Revenue Contribution towards Capital
MIX Combination of Funding Types
UCPB Unsupported Corporate Prudential Borrowing
SCE ® Supported Capital Expenditure (Revenue)

GRANT Grant Funded
CAP REC Capital Receipt
UDPB Unsupported Departmental Prudential Borrowing
SPB Supported Prudential Borrowing