

QUARTERLY MONITORING REPORT

DIRECTORATE: Children & Young People
SERVICE: Business Support & Commissioning
PERIOD: Quarter 4 to Year-end 31st March 2010

1.0 INTRODUCTION

This quarterly monitoring report covers the Business Support & Commissioning Department fourth quarter period up to year-end 31st March 2010. It describes key developments and progress against all objectives and performance indicators for the service.

Given that there are a considerable number of year-end transactions still to take place a Financial Statement for the period has not been included within this report in order to avoid providing information that would be subject to further change and amendment. The final 2009 / 10 financial statements for the Department will be prepared and made available via the Council's Intranet once the Council's year-end accounts have been finalised. A notice will be provided within the Members' Weekly Bulletin as soon as they are available.

The way in which symbols have been used to reflect progress to date is explained within Appendix 6.

2.0 KEY DEVELOPMENTS

2.1 Children's Trust and HSCB Joint Frontline Event

On 11th February 2010 the Children's Trust and Halton Safeguarding Children Board held a joint event for frontline staff working within and alongside children's services across the borough. Two sessions were held to allow the maximum number of staff to attend. The aim of the event was to enable front line staff to engage directly with both Children's Trust and HSCB Members. Staff were updated on both current and future developments within Children's Services, and had opportunity to give their views about the issues they face in delivering services to children and families in Halton. The two sessions covered the Children's Trust priorities and structure, the relationship between the Children's Trust and the HSCB, joint commissioning and Common Assessment Framework review. Feedback from the event was extremely positive.

2.2 Workforce

As a result of Halton Children's Trust impressive response rate in relation to the One Children's Workforce Tool (OCWT) in the Summer of 2009 and the Integrated Working element in December 2009, the authority was nominated by the regional Children's Workforce Development Council (CWDC) to take part as a case study in a national evaluation of the tool.

Halton Children's Trust was 1 of only 6 nationally selected case study sites who had been asked to help assess the use, relevance and impact of the OCWT. In early March, 2 representatives of the University of the West of England undertook a series of 1 to 1`s with key members of the Children's Trust, as well as observing a focus group in order to ascertain ideas, thoughts and concerns about the tool. The University will produce a written report covering all of the 6 selected case studies. This information will be available for use to national professional trainers and management developers in this respect Halton Children's Trust is influencing the national direction of a concept which is ultimately designed to create a world class children's workforce.

3.0 EMERGING ISSUES

3.1 School Organisation

The outcome of the statutory consultation on expanding The Heath A Specialist Technology College from 1050 to 1350 will be considered by Executive Board. If approved the expansion will take place once The Heath has been rebuilt. The Executive Board will also consider the proposals to re-organise the primary special unit provision. The proposed provision is designed to provide flexible provision within mainstream schools that allows pupils to spend as much time as possible learning alongside their peers, depending on their individual needs. The proposals provide a continuum of provision from mainstream through to special school provision for pupils with these needs. The new provision will include 14 places for pupils with Behaviour, emotional and social difficulties, 28 places for pupils with a diagnosis of Autistic Spectrum Disorder, 34 places for pupils with speech and language and communication difficulties, 10 places for pupils with severe learning difficulties and 6 places for pupils with hearing impairment and specific learning difficulties.

3.2 Childcare Sufficiency Assessment

The Local Authority is statutorily required under the Childcare Act 2006 to produce a Childcare Sufficiency Assessment, agree an action plan, and undertake market management of childcare providers. The Sufficiency Assessment will ensure that there are sufficient places within the childcare sector to enable parents to work, or undertake education or training leading to work. The 2010/11 assessment commenced in March 2010 and involves a wide range of stakeholders including the Family Information Service, Job Centre Plus, Health, Childcare Providers, Parents, Employers, Management Information and Research Services, Youth, Play and Extended Services, Services for Disabled Children, Businesses and Economy. A wide range of qualitative and quantitative data will be collected and will help to shape the future childcare provision within the borough. A final report will be published by 1st April 2011.

3.3 Children and Young People Plan Update

A review of Halton's Children and Young People's Plan is underway and will be completed by the end of June 2010. The review is being carried out in line with national guidance and will focus on providing an update on progress on delivering the Plan. This will include a performance update around the priorities using relevant data, identify the barriers that are impeding progress, outline the actions that will be taken in partnership to achieve the agreed priorities and by when and also include the views of children and young people. Although in terms of performance many of the indicators will remain the same until a new CYPP is in place in April 2011, some of the indicators currently in the Plan may be refined where it is possible, appropriate and beneficial in the interim.

3.4 Early Years Capital Grant

An element of the Early Years Capital Grant has been allocated to purchase a computer package for every childcare provider in Halton, provided they are registered on the Ofsted Early Years Register. This project will enable early years settings to complete the Ofsted Self Evaluation Form on-line. It will also ensure that settings have access to other advice and guidance such as the SEN Handbook (The Source) and Halton's Planning and Implementing Early Years Foundation Stage documents.

3.5 BSF

The second round of Competitive Dialogue commenced on 23rd February 2010. A range of meetings have been held on Partnering, Design, Legal, Finance and ICT. The Dialogue is due to finish in June 2010. The indicative key timetable for the programme is as follows:

Matter	Dates
Issuing of legal derogation tables	16 th April 2010
Issue of ITSFB	24 th May 2010
Close of Dialogue	4 th June 2010
Return of Final Bids	11 th June 2010
Clarification, specification and fine-tuning, commitments and evaluation of Final Bids	7 ^h June 2010 to 23 rd August 2010
Appointment of Selected Bidder	24 th August 2010
Road to Financial Close - Commitments and confirmation including Alcatel Standstill begins	25 th August 2010 to 6 th December 2010
Contract Award	7 th December 2010

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES

Total	16		12		0		4
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For further details, please refer to Appendix 1.

5.0 SERVICE REVIEW

No issues to report

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	3		2		0		1
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For further details, please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	6		5		0		1
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For further details, please refer to Appendix 3.

7.0 RISK CONTROL MEASURES

During the production of the 2009-12 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.

For further details please refer to appendix 4.

8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

During 2008/09 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.

No actions have been identified as high priority for the service.

9.0 DATA QUALITY

The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

10.0 APPENDICES







Appendix 1- Progress against Objectives/ Milestones






Appendix 2- Progress against Key Performance Indicators






Appendix 3- Progress against Other Performance Indicators

Appendix 4- Progress against Risk Control Measures

Appendix 5- Explanation of traffic light symbols

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
BSC 1	To transform the Learning Environment	Complete outline business case for BSF by May 2009		Outline business case completed by 22 nd April 2009.
		Commence Competitive Dialogue by July 2009		Approval of the outline business case was delayed by Treasury. Approval given in August 2009. Procurement commenced August 2009. Dialogue commenced as planned within timescale.
		Develop the plan for Phase 3 Children's Centre Capital and Child Care Capital by March 2010		Executive Board approved the allocation of Childcare Capital including IT. All providers have been notified and are now progressing the capital developments.
		Gain approval to commence the process of Primary School Re-Organisation by March 2010		Despite the significant increase in primary admissions for September 2010, there are sufficient places within the authority to offer all pupils a place. The impact of the changing demography of the borough will be considered in 2010/2011 along with different models of school organisation.
BSC 2	To Manage Resources Effectively	Review of Directorate funding including schools in line with the efficiencies agenda by March 2010		All areas of directorate funding and school funding reviewed to identify efficiencies for 2010.
		Medium Term Financial Plan to be finalised for the Directorate by March 2010		Commissioning Priorities agreed for 2010/2011. Work commenced and further development required to be completed during 2010/11.

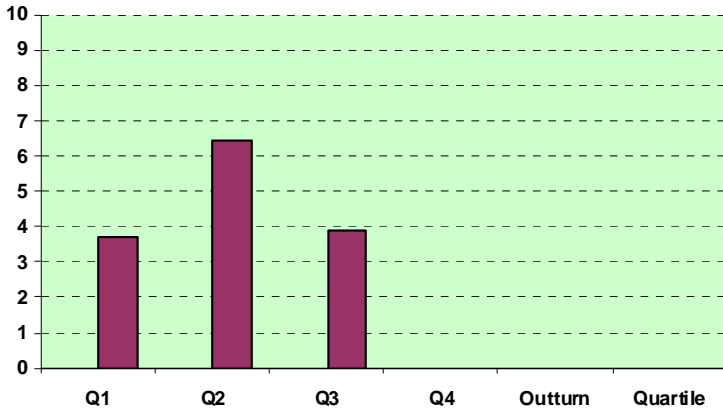
Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		Identify opportunities for income generation through traded services across the Directorate by March 2010		Trade Fair held to market trade services to schools with some success. Further work will be done to look at other opportunities to increase the level of traded services in Wave 2 of the Council's Efficiency Agenda.
		Establish a process to benchmark costs of services by March 2010		Level of school balances benchmarked against other local authorities both nationally and locally.
		Implementation of Care Assess and ESCR to be complete by March 2010		We have gone live with Carefirst 6 and Care Assess with the CYP Intensive Support Team and have set up a programme of fortnightly workshops to develop Care Assess with front line CYP social care staff and managers. The CF6 / Care Assess - ICS / Care Store - ESCR project details and support resources have been reviewed and the resources have been enhanced to accelerate development in 2010/2011.
BSC 3	To Develop an Integrated Children's Workforce	Submission of 'One Children's Workforce' project report to CWDC by June 2009		Submitted on time.
		Implement the OCWT Action Plan and complete all required actions by March 2010		All actions identified within the OCWT are on course for completion within timescale

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		Establish a thorough baseline position of Workforce data for the Children's Trust by March 2010		Information is now available for the schools workforce. There are still difficulties in establishing a baseline position due to the lack of available workforce data. Development of the Trent HR is required to overcome these problems.
		Establish Workforce Development strand of JICU by March 2010		As part of the Council's Efficiency Programme – workforce development is now part of the Policy and Strategy Centre of Excellence.
BSC 4	To develop Joint Intelligence and Commissioning to inform the work of CYPD and the Children's Trust	To establish JICU and implement the four key strands through actual or virtual teams by March 2010		Virtual Joint Commissioning Unit established with Halton and St Helen's PCT – 1 st April 2010.
		To establish the Service Delivery Partnerships of the Children's Trust by September 2009		Partnerships are all now in operation and reporting mechanisms to the Children's trust established.
		Develop integrated systems for intelligent use of data by March 2010		Work commenced further development required to be completed during 2011/12.

BSC LI12

% of days lost to sickness absence

Lower figures represent better performance



Key

- 2008/9
- 2009/10
- Target
- Top 25%
- Middle 50%
- Bottom 25%

No quartile data available

Trend

No data for same Qtr last year	

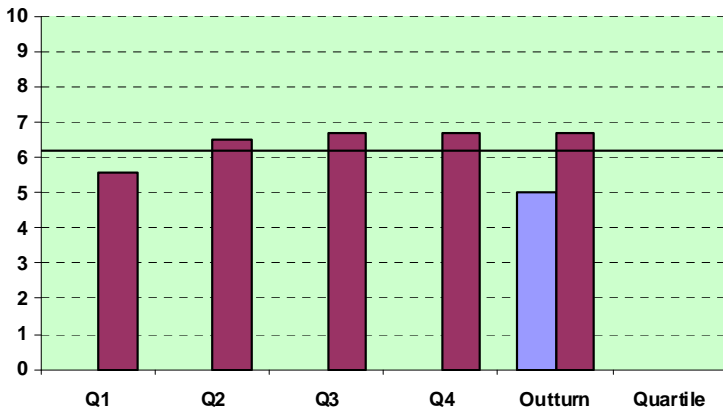
Commentary

Due to data Efficiency Programme data source not available at present

BSC LI23

Value of services commissioned using Joint Planning & Commissioning Framework (£m)

Higher figures represent better performance



Key

- 2008/9
- 2009/10
- Target
- Top 25%
- Middle 50%
- Bottom 25%

No quartile data available

Trend

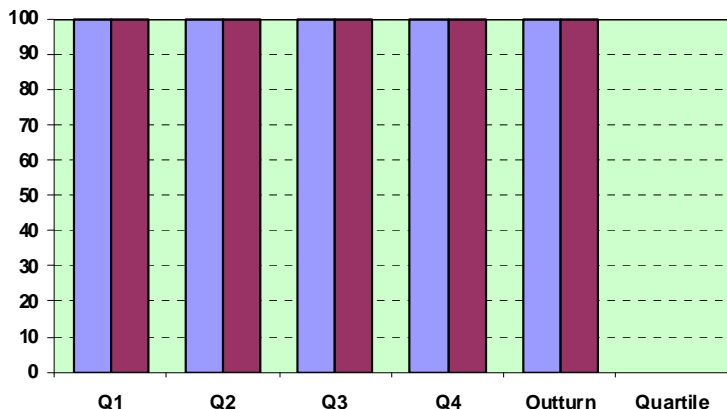
Better than this time last year	Annual target hit or exceeded

Commentary

There has been a continued increase in the use of the Joint Planning and Commissioning framework taking the value of services commissioned further past the target for the year.

BSC LI19 % Of milestones within BSF project achieved

Higher figures represent better performance



Key

- 2008/9
- 2009/10
- Target
- Top 25%
- Middle 50%
- Bottom 25%
- No quartile data available

Trend

Same as this time last year

Annual target hit or exceeded

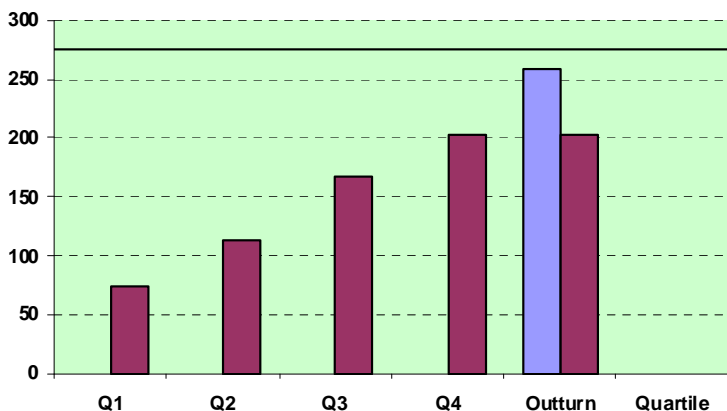
Green

Commentary

All milestones have been achieved.

BSC LI16 Number of CAF's completed

Higher figures represent better performance



Key

- 2008/9
- 2009/10
- Target
- Top 25%
- Middle 50%
- Bottom 25%
- No quartile data available

Trend


Worse than this time last year






Annual target missed

Red




Commentary

The 09/10 target has not been achieved for a number of reasons which need further analysis and investigation. It was locally agreed originally that the target for CAF's completed would be a 10% increase year on year on what was achieved in 09/09. However, this was then stretched to a 10% increase on the actual CAF's achieved in the previous year, but it was always recognised that this would plateau. We are starting to collate information about action plans and review plans which gives a clearer picture of when the CAF process applied and therefore has a greater impact on outcomes for children and young people.

Ref	Description	Actual 2008/9	Target 09/10	Quarter 4 Year-end	Progress	Commentary
Corporate Health						
BPR LI13	Staff Turnover Rate	Baseline TBE	TBA	N/A	-	Data not available due to the Efficiency Programme
Cost & Efficiency						
BPR LI22	% of schools with surplus budget	Baseline TBE	TBA	22%	-	In 2008/2009 there were 16 schools with excess surplus balances. The same number of schools as in 2007/2008. However, there has been a reduction in the value of the total balances by just less than £250,000
Fair Access						
BPR LI8	% EIA completed	75%	100%	N/A	-	Due to Efficiency Programme data source not available at present
BPR LI24	% of Schools using the Virtual Learning Planning	75%	100%	100%		Training now delivered to all schools and schools now rapidly developing their own sections on the VLP and their own school websites.

Objective Reference	Risk Control Measure	Progress	Commentary
BSC 3	Project plan developed including an in depth risk log monitoring all risks. Mapping of resources available to identify opportunities to align and increase capacity		Joint Commissioning Unit has been agreed with Halton and St Helens PCT and St Helens MBC. New structures to deliver integrated performance, strategy and workforce strands have been implemented form 1 st April as part of the new council structures.
	Conduct Exit Interviews with all leavers and use data to inform review of Recruitment & Retention Strategy. Implement revised Directorate Recruitment & Retention Strategy		Monitoring of exit interview indicates they have not been completed on a consistent basis. A review of the process has been completed and the information gathered during interviews completed has been used to inform the Recruitment and Retention Strategy which is currently going through the approval process.
	Action plan developed and implemented to minimise the impact on affected service areas		Recruitment & Retention strategy reviewed and implemented.
BSC 4	Resource requirements identified on a multi-agency basis to ensure ownership of the project. Identification and awareness of benefits of integrated support function		Joint Commissioning Unit has been agreed with Halton and St Helens PCT and St Helens MBC. New structures to deliver integrated performance, strategy and workforce strands have been implemented form 1 st April as part of the new council structures.
	Change management programme to drive culture change Common terminology and glossary of terms to be agreed Project Group meeting on a regular basis to oversee the development of the 4 key strands		Joint Commissioning Unit has been agreed with Halton and St Helens PCT and St Helens MBC. New structures to deliver integrated performance, strategy and workforce strands have been implemented form 1 st April as part of the new council structures.

Application of RAG symbols:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 Indicates that the milestone/objective <u>will</u> be achieved within the identified timeframe.	Indicates that the annual target <u>will</u> , or has, been achieved or exceeded.
<u>Amber</u>	 Indicates that at this stage it is <u>uncertain</u> as to whether the milestone/objective will be achieved within the identified timeframe.	Indicates that at this stage it is either <u>uncertain</u> as to whether the annual target will be achieved.
<u>Red</u>	 Indicates that the milestone/objective <u>will not</u> , or has not, been achieved within the identified timeframe.	Indicates that the annual target <u>will not</u> , or has not, been achieved.