

QUARTERLY MONITORING REPORT

DIRECTORATE: Children & Young People
SERVICE: Business Support & Commissioning
PERIOD: Quarter 1 to period end 30th June 2008

1.0 INTRODUCTION

This quarterly monitoring report covers the Business Support & Commissioning first quarter period up to 30 June 2008. It describes key developments and progress against 'key' milestones and performance indicators for the service.

The way in which traffic light symbols have been used to reflect progress to date is explained in Appendix 4

2.0 KEY DEVELOPMENTS

2.1 Building Schools for the Future

Halton entered Wave 6 of the Building Schools for the Future Programme on 7th May 2008 and was provided with the Programme Timetable. Work has commenced with key stakeholders to develop a Strategy for Change Part 1. This document will outline the vision for Building Schools for the Future in Halton.

2.2 School Organisation Update

Wade Deacon High and Fairfield High School:

In May 2008 Executive Board agreed to the closure of Fairfield High School from 31st August 2010 and the expansion of Wade Deacon High from 1st September 2010. A proposal by the governing bodies of the two schools to federate during the interim period to closure has been agreed and statutory consultation on this proposal commenced on 16th June 2008. The governing bodies of the two schools will consider the outcome of the consultation process in August 2008.

The Grange All Through School:

The consultation held by the four governing bodies of The Grange Nursery, Infant, Junior and Comprehensive ended 6th June 2008. The response to the consultation was then considered by each of the governing bodies and it was agreed that from 1st September 2008 the four schools would form a hard federation with one governing body.

St Chad's Catholic High School:

An agreement was made by the Catholic Diocese of Shrewsbury and the Church of England Diocese of Chester to explore the development of a

joint faith school offering both Catholic and Church of England provision. A Joint Faith Working Group was then established led by the Headteacher of St Chad's. This group then considered and agreed the ethos, mission of the school, financial and admission arrangements.

An application was then made to the Secretary of State to seek permission to publish a proposal to establish a Joint Faith school without holding a competition. On 9th June 2008, the Secretary of State granted consent.

2.3 Primary Capital Programme

The Primary Strategy for Change, along with the investment priorities for the first two years of the Capital Programme were submitted to the DCSF prior to the deadline of 16th June 2008. The Strategy, which was developed following consultation with primary headteachers, Diocesan colleagues and a range of other stakeholders, is now being considered by the DCSF. The DCSF will notify the authority in September as to whether the Strategy has been approved, approved with conditions or not approved.

2.4 Equality and Diversity

In May 2006 an IDEA Peer Assessment was undertaken on Equality and Diversity in the Council. Following this assessment it was confirmed that Halton Council has now achieved a Level 3 in the Equality and Diversity Standard.

2.5 ICT

There are a number of major ICT projects in progress at the moment and all are progressing well. The ContactPoint project is in the later stages of development and we be going live in late October 2008. We are focusing on Halton's case management system and all milestones for the project are being achieved.

The Computers for Schools Project is designed to put computers with internet access into the homes of pupils living in deprived areas. The project is also being extended to provide computers with internet access to all Children in Care at September aged 11 to 15 together with enhancing home access in Secondary and Special Schools.

The Carefirst6 project is also progressing well with the main IT servers now being in place and being tested prior to the development of the new software and integration with the Integrated Children's System.

2.6 Workforce Development

Implementation of the Integrated Children's Workforce Strategy is ongoing with action plans developed around each of the priority areas identified by the Strategy. The Integrated Youth Support Service (IYSS) pilot of the population centric approach to workforce development is progressing well and the learning from this pilot will be rolled out to other service areas.

3.0 EMERGING ISSUES

3.1 Building Schools for the Future: Strategy For Change

It is a requirement that the Strategy for Change Part 1 is submitted to Partnerships for Schools for approval by 2nd July 2008. In July 2008 work will then commence with schools on the development of the Strategy for Change Part 2. This will be a more detailed document that will outline how the authority and its stakeholders intend to deliver the aims set out in the Strategy for Change Part 1. Each individual school within the Programme must produce their own school strategy following consultation with their key stakeholders. The deadline for submission of the Strategy for Change Part 2 is 19th November 2008.

3.2 Children's Trust

In July 2008 there will be a Children's Trust Workshop. All members of the Alliance Board will be invited to attend so that the vision and organisation for the future can be considered in detail and agreed. Proposals for the re-structure of the Alliance Board, representation and the resources and support required for future business will all be addressed at this workshop.

3.3 Virtual Learning Platform (VLP)

As outlined in the DCFS e-strategy a key objective is for every school learner in England to have access to a personalised online learning space (Learning Platform). Following a successful pilot an official launch for the Halton Learning Platform took place on 9 April 2008. From May 2008 each school in Halton has been given the opportunity to adopt the recommended Halton platform. A roll out plan/training schedule is being implemented for schools. This should ensure that all schools will meet the DCSF target of having access to a VLP at 1st August 2008.




3.4 CareFirst 6

The CareFirst 6 implementation is has started with the IT infrastructure in place in May 2008. A full Business Process re-engineering exercise is underway and being carried out by ICT Services-Business Process Team. A CareFirst 6 Project Team has been established to develop the system and prepare for roll out. A dedicated training resource for CareFirst 6 so a trainer will join the to assist in the development of the system be responsible for training front line staff.

3.5 Children's Plan

The Children's Plan, published in December 2007 sets out plans for the next ten years under each of the DCSF strategic objectives. The aim is to build a brighter future for children and young people in England. It contains detailed information about plans for the next ten years under each of the DCSF's strategic objectives. It also outlines a number of major changes in particular in relation to the role played by schools and stresses the importance of involving parents and young people in developments.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES




Total	43		26		17		0
--------------	-----------	---	-----------	---	-----------	---	----------

Of the 43 milestones for the service, 26 are showing satisfactory progress and it anticipated that they will be completed within timescale. There is some initial uncertainty around 17 others. For further details, please refer to Appendix 1.

5.0 SERVICE REVIEW




Nothing to report in this quarter

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	7		6		0		0
--------------	----------	---	----------	---	----------	---	----------

Of the 7 key performance indicators for the service, 6 are showing satisfactory progress and are on target. One key PI, BPR LI 12 (Sickness absence), cannot be reported this quarter as data is not yet available for the period covered. For further details, please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	11		11		0		0
--------------	-----------	---	-----------	---	----------	---	----------

Other performance indicators are routinely reported at quarters 2 and 4. There are no indicators giving cause for concern this quarter, therefore no indicators are being reported by exception.

7.0 PROGRESS AGAINST LPSA TARGETS

There are no LPSA targets for this service

8.0 RISK CONTROL MEASURES

During the production of the 2008-09 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.

9.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS





During 2007/08 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.






10.0 APPENDICES








Appendix 1- Progress against Objectives/ Milestones
Appendix 2- Progress against Key Performance Indicators
Appendix 3- Financial Statement
Appendix 4- Explanation of traffic light symbols










Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
BSC 1	To transform the learning community	Complete Secondary Re-Organisation actions, Mar 2009		Consultation on Federation proposal and the establishment of Joint Faith school are currently being undertaken. Statutory consultation on extending the age range of The Grange to commence in September 2008. No consultation yet agreed on proposed Academy – sponsor needs to be secured.
		Enter Wave 6 Building Schools for the Future, May 2008		Entered Wave 6 of BSF on 7 th May 2008
		Agree Primary Capital Strategy, June 2008		Primary Capital Strategy, Primary Strategy for Change submitted to the DCSF prior to 16 th June 2008
		Agree Phase 3 Children's Centres, Mar 2009		On target to meet deadline
		Complete BSF Strategy for Change Part 1 and 2, Nov 2008		Strategy for Change Part 1 completed and submitted by 2 nd July 2008. Work has commenced on development of Strategy for Change Part 2.
BSC 2	To deploy resources effectively and efficiently	Implement medium term Financial Plan, Sep 2008		Work has commenced to identify key priorities. This work is likely to be completed by November 2008
		Implement revised Gershon efficiencies, Sep 2008		Gershon efficiencies agreed for 2008/2009





Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
		Re-align resources to meet priorities through service review, Mar 2009		This work will be undertaken as part of the medium term financial plan
		Identify alternative funding sources, Mar 2009		Initial work on completing an exit strategy for grant funded post has been completed including alternative funding sources.
		Develop exit strategy for short term grants, Sep 2008		Number of staff and services funded from external grants identified.
BSC 3	To improve management of sickness absence	Review sickness absence data collection process, Mar 2009		Data collection process to be reviewed following roll out of Trent absence module
		Establish a baseline position based on the new system, Mar 2009		To be completed at the end of the year
		Ensure consistent sickness absence management across the Directorate, Sep 2008		Disaggregation from H&C has now been completed and sickness management integrated for CYP to ensure consistency.
		Return to work interviews to be completed for all absences during the year and analysis of information used to inform workforce planning		Return to work interviews are carried out for all absences as standard. Processes are being developed to analyse the information collected.

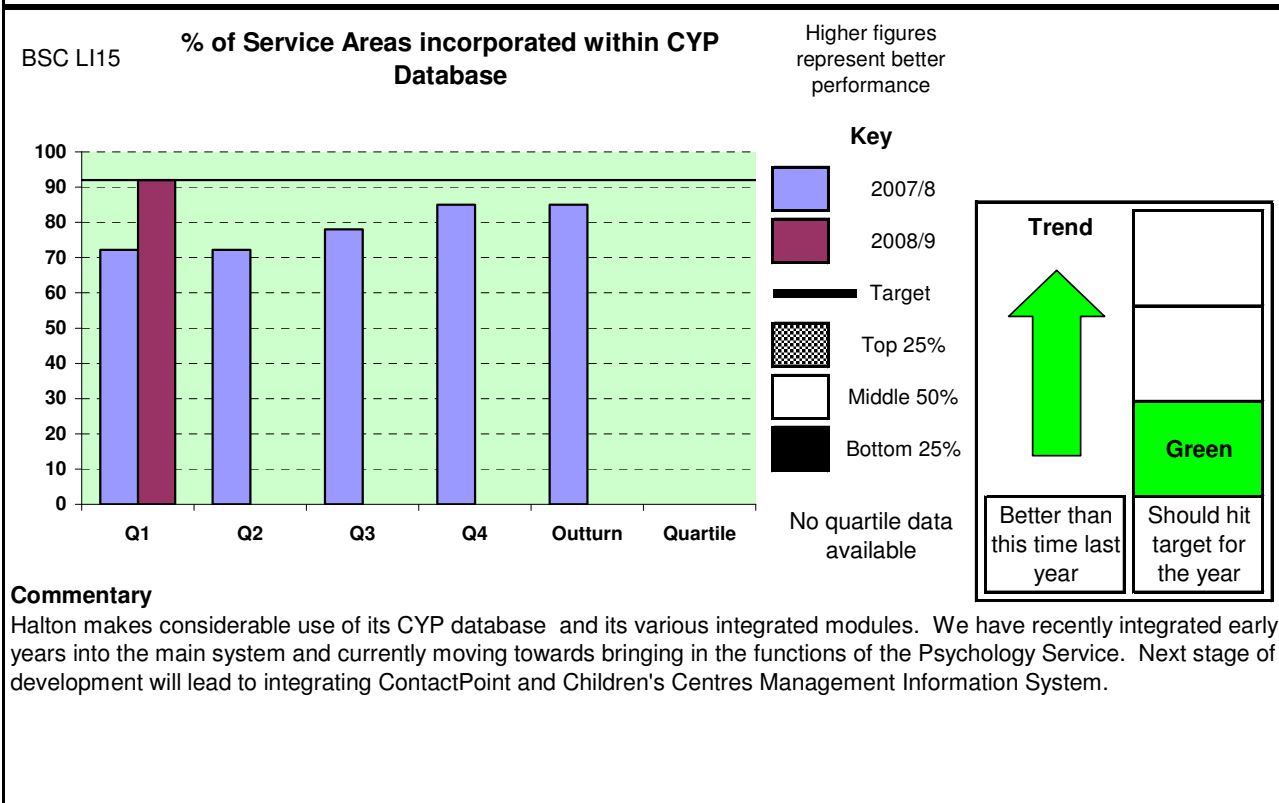
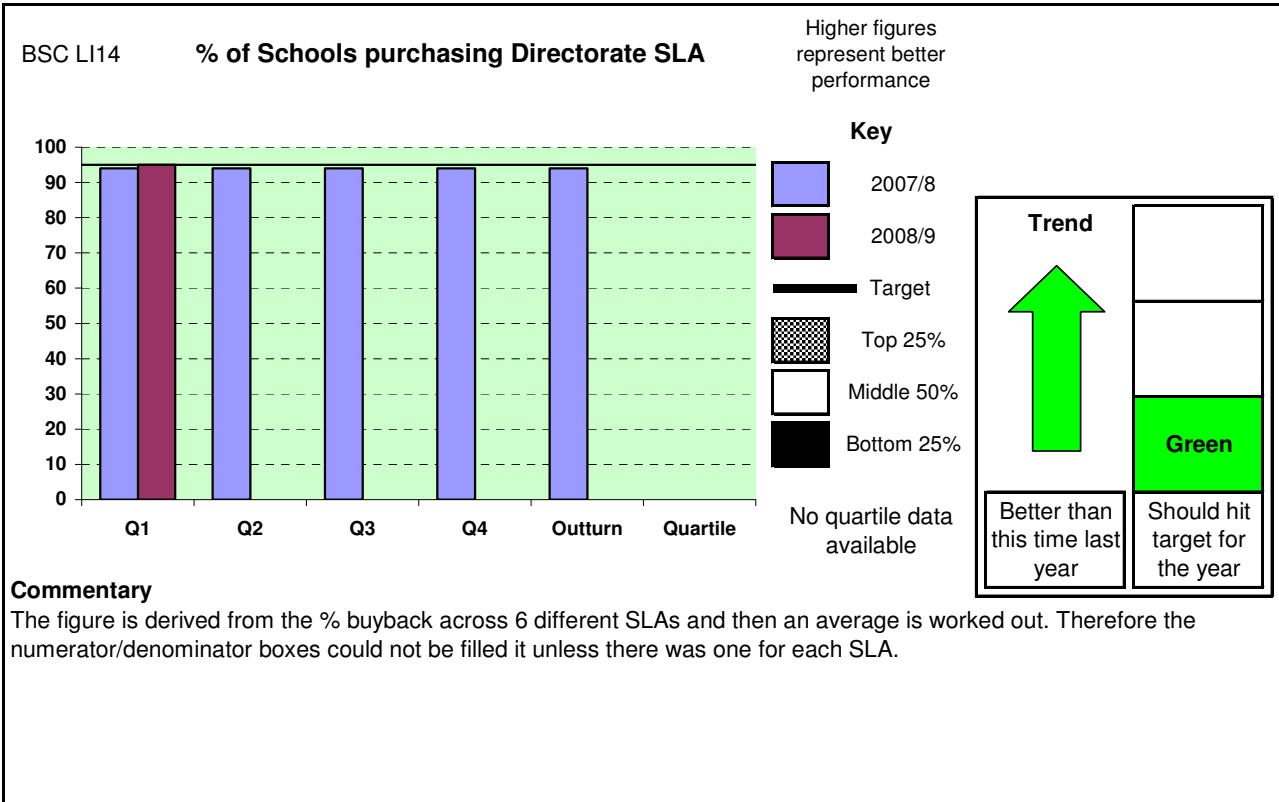
Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
BSC 4	To develop and support information requirements for the Directorate	Fully populate the CYP database with details of CYP vulnerabilities, Jan 2009		The various required vulnerable group categories are available in the CYP Database and the required data is being collected in line with the CYP Management Information Strategy.
		Develop systems and analysis re 'narrowing the gap for vulnerable children' , Mar 2009		The NCER performance data software systems linked to data available on the CYP Database and Carefirst are meeting the needs to report on gap analysis for various groupings of children and young people.
		Provide web access to the CYP database using the Tribal synergy module, Mar 2009		There are currently some technical issue which need to be resolved by the software supplier before this milestone can be met. Work is ongoing.
		Develop systems to enable inter capability between the CYP Database and Social Care Databases to provide improved data analysis, Mar 2009		We have developed export processes from the two databases to enable data to be integrated and reported on. Although reasonably successfully the processes are very time consuming and we need to identify more efficient ways in linking the systems together.

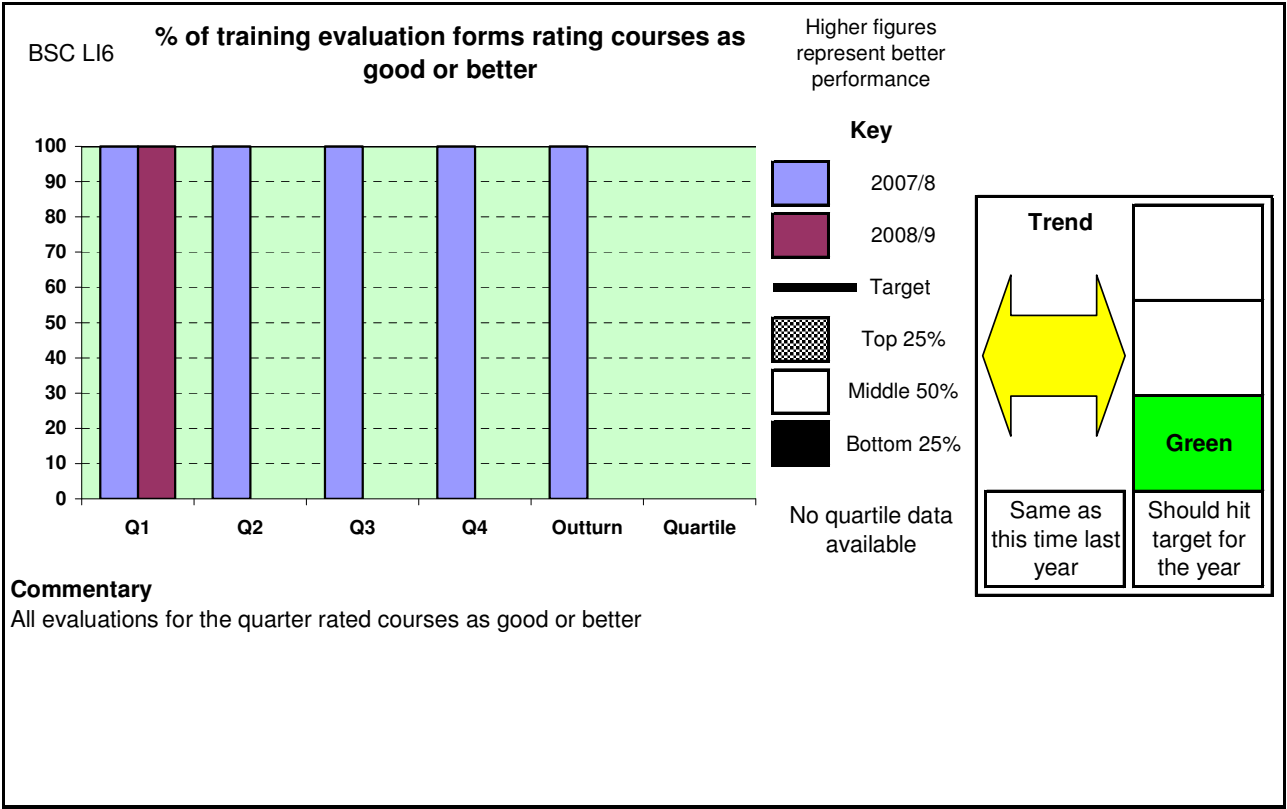
Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
		To implement all major ICT projects for the Directorate within agreed timescales		<p>The three IS streams of ContactPoint – ECAF and Service Directory and running to project timetables.</p> <p>The Carefirst6 project Phase 1 has been implemented successfully. We are now moving to Phase 2.</p> <p>All other ICT projects are being developed and moving towards their planned completions.</p>
BSC 5	To recruit and retain a fully staffed, trained and motivated workforce.	Review and implement Directorate Recruitment and Retention Strategy, Sep 2008		Integrated Recruitment and Retention Strategy complete and in the process of implementation
		Provide programme of training to meet requirements highlighted in Personal Action Plans		Training programme for 2008-09 in place to meet identified needs
		Implement new process of exit interviews to inform recruitment and retention strategy, Sep 2008		Staff Survey and exit interviews currently taking place and the outcome will be used to inform the strategy. May be some slippage on timescale
		Complete review of administrative support to Specialist Services, Mar 2009		Review has begun and is on target for completion by March 2009

Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
		Establish an action plan to minimise the impact of Job Evaluation on recruitment and retention, Sep 2008		Actions to minimise the impact of JE have been integrated into the overall recruitment and retention strategy.
BSC 6	To develop performance management to meet the needs of the Directorate	To review local measures and establish systems to meet new national requirements of 'Strong & Prosperous Communities' White Paper, Mar 2009		Performance framework has been reviewed and new system implemented to meet requirements.
		To start to integrate performance management across the Children's Trust, Mar 2009		Proposals for the integration of performance management arrangements have been developed for consideration.
		To complete Strategic Needs Analysis on 2 service areas to inform commissioning, Mar 2009		A framework for the completion of SNA's has been established and is due to be rolled out.
		To co-ordinate performance management of the CYPP priorities and report to Alliance Board, Mar 2009		Performance monitoring arrangements have been set up to enable reporting against the CYPP priorities.
BSC 7	To develop integrated joint commissioning of services	To integrate the commissioning function across all Children's Trust services, Mar 2009		Proposals for the integration of commissioning arrangements have been developed for consideration.
		To monitor contract compliance of all commissioned services identifying specific actions for service development, Mar 2009		Contract compliance is monitored through the Halton PMF and the information gathered used for service development.

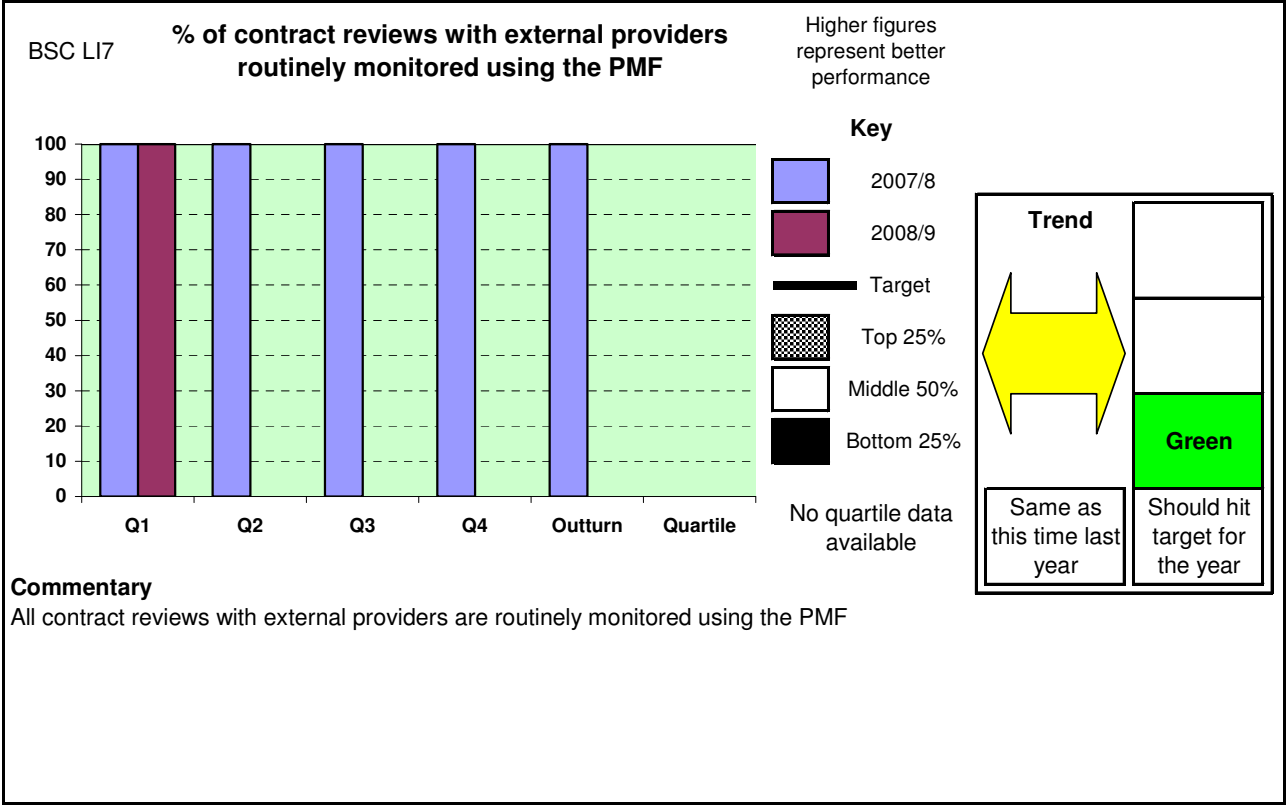
Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
		To complete the first phase of implementation of the Joint Planning and Commissioning Framework, Mar 2009		Implementation is progressing well and on target
		Review the impact of all commissioned services against the CYPP priorities, Mar 2009		A system to review impact is being developed
BSC 8	To ensure equality and diversity issues are considered in the development of new services, policies and procedures	Equality Impact Assessments to be carried out on all policies and service areas, Mar 2009		A rolling programme of EIA's has been established and will be monitored by the Children's Trust E&D group
		Directorate equality plan to be reviewed, Sep 2008		Review of the plan is underway and will be completed by Sept '08
		To embed stakeholder engagement and participation, Mar 2009		Process for embedding stakeholder engagement and participation are being developed
		To offer all new staff training in Diversity as part of their induction, Mar 2009		Diversity training is part of the induction for all new staff
BSC 9	To improve communication with all stakeholders	Implement Directorates Communication Strategy, Sep 2008		Implementation has been delayed whilst awaiting completion of the corporate communication strategy.
		Increase the number of positive new stories about CYPD, Mar 2009		Work is ongoing to establish positive relationships with local media to increase the number of positive news stories.
		Ensure CYPD link is published and circulated to agreed timescales during the year		CYPD link has been published to agreed timescales.

Service Plan Ref.	Objective	2008/09 Milestone	Progress to date	Commentary
BSC 10	To support the integration of services through the establishment of a Children's Trust	Agree and implement a structure for the Children's Trust, Apr 2008		A structure has been agreed meeting the statutory requirements
		Facilitate the work of the Trust by co-ordinating the completion and regular monitoring of Business Plans for each area of the structure during the year		Business Plans cannot be developed until the new structure is operational
		Establish a system to evaluate the outcomes of CAF's, Sep 2008		A system is in place
		Provide a programme of integrated working training to ensure all relevant staff have received mandatory training, Mar 2009		Programme of integrated working training for the year in place to ensure all staff receive mandatory training





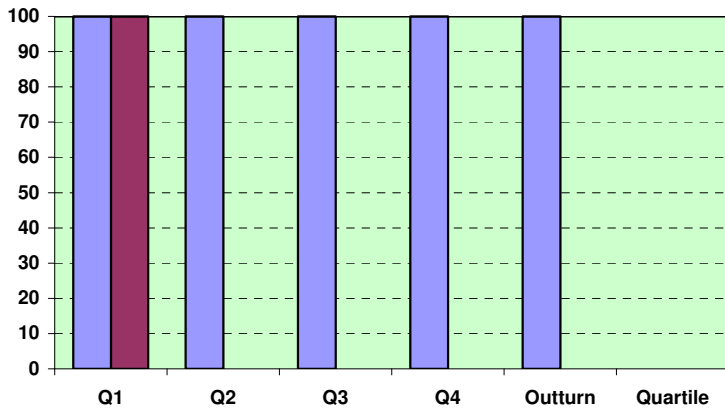
Commentary
All evaluations for the quarter rated courses as good or better



Commentary
All contract reviews with external providers are routinely monitored using the PMF

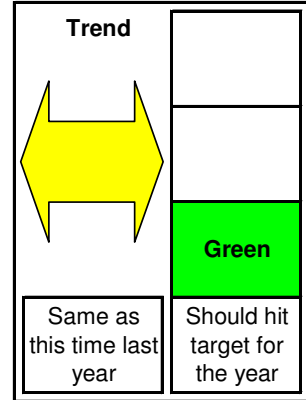
BSC LI1 % of key milestones from IS project plan achieved

Higher figures represent better performance



Key

- 2007/8
- 2008/9
- Target
- Top 25%
- Middle 50%
- Bottom 25%
- No quartile data available

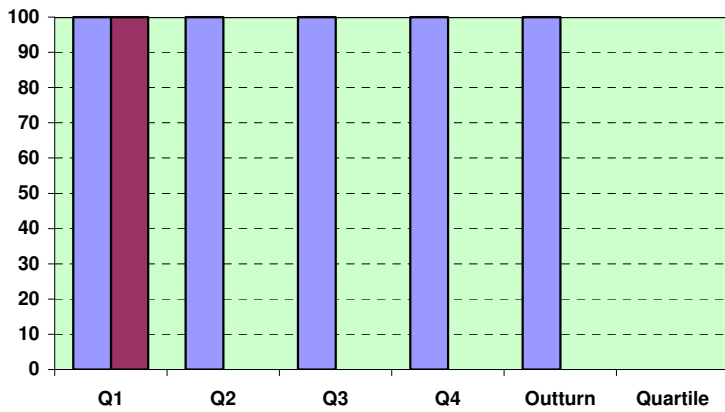


Commentary

At the present time all milestones have been achieved and we envisage that all forthcoming milestones will be achieved to enable Halton to go live with ContactPoint in October 2008.

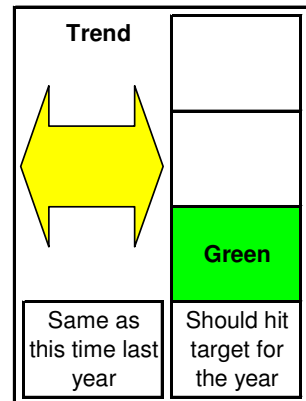
BSC LI3 % of Social Care Complaints responded to within agreed timescales

Higher figures represent better performance



Key

- 2007/8
- 2008/9
- Target
- Top 25%
- Middle 50%
- Bottom 25%
- No quartile data available



Commentary

All statutory complaints have been dealt with within agreed timescales

BUSINESS SUPPORT & COMMISSIONING DEPARTMENT

Revenue Budget as at 30th June 2008

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items £'000
	£'000	£'000	£'000	£'000	£'000
Employees	3,452	857	825	32	825
Premises Support	617	17	17	0	17
Premises Other	9	2	2	0	0
Supplies & Services	449	177	181	(4)	189
Transport School / College	1,260	40	36	4	36
Transport	52	13	11	2	11
Central Support	723	0	0	0	0
Service Recharges					
Transport Support	168	0	0	0	0
Service Recharges					
Asset Charges	5,398	0	0	0	0
Standards Fund Expenditure	11,365	2,202	2,202	0	2,241
Area Based Grant Expenditure	3,938	567	567	0	591
School Contingency	776	0	0	0	0
SEN Contingency	635	0	0	0	0
NQT Contingency	218	0	0	0	0
Teachers Pensions	579	110	104	6	104
Teachers	326	0	0	0	11
Redundancies					
Non Delegated Support	170	42	38	4	38
Total Expenditure	30,135	4,027	3,983	44	4,063
Dedicated Schools Grant	-8,819	-2,205	-2,205	0	-2,205
Standards Fund Grant	-11,245	-2,811	-2,811	0	-2,811
Area Based Grant	-3,646	-911	-911	0	-911
Other Grant	-34	-16	-16	0	-16
Contribution from Reserve - BSF	-500	0	0	0	0
Schools' Contribution to BSF	-200	0	0	0	0
Reimbursements	-36	-6	-4	(2)	-4
School SLA Income	-390	-104	-108	4	-108
Total Income	-24,870	-6,053	-6,055	2	-6,055
Net Expenditure	5,265	-2,026	-2,072	46	-1,992

Comments on the above figures:

In overall terms revenue spending to the end of quarter 1 is under the budget profile.

The budget for employees is currently below budget profile primarily due to vacancies in the Children's Information Service and Planning and Performance sections.

At this early stage it is anticipated that overall revenue spending will be in line with the Departmental budget by the end of the financial year.

LOCAL STRATEGIC PARTNERSHIP SCHEMES 2008/09

As at 30th June 2008

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Care Leavers WTA	25	6	0	6	0
Neglect	125	31	4	27	4
Teenage Pregnancy	45	11	11	0	11
Portage	48	12	12	0	12
Speech & Language	0	0	4	(4)	4
Attendance	66	16	13	3	13
HITS	120	30	0	30	0
Vikings in the Community	50	12	0	12	0
Care Leavers	65	16	2	14	2
Vocational Options	30	7	0	7	0
H9P YOT & LAC	0	0	1	(1)	1
Access to Learning & Employment	10	2	3	(1)	3
Neighbourhood Travel Team	60	15	0	15	0
Canal Boat Adventure	49	12	0	12	0
Improved Education for Vulnerable Youngsters	57	14	0	14	0
Kingsway Literacy Development	355	89	6	83	6
Youth Activity	82	21	0	21	0
C&YP Priorities Fund	0	0	14	(14)	14
H9P Speech & Language	0	0	1	(1)	1
H9P Dowries	10	2	2	0	2
H9P NEET	20	5	13	(8)	13
Total LSP	1,217	301	86	215	86

Comments on the above figures:

Local Strategic Partnership (LSP) funding spending to the end of quarter 1 is below budget profile.

Regular monitoring reports are sent to the LSP in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Neighbourhood Renewal Fund grant is spent during the year.

CHILDREN'S & YOUNG PEOPLES DIRECTORATE

Capital Projects as at 30th June 2008




	2008/09 Capital Allocation	Allocation To Date	Actual Spend To Date	Total Allocation Remaining
	£'000	£'000	£'000	£'000
Asset Management Data	5	0	0	5
Fire Compartmentation	15	0	0	15
Runcorn All Saints Capital Repairs	22	0	0	22
Cavensidish & Brookfields	1,667	137	137	1,530
Primary Capital Programme	1,474	359	359	1,115
School Access Initiative Schemes	50	0	0	50
Sure Start – Children's Centre's	245	0	0	245
Sure Start – Childcare	549	0	0	549
Contingency	546	86	86	460
Play Builder Status	441	0	0	441
	300	0	0	300
Total Capital Schemes	5,314	582	582	4,732

Comments on the above figures:

There are still some schemes with no actual expenditure up to the end of Quarter 1.

It is important that these projects get underway as soon as possible, in order to ensure that the relevant capital allocations are fully utilized by the financial year end.

The traffic light symbols are used in the following manner:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 <p>Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that the <u>target is on course to be achieved</u>.</p>
<u>Amber</u>	 <p>Indicates that it is <u>unclear</u> at this stage, due to a lack of information or a key milestone date being missed, <u>whether the objective will be achieved</u> within the appropriate timeframe.</p>	<p>Indicates that it is either <u>unclear</u> at this stage or too early to state whether the target is on course to be achieved.</p>
<u>Red</u>	 <p>Indicates that it is <u>highly likely or certain that the objective</u> will not be achieved within the appropriate timeframe.</p>	<p>Indicates that the <u>target</u> will not be achieved unless there is an intervention or remedial action taken.</p>