

**Manchester City Council
Report for Information**

Report to: Children and Young People Overview and Scrutiny Committee
Date: 2 February 2010
Report of: City Solicitor
Title: Information and Overview Report

1. Purpose of Report

To provide information about relevant issues affecting the Committee's remit to aid Members to manage the work programme.

2. Recommendation

1. The Committee is requested to consider the topics highlighted in the report and either:
 - Note the information
 - Request a briefing note to provide further details
 - Add the item to the Committee's Work Programme
2. The Committee is asked to agree the draft work programme attached as an appendix.

3. Contact Officer:

Courtney Brightwell, Scrutiny Support

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4. Suggestions for the Work Programme

None received. A copy of the latest work programme is attached as an appendix to this report.

5. Forward Planning

The Executive Forward Plan lists key decisions to be taken by the City Council within the next four months.

A key decision, as defined in the Council's Constitution is an executive decision, which is likely:

To result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or

To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the city.

The Council Constitution defines 'significant' as being expenditure or savings (including the loss of income or capital receipts) in excess of £500k, providing that is not more than 10% of the gross operating expenditure for any budget heading in the in the Council's Revenue Budget Book, and subject to other defined exceptions.

Relevant extracts from the Executive Forward Plan are attached to this report to enable members to incorporate scrutiny of key decisions into its work programme.

Executive Forward Plan:

Subject Area for Decision	Key Decision Objective /Consultation arrangements /Point of Contact	Anticipated date of decision Documents to be considered	Decision Taker (Executive or Chief Officer)
CHILDREN'S SERVICES Building Schools for the Future	Key Decision Objective Progressing elements of the BSF Initiative. Consultees: Partnerships for Schools, headteachers, governing bodies, staff, parents, pupils and local communities. Contact: John Edwards, 0161 234 5572. Dave Carty 0161 219 6266	February 2010 - June 2010 Report	Executive
CHILDREN'S SERVICES	Key Decision Objective	February 2010	Executive

<p>Academies Programme</p>	<p>Progressing elements of the Academies Programme. Consultees: Sponsors, headteachers, governing bodies, staff, parents, pupils and local communities. Contact: John Edwards 0161 234 5572. Dave Carty 0161 219 6266</p>	<p>- June 2010 Report</p>	
<p>CHILDREN'S SERVICES Tender for the provision of independent support and advocacy to Manchester foster Carers</p>	<p>Key Decision Objective: When commissioned the contract will be let to an external provider. The contract will be for two (2) years with an option for the Council to extend for up to a further three (3) years. Consultees: All stakeholders involved in the service including foster carers, Children's Services Commissioners and budget holders.</p>	<p>February 2010 or later Report</p>	<p>Director of Children's Services</p>
<p>CHILDREN'S SERVICES Admissions Policy 2011/2012 Manchester community and voluntary controlled primary schools Admission policy for 2011/2012 Manchester community secondary schools</p>	<p>Key Decision Objective: To agree to change the policy to be compliant with new legislation Consultees: Schools, parents, Diocesan reps, LA reps, Academy Principals, Admissions Forum Contact: school.admissions@manchester.gov.uk</p>	<p>March 2010 Report</p>	<p>Executive</p>
<p>CHILDRENS SERVICES Coordinated admissions scheme for 2011/2012 Manchester community, voluntary aided, academies and voluntary controlled primary schools Coordinated admissions scheme for 2011/2012 Manchester community</p>	<p>Key Decision Objective: To agree to change the policy to be compliant with new legislation Consultees: Schools, parents, Diocesan reps, LA reps, Academy Principals, Admissions Forum Contact: school.admissions@manchester.gov.uk</p>	<p>March 2010 Report</p>	<p>Executive</p>

secondary schools and academies			
CHILDREN'S SERVICES Primary In Year Fair Access Protocol	Key Decision Objective Determine policy for Sept 2010 implementation. Consultees: Primary Heads and Diocesan Authorities, Unions. Contact: John Edwards 0161 234 5572.	March 2010 Report	Executive
CHILDREN'S SERVICES BSF Wave 1 – Abraham Moss High School	Key Decision Objective Refurbishment and partial reconstruction of Abraham Moss High School. Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members, local members. In addition to the above representations can be made at pre planning consultations and through planning submission periods	March 2010 MCC Gateway 5 submission document	Executive
CHILDREN'S SERVICES BSF Wave 4 – ICT Implementation, Chorlton High School	Key Decision Objective Modernised ICT facilities and infrastructure including builders' work Consultees: Staff, governors, Executive member for Children's Services	March 2010 MCC Gateway 5 submission document	Executive
CHILDREN'S SERVICES BSF Academy Programme – Creative & Media Academy – Design option appraisals	Key Decision Objective Development of Outline Business Case design option appraisals Consultees: Academy Trust, regeneration team, planning authority, highways, Executive member for Children's Services.	March 2010 MCC Gateway 5 submission document	Executive
CHILDREN'S SERVICES BSF Wave 4 Grange Special School	Key Decision Objective New build for Grange Special School at the old Cedar Mount site. Demolition of existing Grange School. Grange School is to be expanded to include post 16 and residential accommodation Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members	March 2010 MCC Gateway 5 submission document	Executive

	<p>local members. In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>		
<p>CHILDREN'S SERVICES BSF Wave 4 – ICT Managed Service Contract</p>	<p>Key Decision Objective Extension to existing ICT managed service contract with existing service provider. Consultees: Wave 4 schools, SMT (Senior Management Team) Executive member for Children's Services</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>
<p>CHILDREN'S SERVICES BSF Wave 4 – Inclusion Centres</p>	<p>Key Decision Objective New build for 6 inclusion centres (1x24 place and 5x16 place) providing places for the 11-16 year olds to support KS3/KS4 pupils to be reintegrated into mainstream schools. To be located at the following high schools: Abraham Moss, Whalley Range, Creative & Media Academy, Gorton Education Village, Newall Green and Burnage Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members, local members. In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>
<p>CHILDREN'S SERVICES BSF Wave 4 – Lancasterian Special School</p>	<p>Key Decision Objective Remodelling of existing buildings to enhance teaching provision, remodelling of external works Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members local members. In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>
<p>CHILDREN'S SERVICES BSF Wave 4 – Loreto High School</p>	<p>Key Decision Objective Refurbish/remodel existing buildings. Provide new building entrance areas and enhance external areas. Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>

	<p>Management Team), executive member for Children's Services, executive members local members.</p> <p>In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>		
<p>CHILDREN'S SERVICES BSF Wave 4 – Newall Green SLCN (Speech, Language, Communication Needs) /physical disabilities provision</p>	<p>Key Decision Objective A new build extension to the existing school entrance SLCN/PD teaching provision with external works.</p> <p>Consultees: School steering group, staff, pupils, governors, Executive member for Children's Services.</p> <p>In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>	<p>March 2010 BSF Wave 4 FBC and MCC Gateway 5 approval</p>	<p>Executive</p>
<p>CHILDREN'S SERVICES BSF Wave 4 – ICT Implementation – Parrs Wood</p>	<p>Key Decision Objective Modernised ICT facilities and infrastructure including builders' work</p> <p>Consultees: Staff, governors, Executive member for Children's Services.</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>
<p>CHILDREN'S SERVICES BSF Wave 4 – SLCN (Speech, Language, Communication Needs) Primary resource provisions</p>	<p>Key Decision Objective New build SLCN extensions to existing primary schools providing specialised teaching areas at the following locations: St Willibrords RC School, Webster, St James CE, Barlow Hall, Rack House, Pike Fold</p> <p>Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members local members.</p> <p>In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>
<p>CHILDREN'S SERVICES BSF Wave 4 – Southern Cross SEBD School including KS3 pupil referral unit</p>	<p>Key Decision Objective Remodelling/refurbishment of former Piper Hill school buildings to provide teaching accommodation for Southern Cross and KS3 pupil referral unit. Demolition of existing Southern Cross buildings</p> <p>Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>

	<p>local members. In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>		
<p>CHILDREN'S SERVICES BSF Wave 4 – St Peter's RC High School</p>	<p>Key Decision Objective Provision of a new building to enhance English teaching areas. To remodel existing building for SEN provision and enhance disabled provision through the building. Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members local members. In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>
<p>CHILDREN'S SERVICES BSF Wave 4 – Trinity CE High School</p>	<p>Key Decision Objective Refurbishment of existing buildings with extensive new-build provision and demolition of existing buildings and associated external works. Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members local members. In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>
<p>CHILDREN'S SERVICES BSF Wave 4 – Whalley Range High School</p>	<p>Key Decision Objective Provision for new build of sixth form facility, refurbishment of dining and kitchen, remodelling of external areas Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members local members. In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive (tbc)</p>
<p>CHILDREN'S SERVICES BSF Wave 4 – Barlow RC High School</p>	<p>Key Decision Objective Extensive refurbishment of existing school and a new build science/main hall and external works</p>	<p>March 2010 MCC Gateway 5 submission document</p>	<p>Executive</p>

	<p>Consultees: School steering group, staff, pupils, governors, CCSMT (Children's Services Senior Management Team), executive member for Children's Services, executive members local members. In addition to the above representations can be made at pre planning consultations and through planning submission periods</p>		
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6. Monitoring Previous Recommendations

Date	Item	Recommendation	Action	Contact Officer
5 January 2010	CYP/10/04 Call in: The Future Development of Grange, Lancasterian and Ewing Schools – Response to Statutory Notices	<p>To endorse the decision of the Executive taken on 23 December 2009.</p> <p>To agree to set up a subgroup to monitor the implementation of the decisions taken by the Executive in relation to developments at Ewing, Grange and Lancasterian schools, including how proper support and counselling would be made available to parents and children affected by the closure of Ewing school in 2012. This subgroup will also look at the areas on interest identified by the Committee at its meeting on 13 October 2009 when they last considered the developments at the three schools (CYP/09/46)</p>	<p>This minute was reported to the meeting of the Executive on Wednesday 13 January 2010.</p> <p>A report on the subgroup's terms of reference will be submitted to the 2 March meeting of the Committee.</p>	<p>Courtney Brightwell, Scrutiny Support</p> <p>Courtney Brightwell, Scrutiny Support</p>
5 January	CYP/10/05	To refer scrutiny of good practice in achieving	This will be considered by the Ofsted	Kieran

2010	Attainment and Attendance Outcomes for 2008/9	high attendance rates in place across different schools to the Ofsted Subgroup of this Committee.	subgroup on Monday 8 March 2010.	McDermott, Assistant Director Children's Services
5 January 2010	CYP/10/06 Children's Services Business Plan	To note the business plan and request that the completed Business Objectives and Performance Measures section be submitted in the Committee's Information and Overview report in March	This will be included in the Information and Overview report to the meeting in March.	Courtney Brightwell, Scrutiny Support

7. Items for Information Only

Subject **7 Golden Rules for Information Sharing**
Contact Officer Pauline Newman, Director of Children's Services
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At the December meeting of the Children and Young People Overview and Scrutiny Committee, an item for information was included in the Information and Overview Report on Embedding Effective Information Sharing in Manchester. The diagram included (reproduced below) referred to the 7 Golden Rules for Information Sharing.

The golden rules were developed by the Department for Children, Schools and Families in order to give a standardised set of considerations all staff need to take into account when making the decision of what and how much information to share. They need to be embedded consistently across all services in order to improve information sharing practice.

7 Golden Rules for Information Sharing:

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Improved information sharing leading to improved outcomes for children, young people and families

Transparent

Well Informed

Consistent

Secure

Practitioners have access to clear information sharing guidance

Families have access to further information sharing materials

Practitioners are confident in their approach to information sharing

Practitioners feel well supported by line management

Practitioners are working to the same guidance and strategy

Manchester's approach to information sharing reflects regional/national approach

Practitioners understand where data is recorded and who has access to the information

IT and information security standards are applied consistently across all processes and databases

8. Work Programme

To seek members' views in relation to timing and scope of reports on the draft work programme attached, or to suggest areas the Committee might wish to consider at a future meeting (see appendix).

**Children and Young People Overview and Scrutiny Committee
Work Programme 2009/10 – February 2010**

Date & Venue	Item	Purpose of Event	Evidence Required	Lead Executive Member and Officer	Comments / Witnesses
2 February 2010 Committee Room 11 Report deadline 21 January	1 Engagement Event	To look at negative perceptions of young people in the media.	Event Programme and supplementary information	Pauline Newman Mary Maguire Sue Brookes Cllr S Newman	
	2 Information and Overview Report	To include 7 Golden Rules for Information Sharing	Report	Pauline Newman Cllr S Newman	

Date & Venue	Item	Purpose of Report	Evidence Required	Lead Executive Member and Officer	Comments / Witnesses
2 March 2010 Committee Room 11 Report deadline 18 February	1 Family Placement SIP	To update the Committee on the progress of the Service Improvement Plan's implementation. To include an update on the work of the Friends, Grandparents and Relatives working group. To include details of the recent Ofsted inspection.	Report	Mike Livingstone Councillor S Newman	(See minute CYP09/04 January 09) - 2 nd update Councillor Andrews
	2 Sub Group Annual	To receive the annual reports of the Engagement and	Report	Courtney Brightwell Eleanor Fort	

	Reports	Ofsted Sub Groups. To include Terms of Reference for the SEN Subgroup (title tbc.)		Councillor S Newman	
	3 14 – 19 Programme	To look at the 14-19 reform and its impact on people not in education, employment or training (NEET) and the role of the Connexions service. To include Looked After Children who are NEET.	Report	Pauline Newman Brett Kerton Councillor S Newman	To invite Chair of Economy, Employment and Skills Scrutiny Committee.
	4 Safeguarding Update	To include information on the role of the First Response Team. To look at the outcome from the unannounced Ofsted Safeguarding Inspection and the action plan arising from it.	Report	Pauline Newman Mike Livingstone Councillor S Newman	See minute CYP/09/52 (November 2009)
	5 Information and Overview Report	To include the completed Business Objectives and Performance Measures section of the Children's Services Business Plan.	Report	Pauline Newman Andy Robertson Councillor S Newman	

Date & Venue	Item	Purpose of Report	Evidence Required	Lead Executive Member and Officer	Comments / Witnesses
25 May 2010 Committee	1 Work Programme	To look at the work programme for the year	Report	Courtney Brightwell Eleanor Fort	

Room 11 Report deadline 13 May		ahead for the Committee and agree the forward programme of dates and membership for the Committee's subgroups.		Councillor S Newman	
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To Be Scheduled

Date & Venue	Item	Purpose of Report	Evidence Required	Lead Executive Member and Officer	Comments / Witnesses
	Early Years Review	To look at the outcomes of the Early Years Review at a time when their effect can be seen at a ward level.	Report	John Edwards Wendy Middlemas Councillor S Newman	
	Family Placement SIP	To update the Committee on the progress of the Service Improvement Plan's implementation.	Report	Pauline Newman Mike Livingstone Ciaran Rafferty Councillor S Newman	(See minute CYP09/04 January 09) 3 rd Update (timing to be agreed)
	Children's Services – Commissioning Arrangements	To receive an overview of how Children's Services commissions services in the context of the authority's role in Children's Trust arrangements.	Report	Pauline Newman Andy Robertson Councillor S Newman	