





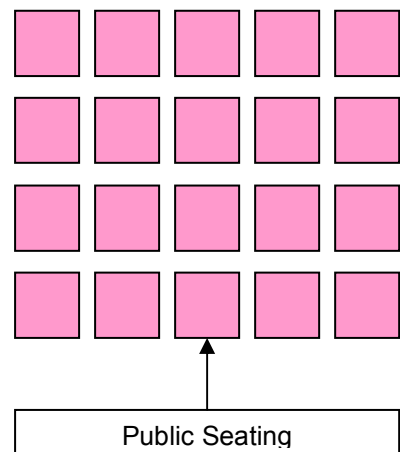
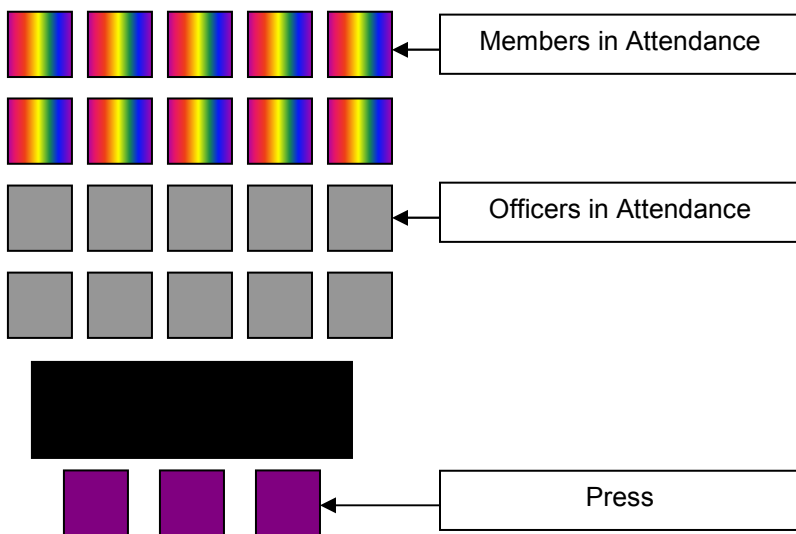
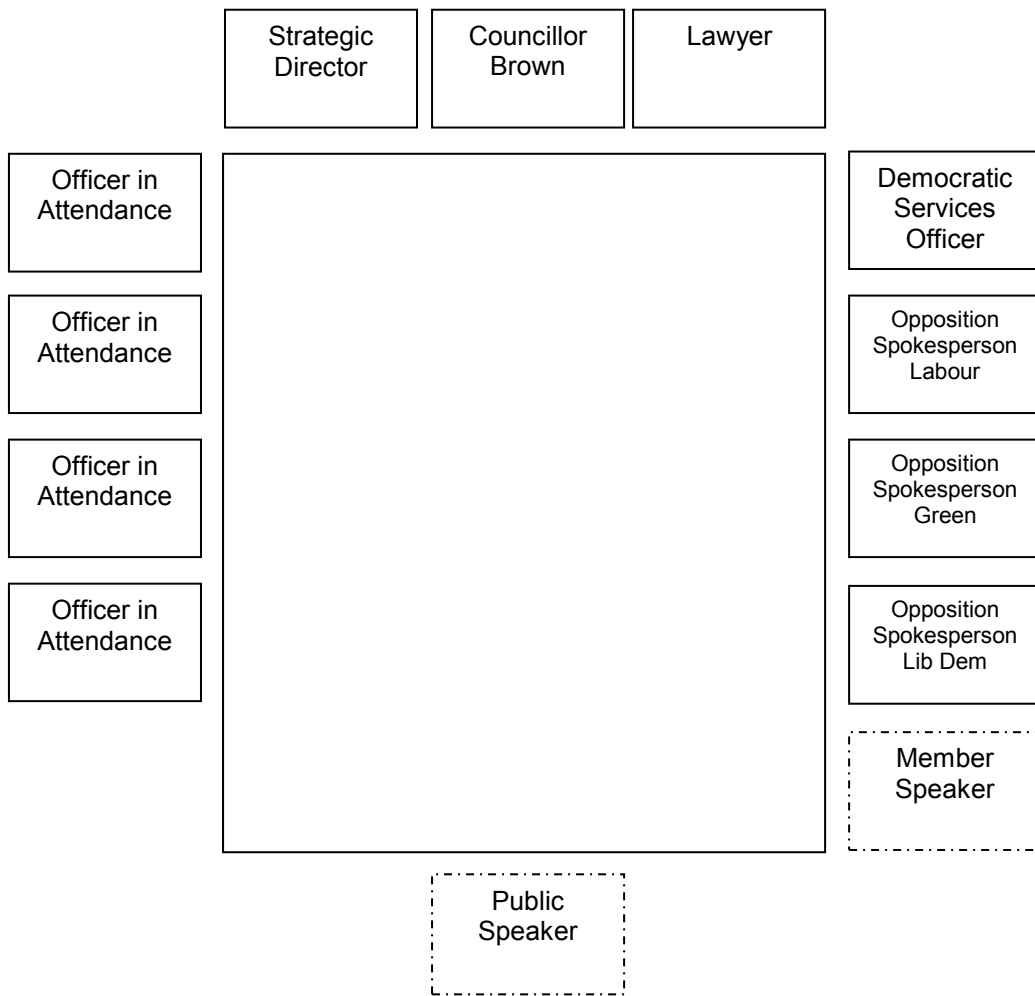
Brighton & Hove  
City Council

# Cabinet Member Meeting

Title:	<b>Children &amp; Young People Cabinet Member Meeting</b>
Date:	<b>17 January 2011</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<b>Councillor:</b> Brown (Cabinet Member)
Contact:	<b>John Peel</b> Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk

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	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
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# Democratic Services: Meeting Layout



**AGENDA**

**51. PROCEDURAL BUSINESS**

- (a) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (b) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

*NOTE: Any item appearing in Part 2 of the Agenda states in its heading either that it is confidential or the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

*A list and description of the categories of exempt information is available for public inspection at Brighton and Hove Town Halls.*

**52. MINUTES OF THE PREVIOUS MEETING**

**1 - 6**

Minutes of the Meeting held on 10 December 2010 (copy attached).

**53. CABINET MEMBER'S COMMUNICATIONS**

**54. ITEMS RESERVED FOR DISCUSSION**

- (a) Items reserved by the Cabinet Member
- (b) Items reserved by the Opposition Spokesperson
- (c) Items reserved by Members, with the agreement of the Cabinet Member.

*NOTE: Petitions, Public Questions, Deputations, Letters from Councillors, Written Questions from Councillors and Notices of Motion will be reserved automatically.*

**55. PETITIONS**

**7 - 8**

Report of the Strategic Director, Resources (copy attached)

**56. PUBLIC QUESTIONS**

## CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

(The closing date for receipt of public questions is 12 noon on Monday 10 January 2011)

No public questions received by date of publication.

### 57. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on Monday 10 January 2011)

No deputations received by date of publication.

### 58. LETTERS FROM COUNCILLORS

No letters have been received.

### 59. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

### 60. NOTICES OF MOTIONS

9 - 10

One Notice of Motion has been referred (copy attached).

### 61. FUTURE OF BRIGHTSTART NURSERY

11 - 22

Report of the Strategic Director, People (copy attached).

*Contact Officer: Caroline Parker Tel: 29-3587*  
*Ward Affected: All Wards;*

### 62. CYPT FEES AND CHARGES 2011/12

23 - 48

Report of the Strategic Director, People (copy attached).

### 63. CAPITAL RESOURCES AND CAPITAL INVESTMENT PROGRAMME 2011/12

49 - 54

Report of the Strategic Director, People (copy attached).

*Contact Officer: Gillian Churchill Tel: 29-3515*

### 64. REVIEW OF SERVICES FOR CHILDREN WITH DISABILITIES

55 - 140

Report of the Strategic Director, People (copy attached).

*Contact Officer: Alison Nuttall Tel: 29-3736*  
*Ward Affected: All Wards;*

## PART TWO

### 65. PART TWO MINUTES OF THE PREVIOUS MEETING (EXEMPT CATEGORY 1)

141 -  
142

## CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

Part Two minutes of the previous meeting held on 10 December 2010 (copy attached).

### 66. PART TWO ITEMS

To consider whether or not any of the above items and the decisions thereon should remain exempt from disclosure to the press and public.

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact John Peel, (01273 291058, email [john.peel@brighton-hove.gov.uk](mailto:john.peel@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

Date of Publication - Friday, 7 January 2011



**BRIGHTON & HOVE CITY COUNCIL**  
**CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING**

**2.00pm 10 DECEMBER 2010**

**COMMITTEE ROOM 1, HOVE TOWN HALL**

**MINUTES**

**Present:** Councillor Brown (Cabinet Member)

**Also in attendance:** Councillor Hawkes (Opposition Spokesperson- Labour) and Deane (Opposition Spokesperson- Green)

**Other Members present:** Councillor Kemble

**PART ONE**

**37. PROCEDURAL BUSINESS**

**37a Declarations of Interest**

37.1 There were none.

**37b Exclusion of Press and Public**

37.2 In accordance with section 100A of the Local Government Act 1972 ('the Act'), the Cabinet Member for Children & Young People considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press or public were present during that item, there would be disclosure to them of confidential information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100I(1) of the Act).

37.3 **RESOLVED-** That the press and public be excluded from the meeting during consideration of item 50- Children and Families Social Work Improvement Plan- Appendix 2 as this item was exempt under Paragraph 1 of Schedule 12A of the Act.

**38. MINUTES OF THE PREVIOUS MEETING**

38.1 **RESOLVED-** That the minutes of the previous meeting held on 11 October 2010 be approved and signed as the correct record.

**39. CABINET MEMBER'S COMMUNICATIONS**

- 39.1 The Cabinet Member for Children & Young People welcomed Terry Parkin who had recently been appointed to the position of Strategic Director, People.

**40. ITEMS RESERVED FOR DISCUSSION**

- 40.1 **RESOLVED-** All items were reserved for discussion by the Cabinet Member.

**41. PETITIONS**

- 41.1 A petition on the future use of the Connaught Centre was considered by the Cabinet Member for Children & Young People. The petition had received 1242 signatories.
- 41.2 The Cabinet Member for Children and Young People provided the following response to the petition:

“Adult Education stopped at the Connaught Centre prior to the Council engaging in negotiations with City College to acquire a leasehold interest in the site. City College decided that the building was not financially viable for them and declared it surplus to their requirements.

The classes that City College wish to carry on providing are now spread out among other venues in the city.

Once the Connaught building is refurbished and established as a primary education centre, proposals for adult education can then be put to the Head teacher and Governing Body for their consideration.

The Council has always endorsed the use of its school buildings for a range of extended school activities and adult education, and will support, where practical, any proposals from adult education providers which will enhance local community provision”

**42. PUBLIC QUESTIONS**

- 42.1 No public questions had been received.

**43. DEPUTATIONS**

- 43.1 No Deputations had been received.

**44. LETTERS FROM COUNCILLORS**



44.1 No Letters from Councillors had been received.

#### **45. WRITTEN QUESTIONS FROM COUNCILLORS**

45.1 No Written Questions from Councillors had been received.

#### **46. NOTICES OF MOTIONS**

46.1 No Notices of Motion had been received.

#### **47. DECISION OF STATUTORY PROPOSALS FOR EXTENDING OF THE AGE RANGE OF BENFIELD JUNIOR SCHOOL**

47.1 The Cabinet Member for Children and Young People considered a report of the Strategic Director, People. The report informed Members of the outcome of the statutory consultation on the proposed change in age range of Benfield Junior School to a two form entry all through Primary School. The report also sought to provide the Cabinet Member for Children and Young People with sufficient information to determine the proposal.

47.2 Councillor Hawkes praised the proposals and urged swift action in moving to the necessary next step of providing additional places in the Portslade area.

47.3 The Schools Futures Projects Director confirmed that discussions concerning additional places had begun with governors and teachers in Portslade. At this stage there were a number of options to take into account and a report would return to the Cabinet Member Meeting when a course of action was more definite. He hoped that this would be in the near future.

47.4 **RESOLVED-** That the Cabinet Member for Children & Young People confirms the statutory notice and resolves to change the age range and expand the premises of Benfield Junior School from September 2011.

#### **48. PROPOSED NEW SCHOOL FOR HOVE - THE CONNAUGHT CENTRE**

48.1 The Cabinet Member for Children and Young People considered a report of the Strategic Director, People. The report concerned the detail regarding the interim arrangements for the management and refurbishment of the Connaught Building as the infant stage of the new Hove primary school.

48.2 The Cabinet Member for Children and Young People conveyed her delight with the proposals and with the decision of West Hove Infant School to operate on a satellite basis for the new school.

48.3 The Head of Capital Strategy and Development Planning supplemented that there was potential for changes to the proposals during the planning application stage. Any

amendments would be detailed in future reports submitted to the Cabinet Member Meeting.

- 48.4 Councillor Hawkes requested officers be very clear to parents concerning the admissions process for the new school.
- 48.5 The report author clarified that measures were underway that would avoid any confusion surrounding admission applications. Amongst other initiatives, officers had been writing directly to applicants of West Hove Infant School and the new Hove school.
- 48.6 Councillor Deane enquired about the expected timescale of building work.
- 48.7 The Schools Futures Project Director answered that work on the design of the facility was underway. It was expected that the planning process would take thirteen weeks with a planning application submitted early in the New Year. Work would start in the beginning of May and be completed by 1<sup>st</sup> August 2011.
- 48.8 **RESOLVED-**
- (1) That the Cabinet Member notes the interim arrangements for the management and refurbishment of the Connaught Building as a temporary expansion of West Hove Infant School to open in September 2011.
  - (2) That the Cabinet Member notes that further work will be undertaken to formally establish the Connaught Building as the permanent infant stage of a new Hove Primary School, which will be reported to the Cabinet Member in due course.
  - (3) That the Cabinet Member notes that further work will be undertaken to create the permanent Junior Stage of the new Hove Primary School at another site, which will be reported to the Cabinet Member in due course.
  - (4) That the Cabinet Member endorses the proposed admission arrangements for the interim provision in the Connaught Building for the academic year 2011/12.

#### **49. CHILDREN AND FAMILIES SOCIAL WORK IMPROVEMENT PLAN**

- 49.1 The Cabinet Member for Children and Young People considered a report of the Strategic Director, People. The report contained the Children and Families Social Work Improvement Plan and the Areas for Development Plan.
- 49.2 **RESOLVED-** That the Cabinet Member to note and agree the Areas for Development Plan.

#### **50. CHILDREN AND FAMILIES SOCIAL WORK IMPROVEMENT PLAN- APPENDIX 2 (EXEMPT CATEGORY 1)**

50.6 **RESOLVED-** That the Cabinet Member to note and agree the Areas for Development Plan.

**51. PART TWO ITEMS**

51.1 **RESOLVED-** That the above items remain exempt from disclosure from the press and public.

The meeting concluded at 3.10pm

Signed

Chair

Dated this

day of



# CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

## Agenda Item 55

Brighton & Hove City Council

**Subject:** Petitions  
**Date of Meeting:** 17 January 2011  
**Report of:** Strategic Director, Resources  
**Contact Officer:** Name: John Peel Tel: 29-1058  
E-mail: john.peel@brighton-hove.gov.uk  
**Key Decision:** No  
**Wards Affected:** Various

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions presented at Council, any petitions submitted directly to Democratic Services or any e-Petition submitted via the council's website.

#### 2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member/Committee responds to each petition and in each case gives consideration to a range of options, including the following:
- taking the action requested in the petition
  - considering the petition at a council meeting
  - holding an inquiry into the matter
  - undertaking research into the matter
  - holding a public meeting
  - holding a consultation
  - holding a meeting with petitioners
  - referring the petition for consideration by the council's Overview and Scrutiny Committee
  - calling a referendum
  - writing to the petition organiser setting out the council's views about the request in the petition
  - noting the petition

#### 3. PETITIONS

##### Petition title

- 3.1 To receive the combined paper petition and e-Petition submitted via the council's website and to Democratic Services by Alex Knutsen and signed by 4,621 people:

"We the undersigned, petition Brighton & Hove City Council that Bright Start Nursery is both viable and sustainable. Agenda Item 34 of the Children & Young People Cabinet Member Meeting (11 October 2010)

does not adequately evaluate the alternatives to closure and the impact to the wider community.

Bright Start Nursery is one of the few city-centre nurseries and an essential resource to the community and should NOT be considered for closure”.

**NOTICE OF MOTION**

**EXTEND THE CONSULTATION ON BRIGHT START NURSERY  
AND EFFECTS ITS FUTURE VIABILITY**

“This council notes Bright Start is a vibrant city nursery, located in the heart of Brighton. It caters for the children of council employees and those living in the surrounding area. As such, it is a valuable local resource that benefits the wider community.

The nursery is staffed by excellent and loyal professionals who have worked there for many years, offering a steadfast and continuous service that the children enjoy, and their parents and carers implicitly trust.

Bright Start has never been allocated a marketing or advertising budget. As a result many local parents are either not aware of the nursery’s existence or believe that it is for council staff only, and thereby not available to them.

It has suffered from cutbacks in the past, and currently receives just £87,000 per year from the Council, as opposed to £200,000+ per year in the past.

The city’s birth rate is currently rising. It has been doing so for some years and the 2011 figure for 0-4 year olds is projected to be almost double that of 2001.<sup>1</sup>

The Deputy Prime Minister has pledged to provide nursery places for all vulnerable 2-year-olds.

The council further notes the Conservative administration intends to withdraw funding and close the nursery in April 2011. At a Cabinet meeting on 11 October, and in the presence of a large number of parents and supporters who all called for the nursery to stay open, the Cabinet Member for Children and Young People effected a consultation process which is perceived to be the first step towards closure.

This council believes previous efforts to maximise take-up of Bright Start places have been ineffectual and the consultation proposed is totally inadequate. It therefore calls on the Cabinet to recognise that:

- Bright Start nursery is a highly valued local resource available to all pre-school children in the vicinity.
- With effective marketing, Bright Start could attract many more users and be a viable concern.

- Projected figures will place more and more demand on nursery places in future years.
- Failure to consult the wider community on the loss of Bright Start renders the consultation process fundamentally flawed.
- The council regrets that the proposal to withdraw the total amount of subsidy from the Bright Start Nursery was published in advance of the formal ending of the consultation process and the proper consideration of its outcome.

Furthermore council calls on the Cabinet, as part of its consultation process, to consider:

- Identifying all parents of pre-school children within a 500m radius of Bright Start and including them in the consultation.
- Ensuring, before any decision is taken on the nursery's future, that all those who are eligible to use the nursery are aware a) of its existence and b) their eligibility to use it.
- Ensuring that consultation on the future of Bright Start and the possible withdrawal of a staff benefit is extended to all Brighton and Hove City Council employees, not just those who use the nursery.
- Undertaking to take the results of the consultation into account and especially, if a majority of those consulted express a desire for Bright Start to remain open.
- Bringing a detailed report to the Children and Young People Cabinet Member Meeting on the 17<sup>th</sup> January 2011 setting out how the proposals in this Notice of Motion will be taken forward along with options for the future running of Bright Start as a viable city centre children's nursery."



# CHILDREN AND YOUNG PEOPLE CABINET MEMBER MEETING

## Agenda Item 61

Brighton & Hove City Council

**Subject:** Bright Start Nursery Consultation  
**Date of Meeting:** 17 January 2011  
**Report of:** Strategic Director, People  
**Contact Officer:** Name: **Caroline Parker** Tel: **29-3587**  
E-mail: [Caroline.parker@brighton-hove.gov.uk](mailto:Caroline.parker@brighton-hove.gov.uk)  
**Key Decision:** Yes/No Forward Plan No.: 18708  
**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 To consider the future of the Bright Start nursery in the light of the responses to the consultation and the Council meeting held on 16 December.

#### 2. RECOMMENDATIONS:

- (1) To withdraw the proposal to close the nursery by the end of April 2010 and, to reassure parents and staff that there will be no change to the status of the nursery before September 2011.
- (2) To increase the fees for the nursery from April 2011 in line with fee increases in other Council run nurseries in the city and to consider other measures to improve the sustainability of the nursery.
- (3) To agree to the development of a proposal for how the Bright Start nursery could be offered as a community asset in advance of the Localism legislation and to consult on this proposal before making a final decision about the future of Bright Start including the option of closure.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 It was agreed at the Children and Young People's Cabinet Member meeting on 11 October to consult with the Bright Start nursery staff and the parents of the children who use the nursery on the closure of the nursery by April 2011. The proposed date for closure was then extended to the end of April 2011 following the paper's call in by the Children and Young People's Scrutiny Committee.

- 3.2 The future of Bright Start was considered at the Council meeting on 16 December 2010. The Council Leader made a statement to formally propose, for consultation and consideration, Bright Start as a community asset to a consortium of parents, staff or other interested local parties. The Leader stated that it was intended to extend the consultation period, to enable detailed proposals to be worked up and as part of this a further consultation document would be issued which would lay out the financial and legal implications for anyone wishing to establish a community nursery.
- 3.3 One of the issues raised in the consultation has been the impact on the children who are due to start school next September and the difficulties they may face in attending a new nursery for a short space of time. It is therefore proposed that there should be no change to the status of the nursery so that these children will not be affected by any changes to the nursery.
- 3.4 The Council meeting also considered a petition and notice of motion about the future of Bright Start. The petition was referred to the Children and Young People Cabinet Member Meeting and the Cabinet Member was also asked to consider the recommendations in the motion. An extract from the minutes of the Council meeting is attached at appendix 1. The main recommendations from the meeting are considered below.

**“To properly explore all options for improving the occupancy rate and thus further reducing the council subsidy to the nursery ... and to review the business model to achieve greater efficiency while building on the nursery’s unique city centre location.”**

It is proposed to raise the fees for Bright Start in line with other Council run nurseries to £4.20 an hour from April 2011 for community parents. The fee increase for Council parents will be staged with an increase to £4.00 an hour from April 2011 and to £4.20 an hour from September 2011. It is not proposed to change the status of the nursery as the Council’s work place nursery at this stage.

Options for improving the occupancy rate will be considered. This will include reviewing the age breakdown of the children, the establishment and the admission priorities for the nursery.

The future marketing of the nursery will be considered. However it should be noted that Bright Start has always been listed by the Family Information Service and details of the nursery sent to any parent who has enquired about childcare in the city centre area.

**“To consult all Brighton & Hove City Council employees as to the future of the nursery on the basis that access to the nursery is part of the ‘Rights and Responsibilities’ section of their contracted terms and conditions”**

It would not be appropriate to consult all Council employees as the provision of the nursery is a benefit and not a contracted term and condition.

**“The high regard with which Bright Start Nursery is held, and the important service it continues to provide, is fully acknowledged.”**

It has always been recognised that the Bright Start nursery is highly regarded by the parents who have used the nursery. The nursery provides an important service to those families who use the nursery.

**“The consultation on closure of Bright Start being terminated and the scheduled decision on closure is abandoned”**

The Leader of the Council has announced that the consultation is to be extended. The recommendation in this report is to withdraw the proposal to close the nursery by the end of April 2011 and to agree that there should be no change to the status of the nursery before September 2011.

**“A working group is formed, and includes the CYP Cabinet Member, council officers, staff, parents and Ward Members”**

It would not be appropriate for the CYP Cabinet Member to join a working group. The nursery has had a Parents Advisory Committee with representatives from council and community parents and staff. It is proposed that this group should advise on future proposals.

**“That the well argued case put forward by parents for making Bright Start viable, and other alternatives to closure, including retention of some subsidy, are seriously and fully explored”**

The case is being considered in exploring the options for improving the sustainability of the nursery and a Council subsidy will be needed to keep the nursery open after April 2011.

**“Extending the consultation to local parents, ensuring they are aware they can use Bright Start and taking the results of the consultation into account”**

Cost effective ways of consulting parents who live close to the nursery will be considered as part of the further consultation. All the replies to the past and future consultation will be considered.

**“Options for the future running of the Bright Start as a viable city centre children’s centre nursery”**

This will be considered in the next stage of the consultation.

#### **4. CONSULTATION**

4.1 Consultation papers were issued to staff and parents on 2 November. The consultation deadline was 3 December. Consultation responses were accepted on 6 December because of the snow the previous week.

4.2 There were 24 individual responses to the consultation, a joint response from five Council parents, a response from three community parents including a developed business plan, a joint response from the staff who work in the nursery and a response from the Green Party. In addition 17 people wrote before the consultation document was published. Of those who responded to the

consultation 16 were Council parents and their partners and 11 were from Community parents. Some people responded more than once. All the responses opposed the proposed closure of the nursery. Copies of the joint responses from staff and parents and the viability plan have been published on the Council's website and put in the Members Room. Individual responses from parents have been considered but not published because many contain personal details about parents and children.

- 4.3 The petition opposing the closure of Bright Start considered at the December Council meeting contained 5,125 signatures and ten public questions about Bright Start were asked at the meeting.
- 4.4 The responses to the original consultation will be considered alongside the responses to the second stage of the consultation.
- 4.5 Further work needs to be done to develop proposals for the second stage of the consultation

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 5.1.1 The estimated subsidy for this financial year has increased from £87,000 to £98,800 because of the Single Status decision re-grade the nursery practitioners to Scale 5. With the same staffing and occupancy level and the increase in fees the subsidy for 2011/12 is estimated to be £77,133. There is a risk that uncertainty about the future of the nursery could lead to lower occupancy levels and reduced income. If the nursery were to close then there would be redundancy and pension costs for any staff who could not be re-deployed. The redundancy costs for all the staff are estimated to be in the region of £65,000.

Finance Officer Consulted: Louise Hoten Date: 4 January 2011

### Legal Implications:

- 5.2 The second reading of the Localism Bill is on 17 January and it is not expected to come into force before the autumn of 2011. It is possible to consider the option of Bright Start being offered as a community asset under existing legislation. The consultation document will need to set out a transparent process with clear criteria about how decisions will be made and explain that the Transfer of Public Undertakings (TUPE) will apply. The final recommendations paper will need to consider the implications of the final decision for the city including the council's capacity to meet the sufficiency requirements of the Childcare Act 2006.

Lawyer Consulted: Natasha Watson Date: 5 January 2011

### Equalities Implications:

- 5.3 An Equalities Impact Assessment will be completed as part of the final report. This will consider the impact of the final proposal on the Council's priority strands including the gender of Bright Start staff and parents, disability and ethnicity of children, people employed on a part time, temporary or casual basis, lone parents and people who are low paid.

Sustainability Implications:

- 5.4 There are no direct environmental implications arising from the report.

Crime & Disorder Implications:

- 5.5 There are no crime and disorder implications.

Risk and Opportunity Management Implications:

- 5.6 If the option of Bright Start being run as a community asset was agreed then the building would continue to be used as a nursery.

Corporate / Citywide Implications:

- 5.7 This will depend on the final option chosen.

**EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The aim of the second stage of the consultation is to consider the additional option of the Bright Start nursery being offered as a community asset.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The Leader's statement followed the large number of representations she had received asking for the nursery to be kept open and from proposals in the Localism Bill introduced into Parliament on 13 December. The Bill aims to allow people to take charge of their lives by pushing power downwards and outwards to the lowest possible level, including individuals, neighbourhoods, professionals and communities. The Bill proposes that where services are enjoyed collectively, they should be delivered by accountable community groups.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Extract from the minutes of the Council meeting on 16 December 2012

**Documents In Members' Rooms**

- |                           |   |  |
|---------------------------|---|--|
| 1. Joint staff response   | } |  |
| 2. Joint parents response | } | Published on the Council's website but not printed |
| 3. Viability plan         | } |  |

**Background Documents**

1. Staff and Parents Consultation Documents



**EXTRACT FROM THE DRAFT PROCEEDINGS OF THE COUNCIL  
MEETING HELD ON THE 16 DECEMBER 2010**

**BRIGHTON & HOVE CITY COUNCIL**

**4.30pm 16<sup>th</sup> December 2010  
COUNCIL CHAMBER, BRIGHTON TOWN HALL**

**DRAFT MINUTES**

**Present:** Councillors: Wells (Chairman), A. Norman (Deputy Chairman), Alford, Allen, Barnett, Brown, Carden, Caulfield, Cobb, Davey, Davis, Deane, Duncan, Elgood, Fallon-Khan, Fryer, Hamilton, Harmer-Strange, Hawkes, Hyde, Janio, Kemble, Kennedy, Kitcat, Lepper, Marsh, McCaffery, Meadows, Mears, Mitchell, Morgan, K. Norman, Older, Oxley, Peltzer Dunn, Phillips, Randall, Rufus, Simpson, Simson, Smith, Steedman, C. Theobald, G. Theobald, Turton, Wakefield-Jarrett, Watkins, West, Wrighton and Young.

**PART ONE**

**49. (A) BRIGHT START NURSERY**

49. (a) Bright Start

- 49.1 The Mayor stated that in view of the high level of interest in the issue affecting the Bright Start Nursery, he had decided that it would be appropriate to take both the petition, Item 47(a) and the notice of motion, Item 57(c) together in one debate. He noted that under the Council's petition scheme, if a petition contained more than 1,250 signatures, it could be debated by the Full Council and such a request had been made in respect of the petition concerning the Bright Start Nursery.
- 49.2 The Mayor then informed the meeting that the Leader of the Council wished to make a statement as she believed the information may be pertinent to the forthcoming debate and consideration of the proposals for the Bright Start Nursery.
- 49.3 Councillor Mears stated that she had listened very carefully to the many questions on the issue from parents and staff at the nursery and had received a large number of representations asking for the nursery to be kept open. She stated that there was a need to review whether it was feasible to maintain the nursery and continue to subsidise it, when it was the only nursery in the City which received such a subsidy. However, no decision had yet been made and any suggestions on the future of the nursery would be given consideration. In this respect she noted that the Localism Bill contained provisions to enable measures such as the 'Community Right to Challenge' and the 'Community Right to Buy' and as such she wished to formally propose, for consultation and consideration, Bright Start as a community asset to a consortium of parents, staff or other interested local parties. She was aware that a substantial

business-case had already been put forward by one parent and hoped that others may come forward and engage constructively with the Council about this opportunity of taking Bright Start forward.

- 49.4 The Leader therefore stated that it was intended to extend the consultation period, to enable detailed proposals to be worked up and as part of this; a further consultation document would be issued in the New Year which would lay out the financial and legal implications for anyone wishing to establish a community nursery.
- 49.5 The Mayor thanked the Leader for her comments and invited Ms. Statham to come forward and present the combined paper and e-petition which sought to keep the nursery open.
- 49.6 Ms. Statham thanked the Mayor and outlined the strength of feeling in favour of keeping the nursery open and finding ways to improve its viability. She stated that the combined number of signatures amounted to total of 5,125 and read out the prayer of the petition:
- “We the undersigned, petition Brighton & Hove City Council that Bright Start Nursery is both viable and sustainable. Agenda Item 34 of the Children & Young People Cabinet Member Meeting (11 October 2010) does not adequately evaluate the alternatives to closure and the impact to the wider community.
- Bright Start Nursery is one of the few city-centre nurseries and an essential resource to the community and should NOT be considered for closure.”
- 49.7 The Mayor thanked Ms. Statham for attending the meeting and presenting the petition and called on Councillor Deane to move the Green Group’s notice of motion.
- 49.8 Councillor Deane moved the Green Group’s notice of motion which called on the council to recognise the value of the nursery as an asset and called on the Cabinet to reconsider the proposal to close it and look instead at ways of enhancing the provision offered to parents and children. She also stated that she was happy to accept the Labour Group amendment as circulated in the addendum papers.
- 49.9 The Mayor then congratulated Councillor Deane on her maiden speech.
- 49.10 Councillor West formally seconded the motion and stated that he believed the decision to propose closure had been taken in haste without fully consulting the staff or users of the nursery. He believed that there were options which could enable it to be kept open and utilised more effectively.
- 49.11 Councillor Brown thanked Ms. Statham for presenting the petition and stated that she had made a careful note of all the points expressed in the public questions, which would be included in the consultation process. She believed the Leader of the Council had given a clear commitment in her statement and that a clear way forward had been outlined and therefore, as the Cabinet Member for Children & Young People, did not feel it was appropriate to take part in the current debate.



49.12 Councillor Hawkes noted the comments and stated that she wished to move an amendment to the petition report's recommendation and add a further recommendation at 2.2 to read,

"That in recognition of the widespread opposition to the proposed closure of Bright Start Nursery as demonstrated by the petition, the Cabinet Member for Children & Young People undertakes to carry out the following measures before proceeding any further with its proposals for closure:

- To properly explore all options for improving the occupancy rate and thus further reducing the council subsidy to the nursery including; effective marketing, reviewing session fees, promoting the nursery to other large employers such as the police, NHS and American Express;
- To review the business model to achieve greater efficiency while building on the nursery's unique city centre location; and
- To consult all Brighton & Hove City Council employees as to the future of the nursery on the basis that access to the nursery is part of the 'Rights and Responsibilities' section of their contracted terms and conditions."

49.13 Councillor Mitchell formally seconded the amendment.

49.14 Councillor West stated that he believed there had been a failure to consult properly and as such he wished to move an amendment to the petition report's recommendation to add a further recommendation to read:

"That the Cabinet Member for Children & Young People be requested to give consideration to:

- a) the high regard with which Bright Start Nursery is held, and the important service it continues to provide, is fully acknowledged,
- b) the consultation on closure of Bright Start beng terminated and the scheduled decision on closure is abandoned,
- c) a working group is formed, and includes the CYP Cabinet Member, council officers, staff, parents and Ward Members,
- d) that the well argued case put forward by parents for making Bright Start viable, and other alternatives to closure, including retention of some subsidy, are seriously and fully explored."

49.15 Councillor Fryer formally seconded the amendment and stated that there was a need to retain the nursery and to retain a skilled workforce, which the provision of the nursery contributed to. She believed that the establishment of a working group as proposed by the amendment would enable a solution to be found.

49.16 Councillor Hawkes then introduced and moved the Labour Group's amendment to the Green Group's notice of motion, which sought to strengthen the motion and called for a report to the Children & Young People's Cabinet Member Meeting on the viability of

keeping the nursery open. She suggested that if the nursery was given greater publicity it was likely to attract more people and hoped that the need to work together to keep it open would be recognised.

- 49.17 Councillor Mitchell formally seconded the amendment and stated that she believed the strength of feeling on the issue was self-evident. There was a clear need to have proper discussions and further consultation on how to keep the nursery operational.
- 49.18 Councillor Elgood stated that the Liberal Democrat Group fully supported the parents and staff at the nursery and believed that there was a need to resolve the situation in a positive manner.
- 49.19 Following the conclusion of the debate, the Mayor asked if Councillors Brown and Deane wished to respond.
- 49.20 Councillor Brown declined having noted the comments.
- 49.21 Councillor Deane stated that she believed there were sound proposals on how to take the matter forward and hoped that the proposed closure would be stopped and the nursery's future secured.
- 49.22 The Mayor thanked Ms. Statham for attending the meeting and presenting the petition. He noted that two amendments to the petition report had been moved and put each one to the vote; both of which were carried. He then put the recommendations as amended to the vote, which was carried.

**RESOLVED:**

- (1) That the petition be referred to the Children & Young People Cabinet Member Meeting for consideration;
- (2) That in recognition of the widespread opposition to the proposed closure of Bright Start Nursery as demonstrated by the petition, the Cabinet Member for Children & Young People undertakes to carry out the following measures before proceeding any further with its proposals for closure:
  - To properly explore all options for improving the occupancy rate and thus further reducing the council subsidy to the nursery including; effective marketing, reviewing session fees, promoting the nursery to other large employers such as the police, NHS and American Express;
  - To review the business model to achieve greater efficiency while building on the nursery's unique city centre location; and
  - To consult all Brighton & Hove City Council employees as to the future of the nursery on the basis that access to the nursery is part of the 'Rights and Responsibilities' section of their contracted terms and conditions.
- (3) That the Cabinet Member for Children & Young People be requested to give consideration to:

- the high regard with which Bright Start Nursery is held, and the important service it continues to provide, is fully acknowledged,
- the consultation on closure of Bright Start being terminated and the scheduled decision on closure is abandoned,
- a working group is formed, and includes the CYP Cabinet Member, council officers, staff, parents and Ward Members,
- that the well argued case put forward by parents for making Bright Start viable, and other alternatives to closure, including retention of some subsidy, are seriously and fully explored.

**57. (C) EXTEND THE CONSULTATION ON BRIGHT START NURSERY AND EFFECT ITS FUTURE VIABILITY**

- 57.1 The Mayor noted that the Labour Group amendment to the Green Group's Notice of Motion had been accepted and therefore put the following substantive motion as amended to the vote:

"This council notes Bright Start is a vibrant city nursery, located in the heart of Brighton. It caters for the children of council employees and those living in the surrounding area. As such, it is a valuable local resource that benefits the wider community.

The nursery is staffed by excellent and loyal professionals who have worked there for many years, offering a steadfast and continuous service that the children enjoy, and their parents and carers implicitly trust.

Bright Start has never been allocated a marketing or advertising budget. As a result many local parents are either not aware of the nursery's existence or believe that it is for council staff only, and thereby not available to them.

It has suffered from cutbacks in the past, and currently receives just £87,000 per year from the Council, as opposed to £200,000+ per year in the past.

The city's birth rate is currently rising. It has been doing so for some years and the 2011 figure for 0-4 year olds is projected to be almost double that of 2001.<sup>1</sup>

The Deputy Prime Minister has pledged to provide nursery places for all vulnerable 2-year-olds.

The council further notes the Conservative administration intends to withdraw funding and close the nursery in April 2011. At a Cabinet meeting on 11 October, and in the presence of a large number of parents and supporters who all called for the nursery to stay open, the Cabinet Member for Children and Young People effected a consultation process which is perceived to be the first step towards closure.

This council believes previous efforts to maximise take-up of Bright Start places have been ineffectual and the consultation proposed is totally inadequate. It therefore calls on the Cabinet to recognise that:

- Bright Start nursery is a highly valued local resource available to all pre-school children in the vicinity.
- With effective marketing, Bright Start could attract many more users and be a viable concern.
- Projected figures will place more and more demand on nursery places in future years.
- Failure to consult the wider community on the loss of Bright Start renders the consultation process fundamentally flawed.
- The council regrets that the proposal to withdraw the total amount of subsidy from the Bright Start Nursery was published in advance of the formal ending of the consultation process and the proper consideration of its outcome.

Furthermore council calls on the Cabinet, as part of its consultation process, to consider:

- Identifying all parents of pre-school children within a 500m radius of Bright Start and including them in the consultation.
- Ensuring, before any decision is taken on the nursery's future, that all those who are eligible to use the nursery are aware a) of its existence and b) their eligibility to use it.
- Ensuring that consultation on the future of Bright Start and the possible withdrawal of a staff benefit is extended to all Brighton and Hove City Council employees, not just those who use the nursery.
- Undertaking to take the results of the consultation into account and especially, if a majority of those consulted express a desire for Bright Start to remain open.
- Bringing a detailed report to the Children and Young People Cabinet Member Meeting on the 17<sup>th</sup> January 2011 setting out how the proposals in this Notice of Motion will be taken forward along with options for the future running of Bright Start as a viable city centre children's nursery."

**57.2 The motion was carried.**

# CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

## Agenda Item 62

Brighton & Hove City Council

**Subject:** CYPT Fees and Charges 2011/12  
**Date of Meeting:** 17 January 2011  
**Report of:** Strategic Director, People  
**Contact Officer:** Name: Peter Francis Tel: Ext 2542  
E-mail: [peter.francis@brighton-hove.gov.uk](mailto:peter.francis@brighton-hove.gov.uk)  
**Key Decision:** No Forward Plan No: N/A  
**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

The purpose of the report is to review the CYPT fees and charges in accordance with the corporate policy.

#### 2. RECOMMENDATIONS:

- 2.1 That the position on fees charged for nurseries as detailed in section 3.3 and Appendix 1 be noted.
- 2.2 That the proposed charges for 2011/12 for the Learning Development Centre as detailed in section 3.4 and Appendix 2 be agreed.
- 2.3 That the fees and charges for 2011/12 in respect of Surrenden Pool as detailed in section 3.5 and Appendix 3 be agreed.
- 2.4 That the position on fees and charges for the Music and Performing Arts Service as detailed in section 3.6 and Appendix 4 be noted.
- 2.5 That the position on fees charged by the Portslade Community College in section 3.7 be noted.
- 2.6 That the position on fees charged by the Portslade Sports Centre in section 3.8 and Appendix 5 be noted.
- 2.7 That the position on the charges for school meals as detailed in section 3.9 be noted.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 As part of the budget setting process Directorates are required to agree any changes to fees and charges through Cabinet Member Meetings. The management of fees and charges is fundamental both to the financial performance of the City Council and also the achievement of the Council's corporate priorities, in particular making better use of public money.

3.2 There are several distinct areas of fees and charges income for CYPT, some of which are approved by other bodies such as the Music Trust and Portslade Community College Governors. The recommendations above reflect the areas that need approval and those that are for noting.

### 3.3 Nurseries

3.3.1 There are five Council run nurseries in the City: The Bright Start workplace nursery and four Children's Centre nurseries, namely Cherry Tree, Acorn, Roundabout and Jumpstart. Following an internal audit it was recommended that fees for the nurseries should be standardised because there are varying levels of fees and charges.

3.3.2 All the nurseries are subsidised. Bright Start is funded from the Council's core funding and the Children's Centre nurseries from the Sure Start Grant. Next year the Sure Start Grant is moving into the Early Intervention Fund with a number of other grants and an overall reduction in funding. Increasing the fees in the nurseries will help to ensure their sustainability for the future. The fees charged by many of the nurseries are lower than many other nurseries providing a similar service in the city. The school run nursery, Tarnerland, whose fees and charges are approved by the Board of Governors, charges between £4.20 and £5 an hour plus £2.20 a day for meals. The average hourly cost of a day nursery in the city was £42.85 last September. This is expected to rise for 2011/12. There is a considerable variation in costs depending on the services that the nurseries provide.

3.3.3 For 2011/12 it is intended to bring nursery charges broadly into line with each other, and to increase the fees to reduce the subsidy for the nurseries. The nurseries will continue to offer the free early years entitlement for three and four year olds and funded places for two year olds and children with child protection plans. Most children attend part-time so parents' weekly expenditure on childcare will still be within the £175 a week limit for the childcare elements of the Working Tax Credit.

3.3.4 The current fees range from £3.50 per hour to £4.50 per hour. With the exception of Acorn and Bright Start, the nursery fees include breakfast, lunch and afternoon tea and snacks. Children attending Acorn and Bright Start bring their own food. It is intended to charge a standard hourly rate that will bring all the council run children centre nurseries broadly into line.

#### Current and Proposed Charges (See also Appendix 1):

Nursery	Meals	Average Hourly rate	Proposed Hourly Rate from April 2011
Roundabout	Included	£3.80	*£4.50
Jump Start	Included	£3.80	*£4.50

Cherry Tree	Included	£4.20	£4.50
Acorn	N/A	£4.10	£4.20
Bright Start	N/A	£3.50 and £4.00	*£4.20

\*As the proposed fee increases at Jumpstart, Roundabout and for Council parents at Bright Start are significant, these will be phased in order to minimise the impact on parents. Details of the phasing is included in Appendix 1. In the future the proposal is to ensure that a cost of living increase will be applied to fees in April each year.

### **3.4 Learning Development Centre**

3.4.1 The Learning Development Centre is an in-house training venue based in Moulsecoomb. It is available for hire by the Council, schools, community users and the general public.

3.4.2 The Learning Development Centre (LDC) charges a range of fees and charges depending on the service, facilities and equipment provided. Historically, the menu and refreshment charges have been based upon the contract price for catering services plus a small mark-up. The equipment and room hire charges were not increased in 2010/11 due to the economic climate.

3.4.3 The budget strategy for 2011/12 proposes that the LDC loses its remaining £64k council funding meaning it will have to support itself 100% through income generation. To this end the manager proposes to increase charges to external hirers of the training rooms and hall by £5 for price band 1 and £10 for price band 2. The manager will also be exploring other avenues to increase income levels and/or to reduce expenditure to ensure the overall net budget is not exceeded.

3.4.4 A schedule of the current fees and charges for 2010/11 and the proposals for 2011/12 is attached at Appendix 2.

### **3.5 Surrenden Pool**

3.5.1 Surrenden Pool is a detached timber framed swimming pool building located on the boundary of Dorothy Stringer High School on the Surrenden campus. The pool is run by a CYPT employee, assisted by sessional members of staff also paid for by the CYPT, who is line managed by the Director of Sport at Dorothy Stringer High School.

3.5.2 The pool is used during the school day by schools which do not have their own swimming facilities. These schools include Varndean, Dorothy Stringer, Downs View Link College, Queens Park Primary, Hertford Juniors, Balfour Infants, Balfour Juniors, St Bernadette's Primary, Westdene Primary, Whitehawk Primary, ACE, Moulsecoomb Primary and St Mark's Primary. In the evenings and at weekends, there is a mixture of swimming lessons and third party lets to local swimming and scuba clubs to maximise income and to ensure that costs are kept as low as possible for schools.

- 3.5.3 A saving of £10,000 was made in this budget in 2010/11. The impact of this is being monitored and will be reviewed towards the end of the financial year. As a result of the budget reduction, public swimming sessions were stopped at the beginning of the financial year as the income raised from putting on these sessions did not cover the costs of running them. It was also hoped that the pool could be opened during the school holidays to clubs and for swimming sessions. However, there have been a number of structural works undertaken at the pool this year. These works are generally undertaken during school holidays and this has prevented any additional sessions taking place.
- 3.5.4 In 2010/11, it has also been evident that some regular third party hirers have been struggling to pay the pool's charges and we have in certain circumstances agreed to reduce the hourly rate rather than risk losing their custom altogether. It is not therefore proposed to increase pool charges to regular third party hirers in 2011/12.
- 3.5.5 It is, however, proposed to increase charges to schools. For a number of years, charges to schools have been kept to an absolute minimum. As set out in 3.5.2, this has been achieved by maximising income from the third party letting of the pool out of school hours and at weekends. As it is believed it will pose too much of a risk to increase the charges to the regular third party hirers in 2011/12, it will therefore be necessary to increase the charges to schools, particularly primary schools, who have benefited most from subsidised rates in the past. The proposal is therefore to increase the hourly rate for primary schools to match the rate charged to secondary schools, ie, from £18.50 per hour to £26.00 per hour in 2011/12. Secondary schools' charges will increase from £25.00 per hour to £26.00 per hour. Appendix 3 shows a further breakdown of current and proposed fees and charges for the pool.
- 3.5.6 It is not believed that the increase in charges to schools in 2011/12 should affect school bookings as schools receive funding for this sort of activity as part of their annual budget share. It also needs to be noted that even with the proposed increase, Surrenden Pool's charges remain considerably lower than at other pools in the City, eg, pool hire at St Lukes School is £64.00 per hour plus additional charges for lifeguarding.

### **3.6 Music Arts and Study Support**

- 3.6.1 The Music Service charges a range of fees and charges depending on the service provided. These fees are set in order to balance the budget, taking into account inflation, savings targets and market conditions. The Music Trust is consulted on suggested levels of fees, prior to final decisions by Directors.



- 3.6.2 The budget strategy for 2011/12 proposes that the music service loses 30% of its council funding, equivalent to £82k. As a result it is anticipated that instrumental tuition fees will rise but will need to be submitted to the Music Trust and to Directors for approval in March 2011. The Music Grant will be unknown until after the Henley Review is published early in the New Year. Any changes to this may affect budget plans.
- 3.6.3 A schedule of the current fees and charges are attached for information at Appendix 4.

### 3.7 **Portslade Community College**

- 3.7.1 Portslade Community College review their fees and charges in respect of the Playgroup and the Adult Education Courses each year with a view to balancing the budget. They are approved by the Board of Governors.
- 3.7.2 The fee currently charged for the Playgroup is £9.00 per 3 hour session which runs from 9.00 a.m. to 12.00 p.m., Monday to Friday. Session times were increased in September 2010 in order to deliver the 15 hour weekly free entitlement to children in receipt of Government funding from the term after their third birthday.
- 3.7.3 The College offer a wide variety of Adult Education courses (in the region of 100) of varying lengths and qualifications. The fees currently charged range from £20.00 (£15.00 Concessionary Fee) for a day course such as in Creative Writing to £546.00 (£135 Concessionary Fee) for a one year Interior Design course. A GCSE course in English, Maths or Science is £135.00 (£40.00 Concessionary Fee)
- 3.7.4 Concessionary Fees are available to students taking examined or assessed courses who are receiving income based benefits. Students on benefits and those living in BN41 postcode area also receive the concessionary rate on non-accredited courses. No fee is payable by students aged 16-18 taking part in many vocational courses.

### **3.8 Portslade Sports Centre**

3.8.1 Portslade Sports Centre review their fees and charges annually with regard to target income budgets, inflation and competitors' prices. They are approved by the Sports Centre Sub-Committee of the College Governors, usually in July for implementation in September.

3.8.2 A schedule of the current fees and charges is attached at Appendix 5.

### **3.9 School Meals**

3.9.1 The charges for school meals is inflated annually in accordance with the inflation factor in the school meals contract. The current contract is due to finish 31 July 2011. Schools may choose to buy into the contract or make their own school meals arrangements. All secondary schools with the exception of Brighton Aldridge Community Academy (BACA) provide meals, including free meals to entitled pupils, through their own individually negotiated contracts. BACA will remain as an addendum to the Primary and Special School Meals Contract until 31 July 2011 or until their new kitchen facilities are available.

3.9.2 The contract includes the provision to increase the charges for the meals in line with inflation. The charges for school meals are usually increased by this inflation factor with effect from April but not charged to the customer until September. As this is built into the contract terms and conditions, approval by the CYPT Board would only be sought if an increase exceeding inflation was being proposed.

3.9.3 The current charges for school meals in both primary and secondary schools are £2.10 for children and £2.05 for adults, the price to adults will increase in January 2011 when the rate of VAT rises to 20%.

### **3.10 HEALTH IMPLICATIONS**

From a public health perspective, if proposed increases were above inflation level for some sports and leisure facilities in the city, particularly in areas of health inequalities, disadvantaged groups may be less likely to be able to access affordable physical activity, sport and leisure. Any likely adverse impact on the health and well-being of these groups should be considered.

## **4. CONSULTATION**

4.1 Budget holders with responsibility for specific fees and charges were consulted in the preparation of this report.

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

5.1 The total CYPT fees and charges budget for 2010/11 is approximately £5M.

- 5.1.1 As a start point for the budget process, income budgets are increased by inflation, currently 2%, to produce a target income budget. Budget Holders then review their fees and charges with a view to ensuring that the target budget is achieved and where possible exceeded.
- 5.1.2 Children's Centre nurseries set a net nil budget and are subsidised by the Sure Start grant. Once the fees and charges have been standardised, this funding will be reallocated to maintain the net nil budget position.
- 5.1.3 The Learning Development Centre has a target income budget of £406,000 which will need to be achieved to remain within the overall net budget.
- 5.1.4 Surrenden Pool has a target income budget of £59,000 . It is anticipated that this should be achieved with a combination of fee increases and an increase in use by scuba and diving clubs and school holiday opening.
- 5.1.5 The Music Service has a target income budget of £675,000 which it will aim to achieve when reviewing the fees and charges for approval by the Music Trust in due course.
- 5.1.6 Portslade Community College operates the Portslade Community College Playgroup and Portslade Community College Adult Tuition. The target income budgets are £43,000 and £141,000 respectively which it will aim to achieve when reviewing the fees and charges for approval by the college Governors in due course.
- 5.1.7 Portslade Sports Centre has a target income budget of £445,000. The Centre is supported by the Authority by the payment of the rates bill and a net contribution to running costs. This is estimated at £153,000 for 2010/11. Any shortfall in income and/or a net overspend would be funded by Portslade Community College.
- 5.1.8 School Meals fees and charges are increased by the same inflation factor as contained in the school meals contract. Income levels fluctuate according to demand but are constantly monitored. Any shortfall in income and or net overspends are currently subsidised by the School Lunch Grant (SLG) although funding beyond 2010/11 has not yet been confirmed. Any overall surplus on school meals after taking account of the SLG is chargeable to the Dedicated Schools Grant.

*Finance Officer Consulted: Louise Hoten*

*Date: 10/11/2010*

Legal Implications:

- 5.2 The CYPT is entitled to review fees and charges as set out in the report, At the time fees and charges are set they must be demonstrably fair and reasonable in all the circumstances.

*Lawyer Consulted: Natasha Watson*

*Date: 10/11/2010*

Equalities Implications:

- 5.3 Equal access to nursery care is encouraged by ensuring that the nurseries all offer the universal free early years entitlement of 15 hours a week for all 3 and 4 year olds. The nurseries also offer free part time places for disadvantaged

two year olds and free places for children under two with child protection plans. Parents with low incomes can claim the childcare element of the Working Tax Credit. This pays for childcare costs of up to a maximum of 80% (to reduce to 70% from April 2011) of £175 a week for one child or £300 for two or more.

5.3.1 Equal access to music services is encouraged by offering subsidies of 50% to families receiving Child Tax Credit and 80% to families on Income Support.

5.3.2 At Portslade Sports Centre day membership fees (80p) are waived for the unemployed or those on Income Support. Concessions are also offered for Senior Citizens and in some cases for the over 50's.

Sustainability Implications:

5.4 There are no direct sustainability issues arising from this report.

Crime & Disorder Implications:

5.5 There are no direct crime and disorder issues arising from this report.

Risk and Opportunity Management Implications:

5.6 The services included in this report rely on being able to achieve their income targets in order to maintain the level of service provided.

Corporate / Citywide Implications:

5.7 The services included in this report are available across the city and concessionary prices are offered where possible to encourage those most disadvantaged to make use of these services.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

6.1 Not applicable.

**7. REASONS FOR REPORT RECOMMENDATIONS**

7.1 To agree and/or note the CYPT Fees and Charges for 2010/11.

**SUPPORTING DOCUMENTATION**

**Appendices:**

- 1 Nursery Fees
- 2 Learning Development Centre Fees and Charges
- 3 Surrenden Pool
- 4 Music and Performing Arts Fees and Charges
- 5 Portslade Sports Centre

**Documents In Members' Rooms**

None

**Background Documents**

1. Fees and Charges Analysis – 2010/11
2. Portslade Community College Fees Leaflet –Courses for Adults 2009-10



**NURSERIES**

**Cherry Tree Nursery**

**Current fees and sessions: 0-3 years:**

a) For existing parents only:

Session	Hourly Rate	Meals	Total Cost per day	Special five day rate
8-6pm	£3.80	£4	£42	£175
8-5pm	£3.80	£4	£38.20	£171
9-5pm	£3.80	£3	£33.40	
9-6pm	£3.80	£3	£37.20	
8-1pm	£3.80	£3	£22.00	
9-1pm	£3.80	£2	£17.20	
1-6pm	£3.80	£2	£20	
1-5pm	£3.80	£2	£16.20	

**Current fees and sessions; 3-5 years**

a) For existing parents term time only

Session	No. of days a week	No. of hours used	Meals
9-12pm	5	15	N/A
9-3pm	2	12	included
1-5pm	3	12	included
1-6pm	3	15	included

b) From December 2010 fees have been consolidated as follows:

Session	Meals	Max free hours per day	Additional Hours rate per hour
8-6pm	included	6	£4.50
8-1pm	included	5	£4.50
1-6pm	included	5	£4.50

**APPENDIX 1 (cont.)**

**Proposed fees and sessions from April 2011:**  
Standard charge for all sessions:

Session	Hourly Rate	Meals	Total Cost per day	Approx.% Increase
8-6 pm	£4.50	Included	£45	7.1%
8-1 pm	£4.50	Included	£22.50	2.3%
1-6 pm	£4.50	Included	£22.50	12.5%
Additional hours 3-5 yrs.	£4.50	Included	N/A	N/A

**Revenue forecast 2011/12**

The annual revenue from fee paying parents in 2009/10 was £136,212 an average increase of 7.3% would generate an increase of approx £10,000.



**APPENDIX 1 (cont.)**

**Acorn**

**Existing fees and sessions: 0-3 years**

**As of Sept 2010**

Session	Hourly Rate	Meals	Total Cost per day
8-6pm	£4.10	N/A	£41.00
8-1pm	£4.10	N/A	£20.50
1-6pm	£4.10	N/A	£20.50

**Existing fees and sessions for 3-5 year olds:**

a) based on 50 weeks per annum

Session	Meals	Max free hours per day	Additional Hours rate per hour
8-6pm	N/A	6	£4.10
8-1pm	N/A	5	£4.10
1-6pm	N/A	5	£4.10

b) term time only

EYFE term time session	No. of EYFE hours
9-12 am	3
1-4pm	3
9-3 pm	6
Max no. of 8 fte places per day	

**Proposed 2.5% increase for April 2011**

**0-3 years**

Session	Hourly Rate	Meals	Total Cost per day
8-6pm	£4.20	N/A	£42.00
8-1pm	£4.20	N/A	£21.00
1-6pm	£4.20	N/A	£21.00

**3-5 year olds:**

a) based on 50 weeks per annum

Session	Meals	Max free hours per day	Additional Hours rate per hour
8-6pm	N/A	6	£4.20
8-1pm	N/A	5	£4.20
1-6pm	N/A	5	£4.20

**Revenue forecast**

The annual revenue from fee paying parents in 2009/10 was £243,000; the anticipated increase in revenue for 2011/12 is £6,100

**APPENDIX 1 (cont.)**

**Roundabout**

**Current fees and sessions; 0-3 years and 3-5 years during school holidays:**

Session	Hourly Rate	Meals	Total Cost per day
8-6 pm	£3.60	Included	£36
8-1 pm	£4.10	Included	£20.50
1-6 pm	£3.70	Included	£18.50

**Current fees and sessions; 3-5 years term time only:**

Session	Hourly Rate	Meals	Cost per day
8-9.15am	£3.60	breakfast included	£4.50
9.15-12.15	£3.50	N/A	£10.50
9.15-3.15	£3.50	lunch included	£21.00
12.45-3.45	£3.50	N/A	£10.50
3.15-6pm	£3.64	Tea Included	£10.00
3.45-6pm	£3.90	Tea Included	£8.75

**Proposed staged fee increase for 0-3 years and 3-5 years during school holidays:**

Period	Session	Session Rate	Hourly rate	Revised Fee	Hourly Rate	Increase	Approx% Increase
<b>Apr-11</b>	8-6 pm	£36	£3.60	£41.00	£4.10	£4.00	14%
	8-1 pm	£20.50	£4.10	£21.50	£4.30	£1.00	5%
	1-6 pm	£18.50	£3.70	£20.00	£4.00	£1.50	8%
<b>Sep-11</b>	8-6 pm	£41.00	£4.10	£43.00	£4.30	£2.00	5%
	8-1 pm	£21.50	£4.30	£22.00	£4.40	£0.50	2.5%
	1-6 pm	£20.00	£4.00	£21.00	£4.20	£1.00	5%
<b>Apr-12</b>	8-6 pm	£43.00	£4.30	£45.00	£4.50	£2.00	4.5%+annual inflationary increase
	8-1 pm	£22.00	£4.40	£22.50	£4.50	£0.50	2%+annual inflationary increase
	1-6 pm	£21.00	£4.20	£22.50	£4.50	£1.50	7%+annual inflationary increase

## APPENDIX 1 (cont.)

**Proposed staged fee increase; 3-5 year olds term time**  
(all 3-5 year olds are entitled to 15 hours free education).

<b>Period</b>	<b>Session</b>	<b>Meals</b>	<b>Max free hours per day</b>	<b>Additional Hours rate per hour</b>	<b>Average% Increase</b>
<b>Apr-11</b>	9.15-12.15	Included	3	£4.10	14%
	9.15-3.15	Included	6	£4.10	14%
	12.45-3.45	Included	3	£4.10	14%
<b>Sep-11</b>	9.15-12.15	Included	3	£4.30	5%
	9.15-3.15	Included	6	£4.30	5%
	12.45-3.45	Included	3	£4.30	5%
<b>Apr-12</b>	9.15-12.15	Included	3	£4.50	5%+annual inflationary increase
	9.15-3.15	Included	6	£4.50	5%+annual inflationary increase
	12.45-3.45	Included	3	£4.50	5%+annual inflationary increase

The aim is to consolidate the fees for funded 3 and 4 year olds and charge a standard hourly rate for all additional hours outside the free entitlement.

### **Revenue Forecast**

As the proposed fee increases at Roundabout are significant, these will be staged in order to minimise the impact on existing parents. All new parents will be charged the full the new rate from April 2011.

The annual revenue from fee paying parents in 2009/10 was £151,000, based on the same number of fee paying parents the increased revenue is estimated to be £30,000.

**APPENDIX 1 (cont.)****Jumpstart****Current fees and sessions: 0-5 years:**

Session	Hourly Rate	Meals	Total Cost per day / session
8-6 pm	£3.60	Included	£36
8-1 pm	£4.10	Included	£20.50
1-6 pm	£3.70	Included	£18.50
3-6 pm	£3.50	Included	£10.50

**Proposed staged fee increase: 0-3 years:**

Period	Session	Session Rate	Hourly rate	Revised Fee	Hourly Rate	Increase	Approx % Increase
<b>Apr-11</b>	8-6 pm	£36	£3.60	£41.00	£4.10	£4.00	14%
	8-1 pm	£20.50	£4.10	£21.50	£4.30	£1.00	5%
	1-6 pm	£18.50	£3.70	£20.00	£4.00	£1.50	8%
<b>Sep-11</b>	8-6 pm	£41.00	£4.10	£43.00	£4.30	£2.00	5%
	8-1 pm	£21.50	£4.30	£22.00	£4.40	£0.50	2.50%
	1-6 pm	£20.00	£4.00	£21.00	£4.20	£1.00	5%
<b>Apr-12</b>	8-6 pm	£43.00	£4.30	£45.00	£4.50	£2.00	4.5%+ annual inflationary increase
	8-1 pm	£22.00	£4.40	£22.50	£4.50	£0.50	2%+ annual inflationary increase
	1-6 pm	£21.00	£4.20	£22.50	£4.50	£1.50	7%+ annual inflationary increase

**Proposed staged increase for 3-5 year old after school session:**

Period	Session	Meals	hourly rate	Average % Increase
<b>Apr-11</b>	03-Jun	Included	£4.10	17%
<b>Sep-11</b>	03-Jun	Included	£4.30	5%
<b>Apr-12</b>	9.15-12.15	Included	£4.50	5%

**Revenue Forecast**

The annual revenue from fee paying parents in 2009/10 was £65,000. Based on the same number of fee paying parents increased revenue of around £10,000 could be expected for 2011/12.

**Bright Start Nursery**

**Existing Fees and sessions: 0-5 years:**

**Brighton & Hove Council employee rate 0-5 years:**

Session	Hourly Rate	Meals	Total Cost per day
8-6 pm	£3.50	N/A	£35
8-1 pm	£3.50	N/A	£17.50
1-6 pm	£3.50	N/A	£17.50

**Public and higher paid Council rate:**

Session	Hourly Rate	Meals	Total Cost per day
8-6 pm	£4.00	N/A	£40
8-1 pm	£4.00	N/A	£20.00
1-6 pm	£4.00	N/A	£20.00

All 3&4 year olds are entitled to 15 hours per week free education, Brightstart offer this entitlement in 5 hour sessions any additional sessions can be purchased at the above rates.

**Proposed fee increase from April 2011:**

**Public and higher paid Council staff rate: 0-5 years:**

Session	Hourly Rate	Meals	Total Cost per day	Approx % increase
8-6pm	£4.20	N/A	£42.00	5%
8-1pm	£4.20	N/A	£21.00	5%
1-6pm	£4.20	N/A	£21.00	5%

**Brighton & Hove Council employee rate 0-5 years:**

Session	Hourly Rate	Meals	Total Cost per day	Approx % increase
8-6pm	£4.00	N/A	£40.00	14.00%
8-1pm	£4.00	N/A	£20.00	14.00%
1-6pm	£4.00	N/A	£20.00	14.00%

**APPENDIX 1 (cont.)**

**Proposed fee increase from April 2011:  
Brighton & Hove Council employee rate 0-5 years:**

Session	Hourly Rate	Meals	Total Cost per day	Approx % increase
8-6pm	£4.20	N/A	£42.00	5%
8-1pm	£4.20	N/A	£21.00	5%
1-6pm	£4.20	N/A	£21.00	5%

The annual revenue from fee paying parents in 20010/11 is expected to be £348,000. Based on the same number of fee paying parents increased revenue of around £31,600 could be expected for 2011/12.

## LEARNING DEVELOPMENT CENTRE CURRENT FEES 2010/11

Community Users				Other Users			
ROOM	ROOM SIZE	PRICE BAND 1	PRICE BAND 2	PRICE BAND 3	PRICE BAND 1	PRICE BAND 2	PRICE BAND 3
TR 1	8.5 x 6 m	a)£70 b)£45	a)£130 b) £80	a)£160 b)£110	a)£110 b)£70	a)£210 b)£130	a)£210 b)£130
TR2,5&7	7x6m	£40	£70	£100	£60	£110	£110
TR3,4&6	8.5x6m	£45	£80	£110	£70	£130	£130
Hall	18x9m	£65	£120	£150	£95	£180	£180
Equipment							
Projector or Laptop (inc VAT)		£18	£30	£30	£30	£42	£30
Projector and Laptop (inc VAT)		£30	£48	£30	£54	£72	£54

WEEKEND RATES	ROOM SIZE	SATURDAY 4HRS/MIN	SATURDAY PER HOUR	SUNDAY 4HRS/MIN	SUNDAY PER HOUR
TR1	8.5X6m	a)£180 b)£150	a)£35 b)£30	a)£230 b)£200	a)£45 b)£40
TR2,5&7	7x6m	£140	£25	£190	£35
TR3,4&6	8.5x6m	£150	£30	£200	£40
Hall	18mx9m	£180	£35	£230	£45

Community Users		Other Users		
EQUIPMENT WEEKEND RATES	UP TO 4 HOURS	OVER 4 HOURS	UP TO 4 HOURS	OVER 4 HOURS
Projector or Laptop (inc VAT)	£30	£42	£30	£42
Projector and Laptop (inc VAT)	£54	£72	£54	£72

Price bands;

- 1 Room access between 8.00 and 13.00 or 13.00 and 18.00.
  - 2 Room access outside of band 1 times (e.g. 9.00 to 17.00).
  - 3 Room access after 16.00 and finishing after 18.00.
- a) Room set up for the use of up to 13 PC's.  
b) Room set up as a boardroom for up to 18.

## LEARNING DEVELOPMENT CENTRE PROPOSED FEES 2011/12

Community Users				Other Users			
ROOM	ROOM SIZE	PRICE BAND 1	PRICE BAND 2	PRICE BAND 3	PRICE BAND 1	PRICE BAND 2	PRICE BAND 3
TR 1	8.5 x 6 m	a)£70 b)£45	a)£130 b) £80	a)£160 b)£110	a)£115 b)£75	a)£220 b)£140	a)£220 b)£140
TR2&5	7x6m	£40	£70	£100	£65	£120	£120
TR3&4	8.5x6m	£45	£80	£110	£75	£140	£140
Hall	18x9m	£65	£120	£150	£100	£190	£190
Equipment							
Projector or Laptop (inc VAT)		£18	£30	£30	£30	£42	£30
Projector and Laptop (inc VAT)		£30	£48	£30	£54	£72	£54

WEEKEND RATES	ROOM SIZE	SATURDAY 4HRS/MIN	SATURDAY PER HOUR	SUNDAY 4HRS/MIN	SUNDAY PER HOUR
TR1	8.5X6m	a)£180 b)£150	a)£35 b)£30	a)£230 b)£200	a)£45 b)£40
TR2&5	7x6m	£140	£25	£190	£35
TR3&4	8.5x6m	£150	£30	£200	£40
Hall	18mx9m	£180	£35	£230	£45

Community Users		Other Users	
EQUIPMENT WEEKEND RATES	UP TO 4 HOURS	OVER 4 HOURS	OVER 4 HOURS
Projector or Laptop (inc VAT)	£30	£42	£42
Projector and Laptop (inc VAT)	£54	£72	£72

Price bands;

- 1 Room access between 8.00 and 13.00 or 13.00 and 18.00.
  - 2 Room access outside of band 1 times (e.g. 9.00 to 17.00).
  - 3 Room access after 16.00 and finishing after 18.00.
- a Room set up for the use of up to 13 PC's.
  - b Room set up as a boardroom for up to 18.



**Appendix 3**

**Surrenden Pool Current and Proposed Fees & Charges for 2011/12**

SESSION	2010/11	2011/12	INCREASE
	£/Hour	£/Hour	%
Primary School Swimming	18.50	26.00	40.5
Secondary School Swimming	25.00	26.00	4.0
Public Swimming Lessons	7.00	7.25	3.6
Swimming/Diving Club Hire	60.00	60.00	0
Casual Pool Hire	85.00	85.00	0



## MUSIC ARTS AND STUDY SUPPORT

<b>INSTRUMENTAL LESSONS</b>	<b>FULL FEE</b>	<b>50% SUBSIDY</b>	<b>80% SUBSIDY</b>
Group Lesson	£72.30	£36.15	£14.46
Advanced Scheme	£140.20	£70.10	£28.04
School ensemble	£45.60	N/A	N/A
Instrumental Hire	£29.90	£14.95	£5.98
<b>MUSIC CENTRES</b>			
Membership Fee	£53.60	£26.80	£10.72
Childrens' Music Workshop Years 1 and 2	£34.20	£17.10	£6.84
Childrens' Music Workshop Year 3 only	£43.40	£21.70	£8.68
Junior/Youth Choir Membership	£26.90	£13.45	£5.38
Dance	£53.60	£26.80	£10.72
Community Ensembles	£55.40	N/A	N/A

## Subsidies:

50% subsidy offered to families on Child Tax Credit/ Job Seekers Allowance income based.

80% subsidy offered to families on Income Support with eligibility for free school meals.



## Portslade Sports Centre

Membership	£30.00 Adult	£53.00 Adult and Partner	£11.00 Senior Citizen
Day Membership	80p		Free for unemployed/ income Support
Sports Hall	£39.00 per hour		
Bar/Lounge	Variable but in the region of £160-£220		
Badminton	£7.00 per hour/ peak	£6.10 per hour/ off-peak	
Squash	£6.20 per 40 mins / peak	£5.60 per 40 mins / off –peak	
Table Tennis	£4.20 per hour		
Rackets	£1.00 each		
Table Tennis bat	50p each		
Cricket Nets	£18.00 per net / min two		
Snooker Tables	£4.60per hour/ Peak (3 <sup>rd</sup> hour free)	£4.30 per hour/ off-peak (3 <sup>rd</sup> hour free)	£3.90 per hour/ Under 18's and £2.90 Over 50 Sessions
Grass pitch	£40 per match		
Synthetic pitch	£25.00 Half area £50.00 Whole Area UNLIT	£37.00 Half area £74.00 Whole Area LIT	
Sunbed	£3.20	5 Sessions £12.25 Members/ £14.50 Non-members	
Sauna	£2.80	£2.00 after another activity	
FITNESS ROOM			
Introductory Course	£9.30 Members and 16/17 yr olds	£10.00 Non-members	
Per Visit	£3.90 peak	£4.10 off-peak	£3.00 Over 50's
Monthly Direct Debit	£29.00 Members	£33.00 Non-members	
CLASSES			
Aerobics, Step, etc	£3.70 per class	£4.50 Non-mem.	
Body Pump	£4.50 per class	£5.30 Non-mem.	
Fencing	£3.90 per class	£4.70 Non-mem.	
Netball	£3.50 per class	£4.30 Non-mem.	

JUNIOR ACTIVITIES			
Indoor Football	£2.80		
Trampolining	£2.90 (Mondays)	£3.20 (Saturdays)	
Karate	£4.00		
Gymnastics	£3.65(Mondays)	£3.20 (Saturdays)	
Toddlers Gym	£3.20		
Snooker	£3.10		
Fencing	£3.50		
Badminton	£3.40		
Basketball	£3.10		
Birthday Parties	£56.00 Members	£61.00 Non- members	

# CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

## Agenda Item 63

Brighton & Hove City Council

<b>Subject:</b>	<b>Capital Resources &amp; Capital Investment Programme 2011/2012</b>		
<b>Date of Meeting:</b>	<b>17<sup>th</sup> January 2011</b>		
<b>Report of:</b>	<b>Strategic Director, People</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Gillian Churchill</b>	<b>Tel: 29-3515</b>
	<b>E-mail:</b>	Gillian.churchill@brighton-hove.gov.uk	
<b>Key Decision:</b>	No	Forward Plan No. N/A	
<b>Wards Affected:</b>	All		

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 In order to determine an overall Capital Programme for Brighton & Hove City Council, each service is asked to consider its capital investment requirements, within the level of allocated resources for 2011/2012.
- 1.2 The purpose of the report is to inform the Cabinet Member of the level of available capital resources allocated to this service for 2011/2012 and to recommend to Cabinet a Capital Investment Programme for 2011/2012.

#### 2. RECOMMENDATIONS:

- 2.1 That the level of available capital resources totalling £10.406m for investment relating to education buildings financed from capital grant, revenue contributions, reserves and capital receipts be noted.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Education Capital programme will form part of the Council's full Capital Investment Programme and will be approved at Cabinet on 3<sup>rd</sup> February 2011.
- 3.2 **Capital Finance Settlement**
- 3.3 In December 2010, the Government announced the capital allocations for 2011/12. The allocation for 2012/13 and indicative allocations for 2013/14 and 2014/15 are expected to be announced in early 2011. The capital allocation is now funded entirely through capital grant and no funding is provided through supported borrowing.

- 3.4 The table below shows the allocations of capital grant funding announced for 2011/12.

	<b>2011/2012 Settlement £m</b>
Capital Maintenance Grant	3.575
Basic Need Funding	3.118
Devolved Formula Capital Grant	0.543*
<b>Total</b>	<b>7.236</b>

This table only includes funding allocated for building related work. It does not include budgets managed by others.

\* Devolved Formula Capital is passed directly to schools and therefore is not available for the Local Authority to spend

- 3.5 The overall level of capital funding available for expenditure on school buildings from the Government has **decreased** under the new financial regime. A number of exceptional grants such as Targeted Capital Fund, Basic Need Safety Valve funding, the ICT Harnessing Technology Grant, Surestart funding and the Co-location Grant came to an end in the last financial year.
- 3.6 Additional grant funding may be made available to the Department throughout the forthcoming financial year.

### 3.7 Capital Resources

- 3.8 The level of projected resources must finance all capital payments in 2011/2012 including existing approved schemes, new schemes and future year commitments. A summary of the resources available to finance these payments is shown in the table below.

	<b>£m</b>
Capital Grants	7.236
Revenue Contributions	0.920
Capital Receipts	1.000
Section 106 Contributions	0.250
Specific Reserves	1.000
<b>Total Capital Resources</b>	<b>10.406</b>



3.10 In addition to the resources identified above, the Department for Education will allocate funding for expenditure at voluntary aided schools in Brighton & Hove under several programme headings.

### **3.11 Capital Investment Programme**

3.12 A recommended Capital Investment Programme for 2011/2012 will be reported in due course.

3.13 Capital slippage arising from the 2010/2011 capital programme will be incorporated into the 2011/2012 programme when the capital accounts are closed in May 2011 and will be funded from existing resources carried forward.

3.14 Under Financial Regulations, all new schemes require a detailed report to be submitted to Cabinet for final approval prior to their commencement. This ensures that Members have the opportunity to assess the outputs of individual projects against their strategic priorities and to ensure that all the legal, financial and cross-service implications are fully considered

## **4. CONSULTATION**

4.1 There has been no specific consultation regarding the content of this report.

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

5.1 The report set out the allocation of capital resources that were announced as part of the capital finance settlement in December 2010. The revenue implications of any scheme will be met from existing revenue budgets. Reserves have been set aside to meet future education investment and will be invested where required and section 106 money has been identified in connection with specific education investment.

Finance Officer Consulted: Rob Allen

Date: 17 Dec 2010

### Legal Implications:

5.2 There are no direct legal implications arising from this report. Individual projects may give rise to specific issues which will be covered by the individual reports referring to them

Layer Consulted: Serena Kynaston

Date: 04 Jan 2011

### Equalities Implications:

5.3 The equality implications of individual schemes included within the Capital Investment Programme are reported to Members when the detailed report is submitted to Policy and Resources Committee for final approval. The detailed planning of projects at educational establishments will take account of the implications of Brighton & Hove's policies in relation to equality of access to learning.

Sustainability Implications:

- 5.4 There are no direct environmental implications arising from this report. The environmental impact of individual schemes are reported to Members when the detailed report is submitted to Policy and Resources Committee for final approval. The detailed planning of projects at educational establishments will take account of the implications of Brighton & Hove's policies in relation to Local Agenda 21 and sustainability issues generally.

Crime & Disorder Implications:

- 5.5 The prevention of crime and disorder implications of individual schemes included within the Capital Investment Programme are reported separately to Members when the detailed report is submitted to Policy and Resources Committee for final approval. The detailed planning of projects will take account of security issues.

Risk and Opportunity Management Implications:

- 5.6 There are no risk issues in terms of resources or risks to children as a result of this proposal.

Corporate / Citywide Implications:

- 5.7 The NDS funding identified in this report is evidence of the Government's continuing support, via the New Deals for Schools, for the Council's work as a Local Education Authority.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The only option available would be to not make use of this funding to improve / extend the education property portfolio. This is not recommended as it would limit our ability to maintain, modernise and improve our school buildings property portfolio

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The proposed capital Investment programme will enable us to continue to ensure that we provide school places in areas of the city where they are required and to improve the condition of our education property portfolio.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. None

**Documents In Members' Rooms**

1. None

**Background Documents**

1. None



# CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

## Agenda Item 64

Brighton & Hove City Council

**Subject:** Review of Services for Children with Disabilities  
**Date of Meeting:** 17<sup>th</sup> January 2011  
**Report of:** Strategic Director, People  
**Contact Officer:** Name: **Alison Nuttall** Tel: **293736**  
E-mail: Alison.nuttall@brighton-hove.gov.uk  
**Key Decision:** Yes Forward Plan No.: 20165  
**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

1.1 This report is produced to enable the Cabinet member to monitor progress of the Children and Young People's plan and the Section 75 Improvement Plan and the member is asked to note progress and to accept the Commissioning Strategy and approve the Transformation Plan. Financial modelling to follow clarification of 2011/12 budget settlements and grants.

1.2 This report addresses progress in meeting the following targets within the CYPP and the Section 75 improvement plan:  
*CYPP Initiative 2b Provide support to families of children with disabilities or complex health needs through universal and specialist services and by delivering on the commitments made by the city council and NHS Brighton and Hove by signing the Every Disabled Child Matters charter*

Section 75 improvement plan:

1. Improving support to children and young people with a disability or complex health needs and their families
2. To redesign services for children with disabilities
3. The implementation of the Every Disabled Child matters programme

#### 2. RECOMMENDATIONS:

- (1) Cabinet member is asked to note progress in relation to the timescales set out in the Review scoping paper.
- (2) Cabinet member is asked to approve the Commissioning Strategy and transformation plan, thus sanctioning the action plans to be taken forward

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

3.1 In 2009, a Commissioning team was formed within BHCC children's services and was charged with reviewing services for disabled children. This process began in May 2010 when the scope and process for the review was produced and agreed by the then DMT of the CYPT, The Joint Commissioning and Management Group and the Stakeholder Partnership group. It was also shared with the Lead Member for Children's services.

3.2 Through a co-production process involving all key stakeholders, parent carers and young people the following steps in the commissioning process have been undertaken:

- ❖ Joint Strategic needs assessment
- ❖ Service mapping including financial analysis
- ❖ Development of key outcomes and priorities
- ❖ Identification of 6 themed areas for transformational change
- ❖ Development of a draft commissioning strategy and transformation plan.

3.3 The identified key priorities for the commissioning strategy are :

- Provision of timely interventions which meet the needs of individual children
- Empowering parents and carers – equipping parents and carers with information and skills and strengthening family-focussed networks in order to build resilience in parents and carers
- Supporting parents to look after their children at home or, wherever possible, in the local community. We seek services that make early intervention a priority - in order to prevent families reaching crisis point, and to plan well in advance for the future, especially where a child's needs are complex.
- To explore further the emergent agenda around personalisation and choice in children and young people's services.
- To ensure the children's workforce is competent and equipped to meet the needs of disabled children.
- To ensure that children and young people with disabilities are effectively protected and safeguarded.
- To deliver Value for Money (VFM), ensuring that the council is able to provide good outcomes and services whilst demonstrating efficiency and cost effectiveness compared to similar authorities or service providers.

- To identify options for a 15% cost reduction across the Pooled Budget set out in the S75 Agreement between the council and the PCT and including the use available external grant funding.

These priorities have been shaped into key outcomes for children and young people and their families and these underpin the commissioning strategy and have informed the transformation plan.

- ✚ To demonstrate increased resilience in parent carers of children/young people with disabilities
- ✚ To show an increase in the independence of children and young people with disabilities
- ✚ To reduce social isolation of children and young people with disabilities and their families
- ✚ To reduce poverty and ensure a better standard of living for families with a disabled child
- ✚ To increase inclusion within mainstream services
- ✚ To minimise impairment and disability
- ✚ To improve participation of children, young people and parent carers in the design and delivery of services
- ✚ To improve the quality and transparency of decision making
- ✚ To promote life chances and maximise potential of children and young people with disabilities

3.4 The transformation plan sets out 6 themed areas of work to be undertaken during 2011 and which will lead to sea change in the delivery of services for children with disabilities. One of the key drivers for change is the national move towards self directed support and use of personalised budgets. Not only does this make financial sense it also support the agenda of young people and parent carers having more direct choices about the care they/their child receive. There is a strong history of effective partnership working across the Community and Voluntary Sector and local council and health providers and it is intended that the plans for service remodelling will continue to support this. It is expected that the changes proposed will present opportunities for both development of more appropriate and effective services and financial efficiencies.

### 3.5 Transformation plan:

- ❖ To develop a flexible and creative model for short breaks, respite and family support, building on the personalisation agenda and use of direct payments and personal budgets

To develop a system for the recruitment, management, training and support for workers interested in offering support to children and young people and their families who can be employed via a personalised budget. To work with all partners to consider the most appropriate way to manage such a network, within or outside the statutory sector and ensuring the key features relied on by parents are available i.e. :

- Security in the knowledge that the child/young person is being supported by an individual(s) who is appropriate, trained and competent to manage the needs of the child/young person
- All safeguarding and child protection procedures are in place
- The system will respond to emergencies/crises wherever possible e.g. sickness of a PA
- Parent carers are well supported to manage (if necessary) recruitment and payment issues for the PA and appropriate infrastructure is in place to manage direct payments and personalisation
- Allocation of resources is via a fair and transparent system

The system should also ensure there are employed staff who are able to offer direct support to children and families where it is agreed that the parent carers are unable to manage a personal budget

To develop a resource allocation and access criteria system, making clear links with commissioning and provision of services for adults and ensuring joint planning and shared commissioning from the age of 14 years.

To make more flexible use of personal budgets, to allow families to 'purchase' services that best meet their needs, and those of their child, from a menu of available options. This could include both individual support and access to clubs, holiday schemes and groups.

- ❖ To undertake a review of respite/residential provision in a strategic way looking at the viability of in-house provision and the needs of young people and their families for respite taking full account of what we know about the difficulties of finding alternative overnight respite for some children/young people

To consider linking continuing health care resources with those for respite and residential services to extend the range of needs that could be met within settings

To actively engage with third sector and in-house placements team to revisit the placement of some specific young people



To work collaboratively with colleagues in social care and housing to best and most effectively meet the needs of children and young people who require substantial packages of care.

- ❖ To look at outreach service and linking with health visiting, nursery nursing and therapies and other CVS partners to develop an intensive support model for those experiencing particular difficulties with behaviour, communication, complex developmental delay.
- ❖ To redesign administrative pathways and modernise support functions taking account of the business analysis project and considering the balance between support services and frontline service provision
- ❖ To work with all key partners to ensure the core offer is met
  - Access to appropriate information at all stages of life,
  - Transparency in support services with eligibility criteria clearly communicated,
  - Involvement of children with disabilities and their families in the development of services.
- ❖ Work with all key partners to ensure short breaks are effective, value for money and meet the needs of children, young people and families. To respond to identified need from parents and carers for short breaks in school holidays, after school and weekends and ensure services are designed accordingly. By taking account of local and national intelligence, define service specifications for short breaks and commission against these service specifications

3.6 The financial models for each aspect of the Transformation plan are in development and will take due account of the budgets set for 2011/12 and announcements about grant funding. Services for disabled children are supported by grant funding to the value of £1,053,900 via Aiming High and Carers special grant. The current lack of clarity about the future of grants places significant financial uncertainty on the service, particularly in relation to contracts with CVS to deliver short breaks. The timing of decision making is difficult as without clarity early in the New Year some CVS providers feel it unlikely they will be able to plan to deliver services in the Easter holidays and will have to issue redundancy notices. The risk to service delivery provokes anxiety amongst parent carers and they had an opportunity to share their concerns with the Lead member and senior officers in BHCC at an event on 19<sup>th</sup> November.

## **4. CONSULTATION**

4.1 Consultation is being carried out on an ongoing basis via the Strategic Partnership Board which includes all key stakeholders and parent carers. The

Parent Carer Council and AHA! Group (Young peoples advisory group) have been and will continue to be consulted as the Transformation planning is taken forward.

4.2

## 5. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 5.1 One of the key elements driving the review of services to children with disabilities in the above report is to achieve financial efficiencies, ensuring best value and generating savings, with options for cost reductions of up to 15% across the pooled budget. Whilst there are a number of proposals for service redesign outlined in the report, it is not possible at this stage to accurately calculate the potential for specific savings

*Finance Officer Consulted: David Ellis Date: 20.12.10*

### Legal Implications:

- 5.2 This report is produced to enable the Lead Member to review and monitor the progress of the Children and Young People's plan and the Section 75 Improvement plan, and so meet the responsibilities towards disabled children and their families within the budget constraints identified.

*Lawyer Consulted: Name Natasha Watson Date: 20/12/10*

### Equalities Implications:

- 5.3 Equalities impact assessment will be completed as part of the strategy

### Sustainability Implications:

- 5.4 it is expected that the outcome of the review of service will enhance community sustainability, increasing resilience and independence in children, young people and their families and thus promoting economic wellbeing

### Crime & Disorder Implications:

- 5.5 none

### Risk and Opportunity Management Implications:

- 5.6 Will be included in the strategy

Corporate / Citywide Implications:

- 5.7 this report addresses strategic improvements within the CYPP which in turn support the council's key priorities.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 Maintaining the status quo was considered but in the light of national guidance re self directed support, this was not considered appropriate.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 It is requested that the recommendations be approved as they reflect a co-produced model taking evidence form local and national policy drivers, identified needs of children, young people and parent carers.
- 7.2 the proposals reflect a Value for Money approach to service delivery with the emphasis being on building resilience in parent carers and maximising the potential of children and young people with disabilities and thus aiming to reduce the impact of their disability on their family and ultimately reduce the likelihood of them requiring more significant , and costly, care packages.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Commissioning Strategy for children with disabilities
2. Transformation plan
3. National drivers for change
4. Service mapping
5. Link to JSNA

**Documents In Members' Rooms**

1. None

**Background Documents**

1. None





## **Commissioning Strategy for Children with Disabilities**

### **1.1 Aims and Purpose**

***Brighton and Hove should be the best place in the country for children and young people to grow up. We want to ensure all our children and young people have the best possible start in life, so that everyone has the opportunity to fulfil their potential, whatever that might be.***

***Brighton and Hove Children and Young Peoples Plan 2008/2011***

***“Children and young people who are disabled or who have complex health needs receive coordinated, high-quality child and family centred services which are based on assessed needs, which promote social inclusion and, where possible, which enable them and their families to lead ordinary lives”***

***NSF standard 8***

This is a long term commissioning strategy for children and young people with disabilities, their parent carers and families in Brighton and Hove. The strategy sets out to describe the vision we have developed to achieve the best possible outcomes for children, young people and their families. We intend to work with a whole range of partners, not least children, young people and parent carers themselves to ensure we meet their needs and aspirations through provision of high quality and effective services. We recognise that there will need to be a continuum of provision to meet a continuum of need and that there is a place for a multiplicity of providers across all sectors in the city.

The strategy goes on to describe our commissioning intentions over the next 3 years with an intention to refresh and update this year on year via an annual partnership event to review and celebrate achievements and agree the following year's priorities.

This strategy is underpinned by the Children and Young Peoples Plan, NHS Annual Operating plan, Section 75 arrangements and national and local policy drivers. By driving our vision forward we intend to

## Commissioning strategy for children with disabilities

deliver the ambitions of our young people with disabilities and their families and continuously strive towards achieving positive outcomes.

The strategy proposes a transformation plan that supports this document which will reshape services in Brighton and Hove so as to deliver high quality, effective, needs led and value for money services.

### **1.2 Putting children, young people and parent carers at the centre of commissioning**

This is a detailed strategy, written after extensive consultation with those who both use and provide services. The vision is to empower parent carers to access the support and services, which they feel, increase their resilience and enable them to continue in their caring role and to realise children and young peoples potential. It focuses on outcomes rather than a narrow focus on assessed needs, although the concept of assessed eligible needs will still define those who need and access some specialist services. Working closely with all partners in the city will ensure this vision is realised.

Our commitment is that by 2014:

- Parent carers will have easy access to the full range of opportunities and choices to maintain a good quality of life, having a life of their own, having a caring system on their side and to be recognised as expert care partners.
- Children and young people with disabilities will receive services that meet their needs and aspirations

The commissioning review established to take forward the commissioning strategy was predicated on the following:

Ensuring the following priorities are met;

- *Provision of timely interventions which meet the needs of individual children.*
- *Empowering parents carers – equipping parent carers with information and skills and strengthening family-focussed networks in order to build resilience in parents carers*
- *Supporting parent carers to look after their children at home or, wherever possible, in the local community. We seek services that make early intervention a priority - in order to prevent families*

## Commissioning strategy for children with disabilities

*reaching crisis point, and to plan well in advance for the future, especially where a child's needs are complex.*

To explore further the emergent agenda around personalisation and choice in children and young people's services.

To ensure the children's workforce is competent and equipped to meet the needs of children with disabilities.

To ensure that children and young people with disabilities are effectively protected and safeguarded.

To deliver Value for Money (VFM), ensuring that the council is able to provide good outcomes and services whilst demonstrating efficiency and cost effectiveness compared to similar authorities or service providers.

To identify options for a cost reduction of 15% across council budgets and take account of the need for efficiencies in the NHS, including the use of available external grant funding and to manage identified efficiencies across the Pooled Budget set out in the S75 Agreement between the council and the PCT.<sup>1</sup>

## 2 Needs analysis

### 2.2 Demand and supply

The Joint Strategic Needs Assessment (JSNA) produced in 2010 provides detailed analysis of current and predicted demographics and should be read alongside this strategy.

The JSNA identified that :

- The resident population of Brighton and Hove is 256,300 with 22% of the population aged 19 years or under.
- The population as a whole is younger than both England and the South East, although the 15 years or under population is smaller.
- The greatest proportion of children and young people with disabilities and complex health needs in the city are aged 11-16 years.
- Estimates of the number of children and young people with a disability in Brighton and Hove range from 1,299 to 3,787, the variation being due to the lack of an accepted definition of disability and based on national % ranges.

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<sup>1</sup> Review scope- review of services for children with disabilities May 2010

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- The Compass database, the voluntary city register for children and young people with disabilities and complex health needs, currently holds information on 1,606 children and young people.
- Consistent with the national picture it is expected that the numbers of children and young people with disabilities will increase over coming years.

### 2.3 Referral/demand trends

The JSNA has highlighted where there are increases or decreases in specific areas which may affect future service provision, the main being:

- **Education**

There has been an increase in the numbers of School Action, School Action Plus and Statements over the last few years, with the highest number of new SEN statements issued over the last five years for children on the autistic spectrum continuum and children with medical issues. The numbers of pupils in special schools is decreasing, with a corresponding rise in numbers of pupils with statements and School Action/School Action Plus in mainstream schools, supporting the inclusion agenda of Brighton and Hove. This is likely to put increasing pressure on mainstream resources to meet additional needs.

- **Short Breaks**

As an average of quarterly figures for the year, the number of children reported to be receiving short break service increased from 215 in 2007/08 to 438 in 2009/10, with projections for 2010/11 rising again to 500 children. In parallel with this rise in service use, the local area child population has been decreasing, from 52,500 in 2007/08 to 52,200 in 2009/10, signifying an increasing percentage of the child population requiring short breaks.

There has been an increase in the number of children with disabilities receiving family based or individual day care/sessional provision from 117 in 2007/08 to 136 in 2009/10. This increase is particularly evident for hours of care received in the child's home and for contract carers, but is not reflected in the total number of hours support provided per quarter which has decreased since Q2 2009/10, nor in the number of hours of outreach provided which has decreased from 12,272 in 2007/08 to 9,276 in 2009/10.

Short breaks/residential care is a social work service for those aged between 8 and 18 years to provide support for young people to



stay at home with families. The age range was previously 10-18 years for both Drove Road and Tudor House but in recent years residential services have been requested for younger children so the age range has been lowered to 8 for Drove Road and will be lowered for Tudor House in 2011. The age that the service first hears about children needing support has dropped from 9/10 to 6/7 years

- **Direct Payments**

Numbers of children and young people who have Direct Payments has increased from 29 in July 2007 to 73 in April 2010, with a corresponding funding increase from £97,220 to £341,500 over the same period. This is predicted to rise to 80 children in 2010/11 (BHCYPT LAIMP, 2010)

- **Transition**

As greater numbers of children with disabilities and complex health needs are surviving and living longer, the demand for services to meet their needs will continue to increase and this will have growing implications for transitions and adult services as well as services for children and young people.

- **Not in Education, Training or Employment**

In recent years NEET numbers of young people in Brighton and Hove have been increasing (to 8.8%). However, May 2010 figures show a recent general decrease to an average of 7.78%, although NEET 19 year olds with SEN statements have risen consistently since September 2009.

- **Housing**

There are no clear guidelines on provision of housing adaptations for space and safety issues for children with challenging behaviours. As this is a growing cohort in the city there may be increasing pressure for adaptations to meet these needs.

- **Therapy**

In 2009/10 there were 170 referrals to occupational therapy services, 66 of which were solely for OT services, with the majority of referrals for children aged 0-5 and 6-11. This is an increase on 2008/09 (160 referrals) and 2007/08 (116 referrals) indicating that there is an increasing need for OT services for young people in the city. As at 30<sup>th</sup> June 2010 there was a waiting list of 68 children and young people for occupational therapy services.

## 2.4 Recommendations for commissioning

From May 2010-November 2010 there has been consultation with parent carers, stakeholders and children and young people to ascertain their views and identify needs. The Joint Strategic Needs Assessment brings together demographic data, evidence based information and views of those consulted. From this report come a number of recommendations and actions related to these are indicated:

Recommendation	Proposed action
<ul style="list-style-type: none"> <li>The <i>Integrated Child Development and Disability Service</i> needs to collect information in a more systematic way so that recording of all services a child receives are in one place. The <i>Children and Young People's Trust Information Programme Board</i> is looking at data integration and missing/partial data and has recently purchased technology to match data across systems. <i>Children's Disability Services</i> should consider incorporation of this technology to improve information collation within and between services.</li> </ul>	<p>Transformation plan reference 4-modernisation of administrative processes</p>
<ul style="list-style-type: none"> <li>In partnership, develop information systems which are systematic, enable comprehensive data sharing and provide ways to monitor and evaluate performance and outcomes. The answer is not to collect a lot more information, but to collect more useful information (<i>Valuing People</i>).</li> </ul>	<p>Transformation plan reference 4-modernisation of administrative processes</p>

Commissioning strategy for children with disabilities

<ul style="list-style-type: none"> <li>• <i>Conduct further analysis of health service activity across primary and secondary care to identify potential inequalities/ duplication in service delivery.</i></li> </ul>	<p>Working group for long term conditions and Commissioning team to ensure there is clarity about provision and commissioning activity</p>
<ul style="list-style-type: none"> <li>• <i>Continue to support the Compass database to increase registration and also to increase receipt of Disability Living Allowance in the city. .</i></li> </ul>	<p>Compass database expansion funded by Aiming High as is DLA project.</p>
<ul style="list-style-type: none"> <li>• <i>Enhance the capacity of schools and other settings so that they can be more inclusive of children and young people with disabilities and complex health needs.</i></li> <li>• <i>Further support and facilitation is needed for mainstream services to ensure that the inclusion agenda for children and young people with disabilities and complex health needs in the city is able to fully meet their needs.</i></li> <li>• <i>The impact on mainstream education settings of reducing out of authority and agency placements needs to be considered to ensure mainstream settings are fully equipped and resourced to support a child's needs due to the increasing complexity of pupils needs referred by local authority.</i></li> <li>• <i>More consideration should be given to the extension of transition team services to young people with very complex needs educated in mainstream schools as there</i></li> </ul>	<p>Transformation plan reference 5 and workforce development planning to be central to development of new/redesigned service models</p>

## Commissioning strategy for children with disabilities

<p><i>are an increasing number of children educated in mainstream provision.</i></p>	
<ul style="list-style-type: none"> <li><i>Build on existing partnership working with parents to acknowledge their expertise and enhance confidence, engagement and participation in service development and delivery.</i></li> </ul>	Transformation plan reference 5
<ul style="list-style-type: none"> <li><i>Build on work engaging children and young people in provision design and delivery.</i></li> </ul>	Transformation plan reference 5
<ul style="list-style-type: none"> <li><i>Enhance parental and child resilience through involvement in and access to specialist information, training, advice and support services.</i></li> </ul>	Transformation plan
<ul style="list-style-type: none"> <li><i>Continue to develop the range, quality and availability of short breaks.</i></li> <li><i>There is an enhanced need for one to one support for children to maximise the accessibility of, and support for mainstream after-school clubs and activities.</i></li> </ul>	Transformation plan
<ul style="list-style-type: none"> <li><i>Continue to develop the key therapy inclusion principles outlined in the 2009 review of therapy services.</i></li> </ul>	Transformation plan
<ul style="list-style-type: none"> <li><i>The current policy for funding adaptations which applies to adults and children jointly</i></li> </ul>	Subgroup focusing on equipment and wheelchairs. Liaison with adult services

## Commissioning strategy for children with disabilities

<p><i>should be reviewed to look at specific adaptation needs of children.</i></p> <ul style="list-style-type: none"> <li><i>Housing adaptation processes need to be reviewed to meet the needs of children and young people with disabilities and complex needs in a more timely and efficient way.</i></li> </ul>	
<ul style="list-style-type: none"> <li><i>Young sibling carers should be encouraged and facilitated to access support and resources through the Young Carers Centre.</i></li> </ul>	Transformation plan reference 5
<ul style="list-style-type: none"> <li><i>Targeted support should be considered for boys with Special Educational Need statements as their educational attainment tends to be lower.</i></li> </ul>	Shared with Head of SEN – to be taken forward in the broader context of SEN provision
<ul style="list-style-type: none"> <li><i>The Keyworker service is a valued support service by parents which should be expanded to support greater numbers of children and families.</i></li> </ul>	Transformation plan
<ul style="list-style-type: none"> <li><i>Greater use of community services should be considered to address the needs of the whole family, for example, better enabling families of, and children with, disabilities and complex health needs to access workshops, groups and community centres.</i></li> </ul>	Liaison with Delivery unit for Children and Families

- Predicted future increases in the population of children and young people with disabilities should be incorporated into forward planning of children's services.*

## Commissioning strategy for children with disabilities

- *City Early Years and Childcare has recently undertaken a survey of parent views of childcare in the city and further focus group work is planned to assess the childcare needs of parents of children with disabilities in the city. This research will provide valuable insight into childcare need in the city and should inform service commissioning and provision.*
- *Consideration needs to be given for the continuation of key services in the current economic climate, a proportion of which are currently funded, at least in part, by Aiming High.*

This commissioning strategy does not aim to respond to or achieve all of the above recommendations but they have been taken account of in defining key priorities, outcomes and areas for transformation. This strategy seeks to describe how agreed outcomes and priorities that have developed throughout the review process will be achieved. Some of the recommendations above relate to mainstream and universal services and to areas of the city's services which are commissioned through alternative means and link to other strategies e.g Special Educational Needs (SEN) and Behaviour and Attendance strategies. This strategy seeks to define how specialist services for children with disabilities are shaped and to influence other key strategies and provision.

### **3 . National policy drivers <sup>2</sup>**

The steer for this strategy has been informed by local and national policy. The current key national drivers are:

**The National Service Framework (NSF) for Children, Young People and Maternity Services.**

**The Valuing People White Paper (2001)**

**Aiming High for the Disabled Child (AHDC)**

**Every Disabled Child Matters Charter for Local Authorities and PCTs**

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<sup>2</sup> See additional document (c)

Commissioning strategy for children with disabilities

## **The Disability Discrimination Act (DDA) 2005**

## **The Every Child Matters: Change for Children programme**

## **The Children Act 2004**

**Duty to provide information, advice and assistance: Guidance for local authorities** (DCSF, Feb 2008) informs local councils how to implement section 12 of the Childcare Act 2006

## **SEN Code of Practice**

### **CHILDREN ACT 1989**

**PART III** Local Authority Support for children and families

## **Equalities Act 2010**

**The Children and Young Persons Act 2008** : the new short breaks duty

## **Full Service Offer**

**Children's Act 1989 / Schedule 2: Local Authority Support for Children and Families / Part 1: Provision of Services for Families / Paragraph 2:**

(1) Every local authority shall open and maintain a register of children with disabilities within their area

## **Section 332A, Education Act 1996**

A local education authority must arrange for the parent of any child in their area with special educational needs to be provided with advice and information about matters relating to those needs.

## **SEN Code of Practice Chapter 2**

All LEAs must make arrangements for parent partnership services.

It should be recognized that as national policy develops and further guidance and directives are issued, local strategy will need to take full account of any changes and respond appropriately.

## **4 . Local priorities and desired outcomes**

Brighton and Hove Children and Young Peoples Plan is explicit about the commitments to children with disabilities:

Initiative 2b Narrow the gap for families and communities

*Provide support to families of children with disabilities or complex health needs through universal and specialist services and by delivering on the commitments made by the city council and NHS Brighton and Hove by signing the every disabled child matters charter*

The improvement plan of the Joint Commissioning and Management group, for the Section 75 between Brighton and Hove City Council and NHS Brighton and Hove includes the following key objectives , reflecting the NHS Quality Improvement and Innovation (QIPP) agenda:

<b>Improving support to children and young people with a disability or complex health needs and their families</b>
<b>To redesign services for children with disabilities</b>
<b>The implementation of the Every Disabled Child Matters programme</b>
<b>The implementation of the recommendations of the 2009/10 Therapies Review</b>

#### **4.1 The locally agreed outcomes framework for Brighton and Hove :**

Through a co-production model involving the Strategic Partnership Board for Children with Disabilities and taking account of national and local policy drivers, the following outcomes have been identified as priorities for the city. These will be developed into a full outcome chain and be fundamental to the performance framework that will be established as part of the transformation plan.

- ✚ To demonstrate increased resilience in parent carers of children/young people with disabilities
- ✚ To show an increase in the independence of children and young people with disabilities
- ✚ To reduce social isolation of children and young people with disabilities and their families
- ✚ To reduce poverty and ensure a better standard of living for families with a disabled child



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- ✚ To increase inclusion within mainstream services
- ✚ To minimise impairment and disability
- ✚ To improve participation of children, young people and parent carers in the design and delivery of services
- ✚ To improve the quality and transparency of decision making
- ✚ To promote life chances and maximise potential of children and young people with disabilities

### 5 Contract Monitoring and Performance Management

We must demand that all services deliver to the required national standards and meet performance measures established through the agreement of service specifications. This applies to both external contracts and 'in-house' services. Outcome based specifications will be developed during 2011 and introduced to all newly commissioned services and through the process of contract review, introduced to all existing services. To measure the outcome, three elements will need to be understood – the activity, the quantity and quality and these will interact to establish value for money.

#### 5.1 Financial analysis

The service mapping document<sup>3</sup> describes the current financial allocations and breakdown of grants and is summarized below. The redesign of services is based on the financial envelope as it stands in October 2010 though this is subject to potential change following the comprehensive spending review, revised grant allocations and the budget setting for the council and health organizations.

<b>SERVICE</b>	<b>COST</b>
Speech and Language Therapy Complex needs	£408,332
Audiology	£191,981
Administration and Management (health services)	£343,411
Community Paediatricians	£1,183,544
Occupational Therapy	£304,192

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<sup>3</sup> See appendix 3

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Nursing	£238,242
Physiotherapy	£171,156
Emotional Wellbeing and Mental Health	£12,743
Social Work	£1,065,900
Residential and Outreach	£2,276,750
AMAZE	£194,878
Brighton and Hove Inclusion Project	£11,683
Adur Special Needs Project	£12,923
Barnardos	£526,494
Extratime	£59,963
Hove YMCA/Extratime	09/10 - £191,100 10/11 - £218,368
Children's Society	£234,967
Crossroads	£27,874
Carers Centre	£18,147
<b>TOTAL</b>	<b>£7,687,426</b>

## 6. Option Appraisal

### 6.1 What are we currently doing?

The service mapping document describes, in some detail, the current specialist services available for children and young people with disabilities and their families. A number of services are provided through Community and Voluntary Sector organisations and there is a history of good collaborative working across all sectors and recognition of the value all partners bring to the wider system. In addition to specialist services, children and young people with disabilities access all city services including housing, leisure, education and transport and these need to ensure they are fully accessible and supported by specialist services to meet the needs of even the most complex child. We have a Strategic Partnership Board bringing together all stakeholders to oversee the development of services, a well established and supported Parent Carer Council, a young people's advisory group (the AHA! Group) and have worked with all these groups to establish the way forward regarding commissioning. The feedback from these groups and individual semi-structured interviews undertaken as part of the JSNA, have informed the recommendations for commissioning to be taken forward in this strategy.

### 6.2 What are we doing well?

## Commissioning strategy for children with disabilities

Feedback has told us that many of the specialist services are held in high regard by parent carers. In particular it was highlighted that:

- The varied approach taken to meet each child's needs works very well to help children to reach their potential
- Families value the role of the keyworker to help co-ordinate their care package
- The creation of the Seaside View Child Development enables better communication between services as they are co-located.

A previous commissioning strategy (2005) was reviewed prior to the recent commissioning process and the following were identified as key positive progression towards either meeting the established priorities within the strategy and/or improvements within services since that time:

1. More families have an identified keyworker ( 120 families with identified keyworker)
2. Seaside View has brought together health and social care staff in a completely refurbished building which has significantly improved facilities including larger therapy provision and a better fit for purpose than those previously occupied
3. The Child development and Disability service has a single management lead and is an integrated service and as part of the collocation there has been considerable improvement in services working more closely together routinely sharing information
4. There is an integrated care pathway in operation which has reduced the appointments experienced by families and has improved multidisciplinary assessments and interventions hopefully leading to improved outcomes for children
5. Aiming High has bought equipment to maximise opportunities for disabled young children to access mainstream facilities
6. Aiming High has increased short break opportunities in a range of ways with a much needed focus on developing mainstream provision to become inclusive , there has been some positive collaboration between disability services and mainstream youth providers across the city . There is now have a comprehensive information booklet outlining all available leisure provision within the city
7. Waiting times for counselling at Seaside View have been dramatically reduced from 6-12 months to a matter of weeks
8. Therapy leads have been working together and with parent carers to improve information leaflets and their communication with parent carers, it is intended to publish information leaflets for all therapy services by September 2010. Emphasis is being

## Commissioning strategy for children with disabilities

- placed on improving reviews and information re treatment plans for all families where their child is receiving therapy
9. Waiting times for Occupational Therapy have reduced
  10. Higher numbers of children and young people are registered on the Compass and, using aiming high funds, there has been significant improvement in the benefits of the compass card to include a much broader selection of leisure providers
  11. Tudor House, Drove Road and PRESENS have all been rated as outstanding by Ofsted
  12. The parent carer council has 114 direct members and many more contacts
  13. BHCC and NHS Brighton and Hove have signed up to the Every Disabled Child Matters charter and at the last partnership board it was reported that almost all the agreed outcomes from the charter have been implemented
  14. The Integrated child development and disability services recently ensured that over 100 staff from paediatricians to secretaries undertook training delivered by Amaze and parent carers helping professionals to extend their knowledge about the parent carer experience
  15. The Parent Carer council and ICDD service have developed a charter outlining how it intends to work more meaningfully in partnership. This includes a set of standards that parents can expect
  16. Adults and children's services have worked together in an innovative way to set up a transitions team which is jointly funded across both directorates and works with young people aged 14-25, the transition forum is strategically prioritising the health and employments needs of young people going through transition and has enlisted the help of the national transition support team.
  17. Direct payments users have increased significantly giving choice and control to parents and young people
  18. There is a young people's advisory group which meets regularly with senior leaders from within the city
  19. There is a thriving and established children with disabilities's partnership board which has 4 parent carer reps and is co chaired by the CYPT and Amaze which really signals the emphasis placed on partnership working.
  20. Barnardo's Home Support Service (Sitting Service) funded by PCT Aiming High money be added as one of the positives for receiving Excellent 3\* rating in their inspection with CQC (Care Quality Commission) which is equivalent to Outstanding with Ofsted.

### 6.3 Strategic performance

The only national indicator related to children with disabilities is national indicator 54 : parental experiences of services provided to children with disabilities. Brighton and Hove's comparative performance is shown below;

**TABLE 1  
PARENTAL EXPERIENCES OF SERVICES PROVIDED TO CHILDREN WITH DISABILITIES: OVERALL SCORES<sup>1,2,3</sup> FOR 2008-09**

National baseline and scores for the 30 LAs that have chosen NI 54 as part of their Local Area Agreements for 2008-09

		PCTs and Care Trusts with coterminous boundary with LA <sup>4</sup>	2008-09	
			Overall score	Base <sup>5</sup>
<b>ENGLAND</b>			<b>59</b>	<b>12,226</b>
<b>NORTH EAST</b>				
807	Redcar and Cleveland <sup>6</sup>	Redcar and Cleveland PCT <sup>6</sup>	61	255
<b>NORTH WEST</b>				
351	Bury <sup>6</sup>	Bury PCT <sup>6</sup>	62	328
353	Oldham	Oldham PCT	56	224
<b>YORKSHIRE AND THE HUMBER</b>				
370	Barnsley	Barnsley PCT	61	367
811	East Riding of Yorkshire <sup>6</sup>	East Riding of Yorkshire PCT <sup>6</sup>	56	396
812	North East Lincolnshire <sup>6</sup>		63	254
813	North Lincolnshire		61	325
816	York <sup>6</sup>		64	335
<b>EAST MIDLANDS</b>				
831	Derby <sup>6</sup>	Derby City PCT <sup>6</sup>	61	274
830	Derbyshire <sup>6</sup>		57	425
856	Leicester	Leicester City PCT	59	199

## Commissioning strategy for children with disabilities

<b>WEST MIDLANDS</b>				
334	Solihull <sup>6</sup>	Solihull Care Trust <sup>6</sup>	59	257
885	Worcestershire	Worcestershire PCT	60	278
<b>EAST OF ENGLAND</b>				
873	Cambridgeshire	Cambridgeshire PCT	59	393
919	Hertfordshire <sup>6</sup>		54	367
821	Luton <sup>6</sup>	Luton Teaching PCT <sup>6</sup>	58	289
926	Norfolk		60	470
874	Peterborough	Peterborough PCT	60	272
<b>LONDON</b>				
<b>INNER LONDON</b>				
204	Hackney		58	171
209	Lewisham	Lewisham PCT	55	169
<b>OUTER LONDON</b>				
301	Barking and Dagenham <sup>6</sup>	Barking and Dagenham PCT <sup>6</sup>	58	242
303	Bexley <sup>6</sup>	Bexley Care Trust <sup>6</sup>	59	229
304	Brent <sup>6</sup>	Brent Teaching PCT <sup>6</sup>	58	130
<b>SOUTH EAST</b>				
846	Brighton and Hove <sup>6</sup>	Brighton and Hove City PCT <sup>6</sup>	58	270
868	Windsor and Maidenhead		62	217
<b>SOUTH WEST</b>				
800	Bath and North East Somerset <sup>6</sup>	Bath and North East Somerset PCT <sup>6</sup>	62	336
878	Devon	Devon PCT	57	422
916	Gloucestershire <sup>6</sup>	Gloucestershire PCT <sup>6</sup>	60	348
836	Poole <sup>6</sup>		59	256
880	Torbay	Torbay Care Trust	57	240

Source: Survey of parents' experiences of services provided to children with disabilities (TNS-BMRB)

(1) Overall scores have been calculated from 15 sub-indicators that reflect parental experience of three sectors (health, education and social care) against each of the five Core Offer standards (information, transparency, assessment, participation and feedback) for services provided to children with disabilities

(2) Overall scores have been calculated on a 0-100 scale with higher scores denoting greater satisfaction with services

(3) Sub-indicator scores were published on a national basis and for the 30 participating

LAs on 10 June 2009

(4) Primary Care Trust (PCT) or Care Trusts are listed when coterminous with LA

(5) The base is the number of respondents included in the overall indicator score. All bases have been revised as a consequence of the reallocation explained in Note 6.

(6) Seventeen LAs and twelve PCTs have had their overall scores for 2008-09 revised from those originally published in May 2009. It was identified that survey responses had been allocated to the LA of the school that the child attended rather than the LA in which they were resident. Overall scores and sub-indicators for 2008-09 have been revised for local areas in this publication where necessary. National overall and sub-indicator scores remain unchanged.

#### **6.4 What do we know works well?**

Evidence from local and national research shows the value placed on developing the resilience of families to best manage and support the needs of their child(ren). This supports the need for practical and emotional support to families though the evidence does not strongly recommend any particular model of family support other than being clear that short breaks are due to become a statutory responsibility. Local parent carers place value on the range of different short breaks provision and the developments in this strategy are based on building on current provision in a way that modernises services, takes forward the personalisation agenda and delivers value for money.

Evaluation of services in the city have not to date been coherent or consistently outcomes based. They have tended to rely on performance data some, though limited, user feedback. It is proposed that during 2011/2012 there is a strong focus on commissioning evidence based services to meet identified needs. In order to provision with the service specifications there will need to be investment in time and energy to describe performance and evaluation frameworks to ensure all services are assessed against the same standards and taking full account of corporate developments in commissioning and use of prospective costing tools. It is proposed to start from the perspective of describing services that are required to meet the outcomes defined in this strategy , beginning with the six key themes within the transformation plan.

The performance of all contracts in the city are currently performance monitored via contract reviews and feedback is sought. At present

## Commissioning strategy for children with disabilities

feedback on all services appears mostly positive though not all services suit all families.

It has been difficult to uncover benchmarking information that allows for valid comparison between services as services vary so widely and there has been no consistent regional or national data collection. Brighton and Hove is slightly above average on National Indicator 54 and spend on workforce is in line with statistical partners (Child Health mapping)

### **6.5 What do we need to do?**

Priorities for services are based on the following key principles derived from review of the Commissioning Strategy 2006 and needs analysis:

#### **Specialist services**

1. Services will be based on need following assessment and provided via a costed menu of available services fulfilling the core offer with timely and regular evaluation and review of impact
2. Services will be accessible
3. Services will aim to intervene as early as possible
4. Services will be integrated at the point of delivery
5. Services will involve parent carers and children and young people in planning their care
6. Services will be provided by appropriately skilled, qualified and experienced staff
7. Services will ensure effective timely assessment of the needs of a child/young person and their family using the CAF as a basis to ensure a holistic view is taken
8. Services will have clear intended outcomes and deliver value for money
9. Services will meet statutory responsibilities including safeguarding and child protection



## Commissioning strategy for children with disabilities

10. Services will take full account of national and local research and evidence base for good practice
11. Services available will span a continuum of provision for a continuum of need and be flexible and responsive
12. Services will know and understand the demographics of the population of children with disabilities and their identified needs
13. Services will meet the requirements of the Every Disabled Child Matters charter, Aiming High Core offer and agreed local standards. (e.g. parent carer charter)
14. Services will work with other commissioners and providers to ensure key transition points are as smooth as possible
15. Services will ensure parent carers are supported and provided with short breaks with a focus on resilience building
16. services will aim to maximise independence and reduce social isolation minimising impairment and disability
17. services will aim to reduce the numbers of families with children with disabilities living in poverty and to increase standard of living
18. services will promote the equal rights of families with children with disabilities
19. services will promote an increase in inclusion

### **City wide services**

1. Services for children and young people in the city will be accessible to children and young people with disabilities.
2. Children and young people will be enabled to attend a mainstream pre school and school environment with appropriate support where possible.
3. Children's centres will offer access to all young children to its range of provision

## Commissioning strategy for children with disabilities

4. The city wide services will know and understand the demographics of the population of children with disabilities and their identified needs
5. Services will work with other commissioners and providers to ensure key transition points are as smooth as possible
6. Services will meet statutory responsibilities including safeguarding and child protection

### **6.6 Impact assessments**

These principles shall be adhered to in all commissioning activity to ensure the needs of children and young people and their families are met:

- ❖ The JSNA and patterns of activity will be used to inform and update this strategy
- ❖ Developments will follow the principles of best value and be developed in partnership
- ❖ Commissioning intentions shall be agreed year on year by collaboration with the partnership board
- ❖ Rigour concerning value for money standards and monitoring shall be applied equally to council run services as well as those provided by other providers in the community and voluntary sector
- ❖ All services shall have a detailed outcome based specification to enable robust performance monitoring
- ❖ All services will be expected to embrace diversity by ensuring the range of support offered meets the needs of people from diverse backgrounds and lifestyles
- ❖ All services shall be commissioned on the principle of a person centred model

### **6.7 Services to be transformed**

We need to:

- Consider how best to move towards a greater degree of flexibility and control for families/young people over their individual packages and budgets
- Remove any identified overlaps in services
- Ensure current services are fully utilised and represent value for money
- Ensure the current integrated care pathway is effective and timely in its response

## Commissioning strategy for children with disabilities

- Ensure the drive towards inclusion is maintained
- Take a strategic approach to the provision of residential services, considering all options and taking into account market forces
- Ensure a focus on building parent carer resilience
- Work strategically with third sector partners to seek innovation and work together towards meeting key outcomes and priorities
- Develop a model that defines need and can be linked to a transparent and equitable process for determining allocation of resources at both an individual case and systems level.
- Draw on and implement the outcome of the Independent review of Therapies (2009)

The transformation plan lays out in detail the 6 key areas to be redesigned and recommissioned . These derive from the consultation process, national and local drivers and evidence, key local priorities and principles and the agreed outcomes for children with disabilities and their families.

### **Services to be commissioned**

This table defines the groups of services to be commissioned. Service specifications and financial allocations will be developed.

Integrated care pathway within child development centre including range of therapy, medical and nursing interventions
Social care assessment and support including transitions team and admin
Residential overnight services
Specialist individual and family support within and outside of the child/young person's home
A range of social and leisure activities eg clubs, holiday schemes, group activities
Personal budget support/administration/ infrastructure
Psychological support and wellbeing
Early intervention and intensive support
Parent/children and young people participation, advice, support and information service including keyworking
Agency placements and management

### **7 Linkages with other commissioning strategies**

This strategy does not sit in isolation. It is commensurate with the NHS QIPP programme, the youth services strategy, the delivery of the

## Commissioning strategy for children with disabilities

Healthy Child Programme, Children and Young Peoples plan, SEN and Behaviour and Attendance Strategy, Child Poverty strategy, Surestart and Early Years policy and takes account of Intelligent commissioning pilots and principles.

### **8 . How do we know we have achieved it?**

We must agree a joint governance and performance management framework for this commissioning strategy and process for long term engagement with all key partners. The Commissioning team will be responsible for the delivery of the strategy, accountable to the Strategic Partnership Board and connected to the Well Being and Health partnership. Governance arrangements will need to be more clearly defined as the changes to commissioning arrangements within the NHS and council take shape

#### **Additional documentation (a) (Appendix 2)**

Transformation plan

#### **Additional documentation ( b ) (Appendix 3)**

National Drivers

#### **Additional Documentation (c ) (Appendix 4)**

Service Mapping

#### **Additional documentation (d) (Appendix 5)**

The Joint Strategic Needs Assessment is a long and detailed document. It can be accessed at the following web address:

<http://www.bhllis.org/resource/view?resourceId=858>





## Services for children with disabilities

### Transformation plan

**In order to achieve the outcomes for children and young people with disabilities and their families and to create effective and efficient services, the following 6 key themes for redesign and recommissioning will be focussed on in 2011/2012. The aim being to draw up service specifications by April 2011 and to procure services to be in place by January 2012.**

**1. To develop a flexible and creative model for short breaks, respite and family support, building on the personalisation agenda and use of direct payments and personal budgets.**

*outcomes*

-  To demonstrate increased resilience in parent carers of children/young people with disabilities
-  To show an increase in the independence of children and young people with disabilities
-  To reduce social isolation of children and young people with disabilities and their families
-  To promote life chances and maximise potential of children and young people with disabilities

To develop a system for the recruitment, management, training and support for workers interested in offering support to children and young people and their families who can be employed via a personalised budget. To work with all partners to consider the most appropriate way to manage such a network, within or outside the statutory sector and ensuring the key features relied on by parents are available ie :

- Security in the knowledge that the child/young person is being supported by an individual(s) who is appropriate, trained and competent to manage the needs of the child/young person
- All safeguarding and child protection procedures are in place
- The system will respond to emergencies/crises wherever possible eg sickness of a PA
- Parent carers are well supported to manage (if necessary) recruitment and payment issues for the PA and

- appropriate infrastructure is in place to manage direct payments and personalisation
- Allocation of resources is via a fair and transparent system

The system should also ensure there are employed staff who are able to offer direct support to children and families where it is agreed that the parent carers are unable to manage a personal budget

To develop a resource allocation and access criteria system, making clear links with commissioning and provision of services for adults and ensuring joint planning and shared commissioning from the age of 14 years.

To make more flexible use of personal budgets, to allow families to 'purchase' services that best meet their needs, and those of their child, from a menu of available options. This could include both individual support and access to clubs, holiday schemes and groups.

#### Action plan

Action	Date	responsibility
To convene a commissioning group to define a service specification	First meeting December 2010	Strategic commissioner
To describe the services required	January 2011	Commissioning group
To define the levels of service required	February 2011	Commissioning group
To analyse the impact on current services and providers/contracts	February 2011	Commissioning group
To describe the outcomes and performance framework	February 2011	Commissioning group
To finalise service specification	March 2011	Commissioning group with support from contracts and procurement
Procurement	April 2010- September 2011	Commissioning group with support from contracts and procurement

The service specification will be costed and alternative costing models included in light of financial uncertainty.

## 2. Residential services

outcomes

- ✚ To demonstrate increased resilience in parent carers of children/young people with disabilities
- ✚ To show an increase in the independence of children and young people with disabilities
- ✚ To reduce social isolation of children and young people with disabilities and their families

To undertake a review of respite/residential provision in a strategic way looking at the viability of in-house provision and the needs of young people and their families for respite taking full account of what we know about the difficulties of finding alternative overnight respite for some children/young people

To consider linking continuing health care resources with those for respite and residential services to extend the range of needs that could be met within settings

To actively engage with third sector and in-house placements team to revisit the placement of some specific young people

To work collaboratively with colleagues in social care and housing to best and most effectively meet the needs of children and young people who require substantial packages of care.

Action plan

Action	Date	Responsibility
To establish a short term review group	First meeting March 2011	Strategic commissioner
To define levels of overnight respite provision needed	June 2011	
To analyse current provision against required within a value for money framework	June 2011	
Agree service specification for overnight respite provision	September 2011	
Consultation	September-November 2011	
Procurement	November 2011 - January 2012	

### 3. Intensive support service

outcomes

- ✚ To increase inclusion within mainstream services
- ✚ To minimise impairment and disability

To look at outreach service and linking with health visiting, nursery nursing and therapies and other CVS partners to develop an intensive support model for those experiencing particular difficulties with behaviour, communication, complex developmental delay.

Action	Date	Responsibility
To establish a short term group to define the service	First meeting March 2011	Strategic commissioner to facilitate setting up of group
To define levels of provision needed	June 2011	
To analyse current provision against required within a value for money framework	June 2011	
Agree service specification	September 2011	
Consultation	September-November 2011	
Redesign and implementation	November 2011 - January 2012	

### 4. Service modernisation

To redesign administrative pathways and modernise support functions taking account of the business analysis project and considering the balance between support services and frontline service provision

Action	Date	Responsibility
To establish a short term review group	First meeting January 2011	Strategic commissioner to facilitate – Head of Child Development and Disability to lead operational working group
To define administrative pathways	January-March 2011	



To analyse current provision against required within a value for money framework	April 2011	
Consultation	May 2011	
Implementation	September 2011	

### **5. To work with all key partners to ensure the core offer is met**

Access to appropriate information at all stages of life,  
 Transparency in support services with eligibility criteria clearly communicated,  
 Involvement of children with disabilities and their families in the development of services.

*outcomes*

- ✚ To demonstrate increased resilience in parent carers of children/young people with disabilities
- ✚ To show an increase in the independence of children and young people with disabilities
- ✚ To reduce social isolation of children and young people with disabilities and their families
- ✚ To promote life chances and maximise potential of children and young people with disabilities
- ✚ To improve participation of children, young people and parent carers in the design and delivery of services
- ✚ To improve the quality and transparency of decision making

Action	Date	Responsibility
To establish a short term review group	First meeting January 2011	Strategic commissioner to facilitate
To define access criteria	January-March 2011	
Consultation	May 2011	
Implementation	September 2011	

### **6. Work with all key partners to ensure short breaks are effective, value for money and meet the needs of children, young people and families**

To respond to identified need from parents and carers for short breaks in school holidays, after school and weekends and ensure services are designed accordingly. By taking account of local and national intelligence, define service specifications for short breaks and commission against these service specifications.

#### Outcomes

- ✚ To demonstrate increased resilience in parent carers of children/young people with disabilities
- ✚ To show an increase in the independence of children and young people with disabilities
- ✚ To reduce social isolation of children and young people with disabilities and their families
- ✚ To promote life chances and maximise potential of children and young people with disabilities

Action	Date	responsibility
To convene a commissioning group to define a service specification	First meeting December 2010	Strategic commissioner
To describe the services required	January 2011	Commissioning group
To define the levels of service required	February 2011	Commissioning group
To analyse the impact on current services and providers/contracts	February 2011	Commissioning group
To describe the outcomes and performance framework	February 2011	Commissioning group
To finalise service specification	March 2011	Commissioning group with support from contracts and procurement
Procurement	April 2010- September 2011	Commissioning group with support from contracts and procurement

## National policy drivers

Statutory:

The Disability Discrimination Act (DDA) 2005 describes disability as "a physical or mental impairment which has a substantial and long-term adverse effect on [a person's] ability to carry out normal day-to-day activities." The purpose of the DDA is to introduce and extend laws aimed at ending discrimination against disabled people and within the 2005 revised Act disabled people now also have rights in the areas of:

- **employment** – Employers may not discriminate against disabled employees or job applicants and must take reasonable steps to alleviate physical barriers to work.
- **education** – The DDA builds on existing legislation in which education providers must provide mainstream placements for children with disabilities, subject to the wishes of their parents, providing that the placement is appropriate to the needs of the child; does not conflict with the interests of other children in the school; and is an efficient use of resources. Schools must report back on the facilitation and equal opportunity provided to children with disabilities (DLF, 2006).
- **access to goods, facilities and services** - all organisations that provide goods, services or facilities to the general public must offer a service to disabled people equal to that offered to non-disabled people. This covers access to transport infrastructure.
- **buying or renting land or property**, including making it easier for disabled people to rent property and for tenants to make disability-related adaptations. For example, it is unlawful to charge a disabled person a higher deposit on rented accommodation; or to refuse him/her accommodation on the grounds of disability (DLF, 2006).
- **functions of public bodies**, e.g. issuing of licenses - public bodies must promote equality of opportunity for disabled people. This also covers setting of minimum standards so that disabled people can use public transport easily (Direct Gov, 2010b). For example, from 2005, all new buses and coaches must be wheelchair accessible (DLF, 2006).

The statutory guidance **Duty to provide information, advice and assistance: Guidance for local authorities (DCSF, Feb 2008)** informs local councils how to implement section 12 of the Childcare Act 2006. Councils should

- provide parents of children with disabilities and children with special educational needs with information on the services, facilities and publications that are available to them
- facilitate access to information for parents who might otherwise find it difficult to take up the services they need.

Chapter 6 of this guidance focuses particularly on information for parents of children with disabilities and annex 3 provides more detail on the type of information which should be provided

### **SEN Code of Practice**

The SEN Code of Practice provides practical advice to Local Education Authorities, maintained schools, early education settings and others on carrying out their statutory duties to identify, assess and make provision for children's special educational needs

### **Fundamental Principles**

**1:5** The detailed guidance in this Code is informed by these general principles and should be read with them clearly in mind:

- \_ a child with special educational needs should have their needs met
- \_ the special educational needs of children will normally be met in mainstream schools or settings<sup>1</sup>
- \_ the views of the child should be sought and taken into account
- \_ parents<sup>2</sup> have a vital role to play in supporting their child's education
- \_ children with special educational needs should be offered full access to a broad, balanced and relevant education, including an appropriate curriculum for the foundation stage and the National Curriculum.

### **CHILDREN ACT 1989**

#### **PART III LOCAL AUTHORITY SUPPORT FOR CHILDREN AND FAMILIES**

##### *Provision of services for children and their families*

17 Provision of services for children in need, their families and others

(1) It shall be the general duty of every local authority (in addition to the other duties imposed on them by this Part)—

(a) to safeguard and promote the welfare of children within their area who are in need; and

(b) so far as is consistent with that duty, to promote the upbringing of such children by their families,

by providing a range and level of services appropriate to those children's needs.

(10) For the purposes of this Part a child shall be taken to be in need if—

(a) he is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a local authority under this Part;

(b) his health or development is likely to be significantly impaired, or further impaired, without the provision for him of such services; or

(c) he is disabled,

and "family", in relation to such a child, includes any person who has parental responsibility for the child and any other person with whom he has been living.

### Equalities Act 2010

Provision of services, etc.

(1) A person (a "service-provider") concerned with the provision of a service to the public or a section of the public (for payment or not) must not discriminate against a person requiring the service by not providing the person with the service.

(2) A service-provider (A) must not, in providing the service, discriminate against a person (B)—

(a) as to the terms on which A provides the service to B;

(b) by terminating the provision of the service to B;

(c) by subjecting B to any other detriment.

(3) A service-provider must not, in relation to the provision of the service, harass—

(a) a person requiring the service, or

(b) a person to whom the service-provider provides the service.

(4) A service-provider must not victimise a person requiring the service by not providing the person with the service.

(5) A service-provider (A) must not, in providing the service, victimise a person (B)—

(a) as to the terms on which A provides the service to B;

(b) by terminating the provision of the service to B;

(c) by subjecting B to any other detriment.

(6) A person must not, in the exercise of a public function that is not the provision of a service to the public or a section of the public, do anything that constitutes discrimination, harassment or victimisation.

(7) A duty to make reasonable adjustments applies to—

(a) a service-provider (and see also section 55(7));

(b) a person who exercises a public function that is not the provision of a service to the public or a section of the public.

(8) In the application of section 26 for the purposes of subsection (3), and subsection (6) as it relates to harassment, neither of the following is a relevant protected characteristic—

(a) religion or belief;

(b) sexual orientation.

(9) In the application of this section, so far as relating to race or religion or belief, to the granting of entry clearance (within the meaning of the Immigration Act 1971), it does not matter whether an act is done within or outside the United Kingdom.

(10) Subsection (9) does not affect the application of any other provision of this Act to conduct outside England and Wales or Scotland.

The new short breaks duty (EDCM briefing)

*The Children and Young Persons Act 2008 adds the provision of short breaks for those who care for children with disabilities, by amending Schedule 2 of the 1989 (Children) Act so that it reads: 'every local authority (England and Wales) shall provide services designed to assist individuals who provide care for such children (ie children with disabilities) to continue to do so, or to do so more effectively, by giving them breaks from caring.'*

The Children and Young Persons Act became law on 13 November 2008, when it received Royal Assent. However, most of the Act, including these key sections for children with disabilities, is not yet in force. The government has the power to bring these sections into force by making 'regulations'. EDCM understands that the regulations relating to short breaks will be made in time for 2011, when the short breaks funding from 'Aiming High for Children with disabilities'<sup>2</sup> is at its highest. The date when the government intends to bring into force the

duties to support children with disabilities placed away from home has not yet been confirmed.

**Children's Act 1989 / Schedule 2: Local Authority Support for Children and Families / Part 1: Provision of Services for Families / Paragraph 2:**

- (1) Every local authority shall open and maintain a register of children with disabilities within their area
- (2) The register may be kept by means of a computer

The official guidance and regulations to the Act state the following:

**Registration of Children With Disabilities**

2.19. The Act also continues but separates out the requirement placed on local authorities to keep registers of children with disabilities in their area (Schedule 2 paragraph 2). This provision, which is designed to help their service planning and monitoring, originated from directions made under the National Assistance Act 1948 in relation to disabled persons; if the register is to be of maximum use and benefit it has to be complete and avoid duplication with other registers. It is suggested that local authorities in conjunction with local education authorities and health authorities draw up a common register to assist collaboration and for use in their respective areas of responsibility. Local authorities should try to establish a system, particularly with local education and health authorities, for identifying the number and needs of children in their areas who are disabled through physical, sensory or mental disablement, mental disorders and chronic illness so that they may jointly plan their services for the short and long term. Registration is voluntary on the part of parents and children and not a precondition of service provision, but local authorities, in collaboration with health authorities, local education authorities and voluntary agencies in their area, need to publicise widely and positively the existence and purpose of registers to relevant professionals, parents and young people. The publicity should stress the usefulness of the register as an aid to planning the right level and mix of local services to help parents with children with disabilities. In the longer term, the register will also assist in planning services for when the children become adults. Registration should be encouraged for these reasons and on the grounds that it may improve access to other agency resources such as those provided in the voluntary sector and financial benefits such as social security benefits, tax relief (if registered blind) or assistance with text telephones (if registered deaf). Efforts made to keep accurate and comprehensive registers and to encourage registration will help to ensure that children with disabilities gain access to the services for which the Act makes provision.

*A local education authority must arrange for the parent of any child in their area with special educational needs to be provided with advice and information about matters relating to those needs. LEAs must take whatever steps they consider appropriate to make parent partnership services known to parents, head teachers, schools and others they consider appropriate.*

**From Section 332A, Education Act 1996**

## **SEN Code of Practice Chapter 2**

**2:16** All LEAs **must** make arrangements for parent partnership services. It is essential that parents are aware of the parent partnership service so that they know where they can obtain the information and advice they need. LEAs **must** therefore inform parents, schools and others about the arrangements for the service and how they can access it. LEAs **must** also remind parents about the parent partnership service and the availability of disagreement resolution services at the time a proposed statement or amendment notice is issued (see Chapter Eight).

**2:17** LEAs do not necessarily have to provide a parent partnership service themselves. They may provide an entirely LEA-based parent partnership service if they wish, or 'buy-in' the service from another provider, or they may choose a mix of the two. In establishing parent partnership services, LEAs are encouraged to work with voluntary groups and organisations to deliver the services which best meet the needs of parents. Where the service is provided 'in-house', LEAs are encouraged to nevertheless ensure they are run at arms' length to ensure parental confidence. However the service is provided, LEAs should meet the **minimum standards** set out below.

**2:18** In delivering effective parent partnership services LEAs are expected to:

- \_ take responsibility for setting and monitoring the overall standard of the service
- and ensure it is subject to Best Value principles



- \_ set out their funding and budgeting plans for the service (where appropriate the budget should be delegated to the parent partnership service)
  - \_ ensure adequate resources and staffing to meet the needs of the parents in their area
  - \_ ensure appropriate management structures for the service
  - \_ ensure that the service has a development plan which sets out clear targets and is regularly reviewed; such plans should specify short, medium and long term strategies and arrangements for evaluation and quality assurance
  - \_ ensure that the service is flexible and responsive to local changes
  - \_ ensure that parents and schools are provided with clear information about the parent partnership service, and about the various other sources of support in their area, including statutory and voluntary agencies
  - \_ ensure that the service is provided with accurate information on all SEN processes as set out in the Education Act 1996, relevant Regulations, the SEN Code of Practice and relevant information about the Disability Discrimination Act 1995
  - \_ ensure, where the service is provided in-house, that the staff receive appropriate initial and ongoing training and development to enable them to carry out their role effectively
  - \_ establish, where the service is outsourced either wholly or partially, a service level agreement for delivering the service which ensures sufficient levels of resources and training, and clearly set out the quality standards expected of, and the responsibilities delegated to, the provider
  - \_ have, irrespective of whether it is outsourced or provided in-house, appropriate arrangements for overseeing and regularly monitoring and reviewing the service, taking account of best practice both locally and nationally
  - \_ develop co-operative arrangements with the voluntary sector to ensure the mutual exchange of information and expertise
  - \_ *promote and facilitate arrangements for the service to work in partnership with other agencies such as health and social services, using local planning structures such as the Education Development Plan, Early Years Development and Childcare Plan, Connexions Plan and Children's Service Plan.*
- Provisions under the Health Act 1999 allow LEAs and health and social services to pool*

*budgetary and management resources; such arrangements might therefore*

*include the provision of joint information services*

*\_ actively seek feedback from the service and service users to inform and influence*

*decisions on SEN policies, procedures and practices in order to improve communications and minimise the potential for misunderstandings and disagreements.*

20

**2:19** *The aim of parent partnership services is to ensure parents of children with additional needs – including the very young – have access to information, advice and guidance in relation to the special educational needs of their children so they can make appropriate, informed decisions. The service should provide advice to the parents of all children with special educational needs not only those with statements. The prime role of parent partnership services is to help parents whose children have been identified as having special educational needs. However, there will be cases where parents believe that their child has special educational needs, but the school takes a different view. Parent partnership services should be flexible in their approach and handle such cases sensitively and sympathetically. They should consider parents' concerns carefully, try to help and support parents who want information, and not dismiss out of hand any enquiries for assistance or information.*

**2:20** *Parent partnership services are expected to provide a range of flexible services, including access to an Independent Parental Supporter for all parents who want one, and referral to other agencies, voluntary organisations or parent support groups, which can offer advice and support. However, such referrals should only be made when there is prior agreement with the parent, and with the organisation or support group concerned about the nature and level of the service to be offered.*

**2:21** *An effective parent partnership service is expected to meet the following **minimum standards** and ensure:*  
*\_ the provision of a range of flexible services including using their best endeavours*

to provide access to an Independent Parental Supporter for all parents who want one

- \_ that practical support is offered to parents, either individually or in groups, to help them in their discussions with schools, LEAs and other statutory agencies
- \_ that parents (including all those with parental responsibility for the child) are provided with accurate, neutral information on their rights, roles and responsibilities within the SEN process, and on the wide range of options that are available for their children's education
- \_ that parents are informed about other agencies, such as Health Services, Social Services and voluntary organisations, which can offer information and advice about their child's particular SEN. This may be particularly important at the time the LEA issues a proposed statement
- \_ that, where appropriate and in conjunction with their parents, the ascertainable views and wishes of the child are sought and taken into consideration
- \_ that information about the available services is publicised widely in the area using a variety of means
- \_ the provision of neutral, accurate information for parents on all SEN procedures as set out in SEN legislation and the SEN Code of Practice
- \_ the interpretation of information published by schools, LEAs and other bodies interested in SEN
- \_ that a wide range of information for parents is available in community languages, and to parents who may not be able to gain access to information through conventional means
- \_ that advice on special educational needs procedures is made available to parents through information, support and training
- \_ they use their best endeavours to recruit sufficient Independent Parental Supporters to meet the needs of parents in their area, including arrangements for appropriate training, ensuring that they are kept up to date with all relevant aspects of SEN policy and procedures so that they can fulfil their role effectively

\_ that training on good communication and relationships with parents is made

available to teachers, governors and staff in SEN sections of the LEA

\_ they work with schools, LEA officers and other agencies to help them develop

positive relationships with parents

\_ they establish and maintain links with voluntary organisations

\_ that parents' views are heard and understood, and inform and influence the development of local SEN policy and practice the regular review of the effectiveness of the service they provide, for instance by seeking feedback from user

## Other guidance

In the UK the main driver for meeting the needs of children and young people with disabilities is Every Child Matters (ECM), which aims to ensure the child can develop, be happy and achieve their full potential via 5 ECM goals:

- enjoyment and achievement,
- being healthy,
- staying safe,
- making a positive contribution and
- achieving economic wellbeing (ECM, 2003).

The National Service Framework (NSF) for Children, Young People and Maternity Services sets out eleven standards for promoting the health and well-being of children and young people and for providing high quality services that meet their needs. Standard 8 of the NSF specifically addresses the needs of Children with disabilities and Young People and those with Complex Health Needs. This standard includes children and young people with learning disabilities, autistic spectrum disorders, sensory impairments, physical impairments and emotional/behavioural disorders (DES, 2004c). Children with complex health needs are defined as either children with severe and multiple impairments or children who require support from a complex network of agencies (C4EO, 2009b). Within this document the term 'children with disabilities' refers to children and young people who are disabled and/or those with complex health needs. Standard 8 states that:

*Children and young people who are disabled or who have complex health needs receive co-ordinated, high-quality child and family-centred services which are based on assessed needs, which promote social inclusion and, where possible, which enable them and their families to live ordinary lives.* (DES, 2004c)

The Valuing People White Paper (2001) defined Learning disability as:

*"A person is considered to have a learning disability if he or she has a significantly reduced ability to understand new or complex information or to learn new skills, together with a reduced ability to cope independently. These problems will have started before adulthood and have had a lasting effect on the person's development. The definition covers adults with autism who also have learning disabilities, but not those with a higher level autistic spectrum disorder who may be of average or even above average intelligence – such as some people with Asperger's Syndrome (DoH, 2001).*

From this the Government have developed a "core offer" package which involves access to appropriate information at all stages of life,

transparency in support services with eligibility criteria clearly communicated, and involvement of children with disabilities and their families in the development of services. The health elements will involve signposting health care and support that is available for children with disabilities and complex health needs. Assessment processes will be integrated with shared information and the Common Assessment Framework (CAF) 'providing a gateway to more specialist assessments where necessary and more high level multi-agency assessments provided in the same place at the same time'. Service users will be given the necessary avenues for feedback and complaints procedures (DfES, 2004c).

ECM guidance is supported by Aiming High for the Disabled Child (AHDC) which seeks to ensure government development and investment for:

- improving access and empowerment – including developing a core offer incorporating minimum standards of information, transparency, assessment and feedback; enabling choice and control by developing individual budgets; and disseminating good practice.
- improving the responsiveness and timeliness of services and support – including developing a national indicator; evaluating and benchmarking good practice; more accurate data collection; continuation of the Early Support Programme for all children with disabilities aged 0-5; establishing a Transition Support Programme.
- improving quality and capacity – including allocation of specific grants to enable short breaks; providing accessible childcare and improved development; maximising opportunity for independence through equipment provision; commissioning the Children's Workforce Development Council to identify the gaps and barriers to improving the accessibility of universal services for children with disabilities (AHDC: better support for families, 2007).

The EDCM developed two charters, one for local authorities and one for PCTs. While it is not a statutory requirement to sign up to the charter, it has become an expectation in the Government's "Aiming High for Children with disabilities" programme and a significant number of PCTs and local authorities have signed up to it. In July 2009 NHS Brighton and Hove formally signed the Every Disabled Child Matters charter which is based upon Standard 8 of the National Service Framework for Children. This charter commits NHS Brighton and Hove to providing a range of services for children with disabilities and their families, and to addressing the needs of children with disabilities in strategic planning and local area agreements. There are nine areas for development and service improvement which NHS Brighton and Hove has pledged to address in the city, and these are monitored by the Children with disabilities's Strategic Partnership Board:

- We know how many children with disabilities live in our area and that we are planning future services on the basis of this knowledge.
- We have an identified children's lead with specific responsibility for services for children with disabilities and families.
- We can demonstrate that we work closely with our local authority partners and have had an input into all the Children and Young People's Plans in our area and are members of all relevant Strategic Partnership Boards.
- All staff have received disability equality training and training to ensure that they have core competencies to work with children with disabilities; relevant staff have received specialist training and other staff know how to contact them.
- Parents, young people and carers in our area are getting accurate and timely information and advice on the services available to them.
- Children with disabilities are involved in drawing up our Disability Equality Scheme and monitoring its effectiveness in eliminating discrimination, including involvement in the planning, commissioning and monitoring of health services in our area.
- We are working to reform our community equipment and wheelchair service to improve the quality of the equipment available, and to address the holistic and changing needs of children and young people in a timely way.
- We are commissioning comprehensive specialist medical, nursing and therapy services for children with palliative care and complex health needs, and are working with all commissioners and local authorities in our area to integrate these services into wider children's services.
- We can demonstrate an effective partnership with disabled young people and adult service providers in our area to ensure a smooth transition to adult services for disabled young people (NHS Brighton and Hove, 2009).

The implementation of the 9 areas within the EDCM PCT charter will contribute towards achieving world class commissioning (WCC) and the Tier 3 vital sign on improving the experience of services for children with a disability and their families. This charter logically overlaps significantly with the Local Authority EDCM charter objectives that:

- We know how many children with disabilities live in our area and that all agencies in our area are planning services based on this knowledge
- There is a key worker service in our authority providing support to families who are accessing more than one specialist service

- Our parent partnership service is sufficiently resources to provide advice, information and support to parents of children with disabilities and young people who have been excluded from school
- Parents and carers in our area are getting accurate and timely information and advice on the full range of services available to them and their families
- All staff have received both disability equality training and training to ensure they have core competencies to work with children with disabilities; relevant staff have received specialist training and other staff know how to contact them for information
- Children with disabilities are involved in drawing up our Disability Equality Scheme and also in monitoring its effectiveness in eliminating discrimination
- Our Children and Young People's Plan explains how we will provide specialist services and also make all universal services including extended schools and children's centre accessible to children with disabilities
- Our Local Area Agreement includes targets for the level of service to be delivered to families with a disabled child
- Children with disabilities and families are involved in the planning, commissioning and monitoring of services in our area, including both specialist and universal services (NHS Brighton and Hove, 2009).

**The Every Child Matters: Change for Children programme** aims to put in place a national framework to support the joining up of services so that every child can achieve the five Every Child Matters outcomes.

The ten key elements of the national framework are:

1. The duty to cooperate to promote the well-being of children and young people
2. The duty to make arrangements to safeguard and promote the welfare of children and young people
3. The development of statutory local safeguarding children boards (LSCBs) to replace non-statutory area child protection committees (ACPCs)
4. The appointment of local directors of children services



5. The National Service Framework for Children, Young People and Maternity Services
6. The Outcomes Framework
7. The development of an integrated inspection framework
8. The appointment of a Children's Commissioner
9. The development of a Common Assessment Framework
10. Workforce reform to help develop skills and ensure staffing levels

Social services play a central role in trying to improve outcomes for the most vulnerable and a key measure of success will be achieving change through closing the gap between their outcomes and those of the majority of children and young people.

### **Core Offer Implementation Materials DCSF**

The statutory guidance *Duty to provide information, advice and assistance: Guidance for local authorities* (DCSF, Feb 2008) informs local councils how to implement section 12 of the Childcare Act 2006. Councils should

- provide parents of children with disabilities and children with special educational needs with information on the services, facilities and publications that are available to them
- facilitate access to information for parents who might otherwise find it difficult to take up the services they need.

Chapter 6 of this guidance focuses particularly on information for parents of children with disabilities and annex 3 provides more detail on the type of information which should be provided

The new short breaks duty (EDCM briefing)

*The Children and Young Persons Act 2008 adds the provision of short breaks for those who care for children with disabilities, by amending Schedule 2 of the 1989 (Children) Act so that it reads: 'every local authority (England and Wales) shall provide services designed to assist individuals who provide care for such children (ie children with disabilities) to continue to do so, or to do so more effectively, by giving them breaks from caring.'*

The Children and Young Persons Act became law on 13 November 2008, when it received Royal Assent. However, most of the Act, including these key sections for children with disabilities, is not yet in

force. The government has the power to bring these sections into force by making 'regulations'. EDCM understands that the regulations relating to short breaks will be made in time for 2011, when the short breaks funding from 'Aiming High for Children with disabilities'<sup>2</sup> is at its highest. The date when the government intends to bring into force the duties to support children with disabilities placed away from home has not yet been confirmed.

### **Full Service Offer**

The Full Service Offer sets out the Government's expectations of what should be available by March 2011 in terms of short breaks to all families of severely children with disabilities including those with complex health needs. The main points of the Full Service Offer are set out below.

#### **A Full Service Offer Should:**

1. Be based on a needs assessment of the local population
2. Offer significantly increased volume of short breaks compared to 2007/08
3. Use fair, understandable and transparent eligibility criteria
4. Ensure sufficient provision that meets the needs of severely children with disabilities and their families, including those with complex health needs;
5. Ensure age appropriate provision that ensures the following groups are not disadvantaged in accessing short breaks:
  6. children and young people with a diagnosis of severe Autistic Spectrum Disorder, children and young people with complex health needs, including the technology dependent child and those requiring palliative care; children and young people up to 18 with moving and handling needs that will require equipment and adaptations, children and young people with challenging behaviour as a result of their impairment ,severely disabled young people 14+.
7. Provide a wide range of short breaks, tailored to families' needs and including:

- overnight breaks, with care available in both the child's own home and elsewhere;
  - breaks during the day, with care available in the child's own home and elsewhere;
  - breaks in universal settings, delivered through the support of a befriending, sitting or sessional service;
8. Ensure culturally appropriate provision that is sympathetic to the racial, cultural and religious background of children with disabilities and their families;

Ensure provision that is available at the times when families and young people, need breaks - this should include evenings, weekends and holiday provision, and be capable of responding to urgent care requirements





## Service Mapping of specialist services for disabled children

Activity data relates to 09/10

### **Child Development and Disability Service**

As this is a large and complex service it is to be subdivided as below.

This is an integrated service made up of professionals and services from health, education and Social care. To be eligible for this service there will be concerns regarding a child's development or they will have a disability or complex needs. The service is for any child from 0-19 years and is made up of a range of professionals that can offer specialist advice and support. The referral route to the service is by a professional who has already undertaken some assessment of the child and their family and identified that further specialist assessment is needed. The aim of the assessment is to provide an overview of all of the family's needs and identification of appropriate support and intervention. Not all the identified needs will be met within the service as there is a commitment to ensuring that, wherever possible, disabled children's needs are met by mainstream services in mainstream settings.

The service follows an integrated care pathway approach (as illustrated appendix 1) and the aim is that children will be assessed in an appropriate and timely way to identify needs. This assessment can take the form of a multi-professional session or an appointment with a single professional. All the services within the overall team contribute to the care pathway though they will interact with children, young people and their families at different points in time according to need. For some aspects of the service the team hosts workers who deliver services outside of the core care pathway though associated with children and young people with developmental needs/disabilities. There are also areas of work e.g. for community paediatricians which sit outside disability service e.g. adoption and fostering, child protection. These will be identified as a % of the whole service- seen to be 40% of total workforce time.

Core business;  
Training  
Safeguarding  
Supervision of students

The service is provided through Section 75 arrangements between Brighton and Hove City Council and South Downs Health NHS Trust.

Referrals to child development and disability service integrated care pathway  
Total 753  
Invitation to join (ie already known to one/more elements of service) 138  
Not accepted 146  
Therefore : New 469

Plan described following discussion at referrals meeting (incomplete data):

Preschool clinic 27  
Complex clinic 20  
Health visitor 7  
School age clinic 14  
Therapy only – OT or physio or both 86  
Paediatrician and PRESENS 35  
PRESENS only 53  
Paediatrician and therapist 7  
Paediatrician only 144  
DCD clinic 18  
Other 32  
Social care 5

Age (years)

0-3 154  
3-5 216  
5-7 121  
7-11 155  
11+ 107

Service Speech and Language Therapy Complex needs
<p><b>Description</b></p> <p>This is one of 4 paediatric SLT teams in Brighton and Hove, the other 3 being area based teams managed by the schools and communities teams.</p> <p>The team provides a city wide service to identify, assess and support the needs of a range of children:</p> <ul style="list-style-type: none"> <li>• Pre-school and school age children and young adults (16-19 years) with complex needs with identified speech, language and / or communication difficulties.</li> <li>• Children with severe/profound learning disabilities.</li> <li>• Children with moderate learning disabilities.</li> <li>• Deaf children and adults.</li> <li>• Children/young people with Autistic Spectrum Condition</li> <li>• Babies and children with dysphagia (eating and drinking difficulties)</li> </ul> <p>Some of the Speech and Language Therapists also provide a specialist advisory service to other areas.</p> <p>Interventions include both direct work with the child and liaison and joint working with those involved with the child.</p> <p>The team is subdivided into the following areas:</p> <p>Acute – eating and drinking difficulties service to the Royal Alexandra Children’s hospital, inpatient and outpatient and TMBU  Jean Saunders/Easthill Park- pre-school assessment nursery  Hearing impairment  Preschool complex needs within child development centre  Special schools and colleges  Autistic spectrum disorder diagnostic service, units and outreach  Support for children with Downs syndrome in mainstream school</p>
<p><b>Cost</b> 408,332</p>
<p><b>Activity</b>  Referrals April 09-10 333  Discharges April 09-10 293</p> <p><b>Contacts 09/10</b>  Acute services: 860  ASC pathway: 115  ASC: 84  Cedar Centre Primary: 360  Cedar Centre Secondary: 311  Downs Park: 313  Downs View: 1061  Hearing Impairment: 333  Hillside: 541  Jeanne Saunders: 575</p>

Mainstream complex needs: 152  
 Patcham House: 158  
 Rudyard Kipling ASC: 19  
 Seaside View: 711  
 DVLC: 152  
 West Blatch ASC Juniors: 5  
 West Blatch ASC Infants: 42  
 Total 5792

	Referral to assessment	Assessment to treatment
Hearing Impairment	4 weeks max	4 weeks max
JSC/EP	4 weeks max	Seen straight away
SLD schools/college	Would be seen asap following referral if new to service.	Based on prioritisation criteria and caseload numbers.
MLD schools	Cedar Centre: 4-6 weeks	Cedar Centre 6-8 weeks
CDC	Dependent on ICP	Up to 6 weeks
Acute paed.	In-patients – within 2 days Out-patients: within 4-5 weeks depending on priority. If very urgent seen within 2 weeks.	No wait if treatment required.
Mainstream CN – children with Down syndrome.	No waiting times at the moment	No waiting times at the moment
Mainstream CN – individual packages.	Current children have been picked up quickly	Straight away
ASC units	No waiting times	No waiting times
Pathway	Dependent on ASC pathway	Dependent on ASC pathway

Many of the children have complex needs and will remain within the service for long periods, moving from one aspect of the service to another e.g. from pre-school child development centre to special school.

## Service Audiology

### Description

The first tier service for detection of hearing loss involves Health Visitors, audio screener and paediatric audiology nurses community PANC's. The second tier service is the Intermediate Audiology Clinics (I.A.C.) which are held at various locations in the community.

Three types of clinic are held.

Audiologist led clinics (ALC). These are staffed by an Audiologist and one PANC's..

Nurse led clinics (NLC). These are staffed by two PANC's..

'PANC only' clinics (AMO). These are staffed by one PANC..

Referrals to these clinics are made by Paediatricians, GP's, Health Visitors, PANC's, Educational Psychologists, Hospital Ear, Nose and Throat departments, Speech and Language Therapists and parents.



Children tested at IAC who have a suspected sensory neural hearing loss and neonates who do not have clear responses to the newborn hearing screen (OAE and AABR) are referred on to the tertiary audiology centre at the Royal Sussex County Hospital.

Children who have Secretary Otitis Media and or a conductive loss are managed in accordance with NICE guidelines

A member of the Audiology Team reads each referral and decides which would be the most appropriate clinic for the child to be appointed to.

All children requiring a Speech and Language Therapy assessment, where there are concerns about hearing, have an up to date hearing test either at their school or at the Community Clinic

PANC's. carry out hearing assessments at Speech and Language units, autistic units and special schools.

All children who attend state school have an ear specific hearing test at school the term they are 5 years old

Some children who have a mild sensory neural loss or a unilateral loss have an annual test (they are classified as 'Category C'). The Sensory Needs Service is informed of these children when the child reaches year 7 at Secondary School.

### **Referral Pathways**

Children over seven months old who require a hearing test are referred on an appropriate form to the Audiology Clerk, School Clinic, Morley Street, Brighton, telephone 01273 267312. The clerk will send an Intermediate Audiology Clinic appointment for the appropriate locality and clinic type.

### **Special Needs Children**

Children in specialised units/schools or assessment centres are seen in accordance with The Special Needs Guidelines . The test procedures vary, depending upon the children's mental and physical capabilities.

### **Newborn Hearing Screen**

Since 2005 all babies born in England are offered a hearing screen carried out by electronic screening equipment. The majority of these screens are performed within 24 hours of birth by dedicated screeners in maternity units, or as in 20% of areas the screen is carried out by the Health Visitor at the baby's home between days 10 and 24. In this area the health visitors carry out the screen. The parents must give written consent for the screen.

The baby has to be above 35 weeks gestational age. This is because of maturation of the auditory nerve.

There are a few exemptions from the screen, (eg. Meningitis, Microtia). This is because the baby will require a full audiological assessment and not a screen.

If the baby is in the Neonatal Intensive Care Unit (NICU) or Special Care Baby Unit (SCBU) for longer than 48 hours the baby automatically receives both screens. This is because these babies are considered to be more at risk from sensory neural hearing loss or auditory neuropathy.

Following the screen, certain information is sought from the parents about family, ante and neonatal history. If the baby has risk factors, which research has shown to

increase the risk of progressive hearing loss, the baby will have a follow up appointment at approx 8months of age This is a behavioural test and carried out as described above. Further hearing tests, indicated from known risk factors will be arranged as appropriate.
Staffing Band 7 2.2 Band 6 2.02 Admin 2.76
Cost £191,981
Activity 6729 contacts 09/10

<b>Service</b> <b>Admin (health)</b>
<p>Description</p> <p>To provide secretarial and administrative support to health professionals and management of the admin and business services. To include PAs to medical staff , receptionists and secretaries to therapists and business manager</p>
<p>Staffing</p> <p>Band 4 6.68</p> <p>Band 3 4.18</p> <p>Trust terms and conditions grade 3 1.0</p> <p><b>Total 11.86</b></p>
Cost £343,411

<b>Service</b> <b>Community Paediatrics</b>
<p>Description</p> <ul style="list-style-type: none"> <li>• General community paediatric or nurse consultant assessment and diagnosis of children identified as in need of the service;</li> <li>• Assessment, diagnosis and follow up of children in need of protection, in care of the local authority, with special needs, with continence difficulties</li> <li>• Urgent medical assessments for children who may have been sexually abused, initial health assessments of children taken into the care of the local authority and the health component of statutory assessments of educational special needs</li> <li>• Medical advice to planning processes and assessment and management of children with emotional and behavioural difficulties;</li> <li>• Assessment, counselling and support for children from marginalised groups such as travellers, asylum seekers, refugees;</li> <li>• Detailed assessment reports to other agencies, including family and criminal justice processes;</li> <li>• Advice on health concerns related to safeguarding, adoption and fostering (LA permanency panels), childhood accident prevention and other health promotion initiatives;</li> <li>• Co-ordination of special needs and continuous care services ( nurse consultant post) in the community;</li> <li>• Designated and named doctors for child protection, Children in Care/adoption and special educational needs services;</li> <li>• Healthy Child Programme – medical assessment for babies not offered service by GP (4 practices within Brighton and Hove)</li> <li>• Medical advice to planning processes and provision of clinics for vulnerable adolescents;</li> <li>• Medical advice with regard to immunisations;</li> <li>• High quality training for 2 postgraduate doctors at any one time;</li> </ul>

<ul style="list-style-type: none"> <li>• Evaluated and high quality training for other professionals/agencies as appropriate.</li> </ul> <p>The balance of activity is 60:40 between services related to children with disabilities and other activities as described above.</p>
Cost £1,183,544
<p><b>Activity</b>  New referrals for 'paediatrician only' received via integrated care pathway 144  New patients seen by paediatricians from ICP referrals 265 (ie within range of clinic settings)</p> <p><b>Contacts</b>  1138 follow ups across all doctors  392 total new appointments nb this includes the 265 via the integrated care pathway alongside appointments for eg. Pre-adoption, child abuse medicals, statement assessments for children not previously known</p> <p>DNA rates 12.8% new patients  14.6% follow ups</p>

<p><b>Service</b>  <b>Occupational Therapy (health)</b></p>
<p><b>Description</b>  The service will provide</p> <ul style="list-style-type: none"> <li>• Occupational Therapy evaluation of children &amp; young people identified as in need of the service;</li> <li>• Assessment and intervention for children with identified occupational therapy needs</li> <li>• Provision of specialist advice and intervention programmes for parents and other professionals to enable children and young people to be supported in their own environment</li> <li>• Assessment and advice regarding specialist equipment to promote postural management, independence in daily living skills or ease of management for carers</li> <li>• Occupational therapy contribution to statutory assessments of special educational needs</li> <li>• Therapy assessment for planning processes and management of children with specific difficulties;</li> <li>• Therapy advice to planning processes and provision of multidisciplinary clinics;</li> <li>• High quality training for postgraduate therapists</li> <li>• High quality training for undergraduate occupational therapy students;</li> <li>• Evaluated and high quality training for other professionals/agencies as appropriate.</li> </ul>

Cost £304,192

### Activity

#### Referrals to Occupational Therapy 2009/10: Total: 170

Referral for:

Pre-school clinic (inc OT)	19
Complex Clinic (inc OT)	19
DCD Clinic	22
School Age Clinic	16
Joint OT/PT	18
OT Only	66
OT Review	10

Referrals by age:

The referrals split approx 50:50 between 0-5 and 6-11 with a small number of 12-16 referrals.

17-19: 2

**Discharges** 2009/10: 100

**Waiting List:** Total Children waiting 30.6.2010: 68

Of these children waiting for

multidisciplinary Clinic:	10
Joint OT & Physiotherapy:	22
OT only	36

### Waiting Times

Priority within 12 weeks

Average wait for joint OT/PT or OT only 30 weeks

Referrals over time

2007/08: 116

2008/09: 160

2009/10: 170

Contacts:

2009/10 figures not available

1.4.10-30.6.10 Total contacts 324

### Intervention

There is no average length of intervention. This will range from initial assessment and advice only for children with minimal needs, to regular involvement over many years for children with complex needs.

Service Nursing
<p><b>Description</b></p> <p>To provide specialist health visiting , school nursing and nursery nurse service to children 0-19 with developmental concerns and disabilities.</p> <p>To provide support within doctor led clinics</p> <p>To lead and support intervention groups for children 0-5 years with complex needs</p> <p>To support continence awareness and provide clinical intervention</p> <p>To provide school nursing to schools and colleges for children with complex needs and specialist advice and training to staff supporting children in mainstream</p> <p>To act as link to primary and secondary health care including discharge planning</p> <p>To provide advice and support to families post diagnosis</p> <p>To provide assessment of eligibility for continuing health care</p> <p>To offer 1:1 play and language development sessions</p> <p>To provide emotional support to parent carers</p> <p>To provide training/education for parents, professionals and other agencies as necessary</p>
<p>Cost £238,242</p>
<p><b>Activity</b></p> <p>Current caseload for nursery nurses and specialist health visitors 78 children</p>

Service Physiotherapy
<p><b>Description</b></p> <p>The community physiotherapy team are based at Seaside View Child Development Centre (SSV) and are responsible for providing the physiotherapy service for children and young people aged 0-19 years of age with identified physical needs. This is carried out in joint, multi-professional or individual clinics at SSV; in special schools or units; and in mainstream schools. The physiotherapy service also carries out home and nursery visits as appropriate.</p> <ul style="list-style-type: none"> <li>• Therapy assessment of children &amp; young people identified as in need of the service;</li> <li>• Ongoing assessment and follow up of children with identified physiotherapy needs;</li> <li>• Detailed assessment reports to other agencies, including statutory assessments, and family and criminal justice processes;</li> <li>• Direct therapeutic intervention for children with identifies Physiotherapy needs.</li> <li>• Provision of specialist advice and intervention programmes for parents and other professionals to enable children and young people to be supported in their own environment, e.g. home, school, early years setting.</li> <li>• Assessment and advice regarding specialist equipment to promote independent</li> </ul>

<p>mobility and function eg standers, walkers</p> <ul style="list-style-type: none"> <li>• Specialist assessment, advice and provision of orthotics to prevent, treat and manage physical dysfunction;</li> <li>• Physiotherapy reports for statutory assessments of special educational needs;</li> <li>• Therapy advice to planning processes and provision of the physiotherapy service;</li> <li>• High quality training for undergraduate and post-graduate therapists</li> <li>• Evaluated and high quality training for other professionals/agencies and parents as appropriate.</li> <li>• Assessment for referral to other specialist services eg Chailey Heritage Clinical Services</li> </ul>															
Cost £171,156															
<p>Activity</p> <p>Physio referrals - age groups</p> <table> <tr> <td>0-3</td> <td>96</td> <td></td> </tr> <tr> <td>4-7</td> <td>47</td> <td></td> </tr> <tr> <td>8-11</td> <td>27</td> <td></td> </tr> <tr> <td>12-15</td> <td>10</td> <td></td> </tr> <tr> <td>16+</td> <td>1</td> <td>TOTAL 167</td> </tr> </table> <p>Discharges 41  Caseload 326  Average length of session 1 hour</p>	0-3	96		4-7	47		8-11	27		12-15	10		16+	1	TOTAL 167
0-3	96														
4-7	47														
8-11	27														
12-15	10														
16+	1	TOTAL 167													

Service <b>Emotional well being and mental health</b>
<p>Description</p> <p>To provide counselling service to children, young people and parent carers in relation to disability and loss</p> <p>To provide support to staff re emotional issues as needed</p> <p>To provide family therapy and systemic approach to the management of complex families</p>
Cost £12,743
<p>Activity</p> <p>Counselling referrals 2009 = 28</p> <p>Counselling referrals Jan-May 2010 = 13</p> <p>All referrals offered initial assessment within 4 wks</p> <p>Waiting time (from referral to counselling beginning) 2009 = 14 wks</p> <p>Waiting time Jan-May 2010 = 6 wks</p> <p>Reduction due to Trainee Counsellor being in post since June 2009</p> <p>Clients receive 12-18 sessions on average</p> <p>From Jan 2009 – July 2010 - 6 referrals received and accepted to the 'Systemic Family service' for family therapy. Families have been seen on average for 6 sessions then closed, or moved on to a 6 month follow up/review system. 2 families remain open to the service and 1 is on the waiting list.</p> <p>As well as the family therapy service, the enhanced social work/systemic practitioner has assessed, held and case managed between 12-15 other cases within the CAMHS LD team at any one time during this period</p>

Service <b>Social work</b>
<p>Description</p> <p>Team of social workers, social work resource officers and associated administrative staff. Aim to offer support, advice and practical help to disabled children and young people and their families working in partnership to plan the most appropriate services.</p> <p>Access criteria:</p> <p><i>Children with a severe learning and/or physical disability and children with moderate learning difficulties where it is assessed that their needs in terms of challenging behaviour and mental health issues can be met only through the input of specialist services.</i></p> <p>Once a referral is received an initial assessment is undertaken within 7 days</p>



and a core assessment, if indicated within 21 days taking account of statutory requirements. A carer assessment is also undertaken. Once the information is gathered the needs of the child and their family are identified and a Child In Need plan is initiated. Family support resources are allocated via a monthly multi-disciplinary panel meeting.

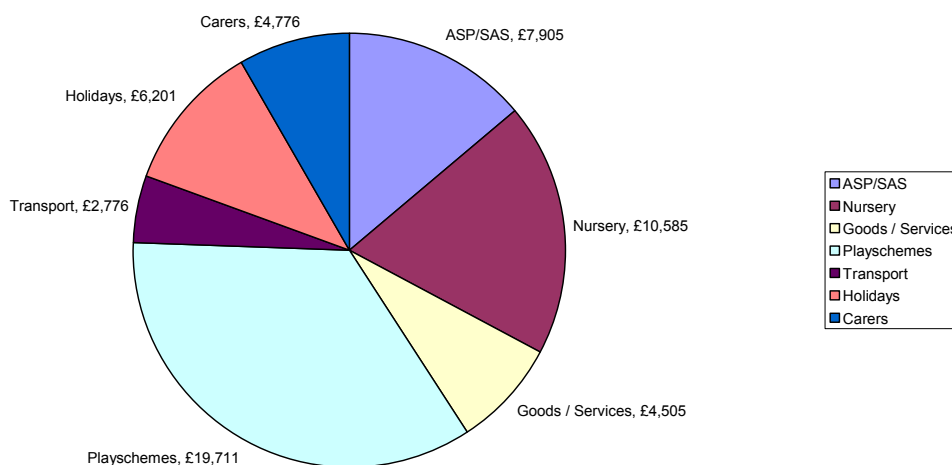
The social care team investigate and action any safeguarding and child protection enquiries regarding disabled children and their siblings.

Costs 1,065,900

Activity

- Open cases 278
- Families with designated Key Workers 39
- Children receiving social care OT 62
- Looked After Children 76
- Children in Need 196
- Children subject to Child protection Plan 6
- Children in Agency Placements 11
- Children receiving overnight respite in Agency Placements 12
- Children supported by Sect 17 ( Preventative Budget) 134

S17 Expenditure FY 2009-10



**Service Residential and outreach**

Description

Outreach:

Experienced workers provide disabled children and young people with individual support enabling them to access social, leisure and recreation opportunities in their local community. Families receive a short break from

caring at weekends, after school times and in the holidays. Referrals are via social work assessment. The service provides flexible, responsive support to families in crisis or to assist where young people are temporarily out of education

#### Direct payments

This provides parents, or disabled young people aged 16-18, with cash to buy in services directly instead of the Council providing that support through their own services. Payment is provided on assessed need. The Federation of Disabled People is available to support families in managing the direct payments scheme and recruiting carers

#### Cherish

Cherish provides two term time venue based Youth Clubs for learning disabled teenagers ages 12-19 as well as Easter and summer holiday schemes based within the community. Parents and young people may self refer or Cherish can receive referrals from professionals. Cherish also provides a term time Club for learning disabled Young adults aged 19-25

#### Tudor House

Tudor House in Brighton is a residential home offering short breaks for up to five young people at a time, between the ages of 10 and 18, who have a severe learning disability and who may also have physical disabilities. The house is fully equipped to meet the needs of a range of young people. This includes overhead hoists, a sensory room and fully accessible vehicle.

#### Drove Road

Drove Road is a residential home in Portslade providing residential short breaks on a planned basis for children aged between 8-18 years who have severe learning disabilities. The home has six individual bedrooms and in addition two young people live there full time. There are a range of activities at the home including a trampoline, sensory room soft play and garden equipment.

Teenage scheme- a teenage group meet fortnightly offering opportunities to gain independence skills, mix with people of a similar age and enjoy community activities

#### Costs

2,276,750

#### Activity

Bed nights Drove Road 09/10 2026 (Includes 2 full time placements) 10/11 forecast 2160

Bed nights Tudor House 09/10 1094 10/11 forecast 1152

Children receiving direct payments 70

Children/young people supported through outreach average 45 with total 8127 hours provided 10/11 forecast 8000

Cherish total hours provided 2888 09/10 10/11 forecast 2976

**Service**

Pre school special educational needs service (PRESENS)/ Early years and childcare

NB PRESENS is being reviewed separately as funding is via Direct Schools Grant .  
Jenny Brickell leading on this piece of work.

**Description**

1. To provide a package of intervention and assessment of children with SEN in consultation with parents, professionals and other colleagues in order to meet identified needs. This is carried out either by the Offsite team at the child's mainstream setting or at the Onsite provision at the Jeanne Saunders centre. This involves close liaison with a multi-disciplinary team in order to identify pre school children with SEN and the staff are part of the integrated care pathway for children with developmental concerns//disabilities. The service works directly with referred children in both maintained and non-maintained nurseries aged reception -1 and reception -2 (approx 2-5 years). Home teach may also be given where a child is not attending a pre-school setting. Onsite provision consists of 2 day placements at the Jeanne Saunders Centre or Easthill Park for children identified as needing a period of in-depth assessment and intervention due to the complex nature of their needs or where the core needs are unclear. Jeanne Saunders building is unsuitable for children with physical disabilities and the site at Easthill Park therefore hosts groups of children with mobility difficulties.
2. to support all pre school settings with the provision of high quality inclusive practice, giving them information and advice on special needs and disability issues and providing strategies and training to enable them to support children with SEN, this is provided in line with guidance on Area SENCO work. The team manages additional support funding and the inclusion grant to enable children with be fully include into a setting.

**Costs £869,900 + inclusion grant (£924,600)**

**Activity**

September 09- April 2010 Children offsite 347 Onsite 26  
2010/11 prediction of reduced numbers of on-site children identified – 13 children offered places- 10 of whom have social communication disorder. No children with profound and multiple learning disabilities in 10/11 cohort.

## Contracted/other services

## Early years and childcare

## Description

## Early years and childcare

Presens currently supports 31 pre-school children with complex and significant physical and medical needs/non-mobile in mainstream pre-school settings. About 25 of these children have other needs in addition to their physical needs, for example severe learning difficulties and/or sensory impairments.

These children attend 27 different nurseries, including children's centres, school nursery classes and private, voluntary and independent (PVI) settings.

Presens estimates that 60 to 70 pre-school settings (of approximately 135 settings) are able to provide suitable facilities for children with complex physical needs. The remainder are not currently suitable because of their physical environment and/or layout, many could be adapted should the need arise.

Finding a nursery for a child with complex physical and medical needs is now rarely a problem. However, sometimes it takes time to set up a child at a nursery (there may be delays in providing/acquiring specialist equipment, or time taken in staff attending specialist training) and concerns from parents regarding the provision of on-site therapy.

Currently a total of 32 pre-school disabled children aged under three in mainstream childcare settings with one to one support.

Dcatch (Disabled Children's Access to Childcare) funding which is available in this financial year only (2010/11) is contributing approximately £33,000 towards staff training to develop and improve the capacity of childcare providers caring for school-aged disabled children. Training to be offered from September 2010 will include getting out and about safely, disability awareness, introduction to epilepsy, introduction to autism, understanding dyspraxia, behaviour and the brain, cerebral palsy in depth, children with eating and drinking difficulties, managing challenging behaviour, inclusive play work, communication and play for all and introduction to British Sign Language, as well as bursaries and staff and travel costs for attending external training relating to specialist areas of disability.

28 school-aged disabled children supported in mainstream childcare settings with one to one support.

## Service

## Amaze

## Description

Amaze is contracted by the PCT and BHCC to provide information, advice and support to parents on matters affecting the well being of their children with disabilities and special educational needs. For 2009/10 there are 3 service specifications:

**1. Brighton and Hove Index of Children with Special Needs (The Compass)**

The intention of the Compass is to provide high quality data on the incidence and needs of disabled children and their families within the population of Brighton and

Have to facilitate efficient planning and development of local services. The Compass will seek to include all children and young people who have special needs that significantly impact on their everyday life, unless they/their parent asks to be excluded.

aMAZE will provide the following:

A development role for the Compass, liaison with other agencies and service providers as necessary and regular reporting to the Partnership Board as required.

Efficient loading and updating of data held on The Compass.

Sufficient computer hardware and software to enable efficient management of the data

An annual written report for the annual contract review on progress and new developments.

The capacity for local service providers to access data held on The Compass for planning purposes.

Termly contribution to the Out of aMAZE newsletter distributed to all families whose details are held on The Compass to update them on progress, local trends etc.

## **2. Transition planning and development**

The intention of the post is to facilitate a smooth transition process for young people with special needs and disabilities as they enter adulthood.

There will be a contractual agreement between aMAZE and the Trust for the Transition Development worker to be located with and managed by aMAZE as a pilot project for a four year period, this will enable one cohort of young people to move through the transitions process.

In order to accomplish this, aMAZE will ensure that the Transition Development worker undertakes the following tasks:

Provision of information for parents:

Establishment of a specialised information base about planning, transition issues and post 16 options, to support the organisation's advice and support work with parents.

Provision of briefings, back up advice and updated library materials to Helpline Advisors, volunteers.

Information sessions for parents about the Code of Practice transition planning process and procedures.

Annual update and distribution of 'Through the Next Maze.'

Contribution of relevant articles to the aMAZE termly newsletter.

Delivery of training opportunities for parents, schools and other agencies:

Design, organisation and implementation of a training programme which will :

- outline the transition planning procedures
- promote the current interagency transition planning protocol

- profile ways of involving young people in the process

Contribute to the familiarisation and training of Trust staff on transition issues.

Provide information and advice to Trust staff as appropriate.

Promotion and profiling of issues for young disabled people

Contribute to and participate in strategic planning groups, which focus on transition planning issues and contribute to annual work plans set by TP Forum.

Close liaison with professionals working directly with young people going through the 14+ transition stage such as Connexions Personal Advisors and social work staff based in children's and adults services.

An annual written report for the annual contract review on progress and developments.

Regular reports to the Children with disabilities & Complex Needs Strategic Partnership Board.

### **3. Brighton and Hove Parent Partnership Service**

To provide Brighton and Hove parents with independent information, advice and support on matters affecting the well being of their children and young people with special needs.

To encourage good communication and partnership between parents, schools and the Trust in the interest of children and young people.

To voice the views of parents and raise awareness of the importance of the parent perspective.

The Special Needs Code of Practice outlines the core activities of a parent partnership service and sets minimum service levels for:

- Working with parents, with children and young people with special needs
- Information and publicity
- Training, advice and support
- Networking and collaboration
- Helping to inform and influence local special needs policy and practice

In order to deliver a parent partnership service, aMAZE will provide the following:

Telephone helpline to provide information, advice and support to both parents and professionals. The helpline will be staffed each week from 9:30am until 12 noon each Monday to Thursday (with the exception of office closure periods in August and December).

Volunteer Independent Parental Support Service: to provide information and individual support to parents in their negotiations with schools and the LEA, regarding their children's special education needs.

Provision to parents and professionals of information about both the parent partnership services and other sources of support via two information handbooks *Through the Maze* and *Through the Next Maze*; production of a regular newsletter *Out of aMAZE*; production of a general information leaflet about the aMAZE service; fact sheets as necessary; and handouts to accompany workshops, conferences and training events.

Organisation of and contribution to workshops, conferences and training events for parents and

professionals.

The contribution of the parent perspective to the development and planning of Trust policy and provision for pupils with special needs; provision of parental feedback and facilitation of direct involvement of parents in planning and consultation groups; working positively with other voluntary and statutory agencies on joint initiatives to improve services for children and young people with special needs and their families.

The encouragement and support of parents in consultation, development and training initiatives; reimbursement of the costs of user involvement and wherever possible, pay parents for their time and expertise. In this way, barriers to participation can be reduced, the value of parent contributions and equity of power between users and professionals can be acknowledged, and expectations and responsibilities of parents involved in consultation, development and training work can be clarified. Projects approaching aMAZE for help with parental participation in these ways will be expected to budget for these costs while aMAZE will also include such costs in its bids to charitable grant giving trusts

Cost 194,878

#### Activity

Number of Helpline calls	3124
Number of IPS volunteers	11
Number of parents receiving IPS support	124 cases
Number of parents assisted to complete a DLA application	239
Number and type of publications distributed	Through the Maze = 786 Through the Next Maze = 617 Newsletter = approx 4,056 per edition. 3 distributed through year.
Number of training events	<p><b><i>Training for parents</i></b></p> <p>Intensive Interaction Information Session 18</p> <p><b><i>FAST (Families and Schools Together) - 8 week pilot – Fairlight School</i></b></p> <p>Post-16 Benefits – Downs View Link College</p>

	<p>Triple P Teens (2 courses) 25</p> <p>Amaze AGM (not including info fair) 23</p> <p>Bullied at School? 12</p> <p>Challenging Perceptions of Disability 4</p> <p>Insiders' Guide - children with ongoing health needs 11</p> <p>Insiders' Guide - Under 5s 10</p> <p>LLSS Speech and Language Workshop 18</p> <p>Moving Closer Dance Workshop 3</p> <p>Planning for Life After School (3 workshops) 22</p> <p>Triple P with Stepping Stones (2 courses) 23</p> <p><b>Training for Professionals</b></p> <p>Claiming DLA and passported benefits – Family Information Service</p> <p>Introduction to Stepping Stones Triple P – Triple P trainers</p> <p>Presentation to conference for under 5s workers - CYPT</p> <p>Presentation about parents' experiences and the work of Amaze – Balfour School</p> <p>Workshop about Amaze and working with parents - CYPT learning mentors</p> <p>Workshop about the parent experience and working with parents of preschoolers – Presens conference for pre school SENCOs</p>	
Contribution to consultation work/other groups	<p>Advice Services Network</p> <p>Behaviour Strategy group</p> <p>B&amp;H Transition Forum</p> <p>Carers Strategic Partnership</p> <p>Challenging Behaviour Working Group</p> <p>Community and Voluntary Sector Forum Children's Network</p> <p>Community University Partnership Programme</p> <p>CYPT Disabled Children's Strategic Partnership Group</p> <p>CYPT Aiming High Sub group</p> <p>Equalities Coalition</p> <p>Extended Schools Cluster Group</p> <p>Extratime Management Committee</p> <p>Gateway group</p> <p>Learning Disability Partnership Board</p> <p>LDPB Person Centred Approaches group</p> <p>National Transition Information Network</p> <p>National Parent Partnership Network</p> <p>Parent Support Strategy Implementation group</p> <p>Resilience Therapy Core development group</p> <p>Resilience Therapy Community of Practise</p> <p>SEN Strategy group</p> <p>South East/South Central Parent Partnership officers group</p> <p>Providers sub group</p>	
Number of families included in The Compass		1,606 (1,370 updated within last 2 years)
Numbers of newsletters produced and how many families received them		As above including all these families
Number of Transition Information sessions held: 2		



Number of parents attending: 21

Parents of Teens Get Togethers: 6 meetings held

Number of parents attending: 20 on average

Insider's Guide to Bringing Up Teenagers with Special Needs

Number of parents attending: 12

Puberty and Relationship Training

Number of parents attending: 13

Being More Resilient

Number of parents attending: 8

Being Autistic

Number of parents attending: 26

Parent Centred Reviews

Patcham House: 5

**Training for Professionals:**

Applying Resilient Therapy: Art Workshops for Young People with Communication/ Learning Disabilities

Number of professionals attending: 7

Workforce Development – Adult Social Care: Working positively in partnership with parent / carers

Number of professionals attending: 8

**Service**

**Brighton and Hove Inclusion Project**

**Description**

**Aims of the Service.**

The overall aims of BHIP are to promote inclusive play and social activities for all children and young people including those with special needs/disabilities, language barriers, different ethnicity and economic backgrounds to play, share experiences and interact on the basis of equality.

The service will cater for children and young people between the ages of 3 and 16 who live within Brighton and Hove and the surrounding area.

**The Services.**

BHIP will provide:

- A weekly After School club and Holiday Playscheme. (3 – 11 years)
- Weekly Saturday play sessions. (4 – 11 years)
- Weekly Saturday social & educational activities (12 – 16 years)
- Training in play and inclusion for volunteers and paid playworkers.
- Support on inclusion to other children service providers.

Each play session will be registered with Brighton and Hove Council under the auspices of the Council Inspection Unit in line with the Children Act.

**Number of play session places.**

There will be a total of 24 places at each of the clubs with 8 reserved for children coming from special education.

The level of staff/children ratio will not fall below that legally stated. This will be used as an absolute minimum.

The Service Provider will ensure that the Children's teams within the Trust are notified in advance about schemes operating in their area.

#### **Accessing the Services.**

Children can be referred by parents and by staff within the Trust. They will have to participate in any waiting system in place if Clubs are full.

Cost £11,683

Activity Total hours of provision for children with special needs 578 per quarter totalling 2312 but this represents their whole operation as the contract includes a 'grant' towards work they are doing that suited the requirement for additional short breaks

#### **Service**

#### **Adur Special Needs Project**

##### **Description**

The overall aims of ASP are to promote safe, stimulating and inclusive play activities for children with a wide range of special needs.

Though the Project will cater for children and young people between the ages of 5 and 25, the service funded through this contract will support children between the ages of 5 and 18 who live within West Sussex and the Brighton and Hove Council areas.

ASP will provide:

- A weekly After School club
- Saturday and Sunday play sessions on the 2<sup>nd</sup> / 4<sup>th</sup> weekend of each month.
- Training for ASP play workers both paid and voluntary.

Each play session will be registered with OFSTED

#### **Number of play session places.**

There will be a total of 40 places with 15% (i.e. 6 places) of these reserved for children coming from Brighton and Hove.

The level of staff/children ratio will not fall below that legally stated. This will be used as an absolute minimum.

The Service Provider will ensure that the Children with Disabilities Team for the Trust is notified of any changes to the service.

**Training.**

ASP will operate an annual induction training programme for volunteers and an on-going programme for the whole staff team that will develop play work skills.

**Accessing the Services.**

Children can be referred by parents and by staff within the Trust.

Cost £12,923

Activity Total hours provided 2100 but this represents their whole operation as the contract includes a 'grant' towards work they are doing that suited the requirement for additional short breaks

### Barnados: Link Plus, Home Support Service and Contract Carers Service

**Aims & Objectives**

The purpose of the Service is to maintain children in need in their own homes and communities in the same way as other children, by providing substitute family care for those disabled children whose home situation is under stress, or who are at risk of family breakdown and agency placement out of the Council area.

The Service Provider and the Council will work together to provide a family based child care service for disabled children.

The objectives of the Service are to recruit and support people in the community who can offer good quality personal and social care to children in need in an ordinary home environment, so they can share in the family lives of the carers. The basis of the care is the relationships the Link carers will establish with the children and their families.

The Service will provide care ranging from a few hours day care or an occasional overnight to shared care and full-time family-based care to children who meet the criteria and priorities, and at the levels and according to the responsibilities outlined below.

**Service Users**

Service Users' care is divided into 3 groups, Full time, Overnight Short Breaks, and Day Care/Befriending.

Service Users are identified as either Specialist or Link Children.

Specialist children must fulfil the following criteria:

- Have severe or profound learning disability and present behaviour that challenges their carers or have severe complex medical/health care needs
- Have had a social work assessment which found a Link Plus placement was needed
- Be aged up to 17 years at the time of the referral

- Live in Brighton & Hove, or be the financial responsibility of the Council
- Require a level of care up to and including full-time care

Link children must fulfil the following criteria:

- Have a disability, whether moderate, severe or profound
- Have a social work assessment which found a Link Plus placement was needed
- Live in Brighton & Hove, or be the financial responsibility of the Council
- Be aged up to 17 years at the time of the referral
- Require less than 120 days care per annum

For the purposes of the above, the eligibility criteria for the Service defines a child with a moderate, severe or profound disability as one who attends a school for children with special needs, or attends a main stream school with a full time 1 to 1 assistance. Children below school age must be diagnosed as having a severe disability/developmental delay, which is likely to require special education as defined above.

Consideration will also be given to placing in need who are not severely disabled, when a Link carer is deemed to be the most appropriate placement, and it is arranged in partnership with Brighton & Hove Children and Young People's Trust.

Priority will be given to children whose home situation is under most stress, or at greatest risk of breakdown.

The Service will not be available to young people once they reach the age of 18 years.

Cost 526,494

Activity

Family based day care/sessional provision (hours)

	Q1	Q2	Q3	Q4	total	10/11 forecast
Link plus	1178	1453	1127	884	4642	4642
Contract Carers	0	0	0	33	33	800
Sitting service	491	648	673	586	2398	2628

Family based overnight stays

	Q1	Q2	Q3	Q4	Total	10/11 forecast
Link plus	536	417	634	722	2309	1900
Contract carers	0	0	0	0	0	120

Service  
Extratime

<p>Description</p> <p>Description - Extratime provide out of school play, leisure and social opportunities for children and young people with a wide range of disabilities between the ages of 5 and 19 years.</p> <p>Extratime operates 3 after school clubs - based at Hillside School Portslade, Downs View School Woodingdean and St Lukes Primary School Queens Park. All the clubs offer places to children with and without disabilities. All clubs are registered with Ofsted to provide a maximum of 24 places a day. At Hillside two thirds of the spaces are occupied by children with disabilities or SEN, 50% at Woodingdean. Many of the children have 1:1 support and some 2:1. St Lukes has increasing numbers of children with SEN attending, some also on 1:1 support.</p> <p>The after school clubs are open five nights a week, term time and the playschemes provide full day childcare/respite during the Easter and Summer holidays. All staff are trained in play work and working with children with disabilities.</p> <p>Children are referred by parents/carers, schools and the children's disability service.</p>
<p>Cost 59,963</p>
<p>Activity</p> <p>After school club Total hours provided for year 1863 (element funded directly by BHCC/Aiming High)</p> <p>Holiday scheme Total hours provided for year 1042 (element funded directly by BHCC/Aiming High)</p> <p>Predicted figures 10/11 After school club hours provided for the year funded by above = 1665 Play scheme hours provided for the year funded by above = 2137</p>

**Service**  
Hove YMCA/Extratime 11-19 Holiday scheme

Sussex Central YMCA/Extratime 11-19 years Holiday Scheme

A partnership between the two organisations funded solely by Aiming High provides full day activities both venue based and trips out from two venues - The Y Centre, Marmion Road, Hove and The Crew Club, Whitehawk. Both centres have places for up to 18 young people a day who have a range of physical and learning disabilities. Opportunities for inclusion are provided by young people coming to the schemes as 'young leaders' on a voluntary basis and also the programme itself provides lots of opportunities out in the community. One to one support is provided for up to 6 young people a day at each venue and two young people at Hove on 2:1 support.

The schemes operate for five days a week, 8.45am to 5.30pm, during all the school holidays bar Christmas. Transport to and from the schemes can be provided on a needs only basis.

Cost  
 £191,100 09/10  
 Cost year two £218,368

Activity  
 Hours provided 7937 (in 09/10 this represents activity across Q2-Q4 due to timing of set up)  
 2010/11 financial year will have provided 12,110 hours of service.

**Service**  
**The Children's Society Portage and Befriending Service**

**The Portage and Early Support Service** exists to support the development of pre-school children who have disabilities and special educational needs. Volunteer Homes Visitors and members of the staff team work with families to teach, stimulate and encourage children to achieve developmental goals. They also provide support and guidance to parents, as the main educators of pre-school children. The Home Visitors support parents in many ways, such as counselling and encouraging them. Central to the work of the Service is the use of a set of "Portage" structured assessment and teaching materials. This service is part funded by the CYPT

**Aims of Services**

- To enable families who have children under five on referral, who both need and can make use of a Portage and Early Support Service, to receive a Service using volunteer home visitors, or where necessary an employed home visitor.
- To enable children with special educational needs to achieve their developmental goals.
- To enable parents to take an active part in their children's learning.
- To promote good practice in early intervention for children with special needs, including the principle of partnership with parents, and the social inclusion of disabled children and their families.
- To promote effective and mutually supportive relationships with appropriate groups and agencies including the Children's, Families and Schools Directorate, Health and other professionals. To attend such meetings and liaise as necessary to achieve this aim.
- To work in partnership with other agencies working with the same child/family, and to promote co-ordination and joint planning.
- To enable parents to be more knowledgeable about their children's special educational needs and where appropriate provide advice as part of assessment under S23 of the Education Act 1996.
- To promote structures and processes which enable parents to be genuine partners in decision making relating to care of their children with special needs.

- To facilitate families in setting up effective networks within the community for the purposes of support and provision of resources.
- To enable parents, children and home visitors to contribute and participate to the development of the Project.
- To provide written information about the service and its work in languages and styles that will promote Equal Opportunity of service use.

Service will have a capacity to provide a Portage and Early Support Service to 25 children over the course of each year

It will provide at least one Portage Home Visitor training course each year.

Referrals can be made to the Portage and Early Support Service by self-referral by parents, or by professionals from Health Services or the CYPT, who will seek parental permission to refer.

### **Befriending service**

To work with disabled young people aged 12-19, strengthening their opportunities to choose and participate in new activities and supporting their communication skills through 1:1 relationships with volunteers and participation in local integrated leisure and sports activities.

To deliver short breaks to families through the volunteer scheme offering regular leisure opportunities to young people. This will be based on person-centred planning and will be compatible with any expansion of direct payments or individual budgets in the future.

To support disabled young people to better access and participate in sport and physical activity.

To particularly address gaps in provision for young people with moderate learning difficulties, with ASD, challenging behaviours, from BME backgrounds and from deprived neighbourhoods. This service is fully funded by CYPT.

To provide weekly term-time sports and leisure opportunities to disabled young people aged 12-19, supported by a matched, trained student volunteer (or 2 where appropriate).

To make links with 20 young people in 2009/10 rising to 25 young people for the whole of 2010/11. The first stage of each link will involve meeting in the family home to agree a programme of potential activities with the young person and/or their carers. The objectives / aims of each match will be as outlined in the young person's referral.

Each young person will receive 3 hours befriending per week over 35 weeks of the year, although this may be increased where there is a high level of need. Total hours of service provision for will be 1365 during 2009/10, and 2625 during 2010/11; a total over the two year period of 3990 hours. (This is based on 3hours' provision for each of 35 weeks in a year, with an average of 13 young people in 2009/10 and an average of 25 young people in 2010/11). Parents will meet their own child's costs for the leisure activity, with financial support available for those on a low income.

To keep appropriate records of the Services provided.

To provide verbal and written reports on a regular basis, or as required.

To provide professional and administrative support to the Service, and to the staff and volunteers, including the administration of payments.

The service will be accessed via the Local Authority resource panel.

Costs 234,967

Activity

Portage

SPW1 – 48 weeks of 1.5 hours per week for 5 CYP = 360 hours

SPW2 – 38 weeks of 1.5 hours per week for 4 CYP = 228 hours

Volunteers: 8 volunteers x 38 weeks of 1.5 hours per week = 456 hours

8 volunteers x 26 weeks of 1.5 hours per week = 312 hours

TOTAL HRS of service provided: 1356 10/11 forecast 1356

Befriending – family based day care

Total hours 1586

Befriending 10/11

April – August 2010 **actual**) = 1243

September 2010 – March 2011 **projected** = 1624

(Total for year = 2867 hours)

Unit cost for Befriending Service for 10/11 = £80,000 / 2867 = **£27.90 per hour**

Service

Crossroads

Crossroads works with disabled people of all ages - from babies through to the very elderly - and with many different disabilities.

Crossroads **Carers Support Workers** take over the caring role for a few hours to give the usual carer a much-needed break. This can be on an occasional or regular basis, although the scheme is not able to provide an emergency service.

Carers Support Workers can help with getting clients washed and dressed, taking them to the toilet, wheelchair pushing, feeding and other personal care needs. All staff are trained and paid for the work they do.

In Brighton & Hove, **home visits** are arranged at the times when help is most needed - weekdays, weekends, evenings or sometimes overnight

Access is via the Disability service resource panel

Cost

£27,874

Activity

First quarter 10/11

**Parent Carers**

Sources of referrals taken

Self

1

Children's Disability Team

6

Health

1

Other

1

Total number of referrals received

9



Inappropriate referrals	0
Service not required at point of contact	1
Assessment visits undertaken	1
Parent carers on Waiting List	28
New carers receiving a service	2
Parent carers no longer receiving service	1
Parent carers transferring to adult service	0
Total number of service users	34
Total number of carers	33
Age banding of service users	
0 - 4	2
5 - 8	12
9 - 12	14
13 - 18	6
Age range of parent carers	
under 18	0
18-64	33
65 and over	0
Average direct home care hours per week	60.56
Average indirect home care hours per week (training, supervision, travel, sickness, annual leave)	17.96
Total hours per week	78.52
<b>Complaints</b>	
Number received	0

### Service

#### Carer's centre

- Provide services for carers to help them cope with their situation, get the support to which they are entitled, and to participate in the community of our city
- Campaign to raise awareness of carers and ensure that carers have a real voice in order to influence local public services, to improve the support they offer to carers and to the people they care for and to promote support for families that reduces the reliance on children as carers
- Identify and reach out to hidden and isolated carers to ensure that they have access to services

#### Young Carers

Brighton and Hove Young Carers Project provides information, support, groups and activities

for young carers who live in Brighton and Hove. Our services are free to use and the referral process is open to all in the community.

Young carers have rights both as children and young people and the Project aims to achieve:

- A reduction in the amount of caring a child or young person has to do on a daily basis
- A reduction in the impact that caring has on children and young people
- Opportunities for Young Carers to be children and young people and also get involved with their peers

Cost £18,147

Activity – contract is managed by adult services and not possible to easily extract data on children's services

Joint Strategic Needs Assessment (JSNA)

The Joint Strategic Needs Assessment is a long and detailed document. It can be accessed at the following web address:

<http://www.bhlis.org/resource/view?resourceid=858>

Document is Restricted

