

Agenda for a meeting of the Children's Services Overview and Scrutiny Committee to be held on Wednesday, 7 December 2016 at 4.30 pm in Committee Room 1 - City Hall, Bradford

Members of the Committee – Councillors

| CONSERVATIVE | LABOUR | LIBERAL DEMOCRAT | INDEPENDENT |
|----------------------|---|------------------|-------------|
| D Smith M Pollard | Engel Mullaney Peart Shaheen Tait | Ward | Sajawal |

Alternates:

| CONSERVATIVE | LABOUR | LIBERAL DEMOCRAT | INDEPENDENT |
|--------------------|---|------------------|-------------|
| Carmody Rickard | Akhtar Bacon Abid Hussain Thirkill | J Sunderland | |

VOTING CO-OPTED MEMBERS:

| | |
|---------------|--------------------------------|
| Sidiq Ali | Parent Governor Representative |
| Claire Parr | Church Representative (RC) |
| Joyce Simpson | Church Representative (CE) |
| Gull Hussain | Parent Governor Representative |

NON VOTING CO-OPTED MEMBERS

| | |
|-----------------|--|
| Kerr Kennedy | Voluntary Sector Representative |
| Stephen Pickles | Teachers Primary Schools Representative |
| Tom Bright | Teachers Secondary School Representative |
| Tina Wildy | Health Representative |

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

From:

Parveen Akhtar
City Solicitor
Agenda Contact: Fatima Butt / Jill Bell
Phone: 01274 432227/434580
E-Mail: fatima.butt@bradford.gov.uk / jill.bell@bradford.gov.uk

To:



A. PROCEDURAL ITEMS

1. ALTERNATE MEMBERS (Standing Order 34)

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

2. DISCLOSURES OF INTEREST

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

Notes:

- (1) *Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) *Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

3. MINUTES

Recommended –

That the minutes of the meetings held on 12 October and 1 November 2016 be signed as a correct record (previously circulated).

(Jill Bell – 01274 434580)



4. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Jill Bell - 01274 434580)

5. REFERRALS TO THE OVERVIEW AND SCRUTINY COMMITTEE

To consider referrals made to this Committee up to and including the date of publication of this agenda.

The Committee is asked to note the referrals listed above and decide how it wishes to proceed, for example by incorporating the item into the work programme, requesting that it be subject to more detailed examination, or refer it to an appropriate Working Group/Committee.

B. OVERVIEW AND SCRUTINY ACTIVITIES

6. DEVELOPMENT AND PUBLICATION OF BRADFORD'S LOCAL OFFER

1 - 74

The Children and Families Act (2014) placed a requirement on all local authorities to publish a Local Offer with effect from 1 September 2014. The Local Offer provides information on services across Education, Health and Social Care for children and young people who are aged 0 - 25 years and have special educational needs and/or disabilities (SEND). The Local Offer includes local provision and provision outside of the area that is likely to be used including regional and national specialist provision.

The purpose of the Local Offer is to provide clear, comprehensive and accessible information about the available services and how families can access them. The aim is to make provision more responsive to local needs and aspirations by directly involving disabled children and young people and those with special educational needs, their parents



and service providers in its development and review.

There is a statutory requirement for the local authority to publish an annual report relating to the feedback received through the Local Offer. The report must be published by 31st August in each calendar year.

The report of the Strategic Director of Children's Services (**Document "X"**) on the development and publication of Bradford's Local Offer is submitted.

Recommended -

The Committee is asked to note the contents of this report.

(Jenni Leary - 01274 439538)

7. UPDATED INFORMATION FOR MEMBERS ON THE WORKLOADS OF CHILDREN'S SOCIAL CARE SERVICES 75 - 90

The report of the Deputy Director (Children's Social Care) (**Document "Y"**) presents the most recent information on the workload of Children's Social Work Teams and updates Members on key pressures on the service. The workload analysis is based on activity up to 30th September 2016.

There has been a slight change to the overall workloads of social workers, and pressures upon the service since the last report was presented. The report demonstrates that Social Work Services for Children & Young People in the District remain strong, robust and well managed.

Recommended -

That the Committee consider further reports in the 2016-17 work programme to ensure the continuation of safe workloads and practice into the future given the current financial climate.

(Di Watherston - 01274 437077)

8. CHILDREN MISSING FROM CARE 91 - 116

The report of the Deputy Director (Children's Social Care) (**Document "Z"**) highlights the work being undertaken in Bradford to prevent children being missing from care the actions taken to protect young people when they do go missing and the provision that is in place to meet their needs.



Recommended -

- (1) That the work being undertaken to safeguard looked after children who go missing in Bradford be endorsed.
- (2) That the Multi-Agency Strategy to safeguard children who go missing be supported and reported to elected members on a yearly basis.

(David Byrom - 01274 437077)

9. CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2016-17 117 - 122

The report of the Chair of Children's Services Overview and Scrutiny Committee (**Document "AA"**) presents the Committee's Work Programme 2016-17.

Recommended –

That the Work Programme 2016-17 continues to be regularly reviewed during the year.

(Licia Woodhead - 01274 432119)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



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Report of the Strategic Director, Children's Services to the meeting of the Children's Services Overview and Scrutiny Committee to be held on 7th December 2016.

X

Subject:

Development and publication of Bradford's Local Offer

Summary statement:

The Children and Families Act (2014) placed a requirement on all local authorities to publish a Local Offer with effect from 1 September 2014. The Local Offer provides information on services across Education, Health and Social Care for children and young people who are aged 0 -25 years and have special educational needs and/or disabilities (SEND). The Local Offer includes local provision and provision outside of the area that is likely to be used including regional and national specialist provision.

The purpose of the Local Offer is to provide clear, comprehensive and accessible information about the available services and how families can access them. The aim is to make provision more responsive to local needs and aspirations by directly involving disabled children and young people and those with special educational needs, their parents and service providers in its development and review.

There is a statutory requirement for the local authority to publish an annual report relating to the feedback received through the Local Offer. The report must be published by 31st August in each calendar year.

Judith Kirk
Deputy Director
Employment Education and Skills

Portfolio:
Education, Employment and Skills

Report Contact: Jenni Leary
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Overview & Scrutiny Area:
Children's Services



1. SUMMARY

- 1.1 The Children and Families Act (2014) placed a requirement on all local authorities to publish a Local Offer on 1 September 2014. The Local Offer must provide information on services across Education, Health and Social Care for children and young people who are aged 0 - 25 years and have special educational needs and/or disabilities (SEND). The Local Offer includes local provision and provision outside of the area that is likely to be used including regional and national specialist provision.
- 1.2 The purpose of the Local Offer is to provide clear, comprehensive and accessible information about the available services and how families can access it. The aim is to make provision more responsive to local needs and aspirations by directly involving disabled children and young people and those with special educational needs, their parents and service providers in its development and review.
- 1.3 There is a statutory requirement for the local authority to publish an annual report on the feedback received through the Local Offer. The report must be published by 31st August in each calendar year.

2. BACKGROUND

2.1 *Code of Practice*

In response to the Children and Families Act, in September 2014, the Department for Education (DfE) and the Department of Health (DoH) published a revised Special Educational Needs and Disability Code of Practice: 0 to 25 years. This was approved by Parliament in July 2014 and was amended in January 2015. This now provides the statutory guidance for organisations who work with and support children and young people with special educational needs and disabilities.

2.2 *The Special Educational Needs and Disability Regulations (2014)* provide a common framework for the Local Offer. They specify the requirements that all local authorities must meet in developing, publishing and reviewing their Local Offer. They cover the information to be included, how the Local Offer is to be published, who is to be consulted, how families, including children and young people will be involved in the preparation and review of the Local Offer and the publication of comments.

2.3 The Local Offer includes information about the services that are available across Education, Health and Social Care, for children and young people with SEND aged 0-25 years. The Local Offer has been co-produced with key partners including families', it is available in a range of formats including a web based resource.

2.4 The Local Offer makes it easier for families to find information, it provides clarity for families about the services that are available, enables them to identify any gaps in provision and will provide an evidence base for improving services.



2.5 *Accessible*

The Local Offer provides clear, comprehensive accessible information about the support and opportunities that are available in the Bradford District. It is easy to understand, is factual and jargon free and is presented by broad age group or type of provision. The Local Offer continues to be well publicised and is well signposted.

2.6 *Feedback*

The Local Authority must seek and publish comments that are received about the Local Offer and is required to publish these along with their response to those comments. Feedback must be sought on the content, accessibility and the development and review of the Local Offer.

The Local Offer is reviewed on an annual basis. The first annual report of the Local Offer was published on 31st August 2015 in accordance with statutory requirements. The annual report for the 2015/16 year was published in early August 2016 and is attached in appendix 1.

2.7 *Co-production*

The development and review of the Local Offer has been strongly influenced by children and young people, parents/carers and key partners including the web based resource, refining the design, further developing the structure for the content, and deciding how to publish feedback.

2.8 All schools are required to publish a SEND Information Report which includes details of the school offer for children and young people with SEND. The local authority has provided guidance for schools based on the regulations which are set out in the SEND Code of Practice. All schools have been invited to share with the local authority the location of their respective SEND Information Reports/school local offer. The Local Offer for the Bradford District provides a direct link to school and college SEND Information Reports where this information has been shared with the local authority. This includes schools within and outside of the Bradford District.

2.9 *Web Based Resource*

Local authorities must make their Local Offer widely accessible including a website. The arrangements for those without access to the internet are published to enable access for different groups including disabled people and those with different types of SEN.

2.10 *Work undertaken during 2015/16*

Since September 2015 significant progress has been made in the development and review of the Local Offer for Bradford. This includes:

- Purchase of Google Analytics to improve monitoring systems in relation to website usage
- Facilitating focus groups with parents, carers, children & young people and partners to consider the feedback received
- Further development of the links with a wider number of stakeholder groups by attending local events to encourage contributions to feedback
- Development of on-line and paper questionnaires to record feedback



- Participation in the national POET pilot (Personal Outcomes Evaluation Tool)
- Participation in the Yorkshire and Humberside Local Offer Peer Review
- Collation and analysis of the feedback received between September 2015 and May 2016
- Publication of the second Local Offer Annual Report during August 2016
- Update of content to link the Bradford Local Offer to individual Bradford Schools SEND Information Reports/School Local Offer
- Amendments to website content and structure in response to the feedback received
- On-going maintenance of website content with all service providers
- The transfer of SEND information from the Family Information Service (FIS) website to the Local Offer website
- The addition of Browse Aloud to improve accessibility
- Development of young people's section of the website
- Development of the search and mapping function
- Continued distribution of leaflets and booklets
- Liaison with the Information, Advice and Support Service
- Continue to develop effective partnerships with key organisations across the District
- Further developed links with local and national consultations relating to SEND

2.11 *Next Steps*

The further development of the Local Offer will continue in 2016/17 and beyond. Several activities are now underway including:

- The appointment of the Local Offer Officer as a permanent post within SEN Services
- The further development of monitoring systems in relation to website usage
- Development of content relating to Education Personal Budgets
- Development of content for the children and young peoples' section
- Developing the use of social media to promote the local offer and receive feedback
- Increasing the search area for the activities and events that are included 'Things to Do' section
- Development of identified gaps in content
- Continued promotion and publicity by attending local events

The local offer will continue to keep under review the resources that are available to families in the District and will give careful consideration to the feedback received to inform the future commissioning of services across education, health and social care.

2.12 *Communication Strategy*

The Local Offer continues to be supported by a clear communication strategy. The Bradford Council website contains information about the Local Offer and the work that has been undertaken so far. Regular communications for professionals and parents are available on Bradford Schools Online (BSO), Bradnet, Families



Information Service (FIS), the Disabled Children's Information Service Newsletter (DCIS), Community Pride, Term Time, Notepad (School Governors).

2.13 *West Yorkshire Local Offer Network*

Bradford remains a valued member of the West Yorkshire Local Offer Network. This network is facilitated by Calderdale Council, one of the pathfinder/champion authorities. Meetings are held bi-monthly to share progress, discuss common issues and share good practice. Email communication takes place in-between. The West Yorkshire Authorities have agreed some shared principles in the development and publication of their respective local offers for example, direct links to other Local Offers in the West Yorkshire Region.

3. **OTHER CONSIDERATIONS**

3.1 There are no other considerations.

4. **FINANCIAL & RESOURCE APPRAISAL**

4.1 All local authorities have received from the DfE, a Special Educational Needs (SEN) Reform Grant to support them in the implementation of the Children and Families Act requirements. Bradford was initially allocated £75,000 in 2013-14. £876,441 was allocated in 2014-15. The government announced a further allocation of £511,868 in 2015-16 and then £438,000 in 2016-17. Although it is not yet confirmed a further allocation for 2017-18 is anticipated.

4.2 Since 2013/14 the Local Offer work-stream has received an allocation of £97,000 to support the development and review of the Local Offer including the initial appointment of a Local Offer Officer.

5. **RISK MANAGEMENT AND GOVERNANCE ISSUES**

5.1 The Local Offer work stream forms one element of the SEND Reforms. The Local Offer Officer maintains a project plan which sets out the key activities that are necessary for the development and review of the Local Offer. The Local Offer work stream is being led by 1 FTE Local Offer Officer. Regular reports are produced for the SEND Strategic Partnership, Directorate Management Team (DMT) and the Health and Well Being Board as and when required.

A Local Area SEND Inspection

5.2.1 In April 2016 Her Majesty's Inspectors (HMI Ofsted) and the Care Quality Commission (CQC) published an inspection framework for SEND including a set of indicators which will enable all local areas to evidence the impact of the implementation of the SEND reforms at a local level. These are based upon positive experiences of the SEND system for children young people and their families, focusing on improved outcomes to ensure effective preparation for adulthood.



- 5.2.2 All local areas will be the subject of an SEND Inspection over a 5 year period starting from May 2016. The inspection will focus on the effectiveness and timeliness to support the identification, assessment and meeting of needs and the effectiveness of local partnership arrangements that have been put in place to facilitate engagement and co-production in order to achieve improved outcomes.
- 5.2.3 This is not an inspection of the local authority but an inspection of the local area and in addition to pre-inspection data analysis, discussions will take place with a wide range of stakeholders through focus groups and visits to settings including elected members, key officers from education and social care, health commissioners and providers, visits to early years settings, schools and colleges. The views of children and young people and their parents and carers will make an important contribution to the inspector's judgements.
- 5.2.4 Local areas will receive 5 days' notice that an inspection is going to take place. The inspections will follow a 5 day format encompassing 2 days of visits and 3 days in the centre. Inspection teams will be made up of 3 representatives from HMI Ofsted and the CQC. Reports will be published following all inspections which will identify key strengths and those areas that require further development. Recommendations and priority areas for action may form part of the inspection report. The inspection reports will provide a development opportunity for local areas.
- 5.2.5 The Bradford District has convened a Performance Management and Review Group focussing on Improving Outcomes for children and young people with SEND and their families. The group brought together key partners who are involved in the implementation of the SEND Reforms in the Bradford District. A self-assessment and evaluation has been developed which is supported by an action plan to address those identified areas for development. The action plan will be monitored through regular progress reports to the SEND Strategic Partnership and Health and Well Being Board.

6. LEGAL APPRAISAL

- 6.1 If as a direct result of feedback on the Local Offer, the local authority, in partnership with the Clinical Commissioning Groups (CCGs) and Parents Forum, determines that new services or provision will be established this may require a full legal appraisal. For example in the development of any proposals which would result in changes to SEND educational provision the Local Authority must take into account the guidance issued by the DfE. Any individual proposals would be the subject of public consultation and statutory processes.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

- 7.1.1 The Local Offer will continue to cater for the needs of all children and young people



with SEND, aged 0-25 years and will continue to serve its community.

7.2 TRADE UNION

7.2.1 There are no implications for the Trade Unions arising from this report.

8. NOT FOR PUBLICATION DOCUMENTS

8.1 None

9. OPTIONS

9.1 None

10. RECOMMENDATIONS

10.1 The Committee is asked to note the contents of this report.

11. APPENDICES

11.1 Appendix 1 – Bradford’s Local Offer Annual Report 2015/16

12. BACKGROUND DOCUMENTS

12.1 Report of the Assistant Director Access & Inclusion to the meeting of the Children’s Services Overview and Scrutiny Committee held on 9th December 2015.

12.2 Report of the Assistant Director Access & Inclusion to the meeting of the Children’s Services Overview and Scrutiny Committee held on 7th October 2014.

12.3 Report of the Assistant Director Access & Inclusion to the meeting of the Children’s Services Overview and Scrutiny Committee held on 24th June 2014.



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Bradford's Local Offer Annual Report 2015/16

Foreword

I am pleased to introduce the 2015/16 Local Offer annual report.

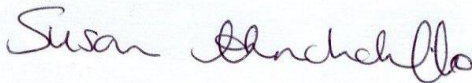
The development and review of the Local Offer has been strongly influenced by the views of parents, carers, children and young people during the last 2 years, who have given a continued level of commitment to this area of work, even during the school holidays.

The Local Authority is continuing to develop effective partnerships with key organisations across the District.

Bradford MDC is also a member of the West Yorkshire Local Offer network and is working closely with other local authorities in the region to share information and good practise.

The Local Offer will continue to review the resources that are available to families in the District and through the Local Offer we will give careful consideration to the feedback received to inform the future commissioning of services across Education, Health and Social Care.

Councillor Susan Hinchcliffe



Chair of Health and Wellbeing Board

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Colour code for the different feedback providers for ‘what you said, what we did’.

Young People  Adults (18-25 years)  Parent/Carers  Service Providers  Website 

Introduction

The Children and Families Act (2014) placed a new requirement on all local authorities to publish a Local Offer. The Local Offer must provide information on services across Education, Health and Social Care for children and young people who are aged 0 - 25 years and have special educational needs and/or disabilities (SEND). The Local Offer includes local provision and provision outside of the area that is likely to be used including regional and national specialist provision.

The Special Educational Needs and Disability Code of Practice: 0 to 25 years provides statutory guidance for organisations who work with and support children and young people with special educational needs and disabilities.

The purpose of the Local Offer is to provide clear, comprehensive and accessible information about the available services and how families can access it. The aim is to make provision more responsive to local needs and aspirations by directly involving disabled children and young people and those with special educational needs, their parents/carers and service providers in its development and review.

The Local Offer has been co-produced with key stakeholders including young people from the Bradford district with SEND, their families' and with input from key service providers across Education, Health and Social Care. The Local Offer makes it easier for families to find information, provides clarity for families about the services that are available, enables families to identify any gaps in provision and provides an evidence base for improving services in the future.

The Local Authority must seek and publish comments that are received about the Local Offer and publish annually along with their response to those comments. Feedback must be sought on the content, accessibility and the development and review of the Local Offer.

1

¹ Please note that the feedback collated and analysed for this report covers the period Sept 2015 to 31st May 2016.

Summary of developments achieved following up further actions required from Annual Report 2014-15 “You said, We did “feedback and next steps.

What “you said”

Alternative formats to the website in order to promote and increase awareness of the Local Offer. For example, leaflets, booklets, advertise on notice boards, schools, community events, use of videos etc.

Include a Young Persons section to make the Local Offer user friendly.

A search option on the homepage of the Local Offer website whereby you can access information by specialist need/ or disability.

What “we did”

We continued to develop awareness, by promoting the Local Offer across local education, health, and social care services including all voluntary and charitable organisations-within the Local Offer website. This included the distribution of “The Guide booklet” and leaflets/posters-The circulation list is given in Appendix A, and Appendix B outlines the services visited to promote and distribute the booklet and leaflets/posters.

Sarah Pawson

We continued to work with young people and partnership organisations and have developed a new Children and the Young Peoples page within the Local Offer website. The page structure is now complete and the being developed. This has been reviewed by Children and Young People across the district. See the children and young people’s comments “You said we did 2015-16” within this report.

Sarah Pawson

We have developed the search option menu on the home page with the use of effective Google tags/keywords. This helps to bring together all relevant information applicable to your search. We have further developed the search tool tab ‘find a service’ postcode search, which now includes all services listed within the Families Information Service. Education establishments can be searched by specific need. We intend to further develop this tool by extending the distance of search and using sub categories for searching activities.

Sarah Pawson

Cont. Summary of developments achieved following up further actions from annual report 2014/15 “You said, we did” feedback and next step.

What “you said”

Lack of information and advice for when young people leave college and transition into adulthood.

What “we did”

As a district we are working hard to improve the support available for young people who are leaving college. In May 2015 The Social Care Transitions Team appointed a member of the team as a college link worker. The link worker’s role is to work alongside colleges and Connexions workers to identify young people with a disability who are leaving college.

Colleges are now routinely arranging ‘Transition out of college’ reviews for all SEN students leaving College at the end of the academic year. The Link worker and a Connexions worker play a key role in these reviews and will work with the young person to identify future options for continued education, employment and agree what support they might need to achieve these.

If it is identified that a social care assessment would support these discussions, the link worker will work with the college to ensure a referral is made to the social care Transitions Team who will complete a social care assessment.

Where it is identified that a young person is eligible for social care support the Transitions Team will work with them to explore a range of different options such as Supported Employment, community inclusion projects, opportunities to work in performing Arts, gardening, catering and music projects, and continued learning opportunities.

Individuals are also offered the option of Personal Budgets and are able to explore using direct payments to employ a personal assistant to help them to access the community.

The Transitions Team now offer a duty service 9.30 – 4.30 Monday – Friday where a member of the team is available to talk to individuals, parents or carers who may need advice and information about what options are available to them as they become a young adult. As well as telephone discussions we are able to home visits to provide further information to address any queries or concerns.

You can contact the Transitions Team on: 01274 435750. Gill Impey

Cont. Summary of developments achieved following up further actions from Annual Report 2014/15 "You said, We did" feedback and next step.

What "you said"

Places to meet people aged 18-25.

An option for sign language or voice over for the visually impaired.

Not enough childcare facilities for children age 9+ with Attention Deficit Hyperactive Disorder (ADHD)

What "we did"

The Local Offer website and The Guide booklet provides services and support that is available through adult care and support and preparing for adulthood. We shared your comment with adult services in 2015. Adults services responded: The Youth Service routinely offers provision for young people 13-19 and up to 25 with a disability. Whilst we do not specifically run provision for the age range of 18-25 as a closed group there are many young people within this age range who use some of our inclusion provisions. A full list of days and times of youth service provisions is available from the local area coordinators offices in each constituency area.

Heather Wilson

We have continued to develop accessibility of the website and purchased Browse Aloud software in Feb 2016. This enables voice over, colour overlays, different font sizes and easy read versions. This software has been live on the website since March 2016.

Sarah Pawson

We shared your comments with Early Childhood Services in 2015. Early Childhood Services responded: "The Local Authority has a duty to ensure that childcare provision in the district is accessible, inclusive and of high quality. In particular, there is a commitment to ensuring that all settings have an effective policy for ensuring equality of opportunity and for supporting children with Special Educational Needs and Disability. There are few childcare provisions for children over 9 years. However, Family Information Services can provide support in locating appropriate childcare and can work with key Local Authority officers to support access to this childcare."

Pauline Naylor

Cont. Summary of developments achieved following up further actions from Annual Report 2014/15 “What you said, What we did” feedback and next steps.

What “you said”

Disability football club and base camp run by Bradford Council are unable to accommodate children and young people with SEND due to funding.

What “we did”

We have shared your comments with Disability Sports and Short Breaks in 2015. Disability Sports and Short Breaks response:
The Disability football club and Base Camps do take children with disabilities that fit within a safe group ratio, Base Camps are funded solely by admission charges groups taken into account the needs of all children and young people who attend the scheme. Where a young person has a play partner worker this can be accommodated if the young person is compatible with the group as the service is not set up to take disabled children and young people who need one to one support. The council staff members that run the Base Camps have been working with Bradford Disability Sports advising them on running a summer Base Camp specifically for those disabled young people who need more resources in order to be safe and participate. There are other services through short breaks that will take children and young people who need a higher staff ratio or support with integration, parents and carers should contact Specialist Inclusion Project to discuss appropriate alternative services.

Cath Dew & Bradford Disability Sport and Leisure

The Local Offer Annual Report 2014/15

<https://localoffer.bradford.gov.uk/Docs/Final%20Annual%20%20Report%20260815%2014-2015%20Approved.pdf>

- All the next steps listed within the 2014/2015 Annual Report (page 22) have been implemented and completed and will be reflected in the summary above.

Website Usage

Local authorities must make their Local Offer widely accessible including a web based resource. The website provides a platform for Bradford’s Local Offer. There are also alternative formats for those without access to the internet such as a booklet, leaflet and videos. This provides a choice for families as to how they access the information and it can also improve access for different groups including disabled people and those with different types of special educational need (SEN). The Local Offer website is split into sections so that users can find information that is relevant to them with ease.

Outlined in the figures below is the hits usage of the categories within the Local Offer website and the pages within these categories. Both 2014-15 Annual Report results and 2015-16 are shown to view the comparison of category hits and page use over a period of time

Figure 1-Top 8 most used categories in 2014-15

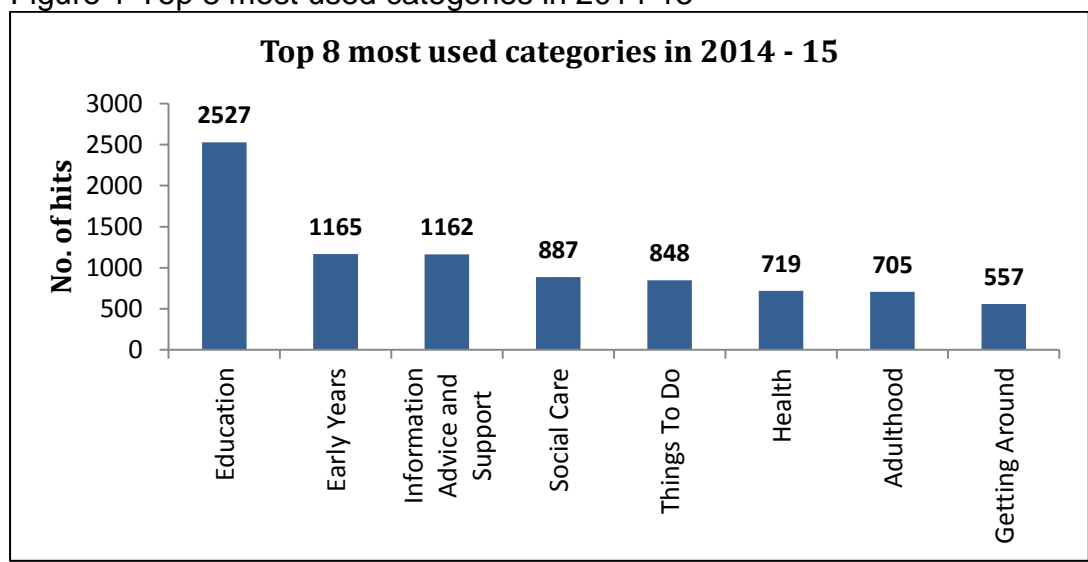
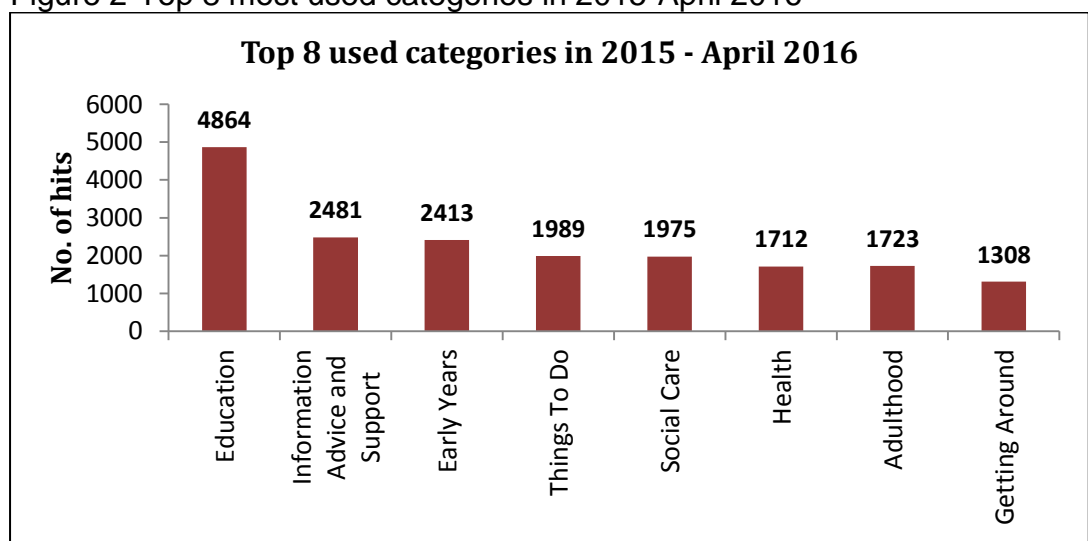
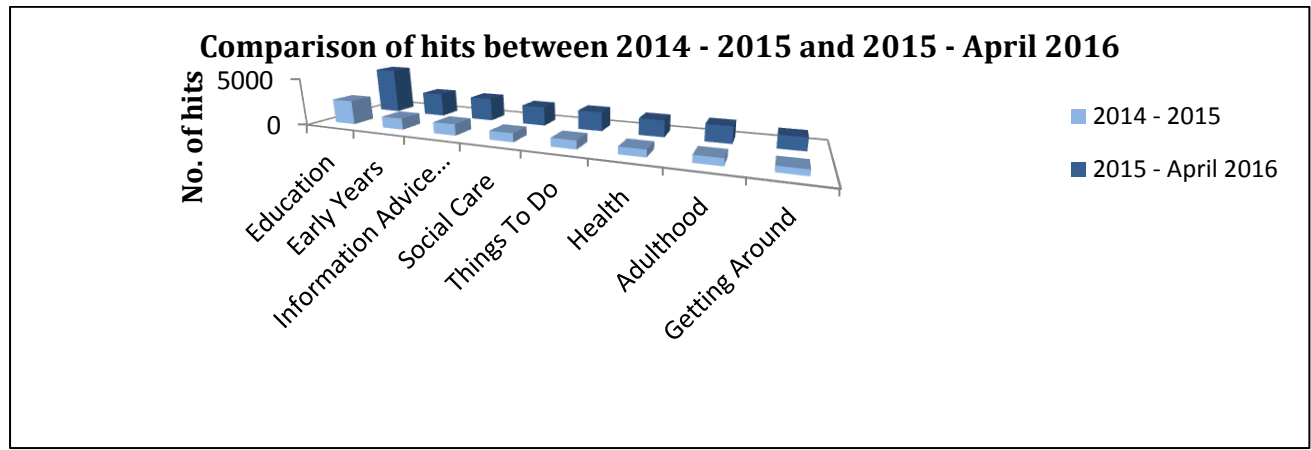


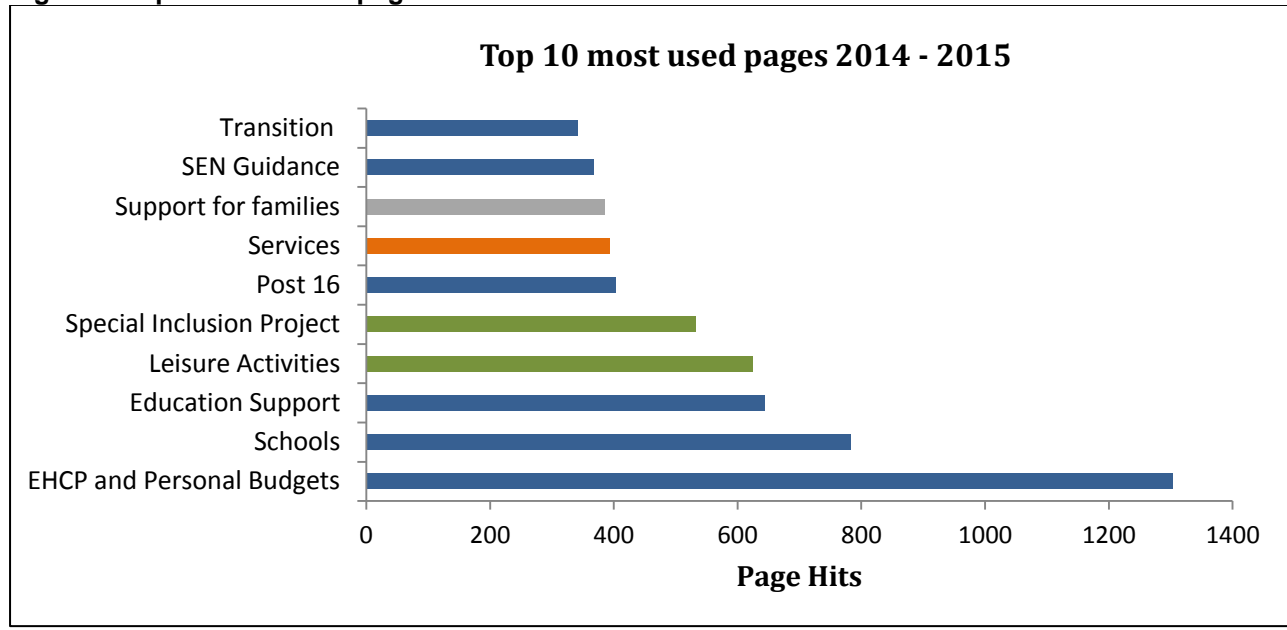
Figure 2-Top 8 most used categories in 2015-April 2016





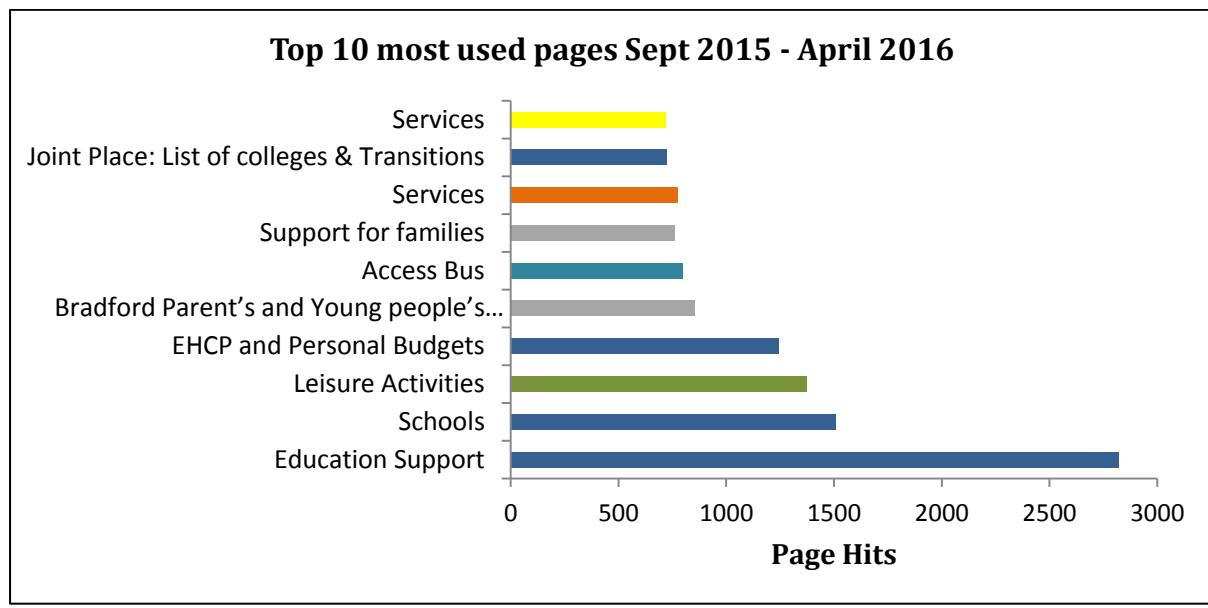
Looking at the results in figures 1 and 2 the Local Offer category service hits have doubled over time with Education still ranking number 1. The increase in hit levels have been strongly influenced as result of a Local Offer Officer in post. A key part of their role focuses on the promotion, attending events, meetings, developing partnership working with all services within the Local offer, organising focus groups, managing the feedback gained from all key stakeholders and maintaining content updates from the service providers.-This is covered in more detail in Appendix B.

Figure 3-Top 10 most used pages 2014-2015



| Category | |
|----------|---------------------------------|
| | Education |
| | Things to do |
| | Early Years |
| | Information, Advice and Support |
| | Getting Around |
| | Health |

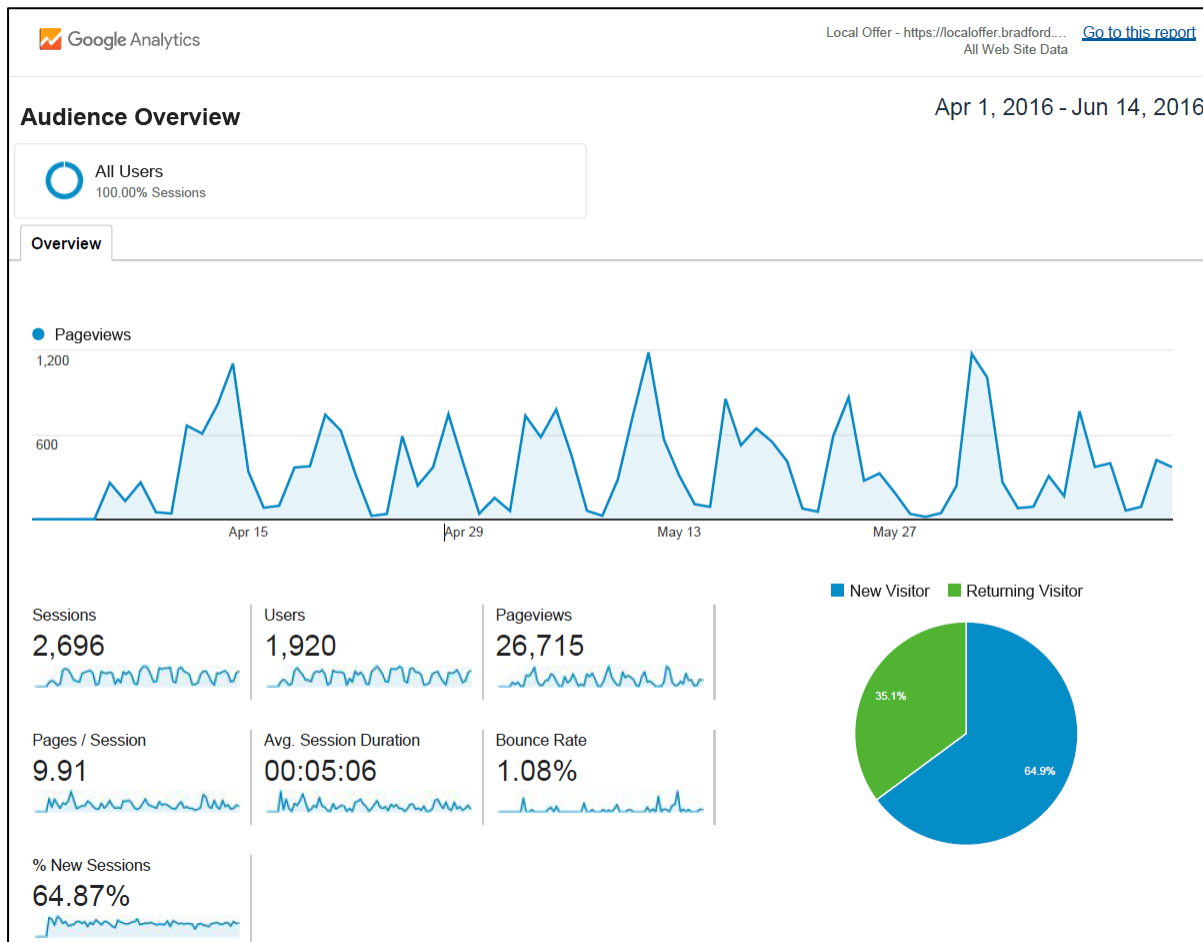
Figure 4-Top 10 most used pages 2015-April 2016



| Category | |
|---------------------------------|--------|
| Education | Blue |
| Things to do | Green |
| Early Years | Orange |
| Information, Advice and Support | Grey |
| Getting Around | Teal |
| Health | Yellow |

Looking at the results in figures 3 and 4 the most useful pages users are hitting is about Education Support, Schools, EHCP and personal budgets and Things to do. The Local Offer has recently developed the Things to do page using feedback gained from key stakeholders.

Figure 5: Google Analytics stats for Local Offer Website:



The data from the website usage and Google Analytics (see figure 5 above), combined with the key stakeholder feedback received means that the Local Offer Officer has been able identify gaps in services; develop the content and the look of the Local Offer, since it was first launched in September 2014. The website is under regular development and review and we will continue to work alongside our key stakeholders and our ICT web development team to keep it regularly updated.

Co-production

The co-production of the Local Offer has involved children, young people parents/carers, service providers and other local authorities. This has included planning the design, developing the structure for the content, deciding the alternative formats that we make available, improving the content available within the Local Offer, participating in local authority peer support working groups and deciding how to promote and to publish feedback on an annual basis.

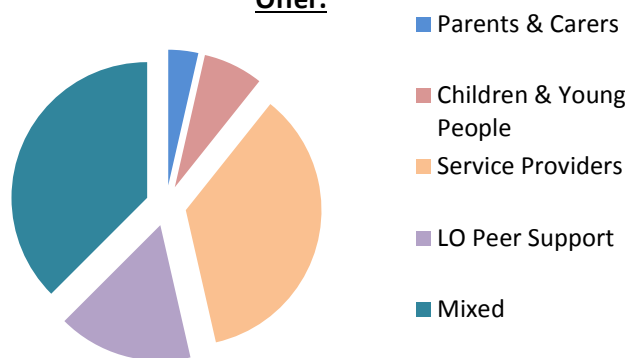
Children, young people, adults (18-25 years) and parent/carer of children with special educational needs and or disabilities, involvement is central to the development of the Local Offer and we have organised and attended various events within the Bradford district area to gain feedback, and we have used the comments to co-produce Bradford’s Local Offer.

A mixed method approach was adopted to receive feedback and promote the Local Offer. Feedback gathered through online surveys, Local Offer focus groups, Local Offer website, emails, telephone, parent open forum meetings, questionnaires for children, young people and young adults (18-25 years) with SEND and their parent/carers. The Local Offer Officer has also attended a large number of events including Southfield Secondary School Path Vocational Centre Transition events, Travel Assistance and personal budget workshops organised for families with children and young people birth to 25yrs. These events have provided an opportunity to promote the Local Offer and also gain valuable verbal feedback-[This is covered in more detail in Appendix B.](#)

All the feedback has been analysed collated on common themes. Feedback which is unique to each stakeholder group is given overleaf. We have used a ‘What you said’ and ‘What we did’ format.

Summary of events, meetings, workshops and reviews Local Offer Officer attended

Events/Meetings Local Offer Officers have attended to review/promote/ gain feedback to develop the Local Offer.



| | |
|-------------------------|----|
| Parents & Carers | 2 |
| Children & Young People | 4 |
| Service Providers | 20 |
| LO Peer Support | 9 |
| Mixed | 21 |

Local Offer feedback unique to the updated online questionnaires on the website

Children and young people with special educational needs and disabilities and their parent carers are invited to leave compliments, comments or concerns about the local offer within our websites feedback page, in particularly the :

- **The content of the Local Offer, including the quality of existing provision and any gaps in the provision**
- **The accessibility of information in the Local Offer**
- **How the Local offer has been developed or reviewed**

If users have a complaint or concern about an individual service they are advised to contact the service directly for this to be dealt with through their comments and complaints process. The Local Offer will send feedback to services in order to gain a response to publish in the Annual Reports. The local authority regularly monitors all of the feedback that is received about the local offer.

The website feedback page on the Local Offer has been reviewed by parent carers, children young people and service providers and the new version survey questionnaire which generate feedback automatically was published live in April 2016 on the LO feedback page. Previously to this, online feedback was submitted online within this page but had limited information options to feedback about awareness/promotion of the LO and resources, gaps, monitoring age ranges and needs were not recorded. We received 6 online feedback (inc emails) responses between Sept 2015-March 2016 which are shown within the co-production section. The amount of, age ranges and specific needs of respondents are shown in Appendix C

The new version of the survey questionnaire responses are given below.

Online questionnaire completed by parent, carers, service providers, children and young people April 2016-31st May 2016.

The results have been collated and analysed and responded to below and split into 2 groups:

- parent/carers and service providers
- Children and young people

Parents/carers and service providers feedback

Parent and Guardian Questionnaire

This report was generated on 09 June 2016. Overall 5 respondents completed this questionnaire.

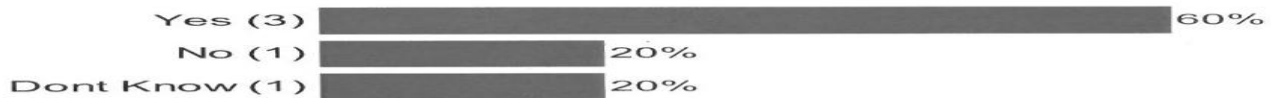
When did you last visit the local offer website? Month/Year

- April 2016
- Last year
- 24 May 2016
- May 2016
- 2016

How would you rate the content of the local offer website?



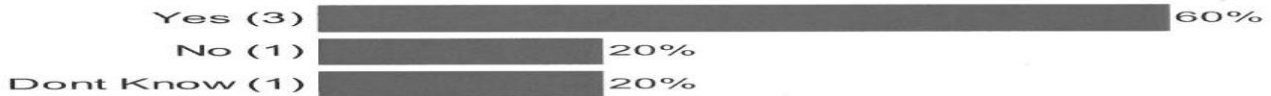
Is the website information clear?



Please give more detail:

slow, time consuming, out of date

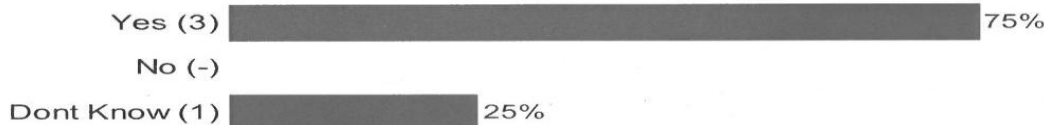
Is the website easy to use?



Please give more detail

very time consuming. had to get link from friend at end

If you have seen the booklet could you find what you were looking for and was the information clear?



Please select: I am a:



Response to parent carers and service providers questionnaires

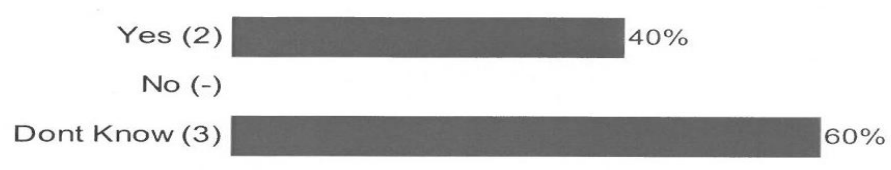
We have shared your responses with the appropriate service and will develop the local offer during 2016-17 using the feedback provided in the questionnaires and the feedback provided by the focus groups shared in parent carers "what you said" what we did section of this report.

Children and young people

Children and Young people questionnaire

This report was generated on 09 June 2016. Overall 6 respondents completed this questionnaire.

Did you find the information you were looking for?



Please give more detail

as above

Have you seen the "What's New" page on the Local Offer website?



Do you think any other information should be included on the Local Offer website?

quality not quantity. whats tge point in professionals just duck their responsibilites and lie. ti elines for ehcp care rebviews

Is there anything else you would like to say about the Local Offer website?

No
waste of time, rather have services than glossy fluff

Have you seen Bradford's Local offer leaflets and posters advertised in your local area?



Have you seen our new "The Guide Local Offer" booklet as an alternative format to the website?



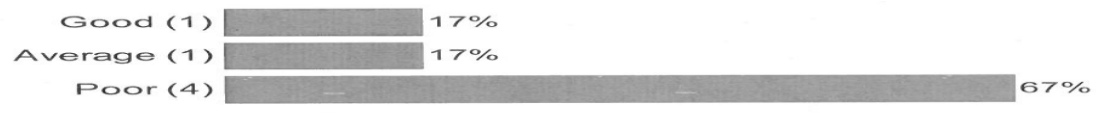
Where?

Snoop

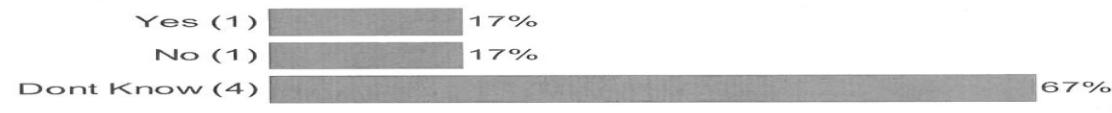
When did you last visit the local offer website? Month/Year

2 weeks
 i visited this website today
 no
 NO
 no
 no

How would you rate the content of the local offer website?



Is the information clear?



Please give more detail

Hard to find pages
 i think the website is good
 no
 NO
 no
 no

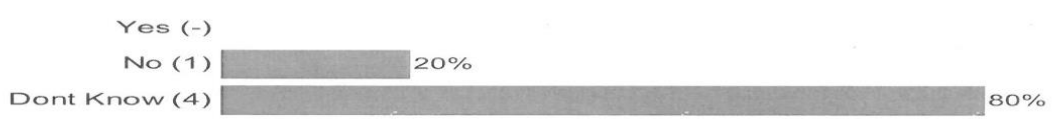
Is the website easy to use?



Please give more detail

we can understand the website a lite bit
 no
 NO
 no
 no

Did you find the information you were looking for?



Please give more detail

Mum helped
 i do not know
 no
 NO
 no
 no

Have you seen the "What's New" page on the local offer website?



Do you think any other information should be included on the Local Offer Website?

i can not think of any information should be included.
 yes
 yes
 yes
 no


Is there anything else you would like to say about the Local Offer website?

the information is nice and clear to understand
no
no
no
no



Have you seen the Bradford's Local offer leaflets and posters advertised in your local area?

Yes (-)
No (6)  100%

Have you seen our new "The Guide Local Offer" booklet as an alternative format to the website?

Yes (-)
No (6)  100%

If you have seen the booklet, could you find what you were looking for and was the information clear?

Good (-)
Average (2)  50%
Poor (2)  50%

Please give more details:

the information is good
no
no
no
no

Response to children and young people questionnaire feedback

We have shared your responses with the appropriate service and will develop the local offer during 2016-17 using the feedback provided in the questionnaires and the feedback provided by the focus groups.

Summary of online questionnaire feedback by parents, carers, service providers and children and young people from the Bradford District.

The consistent feedback given by all stakeholders at events, meetings and focus groups was that “getting out there” to existing groups, provisions and events was a more effective way of receiving clear feedback about the Local Offer than the online questionnaire. This is time consuming but online feedback should still be an option. The number of online responses is greater this year compared to last year. The majority of the feedback was received at events, workshops, focus groups and meetings over the year. This is the reason why engagement and partnership working is strong and feedback has been gained by outreach work by the Local Offer Officers and local service providers. [This is covered in more detail in Appendix B.](#)

Co-production

What you said

We need an alternative format to leave feedback other than the online Local Offer email and feedback page.



What we did

We have produced a paper format feedback survey for children and young people with consultations from Barnardos Young Peoples Service, Adults Services, Special Inclusion Project and Communications Team. We have also produced one for parent/carers and professionals with consultation from Parents Forum Bradford & Airedale, SNOOP and the Communication Team.

The children and young person's feedback sheet is more suitable for the audience, with less text and more symbol pictures, received in response to the feedback.

We have created a Local Offer survey via Snap surveys. It makes it easier for service providers who prefer online surveys to email directly to the families they work with. This will also enable service providers to incorporate the Local Offer survey into any of their own surveys they have carried out.

Website to include a section just for children and young people including information videos, social media and feedback page.



Various planning meetings and research has taken place to create the Children's and young people's page within the Local Offer website. This has been done in consultation with Barnardos Young People Service, Specialist Inclusion Project, Web Development and Communications team.

The Children's and Young Persons Page is now developed and published within the Local Offer website. We carried out a number of workshops with children and young people across the district within schools, community groups and post 16 college provisions to review the developments and gain further feedback.

Co-production

What you said

The Things to do section for children and young people within the Local Offer website needs to be improved showing more things to do and how accessible the venue is”

“The search button on the main page needs to work better”

I would like the new Local Offer “The Guide” booklet

What we did

Planning meetings and research has taken place to create the new Things to do search tool for the websites main page and the new children’s and young people’s page in consultation from Adult’s services, Barnardos Young Peoples Service, Specialist Inclusion Project, schools and colleges, community groups, Web Development and Communications team. [This is covered in more detail in Appendix B](#)

The new Things to do search tool has been developed and is published on the website and we have carried out a number of workshops with parents, carers and young people across the district to review the new search tool and gain further feedback.

We have published and distributed 3000 new Local Offer “The Guide” booklets to all services in health, education and social care across the Bradford district including all Bradford schools, special, independent, alternative provisions, out of local authority schools and all organisations within the website – [A distribution list is included in Appendix A](#). Families Information Service have a total stock of 2000 booklets to distribute to parent, carers young people, and services by individual requests via freepost. With each booklet we sent posters/leaflets with details of how to request further copies.

Co-production

What you said

What we did

“Can the leaflets be in different languages?”



We liaised with the Traveling Communities Services within the council and Families information team and produced leaflets in relevant languages to reflect the diverse needs in our district.

We also liaised with the councils Communications/Design and Visual Impairment team to produce Braille leaflets.

Our current website has the ability to translate to a large number of relevant languages using our Google translator tool and the Browsealoud tool bar on the home page.

“What happens after 25 years?”



To make it clear in the Local Offer website what information and services are still available to adults. We have created a subpage within Preparing for Adulthood called “What happens after 25 yrs.” Adult’s services are developing this content for this service with contributions from young people and adults.

“It would be useful if you could search for a specialism



We have developed a mapping tool for Bradford schools, so you can search for a specialism using the specific need you require.

We have also clearly listed all specialist post 16 colleges and universities provisions, local and out of district.

Co-production

What you said

“More people are aware of the Local Offer than before but we still need to promote to get the word out there”



What we did

A large number of relevant service provider events and meetings held within health, education and social care have been attended by the Local Offer Officer to promote the Local Offer across the Bradford District.

A large amount of parent/carer forums, events, consultations, groups and workshops have been attended by the Local Offer Officer to promote the Local Offer and gain valuable feedback from parents, carers, children, young people and service providers to develop the Local Offer.

The Local Offer video has been promoted on Bradford City Centenary Square-Big City Screen across the summer holidays and at every appropriate event held from Autumn 2015-Summer 2016.

The Local Offer has been displayed on the Bradford Councils main page in a prominent location.

Every service provider within the LO website has been asked to add and publish the LO website link address, video to their websites and display posters.

Local Offer Promotion has taken place at Bradford Community Radio to get the word out and gain valuable feedback for Bradford and Education and Health Care Plan Process.

[Full details are given in Appendix B of the promotion activities.](#)

Feedback from Children and Young People with SEND

In total 42 young people have contributed to informing how the Local Offer should look and work. The aim was to consult with a wide range of young people with additional needs. Schools, Colleges and local organisations were approached to help us facilitate this (see [Appendix B](#)). The majority of young people that participated had a range of needs-(see [Appendix C](#)). The feedback below expresses the views of young people, which are different from other key stakeholder groups and what we did to address these in the development of the Local Offer.

Children and Young People

What you said

“I watch BSL Video’s”
“Really valued having the BSL signing on the Local Offer videos. Would like to see the type talk service (a service run by the Royal National Institute for Deaf People RNID) telephone number and text number adding to the Local Offer contact details and on each service pages contact details to enable deaf, deaf-blind, deafened, hard of hearing and speech impaired people to communicate with hearing people by telephone.

We would like the option of uploading photos from events we have attended

What we did

We intend to include more videos on the Local Offer by working with local children and young people’s organisations, relevant services and the communications team. Your Feedback has been shared with the relevant services. Videos within the LO website where possible will include British Signing Language (BSL)

We have worked very closely with Barnardos young person’s service and the communications team who have worked with children and young people in Summer 2015 across the district video capturing them review and rating activities/events across the Bradford district. These videos are displayed within the new LO children and young person’s young inspectors section. We also have various social media pages which photos can be uploaded to by user at the Children and Young people website.

<https://localoffer.bradford.gov.uk/Services/YoungPeople/default.aspx>

Children and Young People

What you said

Never heard of the LO webpage before"

What we did

We have widely promoted the Local Offer as shown in Appendix B. It is still evident that further and on-going promotion and awareness of the Local Offer is required. We intend to do this by means of organising advertising, media, promotion/events and the Local Offer Officer continuing to attend relevant events, meetings and workshops 2016-17.

Prefer the webpage to the booklet

We will continue to gain feedback from children and young people across the district to review the new children and young people page to reflect the needs and what information they would like n the website and how it should look. We will continue to involve children and young people about alternative formats to the website and share ideas about possibilities of wallet cards etc.

Would like information on careers, employment pathways and role models within the new young person's page.

We have shared your comments with the appropriate service and organisations and the LO will publish career, employment pathways Inc. role models content/videos with the new children and young person's pages during 2016-17.

Children and young people

What you said

Content was good but not very accessible in terms of English being a second language for them. Ideally, they would like to see a short video clips that has BSL singing to go with each section. Struggling to read and found some written information difficult to understand. Like the look of the webpage.
Website was easy to use and navigate around but it was more of a communication barrier.

Young College students liked the YouTube videos, the navigation tabs and colours used on the new children and young peoples page on the LO website. They would use the Local Offer for useful information, video clips and job opportunities. Student's feedback they would use the following section the most on the LO website:

- 16-19 Bursaries
- Diagnosis
- Direct payments
- Disability Scheme Allowance
- EHC Plans
- Personal Budgets
- Post 16 support services
- Transition

What we did

We have purchased a software tool for the website called Browsealoud which has been since live March 2015. This is visible on the top of the main page of the site, this tool can enable easy read, vary font sizes, speak over, colour overlays translate text to any language and MP3 clip extractions. We would like to enable each section of the children and young pages to have access to YouTube video clips in each section including BSL. This will be developed over time working with appropriate services and reviews gained from children and young people.

Using the valuable feedback gained by all users we will further develop the new children and young people page to including all the following areas suggested. All pages will be reviewed every 6 months by the LO children and young person's review groups in order to co-produce the development of the new pages.

Feedback from Adults with SEND

A group of 5 young adults (21yrs+) with learning difficulties from Keighley Peoples First reviewed the Local Offer website with Barnardos Young Persons worker and the group gave feedback after looking at the Local Offer Website.

The feedback below expresses the views adults, which are different from other key stakeholder groups and what we did to address these in the development of the Local Offer.

Adults

What you said

Overall look of the webpage

Good/Ok

Too much writing/ information on the first page, it should be simplified because currently it felt like the page was too long when scrolling. Services option should be shown on the left hand side as a list. Move the useful videos and useful links from the front page.

Navigating the webpage

– they clicked on the select language option and when the language changes they would prefer to use the same button to have the option of changing it back to English – currently you have to look elsewhere for the 'option button'

What we did

We have taken your feedback into consideration and will work with the web development team to enable the developments feedback from adults, within 2016-17.

Adults

What you said

Accessibility options

There's no option for text only
No option to change the font size,
or colour/ colour contrast
This needs to be on the front page
in an obvious place.

Services

They found that when you click on
the headings and go to the page –
each page has the same list of sub
headings: Diagnosis, direct
payments, EHCP and they thought
in some places this was not
required e.g. on the Things to do
page, Health, Getting around.

Things to do section:

Some of the young adults were
quite disappointed and annoyed
that under things to do section
there were things like diagnosis/
Direct Payments mentioned
because in their view things to do
should be about what activities/
volunteering opportunities they
could they 'do'. It was suggested
having subheadings such as
Leisure, sports, shopping, clubs,
volunteering – these were the
things they would like to know
about.

What we did

We have purchased a software tool for the
website called Browsealoud and this has
been live since March 2015. This is visible
on the top of the main page of the site, this
tool can enable easy read, varying font
sizes, speak over, colour overlays translate
text to any language and MP3 clip
extractions. We would like to enable each
section of the children and young pages to
have access to YouTube video clips in each
section including BSL. This will be
developed over time in 2016-17 working with
appropriate services and reviews gained
from children and young people.

The reason each page is displayed like
this comes from parental/carer feedback
from 2014-15 it was requested that each
service area page had some relation to
each of these subjects and should be
found easy within each pages of the
website. Personal Budgets and Direct
payments can be used to purchase short
breaks/services on the Things to do
section. We will review your feedback with
our Local Offer parent carers focus group
in 2016-17.

We are developing a volunteering page
with Bradnet and this will be going within
the Things to do and short break sections
of the Local Offer as requested. We will
further develop the sub sections within the
Things to do section as requested during
2016-17.

Adults

What you said

Health

The young adults wanted to know about everyday health services, GP, dentists, specialist services for people with additional needs and thought reference to the NHS information was irrelevant to them.

What we did

Within the LO health services page it currently lists all specialist services for people with additional needs within the Bradford and Airedale districts services pages-we will aim to make this clearer and within the each hospital websites all GP's and Dentists are listed, however we aim to develop this further by creating separate GP and Dentist pages linking you directly to those services instead of having to search the hospital websites during 2016-17.

Getting around

Young Adults felt the information on the page wasn't relevant and suggested info on things like Easy read maps, bus passes, help I'm lost cards, Travel training, accessibility, private hire companies that were recommended by disabled people for their access/ training, Wheelchair repair, Cycle paths. They felt that some of this info' was on there but you had to click and find it in one of the subheading whereas these were the things they wanted to know straight away.

Your feedback has been shared with the appropriate services and we will develop the content for Getting Around service pages during 2016-17

Feedback from Parents/or Carers of children and young people with SEND

Consultation events have taken place with parent/carers throughout different stages in the development of Bradford's Local Offer. Firstly, a survey was carried out to find out what type of information with regards to Special Educational Needs, disabilities and provision of services parents/carers found both difficult and easy to find. This data was collated and helped to provide the initial framework around the structure of the content for the Local Offer. Since the initial consultation survey with parent/carers and Young People, follow up meetings have taken place.

The Local Offer Officer facilitates Local Offer focus groups with parent carers of children with SEND, appropriate service provider and with key stakeholders involved in the original co-production of the Local Offer. In the meeting LO developments are shared and feedback is received and actions/suggestions are agreed together to further develop the Local Offer.

In addition, various events and meetings have been attended by the Local Offer Officers to promote the Local Offer and gain further feedback which has proved to be very effective ([This is covered in more detail in Appendix B](#)).

The feedback below expresses the views of parent carers, which are different from other key stakeholder groups and what we did to address these in the development of the Local Offer.

Parents and carers

What you said

"The Things to do section for children and young people within the Local Offer website needs to be improved showing more things to do and how accessible the venue is"



What we did

We have recently developed this section of the Local Offer and have made it easier to search for things to do by postcode. Our Leisure Activities page will find an event or service in your area using existing directory data from "What's on, Visit Bradford and Families information Services website. This is displayed directly on the Local Offer. This enables access to information in one place.

We have recently added DisabledGo to the Leisure activities page including their website venue accessibility searcher. This will enable users to see how accessible a venue is. Currently we can only list venues DisabledGo currently have on their website. We are working closely with services and DisabledGo to produce a set of consistent accessibility symbols for which the Local Offer activities and events will display when searching for individual venues/ activities. We intend to further develop the number of search functions by increasing miles you can search using post code and adding more venues to DisabledGo. Future plans include inviting health, community, voluntary sector, and connect to support for adults and children directories within our one search during 2017-18.

Parents and carers

What you said

It would be useful if you could search for Education Establishment specialism



What we did

We have developed a new search tool for Local Offer Education Establishments within the Education Schools list page and the find a service on the main page. You can now search for a specialist education establishment by post code for example "Autism" and it will list all the Bradford Schools including independent, special and out of district who specialise in that need in your area. Currently you can only search up to 3 miles and we will be extending this to up to 20 miles so users have more choice during 2016-17.

"Local Offer content is good and the new additions look great and I am looking forward to the information in the new what's new Page"



We will continue to develop the Local Offer in co-production with all key stakeholders and we have now published our What's new pages. These display appropriate, useful, and relevant information, new services, current SEND consultations and events. These pages are updated every 2 weeks.

Parent and carers

What you said

“I would like the new Local Offer The Guide booklet”

What we did

The LO Guide booklet has been distributed throughout the Bradford districts Health, Education and Social Care provisions to promote awareness of the Local Offer. We have produced leaflets and posters which were distributed together with those booklets to let parents, children young people and service providers know how to order individual copies. Electronic copies of the leaflets and the guide booklet is also available for download or to view on the LO website.

“The Local Offer content is good easy to navigate and has helped me a lot and put me in touch with other information I needed too-good needed service”

We value all the feedback from key stakeholders to co-produce and to development of your Local Offer. We will continue to promote and gain feedback from key stakeholders about the Local Offer to ensure it is co-produced.

“More people are aware of the Local Offer than before but we still need to promote to get the word out there”

We have widely promoted the Local Offer. This is given in more detail in [Appendix B](#). It is evident that further and on-going promotion and awareness of the Local Offer is required. We intend to do this by means of organising advertising, media, promotion/events and the Local Offer Officer will continue to attend relevant events, meetings and workshops 2016-17.

Parent and carers

What you said

The website needs a disclaimer to ensure users know the services content provided on the Local Offer is the responsibility of those service and it is not the LA's responsibility to quality assure each services provision/organisation/information. Key stakeholders decide which services are published within the LO in line with the SEND CoP.

The new Things to do search tools are a great improvement on the website. Further developments need to be made by increasing the miles in the post code searcher from up to 3 miles to 20 miles and include sub categories to search for a specific services/events.

Include this information and services on the Local Offer, somewhere prominent or in the appropriate sections:

- Additional referral links on each services page as appropriate
- Horton Park Hub service
- CERBRA-newsletter
- Wills and Trusts
- Local Transformation plans (LTP) for Health
- Autism Partnership
- The "What's new" sections need to include when its updated

What we did

We are developing a new Local Offer disclaimer for Bradford's Local Offer website working with the West Yorkshire Local Offer Peer group. Once developed, the draft will be shared with key stakeholders to give feedback on the final disclaimer to be published in 2016-17.

We are working closely with Web Support and intend to further develop the Things to do search functions by increasing search up to 20 miles radius and therefore enable users to search for specific events/services easier in 2016-17.

We have shared your comments with the appropriate service and intend to include the information and service on the Local Offer during 2016-17. In addition We have been contacted by various organisations and key stakeholders. After discussion with stakeholders we have decided to include those that are not for profit (charity / voluntary organisation groups) and organisations that are relevant and appropriate to our stakeholders (This is covered in more detail in [Appendix D](#)).

Responses from Service Providers

The Local Offer works alongside many key service providers across Education, Health and Social Care. We forwarded your feedback to the appropriate service provider and we have included their response to your comments.

The Local Offer Officer has worked closely and has agreements with all service providers leads in education, health and social care and all services published within the Local Offer to ensure the service content pages of the Local Offer are updated every 6 months, we ask service providers to ensure that changes are reported asap to ensure content is as up to date as possible and all service providers have an agreement with the Local Offer to respond to stakeholders feedback twice a year to enable appropriate responses to be published in the annual report.

The feedback below expresses the views of all key stakeholder groups (see stakeholder colour code box at bottom of each page) and what the services and the Local Offer did to address these in the development of the Local Offer.

Education

What you said

Parents and carers would like an opportunities to volunteer page through Bradnet Inc application forms.

Very good service and great to see consultations on the Local Offer. The new additions to the website look great.

What we did

We have shared your comments with Bradnet services and during 2016-17 we will develop a volunteering page on the Local Offer website.
Sarah Pawson

We will continue to work closely with our key stakeholder groups to co-produce the Local Offer.
Jenni Leary

Education

What you said

What we did

This website has helped me a lot and put me in touch with other information I needed at the same time.
Very good needed service.

We will continue to work closely with our key stakeholder groups to co-produce the Local Offer.
Jenni Leary

Parents cares and service providers feel the Local Offer needs to provide somewhere on the main page where all service providers can submit/update their events and have information about how to add their services to the Local Offer.

We have shared your comments with the appropriate services and we are pleased able to develop in 2016-17 a page within the Local Offer where service providers/organisations can submit an event/service on the Local Offer. This will feed into our Things to do leisure page "find an event/service" once the submission has been approved and published. This will encourage more services to display everything that is on offer in the Bradford district all in one place.
Sarah Pawson

Do not stop publishing The Guide LO booklet and will there be more versions

The Local Authority is required to review the Local Offer and the formats that this is made available on an annual basis with all key partners. This will be done based on feedback we received.
We will give careful consideration how with our partners the production of a booklet or an alternative can be jointly commissioned.
Jenni Leary

Health

What you said

Parents and carers would like the Health Local Transformation Plans displaying within the Health section on the LO.

What we did

We have shared your comments with the health services and we now have the Health Local Transformation Plans documents. These will be published on the Local Offer website Health pages during 2016.

Sarah Pawson

Social Care

What you said

The specialist respite/short break providers need to show directly on the social care specialist short breaks services and within personal budgets/direct payments including individual services details, not just basic short breaks content with links to council website social care pages. Need to include Time out, Shared Care, Clockhouse, Wedgewood etc.

What we did

We have shared your comments with Social Care services and we have agreed to develop this page together during 2016-17 with all the appropriate specialist short break service providers details directly on the Local Offer website. This will appear on several pages including social care specialist, short breaks and personal budget/direct payment.

Sarah Pawson

Information, Advice and Support

What you said

Sometimes, there's not really enough information, e.g. the Specialist Inclusion Project, took a while to find it then there are hardly any details about what services and activities it offers, and just a phone number to contact. It would make life easier - probably for the service as well as for me - if there was more about the service and who can access it, rather than ringing and possibly after a conversation finding out that you don't even qualify! Also, I often look stuff up out of regular hours, when it's not possible to ring the service anyway. The links on other pages to websites is good. Generally the LO website is good.

I was looking up the Youth service-it would be useful if there was more information about what kind of activities they run-I know you can ring numbers given, but it would be much easier to read then ring up if suitable

What we did

The Local Offer has worked closely with SIP and taken the valuable feedback into consideration. The SIP service page has been updated by the request of the service and now reflects the actions required. All services within the Local Offer website have been invited to update their services content relating to the services they offer.

[Sarah Pawson](#)

We shared your comments with youth services and will continue work with them to review the content that is available during 2016/17. The Youth Service is currently revamping its web pages and the new pages will have more detail and search opportunities to identify the range of activities that are taking place in which provisions. Young people themselves help to shape the programmes and activities that take place in youth provisions right across the district and this means the list of available activities is considerable and ever developing. Any of our youth workers would be happy to chat to young people who wish to find out more about provisions in their area, the type and range of activities run from the different provisions or to talk to young people about specific activities they may be interested in. Area based youth workers will also have details of other organisations who provide things for young people to do in the area.

[Heather Wilson](#)

Feedback from Information Advice and Support Services

IASS Report for the Local Offer 2016

Parent and carer support:-

Parents and carers continue to be provided with independent Information, Advice and Support according to their individual needs. We monitor what they tell us about the support they have received as in previous years.

The following results are taken from the period of September 2015 – May 2016.

- Parents and carers feel more valued as partners and better able to work in partnership with professionals 95%
- Parents and carers have a better knowledge and understanding of SEN information 91%
- Parents and carers are more confident in their child's educational provision 100%

Support for children and young people:-

Last year we highlighted the developing role of the service to provide independent Information, Advice and Support to children and young people and I am pleased to say that we have made some good progress in relation to this.

We have worked with colleagues in our Independent Support Service, schools and colleges to provide direct help around transitions and the EHCP process and have delivered this on both a 1-1 and group basis according to the needs of the students.

Going forward we are looking to extend this support to children and young people across the range of schools and settings.

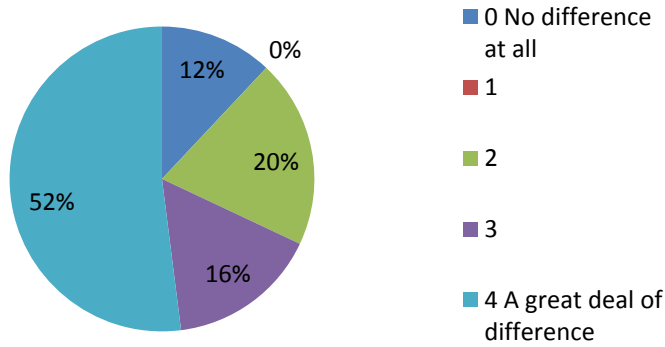
We are keen to use the experience of these young people to further develop our service and have recently met with them to see what they thought about our help. We will be using the results to plan for the future.

This year we have also started to use the Department of Education service evaluation forms with the following results (shown on page 40):- Responses are based on **24 parents/carers giving feedback.**

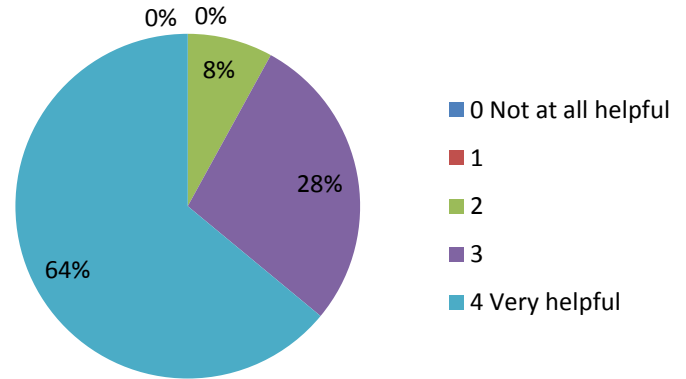
Children's Service Manager Parent Partnership Independent Information, Advice and Support Services (IASS) Barnardos
2016 June

IASS Data for the Local Offer 2016

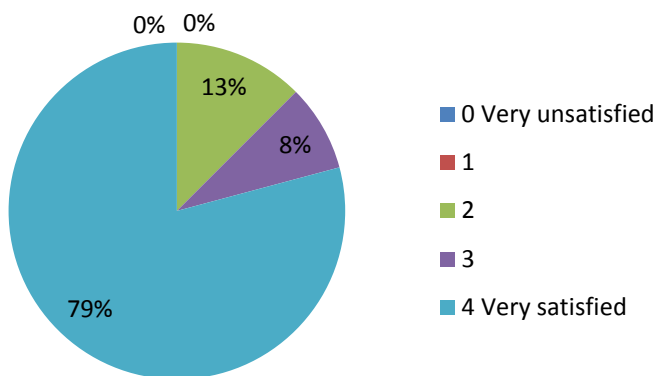
What difference do you think our information, advice and support has made for you?



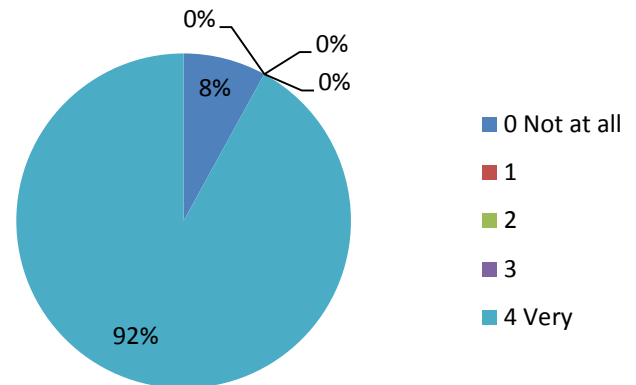
How helpful was the information, advice and support we gave you?



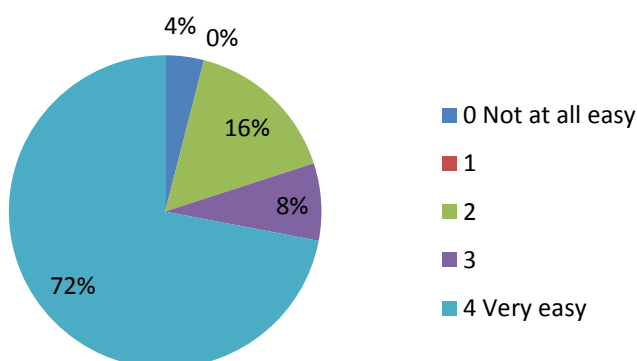
Overall how satisfied are you with the service we gave?



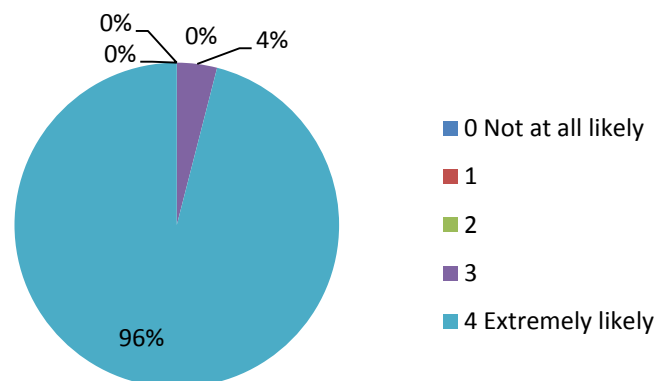
How neutral, fair and unbiased do you think we were?



How easy was it to get in touch with us?



How likely is it that you would recommend the service to others?



Local SEND Consultations and workshop outcomes/feedback

Travel Assistance workshop feedback and next steps

A Travel Assistance workshop was held on 9 Sept 2015 to gain feedback from parent groups, parents, carers and stakeholders about travel assistance and changes. [Appendix E](#) shows a summary of the main points that were raised during the workshop which looked at ways to redesign the provision of travel assistance from home to school. Accompanying the notes is a letter [see Appendix F](#) which explains the proposed next steps of the process and how you can become involved and shows how we will continue to keep parent groups, parents, carers and stakeholders informed.

Personal Outcomes Evaluation Tool (POET)-Education Health Care Plan Assessment and Planning Process

Families, Children and Young People across the Bradford District were invited to take part in a national pilot study during Nov/Dec 2015 to evaluate experiences of the Education, Health and Care (EHC) Plan assessment and planning process.

The pilot study was being led by the charity 'In Control' with Lancaster University, and is supported by the Department for Education. It involved the use of a new questionnaire that has been developed and known as the Personal Outcomes Evaluation Tool (POET) looking at what is working well and what is not working with EHC Plans and also whether they have made a difference to Children and Young People's lives.

The questionnaire was completed by 18 participants for the Bradford district and if you and your child have been through the EHC Plan process, Bradford District Council encouraged parents, carers and children and young people to give views and share your experiences widely by publishing on the LO and social media including Bradford community Radio. There was one questionnaire for a Parent/Carer and one for a Child/Young Person to complete. The use of the POET provided the Local Authority with valuable feedback around EHC Plans. POET was a national pilot and the questionnaires have been developed by In Control. Bradford Council took part in the pilot and will use the responses received to contribute towards service development and review.

[See Appendix G](#) POET results for the Bradford District

Local Area Special Education their Needs and Disabilities Consultations (SEND)

The government announced the inspection of local areas' to determine their effectiveness in identifying and meeting the needs of children and young people who have special educational needs and/or disabilities. Between 12 October 2015 and 4 January 2016, Ofsted and the Care Quality Commission (CQC) consulted on the proposals for inspecting how effectively local areas fulfil their responsibilities to children and young people who have special educational needs and/or disabilities. The inspections will be carried out jointly by the two inspectorates under section 20 of the Children Act 2004.

Bradford's Local Offer website, social media, Bradford schools online and the Bradford Council's website welcomed and promoted the Local Area SEND consultations and shared information on how Bradford families could complete the online consultation process and how to submit views.

Summary of Ofsted and CQC key findings to the four proposals:

The overall response was very positive and there was strong support for each of the four proposals. Respondents gave helpful and insightful comments and we were pleased to receive so many from children and young people. The responses are helping to inform our decisions about the inspection framework and how we will inspect local areas.

The proposals set out what the inspection would look at and how inspectors will gather evidence;

- How effectively the local area identifies children and young people who have special educational needs and/or disabilities
- How effectively the local area meets the needs and improves the outcomes of children and young people who have special educational needs and/or disabilities
- A wide range of information will be used to evaluate the effectiveness of local area arrangements in identifying children and young people who have special educational needs and/or disabilities; and in meeting their needs and improving their outcomes.
- A wide range of ways will be used during the inspection to obtain the views of children and young people who have special educational needs and/or disabilities, and their parents and carers.

A full in detail summary report on the responses to the formal consultation has published by governments' website:

Local area SEND consultation

<https://www.gov.uk/government/consultations/local-area-send-consultation>

Bradford's Local Area Inspection

In April 2016 the inspection framework was published. Information about this can be found on the home page of the Local Offer website.

How are we preparing for the inspection?

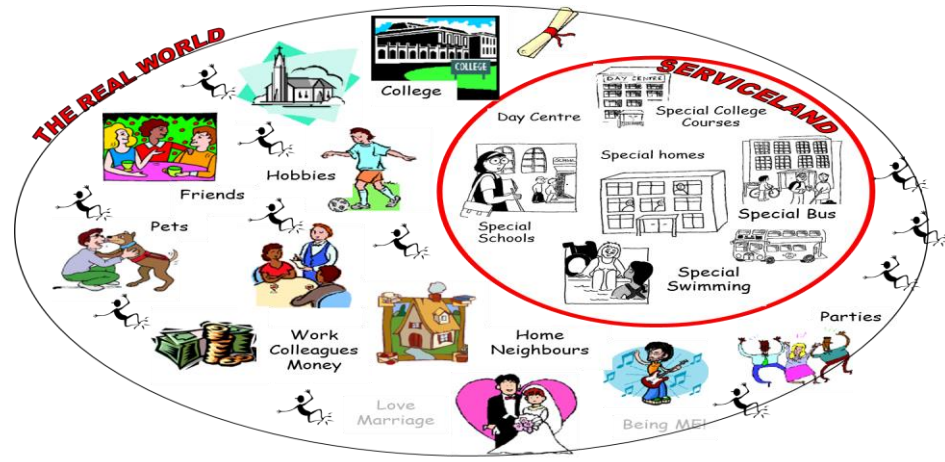
As part of our preparations for inspection a performance management review group has been set up. The group, called Improving Outcomes, is facilitated by the Local Authority and brings together key partners from Education, Health and Social Care across the 0-25 age range who provide support and services to families with SEND. The group have completed a self-assessment exercise to identify areas that require development and are developing an action plan, linked to the inspection framework and Code of Practice.

The Improving Outcomes group reports to the District's SEND Strategic Partnership on a regular basis to identify emerging issues and how we should respond to these. The SEND Strategic Partnership has a role to monitor the action plan as part of the overall SEND Strategic Plan 2016-18 and the local reporting and accountability structure. The partnership reports to a number of groups including the Health and Well Being Board and the Children's Trust Board.

What can you do?

We want organisations that deliver services and support to children, young people and families with SEND to be aware of the inspection process so that staff and service users can be informed. We will contact you when we have a confirmed date for the inspection. If you have any questions about the inspection, please contact me by calling on 01274 431078 or emailing me at judith.kirk@bradford.gov.uk.

Personal Budgets Consultations



Personal Budgets feedback following the consultation events held on 24th June 2015, 43 parents / carers completed the online consultation in regards to PB.

The consultation took place for 8 weeks until 19th August 2015. Parent/carers and children/young people groups were also visited. 24 children and young people for settings chose to complete questionnaire about hobbies and interests.

[See Appendix H](#) Personal Budgets questionnaire results and feedback from Parent carers, summaries, outcomes and next steps.

Yorkshire and Humberside Local Offer Peer review Workshop

In October 2015 all LA Local Offer's within Yorkshire and Humberside were invited to take part in a peer review. It was recently identified by Mott Macdonald and LA that it would be useful to check the quality and compliance of local offers within the region. The peer review of the Local Offers was not an inspection or a development opportunity for local areas, it was a peer review. It was aimed at the LA Local Offer leads plus another relevant representative e.g. Local Offer IT person and a Parent Carer representative who had been involved in developing the local offer.

Bradford's Local Offer Officer took part in the review to enable further development of the LO.

The purpose of the workshop was to:

- check compliance and quality of local offers
- share good practice and ideas to improve individual local offers
- identify any regional issues and develop solutions

The workshop involved 8 local authorities paired you into four groups:

1. Leeds & North Yorkshire
2. Bradford & East Riding
3. Calderdale & York
4. North Lincolnshire & Wakefield

Each delegate lead was provided with a review framework based on the relevant sections of the Code of Practice, along with another local authority's Local Offer to review.

In order to ensure that the reviews were undertaken and analysed prior to the workshop on 7th December, the following timetable shown below was drawn up for delegates and this was completed by the LA in partnership with Parents Forum Bradford & Airedale and Bradford Metropolitan District Council Web development team to make any amendments to East Ridings review before the workshop.

| Activity | Dates |
|---|--|
| 1. Framework and supporting document sent to attendees plus invitation to teleconference. | W/c 26 th October |
| 2. Teleconference held to take attendees through the process, framework and any questions | 4 th , 5 th , 9 th or 10 th November |
| 3. LAs carry out their reviews | By 23 rd November |
| 4. Reviews emailed to Pam Kemp at MM | 23 rd November |
| 5. MM analyses reviews | 23-27 th November |
| 6. Agenda issued | 27 th November |
| 7. Workshop | 7 th December |
| 8. Post workshop: List of good practice identified and next steps sent to LAs. Electronic copy of review sent to LAs. | Post workshop |

Mott MacDonald provided Bradford Local Offer Officer with the electronic copy of Bradford's review, completed by East Riding, the workshop presentation including summaries of each LA reviews. Mott MacDonald are still awaiting responses from the DfE about Local Offer comments/concerns raised at the workshop about support with promotion, funding, and capacity to deliver the Local Offers in each LA.

Outcomes and feedback

The results of the peer workshop provided learning opportunities to develop the Bradford's Local Offer along with all the valuable feedback which is currently gained on an on-going basis from parent, carers, children and young people with SEND in the Bradford District.

All local authorities took away actions to improve or change something in their Local Offer

Regional actions were identified within the workshop:

- creating a virtual Local Offer group to carry out further actions
- approaching providers collectively
- creating consistency of categories across the region
- repeating the peer review exercise as Local Offers are further developed
- questions/concerns about LO given to the DfE for response to Mott MacDonald and shared with each LA

Full details of the peer review are given in Appendix I

I-Bradford Local Offer review framework completed by East Riding LO and Bradford's Local Offer response/actions completed by Sarah Pawson.

Next Steps

The Local Offer will continue to be developed in 2016/167 and beyond. Several activities are already planned for the first part of the Autumn Term in 2016 including:

- Further developing monitoring systems to record website usage including Google Analytics and Snap survey software.
- Amendments to website content and structure in response to the feedback already received
- Developments to the personal Budgets content particularly for education.
- Further development of the new children and young people's page of the website and content using feedback gained from children and young people
- Further developments to the things to do page search and mapping functions to enable easier access to information using larger miles radius for the post code search, accessibility, and service type categories search.
- Develop a larger scale search pulling data about things to do from Visit Bradford, Families information Services, What's on and DisabledGo during 2016-17. Future plans will include data pulled from connect to support for children and adults and voluntary and charity directories.
- Identified services and gaps will be added to the Local Offer working in partnership with service providers to provide content for the Local Offer
- Develop a promotion/communication plan to reach people who have not heard of the Local Offer through advertising and media and continue the Local Offer outreach work using promotional resources and gaining feedback.
- Local Offer Officers to attend organised events, meetings and workshops across the District to encourage a wider group of stakeholders to contribute to feedback.

- Local Offer focus groups with children and young people and parent carers will take place during 2016-17 to review the Local Offer developments since the annual report was published and gain further feedback to develop the Local Offer
- Continued Liaison with the Information, Advice and Support Service
- On-going update and maintenance of website content
- Continue to develop social media to reflect users' ways of using the internet.
- Develop the Local Offer "Find out What's new" to include more YouTube videos as requested and within the site generally including videos with BSL signing.
- Continue to liaise with all organisations that are included in Bradford's Local Offer to advertise the Local Offer on their websites and settings to encourage and to make use of our leaflets at their promotional events.
- On-going partnership working with key stakeholders, peer groups and organisations including national organisations which are included within the website to develop the Local Offer.

If you have any comments about the annual report or would like further information about the Local Offer please contact:

Sarah Pawson (Local Offer Officer)

Phone: (01274) 439261

E-mail: localoffer@bradford.gov.uk

Appendix A – Local Offer Booklet/Poster/Leaflet Distribution

| Local Offer Booklet/Posters/Leaflet Distribution | Type of Service within EHC | QTY |
|--|---|-----|
| Families information service Individual Requests- P/C/YP | Individual FIS LO requests SEN families | 200 |
| CHSWG/NDCS Meeting- BRI | NHS SEN Services | 0 |
| Directorate Office | Council Education and Social Care | 3 |
| Bradford Teaching Hospitals | NHS SEN Services | 2 |
| Bradford District Children Centres | NHS SEN Services | 40 |
| Play Leader Women/Children Bfd Teaching Hospital | NHS SEN Services | 120 |
| Bradford District NHS | NHS SEN Services | 80 |
| Airedale NHS | NHS SEN Services | 44 |
| Bradford CDC Parents & Carers | NHS SEN Services | 120 |
| GP's NHS Bradford City & Bradford District | NHS SEN Services | 50 |
| Leisure & Sport | NHS SEN Services | 120 |
| Museums | Council Education and Social Care | 13 |
| Bradford Schools inc Independent | Council Education and Social Care | 10 |
| OLA Schools | Bradford Schools /Independent Schools | 255 |
| SEN teaching support services | OLA Schools | 67 |
| Parents Forum Bradford & Airedale | Council Education and Social Care | 120 |
| Parent Partnership Barnardos | Non Council non for profit SEN Services | 160 |
| Carers Resource | Non Council non for profit SEN Services | 160 |
| Young Lives-SEND V&C providers | Non Council non for profit SEN Services | 80 |
| AWARE | Non Council non for profit SEN Services | 80 |
| SNOOP | Non Council non for profit SEN Services | 80 |
| Adults Services provisions (ACS) | Non Council non for profit SEN Services | 80 |
| Social Care provisions | Council Education and Social Care | 200 |
| Local Offer Officer events | Council Education and Social Care | 160 |
| Community Halls | Council Education and Social Care | 240 |
| Bradford Toy Library | Other | 20 |
| Down Syndrome and Support Service | NHS SEN Services | 2 |
| Mind in Bradford | Non Council non for profit SEN Services | 2 |
| Disability Advice Bradford | Non Council non for profit SEN Services | 1 |
| Bradford People First | Non Council non for profit SEN Services | 1 |
| Keighley and Craven People First | Non Council non for profit SEN Services | 2 |
| Connexions/Info Shop YP- Bradford | Non Council non for profit SEN Services | 2 |
| Connexions/Info Shop for YP- Keighley | Non Council non for profit SEN Services | 2 |
| Bradford College (City Library) | Non Council non for profit SEN Services | 2 |
| DCSI-LO booklet info in Winter 2015 newsletter | Council Education and Social Care | 1 |
| BMDC FH-All Children Services team dept. | Council Education and Social Care | 0 |
| Alcohol and Drugs team | Council Education and Social Care | 10 |
| Bradford achievement Service | Council Education and Social Care | 2 |
| Childrens Complex Health or Disabilities | Council Education and Social Care | 20 |

| | | |
|--|---|----|
| Health and Wellbeing | Council Education and Social Care | 3 |
| SEN services Floor 4 | Council Education and Social Care | 20 |
| Services C&YP Visual Impairment | Council Education and Social Care | 10 |
| Sensory Service | Council Education and Social Care | 15 |
| Cognition and Learning Service | Council Education and Social Care | 15 |
| Communication & Interaction Service | Council Education and Social Care | 10 |
| Courses Desk | Council Education and Social Care | 1 |
| Early Childhood Services | Council Education and Social Care | 10 |
| SEN Early Intervention Team | Council Education and Social Care | 15 |
| Services to Children with Physical & Medical | Council Education and Social Care | 10 |
| Support team for Deaf Children | Council Education and Social Care | 10 |
| Education, Employment and Enterprise | Council Education and Social Care | 2 |
| Education Psychology | Council Education and Social Care | 30 |
| Education New Communities & Travellers | Council Education and Social Care | 5 |
| Education Social Work | Council Education and Social Care | 25 |
| MMT Reception public area | Council Education and Social Care | 20 |
| Education Client Services | Council Education and Social Care | 3 |
| Integrated Behaviour Support Services | Council Education and Social Care | 25 |
| School Travel | Council Education and Social Care | 2 |
| BMDC Pupil Referral Unit | Independent Schools | 15 |
| Childrens Commissioning | Council Education and Social Care | 1 |
| TRACKS Education/Elective Home Schooling | Council Education and Social Care | 20 |
| Diversity & Cohesion | Council Education and Social Care | 3 |
| Play Team ECS | Council Education and Social Care | 40 |
| Music & Arts Services | Council Education and Social Care | 2 |
| Reception | Council Education and Social Care | 29 |
| School Linking Project | Council Education and Social Care | 1 |
| Admissions | Council Education and Social Care | 2 |
| LS29 IKLEY | Non Council non for profit SEN Services | 2 |
| Bradford and District Autistic Support Group (BADASG) | Non Council non for profit SEN Services | 2 |
| Bradford Deaf Children's Society | Non Council non for profit SEN Services | 2 |
| SCOPE in Bradford | Non Council non for profit SEN Services | 4 |
| Arthritis Care | Non Council non for profit SEN Services | 2 |
| Association for Spina Bifida and Hydrocephalus (ASBHA) | Non Council non for profit SEN Services | 2 |
| Mencap | Non Council non for profit SEN Services | 2 |
| Disability Sport Shipley Town Hall | Non Council non for profit SEN Services | 40 |
| Parenting Team BMDC-Shipley Town Hall | Council Education and Social Care | 40 |
| CAES | Non Council non for profit SEN Services | 1 |
| Healthwatch | Non Council non for profit SEN Services | 2 |
| Community Play & Activity Development unit | Council Education and Social Care | 20 |
| Independent Travel Service | Council Education and Social Care | 2 |
| Bradford and District Home Finder SEND | Council Education and Social Care | 2 |
| Leeds and Bradford Dyslexia Association | Non Council non for profit SEN Services | 2 |

| | | |
|---|---|----|
| School Governors | Council Education and Social Care | 40 |
| Autism Support Group-Shipley | Non Council non for profit SEN Services | 2 |
| Learning Resource Centres-Morley St | Council Education and Social Care | 40 |
| Bradford Autism Support | Non Council non for profit SEN Services | 10 |
| British Sign Language Interpreting Service (BSLS) | Non Council non for profit SEN Services | 2 |
| Sibs | Non Council non for profit SEN Services | 1 |
| Action for Blind People | Non Council non for profit SEN Services | 1 |
| Cygnet | Non Council non for profit SEN Services | 1 |
| Relate and Relate for Children | Non Council non for profit SEN Services | 1 |
| Bradford Bereavement Support (BBS) | Non Council non for profit SEN Services | 1 |
| The Family Fund | Non Council non for profit SEN Services | 1 |
| Turn2us Charity Database | Non Council non for profit SEN Services | 1 |
| Citizens Advice Bureau | Non Council non for profit SEN Services | 1 |
| Remploy | Non Council non for profit SEN Services | 1 |
| Contact a Family (CAF) | Non Council non for profit SEN Services | 1 |
| Bradford Independent Support Service | Non Council non for profit SEN Services | 10 |
| Bradford Young Carers Service (Barnardos) | Non Council non for profit SEN Services | 10 |
| Young People's Participation Service (Barnardos) | Non Council non for profit SEN Services | 40 |
| Disabled Go | Non Council non for profit SEN Services | 1 |
| The Cinema Exhibitors Association Card | Non Council non for profit SEN Services | 1 |
| Access Bus | Non Council non for profit SEN Services | 1 |
| Disabled Person's Railcard | Non Council non for profit SEN Services | 1 |
| Motability Scheme | Non Council non for profit SEN Services | 1 |
| Disability Equipment Bradford (DEB) | Non Council non for profit SEN Services | 1 |
| Mind The Gap | SEN Services | 10 |
| | Remaining Local Offer | |
| | Booklet/Posters/Leaflet | 0 |

FIS Allocation

| | | | |
|------------------------------------|-----|---|------|
| Job Centre Shipley | 10 | Bradford Schools | 0 |
| Craven college | 40 | Independent Schools | 0 |
| Craven hospital | 20 | OLA Schools | 0 |
| In communities head office Shipley | 20 | Post 16/FE | 107 |
| Dial | 20 | Non Council non for profit SEN Services | 163 |
| Parents | 20 | NHS SEN Services | 85 |
| Shipley college Bradford college | 40 | Individual FIS LO requests SEN families | 20 |
| Bradford University | 7 | Council Education and Social Care | 0 |
| Bradford teaching hospital | 40 | Other | 0 |
| Bradford teaching hospital library | 15 | | |
| In Communities Bradford | 4 | Total | 375 |
| City training | 10 | | |
| Leeds College | 10 | Total books allocated to FIS | |
| Aspire I Bradford | 5 | | 2000 |
| Job centre Bradford | 3 | | |
| Indigo Bradford | 7 | Total books remaining | |
| Libraries | 40 | | 1625 |
| Hope | 3 | | |
| St Lukes hospital | 10 | | |
| Thornbury Centre | 51 | | |
| Total | 375 | | |

Appendix B- Events, workshops and meetings the Local Offer Officer has attended to review, promote Appendix B- Events, workshops and meetings the Local Offer Officer has attended to review promote and gain feedback to develop the Local Offer.

| |
|-------------------------|
| Parents & Carers |
| Children & Young People |
| Service Providers |
| LO Peer Support |
| Mixed |

Sept 2015 - May 2016

| Type | Group | Category | Date |
|-------------------|---|------------------------------------|----------|
| Meeting | Adults Services Bradford Council -Local Offer content for adults with SEND and review meeting | Parent, carers & Service Providers | 02/09/15 |
| Meeting | Education and Employment Personal Advisors Bradford Council - Local Offer content updates | Service Providers | 09/09/15 |
| Event/Workshop | Travel assistance Bradford Council - Local Offer content updates | Parents, carers & young people | 10/09/15 |
| Meeting | Transport Services Bradford Council -LO content updates | Service Provider | 17/09/15 |
| Meeting | West Yorkshire Local Offer Peer Support | LO peer support | 23/09/15 |
| Event/Forum | Parents Forum Bradford and Airedale -Chill, Chat & Chew group | Parent, carers & young people | 25/09/15 |
| Meeting | Bradford Royal Infirmary Children's Hearing Services Working Group -Local Offer review meeting and Bradford's Local Offer responses and developments discussed with National Deaf Children's Society chair about the audit survey carried out for Bradford Local Offer | Parent, carers & Service Providers | 28/09/15 |
| Meeting | Bradford Council SEND Social Care -Local Offer content updates | Service Provider | 30/09/15 |
| Meeting | Bradford Councils SEN Education -Local Offer content updates | Service Provider | 30/09/15 |
| Meeting/promotion | Bradford Voluntary Services-Young Lives -Local Offer introduction/promotion | Service provider | 08/10/15 |
| Meeting | NHS Community 13 Integrated Children's Care Bradford Districts medical practices -Local Offer introduction/promotion | Service Provider | 07/10/15 |
| Meeting | Young People's Services Barnardos and Bradford Councils Communications team -Local Offer website -Young Persons section development and structure meeting. | Service provider | 04/11/15 |

| | | | |
|---------------------|--|-------------------------------------|---------------------|
| Event/forum | Parents Forum Bradford and Airedale-AGM District wide and Personal Budgets consultations, Short Breaks, Local Authorities Ofsted Inspection and Travel Assistance information for parents, carers and young people forum | Parents, carers | 05/11/15 |
| Event/Forum | Parents Forum Bradford and Airedale-Chill, Chat & Chew group | Parents, carers | 06/11/15 |
| Meeting | Bradford's Council Early Years/Early Intervention-Local Offer content updates | Service Provider | 18/11/15 |
| Meeting | Young Persons Service Barnardos, Communications Team and IT Team-Local Offer review meeting of the Young Persons and Things To Do section with the LO website | Service providers | 19/11/15 & 25/11/15 |
| Event | Southfield School PVC-Transition Evening - Pathfinder Vocational Centre | Parent, Carers & Young People | 24/11/15 |
| Meeting | TSC Sports and Dance Coach/Scope-Local Offer introduction | Service providers | 27/11/15 |
| Promotion resources | New Local Offer Booklets The Guide- distributed across Bradford district-details will be published in the Annual Report 2015-16 LO Posters Leaflets Inc. Braille and different languages- distributed across Bradford District. | All | On going |
| Meeting | Adults Disability Partnership Strategic Board-LO feedback review | Parent carers and service providers | 02/12/15 |
| Promotion resources | New Local Offer Booklets The Guide- distributed across Bradford district-details will be published in the Annual Report 2015-16 LO Posters Leaflets Inc. Braille and different languages- distributed across Bradford District. | All | On going |

| | | | |
|-----------------------|--|-------------------|----------|
| Event/Workshop | Yorkshire and Humberside LO Peer review workshop -Bradford's LO was review by East Riding LO using the SEND CoP framework and feedback was provided. | LO peer support | 07/12/15 |
| Meeting and promotion | NHS Community 11 Integrated Children's Care Bradford Districts medical practices -Local Offer introduction/promotion | Service Provider | 17/12/15 |
| Promotion resources | New Local Offer Booklets The Guide -distributed across Bradford district-details will be published in the Annual Report 2015-16 LO Posters Leaflets Inc. Braille and different languages -distributed across Bradford District. | All | On going |
| Meeting | West Yorkshire Local Offer Peer Support - Group meeting | LO peer support | 14/01/16 |
| Meeting and promotion | Short Breaks -Steering Group at Barnardos | Service providers | 25/01/16 |
| Meeting and promotion | Bradford East Catholic Primary Schools -Schools SEN Local Offer Report information session by LO | Service Providers | 27/01/16 |
| Meeting | Families Information Service -content updates for LO website | Service Providers | 28/01/16 |
| Promotion resources | New Local Offer Booklets The Guide -distributed across Bradford district-details will be published in the Annual Report 2015-16 LO Posters Leaflets Inc. Braille and different languages -distributed across Bradford District. | All | On going |
| Meeting | Green Lane Primary School Designated Specialist Provision (DSP) - meeting to discuss how we can gain LO feedback from children and young people with SEND and their parents at Green Lane DSP. | Service providers | 25/02/16 |
| Meeting | Southfield School Pathway Vocational Centre (PVC) -meeting to discuss how we can gain LO feedback from children and young people with SEND and their parents at Southfield PVC. | Service providers | 25/02/16 |

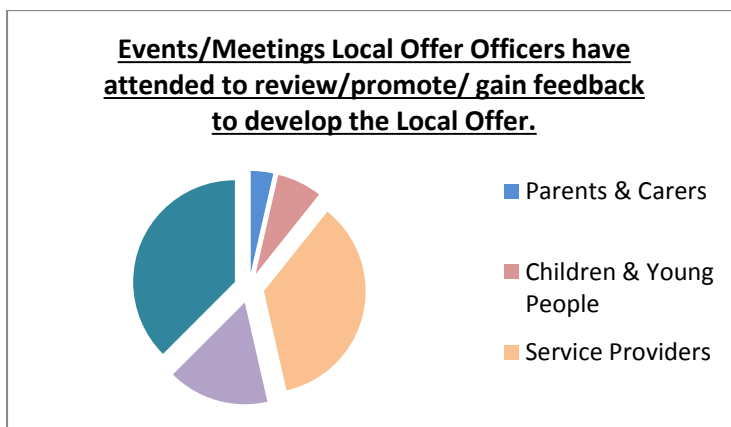
| | | | |
|-----------------------|---|--|----------|
| Meeting and promotion | Short Breaks -meeting updates at Barnardos | Service providers | 29/02/16 |
| Meeting and promotion | Catholic Primary Schools Partnership -Schools SEN Local Offer Report information session by LO | Service providers | 29/02/16 |
| Meeting | Specialist inclusion Project (SIP) -meeting to discuss how we can gain LO feedback from children and young people with SEND in the SIP young person's media group | Service providers | 04/03/16 |
| Meeting and promotion | Short Breaks providers -Network meeting at Nell Bank | Parent carers, young people and service providers | 08/03/16 |
| Meeting | LO Young Persons Service Barnardos, Communications Team and IT Team -meeting to discuss content of the new young persons and Things to do section with the LO website using feedback gained from children, young people with SEND and providers | Service providers and young people | 24/03/16 |
| Meeting | West Yorkshire Local Offer Peer Support | LO Peer support | 31/03/16 |
| Meeting | West Yorkshire Local Offer Peer Support | LO peer support | 15/04/16 |
| Survey | Local Offer parent/carer/providers and children and young people's questionnaires -sent out emails to: all short break providers, services and support groups within the LO website to complete and encourage, support and complete the questionnaires with children and young people with SEND and their parent carers who attend their settings/groups | Parent, Carers, Service Providers, Children & Young People | 18/04/16 |
| Meeting | Barnardos Young Persons Education Service -meeting to discuss content for the Education page on the children and young person's section on the LO website | Service provider and children/young people | 28/04/16 |
| Consultation | Hanson Academy DSP Hearing Impaired | Children and Young People | 25/04/16 |
| Consultation | Local Offer children and young people co-production group -review group meeting at Barnardos | Children and young people | 28/04/16 |
| Consultation | Local Offer parent/carers and providers co-production group -review group meeting | Parent carers and service providers | 29/04/16 |
| Social Media | <ul style="list-style-type: none"> • Bradford Community Radio • Big City Screen • Twitter • Facebook-DCIS & The Buzz • DCIS & The Buzz Newsletters issued | All | On going |

| | | | |
|--------------|---|---|----------|
| Meeting | <ul style="list-style-type: none"> Meeting to further developing Things to do search tools on the LO website | Communications, IT and Barnardos Young Persons service | 03.05.16 |
| Review | <ul style="list-style-type: none"> Keighley Peoples First -Young people and adults reviewed the LO with Barnardos young persons | Service providers | 04.05.16 |
| Meeting | <ul style="list-style-type: none"> Meeting to update Personal budgets (PB) content on Local Offer for families and plan PFBA PB event. | Parents Forum Bradford & Airedale (PFBA), Social Care and SEN-Social Care | 05.05.16 |
| Meeting | <ul style="list-style-type: none"> Families' information Services (FIS)- Meeting to discuss our working in partnership to distribute and promote LO information and advertise all short breaks services. FIS are part of the LO searchable Things to do page. | LO Peer Support | 11.05.16 |
| Review | <ul style="list-style-type: none"> Students with SEND reviewed the LO website and resources with Barnados Young Persons worker. | Children & Young People | 11.05.16 |
| Meeting | <ul style="list-style-type: none"> Meeting to discuss improvements to be made to Bradford School Online website which has links on LO. Actions agreed to revamp BSO SEND section of BSO. | SEN services | 12.05.16 |
| Workshop | <ul style="list-style-type: none"> Workshop for parent carers of children and young people with SEND. | Parents Forum Bradford & Airedale Personal Budgets and Transition | 17.05.16 |
| Meeting | <ul style="list-style-type: none"> Meeting to update Adult Care, Preparing for Adulthood and "What happens after 25yrs, new section on Local Offer website. Actions and updates agreed. | Adults Services | 19.05.16 |
| Social Media | <ul style="list-style-type: none"> LO online questionnaires put on LO social media-including Facebook, Twitter and LO Blog invited to complete. | LO peer support | 21.05.16 |

| | | | |
|---------------|---|---|----------|
| Questionnaire | <ul style="list-style-type: none"> Specialist Inclusion Project Completed online LO questionnaires with their young people at the PRISM group | Children & Young People | May 2016 |
| Questionnaire | <ul style="list-style-type: none"> Green Lane Primary School (Designated Specialist Provision)- Sent LO questionnaire to all their Parent/carers of children with SEND and teaching staff within the DSP unit completed LO children and young person's questionnaire with their pupils. | Parent/carers of children with SEND and teaching staff within the DSP unit Mixed | May 2016 |
| Questionnaire | <ul style="list-style-type: none"> Southfield Secondary School and Pathfinder Vocational Centre- Completed LO questionnaires with parent carers and their pupils. | Parent carers and pupils. Mixed | May 2016 |

Summary of events, meetings, workshops and reviews Local Offer Officer attended

| | |
|-------------------------|----|
| Parents & Carers | 2 |
| Children & Young People | 4 |
| Service Providers | 20 |
| LO Peer Support | 9 |
| Mixed | 21 |



Appendix C – Local Offer Co-production stats: Children / Young People

Co-production with young people took place at various schools, colleges and local community organisations in the form of workshops.

(See table below for participant characteristics).

The sessions involved children and young people viewing the Local Offer website in detail and the alternative formats (LO Guide booklets and leaflets) with members of school, college staff, young people’s workers from Special Inclusion Project and Barnardos and the Local Offer Officer. Information was given to the children and young people about what the Local Offer and how their valuable feedback will improve the Local Offer. Feedback from children and young people was given in paper format and online directly on the Local Offer website with support from school, college and the young people’s workers.

Table 3: Children and Young people characteristics from Local Offer workshops

| School/Service | Age Group | Additional Needs | Total |
|---|-----------|--|-------|
| Green Lane Primary Designated Special Provision (DSP) | 2-11 | SLCN | 10 |
| Southfield Grange Path Vocational Centre | 16-19 | Undisclosed | 12 |
| Hanson Academy (DSP) | 14-15 | Hearing impaired | 3 |
| Barnardos | 15 | Learning Difficulties | 2 |
| Shipley College | 17-21 | Learning difficulties, autistic, visually impaired | 12 |
| Keighley Peoples First | *24yrs+ | Learning difficulties | 5 |
| Total number of young people consulted via workshops | | | 44 |
| *Additionally we invited a group of adults with learning difficulties from Keighley Peoples First who wanted to be involved in the Local Offer feedback workshop and we gained valuable feedback from 5 adults with learning difficulties ages ranging from 24 yrs-36yrs. | | | |

To reach out to young people who did not openly identify as young people with additional need and in attempt to contact more young people we produced a new children and young person’s only Local Offer feedback online survey in April 2016, this included a pictorial version suggested by young people that could be downloaded, emailed to the Local Offer or printed out and dropped in at their local school or Barnardos. The online survey was based around how young people rated the content, how easy it was to use, if the information was clear, how well the Local Offer is promoted, if they have heard of the Local Offer, any gaps, if they would like to be involved in future focus groups, their post code, age and specific needs.

Participants involved in the online survey

(See tables below for participant characteristics).

Tables: Children and Young people characteristics from Local Offer online survey

| |
|---|
| <i>*The additional needs undisclosed to each age ranges included</i> |
| Specific learning difficulties |
| Severe learning difficulties |
| Speech, language and communication needs |
| Physical Difficulties |
| Autism spectrum disorders |
| Behavioural, social and emotional difficulties |

| Age Group | Total |
|-----------|-------|
| 11-13 | 2 |
| 17-19 | 4 |

*School, college and organisations support staff may of helped children and young people/adults with special educational needs and or disabilities to complete the Local Offer online feedback surveys.

Appendix D – Organisations requesting to be in Bradford’s Local Offer

We received requests from various organisations (table 2) to be included in Bradford’s Local Offer. We have asked parents/carers and children and young people what additional information would be helpful to them to include in the Local Offer. We considered the requests and based our decision on whether the services of each organisation would directly benefit our stakeholders in Bradford. Furthermore, the organisation had to either be a charity/voluntary group and not for profit. For independent schools/colleges/providers the inclusion criteria was whether Bradford children are currently / have been on roll to these schools (figure 1 shows the number of different organisations who requested to be in Bradford’s Local Offer and the number included).

We have emailed all organisations who have requested to be in Bradford’s Local Offer and informed them of our decision. Of the organisations that were not included, we have asked them to provide us with any further comments as to how their service will help and support the people from Bradford. In the future, we will re-assess our decision to include these organisations in Bradford’s Local Offer based upon their reasons and the views from our stakeholders.

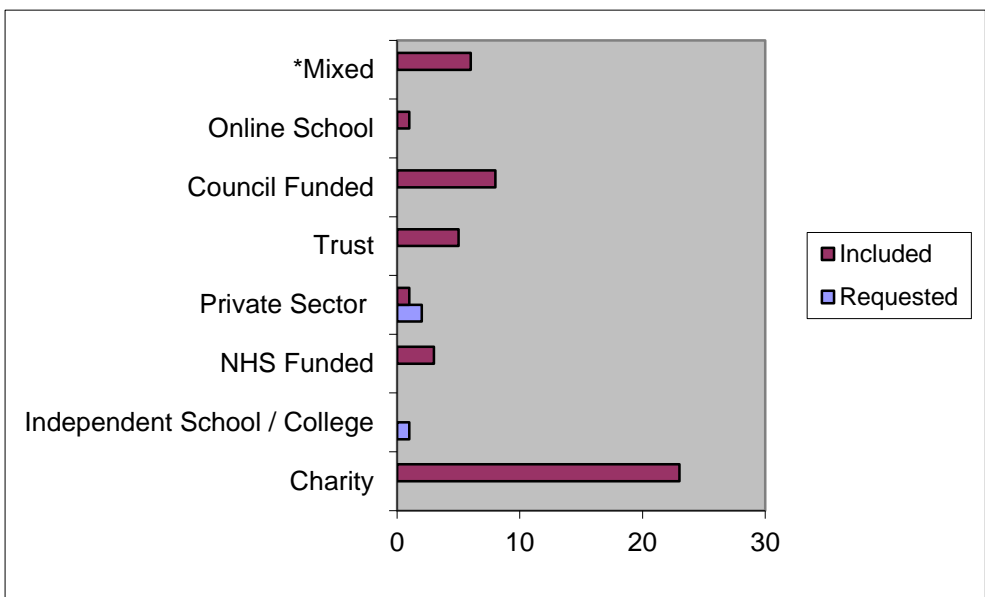


Figure 1: Number of organisations requested in Bradford’s Local Offer and the number of organisations included in Bradford’s Local Offer.

The Local Offer provides information about local/regional/national voluntary/charitable and trust organisations who are providing services to children and young people and their families who have special educational needs and disabilities within the useful links on the main page and within our 8 services pages. The majority of our newly requested organisations listed here are within the Information, Advice and Support Services section of the Local Offer

Table 2: List of organisations who requested to be in Bradford’s Local Offer and those included between 1st Sept 2015 and 31st May 2016.

| Organisation | Included |
|--|----------|
| The Children’s Trust | Yes |
| Disability Rights | Yes |
| Preferred Futures-Family Support | Yes |
| SICA-Financial Services | No |
| TSC Sports and Dance Coaching | No |
| The Mulberry Bush Independent School | No |
| Autism First (18yrs+) | Yes |
| Autism Links | Yes |
| Cellar Trust - Building brighter futures with people recovering from mental health | Yes |
| Dear Albert (Alcohol & Drugs misuse support) | Yes |
| Disability Grants | Yes |
| DIVA Bradford Community Directory | Yes |
| Dyslexia Action Support | Yes |
| Health Directory/Health Mapping | Yes |
| National Deaf Child & Adolescent Mental Health | Yes |
| Talking Point Communication | Yes |
| The Children’s Trust-For Children with Brain Injury | Yes |
| The Council for Disabled Children | Yes |
| Thrive Bradford | Yes |
| Max Cards-Issued by Parents Forum BA | Yes |
| Bradford Young Carers Service Barnardos | Yes |
| Contact a family | Yes |

| | |
|---|-----|
| Motability Scheme | Yes |
| Turn2Us | Yes |
| Free online Career VOOCs | Yes |
| Bradford Down syndrome training services and support services | Yes |
| SIBS | Yes |
| Scope in Bradford | Yes |
| Relate and relate for children | Yes |
| Mencap | Yes |
| Mind in Bradford | Yes |
| Carers resource | Yes |
| Cygnet | Yes |
| Bradford deaf children's society | Yes |
| Bradford bereavement support | Yes |
| Bradford autism support | Yes |
| Arthritis Care | Yes |
| Association For Spina Bifida And Hydrocephalus | Yes |
| Action for blind people | Yes |
| Bradford Toy Library | Yes |
| Learn and Play | Yes |
| Nell Bank | Yes |
| Yorkshire Sport Foundation | Yes |
| Bradford and District Changing Places | Yes |
| Bradford Youth Offending Team (YOT) | Yes |
| Disabled Persons Rail Card Services | Yes |

| | |
|--|-----|
| Healthcare Travel Cost Scheme services | Yes |
| Patients Transport to hospital scheme | Yes |
| Shop Mobility Service | Yes |
| Access bus service | Yes |

Appendix E - Summary of workshop on travel assistance

<https://localoffer.bradford.gov.uk/Content.aspx?mid=351>

Appendix F - Letter to parents travel assistance programme

<https://localoffer.bradford.gov.uk/Content.aspx?mid=351>

Appendix G - POET EHCP Survey results

<https://localoffer.bradford.gov.uk/Content.aspx?mid=212>

Appendix H - Personal Budgets Feedback

<https://localoffer.bradford.gov.uk/Content.aspx?mid=351>

Appendix I - LO YH Peer Review Workshop Feedback

<https://localoffer.bradford.gov.uk/Content.aspx?mid=210>

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Report of the Deputy Director (Children's Social Care) to the meeting of the Children's Services Overview and Scrutiny Committee to be held on 7th December 2016

Y

Subject:

Updated Information for Members on the Workloads of Children's Social Care Services

Summary statement:

The report presents the most recent information on the workload of Children's Social Work Teams and updates Members on key pressures on the service. The workload analysis is based on activity up to 30th September 2016.

There has been a slight change to the overall workloads of social workers, and pressures upon the service since the last report was presented. The report demonstrates that Social Work Services for Children & Young People in the District remain strong, robust and well managed.

Report Contact: Di Watherston, Head of Service
Social Work

Portfolio:
Health and Wellbeing

Cat Moss, Intelligence Officer – Strategic Support.
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Overview & Scrutiny Area:
Children's Services

1 Summary

This report presents information on the workload of Children's Social Work Teams and updates Members on key pressures on the service. The workload analysis is based on activity up to 30th September 2016. Earlier reports presented to committee have confirmed strong, robust and well managed Social Work Services for Children & Young People in the District. Information within this report therefore examines any changes in workload and demand on resources since that date.

2 Background

- 2.1 Since Lord Laming's Report in 2003 into the death of Victoria Climbié there has been a clear expectation from Government for Elected Members to be routinely and regularly informed of the workloads for Children's Social Care Services. The Government requires that information as set out in this report be regularly presented to Members to ensure that the Council is fulfilling its statutory duties.
- 2.2 The second Laming Report (2009) set out wide ranging recommendations following the death of Peter Connelly ("Baby P"). The impact of this case and subsequent child deaths in Doncaster and Birmingham resulted in increased demand for social care services in Bradford and nationally.
- 2.3 The Laming Report acknowledged that across the country there were serious pressures and demands on social workers, with some case loads being unmanageable and thus potentially putting the safety and welfare of children at risk.
- 2.4 Lord Laming also made clear that practitioners, teams and individuals should all have a mixed case-load of both child protection and children in need work. No social worker should handle only the more complex and emotionally demanding child protection cases. This report provides information to elected members that this recommendation has been put into practice in Bradford.
- 2.5 The most recent inspection of services for children in need, looked after children and care leavers within Bradford was conducted by Ofsted in February/March 2014. The outcome of this inspection was broadly positive with a small number of areas requiring improvement.
- 2.6 Information provided in this report is produced from information held on the Social Care Records System (LCS). Internal and external audits confirm that elected members can have a high level of confidence in the accuracy of information produced for this report. Bradford has consistently received the highest level of data confidence scores for the Department for Education's annual Children in Need statutory data return. There are minor adjustments to historical values presented to Committee in previous reports, as a result of delayed data entry within LCS; where there are significant variations, these are noted within the body of the report.

3 Report issues

3.1 Workforce/Workload Issues

3.1.1 The first section of this report presents workforce and workload information for care management services. This includes Social Workers and Community Resource Workers in the Area Offices in assessment teams, children and family teams, the specialist teams working with children with complex health and disabilities, the teams working with looked after young people and the statutory work of the Leaving Care Team. The workload analysis does not include agency staff except where stated.

3.1.2 There are 211 Social Workers (199 full time equivalents) in Children's Social Care directly employed by the Council. This is almost unchanged since September 2015 when there were 210. There are 54 Community Resource Workers (CRWs) or 49 FTEs.

3.1.3 At 30th September 2016 there were 14 agency Social Workers and 1 agency CRW being utilised within Social Work services. The length of time agency Social Workers have been in post is as follows:

| |
|--------------------|
| 4 - under 3 months |
| 3 - 4 to 6 months |
| 2 - 7 to 12 months |
| 5 - over 12 months |

3.1.4 Bradford has an experienced workforce. 44% of Social Workers (including agency workers) are experienced social workers with high levels of experience and training. This percentage has dropped slightly over the past year, from 48% in September 2015.

3.1.5 The average caseload per full time equivalent (FTE) Social Worker is 13.8 cases, a slight increase from 13.1 in September 2015. Within the long term Social Work teams this figure rises to 16.5 cases per FTE (compared to 15.5 in September 2015). Social Workers take on a mixed caseload of child protection and children in need work. The average caseload per full time equivalent Community Resource Worker is 11.5 (a decrease from 12.0 at September 2015). The most recent published figures from the DfE (2014-15) showed a national average of 15 cases per FTE social worker and a regional average of 12 cases; the average across our statistical neighbours is 16 cases.

3.1.6 48% of looked after children cases are held by experienced social worker. The average number of LAC cases held by each FTE worker is 6.8, rising to 15.0 cases for the dedicated Looked After Children Teams. This is an increase from September 2015 when the average number of cases held was 6.0 (14.1 in the LAC teams).

3.1.7 44% of cases where a child has a child protection plan are allocated to an experienced Social Worker, a figure which has decreased slightly from 46% in September 2015. Social Workers in the Children and Family Teams involved with Children with a Child Protection Plan hold on average 6.1 such cases, a similar figure to September 2015 when it was 5.7.

3.1.8 46% of public law proceedings cases are allocated to an experienced Social Worker, a reduction since September 2015 when it was 59%. The average number of Public Law cases per FTE Social Worker is 2.8, an increase from 2.2 in September 2015.

(Refer to Appendix 1 – a) Workforce and b) Case Load analysis)

3.1.9 A breakdown of Departmental sickness levels and types can be found under Appendix 3.

3.2 Child Protection

3.2.1 The overall trend in the numbers of children who are the subject of a child protection plan has been gradually rising over the last year, after a sharp fall between summer 2014 and May 2015; there were 484 at 30th September 2016 compared to 467 in September 2015.

The numbers of children who became the subject of a plan has seen a similar rise over the same period, with 571 plans starting in the year to September 2016 compared to 483 in the year to September 2015.

At the same time, there are falling numbers of children's plans ending, with 548 plans closed in the year to September 2016 compared to 604 in the year to September 2015.

3.2.2 The proportions of children subject to plans under each category at 30th September 2016 are: Physical abuse 10%; sexual abuse 8%; emotional abuse 43%; neglect 39%. In the last year the proportion of plans starting in the category of Emotional abuse has fallen by about 5 percentage points. Quality assurance through 'challenge panels' indicates that reasons for a child requiring a child protection plan are accurately and consistently recorded.

3.2.3 Relatively there are still fewer children subject to a plan in Bradford than nationally, The current rate of children subject to a child protection plan is 34.6 per 10,000 child population (at 30th September 2016) whereas the most recent published national rate is 42.9 per 10,000 and the regional average is 41.8 per 10,000 (at 31st March 2015).

3.2.4 During the year to 30th September 2016, 6.1% of children had become subject to a plan for a second time within 2 years, a deterioration compared to the previous year when it was 4.9%. Ofsted considers the percentage of children becoming subject to a Child Protection Plan for a second or subsequent time to be an important indication of the appropriateness of earlier interventions. A high rate is viewed as indicative of unsatisfactory outcomes to earlier plans.

3.2.5 The percentage of Child Protection Plans lasting for 2 years or more has improved over the last year, with 3.4% in the year to 30th September 2016; this compares to 4.3% in the year to 30th September 2015.

3.2.6 All children who are subject to a Child Protection Plan have an allocated Social Worker.

(Refer to Appendices 2.1 – 2.4)

3.2.7 As at 30th September 2016 there were 365 children and young people identified as being at risk of child sexual exploitation (CSE).

3.3 Looked After Children

3.3.1 The number of looked after children has seen a sharp rise in the last 6 months. The number of children being looked after is 923 at 30th September 2016 – higher than the figure of 864 in September 2015. This equates to 66 children being looked after per 10,000 child population; this is higher than the national rate of 60 per 10,000 (for 31st March 2015) but below the latest known rate for combined statistical neighbour average of 77.5 per 10,000 (at 31st March 2015) (appendix – 2.5).

3.3.2 Strong permanence arrangements are a contributing factor towards reducing the upward trend of LAC, alongside closely monitored care proceedings cases and discharges of care order. There were 48 adoptions and 38 Special Guardianship Orders (SGOs) in the year to 30th September 2016, compared to 73 adoptions and 45 SGOs in the year to 30th September 2015. 227 Looked After Children are in Family & Friends foster placements, slightly more than 207 in September 2015; there are ongoing Allowances being paid to families for 288 children on an SGO who were previously LAC.

3.3.3 The long term stability of Looked After Children has remained steady in the last year. 72.3% of children who had been looked after for two and a half years or more had been in the same placement for at least 2 years (compared to 71.5% the previous year). This is slightly better than the most recently published national average of 68% (March 2015).

3.3.4 All Looked After Children have an allocated worker; most have an experienced Social Worker. Currently 168 cases are allocated to Community Resource Workers, much of which is work with young people preparing for moves into independent living.

3.3.5 The number of children subject to Public Law Care Proceedings cases has risen over the past 12 months. At 30th September 2016 there were 173 cases in Public Law Care Proceedings (there were 136 at 30th September 2015).

3.4 Referrals and Assessments

3.4.1 The number of referrals received by Social Care Services has increased to about 510 per month over the last year, compared to about 405 per month for the year before.

3.4.2 The number of assessments being undertaken by Social Workers is also high. About 800 assessments are carried out each month (this includes assessments in the long term teams), indicating a continuing high volume of in depth assessment work being undertaken.

3.4.3 The breakdown of Factors of Need associated with assessments carried out in 2014-2015 and 2015-2016 can be found in Appendix 2.7.

3.5 Children in Need

3.5.1 The total number of children being included within the CIN census in 2015-16 was 8518, compared to 8362 for the previous 12 months, indicating that an increased number of children are in contact with social care services compared to the previous year. There were 3885 children's cases open as at 30th September 2016.

3.6 The Ofsted Improvement Plan

3.6.1 The child protection and looked after service was inspected as part of a three year rolling programme by Ofsted in February and March 2014. The action appended at 4 sets out for the committee the improvement actions taken and progress to date.

4 Options

There are no options for consideration.

5 Contribution to Corporate Priorities

The work of Children's Social Care contributes to the Council priority of keeping children safe.

6 Recommendations

That the Committee consider further reports in the 2016-17 work programme to ensure the continuation of safe workloads and practice into the future given the current financial climate.

7 Background Documents

None.

8 Not for Publication Documents

None.

9 Appendices

Appendix 1 – Workload & Caseload Analysis
Appendix 2 – Workload Pressures
Appendix 3 – Departmental Sickness Monitoring
Appendix 4 – Ofsted Inspection 2014 Improvement Plan

Appendix 1:

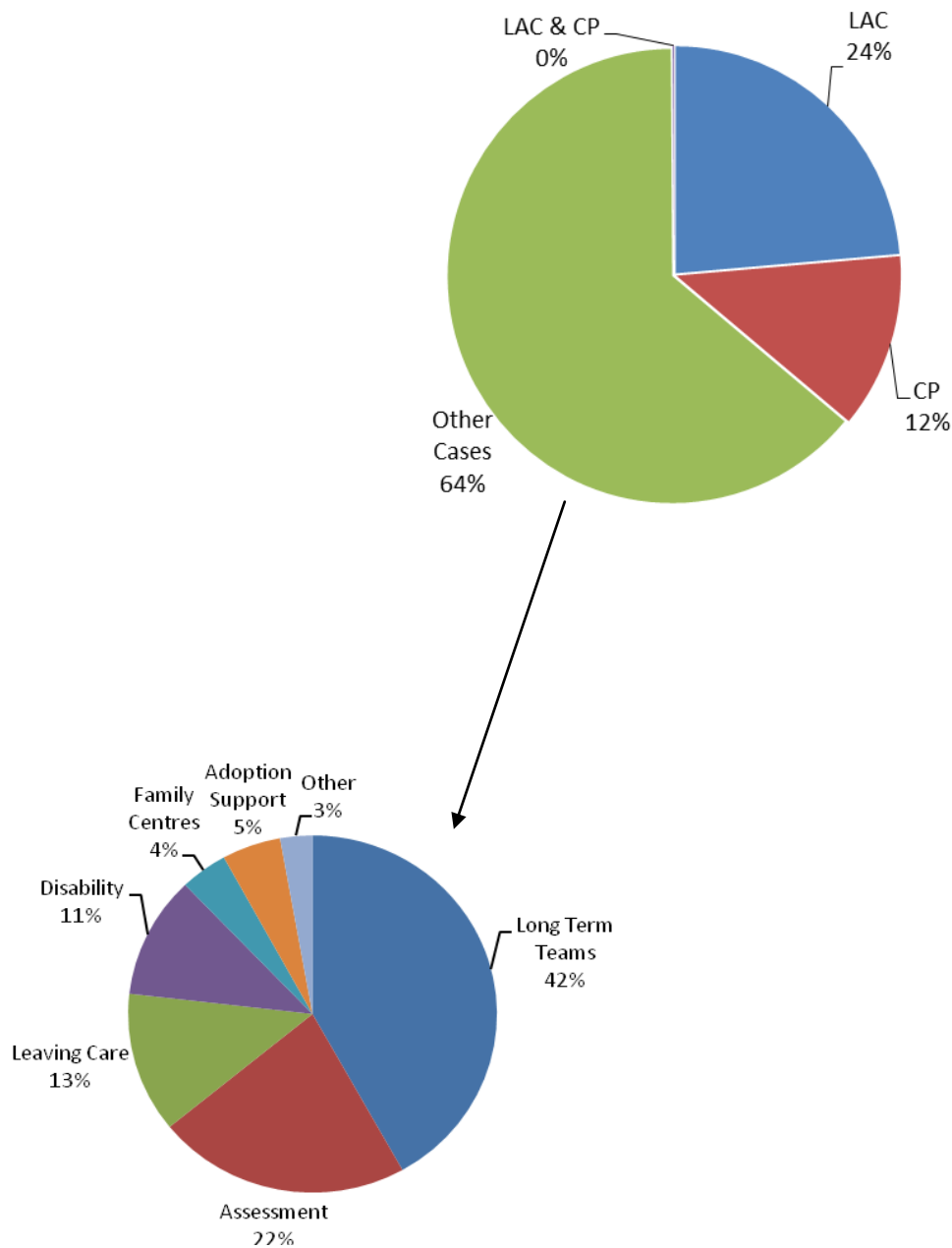
a) Workforce/ Workload Analysis

| | | 30th Sept 2015 | 31st Dec 2015 | 31st Mar 2016 | 30th June 2016 | 30th Sept 2016 |
|---------------------------------|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Workforce Profile | Total number of directly employed Social Workers in post | 210 194 FTEs | 208 193 FTEs | 211 195 FTEs | 190 176 FTEs | 211 199 FTEs |
| | Total number of directly employed Level 3 Social Workers | 104 93 FTEs | 102 93 FTEs | 102 92 FTEs | 88 79 FTEs | 89 80 FTEs |
| | Agency Social Workers | 3.6% | 6.2% | 14 (6.7% of all SWs) | 19 (9.7% of all SWs) | 14 (6.6% of all SWs) |
| | Percentage of SWs who are at Level 3 (including agency) | 48% | 48% | 51% | 50% | 44% |
| | Total number of directly employed Community Resource Workers (CRWs) in post | 49 44 FTEs | 52 43 FTEs | 49 44 FTEs | 50 45 FTEs | 54 49 FTEs |
| | Agency CRWs | - | 2.3% | 1 (2.3% of all CRWs) | 1 (2.2% of all CRWs) | 1 (2.0% of all CRWs) |
| Workload | Average number of cases per FTE Social Worker | 13.1 (15.5 in Long Term Teams) | 12.7 (15.4 in Long Term Teams) | 12.9 (14.9 in Long Term Teams) | 14.4 (17.1 in Long Term Teams) | 13.8 (16.5 in Long Term Teams) |
| | Average number of cases per FTE CRW | 12 | 12.6 | 12.0 | 11.8 | 11.5 |
| | Average number of LAC cases (including cases in proceedings) per FTE LAC case holding worker | 6.0 (14.1 for LAC teams) | 6.0 (14.1 for LAC teams) | 5.8 (13.9 for LAC teams) | 6.5 (14.3 for LAC teams) | 6.8 (15.0 for LAC teams) |
| | Average number of CP cases per FTE CP case holding worker | 5.7 | 5.5 | 5.7 | 6.0 | 6.1 |
| | Average number of cases in Public Law Care Proceedings per FTE PLCP case holding worker | 2.2 | 2.4 | 2.3 | 2.5 | 2.8 |
| Utilisation of Resources | Percentage of LAC cases allocated to a Level 3 Social Worker | 52% (430 cases) | 50% (406 cases) | 51% (410 cases) | 50% (411 cases) | 48% (428 cases) |
| | Percentage of cases where a child has a Child Protection Plan allocated to a Level 3 Social Worker | 46% (173 cases) | 35% (137 cases) | 49% (213 cases) | 56% (227 cases) | 44% (182 cases) |
| | Percentage of Public Law Proceedings Cases allocated to a Level 3 Social Worker | 59% (64 cases) | 52% (68 cases) | 54% (63 cases) | 62% (66 cases) | 46% (73 cases) |

b) Caseload Analysis

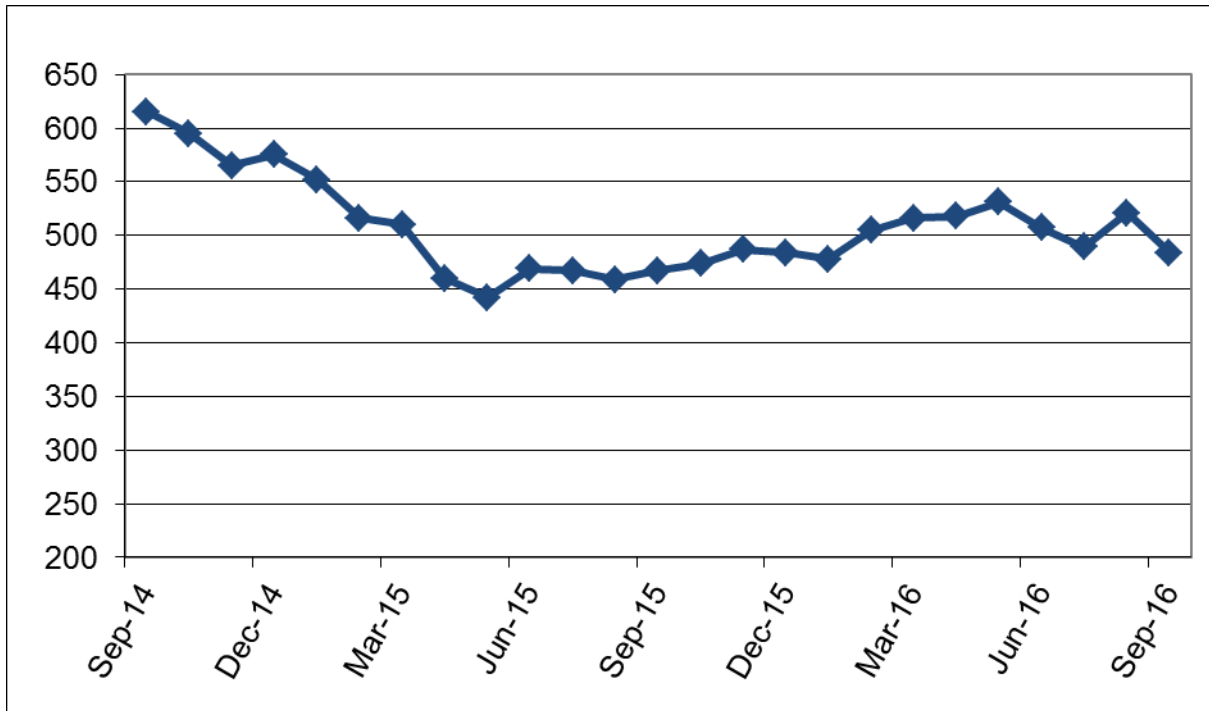
Active cases held by Social Workers and Community Resource Workers working in Care Management Teams at 30th September 2016.

Of the 3885 active cases held by Children's Social Care: 24% were looked after children (918), 12% were children who were the subject of a Child Protection Plan (483) and 64% were other Children in Need, including cases still undergoing assessment. There were an additional 4 children who were Looked After and also the subject of a Child Protection Plan.



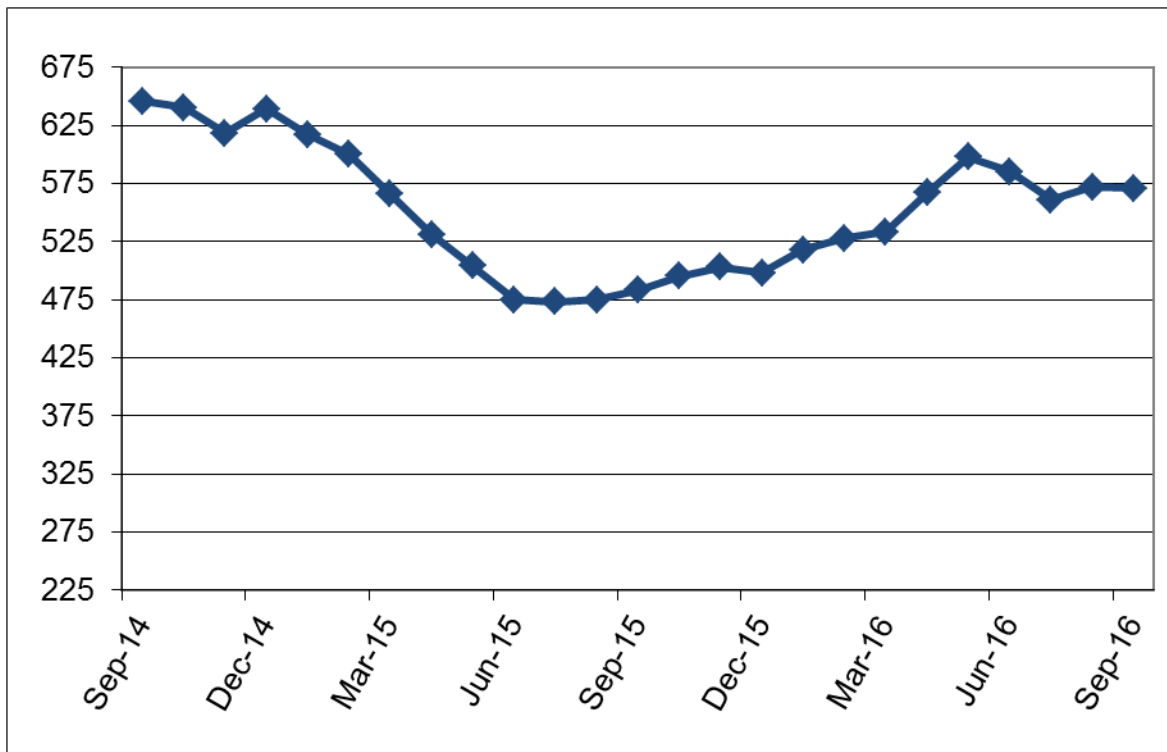
Appendix 2: Workload Pressures

2.1 - Total number of children who are the subject of a Child Protection Plan (September 2014 to September 2016)



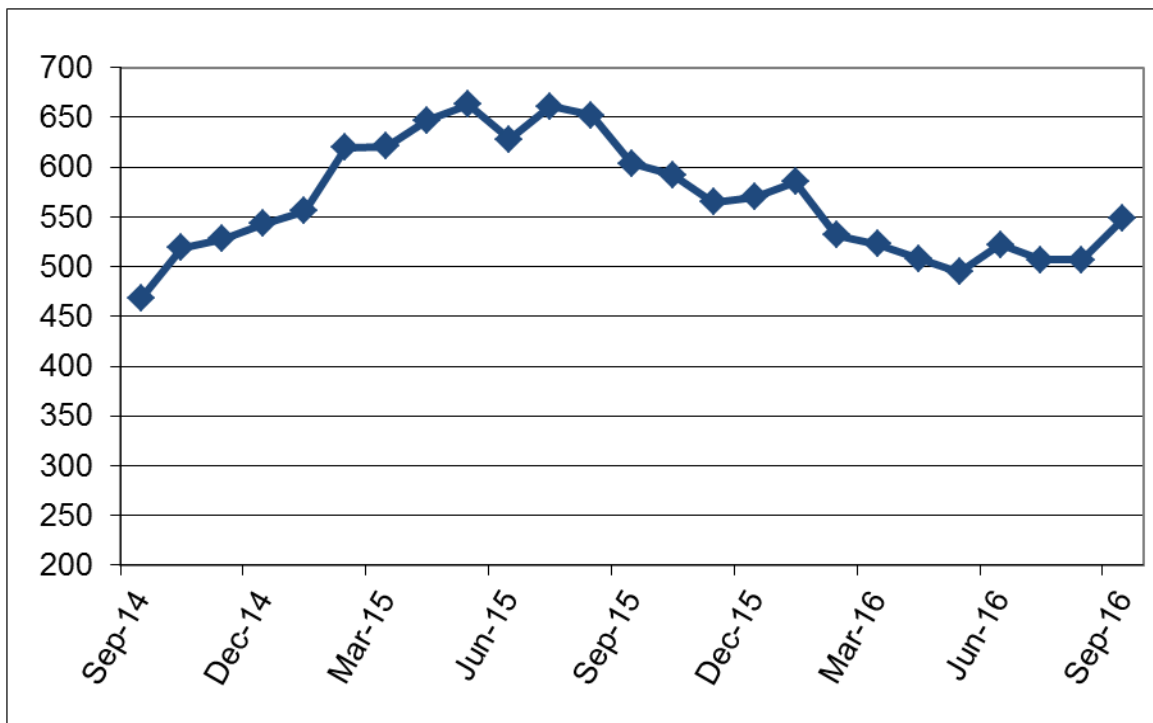
2.1 Total Children subject to a Child Protection Plan

2.2 – Children becoming the subject of a Child Protection Plan (September 2014 to September 2016)



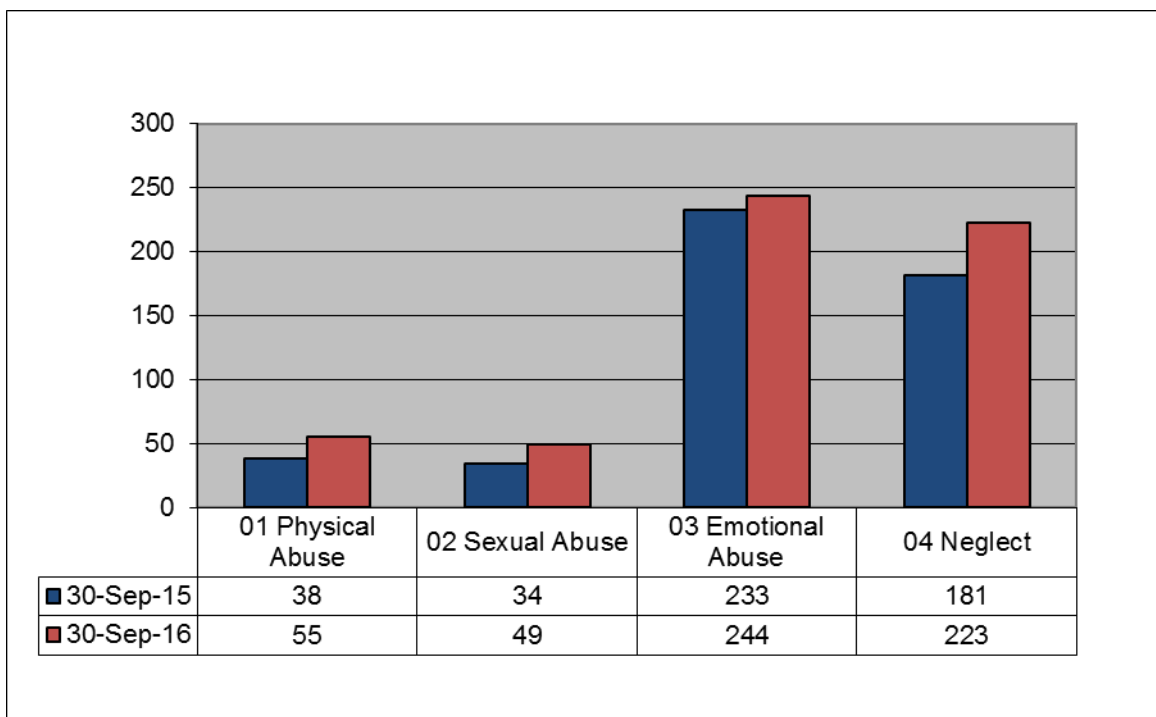
2.2 Children who became the subject of a Child Protection Plan

2.3 – Children ceasing to be the subject of a Child Protection Plan (September 2014 to September 2016)



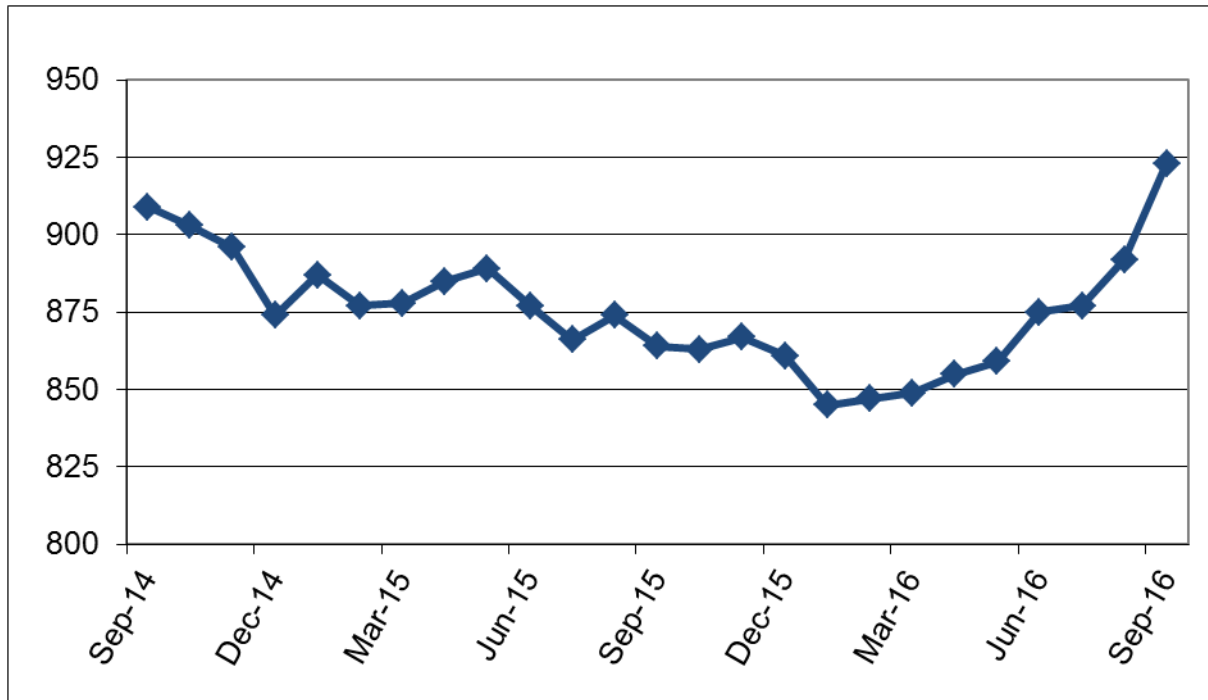
2.3 Children ceasing to be subject to a Child Protection Plan

2.4 – Number of children becoming the subject of a Child Protection Plan in the years ending 30th September 2015 and 2016 by category of abuse



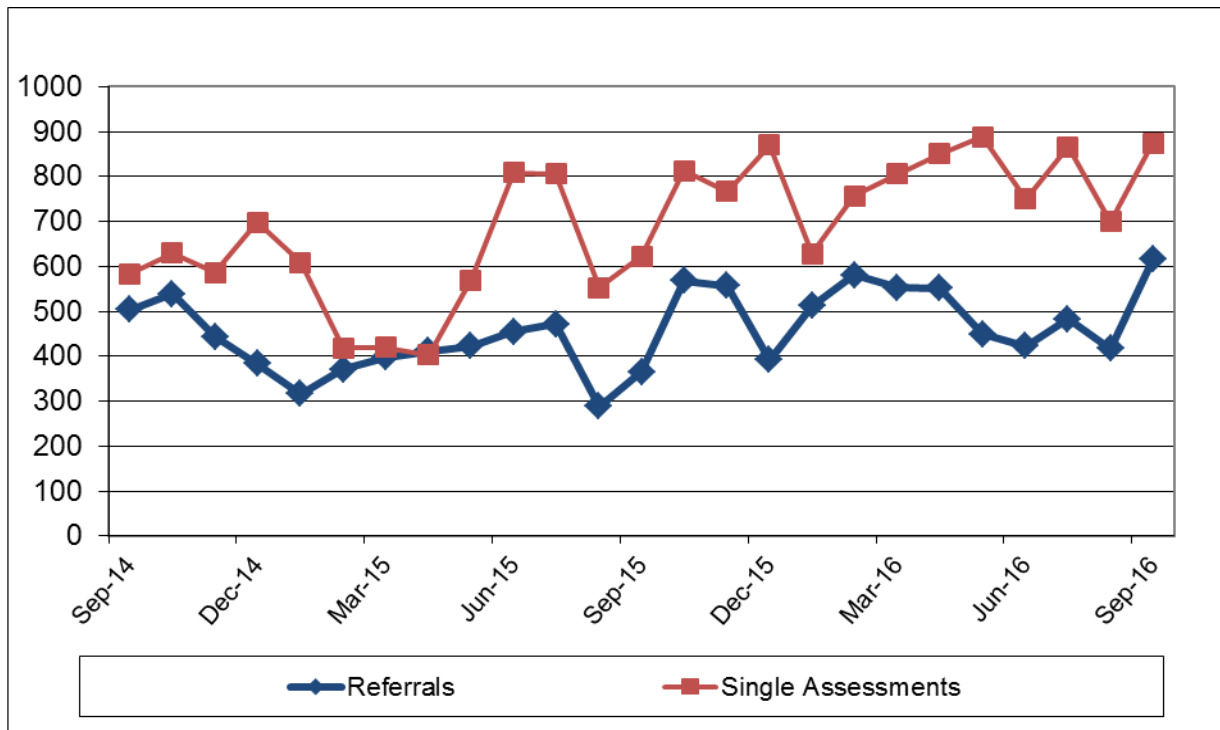
2.4 Children becoming subject to a Child Protection Plan in the year, by category of abuse

**2.5 – Number of Looked after Children
(September 2014 to September 2016)**



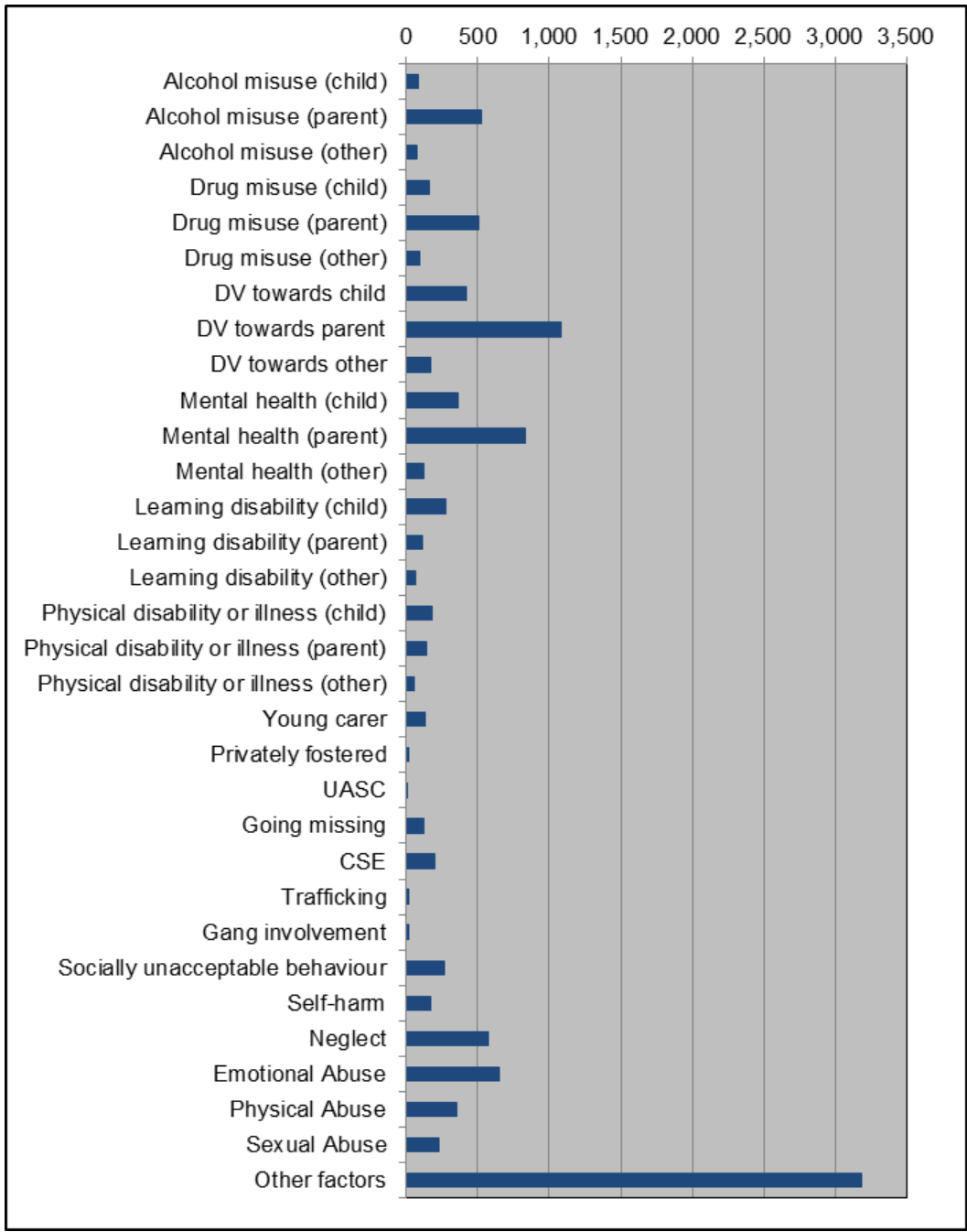
2.5 Number of Looked After Children

**2.6 – Referral and Assessment Activity
(September 2014 to September 2016)**

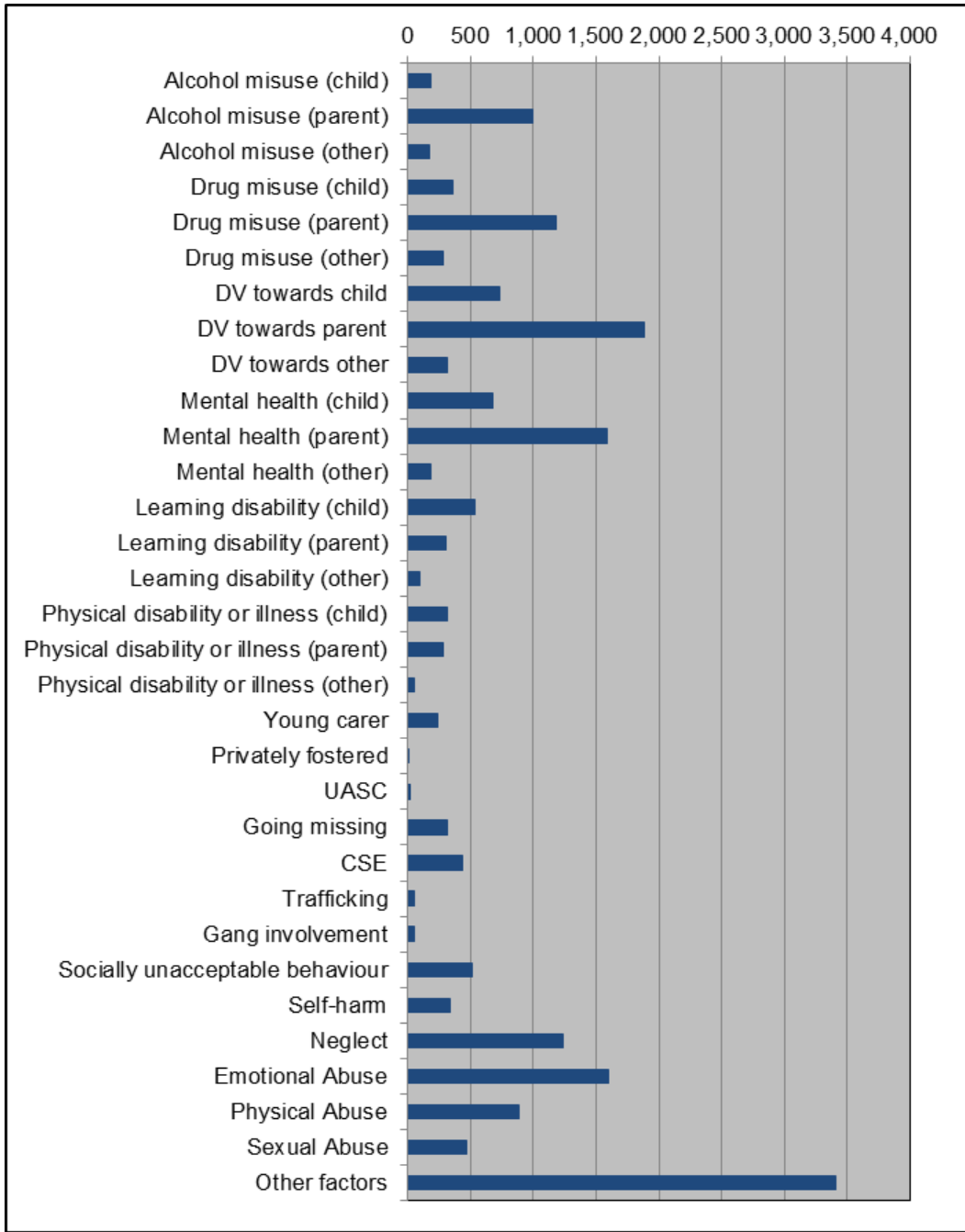


2.6 Numbers of Referrals received and Assessments completed each month

**2.7 – Factors of Need Identified by Assessments
(Financial Years 2014-15 and 2015-16)**








2.7 Factors of Need identified at assessment, 2015-16



2.7 Factors of Need identified at assessment, 2015-16

Appendix 3:

3.1 Departmental Sickness Monitoring Report July-September 2016

| Dept/ Service | Section | Sub-Section(s) | Number of staff by end of Sept 2015 | Average Number of Working days lost 1 Jul 2015 - 30 Sept 2015 | Number of staff by end of Sept 2016 | Average Number of Working days lost 1 Jul 2016 - 30 Sept 2016 | Performance compared with previous year Arrow up = improvement Arrow down = decline |
|---|--|--|--|---|--|---|---|
| Children's Specialist Services | | | 834.77 | 4.11 | 801.05 | 4.62 |  |
| | Child Protection | Childrens Safeguarding Administration Reviewing Team | 47.76 | 6.14 | 40.09 | 2.05 |  |
| | Families First | Court Team Youth Offending Families First Community Resources | 52.01 | 2.86 | 49.80 | 7.96 |  |
| | Group Service | | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Prevention/ Resources | Prevention & Family Support Teams Adoption & Fostering Placement Co- ordination Residential Management Fostering Residential Management 2 | 559.89 | 4.32 | 584.52 | 4.82 |  |
| | Safeguarding Children's Board | | 4.30 | 4.60 | 0.00 | 0.00 | |
| | Social Work Services | Leaving care Teams Disability Team & Family Centres Looked After Children Springfield Management Integrated Assessment Team Rooley Management Keighley Management Childrens Specialist Services | 300.95 | 3.23 | 313.68 | 2.99 |  |

Appendix 4. Service improvement plan - Inspection of services for children in need of help and protection, children looked after and care leavers. Inspection date: 18 Feb 2014 – 12 March 2014

| Area of Practice | Area for improvement | Ofsted Expectation | Required Outcome | Performance Measure | Lead | Progress points | Timescales |
|--|---|---|--|---|---|---|--|
| Social Work: Section 47 Strategy discussions | Social workers and their managers do not regularly hold strategy discussions with the police before starting to carry out a child protection investigation. In addition, where the police are not involved, the recording of the discussion is not sufficiently detailed. | Ensure that all strategy discussions include the police as a minimum standard. The outcome of the discussion and agreed actions must be clearly recorded in a child's case file. | Strategy meetings are timely, accurately recorded and always involve both the Police and Social Care. | <u>Selective</u> Case File Audit. Initial Child Protection Case Conference minutes | Susan Tinnion, Service Manager | 1. A dedicated Police Officer is allocated to the Integrated Assessment team. 2. Strategy discussions take place before a child protection investigation. 3. Written guidance to staff on the requirement to record this discussion in detail on the file. | (1) Completed 26.3.14 (2) Completed 3.3.14 (3) Completed 3.3.14 |
| Child Protection Unit : Initial Child Protection Case Conferences | In over two thirds of cases, there has been unacceptable delay of up to six weeks in holding initial child protection conferences. | Take actions to increase and sustain sufficient capacity in the child protection conference service to meet service demands. Ensure that initial child protection conferences are held in a timely way that minimises risks to children and meets statutory guidance. | The Safeguarding & Reviewing Unit (S&RU) provide timely case conferencing and reviewing. There is a Business Process Review for S&RU which is completed. This has produced a more efficient streamlined service. The current number of conferences held on time is at 86%. | CS_N15a: ICPC's held within 15 working days of the start of the S47 enquiries. CS_N15b : Average working days between start of S47 enquiries and ICPC. Additional checks are being made to ensure this indicator is being counted in the correct manner. | Frank Hand, Service Manager, Safeguarding & Reviewing Unit | 1. Agency staff in place to increase capacity for case conferencing. 2. Recruit two additional minute takers and Conference Chairs. 3. Complete business process review and implement improved minute taking and timetabling. 4. Work with partners through the Safeguarding Board and improved preparation for Case Conferences. | (1) Completed March 2014 (2) Recruitment completed September 2014 (3) Completed Nov 2014 (4) Completed Nov 2014 |
| Social Work: Delay in Initial Child Protection Case Conferences | Where conferences have been delayed, managers decided that children should be visited by their social worker every week to help protect them. This has not happened in every case | Until improved performance in holding timely initial child protection conferences is demonstrated, ensure that all children have a robust plan, monitored by managers to minimise risk, and that they are seen at least weekly by their social worker. | Children whose ICPC is delayed have a robust plan and are visited at least weekly by their Social Worker. | <u>Selective</u> Case File Audit CS_N15a: ICPC's held within 15 working days of the start of the S47 enquiries. CS_N15b: Average working days between start of S47 enquiries and ICPC. | Di Watherston, Group Service Manager (Social Work) | 1. Written practice guidance issued to all staff regarding the requirement. 2. Adherence to weekly visiting quality assured by Team Manager. | Completed April 2014 |
| Child Protection Unit : Allegations against professionals and the role of the LADO | When allegations are made that professionals may have harmed children, cases are not progressed quickly enough on all occasions. There are delays in progress and management oversight in some cases. | Ensure sufficient capacity within the LADO service, so that allegations against professionals progress in a timely way and there is management oversight of all cases. | The Safeguarding & Reviewing Unit provide the LADO interventions and professional checks. Additional staff will increase capacity allowing additional oversight of cases. Processes for LADO work have been reviewed and finalised 28th July 2014. | <u>Selective</u> Case Audit around "Turn Around" time for professional checks. Timeliness reports via ProBase to benchmark performance. Comparison timeliness against performance of regional partners. | Frank Hand, Service Manager, Safeguarding & Reviewing Unit | 1. Agency Staff in place to increase the capacity of the LADO service. 2. Written guidance given to staff on timeliness and management oversight on all case closed. 3. Recruit two additional staff for the child protection unit to undertake LADO work and case conferencing. | (1) Completed March 2014 (2) Completed April 2014 (3) To be Completed September 2014 |
| Social Work: Statutory Assessment | In a very small number of cases social workers did not see children promptly enough. | Ensure all children identified as requiring statutory assessment are visited swiftly following receipt of the referral which identifies the concern. | Children are promptly seen upon statutory assessments commencing received | Local PI measuring time from 'trigger' event to end of assessment. <u>Periodic</u> Case File Audit | Di Watherston, Group Service Manager (Social Work) | Practice Guidance issued to all staff and Assessment Managers | Completed April 2014 |
| Social Work: Children suffering neglect | A very small number of cases demonstrate delays in escalation for children who are experiencing chronic neglect and emotional abuse. | Social workers and their managers must decide to take stronger action more quickly in every case. i.e.: Where plans to reduce the impact of chronic neglect are not progressing sufficiently swiftly, ensure that assertive action is taken to escalate all such cases to a higher level of intervention. | Appropriate action is undertaken in situations of chronic neglect | <u>Selective</u> Case File Audit. CP Co-ordinators to quality assure PLO process by 3rd CPCC(10 month point) | Di Watherston, Group Service Manager (Social Work) | 1. Practice guidance issued to all staff. 2. Family Justice Review & revised PLO embedded, with Case Manager appointed to track and quality assure plans and feedback on any undue delay. 3. Neglect refresher training by the BSCB Sept-December 2014 | (1) Completed July 2014 (2) In place (3) Completed December 2014 |
| Management: Supervision of practice | However, some staff in assessment teams report supervision is not always regular. The overall quality of supervision records need to better reflect challenge and to evidence reflective discussions. | Ensure that social workers and workers across all teams, particularly referral and assessment teams, receive regular supervision to support the complex work they are undertaking. | Supervision is appropriately challenging, recorded and audited on a regular basis. | <u>Selective</u> Case File Audit | Di Watherston, Group Service Manager (Social Work) & David Byrom, Group Service Manager (Resources) | 1.Mandatory refresher Reflective Supervision Training delivered for all Child Protection Team Managers. 2. The Departments Supervision Policy is revised setting clear practice standards. | (1) Completed Sept-December 2014 (2) Completed July 2014 |

Bradford
Safeguarding
Children Board
Improvement Plan

| | | | | | | | |
|--|---|---|---|---|---|--|---|
| Private Fostering | There has been no formal oversight of private fostering (PF) arrangements or of children living out of area during this period. | Implement routine oversight of arrangements for safeguarding and promoting the welfare of privately fostered children, including work aimed at raising professional and public awareness of children who may be privately fostered. | BSCB is incorporating information regarding private fostering into its routine data set. A challenge panel focusing on children living apart from their parents will include a sample of private fostering cases. Promotional materials for professionals and the wider community regarding Private Fostering will be reviewed, revised and disseminated. | Data set : PF notifications, PF assessment, PF arrangements in place. Selective Challenge Panel completed and outcomes presented to Performance Sub-Group | Kate Leahy Service Manager. Paul Hill, LSCB Manager | 1.Revised data set, including PF data approved by sub group 2.Regular reporting to inform BSCB challenge. 3.Challenge Panel to test inter-agency practice. 4.Revised promotional materials disseminated. | Completed; (1) Sept 2014 (2) Jan 2015 (3) To be completed April 2015 (4) To be completed April 2015 |
| Multi-agency Data Set | Not all data and performance are monitored systematically and routinely. This means that BSCB is not always able to respond as quickly as it otherwise could. The development of a multi agency data set is ongoing | The BSCB should accelerate development of multi-agency data set and clearly record any challenge to areas of poor performance and the impact of the this challenge. | Revised multi-agency data set to be developed by Sept 2014. Working with other Y&H LSCB to explore the option of regional data set to assist benchmarking. Monitoring of challenge and impact to be better incorporated into BSCB minutes and reports. | Regular board scrutiny of data set and other performance information, challenge partners based on data set and follow through to impact | Saheed Khan, LSCB Performance | 1. Revised data set agreed by BSCB performance sub group. 2.Data set populated and reported to sub group & full Board 3.Demonstrate and record impact of challenge based on performance data | Completed by: (1) Nov 2014 (2) Jan 2015 (3) To complete July 2015 |
| Education Representation on Safeguarding Board | The absence of Head Teacher and FE College representation on the Board means that schools and colleges do not have sufficient opportunity to contribute to and influence the partnership at this level. | The BSCB should review the engagement of schools and FE colleges to ensure that they are fully represented on the Board. | Bradford Partnership currently seeking Head Teacher representation for full Board. Seeking single FE representative for Bradford, Shipley and Park Lane (Keighley) Colleges. | Representatives in place by October 2014 meeting of BSCB. More evidence of engagement of schools and FE colleges in safeguarding agenda. | Paul Hill, LSCB Manager | 1.Agree representatives with primary & secondary partnerships and FE Colleges. 2. Agree mechanisms for dissemination & feedback | Completed October 2014 |
| Learning & Improvement Framework | The local learning and improvement framework is under-developed, and ongoing work will strengthen capacity to improve the co-ordination of this work. | The BSCB should complete the implementation of a comprehensive local learning and improvement framework. | New comprehensive Learning & Improvement Framework to be agreed and implemented. | New Learning & Improvement Framework (LIF) accepted by BSCB in June 2014. Implementation monitored via learning & Development Sub-Group. LIF to be reviewed by December 2015. | Paul Hill, LSCB Manager | 1. New LIF agreed by BSCB 2. Full implementation and Review of LIF. | (1) Completed June 2014 (2) Completed December 2015 |
| Multi-Agency Training | Multi-agency training in the protection and care of children is effective and evaluated regularly for impact. | The BSCB should evaluate the impact of safeguarding training on the quality of frontline practice and outcomes for children as part of a comprehensive training needs analysis. | Revised Learning & Development Strategy to include mechanisms and measures for training evaluation. Use of on-line evaluation tool to be piloted. | Participants evaluation of training. Evidence of impact of learning from challenge panels. | Paul Hill, LSCB Manager | 1.Publish new Learning & Development Strategy. 2.Pilot on line evaluation tool. 3.Report to Learning & Development Sub group on new impact measures | Completed March 2015 |

Report of the Deputy Director (Children's Social Care) to the meeting of the Children's Services Overview and Scrutiny Committee to be held on 7th December 2016

Z

Subject:

Children Missing from Care

Summary statement:

The report highlights the work being undertaken in Bradford to prevent children being missing from care the actions taken to protect young people when they do go missing and the provision that is in place to meet their needs.

Jim Hopkinson, Deputy Director - Social Care

Report Contact:

David Byrom, Head of Service - Through Care and Resources

Phone: (01274) 437077

E-mail: di.watherston@bradford.gov.uk

Portfolio:

Education, Employment and Skills

Overview & Scrutiny Area:

Children's Services

Summary

1.1 This report considers the activity and performance of the system responding to children who run away or go missing from care. The report makes reference to the Statutory Guidance on Children who run away or go missing from home or care (January 2014) and the West Yorkshire Police Joint protocol for Children Missing from Home or Care (February 2015).

2 Background

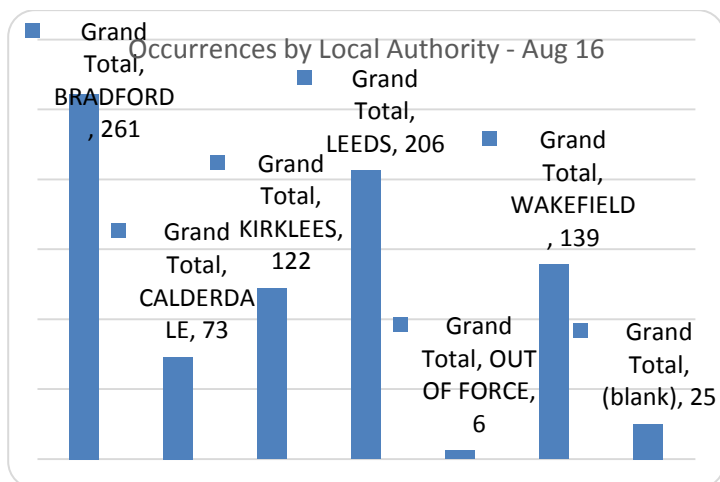
2.1 There has been a concerted effort over the last 12 months across partners to improve our local arrangements for children missing from care. We are now in a much stronger position to prevent, protect and ensure there is the correct level of provision in place to address the issue.

2.2 A draft Missing Children Multi – Agency Strategy and Action Plan has been developed which outlines the activity in this area and which will be performance managed by the Bradford Safeguarding Children Board (BSCB). This will be tabled with the CSE sub group of the BSCB in December.

2.3 Nationally in the year 2015/16 32, Police Forces reported 44,189 incidents of missing relating to 9,367 children. Of these, it is reported that children in care were responsible for 88% across 29 forces.

2.4 Between the 1st April 2016 and 30th June 2016, there were 692 missing episodes in relation to 290 individual children recorded on LCS (Liquid Children’s Service System). This includes 357 occurrences that are reporting CLA (children looked after) missing from home, these occurrences relate to 62 individual children. Locally children in care are responsible for 50% of missing events.

2.5 Bradford reports a higher number of missing events than its neighbouring West Yorkshire authorities, and the least number of absent. This has been a positive decision to ensure that all children with an additional flag of risk receive a proactive response.



3 Report issues

Prevention

- 3.1 The Joint Protocol for Children Missing from Home or Care and the Statutory guidance on children who run away or go missing from home or care has been reviewed with staff teams and expectation set. An audit of case files of young people who have been missing has taken place twice over the last six months, this has highlighted improved practice.
- 3.2 A Police data analyst has been in post since March to provide intelligence in relation to CSE. This directly links to missing, and a Missing Co-ordinator has been in post since May working within Children's Social Care and located within the Hub. These two posts have proved invaluable in ensuring we have an accurate picture of missing children and a rigorous response. The Missing Co-ordinator and Police Missing Officer support children's home staff in ensuring that all young people have an agreed reporting strategy in place. After a missing incident, the Co-ordinator contacts the placement to discuss the issues and see what has been put in place to prevent a re-occurrence.
- 3.3 The Missing Co-ordinator role within Children's Social Care is a new post. This innovation has created greater understanding of missing incidents and the activity of social work and care staff to improve the situation. The Co-ordinator reviews all missing incidents and ensures that agreed protocols have been followed. They work with placements, review reporting strategies and assist in training of staff members on our local procedures and protocols. The Co-ordinator provides a weekly strategic report of missing events that is shared at a senior level. This provides assurance that procedure is being followed.
- 3.4 All children who go missing are offered a return to home interview within 72 hours. This is currently commissioned to Voiceability. Voiceability report that 32% of young people who are looked after receive a return to home interview within 72 hours. If the interview is refused, there is an expectation that the young person will be visited by their Social Worker within 24 hours and a conversation will take place with the young person by the trusted adult in the home. Information ascertained from return to home interviews is shared with the Police as a safeguarding measure.
- 3.5 For children missing who are not looked after, 98% receive a return to home interview within 72 hours, this activity has been proactively managed by the Placement Support Service. The detail from the interview is shared with the Police. By actively listening to young people, further incidents are reduced and referrals for service are made where this is necessary.
- 3.6 We have improved our arrangements significantly in relation to seeing young people after a missing occurrence, listening to them and acting on what they have said to prevent re-occurrence.

- 3.7 Currently there are 330 children from other Local Authorities placed in Bradford across a number of settings. The majority 295 are in a fostering situation. Links have been developed with the four private homes in Bradford to ensure that they follow the local reporting arrangements around missing. When a child is placed in Bradford by another Authority they notify us in writing. If there are additional risks this is highlighted and passed to the relevant team.
- 3.8 Where a young person has been missing from a foster placement there is an expectation that a meeting takes place involving the child's Social Worker, the Supervising Social Worker and the Foster Carer to ensure the issues are discussed and a protective plan put in place.
- 3.9 There is a good link between the CSE Hub and missing agenda. The teams are co-located and consider the issues at both daily meetings and at a monthly missing exploited meeting chaired by the Police.
- 3.10 Multi agency training has been delivered throughout the Summer of 2016. Over 300 staff attended full day sessions addressing the risks and dangers of missing. The missing policy and protocol was agreed and shared on Council websites.

Protection

- 3.10 A multi agency approach to information sharing has been established. This includes a daily meeting, weekly strategic meetings looking at the top 5 young people who have been missing and a quarterly Strategic Partnership Meeting is in place that will monitor the multi-agency strategy and ensure there is a joined up approach to the issue. A report is provided on a weekly basis to the Chief Executive, Director of Children's Services and Chief Superintendent and other Senior Managers showing the activity to support the most vulnerable young people who have been missing in the week.
- 3.11 The current systems ensure there is an escalation policy in place and appropriate challenge across partners. This has led to improved practice and information sharing.
- 3.12 Systems have been established to ensure that all agencies are informed effectively of a missing event. This triggers the appropriate follow up action within service to support the placement and young people.
- 3.13 A number of young people have had their internal placement disrupted to prevent further missing incidents. This has led to either an internal move or a move to an external placement. Where we place out of Bradford a conversation takes place with the local Police Missing Co-ordinator and Placements Team prior to placement. For a number of young people this had proved to be a positive move with the number of missing incidents reducing or even ending. The local push and pull factors to missing being no longer in place.
- 3.14 There is an expectation across residential staff that they will prevent a young person leaving the home if immediate risk is apparent and that they will go looking for young people if they have failed to return to the home. Cars have been leased to support

this activity. Staff will remain in contact with young people and, where possible, we will prevent recording as missing. All missing incidents are reviewed if a home hasn't followed the agreed expectations this will be challenged.

- 3.15 If a child living in a Children's home is recorded as high risk, they would have a reporting strategy in place jointly agreed with the Police and be reported missing almost immediately. This would also involve the setting up of a Special Operations Room led by a Detective Inspector to lead and co-ordinate the investigation. Senior Police leaders in Bradford have been very focused on ensuring that these children are prioritised when they go missing and all staff and managers have received several training inputs and briefings regarding Missing persons. This approach in Bradford does mean we have higher levels of recorded missing children, however, we agree this is the correct approach to assuring we are doing all we can to safeguard young people.

Provision

- 3.16 We have revisited and re-launched our training, policies and procedures regarding missing incidents to ensure that all staff involved understand the expectations of them to support and safeguard young people in Bradford.
- 3.17 We are auditing our missing cases and bringing challenge to workers who have not followed the agreed procedure and protocols.
- 3.18 We are revising our local placement and training offer to staff, this includes signs of safety training and PACE training linked to improving the relationship between carers and the young people. This will lead to improved care setting for young people and reduce the push pull factors linked with missing.
- 3.19 We have revised our children's home offer in Bradford to provide smaller homes, they have reduced from 8 beds to 6, and by investing in the environment we are now providing a more homely setting to support young people who have been through challenging times.
- 3.20 We have worked as a partnership to ensure that we are ready for inspection either via a Joint Targeted Area Inspection or Single Inspection from Ofsted. Both frameworks will look to see if strong partnership arrangements are in place in the Local Authority. We have made great strides in the last 12 months being involved in leading regional training events and peer inspection. We have confidence that this has put the Authority and partnership in a stronger position.

4 Options

- 4.1 The options are covered in the recommendations below in 6.

5 Contribution to Corporate Priorities

- 5.1 The system for responding to missing children is a central feature for keeping looked after children in the district safe. There is a direct link between children who go

missing and being vulnerable to being either the victim or perpetrator of crime. By improving our local partnership response we will see a reduction in the number of times children who are looked after become involved in criminal justice system.

6 Recommendations

- 6.1 That the work being undertaken to safeguard looked after children who go missing in Bradford be endorsed.
- 6.2 That the Multi-Agency Strategy to safeguard children who go missing be supported and reported to elected members on a yearly basis.

7 Background Documents

- 7.1 None.

8 Not for Publication Documents

- 8.1 None.

9 Appendices

- 9.1 Missing Children - Multi–Agency Strategy 2016–2018, Working together to Safeguard Children going missing from Home & Care in Bradford.

Missing Children Multi-Agency Strategy 2016 - 18

**Working Together to Safeguard Children going Missing from
Home & Care in Bradford**

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DRAFT 19.0

Statement of Intent

Children who go missing from home and care are an extremely vulnerable group of children and young people. In the year 2015/16 32 Police Forces reported that there were 44,189 notifications of children going missing which related to 9,367 children. Of these, it is reported that children in care were responsible for 88%.

In Bradford between 1st April and 30th June there were 692 missing episodes in relation to 290 individual children. This includes 357 occurrences relating to 62 individual children. Locally children in care are responsible for 50% of missing incidents.

Missing children is a safeguarding issue as, whilst the majority of children who go missing return quickly, many others will either be at risk of or suffer harm in the form of a wide range of dangers which includes physical abuse or being groomed for radicalisation and exploitation. They may sleep rough or commit crimes to survive and their physical and emotional health may suffer as well as their general health, education and social relationships. There are also links between going missing, being sexually exploited and trafficking.

From research there are many reasons why children go missing from home or care often referred to as push-pull factors; for example they may be pushed away from home or pulled towards something.

We will develop an effective local strategy to ensure a co-ordinated multi-agency response to children going missing from home or care.

It is our clear intent to contribute to improving the lives of children living in Bradford both within home and care. We will do so by ensuring children and young people understand the risks of going missing and of being exploited. This will lead to better outcomes for children and young people.

This strategy and action plan is based on the national guidance for responding to missing children re-issued in January 2014.

“Statutory Guidance on Children who run away or go missing from home or care” it defines the roles and responsibilities of those agencies active in this field including Local Authorities, Local Safeguarding Children Boards, multi-agency partners (Police, Health etc) and the Voluntary Sector and the All Party Parliamentary Group (APPG) ‘*Report from the Joint Enquiry into Children who go missing from care*’ (July 2012). It will be updated as required in line with developments from central government and policy, practice or research.

The strategy covers children of all ages that are reported missing to the police and meets the criteria within the protocol.

The strategy for 2016-8 has an emphasis on:

- Prevention: Reducing the number of children who go missing
- Protection: Reducing the risk of harm to those who go missing
- Provision: Providing missing children & families with support and Guidance

Our key strategic priorities are:

- Mapping data and Intelligence to understand needs in relation to levels of missing children
- Putting systems in place to effectively respond to children who go missing
- To offer children who go missing a return interview in a timely manner (in line with the *missing protocol*)
- Increase understanding & awareness of missing children issues among children, their parents and carers as well as with professionals across the multi-agency partnership
- Ensure a multi-agency response to meeting the needs of children and young people who go missing

How we will achieve our priorities?

There is a strategic group service manager lead for missing children within CSS as well as a dedicated police manager.

A multi-agency missing children steering group will meet regularly to monitor and progress strategy and planning, taking into account new legislation, research, policy or guidance.

Strategic planning and working in a multi-agency way will enable us to work collaboratively, consistently, and effectively to improve the lives of children and young people at risk of harm from going missing from home or care.

The missing children steering group will:

- Take a strategic lead in the co-ordination of resources and services for children who go missing
- Scrutinise performance, taking a robust approach to data collation and analysis, to inform practice and resource planning.
- Drive forward and support the multi-agency action plans to ensure that the work that needs to be done to tackle missing children is carried forward

The work of the group will report to the Bradford Safeguarding Children Board (BSCB). Elected members will also be updated annually.

| Prevention | |
|---|---|
| What are we going to do? | How will we do it? |
| 1.1 Ensure that there are clear multi-agency policies and processes to support the work on responding to missing children. | By ensuring that multi-agency policies and protocols are agreed and located on the relevant websites, shared across the partnership, and that compliance is monitored through supervision and case audit ensuring all professionals work to the missing from home or care protocol agreed between CSS and the WYP and the statutory guidance on children who run away or go missing from care. |
| 1.2 Have an understanding of the “picture” and context of “missing” in Bradford and whether there are locations or venues which are high risk and where children are regularly going missing. | <p>The police and local authority will collate and share data which will be analysed to identify trends, patterns and hot spots which will then be targeted and shared as appropriate with partner agencies.</p> <p>A data analyst and missing coordinator have been recruited to undertake this activity.</p> <p>Develop a set of performance indicators to monitor the targeted activity to reduce missing in the district</p> <p>Targets in place: DMT report</p> |
| 1.3 Develop a better understanding of the reasons why children and young people run away and go missing from home and care. | <p>Through the use of data collated from return interviews an analysis of the reasons why children go missing from home or care will be developed and consideration will be given to see if a strategic response is required.</p> <p>Through the use of available research to develop a wider understanding of the drivers for children who go missing and to identify actions and preventative services which will enable</p> |

| | |
|---|--|
| | <p>intervention at the earliest opportunity.</p> <p>Ensure that we listen to young people and use CLA reviews, Viewpoint and other participation forums to understand why young people might engage in going missing. .</p> <p>Target: Number of RTH interviews</p> |
| 1.4 Ensure that colleagues working with, or in contact with, children understand missing children issues to support them in developing intervention strategies to prevent escalation. | <p>Through multi-agency training on the policy and protocol for missing children and development events and briefings around the research to ensure staff have sufficient awareness of missing children issues.</p> <p>Target: number of staff accessing relevant training</p> |
| 1.5 Ensure that colleagues working in targeted early help understand the impact of missing and are able to signpost to effective services to support the child and family | <p>Through the effective alignment coordination of services within Targeted Early Help effective interventions can be offered to the child and their family at the earliest opportunity</p> <p>Target: contacts with TEH where missing indicated</p> |
| 1.6 Ensure colleagues working with, or in contact with children, who go missing, understand the impact children may suffer upon their physical and emotional health. | <p>Through multi-agency training and development to ensure staff are equipped to carry out their responsibilities towards missing children have sufficient awareness of the possible impacts on physical and emotional health and awareness of the services available.</p> <p>Access to CAMHS services where this is identified as a need.</p> <p>Target: number of staff accessing relevant training Target: number of young people accessing CAMHS support</p> |
| 1.7 Ensure that colleagues in education are tracking and | Through multi-agency training and development to ensure staff |

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| <p>responding to children and young people who are missing from education</p> | <p>have sufficient awareness of missing children issues. The Safeguarding in Education Hub will monitor and oversee all elements of children missing from education.</p> <p>Target: number of staff accessing relevant training</p> |
| <p>1.8 Offer support to schools to deliver an education package to the children and young people of Bradford designed to heighten awareness of the risks involved when engaging in this behaviour</p> | <p>Develop and deliver a package of training resources for young people in consultation with children and their families who have experienced missing children behaviour.</p> <p>Develop links with the emerging education & safeguarding hub</p> <p>Target: number of young people accessing within school</p> |
| <p>1.9 Improve links with private sector children's homes within the district.</p> <p>1.10 Support foster carers and residential staff in their understanding of what they can do to make going missing less likely.</p> | <p>Include the private sector residential and fostering services in policy and practice development and training.</p> <p>Provide clear guidance to homes and carers so that they understand their role in preventing missing occurrences and the need to listen to the child's voice to understand the reasons young people in care go missing and support carers in residential and fostering settings to develop strategies and interventions to prevent missing episodes from occurring</p> <p>Ensure that delegated authority is delivered across placements</p> <p>Through an emphasis on missing children within the LAC strategy.</p> <p>Target: Number of 1st reviews where delegated authority agreed</p> |

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| <p>1.11 We will ensure that the link between going missing and child sexual exploitation (CSE) is well known and understood.</p> | <p>Emphasise the link within our policies, procedures, training and awareness raising to ensure that those who undertake return interviews and safe and well interviews are aware of the inherent risks in going missing.</p> <p>Ensure there is a clear remit within the Missing Children multi-agency steering group to maintain the link to CSE.</p> <p>Ensure the CSE hub lead feeds into the multi agency missing group and there is good quality sharing of information.</p> |
| <p>1.12 When making decisions on placements both internally and externally we will consider the match with other residents and the ability of the provision to safeguard the young person.</p> | <p>Ensure that placement coordination have a clear picture of all the young persons needs within the placement referral.</p> <p>Ensure that any additional risks are highlighted and these are clearly talked through with any potential placement.</p> <p>Ensure that challenge is brought to the provider as to how they will meet the needs of the young person.</p> <p>Target: Number of missing events Target: Number of placement changes</p> |
| <p>Analysis of Impact: June 2016</p> <p>300 staff are now aware of the risks and dangers to children who go missing and will be equipped to offer a child centred response to children who go missing</p> <p>The multi-agency partnership shares a collective understanding of the risks missing children face across a range of dangers</p> <p>Return to home interviews have taken place for 98% of young</p> | <p>Progress: June 2016</p> <ul style="list-style-type: none"> • Missing Policy and Protocol agreed and in place 06/16 • Policy and Protocol uploaded and available on website and linked to the multi-agency procedures 06/16 • Multi-agency training is developed and advertised across the partnership • 4 Missing briefings have taken place with 300 attendees 06/16 |

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| <p>people who are not CLA and have been reported missing.</p> <p>Return to home interviews for CLA is delivered by a commissioned service the young people are also seen by their Social Worker.</p> <p>A missing coordinator is in post and reviewing every missing incident.</p> <p>Links are in place with all private children's home providers in the area</p> <p>All young people have a reporting strategy in place</p> | <ul style="list-style-type: none">• Elearning training has been revised and will be available from September 16• Information gathered from return to home interviews is shared with partners.• The recording of our response to missing incidents is improving due to this targeted activity• Two meetings have taken place with private providers in the area• Missing coordinator reviewing reporting strategies with placements and SW's |
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| Protection | |
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| What are we going to do? | How are we going to do it? |
| 2.1 We have a multi-agency co-ordinated approach to missing children collocated within SHMH. | We will do this through our partnership working at a strategic Level, within the daily meeting, the weekly strategic missing meeting, the bi monthly partnership missing meeting and with the CEX on a quarterly basis |
| 2.2 Information sharing is a critical factor in correctly identifying vulnerability and in ensuring that children are found quickly. | Agencies will share information and intelligence with each other to assist in the rapid location of young people. Return to home interviews and safe and well forms will be shared across agencies. |
| 2.3 The police will inform the Local Authority of all missing children notifications and subsequent found notifications. The police will respond robustly in investigating missing children. | Automatic missing and found notifications will be sent to Children's Social Care who will screen them. The police will make efforts to locate missing children using available information and intelligence and using a robust risk assessment model. |
| 2.4 Using the information and data gathered from return interview at a strategic level we will endeavour to better understand the reasons why children and young people run away and go missing from home. | We will use this information to respond on an individual level to the young person by seeking appropriate support. We will use this data to review any trends and these to inform service provision. We will share return to home interview reports with partners. Target: number of return to home interviews shared |
| 2.5 We will ensure that there is a robust approach to completing return interviews. | We will robustly monitor and track compliance of the undertaking of return interviews. Target: increase the number of return to home interviews completed |

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| <p>2.6 Information and data will be collected and reported on regularly to ensure that there is oversight of the 'problem' and response</p> | <p>Regular reporting will be undertaken and shared with partners at the weekly missing meeting and the missing children steering group.</p> <p>A performance framework and management information data set will be developed with the support of analysts.</p> <p>Target: PI's within DMT dataset</p> |
| <p>Analysis of Impact: June 2016</p> <p>All missing events are audited to ensure that protocols have been followed</p> <p>Information to being shared effectively across partners.</p> <p>The reasons for young people going missing are reported into the strategic missing meeting.</p> | <p>Progress: June 2016</p> <ul style="list-style-type: none"> • There is improvement in the recording of missing held on the LCS system • All return to home interviews are now shared. • Challenge is taking place where protocols are not followed • A performance report related to missing is provided to service |

| Provision | |
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| What are we going to do? | How are we going to do it? |
| <p>3.1 We will develop a range of services for children and their family that meets their identified needs and reduces the likelihood of further risk in the future.</p> <p>3.2 We will ensure that services to young people and families are of a high standard and that safety and well being remain paramount.</p> | <p>We will ensure that young people receive a service in a timely manner.</p> <p>We will ensure that young people and their family receive a supportive and effective service or that they are signposted to the appropriate service. We will survey children and their families to gain feedback on the effectiveness of the service they have received.</p> <p>We will audit cases to evaluate the effectiveness of the services being offered to determine whether they are reducing the number of missing reports and the level of risk to children. Ensure that the quality of the work is good.</p> <p>Target: number of cases rated good Target: number of young people accessing VCS and impact of intervention</p> |
| <p>Analysis of Impact: June 2016</p> <p>Return to home interviews are offered to all young people who have been missing</p> <p>Outline of the targeted early help offer</p> <p>Improvement in the quality of recording on LCS</p> | <p>Progress: June 2016</p> <ul style="list-style-type: none"> • Audits are taking place on a monthly basis • All missing incidents are subject to scrutiny • Training is being delivered to teams and homes in relation to missing reporting strategies |

Key reports and references

- Statutory Guidance on children who run away and go missing from home or care (DCSF, July 2009)
<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eOrderingDownload/DCSF-00670-2009.pdf>
- The Right to Choose: Multi-agency statutory guidance for dealing with forced marriage (HM Government, 2014)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322310/HMHStatutory_Guidance_publication180614_Final.pdf
- Out of Mind, Out of Sight: breaking down barriers to understanding CSE (CEOP, Jun-2011)
http://www.ceop.police.uk/Documents/ceopdocs/ceop_thematic_assessment_executive_summary.pdf
- Tackling Child Sexual Exploitation: Action Plan (Department of Education 2011)
<http://media.education.gov.uk/assets/files/pdf/c/tacking%20child%20sexual%20exploitation%20action%20plan.pdf>
- Missing children and adults, A cross Government strategy (Home Office, 2011)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/117793/missing-persons-strategy.pdf
- Safeguarding children who may have been trafficked: Practice Guidance (Department of Education, 2011)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-00084-2011/pdf
- STILL RUNNING 3 third national survey of young runaways. (The Children's Society, 2011)
<http://www.childrenssociety.org.uk/what-we-do/resources-and-publications/publications-library/still-running-3-early-findings-our-third-0>
- Scoping Report on Missing and Abducted Children (CEOP, 2011)
http://ceop.police.uk/Documents/ceopdocs/Missing_scopingreport_2011.pdf

- The All-Party Parliamentary Group (APPG) for Runaway and Missing Children and Adults and the APPG for Looked After and Care Leavers issue the report from the Joint Inquiry into Children who go Missing from Care (All Party Parliamentary Groups, 2012)
<http://www.childrenssociety.org.uk/sites/default/tcs/u32/going appg inquiry - report...pdf>
- Inquiry into Child Sexual Exploitation in Gangs and Groups, interim report (Office of Children's Commissioner, 2012)
<http://www.childrenscommissioner.gov.uk/info/csegg1>
- Missing children (Ofsted, 2013)
<https://www.gov.uk/government/publications/missing-children>
- Child sexual exploitation and the response to localised grooming (House of Commons Home Affairs Committee, 2013)
<http://www.publications.parliament.uk/pa/cm201314/cmselect/cmhaff/68/68i.pdf>
- Running away from hate to what you think is love (Barnardos and Paradigm Research, 2013)
<http://www.barnardos.org.uk/15505> cse running from hate 21 web.pdf
- If only someone had listened: Office of the Children's Commissioner's Inquiry into Child Sexual Exploitation in Gangs and Groups Final Report (Office of Children's Commissioner, 2013)
<http://www.childrenscommissioner.gov.uk/publications/if-only-someone-had-listened-inquiry-child-sexual-exploitation-gangs-and-groups>
- Interim Guidance on the Management, Recording and Investigation of Missing Persons (College of Policing & ACPO, 2013)
<http://library.college.police.uk/docs/college-of-policing/Interim-Missing-Persons-Guidance-2013.pdf>
- Statutory guidance on children who run away or go missing from home or care (Department of Education, 2014)
<https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care>
- Inspection of Children's Homes; framework and guidance for the inspection of children's homes. (Ofsted, 2015)
<https://www.gov.uk/government/publications/inspection-childrens-homes-framework>

- Framework and evolution schedule for the inspection of services for children in need of help and protection, children looked after and care leavers (single inspection framework) and reviews of Local Safeguarding Children Boards (Ofsted, 2015)
<https://www.gov.uk/government/publications/inspection-local-authority-childrens-services-framework>

Missing Children Multi-Agency ACTION PLAN 2016-18

**Working Together to Safeguard Children going Missing from
Home & Care in Bradford**

Overarching strategy and governance

Responsibility

There will be an effective local strategy to ensure there is a co-ordinated multi-agency response to children missing from home and care based on a robust, thorough risk assessment of the extent and nature of missing children locally. The work on missing will be monitored through the Missing Children Strategic Group and ultimately by the CSE Sub-Group of the Bradford Safeguarding Children Board.

| | Action | Lead | Timescale | Progress to date | Rag Rating |
|----|--|-------------|------------------|--|-------------------|
| a) | Complete a Strategy Document | David Byrom | October 2016 | To be signed of at vulnerable children sub group | Green |
| b) | Complete an Action Plan | David Byrom | October 2016 | To be signed of at vulnerable children sub group | Green |
| c) | Complete revised terms of reference for the multi agency missing meeting | David Byrom | April 2016 | Terms of reference were agreed at SPMM on the 15-04-16 | Green |
| d) | Report to BSCB on a regular basis | David Byrom | October 2016 | To be reported yearly to BSCB | Green |

1. Prevention

Reduce the number of children going missing

The ambition is to protect and prevent children from going missing. We need to reduce the number of children going missing and to have effective prevention strategies, education work and early intervention by agencies in repeat cases. This will help to reduce the vulnerability and likelihood of vulnerable children going missing and reduce the number of repeat cases.

| Action | Lead | Timescale | Progress to date | Rag Rating |
|---|--|-----------|--|--------------------|
| 1.1 Establish effective communication channels between BSCB and partner agencies to share information and training. | David Byrom Missing children steering group | Ongoing | A multi-agency steering group meets quarterly. The Information sharing agreement has been updated | Green |
| 1.2 To provide current inter-agency practice guidance. | David Byrom Inspector Hobbs | Ongoing | Process Map and procedures in place | Green |
| 1.3 To ensure LA procedures are fit for purpose | David Byrom | In place | Tri.x procedure manual is up to date Ensure delegated authority is in place in all placements | Green Amber |
| 1.4 Establish an effective independent service to respond to missing notification for those children who do not have a social worker or other statutory worker. | Di Watherston | In place | All non LAC children who go missing are visited within 72 hours by the Placement Support Service | Green |
| 1.5 Children who have a | Di Watherston | Ongoing | All children who go missing will be offered an independent return | Green |

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| | social worker or statutory worker will receive a return interview and associated support in line with the protocol. | Voiceability | | interview. Expectation that all children who go missing will receive a visit from their SW Carers in placement to speak to YP | |
| 1.6 | To develop a clear preventative strategy for engaging with schools and young people and for this to be reportable. | Barnado's BSCB | Ongoing | Awareness session with schools in the district Develop links with the education safeguarding hub to indentify and support young people who go missing | Amber |
| 1.7 | To engage with private providers (fostering and residential) to raise awareness of the missing children | David Byrom | Ongoing | Weekly reporting in relation to missing children. Meeting with Registered Managers to share expectation and local procedures | Green |
| 1.8 | Share information with residential staff on ways to reduce the risk of missing children including the views of children. | Lorraine Hawksworth-Quill & Liz Perry | Ongoing | Expectation of staff issued to service so that all are clear about their role and responsibilities. | Amber |
| 1.9 | To reflect missing children and CSE in the LAC strategy. | Di Watherston | In place | The LAC strategy covers these areas. | Green |
| 1.10 | To ensure that children who are placed out of the county receive the same response to | David Byrom | | The Placements team contact the local authority and safeguarding team when additional risks are apparent. | Amber |

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| instances of going missing. | | | SW to hold M/A meeting at location to agree response to any missing occurrences. | |
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2. Protection

Reduce the risk of harm caused to those who go missing

It is important to understand the scale and nature of the problem and there should be systems in place to monitor the prevalence and response to it. It is vital that once professionals are aware of notifications of missing that there are clear and robust systems in place.

| | Action | Lead | Timescale | Progress to date | Rag Rating |
|-----|---|--|-----------|--|------------|
| 2.1 | The police will routinely inform the LA of all missing notifications and found. | Inspector Hobbs | In place | There are effective systems in place for this to happen. | Green |
| 2.2 | The police will apply a risk model to children who are reported missing. | Inspector Hobbs | In place | This system is in place | Green |
| 2.4 | The IAT will screen all notifications on a daily basis. | IAT | In place | This system is in place | Green |
| 2.5 | Map the levels of missing and related data within the Police and CSS. The police will share monthly data. | Inspector Hobbs Missing coordinator | In place | Weekly reporting is in place. Coordinator has developed systems to collate data to inform service | Green |
| 2.6 | A monthly M/A missing exploited trafficked meeting MET is in place | Inspector Hobbs | In place | Meeting active in assessing risks and task work | Green |
| 2.7 | A performance | Dave Preston PPC | In place | PI's are developed, require further | Green |

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| | management framework to be developed to enable better accountability. | | | work regarding targets and monitoring. | |
| 2.8 | Data should be routinely analysed to ensure that 'hot spots' are responded to. | Missing coordinator CSE Data analyst | In place | Performance racetrack and monthly reporting in place | Green |

3. Provision

Provide missing children and their families with support and guidance.

Vulnerable children and their families have a right to understand how and where to access support and guidance to minimise anxiety and distress at difficult times.

| | Action | Lead | Timescale | Progress to date | Rag Rating |
|-----|--|------------------------------|-----------|--|------------|
| 3.1 | Return interviews and multi-agency meetings to be held in a timely manner. Reported on a quarterly basis. | Di Watherston | In place | This is being reported on. | Green |
| 3.2 | Auditing of missing cases will be undertaken to ascertain the quality of the response to the young person and their family to include the voice of the young person. | David Byrom DI Watherston | In place | All missing events are being scrutinised a wider management audit of missing took place in May | Green |

Report of the Chair of Children's Services Overview and Scrutiny Committee to the meeting of the Committee to be held on Wednesday 7 December 2016.

AA

Subject:

Subject: Children's Services Overview and Scrutiny Committee Work Programme 2016-17

Summary statement:

This report presents the Committee's Work Programme 2016-17

Cllr Dale Smith
Chair – Children's Services O&S Committee

Portfolio:
Education, Employment and Skills
Health & Wellbeing

Report Contact: Licia Woodhead
Overview and Scrutiny Lead
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1. SUMMARY

1.1 This report presents the Committee's Work Programme 2016-17.

2. BACKGROUND

2.1 Each Overview and Scrutiny Committee is required by the Constitution of the Council to prepare a work programme (Part 3E – Overview and Scrutiny Procedure Rules, Para 1.1).

3. REPORT ISSUES

3.1 **Appendix 1** of this report presents the Work Programme 2016-17.

3.2 Work planning cycle

Best practice published by the Centre for Public Scrutiny suggests that 'work programming should be a continuous process'. It is important to regularly review work programmes so that important or urgent issues that come up during the year are able to be scrutinised. In addition, at a time of limited resources, it should also be possible to remove projects which have become less relevant or timely. For this reason, it is proposed that the Committee's work programme be regularly reviewed by Members throughout the municipal year.

4. FINANCIAL & RESOURCE APPRAISAL

None

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

None

6. LEGAL APPRAISAL

None

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

None

7.2 SUSTAINABILITY IMPLICATIONS

None

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

7.4 COMMUNITY SAFETY IMPLICATIONS

None

7.5 HUMAN RIGHTS ACT

None

7.6 TRADE UNION

None



7.7 WARD IMPLICATIONS

None

8. NOT FOR PUBLICATION DOCUMENTS

None

9. RECOMMENDATIONS

9.1 That the Work Programme 2016-17 continues to be regularly reviewed during the year.

10. APPENDICES

10.1 Appendix 1 – Children’s Services Overview and Scrutiny Committee Work Programme 2016-17



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Democratic Services - Overview and Scrutiny

Childrens Services O&S Committee

Scrutiny Lead: Licia Woodhead tel - 43 2119

Work Programme 2016/17

| Agenda | Description | Report |
|---|---|---|
| Tuesday, 24th January 2017 at City Hall, Bradford. Chair's briefing 09/01/2017. Secretariat deadline 12/01/2017. <ol style="list-style-type: none">1) Annual Safeguarding report2) Recruitment and Rentention of Teachers3) Schools Forum Update4) Children's Services Budget considerations5) Children's Services O&S Committee Work Programme | <p>The Committee will receive the Annual Safeguarding report</p> <p>The Committee will receive an update report which includes figures for Special Educational Needs Schools and Pupil Referral Units.</p> <p>The Committee will receive an update on the work of the Schools Forum.</p> <p>The Committee will consider details of the Children's Services budget submissions.</p> <p>The Committee will consider its work programme and make changes as necessary.</p> | <p>Jenny Cryer</p> <p>Judith Kirk / Sarah Rawnsley</p> <p>Andrew Redding</p> <p>Michael Jameson</p> <p>Licia Woodhead</p> |
| Tuesday, 14th February 2017 at City Hall, Bradford. Chair's briefing 30/01/2017. Secretariat deadline 02/02/2017. <ol style="list-style-type: none">1) Better Start Bradford2) Child Sexual Exploitation3) Children's Centres4) Children's Services O&S Committee Work Programme | <p>The Committee will receive a progress report on the work of the Better Start Programme.</p> <p>The Committee will receive a further report on work being undertaken to combat Child Sexual Exploitation.</p> <p>The Committee will receive a progress report on the Children's Centres clusters.</p> <p>The Committee will consider its work programme and make changes as necessary.</p> | <p>Michaela Howell / Shirley Brierley</p> <p>Jenny Cryer</p> <p>Judith Kirk</p> <p>Licia Woodhead</p> |
| Tuesday, 14th March 2017 at City Hall, Bradford. Chair's briefing 27/02/2017. Secretariat deadline 02/03/2017. <ol style="list-style-type: none">1) Workloads of Children's Social Care2) Education Standards Report3) Education Improvement Board | <p>The Committee will recive a report on the workloads of Children's Social Care Services.</p> <p>The Cpmmittee will receive a report on the validated results data.</p> <p>The Committee will receive a report on the work of the Education Improvement Board</p> | <p>Jim Hopkinson</p> <p>Judith Kirk</p> <p>Judith Kirk</p> |

Childrens Services O&S Committee

Scrutiny Lead: Licia Woodhead tel - 43 2119

Work Programme 2016/17

Description

Report

Agenda

Tuesday, 14th March 2017 at City Hall, Bradford.

Chair's briefing 27/02/2017. Secretariat deadline 02/03/2017.

- 4) Children Missing Education - HMRC pilot

The Committee will receive a report on the outcome of the HMRC Children Missing Education benefits data sharing pilot.

Judith Kirk

Tuesday, 11th April 2017 at City Hall, Bradford.

Chair's briefing 27/03/2017. Secretariat deadline 30/03/2017.

- 1) Youth Offer
- 2) Capital allocations and school expansion programme 2017-18
- 3) Schools Forum Update

The Committee will receive a progress report on the Youth Offer.
The Committee will receive an update report on Capital Allocations and the School Expansion Programme.

Ian Day / Heather Wilson
Ian Smart

The Committee will receive an update on the work of the Schools Forum.

Andrew Redding