

A meeting of the **CABINET** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 12 JANUARY 2006** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

APOLOGIES

**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 15th December 2005.

**Mrs H Taylor
388008**

2. MEMBERS' INTERESTS

To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda item. Please see Notes 1 and 2 below.

3. CHILDREN AND YOUNG PEOPLE: PLAN AND AREA MANAGEMENT STRUCTURE (Pages 7 - 128)

With the assistance of a report by the Head of Policy to consider the emerging Children and Young People's Plan and area arrangements for the Office of Children and Young People's Services.

**I Leatherbarrow
388005**

4. DECLARATION OF CONTAMINATED LAND (Pages 129 - 132)

To consider a report by the Head of Housing Services on the outcome of a contaminated land survey of the Council's mobile home park at Eynesbury, St Neots.

**S Plant
388240**

5. PUBLIC CONVENIENCES

(a) **PUBLIC CONVENIENCES ADVISORY GROUP** (Pages 133 - 136)

To consider the report of the meeting of the Public Conveniences Advisory Group held on 24th November 2005.

**Ms C Deller
388007**

(b) **PUBLIC CONVENIENCES - IMPROVEMENT PROPOSALS** (Pages 137 - 148)

To consider a report by the Head of Environment and Transport detailing proposals for the improvement and ongoing maintenance of town centre public conveniences.

**C Allen
388380**

6. LOCAL DEVELOPMENT FRAMEWORK - ANNUAL MONITORING REPORT (Pages 149 - 152)

To consider a report by the Planning Policy Manager on progress of

C Carr

the Local Development Framework.

388433

(a copy of the Annual Monitoring report is attached to the agenda separately)

7. URBAN DESIGN FRAMEWORK FOR BROOKSIDE, HUNTINGDON
(Pages 153 - 154)

To consider the Urban Design Framework for land at Brookside, Huntingdon and to approve it as a basis for consultation and further discussion.

C Surfleet
388476

(a copy of the Urban Design Framework has been appended separately to the agenda)

8. URBAN DESIGN FRAMEWORK - LONGSANDS COLLEGE, ST NEOTS (Pages 155 - 178)

To consider a report by the Planning Policy Manager requesting the adoption of the revised framework as Interim Planning Guidance.

M Huntington
388404

9. REPORT OF THE SAFETY ADVISORY GROUP (Pages 179 - 184)

To consider the report of the Safety Advisory Group held on 16th November 2005.

Mrs H Lack
388006

10. EXCLUSION OF THE PUBLIC

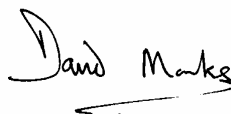
To resolve that the public be excluded from the meeting because the business to be transacted contains exempt information relating to the terms proposed for the acquisition of property or the supply of goods or services.

11. ACQUISITION OF LAND AT LATHAM WAY, HUNTINGDON (Pages 185 - 188)

To consider a report by the Head of Environment and Transport.

R Preston
388340

Dated this 4th day of January 2006



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*

- (a) *the well-being, financial position, employment or business of the Councillor, a partner, relatives or close friends;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Cabinet.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit and to make their way to the base of the flagpole in the car park at the front of Pathfinder House.

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in Council Chamber, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 15 December 2005.

PRESENT: Councillor I C Bates – Chairman.

Councillors Mrs J Chandler, N J Guyatt,
A Hansard, Mrs P J Longford,
Mrs D C Reynolds, T V Rogers and
L M Simpson.

APOLOGY: An apology for absence was submitted on behalf of Councillor D P Holley.

121. MINUTES

The Minutes of the meeting of the Cabinet held on the 24th November 2005 were approved as a correct record and signed by the Chairman.

122. MEMBERS' INTERESTS

No declarations were received.

123. IMPLEMENTING ELECTRONIC GOVERNMENT STATEMENT 2005

Further to Minute No.05/33 and by way of report by the Head of Information Management (a copy of which is appended in the Minute Book) Members were acquainted with the contents of the final 2005 Implementing Electronic Government (IEG) Statement for submission to the Office of the Deputy Prime Minister.

RESOLVED

that Council be recommended to approve the submission of 2005 IEG Statement

124. CALL CENTRE PERFORMANCE AND PROPOSED CHANGES TO CALL HANDLING ARRANGEMENTS

A report by the Director of Commerce and Technology was submitted (a copy of which is appended in the Minute Book) which reviewed the levels of performance achieved by the call centre in its first month of operation.

Having considered proposals to improve the service further, the Cabinet

RESOLVED

that the contents of the report be noted, the number of operational lines increased and the trial use of call queuing arrangements for a three month period as outlined in paragraph 4 of the report now submitted be approved.

125. BLACK AND MINORITY ETHNIC (BME) HOUSING STRATEGY

By way of a report by the Head of Housing Services (copy of which is appended in the Minute Book) Members were acquainted with the content of a proposed Black and Minority Ethnic (BME) Housing Strategy.

Having been advised that the document would be submitted to Go-East, the Cabinet

RESOLVED

that the contents of the 2005/06 Black and Minority Ethnic (BME) Housing Strategy be approved.

126. NUISANCE VEHICLES

Consideration was given to a report by the Public Health Manager (a copy of which is appended in the Minute Book) on the availability and proposed adoption of devolved powers from the DVLA to remove untaxed vehicles from the public highway. In so doing, the Cabinet noted that point 3 in Annex B should have read "prefix" and not "suffix".

Having considered the information contained in the report, a code of practice produced by the DVLA, issues surrounding insurance and responsibility for damage to vehicles whilst removing and transporting them to the vehicle pound, the Cabinet

RESOLVED

- (a) that devolved powers from the DVLA for dealing with the clamping and removing of untaxed vehicles from the public highway be adopted;
- (b) that the Director of Operational Services be authorised to appoint officers to enforce the provisions of the powers referred to in (a) above;
- (c) that the Head of Environmental Health Services be authorised to subscribe to the DVLA code of practice on behalf of the District Council;
- (d) that the Head of Environmental Health Services be authorised to enter into an agreement with the Council's existing abandoned vehicles contractor to collect, store, destroy, return, sell or otherwise dispose of untaxed nuisance vehicles in accordance with the DVLA code of practice in return for the fees set out in the Vehicles Excise Duty (Immobilisation, Removal and Disposal of Vehicles) Regulations 1997 (as amended);and
- (e) that local Parish Councils and other interested organisations be advised of the new arrangements.

127. PUBLIC CONVENIENCES

Members noted that since the publication of the agenda the report of the Public Conveniences Advisory Group and associated improvement proposals had been deferred to facilitate their prior consideration by the Overview and Scrutiny Panel (Service Delivery and Resources).

128. HOMELESSNESS PREVENTION OFFICER: REQUEST FOR THE RELEASE OF FUNDING

By way of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) the Cabinet considered a request for the release of funding from the Medium Term Plan to facilitate recruitment to the vacant post of Homelessness Prevention Officer on a permanent contract.

Having considered information contained in the report about the contribution made by the post to the avoidance or amelioration of the problems associated with homelessness in the District, the Cabinet

RESOLVED

that the release of relevant funding from the Medium Term Plan be approved to make permanent the existing temporary post of Homelessness Prevention Officer.

129. ALFRED HALL MEMORIAL FIELD/EYNESBURY ROVERS FC DESIGN BRIEF

Further to Minute No.05/54 the Cabinet considered a report by the Planning Policy Manager (a copy of which is appended in the Minute Book) outlining the responses received to consultation on the Design Brief for the redevelopment of the Alfred Hall Memorial Field.

Having considered the responses received and in noting that traffic calming proposals for the Hall Road area would be considered as part of the Planning Application for any new development, the Cabinet

RESOLVED

- (a) that the design brief, as amended to reflect the content of the appendices to the report now submitted, be approved as Interim Planning Guidance to the Huntingdonshire Local Plan; and
- (b) that the Director of Operational Services be authorised to make any minor consequential amendments to the text and illustrations, after consultation with the Executive Councillor for Planning Strategy

130. RAMSEY CONSERVATION AREA: BOUNDARY REVIEW, CHARACTER ASSESSMENT AND MANAGEMENT PLAN CONSULTATION DOCUMENTS

Further to Minute No.05/34, the Cabinet considered a report by the Head of Planning Services (a copy of which is appended in the Minute Book) outlining the consultation responses to the draft

Management Plan for the Ramsey Conservation Area.

Having considered the schedule of responses and amendments outlined in the appendices to the report, it was

RESOLVED

- (a) that, subject to the incorporation of the specified changes identified within the consultation responses, the proposed Ramsey Conservation Area be designated according to the boundary in the revised Ramsey Boundary Review document attached as appendix 2;
- (b) that, subject to the incorporation of the specified changes contained in appendix 3 to the report, the revised Ramsey Conservation Area Character Statement be adopted;
- (c) that the Ramsey Conservation Area Management Plan be adopted as a set of proposals for the enhancement of the Conservation Area and the basis for further discussion and project work; and
- (d) that the Director of Operational Services be authorised to approve any minor consequential amendments to the text and illustrations as a result of the changes above after consultation with the Executive Councillor for Planning Strategy.

131. DEVELOPMENT BRIEF: THE GRAND CINEMA, RAMSEY

Further to Minute No.05/70, the Cabinet considered a report by the Planning Policy Manager (a copy of which is appended in the Minute Book) outlining the consultation responses to the draft Design Brief for the Grand Cinema in Ramsey. In noting proposed revisions to the development brief, together with comments by the Executive Councillor for Planning Strategy as to the future submission of a Medium Term Plan bid to facilitate preparatory work in a review of the Council's car parking strategy, the Cabinet

RESOLVED

- (a) that the contents of the Design Brief for the Grand Cinema in Ramsey, as amended to reflect the content of the Annex to the report now submitted, be approved; and
- (b) that the Director of Operational Services be authorised to approve any minor consequential amendments to the text and illustrations as a result of the changes referred to in (a) above after consultation with the Executive Councillor for Planning Strategy.

132. RESIDENTIAL DEVELOPMENT SITE, MOORHOUSE DRIVE, HUNTINGDON

By way of a joint report by the Heads of Housing Services and of Legal and Estates (a copy of which is appended in the Minute Book), the Cabinet considered suggested arrangements for the sale of Council-owned land at Moorhouse Drive, Huntingdon to the Huntingdonshire Housing Partnership (HHP) for residential development, 29% of which would comprise affordable housing.

Having noted that funding had been secured by HHP for social housing grant from the Housing Corporation towards the affordable housing element of the scheme and while noting views expressed by the Overview and Scrutiny Panel (Service Delivery and Resources) on a preferred higher threshold of affordable housing for the site, the Cabinet

RESOLVED

- (a) that the sale of land at Moorhouse Drive, Huntingdon to Huntingdonshire Housing Partnership be approved in principle; and
- (b) that the Director of Central Services, after consultation with the Executive Councillors for Resources and Policy, and for Finance, be authorised to approve detailed terms for sale of the land.

133. THE COUNCIL'S SCHEME OF DELEGATION: INTERIM VARIATION PENDING THE APPOINTMENT OF A DIRECTOR OF COMMERCE AND TECHNOLOGY

With the assistance of a report by the Head of Administration (a copy of which is appended in the Minute Book) the Cabinet considered interim arrangements suggested in relation to the Council's scheme of delegation pending the recruitment of the replacement of the Director of Commerce and Technology.

Whereupon, it was

RESOLVED

that with effect from the 20th January 2006 and pending the recruitment of a new Director, the Chief Executive be authorised to exercise powers delegated to the Director of Commerce and Technology in the Council's Scheme of Delegation, with the exception of those relating to the Financial Proper Officer and Local Government Act, 1972, Section 151, functions.

134. APPOINTMENTS PANEL

In anticipation of the forthcoming vacancy in the post of Director of Commerce and Technology, the Cabinet considered the appointment of a Member of the Cabinet to serve on the Appointments Panel alongside Councillors Baker, Davies, Rogers and Simpson.

Whereupon it was

RESOLVED

that Executive Councillor for Office Accommodation and Other Special Projects be appointed to serve on the Appointment Panel for the purpose of appointing to the post of Director of Commerce and Technology.

135. EMPLOYMENT PANEL

Following the appointment of Councillor Bates as Leader of the Council, the Cabinet

RESOLVED

that the Executive Councillor for Office Accommodation and Other Special Projects be appointed ex-officio Member of the Employment Panel.

136. RISK MANAGEMENT

Arising from a review of Risk Management procedures, the Cabinet

RESOLVED

that the Executive Councillor for Finance be designated as Risk Management "Champion".

Chairman

**OVERVIEW & SCRUTINY PANEL
(PLANNING & FINANCE)**

10TH JANUARY 2006

CABINET

12TH JANUARY 2006

**CHILDREN AND YOUNG PEOPLE:
PLAN AND AREA MANAGEMENT STRUCTURE
(Report by the Head of Policy)**

1. INTRODUCTION

- 1.1 The purpose of this report is to provide an opportunity to comment on consultation on the emerging Children & Young People's Plan (CYPP) and area arrangements for the Office of Children & Young People's Services (OCYPS).

2. BACKGROUND

- 2.1 Earlier this year the Council endorsed an interim plan for children and young people for 2005/06, which was designed to provide direction for the delivery and reorganisation of services for children and young people and their families pending a formal (statutory) plan.
- 2.2 The County Council are required to develop the plan in conjunction with partners and the District Council has a reciprocal duty to cooperate in the achievement of the plan outcomes. The plan is being developed through the Children & Young People's Strategic Partnership and is designed to be both aspirational and strategic, but with sufficient tangible actions against which progress can be measured. It will have a three-year cycle.
- 2.3 The priorities and activities in the plan will form the basis of the first integrated inspection (Joint Area Review) in 2006/07, in which all partners, including the District Council, will be required to participate.
- 2.4 The draft plan (Appendix A) is based on an extensive "needs assessment" carried out across Cambridgeshire, which included —
- quantitative information from existing data;
 - feedback from professionals working with children and young people and their families;
 - consultation with 1,800 children and young people*;
 - consultation with parents and carers; and
 - the results of an annual performance assessment.

(Note: A copy of the summary of "Getting It Right" – a consultation with children and young people – is attached at Appendix B, and a copy of the full report is available on request.)*

- 2.5 The District Council has a duty "to reciprocate" in the delivery of services and achievement of outcomes that affect children and young

people and their families and is specified also as a member of the "Safeguarding Children's Board" and required to undertake "safeguarding" (protection) activities.

2.6 The Council's contribution, however, is much wider than these duties through "universal" service provision to all residents. Many of these contributory services have now been highlighted in the Plan, including —

- developing and supporting the delivery of leisure, recreation and play opportunities, economic development and regeneration, housing and benefits services;
- the provision of community facilities used by children and young people and their families;
- the promotion and support of good practice in the involvement of children and young people in local decision-making;
- leading the development of the Huntingdonshire Strategic Partnership and other key partnerships;
- participation in the Children & Young People's Strategic Partnership and the development of an Area Group and plans; and
- helping to improve young people's access to facilities and services, including wider partnership arrangements.

2.7 Section 1 of the plan sets out the vision and context for the County, together with six key outcomes which have been identified from the needs assessment. Sections 4 – 8 set out the priority actions which will help to deliver the key outcomes. Many of the priority actions cannot be delivered by one organisation alone and a partnership approach is required. Some of the priority actions relate to the activities of District Councils and arrangements are being considered whereby one District will lead on behalf of all the Councils in the County in coordinating progress against that priority.

3. AREA AND LOCALITY ARRANGEMENTS

3.1 Attached at Appendix C is a consultation document relating to proposals for how the County Council will organise and deliver services for children and young people at area and locality level. The consultation document is aimed at employees, but the County Council is keen to hear the views of key partners. The proposals have been developed following consultation which involved a variety of practitioner organisations, parents, carers and children and young people and are based on two themes —

- that services should be delivered at the most practical local level; and
- that services should be delivered in a multi-disciplinary way.

3.2 As far as the District is concerned, the proposed structure provides that Huntingdonshire should be one of three areas (the others are South Cambridgeshire & Cambridge City and East Cambridgeshire & Fenland), with locality teams of multi-disciplinary staff organised around the secondary schools clusters in —

- Huntingdon;
- Sawtry and Ramsey;
- St Ives; and
- St Neots.

It is envisaged that these locality arrangements will facilitate multi-agency working at this level.

3.3 It is intended to support the CYPP with three plans mirroring the three areas. While some county-wide priorities will apply in all or some areas, some will only be picked up where they are relevant to local issues. The area plans, therefore, will provide a focus for local priorities and activities.

3.4 The area and locality arrangements and plans will provide the focus for the partnership work between District Council services and service for children and young people, although it will be necessary to retain an involvement in the County-wide arrangements.

4. KEY QUESTIONS

4.1 The consultation document poses a number of key questions (covering page) on which the views of partner organisations are being sought. Because of the timing of the consultation, discussions are continuing between relevant officers of the Council and the OCYPS, which will continue up to the date of the meeting. A summary of points made during these discussions and any further comments will be reported to the meeting.

5. RECOMMENDATION

5.1 It is recommended —

- that the Children and Young People's Plan and area arrangements for the Children and Young People's Service be noted; and
- that, subject to comments made at the meeting, the Chief Executive, after consultation with the Executive Councillor for Resources & Policy, be authorised to respond to consultation on the development of the Children and Young People's Plan.

Background Information:

Draft Children & Young People's Plan)
 Summary of Consultation with Children and Young People) Policy Division
 Consultation documents on area and locality arrangements)

Contact Officer: Ian Leatherbarrow, Head of Policy
 ☎ (01480) 388005

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CYPSP Draft 1

**Cambridgeshire Children and Young
People's Strategic Partnership**

**CAMBRIDGESHIRE'S CHILDREN AND
YOUNG PEOPLE'S PLAN**

2006 – 2009

' TITLE '

Status of CYPSP Draft 1

- Basis of formal consultation with partners 28th November – 16th January 2006
- Key questions to be addressed:
- Is the vision right for CYPSP?
- Are the key performance indicators on pages 7-8 the right ones for CYPSP to focus on for areas of impact?
- Are the lead organisations right for the actions?
- Where indicated as lead, how will your organisation/ service start to think about taking the work forward?

All comments to be received by:

Adrian Loades on 01223 718459,

Adrian.loades@cambridgeshire.gov.uk

or

Sarah Ferguson, 01223 717563,

sarah.Ferguson@cambridgeshire.gov.uk

by 16th January '06

CONTENTS

Forward from Cllr Shona Johnstone

Section One: Introduction

- CYPSP vision
- The context: Cambridgeshire's Children and Young People
- 6 key outcomes areas where we want to make a difference for all children and young people in Cambridgeshire
- The context: Children and Young People in Cambridgeshire

Section Two: Our partnership aspirations to help deliver these key outcomes:

4 standards which govern our vision for local services and against which all our services will be tested are:

- **Quality**
- **Participation**
- **Inclusion**
- **Reducing Inequalities and raising achievement**
- How we will work in partnership
- County/ Area/ Locality arrangements
- Contribution of the VCS

Section Three: Children and Young People in Cambridgeshire today – our assessment of needs

- Process for the needs assessment
- Involving children, young people, parents and carers

Headline messages:

- Be Healthy
- Stay Safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

- Defining our priorities

Section Four: Be Healthy – our priority actions

Section Five: Stay Safe – our priority actions

Section Six: Enjoy and achieve – our priority actions

Section Seven: Make a Positive Contribution – our priority actions

Section Eight: Achieve Economic Well Being – our priority actions

Section Nine : How we will deliver – our priority actions

- Using resources more effectively
- Local Area Agreement
- Workforce Development
- Quality and Performance Management
- Links to other plans
- Establishing robust arrangements for co-operation with partners (taking forward the ECM agenda)

Appendices

1. The needs of Cambridgeshire's Children and Young People
2. Voluntary and Community Sector Strategy
3. Children and Young People's Participation Strategy
4. Children and Young People's Checklist for Success (Children and Young People's Audit)

FOREWORD

Welcome to the first full plan of Cambridgeshire Children and Young People's Strategic Partnership. The Partnership brings together organisations involved in delivering a wide range of services in Cambridgeshire and reflects our collective determination to improve outcomes for children and young people.

This plan lists our partnership priorities for 2006-09. In producing our plan we have looked at a wide range of statistics and performance indicators to identify where needs are greatest and where our efforts should be focussed. This information has been very important. I am particularly pleased to acknowledge the extensive input that children and young people, parents and carers have had in identifying their priorities and shaping the priorities for the Partnership for action. As a Partnership it is fundamental that we provide children and young people and their families with meaningful opportunities to express their priorities and shape the services that we provide.

The Plan establishes a demanding agenda for improvement over the next three years. This will be difficult at a time when resources continue to be tight. Therefore as a partnership we recognise that we need to do things differently in order to provide better services. Our partnership has at its heart children, young people, parents and carers and our vision and aspirations cannot be met without the effective sharing of our knowledge, skills and resources.

We believe that we have made a good start to working together to improve outcomes for children and young people. Educational outcomes are rated highly nationally, we have made good progress in ensuring high quality services to young children from birth. We have also invested a lot of time and effort in developing our partnership arrangements and looking hard at how we deliver our key objectives, in particular our prevention strategy, aiming to prevent children and young people from reaching a point of crisis in their lives.

We know and children and young people tell us that we need to do more. Our clear aspiration is for children and young people in Cambridgeshire to have every opportunity to fulfil their potential. All children and young people have a right to feel included and able to participate as active citizens in our communities.

As highlighted in this plan there are areas in which we are not currently progressing quickly enough to match our aspiration. Some areas of performance need to be improved. We can be more efficient through better working together. We need services that are more accessible and welcoming at a local level which improve the experience of children, young people and families receiving those services.

We also need to do more to address inequality of opportunity and outcome. We know that outcomes in some geographical areas of the county and for some groups of children and young people are too far behind those of others and we need to do more to close these gaps.

In securing improved outcomes we work within an ever changing environment. The significant population growth in the Cambridge sub region will create a significant but exciting challenge to develop services for new communities. But we must also ensure that we take the learning that we gain and apply it to established communities.

As ever there is a demanding agenda for change from national government. We look to the Government to match the work that we have undertaken locally to join up services and develop coherent policies for improvement. Partners will seek to deliver changes such as NHS and education reform whilst strengthening the local coherence and focus of services.

We will use the opportunities of developments such as the establishment of children's centres, extended schools and the expansion of childcare availability to make services more accessible locally, in particular we will seek to reduce some of the artificial boundaries that exist around separate services or separate localities in order to enable children and young people to received a coordinated response to their needs, without having to visit different service points or agencies.

The challenges we have set ourselves are significant. We will need to ensure that our workforce is involved and equipped to deliver our aims. We will need to ensure that our partnership arrangements are robust and coordinated, using freedoms and flexibilities such as the Local Area Agreement wherever possible. Most importantly we will seek to maintain a focus on our vision, to ensure that children and young people have the opportunity to reach their potential.

Cllr Shona Johnstone
Lead Member for Children and Young People's Services

SECTION ONE: INTRODUCTION:

Our vision for children and young people

We believe that as a partnership our role is to ensure all children and young people achieve their potential.

We seek to ensure that all children and young people have a sure start in life and an equal opportunity to thrive within their families and communities. We aim to ensure that they are supported, particularly at times of need and transition, so that they are able to make the most of education, training and employment opportunities.

This Plan sets out how we will progress toward achieving our vision and identifies our collective priorities for 2006-2009.

We will aim to make progress against the five Every Child Matters outcome areas identified by government for children and young people of:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well being

Cambridgeshire's Children and Young People

There were 119,000 children and young people (aged 0-18) in Cambridgeshire at the 2001 Census, including 32,000 aged under 5. In 2001, 29% of Cambridgeshire households included dependent children. There are 42,800 children in Cambridgeshire primary schools and 30,300 young people aged 11-15 in secondary schools. Numbers are expected to be similar in five years time, but East and South Cambridgeshire will see slight rises and Fenland, Huntingdonshire and Cambridge City slight drops - up to 8% in secondary numbers in Cambridge City.

Over the next ten years the population of Cambridgeshire is expected to grow by 16% or just under 90,000 people - equivalent to adding a town a little smaller than Cambridge City. However nearly half of this growth will be in those aged over 60 and numbers of children and young people are not expected to increase significantly.

Cambridgeshire has one of the most dynamic economies in the UK, but there are areas of relative deprivation. In 2001 just under one in ten dependent children lived in a household with no adult in employment, but this ranged from one in five in Wisbech to one in twenty in parts of South

Cambridgeshire. In 2004 over 40% of children living in parts of Wisbech, Huntingdon North and Kings Hedges were in families receiving benefits.

The population of Cambridgeshire is predominantly white, but there are over 4,100 school pupils from a minority ethnic group. Over 1700 of these live in Cambridge City, where 18% of school pupils are from a minority ethnic group. There are large Bangladeshi, Chinese, Indian, Black Caribbean and Black African communities in Cambridge, and sizeable Pakistani communities in parts of Huntingdonshire. Travellers form the largest minority ethnic community, particularly in Fenland.

About 400 children and young people are Looked After by Cambridgeshire County Council and in one week in February 2005 Cambridgeshire Social Services had contact with over 3110 needy children, of whom over 600 had a disability and almost 700 were aged 0 - 4.

Educational achievements at GCSE and in the end of Key Stage assessments are generally above the national average, but there are areas of relative underachievement. At 16+ most young people chose to remain in education, employment or training, but rates vary across the county. In 2004 three quarters of young people aged 16-18 in Cambridge City remained in education, employment or training, but only two-thirds of those in Fenland.

Our key desired outcomes.

Through our review of needs and identification of priorities we have identified six broad outcome areas where we consider improvement to be essential between 2006 and 2009 in ensuring that children and young people achieve their potential. Over the next three years the Partnership intends to make major improvements in outcomes for children and young people in the following areas:

| Key outcome | Key performance indicators |
|--|--|
| 1. Improving the emotional and physical health and well-being of children and young people and those with responsibility for their care | Reduction in the proportion of low birthweight babies in Cambridge City, Huntingdon North and Wisbech (BH) |
| <i>And in particular</i> improving the emotional and physical health and well-being of mothers to be, babies, infant and primary aged children | Reduce the incidence of obesity among children under 11 (BH) |
| 2. Raising the aspirations of young people to improve their employment and life prospects | Reduce % of young people who are NEET living in Fenland, are leaving PRUs or are looked after (EWB) |

And in particular addressing the needs of young people in rural areas

Reducing the numbers of 16 – 18 year olds presenting as homeless (EWB)

3. Developing supportive communities which provide opportunities for children and young people to participate fully

Participation in constituted democratic children and young people's bodies (to include school councils, Youth/ Parish Councils/ UKYP) (PC)

And in particular improving children and young people's access to recreation, decision making and support when they need it

Reduce % of yr 8/ yr 10s reporting bullying in SHEU survey (SS)

Increase in % of young people participating in at least 1 hour of moderate intensity sport and physical activity each week (BH)

Reduce teenage conception rate in Fenland, Huntingdon and North Cambridge (BH)

4. Better outcomes children looked after by the local authority

% young people leaving care with 1+ GCSE grade A* - G (EA)

And in particular improving their health and raising educational attainment

Reduction in final warnings and convictions of children looked after (PC)

5. Raising the educational performance for all young people

Increase attainment for traveller, Bangladeshi and Pakistani heritage at KS 2 maths and English (EA)

And in particular narrowing the educational performance gap for disadvantaged groups

% of children in schools serving high needs areas achieving 6 points or more on each of assessment scales of the Communication, Language and Literacy strand of the Foundation Stage Profile (EA)

6. Ensuring the all young people can lead safe and secure lives free from unreasonable risk

Reduction in numbers of child protection re-registrations (SS)

And in particular ensuring that children and young people in vulnerable situations are protected

% increase in reported incidences of Domestic Violence (SS)

SECTION TWO: CYPSP: OUR ASPIRATIONS FOR CHILDREN AND YOUNG PEOPLE

Cambridgeshire's Children and Young People's Strategic Partnership has high aspirations for our children and young people. Ultimately we wish to see the children and young people of Cambridgeshire achieve their potential. The needs analysis in section 3 of this plan identifies those areas in which we need to do most to achieve our vision and contributes to our priorities for action between 2006 and 2009.

Whilst seeking to target our efforts and resources on specific areas for action we also recognise the need to maintain existing high performance across a wide range of services and to seek to improve the experience of all children and young people living in Cambridgeshire. We know for example that education in Cambridgeshire is of high quality and compares well nationally. Whilst focusing on particular areas where we wish to see improvement in achievement we also wish to see the continuation of high performance and indeed further improvement for all.

As well as delivering our specific partnership priorities, we will therefore seek to ensure that all services to children and young people in Cambridgeshire espouse the four broad themes of:

- Delivering high quality services
- Ensuring the participation of children and young people, parents and carers in all decisions which affect them
- Developing services which are inclusive and accessible
- Reducing inequalities and raising achievement

Delivering high quality services

Ensuring that the services we provide to children, often in need, are of the highest quality is vital to securing our vision. The Partnership has worked extensively to improve services, often through developing new approaches to services delivery. There are key developments over the next three years which can further improve services to children, young people, parents and carers. We will wish to see further development and implementation of learning at all ages including effective 16+ provision. The further development of a fully integrated early years strategy as well as the roll out of children's centres will improve access to high quality services at the key early years of a child's life.

Aligned with these developments we will develop a partnership wide approach to quality assurance, focussed on the experience of children and young people of our services and crossing organisational boundaries. The involvement of children and young people in our quality assurance work

will be essential, understanding and delivering to children and young people' expectations of a quality service. We will use external inspection as a driver for change and encourage our services to learn from good practice pioneered in other areas of the county.

We will develop and implement performance management systems that will enable us to have an early warning of any performance issues and equally learn from areas in which performance is high. We will ensure the effective and efficient use of our collective resources. We know that funding will be constrained, therefore as a partnership we will wish to see the best outcomes secured for these resources that we have. We will aim to recycle resources to develop a range of high quality services aimed at preventing children and young people reaching points of crisis in their lives.

High quality services will be dependent on strong partnership arrangements. Services will participate in an organisational development strategy that will be aimed at ensuring organisations and individuals are better equipped to deliver the changes that we wish to make.

Ensuring the participation of children and young people, parents and carers in all decisions which affect them.

Children, young people, parents and carers consistently tell us that they wish to be more involved in the decisions that affect them. We accept that more needs to be done to deliver to this expectation.

As a partnership we will produce standards for the participation of children, young people, parents and carers and we will expect our services to observe these standards. We will have a clear approach to citizenship, rights and responsibilities based on the United Nations Convention Rights of the Child which fosters a culture of mutual respect

We will establish effective consultation events and forums for children, young people, parents and carers, wherever possible working across organisational boundaries and focusing on the needs of children and young people. We will seek to learn from good practice in consulting and involving children and young people so that groups are not excluded from consultation and participation.

We will consult periodically on our progress in delivering this Plan. These consultations will be used to inform our view as to whether new or different actions are required to achieve our priorities.

Developing services which are inclusive and accessible

Our services must be inclusive and accessible. Organisational change is underway and will be continued to bring a wide range of services closer to communities and localities. Wherever possible we will seek to deliver services at the most local level to children and young people. We recognise issues of access faced by children and young people in a large, rural County. We will seek to minimise the extent to which children and

young people need to travel to access services, particularly where a number of agencies are involved in delivering a service.

Our services will develop policies and practices for increasing inclusion for children and young people, using the significant experience that already exists within the Partnership. We will also develop learning opportunities for children and young people to play a key role in developing communities where all people are equally valued and have the same opportunities for participation.

We will use technology to increase the accessibility of our services and deliver an ICT strategy that seeks to harness the considerable potential that ICT offers to children and young people wishing to learn, access services and access information whilst also recognising that access to ICT needs to be further improved across the County.

The development of extended services for children and young people through schools and other providers will provide an opportunity to further integrate services and increase their accessibility. We will take this opportunity to further develop the long history in Cambridgeshire of schools providing a range of services to their local community.

Reducing inequalities and raising achievement

We will promote an ethos and culture of achievement which encourages children and young people to achieve their potential. Educational achievement continues to be of high importance to the life chances of individual children and young people in Cambridgeshire. We will maintain the positive momentum in school and student performance, particularly in certain geographic areas, by promoting educationally rich environments for all children and young people at home

Working with governors and headteachers, we will continue and enhance our well regarded and valued approach to school improvement. We will spread good practice in education and intervene where significant problems occur. We will taking forward quality audits to raise attainment levels of specific groups and raise awareness of attainment differentials.

The achievement of children and young people cannot be measured solely in terms of educational achievement. We recognise the huge impact of health inequalities on the life chances of children and young people, and will work to address these where they exist. We will promote a wide range of community based play, leisure and learning opportunities for children and young people. We will also seek more opportunities for children and young people to participate in their local communities and develop social awareness and understanding.

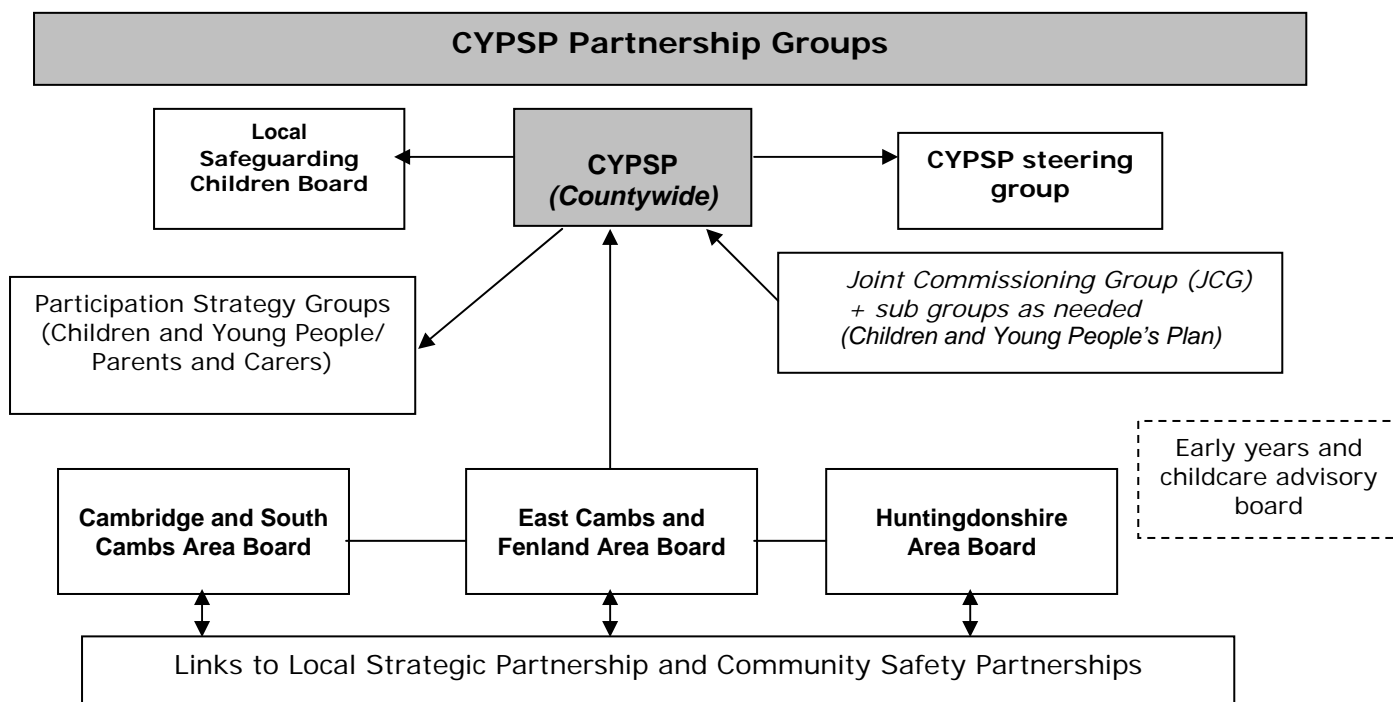
How we will work together in Partnership to help realise these aspirations

Our ambitions for children and young people are achievable only by working together in partnership at all levels of service delivery, starting in our communities and localities and working alongside children and young people. Our Children and Young People's Strategic Partnership brings together the following organisations and agencies:

- District Councils (Cambridge City, East Cambridgeshire, Fenland, Huntingdonshire, South Cambridgeshire)
- Learning and Skills Council
- Job Centre Plus
- Police
- Primary Care Trusts (Cambridge City and South Cambridgeshire, East Cambridgeshire & Fenland, Huntingdonshire, Greater Peterborough Primary Care Partnership))
- Cambridgeshire and Peterborough Mental Health NHS Trust and acute NHS Trusts (Addenbrookes, Hinchingsbrooke, Peterborough, Queen Elizabeth Hospital - Kings Lynn)
- Schools and further education colleges
- Cambridgeshire County Council, including Connexions
- a wide range of voluntary and private organisations, including those that provide housing support for young people

The Children and Young People's Strategic Partnership is working to ensure that decision making is devolved as close to communities as possible and ensuring that all stakeholders have the chance to influence the future delivery of services to children and young people. In developing our partnership arrangements we need to ensure that we have:

- **Accountability** through clear governance arrangements at Locality, Area and County level
- **Decision Making** devolved as closely as possible to communities, with transparent and accessible processes
- **Performance** against our priorities effectively managed through our partnership arrangements
- **Participation** of all who want to participate in the process of debate and decision making, particularly children and young people
- **Efficiency and effectiveness** in jointly working to achieve the best outcomes within the limited resources we have



During 2006 – 2009, as our partnerships develop and grow in localities and Areas, CYPSP will work to ensure that these principles are embedded in the way we do our business. CYPSP will continue to streamline partnership arrangements and focus its work on the delivery and monitoring of its key priorities.

Local Safeguarding Children Board

From 2006 our Local Safeguarding Children Board will provide a multi-agency forum to coordinate local activity to ensure that children and young people across Cambridgeshire are effectively safeguarded and protected from harm and neglect. The LSCB will develop an annual Business Plan which will incorporate county priorities in addition to carrying out its statutory functions.

Local Area Agreement

We have taken our six outcome areas forward into our local area agreement for services in Cambridgeshire in order that we can use the additional flexibilities and freedoms provided by the local area agreement to secure further improvement.

Developing Area and Local arrangements

As a partnership we are developing new models of working to deliver a more integrated approach to service delivery. This involves closer partnership working, planning and commissioning, and multi-agency working, focussing at Countywide, Area and Locality levels.

In Cambridgeshire, the Office of Children and Young People's Services (Cambridgeshire County Council) has established three area teams, and a number of locality teams to support this work with partners (see appendix for map of where these are).

The Area CYPSP (see above) will develop Area Children and Young People's plans which will underpin the County Plan, and help to identify a more local set of actions and priorities, as well as support the delivery of shared County priorities.

Supporting the role of the Voluntary and Community Sector

The voluntary and community sector have a vital role to play at all levels of service development and delivery. CYPSP have worked to ensure that there are sufficient mechanisms in place, both within and without the partnership meetings to ensure full involvement.

The Voluntary and Community Sector in Cambridgeshire have worked together to establish a project to ensure that there is full and effective involvement at all levels. The VoiCeS project has been funded by the Cambridgeshire Children's Fund and Change Up to build the capacity of the sector in relation to representation, training and skills development and supporting a move towards joint commissioning of the sector. Through a staff team of four the project will provide in the region of 100 hours of dedicated resource to the Voluntary and Community Sector and enable more effective engagement.

Our partnerships with schools

Schools play a key role in delivering improved outcomes for children and young people. We will look to strengthen our partnerships locally, working with Headteachers, staff and governors to ensure that schools are fully involved in our ambitious agenda for improvement. This improvement will seek to build upon the considerable strength of Cambridgeshire schools in delivering strong educational outcomes to narrow the gaps in achievement for all children. In addition we will work closely with schools to respond to new initiatives, the provision of extended services and ensuring that themes and priorities within the plan inform School Development Plans.

SECTION THREE: CHILDREN & YOUNG PEOPLE IN CAMBRIDGESHIRE TODAY: IDENTIFYING WHAT WE NEED TO DO DIFFERENTLY

Understanding the needs of Cambridgeshire's children and young people – the process

Building on the aspirations for change we aim to make set out in section Two, and taking into account our population of children and young people, in Cambridgeshire we have undertaken an extensive assessment of need to help us identify where we should make particular improvements.

The priority actions in sections 4 – 8 were identified by an assessment of current needs in Cambridgeshire. We defined 'needs' as whatever is missing and should be provided if the gap between the current situation and what we want to achieve is reduced or closed.

The assessment was based on a combination of:

- Statistical data (against all the objectives in ECM Outcomes Framework and Annual Performance Assessment)
- The professional views of organisations working with children and young people
- The opinions of children, young people
- The opinions of parents and carers in Cambridgeshire.

We used detailed performance data from relevant indicators and returns to identify areas and groups with specific needs together with feedback from recent questionnaires and consultations, including two specific consultation processes with children, young people, parents and carers undertaken as part of the Change for Children programme. Our initial analysis was in turn fed back to representatives of the main service providers and their views built in to the assessment.

Involving children, young people, parents and carers in shaping priorities

Cambridgeshire Children and Young People's Strategic Partnership is committed to the involvement of children, young people, parents and carers in developing services.

In addition to the ongoing work of partners to involve children and young people, parents and carers in shaping services, they have been involved in shaping priorities as part of the Change for Children Programme in the following ways:

Children and Young People

- 470 taking part in CYPSP consultation 'Dream Dare Do' on the future shape of services – June 04 – January 05
- Contributing to the priority setting for the Childrens Disability Strategy
- Views collated from wide range of consultations over last two years undertaken by range of partners – Audit completed August 05
- Themes extracted from audit and 'tested' with a further 1400 children and young people during a week of involvement activity – Oct 05
- Priority actions and checklist for success developed on basis of results
- Checklist and actions form part of 06 – 06 Children and Young People's Plan
- Progress against CYP priorities to be inspected during 2006 by children and young people
- Participation Strategy and standards developed as part of CYPP – January 06

Things which matter most to children and young people – key messages from the audit

- **Transport**
- **Affordable and appropriate accommodation**
- **Reducing alcohol and drug use**
- **Reducing stress**
- **Being involved in decision making**
- **Accessible, trustworthy and confidential services that can offer help and advice**
- **Opportunities for leisure and recreation**
- **Local jobs**
- **Safe local environments**
- **Changing people's negative attitudes to specific places and groups of people**
- **Supportive and bully free schools**

Parents and Carers

- 650 took part in CYPSP consultation on future shape of services – Jan – March 06
- Views collated from wide range of consultations over last two years undertaken by range of partners – Audit completed October 05
- Extensive work undertaken to develop model, processes and standards for future involvement of parents and carers
- Themes extracted from audit and reflected in CYPP priorities

Things which matter most to parents and carers– key messages from the audit

- **Improved and controlled two way information sharing**
- **More free and affordable community activities: family/ evening/ weekend**
- **More local support**
- **Early diagnosis, information and support**
- **More regular, informal opportunities to meet with professionals and peers**
- **Better, more easily accessible information on services**
- **Improved public transport**
- **A safer local environment for children**
- **Extended services from schools**
- **Quicker services**
- **An opportunity to develop their own learning, and support to help their child's learning**
- **Services lead by individual needs and professionals who understand those needs**
- **Multi-disciplinary teams**
- **Not to have 'a fight' to get services**

Be Healthy

What children, young people, parents and carers say

Children and young people are concerned about reducing stress and want more people available they can trust to talk to, help with schoolwork and less pressure. Minority groups suggest they experience additional stress because they are treated as being different, or because they need extra help, which isn't always there.

Children and young people are concerned about drugs and alcohol, drawing the link to crime. They express a need for more help, and more things to do. They want more opportunities and better access to sports and recreation facilities, particularly young people with disabilities.

'Give us people we trust to talk to. Listen to us when we tell you stuff and ask us what would make us behave better. Don't shout at us and don't blame us just because we have a reputation or we'll never get better' (14-15 yr old – Anger Management Group)

Parents and carers want more support available in the early years, with better and more accessible information. This is particularly true for parents and carers of children with learning difficulties or disabilities.

What the statistical data tells us

In Cambridgeshire greater health inequalities are seen in areas of social deprivation within Huntingdon, Cambridge and the Northern Fens, for example in relation to low birth weights and infant health. Teenage pregnancy rates are comparatively high in parts of Fenland, Huntingdon and Cambridge City. Access to mental health services is an issue in some areas where there are higher than national average waiting times for CAMH services for non-acute cases.

What professionals know

The national evidence in obesity rates amongst children and young people is a cause for local concern, and supports a general desire to increase physical activity and healthy diets. Improving sexual health is identified as a key protective factor towards reducing teenage pregnancy and sexually transmitted illnesses. Improving support to pregnant women and in the first years of life, is a main thrust of the NSF for Children and Young People.

In summary, our priority actions need to focus on:

- Supporting children, young people, parents and carers better
- Improving opportunities for recreation and play
- Improving physical and mental health
- Addressing health inequalities in certain parts of the county, particularly in relation to infant health, and teenage pregnancies

Stay Safe

What children, young people, parents and carers say

Children and young people in Cambridgeshire are concerned about bullying, and would like safer and more supportive schools and communities. Younger children were concerned about their school environment and having more access to adults, for example in breaktime. Over 11-s are concerned that victims of bullying should be taken seriously and given more support. Around a third of the 1200 secondary school pupils interviewed for the SHEU survey claimed to have experienced bullying. Many felt that it was an issue which was ignored.

Supportive and bully free schools are important '...because if you're feeling sad and hurt you will have someone to talk to and it will be easier to learn so you will get a good education and a good job' (10years)

Children want safer environments, with safer roads a priority for under 11's, and safe places to go which are well lit a higher priority for young people. Young people with disabilities feel particularly vulnerable as they approach the transition to adult services, a concern shared by parents.

Parents and carers also want safer local environments for their children, and share concerns over bullying. Some parents and carers are concerned that having to fight for services will make their children less safe.

What the statistical data tells us

Cambridgeshire has a comparatively weak performance in relation to some aspects of child safeguarding, and in relation to the children for whom it acts as the public parent. There are concerns about low numbers of foster placements or children placed for adoption, as well as a disproportionately high number of black and minority ethnic young people who are looked after. In some parts of Cambridgeshire there are comparatively high child casualty rates from road accidents

What professionals know

Nationally and locally there is a call for improved information sharing between professional groups. Acting preventatively with effective approaches to family support which help stop children falling into need has been a focus of multi agency aspiration and an area of emerging practice. Building the capacity of parents is a crucial protective factor.

In summary, our priority actions need to focus on:

- Addressing the causes and consequences of bullying
- Developing safer local communities, in and out of school
- Addressing areas where we are under performing in our duties to safeguard children and young people
- Improving information sharing between agencies
- Better protection for children and young people with disabilities

Enjoy and Achieve

What children, young people, parents and carers say

Children and young people want to enjoy leisure and recreation activities, but see access as an issue. They have lots of ideas about the things they want to be able to do, with younger children focussing on '**More free stuff near where people live.**' (8-9 yr old). Older young people feel the lack of things to do as a problem, with the cost and availability of transport a significant barrier, as well as rurality. Children and young people with physical disabilities in particular wanted to be able to have things to do outside school hours.

'There is nothing in our area for teenagers to do. We haven't got any youth clubs and we cant afford to get into town. I think this is why some teenagers get into trouble, because they're bored.' (13 – 19 yr old)

Parents and carers want more affordable community activities for all ages and abilities, with more evening and weekend activities. Having more soft play areas for under fives is important, as is having better access to after school activities, in particular for those at Special Schools.

What the statistical data tells us

Whilst generally performing well in education, there are areas of underachievement reflecting disadvantaged parts of Huntingdon, Cambridge and the Northern Fens. Children looked after by the local authority are not doing as well as we would hope at KS2 and GCSEs, and this is also true for Travellers, Bangladeshi, Pakistani and to a lesser extent, Black Caribbean and Black African children. School attendance is an issue in parts of Cambridge, Huntingdon, Wisbech and Ely. Children and young people out of school fare comparatively poorly, particularly in relation to hours of alternative tuition, and reintegration rates.

What professionals know

There is concern about attendance and behaviour at school in some areas and for some groups, as well as performance of children from specific groups. There is a recognised need to audit and improve services for children not at school. Improving access to things to do outside school hours is an issue particularly in rural areas.

In summary, our priority actions need to focus on:

- Improving the range of leisure opportunities outside school, addressing issues of access and quality in target areas
- Improving activities and support provided through delivering Children's Centres and Extended Services in all areas
- Addressing underachievement in target groups and in specific parts of the county
- Improving our provision for pupils out of school

Make a positive contribution

What children, young people, parents and carers say

Being involved in decision making is an important priority for children and young people. They want opportunities for all to participate, not just those who are more able. It is important that adults listen and value their views, giving feedback and showing how things have changed as a result. Adults need to have the right skills with children and young people for this to be effective. In the words of one young person: ***"Ask us proper questions and do something with the answer."*** Children and young people have lots of ideas about how schools and organisations can get them involved in making decisions, but the themes of adults listening, feeding back and acting on what they say are common to all. As summarised by one under 11 year old: ***"Get everyone's ideas, have a plan, always involve children"***

Children and young people are also concerned to change -society's negative attitudes to specific places and groups of people, into a more positive image. They are fed up with feeling that adults blame them when things happen, but are positive where they can see a change: ***"We have managed to change people's views of us over the past few years. It makes us feel proud that not all young people are labelled in this village."*** (11 – 19 year old)

What the statistical data tells us

There are concerns about the relatively high level of bullying in schools, particularly for those from a Traveller and minority ethnic backgrounds. In parts of Cambridgeshire there are relatively high levels of racist incidents. On the whole Cambridgeshire's performance in relation to young offenders is good, although there is an issue about the numbers of young offenders who are looked after children.

What professionals know

Involving children and young people in decision making more systematically is seen as an area where there needs to be improvement, although there is much excellent practice to build on in the County. Preventing young people from entering the criminal justice system is a key aim of CYPSP's preventative strategy and our Children's Fund, and understood to be a major factor in preventing poorer outcomes.

In summary, our priority actions need to focus on:

- Embedding an approach to children and young people's participation in decision making
- Embedding an approach to parents and carers involvement in service developments
- Promoting a positive image of children and young people
- Providing the right support which will enable children and young people to make positive choices have

Achieve economic well being

What children, young people, parents and carers say

Transport is a priority for children and young people, who want to see cheaper or free fares for them and more regular services. Improved independent travel was particularly important for children and young people with disabilities, and parents and carers of children with special needs made similar points.

Young people expressed a need for more employment opportunities, particularly in rural areas, where lack of opportunity is compounded by poorer transport. It is harder for those with fewer qualifications to find work, although some find it unfair that they have to go into employment or training. Affordable and appropriate accommodation is important for older young people, as is more practical support as they move towards independence. Finding appropriate housing and jobs is of concern for those with disabilities.

“ A skills programme locally based with small weekly wage would be well used. A system in place for one year would reduce anti-social behaviour as young people would be leading more ordered lives and there would be more skilled people in the community.”
(15-18 yr old, Cambridge)

What the statistical data tells us

There is a higher rate of young people not in education, employment or training in areas of Huntingdon, Cambridge, St Neots and Fenland, with this being a longstanding problem in Fenland. In addition, children looked after, those with a learning difficulty or disability and young mothers are less likely to have made this transition. Numbers of dependant children in households where no one is working are relatively high in North Cambridge, North Huntingdon, Wisbech and Whittlesey.

What professionals know

The importance of making an impact on the economic development of an area will be crucial in the longer term to improving outcomes, particularly in areas of socio-economic disadvantage. District Councils report a noticeable increase in young people presenting themselves as homeless aged 16 – 18, as a result of family relationship breakdown

In summary, our priority actions need to focus on:

- Improving opportunities for particular groups of children and young people to successfully enter education, training and employment
- Securing links with the Investing In Communities plan to ensure the needs of young people are integral
- Improving access to early support to prevent homelessness, and provide appropriate accommodation when it is needed

OUR PRIORITY ACTIONS: AN INTRODUCTION TO SECTIONS 4- 8

Defining our priorities

Our priority actions have been identified as those most likely to have an impact on our key outcome areas outlined in Section Two. More detailed information about how the actions will be delivered are contained in service and individual organisational plans.

The priorities have been identified as meeting our collective aims in respect of:

- What the needs assessment tells us and where we are performing poorly, including what children, young people, parents and carers say, as outlined in section three
- Supporting the delivery of our Preventative Strategy, and supporting a shift in resources over time
- Supporting the organisational change needed to deliver transformation in outcomes for children and young people

Related activity and working with partners

Not all activity, which supports improved outcomes for children and young people, is included in the Children and Young People's Plan.

The actions identified here need to take place in the context of thriving communities and families. The CYPSP recognises the contribution made to this wider socio-economic environment by a range of partners and partnership bodies, and will work closely with them to ensure effective linkages. CYPSP will work with partners to support the environmental, economic and infrastructure development of Cambridgeshire and the region, which will in the longer term improve the economic well being of whole communities and the life chances of children and young people.

An enhanced universal entitlement

Services to children and young people build on a set of universal entitlements, which express what all children and young people in Cambridgeshire have a right to expect. These set the universal conditions in which children and young people can thrive. By supporting and strengthening the services we provide to all children and young people, and increasing a focus on prevention, we aim to stop children and young people falling through the net.

Accountabilities

The role of the Lead Officer

In order to ensure clear accountability, lead officers have been indicated in bold. They will be asked to lead the next stage of the process through robust partnerships, and capture and drive the delivery of the relevant activities which will help to achieve success. They will be accountable for ensuring that we work with partners to deliver on the priority actions.

None of the outcomes are deliverable by a single organisation and partnership action plans will need to be developed where necessary, to support the delivery of the Children and Young People's Plan for 06 – 09.

The involvement of the voluntary and community sector in both the planning and delivery of services will be crucial to delivering the ambitions of the partnership.

The role of the accountable partnership

The Partnership groups which have been identified are accountable for monitoring how effective we are being at improving the outcomes indicated. The business of CYPSP is captured in the CYPP, and accountable partnership groups will be expected to report to CYPSP by exception during the year, and on an annual basis, contributing to a public annual report reviewing progress. These partnership will also be accountable to children, young people, parents and carers.

(Information will be presented differently in final version of the plan. Presented here in tables for simplicity)

SECTIONS FOUR – EIGHT: What we are going to do

SECTION FOUR: BE HEALTHY

Our aim is to ensure that children and young people are:

- Physically healthy
- Mentally and emotionally healthy
- Sexually healthy
- Living healthy lifestyles
- Choosing not to take illegal drugs

We also want parents, carers and families to promote healthy choices.

Our particular focus is to ensure that we are better at:

- Supporting children, young people, parents and carers better
- Improving opportunities for recreation and play
- Improving physical and mental health
- Addressing health inequalities in certain parts of the county, particularly in relation to infant health, and teenage pregnancies

We will measure overarching progress towards making these improvements through the following CYPSP key performance indicators:

- Reduction in the proportion of low birthweight babies in Cambridge City, Huntingdon North and Wisbech (BH)
- Reduce the incidence of obesity among children under 11 (BH)
- Reduce teenage conception rate in Fenland, Huntingdon and North Cambridge (BH)

SECTION FOUR: BE HEALTHY

Based on our assessment of need we aim to make particular progress in the following areas for all children and young people:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|---|----------|---|---|-------------------------|-----------|
| 1.1 | <p>Implement the Play Strategy with a focus on creating more physical play opportunities for children and their families, by:</p> <ul style="list-style-type: none"> Dissemination of guidance and funding guidance, ensuring preparation of inclusive and coordinated plans (see 1.6) Appointment of county coordinator for playwork Targeted support to localities to Development of open green spaces and facilities for young people Making leisure passes available to all Looked After children and to their foster carers and their families | 1.18 | Name needed Area Directors, OCYPS /District Councils | | CYPSP Area Boards | |
| 1.2 | <p>Improve level of children eating healthy meals at home and school by:</p> <ul style="list-style-type: none"> Disseminating learning from Sure Start and Children's Centres to support families to make healthy choices Ensuring comprehensive delivery of the | 1.23 | Name PCT/ County Council | Reduction in childhood obesity Increase in | CYPSP Area Boards | |

| | | | | | | | |
|-----|--|------|-----------------------------------|--|---|-------------------|--|
| | <p>Health Promoting Schools Programme, disseminating good practice</p> <ul style="list-style-type: none"> • Delivery of Choosing Health Strategies • Ensure that our contracts with private residential units and training for foster carers for Looked after children specify healthy diet. | | | | proportion of children eating 5 portions of fruit and veg | | |
| 1.3 | <p>Improve accessibility of sexual health advice services by:</p> <ul style="list-style-type: none"> • Ensuring young people have high quality information in appropriate media • Ensuring access to trained professionals who can provide guidance and signposting to appropriate services • Develop an action plan for the introduction of condom distribution schemes, with priority to target areas • Develop young people friendly clinics with specialist services in areas of high conception rate/incidence of STIs, | 1.15 | Name Sexual Health Lead - PCTs | | Reduction in STIs/ teenage conception rates in target areas | CYPSP Area Boards | |
| 1.4 | <p>Improve support to early years provision, schools and students through providing more school based nurses (this priority subject to further discussion with PCTs)</p> <ul style="list-style-type: none"> • Link to delivery of Choosing Health strategies | 1.16 | PCTs | | | | |

| | | | | | | |
|-----|---|----------|-------------------------------|--|-------------------|--|
| 1.5 | <p>Improving level of family support in early years focussing particularly on a countywide approach to the ante-natal, post- natal preventative pathway up to the first 12 months of life:</p> <ul style="list-style-type: none"> • Delivery of NSF Standard 1 – Child health Promotion Programme, and Standard 11 re Maternity Services • Direct support to childreans centres to ensure antenatal family assessment identifies those in need • Jointly commission Home-Start and other voluntary sector as necessary across the County, in order to secure better early intervention support network • Clarify policy and practice with Adult Services with regard to the support given to parents who are disabled | 1.7/ 1.8 | PCT lead Head of Midwifery | Reduction in the proportion of low birthweight babies in Cambridge City, Huntingdon North and Wisbech (BH) % pregnant mothers smoking, particularly in Cambridge City | CYPSP Area Boards | |
| 1.6 | <p>Reduce teenage alcohol consumption and use of illegal drugs rate through</p> <ul style="list-style-type: none"> • Alcohol outreach workers • Drug outreach workers • Personal, Social & Health Education • Supporting Professionals Project training programme • Trading Standards | 1.24 | Vicki Crompton , DAAT | % of year 8/ 10 that have had an alcoholic drink in the past week and % of year 8 and 10 whose intake of alcoholic | DAAT | DAAT YP Substance Misuse Grant: £450K) DAAT YP Co-ordinator LPSA grant (trading standards) |

Cambridgeshire's Children and Young People's Plan
 CYPSP Draft 1: formal consultation 28th November – 16th January

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| | | | | | | | | | | PSHE Service Vol sector |
| 1.7 | Reduce teenage smoking in Cambridge City, East Cambs and Fenland by: <ul style="list-style-type: none"> • Link to Smoking Cessation Plan (PCT to provide detail) | 1.25 | PCTs | | units in the previous week was over 14 | | | | | |

SECTION FOUR: BE HEALTHY

In particular we aim to make progress in the following areas for children and young people who may be more vulnerable:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|---|---------------|-------------------|---|----------------------------------|-----------|
| 1.8 | <p>Improve provision of Child and Adolescent Mental Health Services to vulnerable children, particularly in vulnerable circumstances</p> <ul style="list-style-type: none"> Put in place arrangements for 24 hour cover to meet the urgent mental health needs of children and young people CAMHS to include children with learning difficulties and mental health problems. Ensure that 16-17 yr olds have access to appropriate CAMH service Develop multi agency behaviour services in each Area of the trust to support non specialist CAMH service referrals Implement effective transitions protocols between Adult and CAMH services including new referrals for 16 –17 yr olds presenting for the first time | 1.33/ 1.35 | Mary Hanna, CAMHS | <p>Reduce waiting times 13 weeks</p> <p>Care pathways for YP with mental health emergencies at A&E out of hours.</p> <p>Increase the numbers with LD accessing CAMH services.</p> | CAMHS joint commissioning group? | |

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| 1.9 | <p>Review and improve opportunities for young people with additional needs whose conditions prevent them from being able to access activities unaided by:</p> <ul style="list-style-type: none"> • Joint working with the County Coordinator for Play to ensure inclusive open spaces • Identifying the size and nature of the service group • Identifying current good practice • To identify possible funding streams and operational partnerships. | 1.19 | Head of Access | <p>A plan by Sept 2006 identifying how to link young people with a service through a self-referral route.</p> <p>Need an outcome focussed PI</p> | CYPSP Area Boards | <p>Alternative funding streams will need to be found</p> <p>Needs qualifying</p> |
| 1.10 | <p>Improve access to suitable equipment for children with learning difficulties or a disability by:</p> <ul style="list-style-type: none"> • Action taken regarding the development of a county Paediatric OT service by April 07 • Formally establish the commissioning of children's equipment from Integrated Community Equipment Stores [ICES] by Sept 06 • Formalise policy and procedure for financial assistance to Disabled Facilities Grants [DFG] by April 06 | 1.40 | Head of Access | <p>Timescales for assessment and provision of service, young people enabled to optimise their independence within their own homes.</p> <p>PI?</p> | CYPSP Board | |

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| 1.11 | <p>Reduce teenage conceptions in Fenland, North Cambridgeshire and Huntingdonshire by:</p> <ul style="list-style-type: none"> • Continue the development of Community SRE policies in 3 identified high rate areas and 1 additional area for Fenland • Extend support service available to teenage parents through joint working between statutory and voluntary services • Link this work to an 'entitlement' for all young people to be informed about healthy choices | 1.10 | Name Area Directors/ OCYPS | ONS conception rate Proxy measures – CX/ OCYPS Aspire – to be developed | CYPSP B/ Area Boards? | £170k – teenage pregnancy grant (to be confirmed) PCT/ Education mainstream funds |
| 1.12 | <p>Improve health care for children looked after:</p> <ul style="list-style-type: none"> • Ensuring that the number/level of Looked After nurse/health visitor posts is adequate to give health assessments annually. • Agreements with foster carers and residential units emphasise responsibilities to take children to dental appointments • Ensuring they have good advice and access to sexual health information • Considering the implementation of a condom scheme | 1.39 | Head of social care, OCYPS | | Public Parent Steering Group | |

SECTION FIVE: STAY SAFE

Our aim is to ensure that children and young people are safe from:

- Maltreatment, neglect, violence and sexual exploitation
- Accidental injury and death
- Bullying and discrimination
- Crime and anti-social behaviour in and out of school
- Have security, stability and are cared for

We also want parents, carers and families to provide safe homes and stability.

Our particular focus is to ensure that we are better at:

- Addressing the causes and consequences of bullying
- Developing safer local communities, in and out of school
- Addressing areas where we are under performing in our duties to safeguard children and young people
- Improving information sharing between agencies
- Better protection for children and young people with disabilities

We will measure overarching progress towards making these improvements through the following CYPSP key performance indicators:

- Reduction in % of yr 8 and yr 10s reporting bullying in SHEU survey (SS)
- Reduction in numbers of child protection re-registrations (SS)
- Domestic violence indicator (SS)

SECTION FIVE: STAY SAFE

Based on our assessment of need we aim to make particular progress in the following areas for all children and young people:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|--|----------|------------------------|--|--|-----------|
| 2.1 | <p>Reduce number of 0-15 year olds injured or killed in road traffic accidents by:</p> <ul style="list-style-type: none"> • Providing practical, on-road cycle training to all 10/11 year-olds in the county • Providing road safety Education to educational settings in target areas • Delivering appropriate road safety Publicity campaigns • Providing School Crossing Patrol facilities at appropriate school sites • Deliver the 'Safer Routes to School' project, with participating schools • Conduct 'Safety Audits' of all engineering schemes, with focus on the scheme effects on vulnerable road users. • Engineering measures to reduce road casualties at accident cluster sites • Install 'Safety Cameras' at sites with speed-related road accidents | 2.7 | Russel De Ville, OECS, | Reduction in child pedestrian, cyclist and car passenger deaths x% by 2008 'School Travel Plans' implemented in all schools by 2010 | PARSINCAP (Partnership for Road Safety in Cambs and Peterb'gh) | |

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| 2.2 | <p>Improve information sharing between agencies involved in providing services to children and young people by:</p> <ul style="list-style-type: none"> • Ensuring that formal and informal opportunities and mechanisms are in place. • Continuation of the use of the Common Referral Form • Findings and recommendations of Serious Case Reviews are used in feedback sessions, training programmes, and at large multi-agency events as well as in workplaces. • Investment in ante-natal assessment data collection as the source of information about families at risk | 2.20 | Director of Inclusion | | LSCB? | |
| 2.3 | <p>Reduce the incidence of bullying by:</p> <ul style="list-style-type: none"> • raising awareness of bullying through support of national initiatives and promotion of local strategies • raising schools' awareness of anti-bullying strategies by supporting individual cases and offering training for headteachers/senior managers • offering anti-bullying training focused on the needs of headteachers and governors • Further develop schools' anti-bullying strategies through governor training, partnership working and providing support in individual cases • need actions which reflect opportunities | 2.8/4.7 | Name Area Directors, OCYPS/ Schools? | Reduction in % of yr 8 and yr 10s reporting bullying in SHEU survey (SS) Minimum of two training sessions taken up out of minimum of three offered | Area CYPSP Boards | |

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| | <p>to build resilience and offer support to CYP – link to what CYP have said they would like to see change</p> <p>Improve personal safety and perception of personal safety of children and young people by:</p> <ul style="list-style-type: none"> • Regular training for providers in early years and school settings • Review audit of nursery/primary schools in Cambs on their use of the programme. • Provide parent information leaflets for use by schools to reflect themes of work • To undertake a small scale, randomised survey of children's own perceptions of what 'staying safe' means • To continue to disseminate information to F-KS2 schools about the use of Staying Safe through a biannual newsletter. • To develop material for use with children who have complex and multiple special needs, trailing it in special schools. | 2.9/ 2.10 | Director of Inclusion, OCYPS | SHEU Survey? Measuring the number of nursery /primary schools that have been trained and implemented 'Staying Safe' in the foundation stage | Local safeguarding Children Board (LSCB) | |
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SECTION FIVE: STAY SAFE

In particular we aim to make progress in the following areas for children and young people who may be more vulnerable:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|--|----------|------------------------------|--------------|-------------------------|-----------|
| 2.5 | Implementing the Common assessment framework by April 2008 by: To be completed | | Director of Inclusion, OCYPS | | LSCB? | |
| 2.6 | Implement the Electronic Social care Record by: To be completed | | Director of Inclusion, OCYPS | | LSCB? | |
| 2.7 | Ensure that thresholds for child protection are appropriate by: <ul style="list-style-type: none"> • Ensuring there is a common multi-agency understanding of thresholds. • Through multi-agency working and through audit, to ensure that referrals of child protection are responded to appropriately • Ensuring that the thresholds for intervention are consistent across the County. | 2.11 | Head of Social Care | | LSCB? | |

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| 2.8 | <p>Reduce the incidence of re-registrations on the child protection register by:</p> <ul style="list-style-type: none"> • Ensuring a multi-agency Child in Need plan is in place and Core Groups held for at least first six months after de-registration when a child's name is removed from the CPR • Child Protection Conference chairs to be clear in summing up continuing risk to children when de-registration is being considered and to be realistic about remaining risks when advising on decisions | 2.14 | Head of Social care | | LSCB? | |
| 2.9 | <p>Increase the level of children looked after being fostered or adopted within PI timescales by:</p> <ul style="list-style-type: none"> • Continuing to proactively find and assess families wishing to adopt. • Ensuring that legal action is taken at an appropriate stage • Increasing the level of children being fostered, particularly in in-house placements, by recruiting social workers to assess prospective foster carers. • Ensuring the level of support and review of foster carers contributes to their commitment to remaining with Cambridgeshire. | 2.22 | Head of Social Care | | Public Parent Steering Group | Invest to save |
| 2.10 | <p>Improve placement stability for children looked after by:</p> <ul style="list-style-type: none"> • Proper contracting arrangements with a | 2.23/ 2.24 | Head of Social Care | | Public Parent Steering Group | |

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| | <p>range of external providers, both for fostering and for adoption</p> <ul style="list-style-type: none"> • Good support for foster carers • Good support for adopters as set out in the new Adoption Act Regulations • Support from CAMH for foster carers • Pursuing securing central government funding to set up a Treatment Foster Care Scheme. | | | | | |
| 2.11 | <p>Improve child protection arrangements for children with learning difficulties and/ or disabilities by:</p> <ul style="list-style-type: none"> • Better recognition of child protection issues which can sometimes be masked by a concentration on disability issues • Ensuring that there continue to be good links between child protection specialist staff and special schools. | 2.29 | Head of Access | LSCB? | | |
| 2.12 | <p>Improve the application of safeguarding checks and procedures in children's homes and fostering services by:</p> <ul style="list-style-type: none"> • Continuing to rigorously interview residential staff, including conducting Warner interviews • (Action re Safe Employment Group?) | | Head of Social Care | | | |
| 2.13 | <p>Improve the timeliness of initial and core assessments by:</p> <ul style="list-style-type: none"> • Managers ensuring that assessments which are undertaken are appropriate | | Head of social care | | | |

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| | <ul style="list-style-type: none"> Managers ensuring that proper tracking systems are in place to look at the progress of assessments Ensuring that information is entered on SWIFT in a timely way. Initial Assessments are signed as completed if all information has been requested but a piece of information is not forthcoming. | | | | | |
| 2.14 | <p>Improve child-centred planning arrangements for children and young people with learning difficulties and/ or disability by:</p> <ul style="list-style-type: none"> audit current participation arrangements with children with additional needs develop an action plan to fill gaps, building on existing arrangements Audit progress through delivery of CYP Participation Strategy Increased provision of person Centered Planning training in line with Valuing People requirements To develop Direct payments to the parents of disabled children and particularly those aged 16 – 17 years | 2.29 | Head of Access, OCYPS | CYPSP Participation Strategy Group? | | |
| 2.15 | <p>Improve the transition to adult services for young people with a learning difficulty and/or disability</p> <ul style="list-style-type: none"> Implement and review protocols made between children and adult services during 2005 | 2.29 | Head of Access, OCYPS | CYPSP County Board? | | |

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| | <ul style="list-style-type: none"> • Use best practice of the Valuing people team to introduce person centred working practices for the transitional review process for children with a statement of special educational needs • Ensure that young people and their carers have an understanding of how they will be supported six months in advance of their support transferring • Facilitation of Person Centered Planning | | Bethan Rees Head of CREDS | Minimum of two training sessions taken up out of minimum of three offered % of nil returns from schools on racist incidents database (RaID) is reduced | CYPSP? Police CRISP | CREDS & other OCYPS Staff time |
| 2.16 | <p>Reduce incidence of racial harassment affecting children and young people by:</p> <ul style="list-style-type: none"> • raising schools' awareness of strategies to combat racist bullying and harassment by supporting individual cases, offering training for headteachers/ managers • Providing training to governors on responsibilities in recording and reporting racist incidents • supporting the further development of schools' anti-racist strategies through governor training, partnership working and providing support in individual cases • Further developing race equality and diversity curriculum work in schools • equipping children and young people to challenge prejudice and discrimination and to provide peer support through local and national anti-racist projects | 2.9/ 4.9/ | | | | |

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| | <ul style="list-style-type: none"> Developing partnerships with police, OCYPS, the Open Out Scheme, CRIS <p>To support the delivery of the Domestic Violence Strategy with reference to the needs of children and young people, specifically:</p> <ul style="list-style-type: none"> making sure there are appropriate support services for children and young people who witness or experience domestic violence supporting education programmes in schools so that future generations will not suffer domestic violence interagency education and training on domestic violence for supervisors, managers and front line staff ensuring services recognise the needs of black and minority ethnic groups | Need ref? | Tracey Holliday Domestic Violence Co-ordinator | Increase in % of reported incidences | Community Safety Partnerships LSCB | |
| 2.17 | | | | | | |

SECTION six: ENJOY AND ACHIEVE

Our aim is to ensure that:

- young children are ready for school
- school-age children attend and enjoy school
- children achieve stretching national educational standards at primary school
- children and young people achieve personal and social development and enjoy recreation
- children and young people achieve stretching national educational standards at secondary school.

We also want parents, carers and families to support learning.

Our particular focus is to ensure that we are better at:

- Improving the range of leisure opportunities outside school, addressing issues of access and quality in target areas
- Improving activities and support provided through delivering Children's Centres and Extended Services in all areas
- Addressing underachievement in target groups and in specific parts of the county
- Improving our provision for pupils out of school

We will measure overarching progress towards making these improvements through the following CYPSP key performance indicators:

- % young people leaving care with 1+ GCSE grade A* - G
- Increase attainment for traveller, Bangladeshi and Pakistani heritage at KS 2 maths and English (EA)
- % of children in schools serving high needs areas achieving 6 points or more on each of assessment scales of the Communication, Language and Literacy strand of the Foundation Stage Profile (EA)

SECTION SIX: ENJOY AND ACHIEVE

Based on our assessment of need we aim to make particular progress in the following areas for all children and young people:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|---|----------|--|--------------|---------------------------------|---|
| 3.1 | <p>Ensure that the development of new communities in Cambridgeshire is accompanied by the supply of high quality educational and recreational facilities for children and young people by:</p> <ul style="list-style-type: none"> • Securing sufficient and suitable childcare, early years learning, primary and secondary school places to meet anticipated demand ▪ Ensuring access to increased levels of sports provision on school sites ▪ Ensuring all barriers to the inclusion of children with SEN are removed ▪ Providing facilities designed specifically with the recreational and social needs of young people in mind ▪ Developing services and staff, with regard to the diverse needs of the community, with specific regard to Travellers, Black and Minority Ethnic Community and children and young people with disabilities | | <p>Name OCYPS/ District Council lead – Directors of Planning?</p> | | <p>Cambridgeshire Horizons?</p> | <p>Aim is to secure as much capital funding as possible for the above via 106 Agreements with developers.</p> |

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| 3.2 | <p>Develop and extend the role and function of the 'Home School Liaison Worker' to provide early intervention and support to children and young people:</p> <ul style="list-style-type: none"> • Complete evaluation of existing projects by summer 2006 • Agree joint commissioning strategy by summer 2006 for sustaining existing projects where appropriate and extending the function as agreed within context of family support strategy/extended services. • Develop a training package for workers • Implementation of agreed strategy from 2007 | | Mike Davey, Area Director (ECF), OCYPS | School attendance/behaviour? | CYPSP Area Boards | Evaluation: Children's Fund - £30,000 |
| 3.3 | <p>Improve arrangements for transition between early years provision, primary and secondary school by:</p> <ul style="list-style-type: none"> • Ensuring effective use of Primary National Strategy and Secondary National Strategy transition materials • Close liaison between the management of primary and secondary strategies • Develop direct youth work in schools with Year 6 Traveller cohort around transfer issues, rolling out Cambridge pilot project • Intensive home/school liaison in identified areas, to comprise; increased liaison with parents; additional visits to secondary schools with pupils/parents; follow-up | 3.4/4.2 | Linda Bird/ Headteachers Heads of Standards & effectiveness | Improved transfer rate of traveller pupils from primary to secondary phase to a rate of 75% | CYPSP Area Boards | Traveller team Youth Worker Training |

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| | <p>support/contact in schools with successful transfer pupils; emphasis on positives of transfer to pupils, parents and mainstream school staff</p> <ul style="list-style-type: none"> Supporting the work of clusters of early years settings and schools through extended services | | | | | |
| 3.4 | <p>Increase the range of extended services provided by schools and other providers by:</p> <ul style="list-style-type: none"> auditing current range and location of services; specifying the range and level of services required in the future; working with schools, Area Directors and a wide range of partners to secure the delivery of these services via the most appropriate means and locations, including schools, children's centres, community health centres and other community locations. | 3.13 | Linda Bird, Director of Learning | Half of primary schools and a third of secondary schools to provide the core offer by 2008, and all schools by 2010. | CYPSP Area Boards | DfES funding available 2005-08 to schools and LA via different funding streams |
| 3.5 | <p>Deliver 22 Phase 2 children's centres, sited in accordance with need by:</p> <ul style="list-style-type: none"> applying Sure Start guidance needs-related methodology to identify the priority areas for focusing Phase 2 provision; auditing the current range and location of services; | 3.14 (This is a LAC ref) | Linda Bird/ Adrian Loades | Detailed implementation plans for 22 new centres to be submitted to DfES by February 2006 | CYPSP Area Boards | DfES funding available to LA until 2008. |

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| | <ul style="list-style-type: none"> • specifying the range and level of services required in the future, including; • working with a wide range of partners to secure the delivery of these services via the most appropriate means and locations, including schools, community health centres and other community locations. | | | | | |
| 3.6 | <p>Increase access to high quality early education and childcare by:</p> <ul style="list-style-type: none"> • Responding to community need and demand for sustainable provision • Supporting developments of new and expanded provision • Challenging provision to meet the demands of the Ofsted Inspection Framework to secure improved outcomes | | Head of early Years, OCYPS | Effective delivery of Children Centres including enhanced early years provision | Early years and childcare advisory board | |

SECTION SIX: ENJOY AND ACHIEVE

In particular we aim to make progress in the following areas for children and young people who may be more vulnerable:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|--|---------------|-----------------------|--|-------------------------|------------------------------------|
| 3.7 | <p>Improve attendance rates in Cambridge City, Ely and Wisbech, and to target identified groups of children whose attendance causes concern. including Traveller pupils:</p> <ul style="list-style-type: none"> • Improving joint working between Education Welfare Officers and CREDS • targeted support through specific childrens centres • Provide additional support at identified schools • Develop targeted strategies to address the needs of identified groups. | 3.4 | Head of EWS, OCYPS | Improved rates of attendance at identified schools and targeted groups, including Travellers | CYPSP County Board | EWS staff time CREDS staff time |
| 3.8 | <p>Develop a strategy for addressing the issue of rising referrals from schools for Out of School Provision by Sept 2006 to include: the devolution of funding for out of school provision to clusters of secondary schools in accordance with DfES guidance so that they have the option of using the resources to develop school based alternatives and</p> | 3.11/ 3.13 | Director of Inclusion | Devolution by 2007/8 Reduction in the number of secondary aged students on the out of | Area CYPSP Boards? | |

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| 3.9 | <p>preventative approaches.</p> <p>Improve foundation stage profile scores for Traveller, Bangladeshi and Pakistani children, and children resident in Fenland by:</p> <ul style="list-style-type: none"> • Appointing EY Traveller Team teacher to CREDS • Supporting early years providers to promote their services among BME and Traveller communities • Encouraging providers to develop culturally sensitive and appropriate provision • Ensuring EY provision is addressed in BME & Traveller strategy • Empowering BME parents through Citizenship and Parenting skills programmes • Providing information and encouraging parents from the target groups to access early years provision • Ensuring CREDS involvement in PNS 'Communicating Matters' to mainstream | 3.3 | Bethan Rees | school roll without a corresponding rise in "missing" students in Key Stage 4 by Summer 2008 | Improved FSP scores for target groups | CYPSP Board | CREDS staff time; funding for EY post; training materials |
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| | <p>BME and Traveller EY issues.</p> <ul style="list-style-type: none"> Monitoring progress and intervening where necessary by AI | | Linda Bird/ Bethan Rees | Attainment gap narrowed for target groups | CYPSP Board | CREDS and school improvement staff time; strategy publication and launch |
| 3.10 | <p>Improve educational achievement of Bangladeshi, Black African and Caribbean, Traveller and Pakistani children at KS1/ KS2/ KS3/ GCSE by:</p> <ul style="list-style-type: none"> Disseminating and implementing a county strategy for raising attainment Working in partnership with School Improvement Teams and SIRT to improve the use of data for target setting at school and LA levels Undertaking PNS EAL and Gypsy/Traveller Achievement projects with identified schools Implement LPSA plan to raise the attainment of Irish Travellers at KS2 Allocating EMAG funding to schools using the new formula weighted towards underachievement of targeted groups Appointing up to 5 EAL leading teachers Establishing a GCSE support programme in community languages Further developing CREDS' 1:1 mentoring programme and Traveller youth work initiative Monitoring progress and intervening where necessary by Assigned Inspector | 3.5 | | | | |

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| 3.11 | <p>Improve foundation stage profile scores for children resident in Fenland by:</p> <ul style="list-style-type: none"> • Joint training on Foundation Stage Profile between school and pre-school settings • Targeted development for pre-school settings around six areas of learning • Focus on Four Aspects of Birth-3 Framework in transition to Foundation Stage | | Head of Standards and Effectiveness s 3 - 11 | Improved FSP outcomes | CYPSP Area Board (Fenland) | |
| 3.12 | <p>Improve educational achievement of children and young people in parts of Fenland, Huntingdon North and North Cambridge at KS1/ KS2/ KS3/ GCSE by:</p> <ul style="list-style-type: none"> • Teaching advice and consultancy in respect of the primary and secondary strategies • Challenge and support to headteachers from inspectors and peer monitors • Support for target setting from inspectors • Providing support and challenge to schools causing concern, and intervention as appropriate • Pursuing the LPSA raising educational attainment targets • Monitoring progress and intervening where necessary by Assigned Inspector • Support delivery of Family Learning activities to parents in target areas | | Head of Access | <p>Improved communication skills at foundation stage</p> <p>Delivery of LPSA targets in relation to speech, language and communication strategy</p> <p>LPSA targets: Maths at KS2; boys English KS2 and KS3; GCSE</p> | CYPSP County Board? | |

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| 3.13 | <p>Improve educational achievement of children looked after by:</p> <ul style="list-style-type: none"> • Close monitoring in early years settings • Implementing LPSA plan to raise achievement at KS1 and 2 • Support education providers and Social Workers to raise % young people leaving care at 1+ GCSE's A* - ○ Support education providers and Social Workers to raise % young people leaving care at 5 GCSE's A* - C ○ Support education providers and Social Workers to work to keep days missed from school below 25 pa ○ Monitoring progress and intervening where necessary by Assigned Inspector | 3.14 – 3.17 | Sue Haines | <p>72% of year 2 OC2 cohort achieving level 2 in English reading test at KS1, 81% in Maths test.</p> <p>64% yr 6 achieving level 4 at KS2 English and 53% Maths.</p> <p>75 % to achieve</p> <p>15%</p> <p>Below 8%</p> | <p>.6 teacher for LPSA and LPSA funding</p> <p>7.4 FTE teachers plus full time manager and adminstrator</p> | |
| 3.14 | <p>Reduce number of fixed term exclusions of pupils with SEN by:</p> <ul style="list-style-type: none"> • Monitoring incidence of exclusion by school and offering support where there is a disproportionate number • Monitoring progress and intervening where necessary by Assigned Inspector | 3.21 | Area Directors | <p>Reduction in exclusion rates of those schools offered support</p> | | |

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| 3.15 | Reduce incidence of fixed term exclusions of Traveller and black and minority ethnic children by: <ul style="list-style-type: none"> o Monitoring incidence of exclusion by school and offering support to those where there is a disproportionate number | 3.21 | Linda Bird, Director of Learning | Reduction in exclusion rates of those schools offered support | | |
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SECTION SEVEN: MAKE A POSITIVE CONTRIBUTION

Our aim is to ensure that children and young people:

- engage in decision-making and support the community and environment
- engage in law-abiding and positive behaviour in and out of school
- develop positive relationships and choose not to bully or discriminate
- develop self-confidence and successfully deal with significant life changes and challenges
- develop enterprising behaviour.

We also want parents, carers and families to promote positive behaviour.

Our particular focus is to ensure that we are better at:

- Embedding an approach to children and young people's participation in decision making
- Embedding an approach to parents and carers involvement in service developments
- Promoting a positive image of children and young people
- Providing the right support which will enable children and young people to make positive choices

We will measure overarching progress towards making these improvements through the following CYPSP key performance indicators:

- Participation in constituted democratic children and young people's bodies (to include school councils, Youth/ Parish Councils/ UKYP) (PC)
- Reduction in final warnings and convictions of children looked after (PC)

SECTION SEVEN: MAKE A POSITIVE CONTRIBUTION

Based on our assessment of need we aim to make particular progress in the following areas for all children and young people:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|---|----------|---|--|--|--|
| 4.1 | Develop and implement a comprehensive sports, arts and culture strategy by: <ul style="list-style-type: none"> • delivering physical activity strategies in each District • delivery of sports and arts programmes in village colleges (south cambs) • Encourage active travel through Safer Routes to School/ Travelling to School • Support the Voluntary and Community Sector to deliver sports activities | 1.18 | Area Directors, OCYPS/District lead? | | CYPSP Area Boards County Sports Partnership? | |
| 4.2 | Improve youth provision by: <ul style="list-style-type: none"> • developing a Youth Offer for Cambridgeshire • integration of aspects of Connexions and Youth Service functions • Increasing number of substantive youth work posts • Ensuring young people have access to young people friendly settings • Delivering a range of detached youth work | | Name Area Director s/ Head of Participation/ Youth Service | Increase in YP participating 8 sites either improved or established | CYPSP Area Boards Community Safety partnerships | £153k £1.19m: capital receipts/ existing CXs/ YS premises |

| | | | | | | |
|-----|--|-----|--|---|---|---------------------------------|
| 4.3 | <p>Increase the prevention activity of the Youth Offending service by:</p> <ul style="list-style-type: none"> • Introduction of the Police Community Support 12 month pilot for Reprimands • Develop a Youth Crime strategy using the Youth Justice Board Prevention Grant • Support and develop Youth Inclusion and Support Panels funded by the Children's Fund • Promote and develop the restorative justice interventions for Anti Social Behaviour work | | Head of P and YPS, OCYPS | Reduction in youth offending rates Reduction in re-offending rates | Youth Offending Partnership | £25k per PSCO £200k - 08 |
| 4.4 | <p>Develop a countywide approach to the provision of information, advice and guidance for children, young people and families through:</p> <ul style="list-style-type: none"> • Establishing a quality framework for provision of information • Developing a coordinated approach to providing information to young people, parents and carers about what to expect at the point of transition to adult services | | Name District Council s/ Head of P and YPS, OCYPS | | CYPSP Board | ? |
| 4.5 | <p>Develop a strategy and explicit standards on the entitlement of children and young people to participation in service development and review by:</p> <ul style="list-style-type: none"> • Implementing the CYP Participation Strategy for CYPSP • Audit progress against standards (modelled on NYA Hear By Right framework and 'Listening to Children') and Children and | 4.4 | Head of Participation and Youth Services | Participation in constituted democratic children and young people's bodies (to include school councils, | CYPSP Overseen by CYPSP Participation Strategy Group | |

| | | | | | | |
|------------|---|------------|---|--|---------------------------|---|
| | <p>Young People's Charter of Shared Values</p> <ul style="list-style-type: none"> • Establish appropriate mechanisms for children and young people's involvement building on good practice where it exists • Provide training for partner services on the use of Children's Fund 'Are You Listening' toolkit by all partners • Make sure that all staff are appraised on their involvement of children and young people in service developments and reviews • Secure delivery of the Health Related Behaviour Survey with yrs 8/ 10 in alternate years, delivered by the PSHE service | | | <p>Youth/ Parish Councils/ UKYP)</p> <p>CYP evaluation of services against Charters of Shared Values</p> <p>Changes in services as a result of CYP participation</p> | <p>CYPSP County Board</p> | <p>HRBS: £40,000 (to be found)</p> |
| <p>4.6</p> | <p>Develop a strategy and explicit standards on the involvement of parents and carer in service development, planning and review by:</p> <ul style="list-style-type: none"> • Implementing the Parent and Carer Involvement Strategy for CYPSP • Ensure childcare available to enable parents to participate • Secure commitment from all partners to the Parent and Carer Charter of Shared Values for parents and carers involvement • Work with parents and carers to establish appropriate mechanisms built on best practice for children and young people's involvement | <p>4.4</p> | <p>Head of Participation and Youth Services</p> | | | |

| | | | | | | |
|-----|--|------|--|--|--|--|
| | <ul style="list-style-type: none"> • Make sure that all staff are appraised on their involvement of parents and carers in service developments and individual reviews • To continue to support parents/ carers through Partners in Policy Making | | | | | |
| 4.7 | <p>Increase accessibility of services through better use of existing transport resources by:</p> <ul style="list-style-type: none"> • Link to work programme of Highways and Access department (Best Value Review?) • Consider how working across Districts on Community Transport could increase efficiency and effectiveness | 1.18 | | | | |

SECTION SEVEN: MAKE A POSITIVE CONTRIBUTION

In particular we aim to make progress in the following areas for children and young people who may be more vulnerable:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|--|----------|-------------------------|---|-------------------------|-------------------------------|
| 4.8 | <p>Improve range of opportunities for social, moral and cultural development for children and young people from Traveller and minority ethnic groups in their own language, heritage and religion by:</p> <ul style="list-style-type: none"> • Producing guidance on Sex & Relationships Education for BME and Traveller young people in partnership with PHSE Service • Using existing Celebrating Languages website to promote cultural and linguistic diversity among young people • Further developing youth work with Young Travellers • Partnership working among City and County Councils and other agencies to develop a programme for Black History month and a broader project, 'Untold Stories', which will span all BME communities and will extend for 3 years. • Developing a 'Young People's Voices' project (Heritage Lottery funded project, starting in 2006) | 5.13 | Bethan Rees/ Schools | Improved BME and Traveller participation in mainstream programmes | | CREDS staff time/ partners |

| | | | | | | |
|-----|---|------|--|--|------------------------------|--|
| 4.9 | <p>Reduce numbers of looked after children who offend:</p> <ul style="list-style-type: none"> • Work with the private sector providers to improve behaviour management • Provide additional support to young people at risk if they are flagged to the YOS and if additional resources are made available | 4.13 | Head of Participation and Young People | Reduction in final warnings and convictions of children looked after | Public Parent Steering Group | |
|-----|---|------|--|--|------------------------------|--|

SECTION EIGHT: ACHIEVE ECONOMIC WELL BEING

Our aim is to ensure that children and young people

- engage in further education, employment or training on leaving school
- are ready for employment
- live in decent homes and sustainable communities
- have access to transport and material goods
- live in households free from low income.

We also want parents, carers and families to be supported to be economically active.

Our particular focus is to ensure that we are better at:

- Improving opportunities for particular groups of children and young people to successfully enter education, training and employment
- Securing links with the Investing In Communities plan to ensure the needs of young people are integral
- Improving access to early support to prevent homelessness, and provide appropriate accommodation when it is needed

We will measure overarching progress towards making these improvements through the following CYPSP key performance indicators:

- Reduce % of young people who are NEET who live in Fenland, are leaving PRUs or are looked after (EWB)
- Reducing the numbers of 16 – 18 year olds presenting as homeless

SECTION EIGHT: ACHIEVE ECONOMIC WELL BEING

Based on our assessment of need we aim to make particular progress in the following areas for all children and young people:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|--|---|---|--|---------------------------------------|---|
| 5.1 | <p>Improve provision and increase take up of vocational qualifications:</p> <ul style="list-style-type: none"> • Support for the three area 14-19 partnerships in developing vocational provision • Deployment of EEDA consultants to develop links between schools and industry • Establish OCYPS 14-19 strategy group and 14-19 team within Standards & Effectiveness: 11-19 service • Increased emphasis on extent and quality of vocational provision within school annual review process • Complete audit of 14-19 curriculum provision in Collegiate Board, HEPS, Fenland Consortium areas • support and monitoring of area-based 14 – 19 partnerships | <p>5.7</p> <p>5.4-5.7</p> <p>5.7</p> <p>5.8</p> | <p>Head of Standards & Effectiveness: 11-19</p> | <p>Improved vocational provision as judged by inspection.</p> <p>Higher % take up of vocational qualifications</p> <p>Increase in number of 16-18 year olds in learning from 74.7 % in Nov 04.</p> | <p>Learning & Skills Council.</p> | <p>Funding from LSC, EEDA and Investing in Communities (not confirmed).</p> <p>OCYPS Inspector time.</p> <p>Additional wbl/ FE places</p> |

SECTION EIGHT: ACHIEVE ECONOMIC WELL BEING

In particular we aim to make progress in the following areas for children and young people who may be more vulnerable:

| Priority action no | What we are going to do | Need Ref | Lead Officer | KPI / target | Accountable partnership | Resources |
|--------------------|---|----------|-----------------------------------|--|-------------------------|-----------|
| 5.2 | <p>Improve provision of high quality early years provision in Fenland by:</p> <ul style="list-style-type: none"> • Provision of qualified teacher within new or existing Children Centre provision • Support to families to engage with their children's learning • Development of subsidised childcare to enable families who wish to train or work to do so | 5.1 | Head of Early Years and Childcare | | | |
| 5.3 | <p>Improve information for young people with learning difficulties and/or disabilities on options post 16 employment, education and training by:</p> <ul style="list-style-type: none"> • Embedding & promoting use across all teenage services of the new www.4us.org.uk information website • Developing through consultation sources of help and information differentiated to meet the needs of young people with LDD | 5.13 | Head of Access, OCYPS | Increase of 5% by 2006 & 8% by 2007 & 10% by 2008 in the numbers of young people with LDD in EET | CYPSP County Board? | |

| | | | | | | |
|-----|--|-----|---|---------------------------------------|-------------------|--|
| | <p>and to annually publish & make available updated versions of key following young peoples guides</p> <ul style="list-style-type: none"> To provide independent and impartial Advice covering the full range of Options available to young people with Additional needs | | | | | |
| 5.4 | <p>Reduce level of young people not in education, training or employment (including large numbers of young travellers) in Fenland and Cambridge City by:</p> <ul style="list-style-type: none"> Work with LSC and providers (eg wbl, schools , colleges, youth service, employers) to ensure quality opportunities are available Identify opportunities to further develop preventative personal development curriculum for at risk groups Ensure high quality support for most at risk of NEET young people (eg, LAC, Young Offenders, PRU leavers, homeless, teenage parents, learning difficulties and disabilities) Ensuring that transition plans for disabled children specifically reflect their education, training and employment needs and aspirations | 5.2 | OCYPS Area Directors/ Head of P and YPS | Reduce level of NEET by % by Dec 2006 | CYPSP Area Boards | |

| | | | | | | |
|-----|--|------|--|-------------------------------------|--------------------|--|
| 5.5 | <p>Increase levels of Fenland and East Cambs 18 - 20 year olds in higher education or a gap year by</p> <ul style="list-style-type: none"> • Increase numbers of 16 – 18 year olds in learning • Improve qualifications achieved at 11 • Work with Aim Higher to identify and provide activities to raise aspirations for students and parents/ carers | 5.6 | OCYPS Area Directors/ Head of P and YPS/ Dir of Learning | Participation rates increased by 5% | CYPSP Area Boards | |
| 5.6 | <p>Reduce levels of dependant children in households where no-one is in employment in parts of Wisbech, North Cambridge, Huntingdon and St Neots by:</p> <ul style="list-style-type: none"> • Collaborating with early years and childcare services to create affordable or subsidised childcare to enable families to train or return to work • Links to Investing In Communities action plan | 5.9 | | | LSPs? | |
| 5.7 | <p>Improve access to decent housing for households with dependant children in parts of Wisbech and Huntingdonshire by:</p> <ul style="list-style-type: none"> • Support Registered Social Landlords (RSLs) and direct provision to provide decent homes for families • Choice based lettings: collaborative scheme with RSLs and other districts • Disabled Facilities Grants for Children (removal of needs test)– understanding | 5.10 | District Council Lead? | | CYPSP County Board | |

| | | | | | | |
|-----|---|---------------|------------------------|--|--------------------|--|
| | <ul style="list-style-type: none"> need and appropriate funding Work with private landlords to ensure rented accommodation is of a decent standard Access schemes – rent deposit, etc schemes | | | | | |
| 5.8 | <p>Improve access to affordable housing for young people by:</p> <ul style="list-style-type: none"> Support RSLs and direct provision to provide affordable homes for young people Apply planning guidance to ensure mix of housing suitable for young people Increase provision of supported housing for Young people | 5.10/ 5.11 | District Council lead? | | | |
| 5.9 | <p>Reduce levels of young people in temporary accommodation or homeless in Ely, Cambridge and Huntingdon by:</p> <ul style="list-style-type: none"> Mediation and preventative measures – <ul style="list-style-type: none"> Safer moves project Supporting the move from supported housing to affordable homes Sanctuary schemes Linking with PHSE curriculum/advice in schools. Support RSLs and direct provision to provide affordable homes/supported housing for young people | 5.11 | District Council lead/ | Reduction in numbers of 16-18 year olds presenting as homeless | CYPSP County Board | |

SECTION NINE: HOW WE WILL DELIVER

Using resources more effectively

1.1 The Partnership will work to ensure that complementary policies are developed to ensure that decisions are made and assets used effectively by **pooling resources** in the following:

1. Facilities (ECS/ District Councils/ Connexions)
2. Staff (CCC/ PCTs/ Connexions)
3. ICT systems

During 2006 – 2009 we will focus on developing **joint commissioning** arrangements to support a more efficient and effective use of our resources. During 2006 we will develop a joint commissioning strategy through which we will deliver the actions outlined in our CYPP

Local Area Agreement

We will use the opportunity of the LAA to further our commissioning intentions in relation to prevention. We will align our **preventative budgets** for the Children and Young People's Block of the Local Area Agreement for the following key preventative funding streams, with additional inputs from mainstream budget where appropriate.

The LAA CYP Block will become our Prevention Budget for delivering existing and intended commitments of these programmes and services, which are detailed, in the priority actions of the Children and Young People's Plan:

- Sure Start revenue Grant
- Children's Fund
- Connexions
- Teenage Pregnancy
- Extended services, including Children's Centres

CYPSP's commitment to shift resources towards preventative services over time is secured by the Prevention Budget. Within this, x% will be allocated towards the voluntary and community sector.

Workforce Development

CYPSP will work to deliver the Children's Workforce Development Strategy, aiming to build a workforce which:

- is competent and confident
- people aspire to be part of and want to remain in – where they can develop their skills and build satisfying and rewarding careers
- parents, carers, children and young people trust and respect.

We will address the challenges of

- recruitment into the workforce
- retention and development of the workforce
- strengthening inter-agency and multi-disciplinary working
- promoting stronger leadership, management and supervision of the workforce.

We will implement a local workforce strategy to address these aspirations, focusing in particular on the needs of staff in the following subsectors of the workforce:

- in the early years – to deliver the Government's 10 year childcare strategy
- in social care and foster care – to improve the stability and quality of the workforce.
- staff in the universal services of health and education
- continued close-working with and full involvement of the voluntary and community sector.

Quality and performance management

We will manage our performance against the priority outcomes by:

Children, young people, parents and carers evaluating our services on an annual basis

Strengthening the performance management arrangements within the CYPSP and related groups (*real time performance management? This is an expectation of the LAA*)

Supporting the role of the LSCB to monitor and scrutinise the activity of the partnership to ensure all children and young people are safeguarded and protected

Reviewing performance management arrangements within our own organisations to ensure a more streamlined approach to delivering against the outcomes, and clearer accountability.

OCYPS:

- From 2006 all service plans within the OCYPS will link to the CYPP through shared objectives and targets.
- Annual appraisal – linked to service plans
- Staff appraised on how they have involved Children, young people and parents/ carers in decision making and review processes...

Links to other plans:

Establishing robust arrangements for co-operation with partners

CYPSP will work to establish the following joint working arrangements in the following timescales:

| | | |
|---|--|-------------|
| Interagency governance | County wide CYPSP | Established |
| | CYPSP Steering Group | Established |
| Integrated strategy | CYPP incorporating integrated Commissioning strategy | March 2006 |
| | VCS Strategy | March 2006 |
| Integrated processes | Common Assessment in place | March 2008 |
| Integrated front line services | Multi-disciplinary teams established in localities | March 2006 |
| | Connexions staff fully integrated to LA | Sept 06 |
| | Local Sure Start Programme staff fully integrated | Dec 06 |
| Children and Young People's participation | Participation strategy completed and being implemented | March 2006 |

GLOSSARY

| | |
|-----------|---|
| BME | Black, Minority & Ethnic |
| CAMH | Child & Adolescent Mental Health |
| CPR | Child Protection Register |
| CREDS | Cambridgeshire Race Equality & Diversity Service |
| CRISP | Cambridgeshire Racial Incident Support Project |
| CYPSP | Children & Young People's Strategic Partnership |
| CYP | Children & Young People |
| CYPP | Children & Young People's Plan |
| DFG | Disabled Facilities Grant |
| EAL | English as an Alternative Language |
| ECM | Every Child Matters |
| EEDA | East of England Development Agency |
| EY | Early Years |
| FSP | Foundation Stage Profile |
| HEPS | Higher Education |
| HRBS | Health Related Behaviours Survey |
| ICES | Integrated Community equipment Store |
| KS | Key Stage |
| LAA | Local Area Agreement |
| LAC | Looked After Child/Children |
| LDD | Learning Difficulty or Disability |
| LSC | Learning and Skills Council |
| LPSA | Local Public Service Agreement |
| LSCB | Local Safeguarding Children's Board |
| NEET | Not in Education, Employment or Training |
| NSF | National Service Framework for Children & Young People and Maternity Services |
| OCES | Office of Community & Environmental Services |
| OCYPS | Office of Children & Young People Services |
| OT | Occupational Therapy |
| PARSINCAP | Partnership for Road Safety in Cambridgeshire & Peterborough |
| PNS | Primary Needs Strategy |
| PCT | Primary Care Trust |
| PRU | Pupil referral Unit |
| PSHE | Personal, Social & Health Education |
| RaID | Racial Incident Database |
| RSL | Registered Social Landlord |
| SEN | Special Educational Needs |
| SHEU | Schools Health Education Unit |
| SIRT | School Improvement Resources Team |
| SRE | Sexual Relations Education |
| VCS | Voluntary & community Sector |
| YOS | Youth Offending Service |

APPENDICIES

Appendix One: Cambridgeshire's Needs Assessment

Appendix Two: VCS Strategy

Appendix Three: Participation Strategy

Appendix One

THE NEEDS OF CAMBRIDGESHIRE'S CHILDREN AND YOUNG PEOPLE

SUMMARY FINDINGS

We assessed needs in six key strands contributing to improving ‘Be Healthy’ outcomes using both statistical data and qualitative evidence to identify geographical areas and community groups where there are particular issues of need. The strongest evidence came from three separate sources, firstly, from questionnaires and focus groups representing the views of children and young people and their parents and carers; secondly from the professional views of representatives from the National Health Service and thirdly from the Schools’ Health Education Unit survey. This is a national survey conducted with 6,600 13 and 15 year olds in schools across Cambridgeshire and offering a detailed insight into young people’s perceptions of health and personal education and lifestyles.

Generally speaking Cambridgeshire reflects the national picture for Health (although there are some mental health issues where we are below national average) but there is a wide variation across the county with areas of deprivation within Huntingdon and Cambridge and the northern Fens presenting greater need. For instance there are a higher proportion of infant health issues in these areas, and we have identified as a priority the need to improve preventative health for infant and primary aged children.

The need to support parents and carers to keep their children healthy formed a major strand to our assessment and the evidence we used is shown on the chart below. Our findings suggest a need to reduce the proportion of low birth weight babies in Cambridge City, Huntingdon North and Wisbech. Contributing to this is the need to reduce proportion of mothers who continue to smoke during pregnancy, which in Cambridge is above the national average. There is also a clear message from local parents and carers for more help and support in the early years; better and more accessible information, for “someone to support them through difficult times” and “to put them in touch with the right people.” Parents / carers of children with learning difficulties and/or disabilities particularly ask for better support at time of diagnosis.

| | | | |
|---|-------------------------------|---|-----|
| Supporting parents and carers to keep their children healthy | Improved infant health | Ante-and post-natal visiting rates | 1.1 |
| | | Proportion of mothers who do not attend the six week post natal check | 1.2 |
| | | Proportion of newborns who have hearing test | 1.3 |
| | | Immunisation and vaccination rates | 1.4 |
| | Lower infant mortality rate | Proportion of pregnant women seen in first trimester of pregnancy | 1.5 |
| | Fewer low birth weight babies | Average birth weight | 1.7 |
| | | Proportion of mothers who continue to smoke during pregnancy | 1.8 |
| | Improved breast feeding rates | Proportion of mothers breastfeeding | 1.9 |

A second major strand is the promotion of physical health and healthy lifestyles, bringing together work with parents and carers by health and social care professionals and health education in schools. The evidence we used is shown on the chart below. In general Cambridgeshire is in line with national patterns and has a good record for health education in schools - 48% of schools and Pupil Referral Units have completed the 'Healthy Schools' programme and 99% of eligible schools have elected to join the Fruit and Vegetable Scheme. But issues within this strand are key national priorities - particularly the reduction of child obesity and in cutting the numbers of young people who smoke or drink alcohol on a regular basis. There are comparatively high numbers of 15 year old pupils in Cambridge City, East Cambridgeshire and Fenland who say they smoke regularly and in Fenland and Huntingdonshire who say they drink regularly.

Part of this strand is the promotion of regular physical exercise for children and young people. Feedback from both young people and their parents and carers - particularly those living in rural areas - suggests there is a need for accessible sporting facilities outside the school day, including the provision of indoor soft play areas for young children and reliable and affordable transport to existing facilities. Young people with learning difficulties and disabilities would also like to be able to participate in sports.

| | | | |
|---|---|---|-------|
| Promoting children & young people's physical health | More 'Healthy Schools' | Schools participating in National Healthy Schools initiative and attaining standard | 1.22 |
| | Increase in healthy eating | % children consuming 5+ fruit or vegetables a day | 1.23 |
| | Decline in alcohol consumption | Alcohol consumption per child/young person | 1.24 |
| | Decline in smoking | % children who are regular smokers | 1.25 |
| | Decrease in preventable child illnesses | % children with gastro-enteritis and respiratory conditions | 1.26 |
| | Fewer obese children | % population under 11 who are obese | 1.21 |
| Encouraging children & young people to take regular exercise | Greater participation in sport | OfSTED judgment of school's physical education | 1. 18 |
| | | % pupils exercising hard at least 3 times in the previous week | 1.19 |

A third major strand to the assessment relates to the promotion of healthy lifestyles for children and young people, particularly sexual health and the chart shows the evidence used. We have identified teenage pregnancies as a priority. Although the teenage pregnancy rate for Cambridgeshire as a whole is below the national average, there are parts of Fenland, Huntingdon and Cambridge City where it rises above the national rate.

| | | | |
|---|---------------------------|------------------------------------|------|
| Promoting healthy lifestyles for | Fewer teenage pregnancies | Conception rate for girls under 16 | 1.10 |
|---|---------------------------|------------------------------------|------|

| | | | |
|----------------------------------|--|---|---|
| children and young people | | Conception rate for girls under 18 | 1.11 |
| | Lower rate of sexually transmitted diseases among young people | Young people with new episodes of sexually transmitted diseases (under 16, 16-19) | 1.12 1.13 |
| | | Better sex and relationships education in schools | OfSTED judgment of school's sex and relationships education |
| | | Pupils who say they find school sex and relationships lessons useful | 1.15 |

A parallel strand relates to the promotion of mental health, focusing particularly on the use of illegal drugs. The chart shows the evidence used, which drew heavily on the Schools Health Education Survey findings. Patterns in Cambridgeshire are broadly similar to those nationally, and the reduction of illegal drug taking amongst young people is a key issue - not least amongst young people themselves who express concern about the link between drug taking and crime.

| | | | |
|--|---|--|------|
| Promoting children & young people's mental health | Decline in drug abuse - using illegal drugs | % children who use drugs | 1.30 |
| | Decline in drug abuse - overdosing | Drug overdoses by age group | 1.31 |
| | Fewer young people with drug-related and behavioural problems | % age group with drug-related and behavioural problems | 1.32 |

Provision of appropriate support for children and young people who feel troubled forms a further major strand. The evidence for this, which relates to the work of the Mental Health Service, is shown on the chart below. The assessment highlights this as a priority area, in which Cambridgeshire currently does less well than similar authorities and is below the national average. The number of social workers working with Mental Health staff is well below the national rate, and, although acute cases are seen quickly, the waiting lists for non-acute times are generally lengthy and are frequently outside the Youth Justice Board thresholds.

| | | | |
|--|--|--|--------------|
| Providing an appropriate range of support for children & young people if they feel troubled | Closer CAMHS & Social Care working in support of children & young people | No. of social workers working with CAMHS teams | 1.33 |
| | Quicker CAMHS support for acute / non-acute cases | Waiting list times for CAMHS | 1.34 1.35 |

| | | | |
|--|---|--|--------------|
| | Increased availability of appropriate CAMHS support | Proportion of CAMHS cases receiving appropriate services / with Careplan | 1.36 1.37 |
| | Lower death rate from suicide and undetermined injury | Juvenile death rate from suicide & undetermined injury | 1.38 |

Cambridgeshire has a particular responsibility for the health of children for whom it acts as the public parent, and this is recognised through a separate strand:

| | | | |
|---|--|---|------|
| Addressing the health needs of children looked after | Better health care for children looked after | Children looked after who have regular dental visits and health assessments | 1.39 |
|---|--|---|------|

STAY SAFE

We assessed needs in three key strands contributing to improving 'Stay Safe' outcomes using both statistical data and qualitative evidence to identify geographical areas and community groups where there are particular issues of need. The strongest evidence came from statistical data, particularly from statutory performance information which offers an assessment of Cambridgeshire's position against that of other authorities. Other key sources were the professional views of Cambridgeshire County Council officers and questionnaires and focus groups representing the views of children and young people and their parents and carers.

A major strand of the assessment related to the provision of a safe environment, the reduction of accidents involving children and the elimination of bullying, and the evidence used is shown on the chart below. Road safety remains a key issue, with comparatively high accident rates in some parts of Cambridgeshire. Bullying is clearly a major issue, with around a third of the 1,200 secondary pupils interviewed claiming to have experienced bullying and others expressing concern over the lack of protection and support for victims. Young Travellers were particularly concerned about bullying, and the number of racist incidents reported across the county confirm this as a priority.

Young people with disabilities also feel vulnerable, particularly as they approach the transition to adulthood. They regard support at this time as a priority, echoed by their parents and carers who want support services tailored to meet needs.

It is acknowledged that there are particular difficulties in gathering the views of children and young people who are at risk of, or suffering from, maltreatment of any sort. During the next year we will work with the LSCB to find ways of hearing their views.

| | | | |
|---|---|--|-----|
| Children and young people are provided with a safe environment | Schools are a safe environment | OfSTED judgment of schools' pupil care, welfare, health and safety | 2.2 |
| | Fewer accidental deaths of young people | Accident rate for young people aged 15-24 | 2.3 |
| | Fewer child cyclist accidents | No. of pedal cyclists aged 0-15 killed in road traffic accidents | 2.4 |
| | | No. of pedal cyclists aged 0-15 injured in road traffic accidents | 2.6 |
| | Fewer child pedestrian accidents | No. of pedestrians aged 0-15 killed in road traffic accidents | 2.5 |
| | | No. of pedestrians aged 0-15 injured in road traffic accidents | 2.7 |
| | Fewer incidents of bullying in schools | Pupils afraid of going to school because of bullying | 2.8 |

| | | | |
|--|--|--|------|
| | Fewer incidents of racial harassment in schools | Rate of racial incidents in schools | 2.9 |
| | Decrease in anti-social behaviour | Antisocial behaviour rate | 2.10 |
| | Fewer children & young people 'lost to the system' | Information is shared amongst relevant organisations | 2.20 |
| | Better support for children and young people with disabilities | Young people aged 14+ with disabilities with a transition plan | 2.29 |

A second major strand focuses on the safeguarding of children. Evidence here is chiefly from statutory performance information focusing on referrals for a Child Protection Enquiry or length of time on the Child Protection Register. In recent years Cambridgeshire's performance in some of these indicators has been comparatively weak, and they have been identified as a priority. There is a particular need for better child protection for children with / affected by a disability.

| | | | |
|--|---|---|------|
| The incidence of child abuse and neglect is minimised | Improved safeguarding of children | No. of child referrals per 10,000 population | 2.11 |
| | | Children aged 0-19 on the Child Protection Register | 2.12 |
| | | Children remaining on Child Protection Register for 2+ years as % total cases | 2.13 |
| | | Child Protection re-registrations | 2.14 |
| | | Child protection cases which should have been reviewed during the year and were not | 2.15 |
| | | Children on CPR who have not been allocated a social worker | 2.16 |
| | Schools have good Child Protection procedures | OfSTED judgment of schools' Child Protection procedures | 2.17 |
| | Early Years settings meet required standards | OfSTED judgment of childcare providers (across all types of provider) | 2.18 |

Evidence here is chiefly from statutory performance information focusing on referrals for a Child Protection Enquiry or length of time on the Child Protection Register. In recent years Cambridgeshire's performance in some of these indicators has been comparatively weak, and they have been identified as a priority. There is a particular need for better child protection for children with / affected by a disability. The third major strand focuses on Cambridgeshire's responsibility towards Children Looked After. Evidence is chiefly from statutory performance information focusing on placements and support. In recent years Cambridgeshire's performance has generally been in line with

national rates although there are concerns about the comparatively low numbers in foster placements or placed for adoption. There are also concerns about the disproportionately high numbers of Black African, Chinese and Mixed Heritage young people who are looked after.

| | | | |
|--|--|---|------|
| Children looked after live in safe environments and are protected from abuse and exploitation | More children looked after fostered or adopted | Children looked after in foster placements or placed for adoption | 2.22 |
| | More stable placements for children looked after | Children looked after with 3+ placements during the year | 2.23 |
| | | Children looked after 4+ years who were in foster placements 2+ years | 2.24 |
| | | Children newly looked after placed more than 20 miles from home address | 2.25 |
| | More secure placements for children looked after | Children looked after in residential accommodation | 2.26 |
| | Better support for children looked after | Children looked after who do not have a named qualified social worker | 2.27 |
| | | Care cases completed in the courts within 40 weeks | 2.28 |

ENJOY AND ACHIEVE

We assessed needs in six key strands contributing to improving 'Enjoy & Achieve' outcomes using both statistical data and qualitative evidence to identify geographical areas and community groups where there are particular issues of need. Evidence came chiefly from statistical analyses of pupil data, together with statutory performance information and feedback from OfSTED. This was supported by the professional views of Cambridgeshire County Council Officers and evidence from questionnaires and focus groups representing the views of children and young people and their parents and carers.

In general Cambridgeshire performs well in education, but there is a wide variation across the county with areas of deprivation within Huntingdon and Cambridge and the northern Fens presenting greater need. A high proportion of minority ethnic children are underachieving at school, particularly those from Traveller, Bangladeshi, Pakistani, and, to a lesser extent, from Black Caribbean and Black African communities. Children and young people from these same disadvantaged localities and groups are also more likely to be excluded.

A major strand of the assessment relates to Early Years education, using the evidence shown in the chart below. Cambridgeshire's record in this area is generally good and it compares well against other authorities. Nevertheless there are parts of the county with evident need - an analysis of Foundation Stage Profile scores shows that a high proportion of Traveller, Bangladeshi and Pakistani pupils, together with those in parts of Fenland, Huntingdon and Cambridge are failing to progress beyond the basic 'Stepping Stones'.

| | | | |
|--|--|---|-----|
| Early years provision promotes children's development and well-being and helps them meet early learning goals | Better Early Years Inspection reports from OfSTED | Overall outcome of inspection | 3.2 |
| | Better Foundation Stage Profile scores | Children working within Early Learning Goals in key assessment areas | 3.3 |
| | Training is provided for Early Years staff re needs of vulnerable and under-achieving groups | Awareness of inclusive practice amongst all practitioners (volume training requirement) | 3.4 |

Another major strand relates to the provision of good quality education, using the evidence shown below. Cambridgeshire currently compares unfavourably against other authorities on two of the statutory indicators used - in the proportion of schools defined by OfSTED as having serious weaknesses and in the proportion where surplus places exceed 25%.

| | | | |
|--|--|--|-----|
| Ensure that educational provision 5-16 is of good quality | More effective schools - OfSTED designations | Schools where OfSTED Inspections have revealed issues (In special measures, with serious weaknesses or underachieving) | 3.5 |
|--|--|--|-----|

| | | | |
|--|--|---|------|
| | More effective schools - OfSTED Inspection judgments | OfSTED judgment of schools' overall effectiveness | 3.6 |
| There are sufficient, suitable and accessible school places | More efficient schools | Schools where surplus places exceed 25% | 3.7 |
| All children & young people can access a range of recreational activities | Improved take-up of sporting opportunities | Take up of sporting opportunities | 3.13 |

A third major strand focuses on pupil engagement with schools - their attendance rates and achievements. Evidence is chiefly from the pupil level database held by the local authority to DfES standards and definitions, supported by the views of educational professionals in Cambridgeshire. School attendance is largely in line with national rates, but there are significant issues in parts of Cambridge, Huntingdon, Wisbech and Ely. Performance in the National Curriculum end of Key Stage statutory assessments at 7+, 11+ and 14+ and in the GCSE examinations is generally above the national average, but underachievement by children and young people from specific minority ethnic groups (principally Travellers, Bangladeshi and Pakistani, but also to a lesser extent Black Caribbean and Black African heritage) is an identified need. There is also strong evidence that children and young people from socially deprived areas of Fenland, north Huntingdon and Cambridge are underachieving.

| | | | |
|--|------------------------------------|--|-----|
| Children & young people are enabled and encouraged to attend and enjoy school and to achieve highly | Better attendance at school | Schools' overall attendance rates | 3.4 |
| | Improved performance at end of KS1 | Pupils failing, by clear margin of at least a level, to reach expected level of performance at 7+ | 3.5 |
| | Improved performance at end of KS2 | Pupils failing, by clear margin of at least a level, to reach expected level of performance at 11+ | 3.6 |
| | Improved performance at end of KS3 | Pupils failing, by clear margin of at least a level, to reach expected level of performance at 14+ | 3.7 |
| | Better GCSE results | Pupils achieving 5+ A*-C | 3.8 |
| | | Pupils achieving 5+ A*-G | 3.9 |
| Pupils achieving 1+ A*-G | | 3.10 | |

A further strand focuses on children and young people who are out of school, using the evidence shown in the chart below. These are national indicators enabling comparison with other authorities, and it is evident that Cambridgeshire compares poorly. For several years now Cambridgeshire has been in the bottom quartile of authorities for the hours of alternative tuition provided for young people out of school. We are also

consistently in the bottom quartile for the rates of re-integration into mainstream education of young people out of school. There is an identified priority need to improve services for children not at school, and feedback suggests that young people who have been excluded from schools generally felt they had little support.

| | | | |
|--|---|--|------|
| Educational provision is made for children who do not attend school | Better support for children out of school | Young people out of school with alternative tuition provided for less than 20 hours per week | 3.11 |
| | Children out of school quickly return to mainstream education | Reintegration rates for young people out of school | 3.12 |

A specific strand focused on Children Looked After, for whom Cambridgeshire has particular responsibility, using evidence as shown in the chart. This evidence relates to those looked after by Cambridgeshire irrespective of where they are educated, and many are in schools outside the county. Attendance, based on the statutory indicator data, is good, but there are clear needs around the achievement of children looked after both at Key Stage 2 and in the GCSE examinations. An analysis of the performance of children looked after in Cambridgeshire schools, many of whom will be looked after by other authorities, shows evidence of underachievement by Black African and Black Caribbean children, and by asylum seekers from Eastern Europe and Iraq.

| | | | |
|---|--|--|------|
| Children and young people who are looked after are helped to enjoy and achieve | Better performance by children looked after | Average KS2 SAT results of children looked after | 3.14 |
| | | Proportion of children looked after entered for 1+ GCSE | 3.15 |
| | | Proportion of children looked after achieving 5+ GCSE at A* - G | 3.16 |
| | Better attendance at school by children looked after | Children looked after missing at least 25 days schooling the previous year | 3.17 |

A further strand focuses on children with learning difficulties and disabilities, using data on those with special educational needs. This identified no specific issues over achievement or exclusions in comparison with the national picture for pupils with SEN.

| | | | |
|---|--|--|------|
| Children and young people with Learning Difficulties and/or Disabilities are helped to enjoy and achieve | Better performance by children with disabilities | Average KS2 SAT results of children with a statement of special educational need | 3.18 |
| | | Proportion of children with a statement of special educational needs achieving 5+ GCSE at A*-G | 3.19 |

| | | | |
|--|---|---|------|
| | More efficient procedures for issuing statements of special educational needs | Proportion of statements prepared in 18 weeks | 3.20 |
| | Fewer exclusions of pupils with special educational needs | Exclusion rate for pupils with statement of special educational needs | 3.21 |

MAKE A POSITIVE CONTRIBUTION

We assessed needs in three key strands contributing to improving 'Make a positive contribution' outcomes using both statistical data and qualitative evidence to identify geographical areas and community groups where there are particular issues of need. The evidence came chiefly from three separate sources, from data on exclusions held by the County Council, from the Cambridgeshire Youth Offending Service and from the Schools' Health Education Unit survey. This is a national survey conducted with 6,600 13 and 15 year olds in schools across Cambridgeshire and offering a detailed insight into young people's perceptions of health and personal education and lifestyles. This quantitative data was supported by interview evidence from children and young people and their parents and carers and by the views of professionals.

Generally speaking Cambridgeshire reflects the national picture in these areas, although there are concerns about the high level of racist incidents (see also 'Staying Safe 2.9) and the number of young offenders who are looked after by the authority.

A major strand focused on anti-social behaviour, using the evidence shown in the chart below. Cambridgeshire has a very low rate of permanent exclusions from school, but the rate of Fixed Term exclusions (or suspensions) from schools has increased in recent years in both the primary and secondary sectors, particularly in Cambridge, north Huntingdon, the Ely area and parts of north Fenland. There is evidence that disproportionate numbers of Travellers and Black Caribbean pupils are being excluded.

Bullying is identified by children and young people as a priority issue, and evidence from both the Schools' Health Education Survey and from interviews indicates that bullying is widespread and a major concern. Those from Traveller and minority ethnic backgrounds feel particularly sensitive - one Black student perceived that, "You are picked on by teachers and students if you are the only Black person". However there is no evidence that the level of bullying is worse in Cambridgeshire than in other counties.

| | | | |
|---|--|--|-----|
| Action is taken to reduce anti-social behaviour by children & young people | Fewer exclusions from school | Fixed term exclusion rate | 4.6 |
| | Reduction in bullying in schools | OfSTED judgment of pupils' freedom from bullying, racism and other forms of harassment | 4.7 |
| | Reduction in bullying in schools: perpetrators | Secondary pupils thinking that others may fear going to school because of them | 4.8 |

| | | | |
|--|-----------------------------|-------------------------------------|-----|
| | Reduction in racist attacks | Rate of racial incidents in schools | 4.9 |
|--|-----------------------------|-------------------------------------|-----|

A second major strand is youth offending. Evidence here comes from statutory performance monitoring information, and indicates that on the whole Cambridgeshire compares favourably with other authorities. However there is a need to reduce the level of offenders who are looked after.

| | | | |
|---|--|--|------|
| Action is taken to prevent offending and to reduce re-offending by children & young people | Reduce level of youth offending | Level of first time offenders relative to population | 4.10 |
| | Reduce rate of re-offending | Level of re-offending relative to population | 4.12 |
| | Reduce number of children looked after offenders | Level of offenders who are looked after | 4.13 |

The third strand, the involvement of children and young people in decision making and supporting the community, was assessed using responses from the Schools' Health Education Survey and evidence from interviews and focus groups. No major priorities were identified although most young people would clearly like greater community involvement.

| | | | |
|---|---|---|-----|
| Children and young people are encouraged to participate in decision making and in supporting the community | Increased involvement of pupils in election process | Secondary school pupils participating in Youth Forums / council | 4.3 |
| | Increased involvement of pupils in voluntary and community activities | Secondary school pupils serving on a committee | 4.4 |

ACHIEVE ECONOMIC WELL BEING

We assessed needs in two key strands contributing to improving 'Achieving Economic Wellbeing' outcomes using both statistical data and qualitative evidence to identify geographical areas and community groups where there are particular issues of need. The evidence, both quantitative and qualitative, came chiefly from Connexions Cambridgeshire & Peterborough, with additional data from the 2001 Census and the 2004 English Indices of Deprivation.

A major strand focused of the assessment focused on preparing young people for working life. Although the proportion of 16 year olds remaining in education, employment or training in Cambridgeshire is above the national average, there is a wide variation across the county with areas of deprivation within Huntingdon, Cambridge, St Neots and Fenland presenting greater need. There are higher proportions of young people from vulnerable groups, including those looked after, those with learning difficulties and/or disabilities and young mothers, who are not in education, employment or training, particularly in Cambridge City. Over 30% of leavers from the Pupil Referral Units are not in education, employment or training - over 40% of leavers from the PRUs in Cambridge City and Fenland. These are priority issues.

The need to improve the rate of young people remaining in education, employment and training in Fenland is a long-term issue, and young people express concern about the lack of suitable and interesting work opportunities they can get to because of difficulties with transport in rural areas. The Higher Education participation rate in Fenland and East Cambridgeshire is below the county average.

| | | | |
|--|---|--|-----|
| Young people 11-19 are helped to prepare for working life | More 16+ leavers in employment education and training | 16 yrs olds leaving secondary schools and not in education, employment or training | 5.2 |
| | | 16 yrs olds leaving PRUs and not in education, employment or training | 5.3 |
| | Good quality post 16 education | OfSTED judgment of overall effectiveness of Post-16 education | 5.8 |
| | Better qualifications at 16+, 18+ | Residents aged 16-17 / 18-19 with no qualifications | 5.4 |
| | | Average point scores of students entered for A Levels or equivalent | 5.5 |
| | Improved Higher Education participation rate | 18-20 yr olds participating in Higher Education | 5.6 |

| | | | |
|--|--|--|------|
| Vulnerable young people are helped to achieve economic well-being | More care leavers in employment education or training | % care leavers not in education, employment or training | 5.12 |
| | More young people with Learning Difficulties and Disabilities in employment, education or training | % 16-19 year olds with Learning Difficulties and Disabilities not in education, employment or training | 5.13 |
| | More young mothers in employment, education or training | % 16-19 year old mothers not in education, employment or training | 5.15 |

The second key strand relates to levels of material deprivation, particularly poor housing. The evidence is chiefly from data from the 2001 national census on the number of dependent children in households where no one is in employment, which identifies parts of north Cambridge, north Huntingdon, Wisbech and Whittlesey as having needs. In Fenland there are several children living in comparatively poor accommodation, causing them difficulties in completing school work at home.

Young people see the lack of suitable accommodation near employment opportunities as a barrier to work, and Connexions Cambridgeshire & Peterborough are aware of several young people who are potentially homeless or in temporary accommodation, particularly in the Cambridge, Ely and Huntingdon areas.

| | | | |
|---|--|---|------|
| Fewer children disadvantaged by level of material deprivation and poor housing | Reduction in level of material deprivation | % dependent children in households with no one in employment | 5.9 |
| | Reduction in numbers of young people with housing problems | Proportion of young people aged 16-19 experiencing housing problems | 5.11 |

Getting It Right

'I hate it when people think they know what young people want. How can you know what we want if you don't ask? Involve us in stuff that's meant for us. Ask for our ideas. Then you're more likely to get it right'

**A Consultation to inform the Cambridgeshire Children
and Young People's Plan**

A summary of what children and young people said

Cambridgeshire Action for Change Group

December 2005

Background:

In October this year we asked children and young people to tell us what they thought about different services and facilities that affect their lives so that their views could be included in the development of the Cambridgeshire Children and Young People's Plan.

1 853 children and young people aged between 4 and 25 years participated.

They were also asked what they would expect to be different in a year's time if we were to make changes. This paper provides a summary of what they said. A full report on the consultation and its findings will be available in January 2006.

If you would like a copy please contact Allan Whyte on 01223 717885.

What would children and young people expect to be different in a year's time?

Transport for Children And Young People

There would be

- Cheaper or free fares for children and young people on public transport
- Transport running at more regular and appropriate times
- Children and young people are able to access entertainment, learning and work opportunities and services
- Improved access to independent travel eg lower driving age, independent travel schemes for young people with disabilities

Affordable and Appropriate Accommodation

There would be

- Easier access to affordable housing for young people
- Improved quality and security of housing available for young people
- Easier access to housing for young mothers
- Support with housing is available for young people who don't have 'problems' but want to leave home

Reducing Alcohol and Drug Use by Children and Young People

There would be

- Education focuses on effects and consequences rather than 'don't do it'
- Alcohol is not so easily accessible
- Stricter penalties for adults and young people for the provision and consumption of drugs and alcohol
- There will be people to talk to about drugs and alcohol
- There will be alternative activities
- There will be more police and security on the streets

Reducing Stress for Children and Young People

There would be

- Help available to deal with stress
- More manageable workloads at school
- Practical help with school work
- More places to go, things to do
- Safer school and community environments

Involving Children and Young People in Decision-Making

There would be

- More opportunities for children and young people to participate in decision-making in a supported way
- Adults develop a more positive attitude towards children and young people
- Adults value children and young people's input – feedback results, act upon decisions and make changes
- There are opportunities for all children and young people to participate not just those who are more able
- Adults will have appropriate skills to support children and young people

Accessible, Trustworthy and Confidential services that can offer Help and Advice to Children and Young People

There would be

- More help based services that young people trust and that are easily accessible
- Services that can be accessed in variety of ways

Opportunities for Children and Young People to Enjoy Leisure and Recreation

There would be

- More things to do for all ages
- More things for families to do together
- Improved access to existing or nearby facilities eg cost and transport

Local Jobs for Young People

There would be

- Better access to local part-time jobs for young people particularly in rural areas
- Skills programmes a with small weekly wage to help young people gain experience to get a job
- Less anti-social behaviour as young people are leading a more ordered life

Safe Local Environments

There would be

- More security precautions eg CCTV, better street lights
- More adults around (eg adult helpers in playgrounds for younger children and police or volunteers for teenagers)
- Controlled traffic
- Cleaner environments – eg school and communities
- Training for adults on communicating with children young people eg Police

Changing Peoples' Negative Attitudes to Specific Places and Groups of People

There would be

- Increased awareness of the positive things children and young people do
- Older people, children and young people respect each other and make time to find out about each other
- Adult service providers do not discriminate against children and young people for being young

Supportive and Bully-free Schools

There would be

- Support available for young people who are being bullied
- Effective procedures for dealing with bullies
- Broad approach to the development of children and young people in schools not just academic achievement
- Improved school environment (physical)
- More and better equipment in schools
- More activities and things to do that aren't school work
- Help with school work
- School environment is safe

Information collected through the consultation has already been used to inform the Cambridgeshire Children and Young People's Plan and will be used to develop a check list to monitor progress on actions included in the plan. A sub group are currently working on developing this and will be recruiting children and young people to help them develop the check list and later to join a monitoring and evaluation team who will review progress against the check list.

Information from the consultation will also be used to inform Area Plans in East Cambs & Fenland; Cambridge City & South Cambs and Huntingdonshire.

A children and young people friendly version of the plan will be available in the New Year, a group are also working on this and plan to involve children and young people at all stages.

For further information contact: Allan Whyte on 01223 717885

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Office of Children and Young People's Services

**Formal Consultation on Proposals for
the Area and Locality Structure**

24 November 2005

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1.0 INTRODUCTION

This consultation document sets out the next phase in the transformation agenda and focuses on the area management structures to deliver improved outcomes for children and families in Cambridgeshire. It is important to emphasise that such transformation does not just come about by reorganising structures. It is also about values, attitudes and relationships and finding the best structure, which can both challenge and enhance the way we work together for the benefit of children, young people and families.

It is also about accountability and ensuring the best structure is in place, which is fit for purpose and clear about governance and responsibility.

The Area Directors have reinforced a number of key principles to achieving these aims:

- Increasing speed of response
- Early intervention and prevention
- Service at the most local practical level
- Potential for establishing multi-agency teams
- Clarity of roles, responsibilities and accountabilities
- Building on existing good practice

It will be important to provide clarity for staff, to conclude this phase of discussions and move on. Support from staff is essential and further time will be taken if necessary to take full account of staff views. Full consideration will also be given to the necessary administrative arrangements needed to support the new structures and workshops for business support staff will be held in January to complete the work.

There will be further developments informed by the collective wisdom of front line staff building on existing good practice.

The formal consultation process begins on 24th November 2005 and will continue until 4th January 2005. Whilst the information set out in this document represents the collective views of the OCYPS Management Team and incorporates views expressed from earlier consultations, further comments on our proposals will be welcomed. Later in the document, there is a reminder of the various ways in which views can be provided. Please do take the opportunity to consider the proposals and provide comments. The Management Team is happy to attend team meetings to provide clarification on the proposals throughout the month, diaries permitting.

Thank you for your continued support and professional commitment as we move through this challenging transitional period.

Gordon Jeyes
Deputy Chief Executive
Office of Children and Young People's Service

2.0 FEEDBACK FROM THE CONSULTATIONS RELATING TO THE HEADS OF SERVICE STRUCTURE

The feedback from the consultation relating to the Heads of Service structure has helped to inform the development of the Area structure. A number of common themes have emerged:

- Some professional groups expressed concern over systems for peer and professional supervision, allied to the importance of case management in the new structure. As an example, colleagues sought clarification on the accountability for the social care functions, which will be delivered within the Areas. Colleagues were keen to ensure that any changes would take place without compromising children's safety.
- Colleagues also highlighted initiatives such as Children's Centres and Extended Schools, which need to be seen as integral to the transformation agenda. They should be considered as significant hubs when decisions are made on the access points for local service delivery.
- All staff, whether front line or "back office", have individual needs, which must be considered during the change and all are entitled to assurances that they will be treated fairly.
- It is right to aspire to delivering a vision, but pragmatism is also important when it comes to deciding how many staff go into a particular team. There must be a suitable office base for staff, with appropriate administrative support.
- Locality Manager posts need to be graded in a way that attracts high calibre staff, who can deliver a new and dynamic service.

This consultation process seeks to address all of these issues and to make sure that there are systems in place to support staff through times of uncertainty and change. It is recognised that the impact on staff of reorganisation places some services at greater risk and the OCYPS Management Team are committed to finding ways of providing support to minimise these risks.

As part of the consultation on 'Vision into Practice', we gained agreement on a number of issues regarding the locality teams. The Children and Young People's Strategic Partnership agreed in principle on 31st May 2005:

"many of the staff that provide services at locality level will work as part of the OCYPS, but many will be employed by PCTs, District Councils or the Voluntary Sector. To accommodate this, multidisciplinary teams will be established that include key staff from the OCYPS who provide services to that locality. Some of these staff would be managed at area level but be linked to a locality team. Some of them would be managed by a Locality Manager....."

The Teams will also include named staff from other partner organisations that provide services to that locality as virtual or extended members. They would not be line managed by the Locality Manager but would be seen as an essential component of an integrated and coordinated locality response. These arrangements will be clarified through the development of working protocols and linking agreements"

3.0 PARTNERSHIPS

Much of the success of the implementation of Every Child Matters and the National Service Framework will depend on the quality and robust nature of our partnership arrangements, particularly as we move into joint inspections and Local Area Agreements. Significant progress has been made with the proposed integration of Connexions into the County Council and this should be concluded during 2006. In addition changes are likely to occur in other partner organisations, most notably the Primary Care Trusts (PCTs). Any further changes and opportunities for joint working, co-location and joint posts will be fully explored and partners consulted as part of the process.

There have been early discussions with Primary Care Trusts about their lead Children's Services Manager becoming a virtual member of each Area Management Team and this is supported in principle. This invitation will be extended to other relevant key partners.

4.0 FORMAL CONSULTATION

The remainder of this paper sets out the formal proposals for the structure of the Office of Children and Young People's Service (OCYPS) at Area level. The external and internal drivers that have influenced the proposed structure were set out in full in the earlier consultation document and this paper now also reflects the aims and aspirations of Cambridgeshire's Change for Children Programme. This is articulated in the Vision.

5.0 THE VISION

Implementation of Children and Young People's Services in Cambridgeshire will focus on:

| |
|---|
| Ensuring all children and young people achieve their potential |
|---|

This vision will be pursued by:

- Delivering services for children of the highest quality
- Maximising consultation and ensuring full participation of children, young people, parents/carers and other stakeholders particularly in all those decisions which affect them
- Developing services which are inclusive and accessible
- Reducing inequalities and raising achievement

These aims will be evaluated against the five main outcomes.

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

These outcomes require early intervention, emphasis on prevention, multi agency activity and effective partnerships. Integrated working will require:

- Clear governance arrangements
- Partnerships based on mutual dependency and utter reliability

- Joint planning and commissioning
- Pooled budgets
- Shared workforce development and training strategies
- Creation of multi disciplinary teams
- A common assessment framework
- Information sharing protocols

6.0 CONSULTING WITH STAKEHOLDERS

Extensive consultation has already taken place with stakeholders led by the Children's Task Group since April 2003 on behalf of the Children & Young People's Strategic Partnership. The Task Group has driven a series of wide ranging consultations with stakeholders that have informed the development of OCYPS. Throughout the consultation there has been strong support for more integrated service commissioning, planning and delivery supported by shared records, common assessment and pooled budgets.

This paper is a formal consultation document for staff working within the County Council and Connexions. However comments from partners such as the PCTs and voluntary organisations are welcomed. These partners are essential contributors to local delivery alongside or, in due course, as members of area or locality teams.

7.0 MANAGEMENT PRINCIPLES

The new management structure in the Office of Children and Young People should be judged against a number of key management principles. The proposed structures have been designed to support the vision and values of the Office, building structures, which will best serve the public and put the needs and interests of children and young people first.

The management principles are as follows:

- i) Arrangements should be fit for purpose, affordable and sustainable.
- ii) The emphasis should be on flexible and transferable skills, systems and teams.
- iii) Team working and collegiate decision-making should be emphasised with a particular value on the importance of partnership working with others and encouraging staff participation in decision making.
- iv) Roles and responsibilities should be clear with a distinction between strategic and operational management and devolution to the most local, practical and equitable level.
- v) The number of direct reports to a manager should not normally exceed 6, with no more than 3 steps between a Director and basic grade professional staff.
- vi) The benefits and requirements of professional supervision and risk assessment should be taken into account giving staff access to professional support as well as line management. Peer models of professional supervision should be developed.
- vii) Professional confidence should be celebrated, with well-supported staff benefiting from continuing professional development, clear regarding their responsibilities and aware of their accountability.
- viii) Layers of management should be reduced to a minimum and new roles such as Area Manager and Locality manager will replace existing roles.
- ix) The principle shift of resources to front line will be followed.

In developing the OCYPS structure, consideration has also been given to:

- Improving communication
- Creating an environment which encourages creativity, initiative and enthusiasm
- Tackling poor performance
- Being customer focused, energetic and committed
- Having a leadership team that is visible, provides clear strategic direction and leads by example
- Having managers who operate by influence rather than control and hierarchy
- Having managers who delegate effectively by setting a clear framework within which others can operate freely
- All employees being aware of their roles and responsibilities and having an understanding of the roles and responsibilities of others
- All employees being involved in effective service planning and sharing ownership of service aims
- Promotion of partnerships with staff ensuring the participation of service users/customers and providers in decision-making processes
- Maximising opportunities for effective partnership working and service integration with other providers of children's services.

8.0 TIMETABLE

The stages in the area consultation process are summarised below:

Step 1 – Informal Consultation

Options for possible long-term arrangements developed, led by the Deputy Chief Executive
April-July 2005.

Step 2 – Finalising the proposals

Management Team reviewed feedback and other available information and agreed the preferred model for county posts to be issued for consultation.
July – August, 2005

Step 3 – Consultation on the County structure

Consultation document published on the proposals for the County structure.
September, 2005

Step 4 – Results published – County structure

Assimilation process undertaken, appeals considered and posts advertised.
October, 2005

Step 5 - Heads of Service appointments – County structure

Interviews held and appointments to be made by 30.11.05.
November, 2005

Step 6 – Consultation period begins on Area structure

Consultation paper circulated, containing vision, job descriptions, appointment process, etc. Management Team available to attend team meetings, or meet staff individually, diaries permitting.

Closing date for responses: 4th January, 2005

Step 7 – Responses to be reviewed

Management Team to consider responses and provide feedback.

15th January, 2006

Step 8 – Implementation of the new arrangements

Interviews for Area Manager posts will be end at the end of January/early February. Locality Manager interviews will follow.

An early date will be set for the new structure to come into effect. As well as the changes to management posts, this will include confirmation of the team structures and reporting arrangements. (Note: there will inevitably be a period of 'twin-tracking' as colleagues adapt to their new roles and arrangements are made for their previous duties to be undertaken by others.)

January – March, 2006

Step 9 – Full implementation

Appointments to all Area and Locality Manager posts are expected to have been made by 1st April, 2006 and work will be underway to ensure that all Area and Locality Teams are fully operational.

1st April, 2006

9.0 DETAILED PROPOSALS

Based on comments from stakeholders and the responses to earlier consultations, the following structure is proposed for the services that will be delivered at area and locality level within OCYPS. The structure chart illustrating the proposed structure is shown in Appendix 2, indicating the broad functional responsibilities of each post.

The document is primarily concerned with the formal process of consulting County Council staff. Discussions relating to the relationships we have with key partners such as schools and Primary Care Trusts have commenced and our relationship with health professionals will be crucial in delivering a genuine 0-19 service.

We are keen to emphasise at this point that schools will be at the core of this partnership work and are essential to the delivery of an integrated response. They can facilitate participation by children and their families in joint planning and service development.

Therefore, we are keen to encourage response from our partners over the proposals outlined below.

The following sections outline details of the key management posts. It is anticipated that all the post holders will work closely with colleagues working at County, Area and Locality level. A job description and person specification

for each post is available on-line at the following address
<http://camweb/cyps/consult/index.cfm>

The chart on page 13 sets out which groups of staff will be managed at which level with effect from 01/04/06. These proposals have been developed through consultation and careful consideration of staff numbers. These numbers do not include administration staff. It is vital however, to stress that we are as keen to hear from administration staff as any other group as to their views of the proposals contained in this document. Without their active support we will not be able to deliver the Vision.

The Management Team would, however, wish to maintain its commitment to developing services for the future with other partners, specifically Primary Care Trusts, the Mental Health Trust and the Learning and Skills Council.

9.1 Area Management Team

Each of the Areas will be led by an Area Director. Each Director will be supported by a team of 3 Area Managers and a number of Locality Managers. The Area Managers will share collective responsibility for the operational delivery of a range of services. A detailed job description is available for each post, but in summary the Area and Locality Manager roles are as follows:

9.2 Area Manager, Social Care

This role will be responsible for the operational management of social care services within the agreed budget to ensure the safeguarding of children and improve the life chances of looked after children to the standards set within the County's Quality Assurance Framework. The responsibilities will include the implementation of child protection policies and procedures and developing preventative strategies, whilst operating a system of staged intervention with appropriate thresholds. The Area Manager will build the area networks with other agencies and involve service users in the development of services. There will be clear links with the locality teams.

The Area Manager will also have responsibility for ensuring that professional supervision is provided to the social care staff located in the Additional Needs Teams, particularly when safeguarding issues have been identified. The Area Manager, Social Care will be line managed by the Area Director, but will receive professional supervision from the County Head of Social Care.

9.3 Reporting to Area Manager, Social Care

It is anticipated that there will need to be three Team Leaders who will report to the Area Manager. The posts are still under review and job descriptions will be circulated shortly.

The following staff will report to the Area Manager, Social Care. It is anticipated that some of these posts may be assimilated from existing Social Care Managers.

9.3.1 Social Care Manager, Assessment and Care

This is a new post within each area. The postholder will have responsibility for two Team Leaders in intake/assessment and two Team Leaders for care management/long-term team. The teams will provide all the assessment and care management services.

9.3.2 Team Leader, Looked After Children (LAC)

The Team Leader will report to the Area Manager Social Care and will have responsibility for providing the appropriate social care for looked after children and for securing the child's education, therefore fulfilling the role of the 'corporate parent'. Although they are managed on a county basis, the Education Services for Looked After Children (ESLAC) will have a close link to the Area LAC Teams.

In due course, it will also benefit looked after children if designated health professionals for LAC are also aligned to the Area Teams. There would need to be clear protocols across areas "sharing" children who do not reside in their "home" area. Each Team Leader LAC would hold a responsibility for ensuring appropriate management of out of county placements including those for children placed out of county for educational, social or health needs.

9.3.3 Team Leader, Family Support

This post would manage all the family support services commissioned by social care assessment and care management that are currently managed as part of the county Family Support Services.

9.4 Area Manager, Additional Needs

This role is primarily responsible for the management and delivery of operational services for children and young people who have special educational needs and/or disabilities and their families/carers. The focus will be on children and young people who have complex and multiple needs and who require services from more than one service provider. Many of these are children who will continue to need support for them and their family and carers in the long term including the transition into adulthood. Close links will need to be built and maintained with services for adults to ensure the smoothest possible transition in care and educational provision.

The aim is to develop a more integrated and multi disciplinary response than children and their families currently receive. Feedback from parents and carers gives some clear messages about the need to reduce duplication, share information and develop a more holistic approach.

The Area Manager for Additional Needs will also manage services such as Educational Psychology and Cambridgeshire Access Inclusion and Support Service (CAISTS) that provide support to schools and other settings on special educational needs and behaviour issues. These services will work closely with locality teams, whilst being managed at Area level due to staff numbers.

The Area Manager, Additional Needs will also be responsible for ensuring the inclusion of children with additional needs in mainstream settings and improving their life chances. This will include providing advice and support to

universal providers such as early years settings and schools and developing their capacity to include children with additional needs, while taking account parental views and preferences.

The role will also include ensuring participation by users in service development. The Area Manager, Additional Needs will be responsible for developing clear links with Locality Teams, ensuring appropriate referrals are being made and acted upon. They will also be responsible for making sure that staff in Locality Teams are equipped to provide support to universal providers to develop a more inclusive approach and adopt early intervention strategies in relation to special educational needs and disability issues.

We believe that there is considerable evidence of excellent multi agency working already in place in and around special schools. We would wish to build on that.

In order to establish a truly multi disciplinary service, the role of the Health Service, District Councils and the Voluntary Sector will also be critical to success. Consultation work and discussion with partners so far has confirmed this. This is best established in a phased manner in line with the results of 'Vision into Practice'.

With effect from 1st April 2006 we will create a multi disciplinary team of County Council and Connexions staff in each area as part of a managed process of moving towards the establishment of a multi agency approach. It is envisaged that the Additional Needs Team will be split into 3 functional groupings managed as teams as set out in Appendix 2.

These groupings will be as follows:

Team Leader, Access to Learning

CAISTS Cambridgeshire Access and Inclusion Support Service
Educational Psychology

Team Leader, Support to Early Years

Early Years Special Educational Needs Coordinators
Early Years Specialist Support Teachers
Portage Service

Team Leader, Support to Families

Family Service Coordinators
Community Support Service
Social Workers (children with disabilities)
Residential Units for children with disabilities (respite)
Connexions Additional Needs PAS
Transitions Service (Connexions and Social Care)

9.4 Area Manager, Planning, Partnership & Performance

The postholders will work closely with the Head of Planning and Partnership and the Head of Infrastructure, who report to the Director of Planning and Development. The responsibilities for the post include:

- The performance management of services delivered in the area. This role will link closely to work done at county level, but it is envisaged this person will act, in conjunction with the Area Director, as the key officer to monitor standards locally, both with County Council staff and partner organisations.

- Planning and development work – this will include the preparation of an Area Plan and the monitoring of the targets outlined in the plan.
- Joint commissioning of services, where appropriate, in conjunction with OCYPS colleagues and partners in the locality and area
- Co-ordinating the partnership arrangements for the service, with particular reference both to the Local Strategic Partnership and the Children and Young Peoples Strategic Partnership
- Agreeing protocols and partnership arrangements within OCYPS and with key partners, such as schools, the District Council and the Voluntary Sector
- Promoting the services provided by the County Council in a proactive manner, particularly targeting children, young people, their parents and carers
- Leading workforce development and organisational development initiatives on behalf of the Area Management Team
- Coordinating participation and engagement of children, young people and families.

Whilst this post will not have any operational responsibility it will need to deliver on modelling the radical approach to improving outcomes for children and young people. There is the potential for this post to manage jointly funded posts that may be created in future with partners.

9.5 Locality Managers

The Locality Managers will manage Locality Teams of multi-disciplinary staff. It has been agreed that there will be fourteen localities based on secondary school catchment areas across the county, which are shown in Area clusters below:

South Cambridgeshire and Cambridge City

- Sawston and Linton
- Cottenham and Swavesey
- Bassingbourn, Melbourn, Comberton and Gamlingay
- Cambridge North
- Cambridge South

Huntingdonshire

- Huntingdon
- Sawtry and Ramsey
- St Ives
- St Neots

East Cambridgeshire and Fenland

- March and Chatteris
- Whittlesey
- Wisbech
- Ely, Littleport and Witchford
- Bottisham and Soham

Considerable discussion has taken place surrounding which staff should be allocated to work at County, Area and Locality level. The functions to be provided at County, Area and Locality level should be set out in the following table. It is worth stressing that this table does not include those services that it has already been determined will operate at County level.

| County | Area | Locality |
|--|---|---|
| <ul style="list-style-type: none"> • ESLAC • LAC Nurse • LAC Psychologist • CREDS • Traveller Team • PSHE • Student Assessment • Social Care Child Protection & Review • Education Child Protection • SCIP Coordinator • Fostering & Adoption • Adoption Policy & Practice Manager • Link Service for children with disabilities • Young People's Residential units (long term) • Youth Offending Service • Social Care Children's Participation Officer • Connexions Involving Young People Co-ordinator • Parent Partnership Service • Visual Impairment • Hearing Support • Leaving Care Team • Emergency Duty Team • School Effectiveness | <ul style="list-style-type: none"> • Pre-school specialist teachers • Area SENCOS for early years • Portage • Family Service co-ordinators • Community Support co-ordinators • CAISTS • Educational Psychology • Social Workers (children with disabilities) • Social Care Field Care Teams and Children's Health Team • Child & family Workers • Family Support Workers • Connexions Additional Needs PAs • Transition Co-ordinators • Transition Social Workers • Residential Units for children with disabilities (respite) | <ul style="list-style-type: none"> • Early Years mentors • Universal PAs • Hybrid PAs • Intensive PAs • Outreach PAs • Information & Advice workers • Education Welfare Officers • Youth workers • Secondary Support and Inclusion Service In School Support Teachers • Children's Centre Representatives (where appropriate) |

As part of the planning process, provisional allocations have been made to indicate the numbers of staff who will be allocated to each of the locality teams. This should give an indicative feel to the size and scope of each patch, but it is important to stress that these figures still require further review.

| Team | Head Count | FTE |
|--|-------------------|------------|
| | | |
| Huntingdon | 13 | 10.71 |
| Sawtry & Ramsey | 8 | 4.74 |
| St Ives | 6 | 3.3 |
| St Neots | 8 | 6.61 |
| | | |
| March & Chatteris | 11 | 8.4 |
| Whittlesey | 5 | 1.5 |
| Wisbech | 12 | 10.81 |
| Ely, Littleport & Witchford | 10 | 7.15 |
| Bottisham & Soham | 6 | 4.5 |
| | | |
| Sawston & Linton | 6 | 3.6 |
| Cottenham & Swavesey | 6 | 4.1 |
| Bassingbourn, Melbourn, Comberton & Gamlingay | 6 | 3.84 |
| Cambridge North | 13 | 11.01 |
| Cambridge South | 17 | 13.06 |
| | | |

These figures are based on teams which will include:

- Personal Advisors (Connexions)
- Information & Advice Workers (Connexions)
- Client Researchers (where applicable) (Connexions)
- Education Welfare Officers
- In School Behaviour Support Teachers
- Level 3 Youth Workers
- Early Years Mentors and Children's Centre Representatives

Despite the disparity in size, it is envisaged that there will be a Locality Manager allocated to each locality, to ensure genuine community representation and management. To overcome the work differentials, some functional tasks will be allocated to Locality Managers with smaller teams. There will be an expectation that each Locality Manager will continue to play a part in their own specialist field. The amount they contribute will be proportionate to the size of the team. This functional role may also involve professional supervision across the Area.

The job description provides more detail, however, the Locality Manager's primary task will be to manage the delivery of the multidisciplinary service, focusing on the identification of problems, and to implement preventative strategies. It is important to stress that the Team will have a strong delivery role in addition to acting as a referral point to specialist services.

Both the Area Manager and Locality Managers will replace existing managerial roles and should not be seen as an additional tier of management.

It is also envisaged that as the Teams become more embedded in daily service delivery, they are likely to grow in size, particularly as joint working develops. An early function of the Team will therefore be to develop arrangements with local providers working within the health sector to ensure that a true 0-19 service can be initiated from the start.

The grade of Locality Manager will be reviewed in April 2007.

10.0 APPOINTMENT PROCESS

Following normal County Council processes, careful consideration has been given to how posts should be filled in the new structure. The likely transfer of the Connexions Service to the County Council during 2006 means that the early involvement of Connexions staff in OCYPS is important and the intention is, therefore, to open all vacancies to members of the Connexions Team.

No staff are currently considered at risk of redundancy, either within Connexions or within OCYPS. It is anticipated that the vast majority, if not all, of the posts will be filled from the wealth of experience and skills colleagues bring, who are already working within OCYPS or Connexions.

The appointment process will be undertaken in two phases: firstly, by assimilation where there is a clear match between the post holder's current role and a post in the new structure; and secondly by internal advertisement to all staff within OCYPS and Connexions. Where posts remain vacant thereafter, they will be advertised externally in the normal way.

A provisional assimilation process has taken place for Area and Locality Manager posts in the proposed new structure. As far as possible at this stage the proposed Area Manager posts have been compared against existing posts in the pre-April 2006 structure. Using the Council's 80:20 rule, colleagues whose posts have changed by less than 20% in the new structure can expect to be assimilated into the new structure. In all other cases, colleagues would be able to apply for the new posts as outlined above.

Based on the job descriptions proposed within this consultation document, early indications are that the impact of the new structure would be as follows:

| New Job Title | Match/No match | Substantive Post holder Yes/No |
|---|---|---------------------------------------|
| Area Manager, Social Care | No match | No |
| Area Manager, Additional Needs | No match | No |
| Area Manager, Planning, Partnership and Performance | No match | No |
| Locality Managers | No match | No |
| Social Care Manager | Unable to assess until job descriptions are available | |
| Team Leader: Intake/Assessment Team Leader: Care management Team Leader: Looked after Children Team Leader: Family Support | Unable to assess until job descriptions are available | |

It is important to ensure that 'business' is maintained as normal during the transitional period. Therefore, those who are not appointed to a new Head of Service post, or to a post as an Area Manager or Locality Manager will continue in their existing role until such time as further arrangements are made. In addition responsibility for cases/work has to remain with the current accountable officer until formally handed over and written acceptance confirmed.

10.2 Job evaluation

Unchanged or marginally changed posts in the new structure do not need to be re-evaluated at this time. All Area and Locality Manager posts are considered to be new, since they arise from posts that have changed substantially i.e. by more than 20%. Based on the new job descriptions, the posts have been evaluated using the HAY job evaluation process and will be paid on the Management Band pay scale, details of which are available via the intranet at http://camweb/personel/pay_ranges.cfm. The grades for the new posts have been confirmed as follows:

| Post | Evaluated Grade |
|---|-----------------|
| Area Manager, Social Care | MB5 |
| Area Manager, Additional Needs | MB5 |
| Area Manager, Planning Partnership and Performance | MB3 |
| Locality Managers (To be reviewed in April 2007) | MB2 |

10.3 Appeals against assimilation decisions

Where a colleague wishes to challenge an assimilation decision, the normal County Council appeals process will apply. This is a two stage process, as follows:

Stage 1

Any appeal must be submitted in writing to the Head of Human Resources, OCYPS within ten working days of the employee receiving a decision on slotting-in or appointment. The letter must set out the reasons for the appeal and the outcome sought. The case will be reviewed and a decision provided in writing within five working days.

Stage 2

If the employee remains dissatisfied they must write to the Head of Human Resources, OCYPS outlining the reasons and grounds for their dissatisfaction with the assimilation process. Arrangements will be made for the Deputy Chief Executive (or his delegated representative) to meet the employee and manager involved in the first stage of the appeal within 20 working days of receipt of the written notification. All parties will be notified of the outcome within five working days of the meeting. The decision at this stage will be final.

10.4 Applying For Posts

In order to keep the process as simple as possible, colleagues will be asked to complete an abbreviated application indicating the post(s) for which they wish to apply. Where a colleague wishes to apply for more than one post, it will be necessary to complete a separate application form for each post.

Further information regarding the selection process will be circulated once the consultation period has been concluded. Colleagues may wish to note that interviews are likely to take place from mid- January 2006. Colleagues who are appointed to the posts will move into their new roles on a gradual basis and, as indicated earlier, there will continue to be a need for some, if not all, to continue to manage their existing roles on a 'twin track' basis for a temporary period. All appointments will, however, be held to take effect from 1st April 2006, in order to assist in providing clarity for colleagues across the OCYPS.

10.5 Advice on the process

Please contact Joyce Fenton, Head of Human Resources, OCYPS on 01223 717925 or at joyce.fenton@cambridgeshire.gov.uk if you have queries regarding any part of either the assimilation or the selection process.

11.0 CONSULTATION

One of the County Council's strengths is the effectiveness of the partnerships with key stakeholders. The existing arrangements for consulting employee representatives will continue in the transitional period and thereafter as the vision for OCYPS becomes a reality.

Consultation will continue with the following trade unions and staff associations and their support and input to this important debate is most welcome:

| | | | | |
|--------|-----|------|-----|--------|
| Unison | GMB | TGWU | NUT | NASUWT |
| ATL | SHA | NAHT | PAT | NATFHE |

12.0 COMMENTS ON THESE PROPOSALS

If you have specific service queries, these should be raised with one of the Area Directors or the relevant Director in the first instance.

As indicated earlier, members of the Management Team will be happy to respond to requests for their attendance at team meetings during the consultation period, diaries permitting. It is important that colleagues have a full understanding of the proposals contained in the document, so colleagues are encouraged to use the 'Ask Gordon' e-mail address <http://camweb/cyps/tb/threads.cfm> as an alternative means of raising any queries.

The formal consultation period begins today. Please send any comments or suggestions you may have on the proposed structure, the job descriptions or the appointment process to Kathy Chapman, Executive Officer, kathy.chapman@cambridgeshire.gov.uk by **midday on 4th January 2005**.

APPENDIX 1 – THE COUNCIL'S VISION & VALUES

The Council's vision

To achieve a robust local economy for communities that are safe, healthy and socially inclusive, within a sustainable environment.

The Council's Values

- **Customer focus** - putting the customer at the heart of all we do
- **Partnership** - improving services by pulling in the same direction with our partners
- **Accountability** - being open and accessible and encouraging the public to participate
- **Value for money** - achieving good or excellent services while spending public money wisely
- **Equity** - serving all our communities well, making sure services are accessible to all and fairly allocated

The Council's Priorities 2005 to 2009

Learning for life

- seeking the highest attainment for children in our schools, we will
 - support all children and families in the pre-school years
 - help all children achieve the highest standards and enjoy their time at school
 - support young people to become active and informed citizens of Cambridgeshire
 - encourage participation and achievement in learning by increasing choice and opportunities for learners and potential learners

Promoting Independence

- safeguarding vulnerable adults and children, we will
 - work with children, young people and families to stop present difficulties becoming future problems
 - protect vulnerable people who may be at risk and support them in the lives they choose

Building Cambridgeshire Communities

- enabling economic growth, but not at the expense of the environment, we will
 - provide for the growth which will take place in the county
 - make sure that growth in the county is supported by sustainable transport
 - improve accessibility in our towns and villages

- protect and enhance the quality of our environment
- make Cambridgeshire a safe place to live, work and visit
- meet the reading, learning and information needs of all
- improve customers' access to our services whether from our website, the Contact Centre, or when they use our buildings

Objectives of Reshaping

The Council will

- Be a highly responsive organisation
- Have robust, streamlined processes, which meet the needs of customers
- Manage its resources and performance more effectively

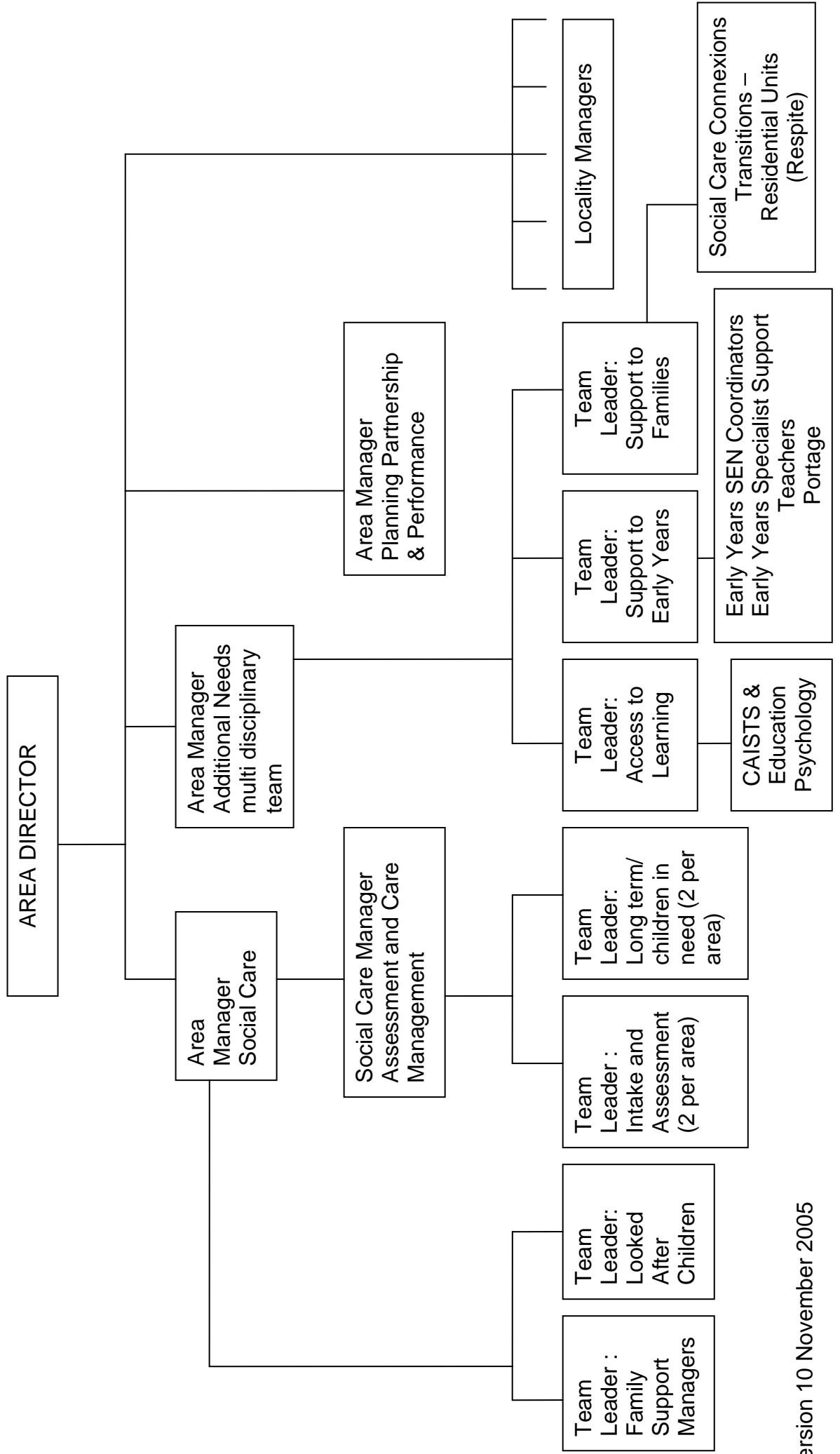
The Council's employees will

- Support the Council's vision
- Work creatively across the departments
- Have the freedom to provide flexible solutions for our customers
- Be supported effectively by managers who remove barriers to best practice

Customer focus will be improved through

- The empowerment of front-line staff
- Modernised, efficient and simplified business processes designed around the needs of our customers

APPENDIX 2 - STRUCTURE



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CABINET

12 JANUARY 2006

DECLARATION OF CONTAMINATED LAND (Report by the Head of Housing Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to advise Members about the recent declaration of the site as 'contaminated land' following a survey of the Council's mobile home park at Eynesbury, and to outline the next steps.

2. BACKGROUND

- 2.1 This mobile home park was in operation prior to the 1974 reorganisation of local government. Previously it was owned by St Neots Urban District Council. At LSVT (2000) management of the site was passed to Huntingdonshire Housing Partnership (HHP).
- 2.2 There are 50 pitches on the site and residents own their own mobile/park home paying a ground rent to the Council. The site covers about 1.25 hectares. The mobile home park has been partly developed on the site of an old clay pit and brick and tile works.
- 2.3 A site survey was commissioned, in June 2005, both to investigate the land in accordance with the Council's contaminated land strategy and to inform a review of the mobile home site as an asset. Residents were informed in advance of the survey, by letter. The results indicated that the imported materials used to fill and level the land may include contaminants that may require intervention.

3. RESULTS OF THE CONTAMINATED LAND SURVEY

- 3.1 Soil samples showed elevated concentrations of compounds, including one called benzo(a)pyrene (BAP). The distribution of BAP across the site varies. However, it seems that this compound is associated with ash and coal fragments in the fill material. This is a significant contaminant. The risks it poses, in shallow soils, are generally considered in terms of excess life-time risk rather than short acute illness through short term exposure.
- 3.2 The sampling identified elevated levels of carbon dioxide. The consultant recommended that where brick built surrounds have been constructed around the base of mobile homes, ventilation bricks be incorporated to increase air circulation. This work was put in hand.
- 3.3 All residents of the site plus local ward members were invited to a meeting on 6th October 2005 to be given feedback on the consultant's findings, and the next steps. Thirteen of the fifty mobile homes on the site were represented. Following the meeting a letter was sent to each mobile home providing information on the main findings of the survey. The residents were also advised of the next steps in the process and given health and safety advice by way of a 'dos and don'ts' sheet. A help-line telephone number to deal with enquiries from residents has also been established.

4. THE DECLARATION

- 4.1 The Regulator has concluded, on the basis of the evidence available, that the level of contamination in some parts of the site pose significant risk of significant harm to human health (over a lifetime). Therefore, the site has been determined to be “contaminated land”. It has also been concluded that more soil samples are required to determine the extent of the remedial works.
- 4.2 At the time of writing this report remediation works are probably required to 14 plots plus the open space but this might change following further sampling. The method to determine this is quite complex but, in simple terms, it involves averaging the values of BAP found on each plot and on the open spaces. With more sampling the average values might change for the better or worse, meaning either less or more of the site requiring remedial works.
- 4.3 The Regulator has written to the residents as part of the formal notification process. Letters have also been sent to advise on the next steps and to repeat the dos and don'ts health and safety advice previously issued.

5. THE NEXT STEPS

- 5.1 The council as landowner now needs to present a remediation statement to the Regulator for agreement. Preparing a remediation statement is specialist work. It will be necessary to employ a consultant to propose a remedial statement in accordance with government guidelines and carry out further sampling and analysis.
- 5.2 The consultant has to evaluate a range of options before making a proposal. This may take up to 12 weeks from appointment of the consultant. This process of obtaining quotations is in hand.
- 5.3 Once the remedial statement has been agreed the works will need to be tendered.

6. FINANCIAL IMPLICATIONS

- 6.1 The works to provide air bricks below the mobile homes was estimated to cost circa £14k. This was funded from the contingency reserve and will not be eligible for government grant.
- 6.2 It is not possible to predict within any degree of accuracy the likely costs of other works until a remediation strategy has been agreed with the Regulator and works tendered.
- 6.3 As previously reported to Cabinet the government has a Contaminated Land Capital Projects Programme (CLCPP) available which can grant Supplementary Credit Approvals in support of work which is undertaken to remediate contaminated land. The support is based on increasing a Council's government 'grant' sufficiently to allow them to make the repayments on a loan of the accepted sum. All things being equal, a questionable assumption in the field of government 'grant', there would be no net cost to the Council in relation to the amount accepted by the government.

- 6.4 The funds in the CLCPP are limited and have to be bid for. Whilst there is a good chance that 100% support will be available, this cannot be guaranteed if a large number of high priority bids are received.
- 6.5 Quotations from consultants to prepare a remediation strategy, carry out additional soil sampling and carry out associated consultancy works in support of implementing the remediation strategy are awaited. The cost is expected to be less than £35k. This cost is unavoidable and will be eligible for government support. If government support is not received then the revenue impact will be around £2k per year.

7 CONCLUSIONS

- 7.1 The Eynesbury mobile home park has some plots with elevated levels of benzo(a)pyrene. The concentration of this compound is considered to present an unacceptable life-time risk in some parts of the site. The Council, as enforcing authority, has therefore formally determined the site is 'contaminated land'. Residents have been notified.
- 7.2 At the time of writing this report remediation works are probably required to 14 plots plus the open space but the extent of the remediation required might change for the better or worse following further sampling.
- 7.3 A further report will be submitted to Cabinet when the remediation strategy has been agreed and estimated costs are available for the next stage of the works.

8. RECOMMENDATION

- 8.1 That the report be noted.
- 8.2 That Cabinet approve a supplementary capital estimate of up to £35k to enable the carrying out of the tasks outlined in paragraph 6.5 above, and note that the revenue impact will be nil if government support is received but around £2k per year if this is not the case.

BACKGROUND INFORMATION

Environmental Protection Act 1990 (Section 78A)

DETR Circular 02/2000 [Chapter A of Annex 3 and Part 4 of Chapter B of Annex 3]

Cabinet Report, 3 November 2005 - Mobile Home Site, St Neots: Contaminated Land Survey

Notification of contaminated land

Contact Officer: Steve Plant
☎ 01480 388280

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MEMBERS' ADVISORY GROUP FOR PUBLIC CONVENIENCES (Report of the Advisory Group)

1. INTRODUCTION

- 1.1 The Advisory Group was re-constituted by the Cabinet at its meeting on 15th September, 2005 to consider the present position in relation to the Council's public conveniences and proposals for their improvement and continuing maintenance (Minute No. 74).
- 1.2 A meeting of the Advisory Group took place on 24th November 2005 and Councillors I C Bates, Mrs J Chandler, N J Guyatt and Mrs P J Longford were present. Councillor Mrs K P Gregory also had been invited to attend to contribute her views on the condition of facilities in St. Neots.
- 1.3 Councillor I C Bates was elected Chairman of the Advisory Group for the remainder of the Municipal Year and declared a personal interest by virtue of his membership of Cambridgeshire County Council and the County's potential involvement in a solution to the relocation of the public conveniences at South Street, St. Neots.
- 1.4 To assist their deliberations, Members referred to a report by the Head of Environment and Transport which had drawn together recent decisions and which contained additional information in respect of issues previously discussed by the Group. (Enclosed with the Cabinet Agenda at Item No 8(b))

2. BACKGROUND AND UPDATE

- 2.1 In accordance with the instructions of the Group, it was reported that discussions with St. Neots Town Council had not achieved agreement to public use of facilities in the Priory Centre in the event of the disposal of South Street and that with the exception of St. Neots Town Council, no other town had expressed an interest in assuming responsibility for maintenance of public conveniences in their towns.
- 2.2 As requested at their previous meeting, information was presented to the Group on the financial implications were the Council to bring public conveniences up to an agreed standard and quality within existing configurations and, where necessary, with structural alterations to overcome particular issues at some locations.

3. STANDARD OF FITTINGS

Further to discussions at their previous meeting (Item No. 5 of the report of the meeting held on 2nd February 2005 refers), the Advisory Group endorsed the basic and enhanced level of provision for public conveniences in the District as described in paragraph 3 of the report of the Head of Environment and Transport.

4. SITE EVALUATION

- 4.1 The Advisory Group proceeded to assess the requirements of each of the nine facilities in the District.
- 4.2 In terms of the public conveniences in New Road, Ramsey and in view of the proposals for development of the Grand Cinema site which could incorporate new externally accessed facilities (still under the control of the District Council) Members were of the view that the existing facilities should be refurbished to the basic standard but only if the development of the Grand Cinema site does not proceed. For this reason, the Group suggested that work to New Road, Ramsey should be scheduled later in the programme of improvements. In the meantime, the Project and Assets Manager undertook to ensure that some minor re-painting work was undertaken.
- 4.3 Given the potential for redevelopment of Huntingdon and St. Ives Bus Station, the Advisory Group concluded that facilities at both locations should be refurbished to basic standard.
- 4.4 In view of the location of facilities at St. Neots and Huntingdon Riverside Parks, Godmanchester and West Street, St. Ives, the Advisory Group concluded that these facilities should be refurbished to an enhanced standard.
- 4.5 As the facilities at South Street, St. Neots were in poor condition, out of character with their surroundings and required significant investment to upgrade to an acceptable standard, the Advisory Group were of the view that they should be replaced but relocated elsewhere in the town. Following further discussions with the town/county councils. It was the view of the Group that the public conveniences at South Street should not be removed until replacement facilities were made available.
- 4.6 Mindful of their previous deliberations in this respect, the Advisory Group

RECOMMENDED

that the Head of Environment and Transport be authorised to commence the programme of improvements to bring public conveniences in the District up to a basic or enhanced standard as determined in paragraphs 4.2, 4.3, and 4.4 ante.

5. PROPOSED PROGRAMME OF IMPROVEMENTS

- 5.1 Members considered a proposed three year programme for improvement works compiled to avoid more than one facility in any town being out of use at any one time. It was reported that works could commence with the public conveniences at Tebbuts Road, St. Neots given recent fire damage at that location. It was anticipated that the cost of improvements would be part met by insurance cover.
- 5.2 It was confirmed that basic improvements could involve internal re-structuring, new fixtures and fittings as well as re-decoration.
- 5.3 In terms of the programme, it was proposed that this should be progressed in three phases and appropriate funds released at the commencement of each phase. For clarification, the Advisory Group requested that the estimated cost of improvements proposed to be undertaken in 2007/08 should be identified separately for each location and that funding for alternative arrangements at South Street, St. Neots

equivalent to improvements of a basic standard at a cost of £38,000 be allocated.

- 5.4 Accordingly, the Advisory Group

RECOMMENDED

that Phase 1 of the programme of improvements to public conveniences in 2006/07 comprising work to Tebbuts Road and the Riverside, St. Neots, West Street, St. Ives and Godmanchester be progressed at a cost not exceeding £447,000.

6. FUTURE MAINTENANCE

Given the response by the town councils to the suggestion that they assume responsibility for maintenance of public conveniences in their towns and the preference expressed by Members for a uniform standard of cleaning and quality of facilities across the District, the Advisory Group

RECOMMENDED

that the Head of Environmental and Transport be authorised to make the necessary arrangements to secure a single contract for the cleaning and maintenance of all public conveniences district wide for a minimum period of three years.

7. AUTOMATIC PUBLIC CONVENIENCES

In view of the low level of use of the automatic public conveniences in Huntingdon and St. Neots vis-à-vis the cost of their provision, the Advisory Group

RECOMMENDED

that the Head of Environment and Transport be authorised to serve appropriate notice on JC Decaux to terminate the leases for the remaining four APCs in Huntingdon and St Neots and the Head of Financial Services advised of the opportunity this decision might present to identify Gershon efficiency savings

8. CONCLUSION

- 8.1 The Cabinet is requested to endorse the recommendations of the Advisory Group contained in paragraphs 4.6, 5.4, 6 and 7.

Councillor I C Bates
Chairman of the Advisory Group

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Agenda Item 5b

AGENDA ITEM NO.

OVERVIEW AND SCRUTINY (SERVICE DELIVERY AND RESOURCES)

3 JANUARY 2006

CABINET

12 JANUARY 2006

PUBLIC CONVENIENCES – IMPROVEMENT PROPOSALS (Report by Head of Environment & Transport)

1. INTRODUCTION

- 1.1 At their meeting on 17 March 2005 Cabinet considered recommendations by the Members' Advisory Group for Public Conveniences in respect of the future provision and standard of public conveniences. The Advisory Group's recommendations are reproduced at Annex A.
- 1.2 Cabinet also gave, in principle, approval to the proposed disposal of the site of public conveniences located at South Street, St Neots, subject to consultation with St Neots Town Council.
- 1.3 The Advisory Group met again on the 24 November 2005 and endorsed the recommendations of this report.
- 1.4 This report provides Cabinet with the latest position and provides detailed proposals for the improvement and ongoing maintenance of town centre public conveniences.

2. TOWN COUNCILS

- 2.1 The Chairman of the Advisory Group has met with representatives of the St Neots Town Council to discuss the disposal of the South Street public conveniences. The Town Council considers the retention of public conveniences, which are easily accessible from the Market Square, as essential. They do not consider that the public conveniences at Tebbuts Road or Riverside fulfil this criterion.
- 2.2 Consideration has been given to the use of the existing toilets in the Priory Centre and the provision of new, externally, accessible public conveniences as an adaptation of the existing Priory Centre building. Neither approach was acceptable to the Town Council. Technical difficulties also meant that any adaptation would have been prohibitively expensive.
- 2.3 It is understood that the St Neots Town Council remains interested in the transfer of the three St Neots public conveniences to the Town Council.
- 2.4 With the exception of St Neots, no further dialogue with town councils has been held.

3. FUTURE SERVICE STANDARD

3.1 The decision of Cabinet on 17 March 2005 required consideration to be given to bringing the facilities up to an agreed standard, within existing configurations, but to maintain some flexibility. This required consideration as to whether there is a particular problem to overcome, or it would be cost effective to vary the structural configuration in a specific location.

3.2 Good practice guidance suggests the following as an appropriate basic standard –

- standard fittings be used in all public conveniences to facilitate easy maintenance and repair;
- at least one fully disabled facility per location, to comply with the Disability Discrimination Act;
- baby changing facilities in male and female toilets; and
- easily maintainable internal finishes

3.3 In addition to suffering vandalism public conveniences often are misused by drug addicts and others. Where there is a perceived community safety concern the following enhanced standards also are proposed:

- timed locks to control out-of-hours access to a restricted level of service;
- reduction or removal of communal areas to prevent groups of people associating in the public convenience;
- replacement of existing provision with less easily abused purpose made units; and
- charging for entry.

3.4 The standards proposed for cleaning and maintenance are:

- establish a common standard throughout the district for the quality of service provided;
- establish a performance specification that can be monitored and enforced; and
- combine the cleaning and maintenance in one contract to avoid separation of responsibilities.

4. POSSIBILITIES FOR EACH SITE

4.1 Each of the nine sites have been evaluated to assess their condition, short and long term development possibilities, and present community safety problems. The evaluations are detailed in Annex B.

4.2 The outcome of the evaluation is summarized in the table that follows:

| Location | Proposed Standard | Estimated Cost |
|----------------------------|-------------------|----------------|
| Ramsey, New Road | Basic | £38k |
| Huntingdon, Bus Station | Basic | £38k |
| Huntingdon, Riverside Park | Enhanced | £132k |

| Location | Proposed Standard | Estimated Cost |
|-------------------------------|--------------------------|-----------------------|
| Godmanchester | Enhanced | £88k |
| St Ives, Bus Station | Basic | £38k |
| St Ives, West Street | Enhanced | £116k |
| St Neots, Riverside | Enhanced | £205k |
| St Neots, Tebbutts Rd | Basic | £38k |
| St Neots, South Street | Replace | £86k |

4.3 The total capital cost of these improvements is £779k. This assumes the replacement of the South Street public conveniences on an alternative site and on land currently owned by the District Council as the estimate does not include for any land purchase.

4.4 A three-year, phased programme of improvements is proposed such that –

- only one public convenience in any town is out of commission at any time; and
- work on sites likely to be included in redevelopment proposals is undertaken last, by which time there may be greater certainty about their future.

The proposed programme follows –

| | Public Convenience | Cost in year |
|----------------|--|---------------------|
| 2006/07 | St Neots – Tebbutts Rd St Neots – Riverside St Ives – West St Godmanchester | £447k |
| 2007/08 | St Ives - Bus Station Huntingdon – Riverside St Neots –South St (New site) | £256k |
| 2008/09 | Ramsey – New Road Huntingdon - Bus Station | £76k |

4.5 Subject to approval of the above programme it is proposed that a contract be tendered for the 2006/07 schemes. The contract could be framed to allow for a negotiated extension to encompass schemes in subsequent years subject to the Council being satisfied as to the cost and quality of the work delivered under the initial contract.

4.6 Because of a recent fire to the Tebbutts Rd site, urgent work is needed. It is proposed that this is brought up to the new standard at this time. This may require some monies to be brought forward to 2005/06 to enhance the insurance money.

5. FUTURE MAINTENANCE

5.1 At present the cleaning and minor repair of public conveniences in St Neots is undertaken by St Neots Town Council on an agency basis. The cleaning of all other public conveniences, excepting automatic

public conveniences, is undertaken by a contractor engaged by the Operations Division. Minor repairs to sites outside of St Neots, and all major repairs, are commissioned by Environment & Transport Division.

- 5.2 Discussions with Town Councils on future maintenance arrangements were carried out following the decision of Cabinet in February 2005. However it was not possible to agree a coordinated service with all the Councils. Only St Neots and Huntingdon Town Councils retained an interest in providing a service within their own towns.
- 5.3 The letting of a single contract for the cleaning and maintenance/repair of all public conveniences is still considered most likely to provide a consistent district-wide service standard and the most cost effective service. The present budget for this is around £100k per year, and it is hoped that a new contract for this work will be similar, but this will depend on the standards required. An extra contingency of £20k per annum is proposed to allow for increase in the service cost. This contract would need to be let for a minimum of three years and would, therefore, be subject to EU procurement regulations.

6. AUTOMATIC PUBLIC CONVENIENCES

- 6.1 At the meeting of 4 November 2004, the Cabinet approved the removal of the village APCs and the intention was to retain just two APCs in Huntingdon (Trinity Place and the disabled unit in St Germain Street Minor Car Parks)
- 6.2 Although not identified during the negotiations with JC Decaux it was subsequently confirmed that any notice of early termination would have to apply to all APC units, or retain a minimum of four units. An agreement now has been reached that the Council will retain the three APCs sited in Huntingdon together with the APC at Coneygeare, St Neots until their leases expire in October 2008, or the Council serves twelve months notice of early termination on all four.
- 6.3 There is a financial implication on retaining these APCs above the present MTP budget and this is shown in Annex C. The usage of the APCs from January to September 2005 is:

| APC location | Total visits in period | Usage per day |
|----------------------------------|------------------------|---------------|
| Huntingdon- St Germain | 789 | 2.9 |
| Huntingdon – St Germain Disabled | 1684 | 6.2 |
| Huntingdon – Trinity Place | 1433 | 5.2 |
| St Neots - Coneygeare | 709 | 2.6 |

- 6.4 The table shows that the use of the units is minimal.

7. FINANCIAL IMPLICATIONS

- 7.1 The full details of the financial implications are given in the table in Annex C. The table compares the existing MTP capital provision and that proposed in paragraph 4.4 and 5.3 above.

7.2 The revenue impact on the MTP of retaining four, rather than two APCs, as detailed in paragraph 6.2 above is also shown in Annex C as Option A. For the purpose of comparison the cost if the APCs are removed in 12 months time are also given as Option B. The contractual position with JC Decaux is such that either Option A or Option B must be proceeded with and for MTP purposes the variation must be regarded as unavoidable.

7.3 The consequential revenue changes to the MTP of the proposals contained in this report, and detailed in Annex C, are summarized in the table below –

| | 2005/06 | 2006/07 | 2007/08 | 2008/09 | 2009/10 |
|----------------------------------|---------|---------|---------|---------|---------|
| Revenue impact of capital | -£10k | -£18k | -£9k | -£1k | -£12k |
| Cleaning contingency | | £20k | £20k | £20k | £20k |
| Option A – retain APCs | £24k | £8k | £62 | £15 | |
| Option B – terminate APCs | £24k | -£9k | | | |

7.4 A revised MTP bid will provide for the reduction and rephrasing of the capital expenditure and the possible additional cost of cleaning. The extra costs identified in 2005/06 for the APCs, either Option A, or B, can be met from existing revenue budgets.

8. CONCLUSIONS

8.1 Cabinet at their meeting on 17 March 2005 agreed that public conveniences should be provided in the towns at a set standard.

8.2 Some of the existing buildings can be modified to reach the required basic standard for about £38k for each site. Others have community safety problems which mean that they require an enhanced standard costing between £88k and £205K. These works can be phased over a number of years to accommodate potential impact of redevelopment on some sites.

8.3 The review has confirmed that it is impractical to make the required improvements to the St Neots South Street conveniences at their present location. Furthermore the setting is considered inappropriate in the context of adjacent redevelopment and the demolition of the site is recommended. An alternative site, therefore, needs to be found as it is felt that public conveniences near the Market Square are required.

8.4 The St Neots Town Council retains an interest in taking over the public conveniences in the town. However, to achieve consistent standards, it is considered that the district council should retain control of all the public conveniences and have a single cleaning/maintenance contract for the whole area.

- 8.5 Although it will result in the reduction of public convenience capacity in the town of Huntingdon, the retention of APCs to the end of their current contracts imposes an unreasonable cost on the Council. In the circumstances termination at the earliest date compatible with the contract is desirable i.e. after 12 months notice.
- 8.6 The financial implications of these proposals are compared to the existing revenue budget in the Annex C and summarized at paragraph 7.3 above. The appropriate release of funds request is attached at Annex D for the refurbishment programme proposed in 2006/07. It assumes approval of the MTP bid required to reschedule the capital expenditure and provides the contingency for possible increases in cleaning costs.

9. RECOMMENDATIONS

- 9.1 It is recommended that Cabinet:
- Approves the programme of improvements at paragraph 4.4 and their financial implications as detailed in Annex C;
 - Agrees to the replacement of the South Street conveniences on an alternative site;
 - Authorise the Head of Environment & Transport to seek tenders for the building and cleaning/maintenance works contracts
 - Authorise the Head of Environment & Transport to serve 12 months notice on JC Decaux for the removal of the four remaining APCs; and
 - Approve the release of funds requested at Annex D to facilitate design work and the preparation of contracts for the first phase of improvements for 2006.

Background papers:

Environment and Transport files

Contact Officer: Chris Allen, Project and Assets Manager

 **01480 388380**

ANNEX A

RECOMMENDATIONS OF THE MEMBERS' ADVISORY GROUP FOR PUBLIC CONVENIENCES APPROVED BY CABINET AT THEIR MEETING ON 17 MARCH 2005.

1. that the District Council's commitment to the provision of public conveniences in Town Centres be continued.
2. that the outcome of their review of provision in the towns be endorsed
3. that the Head of Environment and Transport be requested to assess and report to a future meeting of the Cabinet on the financial implications of the decision to bring facilities up to an agreed standard within existing configurations but to maintain some flexibility by considering, should there be a particular problem to overcome, whether it would be cost effective to vary the structural configuration in a specific location
4. that the current arrangements with St. Neots Town Council and Turner Industrial Cleaning System Limited for the cleansing and maintenance of public conveniences in St. Neots and other town centres respectively be retained pending the outcome of further discussions on agency arrangements; and
5. that, in light of the foregoing discussions, on the future arrangements for public conveniences in the District, the proposal, submitted to a meeting of the Cabinet to be held on 3rd February 2005, to consider agency arrangements with Huntingdon and St. Neots Town Councils be deferred.

[NB – The report by the Head of Environment & Transport, considered at their meeting on 3rd February 2005, was deferred.]

ANNEX B

EVALUATION OF PUBLIC CONVENIENCES

| SITE | PRESENT PROBLEMS | OPTION TO MEET BASIC STANDARDS | OPTION TO MEET ENHANCED STANDARD |
|----------------------------|---|--|--|
| Ramsey, New Road | No baby changing facilities below standard Anti-social behaviour reported | Redecorate exterior Create baby changing room Improve disabled facilities Install new fixtures and fittings Internal redecoration COST £38,000 | The toilets may be demolished as part of the cinema development and new toilets would be built into the new buildings |
| Huntingdon, Bus Station | Old fixtures and fitting | Redecorate exterior Install new fixtures and fittings Internal redecoration COST £38,000 | Since the bus station area may be improved, in future years, major changes are not proposed to the toilets at this time. |
| Huntingdon, Riverside Park | Anti-social behaviour reported High vandalism No baby changing facilities | Install new fixtures and fittings Internal redecoration NOTE: this cannot give baby changing facilities and will not reduce vandalism or anti-social behaviour in present arrangement. Option not recommended COST £38,000 | Convert to provide 4 unisex cubicles with disabled unit and baby changing unit. One unit to have 24 hour access. Access to be charged to reduce abuse |
| Godmanchester | No baby changing facilities below standard | Install new fixtures and fittings Internal redecoration NOTE: this cannot give compliant disabled facilities or baby changing facilities Option not recommended COST £38,000 | Convert to provide 2 unisex cubicles with disabled unit and baby changing unit. One unit to have 24 hour access. Access to be charged to reduce abuse COST £88,000 |

| SITE | PRESENT PROBLEMS | OPTION TO MEET BASIC STANDARDS | OPTION TO MEET ENHANCED STANDARD |
|-----------------------------|---|---|--|
| St Ives, Bus Station | No baby changing facilities Disabled facilities are below standard Old fixtures and fitting | Redecorate exterior Create baby changing room Improve disabled facilities Install new fixtures and fittings Internal redecoration COST £38,000 | The long term future for the bus station and toilets is unknown as the area may be redeveloped. Therefore the higher standards are not an aim at present. |
| St Ives, West Street | No baby changing facilities Old fixtures and fitting | Redecorate exterior Create baby changing room Improve disabled facilities Install new fixtures and fittings Internal redecoration However these are very large facilities and will not give a high standard even when complete. Layout encourages anti-social behaviour. Option not recommended COST £38,000 | Demolish existing building and replace with purpose made building to provide 3 cubicles including baby changing and disabled access. All cubicles to be semi-automatic. One unit to have 24 hour access. Access to be charged to reduce abuse |
| St Neots, Riverside | No baby changing facilities Old fixtures and fitting Bad design and layout | | As this is a busy location serving the town and the park, 6 new cubicles should be provided in the existing building with disabled and baby changing facilities. All cubicles to be semi-automatic. One unit to have 24 hour access. Access to be charged to reduce abuse COST £205,000 |

| SITE | PRESENT PROBLEMS | OPTION TO MEET BASIC STANDARDS | OPTION TO MEET ENHANCED STANDARD |
|-------------------------------|---|--|---|
| St Neots, Tebbuts Rd | No baby changing facilities Old fixtures and fitting Disabled facilities are below standard | Redecorate exterior Create baby changing room Improve disabled facilities Install new fixtures and fittings Internal redecoration COST £38,000 | Not necessary at this time. |
| St Neots, South Street | No baby changing facilities Disabled facilities below standard Old fixtures and fitting Building out of character with surroundings Could be sold as development plot | Due to its layout, it is very difficult to improve without major reconstruction. | Demolish existing premises and either rely on the 2 alternative sites in the town or replace on another site with new block. This might be able to be located on Priory Lane car park or in the Priory car park. This could then serve the Market Square and the north east area of the town. REPLACE WITH NEW BLOCK –NET COST £86k |

ANNEX C FINANCIAL IMPLICATIONS

| Public Conveniences and APCs - Proposed Revision To The MTP | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2004/05 | 2005/06 | 2006/07 | 2007/08 | 2008/09 | 2009/10 |
| | £000s | £000s | £000s | £000s | £000s | £000s |
| Public Conveniences | | | | | | |
| Existing Capital Programme | | 400 | 350 | 0 | 0 | 500 |
| Revenue effect | | 10 | 29 | 38 | 38 | 51 |
| Proposed programme | | 0 | 447 | 256 | 76 | 0 |
| Revenue effect | | 0 | 11 | 29 | 37 | 39 |
| Extra cleaning costs | | | 20 | 20 | 20 | 20 |
| Total revenue impact | | 0 | 31 | 49 | 57 | 59 |
| Change to MTP | | -10 | 2 | 11 | 19 | 8 |
| Automatic Public Conveniences | | | | | | |
| Revenue Base | 153 | 153 | 153 | 153 | 153 | 153 |
| Approved MTP | 56 | -121 | -99 | -153 | -153 | -153 |
| Carry forward | -80 | 80 | | | | |
| Total | 129 | 112 | 54 | 0 | 0 | 0 |
| Proposed | | | | | | |
| Proposed programme Option A | | | | | | |
| Retain 4 APCs | 129 | 136 | 62 | 62 | 15 | 0 |
| Change to MTP | 0 | 24 | 8 | 62 | 15 | 0 |
| Proposed programme Option B | | | | | | |
| Terminate all APCs | 129 | 136 | 45 | 0 | 0 | 0 |
| Change to MTP | 0 | 24 | -9 | 0 | 0 | 0 |

ANNEX D RELEASE OF FUNDS

03/302A New Public Conveniences

Chris Allen – Project and Assets Manager

| Financial Impact | Net Revenue Impact | | | | | | | | Net Capital | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | 2003/ 2004 £000 | 2004/ 2005 £000 | 2005/ 2006 £000 | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 | 2009/ 2010 £000 | 2005/ 2006 £000 | 2006/ 2007 £000 | 2007/ 2008 £000 | 2008/ 2009 £000 | 2009/ 2010 £000 |
| Approved Budget | | | 10 | 29 | 38 | 38 | 51 | | 400 | 350 | 256 | 76 | 500 |
| Amended Budget | | | | 11 | 29 | 37 | 39 | | | 447 | | | |
| Increased cleaning costs | | | | 20 | 20 | 20 | 20 | | | | | | |
| Already released | | | | | | | | | | | | | |
| Amount for which release now requested | | | | 31 | 42 | 42 | 42 | | | 447 | | | |

Justification for Release

Scheme is to improve the appearance and safety of the Public Conveniences. The work includes providing compliant disabled facilities, baby changing facilities, increasing safety and reducing vandalism.

Approval is required so that the design can be started on the contracts sought.

In order to maintain the public conveniences at a high standard of cleanliness and repair, extra revenues is required to meet the costs. This is required from 2006 so that the contract for the works can be negotiated now and let for 2006.

COMT
CABINET

20 DECEMBER 2005
12 JANUARY 2006

**LOCAL DEVELOPMENT FRAMEWORK – ANNUAL MONITORING
REPORT
(Report by Planning Policy Manager)**

1 INTRODUCTION

- 1.1 This report informs members of progress on the Local Development Framework (LDF) to 31 March 2005 by means of an Annual Monitoring Report (AMR).

2 BACKGROUND

- 2.1 It is a requirement of the Planning and Compulsory Purchase Act 2004 that the Council reports to the Secretary of State, by means of an Annual Monitoring Report, the progress that has been made in preparing development plan documents over the previous financial year. The Local Development Framework should be constantly reviewed and revised, and the AMR will be the main mechanism for assessing the framework's performance and effects.

3 REQUIREMENTS OF THE ANNUAL MONITORING REPORT

- 3.1 The Town and Country Planning (Local Development) Regulations 2004 set out the requirements for the Annual Monitoring Report. The report must:
1. contain information about the implementation of the Local Development Scheme
 2. set out the extent to which policies in Local Development Documents are being achieved
 3. identify any policies that are not being implemented, giving reasons why, and what steps are to be taken to secure their implementation if necessary
 4. report on the net additional dwellings that have been built in the District
- 3.2 The Government has published a document 'Local Development Framework Monitoring: A Good Practice Guide' which gives guidance on how an Annual Monitoring Report should be prepared, and suggesting a set of Core Output Indicators to use as a framework for the monitoring of policy implementation. This guidance has been taken into consideration in the preparation of the first AMR.

4 SUMMARY OF THE CONTENT OF THE AMR

4.1 This is the first AMR to be prepared. As no Local Development Documents were in effect during the monitoring period, this AMR focuses on the following:

- Local Development Scheme (LDS) progress
- Identifying indicators and establishing a framework for monitoring Local Development Documents
- Analysis of non-implementation of existing policies
- Housing trajectory showing past performance and estimating future performance in terms of housing delivery

4.2 Progress in the LDS is measured against 'key milestones', which are key stages in the production of documents. Although the AMR relates to the year ending 31 March 2005, it is regarded as best practice to give an update on progress against the most recent LDS. As at December 2005, all key milestones in the LDS dated September 2005 had been achieved, indicating that the Council is on track with regard to its preparation of documents.

4.4 A table of indicators has been identified, which link with the spatial objectives set out in the Core Strategy: Preferred Options Report, and the sustainability appraisal objectives in the Sustainability Appraisal Scoping Report. These indicators will be reviewed and may be added to as Development Plan Documents are adopted and new policies come into effect, or as more data become available. These indicators will enable analysis of policy implementation and the progress being made towards related targets.

4.5 A table of policies which are no longer being implemented is included, together with reasons why, and, if applicable, what steps the Council intends to take to secure their implementation. A number of retail and transport policies have been superseded by Government guidance.

4.6 The housing trajectory shows the current position regarding housing delivery in Huntingdonshire, with a forecast of future supply. It compares levels of actual and projected housing completions with the strategic housing requirement, in order that any shortfall or surplus in supply can be identified, and if necessary housing policies can be reviewed. This trajectory shows that Huntingdonshire is currently performing well in the delivery of its annual housing requirement, and no shortfall in delivery is anticipated.

5 RECOMMENDATION

5.1 Cabinet is recommended to note the outcomes of the Annual Monitoring Report.

Background Papers:

ODPM, 2004, *Planning Policy Statement 12: Local Development Frameworks*

ODPM, 2005, *Local Development Framework Monitoring: A Good Practice Guide*

HDC, 2005, *Core Strategy: Preferred Options Report*

HDC, 2005, *Sustainability Appraisal: Scoping Report*

CONTACT OFFICER - enquiries about this report to Clare Carr (Assistant Planner), 01480 388433

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**COMT
CABINET**

**20TH DECEMBER 2005
12TH JANUARY 2006**

**URBAN DESIGN FRAMEWORK
BROOKSIDE, HUNTINGDON
(Report by PLANNING POLICY MANAGER)**

1. INTRODUCTION

- 1.1 This Urban Design Framework has been produced to present the planning policy context and design parameters that should be used to guide future re-development proposals for the former St Peter's School site, Huntingdon.
- 1.2 Cabinet is asked to consider the document and approve it for consultation purposes. Once representations have been received and considered, it is intended to adopt the document as Interim Planning Guidance (IPG) for use when considering development proposals.

2. BACKGROUND

- 2.1 The site has been vacant since the former Music and Drama Centre was demolished in 2000. The site is allocated for residential use and has recently been marketed for this purpose following refusal and dismissal at appeal for a proposed retail use. This Framework has been produced to ensure that residential development takes account of the context and will deliver a high quality outcome.
- 2.2 The site has a single owner, but the Framework takes account of adjoining land under separate ownership in the interests of achieving more beneficial improvement to the wider area.

3. THE PROPOSALS

- 3.1 The purpose of the Framework is to establish some clear, guiding principles for development and to ensure that the architectural and visual quality of the town is significantly improved by future proposals.
- 3.2 The Framework highlights the opportunity to create a high quality, 'landmark' building on the ring-road and also takes into account the sustainability of the site for accommodating a high density residential solution. It also looks at the potential for better integrating with pedestrian links into the town centre.

4. CONCLUSION

- 4.1 Production of an Urban Design Framework is best practice and will help to secure the most appropriate form of development if this land is re-developed. If Cabinet approves the document, there will be a period of consultation with the local and statutory bodies. Any comments or changes will be brought back to the Cabinet before the document is adopted.

5. RECOMMENDATION

- 5.1 That the Cabinet approves the Development Brief as a basis for further discussion and consultation

BACKGROUND INFORMATION

Huntingdonshire Design Guide SPG 2004

Huntingdonshire Landscape & Townscape Assessment SPG 2004

Contact Officer: Chris Surfleet, Urban Design Officer
 01480 388476

**COMT
CABINET**

20TH DECEMBER 2005

12TH JANUARY 2006

**URBAN DESIGN BRIEF AND MASTERPLAN
LONGSANDS QUARTER
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 This Urban Design Framework examines the redevelopment opportunities on land in and around Longsands College, the Regional College, the site of the open air swimming pool, and the Almond Road Surgery and Health Centre. It presents the planning policy context for the redevelopment of this area, which includes the possible creation of a new Health Centre for this part of St Neots.
- 1.2 Cabinet is asked to consider the draft Design Brief and comments received, and adopt the document as Interim Planning Guidance, once representations have been reported and considered.

2. BACKGROUND

- 2.1 The Almond Road surgery cannot expand on its site. The adjacent clinic is similarly constrained. The Cedar House surgery is close by and has similar problems. The Primary Care Trust, together with these two surgeries, would like to create a new Health Centre in this location, serving this part of the town.
- 2.2 The Town Council owned swimming pool has recently been closed down, and the pool has been filled in. The Town Council now wish to find a location for a new open air pool
- 2.3 The Regional College wish to sell off land to the north of their college buildings for residential development. In 2001 they applied for outline planning permission for such development, and permission was granted subject to the signing of a s106 agreement. This has not been achieved.
- 2.4 Longsands College wish to bring a small part of their playing fields into the development site, allowing funds generated to be ploughed back into providing high quality leisure facilities in the area.
- 2.5 As part of redevelopment proposals at Longsands College, the District Council wishes to develop a small multi media business centre that will be attached to the college.
- 2.6 Almond Road is a narrow residential street, and currently serves the Regional College, Priory Infant School, the Almond Road surgery and the Health Centre. Any redevelopment proposals should help to alleviate traffic problems on this road.

3.0 THE URBAN DESIGN FRAMEWORK and MASTERPLAN

- 3.1 The purpose of this document is to present the design parameters, opportunities and constraints to the site; and provides clear guidance to any potential developer of what would be required on the site if this land was to be redeveloped.

4. CONSULTATION RESPONSE

- 4.1 A public exhibition was held at the Regional College on 29th and 30th September 2005 to display the draft proposals for the whole of the Longsands Quarter Urban Design Framework. Leaflets were posted to neighbours in September 2005 informing them of the start of the consultation period for this Masterplan. A public notice was placed in the St Neots local press in late September as well. The expiry date for comments was 20th October 2005.
- 4.2 All comments made and the Council's responses to them are presented in Annex 1.

5. CONCLUSION

- 5.1 Production of an Urban Design Framework and Masterplan is best practice and will help to secure the most appropriate form of development over this large area.

6. RECOMMENDATION

- 6.1 That the Cabinet authorises the revisions to the document as presented in Annex 1.
- 6.2 That the Cabinet delegates adoption of the revised document, incorporating minor consequential amendments, as Interim Planning Guidance, to the Planning Policy Manager, after consultation with the Executive Member for Planning Strategy.

BACKGROUND INFORMATION

Huntingdonshire Local Plan Alterations June 2002
Huntingdonshire Design Guide SPG Sept 2004
Huntingdonshire Landscape & Townscape Assessment SPG Sept 2004

Contact Officer: **Mike Huntington**
 **01480 388404**

Annex 1

Longsands Quarter Urban Design Framework and Masterplan

Summary of Written Comments

The table below details the comments received in general letters and from comments or attachments from the public questionnaires.

Action Code:

- 1 Action Taken
- 2 Not within remit of Interim Planning Guidance
- 3 No action required

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|----------------------|----------------|--|--|--------|
| HDC Housing Services | 1 | Would like to investigate the possibility of looking at housing for specific needs (possibly older people), once they are clearer on timescales. | Noted | 3 |
| | | Is there some chance that by the time this masterplan comes on line our policies may | Noted. Comments regarding Local Development Core Strategy added to annex | 1 |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|--------------------|----------------|--|---|----------------------------|
| HDC Transport Team | 2 | <p>have changed? If things go to plan we will move to 40% affordable housing – do we need to explain this?</p> <p>Page 45 – chapter 6.2 refers to the LTP ‘highlighted elsewhere’. It is not mentioned elsewhere.</p> <p>Page 52 –Links between the car park and the Health Centre need to be reinforced.</p> <p>Page 62 and 63 – Idea 1 and 2. New parking is shown either side of the extension of Almond Road. This is not good and may need to conflicts with reversing vehicles. Not sure that this will really reduce traffic flows along Almond Road. There is too much potential for traffic to use Almond Road rather than the new access road. Much of the new development</p> | <p>Noted. Add details of LTP to annex</p> <p>Agree</p> <p>Noted. Make changes to suggested parking areas at the extension of Almond Road. Propose introduction of traffic flow measures at end of Almond Road (pinch points etc).</p> | <p>1</p> <p>1</p> <p>1</p> |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|-------------|----------------|---|--|-------------------------------------|
| | | <p>Further demand for car parking in Priory park will be created by any replacement swimming pool.</p> <p>Does not believe that the car park will be complementary at certain times of the day and not just weekends.</p> <p>Any extension of the car park will result in loss of areas for football pitches.</p> <p>2. Page 50 paragraph 7.4 Objects to option d, proposing a link road with Kings Lane, as would encourage traffic, including coaches, to cut through established residential areas which are completely unsuitable for</p> | <p>Noted. It would be hoped that the demand for any leisure facility would be met by local residents and that they should be walking and cycling, particularly as it would be used primarily in the summer.</p> <p>Disagree. Believe that this will be complementary for most of the time.</p> <p>Noted. The junior football pitches that would be lost could be easily replaced elsewhere within the park.</p> <p>Noted. This option was not pursued.</p> | <p>3</p> <p>3</p> <p>3</p> <p>3</p> |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|-------------|----------------|---|---|----------------------------|
| | | <p>higher traffic volumes.</p> <p>Welcomes the promotion of the new access road to be used for the Regional College and infant school, but the plan does not address how this will be accomplished.</p> <p>3. Concerned that illustrates an option where the Regional College re-locates. This would be a significant loss to the community if this were to happen.</p> <p>4. PPG17 states that “proposed development only affects land which is incapable of forming a playing pitch (or part of one)”. The green area to the north of the Regional College is occasionally used as a playing pitch by</p> | <p>Noted. New access road to be used primarily for Infant school, with new road to be built with sufficient width for coaches to pass easily. Responsibility of Infant school to ensure that coaches use this route. Opportunity for Almond Road to be traffic calmed.</p> <p>Noted. HDC have highlighted this option because the Regional College have indicated that this is a possibility. A 3rd option will be produced in response to the Regional College’s comments later in the report (respondent 8).</p> <p>See Sport England’s comments (respondent 9).</p> | <p>3</p> <p>3</p> <p>3</p> |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|---|----------------|--|---|--------|
| | | Longsands College for sports such as rounders. This policy may also apply to the proposal for extending the car park in Priory park. | | |
| St Neots Town Council (as Trustees of the St Neots Swimming Pool Trust) | 4 | Broadly welcome the draft plans in terms of a cohesive vision that seeks to bring together the various disparate elements, functions and parties in this important area of the town. Have qualified support for 'Idea 2' set out on page 63 of the draft plan. The Trustees do have some concerns and reservations. The relocation of the old swimming pool and / or the creation of a new and attractive leisure facility in this neighbourhood are vital; since the Trust land is the key to the whole implementation of the | Noted | 3 |
| | | | Noted | 3 |
| | | | Discussions ongoing between the District Council and the Town Council on this matter. | 3 |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|------------------------------|----------------|---|---|--------|
| St Neots Youth Town Council1 | 5 | <p>Masterplan, provision has to met for a replacement facility, and its siting in Priory park seems and obvious and attractive solution.</p> <p>Trustees are also concerned that allocating their land as a new clinic will give them problems in realising sufficient funds for a replacement pool in Priory park.</p> | <p>This is a masterplan that provides a vision for this part of St Neots and does not comment on individual land values. It is accepted that a new health centre is needed for this part of St Neots, and that this site is the most appropriate.</p> | 3 |
| | | <p>Fully supports the provision of a swimming pool. There is a demand amongst young people to re-build the outdoor pool, and Priory park would be an ideal location. The location would draw in more people to use the facility. The provision of a greater car parking facility was also welcomed as an improvement.</p> <p>Concern over lack of pathways, particularly access from the new housing development to</p> | <p>Noted</p> <p>Will clarify what new footpaths have been created in the document.</p> | 1 |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|---|----------------|---|--|--------|
| | | the bowling alley site. | | |
| Principal at Longsands College | 6 | Achieving a coherent vision for the development of this area of St Neots can only be in the best interests of our students and the community. While there are still major decisions to be made or confirmed, supports the spirit and intention of this work. | Noted | 3 |
| Headteacher at Priory Park Infants School | 7 | 4 main concerns. 1) Parking. The density of housing and the availability of parking is a concern as most of the houses around will undoubtedly have one or two cars. If lower cost houses have no garages then I have concerns that they will use | Noted | 3 |
| | | | Will clarify parking arrangements within the masterplan site. Any management of new school car parks will be a matter of detail. | 1 |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|-------------|----------------|--|---|--------|
| | | <p>our parking area to leave their vehicles.</p> <p>2) Flow of traffic. The access to the school brings everyone into a bottleneck. We have transport to the school for all the children from Hail Weston. This may be a taxi or may be a coach. If a coach, it has to negotiate the access road and turn, I fear this may cause congestion while the parents are arriving and leaving at school by the same route. This may be compounded by Longsands pupils arriving by car. Currently this is happening as Longsands have restricted parking on the road outside their school and parents use our site to drop off and pick up. I have 230</p> | <p>The new access road will be wider and designed to cater for a coach. As the new access road will only have housing on one side it is anticipated that congestion will be a lot less than is currently experienced along Almond Road.</p> <p>1</p> <p>It is accepted that traffic will use both Almond Road and the new road to get to the school, but by only providing parking if parents use the new road, then there will be two routes to school and therefore less congestion.</p> <p>Clarify width of road and car parking requirements in the document.</p> | |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|-------------|----------------|---|--|--------|
| | | <p>children at this school, if half drive I have a major organisation of traffic in and out of the site.</p> <p>3) I would think it more appropriate to have a one way system in and out to ensure free flow of traffic. If there are pinchpoints along the route it will restrict flow of traffic as cars negotiate them, or stop to offload passengers. ie Longsands</p> <p>4) The college anticipate building to accommodate more courses thus reducing their parking. Play group and Out of school club also have parents dropping off and collecting and they must be included in the plans.</p> | <p>One way traffic would be problematic here as it would still mean a large volume of traffic entering Almond Road. Pinchpoints are useful devices to restrict the speed of traffic, particularly near to schools.</p> <p>Refer to the Regional College's comments.</p> <p>With reference to the play group and out of school club it is assumed that the majority of the parents will be the same people as those using the infant school. Also it is assumed that parents picking up children from the out of school club will be parking at a different time from the</p> | 1 |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|----------------------------------|----------------|--|---|-------------------|
| Huntingdonshire Regional College | 8 | <p>1) Would like to see further reference in the narrative to the role that the college is now playing in the town. In particular the important development of the Skills Campus at its site on Almond Road, providing skills training and qualifications for the Construction sector to meet the significant skills shortage and demand in St Neots and Cambridgeshire.</p> <p>2) The College is likely to need to rebuild its centre in St Neots in the next 5-10 years, so will need an alternative site, as it will not be appropriate to rebuild on its current site. The governors' preference remains a road front site</p> | <p>main school, therefore reducing the congestion problem.</p> <p>Add details in document.</p> <p>Accept. Produce a third option in the document that shows the Regional College on the former swimming pool site, with the assumption that the new health centre would go elsewhere.</p> | <p>1</p> <p>1</p> |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|---------------|----------------|---|---|--------|
| | | <p>similar to the location shown for a new health centre. The College would therefore like to see the area currently designated for the new health centre to also be designated for a new college.</p> <p>3) Concerned about inadequate parking for the schools, College and health centre.</p> | <p>Clarify parking requirements for all the disparate uses on the site.</p> | 1 |
| Sport England | 9 | <p>Document needs to reflect Sport England's role with regard to the land use planning system with regard to the protection of playing fields.</p> <p>Needs to refer to the following issues:-</p> <p>1) Sport England's statutory consultee status.</p> | <p>Noted.</p> <p>Add these comments to the annex.</p> | 1 |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|-------------|----------------|--|--|----------|
| | | <p>2) The Town and Country Planning Playing Fields (England) Direction 1998, requiring locals authorities to refer applications affecting playing fields to the Secretary of State, where the local authority is minded to approve any proposal contrary to the recommendation of Sport England.</p> <p>3) Sport England's policy 'A Sporting Future for the Playing Fields of England' which sets out the policy framework for considering planning applications affecting playing fields.</p> <p>Document must include any relevant data relating to a PPG17 assessment of playing field provision in the catchment area. Development on any existing playing field must satisfy either identifying a surplus of playing</p> | <p>Add this information to the document. A certain amount of work has already been undertaken assessing the playing field provision in St Neots.</p> | <p>1</p> |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|--------------|----------------|---|---|-------------------|
| | | <p>fields in the catchment or providing adequate replacement playing fields.</p> <p>With regard to creating any new indoor or outdoor facilities (such as swimming pools or all-weather pitches) on existing playing fields, these could be supported, but only where it is demonstrated that the benefits to sport outweigh any detriment caused by the loss of the playing field.</p> <p>Sport England happy to take part in further discussions relating to these proposals.</p> | <p>Agree. Add sentences to the document demonstrating the benefits of the proposals.</p> <p>Noted</p> | <p>1</p> |
| CCC Planning | 10 | <p>Concern about how parents will drive to school and how this will impact upon Almond Street.</p> <p>Need to stress sustainability side of construction.</p> | <p>Clarify position regarding parking and drop off for school parents.</p> <p>Noted. Will add details to chapter 9.</p> | <p>1</p> <p>1</p> |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|------------------------|----------------|---|---|------------|
| | | Need to stress opportunities to provide additional footpaths and cycleways. | Noted. Footpaths and cycleway links have been strengthened in the document. | 3 |
| CCC Archaeology | 11 | Area is located in an area of high archaeological potential to the north east of the historic core of the town. It is likely that important archaeological remains survive in the area and that these would be severely damaged or destroyed by any development. | Add details of archaeological evidence to chapter 9. Noted. | 1 3 |
| CCC Youth Work Manager | 12 | Youth Worker's Consultation with young people at Longsands College (mostly years 7,8 and 9). Strong feelings from young people that they would want another outdoor pool as they feel that facilities have been taken away without being replaced. | Noted | 3 |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|-----------------------|----------------|---|---|--------|
| 127 Huntingdon Street | 13 | <p>Would like to have further detailed plans as to where the roundabout would be located on Huntingdon Street by the Eat ' n' Bowl entrance. Live opposite the entrance to the bowling alley and have recently had vehicular access put in from Huntingdon Street. A roundabout could potentially block access to our house if located directly outside.</p> <p>Concern about the amount of traffic that could build up with a roundabout so close to driveway.</p> | <p>Document does not go into detail about the exact layout of any junction on Huntingdon Street, other than to indicate that this is the most obvious location for this junction.</p> <p>Roundabouts are designed to allow a freer flow of traffic that other junction designs.</p> | 3 |
| 62 The Crescent | 14 | <p>1) Concerned about the size of the car park in Priory Park</p> <p>2) What will be built on the area between the proposed new road and the sorting</p> | <p>Will need to be enlarged to cater for both a new health centre and increased demand at the park.</p> <p>Nothing is proposed to be built here.</p> | 3 |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|---------------|----------------|---|--|--------|
| | | office overlooking Huntingdon Street 3) Where will the pelican crossing be? 4) What parking will be available for the new houses 5) What parking facilities are there for the proposed sports area | This will be subject to detailed design. 3 Either on plot or in parking courts, to the Council's parking standard. 3 The proposed sports area will be part of Longsands College, and will be accessed off Longsands Road. 3 | |
| 3 Greenfields | 15 | 1) Siting of the kitchen / performing arts hall is considerably nearer properties in Greenfields 2) Increase in noise and activity from the new performing arts facility 3) No mention of the height of new buildings | All these comments refer to plans for Longsands College. These plans were shown for information only in this document. Proposals for the rebuilding of Longsands College will go through a separate planning process via the County Council. | 2 |
| 22 Swallow | 16 | Oppose building on the park. Feels strongly | New building in the park will consist of a leisure facility | 3 |

| Comment by: | Respondent no. | Nature of Comment | Response | Action |
|------------------------|----------------|---|---|--------|
| Court | | that the park is exceptionally beautiful and that its integrity should not be compromised and that any new building is in danger of being the 'thin end of the wedge'. | (potentially a new pool) and will complement other leisure uses within the park. A new changing room / pavilion has recently been granted planning consent. | |
| 16 Kings Road | 17 | Page 43 – Kings Street is called Kings Road | Amend | 1 |
| Susan Drury (by email) | 18 | <ol style="list-style-type: none"> 1) The proposed leisure centre was a blue square on the park, and would it be larger changing room or a new swimming pool 2) New houses would increase the traffic problem therefore presenting school children with additional risks 3) Future growth at the Regional College would be severely restricted with the possibility that the householders on the proposed housing estate would | <p>Blue square highlighted a general location for a proposed leisure site</p> <p>Noted</p> <p>Noted</p> | |

| Comment by: | Responent no. | Nature of Comment | Response | Action |
|-------------|---------------|--|--|--------|
| | | <p>complain about the college traffic and evening classes.</p> <p>4) She was not leafleted informing her about the exhibition.</p> | <p>Many local residents were leafleted.</p> | |
| | | | <p>Also general layout improvements to document, maps and minor typos. Greater clarity for design guidance for the potential residential area.</p> | |

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**SAFETY ADVISORY GROUP
(Report of the Advisory Group)**

1. INTRODUCTION

- 1.1 The Advisory Group met on the 16th November 2005 and Councillors J W Davies and L M Simpson were present.
- 1.2 Also in attendance were P Corley, Mrs T Davidson, P Duerden, J Craig, Mrs H Lack and Mrs C Rowland.
- 1.3 The Staff side representatives in attendance were C Sneesby, Mrs G Smith and S Richardson.
- 1.4 Apologies for absence from the meeting were submitted on behalf of Councillors Mrs D E Collins and K Reynolds and Mr K Lawson.
- 1.5 The report of the meeting of the Advisory Group held on 28th September 2005 as received and noted.

2. MEMBERS' INTERESTS

- 2.1 No declarations of interest were received.

3. VEHICLE INSURANCE PREMIUM COSTS

- 3.1 The Group were advised that the cost of the annual vehicle insurance premium for the Operations Division had been reduced from £149,000 during the previous year to £90,000 in the current year, a saving of over £50,000.
- 3.2 Members noted that the reduction might be attributable to "softer market conditions" and effective tendering, although it was the view of the Head of Operations that the reduction reflected the improved driving standards of the Council fleet and the extensive driver training programmes that the Council had run for a number of years.

4. DEFIBRILLATOR UPDATE

- 4.1 The Group were informed that as a result of an application by the Health and Safety Adviser to the British Heart Foundation for financial assistance, seven out of a possible nine defibrillators had been successfully purchased for use at the joint provision Leisure Centres and Hinchingsbrooke Country Park.
- 4.2 Having been advised that a number of first aiders had expressed slight apprehension with regard to the use of defibrillators, the Health and Safety Adviser outlined arrangements for demonstrations of the equipment designed to address the concerns together with an

extensive training programme which would take place early in the New Year.

- 4.3 In noting the considerable support provided by the Hinchingsbrooke Hospital and the financial contribution by the St Ives branch of the British Heart Foundation in partnership with the District Council towards the successful application, the Group agreed that a publicity event involving all partners should be arranged to mark the successful bid.

5. LEGIONELLA POLICY

- 5.1 Having been advised of a high profile court case which had resulted in a manager being prosecuted following an outbreak of Legionellosis in which seven people died, the Group considered and approved arrangements made to control Legionella bacteria in water systems which were outlined in a policy document on the control of Legionella. The new document would be appended to the Council's health and safety policy.
- 5.2 Members noted that the Nominated Person for Legionella control in Council premises would be the Facilities and Access Manager, who would be responsible for the coordination of a response to any potential Legionella outbreaks.
- 5.3 Having been advised that "suitable and sufficient" risk assessments designed to identify potential sources of Legionella bacteria would be undertaken as part of implementation of the policy, Members discussed the hot water distribution around Pathfinder House and noted that a number of precautions had already been taken to both avoid scalding incidents and potential outbreaks of Legionella.

6. ACCIDENT/INCIDENT REPORTS

DISTRICT COUNCIL EMPLOYEES

- 6.1 The Group received and noted a report by the Head of Personnel Services giving details of 21 accidents and 1 near miss incident involving employees, which had taken place since the last meeting.
- 6.2 With regard to incident no.1891, concern was raised that appropriate notification detailing the presence of asbestos had not been received from the Huntingdonshire Housing Partnership prior to work being undertaken on the premises by District Council Pest Control staff. Although the Pest Control Officer had on his own initiative made a hole in suspected asbestos soffit board, the Health and Safety Adviser reported that the incident had highlighted an area of risk which had not previously been identified.
- 6.3 Members were advised that procedures between Huntingdon Housing Partnership and the District Council now had been strengthened with regard to the notification of asbestos in their housing stock. Furthermore Pest Control Officers and Environmental Health Officers had attended asbestos awareness training and had been issued with appropriate personal protective clothing.

- 6.4 In relation to incident no.1911, Members raised concern that an employee had injured himself whilst trying to move a heavy glass recycling bin. The Group were advised that the employee had been reminded to radio for assistance when confronted with heavy bins, a practice which was included in the safe working practice for the activity. Having been advised that this activity had been identified as high risk in terms of manual handling, the Group discussed the progress of a project being undertaken by the Operations Division to review the service and improve the facilities and accessibility to mini recycling sites across the District.
- 6.5 In the ensuing discussion, Members noted that a number of the mini-recycling sites were privately owned and that the District Council was negotiating with the land owners to improve the access to these site. In total, 7 sites had been identified as requiring repair of which 6 had been completed. In addition, 2 sites had been identified as being suitable for the installation of underground collections facilitated by an external contractor.
- 6.6 Whilst Members were pleased to note that work was being undertaken to improve mini recycling sites, concern was expressed that the task of moving very heavy bins might require the presence of more than 1 employee. In that context, Members were informed that the safe working practices recently had been revised and now required employees to call for assistance to move heavy/awkward loads.
- 6.7 In noting that employees of the Operations Division often undertook tasks alone and in secluded locations in the District, the Group requested the Head of Operations to investigate the purchase of panic alarms to enable lone workers to alert passers-by and thereby obtain assistance.

LEISURE CENTRE EMPLOYEES

- 6.8 The Group also received a report by the Leisure Centres' Health and Safety Co-ordinator containing details of accidents, which had been reported at the Leisure Centres since the last meeting of the Group.

7. ANNUAL ACCIDENT REPORT

DISTRICT COUNCIL EMPLOYEES

- 7.1 The Group received and noted a report by the Head of Personnel Services summarising and comparing accident data and statistics previously reported to the Group during 2004/05.
- 7.2 Although the number of accidents reported had slightly increased, the Group were pleased to note that the accidents requiring notification to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) had decreased from 14 in 2003/4 to 4 in 2004/5.

- 7.3 As the Operations Division undertake a greater number of high risk activities than other Council employees, the Health and Safety Adviser reported that further health and safety induction and refresher training with emphasis placed on behavioural safety would be provided by her in the new year.

LEISURE CENTRE EMPLOYEES

- 7.4 A report by the Head of Community Services analysing accidents which had involved leisure centre employees as previously reported to the Group during 2004/5 also was presented.
- 7.5 Having been advised that there had not been a need for any non-employee related accidents to be reported to the HSE under RIDDOR, the Group were advised that the Leisure Centres' Health and Safety Co-ordinator had hoped to bench mark the Council's Leisure Centres against other local authorities to identify trends and further areas for improvement.

8. INSURANCE CLAIMS

- 8.1 The Group were acquainted with details of three incidents involving current and former employees and a member of the public and the potential for insurance claims against the Council.
- 8.2 In relation to the incident involving a former Clerk of Works the Group noted that negotiations were continuing with a view to resolution of the case for employer liability.
- 8.3 In relation to the incident involving a six year old child injuring herself on a metal railing in St Ives and although no formal claim had been submitted, the Group were advised that an additional metal railing had been ordered to prevent any further accidents.

9. AD HOC HEALTH AND SAFETY INSPECTION

- 9.1 The Group agreed the following dates and times for future ad hoc Safety Inspections:-
- ◆ 9.15am on 14th December 2005; and
 - ◆ 9.30am on 20th February 2006.
- 9.2 Locations would be decided closer to the inspections.

10. HEALTH AND SAFETY WEEK

- 10.1 Members were acquainted with a report by the Head of Personnel Services detailing activities that had taken place at the Council during the annual Health and Safety Week. Members noted that the event had focused on the health side of "Health and Safety" to help promote the role of the Health and Safety Adviser, which was commonly assumed to be based solely upon the safety of the workforce.
- 10.2 Promotional events during the week changed on a daily basis to provide information to employees on a variety of health conditions

and included, effects of smoking, high blood pressure, various cancers, diabetes, Alzheimer's and dementia. In addition, Members were advised that the Council Chamber had been converted into a fitness suite for employees to use and take part in fitness classes under the guidance of leisure centre employees.

- 10.3 Having noted the success of the event and the associated presentation and quiz, Members placed on record their gratitude for the hard work and contributions made by the Health and Safety Adviser, the Occupational Health Nurse, Mrs S Finch and the staff and Manager from Ramsey and Sawtry Leisure Centres to the week.

11. TRAINING

- 11.1 The Group were acquainted by means of a report by the Head of Personnel Services with training courses which had been held since the last meeting.

J W Davies
Chairman of the Advisory Group

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By virtue of paragraph(s) 8 of Part 1 of Schedule 12A of the Local Government Act 1972.

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