

# Children and Education Policy and Accountability Committee

## Agenda

Monday 20 April 2015

7.00 pm

Committee Room 1, Hammersmith Town Hall

### MEMBERSHIP

Administration:	Opposition	Co-optees
Councillor Caroline Needham (Chair) Councillor Alan De'Ath Councillor Natalia Perez Shepherd	Councillor Caroline Ffiske (Vice- Chair) Councillor Donald Johnson	Eleanor Allen, London Diocesan Board for Schools Dennis Charman, Teacher Representative Nandini Ganesh, Parentsactive Representative Philippa O'Driscoll, Westminster Diocesan Education Service Representative Nadia Taylor, Parent Governor Representative Vacancy, Parent Governor Representative

**CONTACT OFFICER:** Laura Campbell  
 Committee Co-ordinator  
 Governance and Scrutiny  
 Tel 020 8753 2062  
 E-mail: [laura.campbell@lbhf.gov.uk](mailto:laura.campbell@lbhf.gov.uk)

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[http://www.lbhf.gov.uk/Directory/Council and Democracy](http://www.lbhf.gov.uk/Directory/Council_and_Democracy)

Members of the public are welcome to attend. A loop system for hearing impairment is provided, along with disabled access to the building.

# Children and Education Policy and Accountability Committee Agenda

20 April 2015

<u>Item</u>	<u>Pages</u>
1. MINUTES	1 - 12

To approve as an accurate record, and the Chair to sign, the minutes of the meeting of the Children and Education Policy and Accountability Committee held on 10 February 2015.

## 2. APOLOGIES FOR ABSENCE

## 3. DECLARATIONS OF INTEREST

If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.

At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.

Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.

Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.

**4. YOUTH VOICE AND THE YOUTH COUNCIL MANIFESTO 2015-16** 13 - 35

The report provides a brief summary of current and proposed arrangements for 'youth voice' (consultation and engagement of young people) in Hammersmith and Fulham. It also introduces the Youth Council manifesto for 2015-16 and proposals for working with the Committee.

Some members of the Youth Council will be attending the meeting and will give a brief presentation outlining the Youth Voice in Hammersmith and Fulham and to explain where the Youth Council fits in that structure and its proposals on working with the Committee. A copy of the Youth Council's manifesto film will also be shown at the meeting.

**5. PUBLIC PARTICIPATION**

To invite questions from members of the public present.

Members of the public with more complex issues are invited to submit their questions in advance in order to allow a more substantive answer to be given. Questions can be sent to the contact officer shown on the front page of the agenda.

**6. EXECUTIVE DIRECTOR'S UPDATE** 36 - 42

To note the Executive Director's update report.

**7. CABINET MEMBERS UPDATE**

**8. INTERIM REPORT OF THE CHILDCARE TASK GROUP** 43 - 123

The attached interim report of the Childcare Task Group outlines the key findings of the group, which includes an executive summary, the terms of reference for the group, its methodology, the statistical context, the current childcare provision in the borough, evidence gathering, policy and additional information.

The interim report identifies several key areas that the task group would like to investigate in more detail, reporting to the Committee on each of these throughout the next municipal year. The first of these detailed reports is regarding the importance of accurate information for local families and the current performance of the Hammersmith and Fulham Family Information Service, and is included at section 3 of this report for the Committee's consideration.

## **9. WORK PROGRAMME**

124 - 136

- (1) The Committee is asked to give consideration to its work programme for the next municipal year.
- (2) Members of the Committee to feedback on any visits to schools that have taken place in respect of recent Ofsted Inspections.
- (3) Attached is the current list of Key Decisions for information.

## **10. DATE OF NEXT MEETING**

This is the last meeting of this municipal year. The dates for the next municipal year will be agreed at the Annual Council Meeting on 20 May 2015.

London Borough of Hammersmith & Fulham



# Children and Education Policy and Accountability Committee Minutes

Tuesday 10 February 2015

## PRESENT

**Committee members:** Councillors Caroline Needham (Chair), Alan De'Ath, Caroline Ffiske (Vice-Chair), Donald Johnson and Natalia Perez Shepherd

**Co-opted members:** Dennis Charman (Teacher Representative), Nandini Ganesh (Parentsactive Representative), Philippa O'Driscoll (Westminster Diocesan Education Service Representative) and Nadia Taylor (Parent Governor Representative)

**Other Councillors:** Sue Fennimore (Cabinet Member for Social Inclusion), Sue Macmillan (Cabinet Member for Children and Education) and Ben Coleman

**Officers:** Steve Buckerfield (Acting Head of Children's Joint Commissioning, North West London Collaboration of Clinical Commissioning Groups), Laura Campbell (Committee Co-ordinator), Andrew Christie (Executive Director of Children's Services), Jackie Devine (Tri Borough Commissioning – Early Years), Alison Farmer (Assistant Director for Special Educational Needs), Ian Higgs (Director of Schools), Rosemary Salliss (Early Years Foundations Development Manager), Alan Wharton (Head of Asset Strategy (Schools and Children's Services), Rachael Wright-Turner (Director of Commissioning)

## 47. MINUTES

### **RESOLVED THAT:**

The minutes of the meeting of the Children and Education Policy and Accountability Committee held on 19 January 2015 be confirmed and signed as an accurate record of the proceedings, subject to the following amendments:

- page 7, minute number 40, second paragraph, replace the word “Medina” with “Midaye”; and
- Page 7, minute number 40, third paragraph, replace the word “SEN” with “SME”.

#### **48. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Eleanor Allen, London Diocesan Board for Schools Representative. Apologies for lateness were received from Councillor Sue Fennimore, Cabinet Member for Social Inclusion.

Nandini Ganesh, Parentsactive Representative, also sent apologies as she had to leave the meeting after the SEN Arrangements Agenda Item.

#### **49. DECLARATIONS OF INTEREST**

In respect of agenda item 8, School Organisation and Investment Strategy report, the following significant interests were declared:

- Councillor Caroline Ffiske as she was a governor of the West London Free School
- Councillor Sue Macmillan as she was a governor of Wormholt Park Primary School
- Councillor Natalia Perez Shepherd as she was a governor of Larmenier and Sacred Heart Catholic Primary School
- Dennis Charman as he was a governor of Melcombe Primary School
- Philippa O'Driscoll as she was Chair of Governors of St Augustine's Primary School
- Nadia Taylor as she was a parent governor at Avonmore Primary School

The above Councillors considered that this did not give rise to a perception of a conflict of interests and, in the circumstances it would be reasonable to participate in the discussion and vote thereon.

In respect of the school meals commissioning item referred to in the Executive Director's update report, Nadia Taylor declared a significant interest as she was a member of the schools working group for the remodelling of the school meals project. She considered that this did not give rise to a perception of a conflict of interests and, in the circumstances it would be reasonable to participate in the discussion and vote thereon.

#### **50. SPECIAL EDUCATIONAL NEEDS (SEN) ARRANGEMENTS**

Ian Heggs, Director of Schools, introduced the report which outlined the key developments since the last update provided to the Committee. He noted that it was a huge period of change nationally for children, parents, schools and local authorities. The report reflected on what well in terms of the implications of the changes, included feedback from parents and what needed to be done further in respect of the changes. Alison Farmer, Assistant Director for Special Educational Needs, reported that the department was in the middle of establishing a new SEN service; 20 out of the 21 key workers who worked with parents were in post and a head of SEN had been appointed.

The transition arrangements were a three year programme, where existing statements would be transferred to the new plans. The priority was for post 16 years, and work would then be done to transfer the other age groups. A website was about to be launched for parents that included information in

respect of SEN, so parents knew what they could access; this came about as a result of discussions with the parents group.

The Committee was invited to ask questions and the following was discussed:

### **Moving Locations**

It was asked what happened to those who moved out of the borough and the Committee was told that the new local authority, where it was known, would be contacted, and information passed on with the parents' permission; the new local authority would continue with the plan where the young person had one plan in place.

### **Transitions**

In response to a question on the benefits of the new plans, it was reported that there have already been some benefits seen; at a headteachers meeting one of the headteachers commented that the new approach that had been adopted now was more parents centred and there were now practitioners to help parents so there was a more active role. The approach was more about the outcomes the young people would achieve. The new Education, Health and Care plans (EHC) clarified the health and social care provision and also the extent of the range of provision up to the age of 25.

An example of better integration of services could be seen with the work that had started with health and social care colleagues to help bring together mental health provision alongside education.

### **Personal Budgets**

One of the members referred to the personal budgets where parents were now in charge of the funds and not schools, which had caused some confusion, and asked what plans had been put in place in respect of the personal budgets. It was reported that parents could request for the personal budget and could ask for a speech and language therapist for example, however the therapist would only be able to work in the school if agreed by the headteacher. It had been found that in the last 6 months there had been less take up from parents of the personal budget than expected and one of the co-optees commented that this was not because there was less interest but due to parents not being aware what they could use the budgets for. So far there had not been a request for a full personal budget but there had been some parents that had taken up funds for travel arrangements. The shorts breaks offered had already been available for eligible parents.

### **Funding**

It was reported that the additional money from the government was not ringfenced and work was done with corporate finance to draw down funds for Hammersmith and Fulham. A risk was highlighted as the grants had been allocated for a two year period so there were concerns about what would happen in year three for young people. This would need to be monitored.

It was asked if there was a model of the new EHC to compare to SEN plans and it was noted that a copy of the form for the EHC would be given; the form included a one page summary which intended to detail the profile of the

young person, setting out the priorities and would be owned by the young person and parent.

**Action: Alison Farmer**

There was more focus on the outcomes in the EHC; the key difference was that it allowed to record education, health and care issues.

It was questioned that if the new legislation covered young people up to the age of 25 but the funding was only allocated for four years, then how would the other years be accounted for. It was noted that the Camden model looked at working with adult services, so it was about looking at existing services to work with young people up to the age of 25.

The members of the public in attendance had the opportunity to also ask questions and put forward their comments, and the following was raised:

The Headteacher for Jack Tizard School highlighted the following comments:

- there were enormous hidden costs for schools and the impact on transitions for schools was great; the amount of time doubled to put each transition into place.
- there was concern on the impact on service delivery day to day
- the three year transition process was a tight schedule and was too ambitious in such a limited period of time
- special schools were in a good position as they were already having personal centred plans but this could be difficult for other schools to adopt.
- there was now a serious focus on 19-25 provision. Jack Tizard School had already looked at how best to support this age group as there were extremely complex needs and learning needs involved, and the school had started to work with parents.
- the needs of children were taken seriously and this was potentially an exciting time for the school with the new developments however there were a lot of challenges.

One parent in attendance expressed concern over the lack of communication relating to the new EHC, noting it was hard to understand the process. He referred to the Pathfinders website that included many reference to the forms. In respect of the EHC form, he felt that there were a lot of questions but it did not cover the future and aims of the children. He referred to a letter from the Department for Education (DfE) on how the form should be set out and commented that this form did not cover what was required and thought the form was confusing. Alison Farmer reported that the form had been developed with a parent group and had shared the form with the DfE who agreed it was acceptable. After one year, the form would be reviewed and officers would consult with the parent group, and hopefully a revised form would be produced. The Committee was told that officers had lobbied for a national form to be produced to make it easier for young people moving around London between boroughs. The H&F form aimed to be parent friendly and it was recognised that it would likely to be revised following its review.



The Headteacher of Queensmill School, spoke about the EHC and noted the following:

- she shared the parent's view on the repetitiveness of the form
- the school looked at young people from ages 2 to 19; it was felt for a long time that provision should not stop at 19 in respect of autistic children and proposals for provision post 19 years old were in place and parents at the school supported this. To be able to continue provision over 19 years, the school had set up a separate company to do this. The Headteacher was grateful for Ian Heggs and Alison Farmer's support in doing this.
- A new building purposely built for autistic children would open in May and members of the committee were invited to attend the grand opening.
- She referred to the costs in day and residential placements at an independent facility and believed what Queensmill School offered was a hugely cost effective model, which kept young people in the community.
- the school worked on all the education skills and looked towards more independent living and working with the community, such as looking at housing etc, whilst still focusing on the key education element of reading and writing.

### **Post 19 Provision**

In response to a question on whether the facilities developed for post 19 at Queensmill School would be for its pupils only, the Headteacher reported that that the facilities had not been exclusively for its pupils.

Steve Buckerfield, Acting Head of Children's Joint Commissioning, North West London Collaboration of Clinical Commissioning Groups, commented that the advantages of the personal budgets needed to be clear. He noted that work needed to be done with GPs in respect of co-ordination needed on the plans. Parentsactive had been involved to advise the CCG on issues relating to children with SEN. He referred to his colleague also in attendance, Alison Markwell, who would like to contribute to any further review on this when it comes back to the Committee.

### **Speech and Language Therapy**

In response to a question from a parent on whether speech and language therapy stopped in Hammersmith and Fulham when young people turned 18, Steve Buckerfield responded that there was no provision beyond 18 but if it was identified on a young person's statement then officers would make sure they would receive the provision. There were speech and language therapy services available for adults. The Chair commented that she would like to see where there was a commitment for young people to receive provision that this was then extended into adulthood. One of the co-opted members also commented that any provision should stop at the end of the academic year and not part way through. Steve Buckerfield mentioned that work was being done to recommission speech and languages services, noting that discussions were necessary to see what the needs were.

### **Housing and Council Services**

The quality of housing accommodation and the issues faced by families with disabled children and non-disabled siblings was raised, and it was noted that it was important to bring together all Council services to work together, so that

adult social, children's services, housing and health worked together to look at families in the round; the new EHC plans were a way forward to bring services together.

It was requested that a report on the development of provision for 18 to 25, including integration of housing, be brought back to the Committee for consideration at a future meeting.

The Chair thanked all those who attended for their contributions.

## **51. PUBLIC PARTICIPATION**

There were no comments raised under this item.

## **52. EXECUTIVE DIRECTOR'S UPDATE**

Andrew Christie presented his update report. In response to a question on whether any small businesses had been short listed in respect of the commissioning of school meals, it was reported that there were at least three small and medium enterprises that had been invited to tender. Councillor Ben Coleman reported that the contract should have come back to procurement task force to be discussed but appeared to have gone ahead without being consulted on. It was reported that the recommendations of the task force had gone to the lead members and officers would report back to the task force. Rachael Wright-Turner would discuss this with Councillor Coleman outside of the meeting.

***Action: Rachael Wright-Turner***

The Chair referred to the item on child poverty, noting that this issue had been identified by the Youth Council as one of its priorities to look at, as well as looking at the living wage. It was asked what key indicators were looked at in respect of child poverty, such as the use of food banks. Andrew Christie noted that the child poverty item was a piece of work commissioned by the Health and Wellbeing Board, which intended to not just focus on issues relating to children but also other cross cutting issues such as housing, and the use of food banks would likely be considered as part of this. The report would range from looking at creating opportunities, down to specific issues such as how to help families find routes into employment.

Councillor Fennimore reported that there was a food bank strategy and one key area was to make sure schools were linked to food banks. A copy of this report on food banks would come to the Committee when it was ready. One co-optee asked that there was reference to the use of Pupil Premium (PP) in the report. The Chair responded that she hoped for an update on the use of PP and the work done in relation to this at some stage in the future and the links between PP and child poverty could be looked at.

### **53. CABINET MEMBERS UPDATE**

Councillor Sue Macmillan updated the Committee on the issues raised by the looked after children and care leavers in the session held before the previous meeting. She reported that laptops had now been provided to 100 looked after children and care leavers in education, Wi-Fi in independent living arrangements was being commissioned and dongles were being provided until the Wi-Fi had been set up, the £30 limit for books had been removed and the parental contribution to university had been increased from £3K to £5K. The Chair was pleased how quickly the concerns of the young people had been addressed. She hoped that this would encourage young people that they would be listened to.

The Chair also referred to work done by Islington Council on e-safety which was available on its website.

The Committee was informed that through the economic development team, a number of firms had been approached to help promote the recruitment of foster carers.

Councillor Macmillan also reported that she was writing to independent schools to help find ways to facilitate them to be able to support state schools.

### **54. SCHOOL ORGANISATION AND INVESTMENT STRATEGY**

Ian Heggs, Director for Schools, introduced the report which was the strategy setting out projections and investment plans for the Council. He commented that the Council was well provided for. It was an important opportunity to look at projections, however it was noted that pupil place planning was not an exact science as there were a lot of factors concerned.

Alan Wharton, Head of Asset Strategy (Schools and Children's Services), reported that the demand for school places was rising dramatically in some places. As a result of the investment programme over the last few years, Hammersmith and Fulham was in a good place in terms of school population. There was a sufficiency of places for primary schools up to the year 2020 and for secondary schools up to 2019. He noted that there was no control over how many pupils moved across boroughs and the demand on places for Hammersmith and Fulham schools continued to be very high.

The Committee was told that the Council was currently consulting on the Local Plan. The regeneration developments that had been proposed would have an impact on the projections however the strategy was reviewed on an annual basis so these impacts would be looked at.

The Committee was invited to ask questions on the strategy and the following points were discussed:

### **Admission Policies**

In response to a question on schools being their own admission authority and whether the policies were checked, Ian Heggs reported that a lot of schools were their own admission authority and had to operate in accordance to the admission code. Schools had a duty to consult when changing their policies and if they went ahead with changes that were not compliant with the code they could be challenged on this.

The use of a lottery to allocate places was discussed and it was reported that this was allowed in the admissions code. It was noted that there had been some challenges to schools using a lottery code in respect of whether it was fair, clear and transparent.

### **Housing**

It was asked if the increase in houses being converted into flats had an impact on school places and it was reported that this had not yet become apparent. The local authority monitored trends and saw changes year on year. It was well placed as there was sufficient capacity to meet demands but this was reviewed annually.

### **Secondary School Places**

The duty to provide a secondary school place to residents was raised noting that a place would be provided where it was requested. There had been a slight increase in the number of parents choosing state schools, which would be a challenge for the admissions team; the admissions team would allocate a place for H&F residents but there would be a challenge if the school had a different admission policy.

An amended to the report was noted on page 44, to replace the figure “125%” with “25%”.

### **Child Yield**

The Chair referred to discussions relating to planning in respect of the child yield, as a lot of homes that people would have moved out from had not as the residents could not afford to. She asked how the child yield formula was produced and how it got reviewed. Alan Wharton responded that there had been a lot of discussion on how the child yield analysis was done at the moment because of the way planning contributions were going to be gathered; the contributions had been changed from section 106 agreements to CIL (Community Infrastructure Levy). There was a question whether the child yield now needed to be re-evaluated due to these changes and the Committee would be updated on this in the Executive Director’s update report when further information was known.

***Action: Alan Wharton***

### **Pupil Premium**

It was questioned what guidance and recommendations were available for schools in respect of the number of pupils that came under Pupil Premium. It

was reported that there had been changes from December where all state schools could give priority for pupils on Pupil Premium. Some schools were already doing this and it was a question whether other schools wanted to introduce this.

### **Outdoor Space**

The growth in the child population was referred to and a co-opted member noted that children did not spend all the time inside the school and asked how this was reflected in the parks policies for example. The Chair noted that that it was important for children to have outdoor space as many had less space to utilise in the home.

## **55. UPDATE ON THE TWO YEAR OLD PROGRAMME - FEBRUARY 2015**

Jackie Devine, Tri Borough Commissioning – Early Years, introduced the update report on the Two Year Old programme (TYO), noting that since the report was produced there were now 397 places for the offer and there was now a take up of 347. There were enough places for those who wanted to take up the offer. The DfE had done a survey on the take up and found the national average was 55.2%, the London average was 42.8% and Hammersmith and Fulham's was 31.8%. Hammersmith and Fulham's take up had now increased to 53%, which was down to building further capacity and further marketing of the programme. There were 80 places pending and a further 48 should be available by the end of the month. There were two new providers and another two pending to take part in the programme.

Engagement with schools was done to encourage participation in the programme and there was a DfE Early Years pilot that was taking place to encourage schools to be more flexible in the provision; three schools in Hammersmith and Fulham were taking part, which were Vanessa Nursery, Wendell Park Primary and Kenmont Primary.

There was a national campaign for the programme and work was done locally, such as updating the website with the information, information being available through the Family Information Service, a roadshow held in Kings Mall and a video produced showing local providers and interviewing parents which was available on the website for parents to view. A steering group had been set up in November 2012 which met on a monthly basis to consider the programme and a marketing working group was also set up to help promote the offer. There was an IT project underway which would allow parents to check their availability and apply online; it was hoped this would be available in the summer term. In summary, there had been an increase in the number of places and take up and the department was on course in September to meet the 80% target for take up.

The Committee was invited to ask questions and the following areas were discussed:

### **TYO and Three Year Offer Funding**

A member referred to an issue previously raised about children turning three years old before September and asked what changes there were in the

funding for that child; and also about the issue of them blocking a place, whether the projections included all those children. Jackie Devine responded that the issue relating to funding had been raised with the finance department and it was hoped there would be a solution, as at the moment the children turning three years old were funded under the TYO, and there were some sustainability issues with some providers which have been flagged up. Increasing capacity was an issue and had been raised with the DfE as there would be points throughout the year which would be difficult, however at the moment the department was on target for places. Engagement was done with schools as not all families would want a place and it was needed to know why this would be the case, but also when there were additional demands, work would be done with schools so there would be additional places.

The member asked what was the origin of this offer, as before the new legislation came into place two year old children would not be eligible and she felt it implied that there was a need to have a difference between the two offers. She asked where the £3.57 per hour cost came from for three year old offer. Councillor Macmillan noted that a previous update report to the Committee detailed this information; the difference in costing related to the difference in the ratio of carers needed for two year olds compared to three year olds. Jackie Devine explained that the £6.07 per hour costing was set by the DfE for the TYO, based on the ration of 1 carer to 4 children, whereas the for three year olds the ratio of carers was 1 to 8 children. It was asked that feedback on the discrepancies in funding between the TYO and the three year old offer be reported back to the Committee when it had been resolved.

***Action: Jackie Devine***

The drop in funding costs for three years olds was challenging and concern was raised in the lack of continuity for a child if they had to leave a setting due to drop in funding. Jackie Devine responded that this situation had not occurred where a provider had said they could no longer continue with the provision due to the change in funding, but this issue had been raised with finance as a risk.

### **Reaching Eligible Families**

It was asked if there was a way to reach out to those families who did not claim tax credit and were eligible for the TYO but did not know about it. The Committee was told that even if a family was not on the DWP list there would still be an eligibility test done. There was support in Children's Centres to help families get in touch if they were eligible; families could be signposted to tax credit at child registration in Children's Centres.

### **Accessibility of the Form**

In response to a question on help for families who were unable to complete the forms, it was noted that support was available through the Children's Centres. It was also reported that the marketing working group would need to work on the form as it was not currently available in any other language. It was suggested that work be done with community groups who worked with families in respect of this.

## 56. CHILDCARE TASK GROUP - UPDATE

Councillor Natalia Perez Shepherd, Chair of the Childcare Task Group, introduced the report which gave an update on the Task Group's work so far. The Task Group had to date met five times, involving great expertise from four expert witnesses from Children's Centres and nurseries; Michele Barrett (Head of Vanessa Nursery), Patricia Logan (Head of Bayonne Nursery), Michael Pettavel (Head of Randolph Beresford Early Years Centre) and Andy Sharpe (Masbro Centre). She also noted that there had been great input from officers and thanked Jackie Devine, Rosemary Salliss, Steve Comber, Sue Spiller and Laura Campbell for their work.

The Task Group had engaged with a wide range of evidence, such as visiting the two Quality Childminders Forums in the borough, conducting an online survey for parents, holding a focus group with parents at the Masbro Centres, inviting representatives to the meetings for in-depth discussion including the Family Childcare Trust, West London Zone, and much more.

Councillor Perez Shepherd invited Members of the Committee to send in any recommendations and feedback in respect of the review and suggestions of any local providers to contact were welcomed. The Task Group was still gathering evidence. The next meeting would be held on 24 February, and the Committee was welcomed to attend.

A member of the public referred to a provider she worked for that was closing its crèche but had not consulted parents on this, noting her disappointment this had happened. It was reported that this provider was not commissioned through the Council and it was thought that the funding was in the school's budget and the school's governing body had made the decision to close the facility. Officers would check whether the funding was through the school and would get back to the member of the public on this.

***Action: Rachael Wright-Turner***

The Chair referred to how childcare was marketed so that parents could find out what was available and asked that the Task Group looked at this. Councillor Perez Shepherd responded that following feedback as part of the review, one of the recommendations could be that the Family Information Service (FIS) be improved, as the website was not very accessible and the helpline number was costly for some parents. She had requested a report on the FIS in respect of its services available to come to the next Task Group meeting. The Chair also noted that it should be questioned how to reach parts of the community who the Council knew needed the services. Councillor Perez Shepherd also reported that one of the Task Group's suggestions was to make it easier to navigate the pages on the website for parents and that a process map of the parents journey relating to childcare be included to help make it easier to understand, so parents knew what options were available.

The Chair thanked all those involved in the Task Group and invited them to come to the 20 April meeting where the final report would be considered. She also invited all parents, carers and providers to the meeting.

**57. WORK PROGRAMME**

In respect of the item on the work programme relating to the workload of teachers, one of the co-optees informed the Committee that the DfE had issued guidance and written to schools about this workload issue. It was noted that many headteachers and teachers working at the local schools did not live in the borough, and it was asked that if the Committee wanted input from them at the meeting where this item was discussed, then plenty of notice was given to the headteachers and teachers so that they could plan to come along. It was also suggested that the item be considered at the end of this academic year or at the beginning of the next academic year.

The Chair reported that she had been in discussions with the Youth Council (was previously the Borough Youth Forum) which had been redeveloped so that the young people representatives were now elected from schools. The Youth Council preferred that instead of having a co-opted member on the CEPAC, that a member of the committee visited them to discuss issues. The Chair would attend every other Youth Council meeting to liaise with them. It had also been agreed that the Youth Council would prepare a report for the 20 April meeting on its work and priorities; many of its priorities mirrored those of the CEPAC, such as adolescent mental health. Work with the Youth Council would be done on an issue based way and engagement would take place with young people on issues coming to CEPAC and the other policy and accountability committees.

The Chair also informed the Committee that a report on multi lingual families and how they were supported would come to the Committee at a future meeting. The report would look at the cradle to university experience of multi lingual pupils and how they were supported in a multi lingual environment.

**58. DATE OF NEXT MEETING**

The Committee noted that the next meeting would be held on 20 April 2015 at 7pm at Hammersmith Town Hall.

Meeting started: 7.00 pm  
Meeting ended: 9.40 pm


Chair .....

Contact officer: Laura Campbell  
Committee Co-ordinator  
Governance and Scrutiny  
Tel 020 8753 2062  
E-mail: [laura.campbell@lbhf.gov.uk](mailto:laura.campbell@lbhf.gov.uk)

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Minutes are subject to confirmation at the next meeting as a correct record of the proceedings and any amendments arising will be recorded in the minutes of that subsequent meeting.



	<p align="center"><b>London Borough of Hammersmith &amp; Fulham</b></p> <p align="center"><b>CHILDREN AND EDUCATION POLICY AND ACCOUNTABILITY COMMITTEE</b></p> <p align="center"><b>20 APRIL 2015</b></p>
<p><b>YOUTH VOICE AND THE YOUTH COUNCIL MANIFESTO 2015-16</b></p>	
<p><b>Report of the Director of Family Services</b></p>	
<p><b>Open Report</b></p>	
<p><b>Classification - For Review &amp; Comment</b></p>	
<p><b>Key Decision: No</b></p>	
<p><b>Wards Affected: All</b></p>	
<p><b>Accountable Executive Director:</b> Andrew Christie, Executive Director of Children's Services</p>	
<p><b>Report Author:</b> Brenda Whinnett Youth Voice Coordinator</p>	<p><b>Contact Details:</b> Tel: 0208 753 6232 E-mail: <a href="mailto:brenda.whinnett@lbhf.gov.uk">brenda.whinnett@lbhf.gov.uk</a></p>

## 1. EXECUTIVE SUMMARY

- 1.1. This report provides a brief summary of current and proposed arrangements for 'youth voice' (consultation and engagement of young people) in Hammersmith and Fulham.
- 1.2. The report will also introduce the Youth Council manifesto for 2015-16 and proposals for working with the Committee.

## 2. RECOMMENDATIONS

- 2.1. The Committee is asked to review and comment on the Youth Council Manifesto and their proposals for working with the Committee.

## 3. INTRODUCTION AND BACKGROUND

- 3.1. The Youth Voice Coordinator, based in the Family Support Localities Service, coordinates a range of opportunities for young people to have a say in decisions that affect them and to participate in creating, building and improving services. These are explained in section 4 of the report and a visual summary will be presented at the CEPAC meeting.

- 3.2. At the centre of youth voice, is the Youth Council (HFYC), which has elected representatives from most of the schools and youth projects in the borough. The Youth Council have been working alongside Councillor Caroline Needham, Councillor Sue Fennimore and Councillor Sue Macmillan to develop their understanding of LBHF decision making structures, to produce their manifesto and to consider how best they can work with the Children and Education Policy and Accountability Committee (CEPAC) and scrutinise services, in a way that is fun and meaningful to them.

#### **4. YOUTH VOICE IN HAMMERSMITH AND FULHAM**

##### **4.1. Current universal provision**

###### **4.1.1. H&F Youth Council (HFVC)**

The Youth Council are a 'voice' for young people<sup>1</sup>. There are 18 regular members who give their opinion on policies, activities and services and develop a range of methods to get the views of other young people and present them to decision makers.

The Youth Council have recently been involved in consultation on Early Help Youth Services and the Draft Local Plan and have developed their manifesto for 2015-2016, which is focused on the top issues identified by local young people (*in the Make Your Mark Campaign*). Their manifesto has been produced into a film and will be presented at the CEPAC meeting (please see appendix 2 for the manifesto). They are planning an outreach programme to present their manifesto to young people and decision makers throughout the borough and to get their views and suggestions, and have formed task groups to work alongside key partners to take the issues forward.

They have also developed an application form for those wishing to consult with them, to support them to think through the practicalities of the consultation and to help the Youth Council consider whether or not they want to be involved. (Please see appendix 1 for a copy of the application form.)

###### **4.1.2. UK Youth Parliament**

Every year, members of the Youth Council decide whether to stand as a candidate in borough wide UK Youth Parliament elections. The elected Member of Youth Parliament and Deputy, lead the Youth Council and represent the youth of H&F at a regional and national level<sup>2</sup>.

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<sup>1</sup> The Youth Council is comprised of young people, aged 13-19, who live, go to school in or are looked after by LBHF. They meet fortnightly at Hammersmith Town Hall on alternate Tuesday evenings at 5pm-7pm.

<sup>2</sup> On March 25<sup>th</sup> 2015 Rahima Begum (17 from White City) was re-elected as the Member and Darnell Christie (16) from East Acton was voted as the Deputy Member of Youth Parliament. 4254 votes were cast by young people aged 11-18 in the 2015 UKYP elections.

#### **4.1.3. Make Your Mark**

The elected Member and Deputy also lead the annual 'Make Your Mark' consultation to identify the top issues for young people in the borough. The top 5 issues identified locally, become the focus for the Youth Council and the top 5 issues identified nationally, are debated in the House of Commons by all MYPs from across the UK.

3015 questionnaires were completed by young people in LBHF in October 2014. The top 5 issues were:

- 1) Living wage at work (516 votes)
- 2) Giving young people a voice in improving communities (436)
- 3) Mental health (408)
- 4) Work experience (357)
- 5) Votes at 16 (349)

#### **4.1.4. Youth Interview Panel**

Members of the Youth Council, service users and LBHF apprentices have completed a training package in recruitment and selection, enabling them to participate in recruitment processes with Family Services staff as required and appropriate. The young people use job descriptions to develop questions or scenarios for the candidates to work through and have designed a scoring system, the results of which they feedback to the professional panel at the end of the interviews. Young people are consistently involved in Family Support Localities Service interviews and HR approved standards and good practice guidance have been produced to enable colleagues throughout the department to effectively involve young people in interviews.

#### **4.1.5. H&F Youth Involved Facebook Page**

The Youth Council set up the H&F Youth Involved facebook page to be used as an additional tool for youth engagement, to promote opportunities to young people and to engage them in discussion on, for example what activities or services they would like, what they think the priorities should be for a particular service or plan and their thoughts or experiences on particular issues. Young people can also contact us using the page and it provides an online space for the forums to keep in touch and update other young people on their involvement.

#### **4.1.6. H&F Council Youth Take Over Day**

In November each year we host 'Take Over Day' as part of the national event hosted by the Children's Commissioner. Shadowing, work experience and challenges are identified for young people throughout the Council. Roles in 2014 included the Director of Family Services, the Head of the Family Support Localities Service, Environmental Health Officers, Uniformed Enforcement Teams and Apprenticeship Development Officers. Challenges included planning and hosting the Take Over Day celebration event, writing a press release on the day, mystery shopping for age restricted goods with the Trading Standards Team and planning for services including the newly established Family Assist Service. Feedback from participants and outcomes of the day are developed into a report and

shared with decision makers. It is recommended that the Take Over Day will continue to be an annual event at the Council.

## **4.2. Proposed Universal Provision**

### **4.2.1. Young Mayor Scheme**

The Councillors pledged to establish a Young Mayor scheme in their 2014-17 manifesto and the Youth Council are really keen to support the process. The Youth Voice Coordinator has done some initial research and outlined some consideration and required resources (please see appendix 3). It has been agreed to work towards election for a Young Mayor Programme to coincide with UKYP elections in March 2016.

### **4.2.2. Developing the LBHF website young people's section**

The LBHF website is in the process of being redesigned and the new site will allow us more flexibility of layout within the structure of the LBHF framework, with additional functionality and integration with social media. The Youth Council will be helping to develop the content of the new pages.

It is proposed that there will be a dedicated section of the website for young people, which could have activities and services, opportunities, links to consultations etc., vox pops, blogs and videos from young people and a Youth Council and Member of Youth Parliament blog or newsletter.

## **4.3. Targeted initiatives**

### **4.3.1 Targeted and issue based consultations**

Targeted and issue based consultations are undertaken with specific groups of young people or on specific issues to inform policy and service development and implementation. A current example is consultation on violence against young women.

### **4.3.2. Service user feedback- Family Services**

The Youth Voice Coordinator leads on service user and partner feedback mechanisms for the Family Support Localities Service, feedback from which informs the development of the service.

The Coordinator also leads on the Family Services Customer Care Survey, the first of which was also carried out in December 2014. Options are currently being considered for a Family Services Customer Care month in June 2015.

## **5. YOUTH COUNCIL'S PROPOSALS FOR WORKING WITH CEPAC**

- 5.1 Councillor Caroline Needham, Councillor Sue Macmillan and Councillor Sue Fennimore have been working with the Youth Council to explain LBHF decision making structures and to consider options for them to be involved in scrutinising and improving the services they receive.

- 5.2 The Youth Council made the following points:
- Committee meetings tend to be quite long, late in the evening, and can be quite intimidating for young people to attend and from experience of the young people attending in the past, they felt there was often little opportunity for them to be directly involved in meetings.
  - They suggested that young people be involved in other ways:
    - 1) The Youth Council to share their manifesto with CEPAC and for CEPAC to consider how they can support them.
    - 2) The Youth Council to have access to agendas and annual plans of the Committees so they can flag up where they think young people have a particular interest and make proposals and/or submit reports and evidence.
    - 3) Committees can have ‘*Questions for Young People*’ as an agenda item, which are then passed to the Youth Council. Answers and updates on other key projects to be regularly fed back to the committees through reports and where possible other methods including film clips of young people’s views.
    - 4) The Youth Council can suggest issues/areas for consideration to the Policy and Accountability Committees (PACs), based on the findings of their consultations with other young people.
- 5.3 Councillor Needham has offered to be the link between Youth Council and PACs and can attend Youth Council meetings as and when required. Councillor Needham also raised the point that in addition to the above, young people should have the opportunity to contribute to scrutinising decisions and help develop policies that are considered by the PACs and can submit questions to the Leader or Cabinet Members on particular areas of interest or concern.

## 6. PROPOSAL AND ISSUES

- 6.1. The Committee is asked to review and comment on the Youth Council Manifesto and their proposals for working with the Committee. The Committee is also asked to look at how it can support the Youth Council with taking forward the pledges in their manifesto.

### LOCAL GOVERNMENT ACT 2000

#### LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	None		

## **Appendices**

Appendix 1 - Application to consult with LBHF Youth Council

Appendix 2 – Youth Council Manifesto

Appendix 3 - Research Paper on Young Mayor Scheme



Application to consult with LBHF Youth Council

<b>Name</b>	
<b>Job Title</b>	
<b>Department/ Organisation</b>	
<b>Contact Details</b>	
<b>What is the aim of your visit?</b>	
<b>How do you feel we can help you?</b>	
<b>How will your work benefit young people in LBHF?</b>	
<b>Briefing included?</b>	Y/ N
<b>How much time will you need?</b>	
<b>How will you feedback any changes/outcomes to the forum?</b>	
<b>Do you have any special requests? E.g, access to power point, specific resources</b>	

**Please return the completed form to:**

**Brenda Whinnett**

Youth Voice Coordinator

[Brenda.whinnett@lbhf.gov.uk](mailto:Brenda.whinnett@lbhf.gov.uk)

The LBHF Youth Council meet alternate Tuesday evenings at 5-7pm at Hammersmith Town Hall

**What happens next?**

- Your application will be considered at the next Youth Council meeting
- If accepted we will be in contact to arrange a suitable date and time for your visit.
- It would be useful for you to think about how you are going to present your topic to us.
- We will have come from a long day at school or work so the presentation needs to be interactive.
- Getting us working in pairs or small groups would be an advantage
- We suggest you come prepared with 5 questions about your presentation that we can work on. This would help us to focus and prepare.
- Please contact the Youth Voice Coordinator for help or assistance with the above.
- We will need the questions a minimum of 2 weeks before your visit so it can be circulated to our members.
- We would like you to make a commitment to feed back and provide us with a date when you will be able to do that
- If you do use any of the information and ideas we have given you in any of your work, please give us credit for this.

**We look forward to meeting and working with you**





# **Hammersmith and Fulham Youth Council**

## **Manifesto**

**2015-2016**

## What is the H&F Youth Council?

We are an elected group of youth representatives (aged 13-19)<sup>1</sup>, who live, go to school in, or are looked after by Hammersmith and Fulham. We are a 'voice' for young people in the borough, and develop a range of methods to get their views and present them to decision makers. We also give our opinion on policies, activities and services and are involved in the recruitment of Children's Services staff.

Every year Youth Council Members, decide whether to stand as a candidate in borough wide UK Youth Parliament Elections. The Member of Youth Parliament and Deputy (Elected in March 2015), lead the Youth Council and represent the views of young people of Hammersmith and Fulham at a regional and national level.

## Our aims:

- To ensure that young people have a 'voice' that is listened to by decision makers and can contribute to the decisions that affect them.
- To represent ALL of the young people in the borough.
- To ensure that young people are well informed about the opportunities, activities and services available to them

## Our values:

We believe in:

- **Fair Representation:** (young residents should have equal access to information and opportunities to be involved in local decision making).
- **Honesty and openness:** (we won't always be able to change things, but need to clearly explain why if we can't)

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<sup>1</sup> Youth Council Members have been elected by their peers to represent their schools, colleges and community projects.

- **Understanding of local issues:** (we want to develop a good understanding of local issues and the concerns of young people so that we can help them to the best of our ability).
- **Best start in life for every young person:** (We want to ensure positive outcomes and lots of opportunities for young people in our borough. We want them to be ready for the world of work and independence and be easily able to access support when they need it).
- **A positive image of young people:** (We want to create a better image and challenge the negative stereotypes of young people).

### What does the Youth Council do?

- We meet every fortnight<sup>2</sup> to catch up and plan our projects.
- Set the agenda, chair and minute take our own meetings.
- Design ways to get young people's views (consultation events, films, facebook, questionnaires) and feed them back to decision makers.
- Scrutinise and give our opinion on services, activities and information for young people.
- Promote opportunities and services to other young people.
- Research and campaign on issues that affect young people locally and nationally.
- Help interview and select professionals to work with young people.

### What young people are telling us:

Every year, the elected MYP leads the 'Make Your Mark' consultation to identify the top issues for young people in the borough. The top issues identified locally become the focus for the Youth Council and the top

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<sup>2</sup> Alternate Tuesday Evenings from 5-7pm at Hammersmith Town Hall

issues identified nationally, are debated in the House of Commons by all MYP's from across the UK.

3015 questionnaires were completed by young people in LBHF in October 2014. The top 4 issues were:

- 1) Living wage at work (516 votes)
- 2) Giving young people a voice in improving communities (436)
- 3) Mental health (408)
- 4) Work experience (357)

These issues will be the focus for our manifesto.

The following issues are also important to us:

- Young people being ready for work and independence.
- Ensuring that young people are well informed of opportunities and services available to them and that they are what young people want and need.
- Increasing political awareness amongst young people.

## What do we want to achieve?

### **1. Encourage local employers to adopt the Living Wage.**

We will:

- Find out the views of local young people on the living wage.
- Research and identify employers that adopt the living wage and promote this to young people.
- Work alongside Councillors and relevant decision makers to highlight the importance of the living wage and encourage more employers to adopt it, to raise the standard of living for local young people.

## **2. Give young people a voice in improving their community.**

We will:

- Try to be a 'voice' for ALL young people, not just those that attend forums, ensuring that we are listening to and representing them in the best way that we can.
- Be more visible- get out and speak to young people on the streets, at community venues and through targeted services.
- Use social media and online resources more effectively to consult and communicate with young people.
- Help redesign the youth pages of the LBHF website.
- Produce an online newsletter and have regular blogs from the Youth Council.
- Develop an outreach programme- visiting schools and youth projects throughout the borough.
- Work with Councillors and decision makers to ensure that young people are actively involved in council decision making and consultations.

## **3. Reduce stigma and improve access to mental health services for young people.**

We will:

- Work alongside a Councillor led task force and local services to help increase the availability of local information in relation to young people's mental health and well-being and access to mental health services.
- Help reduce the stigma around mental health so that young people can access the support they need.

## **4. Support young people to be ready for work and independence.**

We will:

- Research the careers advice that is available and opportunities for young people to do work experience in the borough.
- Find out how effective young people think this is and identify possible areas for improvement.
- Identify and promote opportunities for young people to learn life skills (including budgeting, financial management, cookery, applying for jobs and interview skills etc.).

## **5. Increase political awareness and understanding amongst young people.**

We will:

- Work Electoral Services and relevant youth organisations, to increase young people's understanding and awareness of local and national politics in a way that is fun, engaging and meaningful to them.

## **Ensure that young people are informed about and can access activities and services available to them in the borough**

We will:

- Research the recreational activities and opportunities available to young people in the borough (including sports and performing arts) and ensure they are what young people want and need.
- Ensure that young people know how to and are able to easily access advice and support if they need it.

## **How to work with the Youth Council**

We have developed an application form for those wishing to consult with us, to support you to think through the practicalities of the consultation, including being clear on the purpose, how the feedback will be used and how you will feedback the impact of young people's involvement and so on. We can then decide whether or not we are interested and want to be involved. (See the attached application)



Application to consult  
with the Youth Council

For more information about the Youth Council and UK Youth Parliament:

See the 'H&F Youth Involved' facebook page

[www.lbhf.gov.uk/youthinvolvement](http://www.lbhf.gov.uk/youthinvolvement)

[www.ukyouthparliament.org.uk](http://www.ukyouthparliament.org.uk)

## Young Mayor Schemes Research Paper

**Brenda Whinnett**  
Youth Voice Coordinator  
December 2014

### **Introduction**

This report draws on research and examples of Young Mayors schemes operating in London including Lewisham, Newham and Tower Hamlets. It explains what a Young Mayor is and the types of activities they can be involved in; the benefits for young people and decision makers and what a Young Mayor scheme needs in order to be effective. It also explains the current arrangements for youth voice in LBHF and suggests some areas for consideration.

### **What is a Young Mayor?**

A Young Mayor is a young person (usually aged 11-18) who is elected by other young people to represent them. They are either directly elected by their peers to represent them or internally elected from a youth council or cabinet. The democratic mandate of Young Mayors provides credibility to represent young people and enables them to take action on the issues that matter to young people in their area. The British Youth Council, who support and advise Young Mayor schemes suggests that to do this effectively, Young Mayors should be politically neutral and represent young people's opinions, not political parties.

A Young Mayor Scheme can be an alternative to, or compliment other participation projects and they can operate in different ways. Young Mayors can act in a purely honorary or civic role, for example by presenting awards at ceremonies, opening community fetes or attending events on behalf of their community (there are equivalent Adult Mayors who do a similar role). Alternatively they can hold budgets and/ or have delegated authority and decision making responsibility or indeed do a combination of both.

*Examples: In Lewisham and Newham, the Young Mayor makes decisions with the support of a group of Youth Councillors. Their role is to represent the concerns of the borough's young people outside of the scheme and enable the Young Mayor to make informed decisions. In Tower Hamlets, when being elected the Young Mayor runs on three campaigns; these are then chosen as three areas of work that the Young Mayor undertakes in their year of office. They also have a Youth Council, and although they work closely, they have different agendas and projects.*

The main difference between the schemes in London relates to where the Young Mayor is situated within each borough's structure. For instance, in Lambeth the Young Mayor sits within Lambeth Council's Legal and Democratic Services Department, while Newham and Lewisham's are based within the Mayor's Office and in Tower Hamlets the Young Mayor sits in the Intergrated Youth Support Service. Although the Young Mayor is not a constitutional figure and has limited authority, the placement of the scheme has the potential to influence how they operate and how participants and external people view the scheme.

### **Benefits for young people**

- There are personal benefits, in skills and experiences gained, for the Young Mayor, as well as the candidates and nominees via the election process. Confidence, communication, etiquette, presentation, meeting and campaigning skills have all been stated by Young Mayors as skills they have acquired from the scheme. Beyond this there are the thousands of young people who can potentially be touched by the nomination process – and those enjoying the educational experience of casting a vote.
- Young Mayor schemes can help young people to be more informed and involved in local decision making and have a better understanding of the borough's democratic structures.
- A high profile elected representative raises the profile of issues that matter to young people and can help counter negative stereotypes.
- Young Mayor schemes can increase the take up of other youth voice projects, with candidates who stand and fail to be elected, often keen to participate in the youth council.
- Young Mayor can earn accreditations including the British Youth Council Youth Voice Award and have a unique opportunity to add to their CV and reference portfolio.



## **Benefits for communities and adult decision-makers**

- Young Mayors are a high profile demonstration that the local authority is serious about changing the lives of young people in the borough. A Young Mayor acts as a stimulus for corporate commitment to and action on involving and taking account of young people within an authority.
- The act of having a Young Mayor crystallises the need to reference young people across services and departments and can act as a catalyst to strengthen local accountability and improve services for young people; making them responsive, user driven and cutting costs long- term.
- A Young Mayor helps elected members, local officers and their wider partners understand the issues that affect young people, as well as their needs and opinions, leading to better informed decisions.
- Voting at a young age can become a lifelong habit that leads to greater participation in the democratic process and wider civic society. Properly resourced and supported, Young Mayor Schemes typically achieve election turnouts approaching 50%.
- Fulfils statutory duties- local authorities have a duty to inform, consult and involve people in the running of local services, as well as a duty to promote democracy- particularly to young people.

## **What does a Young Mayor scheme need in order to be effective?**

- **Full support and "buy in" of the adult council and elected Mayor and/ or Council Leader.** It is essential that the Young Mayor is supported by and has lots of opportunities to meet with their adult equivalent. This could be in the form of meeting regularly, holding joint surgeries, or presenting to the council together on topics of mutual interest.
- **A formalised structure in which to operate.** There is a need for some form of protocol so that the Young Mayor can easily and effectively feed into the

general workings of the council as a whole. This may take the form of a written constitution or Terms of Reference.

- **A clear idea of what the Young Mayor can and can't do** and therefore establishing boundaries for what impact they can have on decision making processes.
- **A nominated adult champion to lead and support the Young Mayor Scheme** and accompany the Young Mayor on their engagements. The Young Mayor will need lots of support to understand the political system and council decision making structures, to engage with young people in the borough, to research and develop their arguments and to be confident in delivering them.
- **A formalised Local Authority wide democratic election process** (This can be run alongside other elections such as Youth Council or UK Youth Parliament to reduce the resources required).
- **Projects to raise the profile and influence of the Young Mayor.** It is necessary to have the support of the Communications Team, who can help raise the profile of the Young Mayor and the issues they are working on
- **Access to meeting rooms, premises and equipment**
- **Full briefings before all meetings** (not just the notes sent to them)
- **A clear relationship to a broader youth participation structure such as a youth council or parliament.**
- **Support from Electoral Services** (with the election and vote counting etc). (Most boroughs that run the scheme- Electoral Services run the election process in exactly the same way as they do the adult elections).
- **A mechanism to measure the success of the Young Mayor's Involvement**

#### Case Study- Newham

- The Newham Young Mayor has responsibility for a budget of £25,000.
- The Newham Young Mayor and Youth Council's campaigns have raised the profile of environmental sustainability in the borough, particularly around recycling, energy use and local parks
- The Newham Young Mayor and Youth Council have led the campaign to ensure that all the Olympic and Paralympic venues are available free of charge to local young people after the games. They also helped design the aquatics centre.

### **1. The H&F Youth Council**

The Youth Council is a 'voice' for young residents and is currently made up of 15 members (aged 13-19). They are supported to develop a range of methods to get the views of young people and present them to decision makers, and work with council and health services to give their opinion on policies, activities and services. They are also involved in the recruitment of Children's Services staff. The forum are currently in the process of developing into a fully elected Youth Council or Youth Parliament. (see the proposed timeline below).

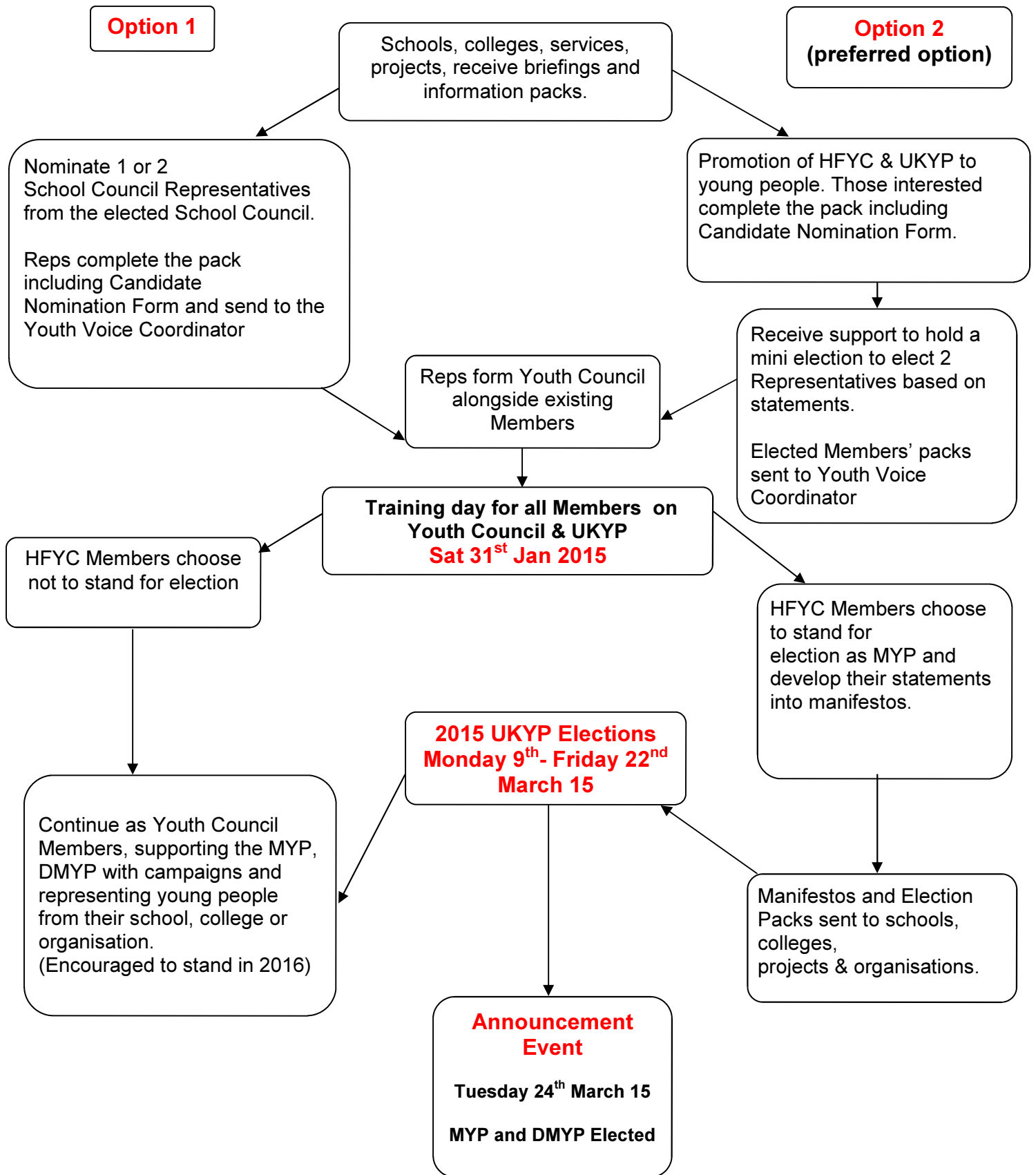
The forum have previously influenced various council policies and did have regular dialogue with Members and Senior Officers, they also had representation as 'expert witnesses' at the various Select Committees. These mechanisms have not however, been fully reviewed since the change in administration and then now tend to be involved on an adhoc basis. Some initial discussions have taken place with Councillor Sue Macmillan, the Cabinet Member for Children and Education on developing the scope of their involvement in council decision making, but this an area for further consideration and development.

### **2. UK Youth Parliament**

We host elections annually in schools, youth projects and through services working with specific groups. Each year a Member of Youth Parliament and Deputy are elected to lead the youth forum, to represent the views of young people in LBHF at a regional and national level and, supported by the Borough Youth Forum, to campaign on issues impacting upon young people in the London Region. Every year, the elected Member leads the 'Make Your Mark' consultation to identify the top issues for young people in the borough. The top 3 issues identified locally, become the focus of local campaigns and the top 5 issues identified nationally, are debated in the House of Commons by all MYP's from across the UK.

Elections for the Youth Council and UK Youth Parliament are due to take place in 2015, with the process starting in January 2015 (see proposed process and timeline below).

**Process for the 2015 Youth Council (HFYC) and UKYP Elections**



### Timeline for Youth Council & UKYP Elections

Date	Event	Details
<b>Monday 5<sup>th</sup> January' 15</b>	Deadline for information sent out (to schools/youth projects).  Schools can access info from Wed 7 <sup>th</sup> Jan.  Info also sent to all projects/community organizations on the list.	Briefing and YP's Packs sent to PHSE/Citizenships Coordinators at schools-  From Monday 5 <sup>th</sup> Jan for Option 2 (projects and services).
<b>Wednesday 14<sup>th</sup> January' 15</b>	Follow up phone call to Contacts	To check they received packs/whether they need any support
<b>Monday 19<sup>th</sup> - Thursday 29<sup>th</sup> January' 15</b>	mini- elections at schools, youth projects and services	Option 2- supported to hold mini-elections to elect 1 or 2 Youth Council Members
<b>Thursday 29<sup>th</sup> January 15</b>	Deadline for nominations  Youth Council Formed  Final list of Youth Council Members send email and training	Deadline for all completed YP's packs and Youth Council Members info to be sent to Participation Officer  Compile final list of Youth Council Members send congratulations email and details of/ directions for training (follow up phone calls)
<b>Saturday 31<sup>st</sup> January' 15</b>	Training for New Youth Council Members and Intro to UKYP (to give YP an informed choice about becoming MYP).	Workshop on role and responsibilities of MYP, citizenship, democracy, representation etc. Ending in 'mini-election' for 8 candidates.
<b>Monday 2<sup>nd</sup> February to Friday 20<sup>th</sup> February</b>  <b>(Half Term Monday 16<sup>th</sup>-Friday 20<sup>th</sup> Feb)</b>	Support for candidates to develop their manifestos	Meeting arranged with councillors Manifestos and UKYP election packs/videos to be produced
<b>Monday 23<sup>rd</sup> Feb '15</b>	Deadline for schools, projects and orgs to receive elections packs, DVD's, ballot boxes and manifestos	
<b>Monday 9<sup>th</sup> March- Friday 22<sup>nd</sup> March</b>	2 weeks of UKYP and Elections	Elections for MYP and Deputy MYP take place in schools, colleges, projects and services (Day/times to suit them).
<b>Friday 22<sup>nd</sup> March'15</b>	•Ballot Boxes Collected •Ballot Papers Counted	“ ”
<b>Tuesday 24<sup>th</sup> March' 15</b>	Announcement	Announcement/Celebration Day at Town Hall-  MYP and DMYP are elected
<b>Wednesday 25<sup>th</sup> March' 15</b>	Official Handover	
<b>Friday 10<sup>th</sup> April to Sunday 12<sup>th</sup> April 2015</b>	Youth Voice Leadership Development Programme Residential for Training residential for MYP and DMYP	“ ”

## Areas for Consideration

- How can we strengthen current youth voice arrangements (the Youth Council) and communication with Members and Senior Officers to extend the reach of young people's involvement in council decision making?
- If we are to set up an LBHF Young Mayor scheme:

-Can we establish some clear objectives?

-How will the Young Mayor scheme and Youth Council link with the adult structure and vice versa?

-Will the Young Mayor have a representative or civic role?

-How can the Young Mayor, Member of UK Youth Parliament and H&F Youth Council/Parliament mutually support and communicate with each other, as well as having distinct areas of work to avoid duplication?

-Where will the Young Mayor sit?

-What resources are available to support the Young Mayor?

-Will they have any decisions on financial spend/ be allocated a budget, if so how will this be administered?

- Can we form a steering group to support the planning and implementation of the scheme. This could include:
  - Young people from existing projects,
  - Democratic Services,
  - Electoral Services,
  - Communications and media,
  - Youth Voice Coordinator/ Children's Services
- As mentioned there is the option of hosting the Young Mayor elections at the same time as the UKYP elections. However, timelines for this would be extremely tight and it is recommended that consideration is given to the above areas before we commence with elections. Potentially we could focus on establishing the steering group, defining the terms of reference and strengthening current arrangements and either work towards electing a Young Mayor in the 2016 elections or hosting a separate election process mid-late 2015.

For further advice and Information on Young Mayors Schemes, see:

10<sup>th</sup> Anniversary Commemorative book celebrating 10 years of the Young Mayor scheme in Lewisham <http://www.gold.ac.uk/media/YoungMayorLewishamBooklet.pdf>

The Young Mayors Network: <http://www.ymn.org.uk>

The British Youth Council [www.byc.org.uk](http://www.byc.org.uk)

# Agenda Item 6

	<b>London Borough of Hammersmith &amp; Fulham</b>  <b>CHILDREN AND EDUCATION POLICY AND ACCOUNTABILITY COMMITTEE</b>  <b>20 APRIL 2015</b>
<b>EXECUTIVE DIRECTOR'S UPDATE</b>	
<b>Report of the Executive Director of Children's Services</b>	
<b>Open Report</b>	
<b>Classification</b> - For Information <b>Key Decision:</b> No	
<b>Wards Affected:</b> All	
<b>Accountable Executive Director:</b> Andrew Christie, Executive Director of Children's Services	
<b>Report Author:</b> Andrew Christie, Executive Director of Children's Services	<b>Contact Details:</b> Tel: 020 8753 3601 E-mail: <a href="mailto:andrew.christie@lbhf.gov.uk">andrew.christie@lbhf.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1. This report provides a brief overview of recent developments of relevance to the Children's Services department for members of the Policy and Accountability Committee to consider.

## 2. RECOMMENDATIONS

- 2.1. The Committee is asked to review and comment upon the contents of this report.

## 3. FOCUS ON PRACTICE

- 3.1 Practitioners, managers and senior leaders have all started systemic training. The feedback has thus far been positive, with practitioners and managers commenting that the ideas being presented are already having an impact on the way they think about the work they do with children and families. Practitioners, managers and senior leaders continue to work on the identification of systems conditions which are barriers to good practice, and practitioners are now beginning to use different recording strategies which allow them to be more analytical and efficient in their time. The



Thomas Coram Research Unit, Institute of Education (University College London) have been appointed to undertake the independent evaluation of Focus on Practice.

#### **4. TRANSFER TO SECONDARY SCHOOL OUTCOMES FOR SEPTEMBER 2015**

- 4.1 Parents will have received the outcome of their application for secondary school on National Offer day, Monday 2 March 2015. The resident application cohort has increased to 1249 compared to 1167 last year. The outcomes are very similar, with demand across the borough adequately met. The total number of preferences submitted for the six secondary schools has also increased to 6161 compared to 5838 last year. Early indications show 54.7% of residents will be offered their first preference school (59% last year) and 78.7% offered one of their first three preferences (83% last year).
- 4.2 The low proportion of families being offered their first preference can be attributed to a number of factors, such as, demand for Hammersmith & Fulham schools from out of borough residents, the low number of residents offered faith schools in the borough as they do not meet a high enough priority against the respective school's admission criteria, and applicants naming schools for which they have no realistic expectation of successfully gaining a place as a first preference, as they have nothing to lose by doing so if they make use of their five remaining preferences.
- 4.3 The number of applicants without an offer is 155 or 12% of the overall resident cohort 117 (9%). There are sufficient places available in Hammersmith & Fulham and Kensington and Chelsea (girls only) to allocate a school with a vacancy to all children within a reasonable distance from home (within 3 miles). As is historically the case, movement on waiting lists, and parents declining offers in favour of Independent schools, will enable further offers to be made for schools of preference between now and September.
- 4.4 The number of vacancies across the borough is 265 (256 last year). All children without an offer were provided with an offer of a school with a vacancy. As the Admissions service is shared across three boroughs, any boys close to Hammersmith and Fulham without an offer in Kensington and Chelsea will also be allocated the closest school in Hammersmith and Fulham with a vacancy. This will mean that schools with vacancies have had the opportunity to promote their school and increase their roll numbers. Schools affected have arranged further Open day/Evenings for parents.
- 4.5 A change in offer trends is most evident for Hammersmith Academy. A change in the way applicants are banded (benchmarked with the national ability range) has significantly altered the outcome of offers. The allocation of offers must be made equally across the five Bands. However with 262 of the total 607 applicants placed in the lower Band E, it has

meant that offers could only be made to children in that Band living within 0.362 of a mile within the designated priority area. The offers in the remaining Bands all extend beyond the priority area. The Council has raised their concern with the Academy in a response to their consultation on changes to the Academy's admission arrangements for 2016/17.

## 5. SPECIAL EDUCATIONAL NEEDS

- 5.1 Cross sector Education, Health and Social Care Statutory Assessment and Resource Allocation Panels have now been established. Thus far, there have been 69 new requests for assessment for an Education Health and Care Plan, as detailed below:

<b>Age Range</b>	
Under 5	37
Primary	14
Secondary	13
Post 16	5
<b>Total</b>	<b>69</b>

<b>Status</b>	
Agreed for assessment	36
Decision deferred	2
Awaiting panel decision	12
No for assessment	19
<b>Total</b>	<b>69</b>

- 5.2 As well as these new requests for assessment, the local authority is required to transfer all young people who currently have a statement to an Education, Health and Care plan by the end of 2017. In Hammersmith and Fulham this equates to 801 transfers. These are taking place during the next three academic years, as outlined below:

<b>2014/15</b>	
<b>Year Group</b>	<b>Total</b>
Year 11	59
Year 13	23
Year 14	40
<b>Total</b>	<b>122</b>

<b>2015/16</b>	
<b>Year Group</b>	<b>Total</b>
Reception	11
Year 1	65
Year 3	55

Year 5	43
Year 7	49
Year 11	65
Year 13	32
<b>Total</b>	<b>320</b>

<b>2016/17</b>	
<b>Year Group</b>	<b>Total</b>
Year 3	55
Year 4	46
Year 5	43
Year 7	49
Year 9	47
Year 10	54
Year 11	65
<b>Total</b>	<b>359</b>

- 5.3 With regards to staffing, 20 out of the 21 Keyworker vacancies in the Special Educational Needs Service have now been recruited to, with recruitment to the remaining vacancy on-going.

## **6. OFSTED SCHOOL INSPECTIONS**

- 6.1 Larmenier and Sacred Heart Catholic was inspected in February 2015 and received an Outstanding rating from Ofsted in March 2015. The inspection report highlights the school's success in providing opportunities for pupils to thrive academically, socially, physically, spiritually, morally and culturally. Fulham College Boys' Academy was inspected in January 2015 and received a Good rating from Ofsted in February 2015. The inspection report commended collaborative work with the Studio School which successfully supports high quality provision for students with special educational needs and disabilities.

## **7. OFSTED CHILDREN'S CENTRE INSPECTIONS**

- 7.1 Masbro Children's Centre was inspected in February 2015 and received a Requires Improvement rating by Ofsted in March 2015. An action plan is being drawn up to address the key issues outlined in the inspection report.

## **8. CHILD SEXUAL EXPLOITATION (CSE)**

### **8.1 The Casey Report**

The Committee will be aware that an independent inquiry into Child Sexual Exploitation (CSE) in Rotherham found evidence of sexual exploitation of at least 1,400 children in Rotherham from 1997 – 2009 and 2009 – 2013 and it was established that there was a 'collective failure' by both the Council and the Police to stop the abuse. A subsequent inspection

commissioned by the Department for Communities and Local Government carried out by Louise Casey highlighted serious deficiencies in all areas inspected and called into question whether Rotherham Metropolitan Borough Council has the capacity to improve.

## **8.2 Local developments on CSE**

- a. Within Hammersmith & Fulham protecting children from sexual exploitation effectively continues to be a priority for Children's Services, and has been identified as a key priority for the Local Safeguarding Children Board (LSCB) in 2015/16. A number of actions are taking place to further improve local referrals rates and responses, particularly through the Multi Agency Sexual Exploitation (MASE). We are also developing an increased focus on tackling perpetrators through prosecution of disruption.
- b. A particular development is the roll out of Operation Makesafe which is a Metropolitan Police led awareness raising campaign targeting businesses such as hotels, licensed premises and taxi firms. It includes publicity materials and training with the aim of encouraging managers and employees in such businesses to be aware of the signs of CSE and to report it to the Police through a dedicated telephone number. The relevant leads in Council departments who work with such businesses have been engaged and plans are being made to distribute materials, identify forums where CSE can be discussed and organise training opportunities.

## **9. CHILD POVERTY**

- 9.1 A Child Poverty strategy is currently being developed following agreement at the Health and Wellbeing Board in November 2014 for Children's Services to lead this piece of work. A Joint Strategic Needs Assessment was published in 2014, which identified a number of priorities based upon the needs of local children and their families. Children's Services have been engaging other relevant council departments and partners to produce the strategy, notably in relation to issues relating to housing and accessing employment. The strategy will consider the causes and consequences of poverty locally, makes links with other on-going activity (such as the Childcare Task Group) and identify key indicators through which progress can be monitored.

## **10. COMMISSIONING – PASSENGER TRANSPORT**

- 10.1 The outcomes of a recent service user consultation, together with the work of the Passenger Transport Working Party have informed the development of recommendations to strengthen service arrangements. These will be considered by Cabinet in April 2015 and a review of new arrangements and their effectiveness is proposed for a CEPAC Meeting in the Autumn.

## **11. COMMISSIONING – SCHOOL MEALS**

- 11.1 Tenders have now been received for the second phase of the School Meals commissioning process (Invitation to Tender phase). Seven tenders have been received for the Primary, Special and Nursery School services, and five tenders have been received for the Secondary School services. These will now be evaluated with the involvement of school representatives to inform recommendations for the appointment of suppliers to the Framework agreement. This will then be followed by a final phase of work to award service contracts for each Borough. The timetable for contract award and mobilisation will be planned in consultation with the schools to avoid key pressure points in the school calendar.

## **12. EARLY LEARNING FOR TWO YEAR OLDS**

- 12.1 In February, Hammersmith and Fulham recorded take up of the early learning offer for two years old at 54%, or 352 children. This is an increase of 19.6 percentage points from October 2014. This has been reported to the Department for Education, who produce national performance tables. Within London, the average performance of Local Authorities is 50%. The DfE have confirmed that Hammersmith and Fulham's achievement now places the Borough at 16<sup>th</sup> place in the middle of the league table, out of a total 33 London Boroughs. Further work to increase the marketing and take up of the local offer, and provide additional places will continue to ensure that the Borough builds on this achievement.

## **13. EQUALITY IMPLICATIONS**

- 13.1 As this report is intended to provide an update on recent developments, there are no immediate legal implications. However any legal issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

## **14. LEGAL IMPLICATIONS**


- 14.1 As this report is intended to provide an update on recent developments, here are no immediate legal implications. However any legal issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

## **15. FINANCIAL AND RESOURCES IMPLICATIONS**

- 15.1 As this report is intended to provide an update on recent developments, there are no immediate financial and resource implications. However any financial and resource issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	None		

	<p align="center"><b>London Borough of Hammersmith &amp; Fulham</b></p> <p align="center"><b>CHILDREN AND EDUCATION POLICY AND ACCOUNTABILITY COMMITTEE</b></p> <p align="center"><b>20 APRIL 2015</b></p>
<p><b>INTERIM REPORT OF THE CHILDCARE TASK GROUP</b></p>	
<p><b>Report of the Chair of the Childcare Task Group: Councillor Natalia Perez Shepherd</b></p>	
<p><b>Open Report</b></p>	
<p><b>Classification - For Information</b> <b>Key Decision: No</b></p>	
<p><b>Wards Affected: All</b></p>	
<p><b>Accountable Executive Director:</b> Andrew Christie, Executive Director of Children's Services</p>	
<p><b>Report Author:</b> Steve Comber, Policy Officer</p>	<p><b>Contact Details:</b> Tel: 020 8753 2188 E-mail: steve.comber@lbhf.gov.uk</p>

## 1. EXECUTIVE SUMMARY

- 1.1. Following discussions around Childcare Provision held at the Children and Education Policy and Accountability Committee (CEPAC) meeting on 3 September 2014, a Childcare Task Group was formed.
- 1.2. The task group met for the first time on 17 October 2014 to agree the terms of reference and then subsequently met on six occasions to consider findings and reports from expert witnesses across a range of topics.
- 1.3. The group also conducted surveys and held focus groups with key local stakeholders to gain feedback on the current provision of childcare in the borough and identify areas for improvement.
- 1.4. The interim report of the group is attached, which outlines the key findings of the group, including the following sections:
  - Executive summary
  - Terms of reference for the group

- Methodology
- Statistical context – The Family and childcare trust
- Current childcare provision in the borough

### **Evidence Gathering**

- The Childcare Sufficiency Assessment
- Local Families
- Childminders
- Discussions with other providers
- The Family Information Service
- Ensuring the quality of Private, Voluntary and Independent providers
- The delivery of the 2-year-old offer
- 8-6 childcare in schools pilot
- Out-of-hours childcare

### **Policy and additional information**

- Support for parents with affordability of childcare
- National policy developments
- Future partnership working

1.5. The interim report identifies several key areas that the task group would like to investigate in more detail, reporting to CEPAC on each of these throughout the next municipal year. These areas are as follows:

- The importance of accurate information for local families and the current performance of the Hammersmith and Fulham Family Information Service (FIS)
- Improving support for childminders and the effectiveness of the offer of childminding services for local families
- The role of Children’s Centres in delivering effective, high quality childcare in Hammersmith and Fulham
- Building on the findings of the 8-6 out-of-core-hours pilot for support in schools
- Innovative solutions for growing a skilled workforce

1.6. While the 2-year-old offer was included in the terms of reference and was considered by the group (findings can be seen in section 12 of the report), it was agreed that the ‘business as usual’ updates that are provided to CEPAC will continue to be the vehicle for scrutinising work in this area.

1.7. The first of these detailed reports is regarding the importance of accurate information for local families and the current performance of the Hammersmith and Fulham Family Information Service, and is included at section 3 of this report for the Committee’s consideration.



## **2. RECOMMENDATIONS**

### **2.1. The Committee is asked to:**

- review and comment upon the contents of the interim report of the task group;
- consider the detailed information on the Family Information Service contained within this report

### **2.2. With regards to the Family Information Service, the overarching recommendations are as follows:**

- To explore the options for the Family Information Service website to be improved. This should include the potential for automatic updating of childminder information via the Ofsted data feed, the sharing of data between existing sources of information and for the website to deliver a more user friendly experience for families and childcare providers.
- That the local authority reviews the location for the management of the FIS within Children's Services including options for future staffing arrangements.
- That the corporate communications team are consulted about promotion of a new improved service once it is implemented.

## **3. DISCUSSION ITEM**

### **“THE IMPORTANCE OF ACCURATE INFORMATION FOR LOCAL FAMILIES AND THE CURRENT PERFORMANCE OF THE HAMMERSMITH AND FULHAM FAMILY INFORMATION SERVICE”**

#### **Introduction**

- 3.1. The interim report of the Childcare Task Group identifies that a wide range of childcare services are available in Hammersmith and Fulham. All of these services can work together in various combinations to meet the differing needs of families in the borough.
- 3.2. During discussions with parents, the Task Group found that access to up-to-date, accurate and personalised information is vital to support them with understanding the options that are available to them and identifying the correct childcare solution for their circumstances.
- 3.3. Another finding from the Task Group is that there are a wide variety of national schemes to support parents with the cost of childcare, each of which has their own slightly differing eligibility criteria and benefits. Sometimes the difference in accessing one type of financial support over another will provide only marginal benefits and the unique circumstances of each family in the borough means that different approaches work for different families. A survey of local parents, which was conducted by the

Task Group, found that a significant number of respondents did not know which benefits they are entitled to for support with the cost of childcare, indicating that there is confusion in this area.

- 3.4. Section 12 of the Childcare Act 2006 (the information duty) reflects the importance of clear and accurate advice regarding childcare by placing a statutory duty on all top tier local authorities in England to deliver information, advice and assistance to parents of children up to the age of 20. The key paragraphs from this section are outlined below:

*Duty to provide information, advice and assistance*

*An English local authority must establish and maintain a service providing information, advice and assistance...*

*The service must provide to parents or prospective parents information which is of a prescribed description and relates to any of the following –*

- (a) the provision of childcare in the area of the local authority;*
- (b) any other services or facilities, or any publications, which may be of benefit to parents or prospective parents in their area;*
- (c) any other services or facilities, or any publications, which may be of benefit to children or young persons in their area.*

*The service must provide advice and assistance to parents or prospective parents who use, or propose to use, childcare provided in the area of the local authority.*

*The service must be established and maintained in the manner which is best calculated to facilitate access to the service by persons in the local authority's area who may benefit from it, including, in particular, persons who might otherwise have difficulty in taking advantage of the service.*

- 3.5. Local authorities deliver this through provision of a Family Information Service (FIS).

**Feedback received via the Task Group**

- 3.6. In order to understand the effectiveness of the FIS in Hammersmith and Fulham, a series of questions were asked of parents in the Task Group's online Childcare Survey.
- 3.7. 60.4% of the respondents to the online childcare survey stated that they had not used the FIS to obtain information about local childcare.

3.8. Of those that had used the service, 22% thought that it was either poor or very poor, while 34 % deemed it to be only satisfactory (leaving 44% who rated it as good or excellent).

3.9. Parents also provided some narrative on the performance of the Family Information Service and how information regarding local childcare could be easier to find. Some representative quotes are as follows:

*"We have been in Fulham for 7 years. We used a day nursery and a school nursery only thanks to the advice of friends. We have no idea of where to find information on either childcare in the borough, or after school clubs"*

*"I have no idea what the Family Information Service is, or does...I had never heard about it until I did this survey."*

*"The Family Information Service is not very well laid out. I have struggled to find details that I knew were on the site as they didn't appear in any of the areas I anticipated that they would."*

*"Details of all nurseries available in the borough (private and state) could be made available in one place including ages from which children can attend. Also would be good to have a source for approved childminders, nannies, and baby sitters in the area"*

3.10. The Task Group also consulted with Childminders to discuss their experience of providing childcare in Hammersmith and Fulham. The FIS represents a cost-effective opportunity for childminders to promote their service to local families; however, they were quite critical of the quality of service that is currently provided by the FIS.

3.11. When considering the promotion of their service, most childminders (94%) found word of mouth to be a very effective method of promoting their services and it was felt that the Quality Childminder Forums were a key enabler of this. Many of the childminders (62%) found the internet or social media as an adequate way to promote their services, although this method requires active management on an individual level.

3.12. Most of the childminders (67%) found the FIS to be either 'not very effective' or 'not at all effective' in promoting their service. The childminders reported that their information is not kept up to date on the FIS website and that changes to their details are not made when they are requested.

3.13. The key issues regarding the FIS can therefore be summarised as follows:

- The service is not being used by the majority of families in the borough
- The service is not well promoted and families are unaware of the website

- The website itself is not easy to navigate and it is difficult for families to find the information they require
- Providers have been unable to update their details directly and requests for updates have not been responded to

### **The management of the Hammersmith and Fulham FIS**

- 3.14. When it was first introduced, the FIS was managed within the Family Support Localities Service. During this time the FIS had up to four dedicated officers to ensure that the content of the site was managed, ensuring that information is accurate, up-to-date and continually improved upon through strong links with key stakeholders and providers in the borough. These officers were also responsible for responding to telephone calls to the service, providing an avenue for families to discuss their childcare needs in person.
- 3.15. The Family Services Front Door was created in 2013 and, following a reorganisation of the Family Support Localities Service, the management of the FIS website was integrated into Front Door. In previous years the FIS Officers in the Localities Service had experienced a steep decline in the number of phone calls they received, with residents evidently preferring to use the website to get the information that they needed. In recognition of this, the telephone service for the FIS was incorporated into the council's externally commissioned contact centre, which is based in Rochdale.
- 3.16. The main function of the Family Services Front Door is to screen contacts that are made with the local authority in respect of child protection and safeguarding and to ensure that appropriate referrals are made when required.
- 3.17. The Front Door team is made up of a Principal and a Senior Social Worker and two Access Officers whose primary function is to screen initial contacts with the local authority. Following the reorganisation, it was the Access Officers who took on the additional responsibility for the maintenance of the FIS website.
- 3.18. Following the feedback received regarding the FIS, the Task Group met with Rabia Bouchiba, the Team Manager for the Family Services Front Door.
- 3.19. When meeting with the Task Group, Rabia Bouchiba indicated that the transition of the FIS from Localities to the Front Door in 2013 was rapid and that the handover process was not considered adequate to support the Access Officers that had no prior knowledge of FIS or strong existing links with childcare providers.
- 3.20. Since the FIS moved to the Front Door in 2013 the responsibilities that the Access Officers have taken on in addition to their regular duties can be summarised as follows:

- addressing emails sent by the public regarding childcare queries
  - dealing with enquiries and requests from the contact centre (usually to send letters and information to clients)
  - Managing the Ofsted feed (data received directly from Ofsted regarding the registration of new providers). This includes updating of all new and existing childcare provider details.
  - Updating other existing listings
  - Producing and maintaining a process map for the contact centre to follow when receiving an enquiry regarding childcare
  - Updating the site to promote childcare related activities being offered by external organisations
- 3.21. The demands (and priorities) of screening initial child protection and safeguarding contacts has meant that the Access Officers in the Front Door Service have not been able to give the FIS website the required attention to deliver a consistently high quality service. This means that email contact to the service may not be replied to in a timely fashion, while there is no one person who is taking responsibility for ensuring that information currently on the site is accurate and that new providers are added to the site and old providers are removed.
- 3.22. Furthermore, the performance of the website has been affected by technical issues. The 'certificate' which allows the site to access Ofsted data lapsed in 2013 and it was not possible to re-instate this for a period of eight months. This meant that information on newly registered childminders was not updated during this period. Following feedback from childminders regarding this, the team are now allocating additional hours to the FIS website to manually update records and ensure that information presented on the site is accurate and up-to-date.
- 3.23. The website itself is now considered to be dated and due for an upgrade. It does not have the features that other FIS websites have incorporated to make the management of information more efficient and make it easier for users to find the information they need.
- 3.24. As the telephone service for the FIS is outsourced to an external contact centre, the information given to parents will only be as good as the information available on the website. Due to their separation from the local authority, the contact centre operatives lack the local knowledge that a dedicated local officer can offer. Parents also fed back that, as the call centre is accessed via an '0845' number, the cost of calling is prohibitively high.

### **Good practice and potential future developments**

- 3.25. Other local authorities have been able to maintain an effective FIS by continuing to have a dedicated resource for the service based in a setting that is more closely linked to childcare services. One example of this is the Royal Borough of Kensington and Chelsea, who have a very well regarded

FIS that is strongly linked in with local providers and relevant childcare services across the local authority.

3.26. Following the implementation of the Children and Families Act, the requirement for all local authorities to have a 'Local Offer' of services for children with special educational needs and disabilities has prompted Hammersmith and Fulham to work with Open Objects (the providers of the current LBHF FIS website) to build a new website that contains many of the functions that the Task Group would like an updated FIS website to have. These include:

- ability for users to create an account and shortlist desired services
- ability for users to search for services based on their postcode and see on a map where services are situated in relation to their home
- ability for providers to submit details of their services and have access to amend these when required (this is moderated by local authority officer)
- ability to translate each page into multiple languages

3.27. As this site has been developed by Open Objects, there is the potential to build upon it to upgrade and improve the FIS website so that it better meets the needs of local residents. Furthermore, some initial work has been undertaken in Children's Services to scope the variety of systems used for websites, including the FIS and Local Offer sites, across Hammersmith and Fulham, Kensington and Chelsea and Westminster, to establish whether they could be set up and managed more efficiently across the three boroughs.

3.28. Expert witnesses that reported to the task group considered that connections with other hubs of local knowledge will help to improve the overall experience for users and add value to the service that the FIS provides. For instance, Children's Centres have reported that they often advise parents on the childcare that is best suited to their needs and the financial support that they can access to help with the costs. It is for this reason signposting parents to centres where detail is available should be a key focus of any new FIS site. This could help to address the issues around the call centre in Rochdale being disconnected from local knowledge.

### **Recommendations for the Committee to consider**

3.29. Considering the information provided within this section, the overarching recommendations for the Hammersmith and Fulham Family Information Service are as follows:

- To explore the options for the Family Information Service website to be improved. This should include the potential for automatic updating of childminder information via the Ofsted data feed, the sharing of data between existing sources of information and for the

website to deliver a more user friendly experience for families and childcare providers.

- That the local authority reviews the location for the management of the FIS within Children’s Services including options for future staffing arrangements.
- That the corporate communications team are consulted about promotion of a new improved service once it is implemented.

**4. EQUALITY IMPLICATIONS**

4.1. As this report is intended to inform initial discussions of the members of CEPAC, there are no immediate equality implications. However any equality issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

**5. LEGAL IMPLICATIONS**

5.1. As this report is intended to inform initial discussions of the members of CEPAC, there are no immediate legal implications. However any legal issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

**6. FINANCIAL AND RESOURCES IMPLICATIONS**

6.1. As this report is intended to inform initial discussions of the members of CEPAC, there are no immediate financial and resource implications. However any financial and resource issues will be highlighted in any subsequent substantive reports on any of the items which are requested by the Committee.

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	None		

**THE LONDON BOROUGH OF  
HAMMERSMITH AND FULHAM**

**CHILDREN AND EDUCATION  
POLICY AND ACCOUNTABILITY COMMITTEE**

# **CHILDCARE TASK GROUP**

**INTERIM REPORT**

**April 2015**



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## **1. EXECUTIVE SUMMARY**

- 1.1. Following discussions around Childcare Provision held at the Children and Education Policy and Accountability Committee (CEPAC) meeting on 3 September 2014, a Childcare Task Group was formed.
- 1.2. The task group met for the first time on 17 October 2014 to agree the terms of reference and then subsequently met on six occasions to consider findings and reports from expert witnesses across a range of topics.
- 1.3. The group also conducted surveys and held focus groups with key local stakeholders to gain feedback on the current provision of childcare in the borough and identify areas for improvement.
- 1.4. This interim report identifies several key areas that the task group would like to investigate in more detail, reporting to the Hammersmith and Fulham CEPAC on each of these throughout the next municipal year. These areas are as follows:
  - The importance of accurate information for local families and the current performance of the Hammersmith and Fulham Family Information Service
  - Improving support for childminders and the effectiveness of the offer of childminding services for local families
  - The role of Children's Centres in delivering effective, high quality childcare in Hammersmith and Fulham
  - Building on the findings of the 8-6 out-of-core-hours pilot for support in schools
  - Innovative solutions for growing a skilled workforce

## **2. TERMS OF REFERENCE FOR THE GROUP**

2.1. The Childcare Task Group met on seven occasions since it was established at the CEPAC meeting on 3 September:

- 17 October
- 7 November
- 28 November
- 9 January
- 6 February
- 24 February
- 19 March

2.2. The members of the group are as follows:

### **Councillors**

- Councillor Natalia Perez Shepherd (Chair)
- Councillor Elaine Chumnerly
- Councillor Caroline Ffiske

### **Officers**

- Laura Campbell (Committee Services)
- Jackie Devine (Early Years and Childcare Commissioner)
- Rosemary Salliss (Early Years Foundations Development Manager)
- Steve Comber (Policy Officer, Children's Services)
- Sue Spiller (Head of Community Investment)
- Paul Williamson (Head of Extended Services)

### **Regular expert witnesses**

- Michele Barrett (Head of Vanessa Nursery)
- Patricia Logan (Head of Bayonne Nursery)
- Michael Pettavel (Head of Randolph Beresford Early Years Centre)
- Andy Sharpe (Masbro Centre)

2.3. The agreed aims and objectives of the group are as follows:

1. to review the provision of childcare for under-8 year olds in the borough and identify areas of best practice, including looking at the services provided by other organisations and partners in the borough, such as third sector, health, private sector etc;
2. to look at the implementation of the two year old offer;
3. to understand the views and experiences of parents and carers in relation to childcare and early years services in the borough, and to

look at accessibility and affordability of childcare and how families could be supported;

4. to identify any gaps in the provision and to understand the extent of the impact on the families in relation to these gaps and identify any solutions;
5. to look at how the Council could support childminders, and to look at what the Council could do to raise the profile of childminders;
6. to contribute to a Council strategy for childcare.

### **3. METHODOLOGY**

- 3.1. The Task Group's work was member-led and it conducted its investigations by inviting a number of witnesses to attend meetings and engage in discussions on the topics detailed in the Terms of Reference.
- 3.2. Witnesses included officers from Children's Services and Finance and Corporate Services, headteachers from local nurseries, managers of local Children's Centres and leaders of local and national childcare organisations including:
  - The Family and Childcare Trust
  - London Early Years Foundation
  - West London Zone for Children and Young People
  - 8-6 Childcare in Schools Pilot
  - Hammersmith and Fulham Family Information Service
- 3.3. The views of local families were obtained via an online survey and focus group activities at children's centres. Local childminders were engaged through group interviews at the Quality Childcare Forums in the north and south of the borough, while local providers fed into the task group via a questionnaire that was conducted either in person or via email.
- 3.4. Members also received and considered a range of written documentation and research, including the 'London Childcare Report 2014' (Family and Childcare Trust) and 'Research to Inform the Evaluation of the Early Excellence Centres Pilot Programme' (DfEE). A full list of supplementary reading is available in the bibliography at the end of this report.
- 3.5. The topics discussed at Task Group meetings were as follows:

#### **Meeting 1 – 17 October 2014**

- Terms of Reference
- Evidence to be considered

#### **Meeting 2 – 7 November 2014**

- Expansion of the two-year-old programme
- Communications strategy
- Information gathering
- Questions for witnesses

#### **Meeting 3 – 28 November 2014**

- Family and Childcare Trust – London Childcare Report 2014
- Feedback from visit to Quality Childminder Forum
- Parental Consultation

#### **Meeting 4 – 9 January 2015**

- West London Zone for Children and Young People
- London Early Years Foundation
- Provisional results of parental survey
- Childcare Sufficiency Assessment 2011-2014
- Emerging recommendations

#### **Meeting 5 – 6 February 2015**

- 8-6 Childcare in schools pilot
- Results of the parental survey
- Feedback from provider visits
- Feedback from parents group session
- Timeline for finalising report and emerging recommendations

#### **Meeting 6 – 24 February 2015**

- Family Information Service
- Feedback from visits
- Responses from provider survey
- Drafting the interim report

#### **Meeting 7 – 19 March 2015**

- Reviewing interim report
- Update on the 8-6 Childcare in Schools pilot
- Online survey responses – further analysis

#### **4. STATISTICAL CONTEXT – THE FAMILY AND CHILDCARE TRUST**

- 4.1. Jill Rutter from the Family and Childcare Trust attended a meeting of the group to outline the key findings from the London Childcare Report in the context of the London Borough of Hammersmith and Fulham. The key points are as follows.
- 4.2. A high incidence of in-migration and international migration in London means that informal childcare links are often severed. The use of informal childcare through grandparents in London is the lowest of any UK region. Furthermore, residential mobility of families means that informal childcare links within communities are difficult to develop. London has a higher proportion of single parents than the rest of the UK. All of the above result in an increased reliance on formal childcare for working families.
- 4.3. Maternal employment is the lowest in London of any UK region (63% of mothers with dependent children in employment, compared with 73% nationally). Being in work, or being able to extend hours of work is key to helping families move out of poverty.
- 4.4. Childcare costs for under-fives are highest in London. A part-time nursery place for a child aged under-two is 28% higher in cost than the national average (£140.12). The average cost for this is even higher in LBHF.
- 4.5. There is evidence that there is confusion among families regarding the support that they can access for childcare. For instance, a working family can only access one of either 'Universal Credit' or 'Tax Free Childcare' support. There are certain families where it is not clear which of these would be most beneficial. The provision of information regarding support for childcare is critical to increasing take up.
- 4.6. It is recognised that there is a low take up of the two-year-old offer in Hammersmith and Fulham, but a high take up among three and four-year-olds.
- 4.7. Low take up of the two-year-old offer is generally due to a parental view that the provision is temporary, that the provision is poor, that travel to providers is difficult and, in London, that populations are so mobile (one in five families living in private rental properties as opposed to one in ten a decade ago).
- 4.8. When considering childcare provision in Hammersmith and Fulham the key issues are:
  - Childcare supply, identifying gaps in provision and ensuring business sustainability
  - Addressing the social segregation in early years provision (non-working families accessing Children's Centres while working

families access PVI provision – the networks formed at this stage of life tend to last for life).

- Ensuring the quality of PVI provision
- Providing childcare for parents with atypical work patterns

4.9. There has been a 13% drop in the number of childminders in the past two years in London. Childminders tend to be older women on low earnings (an average of £11k per year) with high business risks. Many younger childminders see the opportunity of working in nurseries as a more secure option with more potential for career development. This limits the provision of childcare for parents with atypical work patterns.

4.10. The Annual Childcare Costs Survey 2015 was published in February and found:

- The cost of sending a toddler to nursery part-time has risen by around a third over the past five years. It now costs on average £115.45 to send a child aged under-two to nursery for 25 hours a week in Britain, a total of £6,003 per year. This is a 5.1% increase on 2014.

4.11. The report suggests that there are two key reasons why the cost of childcare is rising:

- Nurseries and childminders are putting up their prices after keeping them down during the recession
- Parents are subsidising the government's free places for disadvantaged two, three and four-year-olds (funding that childcare providers receive to deliver free placements falls short by an average of £800 per child per year for each three to four-year-old place and £700 for each two-year-old place).



## **5. CURRENT CHILDCARE PROVISION IN THE BOROUGH**

### **Context**

- 5.1. The task group consider that this report should be read in the context of the significant reduction in funding that the Hammersmith and Fulham Early Years Service has experienced in recent years.
- 5.2. In 2010, a number of different funding streams for early intervention were pulled together into the Early Intervention Grant (EIG). As well as early education and childcare, the EIG was intended to support for a range of preventative provision such as short breaks for disabled children, teenage pregnancy services and youth services.
- 5.3. Nationally, the collation of several identified funding streams into this one grant represented a reduction of around 11% in central government funding and this was reflected in Hammersmith and Fulham.
- 5.4. While local authorities were able to allocate the grant where they saw a need, during the pilot phase the government still specifically expected them to continue to support children's centres, free early education places for disadvantaged two-year-olds, short breaks for disabled children, support for vulnerable young people, mental health in schools and support for families with multiple problems. (Funding for free early education for disadvantaged two-year-olds eventually moved into the Dedicated Schools Grant). This meant that local authorities had difficult decisions to make regarding the services that they could continue to directly provide within a reduced overall budget.
- 5.5. Following its implementation in 2010, the EIG continued to reduce year-on-year and this is reflected in the total budget for specific local authority employed Early Years Team staff in Hammersmith and Fulham.
- 5.6. The reduction in staffing has reflected a move from a model where childcare support services were delivered directly by the local authority to help grow and sustain the market to a model where childcare services are commissioned and monitored by the local authority. During this period of budget reduction specific childcare support roles such as Childcare Placement Coordinators, Childminder Development Officers, Workforce Development Officers and dedicated Administrative / Finance Officers were either deleted or had their responsibilities moved to the Localities Service.
- 5.7. It is in this context that all Early Years Practitioners from across the borough should be commended in the continued delivery of high quality and improving childcare services for local families.

- 5.8. However, it is the local authority's commitment to continual improvement of the services that are offered for local families that drives the activity of the task group.

### **Types of provision, location and occupancy**

- 5.9. The maintained, private, voluntary and independent (PVI) sectors all provide childcare in the borough. There is a wide range of provision of full-day-care to sessional, term-time-only care and education for children aged from 0 to 5 years.
- 5.10. There are currently 77 group childcare providers across the borough, along with approximately 130 childminders. A map that shows the current location of providers is attached at appendix A.
- 5.11. More recently due to the expansion of funded Early Education places, Vanessa Nursery School, Bayonne Nursery School and Masbro Children Centre have opened pre-schools to accommodate two year olds, and, subject to completion of a capital project. Randolph Beresford Early Years Centre will also be delivering places. There are also currently 48 full time equivalent places on offer though the commissioning of places at Normand Croft Community School and Randolph Beresford Early Years Centre for children meeting the criteria of need set out by the Local Authority.
- 5.12. There are approximately 4,000 childcare places delivered by group providers and childminders in the borough and a good mix of full-day-care (8.00am to 6.00pm) and sessional provision (mornings or afternoons).
- 5.13. Childminders deliver flexible care, providing full days and accommodating before and after school services for older children including an offer of drop off and pick up from schools. Some childminders are able to provide longer days and unsociable hours.
- 5.14. Families are also able to access a wraparound service, which incorporates breakfast club provision, school, after school and holiday based care. Wendell Park Primary School is a good example of this, providing a breakfast club, maintained school provision and after school care. However, it has to be considered that Childcare in schools for children under the age of 5 can be less prevalent than that for children of statutory school age.
- 5.15. There continues to be interest from new providers to enter the childcare market in the borough. However, childcare services need to be developed on the basis of a sustainable business model and delivered in areas where there is recognised demand for provision. Occasionally current providers will go out of business and therefore leave the market.
- 5.16. According to data from the Family Information Service, the number of childminders in the borough has been reducing in the past few years.

### **Cost of Childcare**

- 5.17. The cost of group childcare in the borough varies according to the type of provision, ranging from £48.00 per day rising to £95.00 per day. There are different pricing options for children attending part-time places and reductions for siblings. There are different rates for children aged under-2 years due to the staffing ratio needed for this age group.
- 5.18. Childminders are able to set their own rates and charge between £6.00 and £10.00 per hour, they also provide different pricing options for children who are attending full time and reductions for siblings.
- 5.19. Out of school childcare is provided in the borough and managed by many primary schools, four of which (Brackenbury, Holy Cross, Kenmont and Sir John Lillie) also deliver holiday care. The cost for the service ranges from £8.00 – £10.75 per session for after school care and between £70.00 and £125.00 for holiday care per week.

### **Good Practice in Hammersmith and Fulham**

- 5.20. Childcare providers are supported by a small team of qualified and experienced early years advisors, with a particular focus on children under three and in the private, voluntary and independent sector.
- 5.21. The team are allocated their own childcare providers enabling them to develop professional working relationships to develop the quality of services.
- 5.22. This will cover quality and the development of good practice, special educational needs, the development and progress of funded children, along with the brokerage and development of places and developing an integrated approach, working with a range of other professionals, children centres and early help colleagues. The team support new group childcare providers, entering the market, including prospective new childminders, this will involve providing information and helping them prepare for registration.
- 5.23. Advisors provide concentrated support to any provider who is graded as 'requires improvement' or below, this work will take into account a full appraisal of the setting, identifying the areas for development, working with the entire staff team, role modelling good practice, providing bespoke training, signposting to relevant external training or partners and arranging opportunities to visit outstanding settings, The team structure has provided opportunities to work in a more personalised, creative and flexible way and has seen a year on year improvement in Ofsted judgements.
- 5.24. The team work closely with their children centres and have initiated and facilitated some new initiatives, for example the pilot for the integrated two-year-old reviews and the development of the quality childminding forums, bringing together health, private, voluntary and independent sector

providers and childminders, this has led to the development of shared resources and knowledge.

- 5.25. The development of the integrated two-year-old reviews will improve the identification of those children and families that may need additional services, with the integrated working of health, children centre and childcare providers' appropriate services that can be provided more efficiently. All of this work will continue to develop as part of the best start programme of an integrated pathway for children and families.
- 5.26. The borough has a strong offer of group provider provision. As of September 2014, 85% of group providers of childcare in Hammersmith and Fulham were rated as either good or outstanding by Ofsted.
- 5.27. The borough has a well-established and effective termly training programme for current childcare providers. This is delivered to three separate tiers of staff; Management (providing sessions focused on topics such as preparation for Ofsted); Senior Practitioners (providing sessions on specific targeted practice); and General Practitioners (providing general sessions on topics such as the Early Years and Foundation Stage). Registration training for new childminders is held on a termly basis.
- 5.28. Bayonne, Cathnor Park and Masbro Children's Centres have incorporated the delivery of the targeted 2-year-old offer of free childcare for disadvantaged children. Provision of this offer through a children's centre enables a more joined-up and comprehensive offer of support for low income families, incorporating parenting and employability support for parents and carers as well as access to health services for children.
- 5.29. The local authority has a partnership agreement with Imperial College Healthcare NHS Trust that ensures its Community Midwifery Service works in close partnership with children's centres in the borough, and a similar agreement with Central London Community Healthcare for Health Visiting. Both children's centres and community midwifery/health visiting provide key services within the pre-birth and early years of a child's life and share the aim of intervening early to improve outcomes for children and their families. Midwives and Health Visitors maintain effective communication with Children's Centres within their respective localities to ensure that they are aware of information relating to children up to 2 years of age within their caseload. This is facilitated by a monthly Team Around the Children's Centre meeting (TACC).
- 5.30. The ten schools that took on the management of out-of-school childcare services in 2010 have all established sustainable out of school provision that meet the needs of the local population. In many cases, the number of available places has increased and children attending nursery classes are now able to attend. The schools are providing walking buses so that children from neighbouring schools can also access childcare. Sir John Lillie Primary School has an after school childcare offer for 60 children from local schools, and holiday provision for up to 50 children.

Approximately 50% of families attending the service access childcare tax credits.

### Quality of Childcare in Hammersmith and Fulham

- 5.31. Having high quality childcare and education provides the best opportunities for children to learn and develop and to be ready for the challenges of school, high quality provision particularly supports those children who may live with disadvantage and are more vulnerable.
- 5.32. All childcare providers have to work within the statutory framework of the Early Years Foundation Stage, which sets the standard that providers must deliver. It promotes quality and consistency, providing a secure foundation for learning, partnership working, equality of opportunity and places a high importance on the quality of teaching. Providers are inspected by Ofsted to ensure that they are meeting these requirements.
- 5.33. As of September 2014, the picture of inspections in the borough for group providers are as follows:-

Rating	% of providers
Outstanding	20%
Good	65%
Requires improvement	10%
Inadequate	1%
Not yet inspected	4%

- 5.34. The childminding inspections are as follows:-

Rating	% of providers
Outstanding	2%
Good	57%
Requires improvement	34%
Inadequate	6%

- 5.35. Of the 28 childminders with a satisfactory/requires improvement judgement, 14 have 'Met' inspections. A 'Met' inspection is given when a childminder has no children in the early years stage at the time of the inspection but is able to demonstrate that they are able to meet requirements of the Early Years Foundation Stage.
- 5.36. Two of the childminders have 'Not Met' inspections. A 'Not Met' inspection is given when a childminder has no children in the early years stage at the time of inspection and does not demonstrate that they can meet the requirements of the Early Years Foundation Stage. Both of these 'Not Met' inspections were given because the childminders had allowed their first aid certification to expire.
- 5.37. Therefore, 57% of the childminders (16) with a satisfactory/requires improvement judgement received this judgement due to not having a child

to mind when an inspection took place and 43% (12) received this judgement while children were being cared for.

- 5.38. The childcare services that are operated by schools impact on the school's overall Ofsted inspection, although they are inspected under the OFSTED day care inspection framework .This acts as a strong incentive for schools to ensure that the childcare is of high quality and is consistent with the quality of education provision at the school.

## **6. EVIDENCE GATHERING – THE CHILDCARE SUFFICIENCY ASSESSMENT**

- 6.1. The Early Years teams within Children's Services work to ensure that there is sufficient childcare provision across the borough, and that the sector retains a well-qualified workforce.
- 6.2. In 2011, a childcare sufficiency assessment was produced by The Early Years team to identify gaps in service and inform the future strategic planning of services for families.
- 6.3. The assessment is also used to assist the council in meeting its statutory duty of securing childcare as far as possible, to meet the needs of working parents and parents making the transition into work.
- 6.4. The latest childcare sufficiency assessment was produced for the period 2011 – 2014. The key findings from the assessment were:
  - Although overall the borough has enough childcare places available for children under five, there are variations across wards, with Addison ward, Shepherds Bush Green ward and Munster wards showing penetration rates below the borough average and inner London average for childcare places per 100 children. The proposed regeneration plans within the borough suggest that additional childcare places may in due course be required in these areas also.
  - The affordability of childcare continues to be a barrier for families across the borough, however both Wormholt & White City ward and Sands End ward are highlighted as areas where further work should be done to ensure parents are accessing all the support available to them, such as childcare vouchers, childcare element of the working tax credit, the free entitlement for three and four year olds and where applicable the two year old offer.
  - Parents of disabled children require support to find childcare places that will meet the sometimes complex needs of their children.
  - Consultation with teenage parents suggested that this group needs access to more information with regards to childcare for their children.
  - The parental demand survey highlighted that parents of children under five years old who did want more formal care for their children, would like on average an additional 13.88 hours of additional childcare per week, and most of these hours are requested during the working day. Only 30% of parents stated that they wanted childcare before 8am or after 6pm, and those that did were most likely to be in paid work.

- Many families rely on word of mouth recommendations about finding childcare. The Family Information Service provides a good service to families making enquiries about finding childcare, and the development of the Family Information Service Directory has been beneficial but more work is required to highlight the service to families.
- 6.5. Section 86 of the Children and Families Act (2014) repealed Section 11 of the Childcare Act 2006. Therefore, there is no longer a duty for local authorities in England to produce a childcare sufficiency assessment. However, the duty to secure sufficient childcare remains and plans for developing future assessments are currently being implemented.
- 6.6. Although the production of a Childcare Sufficiency Assessment is no longer a statutory duty, the value of such a document is recognised by the Task Group. It is also recognised that many of the issues identified in the 2011-2014 assessment are still apparent in the borough. The group are pleased to note that the Children's Services department have plans in place to continue to produce a regular assessment, the next version of which should be available in summer 2015.



## 7. EVIDENCE GATHERING – LOCAL FAMILIES

- 7.1. A questionnaire was designed to gather and analyse the views of parents from across the borough.
- 7.2. The online survey went live on Saturday 6 December and ran until 25 January. It was promoted by the corporate communications team as well as by the task group in schools, children's centres and via other officer distribution groups.
- 7.3. Analysis detailing the responses is attached at Appendix B. The **key views of parents** derived from the survey are as follows:
- Satisfaction levels with childcare drop off significantly in school holidays when compared with term-time.
  - Many parents feel that there is not a good choice of childcare in the borough.
  - Parents recognise the developmental benefits of attending formal childcare and feel that it has prepared their child for school.
  - Most parents feel that childcare in the borough is too expensive.
  - Many parents feel that childcare is not flexible enough to be available at the times they need it.
  - Over half of the respondents to the survey felt that a lack of childcare is a barrier to accessing employment or training, while most respondents stated that problems are caused when childcare arrangements break down.
  - A significant number of respondents indicated that they did not know which benefits they are entitled to for support with the cost of childcare. It is evident that there is confusion in this area.
  - Appendix C shows that those families who have not used formal childcare for some or all of their children tend to be living in the north and east of the borough.
- 7.4. When considering **just those families whose household income is less than £16,190** (the cut-off point after which families become ineligible for the two-year-old offer), the survey shows:
- Nearly all of the families from this income bracket who answered the survey are from the north of the borough and 68% of respondents indicated that they are from single parent households.
  - Only 5% of respondents from this income bracket are in full time work, with the majority either working part time, studying/training or looking for work. The majority of respondents in this income bracket do not work shifts or evenings / nights, indicating that the part-time work is generally undertaken during the normal working day.
  - Three quarters of all respondents have used formal childcare for at least one of their children and the main reason for using childcare is to go to work.

- For the quarter of respondents who have not used childcare, the main reason for not using childcare is that they are not working.
- Most parents felt that travel or transport issues make it difficult for them to access childcare.
- Several respondents identified a lack of childcare as a barrier to accessing employment opportunities.
- Most respondents had used the FIS but only 28% rated it as being either excellent or good.
- Families from this cohort indicated that they were well informed of their eligibility for initiatives to support their childcare.

7.5. Respondents to the questionnaire also provided qualitative feedback on their experience of childcare in the borough. Selected representative quotes are provided below:

*“...the availability of 15 free hours in H&F is pretty much a myth with only very few private providers providing it. Almost all make you pay extra [it is difficult to find childcare places] if you just want 15hrs term time for free.”*

*“The free 15 hour schedule is not adapted to working parents: 2 hours in the morning or afternoon with no possibility of clubs afterwards, therefore only the private scheme is adapted to working parents”*

*“I think childminders in general are expected to do far too much paperwork and the attention to the children is not the main focus due to the amount of paperwork they are required to do.”*

*“I think more council-funded pre-school provision would be great. My daughter goes to a local maintained pre-school, we are very satisfied with this pre-school and we are aware of a very long waiting list.”*

*“I would love to be able to use childcare occasionally, for when I have to work outside of school hours, but the after-school provision is only for regular attenders. It's made it difficult to get extra training at my work or to attend some meetings”*

*“It would be great if there was more state-provided childcare that is suitable for working parents. I would have liked to have put my daughter into a state preschool, but given that many of the places are only for half days, this would have made it very difficult”*

*“Public and private schools should be from 8.00-6.00pm so parents can work and children stay in a safe place. This would be provided at an extra cost of course but after school clubs should be mandatory.”*

### **Focus group at the Masbro Centre**

- 7.6. On Friday 9 January 2015, a small group of parents met with Councillor Natalia Perez Shepherd, Andy Sharpe and Jude Wood to give their experiences and express any issues they have in relation to childcare.
- 7.7. The parents indicated that the hourly cost of childcare in the borough is generally too high and that many holiday activities and youth clubs are unaffordable.
- 7.8. With regards to the two-year-old offer, parents indicated that some nurseries set hours for the provision of this that are not suitable for parents, sometimes offering only three hours per day. The lack of flexibility in hours means that places are sometimes not taken or, if they are, the hours prevent parents from being able to return to work. It was noted that some providers work with parents to deliver a personalised offer of childcare and that this works well.
- 7.9. The parents noted that there is generally not enough information about childminder provision that is available in the borough. There is a general lack of confidence in using childminders, with parents preferring to use nursery provision where several practitioners will be in attendance. When the parents were informed about the Quality Childminders Forums, they indicated that this would make them feel more confident about childminders. It was noted that this was a good idea for parents and childminders to have the opportunity to meet via the forums.
- 7.10. With regards to the choice of childcare provision in the borough, parents indicated that more could be done to meet their needs. Suggestions were made around:
  - Crèche facilities for short term needs, for instance when parents have to attend medical appointments.
  - Out of hours support for those that do not work between the hours of 09:00 and 17:00.
  - An increase in accessible holiday clubs
  - Support with getting back into work being attached to childcare providers.

## **8. EVIDENCE GATHERING – CHILDMINDERS**

### **Introduction**

- 8.1. On 21 November 2014, the Task Group visited a meeting of the Quality Childminder's Forum (QCF) in the south of the borough, based at Fulham Central Children's Centre. On 28 November 2014 the Task Group visited the QCF in the north of the borough, based at Old Oak Community and Children's Centre.
- 8.2. The QCF enables childminders to network and develop best practice through a range of training workshops and interactive sessions delivered jointly by the early years team and children's centre team. The QCF meets formally on a half-termly basis and also holds weekly drop in sessions.
- 8.3. As part of the work of the QCF in the south of the borough, childminders also attend the children's centre stay and play sessions where they work alongside parents. This provides an opportunity for parents to see the practice of childminders and understand that childminders can provide a professional, flexible and quality childcare service.
- 8.4. There is significant expertise in the childminder sector, with approximately 150 years of combined experience between the 14 childminders in attendance at the QCF session in the south, and a similar level of experience across the seven childminders at the QCF in the north. Of the 21 childminders that the group have met, most (67%) have been providing childminding services for over five years.
- 8.5. As the QCF in the south of the borough is more established than its equivalent in the north, the majority of the childminders that the task group have spoken to are from the south of the borough.
- 8.6. At each QCF, the Task Group had an hour on the agenda to meet with the childminders to discuss the positive and negative aspects of childminding in the borough and any improvements that they think could be made in the future. While the discussion was informative and provided a useful insight into the issues experienced by childminders, it should be considered that the 21 childminders that have been consulted with only represent just over 10% of the approximately 180 childminders that are registered in the borough.
- 8.7. The Task Group designed a short questionnaire for each childminder to fill out at the start of the session. The purpose of this questionnaire was to get an overview of the opinions held by the childminders and to provoke further discussion during the rest of the session. The key areas that were discussed are outlined below.

### **Promotion of childminding services**

- 8.8. Of the childminders we consulted with, most (94%) found word of mouth to be a very effective method of promoting their services and it was felt that the QCF was a key enabler of this, breaking down the stigma that is sometimes associated with childminding, raising its profile and introducing a sense of professionalism to the sector.
- 8.9. Many of the childminders (62%) found the internet or social media as an adequate way to promote their services, although this method requires active management on an individual level.
- 8.10. Most of the childminders (67%) found the FIS to be either 'not very effective' or 'not at all effective' in promoting their service. The childminders reported that their information is not kept up to date on the FIS website and that changes to their details are not made when they are requested. They also reported anecdotal evidence that staff members on the FIS phone line are not promoting childminders for 2, 3 and 4-year-old placements, with nurseries being the only settings that are actively promoted.

### **Demand for childminding services and funding**

- 8.11. Of the childminders the task group consulted with, 76% felt that demand for their services will decline in the next 12 months. This was linked to a feeling that their services are not promoted well enough across the borough and, beyond the QCF, not enough is done to counter the negative perceptions that parents sometimes have of childminding services.
- 8.12. There is also the feeling that childminders miss out on potential children to care for as nurseries are promoted to parents that qualify for the two year old offer in the first instance.
- 8.13. Those that felt demand would increase over the next 12 months said that this would only be the case if issues around funding for 3 and 4-year-old places were addressed.
- 8.14. The drop in funding between a 2-year-old placement and a 3 and 4-year-old placement, as mentioned earlier in this report, is felt by all providers. However, group providers, such as pre-schools and nurseries are able to effectively subsidise the cost of continuing to offer a place to a child when they turn 3. Childminders, however, do not have the economies of scale of group providers and, when a targeted 2-year-old child turns 3, they have no option but to stop caring for the child. In this instance, relationships that have been built up with the child and their family are ended and progress that is being made in the child's (and often family's) development is stalled, and the child can then have up to a year at home with their parent while they wait for a place at a group provider to become available.

## **Training and support for childminders**

- 8.15. Childminders are currently struggling to access compulsory training courses that are arranged by the local authority as the timing does not fit in with their working patterns and the location of the training is often too far away (in Westminster).
- 8.16. Childminders feel they have very little support beyond the QCF and there is a perception that nurseries are given a higher priority by the local authority. Many childminders feel isolated and miss yearly events that allow them to get together / network and celebrate their successes. In response to this, Vanessa Nursery School is working to develop a community childcare & early learning hub within the reach area of Cathnor Park Children's Centre as part of the national pilot led by '4 Children'.
- 8.17. When considering the training and support that is available to childminders, 93% of those that responded felt that the support of the QCF at the Children's Centre was either excellent (79%) or good (14%).
- 8.18. Most of the childminders that the group consulted with commented that training provided by private providers was either good (20%) or satisfactory (60%), however several of the childminders highlighted that private provider training is often too expensive to be cost effective. With regards to training provided by the Local Authority, 57% of the childminders felt it was poor, 24% rated it as satisfactory and only 19% felt it was either good or excellent.
- 8.19. The amount of paperwork that childminders have to complete was raised as an issue. Due to the statutory nature of their work, the evidence requirements for each child they work with is equal to that which is required by a nursery or other group provider, who often have a dedicated team to manage administration. Appendix D outlines the amount of administration required by the average childminder.
- 8.20. There is a large amount of confusion and apprehension amongst childminders with regards to Ofsted. There is no clear guidance or training provided to help childminders prepare for their Ofsted inspection. At the QCF sessions it became clear that the childminders had different experiences when it came to Ofsted and the group could not agree what the standards were for an inspection.

## 9. EVIDENCE GATHERING – DISCUSSIONS WITH OTHER PROVIDERS

### Private, Voluntary and Independent Providers

9.1. Given the limited time that the task group had to meet with the large numbers of providers that operate in the borough, the views of private, voluntary and independent (PVI) providers were gathered via a survey that was completed either in-person or via email. The survey was designed to gather the following information:

- How families find out about the provision
- Strengths / best practice within the provision
- Weaknesses / areas for development within the provision
- Any comments regarding funding and affordability of childcare for local families
- How quality, accessibility and suitability of the provision is monitored

9.2. The following providers responded to the survey and a summary of the key comments are outlined in the table below.

- Little Muffins Nursery
- Nelson Childcare Ltd (Step by Step Nursery)
- Puffins Nursery School
- Harmony Neighbourhood Nursery
- Little People Nurseries Ltd
- Bishops Park Montessori Nursery School
- Alan Green Nursery

Area	Key comments
How families find out about the provision	<ul style="list-style-type: none"> <li>- Via the dedicated website for the provision</li> <li>- Word of mouth via existing families that use the service</li> <li>- Referral from the under-fives service</li> <li>- Sibling policy</li> <li>- Health Visitor referrals</li> </ul>
Strengths / best practice within the provision	<ul style="list-style-type: none"> <li>- Low turnover of staff</li> <li>- High Quality Healthy menu, free range and organic where possible</li> <li>- Investment in training</li> <li>- Inclusion of extra-curricular activities in fees</li> <li>- Strong community relationships and a diverse range of families accessing the provision</li> <li>- Support children based on universal needs and a child centred approach i.e</li> </ul>

	<p>planning based on child's interests and needs.</p> <ul style="list-style-type: none"> <li>- Encourage staff to gain a higher qualification in the Early Years Field.</li> <li>-</li> </ul>
Weaknesses / areas for development within the provision	<ul style="list-style-type: none"> <li>- The need to make assessment forms more accessible to show parents development in a more professional way.</li> <li>- Working in partnership with the community around the nursery.</li> <li>- Research more of what is available for the children in the local vicinity.</li> <li>- Encouraging the professional development of staff often results in these staff moving on to higher paid positions in other sectors</li> <li>- Lack of space and insufficient funding to deliver 2-year-old places</li> </ul>
Any comments regarding funding and affordability of childcare for local families	<ul style="list-style-type: none"> <li>- 3 and 4-year-old funding does not cover the full cost of providing a place and therefore other places and additional hours are more expensive to subsidise this offer.</li> <li>- High business rates and rent contribute to the high cost of childcare in London</li> </ul>
How quality, accessibility and suitability of the provision is monitored	<ul style="list-style-type: none"> <li>- Excellent relationship with Early Years Service to support with monitoring and evaluation</li> <li>- Supervisions, appraisals, parent's evenings, occupancy, welcome packs with all children details.</li> </ul>

- 9.3. One provider also highlighted that many of the families who access the targeted 2-year-old offer require extra support, either for the children themselves who have additional needs, social services involvement with the family or parents who have communication difficulties as English is not their first language, for example. This requires extra input from the staff at the provision, who often need to attend regular child in need reviews every 6 weeks, input into Education, Health and Care Plans, provide statements to Family Services and spend time to ensure that parents understand notices and letters on an individual basis. It is considered that the standard funding for 2, 3 and 4-year-old places does not cover this extra input that is required.

### **Parentsactive**

- 9.4. The aim of Parentsactive is to provide a support network for parents of disabled children to gain and share information both locally and nationally.



- 9.5. Parentsactive is led by a Coordinator and a team of 12 parents who form the steering committee. Parents help and volunteer at events, are members of other committees relevant to disabled children and the development of services relevant to their children. The support group enables parents of children with learning disabilities and additional needs to meet each other and support one another.
- 9.6. The Task Group discussed how the issue of childcare affects parents of children with disabilities in Hammersmith and Fulham with the coordinator of Parentsactive, Nandini Ganesh.
- 9.7. Nandini Ganesh outlined how most parents of children with disabilities tend to accept that the specific care needs of their child necessitate them to be at home, meaning that in two parent families one of the parents generally does not work. Single parent families rely on the carers allowance and other benefits in lieu of income from employment.
- 9.8. Formal childcare is therefore not something that is generally sought by parents of children with disabilities.
- 9.9. Support from the Family Services Department via Care Packages often includes the provision of respite. Respite is the time that children with disabilities are looked after by others in order to give parents a break from caring responsibilities and allow them to undertake other activities. However, the sessional nature and limited provision of respite means that it cannot be used to support a parent with regular work commitments.
- 9.10. As private childcare provision is essentially a free market industry, with providers needing to cover their costs in full, and caring for children with disabilities is such a specialist area, the cost of providing regular all-day provision would generally be more than what an average person would make at work during that day, therefore meaning that employment is not economically viable. Those families that have a high household income use private nannies or other support workers that they individually train and monitor.
- 9.11. Nandini Ganesh indicated that there would be demand for affordable childcare for children with disabilities, as there are certainly parents who would like to return to work.

## **10. EVIDENCE GATHERING – THE FAMILY INFORMATION SERVICE**

- 10.1. For parents and children to benefit from the range of services available locally, they need to know what is on offer. To meet this need, each local authority has a Family Information Service (FIS) to provide a wide range of information about the key services that parents and children use.
- 10.2. When it was first introduced, the Hammersmith and Fulham FIS was managed within the Family Support Localities Service. During this time the FIS had up to four dedicated officers to ensure that the content of the site was managed, ensuring that information was accurate, up-to-date and continually improved upon through strong links with key stakeholders and providers in the borough. These officers were also responsible for responding to telephone calls to the service, providing an avenue to families to discuss their childcare needs in person.
- 10.3. The Family Services Front Door was created in 2013 and, following a reorganisation of the Family Support Localities Service, the management of the FIS website was integrated into Front Door. In previous years the FIS Officers in the Localities Service had experienced a steep decline in the number of phone calls they received, with residents evidently preferring to use the website to get the information that they needed. In recognition of this, the telephone service for the FIS was incorporated into the council's externally commissioned contact centre, which is based in Rochdale.
- 10.4. The main function of the Family Services Front Door is to screen contacts that are made with the local authority in respect of child protection and safeguarding and to ensure that appropriate referrals are made when required. This is a pressurised and high-risk department within Children's Services.
- 10.5. The Front Door team is made up of a Principal and a Senior Social Worker and two Access Officers whose primary function is to screen initial contacts with the local authority. Following the reorganisation, it was the Access Officers who took on the additional responsibility for the maintenance of the FIS website.
- 10.6. Following the feedback received regarding the FIS, the Task Group met with Rabia Bouchiba, the Team Manager for the Family Services Front Door.
- 10.7. When meeting with the Task Group, Rabia Bouchiba indicated that the transition of the FIS from Localities to the Front Door in 2013 was rapid and that the handover process was not considered adequate to support the Access Officers that had no prior knowledge of FIS or strong existing links with childcare providers.

- 10.8. She indicated that since the FIS moved to the Front Door in 2013 the responsibilities that the Access Officers have taken on in addition to their regular duties can be summarised as follows:
- addressing emails sent by the public regarding childcare queries
  - dealing with enquiries and requests from the contact centre (usually to send letters and information to clients)
  - Managing the Ofsted feed (data received directly from Ofsted regarding the registration of new providers). This includes updating of all new and existing childcare provider details.
  - Updating other existing listings
  - Producing and maintaining a process map for the contact centre to follow when receiving an enquiry regarding childcare
  - Updating the site to promote childcare related activities being offered by external organisations
- 10.9. The demands (and priorities) of screening initial child protection and safeguarding contacts has meant that the Access Officers in the Front Door Service have not been able to give the FIS website the required attention to deliver a consistently high quality service. This means that email contact to the service may not be replied to in a timely fashion, while there is no one person who is taking responsibility for ensuring that information currently on the site is accurate and that new providers are added to the site and old providers are removed.
- 10.10. Furthermore, the performance of the website has been affected by technical issues. The 'certificate' which allows the site to access Ofsted data lapsed in 2013 and it was not possible to re-instate this for a period of 18 months. This meant that information on newly registered childminders was not updated during this period. Following feedback from childminders regarding this, the team are now allocating additional hours to the FIS website to manually update records and ensure that information presented on the site is accurate and up-to-date.
- 10.11. The website itself is now considered to be dated and due for an upgrade. It does not have the features that other FIS websites have incorporated to make the management of information more efficient and make it easier for users to find the information they need.
- 10.12. As the telephone service for the FIS is outsourced to an external contact centre, the information given to parents will only be as good as the information available on the website. Due to their separation from the local authority, the contact centre operatives lack the local knowledge that a dedicated local officer can offer.
- 10.13. In order to understand the effectiveness of the FIS in Hammersmith and Fulham, a series of questions were asked of parents in the online Childcare Survey.

- 10.14. 60.4% of the respondents to the online childcare survey stated that they had not used the FIS to obtain information about local childcare.
- 10.15. Of those that had used the service, 22% thought that it was either poor or very poor, while 34 % deemed it to be only satisfactory (leaving 44% who rated it as good or excellent).
- 10.16. Parents also provided some narrative on the performance of the Family Information Service and how information regarding local childcare could be easier to find. Some representative quotes are as follows:

*"We have been in Fulham for 7 years. We used a day nursery and a school nursery only thanks to the advice of friends. We have no idea of where to find information on either childcare in the borough, or after school clubs"*

*"I have no idea what the Family Information Service is, or does...I had never heard about it until I did this survey."*

*"The Family Information Service is not very well laid out. I have struggled to find details that i knew where on the site as they didn't appear in any of the areas i anticipated that they would."*

*"Details of all nurseries available in the borough (private and state) could be made available in one place including ages from which children can attend. Also would be good to have a source for approved childminders, nannies, and baby sitters in the area"*

*"It would be easier if there are hand outs with clear instruction how to find information on website including the address because we have such a limited time in a day and difficult to make a time to read/search."*

- 10.17. Parents also fed back that, as the call centre is accessed via an '0845' number, the cost of calling is prohibitively high.

## **11. EVIDENCE GATHERING – ENSURING THE QUALITY OF PRIVATE, VOLUNTARY AND INDEPENDENT PROVIDERS**

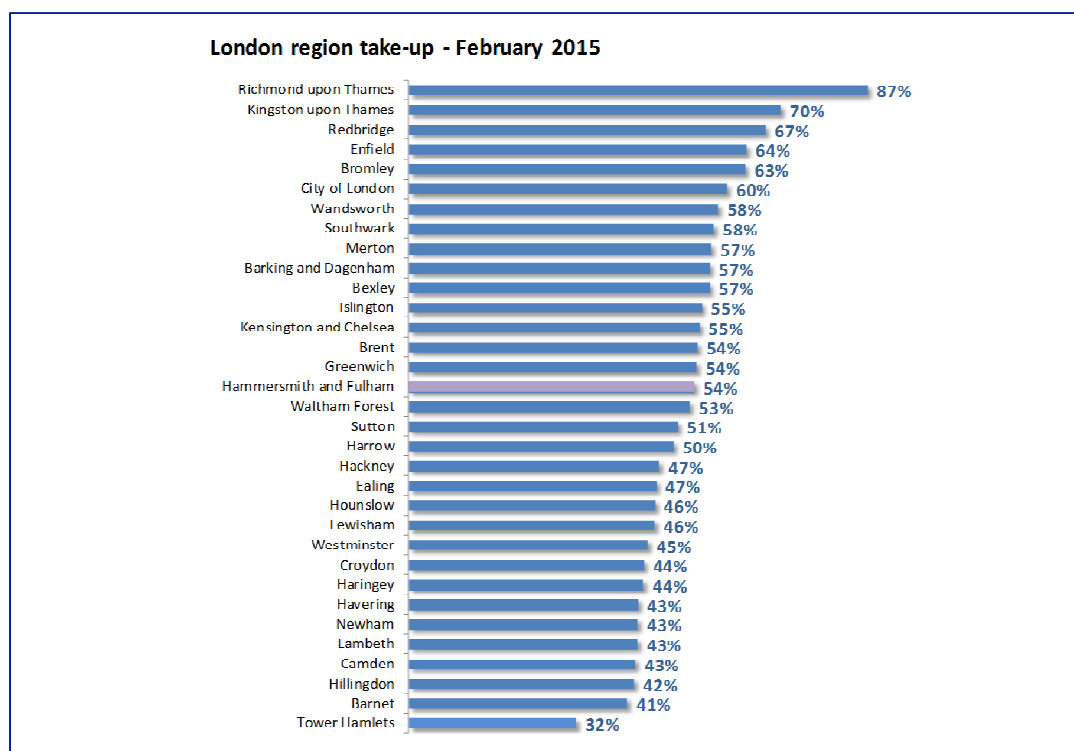
- 11.1. There is a requirement for Children’s Centres to know who the childcare providers are in their reach area, understand the quality of these providers and provide support where required.
- 11.2. All Children’s Centre Hubs are interested in the potential to develop these relationships in their area and have been working with the local authority to take this forward. All Children’s Centres now know who the providers are in their area and have the Ofsted information for each setting. This information is updated by the Early Years Team as necessary.
- 11.3. An Integrated Review Pilot is being developed jointly with these Children’s Centres and the PVI’s in the area. Children’s Centre managers are visiting the settings within their reach so they can see the full range of childcare in their area and meet the staff teams.
- 11.4. New Providers that come into the market are, in the first instance, supported by the Early Years Team. This is often advice regarding the premises that they are going to use and with the registration process. Part of this support is providing them with information about the borough, access to different opportunities and to their local Children’s Centre. The team also let the Children’s Centre managers know of new providers that are opening within their reach area.
- 11.5. The local authority has recently carried out two joint visits to new providers in the south of the borough. This process has engaged the providers immediately with the support that is available to them from the very beginning for their childcare journey.
- 11.6. There is also the development of the childcare hub pilot which the Early Years Team is supporting with many similarities to the above. Old Oak is at the early stages of development and there are dates planned for the development of the hubs for the remaining Children’s Centres.
- 11.7. Given the new legislation that allows providers to open more than one site under one Ofsted registration (see section 16 of this report), there is the potential for the local authority’s Early Years Team to build upon the good work that is currently undertake and work more closely in partnership with other providers, such as Children’s Centres, to monitor the quality of many new settings. The Task Group consider that the local authority should build upon current good practice outlined in this section to encourage outstanding Children’s Centres / Nursery Schools to support effective monitoring and CPD for new providers with little experience in the area. This could be delivered via a ‘Teaching Schools Model’, with use of funding from the DfE.

## 12. EVIDENCE GATHERING – THE DELIVERY OF THE 2-YEAR-OLD OFFER

- 12.1. At the time of writing, there are 654 eligible families in the borough (639 for Summer 15) and the table below shows the current capacity and take up within the borough. As part of the planning process the DfE advised local authorities to aim for an 80% take up from eligible families.

DWP list of eligible families for Spring 15	No. of Places Required (DfE target of 80% take up)	Current No. of Places	Current Occupancy of eligible 2 year olds	Current Vacancies
654	523	394	352	42

- 12.2. In October 2014 the take up rate was 32% but has since increased to 54%. The table below shows the current take up levels across London as at February 2015.



- 12.3. These figures were published in March 2015 and the Childcare Minister, Sam Gyimah, congratulated the borough on having one of the highest rates of growth in take-up in the country since the autumn term. At the time the national average take-up was 62% and London remained the region with the lowest overall take-up (50%), with only five of the London boroughs exceeding this national average.
- 12.4. The borough is now in a good position to increase take up further as there are new providers who are scheduled to join in the Summer 2015 Term. There are also capital projects which will shortly be completed that will

increase capacity over the coming months, thereby ensuring there will be sufficient places by September 2015 to meet demand from 80% of eligible families and future capacity building will be implemented if demand exceeds this target.

### **Raising Participation in the 2-year-old offer – a Parent Champions model?**

- 12.5. A marketing strategy is now in place to increase take up of this targeted offer. The DWP list, identifying eligible families, is a key tool to support the local authority to publicise the offer. Previously this was made available to local authorities three times a year but this has now been extended to seven times a year.
- 12.6. Utilising the DWP list will be backed up by the following methods of engagement:
- Information postcards, posters and birthday cards
  - Local marketing campaigns e.g. Community Roadshow in the Kings Mall and broadcasting through the Life Channel, shown at 40 GP and dental surgeries across the borough
  - Targeted outreach to eligible families through children's centres
  - Engage Parent Champions, working through children's centres, to market the places to local families
  - Work with partners/departments to market the offer to include JCP, SEN and LAC teams
  - Dedicated webpage and advertising on the council's weekly e-newsletter, social media and the council websites.
  - Homepage spread on Council websites

### **Funding implications when children transfer from the targeted 2-year-old offer to the universal offer of childcare for 3 and 4-year-olds**

- 12.7. In response to the survey of providers (summarised in section 9 of this report) and consultation with childminders (section 8), many providers indicated that with regards to funding, the level of 3 and 4-year-old funding does not cover the full cost of providing a place and therefore other places and additional hours are necessarily more expensive in order to subsidise this offer. This is particularly an issue when children transfer from the higher rate of funding for a targeted 2-year-old place.

### **Difference in funding levels**

- 12.8. Providers who deliver places as part of the targeted offer of childcare for 2-year-olds are funded at a rate of £6.07 per hour, which is set by the Department for Education (DfE). The entitlement is for 15 hours per week or a maximum of 570 hours per year. Children who qualify for the 2-year-old offer become eligible in the term after their second birthday and can access this entitlement for up to three terms.

12.9. In the term after their third birthday, their place is funded as part of the universal entitlement to childcare for all 3 and 4-year olds. The rate for this is £3.57 per hour, which is set locally by the Schools Forum and is received by all private, voluntary and independent (PVI) providers, including childminders, for all 3 and 4-year-olds who attend their setting.

### **Moving into a school based placement at 3-years-old**

12.10. Three year olds can take up their universal entitlement of 3 and 4-year-old childcare at a maintained school but, as schools funding is based on their roll numbers in the spring census, the majority of places tend to be available in the autumn term with very few places available in the subsequent terms.

12.11. Therefore, a targeted child who turns 3 in the summer term is able to take up an available place at a school in the following autumn term. However, targeted children who turn 3 in either the autumn or spring terms are likely to need to spend up to two further terms with their current provider until they can move to an available place at a school. Furthermore, if a targeted parent requires a more flexible offer than a school could offer (for example, a morning or afternoon place) then the parent may wish to keep the child at the PVI provider until they can access a school reception place. The table below demonstrates this.

<b>No. of children remaining with their 2 year old provider</b>	<b>Autumn 13</b>	<b>Spring 14</b>	<b>Summer 14</b>
Children who had turned 3 by August 13	20	12	8
Children who had turned 3 by December 13		31	19
Children who had turned 3 by March 14			23
<b>Total</b>	<b>20</b>	<b>43</b>	<b>50</b>

12.12. These children remained with their provider after their third birthday either because they needed to wait for a school place to be available, the child was now settled and the parent did not want to move them or that the parents were working part time and benefitted from using the entitlement in a flexible way.

12.13. As entitlement to the 2-year-old offer is extended and places are taken by more families that require a more flexible offer than that offered by schools, it is envisaged that the numbers outlined in the table above will rise.



## Impact

- 12.14. The difference in funding levels between the 2 and 3-year-old offer causes a problem for PVI providers when a targeted 2-year-old child stays in the same placement. Some savings in the cost of delivering a 3-year-old placement are achieved as a wider staffing ratio can be used for groups of children, but the drop in funding is still significant.
- 12.15. All PVI providers must sign a service level agreement (SLA) for participating in the delivery of 2 (if applicable), 3 and 4-year-old funded places. As well as local conditions, the SLA incorporates the statutory guidance issued by the DfE annually. This states that local authorities must have regard to the guidance when seeking to discharge its duties under the Childcare Act (2006) and should not depart from it **unless** they have good reason to do so.
- 12.16. The guidance states that the entitlement **must** be free at the point of delivery and that if providers charge for any goods or services then this **should** not be a condition for children accessing their place. However, this is the one area whereby the SLA does depart from the guidance. To insist on providers delivering these places without recourse to charge for additional hours or services may constitute a business risk and could lead to providers opting out of delivering funded places. This would reduce the affordability of early years provision in the borough. The SLA therefore allows providers to charge for additional hours or services if applicable.
- 12.17. Giving providers the flexibility to charge for additional hours and services has not led to a surge of parental complaints. Many working parents require additional hours and this flexibility also supports parental choice to take up a place at a preferred provider. However, the families of targeted children may not be able to afford to pay for additional hours/services so providers are allowing these families to remain at their setting without additional hours/services being purchased.

### 13. EVIDENCE GATHERING – 8-6 CHILDCARE IN SCHOOLS PILOT

- 13.1. In the Government Report, 'More Affordable Childcare (2013)', the Government set out their vision for an increase in operating hours for schools to support childcare and early education:

*“Schools are central to their local community, trusted by parents. The government would like to see primary school sites open for more hours in the day, from 8-6 if possible, and for more weeks in the year, offering a blend of education, childcare and extra-curricular activities. But this should not be driven by a centrally prescribed approach. We trust headteachers with the education of our children during the school day, and we should trust them to make sensible decisions about how best to offer before and after school care. To be effective, headteachers need to make decisions that are right for their school, children and parents. Our focus is on removing unhelpful bureaucratic barriers.”*

- 13.2. In September 2011, the government removed the prescriptive process that maintained schools had to go through when changing their school day. All schools now have the freedom to change their opening and closing times as they see fit.
- 13.3. They also brought forward legislation so that maintained schools in England will no longer have to consult when offering out-of-school-hours facilities, and will not have to follow advice about the provision of out-of-hours facilities from the Secretary of State or local authorities.
- 13.4. As outlined in section 16 of this report, there is also new government legislation that enables registered childcare providers to register more than one set of suitable premises in a single process, and to notify Ofsted of any new premises without completing a further registration process.
- 13.5. All of these measures enable schools to more easily offer childcare and early education before and after the usual school day. However, this offer must be sustainable within school budgets and therefore must be developed within the context of a viable business model.
- 13.6. Diane Dixon from the Family and Childcare Trust, met with the task group to outline the '8-6 Childcare in Schools' pilot that is taking place across the country.
- 13.7. In Hammersmith and Fulham Wendell Park Primary, Vanessa Nursery and Kenmont Primary School are taking part in the pilot, while in our neighbouring borough, the Royal Borough of Kensington and Chelsea, Colville Primary School is also taking part.
- 13.8. Funding for the pilot is time limited until the end of March 2015. With this in mind, the focus of the project is not to implement 8-6 childcare models in

each of the schools, but is to provide support to enable schools to develop a business plan for their offer so that they can consider implementation in the summer term or from September 2015. To achieve this, a Business Plan Toolkit and Charging Policy Template are being developed for school leaders and are being refined on the basis of feedback from participating schools.

- 13.9. Michele Barrett, who has been involved in the pilot as the headteacher of Vanessa Nursery, commented that having a toolkit helped to think through the different areas of providing day care and childcare, helping to look at the practical issues.
- 13.10. It is anticipated that the Toolkit and Charging Policy Template will be available for all schools to view and use following the end of the pilot
- 13.11. As per the information in Section 16 of this report, the Small Business and Employment Bill contains legislation that will enable childminders to work half of their time outside of domestic premises, so they would be able to be flexible and go into schools and children's centres to deliver their service. This is a key consideration for schools, as they may be able to make space available to facilitate this at minimal cost.

## **14. EVIDENCE GATHERING – OUT OF HOURS CHILDCARE**

- 14.1. Evidence suggests that parents who are employed to work ‘unsociable hours’ – those that are outside of the normal 9am to 5pm working pattern – are most affected by a lack of flexible childcare options. This is particularly the case when considering single parent families, where the parent’s employment opportunities are limited to those that offer hours that fit with when childcare is available.

### **Brent Council – Pilot of out-of-hours childminding**

- 14.2. Brent Council has introduced a new flexible childcare offer to help people who work irregular hours even if that means during the weekend or overnight. The childcare is provided through a flexible pool of childminders who specifically provide childcare at short notice or outside of ‘normal’ office hours to enable families to access care for their children around the clock. Charges for this service should be at the childminder’s usual rate.
- 14.3. The project was launched in April 2014 and the borough plans to do a full evaluation later this year. At the time of writing, 44 childminders are participating and they have either been quality assured by the local authority or are currently working towards this. To date, approximately 25 children have accessed this childcare, some of which have been family groups. The reasons given by families for requiring this flexible childcare have been:
- Study commitments
  - Attending hospital appointments
  - Childcare needed at short notice
  - Evening and early morning cover to support shift workers
- 14.4. There has been no demand so far from parents requesting overnight childcare and the borough intends to investigate whether there is demand for such a service.
- 14.5. The borough also recognises there is a need for supporting participating childminders in how to market their childcare offer to parents. One childminder was offering all night care but at a cost of £80 per night, which is unlikely to be affordable for many parents.

### **Views of the Task Group**

- 14.6. When discussing this topic, the expert witnesses on the Task Group expressed their reservations regarding the provision of overnight care, highlighting the intimate nature of sleep and the importance of a comfortable and regular environment for this. They also highlighted the significant safeguarding risk that overnight childcare could present. Furthermore, it was considered that the demand for overnight care would

be limited to only very few families in very specific circumstances and that further monitoring of areas that are trialling this (including the Brent Childminder Pilot and the Baytree Nursery in Catford, where a 24 hour childcare offer is being piloted) should be undertaken before the council commits to developing anything in this area.

## **15. SUPPORT FOR PARENTS WITH AFFORDABILITY OF CHILDCARE**

### **Free Early Education Provision**

- 15.1. All 3 and 4-year-olds in England are entitled to 15 hours of free early education each week for 38 weeks of the year, up to a maximum of 570 hours per year, while some of the most disadvantaged 2-year-olds (roughly 40% of the national population) are also eligible based on specific means tested criteria.
- 15.2. To receive free 2-year-old education, parents must be in receipt of one of the following:
- Income Support
  - income-based Jobseeker's Allowance (JSA)
  - income-related Employment and Support Allowance (ESA)
  - support through part 6 of the Immigration and Asylum Act
  - the guaranteed element of State Pension Credit
  - Child Tax Credit (but not Working Tax Credit) and have an annual income not over £16,190
  - the Working Tax Credit 4-week run on (the payment a claimant gets when they stop qualifying for Working Tax Credit)

or any of the following must apply:

- the parent receives Working Tax Credits and earns no more than £16,190 a year
  - the child has a current statement of special educational needs (SEN) or an education, health and care plan
  - the parent receives Disability Living Allowance
  - the child left care through special guardianship or an adoption or residence order
- 15.3. The targeted offer for 2-year-olds is one element in a wider system of support available for low income and vulnerable families, and children in need. The links between providers of the 2-year-old offer, children's centres, the Family Support Locality Service and community health services should be close and effective.

### **Childcare from an employer**

- 15.4. There are three main types of support available from an employer:
- Workplace childcare provision – often Ofsted registered workplace nurseries.
  - Employer-contracted or directly contracted childcare – the employer pays a parent's childcare provider directly for some or all of their childcare.

- Childcare vouchers –parents/carers can use the vouchers to pay for their childcare.
- 15.5. The benefit of employer-supported childcare is that parents/carers save money by not paying tax and National Insurance Contributions on some/all of the amount they receive for childcare and the employer saves by not paying National Insurance Contributions on the same amount.

### **Childcare tax credits**

- 15.6. Childcare tax credits are intended to help working parents on low incomes with the cost of registered childcare. Dependent on the circumstances of the parents, the credits can cover up to 70 per cent of eligible childcare costs. Maximum eligible childcare costs are set at £175 per week for one child and £300 per week for two or more children. Applying the 70 per cent taper to those amounts results in a maximum available credit of £122.50 for one child and £210.00 for two or more children. If not in a single-parent household, to qualify for support, both parents must be working at least 16 hours per week.

### **Support during study**

- 15.7. Parents/carers who are currently studying can apply for a range of financial help including, but not limited to, the Childcare Grant, Parents Learning Allowance and Access to Learning Fund. A number of Charitable Trusts also offer financial assistance for those parents that meet their criteria.

## **16. NATIONAL POLICY DEVELOPMENTS**

### **Reform of regulations for childcare providers**

- 16.1. The Department for Education have recently held a formal consultation on changes to the regulation of childcare and their response has been published. Many of the changes resulting from the consultation are aimed at making it easier for providers to offer flexible childcare and early learning provision. Schools, which have the buildings and expertise to be able to provide more flexible and integrated wrap-around support for childcare, are a particular target for these proposals. The key changes that have been announced in relation to this are:
- it will be easier for schools to offer out-of-hours care from 8.00 am to 6.00 pm;
  - rules have been relaxed to enable parents to make more informal childcare arrangements with friends;
  - current providers can now register multiple premises in a single registration process
  - childminders can now operate in non-domestic premises for part of the working week

### **Tax Free Childcare**

- 16.2. From autumn 2015, the government will meet 20% of childcare costs for working families (capped at £10,000 per year); building up to £200 per child under 12, per year, once the scheme is fully implemented. A working family with 2 children would receive up to £4000 every year in support.
- 16.3. Families will be able to open an online voucher account and have their payments 'topped up' by the government. For every 80p they pay in the government will put in 20p up to the annual limit per child – so the equivalent of the basic rate of income tax. To qualify, all parents living in the household must be working, not receiving tax credits or Universal Credit, and neither earning over £150,000.
- 16.4. The new scheme will be phased in from autumn 2015, funded partly by the phasing out of the current Employer Supported Childcare scheme, which is only available to parents whose employers offer the scheme.

### **Early Years Pupil Premium**

- 16.5. A new Early Years Pupil Premium will be introduced to help ensure children get the best possible start in life. The government will invest £50 million between 2015 and 2016 giving early years providers more support to help those from the most disadvantaged backgrounds.



16.6. The key points regarding the Early Years Pupil Premium are as follows:

- Disadvantaged 3 and 4-year-olds will be eligible for the pupil premium (based on children being from a low income family or looked after by the Local Authority)
- The pupil premium will provide an additional £300 per year for each eligible child that takes up the full 570 hours with a childcare provider (equating to an hourly rate of 53p per child). It should be noted that this is substantially less than the £1500 offered to children of Primary School age.
- Funding will go to the Local Authority as part of the Dedicated Schools Grant and will be distributed to providers from there.
- As with school age pupil premium, there are no restrictions from the government on how providers use the additional money, however, Ofsted will hold providers to account for how they have used the funding to support their disadvantaged children via the inspection process. Guidance suggests that providers should use the funding to contribute to pay that allows for nurseries to be 'teacher-led' by employing a (ideally graduate level) teacher or purchasing services from teaching school-alliances.
- The offer of Universal Free School meals only incorporates children of Statutory School age and therefore parents with children in nursery classes or schools still need to pay for their children's school lunches.

### **Universal Credit**

16.7. 'Universal Credit' is replacing the current Childcare Tax Credit system. It will bring all benefits together into one single payment. The government intends to cover 85% of the cost of childcare for all families receiving Universal Credit, which would be around 300,000 families nationally.

### **Small Business, Enterprise and Employment Bill**

16.8. At the time of writing, the Small Business, Enterprise and Employment Bill has just gone through its third reading in the House of Lords and is awaiting a date for Royal Assent.

16.9. Part 5 of the Bill makes amendments to the Childcare Act 2006, which will enable childminders to deliver their service outside of their registered domestic premises for 50% of their time. The Task Group recognise that this amendment provides opportunities to look at innovative ways to utilise the expertise of local childminders to support the growth of a flexible and skilled workforce in local childcare provision.

16.10. Another amendment within the Bill will allow childcare providers to open more than one setting without having to register each separate premise with Ofsted.

## **17. FUTURE PARTNERSHIP WORKING**

### **White City Enterprise**

- 17.1. Officers within the Childcare Task Group met with White City Enterprise (WCE).
- 17.2. The WCE is a social enterprise based in the White City Community Centre which has recently received charitable status.
- 17.3. The aim of the WCE is to work together with residents of the Wormholt and White City Ward to develop and deliver services which enhance the wellbeing of the community.
- 17.4. Currently the WCE is responsible for the delivery of the following initiatives:
  - The Parkview Community Champions project
  - Our Neighbourhood Mums and Dads
  - The Big Local which is match funded via Hammersmith United Charities which has seven strands including employment and childcare
  - Management of the WC Community Centre
  - Management of the over 50's building
  - The White City youth provision's Inclusion project
- 17.5. The WCE has developed firm links with a range of organisations delivering services within the ward and neighbouring wards and enjoys a close relationship with both Harmony Nursery (the first social enterprise based on the White City Estate which offers affordable childcare for local residents wishing to return to work and/or study), the Maternity and Community Champions attached to the Old Oak Children's Centre as well as the Randolph Beresford and Old Oak Children's Centres.
- 17.6. Harmony Nursery has recently been awarded a Third Sector Investment Fund Grant to re-establish a Childminding Network in the area with the aim of supporting current childminders and for recruitment of new childminders in the area. The network could, in time, become a Childminding Agency which would provide increased employment opportunities and become a provider of increased affordable childcare for residents returning to the employment market.
- 17.7. The Big Local has identified potential work strands including the development of mobile crèche facilities, a shop front presence which could deliver pre-employment support and links to employment opportunities as well as a visual venue for a childcare brokerage scheme.

- 17.8. The venues managed by the WCE also provide a potential opportunity for the delivery of accredited training courses supported by crèche facilities developed and delivered by residents through the Big Local programme.
- 17.9. The WCE has a proven track record of recruiting, training volunteers and offering voluntary work experiences which are often first steps into employment.
- 17.10. The WCE is currently seeking funding to establish a childcare brokerage service linked to employment opportunities for residents. It is envisaged that this service would draw upon the skills and talents of residents, working in partnership with existing local organisations and emerging initiatives to bring together and deliver a one stop service in the community. The brokerage service would additionally manage the delivery of childcare subsidies whilst families establish themselves on the employment ladder.

### **West London Zone for Children and Young People**

- 17.11. Rachel Goenner, the community link worker for the West London Zone for Children and Young People, attended a meeting of the task group to outline the work of the group and the links that they could have with the development of childcare in Hammersmith and Fulham.
- 17.12. The West London Zone for Children and Young People is an organisation set up by the charity Only Connect. It is a partnership of organisations and individuals working together to support children and young people across three square miles of south Brent, north Hammersmith, north Kensington and north Westminster.
- 17.13. In the initial phase of their work the partners of West London Zone are conducting research to understand how best to support residents aged 0-25 living in four of the most disadvantaged neighbourhoods in the Zone, one in each borough: White City and Wormholt ward in Hammersmith and Fulham, Kensal Green ward in Brent, Golborne ward in Kensington and Chelsea and Queen's Park ward in Westminster.
- 17.14. They have a particular focus on critical phases such as early years, transition from primary to secondary school, and support into employment, and are building partnerships with projects which deliver services supporting children and young people in these areas.

# APPENDIX A

## Nurseries, Children's Centres and Childcare Provision in Hammersmith and Fulham, 2015



## APPENDIX B

### Childcare in Hammersmith and Fulham

#### Overview

In September 2014, the Hammersmith and Fulham Children and Education Policy and Accountability Committee considered a report that summarised the position and performance of childcare provision across Hammersmith and Fulham.

Following this report, a Councillor-led Childcare Task Group has been set up. The group is considering all provision of childcare across the borough and will present a recommendations report in early 2015.

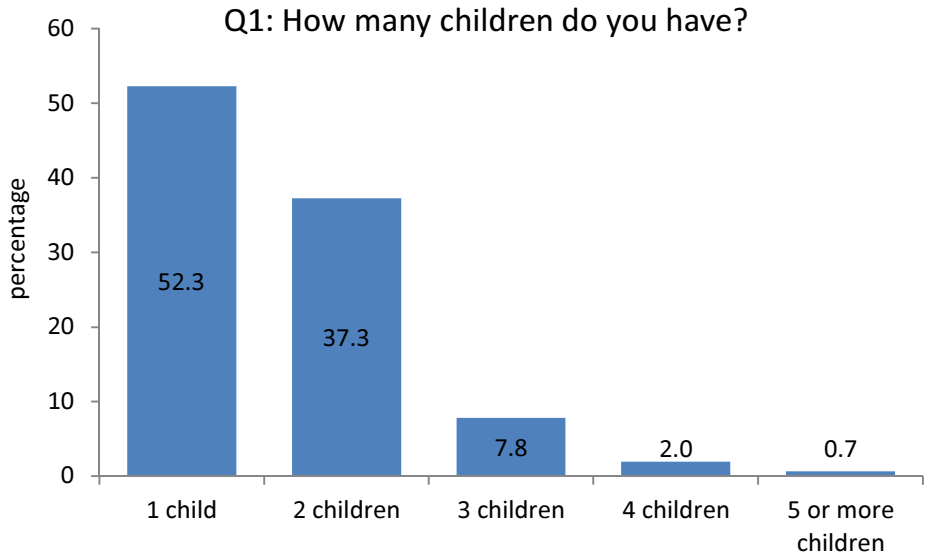
As part of their research, the group want to hear from local parents and carers, so that they can better understand what the borough does well and where it can improve with regards to childcare.

From 06/12/2014 to 25/01/2015, London Borough of Hammersmith and Fulham ran a consultation entitled 'Childcare in Hammersmith and Fulham'. 158 people responded to the consultation. This report covers the online element of the consultation process, which was run from <http://lbhf.citizenspace.com/childrens-services/childcare>

#### *Questions summary*

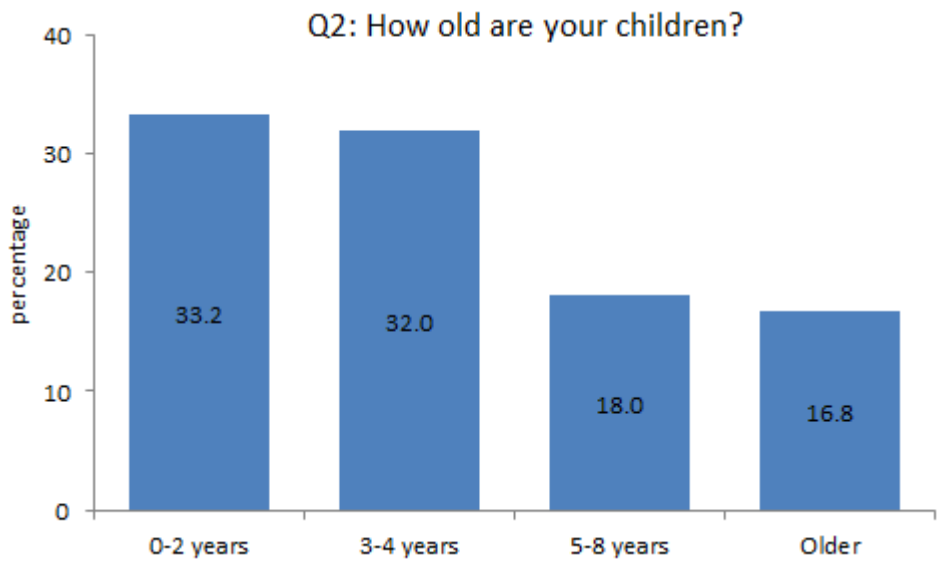
##### **Q1: How many children do you have?**

Over a half (52.3%) of the respondents stated to have one child, 37.3% to have two children, 7.8% to have three children, 2% to have four children and 0.7% to have five or more children.



**Q2: How old are your children?**

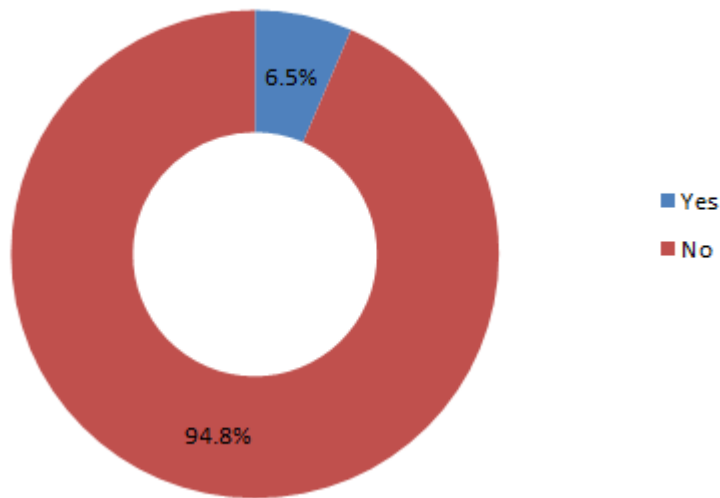
Nearly a third (33.2%) of the respondents stated that they have at least one child under the age of 3 years, 32% to have at least one child aged 3-4 years, 18% to have at least one child aged 5-8 years. 16.8% of the respondents stated to have at least one child over the age of 9 years.



**Question 3: Do any of your children have special educational needs or a disability?**

10 (6.5%) respondents stated to have children with special educational needs or disability.

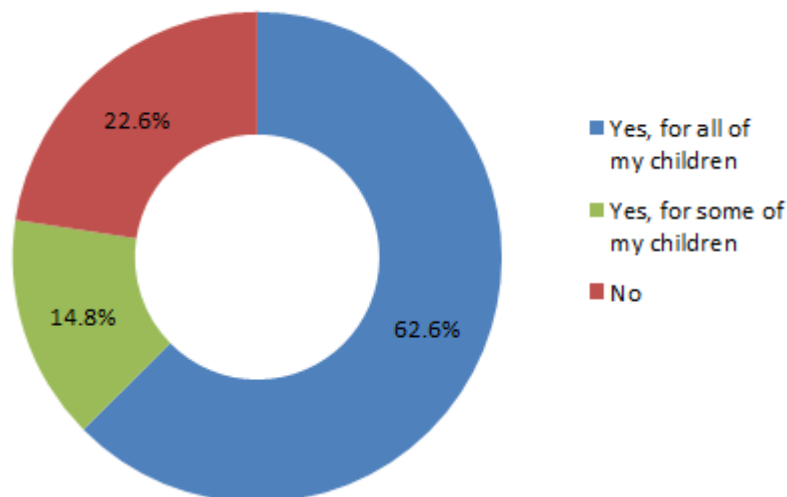
Q3: Do any of your children have SEN or a disability?



**Question 4: Do you use / have you used any formal childcare for any of your children?**

Nearly 8 in 10 (77.4%) respondents stated to use or have used formal childcare for any of their children.

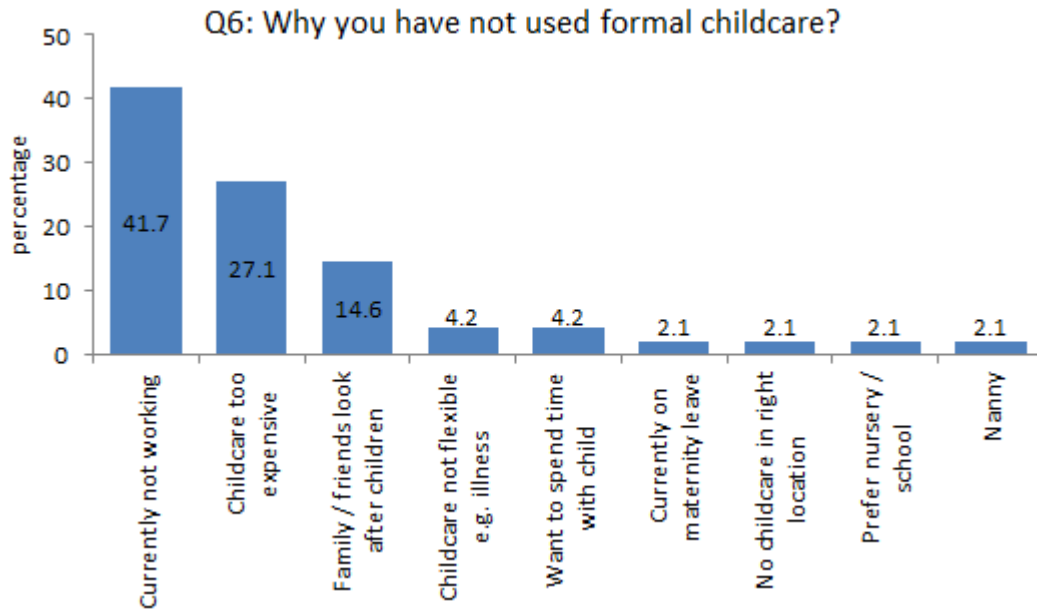
Q4: Do you use/ have you used any formal childcare?



**Question 5: Which of the following reasons best describes why you have not used formal childcare for some / all of your children?**

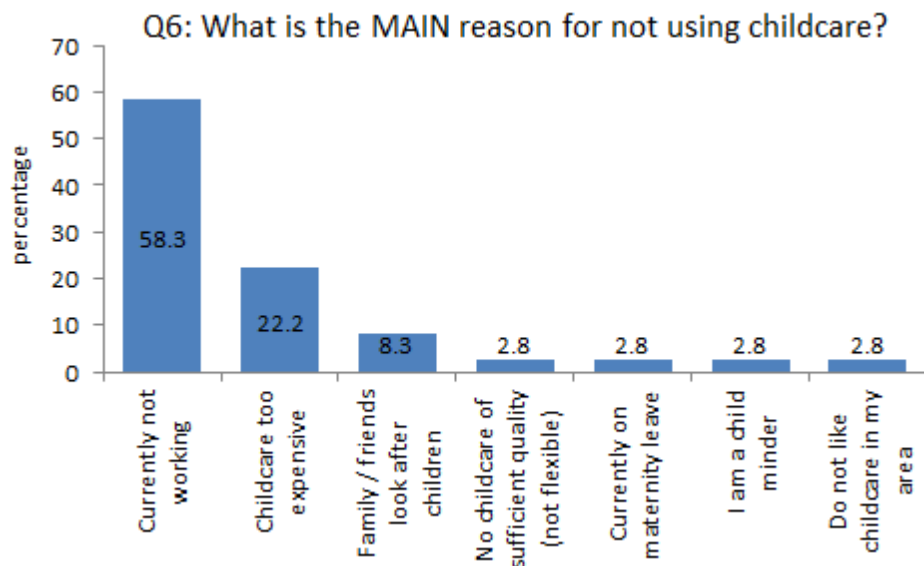
Of those respondents who do not use / or have not used formal childcare, the majority (41.7%) have stated that they are not currently working, followed by 27.1%

who stated that childcare is too expensive and 14.6% who stated that family / friends look after their children.



**Question 6: Thinking about the answers you have given in question 5, please tell us the MAIN reason why you have not used formal childcare for some / all of your children?**

The majority of respondents (58.3%) have stated 'I am not currently working' as their main reason for not using formal childcare; this is followed by 'childcare is too expensive' (22.2%) and 'partner, family or friends look after my children' (8.3%).

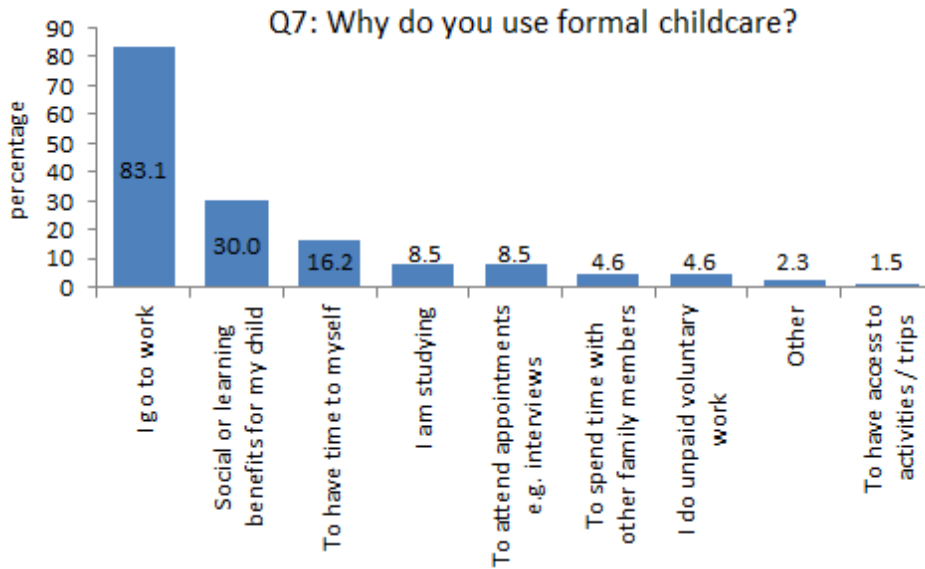


**Question 7: Why do you use formal childcare?**

Of those respondents who had given a reason why do they use formal childcare, 83.1% have stated 'I go to work' as their reason for using formal childcare; this is



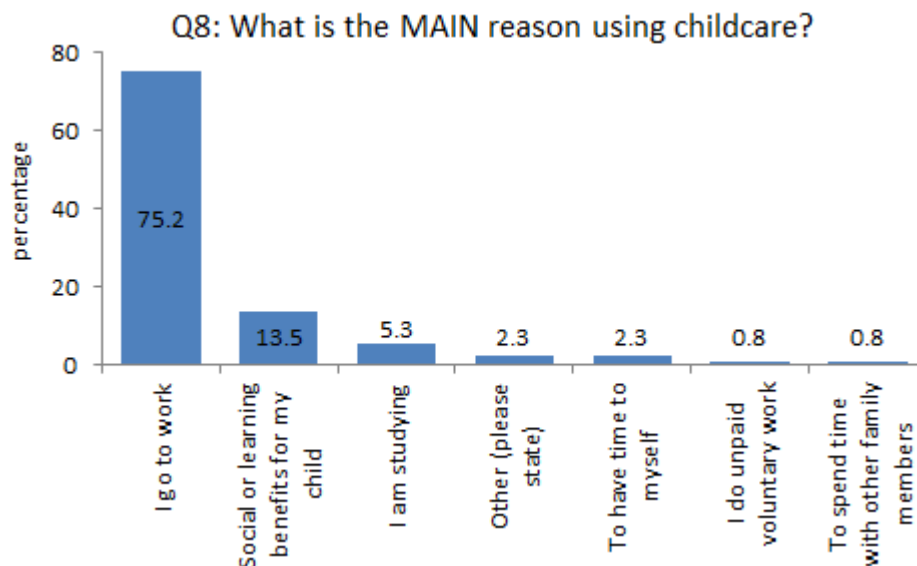
followed by 'Social or learning benefits for my child' (30%) and 'To have time to myself' (16.2%).



\* Due to multiple choice question, percentage not add up to 100%

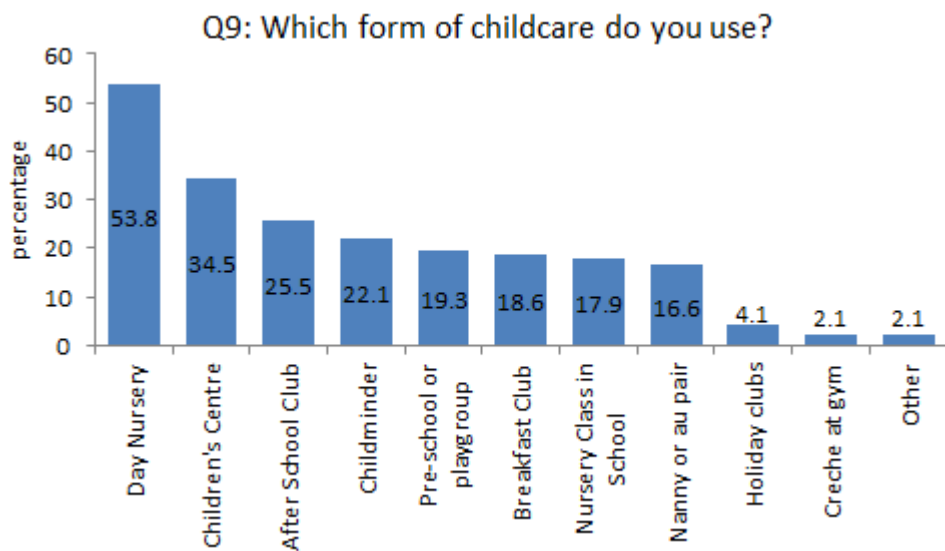
**Question 8: Considering your answer to the previous question, what do you feel is the MAIN reason you use childcare?**

Three out of four (75.2%) of all respondents who use formal childcare have stated 'I go to work' as their main reason for using it; this is followed by 'Social or learning benefits for my child' (13.5%) and 'I am a student' (5.3%).

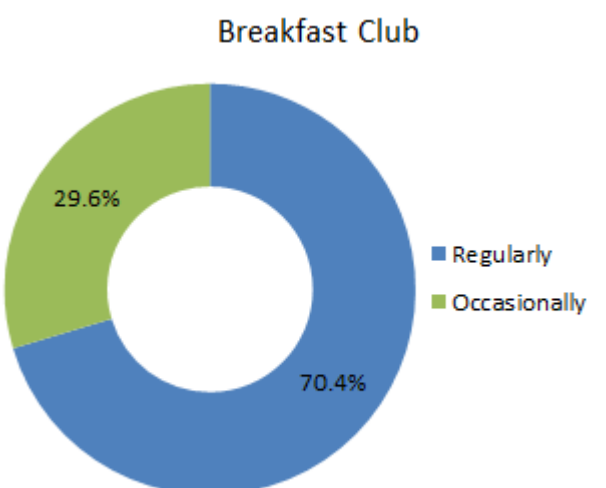
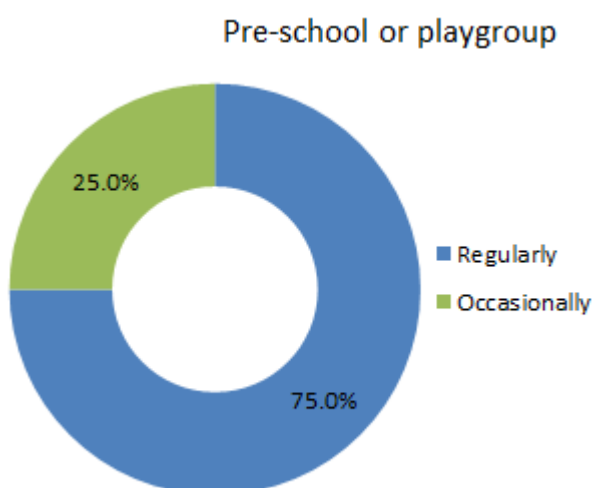
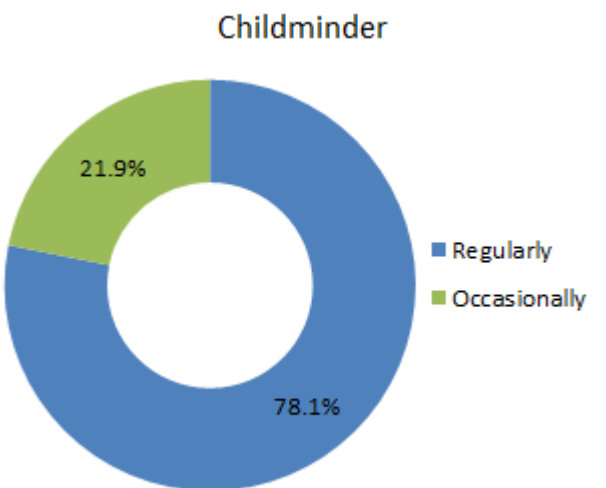
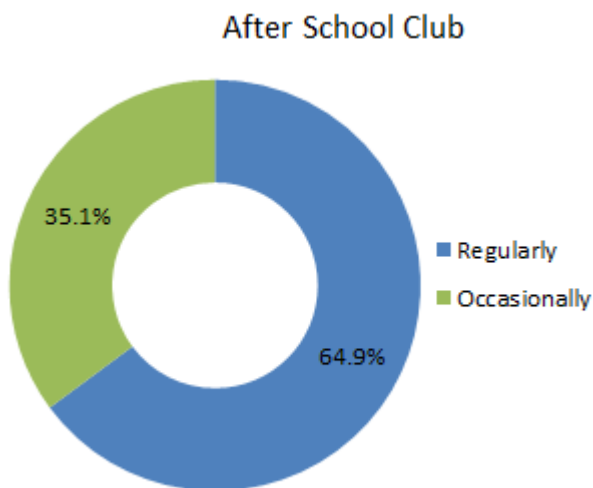
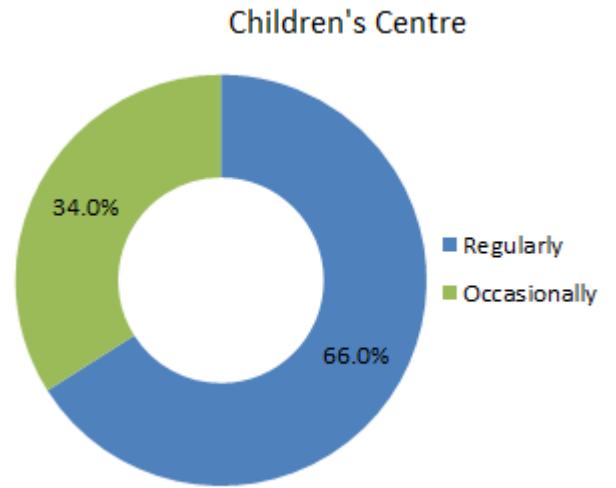
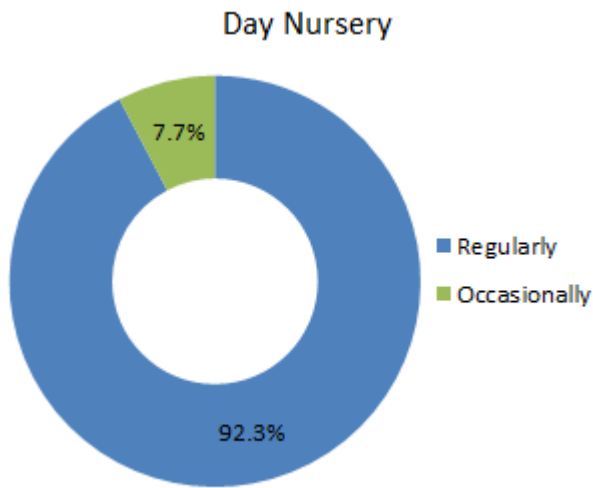


### Question 9: Which forms of formal childcare do you use?

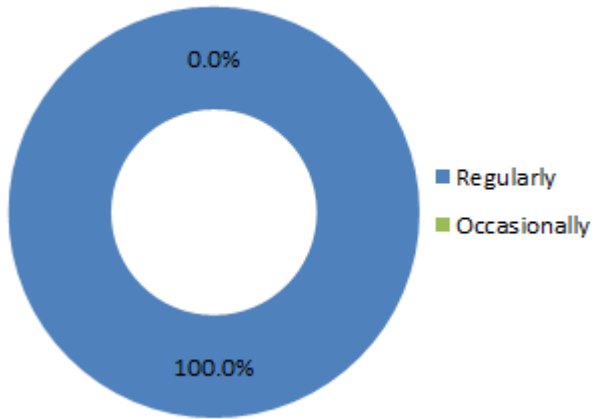
Over a half (53.8%) of all childcare user respondents have stated to use 'Day Nursery'; this is followed by 'Children's Centre' (34.5%), 'After School Club' (25.5%) and 'Childminder' (22.1%). Just under one in five respondents use 'Pre-school or playgroup', 'Breakfast Club' and 'Nursery Class in School'. One in six (16.6%) respondents stated to use 'Nanny or au pair'.



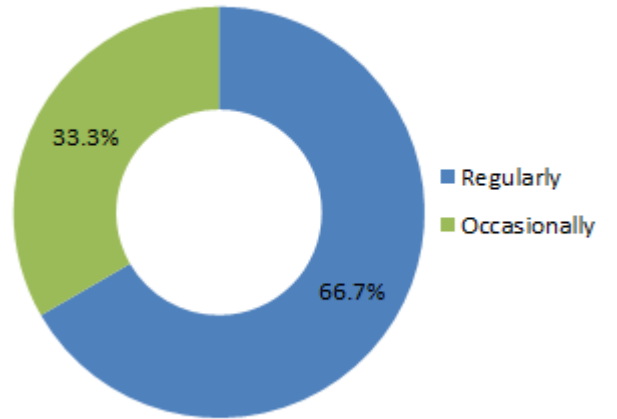
Charts below show the forms of childcare use.



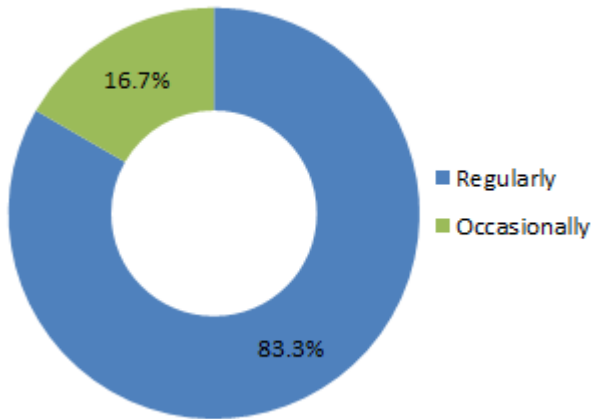
Nursery Class in School



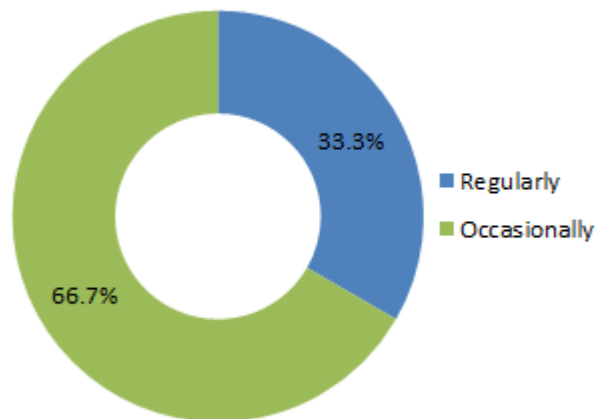
Nanny or au pair



Holiday clubs

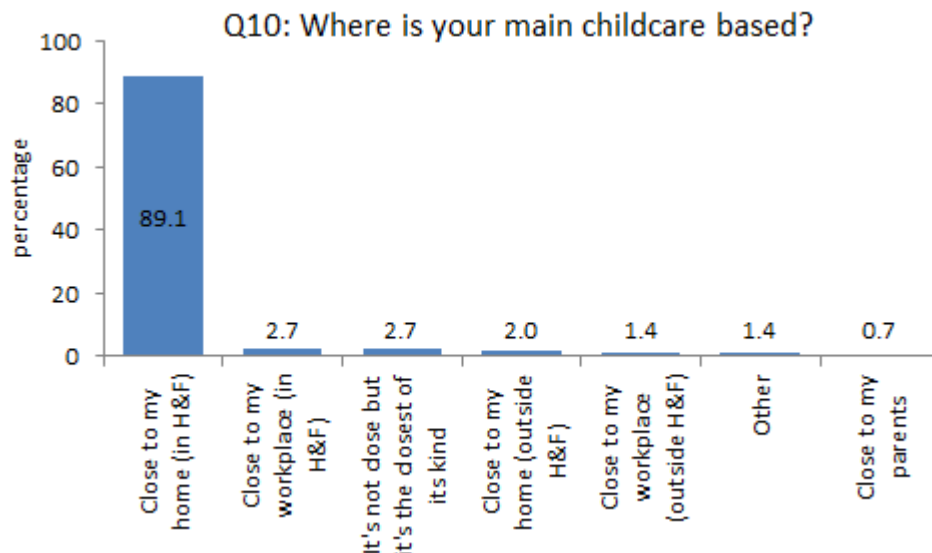


Creche at gym



### Question 10: Where is your main childcare based?

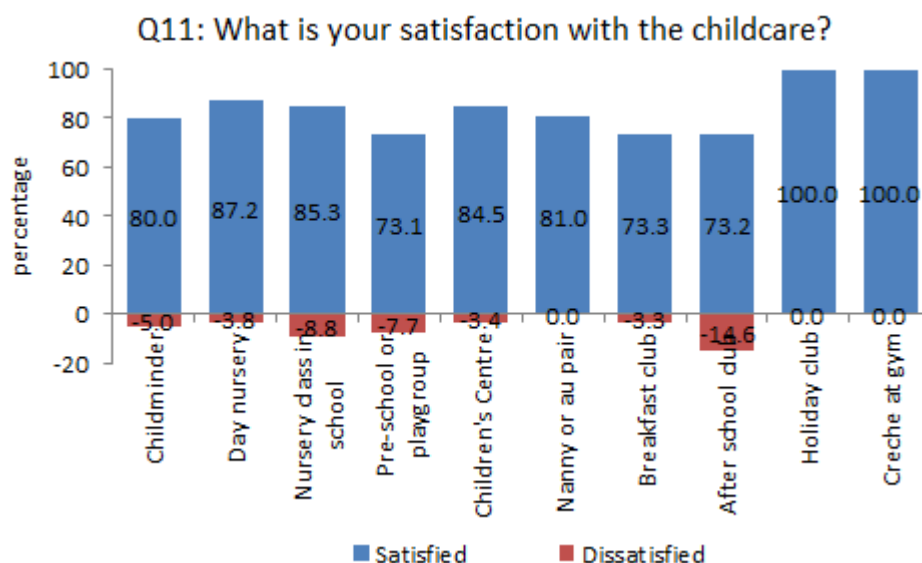
Nearly nine out of ten (89.1%) of all respondents who use formal childcare have stated that their childcare facilities are based close to their home in Hammersmith and Fulham.



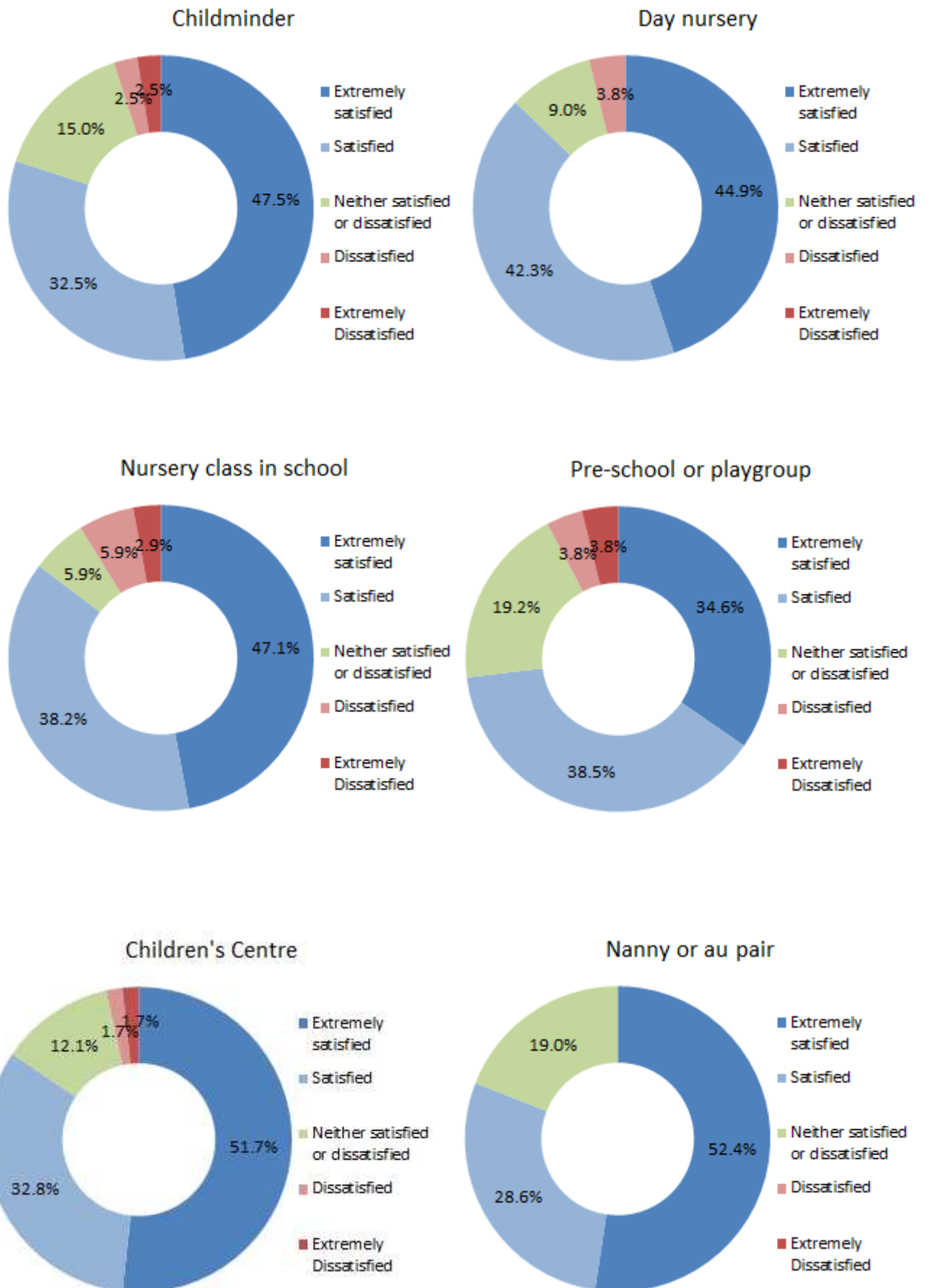
### Question 11: What is your overall satisfaction with the childcare settings?

Overall satisfaction with the childcare settings is shown on the below graph. 87.2% of all respondents who use formal childcare have stated that they are satisfied or very satisfied with their 'Day Nursery'. This is closely followed by 'Nursery Class in School' (85.3%) and 'Children's Centre' (84.7%). Four out of five respondents are very satisfied or satisfied with their 'Nanny or au pair' and 'Childminder'.

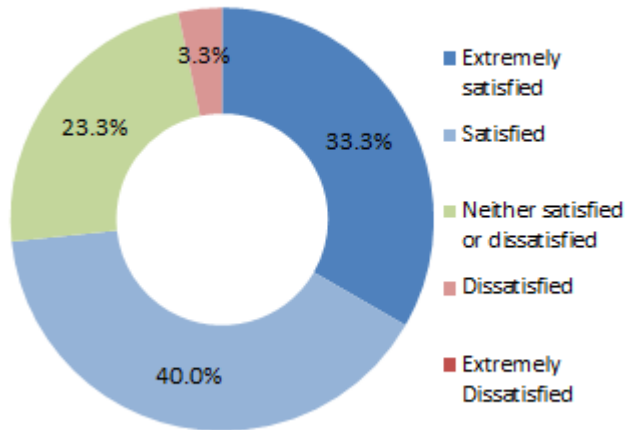
The highest dissatisfaction among respondents is for 'After School Club' where one in six (16.6%) have stated that they are dissatisfied or very dissatisfied.



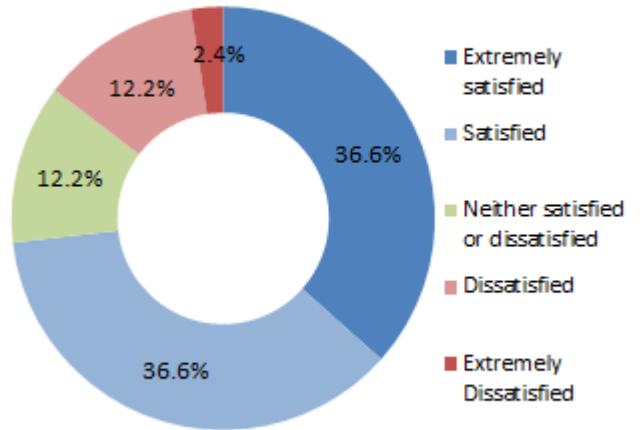
Charts below show the overall satisfaction with the childcare.



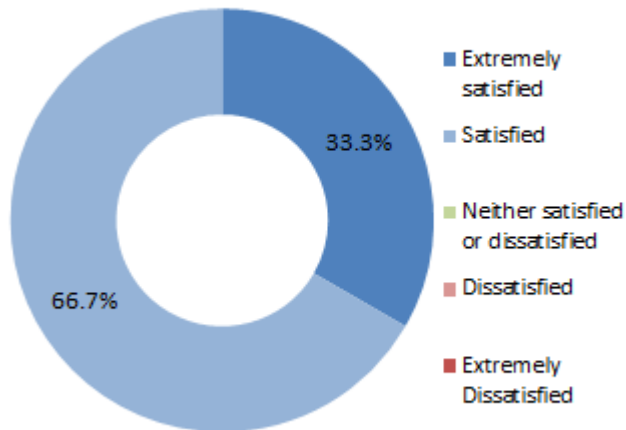
Breakfast club



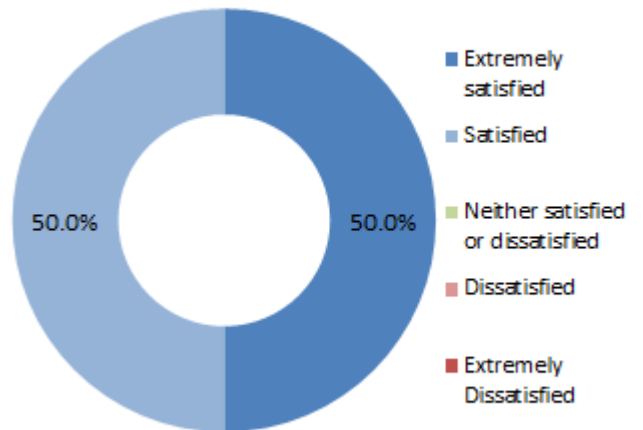
After school club



Holiday club

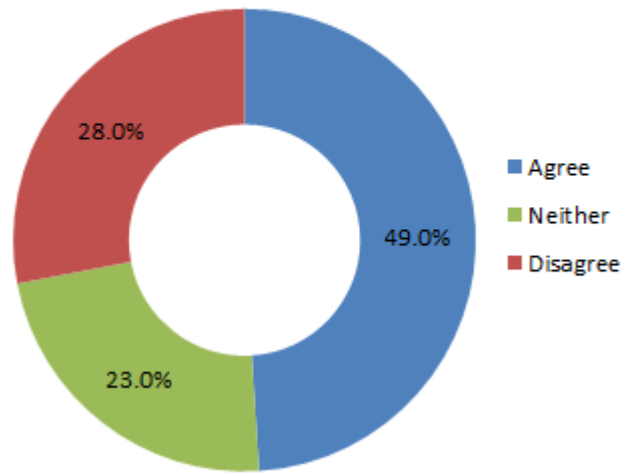


Creche at gym

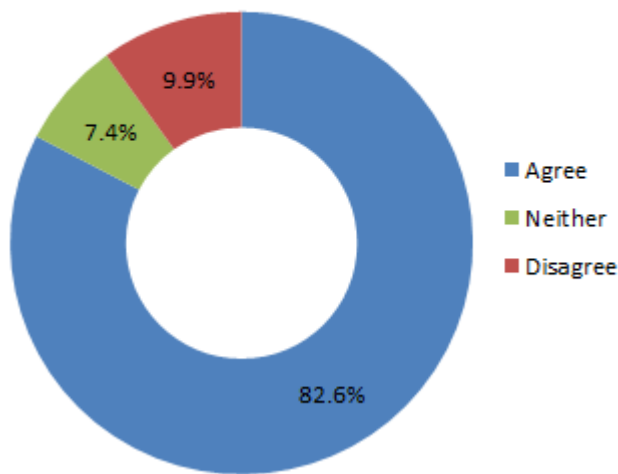


**Question 12: Thinking about your experience of the overall provision of childcare in H&F, how much do you agree or disagree with the following statements?**

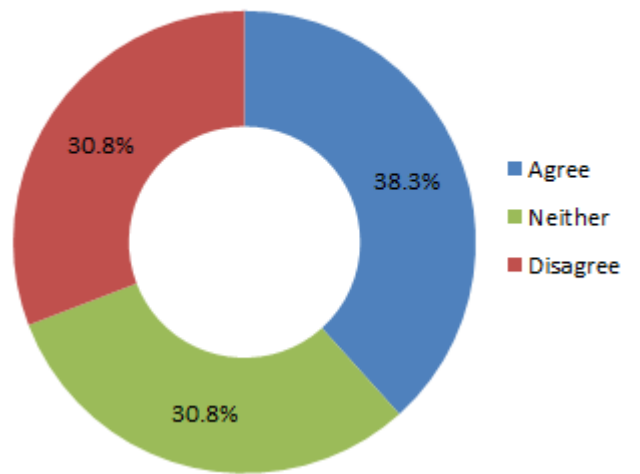
I am satisfied with my childcare in school holidays



I am satisfied with my childcare in term time

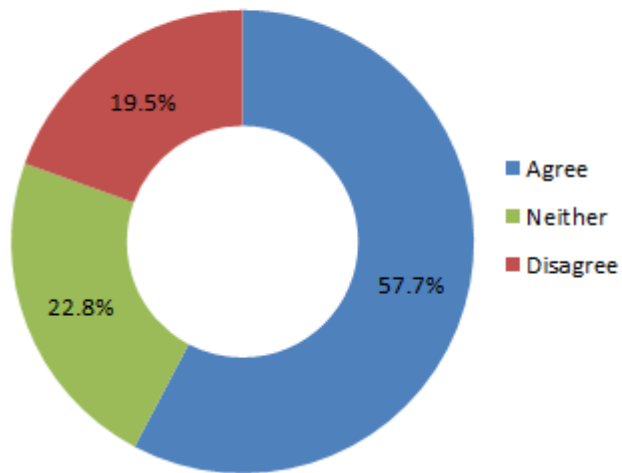


There is a good choice of childcare in the borough

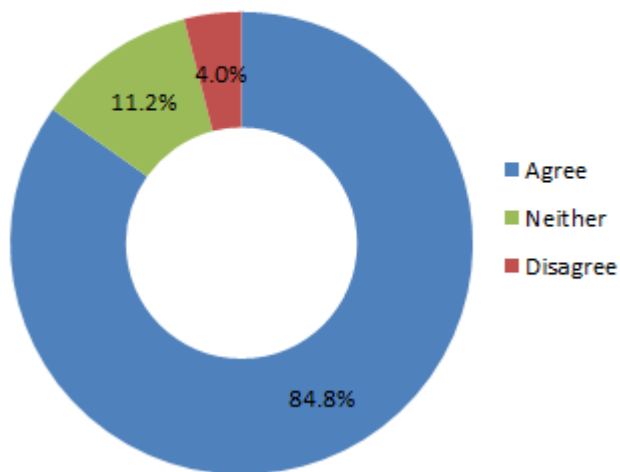




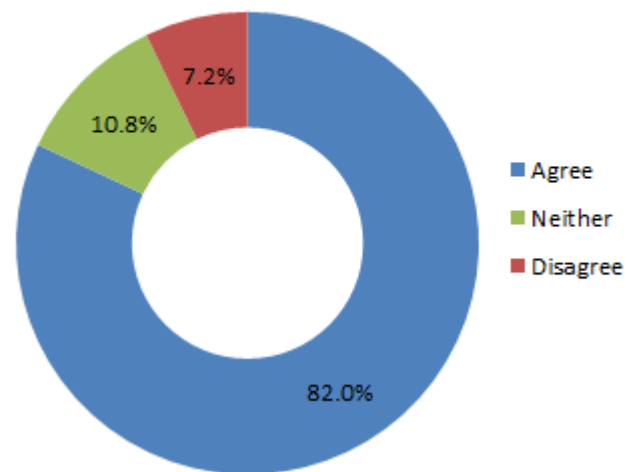
I know where to find out information about childcare



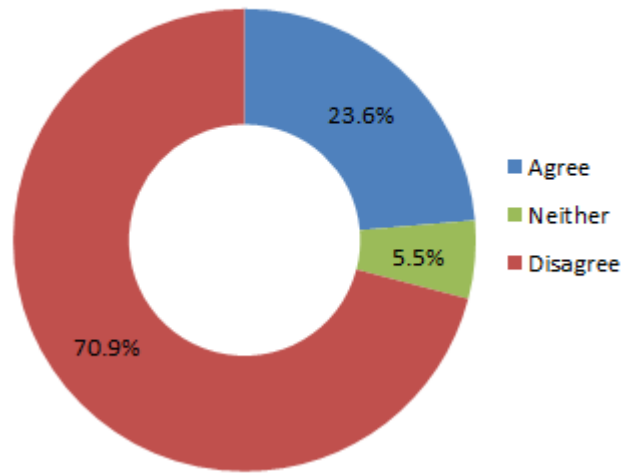
My child's childcare has supported their overall development



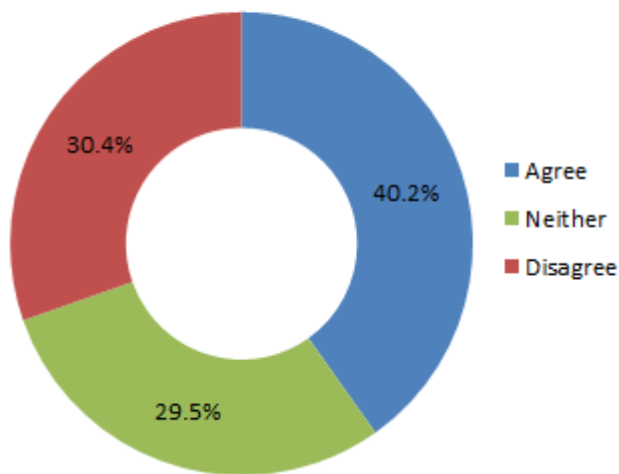
My child's childcare has helped prepare my child for entry into school



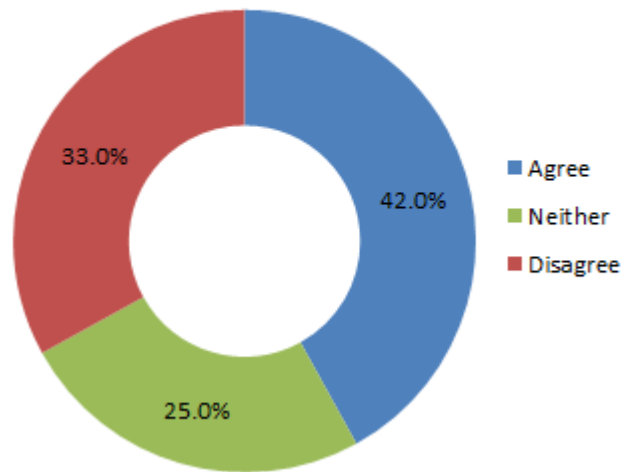
Childcare is affordable



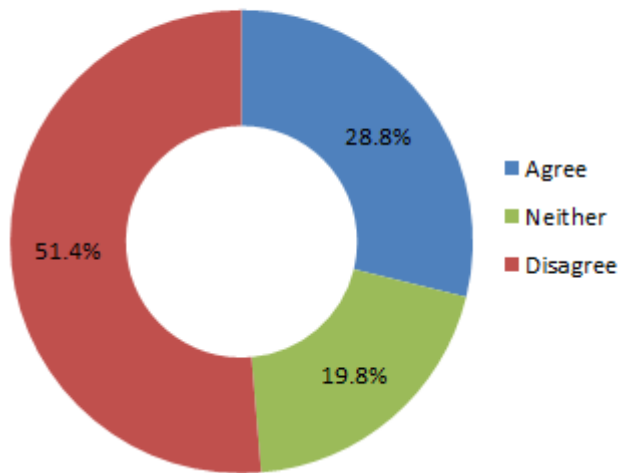
The childcare is flexible enough to be available at the times I need it



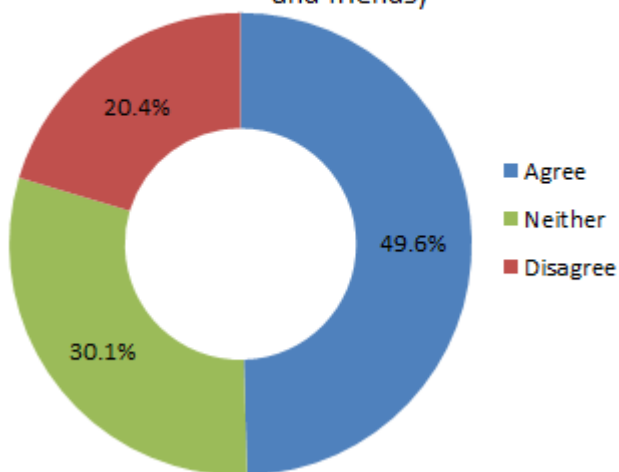
I know how to find out if I am entitled to financial assistance for childcare



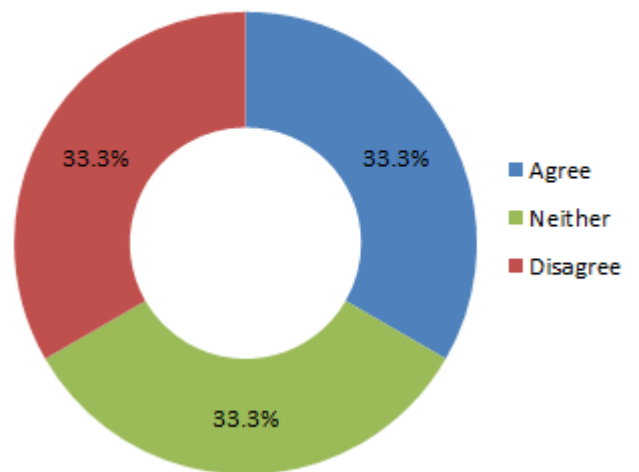
Childcare offers good value for money



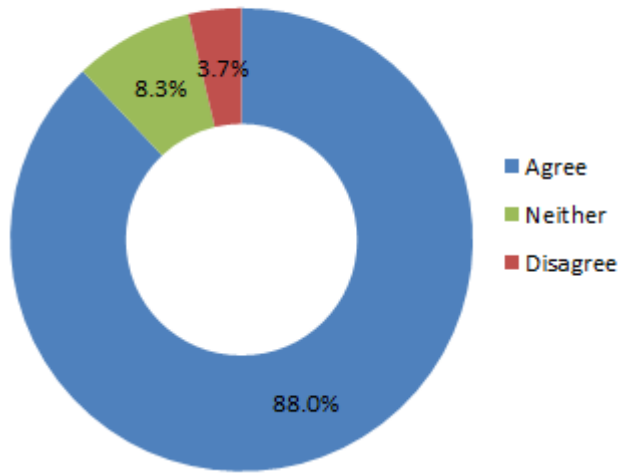
I would like my child to attend more organised child care (excluding family and friends)



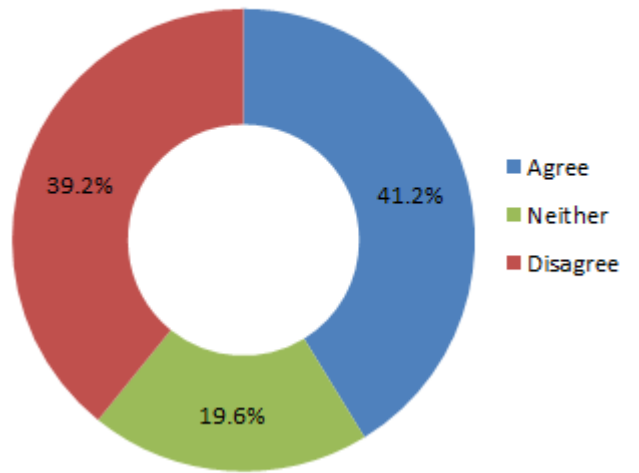
I prefer friends and family to look after my child



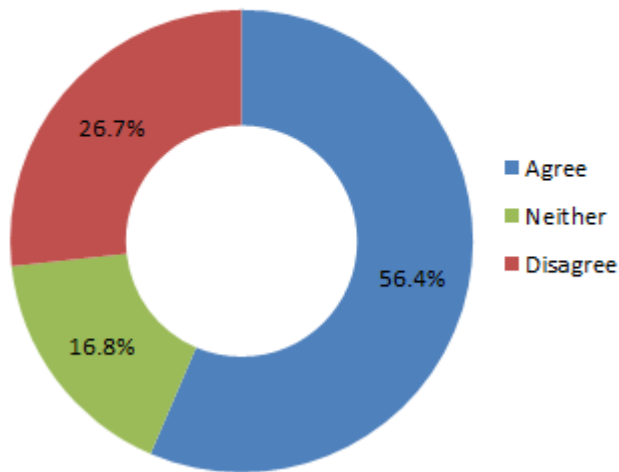
It causes me problems when childcare arrangements breakdown



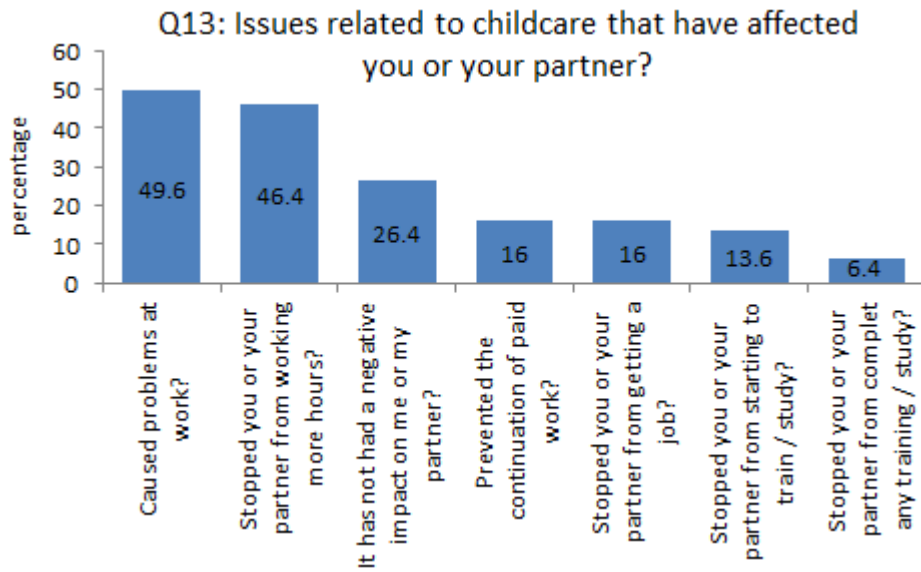
Travel or transport issues can make it difficult for me to access childcare



A lack of childcare is a barrier to me accessing employment or training

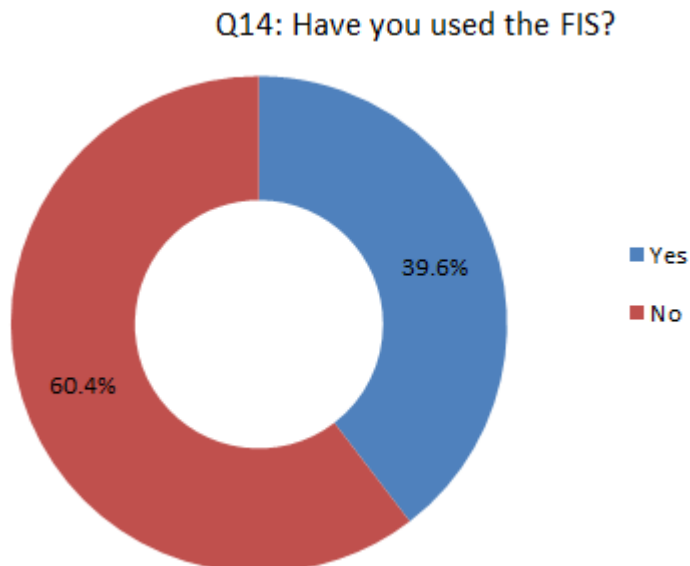


**Question 13: "In the last year can you think of any times when issues related to childcare have affected you or your partner in the following ways..."**



**Question 14: Have you used the Family Information Service to obtain information about local childcare?**

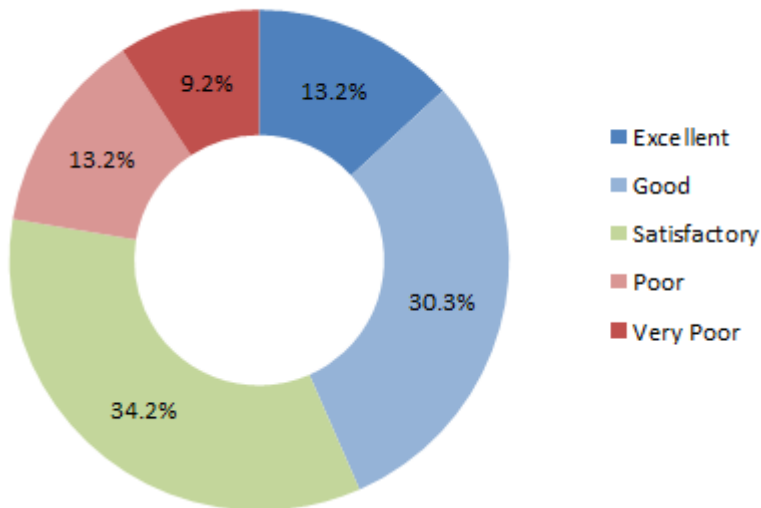
Nearly 40% of all childcare user respondents have stated to have used the Family Information Service to obtain information about local childcare.



**Question 15: How do you rate the quality of the Family Information Service?**

43.5% of all childcare user respondents rated the quality of the Family Information Service as good or excellent. Further 34.2% of respondents rated the FIS quality as satisfactory while 22.4% rated it as poor or very poor.

Q15: How do you rate the quality of the FIS?



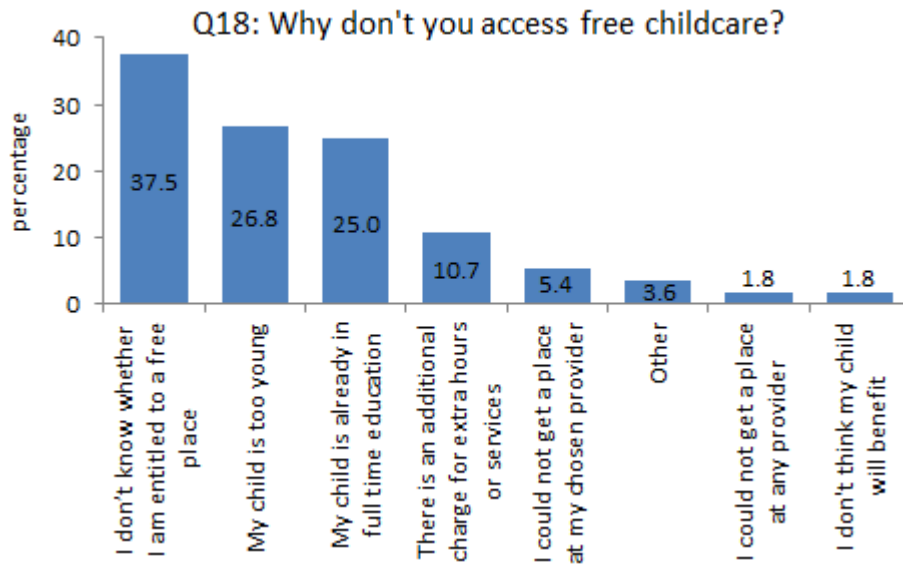
**Question 16: Do you have any thoughts on how information regarding childcare could be easier to find?**

'Better website information', 'Advertise in nursery and schools' and 'Through the health visitor' were mentioned by most respondents.

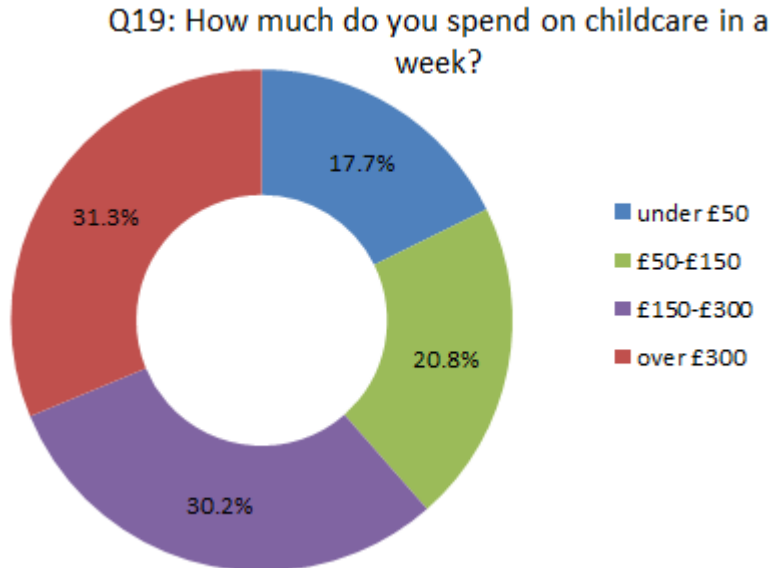
**Question 17: Are you eligible for any of the following initiatives to support with the cost of childcare?**



**Question 18: If you are entitled to 15 hours free childcare per week for a 2, 3 or 4 year old child and do not use this, what are the reasons why don't you access it?**



**Question 19: In the average week, how much do you think you spend on childcare for all of your children?**



**Anything else?**

**Question 20: Is there anything else you would like to tell us about childcare in H&F that hasn't been raised in the content of this questionnaire?**

There were 52 responses to this question – see spreadsheet for details.

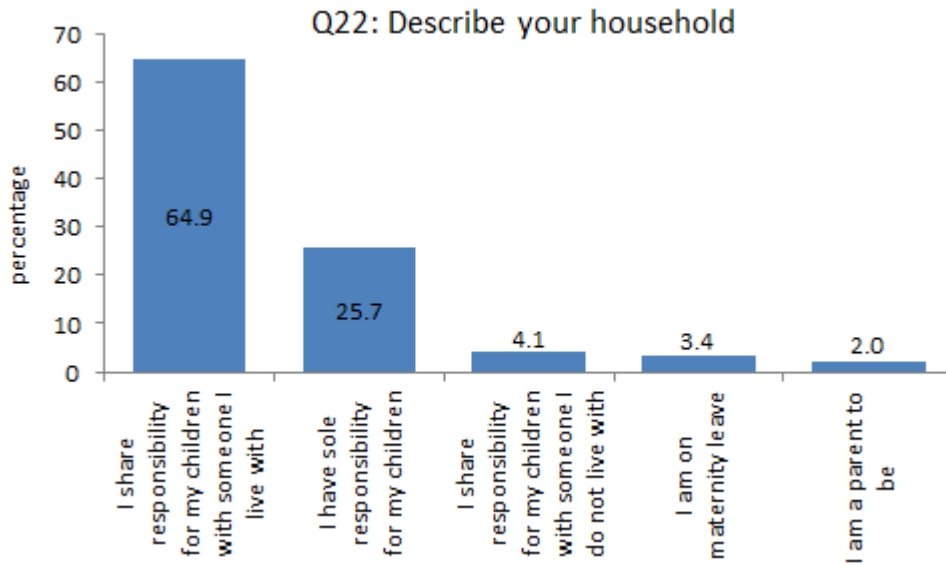


**About you**

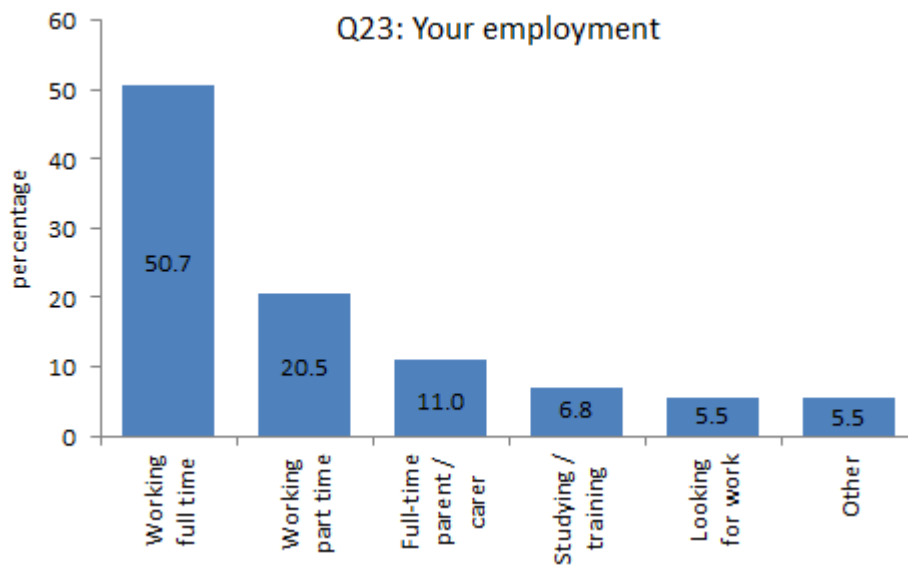
**Question 21: What is your full postcode?**

There were 141 responses to this question – see spreadsheet for details.

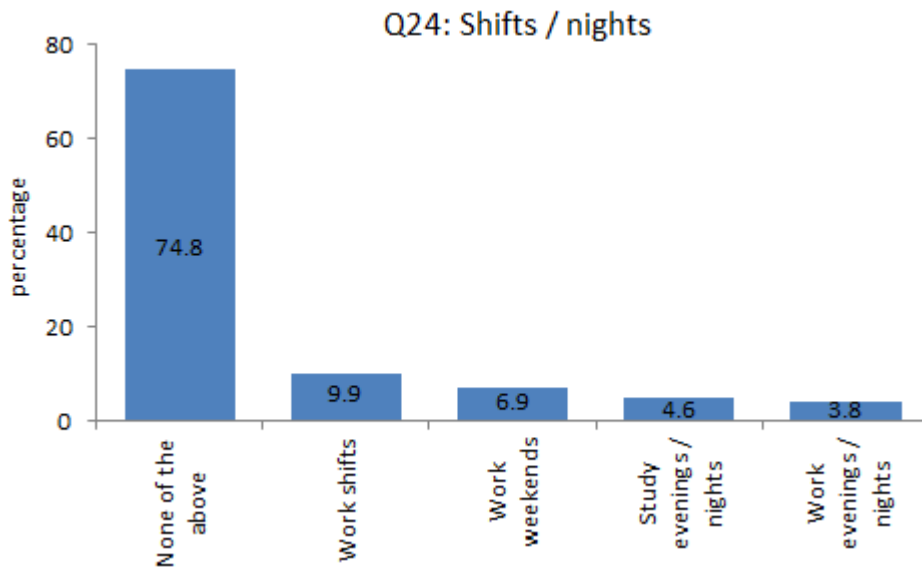
**Question 22: Which of the following descriptions apply to your household?**



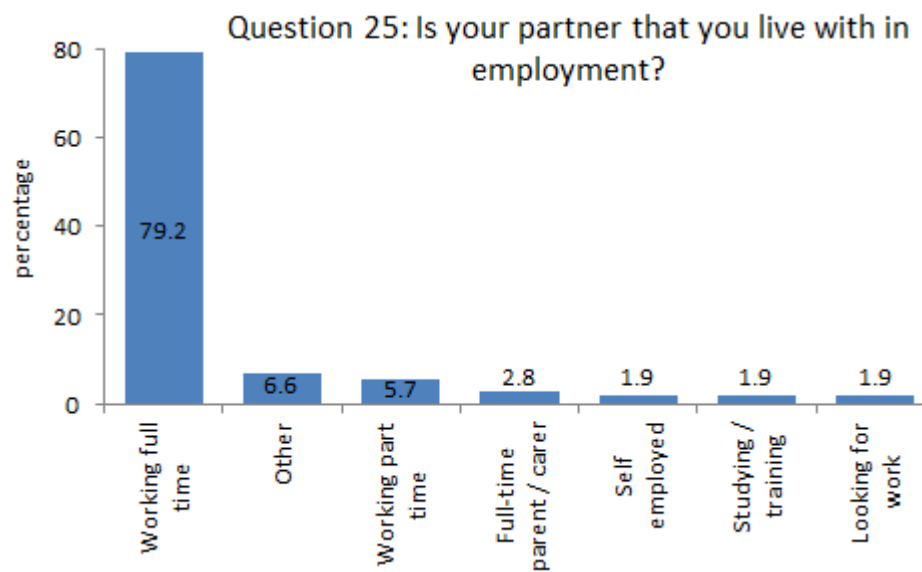
**Question 23: Are you...**



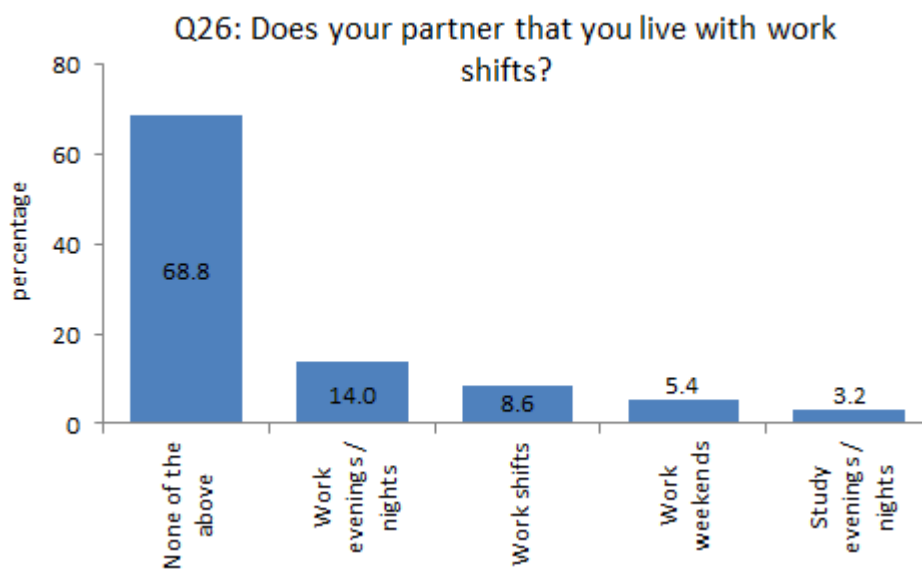
**Question 24: Do you...**



**Question 25: Is your partner that you live with in employment?**



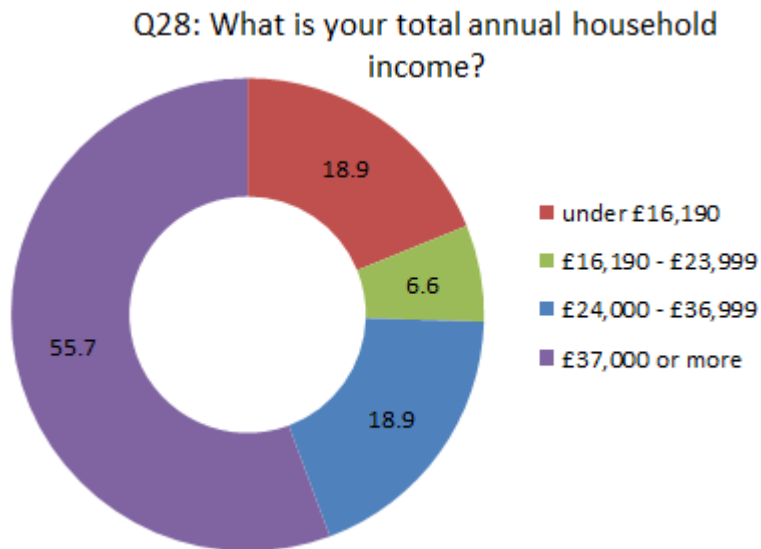
**Question 26: Does your partner that you live with work shifts?**



**Question 27: How would you describe your ethnicity?**

<b>Ethnicity</b>	<b>number</b>	<b>%</b>
White British	44	31.9
White Irish	2	1.4
White Other	42	30.4
Mixed	12	8.7
Black African	13	9.4
Black Caribbean	4	2.9
Black/ Black British - Other	2	1.4
Asian/ Asian British - Indian	2	1.4
Asian/ Asian British - Pakistani	1	0.7
Asian/ Asian British - Chinese	8	5.8
Other - Arab	4	2.9
Other	4	2.9

**Question 28: What is your total annual household income?**



**Question 29: The council would like to contact residents from time to time with upcoming surveys and consultations. If you would like to be contacted please add your email address below.**

There were 35 responses to this question – see spreadsheet for details.

**END**  
**3<sup>rd</sup> February 2015**

**Performance and Information Team (FCS, LBHF)**

APPENDIX C



Question 4: Do you use / have you used any formal childcare for any of your children?  
(H&F Childcare Consultation, January 2015)



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## **APPENDIX D**

### **Case examples of paper work that childminders undertake.**

Information from two childminders Emma Facio and Sandra Penn  
Areas in which they work W12 and SW6.

We have explored the work that they undertake under Business and Early Years Foundation Stage.

#### **Business**

Annual tax returns to HMRC  
Annual renewal of Ofsted Fee  
Annual renewal of information commission  
Annual review of policies  
Annual update of show and tell information for new parents ( photograph's and information on the type of activities and routines that the childminder carries out)  
Annual updates on training certificates gained during the year.  
Notifying Ofsted of any changes or significant events as necessary.

Termly inputting of funded children onto Tribal system  
Using tracking tool for funded children.

Monthly in putting of receipts into accounts for end of year tax returns  
Receipting parents fees – weekly (payments are made in advance)  
Marketing the business – notifying FIS of vacancies (this is ad hoc as necessary)  
Further marketing is through word of mouth and advertising boards at Children Centre.  
Additional risk assessing when over and above written policy.

#### **Meeting new parents**

Use of show and tell book  
Share references  
Show training history  
Go through policies  
Go through Food allergens process if food is being provided  
Medical information/allergies/food  
Go through written contract (this will cover all areas of the placement, signed by parent and childminder, copy provided to parent)  
Go through settling in process.  
Give out parental questionnaires.

#### **Early Years Foundation Stage**

These childminders keep all about me profiles, they use photographs showing children involved in activities and important milestones, observations etc.

Parents are encouraged to add to the information (encourage home learning)

Observations are linked to next steps

Planning linked to observation and next steps.

Childminders would work on two observation at least per week but is usually more to capture children's new skills and special moments.

Use of observations to inform the assessment for the progress check at two

Meet with parent to discuss progress check and provide parent with a copy of the assessment.

Where a child needs an intervention from another professional will support the referral.

Transitions to schools – support the parents with sharing information when children move on to school – they report that this is not usually successful as they feel that schools are not interested in the information gathered in childminding provision.

The childminders said that they provide over and above the requirements of the EYFS but feel that this is important for children, parents and the quality of their business.

They do not feel that the paper work that they do is too much but stress it is important to keep up to date with it, doing a little each week. If you are not organised and up to date it could become onerous.

**Just to note** – Childminders are not required to keep written policies, other than for child protection, however they are expected to be able to explain their policies and procedures to Ofsted inspectors and parents and if they have assistants working with them they would need to ensure that they were clear and operating the policies.

Profiles are also not a requirement of the EYFS.

In addition if a childminder had employed an assistant this would generate further paper work in regard to recruitment, salaries, training and development.

R Salliss  
Early Years Manager

# Agenda Item 9



## **NOTICE OF CONSIDERATION OF A KEY DECISION**

In accordance with paragraph 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Cabinet hereby gives notice of Key Decisions which it intends to consider at its next meeting and at future meetings. The list may change between the date of publication of this list and the date of future Cabinet meetings.

## **NOTICE OF THE INTENTION TO CONDUCT BUSINESS IN PRIVATE**

The Cabinet also hereby gives notice in accordance with paragraph 5 of the above Regulations that it intends to meet in private after its public meeting to consider Key Decisions which may contain confidential or exempt information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to key decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please e-mail Katia Richardson on [katia.richardson@lbhf.gov.uk](mailto:katia.richardson@lbhf.gov.uk). You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

## **KEY DECISIONS PROPOSED TO BE MADE BY CABINET ON 27 APRIL 2015 AND AT FUTURE CABINET MEETINGS UNTIL JUNE 2015**

The following is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting and future meetings. The list may change over the next few weeks. A further notice will be published no less than 5 working days before the date of the Cabinet meeting showing the final list of Key Decisions to be considered at that meeting.

**KEY DECISIONS** are those which are likely to result in one or more of the following:

- Any expenditure or savings which are significant (ie. in excess of £100,000) in relation to the Council's budget for the service function to which the decision relates;
- Anything affecting communities living or working in an area comprising two or more wards in the borough;
- Anything significantly affecting communities within one ward (where practicable);
- Anything affecting the budget and policy framework set by the Council.

The Key Decisions List will be updated and published on the Council's website on a monthly basis.

**NB: Key Decisions will generally be taken by the Executive at the Cabinet.**

*If you have any queries on this Key Decisions List, please contact*

*Katia Richardson on 020 8753 2368 or by e-mail to [katia.richardson@lbhf.gov.uk](mailto:katia.richardson@lbhf.gov.uk)*



## **Access to Cabinet reports and other relevant documents**

Reports and documents relevant to matters to be considered at the Cabinet's public meeting will be available on the Council's website ([www.lbhf.org.uk](http://www.lbhf.org.uk)) a minimum of 5 working days before the meeting. Further information, and other relevant documents as they become available, can be obtained from the contact officer shown in column 4 of the list below.

## **Decisions**

All decisions taken by Cabinet may be implemented 5 working days after the relevant Cabinet meeting, unless called in by Councillors.

## **Making your Views Heard**

You can comment on any of the items in this list by contacting the officer shown in column 4. You can also submit a deputation to the Cabinet. Full details of how to do this (and the date by which a deputation must be submitted) will be shown in the Cabinet agenda.

## **LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2014/15**

<b>Leader:</b>	<b>Councillor Stephen Cowan</b>
<b>Deputy Leader:</b>	<b>Councillor Michael Cartwright</b>
<b>Cabinet Member for Children and Education:</b>	<b>Councillor Sue Macmillan</b>
<b>Cabinet Member for Economic Development and Regeneration:</b>	<b>Councillor Andrew Jones</b>
<b>Cabinet Member for Finance:</b>	<b>Councillor Max Schmid</b>
<b>Cabinet Member for Health and Adult Social Care:</b>	<b>Councillor Vivienne Lukey</b>
<b>Cabinet Member for Housing:</b>	<b>Councillor Lisa Homan</b>
<b>Cabinet Member for Social Inclusion:</b>	<b>Councillor Sue Fennimore</b>
<b>Cabinet Member for Environment, Transport &amp; Residents Services:</b>	<b>Councillor Wesley Harcourt</b>

*Key Decisions List No. 31 (published 27 March 2015)*

## KEY DECISIONS LIST - CABINET ON 27 APRIL 2015

**The list also includes decisions proposed to be made by future Cabinet meetings**

*Where column 3 shows a report as EXEMPT, the report for this proposed decision will be considered at the private Cabinet meeting. Anybody may make representations to the Cabinet to the effect that the report should be considered at the open Cabinet meeting (see above).*

\* All these decisions may be called in by Councillors; If a decision is called in, it will not be capable of implementation until a final decision is made.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
<b>27 April</b>				
Cabinet	27 Apr 2015	<p><b>Property Asset Data Management Lot 3 pricing model - proposed call-off</b></p> <p>Seeking approval to a proposed call-off contract.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	27 Apr 2015	<p><b>Travel, Care and support arrangements</b></p> <p>Report summarising outcomes from consultation and recommendations for future passenger transport service arrangements.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the</p>	Cabinet Member for Children and Education, Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision <b>Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.</b>	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
		financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Turner@rbkc.gov.uk	
Cabinet	27 Apr 2015  Reason: Affects 2 or more wards	<b>Corporate Plan 2015-18</b>  A new Corporate Plan for H&F, setting seven key priorities and new corporate objectives to deliver on over the next three years.	Leader of the Council  Ward(s): All Wards  Contact officer: Peter Smith Tel: 020 8753 peter.smith@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	27 Apr 2015  Reason: Expenditure more than £100,000	<b>Shared services contract for Internal Audit services</b>  The current contracts for Internal Audit services held by LBHF and RBKC are due to expire in June 2015 and need to be replaced with a single shared services contract.	Cabinet Member for Finance  Ward(s): All Wards  Contact officer: Geoff Drake Tel: 020 8753 2529 geoff.drake@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	27 Apr 2015  Reason: Affects 2 or more wards	<b>Shared Services Strategy regarding violence against women &amp; girls</b>  For Cabinet to approve the VAWG strategy for LBH&F, RBKC and WCC	Deputy Leader  Ward(s): All Wards  Contact officer: Claire Rai Tel: 020 8753 3154 claire.raai@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
Cabinet	27 Apr 2015	<p><b>Appointment of contractor to deliver services relating to Violence Against Women &amp; Girls across LBH&amp;F, RBKC and WCC</b></p> <p>The report requests the approval of the recommendation to allocate contracts for: The coordination of Specialist Domestic Violence Courts and Multi Agency Risk Assessment Conferences (lot 1); and Integrated Support Services (ISS) which includes a range of specialist frontline services to support adults and young people, children and families who are victims or affected by gender based violence (lot 2) across the three boroughs</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Deputy Leader, Cabinet Member for Social Inclusion	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	27 Apr 2015	<p><b>Recruitment Resourcing and HR Consultancy Services Lots</b></p> <p>Report on tender for Lot 1 Strategic HR Management Consultancy Service, Lot 2 Executive and Interim Search &amp; Selection, Lot 3 Talent Wave Portal and Lot 4 Recruitment Advertising.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b></p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
		Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	27 Apr 2015  Reason: Affects 2 or more wards	<b>Parking Projects Programme 2015/16</b>  This report outlines the key parking priorities for the Council and presents a parking projects and policy programme. The report seeks formal approval for these proposals to be agreed for implementation during 2015/16.	Cabinet Member for Environment, Transport & Residents Services  Ward(s): All Wards  Contact officer: Antoneta Horbury Tel: 020 7361 2094 Antoneta.Horbury@rbkc.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	27 Apr 2015  Reason: Expenditure more than £100,000	<b>Day services for people with dementia</b>  The report seeks agreement to directly award contracts for the provision of day services for people with dementia.  <b>PART OPEN</b>  <b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Health and Adult Social Care  Ward(s): All Wards  Contact officer: Steven Falvey Tel: 020 8753 5032 Steven.Falvey@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	27 Apr 2015  Reason: Expenditure more than £100,000	<p><b>Request from Serco for novation of waste contract</b></p> <p>To enter into a novation and variation agreement for the Waste Collection and Street Cleansing Contract to Serco Environmental Services Limited, subject to the Council being no worse off</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Environment, Transport &amp; Residents Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Lyn Carpenter Tel: 0208 753 5710 lyn.carpenter@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	27 Apr 2015  Reason: Expenditure more than £100,000	<p><b>Implementation of a new website content management system</b></p> <p>The report seeks approval for the implementation of new website content management system with procurement of new shared web hosting arrangements</p>	<p>Cabinet Member for Finance</p> <p>Ward(s): All Wards</p> <p>Contact officer: Nick Austin Tel: 020 8753 nick.austin@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	27 Apr 2015  Reason: Expenditure more than £100,000	<p><b>Agreement for direct award of contracts for the provision of day services for people with dementia</b></p> <p>The report requests authority from Cabinet (in accordance with paragraph 20.1.2 of Contract Standing Orders) to approve the direct award of two contracts for dementia day service provision for 18 months from 1 May 2015 to 31</p>	<p>Cabinet Member for Health and Adult Social Care</p> <p>Ward(s): All Wards</p> <p>Contact officer: Steven Falvey Tel: 020 8753 5032 Steven.Falvey@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
		<p>October 2016.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>		considered.
<b>19 May</b>				
Cabinet	<p>19 May 2015</p> <p>Reason: Expenditure more than £100,000</p>	<p><b>Shared ICT Services – Strategy and procurement of cloud based collaboration tools.</b></p> <p>Approval of the strategy and funding to procure cloud based collaboration tools enabling convergence of a suite of productivity and collaboration tools across the three councils of the London borough of Hammersmith and Fulham, the Royal Borough of Kensington and Chelsea, and Westminster City Council.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Finance</p> <p>Ward(s): All Wards</p> <p>Contact officer: Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	19 May 2015  Reason: Expenditure more than £100,000	<p><b>Approval to establish a framework for the provision of new temporary accommodation and enter into a Development Agreement to develop Lavender Court</b></p> <p>The report is aimed at improving services for homeless people. It seeks to establish a framework for the provision of new, good quality temporary accommodation and to award a contract for the redevelopment of Lavender Court.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Housing  Ward(s): All Wards  Contact officer: Matin Miah Tel: 0208753 3480 martin.miah@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	19 May 2015  Reason: Income more than £100,000	<p><b>Land adjoining 95 Goldhawk Road</b></p> <p>Disposal of surplus land.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Housing  Ward(s): Hammersmith Broadway  Contact officer: James Adam Tel: 020 8753 2833 James.Adam@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.



Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	19 May 2015	<p><b>Carers Hub Hammersmith &amp; Fulham</b></p> <p>Report to extend the Carers Hub Service with Carers Network.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	19 May 2015	<p><b>London Borough of Hammersmith &amp; Fulham Cycling Strategy</b></p> <p>The Cycling Strategy sets out how the London Borough of Hammersmith &amp; Fulham will improve the quality and extent of provision for cyclists, encourage more people to use bicycles, increase the number of journeys made by cycle, and improve public health outcomes.</p> <p>In order to achieve this, the Cycling Strategy develops an Action Plan that can be used to direct funding in a way that responds to the cycling needs of Hammersmith and Fulham residents / businesses.</p> <p>The Cycling Strategy is not a statutory document. However it has been identified as playing a crucial role in reducing congestion on our roads, relieving pressure on the public transport system, and improving the health of residents and visitors.</p>	Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	19 May 2015	<p><b>Housing Strategy - Delivering the Change We Need in Housing</b></p> <p>Seeking to agree a new Housing Strategy (and associated documents) to reflect changes in policies required to meet the Administration's Manifesto commitments.</p>	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	19 May 2015	<p><b>Transition of the HFBP ICT Service Desk, Data Centres and distributed computing to new service providers</b></p> <p>At the end of the HFBP service contract the Council will need to transition all ICT services to other suppliers. By changing the service desk earlier than contract expiry, H&amp;F will be able to reduce the effort, costs and risk and align to the one team Tri-borough. This paper recommends an early transition from the current service desk provider to the new service desk provider by calling off the Tri-borough framework contract which has the benefit of providing a consistent user experience for staff.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

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Cabinet	19 May 2015	<p><b>Stebbing House and Poynter House, Lift Modernisation</b></p> <p>This report seeks approval to let a contract to undertake works to modernise the existing 6No passenger lifts within the existing buildings at Poynter House and Stebbing House, Edward Woods Estate, London, W11, London, W6.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): Shepherds Bush Green	
<b>1 June (date to be confirmed)</b>				
Cabinet	1 Jun 2015	<p><b>Tomorrow's Hammersmith - Reimagining Hammersmith Town Centre</b></p> <p>A summary of Hammersmith's Assets, challenges and opportunities and how the Council will work with the wider community and the Greater London Authority to deliver a new town centre.</p>	Cabinet Member for Economic Development and Regeneration	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): Hammersmith Broadway	
Cabinet	1 Jun 2015	<p><b>Procurement of a Homecare service for the London Borough of Hammersmith and Fulham (H&amp;F); Royal Borough of Kensington and Chelsea (RBKC) and Westminster City</b></p>	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and
	Reason: Expenditure more than		Ward(s): All Wards	

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	£100,000	<p><b>Council (WCC)</b></p> <p>Seeking Cabinet agreement to the awarding of three new contracts for the provision of Homecare services in the London Borough of Hammersmith and Fulham.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Contact officer: Michael Gray Tel: 0208 753 1422 Michael.Gray@lbhf.gov.uk</p>	<p>will include details of any supporting documentation and / or background papers to be considered.</p>
Cabinet	<p>1 Jun 2015</p> <p>Reason: Expenditure more than £100,000</p>	<p><b>Fulham Palace</b></p> <p>Boiler System Replacement.</p> <p><b>PART OPEN</b></p> <p><b>PART PRIVATE</b> Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Environment, Transport &amp; Residents Services</p> <p>Ward(s): Palace Riverside</p> <p>Contact officer: Mike Cosgrave Tel: 020 8753 4849 mike.cosgrave@lbhf.gov.uk</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.</p>