



Community & Children's Services Committee

Date: FRIDAY, 12 JANUARY 2018
Time: 11.30 am
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members:

Rehana Ameer	Angus Knowles-Cutler
Randall Anderson (Deputy Chairman)	The Lord Mountevans
Tom Anderson	Deputy Joyce Nash
Matthew Bell	Barbara Newman
Peter Bennett	Dhruv Patel (Chairman)
Richard Crossan	Susan Pearson
James de Sausmarez	William Pimlott
Mary Durcan	Henrika Priest
John Fletcher	Jason Pritchard
Marianne Fredericks	Deputy Elizabeth Rogula
Prem Goyal	Ruby Sayed
Alderman David Graves	Deputy John Tomlinson
Deputy the Revd Stephen Haines	Mark Wheatley
Caroline Haines	Deputy Philip Woodhouse
Alderman Robert Howard	George Abrahams
Deputy Catherine McGuinness	Mark Bostock
Deputy Henry Jones	

Co-opted Members: Laura Jørgensen and Matt Piper

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Lunch will be served in Guildhall Club at the rising of the Committee

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Reports

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the minutes of the previous Committee meeting.

For Decision
(Pages 1 - 8)
4. **PRESENTATION: REGISTRATION SERVICE**
Update by the Director of Community and Children's Services.

For Information
5. **CHILDREN'S CENTRE SERVICES - REVIEW 2018**
Report of the Director of Community and Children's Services.

For Information
(Pages 9 - 16)
6. **FIRE SAFETY UPDATE**
Report of the Director of Community and Children's Services.

For Information
(Pages 17 - 22)
7. **MEANS TESTED LEASEHOLDER LOANS**
Verbal update by the Director of Community and Children's Services.

For Information
8. **SIR JOHN CASS FOUNDATION PRIMARY SCHOOL AND CITY RESIDENTS EDUCATIONAL PROGRESS REPORT**
Report of the Director of Community and Children's Services.

For Information
(Pages 23 - 44)
9. **INTEGRATED COMMISSIONING SUB-COMMITTEE UPDATED TERMS OF REFERENCE**
Report of the Director of Community and Children's Services.

For Decision
(Pages 45 - 56)

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

12. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Reports

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous Committee meeting.

For Decision
(Pages 57 - 60)

14. **HOUSING DELIVERY PROGRAMME - PROGRESS REPORT**

Report of the Director of Community and Children's Services.

For Information
(Pages 61 - 66)

15. **WINDSOR HOUSE ESTATE**

Report of the Director of Community and Children's Services.

For Decision
(Pages 67 - 76)

16. **CITY OF LONDON REGISTRATION SERVICE CONTRACT**

Report of the Director of Community and Children's Services.

For Decision
(Pages 77 - 94)

17. **ANNUAL WAIVERS REPORT 2016/17**

Report of the Director of Community and Children's Services.

For Decision
(Pages 95 - 102)

18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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COMMUNITY & CHILDREN'S SERVICES COMMITTEE

Friday, 17 November 2017

Minutes of the meeting of the Community & Children's Services Committee held at Committee Rooms, West Wing, Guildhall on Friday, 17 November 2017 at 11.30 am

Present

Members:

Officers:

Natasha Dogra – Town Clerk's Department
Paige Upchurch – Town Clerk's Department
Andrew Carter – Community & Children's Services
Neal Hounsell – Community & Children's Services
Chris Pelham – Community & Children's Services
Gerald Mehrrens – Community & Children's Services
Simon Cribbens – Community & Children's Services
Paul Murtagh – Community & Children's Services
Mark Jarvis – Chamberlain's Department
Monica Patel – Community & Children's Services

1. APOLOGIES

Apologies had been received from James de Sausmarez, Rehana Ameer, Deputy Henry Jones, Henrika Priest, George Abrahams, the Lord Mountevans, Deputy Stephen Haines, William Pimlott and Matt Piper.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations of interest.

3. MINUTES

Resolved – that the minutes of the previous meeting be agreed as an accurate record.

Matters Arising:

Members discussed the possibility of changing the date and time of the March Committee meeting. The Chairman suggested the date of 7th March 2018 with the meeting beginning at 08:30am. The Committee agreed the new date and time.

The Chairman informed Members that this would be Neal Hounsell's final meeting before retirement. The Committee thanked Neal for all his hard work throughout his time at the City Corporation. Members noted that Neal had twice acted up as interim Director of Community and Children's Services and his work had been invaluable. The Committee wished Neal well with his retirement.

4. PRESENTATION: ALDGATE PAVILION MANAGEMENT

The Committee received a presentation from the Aldgate Pavilion Management team and noted that the team ran a range of community events ranging from Thanksgiving dinners to Origami workshops. The events promoted community cohesion and tackled loneliness.

Members of the Committee were informed that the Pavilion would have open on 25th January 2018. Members were invited to attend a site visit and a December date would be circulated to the Committee.

Resolved – that the update be received.

5. **QUARTER 2 BUSINESS PLAN UPDATE**

The Committee received an update which set out the progress made during Quarter 2 (July to September 2017) against the refreshed 2017-2022 Department of Community and Children's Services (DCCS) Business Plan.

The Adult Social Care Team received two complaints in Q2. One was partially upheld in respect of the way in which the request for service was dealt with, and minor changes to procedures have been implemented as a result.

In response to a query it was noted that there was an overspend of approximately £190,000 for Adult Social Care. Pressures on the budget for adult social care and older people are due to client movements since the budget was set. A paper requesting additional resources would be prepared for submission to a meeting early in 2018.

In response to a query Members were informed that there was a small underspend for Commissioning and Partnerships due to vacant posts not being filled until partway through the year. Additional resources of £232,000 for the People's Services budget were agreed by the Policy and Resources Committee in September and have been added to the budget. Outturn was now expected to be within budget.

Resolved – that the report was received.

6. **REVENUE AND CAPITAL BUDGETS - 2018/19**

The Committee noted the annual submission of the revenue and capital budgets overseen by the Committee. Members approval was sought for the provisional revenue budget for 2018/19, for subsequent submission to the Finance Committee. Details of the Committee's draft capital budget were also provided.

The local risk budgets have been prepared within the resources allocated to the Director. The provisional nature of the revenue budgets particularly recognises that further revisions may arise from the necessary realignment of funds resulting from corporate projects.

Resolved – that Members:

- review the provisional 2018/19 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the

Finance Committee;

- review and approve the draft capital budget;
- authorise the Chamberlain to revise these budgets to allow for further implications arising from departmental reorganisations and other reviews, corporate projects and changes to the Additional Works Programme;
- note the Building Repairs and Maintenance asset verification exercise being undertaken by the City Surveyor and agree that any minor changes for 2017/18 latest and 2018/19 original budgets arising from this exercise be delegated to the Chamberlain.

7. HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL BUDGETS 2018/19

The Committee noted the annual submission of the revenue and capital budgets. Members approval was sought for the provisional revenue budget for 2018/19, for subsequent submission to the Finance Committee. Details of the HRA draft capital budget are also provided.

Resolved – that Members:

- review the provisional 2018/19 revenue budget to ensure that it reflects the Committee’s objectives and, if so, approve the proposed budget for submission to the Finance Committee.
- review and approve the draft capital budget;
- authorise the Chamberlain to revise these budgets to allow for further implications arising from departmental reorganisations and other reviews.

8. BIENNIAL COMMISSIONING TEAM UPDATE

The Department of Community and Children’s Services (DCCS) Commissioning Team leads on the key functions of the commissioning cycle (analysis, plan, do, review) and procurement functions for most contracts within DCCS. The team produces a contract register, a sourcing plan that scopes commissioning activity across the forthcoming 18-month period and a team work plan. The team reports quarterly to the Departmental Leadership Team (DLT) on business as usual and monthly to the DCCS Category Board.

There has been good progress against delivering on the 2017/19 sourcing plan and the team work plan. The Commissioning Team is confident that a more strategic commissioning approach, and effective partnership and community co-production, will deliver more integrated, efficient and cost effective services. This will have a significant positive impact on the City of London Corporation’s 2% year-on-year saving target.

Resolved – that the report was received.

9. ADULT SOCIAL CARE BUDGET PROPOSALS

The Committee noted the forecast overspend in the Adult Social Care budget arising from increased costs of provision and demographic pressures driving the future growth in need for services. A provision of £400,000 in 2017/18 was made in response to these pressures in the Medium Term Financial Strategy report to the Finance Committee in February 2017. This report seeks approval for an incremental increase in the service’s baseline budget totalling £400,000 over two years to address this need.

The Chairman reminded Members that in 2015 Local Authorities were given the power to add a precept to council tax for adult social care and that this additional source of income was ringfenced. He pointed out that the precept increased by 3% in 2017/18 and would increase by a further 3% for 2018/19. The City Corporation was one of only 8 Councils in the country that did not make use of the precept. The Chairman added that he had understood that the decision not to apply a precept had been taken by the Finance Committee on the basis that the extra funding would be found from elsewhere if needed. The Community and Children's Services Committee in supporting the budget proposals was in effect asking for additional funding within that context. This should be made clear to the Policy and Resources Committee when it considered the matter. Members supported his sentiments.

Resolved – that Members of Community and Children's Services:-

1. approve a permanent increase in the baseline budget of £265,000 in 2018/19
2. approve a further permanent increase in the baseline budget of £135,000 in 2019/20 (to total £400,000).

10. **CITY OF LONDON CORPORATION'S APPRENTICESHIP PROGRAMME**

Following successful marketing and recruitment campaigns for apprentice cohorts one and two, the number of enquiries for apprentice vacancies is increasing. There is also an increase in the number of graduates who are successful in responding to COL apprentice vacancies. The results of some of the apprentices' initial assessments which are carried out as an integral part of the recruitment process are showing the need to provide additional learning support for apprentices between the ages of 16-19 years old. The recruitment targets so far have been achieved. The recruitment activities for the third cohort are currently underway.

Resolved – that the report be received.

11. **WINDOWS & COMMON PARTS REDECORATIONS PROGRAMME - HOLLOWAY, SOUTHWARK, DRON HOUSE, SYDENHAM HILL, WILLIAM BLAKE AND WINDSOR HOUSE**

The proposal was to split the programme into a number of distinct works packages, which will be procured under a Framework approach but will likely form separate contracts for procurement of services (Design Team) and Window Contract works, with Golden Lane Estate proceeding separately through the Gateway process along the complex route while the remaining Estates progress along the regular route.

Resolved – that Members:

1. Note the estimated total programme costs, including Golden Lane Estate, of £16,905,452 of which total fees for the design team accounts for approximately ££1,509,415 across the whole window programme to progress the proposals through to completion. The previously reported overall project cost was estimated at £12,610,000.

2. Approve procurement of a single design team to work across all window work packages (including Golden Lane Estate, which has been included on the Gateway 3 report and which will be progressing down the complex route).
3. Allocation of budgets as set out in the Resource Requirements to reach next Gateway: £1,087,967 (including staff costs) for the procurement of a single design team, of which £638,113 is allocated across the Estates being progressed through the regular route and the remaining £449,854 being allocated to Golden Lane which is progressing down the complex route.
4. Note that additional funding will be requested as we proceed through the various Gateway stages.
5. Approval of option 1, (as per the recommendations arising from the options appraisal report) to fully replace windows as opposed to continued repair and maintenance.

12. WINDOWS PROGRAMME - GOLDEN LANE

As outlined in the Issues Report the proposal was to split the programme into a number of distinct works packages, which will be procured under a Framework approach but will likely form separate contracts for procurement of services (Design Team) and Window Contract Works, with Golden Lane Estate proceeding separately through the Gateway process along the complex route while the remaining Estates progress along the regular route.

Resolved – that Members:

1. Note the estimated total programme costs, including various other Estates, of £16,905,452 of which total fees for the design team accounts for approximately £1,509,415 across the whole window programme to progress the proposals through to completion. The previously reported overall project cost was estimated at £12,610,000.
2. Approve the procurement of a single design team to work across all window work packages (including those for the other HRA estates, which have been included on the Gateway 3/4 report and which will be progressing down the regular route).
3. Allocation of budgets as set out in the Resource Requirements to reach the next Gateway: £1,087,967 (including staff costs) for the procurement of a single design team, of which Golden Lane accounts for £449,854 with the remaining £638,113 being allocated across the other Estates.
4. Note that additional funding will be requested as we proceed through the various Gateway stages.

13. CHANGES TO INTEGRATED COMMISSIONING GOVERNANCE

Members noted the proposals to make amendments to the City of London Corporation Integrated Commissioning Board Terms of Reference. These changes relate to quoracy for the meeting and the appointment of deputies in the case of Members' absence.

Resolved – that Members:

- Agreed the updating of quoracy in the Terms of Reference in relation to the City of London Corporation Integrated Commissioning Sub-Committee
- Agreed the appointment of deputies to attend Integrated Commissioning Board meetings in the case of Members' absence

- Decided to appoint three deputies to attend Integrated Commissioning Board meetings; Marianne Fredericks, Ruby Sayed and Barbara Newman would serve as the deputies with Ms Fredericks acting as the first deputy member.

14. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

In response to a query regarding a complaint received from a resident regarding rat infestation the Director assured Members that once Officers were made aware of the situation they acted swiftly to assist the resident.

In response to a question regarding the scope of the current review into Children's Centre services at Sir John Cass Foundation Primary School, the Committee noted that the purpose of Children's Centre services is to improve outcomes in the early years for young children and their families, with a particular focus to achieve this for the most disadvantaged children. These services are provided by a range of partners and organisations here in the City of London, including Sir John Cass Foundation Primary School and Children's Centre, CoL Libraries Services, City and Hackney Clinical Commissioning Group, Midwifery & Health Visitor Services and some other locally commissioned services.

The aim of the review is to ensure that Children's Centre Services in the City of London are co-ordinated, relevant and effective in supporting our residents. We need to ensure that services are good quality and accessible to our children and families within their own community.

The scope of the review is City-wide and is initially to undertake an assessment of the impact and quality of current services to City residents. A paper will be brought to the Committee in January 2018 setting out what the current provision is and the plans for the review. We will then consult with our families and partners in order to help shape a delivery model for the future. A further paper will outline the delivery model in May 2018 with a view to fully implementing the outcomes from the review in September 2018. The scope of the review will be looking at the current commissioning and delivery model of Children Centre services across the whole of the City of London and in this respect SJC Children Centre will not be the only provider to be in scope.

Whilst the review is not explicitly seeking to make savings, the financial structuring of these services will be part of the review, which may in turn indicate there is a need to redirect and re-prioritise funding in order to deliver the most effective services going forward. In the meantime the existing services will remain in place and operational.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no urgent business.

16. EXCLUSION OF THE PUBLIC

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I

of the Schedule 12A of the Local Government Act.

The meeting ended at 1:00pm

Chairman

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Agenda Item 5

Committee(s)	Dated:
Community & Children's Services	12 January 2018
Subject: Children's Centre Services - Review 2018	Public
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Theresa Shortland, Head of Service, Education & Early Years Services	

Summary

This report provides Members with the plans for a review of the City of London Children's Centre Services. The City of London has 1 Children Centre based at Sir John Cass, however, Children Centre services are commissioned and delivered across the whole of the City of London. This will be the first review of these services undertaken since the Children Centre was first designated in 2007.

The review will initially seek to identify and set out the current offer in terms of design, location, cost, impact and quality of early years services for young children and their families across the whole of the City of London.

Children and Families will be consulted on what they want and how these services meet their needs. This information will be central to the proposals that will be brought back to this Committee at the end of the review.

The review is not being undertaken as part of a savings exercise and whilst recommendations may emerge that suggest a possible re-design of services, any such recommendations will be made with the purpose of improving the outcomes and the impact of the children centre services offer.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background and Context

1. Children's Centres bring together services for young children from birth to five years and their families in a multi-professional way. They work with children and families within and across the community and also make direct contact with families not accessing services. Children's Centres ensure that their services are accessible to all and especially the neediest children and families. Children's Centres should be seen as the hub for the early years sector in their locality, sharing good practice, training, and new ideas and initiatives.
2. The Department for Education (DfE) set out the core purpose for Children's Centres in a joint document with the Department of Health called 'Supporting Families in the Foundation Years (2010)'. (Appendix 1)
3. The Ofsted framework for the inspection of Sure Start Children's Centres in England is under Part 3A of the Childcare Act 2006 (as amended by the Apprenticeship, Skills, Children and Learning Act 2009) this framework sets out the statutory basis for Sure Start Children's Centres.
4. The Healthy Child Programme for the early life stages focuses on a universal preventative service, providing families with a programme of screening, immunisation, health and development reviews, supplemented by advice around health, wellbeing and parenting.
5. One of the key drivers behind the review is the Children, Young People and Maternity Services Work stream of the Integrated Commissioning programme which will work as a partnership across City and Hackney Clinical Commissioning Group, London Borough of Hackney and Hackney Learning Trust. The overarching aim is to co-ordinate, optimise and transform the delivery of the children's health system across City and Hackney.

Current Position

6. The purpose of Children's Centre services is to improve outcomes in the early years for young children and their families, with a particular focus to achieve this for the most disadvantaged children.
7. Children's Centre Services in the City of London are provided by a range of partners and organisations, including Sir John Cass Foundation Primary School & Children's Centre, City Libraries Services, City and Hackney Clinical Commissioning Group, Midwifery & Health Visitor Services and some other locally commissioned services.
8. The Cass Children's Centre is the one designated Children's Centre in the City of London local authority area. It is located within Sir John Cass Foundation Primary School. The governing body of the school is accountable to the City of London for the management of the Children's Centre Services. The governing body of the school also provides childcare places that are managed as part of the Children's Centre activities within the school's Early Years Foundation Stage.

9. The Children's Centre was designated in 2007 as part of phase two of the Sure Start Children's Centre programme. The City of London's Children's Centre Service offers a range of services to help all children in the city area get the best start in life.
10. The centre was inspected by Ofsted in October 2012. The inspection judgement for overall effectiveness and for the capacity for sustained improvement was 'Good.' Some Children's Centre services are also provided at linked sites in the City's Libraries (Artizan, Shoe Lane, and Barbican) and Community Centres (Portsoken).
11. There is a contract with the LB Islington for the provision of childcare places at the Golden Lane Children's Centre. This needs to be reviewed in the context of the changes to the free early education and childcare entitlements, including the 30 hours for working parents.
12. The aim of the review is to ensure that Children's Centre Services in the City of London are co-ordinated, relevant and effective in supporting our residents. We need to ensure that services are good quality and accessible to our children and families within their own communities, across the whole of the City of London.

Timeline of the review of Children's Centre services in the City of London

13. The following sets out the key milestones for the review;
 - January 2018: Purpose and review outline report to Community and Children's Services Committee.
 - February – April 2018: Consultation exercise on the quality of the current offer undertaken with the following;
 - Children and Families
 - SJC Children Centre
 - Libraries
 - City and Hackney Clinical Commissioning Group
 - City of London Public Health
 - Early years providers
 - Adult learning and employment services
 - Specialist services
 - May 2018: Preferred commissioning model developed
 - June - August 2018: Formal consultation on the commissioning model for both universal and targeted services
 - September 2018: Proposed Children's Centre Services model presented to Community and Children's Services Committee
 - October 2018- March 2019: Implementation of proposed model

Consultation and Communication

14. We will consult with families living in the City currently using the Children's Centre services. We will use as many ways as we can to capture their views and extend the consultation to those families that do not engage or would be new to the services. We will run focus groups and set up a City wide survey online. The communication strategy will be to maximise the use of social media and also undertake face to face sessions to talk to parents about Children's Centre services across the core offer.
15. The initial consultation period will also align with the development of the new Children and Young People's Plan (CYPP), the overarching strategic plan for commissioning and delivery of Children's Services across the City.
16. The timeline for the review is also aligned to the joint health and social care commissioning process which is being driven by the work of the Children, Young People and Maternity Work stream (CYPMS). The CYPMS is a Board of partner organisations, working collaboratively to ensure design and delivery of a high quality health system for children, young people, and their parents and carers across City and Hackney. It is a working group of the City and Hackney Transformation Board. The Board will take an overarching system leadership role for delivering on its priorities, supported by a board sub-structure and governance system that will be responsible for delivering on its strategy.
17. The CYPMS Work stream has responsibility for delivering a system with children and young people at the heart, and that works to prioritise improved health outcomes. It will oversee the improvement of existing systems of care as appropriate, and their transformation where required to deliver improved quality and financial sustainability. As such, it will focus on the shared health provision with the CCG and public health. The other services included in the core offer for early education, childcare, early help, parenting, adult learning and employment advice, children with additional needs and with SEND are delivered locally. Consultation will be with partners and parents and will align with the Children's Centre services review.
18. We will also undertake the Childcare Sufficiency Assessment (CSA), this is an assessment of existing childcare provision in the city, mapping supply of, demand for and gaps in the childcare market. The Childcare Act 2006 places a legal duty on local authorities to secure sufficient childcare (so far as is reasonably practicable) for working parents or parents who are studying or training for employment. This will capture the current position on availability of childcare, childcare fees, access to the free universal entitlement for 3 & 4 year olds, the extended hours for working parents and the entitlement for two year olds.

Corporate & Strategic Implications

19. Children's Centre Services are a core part of the Community and Children's Services Early Years Strategy, itself linked to the Children and Young People's Plan and the Corporate Plan.

Financial Implications

20. Whilst the review is not explicitly seeking to make savings, the financial structuring of these services will be part of the review and the wider integrated commissioning work. This may in turn indicate there is a need to redirect and re-prioritise funding in order to deliver the most effective services going forward. In the meantime the existing services will remain in place and operational.

Conclusion

21. The aim of the review is to ensure that Children's Centre Services in the City of London are co-ordinated, relevant and effective in supporting the needs of our residents. We need to ensure that services are good quality and accessible to our children and families within their own communities and the delivery model we use to commission these services is effective in providing a framework for this.

Appendices

Appendix 1 – Children's Centre Core Purpose

Theresa Shortland

Head of Service – Education & Early Years

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Appendix 1

Children's Centre Core Purpose

The national core purpose meets the duties from the Childcare Act 2006, Section 1 to improve the well-being of children under five and reduce inequalities.

Improving outcomes for young children and reducing inequalities

Through universal, as well as targeted services, children's centres can reduce inequalities in:

- **Child development and school readiness:**

Children's centres can offer an opportunity for families with young children to gain support, advice and guidance to assist them in their role as parents and to give children greater opportunities to do well in school.

"Being prepared for school is not simply about knowing letters and numbers. It is about making sure that children are ready to make friends, to play, to ask for what they need and say what they think" (Sarah Teather, 2012)

"Children should start school healthy, happy, communicative, sociable, curious, active and ready and equipped for the next stage of life and learning" (Supporting Families in the Foundation Years, 2011)

- **Parenting aspirations, self-esteem and parenting skills:**

Possible needs of parents that may be targeted by children's centres:

- Personal needs of parents: basic skills (e.g. literacy and numeracy), health (mental and physical), advocacy (benefit, housing issues, employment), social support
- Parent and child: parenting skills, parent as tutor (offering productive activities, sustained shared thinking, narratives), supporting the home learning environment, parenting styles, parent and child relationship (e.g. parenting conflict)
- Parent and family: both mothers and fathers, relationship conflict (marital satisfaction, DA), family members
- Parent and community: participation, relationship with school, volunteering, socialisation, culture (e.g. EAL, ethnic minorities).

- **Child and family health and life chances**, including promoting good physical and mental health for both children and their families, safeguarding, supporting parents to improve skills that enable them to access education, training and employment, addressing risk factors so that children and their families are safe, free from poverty and able to improve both their immediate well-being and their future life chances.

The Children's Centre Services' Core Purpose

To achieve the core purpose, Children's Centre Services need to:

- Have a collective vision shared with partners, particularly over providing services to target groups
- Assess need across the local community
- Provide access to high quality universal services
- Use evidence based approaches to deliver targeted, family centred services (Incredible Years, Triple P and Family Nurse Partnership) as well as other 'named' programmes not considered to be adequately evidence-based at the time of Allen's (2011) review of programmes and interventions (Baby Massage, Every Child a Talker, Solihull Approach).
- consider the needs of the whole family when assessing and responding to the needs of children
- Act as a hub for the local community
- Share expertise with other early years settings
- Respect and engage parents (there are six identified areas of parental need (Education, Employment, Housing, Finance, Childcare, Health)
- Work in partnership across professional and agency boundaries.

The Core Purpose can be delivered through both universal and targeted services.

In Children's Centres, staff often acknowledge the importance of involving a range of families with varying levels of need; and of maintaining open-access/universal provision to avoid stigma, and for early identification of families experiencing lower level problems that might be dealt with before they escalate.

Universal Services

The services below make a difference to children and families when delivered universally in an integrated manner:

- High quality early learning and childcare
- Information and activities for families
- Adult learning and employment support
- Integrated child and family health services

Outcomes will include:

- Increase the % of families registered at the centre
- Increase the % of infants being breastfed at 6-8 weeks from birth
- Increase the % of eligible families benefitting from the childcare element of the Working Tax Credit
- Reduce the rates of emergency admissions caused by unintentional and deliberate injuries to children and young people
- Increase the % of children who achieve a good level of development across the Early Years Foundation Stage
- Progress check for children at aged 2 completed by early years settings and shared with Health services as part of the Integrated review.

Targeted Support

Targeting of some services makes a difference for families in greatest need (e.g. Child Protection Orders, Child in Need plan, domestic abuse, Looked After Children, etc.)

Targeted services might include:

- Parenting and family support
- Targeted evidence based intervention programmes
- Linking with specialist services for families where there are more complex health or social care needs for example the Early Support Team.
- The early help assessment will help to identify which early interventions might be appropriate and help ensure families in greatest need receive the services that will make a difference to their lives.

Outcomes will include:

- Increase the % of children in reception year who are a healthy weight
- Reduce the % of children aged 0-4 living in households dependent on workless benefits
- Increase the % of sustained contact with those in greatest need
- Increase the % of children accessing the free early education entitlement for 2 yr. olds
- Support parenting aspirations
- Reduce poverty
- Provide targeted evidence based parenting programmes
- Provide outreach and family support
- Provide antenatal support for those in greatest need
- Close % gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest

Committee:	Dated:
Community and Children's Services	12 January 2018
Subject: Fire Safety Update	Public
Report of: Director of Community and Children's Services	For Information
Report authors: Paul Murtagh Assistant Director Barbican and Property Services Jacquie Campbell Assistant Director, Housing and Neighbourhoods	

Summary

The purpose of this report is to update Members on the progress that has been made in relation to fire safety matters since the last update reports submitted to the various Committees in July, September and November 2017.

Recommendation

Members are asked to note and comment on the report.

Main Report

Background

1. Following the tragic fire at Grenfell Tower in West London, a paper was presented to your Sub-Committee, the Community and Children's Services Committee and the Audit and Risk Management Committee in July 2017. This paper outlined actions we had taken in the immediate aftermath of the fire. It also set out plans for further action.
2. An update report was brought to Members in September and November 2017 and this paper is intended as a further update.

Fire Risk Assessments (FRAs)

3. Frankham Risk Management Services Limited has been commissioned to carry out new FRAs for each of our residential blocks. These new FRAs will be very detailed and will cover not only those areas previously inspected, but also any further concerns raised since the Grenfell Tower fire.

4. Previous FRAs carried out on the City Corporation's residential blocks have been Type 1 FRAs as required by legislation. The new FRAs are Type 3 FRAs, which go beyond the requirements of the Regulatory Reform (Fire Safety) Order 2005, covering everything required for a Type 1 FRA but also providing for an assessment of the arrangements for means of escape and fire detection (that is, smoke alarms) within a sample of the flats (typically around 10%). A Type 3 FRA is non-destructive but the fire resistance of doors to rooms and compartmentation within the flat is considered.
5. The survey work on the new FRAs for our social housing estates is now complete and the draft reports are due to be submitted by 31 December 2017, although a limited number of draft reports have been received. As the assessments are completed and submitted to us, they are being analysed by staff in Property Services, Estate Management and by the City's Fire Safety Advisor for accuracy and detail.
6. It was a requirement of the contract with Frankham that any serious fire safety issues or concerns identified during the survey process would be immediately reported to the City Corporation. Only one such report was received in relation to Great Arthur House, details of which are set out later in this report.
7. As part of the new FRA process, urgent recommendations are being addressed as a priority and a detailed Action Plan will be developed to plan, programme and implement all other recommendations as appropriate.
8. A summary report outlining the headline findings from the newly completed FRAs will be presented to your Committee at the earliest opportunity after the Action Plan has been finalised.
9. It is intended that the new FRAs will be made available to the public through the Fire Safety pages on the City's website. The current FRAs, which are not due for review until August 2018, have already been made available here.
10. We have continued to carry out work to address the risks highlighted by the previous (2016) FRAs, including improving fire safety signage in our blocks, removing barriers to fire escape routes, improving emergency lighting and remedial works to communal fire doors.

Great Arthur House

11. Due to the extensive refurbishment work being carried out at Great Arthur House, it had previously been decided not to carry out an FRA during 2016, when the City Corporation's other residential blocks were done. However, even though the refurbishment work is still far from complete, it was felt prudent to undertake an FRA on Great Arthur House as a priority.
12. Notification was received from Frankham that there were potentially serious compartmentation issues with the main entrance doors and side panels that required immediate further investigation. Further investigation revealed that, although not as serious as first thought, there are issues with compartmentation

at Great Arthur House that meant the 'stay put policy' in the event of fire could not be sustained.

13. Following discussions with representatives of the London Fire Brigade (LFB), an Action Plan has been developed and implemented to ensure the safety of residents in Great Arthur House. The Action Plan includes:
 - the installation of a communal fire alarm system as a temporary measure until a permanent hard-wired fire alarm system can be installed
 - the delivery, and installation where required, of individual smoke detectors to all flats in Great Arthur House
 - the introduction of a 'Waking Watch', a team of four security staff patrolling the building at all times, whose role is to alert residents in the event of a fire and to assist in any evacuation process
 - the introduction of an evacuation process for residents in the event of a fire.
14. Implementation of the above measures will be sufficient to give the City Corporation time to address the compartmentation issues. Once the compartmentation issues have been rectified, it is intended that the 'stay put policy' will be reintroduced.

Communication with residents

15. There has been a considerable amount of communication with residents in Great Arthur House in relation to the concerns raised and the need to implement an Action Plan to deal with those concerns. In general terms, residents have been relatively quiet on this matter with very few queries raised. Residents in Great Arthur House were invited to attend a 'drop-in' session in the Golden Lane Estate Office to discuss any concerns they had with these new safety measures. Only three residents attended and all three mainly wanted to discuss the refurbishment works and not fire safety.
16. There have been no new fire safety issues raised by residents since September 2017. Detailed information on fire safety is available on the City's website. Records of vulnerable residents have been checked and updated and residents have been offered visits from staff to demonstrate fire escape routes.
17. Once we have all the relevant information, we will write to residents again to outline the City's position regarding retrofitting sprinklers, fire alarms and new fire doors.
18. We are continuing to progress our proposal to visit all tenanted properties for a one-hour visit. This will include collecting data about the household, carrying out an FRA on the dwelling, providing fire safety advice and looking at any support needs a household might have. We are in the process of preparing to recruit a Project Manager and team for a six-month period to carry out this extensive piece of work. The project will also cover Golden Lane leaseholders as a pilot to see if visits should be extended to all leasehold properties.

Fire doors, sprinkler systems, alarms and other works

19. We have identified a number of front entrance doors from our residential blocks of flats that are being tested for fire resistance. Some of these have been, or will be sent away to the Building Research Establishment (BRE) but, due to capacity issues, the BRE has a turnaround period in excess of 16 weeks. Consequently, we have had some doors tested in-situ by recognised, accredited bodies such as the Fire Protection Association (FPA) and Gerda[®], a leading manufacturer of innovative design-engineered fire safety, security products and services. Although we have only had a limited number of reports back to date, early indications are that the doors on our social housing estates give between 20 and 40 minutes fire resistance. Clearly, we do still need much more information to be able to assess the level of fire resistance these doors and frames currently provide, and if that level of fire resistance is adequate. Subsequently, we will be able to properly prioritise, plan and cost our door replacement programme.
20. Following liaison with the LFB, contractors have been upgrading the existing glazed fanlights to the front entrance doors to flats in Great Arthur House. Despite our best efforts, completion of this work is being prevented by a number of residents who continue to refuse us access. We will soon be left with no alternative but to take necessary enforcement action.
21. The current programme of electrical testing continues on our estates. This includes the installation of hard-wired carbon monoxide, smoke and heat detectors in all our tenanted flats.
22. As part of all the projects included in our Major Works Programme, fire safety has been given the highest priority: new methods of containment to protect fire escape routes have been introduced; and fire stopping is being checked and improved wherever necessary.
23. The first draft of a feasibility study into the potential installation of sprinkler systems in our tower blocks has been received from our consultant, Butler & Young Group Ltd and has been analysed by staff in the Property Services Team. A meeting has been held with the consultant to discuss the contents of the report and clear up issues and concerns raised by officers. The final report is due to be submitted within the next few weeks.
24. The LFB continues to advise against the installation of fire alarms in communal areas, but this will be reviewed over time as part of the new FRA process and our holistic review of fire safety in general.

Estate management

25. Estate staff continue with their work to ensure that balconies, walkways and exits are kept clear from hazards. This includes the removal of combustible material from outside properties, along with any items which might cause a trip hazard for residents or firefighting crews in the event of an emergency. The Housing

Management and Almshouses Sub-Committee recently approved an update to the Fire Safety Protocol, which sets out in detail what type of items can be kept and in which parts of communal areas.

26. Residents have, for the most part, complied with these requirements and have been supportive of our actions. There are some residents who continue to resist but progress is being made. In a recent court case relating to anti-social behaviour connected to a refusal to remove items, the judge was extremely supportive of the City's position and an undertaking was given that any items we specified had to be removed by a specific date. This was not done and the City was forced to remove them.
27. Enforcing the Fire Safety Protocol is difficult for staff where residents do not voluntarily comply, and this is taking a considerable amount of staff resource. Some social landlords, and most private ones, have adopted 'sterile' policies (where no items whatsoever are allowed in communal areas) for this reason. We do not wish to adopt such a policy, as we appreciate the important role that plants play in promoting wellbeing and making estates look attractive, but we will monitor the situation and report back to Members if we consider that this requires review in the future.
28. We have recently commenced a review of the estate walkabouts and checks, with a view to improving consistency and monitoring, and to introducing an automated system for recording data and follow-up actions.

Inspections by the LFB

29. As part of the government's response to the Grenfell Tower tragedy, fire services across the country have been instructed to carry out ad-hoc inspections on residential flat blocks to ensure that they comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and to ensure that appropriate FRAs are being carried out.
30. The LFB has carried out several ad-hoc inspections on the City Corporation's residential blocks in the last two or three months. Subsequently, we have received Fire Safety Deficiency Notices for the following premises:
 - Great Arthur House
 - East Point, Avondale Estate
 - Mais House
 - Brushfield Street, Spitalfields.
31. The Deficiency Notices, in the main, relate to issues with compartmentation, fire stopping, use of fire escape routes and common areas for storage and general housekeeping matters such as fire doors being wedged open. We continue to deal with the deficiencies reported to us in a timely and responsible manner.

Resources

32. As Members will appreciate, the level of work relating to fire safety that has arisen, and continues to arise, in the aftermath of the Grenfell Tower fire has been unprecedented. The vast burden of this work has fallen on the existing staff within the Housing Property Services and Estate Management teams.
33. We have recently appointed a new Health and Safety Manager within DCCS, whose main priority is to co-ordinate our work around fire safety with particular focus on the FRA process and the implementation of the resulting Action Plans.
34. We have also successfully made a case to the corporate centre for funding for a project to carry out a six-month programme of detailed tenancy visits to incorporate home FRAs and fire safety advice.
35. Members will be aware from previous reports that additional resources are likely to be needed to implement fire safety improvement measures once we have the information in place to inform a programme of work. As stated previously, we will naturally keep Members informed on this matter, and seek the necessary approvals, when we are able to do so.

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Agenda Item 8

Committee	Dated:
Community and Children's Services Committee	12 January 2018
Subject: Sir John Cass Foundation Primary School and City Residents Educational Progress Report	Public
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Theresa Shortland, Head of Service, Education & Early Years	

Summary

This annual report looks at how well the education service in the City of London is meeting our aspirations for children and young people's educational outcomes. The report is one of the ways in which we keep members, governors and our wider partners informed about education performance in the City of London.

The data in this report are drawn from a range of sources. Where available, comparisons have been made between performance of City of London resident children in Islington schools, Sir John Cass's School and the inner London and national performance. The analysis covers the last full academic year, 2016/17 and includes some trends from 2011/12, where the data are available. This annual report provides members with an overview of learning and achievement of primary aged pupils in the City of London during the 2016/17 education year. The cohort reported on includes all the children at Sir John Cass Foundation Primary School (with the City resident pupils reported as a distinct group within this); the City residents at Prior Western Primary School and City residents attending other Islington Primary schools.

This report covers the period before changes to the National Curriculum and the Children and Families Act 2014. Commentary is provided in the report to guide members where this is relevant. It is important to note the numbers of children in some of the analysis are often very small. In a small cohort a slight change in numbers can make a large change in percentages.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. The Education and Early Years Service reports on the attainment and achievement of primary stage pupils annually. City of London resident children attend a large number of schools both in the maintained and independent sector.

This report focuses on the progress of pupils that are residents in the City of London at the two most popular schools for primary aged children, Sir John Cass Foundation Primary School and Prior Western School (an Islington primary school located close to the City's boundary). The report provides information for the 2016/17 academic year.

Current Position

Outcomes

2. Our one maintained primary school, the Sir John Cass Foundation Primary School, has been judged outstanding for overall effectiveness in its last two Ofsted inspections (2013 and 2008).
3. Early Years Foundation Stage results have recovered from the fall recorded in 2015-16, with Sir John Cass Foundation Primary School now performing above the national average in 2016/17.
4. Phonics screening check outcomes for Sir John Cass Foundation Primary School Year 1 in 2016-17 fell from 90.0% to 86.7%, but is still almost 6 percentage points above the national average.
5. Key Stage 1 results for the expected standard for 2016-17 rose for City of London pupils with performance in writing lower than for reading or maths.
6. The City of London again retained the top spot in the country for the headline measure at Key Stage 2 for reading, writing and mathematics combined for the 4th year in a row. 88% of Sir John Cass Foundation Primary School pupils met the expected standard, compared to 62% of pupils nationally. Mathematics, at 92%, was substantially above the rate for inner London and England, reading was stable and writing dipped only slightly.
7. 2017 Key Stage 2 data, after a relatively low result for pupils working at greater depth in 2016, there is a big improvement in the performance of the higher attaining pupils for Sir John Cass Foundation Primary School with the proportion of pupils working at greater depth within the expected standard rising from 7% to 30%.
8. Key Stage 2 Progress made at Sir John Cass Foundation Primary School and for City resident children at both schools reported much better progress in 2017 compared to 2016.

Attendance and behaviour

9. Absence rates for the City of London were lower than the previous year and are now below both the rate for England and inner London for the first time since 2014/15. The Education Service monitors children when their absence goes below 90% as this is now the threshold for persistence absence.

Admissions

10. Islington Council processes school admission applications on behalf of the City of London. Pupils that attend Sir John Cass's Foundation Primary School are predominantly resident in London Borough of Tower Hamlets and The City of London. There are small numbers of children that are from further afield as identified in the table below.

Breakdown of Children at Sir John Cass's Foundation Primary School

Local Authority of residence:	Number of children:
Tower Hamlets	155
City	71
Hackney	4
Islington	4
Redbridge	3
Waltham Forest	2
Essex County Council	1
Hammersmith & Fulham	1
Newham	1
Southwark	1

Source: Autumn 2017 School Census

Corporate & Strategic Implications

11. The results demonstrate that Children in the City of London have the opportunity to receive outstanding teaching and learning opportunities which help to meet the Children and Young People Plan objectives of improving educational outcomes for all children.

Financial Implications

12. There are no funding implications associated with this report.

Conclusion

13. The educational outcomes for City of London children, as presented in this report, have once again demonstrated that the quality of education and

learning opportunities for City of London children in Key Stage 1 and 2 remains very high.

Appendices

Appendix 1 – Primary Education in The City of London, Annual Report 2017

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Education in The City of London Annual Report 2017

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Report Produced by:

Data & Performance Team
Strategy & Commissioning
Children's Services
London Borough of Islington

1. Introduction

This annual report looks at how well the education service in the City of London is meeting our aspirations for children and young people's educational outcomes. The report is one of the ways in which we keep members, governors and our wider partners informed about education performance in the City of London.

The data in this report are drawn from a range of sources. Where available, comparisons have been made between performance of City of London resident children in Islington schools, Sir John Cass's School and the inner London and national performance. The analyses cover the last full academic year, 2016/17 and include some trends from 2011/12, where the data are available.

2. Summary of key findings

Quality of provision

- Our one maintained primary school has been judged outstanding for overall effectiveness in its last two Ofsted inspections (2013 and 2008).

Outcomes for children and young people

- **Early Years Foundation Stage** results have recovered from the fall recorded in 2015-16, with Sir John Cass's School now performing above the national average in 2016/17.
- **Phonics screening check** outcomes for Sir John Cass's Year 1 in 2016-17 fell back after the very higher performance in the phonics screening reported in 2015-16 but is still almost 6 percentage points above the national average.
- **Key Stage 1** results for the expected standard for 2016-17 rose for City of London pupils with performance in writing lower than for reading or maths.
- **Key Stage 2** City of London again retained the top spot in the country for the headline measure at Key Stage 2 for reading, writing and mathematics combined for the 4th year in a row. Some 88%¹ of Sir John Cass's pupils met the expected standard, compared to 62% of pupils nationally. Mathematics, at 92% was substantially above the rate for inner London and England, reading was stable and writing dipped only slightly.
- **Key Stage 2** after a relatively low result for pupils **working at greater depth** in 2016 the 2017 data shows a big improvement in the performance of the higher attaining pupils relative to the national for Sir John Cass with the proportion of pupils gaining a 'GDS' grade rising from 7% to 30%.
- **Key Stage 2 Progress** made at Sir John Cass and both resident groups reported much better progress in 2017 compared to 2016. All progress figures for all groups for all subjects improved.

¹ Please note the KS2 SMIF for Sir John Cass shows this school (and the City of London LA) at 85% combined. Since this was written the school has informed the City of London LA that they have removed a pupil from their published data set which has increased the percentage gaining the expected for reading, writing and maths combined.

Attendance and behaviour

- **Absence** in 2015-16 the three term absence rates for the City of London was lower than the previous year and is now below both the rate for England and inner London for the first time since 2014/15.
- **Persistent absence** for 2015-16 was measured in the new way (any pupil with absence at 10% or more of their total possible sessions is now PA). The PA figure for the City of London was marginally higher than England's and more than 2 percentage points above the rate for inner London.

3. Demographics

3.1 Population

According to the ONS, the population of London grew at double the rate of the country as a whole between 2011 and 2015; and is set to increase further. By 2020 the Capital is forecast to exceed nine million residents. Within the City of London, the population is projected to grow from 7,400 in 2011 to 9,400² in 2021 (27%).

In 2017, there are an estimated 506 pupils of primary age (4 - 10) and 254 pupils of secondary age (11 - 16) children living in the City of London³. Of the 1,073 young people aged 0 – 19 years, 790 (74%) are from Black and minority ethnic (BME) backgrounds, with growing numbers of children from Other White backgrounds (230 in 2016; up from 80 in 2011) in contrast to White British (280 in 2016; down from 360 in 2011).

City of London is the 31st most deprived local authority in London out of 33 according to the 2015 Indices of Multiple Deprivation (up from 32nd IMD 2010).

3.2 Schools

The City of London has one maintained primary school within the Square Mile Sir John Cass's Foundation Primary School with Cass Child & Family Centre. Primary aged children attend Sir John Cass and a small number of schools in Islington, Tower Hamlets and Camden.

Secondary age children attend a range of schools in various local authorities from adjacent local authorities such as Islington, Tower Hamlets, Hackney to as far as Essex and Brighton.

City of London children and young people have attended total of 86 different primary and secondary schools.

The Autumn 2017 Census record indicate that 29% of children attending Sir John Cass's Foundation Primary School are City of London residents.

² The source data is from the Greater London Authority (GLA) 2015 Round of Demographic Projections - SHLAA, short term migration, capped household size model.

³ <https://data.london.gov.uk/dataset/gla-population-projections-custom-age-tables> GLA 2015 Round Trend-based ethnic group projections, short-term migration scenario (November 2016)

Table 1 overleaf shows the proportion of children who are eligible for Free School Meals (FSM) at Sir John Cass primary school from 2012/13 to 2016/17. The proportion of pupils known to be eligible for FSM has remained around a fifth of the cohort but fell in 2017 to 12%.⁴ In January 2017 14.1% of all school pupils in England were known to be eligible for FSM.

Table 1: Proportion of Children Eligible for Free School Meals (FSM) at Sir John Cass from 2012/13 to 2016/17

Free School Meal Status	2012/13		2013/14		2014/15		2015/16		2016/17	
	No.	%								
FSM	52	22%	42	18%	50	21%	49	20%	33	12%
Non-FSM	181	78%	191	82%	190	79%	201	80%	243	88%
Total	233	100%	233	100%	240	100%	250	100%	276	100%

Source: January School Census 2013 to 2017

Table 2 below shows the proportion of children with special educational needs and disabilities (SEND) at Sir John Cass primary school. The proportion of children with SEND Support has almost doubled from 8% to 15% from January 2013 to January 2017. The proportion of pupils with an Education, Health and Care (EHC) Plan or Statement has remained at 3% since 2014. In 2017 Inner London (and national) rates for children with an EHC Plan / statement were 1.9% (1.3%) and for pupils receiving SEND Support 13.1% and 12.2% respectively.

Table 2: Proportion of Children with Special Educational Needs and/ or disabilities (SEND) at Sir John Cass from 2012/13 to 2016/17

Special Educational Needs Stage	2012/13		2013/14		2014/15		2015/16		2016/17	
	No.	%								
No SEN/ School Action	211	91%	212	91%	211	88%	203	81%	227	82%
SEN Support School Action/ Plus	19	8%	15	6%	22	9%	40	16%	41	15%
Statement of SEN / EHCP	3	1%	6	3%	7	3%	7	3%	8	3%
Total	233	100%	233	100%	240	100%	250	100%	276	100%

Source: January School Census 2013 to 2017

* Please note: under the new code of practice, SEN Support replaced school action and action plus and EHC plans replaced statements of special educational needs from September 2014.

4. Quality of provision - Ofsted Inspections

Table 3: The last two Ofsted Inspection Judgements for Sir John Cass's Foundation Primary School

Judgement	Latest inspection 19/04/13	Previous inspection 26/09/08 ⁵
Overall effectiveness	Outstanding	Outstanding

⁴ Changes to benefit eligibility has reduced the rates of FSM nationally.

⁵ The inspection of Sir John Cass primary school in 2008 was a reduced tariff inspection and judgements were not made against all of the inspection criteria.

Achievement of pupils	Outstanding	NA
Quality of teaching	Outstanding	Good
Behaviour and safety of pupils	Outstanding	NA
Leadership and management	Outstanding	NA

Source: Ofsted Inspection Reports

Sir John Cass's Foundation Primary School was last inspected by Ofsted in April 2013, when it was judged to be outstanding, for overall effectiveness and in all four areas where judgements are made. In the previous inspection it was also judged to be outstanding for overall effectiveness. The Ofsted judgements from the last two inspections are shown in Table 3 shown on the previous page.

One Islington primary school, Prior Weston, has a significant number of City of London resident children on roll. For the purposes of comparison, the Ofsted judgements from Prior Weston's last two inspections are shown in Table 4.

Table 4: The last two Ofsted Inspection Judgements for Prior Weston Primary School

Judgement	Latest inspection 15/10/13	Previous inspection 25/01/12
Overall effectiveness	Good	Satisfactory
Achievement of pupils	Good	Satisfactory
Quality of teaching	Good	Satisfactory
Behaviour and safety of pupils	Good	Good
Leadership and management	Good	Good

Source: Ofsted Inspection Reports

5. Attainment outcomes

This section analyses the educational performance of the City of London, comparing the outcomes at Sir John Cass primary school with City of London resident children attending Prior Western School in Islington and all City of London resident children, alongside the inner London and England averages for benchmarking purposes. The 2016/17 comparator performance outturns are based on the final published results.

5.1 Small numbers

Please be aware that the numbers of children in some of the analyses are often very small, particularly when the outturns are split into sub-groups of individual year groups. In a small cohort a slight change in numbers can make a large change in a percentage. One should exercise caution when making comparisons of outturns based on small numbers of children. As a consequence the focus of this report has been on the performance of Sir John Cass as other groups of analysis (residents of the City of London, residents of the City of London attending Prior Weston) are too small to analyse on a yearly basis⁶.

5.2 Early Years Foundation Stage

⁶ After there is three years of data under the new curriculum it will be possible to analyse the data as three year running averages.

At the end of Reception children are assessed using the Early Years Foundation Stage Profile (aged 5) across a range of areas, including communication & language, physical development, personal, social & emotional development as well as literacy and maths. Pupils with average or good scores for all of the assessments covered by these areas are deemed to have reached a 'Good Level of Development' (GLD).

Table 5: Percentage of pupils who have reached a Good Level of Development between 2013/14 and 2016/17

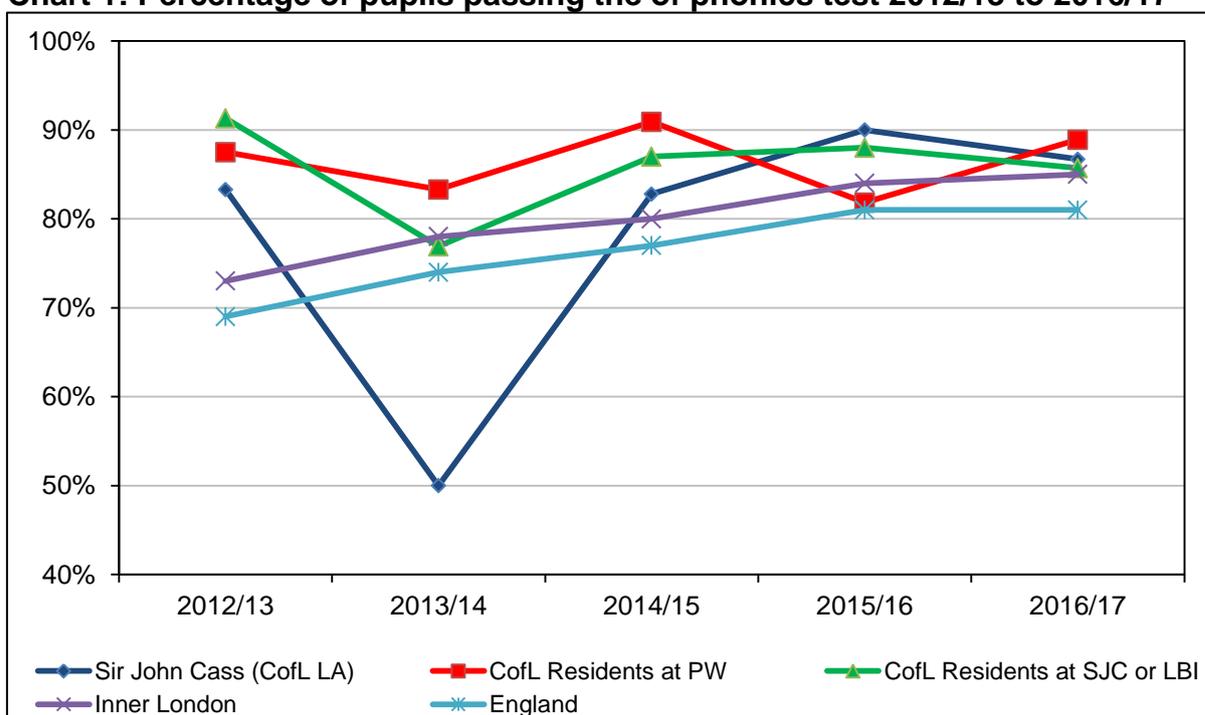
EYFS: Good Level of Development	2012/13		2013/14		2014/15	
	No.s	%	No.s	%	No.s	%
Sir John Cass	18	64.0%	21	70.0%	23	76.7%
CofL Residents	n/a	n/a	18	69.2%	23	82.1%
Cof L Residents at Prior Weston	14	50.0%	11	81.8%	10	100.0%
Inner London	n/a	53.0%	n/a	62%	n/a	67.7%
England	n/a	52.0%	n/a	60%	n/a	66.3%

Source: Sir John Cass's School and Islington's Children's Services and DfE Statistical First Releases

5.3 Phonics in Year 1

Since summer 2012 schools have been required to administer a statutory phonics screening check⁷ of Year 1 pupils. Each pupil is required to read 40 sounds out loud to their teacher. Chart 1 shows the percentage of pupils who reached the required standard. Performance in the City of London has improved, and on average 86.5% reached the standard in the last three years.

Chart 1: Percentage of pupils passing the of phonics test 2012/13 to 2016/17



Source: DfE Statistical First Release Note: The phonics' results are for pupils in Year 1 only

Table 6 shows the figures for City of London residents attending Sir John Cass and Islington schools as well as those for City of London residents attending Prior Weston School alongside the data for Sir John Cass. The three year average for City of

⁷ The range of phonic marks that can be achieved is between 0 and 40 and if a pupil's mark is at or above the threshold mark they are considered to have reached the required standard.

London residents attending Sir John Cass and LBI schools passing phonics was 84.0%; the figure for City of London residents attending Prior Weston was 85.3%.

Table 6: Proportion of pupils passing the Phonics Screening 2012/13 to 2016/17

% passed (32+ marks or 80%+)	% Year 1 Passed				
	2012/13	2013/14	2014/15	2015/16	2016/17
Sir John Cass (CofL LA)	83.3%	50.0%	82.8%	90.0%	86.7%
CofL Residents at PW	87.5%	83.3%	90.9%	81.8%	88.9%
CofL Residents at SJC or LBI	91.3%	76.9%	87.0%	88.0%	85.7%
Inner London	73.0%	78.0%	80.0%	84.0%	85.0%
England	69.0%	74.0%	77.0%	81.0%	81.0%

Source: DfE Statistical First Releases and City of London

5.4 Key Stage 1

All Year 2 pupils (7 year olds) are assessed at the end of Key Stage 1 (KS1). Table 7 shows the number of children in each of the groupings for Key Stage 1 outturns. The largest group is all children on roll at Sir John Cass's School.

Table 7: Number of pupils per group in the Year 2 cohort 2012/13 - 2016/17

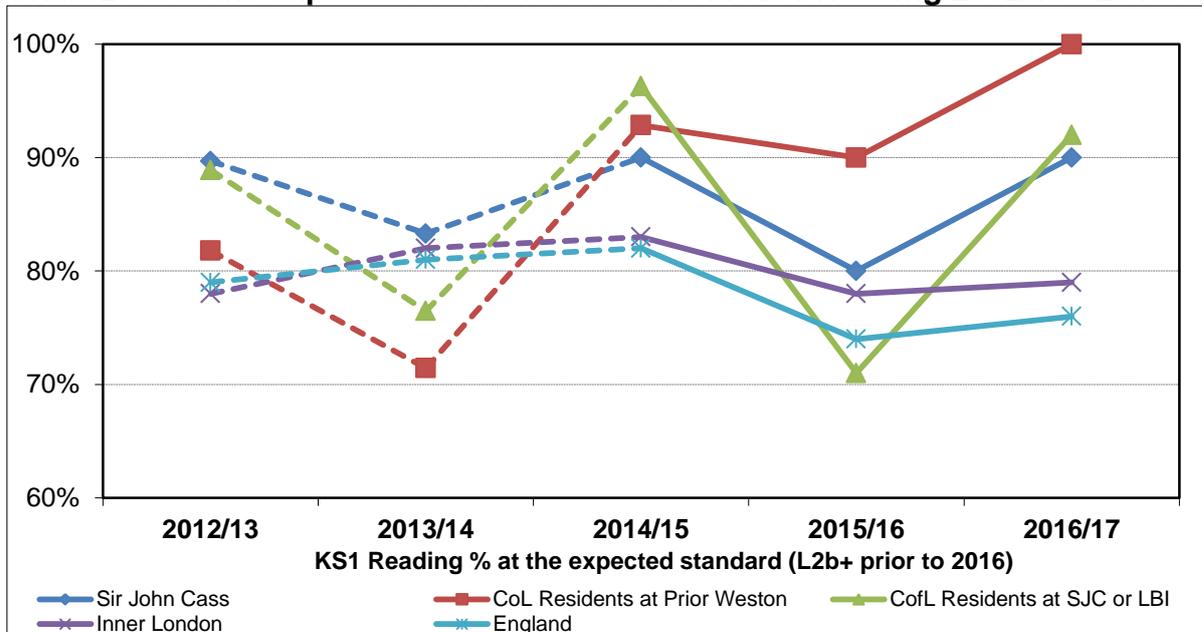
Key Stage 1: Numbers	2012/13	2013/14	2014/15	2015/16	2016/17
Sir John Cass Cohort	30	30	30	30	30
City of London Residents at SJC	7	8	10	11	11
City of London at Prior Weston	11	7	14	10	10
City of London other LBI schools	0	2	3	3	3
CofL Residents at SJC or LBI	18	17	27	24	24

Source: Sir John Cass's School and Islington's Children's Services

Note: The numbers in each of these groupings are not necessarily mutually exclusive

Note: Changes to the KS1 curriculum and method of assessment means figures for 2016 & 2017 are not comparable to those for earlier years. Before 2016 the old Level 2B+, is shown as the closest benchmark. The 2016 reading test emphasised on the comprehension elements of the new curriculum. The proportion of pupils that passed this more difficult assessment was lower, both nationally and in the City of London.

Chart 2: % at the expected standard or above in KS1 Reading 2012/13 - 2016/17

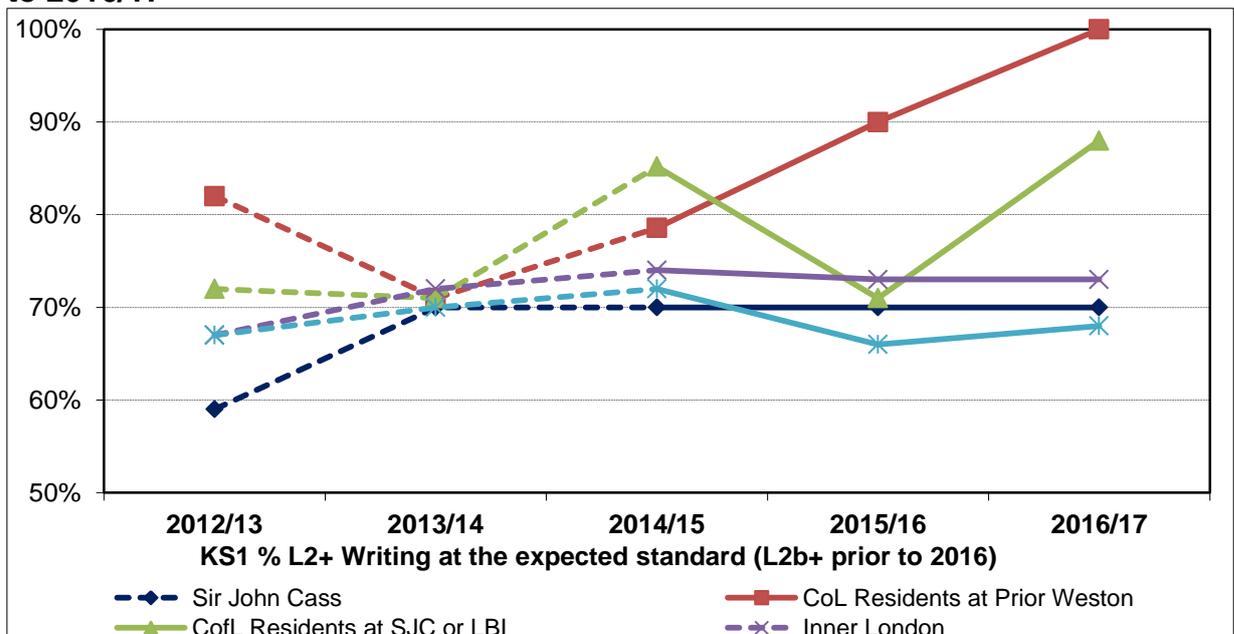


Source: DfE Statistical First Releases and City of London

The performance of Sir John Cass’s School in 2016/17 & 2015/16 was above that of, Inner London and England averages. City of London resident pupils attending Prior Weston scored the highest for reading out of all the comparators for both years.

Chart 3 shows that the Key Stage 1 writing results at Sir John Cass’s School have been above national average but below those for Inner London since the changes to the assessment of Key Stage 1. City of London resident children attending Prior Weston have performed best under the new curriculum.

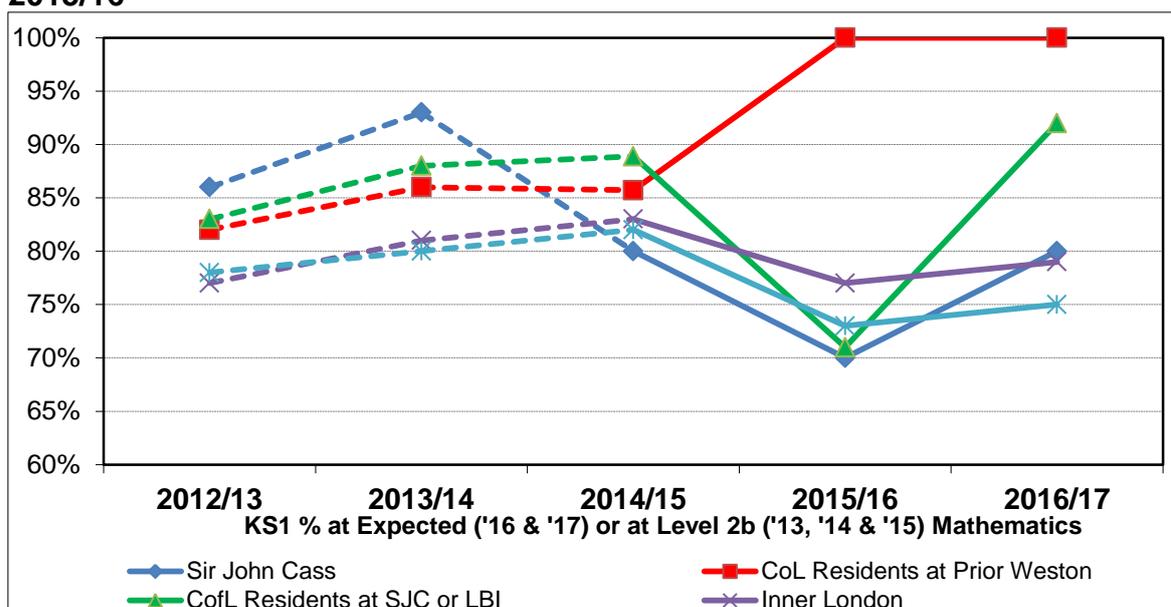
Chart 3: % of pupils at the expected standard or above in KS1 Writing 2012/13 to 2016/17



Source: DfE Statistical First Releases and City of London

Chart 4 shows that Sir John Cass’s results for maths in 2017 bounced back after lower results the previous year. For the last two years, however, results for maths are lower of the three core subjects for this school (relative to the comparators).

Chart 4: KS1 Maths % of pupils at the expected standard or above 2011/12 - 2015/16



Source: DfE Statistical First Releases

Key Stage 2

All Year 6 pupils (11 year olds) are assessed at the end of Key Stage 2 (KS2). In 2016, the new more challenging National Curriculum was assessed by new tests and interim frameworks for teacher assessment. Results are no longer reported as levels: each pupil receives their test results as a scaled score and teacher assessments based on the interim framework. Please note: figures for 2016 onwards are not comparable to those for earlier years.

Table 8 below shows the number of children in each group for at the end of KS2 from 2012/13 to 2016/17. The largest group is the roll at the Sir John Cass School.

Table 8: Numbers of pupils per group in the Year 6 cohort 2012/13 to 2016/17

KS2	2012/13	2013/14	2014/15	2015/16	2016/17
Sir John Cass Cohort	29	30	28	28	26
City of London Residents at SJC	11	4	5	5	2
City of London at Prior Weston	7	8	9	9	10
City of London other Islington school	1	1	1	1	1
City of London Residents Total	19	13	15	15	13

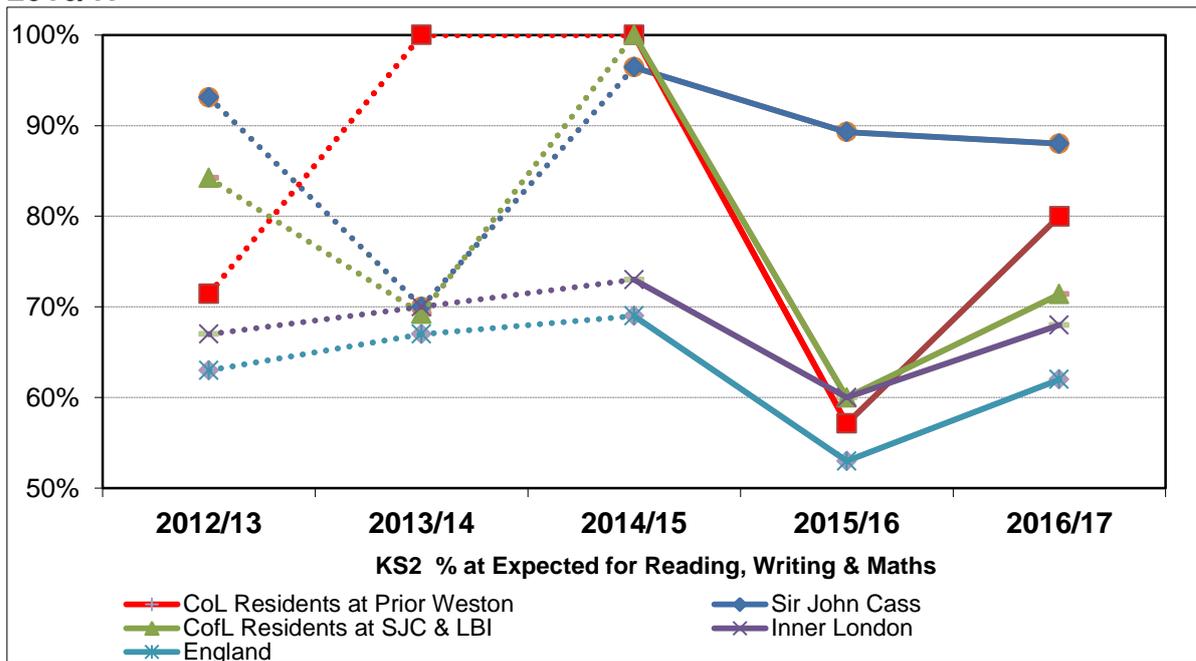
Source: Sir John Cass's School and Islington's Children's Services

Note: The categories are not mutually exclusive and some pupils will appear in more than one group.

Chart 5 below shows 88% of pupils at Sir John Cass were at the expected standard or above in reading, writing and mathematics combined in 2016-17, compared to 89% the previous year. The City of London's results were the highest for any L.A. in England for all years shown apart from 2013 when the results were suppressed⁸. Sir John Cass and all City of London resident groups performed above the average for England and inner London in 2016/17.

⁸ The DfE suppress the results of LA's with a cohort below a certain size.

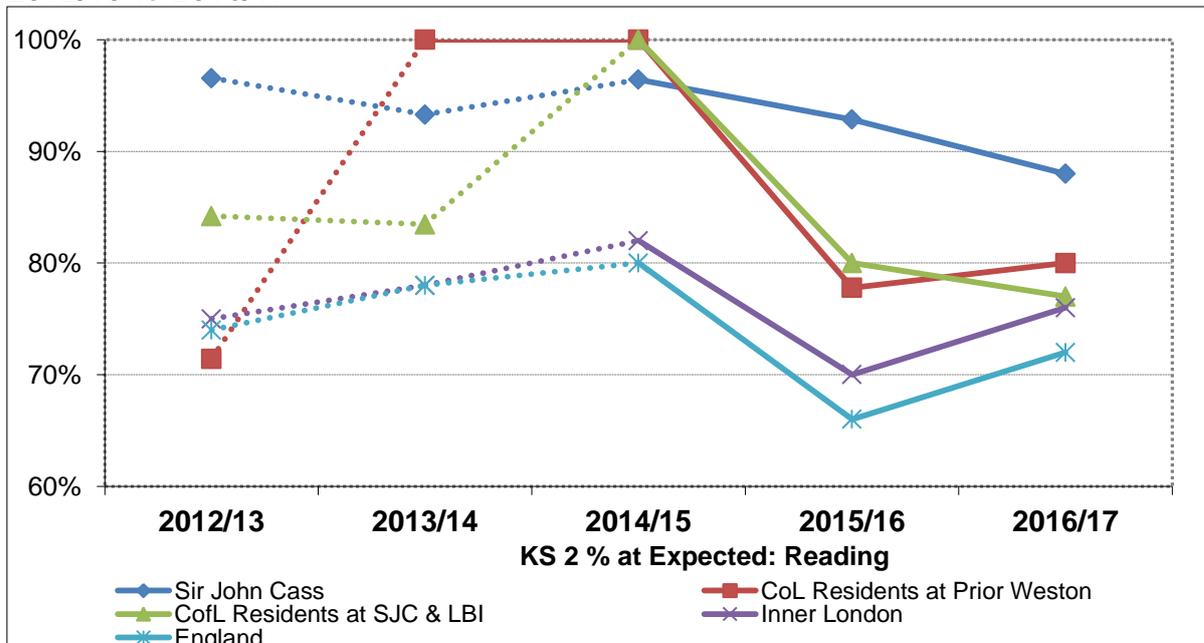
Chart 5: Percentage of pupils attaining the expected standard and above in Reading, Writing and Mathematics combined at Key Stage 2 from 2012/13 to 2016/17



Source: DfE Statistical First Releases and City of London

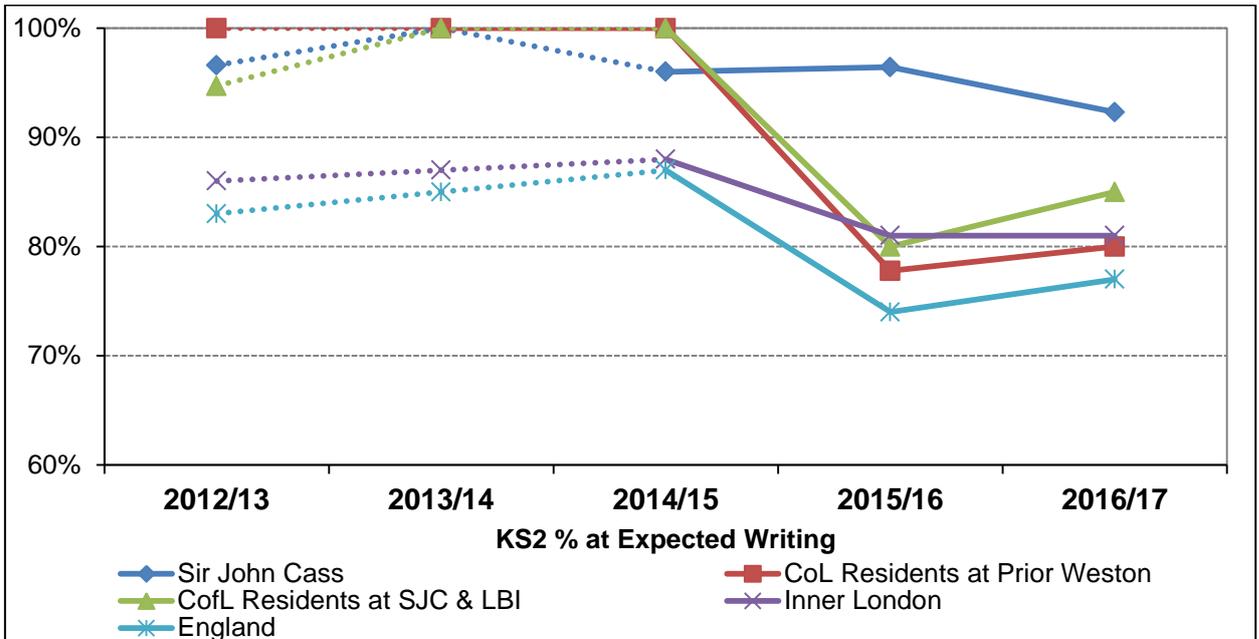
Chart 6 below shows that 93% of pupils at Sir John Cass’s School were at the expected standard or above in reading, well above the inner London and England averages. Performance on this measure at Sir John Cass’s School in 2015/16 was above that of all City of London resident children and of City of London resident children attending Prior Weston School in Islington.

Chart 6: % pupils at or above the expected standard in KS2 reading from 2012/13 to 2016/17



Source: DfE Statistical First Releases and City of London

Chart 7: % pupils at or above the expected standard in KS2 Writing from 2012/13 to 2016/17

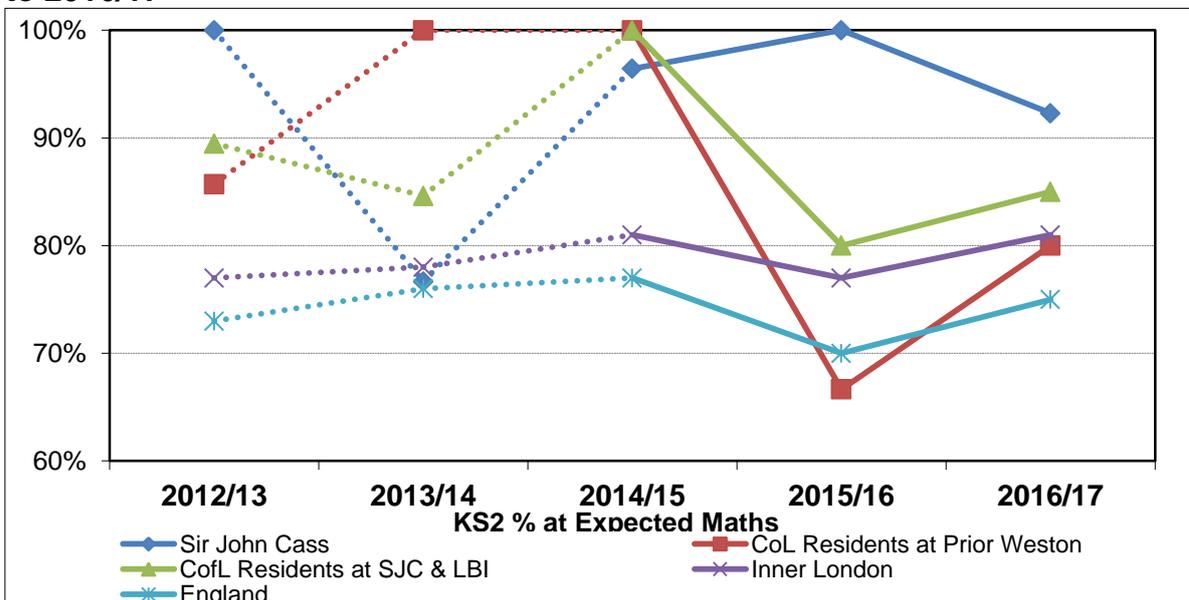


Source: DfE Statistical First Releases and City of London

Chart 7 above shows 89% of pupils at Sir John Cass’s School reached the expected level or above at Key Stage 2 in writing in 2016-17. This figure is lower than the previous year but is still 7 and 12 percentage points above the results for Inner London and England respectively.

Chart 8 below shows that all pupils at Sir John Cass’s School reached the expected level or above at Key Stage 2 in mathematics in 2016.

Chart 8: % pupils at or above the expected standard in KS2 Maths from 2012/13 to 2016/17



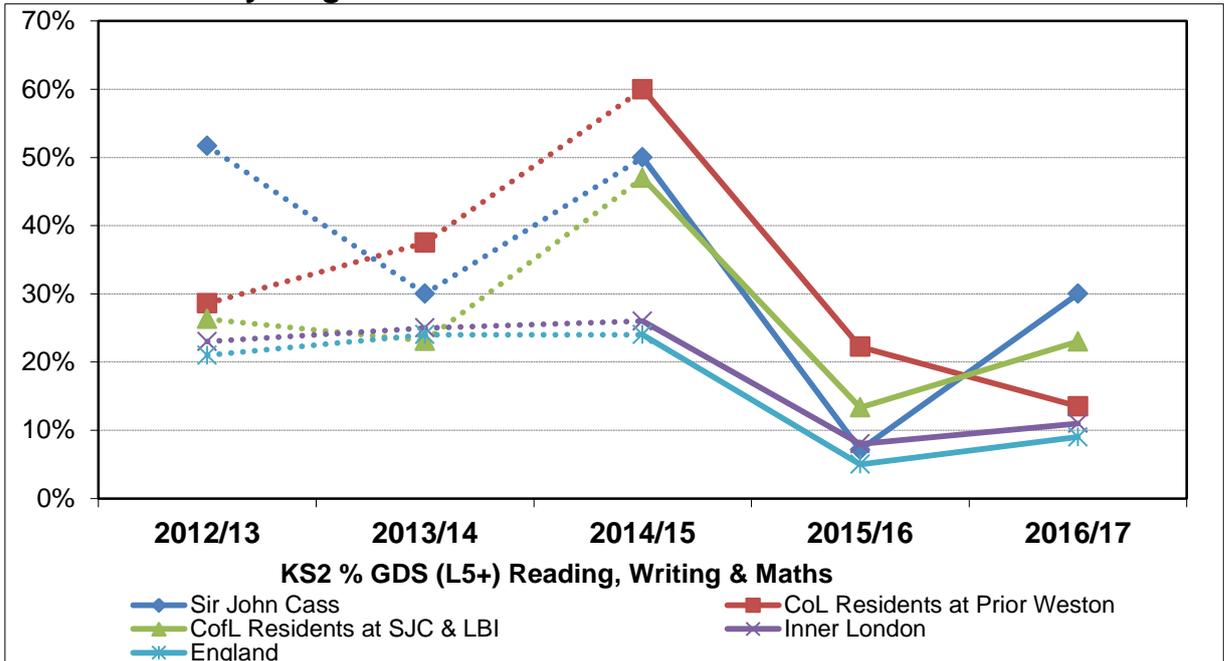
Source: DfE Statistical First Releases and City of London

5.5.1 Pupils working at greater depth at Key Stage 2

The Department for Education set the threshold for a high score in 2016 and 2017 at 110, this is known as working at greater depth. Performance at Level 5 was the previous higher benchmark for pupils working above the expected level for their age.

Please note: figures from 2016 are not comparable to those for earlier years.

Chart 9: Percentage of pupils at GDS (or Level 5) for Reading, Writing & Maths combined at Key Stage 2 from 2012/13 to 2016/17

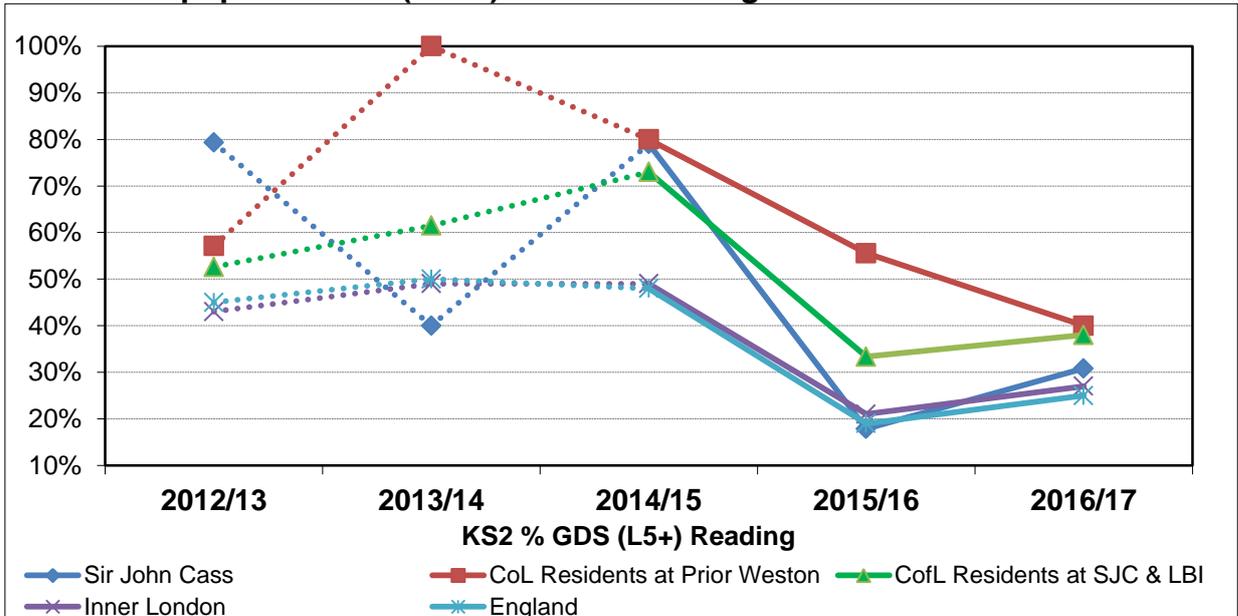


Source: DfE Statistical First Releases and City of London

Chart 9 on the page above shows that 30% of pupils in 2017 were at greater depth, well above the rates for inner London (11%) and England (8%) and a big increase on the 2016 data.

Chart 10 below shows that 30% of pupils at Sir John Cass attained at greater depth for KS2 reading. Performance at Sir John Cass in 2016-17 is above the rates for inner London and England (25% and 27% respectively).

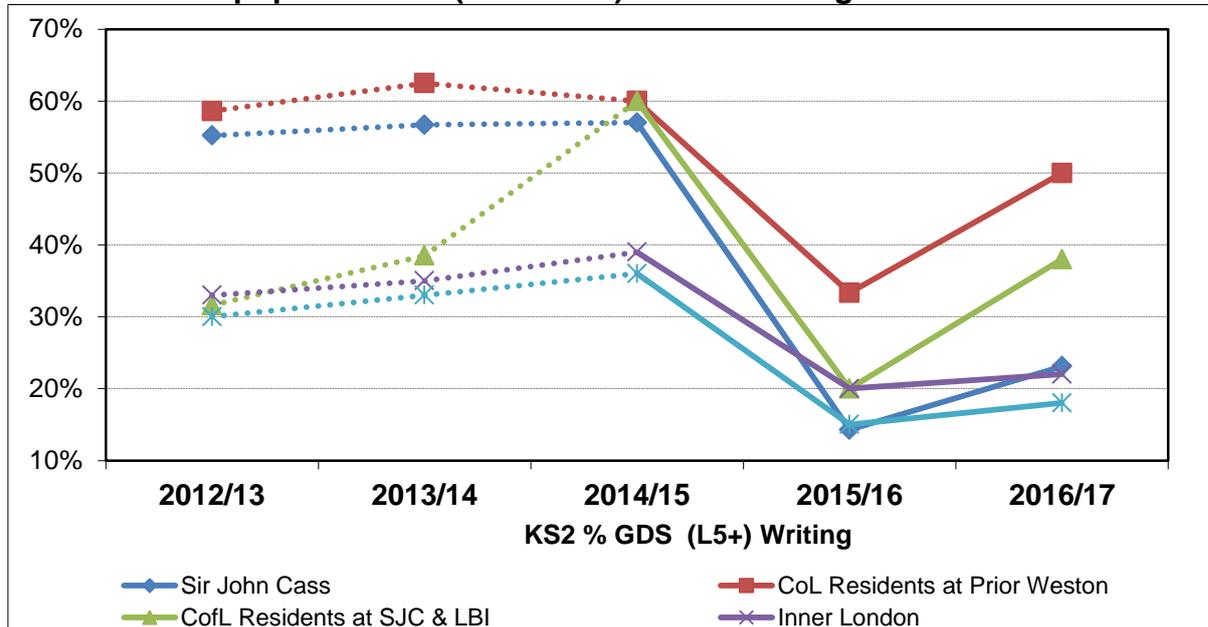
Chart 10 % pupils at GDS (or L5) for KS2 Reading 2012/13 - 2016/17



Source: DfE Statistical First Releases and City of London

Chart 11 below shows that the proportion of pupils at Sir John Cass working at greater depth in writing in 2017 is (22%) the same as inner London and above the rate for England (18%).

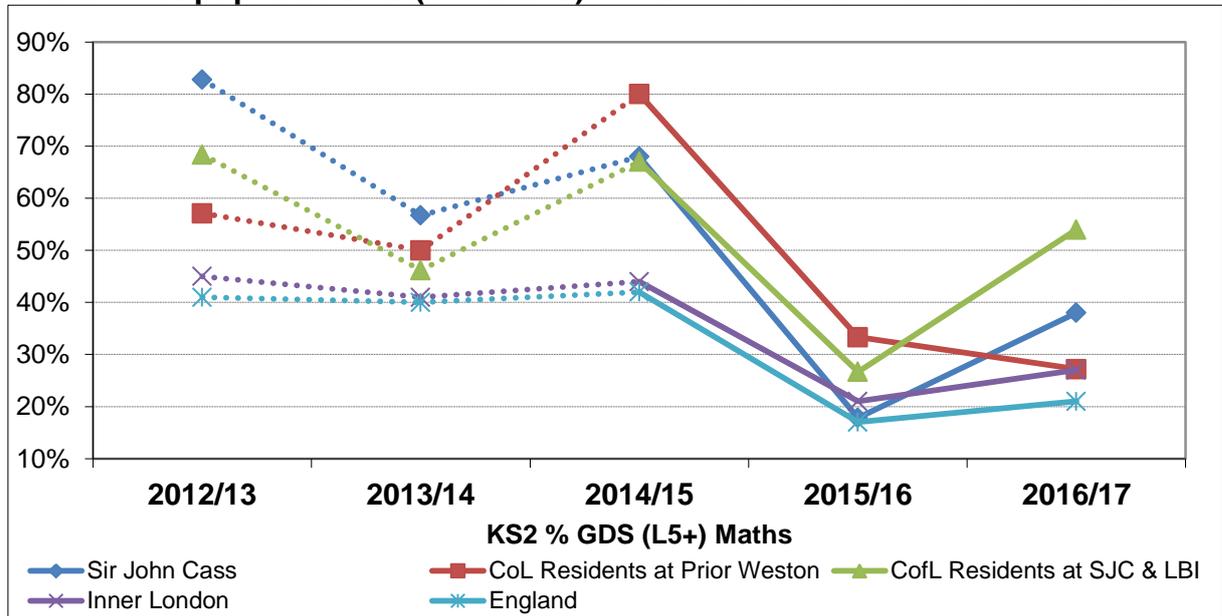
Chart 11: % of pupils at GDS (or Level 5) in KS2 Writing from 2012/13 to 2016/17



Source: DfE Statistical First Releases and City of London

Chart 12 below shows that the proportion of pupils at Sir John Cass working at greater depth in mathematics is slightly above national yet below Inner London; and this is below performance of City residents at Prior Weston.

Chart 12: % pupils at GDS (or Level 5) in KS2 Maths from 2012/13 to 2016/17



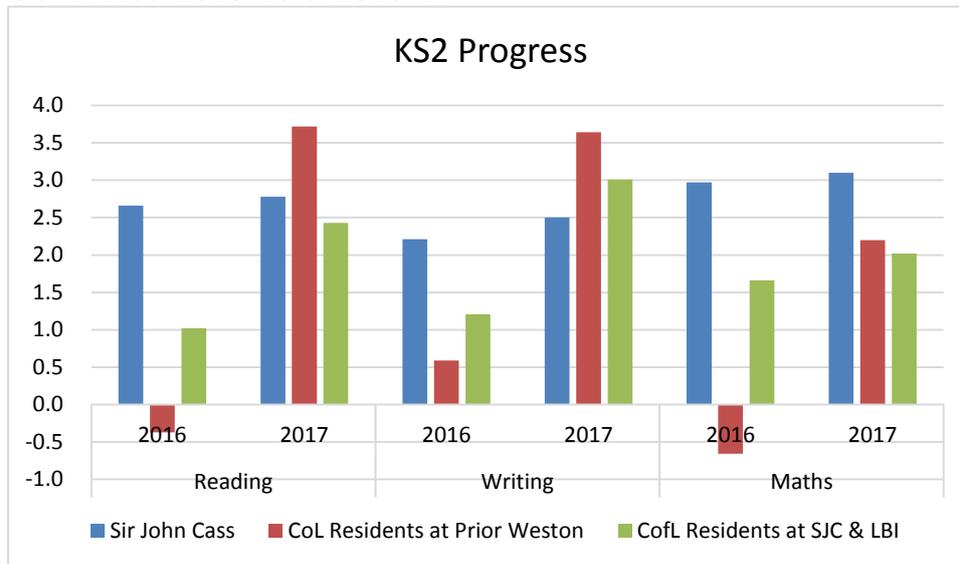
Source: DfE Statistical First Releases and City of London

5.5.2 Progress from Key Stage 1 to Key Stage 2

As in previous years, Sir John Cass has achieved high rates of pupil progress for Key Stage 2 in 2017. The current measure for progress is a 'relative attainment' model that compares the standardised score (or the numeric value associated with a grade in the case of writing) for each pupil against the average performance of pupils with

very similar end of KS1 results. Under this new system even small improvements in a pupil's results contributes towards the school's progress score.⁹

Chart 13: Progress made in KS2 for Reading, Writing and Mathematics Combined 2015-16 & 2016-17



Source: City of London

Chart 13 on the page above shows that pupils at Sir John Cass and the two resident groups made substantially more progress relatively to pupils nationally in 2017. These figures are an improvement on the previous year where progress was below average for City of London residents attending Prior Weston for reading and for mathematics.

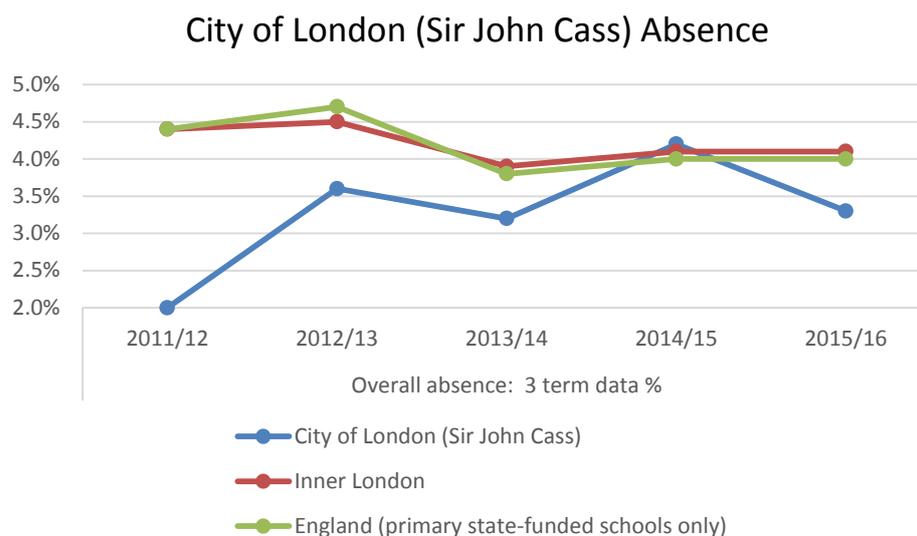
The floor standard for progress for both 2017 and 2016 was -5 in reading; -7 in writing and -5 in mathematics.

6. Attendance

Chart 14 compares the City of London's (e.g. Sir John Cass primary school's) total absence rates with inner London and England over time. The City of London's rate increased in 2014/15 to a level that was higher than both inner London and England before falling back in 2015-16 to 3.3%, (which is the average absence for the 5 year period shown). Overall absence is now below above the inner London and England averages. Please note that the results of small group sizes will show more variance from one year to the next.

⁹ *Primary school accountability in 2016 A technical guide for primary maintained schools, academies and free schools September 2016*

Chart 14: Overall three term absence rates 2012/13 to 2015/6



Source: DfE

Performance Tables and Statistical First Releases

Note: Three term absence data for 2016/17 is not yet published

Table 9 on the next page shows that there were no pupils persistently absent from the City of London primary school for 2011/12 & 2012/13, there was no published data in 2014/15 owing to numbers being too small to publish. Performance remains better than the inner London and England averages. The rate of persistent absence in 2016 was considerably higher. In 2015/16 the DfE definition of persistent absence changed to include any pupil whose rate of absence is greater than 10% of their total possible sessions¹⁰.

Sir John Cass's three term absence for 2016-17 was 2.1 and the rate of persistent absenteeism was 1.6%. Persistent absence data for inner London and England 2016/17 is not yet available.

Table 9: Persistent absence rates 2011/12 and 2015/16

DfE figures for Persistent Absence	Definition of Persistent Absence:				
	P.A. = Abs. >15% of TPS for year				10%+ Abs.
	2011/12	2012/13	2013/14	2014/15	2015/16
City of London (Sir John Cass)	0.0%	0.0%	1.7%	n/a	13.7%
Inner London	3.4%	2.8%	2.3%	2.3%	11.5%
England (primary state-funded schools only)	3.1%	2.7%	2.1%	2.1%	13.1%

Source: DfE Performance Tables and SFRs 2012 to 2016

7. Admissions

Islington Council processes school admission applications on behalf of the City of London. The tables below relate to offers to City of London residents.

7.1 Primary school admissions

¹⁰ In the past persistent absence was defined as a rate of absence greater than 15% of the whole year (as defined by the DfE). From 2015-16 it was redefined as any rate of absence greater than 10%.

Table 10 below shows the number and percentage of children who were offered a school place in The City of London, Islington or another borough. In 2014 and 2015 about one third of City residents were offered a City of London school, while roughly 60% were offered an Islington school. In 2016, more than half of City residents were offered a place at Sir John Cass. This was matched by a similar fall in the proportion of City residents offered a place in an Islington school.

Table 10: Offers of reception school places to City of London resident children in 2014 to 2017

Reception Place Offers	2014		2015		2016		2017	
	No.	%	No.	%	No.	%	No.	%
Sir John Cass's	13	40.6%	10	31.3%	19	54.3%	6	21.4%
Islington Schools	18	56.3%	18	56.3%	12	34.3%	16	57.1%
School in another borough	1	3.1%	4	12.5%	4	11.4%	6	21.4%
Total	32	100%	32	100%	35	100%	28	100%

Source: Islington Admissions Section, based on the position on offer day.

Note: These are offers to City residents only. Only offered pupils are included in each year.

7.2 Secondary school admissions

Table 11 below shows the breakdown of offers to City children by the schools' maintaining local authority from 2014 to 2017. For the four years combined, on average, more than half of City of London residents were offered a place in an Islington school, almost 1 in 6 pupils were offered a place in a Tower Hamlets secondary school, about 1 in 9 were offered a place in a Hackney school and over 10% were offered places in secondary schools in Southwark.

Number of CoL resident secondary age pupils in CoL Academies?

Table 11: Offers of secondary school places to City of London resident children 2014 to 2017

Secondary Transfer Offers	2014		2015		2016		2017	
	No.	%	No.	%	No.	%	No.	%
Islington Schools	6	40.0%	9	42.9%	13	59.1%	11	64.7%
Hackney	2	13.3%	3	14.3%	3	13.6%	1	5.9%
Kensington & Chelsea	0	0.0%	1	4.8%	1	4.5%	0	0.0%
Lewisham	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Southwark	3	20.0%	1	4.8%	0	0.0%	3	17.6%
Tower Hamlets	1	6.7%	6	28.6%	4	18.2%	2	11.8%
Westminster	3	20.0%	0	0.0%	0	0.0%	0	0.0%
Essex	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Lambeth	0	0.0%	1	4.8%	0	0.0%	0	0.0%
Barnet	0	0.0%	0	0.0%	1	4.5%	0	0.0%
Total	15	100%	21	100%	22	100%	17	100%

Source: Islington Admissions Section, based on the position on offer day.

Note: These are offers to City residents only. Only offered pupils are included in each year.

7.1.1 Suggested Questions for Governors

How well are children in our school doing compared to City of London children in other schools and in relation to inner London and nationally?

What steps has the school taken to improve outcomes and what has the impact been?

How might the school raise performance in Key Stage 1 reading and mathematics? Are any particular groups of pupils underperforming in these subjects?

Are pupils making expected progress between Year 2 and Year 6 (during KS2)?

How do we know if every child is reaching their full potential? How can we ensure higher ability pupils are supported to work at greater depth?

Which pupil groups are performing less well? What action has been taken to address their underperformance?

How is the Pupil Premium being used to 'close the gap' between different groups (gender, ethnicity, SEN, FSM)?

What progress is being made on the key areas for development identified at the last inspection and what has the impact been?

How well has the school prepared for changes to the curriculum and assessment framework? How well is the school tracking pupil progress?

What action is being taken to sustain our school's judgement of outstanding?

How does the absence data and persistent absence data compare with the national equivalents? How does the equivalent data for just pupil premium pupils compare against the national data for pupil premium and non-pupil premium data?

Committee:	Dated:
Community and Children’s Services	12/01/2018
Subject: Integrated Commissioning Sub-Committee Updated Terms of Reference	Public
Report of: Andrew Carter, Director of Community and Children’s Services	For Decision
Report author: Ellie Ward, Integration Programme Manager	

Summary

This paper presents updated Terms of Reference for the City of London Corporation Integrated Commissioning Sub-Committee which forms part of the governance arrangements for integrated commissioning.

The City of London Integrated Commissioning Board (ICB) provides the political decision-making for integrated commissioning in the City of London and consists of the Integrated Commissioning Sub-Committee of the Community and Children’s Services Committee and a committee of City and Hackney Clinical Commissioning Group (CCG) Governing Body. These two committees meet at the same time to make decisions on the same issues – known as meeting as ‘committees in common’. In the future these meetings will also include representatives from the London Borough of Hackney who will be making their own decisions with the CCG as committees in common.

The Terms of Reference have been updated to reflect that the ICB meeting will now consist of three parties rather than the previous two. Although these three parties will meet at the same time, the City of London Corporation Integrated Commissioning Sub-Committee and the CCG will still make any decisions in relation to commissioning for health and social care in the City of London.

The Terms of Reference also reflect that three Members have to be present for the Integrated Commissioning Sub-Committee to be quorate and that appointed deputies can attend the meetings in order to ensure quoracy.

Recommendation

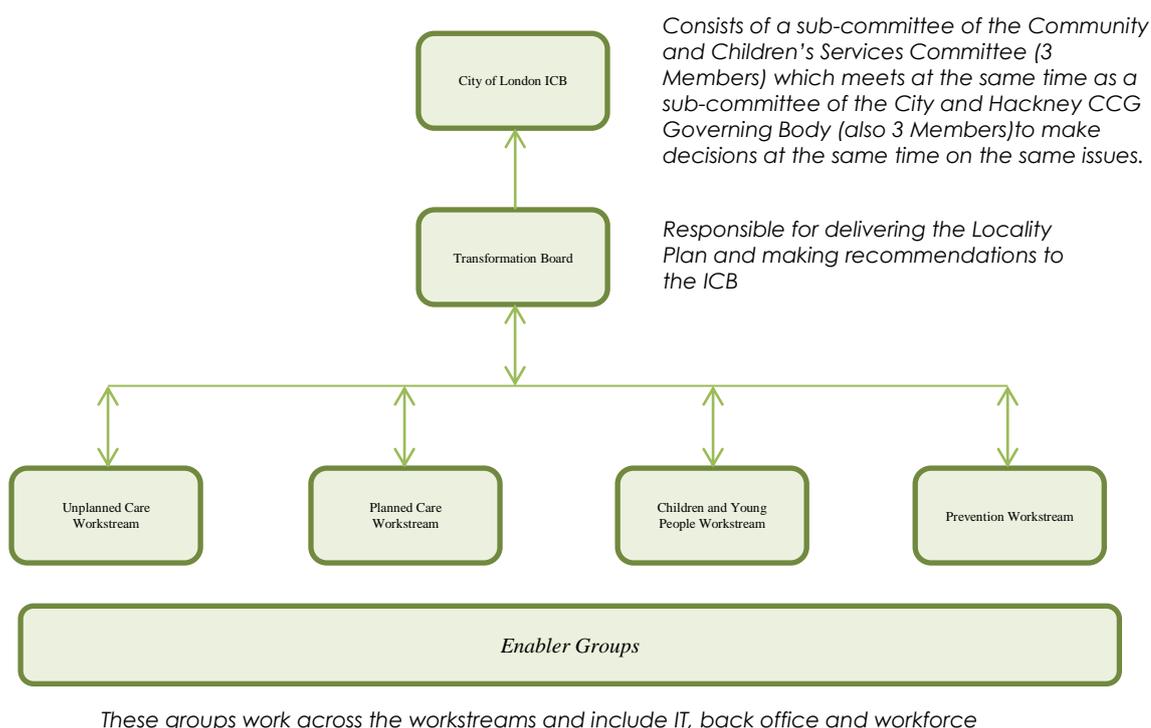
Members are asked to:

- agree the updated Terms of Reference for the Integrated Commissioning Sub-Committee.

Main Report

Background

1. In February 2017, Members agreed to enter into integrated commissioning arrangements with City and Hackney Clinical Commissioning Group (CCG). These arrangements began on 1 April 2017 and are designed to facilitate joined-up commissioning across health, social care and public health to make the best use of resources, to improve patient and service user experiences, and to improve health and wellbeing outcomes across City and Hackney. A governance structure was established as illustrated below.



2. The City of London ICB provides the political decision-making for integrated commissioning in the City of London. It consists of an Integrated Commissioning Sub-Committee of the Community and Children's Services Committee and a committee of the CCG Governing Body. These two committees meet at the same time to make decisions on the same issues – known as meeting as 'committees in common'. This arrangement has been put in place because current legislation does not allow for these two sub-committees to form a joint committee.
3. There are also similar arrangements in place for an ICB for the London Borough of Hackney.
4. Terms of Reference have been in place for the two party meetings, with provision for the three parties to meet together when necessary.

Current Position

5. Many of the issues discussed by the two ICBs are the same and the CCG is therefore considering the same issues at both meetings.
6. It was agreed at the ICBs in September 2017 that, going forward, the three parties (London Borough of Hackney, CCG and the City of London Corporation) meet in common. There would still be the opportunity within this structure to make any decisions that are specific to the City of London Corporation.
7. To reflect this, the Terms of Reference have now been updated to be based on three parties meeting in common. The Terms of Reference also reflect the decisions made by the Community and Children's Services Committee in November 2017 to appoint deputies to attend meetings to ensure quoracy and that three Members are required in order for the City of London Integrated Commissioning Sub-Committee to be quorate.

Corporate & Strategic Implications

8. The corporate and strategic implications of integrated commissioning are set out in previous reports, which are included in background papers below.

Implications

Financial implications

9. There are no specific financial implications related to this report.

Legal implications

10. The updated Terms of Reference have been reviewed by Comptroller and City Solicitors and there are no additional legal implications to note.

Health implications

11. The health implications of integrated commissioning are set out in previous reports, which are included in background papers below.

Conclusion

12. The Terms of Reference for the Integrated Commissioning Sub-Committee have been updated. Members are asked to agree the new Terms of Reference. These include: the ICB now consisting of three rather than two parties; that the Sub-Committee needs three Members to be quorate; and that appointed deputies can attend meetings to ensure quoracy.

Appendices

- Appendix 1 – Terms of Reference

Background Papers

<http://democracy.cityoflondon.gov.uk/documents/s86954/Committee%20Report%20FINAL%20VERSION.pdf>

<http://democracy.cityoflondon.gov.uk/documents/s71405/Integrated%20Commissioning%20Model%20Grand%20Committee%20Report%20FINAL%20AM.pdf>

<http://democracy.cityoflondon.gov.uk/documents/s76006/Integrated%20Commissioning%20-%20FINAL.pdf>

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**NHS CITY & HACKNEY CLINICAL COMMISSIONING GROUP, LONDON BOROUGH OF HACKNEY AND
THE CITY OF LONDON CORPORATION**

**Terms of Reference of the City of London Corporation Integrated Commissioning Sub-Committee,
the London Borough of Hackney Integrated Commissioning Committee and the NHS City &
Hackney Clinical Commissioning Group Integrated Commissioning Committee (known collectively
as the "Integrated Commissioning Board")**

The City of London Corporation ("COLC") has established an Integrated Commissioning Sub-Committee ("the COLC Committee") under its Community and Children's Services Committee. The London Borough of Hackney ("LBH") has established an Integrated Commissioning Sub-Committee reporting to its Cabinet ("the LBH Committee") and NHS City & Hackney Clinical Commissioning Group ("the CCG") has also established an Integrated Commissioning Committee ("the CCG Committee"). These committees are the principal fora through which the CCG, LBH and COLC will integrate their commissioning of certain services.

This document is the terms of reference for the CCG Committee, the COLC Committee, and the LBH Committee.

The COLC Committee, the LBH Committee and the CCG Committee will meet in common and shall when doing so be known together as the Integrated Commissioning Board ("the ICB").

The COLC Committee has authority to make decisions on behalf of COLC, which shall be binding on COLC, in accordance with these terms of reference and the scheme of delegation and reservation for the integrated commissioning arrangements.

The LBH Committee has authority to make decisions on behalf of LBH, which shall be binding on LBH, in accordance with these terms of reference and the scheme of delegation and reservation for the integrated commissioning arrangements.

The CCG Committee has authority to make decisions on behalf of the CCG, which shall be binding on the CCG, in accordance with these terms of reference and the scheme of delegation and reservation for the integrated commissioning arrangements.

Except where stated otherwise (in which case the terms "the COLC Committee" and/or "the LBH Committee" and/or "the CCG Committee" or "the committees" are/is used), all references in this document to the "ICB" refer collectively to the three committees described above. The Role and Responsibilities of the ICB, as described below, are the roles and responsibilities of the individual committees insofar as they relate to the individual committee's authority.

The members of the COLC Committee and the CCG Committee will manage the Pooled Funds for which they have been assigned authority in accordance with a section 75 agreement in place between COLC and the CCG ("City Pooled Funds").

The members of the LBH Committee and the CCG Committee will manage the Pooled Funds for which they have been assigned authority in accordance with a section 75 agreement in place between LBH and the CCG ("Hackney Pooled Funds").

The LBH Committee shall have no authority in respect of City Pooled Funds. The management of City Pooled Funds is assigned to the CCG Committee and the COLC Committee. The COLC Committee shall have no authority in respect of Hackney Pooled Funds. The management of Hackney Pooled Funds is assigned to the CCG Committee and the LBH Committee.

For Aligned Fund services the ICB acts as an advisory group making recommendations to the CCG Governing Body, or the COLC Community and Children's Services Committee, or the LBH Cabinet as appropriate, in accordance with the relevant s75 agreement.

Role and Responsibilities

The ICB is the principal forum to ensure that commissioning improves local services and outcomes and achieves integration of service provision and of commissioning and delivers the North East London Sustainability and Transformation Plan (NEL STP). It is the forum for decision making and monitoring of activity to integrate the commissioning activities of the CCG, COLC and LBH (to the extent defined in the s75 agreement).

The ICB's remit is in respect of services that are commissioned using Pooled Funds (including the Better Care Fund budgets) within the Integrated Commissioning Fund (ICF). The ICB also has a remit with regard to Aligned Funds, whereby it is an advisory group making recommendations to the CCG Governing Body or the LBH Cabinet or the COLC Community and Children's Services Committee as appropriate.

The CCG and COLC, and the CCG and LBH, shall determine the funds, and therefore the services, that are to be the City Pooled Funds and the Hackney Pooled Funds respectively (to include requirements in respect of Better Care Fund budgets) subject to the s75 agreements between the CCG and COLC and the CCG and LBH. The CCG and the COLC, and the CCG and LBH, shall determine their respective Aligned Funds. Once defined, the remit will be stated in these Terms of Reference or in another appropriate document that is provided to the ICB.

In performing its role the ICB will exercise its functions in accordance with, and to support the delivery of, the City and Hackney Locality Plan and the City of London supplement and the North East London Sustainability and Transformation Plan (NEL STP).

In carrying out its role the ICB will be supported by the Transformation Board.

The duties of the ICB defined below are subject to the Scheme of Delegation, and subject to the financial framework (a schedule in each of the two s75 agreements). The s75 agreements define the budgets that are City Pooled Funds, Hackney Pooled Funds, and Aligned Funds.

Specifically, the ICB will:

Commissioning strategies and plans

- Lead the commissioning agenda of the locality, including inputs from, and relationships with, all partners
- Ensure financial sustainability and drive local transformation programmes and initiatives
- Determine and advise on the local impacts of commissioning recommendations and decisions taken at a NEL level
- Ensure that the Locality plan is delivering the local contribution to the ambitions of the NEL STP

- Lead the development and scrutiny of annual commissioning intentions as set out in the Integrated Commissioning Strategy, including the monitoring, review, commissioning and decommissioning of activities
- Provide advice to the CCG about core primary care and make recommendation to the CCG's Local GP Provider Contracts Committee
- Ensure that the locality plan delivers constitutional requirements, financial balance, and supports the improvement in performance and outcomes established by the Health and Wellbeing Boards
- Promote health and wellbeing, reduce health inequalities, and address the public health and health improvement agendas in making commissioning recommendations
- Ensure commissioning decisions are made by the ICB in a timely manner that address financial challenges of both the in-year and longer term plans.
- Ensure that local plans can demonstrate their impact on City residents and City workers where appropriate.

Service re-design

- Approve all clinical and social care guidelines, pathways, service specifications, and new models of care
- Ensure all local guidelines and service specifications and pathways are developed in line with NICE and other national evidence, best practice and benchmarked performance
- Drive continuous improvement in all areas of commissioning, pathway and service redesign delivering increased quality performance and improved outcomes
- Ensure that services are designed and delivered, using “design lab” principles – i.e. co-developed by residents and practitioners working together

Contracting and performance

- Oversee the annual contracting and planning processes and ensure that contractual arrangements are supporting the ambitions of the CCG, LBH and COLC to transform services, ensure integrated delivery and improve outcomes
- Oversee local financial and operational performance and decisions in respect of investment and disinvestment plans

Stakeholder engagement

- Ensure adequate structures are in place to support patient, public, service user, and carer involvement at all levels and that the equalities agenda is delivered
- Ensure that arrangements are in place to support collaboration with other localities when it has been identified that such collaborative arrangements would be in the best interests of local patients, public, service users, and carers
- Ensure and monitor on-going discussion between the ICB and provider organisations about long-term strategy and plans

Programme management

- Oversee the work of the Transformation Board including their work on the workstreams and enabler groups ensuring system wide implications are considered
- Ensure that risks associated with integrated commissioning are identified and managed, including to the extent necessary through risk management arrangements established by the CCG, LBH and COLC.

Safeguarding

- In discharging its duties, act such that it supports the CCG, LBH and COLC to comply with the statutory duties that apply to them in respect of safeguarding patients and service users.

Geographical Coverage

The responsibilities for the ICB will cover the geographical area of the LBH and COLC. It is noted that there will need to be decisions made about how to address the issues of resident and registered populations across the CCG and COLC and LBH and workers who travel into the city.

Membership

The membership of the COLC Committee shall be as follows:

- The Chairman of the Community and Children's Services Committee (Chair of the COLC Committee)
- The Deputy Chairman of the Community and Children's Services Committee
- 1 other Member from the Community and Children's Services Committee

The membership of the LBH Committee shall be as follows:

- LBH Lead Member for Health, Social Care and Devolution (Chair of the LBH Committee)
- LBH Lead Member for Children's Services
- LBH Lead Member of Finance and Corporate Services

The membership of the CCG Committee shall be as follows:

- Chair of the CCG (Chair of the CCG Committee)
- CCG Governing Body Lay Member
- CCG Accountable Officer

As the three committees shall meet in common, the members of each committee shall be in attendance at the meetings of the other two committees.

Any member of the CCG Committee who is unable to attend a meeting of the ICB may appoint a deputy, who shall be a GP member of the CCG's Governing Body, provided that the deputy has authority equivalent to the member that he/she represents.

Any member of the LBH Committee may appoint a deputy who is a Cabinet Member.

The COLC Community and Children's Services Committee may each year appoint up to three of its members to deputise for any member of the COLC Committee. Any such deputies appointed have full voting rights on the COLC Committee.

Any member appointing a deputy for a particular meeting of the ICB must give prior notification of this to the Chair.

The following shall be expected to attend the meetings of the ICB, contribute to all discussion and debate, but will not participate in decision-making:

- CCG Managing Director
- CCG Chief Financial Officer
- The Director of Community and Children's services (Authorised Officer for COLC)
- The City of London Corporation Chamberlain
- LBH Group Director – Finance and Corporate Services
- LBH Group Director – Children, Adults and Community Services

The following will have a standing invitation to attend the meetings of the ICB, contribute to all discussion and debate, but will not participate in decision-making:

- LBH and COLC Director of Public Health (which is a joint post)
- A person nominated by the Chief Financial Officers of the CCG and COLC
- Representative of City of London Healthwatch
- A person nominated by the Chief Financial Officers of the CCG and LBH
- Representative of London Borough of Hackney Healthwatch
- Representative of Hackney Voluntary and Community Services.

When the three committees are meeting in common as the ICB, the Chair of the LBH Committee shall lead and facilitate the discussions of the ICB for the first six months after its formation; the Chair of the CCG Committee shall perform the same role for the following six months; and the Chair of the COLC shall perform the same role for the six months after that. Thereafter the role shall swap between three Chairs, with each performing it for six months at a time.

If the Chair nominated to lead and facilitate discussions in a particular meeting or on a particular matter is absent for any reason – for example, due to a conflict of interests – another of the committees' Chairs shall perform that role. If all three Chairs are absent for any reason, the members of the COLC Committee, the LBH Committee and the CCG Committee shall together select a person to lead and facilitate for the whole or part of the meeting concerned.

The membership will be kept under review and through approval from the CCG's Governing Body, COLC's Community and Children's Services Committee and LBH's elected Mayor as appropriate. Other parties may be invited to send representatives to attend the ICB's meetings in a non-decision making capacity.

The ICB may also call additional experts to attend meetings on an ad hoc basis to inform discussions.

Meetings

The ICB's members will be given no less than five clear working days' notice of its meetings. This will be accompanied by an agenda and supporting papers and sent to each member no later than five clear days before the date of the meeting. In urgent circumstances the requirement for five clear days' notice may be truncated.

The ICB shall meet whenever COLC, LBH and the CCG consider it appropriate that it should do so but the 3 committees meeting as the ICB would usually meet every month. When the Chairs of the CCG, LBH and COLC Committees deem it necessary in light of urgent circumstances to call a meeting at short notice this notice period shall be such as they shall specify.

Meetings of the ICB shall be held in accordance with Access to Information procedures for COLC, LBH and the CCG, rules and other relevant constitutional requirements. The dates of the meetings will be published by the CCG, LBH and COLC. The meetings of the ICB will be held in public, subject to any exemption provided by law or any matters that are confidential or commercially sensitive. This should only occur in exceptional circumstances and is in accordance with the open and accountable local government guidance (June 2014).

Secretarial support will be provided to the ICB and minutes shall be taken of all of the its meetings; the CCG, COLC and LBH shall agree between them the format of the joint minutes of the ICB which will separately record the membership and the decisions taken by the CCG Committee, the COLC Committee and the LBH Committee. Agenda, decisions and minutes shall be published in accordance with partners' access to Information procedures rules.

Decisions made by the CoLC Committee may be subject to referral to the Court of Common Council in accordance with COLC's constitution. Executive decisions made by the LBH committee may be subject to call-in by members of the Council in accordance with LBH's constitution. Executive decisions made by the CCG committee may be subject to review by the CCG's Governing Body and/or Members Forum in accordance with CCG's constitution. However, the CCG, LBH and COLC will manage the business of the ICB, including consultation with relevant fora and/or officers within those organisations, such that the incidence of decisions being reviewed or referred is minimised.

Decision making

Each of the COLC, LBH and CCG committees must reach its own decision on any matter under consideration, and will do so by consensus of its members where possible. If consensus within a committee is impossible, that committee may take its decision by simple majority, and the Chairman's casting vote if necessary.

The COLC Committee, the LBH Committee and CCG Committee will each aim to reach compatible decisions.

Matters for consideration by the three committees meeting in common as the ICB may be identified in meeting papers as requiring positive approval from all three committees in order to proceed. Any matter identified as such may not proceed without positive approval from all of the COLC Committee, the LBH Committee and the CCG Committee.

These decision-making arrangements shall be included in the review of these terms of reference as set out below.

Quorum

For the CCG committee the quorum will be two of the three members (or deputies duly authorised in accordance with these terms of reference).

For the COLC committee the quorum will be all three members (or deputies duly authorised in accordance with these terms of reference).

For the LBH committee the quorum will be two of the three Council members (or deputies duly authorised in accordance with these terms of reference).

Conflicts of interests

The partner organisations represented in the ICB are committed to conducting business and delivering services in a fair, transparent, accountable and impartial manner. ICB members will comply with the Conflicts of Interest policy statement developed for the COLC/CCG committees and the LBH/CCG committees, as well as the arrangements established by the organisations that they represent.

A declaration of interest will be completed by all members and attendees of the ICB and will be kept up to date in line with the policy. Before each meeting each member or attendee will examine the agenda to identify any matters in which he/she has (or may be perceived to have) an interest. Such interests may be in addition to those declared previously. Any such conflicts should be raised with the chair and the secretariat at the earliest possible time.

The Chair will acknowledge the register of interests at the start of the meeting as an item of business. There will be the opportunity for any potential conflicts of interest to be debated and the chair (on the basis of advice where necessary) may give guidance on whether any conflicts of interest exist and, if so, the arrangements through which they may be addressed.

In respect of the CCG Committee, the members will have regard to any such guidance from the Chair and should adopt it upon request to do so. Where a member declines to adopt such guidance it is for the Chair to determine whether a conflict of interests exists and, if so, the arrangements through which it will be managed.

In respect of the COLC Committee, it is for the members to declare any conflicts of interests which exist (taking into account any guidance from the chair) and, if so, to adopt any arrangements which they consider to be appropriate.

In some cases it may be possible for a person with a conflict of interest to participate in a discussion but not the decision that results from it. In other cases, it may be necessary for a person to withdraw from the meeting for the duration of the discussion and decision. Where the Chair (of either committee) or another person selected to lead and facilitate a meeting has a conflict of interests, the arrangements set out above (under Membership) shall apply.

When considering any proposals relating to actual or potential contractual arrangements with local GP providers the ICB will seek independent advice from the CCG Local GP Provider Contracts Committee who provide a scrutiny function for all such matters, particularly that the contract is in the best interests of local people, represents value for money and is being recommended without any conflict of interest from GPs.

All declarations and discussions relating to them will be minuted.

Additional requirements

The members of the ICB have a collective responsibility for the operation of it. They will participate in discussion, review evidence, and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view. They will take advice from the Transformation Board and from other advisors where relevant.

The ICB functions through the scheme of delegation and financial framework agreed by the CCG, COLC and LBH respectively, who remain responsible for their statutory functions and for ensuring that these are met and that the ICB is operating within all relevant requirements.

The ICB may assign tasks to such individuals or committees as it shall see fit, provided that any such assignments are consistent with each parties' relevant governance arrangements, are recorded in a scheme of delegation for the relevant committee, are governed by terms of reference as appropriate, and reflect appropriate arrangements for the management of any actual or perceived conflicts of interest.

Reporting and relationships

The ICB will report to the relevant forum as determined by the CCG, LBH and COLC. The matters on which, and the arrangements through which, the ICB is required to report shall be determined by the CCG, LBH and COLC (and shall include requirements in respect of Better Care Fund budgets). The ICB will present for approval by the CCG, LBH and COLC as appropriate proposals on matters in respect of which authority is reserved to the CCG and/or COLC and/or LBH (including in respect of aligned fund services). The ICB will also provide advice to the CCG about core primary care and make recommendation to the appropriate CCG Committee.

The ICB will receive reports from the CCG, LBH and COLC on decisions made by those bodies where authority for those decisions is retained by them but the matters are relevant to the work of the ICB.

The ICB will provide reports to the Health and Wellbeing Boards and other committees as required.

Review

The terms of reference will be reviewed not later than six months after the date of their approval and then at least annually thereafter.

[Insert dates of approval of these TOR at each relevant forum within the CCG, LBH and COLC] – To be added

14 December 2017

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