Date: 25th May 2017
Time: 18:00
Place: COUNCIL CHAMBER
TOWN HALL, LUTON, LU1 2BQ

Councillors: M. Dolling  O'Callaghan
T. Khan       Pedersen
Keens        Rowlands
Moles        Petts

*Statutory Debby Main (Diocesan Representative)
Vacancy (Diocesan Representative)
Co-Optees: Mr A. Anwar (Parent Governor Representative)
Louisa Boateng (Parent Governor Representative)
Debbie Thompson (Primary School Representative)
Vacant (Secondary School Representative)

*Statutory co-optees are entitled to vote on items relating to education functions that are the responsibility of the Executive.

Quorum: 3 elected Members

EMERGENCY EVACUATION PROCEDURE
Committee Rooms 1, 2, 4 & Council Chamber:
Turn left, follow the green emergency exit signs to the main town hall entrance and proceed to the assembly point at St George's Square.

Committee Room 3:
Proceed straight ahead through the double doors, follow the green emergency exit signs to the main Town Hall entrance and proceed to the assembly point at St George's Square
**AGENDA**

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<td>PECUNIARY AND NON PECUNIARY INTERESTS</td>
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<td>Members are reminded that they must disclose both the existence and the nature of any disclosable pecuniary interest that they have in any matter to be considered at this meeting unless the interest is a sensitive interest in which event they need not disclose the nature of the interest.</td>
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<td>A member with a disclosable pecuniary interest must not further participate in any discussion of, vote on, or take any executive steps in relation to the item of business.</td>
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<td>A member with a personal interest, which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member’s judgment of the public interest, must similarly not participate in any discussion of, vote on, or take any executive steps in relation to the item of business.</td>
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<td>Disclosable pecuniary interests and Personal Interests are defined in the Council’s Code of Conduct for Members and Co-opted members.</td>
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<td>Urgent Business</td>
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<td>To consider any urgent business and determine when, during the meeting, any items should be discussed.</td>
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<td>References from other Committees and Bodies</td>
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<td>10.</td>
<td>Children Missing Education</td>
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11. **Children who attend a school which is good or better (PI-7)**  
(Verbal Update by the Service Director, Support Challenge and Intervention)

12. **Children’s Services Review Work Programme 2017/18 & Executive Forward Plan – 24\(^{th}\) April 2017**  
(Report of the Acting Democracy and Scrutiny Team Leader)

13. **Local Government Act 1972, Part VA**

To consider whether to pass a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting during consideration of the item(s) listed below as it is likely that if members of the public were present during those items there would be disclosure to them of exempt information falling within paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.
MINUTES OF THE CHILDREN’S SERVICES REVIEW GROUP
23rd March 2017 at 6.00 p.m.

PRESENT: Councillors M Dolling (Chair), Keens, Moles, Petts, Rathore and Rowlands

STATUTORY CO-OPTED
Mr Anwar (Parent Governor)

MEMBERS:
Louisa Boateng (Parent Governor)

IN ATTENDANCE: Councillor Hussain (Portfolio Holder for People, Children’s Services).

At the commencement of the meeting, all present held a minutes silence for the victims of the Terror Attack in Westminster on the 22nd March 2017.

07. APOLOGIES FOR ABSENCE (REF: 1)

Apologies for absence from the meeting were received on behalf of Councillor Rafiq and Debbie Bennett (Primary School Representative).

08. MINUTES (REF: 2)

Resolved: That the minutes of the meeting held on 25th January 2017 be agreed as a true record and the Chair be authorised to signed them.

09. INDEPENDENT SCHOOLS (REF: 7)

Caroline Dawes, Senior School Improvement Advisor gave a presentation in regards to Luton’s Independent schools and the recent Ofsted judgements.

Members were informed that the current independent schools in Luton were:

• Jamiatul Uloom al-Islamia
• Oakwood Primary School
• King’s House School
• Al-Hikmah/Bury Park Educational Institute
• Luton Pentecostal Church Christian Academy
• Mehria School
• Olive tree Primary School
• Rabia Girls’ and Boys’ School
Out of the eight independent schools, four had been graded as inadequate by Ofsted. These were the Luton Pentecostal Church Christian Academy, Mehria School, Olive tree Primary School and Rabia Girls’ and Boys’ School.

She went on to say that 890 pupils attend independent schools in Luton compared to 36,500 in the state-funded sector (2.4%). Three out of the four inadequate schools had shortcomings regarding arrangements for safeguarding, which equated to approximately 350 children and young people attending an inadequate independent school in Luton. She added that there were no state-funded schools in Luton that were graded inadequate.

Members expressed concern that approximately 300 children attended an independent school judged inadequate with regards to safeguarding in Luton.

Caroline Dawes, Senior School Improvement Advisor continued that since September 2016, Local Authorities had a responsibility to ensure that Independent schools informed them when a pupil left their roll. She added that Ofsted inspected independent schools under direction from the Department for Education (DfE), and Informed the DfE the extent to which independent school standards were met. She went on to say that the DfE had a responsibility for the registration and the regulation of independent schools.

Members were informed that in Luton the Safeguarding in Education Team distributed information, and all independent schools were invited to Designated Safeguarding Officer network meetings. However, only two schools regularly attend, of which neither were graded as inadequate by Ofsted. She continued that the ‘Keeping Children Safe in Education’ 2016 statutory guidance required independent schools to provide details of children on their roll to the Local Authority.

She went on to say that the School Monitoring Panel for independent schools share information in regards to Education Welfare, Special Needs and Safeguarding etc. She added that currently, no additional resource was provided by the government to discharge additional responsibilities relating to independent schools. She concluded that the Council liaise with Ofsted.

Members were introduced to Stephen Bishop from the Department of Education (DfE). He advised Members that Ofsted judgements were not the basis of DfE action. Legislation in place was designed to ensure that schools improved rather than a tool to close them down. However, there was provision to do so if and when required.

Ofsted would generally inspect schools every three years. If a complaint regarding a school was received, additional inspections would be commissioned.

He continued that there were numerous criteria independent schools had to meeting of which Ofsted would look at entirely or specific points during an inspection. At the conclusion of an inspection it would be down to the DfE to
decide what actions would be imposed which would include a Statutory Warning Notice being issued that required the school to submit an action plan. He added that progress on schools issued with a warning notice would be monitored to ensure set standards were met or not.

Stephen Bishop, DfE informed Members that there were several independent schools regularly inspected in Luton, on which the inspection process could last a number of years. He added that there was a particular problem with faith schools, which were often inadequately resourced and the staff unqualified and poorly paid. These particular schools often targeted clientele who had their own reasons for sending their children to the school with the child’s safeguarding not so important. He went onto say that the closure of such schools did not happened very often with only one school closed within three years.

It was more common for intermediate sanctions to be imposed on inadequate schools, with restrictions often including restrictions on age, new admissions or parts of the school closed rather than the entire facility. At present there were four schools in England with such restrictions. Schools could appeal any restrictions imposed to a first tier tribunal. Any closures would require agreement from the Secretary of State.

There was already an emergency procedure in place in which a school could be closed immediately. However, this had not been used successfully. He added that the DfE were currently working on a new system to enable the closure of Independent Schools which was entirely different from that of maintained schools.

Councillor Keens commented that it was obvious that the current legislation did not work as it was too difficult to close problem independent schools.

Stephen Bishop replied that the various changes required to close independent schools would require a variation to primary legislation.

Councillor Moles commented that it felt that the Councils hands were tied and that the current legislation had no clout.

Stephen Bishop, DfE replied that there were several other local authorities who had taken a more zealous approach, in particular with safeguarding with independent schools and had persuaded the schools to work with them. He added that it was obvious that some independent schools did not know how to provide education requirements correctly and needed guidance from the local authority.

Sally Rowe, Director of People informed Members that the Council had a Monitoring Panel specifically for independent schools which was used to target interventions with physical visits to the schools concerned. She added that it was extremely difficult to proactively challenge the schools with the limited
resources available. She added that the legal process had not teeth, however, Luton were undertaking a lot of methods to try and address the issues.

Stephen Bishop, DfE replied that in the past three years the DfE had tried to close fifty schools unsuccessfully. If authorities wished to consider closing an independent school, they needed to consider their options carefully and need a strong legal case.

Councillor Hussain commented that the Council had a duty of care to the children of Luton. He raised concern regarding safeguarding issues, in particular around the lack of community cohesion at some of the independent schools in the town. He added that if children were not receiving a proper education, this would create problems for society in the future.

Stephen Bishop, DfE replied that any sanctions imposed on schools were consensual or as a result of pressure put on schools. He added that a key issue in independent schools was the lack of diversity. Also the poor condition of school property and the resources available was of concern.

Caroline Dawes, Senior School Improvement Advisor commented that Luton had a robust approach when it came to safeguarding. She added that officers would physically visit schools for several weeks if required to observe and help the school reach the required standard. Unfortunately the capacity was not available to maintain such arrangements for any length of time.

Councillor Rowlands commented that currently it appeared that the legislative tools required to deal with independent schools were not there, and enquired what if anything, will change in the future to help address issues faced by local authorities.

Stephen Bishop, DfE replied that he was unable to discuss government plans regarding independent schools. He added that there were other priorities faced by the DfE. He went on to say that other local authorities did not see independent schools as a concern/issue and did not raise any problems. However, there were things that the DfE would like to address which were of concern to them.

Sally Rowe, Director of People commented that she had written to the Secretary of State on numerous occasions within the last twelve months about the concerns Luton has with independent schools. She added that these concerns were supported by the local MP’s. Members were informed that Luton was in a critical situation with 890 children attending independent schools, 340 of which were receiving inadequate provision. Also, if any of the schools were closed, it would exacerbate the current demand on maintained school places. She concluded that the solution would be to improve the schools rather than close them and that all authorities should work together to change the current legislation.

Councillor Petts commented that it was alarming that a local authority could not take any action against inadequate independent schools.
Councillor Hussain remarked that there were similar issues across the country. He added that parents were sending their children to inadequate schools without the relevant information and paying thousands of pounds for a poor education. He added that he would like to see both the DfE and Ofsted work closely with Luton to help address the current situation.

Sally Rowe, Director of People that Luton was in receipt of the School Roll, which enabled the Council to write to the parents of children attending inadequate schools informing them of the poor standard of education they received. However, the roll did not contain the names of the children concerned.

John Wrigglesworth, Service Director, Support, Challenge & Intervention commented that his biggest concern was that of placing children at risk of harm. He added that he felt frustrated at not being able to keep such children safe.

Councillor Keen commented that it appeared that the DfE had as much power as Local Authorities in dealing with inadequate independent schools.

Stephen Bishop, DfE that in principle the DfE had more power but it was a complex procedure to close a school. He added that there was an appeals process available schools to take matters to Tribunal. If a school showed any capacity to improve, the appeal would succeed.

Councillor Hussain commented that Luton wanted to work in partnership with DfE and Ofsted to help address inadequate independent schools.

Resolved: (i) That the report (Ref: 7) be noted.

(ii) That Stephen Bishop, Department of Education be thanked for attending the Children’s Services Review Group.

10. UNREGISTERED SCHOOLS – UPDATE ON STRATEGY (REF: 8)

Caroline Dawes, Senior School Improvement Advisor submitted a report in regards to the final Unregistered Schools Strategy. Members were reminded that the purpose of the strategy was to reduce the risk of unregistered schools operating in Luton by pooling information across departments within the Council. She went on to say that the strategy had received lots of media attention which was now up and running.

Members were that if a school was unregistered, it was also unregulated. There was one sole unregistered school in Luton. She went on to say that the standard of evidence was not sufficient to prosecute for criminal activity the unregistered school in Luton.
Councillor Petts commented that there was still a grey area surrounding ‘Learning Centres’ and enquired whether or not these required Ofsted inspections.

Caroline Dawes, Senior School Improvement Advisor replied that Learning Centres were not regulated by Ofsted as they were not trying to be a school, and were similar to after Schools Clubs i.e they assisted learning rather than provided an education. The challenge arose if a learning centre extended its hours during school days and if they were a child’s sole source of education. She added that children from the unregistered school all considered it to be their school. Interestingly, if parents elected for their child to receive a home education, they would be required to record this on the Home Education Register, and that the Council had a duty to monitor the level of education provided.

Stephen Bishop, DfE commented that there were gaps in the legislation surrounding what constituted a full time education. He added that Local Authorities did not have a duty to monitor the suitability of the home where education was provided, only the suitability of the education provided. He continued that Ofsted had visited over 100 unregistered schools, of which several had been considered for prosecution. Nonetheless, the first prosecution would need to be successful in order to make an example of and therefore warn other unregistered schools.

Sally Rowe, Director of People commented that Luton had an extremely strong case against the unregistered school in Luton and wanted to work closely with the DfE, Ofsted and the Crown Prosecution service in order to make a successful case against the school.

Resolved: That the report (Ref 8) be noted.

11. ACADEMY TRUST AND LUTON SCHOOLS - UPDATE (REF: 9)

John Wrigglesworth, Service Director, Education, Support, Challenge and Intervention updated the meeting in regards to Academy Trusts and Luton schools.

Members were informed that the existing Multi Academy Trusts in Luton were:

Chiltern Learning Trust (which included)

- Challney High School for Boys
- Challney High School for Girls
- Chiltern Academy (Not yet opened)
- Dallow Primary
- Denbigh High School
- Marston Vale Middle School
- Putteridge High School
The Shared Learning Trust (which included)

- That Chalk Hills Academy
- The Linden Academy
- The Stockwood Park Academy
- The Vale Academy

St Alban Catholic Academies Trust

- Cardinal Newman Catholic School
- St Margaret of Scotland Primary School
- St Martin de Porres Primary School

The standalone Academies in Luton were Riverbank Primary, Chantry Primary, Ferrars Academy, Whipperley Infants and Icknield High School. He added that 13% of Luton primary schools, and 67% of Luton secondary schools were academies.

Members were informed that current developments included a support for a group of Luton primary schools from across the town to develop a model for a local primary phase multi academy trust. The design document had been completed as a collaborative activity and schools were currently in the process of consulting with governors. One group of primary schools clustered in a geographical area of the town were also actively considering multi academy trust status.

He went on to say that the Chiltern Learning Trust was the largest in Luton and contained the Chiltern Academy, which was not yet built. This particular academy would provide 1200 places and the Trust were currently working with the local authority on admissions. However, although the new school would provide much needed spaces, at least a further three secondary schools would be needed to meet the current levels of demand. At present Putteridge high School was the only existing school in Luton that had significant spare capacity.

Councillor Petts suggested that the potential Barnfield College site would be ideal for a new school.

John Wrigglesworth, Service Director, Support, Challenge and Intervention replied that although the site would be ideal, Education were also in competition with the demands for housing.

Mr Anwar, Parent Governor enquired about the expansion of the Chalk Hills Academy.

John Wrigglesworth, Service Director, Support, Challenge and Intervention replied that the expansion of the Chalk Hills Academy included additional building on the current site that would provide 150 further pupil places.

Resolved: That the Report (Ref: 9) be noted.
(Note: Meeting ended 8.20 pm)
### PURPOSE

**Purpose of Consultation**

1. **Adopt East Regionalisation of Adoption Services**
   - Whether to become part of Adopt East Regional Adoption Agency?
   - Which Delivery Model to endorse?

2. **The Regional Adoption Agency (RAA) is in line with Government proposals to improve the provision and outcomes for children being placed for adoption. By joining Adopt East, Luton has the opportunity to benefit from the experience and size of the Region to develop excellent Adoption services. It has been agreed to utilise this opportunity to ensure outstanding practice across the whole region, increasing adopter choice and reaching out to a much larger group of potential adopters.**

3. **Luton is fully involved in the different work streams and is providing influence and challenge to our partner agencies. Luton brings experience in working with a diverse background of children and families which is less developed with others. Our partner agencies have a well-developed infrastructure, which comes with the economy of size, from which we can benefit**

### RECOMMENDATION

4. **The Children’s Service Review Group is requested to determine which of the models best meets the requirements of Adopt East and should recommend this to the DCS board for approval on the 12th May.**
5. **It is recommended that the board endorse the single local authority hosted model**, for the below reasons:

- Clearer model for customers to understand
- True single line of accountability
- Single route for commissioning
- No workarounds required
- More streamlined decision making
- Better oversight for the Head of RAA
- True single pool of adopters
- Model more appealing to DFE
- Possibly clearer inspection arrangements but this is not confirmed.

**REPORT**

**BACKGROUND**

Nationally:

6. In the ‘Regionalising Adoption’ White Paper (2015) the government set out its intentions to establish Regional Adoption Agencies (RAA) by 2020, with the aim of speeding up the matching process, improving the life chances of neglected children; improving adoption recruitment and adoption support and reducing costs. The government is clear that all Local Authorities will either need to be part of a Regional Adoption Agency (RAA) or will have delegated their adoption functions to a RAA by 2020.

7. Information from the DfE in April 2017 states:

- 131 local authorities are involved in a project to form an RAA. They are covered by 18 projects with a 19th project on intercountry adoption.
- 16 of the 21 local authorities not yet engaged have spoken to us about joining the programme. Most of them are interested in forming a new RAA project rather than joining an existing project.
- There is some turbulence within existing RAAs, with some LAs considering leaving existing RAAs to join a different one or to set up a new one with LAs not already in the programme.

Regionally:

8. Essex, Suffolk, Hertfordshire, Luton and Southend along with Adoption Plus, Adoption UK and Barnardo’s have been working in partnership to design a new model of service delivery for adoption, in line with the government’s agenda.
9. The issues that the government were seeking to address within the adoption reform are as follows:

10. Inefficiencies:
   - The current system is fragmented, with around 180 agencies, both Local Authority and Voluntary Adoption Agencies (VAA), recruiting and matching adopters for over 5000 children per year. The majority of agencies are operating at a very small scale and this hinders strategic planning and economies of scale.

11. Timeliness of placing children:
   - Whilst there has been significant improvement in the performance of Local Authorities in placing children swiftly with adoptive families, there is further progress that can be made. This is particularly the case with harder to place children, often older, within a sibling group or with a disability.

12. Adopter recruitment:
   - There has been improvement in both the number of adopters recruited and the timescales to achieve this. However, whilst the number of approved adopters nationally is now greater than the number of children waiting, many of these adopters are less willing to consider those children who are harder to place.

13. Adoption Support
   - The help that is offered to families after adoption is the responsibility of Local Authorities. However, it is currently fragmented and characterised by a combination of in-house and spot purchased arrangements with often significant variations between local authority areas.

14. Consultation has been carried out over the last year with the Department for Education, other authorities, adopters and staff to determine the preferred model for Adopt East.

15. **Principles**
   - Adopt East will develop a single shared service for adoption across Essex, Herts, Suffolk, Luton and Southend
   - Voice of the child, adopters and birth families are central to the development of Adopt East
   - Adopt East adoption staff will retain close links with the child care planning staff within the local authorities
   - VAAs will be key partners in the development of the shared service and in the future provision of adoption services
   - Adopt East will implement new processes and practices that are standard across the region and developed from best practice
   - Adopt East will treat all children and adopters across the region as one pool, combining resources to achieve the best outcomes
   - Adopt East shall not go live without adequate IT systems in place
   - Adopt east shall develop services regionally that are delivered locally, to recognise the importance of relationships in adoption
• The shared service shall ‘cost the same or less’ than the current services to run

16. Although not design principles we expect that Adopt East will achieve:

• Increased efficiency in the recruitment of adopters, recruiting more of the right type of adopters for the children within our region and nationally.
• Improved access to and quality of adoption support (further development of the adoption support market so that the right services are available to adoptive families wherever they happen to live)
• A system where children are matched with the most suitable adopter as quickly as possible

17. The future model will be proposed to the Strategic DCS Board on 12th May.

18. Following that approval, cabinet approval will be sought from each of the five local authorities in June.

19. Forward Plan timetable in Luton:

• Children’s Services Scrutiny (25th May)
• Executive (27th June)

**Implementation**

20. There is a further year of work until Go Live in April 2018. Once proposals are accepted across the five Local Authorities then detailed work on the implementation stage will commence. There are numerous styles of working across the Local Authorities and each will need to change.

**Challenges**

21. Luton and Southend are Borough authorities and have particular demographics which are not matched with the other three. Currently Luton place very few children within the Adopt East area and have very few placed by Adopt East partners. Luton and Southend are ‘net-exporters’ of adopters. It is likely that Luton will need to identify adopters from outside the Adopt East area. It has not yet been agreed how the funding for this will be managed. It is expected that placements between Adopt East partners will be ‘no-fee’. Suffolk, Essex and Hertfordshire have started ‘no-fee’ already. Luton and Southend will require more financial information before joining. At this stage, there is little financial impact on Luton in not joining the ‘no-fee’ agreement at this early stage, for the reasons set out above.

22. The inclusion of VAAs is not yet clarified. VAAs are to be full partners but cannot work for ‘no-fee’. It remains unclear how VAAs will be part of Recruitment and Support of Adopters.
23. A number of possible delivery models have been considered and it now appears likely that a Host Authority within the Region will be identified with staff being employed by that Host authority on behalf of the other four authorities. An appraisal of the options are set out below:

**Adopt East Delivery Vehicle Options**

**Single LA Hosted Model**

In this model the shared service is hosted by one of the local authorities. The partner LAs would be required to delegate the adoption functions to the host LA. Each LA would need to review their constitutions to ascertain which functions can be delegated and the processes for this, as this may differ. This would be undertaken by each LAs legal rep.

The LAs would complete a shared service agreement between themselves and the host LA. This would spell out the functions being delegated, any decisions that the host will be able to make on their behalf and which decisions will be reserved by the partner LAs. The section of this paper on the [Shared Service Agreement](#) includes more detail on this contract.

Where a function is delegated to another local authority, the host authority will become responsible for the performance of that function in accordance with the terms of the Shared Service Agreement. The governance arrangements will remain relatively informal, but will need to be agreed between the authorities and likewise documented in the Shared Service Agreement.

As the host LA is a registered adoption agency, the pool of adopters would belong to the host LA. The panels would make recommendations on behalf of the host LA and the agency decision makers would be decision makers of the host LA.

Funds for certain expenses will need to be pooled and administered by the host, for example inter-agency fees, allowances and learning and development budgets.

A process would be required to determine the most appropriate host for Adopt East.

**Risks associated with hosting the Shared Service**

- RAA does not perform to expectations and Host viewed as responsible
- Budget insufficient for RAA to operate successfully.
- Back office costs could be incurred by the Host
- If TUPE staff into LA it leaves Host solely liable for potential staffing costs in a uncertain market
- Other LA(s) withdraw from RAA
- Insufficient senior management capacity to take on oversight of RAA and line management of Head of RAA.
- Infrastructure insufficient to provide support to RAA’s operational structure

In summary, the Host LA needs to ensure that the risks in taking on this role are accepted and minimised through clear partnership agreements and that robust governance and accountability arrangements are put into place as part of the RAA set up.
Joint Committee Model

In order for the shared service to be delivered via a joint committee, the Local Authorities would delegate the adoption functions to a joint committee, consisting of elected members. The joint committee would meet as and when required.

The joint committee shall then delegate the adoption operation to the RAA board, which would likely be made up of DCSs. This is the same as the scheme of delegation within current constitutions.

The joint committee would agree a shared service agreement, which sets out exactly how the shared service will operate, what decisions can be made by the joint committee and what should be reserved by the LAs. A joint committee established under section 102 of the Local Government Act 1972 is not a separate legal entity and does not have a separate existence in law from constituent members so one LA would have to take executive lead. It also means that the RAA would not be an adoption agency in its own right. Several leads will be required such as, governance, systems, HR, Finance, commissioning/procurement etc.

Where the function is delegated to a Joint Committee, the Joint Committee can take a decision on behalf of each of the participating authorities (subject to the powers delegated to it by the LAs). This means that any decisions need only be taken once, by the Joint Committee, and are binding on each participating authority, rather than being taken separately in each participating authority.

Shared Service Agreement (SSA)
The shared service agreement is required in both the hosted and joint committee models. It details exactly how the relationship between the partner LAs will work. In the joint committee model the SSA would be between the joint committee members and would form the Terms of Reference for the joint committee. In the single LA hosted model the SSA would be between the host and the partners and would set out the commissioning arrangement between the partners and the host.

People Implications
The below is an extract from the People Workstream:
People Implications

- The transfer of Adoption services from the current LA provider to a Single Authority Host would give rise to the transfer of employment for in scope workers, in accordance with TUPE Regulations.

- Employment would be deemed to have transferred from the date the Service Agreement takes effect and the SAH has the responsibility/accountability for the delivery of Adoption Services on behalf of each of the LA’s in scope.

- Transfer of employment and the secondment of staff as an alternative to TUPE are explored below.

People Implications: Transfer of Employment to Host Authority (Tupe), Day One

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<th>Advantages</th>
<th>Disadvantages</th>
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<td>✓ Creates a unified service from outset with a clear demarcation point of the change, facilitates engagement around ‘one vision’</td>
<td>✓ Harmonisation of T&amp;C’s likely to be required in short to medium term</td>
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<td>✓ Provides greater clarity/certainty for the workforce</td>
<td>✓ Short term anxiety amongst workforce; &amp; ‘sense of loss’ leaving current employer</td>
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<td>✓ Immediately gives clearer lines of responsibility &amp; accountability for leadership of Adopt East</td>
<td>✓ Perception of ‘dual workforce’ within local LA</td>
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<td>✓ One employer means it is simpler to plan, implement and review change</td>
<td>✓ Risk to relationships with local LA colleagues</td>
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<tr>
<td>✓ Less complexity &amp; confusion of the employment relationship</td>
<td>✓ Potential loss of local ‘soft’ benefits which are considered important eg local travel discounts (these could potentially still be provided through local agreements)</td>
</tr>
<tr>
<td>✓ Clearer and simpler lines of communication and influence</td>
<td>✓ Change subsequent change to SAH model or host may result in further transfer of employment, Tupe</td>
</tr>
<tr>
<td>✓ Avoids disruption to service at later stage (eg Tupe year 2)</td>
<td></td>
</tr>
<tr>
<td>✓ Legally sound</td>
<td></td>
</tr>
</tbody>
</table>
People Implications:
Short Term (1 year) Secondment to Host Authority, Day One

Advantages
✓ Workforce may feel greater sense of security/disruption (may also be considered a disadvantage)
✓ Easier to revert/unpick in event of change to model or partners
✓ May be an easier route to entry for new partners of Adopt East
✓ May be politically more acceptable
✓ No changes to T&C’s

Disadvantages
• Risk of legal challenge – that Tupe has applied
• Creates uncertainty for workforce that may impact on levels of engagement, performance and turnover
• Creates complexity for Head of Adopt East in leadership role
• Less likely to enable the creation of one unified service
• Risk of confused employment relationship for Adopt East workforce and a sense of lost identity
• Will increase bureaucracy and complexity in managing employment matters
• Creates difficulty/barriers for career progression and pathways
• Creates ‘dual workforce’ both within local LA and within SAH/Adopt East workforce
• Increases complexity for support services for the RAA

APPENDIX:
PURPOSE

1. To update on the progress of the Multi Agency Safeguarding Hub (MASH).

RECOMMENDATION

2. The Children’s Services Review Group is requested to note the report.

REPORT

3. The MASH went live on 10th October 2016 in its first stage, with a cohort of social care staff, early help colleagues, Education safeguarding and a health representative. The OCA which enabled the move to MASH was a zero cost exercise with no additional staffing establishment and was formed from existing Rapid Intervention and Assessment Team (RIAT) posts.

4. After a sustained period of consultation and joint working with partners to develop the MASH in Luton it was decided Luton’s MASH was to be established in two incremental stages. The first being with the resource we could control (EH, Education etc.) and the second stage being the full MASH based within Luton Police Station.

5. The MASH is now located on the 4th floor of Luton Police station having successfully moved to stage 2 on 18th April 2017. There has been extensive refurbishment of the floor and a dedicated confidential “MASH area” has been created using capital bid money.
Structure

6. The MASH staff group consists of the following:

- 6 senior social work practitioners – MASH Officers
- 1 Senior MASH officer (deputy team manager)
- 1 MASH manager
- 1 Single Point of Contact Manager and CSE coordinator, who line manages 1 domestic abuse coordinator and a Missing Children’s coordinator
- 1 Extremism and Safeguarding senior Social Worker
- 1 Immigration Worker
- 2 admin support

Partner agencies in the MASH:

- 2 Early Help practitioners
- 1 Health safeguarding lead
- 1 Education Safeguarding lead
- 2 Police staff
- 4 Adult Safeguarding practitioners

7. In addition to the above, there are virtual links with named staff for mental health services including the Crisis team and a current discussion and plan to also include probation and substance misuse services within the MASH. Eventual full roll out should see direct links with Housing and Youth Offending services as well.

8. It is very early in this second stage; however anecdotal feedback from partner agencies is that this model is felt to be robust, helpful in improving communication and should impact positively on outcomes for children and their families, vulnerable adults and the areas between the two that overlap.

9. An investment in IT systems and telephony has been completed and this will serve to improve efficiency and reporting potential around volume of work undertaken in the MASH environment.

10. The introduction of an additional MASH episode (recording system) within Liquid Logic has already started to increase partner engagement in information sharing and all work coming in to the MASH is given a RAG rating in order to prioritise. These RAG ratings can then be tracked to improve timeliness of responses to children and their families and ensure appropriate flow of work.

11. A quality assurance exercise of the MASH in stage 1 took place on 10th and 11th January 2017 by Marie McGuiness, previously an Ofsted inspector.

12. Her findings are documented in a report she produced but were broadly encouraging and positive. In particular she highlighted that “Threshold decisions are safe and appropriate”.

Next Steps

13. Marie McGuiness will be invited back to undertake a further audit of the MASH in the near future and to review the changes and improvements that have been made.
14. The project plan that was developed for the MASH in stage 1 and into stage 2 is now completed and all deliverables are in place. A new plan is now in development that will reflect the next steps of embedding change, good practice and partnership working.

15. There will also be a need to develop a training matrix for the MASH staff.

16. The Service Manager for MASH that has been responsible for delivering the MASH project is moving to the Safeguarding Families Innovation bid implementation from 2nd May 2017 and the position will be back filled until her return after its completion. The new temporary service manager will take on responsibility for future updates and developments.
PURPOSE

1. The purpose of the report is to update the CSRG on progress in the area of the Children Missing Education function and provide data for the last academic year September 2015 – August 2016.

RECOMMENDATION

2. The Children’s Services Review Group is requested to note the report.

REPORT

Background

3. The Children Missing Education (CME) function supports the Local Authority’s statutory duty to identify, track, monitor and re-engage children and young people who are missing education. The function contributes to improving levels of educational attainment, protecting vulnerable children and young people, improving life chances and promoting early intervention.

4. The DfE defines Children Missing Education as children of compulsory school age who are not registered (on roll) pupils at a school and are not receiving an otherwise suitable education.

5. Identifying children not receiving a suitable education is a key part of discharging the Local Authority’s responsibility to safeguard and promote the welfare of children as well as preventing children from becoming missing or NEET. The purpose of the duty is to make sure that children not receiving, or at risk of not receiving a suitable education are identified quickly and that effective tracking systems and support arrangements are put in place for them to return to education.
PROGRESS UPDATE: DATA AND OUTCOMES
From 03/09/2015 – 30/08/2016

<table>
<thead>
<tr>
<th>Cases Referred</th>
<th>Cases Resolved</th>
<th>Cases Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>390</td>
<td>303 (77.7%)</td>
<td>87 (22.3%)</td>
</tr>
</tbody>
</table>

Children Missing Education referrals by category

<table>
<thead>
<tr>
<th>Category</th>
<th>Cases</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved - destination school unknown</td>
<td>205</td>
<td>52.6%</td>
</tr>
<tr>
<td>Moved abroad</td>
<td>115</td>
<td>29.5%</td>
</tr>
<tr>
<td>Out of school</td>
<td>68</td>
<td>17.4%</td>
</tr>
<tr>
<td>Elective Home Education</td>
<td>2</td>
<td>0.5%</td>
</tr>
</tbody>
</table>

Children missing Education referrals by outcome

<table>
<thead>
<tr>
<th>Category</th>
<th>Cases</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children moved abroad</td>
<td>118</td>
<td>30.3%</td>
</tr>
<tr>
<td>Enrolled out of borough (OOB) school</td>
<td>104</td>
<td>26.7%</td>
</tr>
<tr>
<td>Enrolled at Luton (maintained) school</td>
<td>52</td>
<td>13.3%</td>
</tr>
<tr>
<td>Opted for EHE</td>
<td>8</td>
<td>2.1%</td>
</tr>
<tr>
<td>Enrolled in Alternative Learning Provision</td>
<td>1</td>
<td>0.2%</td>
</tr>
<tr>
<td>Status changed to Missing</td>
<td>5</td>
<td>1.3%</td>
</tr>
<tr>
<td>Status changed to out of education</td>
<td>2</td>
<td>0.5%</td>
</tr>
<tr>
<td>No longer statutory school age</td>
<td>2</td>
<td>0.5%</td>
</tr>
<tr>
<td>Not resolved</td>
<td>9</td>
<td>2.3%</td>
</tr>
</tbody>
</table>

11. **Highlights**
   - Schools remain the single largest referrer of children missing education at 69.1%
   - The gender split from this reporting period represents 53.6% male to 46.4% female
   - The largest ethnic group represented across the case load are White Other at 12.8%, children from Pakistani background make up the second largest at 12.3%
   - Highest represented years groups in order of percentages are: 4; 2 and 7 respectively

**Emerging trends / key issues**

12. There has been an increase in the CME referral levels over the last few years, this could be indicative of the well embedded and understood CME procedures and referral pathway. It may also be proportionately representative of the increasing Luton school age population.

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<tbody>
<tr>
<td></td>
<td>312</td>
<td>336</td>
<td>390</td>
</tr>
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</table>

13. In addition to the referrals the service also receives tracking enquiries from other local authorities; this is in the region of 1300-1400. These enquiries are following up on the moves into OOB schools or re location with no known school identified. While actioned these figures are not captured within Luton’s active CME caseload. Luton makes similar enquiries to other authorities as part of the search and location process.
14. Pupil mobility / families placed in temporary accommodation
   Early emerging indicators appear to suggest that the placement of families from
   other boroughs into Luton in temporary accommodation has the potential to
   increase the number of children being identified as Out of Education within the
   Luton area. This area will require close scrutiny in order to identify if this is an
   emerging trend which may place additional pressure on Luton’s school places.

Children of Gypsy, Roma and Traveller Families

15. Although many are settled, some GRT families retain a mobile lifestyle. There has
   been a yearly increase in the referrals from this group over the last three years,
   with a dramatic increase over 15-16. The impact of this increase is
   disproportionate due to the high need and support requirements to aid resolution.
   Work has been undertaken with the Local Authority Access to Education Officer to
   support children into education with School Attendance Orders generated when
   necessary.

Increasing referral numbers

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<tbody>
<tr>
<td></td>
<td>20 (5.8%)</td>
<td>22 (6.4%)</td>
<td>40 (10.3)</td>
</tr>
</tbody>
</table>

School Attendance Orders

16. The number of SAO’s issued remains relatively stable, with many cases resolved
    prior to reaching this stage. Of the cases indicated below only 2 proceeded to
    Court.

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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>19</td>
<td>15</td>
</tr>
</tbody>
</table>

Over representation of minority ethnic groups

17. There appears to be a recurring theme suggesting that high mobility families
    arriving in the UK and moving back to the country of origin is one of the key
    contributing factors to this representation. Year on year the number of referrals
    received under this category is increasing.

18. This is likely to also be indicative of the increasing population numbers for such
    groups.

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>87</td>
<td>105</td>
<td>118</td>
</tr>
</tbody>
</table>

19. In 15 -16, 24.6% of the referrals were from the Asian community with 20% from
    Other White, the majority of parents required support in a community language.

Demand for school places

20. The re placement of children missing education remains a challenge in part due to
    the limited availability of school places across the town. There are limited options
    for families moving to Luton from outside of the normal intake points at Years R &
    7. It is particularly difficult to place siblings groups at the same school. This does
    impact on the family engagement during the CME process.
The Education (Pupil Registration Regulations in relation to Term Time Leave)

21. Due to a strict term time leave policy, implemented by schools, where children are on extended leave during term time and families do not return on the agreed date, children are often removed from roll. On return they need to re-apply for a school place and cannot always be offered a place at their previous school as the place will have been re-allocated to a child on the waiting list. Given the population make up and diversity across Luton this is a key contributing factor to children appearing as CME.

Status

22. Over the year 167 children have been located and have returned to education.

23. Future Focus Areas for the CME Service

• Continue to embed the service into the Safeguarding in Education team
• Develop processes with Independent schools to ensure a system is in place to share information with the LA when children are removed from roll
• Clarify reasoning for keeping referrals open and technically active on the case load when all reasonable enquiries have been completed, S2S upload has been actioned and whereabouts remains unknown. Currently cases are kept open when falling into this category, however, as all enquiries have been completed they are not open to active case working.
• Access to local and national data services / intelligence which will help to track and locate CME such as information received from schools on the registration of pupils, performance management data and Benefit data.
• Consolidate internal processes to ensure information is shared effectively to identify children who are potentially at risk.
• Work with SLT within ESC&I to identify opportunities for increased administrative support for the service (current access is limited to 02.FTE)
• Develop performance on a page reporting.

APPENDIX:

Children Missing Education Policy and Procedures
Appendix

Children Missing Education

Policy & Procedures
Contents

1. Introduction
   a) Legal Context
   b) Purpose of the document
   c) Definition for Children Missing Education (CME)
   d) Who are Children Missing Education?

2. A multi-agency approach
   a) How and why children become CME
   b) Children Missing Education referral process
   c) Role of the Children Missing Education Lead Officer
   d) Risk assessment/prioritisation of referrals
   e) Role of partner agencies
   f) Responsibilities of all educational provisions
      - Children Missing Education off rolling procedures for schools
      - Common transfer file requirement
      - Child protection

3. Making a referral
   a) Identification
   b) Making a referral
   c) Children Missing Education referral process – for out of education (non school)
      Chart 1
   d) Referral forms
      - Child Missing Education pro-forma
      - Out of education referral form

4. Reporting & Monitoring arrangements

5. Appendices
   a) Appendix 1 Children at particular risk of missing education
   b) Appendix 2 Safeguarding Children Missing Education process for schools
   c) Appendix 3 Children Missing Education pro-foma
   d) Appendix 4 Out of education referral form
   e) Appendix 5 Child out of education referral from other local authorities
      and agencies - (process chart 1)
   f) Appendix 6 Children Missing Education referral from Luton schools (Process
      Chart 2)
1. Introduction

Luton Council is concerned about any child missing education, as it is not just attainment at risk, but also potentially safety and welfare. Children who are not receiving a suitable education are more likely to be vulnerable and at risk of negative outcomes which may have implications on later life chances. They are also at greater risk of becoming NEET (Not in Education, Employment or Training).

The key concept of the Children Missing Education (CME) Policy is to ensure that children missing, or at risk of missing, education are identified, tracked and re-engaged in appropriate full-time education with lasting success, and that children who move out of Luton are tracked until they are engaged in education elsewhere, so that no child ‘slips through the net’.

a) Legal context
In summary the procedures in this policy support:

- The Education and Inspections Act 2006 which places a duty on local authorities to make arrangements to enable them to identify children and young people of compulsory school age missing education in their area.

- These procedures are in line with the Local Authority’s statutory duty under Section 436A of the Education Act 1996, as amended by Section 4 of the Education and Inspections Act 2006, which requires all local education authorities to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are not registered at a school, for example, at home, privately or in alternative provision, and are not receiving a suitable education;

- Section 175 of the Education Act 2002, which places a duty on local authorities to exercise their functions with a view to safeguarding and promoting the welfare of children;

In January 2009 revised Statutory Guidance was issued for Local Authorities in England to identify Children Not Receiving a Suitable Education (this guidance has since been revised again and reissued in a much-slimmed down version). Further statutory guidance was published in July 2015 and revised September 2016 in the Keeping Children Safe in Education document.

The policy should be read in conjunction with:

- The Education (Pupil Registration) Regulations 2006 amended 2016
- Children Missing Education – Statutory Guidance for Local Authorities, DFE 2013
- Children Missing Education – Statutory Guidance for Local Authorities, DFE 2015
- Luton Safeguarding Children Board Interagency Policies and Procedures

b) Purpose of the document
This document is intended to inform Local Authority (LA) staff, head teachers, governing bodies of schools and other involved agencies about the policy and procedures to be followed in order
to prevent children becoming Children Missing Education (CME). Unless otherwise specified, ‘school’ means all schools whether maintained, non-maintained or independent schools, including academies and free schools, alternative provision academies and pupil referral units.

The best way for the LA and its schools to track the welfare of all children is to ensure that they are all on a school roll and that children do not ‘slip’ off school rolls and become ‘missing’ or that they are registered with the LA as home educated. All schools are encouraged by the LA to adopt this policy as good practice.

The purpose of the Children Missing Education (CME) policy is to enable the Local Authority to fulfil its statutory duty to provide education for all children of compulsory school age. It also outlines the processes in place to identify and track children and young people missing education, identify those at risk of becoming missing from education and the monitoring systems to ensure that action is taken to re-engage them with ‘suitable education’. ‘Suitable education’ is defined as efficient full-time education suitable to their age, ability and aptitude and to any additional educational needs.

The policy applies to children of compulsory school age who are not on school roll, who are not receiving a suitable education otherwise than being at school and have been out of any educational provision for a substantial period of time. In relation to children who are registered at a school and not attending regularly (missing from education) this would be subject to interventions through the existing attendance strategies and education welfare procedures.

The duty to identify children not receiving an education does not apply to children whose parents have chosen to electively home educate them. Parents have a duty to ensure that their children receive an efficient and suitable full-time education. This may be through regular attendance at school or otherwise (Section 7, Education Act 1996), and they may arrange this outside the state or independent school system.

Procedures within this policy will also ensure that all children’s services in Luton:
- Meet statutory duties relating to the provision of education and safeguarding the welfare of children missing education
- Ensure that robust multi-agency systems are in place to identify and track children missing education or at risk of missing education
- Ensure that monitoring and reporting systems are in place in order to identify an allocated worker for all children missing education.

**c) Definition for Children Missing Education (CME)**
The DFE defines Children Missing Education as:

‘Children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school; and who have been out of any educational provision for a substantial period of time (usually four weeks or more).’

**d) Who are Children Missing Education?**
Whilst the Council recognises that all children missing education are vulnerable it recognises that particular groups of children may be more at risk of becoming CME and will target these groups accordingly. These groups include children and young people:

- with high mobility;
- excluded from school;
involved in the Youth Justice System;
- involved in persistent anti-social behaviour;
- at risk of harm;
- who are privately fostered;
- at risk of Child Sexual Exploitation, Trafficking, FGM or Radicalisation

There will be instances where the Authority or school is unaware of children with complex issues, who may come to the attention of other agencies e.g. community organisations, and include children and young people:

- at risk of forced marriage, and honour-based violence;
- at risk of sexual exploitation, including children who have been trafficked to or within the UK;
- involved with their families in the witness protection programme and may be required to relocate without explanation or trace;
- from families who are involved in fraud, social difficulties, crime and anti-social behaviour;
- young runaways;
- are from migrant worker families who may not be familiar with the education system;
- are newly arrived immigrant families;
- are from families who disappear without trace when asylum has not been granted or if accommodation has not been allocated in their preferred location;

These children can only be identified via multi-agency involvement, thus requiring strong partnership working and clear referral procedures.
2. A multi-agency approach

Children who remain disengaged from education provision are potentially exposed to higher degrees of risk that could include engagement in anti-social or criminal behaviour, social disengagement and/or sexual exploitation. Children and young people from these groups often have complex needs due to difficult family dynamics or social or lifestyle factors, all of which may contribute to the withdrawal process and failure to make successful transition. The vulnerability of many children missing education requires that practitioners across all agencies and services use multi-agency approaches to identify and re-engage these children and their parents to return to appropriate education quickly and to develop action plans and make relevant referrals to ensure successful reintegration.

The responsibility for reducing the risks of children missing education is carried out through a strategic and multi-agency framework where all agencies share information on the identification of children and young people missing education.

a) How and why do children become CME?
Children and young people become children missing education for a variety of reasons. They may:

- simply move and their families do not tell either the new or old authorities;
- be unable to attend their preferred school as no places are available and do not take up the offer of an alternative place;
- never enter the education system because they fail to start appropriate provision at the start of compulsory school age (there is no requirement for parents to inform local authorities that they intend to educate at home if the child has never attended school);
- be withdrawn by their parents who elect to educate at home and both parents and the school fail to notify the local authority;
- cease to attend school due to disputes, parental dissatisfaction, unofficial exclusion or removal from school roll;
- have fled the area as part of a planned/unplanned safety arrangement;
- fail to complete a transition between providers, for example from primary to secondary school or from a school to alternative provision;
- move area and do not register with a school, or depending on their circumstances may not see re-enrolment at school as a matter of urgency
- enter the country and do not register with a school;
- move into or out of the Looked After Children (LAC) system without prior notice or planning;
- be excluded or withdrawn from independent schools;
- not wish to be found and may change names and move quickly from place to place.

Note this list is not exhaustive.
b) Children Missing Education referral processes
Within the Local Authority there is a dedicated Children Missing Education Officer (CMEO) whose role is to receive notifications of children possibly missing education, and to manage local procedures in line with statutory guidance.

c) The Local Authority / Children Missing Education Lead Officer will:

| Produce a written policy and procedure |
| Ensure that there are embedded arrangements to identify and provide services for children missing education |
| Identify and provide clear notification routes and processes for key stakeholders |
| Investigate Children Missing Education referrals made by schools, other agencies and other LA’s |
| Support out of school children and families with action planning for reintegration into education where possible |
| Maintain a database of CME |
| Use the Lost Pupil Database area of the S2S site for tracking children missing education |
| Ensure that up to date information regarding school places and access to alternative provision is readily available from Pupil Admissions |
| Ensure appropriate monitoring and tracking systems are in place |
| Deliver training to schools and agencies to support the CME function, if requested |
| Support schools to make an effective contribution to the referral and tracking processes |
| Support and encourage schools to transfer files via S2S |
| Monitor the effectiveness of processes |
| Information share with other service leads including the single point of contact for CSE |
| Provide reports to senior managers, Elected Members, the LSCB and the DfE against agreed criteria as part of the LA Performance Management Framework |
| Ensure representation at regional and local meetings |

The Local Authority has a duty under Section 436 A of the Education Act 1996 to establish (in so far as is possible to do so), the identities of children in its area who are of compulsory school age but are not registered pupils at a school or receiving some other form of suitable education.

The obligation under Section 436A of the Education Act 1996, as outlined above, includes a duty under s437 of the Education Act to intervene if it appears that a child is not receiving a suitable education.
d) Risk Assessment / Prioritisation of referrals
Due to large numbers of referrals it may be necessary for the CME caseload to be prioritised
due to the potential risk to the child. High risk will be identified by the following criteria
- Children with a child protection plan;
- Looked after children;
- Young runaways;
- Children engaged in offending behavior;
- Children “in need”;
- Children living in homes where domestic abuse exists;
- Children with vulnerabilities as defined under Safeguarding in Specific Circumstances;
- Where there is known parental substance misuse, mental illness or learning disability.

e) The role of partner agencies
There is an expectation under the Children Act 2004 that all agencies will work together to
promote the safeguarding and welfare of children and to share information so that children and
young people do not ‘slip through the net’ and become missing.

There is a fundamental principle that all professionals and practitioners of Luton Council and
partners have some level of responsibility around the issue of children missing education. In
terms of ensuring that children are identified and tracked, referred appropriately, with needs
assessed and coordinated interventions put in place. Therefore, as notification can be received
from within the local authority, external agencies, the public, schools, children and young people
and other local authorities, it is vital that all agencies understand and use the referral route
appropriately and consistently.

f) Responsibilities of all educational provisions
Schools also have safeguarding duties under section 175 of the Education Act 2002 in respect
of their pupils, and as part of this should investigate any unexplained absences. Academies and
independent schools have a similar safeguarding duty for their pupils.

Schools have a key role in ensuring that children do not become CME. All schools are required
to have an admission register and, with the exception of schools where all pupils are boarders,
an attendance register. All pupils must be placed on both registers.

From 1st September 2016, under The Education (Pupil Registration (England) (Amendment))
Regulations 2016, all schools, including independents, are required to:

- Inform their LA when they are about to delete a pupil’s name from the admission register
  under all fifteen grounds;
- Record details of the pupil’s residence, the name of the person with whom they will
  reside, the date from which they will reside there, and the name of the destination school
  (where they can reasonably obtain this information);
- Inform their LA of the pupil’s destination school and home address if the pupil is moving
  to a new school; and
- Provide information to their LA when registering new pupils within five days, including
  the pupil’s address and previous school (where they can reasonably obtain this
  information). The Education (Pupil Registration (England) (Amendment) Regulations
  2016 www.education.gov.uk.
The following is an extract from The Education (Pupil Registration (England) (Amendment) Regulations 2016 which sets out the grounds for deletion from roll.

Deleting a pupil of compulsory school age from the school admission register as set out in the Education (Pupil Registration) (England) amendment Regulations 2016

1  8(1) (a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.

2  8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.

3  8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.

4  8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.

5  8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.

6  8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —
   (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
   (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
   (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

7  8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8  8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —
(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);  
(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and  
(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is;  

9  8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.  

10  8(1)(j) - that the pupil has died.  

11  8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—  
   (i) the relevant person has indicated that the pupil will cease to attend the school; or  
   (ii) the pupil does not meet the academic entry requirements for admission to the school’s sixth form.  

12  8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.  

13  8(1)(m) - that he has been permanently excluded from the school.  

14  8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.  

15  8(1)(o) where—  
   (i) the pupil is a boarder at a maintained school or an Academy;  
   (ii) charges for board and lodging are payable by the parent of the pupil; and  
   (iii) those charges remain unpaid by the pupil’s parent at the end of the school term to which they relate.
Children Missing Education – off rolling procedures for schools
(Issued annually to schools and EWOs early September)
Schools cannot remove a pupil from roll until all reasonable enquiries have taken place over a period of no less than four weeks. If this process has not been followed schools will be required to reinstate pupils back on to the school roll. If the new address of a family is known, in another area of the authority, the child must not be removed from roll.

If a child leaves a Luton school without a destination school, or when a child does not return from a holiday, the school should follow the Children Missing Education Procedures (Please See Appendix 6 - Process Chart 2)

A child missing education pro-forma should not be completed for a child who is:
- of non compulsory school age;
- being home educated (confirmed in writing to the school) – see the procedures in place for EHE;
- moving to an Independent school (registered with the DfE) and it is confirmed that he/she is on roll there;
- moving area and is confirmed as attending another school;
- living at the given address, and has stopped attending the school, the child must not be removed from roll – a CME form is not required in this case as the EWO/school should proceed with non school attendance interventions as appropriate.

Who should be referred as a CME?
A CME (Child Missing Education Pro-forma) referral should be completed for:

1. A child (of compulsory School Age) missing school providing that enquiries have been completed and it is established that the child is no longer living at the given address. Following completion of reasonable enquiries, by the EWO/school if the child is not located (has moved away), the child can be removed from roll after twenty school days (unless there are child protection/safeguarding concerns). A CME pro-forma must be completed by the school/EWO, clearly stating that the child is no longer living at the address in the ‘Reason for removal from Roll’ section;
2. A child - who has been confirmed as having moved abroad;
3. A child – who has not returned from extended leave on the agreed date and enquiries have been completed within a period of the next ten days. Where a child is found at the address, who has returned from abroad, he/she must not be removed from roll – Education Welfare Service interventions should be employed. A child can be removed from roll after this period if they have still not returned from abroad;
4. A child who has moved to a private unregistered provision.

For all 4 of these categories, a Child Missing Education Pro-forma (Appendix 3) should be completed and emailed securely to CME@luton.gcsx.gov.uk.
Forms must not be sent before the reasonable enquiries are completed and the outcomes of the enquiries are known.

The reason for removal from roll should be clearly stated and any relevant and current child protection information must be completed including actions taken for:

- Missing;
- Female Genital Mutilation/Honour Based Violence/Domestic Abuse;
- Gang/crime involvement;
- Child Sexual Exploitation;
- Other child protection/safeguarding issues must be specified;

A child must not be removed from roll, even if moved out of the area (until registered with another educational provision) where:

- he/she is a Looked After Child (Child in Care);
- there is a Statement of Educational Needs (SEN), now EHC Plan;
- there are Child Protection concerns.

Reasonable enquiries

Reasonable efforts must be made in collaboration between the EWO/school to identify the child’s current whereabouts/destination this may include the following:
(please refer to Appendix 6 – Flow Chart 2 and Appendix 3 - CME Pro-forma)

- checks with the pupil’s friends, siblings, and known relatives at this school and other schools;
- contact to the extended family;
- checks with members of school based staff who the child may have had contact with e.g. SENCO, School Nurse etc.;
- checks with other agencies with known involvement;
- home visits & enquiries with neighbour(s) (min of 3 non contact visits made at different times of day to be evidenced);
- telephone calls to any numbers held/identified;
- letters sent to the family;
- enquiries made with the Housing Department.

Elective home education

It is sufficient for a school to inform the Education Welfare Officer (EWO) and for the EWO to inform the Elective Home Education Officer if a child is being home educated. A Child Missing Education pro-forma is not required to be sent to CME Officer. The Elective Home Education team will update the database and Capita One to reflect this status to ensure there are no gaps when reconciling and tracking the movement of a child. The Home Education Officer will alert the CMEO if education is unsatisfactory, for a School Attendance Order to be issued.

Common transfer file requirement

Common Transfer File Requirement - There is a statutory requirement to send specified information about a pupil moving school to the receiving school. Detailed guidance on compiling and sending the CTF, including use of the TeacherNet website is available at www.teachernet.gov.uk/s2s.

A Common Transfer File (CTF) must be sent within 15 school days of the pupil ceasing to be registered at the old school, unless the new school is not known. In this case, a missing
child investigation must be carried out by the school. Then a transfer file using XXXXXXX as the destination should be created and uploaded onto the secure site. If a request is made from the pupil’s new school, it should be sent within 15 school days.

Schools should upload CTF files to the Lost Pupil section of the S2S secure website when:
- A child has moved into the independent sector;
- A child has moved on to elective home education;
- A child has moved abroad;
- A child has moved and their destination is unknown.

**Lost pupil database**
All CTF files for children moving to the Independent sector, Elective Home Education, abroad or where the destination is unknown will be securely stored in the “Lost Pupil” area of the S2S website.

Schools must upload CTF files to this site. The Local Authority cannot accept hard copy school records of “Lost Pupils”; these must be archived by the last school and transferred on request. It is important that any new school views current child protection concerns in the context of previous concerns, therefore, it is particularly important that any child protection chronologies should be kept separate from the school file and transferred to the new school (once known) in line with LSCB transfer guidance.

**Child protection**
This policy and the multi-agency procedures within it do not replace any of the Local Safeguarding Board (LSCB) Multi Agency Procedures and are to be used in conjunction with them.

Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be observed at all times whilst understanding the relationship between the increased risks to children who are missing from education.

**IF AT ANY TIME A SCHOOL HAS CHILD PROTECTION CONCERNS, IN LINE WITH LUTON’S THRESHOLD GUIDANCE, THEY MUST REPORT THIS TO THE RAPID INTERVENTION AND ASSESSMENT TEAM ON 01582 547653**
3. Making a referral

a) Identification

Children Missing Education may be identified through:

- school records and monitoring systems;
- checks made by the Primary Care Trust (PCT) through health visitors and school nurses;
- tracking Luton enquiries from other local authorities;
- Out of education referrals – School Admissions.

Children Missing Education may be identified by partner services and organizations such as:

**Local Authority Services**
- Pupils Admissions Team
- Rapid Intervention and Assessment team
- Looked After Children (LAC) Advisory Team
- Special Needs Assessment Team (SENAT)
- Alternative Learning and Progression Service
- Elective Home Education Service
- Education Welfare Service (EWS)
- Early Help
- Schools and other Education Providers
- Youth Offending Service
- School Nursing Team

**External Agencies**
- Luton & Bedfordshire Police
- Other local authorities
- Primary Care Trust (PCT)
- Voluntary Organisations

**Making a referral**

The CMEO must be notified of any child or young person thought to be missing education over four week period by secure email to: cme@luton.gcsx.gov.uk

A referral can be made by using one of the following processes by which the local authority is notified about a child missing, or at risk of missing education:

Out of Education Referral Form, available on the Borough Council website (www.Luton.gov.uk/education)

1. By secure email to: cme@luton.gov.gcsx.gov.uk
2. Telephone the CMEO on 01582-548180;
3. Other local authorities - can use S2S secure messaging
b) CME referral process – out of education (non school) referral – chart 1

- Receive information about a child
  - Child is being educated outside state funded provision (e.g. home education, independent schools)
    - Log details on database
      - Track and Reconcile Movements
  - Check if place of education already known
    - Not in Education in Luton
      - Locate and contact family
        - Determine child’s needs
          - Identify and access available provision and places
            - Monitor attendance for all provision
            - Consider referral to EHH/children’s social care or Police
d) Referral forms
The following monitoring forms underpin the multi-agency procedures and responsibilities of the Local Authority, Schools and other agencies/services.

Child Missing Education pro-forma – appendix 3
(For use by school staff and other referrers of statutory aged children who move with no known destination school)

Schools are required to use the Child Missing Education Pro-forma. A full investigation, as detailed in this form should be undertaken, and the CTF uploaded to the Lost Pupil section of the S2S secure website before the child can be removed from the school roll.

A Child Missing Education Pro-forma must be completed when a child:
- has moved and their forwarding address/destination school is unknown;
- child has moved abroad;
- child has failed to return from authorised or unauthorised leave.

If supporting letters from parents verifying how and where their child is being educated are attached to a Child Missing Education Pro-forma, a full investigation is not always required. A Child Missing Education Pro-forma will still need to be completed and a copy of this should be emailed to the Children Missing Education Officer.

Out of Education referral form - appendix 4
(For use by all referrers of statutory aged children resident in Luton but not on roll with a school).

This form must be used to refer any child who is resident in Luton who may be out of school. As casework with the family often runs parallel to a School Attendance Order it is essential that the full names (including first names) of parents or carers are provided where possible, as well as details of other children living in the home.

Other relevant information needs to be included about the child or family in the referral form. After an initial database search the CMEO will contact the referrer to confirm if this referral will be included in CME casework.
4. Reporting and Monitoring arrangements

The process of CME is subject to regular monitoring and reporting including but not exhaustive to:

- an annual report to Luton Safeguarding Children Board;
- annually to the People's Directorate - Departmental Management Team;
- quarterly service performance reports;
- through the EMS database (status and numbers);
- information transfer between services where required.
5. Appendices

a) Appendix 1

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION:
There are many circumstances where a child may become missing from education so it is vital to make judgement on a case by case basis. Children may be missing from education because they are suffering from abuse or neglect.

Where this is suspected schools should follow child protection procedures and removal from roll should only take place if agreed with, and discussed with, the CMEO and is in the best interest of the child. Local Authority’s CMEO will check that a referral has been made, if appropriate, in line with Luton’s Threshold Guidance.

There are circumstances when a pupil is absent without explanation and, in most cases, the child returns quickly or it is believed they are not at risk of significant harm. There are serious or complex cases, including those where a child may be a victim of crime, such as being abducted by a parent/ stranger. If a child is thought to be a victim of crime an assessment of the vulnerability and a referral to the EWS, MASH (Multi Agency Safeguarding Hub) and/or Police should be made (in liaison with the School’s Designated Safeguarding Lead).

Young runaways
Where a child or young person goes missing, they are vulnerable to not just missing education, but also in relation to both safeguarding and criminal justice issues. Whatever the reasons for running away, it is often a sign that something is wrong in the child or young person's life and a response must be made quickly.

It is vital to recognise that another trigger for going missing might be that the child or young person is being subjected to abuse including CSE/exploitation, and in these instances the local child protection arrangements would be instigated. A first day response should be made to MASH and EWS for children missing from care, Looked After, subject to a Child Protection Plan or known to a statutory agency due to developing concerns for their safety.

Children who are taken on extended holidays
Schools should make all parents aware of the importance of not taking children out of school during term time and in exceptional circumstances informing the school of any planned absence. This would include agreeing with the school the period of leave, including the date of return, and that if parents take their child out of school without notifying the school in advance then the child’s name will be removed from the register.

Where possible, schools should seek to obtain contact details for the visit and details of a relative/friend who could be contacted in the UK if required.

If the child does not return after the agreed date, this should prompt welfare concerns and the school should follow normal procedures for investigating absence (phone calls, letters). If no satisfactory explanation is received the school should make a referral and contact the EWS for investigation.

If there are additional concerns, particularly if a school is concerned that an older pupil is taken out of the country against their will, and at risk of forced marriage or FGM, or that there may be another Child Protection issue associated with extended leave, concerns should immediately be referred to the MASH.
Children at risk of sexual exploitation including children trafficked to, or within, the UK
Where there are concerns about the welfare of the child and concerns of sexual exploitation and trafficking, schools and agencies should make immediate referrals to the RIAT (Rapid Intervention and Assessment Team) and follow child protection procedures. The CMOE will monitor compliance and ensure that schools are following procedures in relation safeguarding and off rolling including actions needed to be taken for any CSE concerns regarding a child.

Children from families fleeing domestic violence and those living in women’s refuges
Where there are concerns about the welfare of the child and concerns about domestic abuse, schools and agencies should make immediate referrals to the MASH who will liaise with the CMOE. The referrer should consider the use of a DASH risk assessment with the victim in order to identify if a MARAC (multi agency risk assessment conference) referral is required. In line with Luton Threshold Guidance appropriate intervention will be identified. Additional information on this is available from the Safeguarding in Education Team (01582 548984).

Young offenders
It is the responsibility of the Youth Offending Team to notify the school if a pupil is remanded in custody or secure accommodation, receives a custodial sentence or is placed outside the borough for any reason. Where a young person was registered at a school prior to custody, the school may keep the place open for their return. A pupil’s name can only be deleted if he/she is serving a custodial sentence of more than 4 months (not on remand).

Pupils with a Statement of Special Educational Needs or an ECHP
A child with special educational needs must not be removed from roll unless another educational provision has been identified and agreed. If a parent expresses a preference for a maintained school, including a maintained special school, the LA must name the school in the EHC Plan unless:

a) The school is unsuitable to the child’s age, ability or aptitude or to [his/her] special educational needs, or
b) The attendance of the child at the school would be incompatible with the Provision of efficient education for the children with whom [he/she] would be Educated, or
c) The efficient use of public resources.

Parents can also suggest the name of a non-maintained special school or an independent school. Information about these schools as well as the local services available for children and young people with special educational needs can be found on the Luton SEN and Disabilities Local Offer website [www.luton.gov.uk/sen](http://www.luton.gov.uk/sen).

The LA will support issue resolution and reach an agreement about the placement. If parents do not agree with the contents of the EHC Plan, then they may wish to seek the support of the Parent Partnership Service. This service is available by contacting 01582 548156 or 01525 719754. They can provide information and advice, and help resolve or prevent any disagreements between parents and the Local Authority.

Maintained schools must not remove a child with a Statement/EHCP unless the SENAT Team have advised them to do so, or agreed to it.

Children who are on a Child Protection Plan
The CMOE should always be alerted if at any time the Rapid Intervention and Assessment Team establish that a child is not registered at a school. However, all agencies have a
responsibility for children subject to a Child Protection Plan and if a child goes missing, or there are concerns about the welfare of a child, the MASH must be informed immediately by the agency that raised the concern. Schools also have clear and specific School Child Protection Procedures to follow and receive advice, training and support to meet their responsibilities to safeguard and promote the welfare of children.

**Looked After Children (LAC)**

Stability of schooling is essential for children who are looked after by local authorities. The Virtual School monitors the educational placements of all LAC, coordinates the personal education plans and addresses educational needs of each looked after child in Luton and those looked after by Luton but placed outside of the borough.

All schools have a designated teacher for LAC who assists in identifying children at risk of going missing from education. The Virtual School monitors attendance of LAC on a retrospective half-termly basis. It is the social worker's responsibility to inform the Authority if a child is moving schools and to discuss whether a move is appropriate. The Virtual School’s Education Coordinator assists the social worker in finding a suitable school and Ofsted category ‘Good and Outstanding’ schools are prioritised. At Key Stage 4 (years 10, 11) the Virtual School Head, as the nominated LA Officer, should be consulted about any potential school move.

Social Workers should notify the EWS Team and the Virtual School of any children received into care or where there are issues that may result in a breakdown in educational placement. Where children go missing from their care placement, it is vital that their school place is kept open until they are on roll at another school or there is agreement between the school and Authority responsible for their care that this place is no longer required. Where a change of care placement necessitates a change of school, the Virtual School and the Social Worker should work closely to identify education provision simultaneously, as there is a duty to ensure that LAC are re-engaged with education within 20 days. When a child ceases to be Looked After and is returned to parents (particularly from out of county placements), the Children Missing Education Co-ordinator must be informed to ensure that the child and parents are supported to re-engage with education. If a child is absent from his or her home/care, the Absent Children Procedure and Missing Children Procedures contained in the Local Safeguarding Children Board Child Protection Procedures must be followed.

**Children with a Gypsy, Traveller or Roma background**

Traveller children can be identified as being “missing from school”. This can be for a variety of reasons. When Traveller children who have been on roll in Luton schools leave the area with advance warning, steps need to be taken to ascertain from parents their intended destination. If known, the parents should be given the contact name and number of the Travellers Education Service (TES) in that area, and encouraged to contact them on their arrival in the area. Luton's Gypsy, Roma, Traveller Access to Education Officer will inform the new area that the family is expected in their locality and liaise with the CMEO in locating and re-engaging them in education. If they do not turn up, the CME team in that area will attempt to locate the family through their national contacts.

If a family travels without prior warning, the Gypsy, Roma, Traveller Access to Education Officer will try to determine, through the networks of extended family, friends and acquaintances, where the family has gone, and contact the appropriate TES for that area.

**Unaccompanied Asylum Seekers**

The responsibility for the provision of support and basic services to unaccompanied children assessed to be under age 18, who do not have a relative or guardian in the UK, remains with the local authority in whose geographical area they reside. Invariably they are afforded looked
after status. In Luton, multi-agency working across departments and agencies ensures that support is provided to enable children to engage effectively in education.

**Children who are privately fostered**

All adults (unless they are family members as defined by the Children Act 1989) who are caring for children from abroad are required by law to notify the local authority of a private fostering arrangement (at least 6 weeks before, otherwise immediately, within 48 hours of the child arriving) and must be subject to a private fostering assessment (which considers the possibility of child trafficking) to ensure that they are suitable and safe carers. Private fostering can potentially mask child trafficking, when traffickers use the arrangement to formalise having a trafficked child in their home as a ‘fostered’ child. It is therefore imperative that the possibility of child trafficking be considered when making an assessment of a private fostering arrangement.

These procedures are essential to safeguard children who are vulnerable because they are without the care and protection of their parents or legal guardian. The CMEO must be informed at all stages to ensure that children are tracked into suitable provision and monitored.

**Children who are at risk of forced marriage**

The definition of forced marriage accepted by HM Government and other statutory agencies is “a marriage conducted without valid consent of one or both parties where duress is a factor”. If there are concerns that a child is in danger of a forced marriage, local agencies and professionals should follow Child Protection procedures and contact the MASH and Police and seek advice from the Forced Marriage Unit. Front line professionals including teachers, Social Care, Health Care, Police, Housing, should refer to the HM Government’s ‘Multi-agency practice guidelines: Handling Cases of Forced Marriage’ to better identify and protect children and young people at risk of forced marriage. Where it is thought a child or young person has been the subject of forced marriage, the Domestic Violence Unit, Bedfordshire Police should be contacted. Further guidance can be obtained from the Forced Marriage Unit at the Foreign and Commonwealth Office.

**Children at risk of radicalisation**

Under the Counter Terrorism and Security Act 2015, the Prevent Duty for specified authorities requires them to have due regard to prevent people from being drawn into terrorism. The statutory duty requires specified authorities to demonstrate that they are protecting children and young people by having robust policies in place to identify and respond to children at risk of radicalisation as appropriate.

Specified authorities include all educational establishments. Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and learn how to challenge these ideas.

Schools are required to ensure that their safeguarding arrangements take into account LSCB policies and procedures and understand their responsibilities in meeting the statutory requirements of the Prevent Duty and work in partnership to identify and support children and young people at risk of radicalisation.

They are also required under the prevent Duty to consider the level of risk to identify the most appropriate referral pathways in line with local guidance.

If there are radicalisation concerns regarding a child/family, leaving school without a destination known, the school should follow their safeguarding procedures and outlining the concerns and risk involved in the Early Help process. The child must remain on roll until relevant interventions/support is in place. If there is a risk of significant harm a referral should be made to MASH in line with normal procedures.
If the child is not registered at school and presents as vulnerable to radicalisation, an EHA should be completed, identifying the particular risk area, to ensure appropriate interventions are put in place. If the case is open to Stronger Families Team it the concern should be raised with this team directly.

**Children of homeless families in temporary accommodation, houses, multiple occupancy/Bed & Breakfast**

Living in temporary accommodation can impact significantly on the well-being of children. Placement in temporary accommodation, often at a distance from previous support networks or involving frequent moves, can lead to children falling through the net and becoming disengaged from education, health, and social care and welfare support systems.

Children may experience disruption to schooling and may cease to attend due to transport issues, cost and physical distance involved in staying in their original school. They may also experience delays in being admitted to school if moving to a new area or put off applying while waiting for more permanent accommodation which may be in a different catchment area.

The Housing Department should notify the EWS of any children who are homeless or at risk of becoming homeless to ensure that they are supported in education.

**Elective Home Education**

The local authority needs to satisfy itself that parents are providing a suitable education provision for their child, relevant to age, ability and aptitude and to any special needs they may have. The local authority will engage with parents in this process by offering to meet them and their child, looking at samples of work and reviewing the programmes of work they have planned for their child’s education.

Schools must delete the child’s name from their admissions register upon receipt of written notification from the parents that the pupil is receiving education otherwise than at school. However, schools should not wait for parents to give written notification that they are withdrawing their child from school before advising their local authority. Schools must make a return (giving the child's name, address and the ground upon which their name is to be deleted from the register) to the local authority as soon as the ground for deletion is met, and no later than deleting the pupil's name from the register. They should also copy parents into the notice to the local authority. Further information is available in Keeping Pupil Registers, the Department's guidance on applying the regulations. For more information refer to [http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi_20061751_en.pdf](http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi_20061751_en.pdf)

**Alternative Education Provision**

If a pupil attends alternative provision commissioned by a school or academy (e.g. a college placement or an alternative programme), whether part-time or full-time, the commissioning school continues to have responsibility for monitoring progress and attendance. If good attendance is not maintained, a referral can be made by the school to the EWS.
Appendix 2

Safeguarding Children Missing Education Process for Schools

Day One: The school identifies that a child is not in school. A staff member trained to do so, telephones the child’s home to seek reasons for the absence and reassurance from a parent/carer that the child is safe at home.

<table>
<thead>
<tr>
<th>Result of Call</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is no answer at the home or on mobile numbers</td>
<td>Call back. Risk assess after two hours</td>
</tr>
<tr>
<td>The parent/carer answered the call, the child is safe with them</td>
<td>Ask for reason for absence and record</td>
</tr>
<tr>
<td>The person answering is not the parent/carer and the school is not reassured</td>
<td>The school’s designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child</td>
</tr>
<tr>
<td>The parent/carer answered the call, the child is not with them or safe the</td>
<td>School to advise the parent to:</td>
</tr>
<tr>
<td>parent is concerned</td>
<td>• Contact the local police station to inform them the child is missing</td>
</tr>
<tr>
<td>• contact all people and places the child is known to</td>
<td>• contact the family GP and Accident and Emergency Centre’s near</td>
</tr>
<tr>
<td>• talk to and visit to tell them that the child is missing and ask</td>
<td>• in case he/she has sustained an injury and been taken in for</td>
</tr>
<tr>
<td>• providing information which may shed light on the child’s</td>
<td>• report back to school if the child is found or remains missing</td>
</tr>
<tr>
<td>• actively searching for the child</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the judgement on Day One is that there is reason to believe that the child is at risk of harm the school must contact the Police and Children’s Social Care immediately (MASH)

If the judgement on Day One is that there is no reason to believe that the child is at risk of harm the school continues to make enquiries and informs the Education Welfare Service on Day Ten. If the child is not located at the registered address following all reasonable enquiries, a CME referral should be made to the CMEO
## School Risk Assessment for Child Missing Education

Assessing vulnerability requires a combination of professional knowledge and experience of child welfare issues and knowledge of local circumstances. Considering the following questions could assist the process. If in doubt always consult with managers or other services.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Risk</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there good reason to believe that the child may be the victim of crime?</td>
<td></td>
<td>Inform Police and children's social care immediately (MASH)</td>
</tr>
<tr>
<td>Does the child have a formal child protection plan?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the child in care i.e. looked after by the LA?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the planned or current LA Children's Social Care or LA Adult's Social Care services involved? E.g. section 47 enquiry about to start</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a person present in or visiting the family who poses an on-going risk to children, or who is suspected of previously harming a child?</td>
<td></td>
<td>Give consideration to the vulnerability of the child and following risk assessment inform one or all of the following:</td>
</tr>
<tr>
<td>Is the child at risk of sexual exploitation?</td>
<td></td>
<td>• Police</td>
</tr>
<tr>
<td>Is the child at risk of radicalisation? – significant harm</td>
<td></td>
<td>• Children’s Social Care</td>
</tr>
<tr>
<td>Has there been LA children’s social care or LA adults social or Criminal Justice System involvement in the past?</td>
<td></td>
<td>• Mash</td>
</tr>
<tr>
<td>Are there religious or cultural reason to believe the child is at risk? E.g. FGM or forced marriage</td>
<td></td>
<td>• EHH</td>
</tr>
<tr>
<td>Is there any known history of drug or alcohol dependency within the family?</td>
<td></td>
<td>• Local Authority Designated Officer</td>
</tr>
<tr>
<td>Is there any known history of domestic violence?</td>
<td></td>
<td>• EWO service</td>
</tr>
<tr>
<td>Is child at risk of radicalisation?</td>
<td></td>
<td>• School Nurse</td>
</tr>
<tr>
<td>Is there any concern about the parent/carer’s ability to protect the child from harm?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was there any significant incident prior to the child’s unexplained absence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the child been a victim of bullying?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the child need essential medical or health care?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the child noted to be depressed prior to the child’s unexplained absence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the child gone missing with their family?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have the parents been subject to proceedings in relation to attendance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a history of poor attendance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has there been any change in the child/family’s financial circumstances?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age of child</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessing vulnerability requires a combination of professional knowledge and experience of child welfare issues and knowledge of local circumstances. Considering the following questions could assist the process. If in doubt always consult with managers or other services.
This form should be used when a child is thought to have left Luton without a forwarding school

**Child Missing Education Pro-forma**

If there is a known risk or suspicion of child protection/sexual exploitation, please inform children’s services immediately and highlight actions taken on the referral form

<table>
<thead>
<tr>
<th>Name of School:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pupil Name:</th>
<th>UPN:</th>
<th>NCY</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity:</th>
<th>Statement of SEN/EHC Plan</th>
<th>LAC</th>
<th>Subject to a CP Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Known Address:</th>
<th>All Emergency Contact Numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Forename and Surname of parents/carers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full names of siblings</th>
<th>DOB:</th>
<th>School attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forwarding address if known:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Pupil last attended school:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please provide the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
REASON FOR REMOVAL FROM ROLL:

Further information about the child(s) whereabouts and actions taken:

The Outcome of Reasonable Enquiries:

Has the child been located at the registered address?
Yes
No

Safety Information: *as a lone visit may be made to the child’s home it is important to share any known issues which may affect their personal safety*

<table>
<thead>
<tr>
<th>Is there any information which may affect the health and safety of the worker?</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes please give full details</td>
<td></td>
</tr>
</tbody>
</table>

Safety Information: *(Must be completed as appropriate)*

Are there any welfare or child protection concerns (including Missing, CSE, domestic abuse or Forced marriage, Radicalization, if relevant) regarding this child?

What actions have been taken?

- Has the child been referred to Children’s Social Care (MASH)/Police?
- Is this pupil on a Child Protection Plan?
- If children’s social care involved, who has been notified/ does this pupil have a Social Worker?
- Has an EHA (Early Help Assessment) been completed? *(This must be done where vulnerability factors exist)*
<table>
<thead>
<tr>
<th>Actions Taken</th>
<th>Date</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Checked internal school records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Checked with friends, siblings and relatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Telephone calls /letters sent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Details of enquiries completed :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contacting extended family and neighbours;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Checked with members of staff who the child may have had contact with E.g.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SENCO, Nurse.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Checked with agencies with known involvement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Made home visit(s) &amp; enquired with neighbour(s)(min of 3 non contact visits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to be made at different times of day)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Made telephone calls to any numbers held/sent letters to the family</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Made Enquiries with Housing</td>
<td></td>
</tr>
<tr>
<td>5 Date CTF Procedure Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Date form submitted to Local Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children Missing Education L/Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Date removed from roll</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:**
- Before this form is sent, the school and the schools EWO should have made reasonable efforts to locate the pupil. This form should be sent by secure email only when the enquiries are concluded and no more than five weeks after the pupil’s last attendance at school.
- If after all enquiries have been exhausted and the whereabouts of the pupil is still unknown, discuss the removal of the pupil from the school roll with the CME Officer (548180)
- The school must still maintain ownership of the pupil’s records
- The school must create a Common Transfer File (CTF) and post electronically on the missing pupil database (S2S)
<table>
<thead>
<tr>
<th>Referrer Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Referrer</td>
<td>Role:</td>
</tr>
<tr>
<td>Contact Details</td>
<td>Date:</td>
</tr>
<tr>
<td>Name of EWO</td>
<td></td>
</tr>
</tbody>
</table>

**THIS FORM SHOULD BE SENT BY SECURE EMAIL TO CME@LUTON.GCSX.GOV.UK**
This form should be completed by any professional who becomes aware of a child of compulsory school age and does not appear to be attending a school or other provision arranged by the Local Authority. Schools should use the Child Missing from Education Form.

<table>
<thead>
<tr>
<th>Child’s Name:</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender:</td>
<td>Ethnicity:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

Forenames and Surnames of Parents and Siblings

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Child</th>
<th>Sex</th>
<th>Address</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Child’s previous address if new to the area:

Is the child known to have a Statement of Educational Needs?

To the best of your knowledge is the child:
  - A Looked after Child
  - Subject to a Child Protection Plan
  - Refugee or Asylum seeker

Reason for Referral and relevant background information including how it came to the referrer’s attention:

- Child is not registered at a school
- Not known if child is registered at school
Safety Information:
Are there any welfare or child protection concerns (including Forced marriage, if relevant) regarding this child?

What actions have been taken?
- Has the child been referred to Children’s Social Care (MASH)/Police?
- Does this child have a Child Protection Plan?
- If children’s social care is involved, who is the key contact?
Has an EHA been completed?

Educational History (if known)

<table>
<thead>
<tr>
<th>Agency Involved</th>
<th>Contact Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G.P.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Worker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traveller Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEN Assessment Team</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Referrer Details:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Contact Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td></td>
</tr>
<tr>
<td>Signed:</td>
<td></td>
</tr>
</tbody>
</table>

THIS FORM SHOULD BE SENT BY SECURE EMAIL TO CME@LUTON.GCSX.GOV.UK
CHILD OUT OF EDUCATION REFERRAL FROM OTHER LOCAL AUTHORITIES AND OTHER AGENCIES - (OOS REFERRAL)

Referral to CMEO by the agency via secure email on the Out of Education referral form

Any safety concerns – must be reported to MASHT/EHH

Located in Luton - no school place
CMEO to contact parents to resolve situation

No response – Home visit to be made

CMEO check Social Care/ School Admissions databases

Not at the address – inform the referrer
status change to Missing

Found at the address and attending a school

CMEO monitors admission to school

Upload to S2S/check Local databases /SPOC

Pupil fails to access place start legal process – School Attendance Order

CMEO inform the referrer

Pupil admitted
No Further Action (NFA)

Found with a school place
CMEO informs the referrer - No Further Action (NFA)

No Further Action (NFA)
Children Missing Education referral from Luton Schools
(CME Policy & Procedures - Page: 10-11)

SCHOOL ACTION

WEEK ONE

Child fails to attend school investigates

Not located following reasonable enquiries – Child protection/safeguarding enquires/actions undertaken by the school

Refer to EWO within 10 days (sooner if Child protection concerns

EWO ACTION

WEEK 2&3

EWO ENQUIRIES

Located following EWO investigation, however refusing to attend - EWO intervention (PN/legal proceedings under Sec 444 1996)

Found on roll at new school

Child not located (not at address)

EW0 to inform referring school to remove from roll & upload CTF

Referral to CMEO

CMEO investigates further / checks local data-bases

CMEO uploads to S2S

WEEK 4
For further advice and information contact Children Missing Education Lead Officer on 01582 548180
Or cme@luton.gcsx.gov.uk

Other useful contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safeguarding in Education Team</td>
<td>01582 548980</td>
</tr>
<tr>
<td>Rapid Intervention and Assessment Team (MASH) Luton children &amp; family social care services</td>
<td>01582 547653</td>
</tr>
<tr>
<td>Early Help Assessment Team (EHA)</td>
<td>01582 548231</td>
</tr>
<tr>
<td>Education Welfare Service</td>
<td>01582 548174</td>
</tr>
<tr>
<td>Police</td>
<td>01582 401212</td>
</tr>
</tbody>
</table>
PURPOSE

1. To enable the Children’s Services Review Group (CSRG) to plan and determine its work programme.

RECOMMENDATIONS:

2. That the CSRG examines the work programme attached at Appendix A and make any amendments accordingly.

3. That the CSRG determine which items on the Executive Forward Plan attached at Appendix B, it wishes to include as an item in the work programme.

REPORT:

4. Any urgent changes to the work programme between publication of this agenda and report and the CSRG meeting will be reported to the meeting by the Democracy and Scrutiny Officer.

5. Members are asked to consider and note the report.
CHILDREN’S SERVICES REVIEW GROUP WORK PROGRAMME
2017-18

Meeting Date: Thursday 25\textsuperscript{th} May 2017 Time: 6.00

Reminder Date:

Deadline for Titles:

Deadline for Reports submission:

<table>
<thead>
<tr>
<th>Item</th>
<th>Report author and format</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASH (Multi Agency Safeguarding Hub) to include safeguarding referrals from schools</td>
<td>Lee Ann Farach Written report</td>
</tr>
<tr>
<td>Adopt East Proposal on Regionalisation</td>
<td>Lee-An Farach/Rhona Freeman</td>
</tr>
<tr>
<td>Children Missing from School</td>
<td>Mansoora Karimiddium</td>
</tr>
<tr>
<td>Children who attend a school which is good or better (PI-7) (Detail report requested at OSB meeting on 27\textsuperscript{th} February)</td>
<td>John Wrigglesworth Verbal Report</td>
</tr>
<tr>
<td>Work Programme 2017/18 and Executive Forward Plan</td>
<td>Acting Democracy and Scrutiny Team Leader</td>
</tr>
<tr>
<td></td>
<td>Written report</td>
</tr>
</tbody>
</table>

Meeting Date: 20\textsuperscript{th} July 2017 Time: 6.00

Reminder Date:

Deadline for Titles:

Deadline for Reports submission:

<table>
<thead>
<tr>
<th>Item</th>
<th>Report author and format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery Formula Funding</td>
<td>John Wrigglesworth</td>
</tr>
<tr>
<td></td>
<td>Written report</td>
</tr>
<tr>
<td>Children absent from School (penalty notices)</td>
<td>John Wriggles worth</td>
</tr>
</tbody>
</table>
CHILDREN’S SERVICES REVIEW GROUP WORK PROGRAMME
2017-18

<table>
<thead>
<tr>
<th>Item</th>
<th>Report author and format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ofsted Action Plan – Update</td>
<td>Lee-Ann Farach/Glen Denham</td>
</tr>
<tr>
<td>CSRG Work Programme 2017-18 &amp; Executive Forward Plan</td>
<td>Acting Democracy and Scrutiny Team Leader</td>
</tr>
<tr>
<td></td>
<td>Written report</td>
</tr>
</tbody>
</table>

Meeting Date: 6th September 2017  Time: 6.00

Reminder Date:

Deadline for Titles:

Deadline for Reports submission:

<table>
<thead>
<tr>
<th>Item</th>
<th>Report author and format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Year’s Education in Luton</td>
<td>John Wrigglesworth</td>
</tr>
<tr>
<td>CSRG Work programme 2017-18 &amp; Executive Forward Plan</td>
<td>Acting Democracy and Scrutiny Team Leader</td>
</tr>
<tr>
<td></td>
<td>Written Report</td>
</tr>
</tbody>
</table>

Meeting Date: 30th October 2017  Time: 6.00

Reminder Date:

Deadline for Titles:

Deadline for Reports submission:
### CHILDREN’S SERVICES REVIEW GROUP WORK PROGRAMME 2017-18

<table>
<thead>
<tr>
<th>Item</th>
<th>Report author and format</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year Performance Report - Children’s Services</td>
<td>Sam Freeman</td>
</tr>
<tr>
<td></td>
<td>Written Report</td>
</tr>
<tr>
<td>Youth Justice Plan 2017-18</td>
<td>Dave Collins/Jo Fisher</td>
</tr>
<tr>
<td></td>
<td>Written Report</td>
</tr>
<tr>
<td>Work Programme 2017/18 and Executive Forward Plan</td>
<td>Acting Democracy and Scrutiny Team Leader</td>
</tr>
<tr>
<td></td>
<td>Written report</td>
</tr>
</tbody>
</table>

**Meeting Date:** 29th November 2017  
**Time:** 6.00

**Reminder Date:**

**Deadline for Titles:**

**Deadline for Reports submission:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Report author &amp; format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Outcomes (KS1-4)</td>
<td>John Wrigglesworth</td>
</tr>
<tr>
<td>CSRG Work Programme 2017/18 &amp; Executive Forward Plan</td>
<td>Acting Democracy and Scrutiny Team Leader</td>
</tr>
<tr>
<td></td>
<td>Written report</td>
</tr>
</tbody>
</table>
CHILDREN’S SERVICES REVIEW GROUP WORK PROGRAMME
2017-18

Meeting Date:  24th January 2018
Time:  6.00

Reminder Date:

Deadline for Titles:

Deadline for Reports submission:

<table>
<thead>
<tr>
<th>Item</th>
<th>Report author &amp; format</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSRG Work programme 2017-18 &amp; Executive Forward Plan</td>
<td>Acting Democracy and Scrutiny Team Leader</td>
</tr>
<tr>
<td></td>
<td>Written report</td>
</tr>
</tbody>
</table>
### CHILDREN’S SERVICES REVIEW GROUP WORK PROGRAMME 2017-18

**Meeting Date:** 22\(^{nd}\) March 2018  
**Time:** 6.00

**Reminder Date:**

**Deadline for Titles:**

**Deadline for Reports submission:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Report author &amp; format</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSRG Work programme 2017-18 &amp; Executive Forward Plan</td>
<td>DSO</td>
</tr>
</tbody>
</table>

**Meeting Date:** 1\(^{st}\) May 2018  
**Time:** 6.00

**Reminder Date:**

**Deadline for Titles:**

**Deadline for Reports submission:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Report author &amp; format</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSRG Work programme 2017-18 &amp; Executive Forward Plan</td>
<td></td>
</tr>
</tbody>
</table>
LUTON BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS FROM 24th April 2017


Commencing from Monday 24th April 2017 the Council plans to make key decisions on the issues set out below. Key decisions relate to those which are likely:
◊ to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council’s budget for the service or function to which the decision relates; or
◊ to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Borough.

The Forward Plan lists the business undertaken by or on behalf of the Executive and will be published 28 days prior to each Executive meeting. Those items identified for decision more than 28 days in advance may change in forthcoming Plans. There may also be occasions where a key decision is deferred to a later meeting. Each new Plan supersedes the previous Plan. Any questions regarding individual issues should be addressed to the contact specified in the Plan.

The agendas and Forward Plans for meetings of the Executive will be published as follows:

<table>
<thead>
<tr>
<th>Forward Plan Published</th>
<th>Publication of Agenda</th>
<th>Executive Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>24th March 2017</td>
<td>11th March 2017</td>
<td>24th April 2017</td>
</tr>
</tbody>
</table>

The following dates are draft until ratified at Annual Council on 16th May 2017

<table>
<thead>
<tr>
<th>Forward Plan Published</th>
<th>Publication of Agenda</th>
<th>Executive Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th May 2017</td>
<td>25th May 2017</td>
<td>5th June 2017</td>
</tr>
<tr>
<td>26th May 2017</td>
<td>16th June 2017</td>
<td>27th June 2017</td>
</tr>
<tr>
<td>23rd June 2017</td>
<td>13th July 2017</td>
<td>24th July 2017</td>
</tr>
<tr>
<td>21st July 2017</td>
<td>10th August 2017</td>
<td>21st August 2017</td>
</tr>
<tr>
<td>18th August 2017</td>
<td>7th September 2017</td>
<td>18th September 2017</td>
</tr>
<tr>
<td>15th September 2017</td>
<td>5th October 2017</td>
<td>16th October 2017</td>
</tr>
<tr>
<td>13th October 2017</td>
<td>2nd November 2017</td>
<td>13th November 2017</td>
</tr>
<tr>
<td>10th November 2017</td>
<td>30th November 2017</td>
<td>12th December 2017</td>
</tr>
<tr>
<td>8th December 2017</td>
<td>w/c 18th December 2017</td>
<td>8th January 2018</td>
</tr>
<tr>
<td>8th January 2018</td>
<td>25th January 2018</td>
<td>5th February 2018</td>
</tr>
<tr>
<td>2nd February 2018</td>
<td>22nd February 2018</td>
<td>5th March 2018</td>
</tr>
<tr>
<td>3rd March 2018</td>
<td>15th March 2018</td>
<td>26th March 2018</td>
</tr>
<tr>
<td>23rd March 2018</td>
<td>12th April 2018</td>
<td>23rd April 2018</td>
</tr>
</tbody>
</table>


Note:
From time to time there will be a necessity to consider issues which will result in key decisions being taken which are not included in the Forward Plan, e.g. items of extreme urgency for example, consultation papers issued by Government. Executive meetings are open to the public except to the extent that the public are excluded under paragraph 4(2) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. (4(2)(a) Confidential information. 4(2)(b) Exempt Information. 4(2)(c) lawful power to exclude person to maintain orderly conduct of the meeting.))

This is a Formal Notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.
The last page of this document sets out the definitions of Exempt Information under Paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972. Any correspondence to be addressed to: The Service Director, Policy and Performance, Luton Borough Council, Town Hall, Luton, LU1 2BQ unless otherwise stated.

<table>
<thead>
<tr>
<th>Title</th>
<th>Key decisions and key issues</th>
<th>Decision maker</th>
<th>Date of decision</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Treasury Management decisions on borrowing and investments to</td>
<td>To borrow and invest, and to restructure borrowings where appropriate, in order to optimise the Council’s financial position while minimising risk and ensuring that all actions are in accord with the Council’s treasury management policy and strategy.</td>
<td>Head of Corporate Finance</td>
<td>Ongoing with dates dependent on financial market conditions</td>
<td>Record of decisions</td>
<td>N/A</td>
<td>Dev Gopal (01582) 546087</td>
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<tr>
<td>optimise the Council’s financial position</td>
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<td>Councillor Malcolm</td>
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<tr>
<td><strong>New</strong> – Article 4 Direction – Office to residential conversions</td>
<td>To designate an Article 4 Direction to remove permitted development rights within designated areas of the Borough</td>
<td>Executive</td>
<td>24th April 2017 (3rd April 2017)</td>
<td>Report</td>
<td>No</td>
<td>Paul Barton (01582 546311)</td>
</tr>
<tr>
<td><strong>NEW</strong> – Hitchin Road Car Park</td>
<td>To decide on any potential development at the Hitchin Road Car Park</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>Yes - Para. 3 of Part 1 of schedule 12A to the Local Government Act 1972</td>
<td>Roger Kirk/Mark Davie (01582 548268/546342)</td>
</tr>
<tr>
<td><strong>NEW</strong> – Delivering Effective Tenants Participation</td>
<td>To approve the new Partnership Boards and Housing Forum structures</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>No</td>
<td>Ian Cartmell (01582 546196)</td>
</tr>
<tr>
<td><strong>NEW</strong> – Purchase of Land at Buckle Close</td>
<td>To approve the purchase of Land at Buckle Close</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>Yes - Para. 3 of Part 1 of schedule 12A to the Local Government Act 1972</td>
<td>Roger Kirk/Mark Davie (01582 548268/546342)</td>
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<td>NEW – Proposed purchase of property investment portfolio</td>
<td>To proceed with the purchase of the retail warehouse</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>Yes - Para. 3 of Part 1 of schedule 12A to the Local Government Act 1972</td>
<td>Richard Morgan (01582 547074) Councillor Timoney</td>
</tr>
<tr>
<td>NEW – Post 16 Transport Policy 2017/18</td>
<td>To approved the Post 16 Transport Policy for September 2017</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>No</td>
<td>Debbie Craig (01582 548015) Councillor Hussain</td>
</tr>
<tr>
<td>NEW - Budget Monitoring Period 11</td>
<td>To note the results of the final budget monitoring forecast for 2016/17 and approve any recommendations arising from the latest position</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>No</td>
<td>Dev Gopal/Tim Lee (01582 546087/546094) Councillor Malcolm</td>
</tr>
<tr>
<td>NEW – Dunstable Road – Bury Park Highways</td>
<td>To update Executive on progress on Dunstable Road – Bury Park Highway Amendments</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>No</td>
<td>Christine Davy/Ali Ataie (01582 546962/546047)</td>
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<td>Amendments – Update</td>
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<td>Councillor Castleman</td>
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<tr>
<td>NEW – Airport Planning Strategy</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>Yes - Para. 3 of Part 1 of schedule 12A to the Local Government Act 1972</td>
<td>Robin Porter (01582 548205)</td>
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<td>Councillor Simmons</td>
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<tr>
<td>NEW - Recommendations arising from the Scrutiny Youth Anti-social Behaviour Task and Finish Group</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>No</td>
<td>Angela Fraser/ Cllr Roden</td>
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<td>(01582 546070)</td>
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<td>Councillor Hussain</td>
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<tr>
<td>NEW - Recommendations arising from the Scrutiny Recruitment and Retention of Social Workers Task and Finish Group</td>
<td>Executive</td>
<td>24th April 2017</td>
<td>Report</td>
<td>No</td>
<td>Matt Hussey/Cllr Green</td>
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<td>Councillor Hussain/N. Ayub</td>
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<tr>
<td>NEW – New Horizons</td>
<td>Executive</td>
<td>5th June 2017 (6th March 2017)</td>
<td>Report</td>
<td>No</td>
<td>Christopher Morris (01582 547694)</td>
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<td>Councillor Aslam / Councillor N. Ayub</td>
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<tr>
<td>NEW – Fixed Term Tenancies</td>
<td>Executive</td>
<td>5th June 2017 (6th February 2017) (9th January 2017)</td>
<td>Report</td>
<td>No</td>
<td>Ian Cartmell (01582 546240)</td>
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<td>NEW – ‘Adopt East’ Proposal of Regionalisation</td>
<td>To report the recommendations of the proposals of Adopt East Regionalisation</td>
<td>Executive</td>
<td>26th June 2017</td>
<td>Report</td>
<td>No</td>
<td>Rhona Freeman (01582 547560)</td>
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<td>Councillor Hussain</td>
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<td>NEW – Potential Co-location – Arndale House</td>
<td>To support the formation of a public sector office hub and to delegate the responsibility for the final negotiation of terms and conditions to the Service Director – Fixed Assets.</td>
<td>Executive</td>
<td>26th June 2017</td>
<td>Report</td>
<td>No</td>
<td>Roger Kirk/ Mark Davie (01582 548268/546342)</td>
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EXEMPT INFORMATION
SUMMARY OF THOSE MATTERS WHICH BY VIRTUE OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 MAY BE DISCUSSED IN PRIVATE

Paragraph No.

1. Information relating to any individual.

2. Information which is likely to reveal the identity of an individual.

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour related matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

6. Information which reveals that the authority proposes:
   (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
   (b) to make an order or direction under any enactment.

7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.