

Notice of Meeting

Education and Skills Board



Date & time
Thursday, 22
October 2015 at
10.00 am

Place
Ashcombe Suite,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact
Andrew Spragg, Room
122, County Hall, Kingston
upon Thames
Room 122, County Hall
0208 2132673

Chief Executive
David McNulty

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email andrew.spragg@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Spragg, Room 122, County Hall, Kingston upon Thames on 0208 2132673.

Elected Members

Mrs Liz Bowes, Mr Mark Brett-Warburton (Chairman), Mr Ben Carasco, Mr Robert Evans, Mr Denis Fuller, Mr David Goodwin, Miss Marisa Heath, Mrs Margaret Hicks, Mr Colin Kemp, Mrs Marsha Moseley (Vice-Chairman), Mr Chris Norman and Mr Chris Townsend

Independent Representatives:

Derek Holbird (Diocese of Guildford), Simon Parr (Diocese of Arundel and Brighton)

TERMS OF REFERENCE

The Committee is responsible for the following areas:

- Performance, finance and risk monitoring for education services
 - Schools and Learning
- Services for Young People (including Surrey Youth Support Service)
 - Special Education Needs and Disability
 - Further Education
 - Early Years
 - Education
- Services to improve achievements for those children in Surrey's care
 - Virtual school
 - School places
 - School transport
- Participation of young people not currently in employment , education or training
 - Apprentices and skills for employment
 - Adult and Community Learning

AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

3 QUESTIONS AND PETITIONS

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (Friday 16 October 2015).
2. The deadline for public questions is seven days before the meeting (Thursday 15 October 2015)
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

4 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SCRUTINY BOARD

There are no responses to report.

5 RECOMMENDATIONS TRACKER AND FORWARD WORK PLAN

(Pages 1
- 8)

The Board is asked to review its Recommendation Tracker and provide comment as necessary.

6 SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

(Pages 9
- 16)

Purpose of the report:

To update the Board on progress to date of the Special Education Needs and Disabilities (SEND) Programme and recommend opportunities for further engagement

7 INTERNAL AUDIT - HENRIETTA PARKER TRUST FUNDS

(Pages
17 - 24)

Purpose of the report: Scrutiny of Services

To review the summary of audit findings and Management Action Plan produced as a result of an internal audit review of Henrietta Parker Trust Funds.

8 DATE OF NEXT MEETING

The next meeting of the Committee will be held on 26 November 2015 at 10am.

David McNulty
Chief Executive

Published: 14 October 2015

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings with the Chairman's consent. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that the Chairman can grant permission and those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

This page is intentionally left blank



Education and Skills Board
22 October 2015

Recommendation Tracker

1. The Board is asked to review its Recommendation Tracker and provide comment as necessary.
2. The Forward Work Plan for 2015/16 is attached for the Board's reference.

Report contact:

Andrew Spragg, Scrutiny Officer, Democratic Services

Contact details: andrew.spragg@surreycc.gov.uk 020 8213 2673

This page is intentionally left blank

EDUCATION AND SKILLS BOARD
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED October 2015

The recommendations tracker allows Board Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each Board. Once an action has been completed, it will be shaded out to indicate that it will be removed from the tracker at the next meeting. The next progress check will highlight to members where actions have not been dealt with.

Scrutiny Board Actions

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
17 September 2015	Funding Schools for Deprivation [Item 5]	That the School Deprivation Funding consultation document is circulated to the Board for further information, and comments collated in order the Cabinet Member and Chairman can consider the respective views of the Board.	Scrutiny Officer	This document was circulated, and the Board were invited to pass comments onto the Chairman following this.	<i>Complete</i>

Recommendations made to Cabinet

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
17 September 2015	Funding Schools for Deprivation [Item 5]	That the Leader seeks to lobby national government for greater flexibility around the funding for deprivation and early help in order to improve linked pupil-centred support between schools and social care.	Leader	This recommendation will be referred to the Cabinet meeting on 27 October 2015.	26 November 2015
17 September 2015	Funding Schools for Deprivation [Item 5]	That the Cabinet seek to link the early help strategy in Children's Services to the issues identified through the school deprivation funding.	Cabinet	This recommendation will be referred to the Cabinet meeting on 27 October 2015.	26 November 2015

17 September 2015	Funding Schools for Deprivation [Item 5]	That the Cabinet are given the opportunity to review the full range of responses to the School Forum consultation - including evidence of the impact of each of the three options proposed and any other options considered- prior to any decision being made.	Cabinet	This recommendation will be referred to the Cabinet meeting on 27 October 2015.	26 <i>November</i> 2015
-------------------------	---	---	---------	--	-------------------------------

Page 5 **Officer Actions**

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
17 September 2015	Funding Schools for Deprivation [Item 5]	That officers proactively explore options with schools about how to best develop a collaborative alternative mechanism for targeting deprivation.	Assistant Director for Schools and Learning		26 <i>November</i> 2015
17 September 2015	Funding Schools for Deprivation [Item 5]	That officers develop a strategy with schools to encourage families to register children for Free School Meals where eligible, in order to	Assistant Director for Schools and Learning		26 <i>November</i> 2015

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
		ensure schools are receiving the appropriate level of Pupil Premium funding.			
17 September 2015	Funding Schools for Deprivation [Item 5]	That officers support the Primary Phase Council in understanding the low response rate to the consultation, in order to develop a wider evidence base of how funding is used.	Assistant Director for Schools and Learning		26 November 2015

Main items	Induction		SEND		MTFP draft		School place planning		2015 - Education attainment and outcomes					
	School deprivation funding													
Scrutiny Board Meetings	17 September 2015		21 October 2015		26 November 2015		14 January 2016		24 March 2016		11 May 2016		07 July 2016	
Performance and Finance	TOR agreed	In year budget/performance				Quarter report back	In year budget/performance				Quarter report back			Close of financial year report
Work and Prosperity	TOR agreed	Apprenticeships				Report back on findings								
Attainment and Outcomes			TOR agreed	Review of provisional results			Report back on findings	School attainment and improvement strategy		Final report				
Demographic Trends	Forecasting workshop	TOR agreed	Free school provision in County			Update - disband task		New TOR agreed	School census data available - pupil forecasting - gaps		Update to Board			
Wellbeing and social care issues			TOR agreed				Report back on findings							

KEY
 Ongoing task
 Formal meeting item

This page is intentionally left blank



Education and Skills Board
22 October 2015

Special Educational Needs and Disabilities

Purpose of the report: To update the Board on progress to date of the Special Education Needs and Disabilities (SEND) Programme and recommend opportunities for further engagement

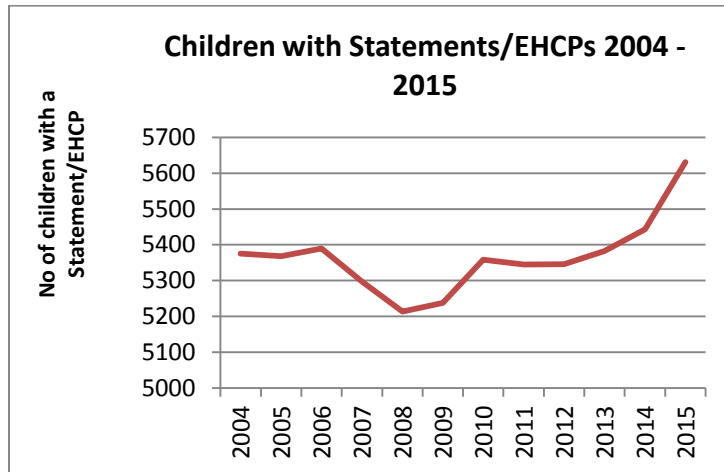
Introduction

1. This report will update the Board on what the Children, Schools and Families (CSF) directorate is doing, alongside partners, to ensure that the council responds to legislative change and demand pressures, in order to improve the current experience of children, young people and families with the SEND process.

Context

2. The Children and Families Act 2014 introduced a series of legislative reforms connected to SEND, and the system in Surrey is undergoing transformation as a result. Requirements include providing clear, transparent information for families on what services are available, implementing a thorough and face-to-face assessment process, introducing personal budgets and jointly commissioning provision for SEND. There is also a requirement to produce Education, Health and Care Plans (EHCPs, previously statements of special educational need) within statutory timescales of 20 weeks. Surrey is already in the delivery phase, with over 500 transfers from statements to EHCPs having taken place.
3. Area SEND arrangements will soon be subjected to joint inspections by Ofsted and CQC inspections. The proposed framework was launched for consultation on 12 October, with inspections expected to begin in May 2016.
4. At the same time as this legislative change, the number of children and young people with SEND in Surrey is increasing and it is expected this will continue to rise. In addition the new legislation allows young people

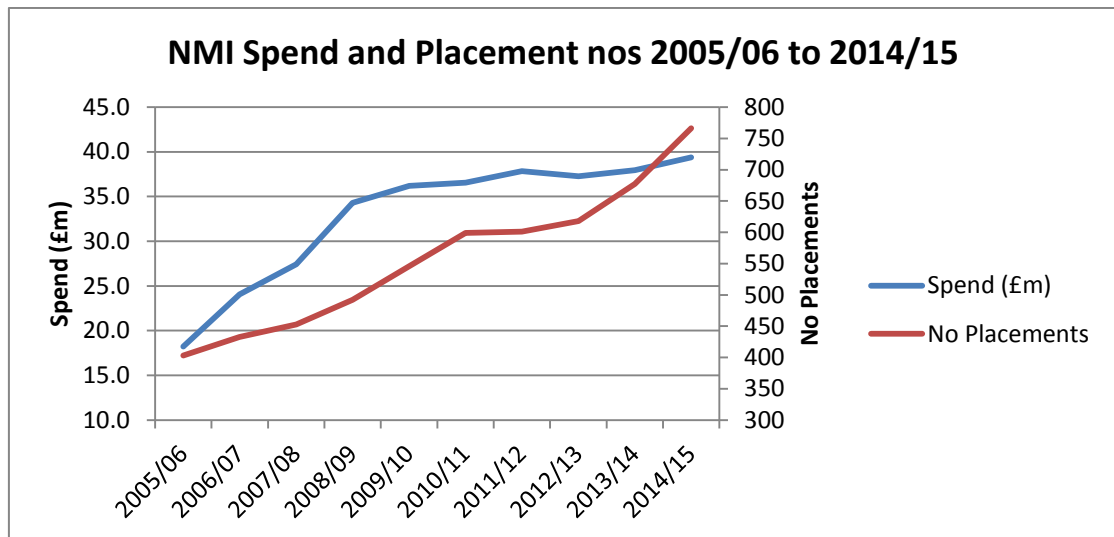
aged 19-25 with SEND access to continue in education. The numbers of children in primary and secondary schools is expected to rise by 10% and 16% respectively in the next five years and the current numbers of children with SEND are increasing at a higher rate. The national picture also reflects Surrey's experience of changing types of needs, especially the rising incidence of Autistic Spectrum Disorder (ASD).



5. Engagement with children, young people and their families and analysis of customer feedback (including tribunals) tells us that we need to improve our processes and provision to make them more integrated and seamless around individual needs. This will include recognising the 24-hour needs of some of our children and families and require changes to our culture and ways of working.
6. Although the reforms have introduced additional responsibilities and population growth has increased demand, central government funding (the High Needs Block of the Dedicated Schools Grant DSG) has not increased to meet these additional requirements. The 2015/16 budgeted spend for the age range of 0-25 SEND is as follows:

2015/16, Budgeted SEND Expenditure 0-25	
	£m
High Needs Block (DSG)	137.2
SEN Transport	22.5
SEND Management and Assessment	7.6
Social Care element of education placements	5.4
Children with Disabilities	12.6
Transition to Adult Services	31.9
Total	217.2

7. Financial benchmarking shows that Surrey spends significantly more than partners on SEND and in particular around non-maintained and independent schools. The number of placements in these schools is rising.



8. The costs of SEN transport are directly related to SEND demographic trends and practice. SEN transport costs have risen significantly over the past three years:

SEN Transport 2012/13 to 2014/15			
	2012/13	2013/14	2014/15
Gross Expenditure	£20.6m	£22.1m	£24.2m
Average no of children transported	2,555	2,577	2,671
Cost per pupil per day	£43.18	£44.61	£47.89

9. Whilst overall children and young people in Surrey achieve very well and attainment is in the top quintile nationally, disadvantaged pupils and children and young people with SEND perform less well overall than our statistical neighbours. Ofsted's school inspection framework tests schools' abilities to respond to the individual needs of all children and learners to make progress and fulfil their potential (Common Inspection Framework 2015). Inclusive practice across Surrey schools is vital to improving outcomes for children and young people.
10. The SEND Governance Board (comprising representatives of health, local authority education, school phase councils, social care and families), through a number of workshops and wider engagement, has been developing a strategy that sets out its vision, principles and programme for delivery that helps us as a system respond to these challenges.

Vision

11. The SEND Governance Board has committed to the vision below in line with the CSF transformation programme:

“Children and young people will be happy, healthy, safe and confident about their future”

Principles

12. In order to ensure legislative compliance and improve Surrey’s performance in the face of changing need, the SEND Governance Board has agreed on the following principles that will drive change and ensure efficiencies:

Outcome Focused

All partners, including parents, carers and voluntary, community and faith sector, work together to achieve the best outcomes

Person-centred and personalised

The child or young person and family is at the centre of all we do and treated, included, understood as an individual. Support is tailored to needs

Fair and transparent

The system is co-produced and the customer experience is seamless. Decisions are based on evidence including need, demand, experiences, best practice, impact on outcomes and affordability

Value for money

We make interventions to drive improvement, efficiency, cost effectiveness and manage demand. We keep focused on realising the benefits of change and prioritise reducing resources.

Timely and preventative

We provide early help to support children and families, preventing problems arising or getting worse

Innovative

The system anticipates and can adapt to change. We make opportunities to find and test new solutions

Strategic Objectives

13. The programme will involve health, education and social care partners in delivering the following outcomes for Surrey’s children and young people 0-25 years old with SEND (in line with the DfE accountability framework for SEND). This reflects the emphasis that is given to improving transition to adulthood:

Positive experience of the SEND system for children, young people and their families

- Parents, children and young people get right support at right time; feel that they are listened to and in control
- Planned and well-managed transition at key points

- A joined-up, transparent and accountable system

Positive outcomes for children, young people and their families

- Improved progression and attainment at all ages
- Clear and appropriate expectations and aspirations leading to fulfilled lives
- More resilient families

Effective preparation for adulthood

- Increased employment
- Choice and control over living arrangements / Independent living
- Participation in the community
- Health outcomes based on need and aspiration

Workstreams and deliverables

14. To achieve our strategic objectives and vision, we have put in place four workstreams and additional enabling workstreams to improve the current customer experience, support for families and the local offer. These are listed in the next four paragraphs.

15. Transform the customer experience

15.1 This workstream will deliver cultural change within the Children and Families directorate, quality management and stakeholder engagement in order to transform the customer experience and achieve the desired outcomes of a customer-centred service model.

15.2 The improvements will be based on engagement with customers and staff and wider evidence to understand the current customer experience and best practice.

15.3 The organisational culture and best practice will also be reviewed to identify a desired model of culture, support and practice. Communication is a key part of this workstream with both partners and stakeholders to keep all informed and receive feedback to develop the change to the customer experience.

15.4 Developing a sustainable, transparent Local Offer for customers will be a key deliverable.

16. Rebuild the system around the customer

16.1 This workstream will deliver a new target operating model that enables families to identify and access the right support at the right time. It will define the required organisational structure, leadership, performance framework, prioritisation of the budget and outcomes in order to transform the customer journey.

16.2 The end to end process from birth or early identification of need to adulthood will be re-engineered and a new pathway model

- developed. Amongst other areas this work will incorporate a specific focus on the transition arrangements for young people.
- 16.3 A new personal budgets policy will be developed to support personalised outcomes.

17. Reshape the local offer

- 17.1 This workstream will design a new SEND market framework to drive an outcome-focused approach. This will include developing integrated commissioning of health, education and care based on a full analysis of needs and agreed outcomes.
- 17.2 A supplier relationship management programme will be further developed in line with Surrey County Council's approach in order to drive value for money and transform the model of local provision.
- 17.3 The analysis of need and outcomes will inform market shaping activity and investment proposals for school and college places where necessary.

18. Inclusion

- 18.1 A two/three year programme is being scoped as part of the SEND Programme which is aimed at:
- developing the culture and quality of practice that supports inclusion in mainstream schools
 - Improving the holistic outcomes including achievement, attendance, exclusions and participation, for all pupils.
- 18.2 This element of the programme will be essential in supporting children and young people with SEND to access local in-house services which meet their needs rather than relying heavily on the external market for provision.
- 18.3 This workstream will aim to improve progress for individual children and young people.

19. Enabling workstreams

To ensure alignment and co-ordination, a number of enabling workstreams will support the delivery of cross-cutting programme activity. These include:

- Legislative compliance and inspection readiness: Early and ongoing self-evaluation against statutory requirements and inspection framework to inform programme timescales and deliverables
- Workforce and skills
- Strategic commissioning
- Digital/ ICT/ information sharing
- Performance management and quality assurance

Success measures and performance management

20. A performance management framework is being designed reflecting a range of outcome measures important to customers as well as the DfE accountability framework for SEND (above), using appropriate benchmarking where possible.
21. Customer feedback and engagement will be essential to measuring the success of the programme.
22. Programme delivery will be monitored through an approach consistent with the CSF Transformation Programme and through the CSF Programme Board, chaired by the Director for Children's Services with representatives from Schools and Learning, Social Care and Adult Social Care.
23. The programme will be informed by ongoing engagement with DfE advisors regarding Surrey's progress and performance.

SEND Transport

24. There are a number of streams of existing work that will be brought into the programme approach, such as SEND Transport.
25. We are prioritising the necessary strategic work that will ultimately inform the transportation requirements in the longer term and put this area onto a more cost effective and sustainable footing. Current SEN transport spend is forecast at £25.2m, against a budget of £23.9m – an overspend of £1.3m. This overspend is partially offset by an underspend on mainstream transport – the net overall overspend on school transport £0.8m.
26. In tandem, we are adopting a strategy that will take advantage where possible of short term actions that will take the first steps to reduce cost (including case reviews).
27. In identifying savings and improvements to SEND Transport arrangements in the short term we are undertaking activity in two further areas, which also take account of a recent audit of this area of activity:
 - As part of early pathway redesign work in the Autumn (15.2), the Digital team is leading a project to identify opportunities to respond to budget pressures for SEND transport and learn from customer experience and other local authority best practice. The aim is to improve quality, effectiveness and efficiency of current arrangements for arranging and managing transport for the customer. This will include improving data capture and quality.
 - As part of a review of commissioning (16.1) we are re-establishing the policy and criteria in relation to SEND Transport for 5 - 25 year olds with SEND to bring about more consistent

application across the county and ensure the County is legally compliant. This will include promotion of independence as part of the transition plan for children into adulthood where possible. Alongside this, a review of supplier costs and market development will take place.

Timeline and engagement opportunities for SEND Programme

Time	Stage
September - December 2015	Analysis of current customer experience, system, pathways and gaps in provision
October - April 2016	Design of target operating model including new organisational structures, performance, processes, costs
April - August 2016	Development of target operating model in conjunction with staff, customers and partners.
August 2016	Start of the implementation phase

Recommendations

It is recommended:

- That the Board nominates its Wellbeing and Social Care sub-group to undertake a three-monthly progress check on delivery of the SEND Programme
- That progress on delivering SEND transport is reported through the Performance and Finance Subgroup

The Board is asked to note that the Transformation subgroup of the Council Overview Board will consider the SEND Programme in the context of the wider Children, Schools and Families Transformation Programme as a whole in November 2015.

Next steps:

Identify future actions and dates.

Report contact: Liz Mills, Strategic Programme Lead for Special Educational Needs and Disabilities, Children, Schools and Families

Contact details: 020 8541 7608

Sources/background papers:
Children and Families Act 2014



Education and Skills Board
22 October 2015

Internal Audit Report: Henrietta Parker Trust Funds

Purpose of the report: Scrutiny of Services

To review the summary of audit findings and Management Action Plan produced as a result of an internal audit review of Henrietta Parker Trust Funds.

Introduction:

1. It has been agreed by the Chairmen of the Council's Scrutiny Boards that any relevant Internal Audit reports that have attracted an audit opinion of either "Major Improvement Needed" or "Unsatisfactory", and/or those with high priority recommendations, will be considered for inclusion on the Committee's work programme.

Context:

2. Internal Audit undertook a review of Henrietta Parker Trust Funds in May 2015. The report produced as a result of this review attracted an audit opinion of 'Unsatisfactory'. There were three High Priority recommendations made. A summary of the audit findings and recommendations is attached as **Annex A**. The agreed Management Action Plan is attached as **Annex B**. The supporting audit report has been previously circulated to committee members.
3. Officers from the service and Internal Audit will be available at the meeting, and the Scrutiny Board is asked to review the actions being taken to address the audit recommendations made.

Recommendations:

4. That the Board review the audit report and Management Action Plan and makes recommendations as necessary.

Next steps:

The Board will continue to have oversight of any relevant audit report that has attracted an audit opinion of either “Major Improvement Needed” or “Unsatisfactory”, and/or those with high priority recommendations.

Report contact: Sue Lewry-Jones, Chief Internal Auditor

Contact details: 020 8541 9190

Sources/background papers: Internal Audit - Henrietta Parker Trust Funds

Audit	Background to review	Key findings	Audit opinion (1)	Recommendations for improvement (Priority) (2)
Henrietta Parker Trust Funds	<p>Surrey County Council (SCC) is responsible for managing the Henrietta Parker Trust Funds (HPT), which is a registered charity. The original objectives of the fund were to promote education of the public by the provision of technical and manual instruction in the domestic sciences and allied subjects.</p> <p>The fund balance at March 2015 was £1.3m, where £0.84m was held as investments and £0.42m was held as cash within SCC accounts. The totality of expenditure from the trust over the last 5 years was £62,000 spent on items such as kitchen equipment, whilst income from investments totalled £162,000. The fund balance has continued to grow over the last 20 years.</p>	<p>SCC is not managing HPT effectively. It has not been managed in accordance with the requirements of the Charity Commission and it is unclear whether SCC is a “charity trustee” or a “custodian trustee”</p> <p>Little progress had been made on an earlier Internal Audit recommendation to review options for the future use of the Trust fund. There was no evidence of written plans or strategies setting out how HPT money could or would be used.</p> <p>SCC does not have in place processes to ensure it complies with the new Charity Commission Statement of Recommended Practice.</p> <p>The cash deposits held by SCC on behalf of HPT had not received any interest for the financial years 2009/10 to 2014/15.</p>	Unsatisfactory	<p>SCC to clarify its status as either a “charity trustee” or a “custodian trustee” and put in place an appropriate structure to manage the HPT funds. (H)</p> <p>Articles or association and other fundamental bases for governance that are required to manage HPT effectively should be established. (H)</p> <p>Establish a formal strategy for using the HPT money and ensure that it is implemented and followed. (H)</p> <p>Adopt appropriate accounting policies to ensure compliance with the annual reporting requirements for this size of fund. Create and submit annual accounts for the HPT. (M)</p> <p>Appoint an independent audit examiner for the HPT. (M)</p> <p>Ensure all interest due to the HPT is accounted for completely, calculating and paying into the fund any amounts due. (M)</p>

This page is intentionally left blank

MANAGEMENT ACTION PLAN

Directorate:	Chief Executive's Office
Audit report:	Review of Henrietta Parker Trust Funds
Dated:	28 May 2015

PRIORITY RATINGS

Priority 1 (high) - major control weakness requiring immediate implementation of recommendation

Priority 2 (medium) - existing procedures have negative impact on internal control or the efficient use of resources

Priority 3 (low) - recommendation represents good practice but its implementation is not fundamental to internal control

I agree the action above and accept overall accountability for their timely completion. I will inform Internal Audit if timescales are likely to be missed.

Head of Service: Peter Milton
Date: 28 May 2015

The action agreed is ~~is not~~ satisfactory.

Supervising Auditor: David John / Ian Wallace
Date: 28 May 2015

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible	Audit Agree?
5.11	SCC should clarify its status as either 'charity trustee' or 'custodian trustee' under the terms of the Charity Commission guidance, and put in place appropriate management structures thereafter to manage the HPT funds effectively.	High	Research historical and archived documents to establish correct legal status of SCC	July 2015	Head of Cultural Services Director of Legal & Democratic Services	Yes

Henrietta Parker Trust Funds 2014/15

5.16	Articles of association and other fundamental bases for governance that are required to manage HPT effectively should be established.	High	Governance model will be established in the light of 5.11 – on appropriate approvals sought.	January 2016	Head of Cultural Services Director of Legal & Democratic Services	Yes
5.21	The Board should establish a formal strategy for using the HPT money and ensure that it is implemented and followed.	High	Subject to 5.11 and 5.16 the appropriate decision making body will be established and a formal strategy for HPT will be prepared by the Principal, Community Learning and Skills for consideration by said body.	April 2016	Head of Cultural Services	Yes
5.24	Appropriate accounting policies need to be adopted by the HPT to ensure compliance with the annual reporting requirements for this size of Fund.	Medium	Adopt appropriate accounting policies for HPT. Refer to policies adopted by other trust funds	June 2015	Ronnie McNamara Senior Finance Officer	Yes

Henrietta Parker Trust Funds 2014/15

5.25	The creation and submission of annual accounts for the HPT will be an ongoing requirement from this point, and will need to be produced by a suitably experienced officer within the council.	Medium	Create and submit annual accounts for HPT	June 2015 On-going in accordance with SCC closing programme and Charity Commission deadlines	Ronnie McNamara Senior Finance Officer	Yes
5.28	A formal investment policy for HPT should be established and implemented	Medium	Establish and implement formal investment policy for HPT.	See 5.21 deadline	Ronnie McNamara Senior Finance	Yes
5.29	Cash balances held should be reviewed to ensure that any surpluses are invested appropriately.	Medium	Review cash balances and ensure funds are disbursed in line with 5.21 recommendation, with any surpluses invested in accordance with 5.28 action	See 5.21 deadline. On-going Quarterly	Ronnie McNamara Senior Finance Officer/HPT Board	Yes

Henrietta Parker Trust Funds 2014/15

5.32	SCC should ensure that all income from interest due to the HPT is accounted for completely, calculating and paying into the Fund any amounts due; in accordance with SCC final accounts close down process.	Medium	Calculate and apply interest to cash balances in accordance with SCC Closing Accounts programme	May 2015 and Annually thereafter	Ronnie McNamara Senior Finance Officer	Yes
5.37	The Trustees should appoint an independent audit examiner for HPT.	Medium	Appoint independent examiner from The Kings Mill Partnership	Mid-June 2015	Ronnie McNamara Senior Finance Officer	Yes