

CIPFA Children Looked After Benchmarking Club 2016

Welcome

Welcome to the CIPFA Children Looked After exercise for 2016

Please complete this form and return it by **7th October**

If you have any queries please contact Andreas Voigt on 020 7543 5707 / andreas.voigt@cipfa.org or a member of the information services team at benchmarking@cipfa.org.

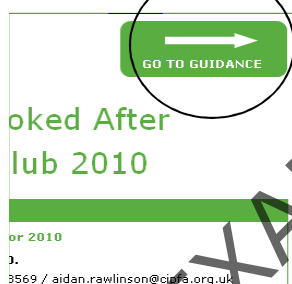
Scope of the exercise

The questionnaire collects detailed information on the estimated outturn costs for looked after children in 2016/17 collected in section A. However the exercise also covers the wider scope of children's social care and additional data for this is collected in sheets B & C.

Please Note: All cost questions for service and corporate overheads are compulsory. Please give your best estimates even if you put zero values in the section 251. Excluding these costs results in less representative overall unit costs.

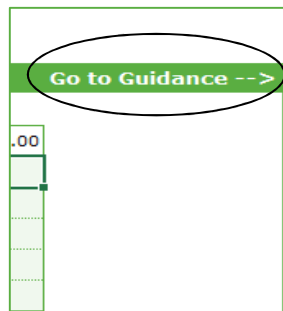
Questionnaire Features

Hyperlinks



An arrow on a green background is a hyperlink to a different sheet. Use these to navigate through the questionnaire.

Help/Guidance links



A "Go to Guidance -->" line in the question header provides a link to definitions, explanations and examples in the Guidance notes.

Drop down Lists

Important: The Drop Down Lists behave differently on sheets A1, A2, A3, A4, A5 & A6 than on sheets B & C.

Birth	Age at 31/12/10	Male/Female
07/2007	3	Male
05/2002	8	Female
09/2005	5	{ Select }
	na	{ Select }
		{ Select }

In sheets A1, A2, A3, A4, A5 & A6 you will need to select the cell and then click the arrow that appears in the bottom right. (Please note that you can simply overwrite these cells as normal.)
In sheets B & C you can double-click on the cell and the list will appear.

Club Timetable

- | | |
|-------------------------------|---------------|
| • Questionnaire Issued: | August 2016 |
| • Questionnaire Deadline: | October 2016 |
| • Draft Reports Issued: | October 2016 |
| • Amendments Deadline: | November 2016 |
| • Final Reports Issued: | November 2016 |
| • Additional Feedback Issued: | December 2016 |
| • Review Meeting: | Early 2017 |

EXAMPLE QUESTIONNAIRE

SECTION A

Unit Cost Estimates 2016/17

This section comprises of five data entry sheets, A1 to A4, and A6.

- A1 - This sheet collects data on your own children's homes
- A2 - This sheet collects additional data about children in your own homes
- A3 - This sheet collects data about children in residential placements provided by others
- A4 - This sheet collects data about your fostering arrangements
- A6 - This sheet collects data about semi-independent living arrangements

The table below will summarise these figures once the sheets are completed, you will also need to complete the income from education and the income from health & other rows.

Which children to include?

Where possible use the same definitions you use when completing Section 251.
With this in mind we would expect you to exclude "Section 17" cases and respite for disabled children.

Please review once you have completed sheets A1 to A4, and A6

2016/17 Unit Cost Summary Table

[Go to Guidance -->](#)

	Children's Homes			Fostering			Semi-Independent Living	Grand Total
	LA	Others	Total	LA	Others	Total		
No. Children	0	0	0	0	0	0	0	0
Direct Costs	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k
Overheads	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k
Gross Cost (£'k)	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k
Income from								
- Education	0 k	0 k	0 k			0 k	0 k	0 k
- Health	0 k	0 k	0 k			0 k	0 k	0 k
- Other	0 k	0 k	0 k			0 k	0 k	0 k
Net Cost	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k
Net Current Budget (£'k)	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k
Unit cost - Per child per week								
Direct cost
Gross Cost

* Number of children = nights provided divided by 365

** Unit Cost = Gross Cost per Child per Week, calculated as {cost / children / 366 x 7}

2016/17 Estimates		Own Provision Children's Homes - Excluding Respite Homes									Go to Guidance -->
	Grand Total	Home1	Home2	Home3	Home4	Home5	Home6	Home7	Home8	Home9	
Home Details	Name/Ref										
	Type		Children's Home	Children's Home	Children's Home	Children's Home	Children's Home	Children's Home	Children's Home	Children's Home	
	Days Open (if not 365)										
	FTE care staff	0.0									
	Capacity	0.0									
Residents	Total No. Residents	0									
	Of which are;										
	- Disabled	0									
	- Non Disabled	0									
	Adjustments										
	Estimate	0									
Costs, Estimate of Outturn	Care staff costs	0 k									
	Other staff costs	0 k									
	Other direct costs	0 k									
	Total Direct Costs	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k	
	Service Overheads		Warning! We would expect a figure for overheads. If you are unable to provide a figure, please note this will be automatically calculated by CIPFA, based on an average.								
	Central Overheads										
	Adjustments										
	Estimate	0 k	Please exclude respite homes from this section. Instead include respite homes in the table below - 'Own Provision Children's Homes - Respite Homes'.								
Income	Education										
	Health										
	Other										
	Total Income	0 k									
Ratios	Net Current Budget (£'k)										
	Direct cost/child/week	
	FTE care staff per child	
	Cost per care FTE	

		Grand Total	Home1	Home2	Home3	Home4	Home5	Home6	Home7	Home8	Home9	
Home Details	Name/Ref											
	Type		Children's Home	Children's Home	Children's Home	Children's Home	Children's Home	Children's Home	Children's Home	Children's Home	Children's Home	
	Days Open (if not 365)											
	FTE care staff	0.0										
	Capacity	0.0										
Residents	Total No. Residents	0										
	Of which are;											
	- Disabled	0										
	- Non Disabled	0										
Costs, Estimate of Outturn	Adjustments											
	Estimate	0										
	Care staff costs	0 k										
	Other staff costs	0 k										
	Other direct costs	0 k										
	Total Direct Costs	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k	0 k	
	Service Overheads		Warning! We would expect a figure for overheads. If you are unable to provide a figure, please note this will be automatically calculated by CIPFA, based on an average.									
	Central Overheads											
	Adjustments											
	Estimate	0 k	Please include only respite homes in this section. Non-respite homes should be included in the table above 'Own Provision Children's Homes - Excluding Respite Homes'.									
Income	Education		Please note children from respite homes should not be included in Section A2 of this questionnaire and will not be included in the calculations on tab A.									
	Health											
	Other											
	Total Income	0 k										
Ratios	Net Current Budget (£'k)											
	Direct cost/child/week	
	FTE care staff per child	
	Cost per care FTE	

- Snapshot of children in homes on a date of your choice.
- Please read instructions sheet, please do not include children from respite homes in this section.

[illegible]

	Children	Gross Cost £'k	Education £'k	Health £'k	Other £'k	Net Cost £'k
Summary from Table	0.0	0 k	0 k	0 k	0 k	0 k
+ Other direct costs						0 k
+ Service overheads						0 k
+ Corporate overheads						0 k
+/- Adjustments						0 k
Expected 2016/17	0.0	0 k	0 k	0 k	0 k	0 k
Net Current Budget						

Warning! We would expect a figure for overheads. If you are unable to provide a figure, please note this will be automatically calculated by CIPFA, based on an average.

Children Placed in Other Homes - Details

[illegible]

2016/17 Estimates	Foster Care Provision by Others		Go to Guidance -->
Warning! We would expect a figure for overheads. If you are unable to provide a figure, please note this will be automatically calculated by CIPFA, based on an average.		Children	£'k
	Snapshot as below	0	0 k
	Other regular payments to carers		
	Enabling / other placements		
	Fostering Team cost		
	Other Direct Costs		
	Service Overheads		
	Central Overheads		
	+/- Adjustments		
	Expected 2016/17	0	0 k
Number of private providers <input type="text"/>	Net Current Budget		

Time Period - Provision By Others

Time Period

{ Select }

[illegible]

Please include all post 18 placements.

2016/17 Estimates		Own Foster Care Provision	Go to Guidance -->
	Children	£'k	
Snapshot as below	0	0 k	
Other regular payments to carers			
Fostering Team cost			
Other Direct Costs			
Service Overheads			
Central Overheads			
+/- Adjustments			
Expected 2016/17	0	0 k	

2016/17 Estimates		Foster Care Provision by Others		Go to Guidance -->	
	Children	£'k		Children	£'k
Snapshot as below	0	0 k			
Other regular payments to carers					
Fostering Team cost					
Other Direct Costs					
Service Overheads					
Central Overheads					
+/- Adjustments					
Expected 2016/17	0	0 k			

Time Period - Own Provision

Time Period

{ Select }

Time Period - Provision By Others

Time Period

{ Select }

[illegible][illegible]

0

Gross Cost

Expected 2016/17

0

£'k

0

0 k

0 k

0 k

0 k

0

Net Current Budget

Warning! We would expect a figure for overheads. If you are unable to provide a figure, please note this will be automatically calculated by CIPFA, based on an average.

Time Period

```
{ Select }
```

Income from

[illegible]

SECTION B

Activity and Workload

1. Activity figures

(a) Looked After Children Go to Guidance -->						
	31/03/14	30/09/14	31/03/15	30/09/15	31/03/16	30/09/16
Children's Homes - own provision	
Children's Homes - provision by others	
Fostering - own provision - kinship/ Family & Friends	
Fostering - own provision - non-kinship (Family and Friends)	
Fostering - provision by others	
Residential Schools	
Placed for Adoption	
Placed with parents	
Semi - Independent living	
Secure Welfare	
Secure Remand	
Other	
Total

(b) Number of children with Special Guardianship Orders Go to Guidance -->						
Snapshot at date	31/03/14	30/09/14	31/03/15	30/09/15	31/03/16	30/09/16
Children with allowances

Over previous 12 months	31/03/14	31/03/15	31/03/16
If possible, please use an average of the previous 12 months.			
Average number of children with allowances
Annual cost of allowances (£'k)
Unit Cost (£'k)

(c) Number of children with Child Arrangement Orders (Residency Allowances) Go to Guidance -->						
Snapshot at date	31/03/14	30/09/14	31/03/15	30/09/15	31/03/16	30/09/16
Children with allowances

Over previous 12 months	31/03/14	31/03/15	31/03/16
If possible, please use an average of the previous 12 months.			
Average number of children with allowances
Annual cost of allowances (£k)
Unit Cost (£'k)

(d) Children with a Child Protection Plan						
	31/03/14	30/09/14	31/03/15	30/09/15	31/03/16	30/09/16

(e) Welfare Reforms Go to Guidance -->

	01/10/13 to 31/03/14	01/04/14 to 30/09/14	01/10/14 to 31/03/15	01/04/15 to 30/09/15	01/10/15 to 31/03/16	01/04/16 to 30/09/16
Number of 16 & 17 year olds presented as homeless

Please describe the costs associated with supporting 16/17 year olds presenting as homeless?

Do you have any other issues regarding Welfare Reforms?

(f) Other Workload Measures

	01/10/13 to 31/03/14	01/04/14 to 30/09/14	01/10/14 to 31/03/15	01/04/15 to 30/09/15	01/10/15 to 31/03/16	01/04/16 to 30/09/16
Initial contacts
Referrals
Initial assessments
Core assessments
Continual assessments

2. Number of Foster carers at 31/03/16

Go to Guidance -->

	Number
Total number of foster carer households as at 31/03/16	..
Of which are kinship/Family & Friends households	..
Of which are non-kinship (non-Family & Friends) households	..
Total capacity of non-kinship (Non- Family & Friends) households as at 31/03/16	..

SECTION C

Performance and Processes

1. Own Provision OFSTED Ratings

(a)	Fostering Service	Go to Guidance -->
	Please give the latest single inspection framework (SIF) rating given by OFSTED?	<input style="width: 100px;" type="text" value="{ Select }"/>
	If you do not have SIF rating Please give the latest rating given by OFSTED to your in-house fostering service.	<input style="width: 100px;" type="text" value="{ Select }"/>

(b)	Children's Homes																																
	Please give the most recent full inspection rating given by OFSTED to your children's homes, please give a score for each home that you have.																																
	<table style="width: 100%;"> <tr> <td style="width: 50%;">Home 1</td> <td style="width: 45%;"><input style="width: 95%;" type="text" value="{ Select }"/></td> <td style="width: 5%;">Home 9</td> <td style="width: 45%;"><input style="width: 95%;" type="text" value="{ Select }"/></td> </tr> <tr> <td>Home 2</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> <td>Home 10</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> </tr> <tr> <td>Home 3</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> <td>Home 11</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> </tr> <tr> <td>Home 4</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> <td>Home 12</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> </tr> <tr> <td>Home 5</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> <td>Home 13</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> </tr> <tr> <td>Home 6</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> <td>Home 14</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> </tr> <tr> <td>Home 7</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> <td>Home 15</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> </tr> <tr> <td>Home 8</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> <td>Home 16</td> <td><input style="width: 95%;" type="text" value="{ Select }"/></td> </tr> </table>	Home 1	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 9	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 2	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 10	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 3	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 11	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 4	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 12	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 5	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 13	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 6	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 14	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 7	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 15	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 8	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 16	<input style="width: 95%;" type="text" value="{ Select }"/>
Home 1	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 9	<input style="width: 95%;" type="text" value="{ Select }"/>																														
Home 2	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 10	<input style="width: 95%;" type="text" value="{ Select }"/>																														
Home 3	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 11	<input style="width: 95%;" type="text" value="{ Select }"/>																														
Home 4	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 12	<input style="width: 95%;" type="text" value="{ Select }"/>																														
Home 5	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 13	<input style="width: 95%;" type="text" value="{ Select }"/>																														
Home 6	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 14	<input style="width: 95%;" type="text" value="{ Select }"/>																														
Home 7	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 15	<input style="width: 95%;" type="text" value="{ Select }"/>																														
Home 8	<input style="width: 95%;" type="text" value="{ Select }"/>	Home 16	<input style="width: 95%;" type="text" value="{ Select }"/>																														

2. Looked After Children Performance Tables

Complete in line with the Children in Care and Adoption Performance Tables		
	Actuals 15/16 %	Estimates 16/17 %
1) The percentage of children looked after at 31 March with three or more placements during the year ending 31 March	<input style="width: 80px;" type="text" value=".."/>	<input style="width: 80px;" type="text" value=".."/>
2) The percentage of looked after children aged under 16 at 31 March who had been looked after continuously for at least 2.5 years who were living in the same placement for at least 2 years, or are placed for adoption and their adoption and their adoptive placement together with their previous placement, last for at least 2 years	<input style="width: 80px;" type="text" value=".."/>	<input style="width: 80px;" type="text" value=".."/>
3) The percentage of looked after children at 31 March placed outside LA boundary and more than 20 miles from where they used to live	<input style="width: 80px;" type="text" value=".."/>	<input style="width: 80px;" type="text" value=".."/>
4) The percentage of children who ceased to be looked after who were adopted	<input style="width: 80px;" type="text" value=".."/>	<input style="width: 80px;" type="text" value=".."/>
5) The percentage of children who ceased to be looked after because of a special guardianship order	<input style="width: 80px;" type="text" value=".."/>	<input style="width: 80px;" type="text" value=".."/>
6) The percentage of school-age looked after children who were attending a school that was assessed as being below the floor targets at Key Stage 2 or Key Stage 4	<input style="width: 80px;" type="text" value=".."/>	<input style="width: 80px;" type="text" value=".."/>

7) The percentage of sessions missed due to overall absences for children who have been looked after continuously for at least twelve months at 31 March	<div>% ..</div>	<div>% ..</div>
8) The percentage of young people aged 19 who were looked after aged 16 who were not in education, employment or training	<div>% ..</div>	<div>% ..</div>
9) The percentage of children leaving care over the age of 16 who remained looked after until their 18th birthday	<div>% ..</div>	<div>% ..</div>
10) The proportion of young people aged 19 who were looked after aged 16 who were in suitable accommodation	<div>% ..</div>	<div>% ..</div>

3. Care Leavers

Number of open care leaver cases (at snapshot date)

..

What is your annual expenditure on service delivery costs.

£'k
..

Please give any further details you feel would be of interest with regards to the structure of your leaving care service provision.

4. Change in Unit Cost

Average increase in fees for external placements from 2015/16 to 2016/17.

Residential Placements	<div>% ..</div>
Fostering Placements	<div>..</div>

Would there be any reason for a large change in fees

5. Income from Health

(a) Protocol

Does your authority have an agreed protocol with health for determining how much health will contribute to care packages for looked after children with health needs? If so, please describe how health contributions are calculated (e.g. % split of gross cost).

(b) Income amounts

How much income did your authority receive as contributions towards looked after children in:

		£'k
2014/15	Actual	<input type="text"/>
2015/16	Actual	<input type="text"/>
2016/17	Estimate	<input type="text"/>
		%
	<u>What is the percentage contribution of Health Income to the budget?</u>	<input type="text"/>

6. Qualified Social Workers

[Go to Guidance -->](#)

What percentage the social workers are:

	%
Agency	<input type="text"/>
Permanent	<input type="text"/>
Vacant (please do not include any agency staff)	<input type="text"/>
Total - This should be equal to 100%	<input type="text"/>

Please describe how social workers are structured in your authority.

7. Asylum Seekers

Total number of LAC population are unaccompanied asylum seekers

2013/14	2014/15	2015/16
<input type="text"/>	<input type="text"/>	<input type="text"/>

What percentage of your LAC population are unaccompanied asylum seekers

2013/14	2014/15	2015/16
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total spend on unaccompanied asylum seekers

Grant received

Net cost to the authority

£
<input type="text"/>
<input type="text"/>
<input type="text"/>

8. Efficiencies / Savings

Please describe any strategies you have adopted to reduce costs in the following areas and how successful you feel these have been. Include strategies that haven't worked.

(a)	Commissioning (including inter authority commissioning)
<div></div>	
(b)	Internal residential placements
<div></div>	
(c)	External residential placements
<div></div>	
(d)	Fostering placements
<div></div>	

9. Troubled Families

Troubled Families Budget		Estimates 2016/17 £'k
Employees		..
Payments to outside bodies (Police, Voluntary, Districts)		..
Other		..
Total Gross Expenditure		..
DCLG Grant		..
Dedicated Schools Grant		..
Health Contribution		..
Other		..
Total Income		..
Net Cost		..
<p>How many outcome claims have been directly linked to helping an adult off out-of-work benefits into continuous employment? Please describe the nature of these claims.</p> <div></div>		
<p>What percentage of grants is payment by result?</p>		<p>%</p> <div>..</div>

10. Capital Spend

Please include all capital spend over £10k used for a child in care. An Example is extending a foster carers home so they can take siblings.

Capital Spending Schemes

	2015/16 Actual £'k	2016/17 Forecast £'k	2017/18 Programme £'k	2018/19 Programme £'k
Name of scheme (Please overwrite)
Please provide a brief description of the scheme and how the scheme is funded (Please overwrite).				
Name of scheme (Please overwrite)
Please provide a brief description of the scheme and how the scheme is funded (Please overwrite).				
Name of scheme (Please overwrite)
Please provide a brief description of the scheme and how the scheme is funded (Please overwrite).				
Name of scheme (Please overwrite)
Please provide a brief description of the scheme and how the scheme is funded (Please overwrite).				
Name of scheme (Please overwrite)
Please provide a brief description of the scheme and how the scheme is funded (Please overwrite).				

11. Recruitment of Foster Carers

How successful have you been in bringing in outsourced foster carers in house.

Number

How many foster care placements have you moved to in-house?

12. Early Intervention

Please describe if methods in early intervention impacted on Children Looked After numbers.

Number

How many Early Intervention do you still have in care?

EXAMPLE QUESTIONNAIRE