

# Aberdeenshire Children's Services Network

## Handbook

***“every child in Aberdeenshire will  
be valued and helped to realise  
their potential”***



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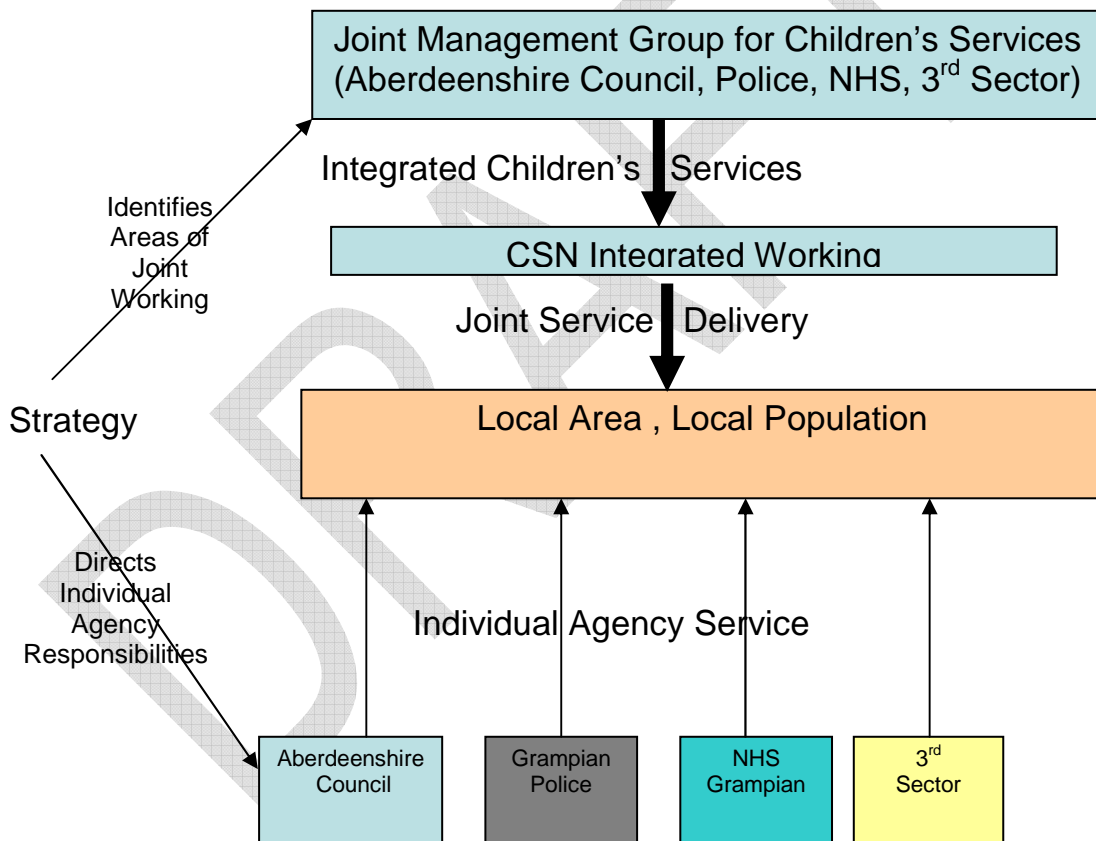
# 1. Where the Children's Services Networks sits in the delivery of Services to local populations

## 1.1 An Integrated Approach to Planning and Delivery

Before looking at the detail of the role and processes of Children's Services Networks (CSNs) it is useful to have a picture of where the CSN is located in the service planning and delivery structure within Aberdeenshire.

The diagram below is designed to show where the CSN is positioned and where it draws its direction from, in broad terms. Later sections of the handbook will go into more detail on the role of the CSN and how it operates.

**Figure 1 The CSN in Context**





## **2. Role and Purpose of Joint Management Group for Children's Services in Aberdeenshire**

The *Joint Management Group* (JMG) for integrated children's services is made up of senior managers from Aberdeenshire Education Learning & Leisure, Housing and Social Work, NHS Grampian, Children's Reporter and Grampian Police and includes representation from the voluntary sector.

The JMG is committed to improving outcomes for all children and young people in Aberdeenshire, through making better use of joint resources and developing effective joint working arrangements with all partners involved in the development and delivery of services. The overall purpose of the JMG is to deliver the vision for children and young people in Aberdeenshire. It looks to achieve this through developing effective and high quality integrated services, aimed at improving outcomes for children and young people in Aberdeenshire, and ensuring that children get the help they need when they need it.

The JMG leads the implementation of *Getting it Right for Every Child* in Aberdeenshire, the National programme underpinning all services to children in Scotland.

### **2.1 Groups accountable to JMG**

2.1.1 There are a number of multi-agency strategic groups each of which focuses on a specialist area of children's services:

- Child Protection sub committee of NESCP
- Looked After Children's strategy group
- Children and Adolescent Mental Health Promotion group
- Early Years strategy group
- Youth Justice strategy group
- Young Carers strategy group
- Children's Services Networks Chairs' Group

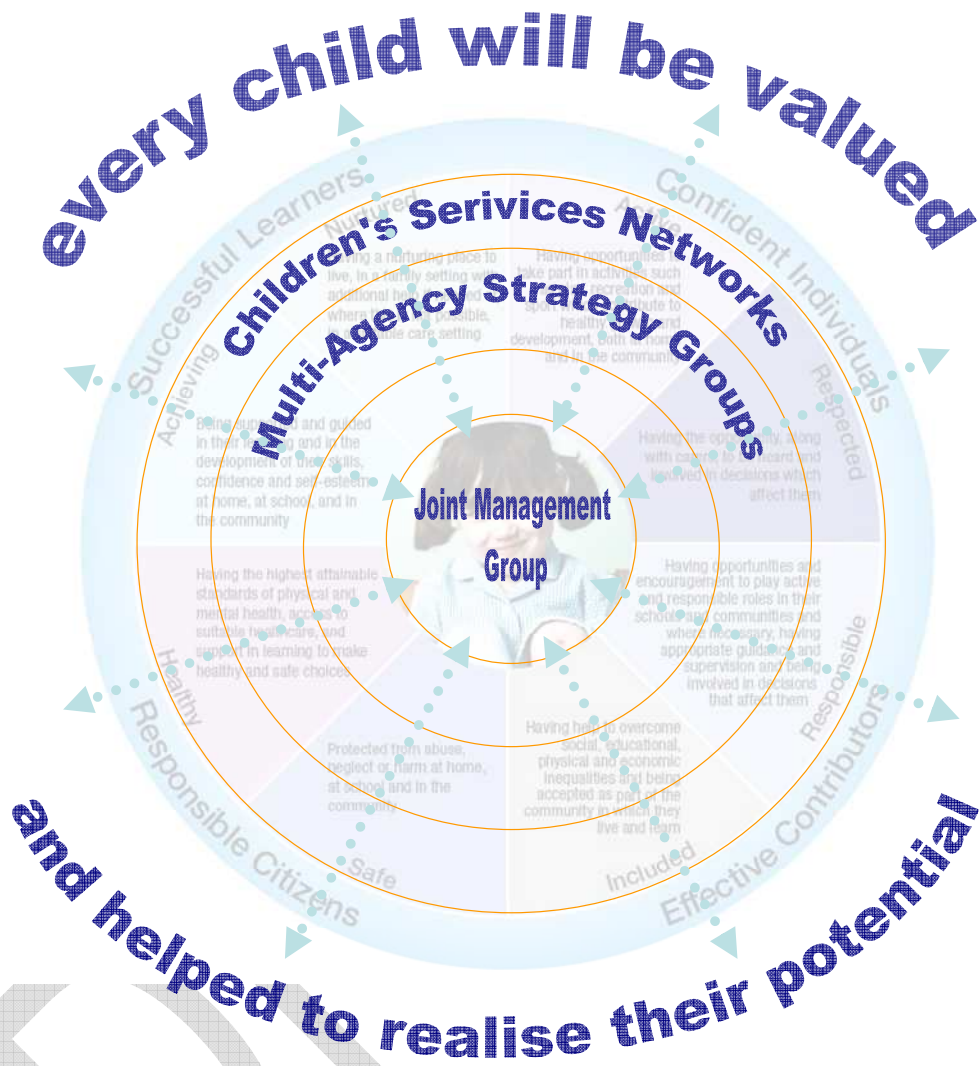
These groups have an overview of the work ongoing in their area of speciality and plan developments which require multi agency activity.

2.1.2 A multi agency steering group also meets to oversee the ongoing implementation of the Integrated Assessment Framework (IAF) in Aberdeenshire.

As is illustrated in the diagram below, the JMG operates via individual agency plans and "Getting it Right for Aberdeenshire's Children", ie the Integrated Children's Services Plan to deliver the vision for Aberdeenshire's children. CSNs have a crucial role to play in this.

Figure 3

*“Getting It Right For Aberdeenshire’s Children”*



- Supporting a positive shift in culture, systems and practice
- Building solutions with and around children, young people and families
- Enabling children and young people to get the help they need when they need it
- Working together to make things better

### **3. Role and Purpose of Children's Services Networks**

The overall purpose of all *Children's Services Networks* is to deliver the vision for children and young people in Aberdeenshire:

***"Every child in Aberdeenshire will be valued and helped to realise their potential"***

This vision is underpinned by shared principles and values, as described in the Scottish Government's programme, *Getting it Right for Every Child*. We recognise the rights of all children and young people and place the child / young person at the centre of everything we do.

The role of CSNs is to strengthen and support partnership working to ensure that all involved are working to a common purpose, and are responsible, locally, for implementing the *Integrated Children's Services Plan*.

CSNs have evolved from Integrated Community Schools through Community Schools Networks to arrive at their current role and structure. This change in structure and role broadens the focus of CSNs to meeting the needs of all children in the area, whatever these needs might be.

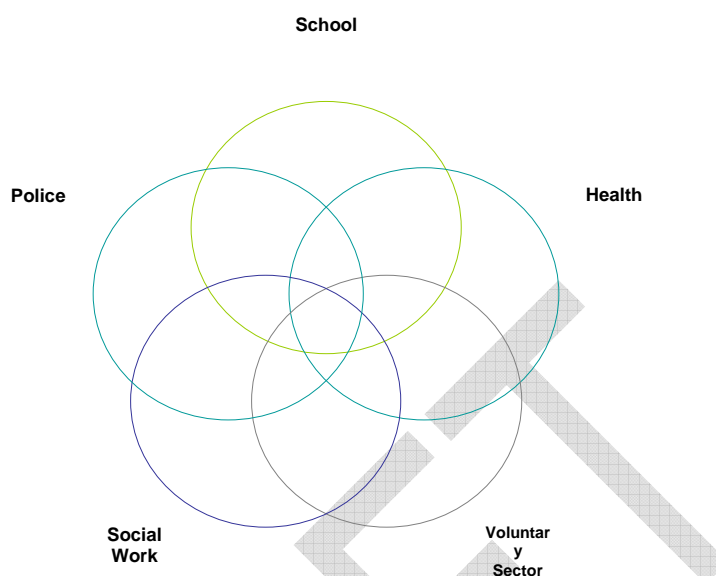
The Chairs of the CSNs meet regularly and take a lead role in promoting better integrated working across the Networks. The purpose of the CSN Chairs Group is to co-ordinate activities across the Networks with the aim of improving outcomes for all children and young people.

#### **3.1 Guiding Principles for Children's Services Networks**

CSNs have a key role in ensuring that children and young people get the help they need when they need it through delivering better integrated working where this is required. Each Network has the core purpose of advancing changes in culture, systems and practice within their network with the aim of improving outcomes for all children and young people. This entails identifying areas that need improving and which require a joint approach to making the improvements needed.

Every worker, agency and organisation within a Network has their own core business and continues to ensure high quality services within their particular area of responsibility. In addition, there are areas where agencies need to work together in order to ensure that services and specific interventions are appropriate, timely and proportionate. This means building child centred solutions based on shared principles and a shared understanding of what works. The diagram below illustrates some of the agencies that may be involved. Activity in Networks will focus on areas where services interact and work together.

Figure 4



### 3.3 Activities / Functions of CSNs

To ensure that children and young people get the help they need when they need it the following list of activities will help direct the work in Networks.

- Establish, implement, monitor and evaluate a local development plan to support the delivery of needs led integrated services locally.
- Addressing improvement priorities identified in the Network: these should reflect priorities established in Aberdeenshire Integrated Children's Services Plan (*Getting it Right for Aberdeenshire's Children*) as well as local priorities.
- Overseeing assessment of the needs of children and young people within the Network by supporting the ongoing implementation of the Integrated Assessment Framework.
- Making best use of resources across the Network to improve outcomes for children and young people.
- Ensuring that duplication of service provision is avoided and that appropriate arrangements are in place to address identified gaps in provision.
- Collating and reviewing findings from self-evaluation and disseminating key messages and recommendations.

- Ensuring that children, young people and their families are involved.
- Disseminating guidance to partner organisations and the workforce regarding priorities and expected outcomes for children and young people in Aberdeenshire as set out in the Integrated Children's Services Plan.
- Co-ordinating awareness raising activity in relation to *"Getting It Right For Every Child"*.
- Developing and planning of joint initiatives.
- Making links to local community planning groups to ensure that children's issues are considered as a part of planning for communities.

### **3.4 Membership of CSNs**

All staff who provide services to children in the geographical area covered by the CSN will be members of the CSN. This will include the catchment of the academy and its feeder primary schools. Staff that provide services to adults who are parents should also be encouraged to engage with CSN activity to ensure that outcomes for children are the focus of all work where one or more service or agency is involved.

Membership of the CSN should be drawn from:

- Local schools – academy and primary schools, including special schools
- Community Learning and Development staff
- Social work children and families teams
- Health service staff – both primary care staff and staff from combined child health services that work in the area
- Grampian Police
- Local 3<sup>rd</sup> sector services, including pre school providers

There should be participation and involvement of children, young people and their families who live in the area and, while this will be managed differently in local areas, how this is achieved should be clear in CSN improvement plans.

### **Frequency and attendance at meetings**

For CSNs to achieve their objectives, it is essential that all services and agencies that are part of the CSN engage fully and effectively with the work of the CSN and prioritise attendance at CSN meetings. Local managers will need to examine staff work schedules to allow this to happen. CSNs should meet as a Network at least once per term to allow networking and updating of staff on multi agency matters, as relevant

### **3.5 Role of CSN Executive Group**

The CSN should have an Executive Group which meets regularly to ensure planning and budgetary management happen timeously.

This group should be made up of local managers from all the main services and agencies. The Executive Group will set agendas for CSN meetings and ensure the process of preparing the local development plan is ongoing.

The CSN Executive Group should appoint a chairperson, and this appointment should change biannually and rotate so that each of the agencies/ services involved takes this role on in turn. The chairperson should attend the Aberdeenshire CSN Chairs meeting to represent the CSN, or appoint a deputy to attend in the event of being unable to do so in person.

The CSN may have sub groups as is felt appropriate, but there should at least be an Early Years sub group or fora to ensure that the work to implement the *Early Years Framework* is ongoing locally. CSNs should also have an IAF steering group to support and develop the implementation of IAF in the network. All subgroups should report on their progress at least annually to the CSN Executive Group.

The CSN and the Early Years Strategy

- An Early Years fora to meet in each CSN – at least once per term
- Core membership of Early Years fora to include all main organisations in the local area including 3<sup>rd</sup> sector and private and partner providers
- Parent representation or systematic way of consultation in place
- Early years fora to have support from CSN clerical support (if this exists in CSN)
- Early Years services to be planned taking account of ICSP and *Early Years Framework*
- Annual report to be made to CSN Executive Group
- Clear links to be established to local community planning groups

The CSN Executive Group should arrange an annual meeting of the whole CSN to share development and financial plans

### **3.6 Administrative Support**

There may be specific CSN administrative support post already established within the CSN and this post should be used to support the work of the CSN.

This will include

- arranging and providing support to CSN meetings / training sessions
- providing a communication hub in networks
- providing financial support services and budget monitoring as required.

- supporting the IAF process, arranging multi agency action planning meetings where required
- taking minutes of these meetings and circulating these
- maintaining an register of children and young people who are being engaged with in this way to support central data collection as well as local evaluation

Where a CSN has no specific administrative support, the services and agencies that make up the CSN need to consider if there are ways in which admin or clerical staff from the agencies / services are able to carry out these duties. A process of ensuring that this is done equitably should be established.

### **3.7 Governance**

Governance is the set of processes, customs, policies, laws, and institutions affecting the way an organisation is directed, administered or controlled. This also includes the relationships among the stakeholders involved and the priorities for which the organization is governed.

For CSNs, each partner is governed by specific governance arrangements from its own organisation. In seeking to deliver the core purpose of the network good governance in this context dictates:-

- Flexibility
- Involvement of all service representatives; schools, nurseries, Social Work, Health; Community Learning and Development, Police and 3<sup>rd</sup> Sector
- Buy-in by all parties to achieve quality services
- Everyone contributing, with access to training
- A culture of openness
- Access to vital information
- Clear and agreed priorities
- Agreed approach to self-evaluation and quality assurance
- Clear direction from the *Joint Management Group*

#### 4. Annual Planning Cycle

Figure 5



The diagram above shows the main planning and financial milestones for CSNs. The milestones map the main stages of the planning and implementation of the CSN's plan. These will be repeated over the 3 years of the Integrated Children's Services Plan drawing on priorities from the ICSP, developments and evaluation of action plans over the year and local pressures.

The CSN activity is supported by a financial management process. The diagram below identifies the main tasks that will be undertaken by Finance at the various stages of the plan year and also identifies actions to be taken by the CSN to support this process. Planning templates and a copy of the *Children's Services Network Monitoring Reports User Guide* are provided later in this handbook.

## **Children's Services Networks - Annual Planning and Reporting Cycle**

**Annual CSN budget set (May-June)**



**Action Plan to CSN Chairs Group (6 term-time weeks after budget)**



**Spending Plan to Head of Service ELL (6 term-time weeks after budget)**



**Report to Joint Management Group (October or 10 weeks after budget)**



**Self evaluation (Feb-May)**

### **Guidance Note: Report to Joint Management Group (from Chairs Group)**

This should derive from CSN Development Plans and provide a summary of issues, activities and good practice across CSNs.

### **Guidance Note: Self-Evaluation**

- Self-evaluation involves the systematic review of activities and impact, providing evidence to evaluate progress and move forward. Self-evaluation has become embedded in many of our services and is supported by a range of tools and guidance, including:
  - *How Good is Our School* [www.hmie.gov.uk/Generic/HGIOS](http://www.hmie.gov.uk/Generic/HGIOS)
  - *How Good is Our Community Learning and Development?* [www.hmie.gov.uk/documents/publication/hgio2cld.html](http://www.hmie.gov.uk/documents/publication/hgio2cld.html)
  - *How good is our team?* [www.socialworkscotland.org.uk/PIF/documents/7PIF-CandF-HGIOT.pdf](http://www.socialworkscotland.org.uk/PIF/documents/7PIF-CandF-HGIOT.pdf)
  - *Guide to Supported Self-Evaluation: Building Excellent Social Work Services*
  - [www.scotland.gov.uk/Publications/2009/01/14115818/0](http://www.scotland.gov.uk/Publications/2009/01/14115818/0)
  - *How Well Do We Protect Children And Meet Their Needs?* [www.hmie.gov.uk/documents/publication/hwdwpcamtn.pdf](http://www.hmie.gov.uk/documents/publication/hwdwpcamtn.pdf)
- For CSNs, self-evaluation needs to be purposeful, realistic and inclusive of various partners and stakeholders. It should not be an end in itself. The following questions can help CSNs to self-evaluate how they are doing and where there are gaps:
  - a) What are the outcomes we want for children?
  - b) How good are we now and how good can we be?
  - c) What are we going to do?
  - d) What difference will it make?
- CSNs will find it helpful to timetable an annual self-evaluation day, where network members and other partners / stakeholders can come together to determine their priorities and agree key actions. There are various ways a

CSN could go about this dependent on local circumstances. Rather than a one-size fits all approach, each CSN should decide how they will approach self-evaluation and share good practice with other Networks.

Self-evaluation will inform the CSN Development Plan – there is a Development Plan template in the CSN Handbook.

- The following questions can help CSNs evaluate the success of improvement activity:
  - a) What did we do?
  - b) How well did we do it?
  - c) What difference did it make?

CSNs can then return to the first set of questions:

- e) What are the outcomes we want for children?
- f) How good are we now and how good can we be?
- g) What are we going to do?
- h) What difference will it make?

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## Children's Services Networks - Annual Finance Reporting Timeline

The purpose of this timeline is to provide CSN Chairs and administrators with an "at a glance" view of when they should expect to receive routine finance reports, including their Annual Budget. These reports may be subject to variation and change as per the requirements of the services involved.

Figure 6

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Budget Review</b>												
<b>Final date for processing invoices</b>												
<b>Year end monitoring &amp; transaction Reports</b>												
<b>Draft Summary Carry Forward Reports</b>												
<b>Final Summary Carry Forward Reports</b>												
<b>Annual budget set</b>												
<b>Spending Plan to Head of Service ELL</b>												
<b>Monthly Budget Reports x 3</b>												
	<b>Action for Finance – CSN to monitor &amp; check</b>											
	<b>Action for CSN</b>											

## **5. Budgets, Financial Planning and Management**

Listed below are the budget, financial planning and management documents that can be found in this handbook. This financial guidance will change on an annual basis and you should check with your finance team that you have the latest version of the documents and the guidance.

5.1 The following Children's Services Network Monitoring Reports User Guide is provided by Budgets and Finance Management and gives CSNs details of the reports they will receive at the end of each period. This is shown in section 5.1 below.

5.2 Following on from the User Guide is a list of the Financial Coding for each CSN.

5.3 This is followed by details of the Year End Procedures – Children's Services Network.

5.4 A copy of the templates for the 2011 / 12 Budget Spending Plan and the 2012 / 13 Budget Spending Plan.

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5.1 Children's Services Network Monitoring Reports User Guide

**Budgets and Financial Management**

**Aberdeenshire**  
COUNCIL



Corporate Services

Children's Services Network  
Monitoring Reports  
User Guide

<b>Author / Reviewer</b>	<b>Revision Date</b>	<b>Previous Revision Date</b>
Zarina Mohammed-Dogra		18 June 2010

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4. All Transactions Report
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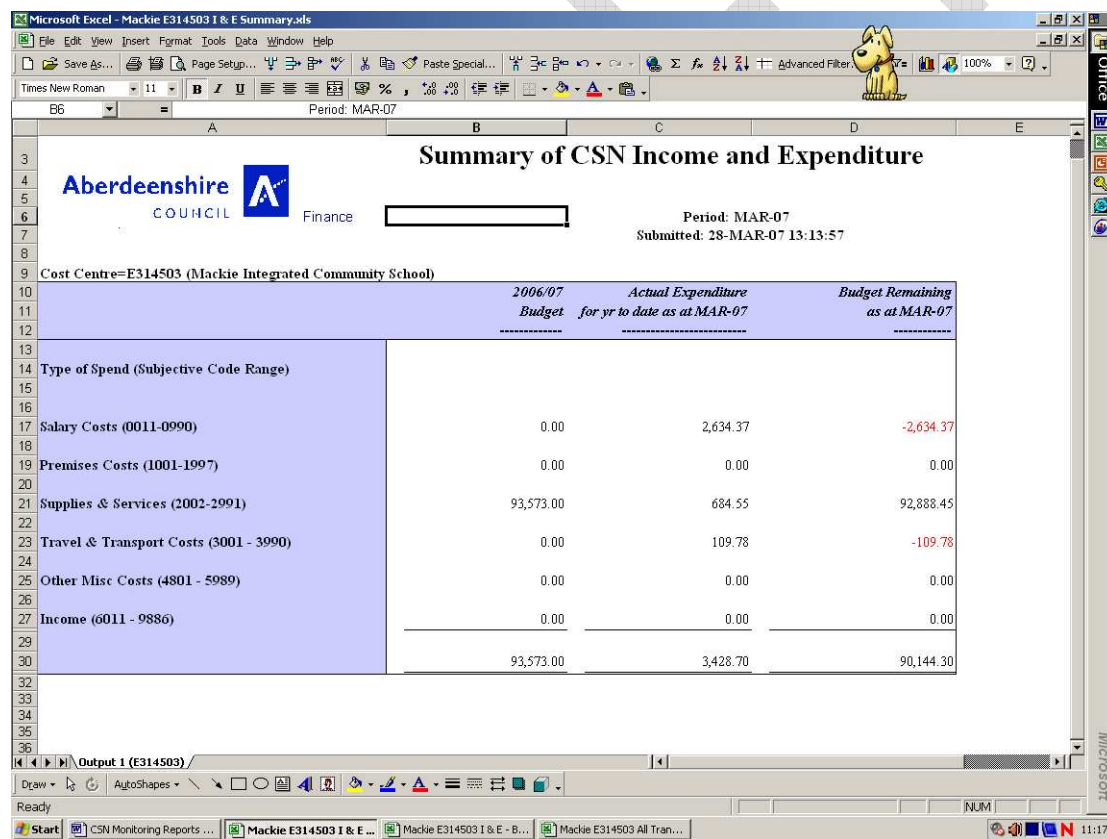
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## 1. General:

Each individual Community Schools Network (CSN – previously ICS) receives three reports at the end of each period. These consist of a 'Summary by Subjective' report, detailing totals of selected groups of subjective codes, a 'Broken Down by Subjective' report, detailing totals by individual subjectives and an 'All Transactions' report listing all individual transactions through individual subjective codes. The reports all provide the same information, with the same totals but are in different formats to help provide different information.

## 2. Summary by Subjective Report

The 'Summary by Subjective' report lists the total of groups of subjectives, eg salary costs, premises costs as shown below. This report can be used by Management in order to gain an overall view of the financial position at a glance and to see where spend has occurred.



The screenshot displays an Excel spreadsheet titled 'Summary of CSN Income and Expenditure'. The spreadsheet is for Aberdeenshire Council, Finance, and is for the period of MAR-07, submitted on 28-MAR-07 at 13:13:57. The cost centre is E314503 (Mackie Integrated Community School). The report shows a comparison between the 2006/07 Budget and Actual Expenditure for year to date as at MAR-07, with the Budget Remaining calculated as the difference between the two.

Type of Spend (Subjective Code Range)	2006/07 Budget	Actual Expenditure for yr to date as at MAR-07	Budget Remaining as at MAR-07
Salary Costs (0011-0990)	0.00	2,634.37	-2,634.37
Premises Costs (1001-1997)	0.00	0.00	0.00
Supplies & Services (2002-2991)	93,573.00	684.55	92,888.45
Travel & Transport Costs (3001 - 3990)	0.00	109.78	-109.78
Other Misc Costs (4801 - 5989)	0.00	0.00	0.00
Income (6011 - 9886)	0.00	0.00	0.00
	93,573.00	3,428.70	90,144.30

The 'Budget' column details the amount of budget to spend for the year. The 'Actual Expenditure for year to date' column details the amounts spent to the end of the stated period. The 'Budget Remaining' column indicates the amount left to spend calculated through a subtraction of the previous two columns.

Figures in the 'Actual Expenditure' column with positive values represent money spent / costs incurred. Figures with a negative value in this column represent instances where income coded to the subjective is greater than the money spent against the subjectives.

### 3. Broken Down by Subjective Report

The 'Broken Down by Subjective' report splits the information grouped by subjective in the first report into individual subjectives under each of the main headings. This report can be used by Users to see how the grouped totals in the first report are made up of individual subjectives. The figures in the 'Total' rows match to the figures in the first report.

SN Income and Expenditure - Broken Down By Subjective Code				
Aberdeenshire COUNCIL Finance		Period: MAR-07 Submitted: 28-MAR-07 13:02:23		
Cost Centre=E314503 (Mackie Integrated Community School)				
	2006/07 Budget	Actual Expenditure for Month of MAR-07	Actual Expenditure for Year to Date as at MAR-07	Budget Remaining (Budget less Actual Year to Date) as at MAR-07
<b>SALARY COSTS (0011-0990)</b>				
0311 Unpromoted Teachers Basic Pay	0.00	0.00	2,192.47	-2,192.47
0316 Unpromoted Teachers National Insurance	0.00	0.00	167.84	-167.84
0317 Unpromoted Teachers Superannuation	0.00	0.00	274.06	-274.06
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>2,634.37</b>	<b>-2,634.37</b>
<b>SUPPLIES &amp; SERVICES (2002-2991)</b>				
2014 Per Capita - Postages	0.00	0.00	0.00	0.00
2016 Per Capita - Traditional	0.00	0.00	684.55	-684.55
2703 Other Services	93,573.00	0.00	0.00	93,573.00
<b>Total</b>	<b>93,573.00</b>	<b>0.00</b>	<b>684.55</b>	<b>92,888.45</b>
<b>TRAVEL &amp; TRANSPORT COSTS (3001 - 3990)</b>				
3690 Advertising - Staff	0.00	0.00	109.78	-109.78
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>109.78</b>	<b>-109.78</b>
	93,573.00	0.00	3,428.70	90,144.30

There is also an additional column 'Actual Expenditure for the Month' detailing the actual spend incurred for the period being reported. The three other columns report the same information as the 'Summary by Subjective' report. Positive and negative figures represent the same as previously described.

### 4. All Transactions Report

This report breaks down the subjectives listed in the 'Broken Down by Subjectives' report into their individual transactions that make up each of the subjective totals. This report can be used by staff to check that the transactions coded are accurate, that they belong to their Network and if any transactions coded have been omitted in error. Any queries relating to these

transactions should be sent to your staff contact in the Education Accounting Team for further investigation / correction.

The report is made up of 9 columns with each individual transaction on a single line as shown below.

1	Cost Centre	Subjective	Flex V	Flex	Description	Description	Effective Date	Actual Amount	Journal Name
2	E314503	2016	0000	0	NHS Grampian Invoice M0018138	COOKERY TRAININGS - FOOD IN FOCUS	MAY-06	170.5	Payables
3	E314503	2016	0000	0	Asda Stores Ltd Invoice 212179	FOOD IN FOCUS - COOKERY	JUN-06	17.04	Payables
4	E314503	2016	0000	0	NHS Grampian Invoice MOO 18390	FOOD IN FOCUS PROJECTS	JUN-06	497.01	Payables
5	E314503	0311	0000	0	Period 09	001 BASIC PAY	DEC-06	1638.62	Payroll - Cyborg
6	E314503	0311	0000	0	Period 09	151 ACCRUED HOLIDAY	DEC-06	553.85	Payroll - Cyborg
7	E314503	0316	0000	0	Period 09	INI ERS NAT INS REALLOC	DEC-06	167.84	Payroll - Cyborg
8	E314503	0317	0000	0	Period 09	SUP ERS SUP REALLOC	DEC-06	274.06	Payroll - Cyborg
9	E314503	3690	0000	0	E7IA000469 Other GBP	RECRUITMENT	JAN-07	109.78	Spreadsheet
10									
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The information is reported by the period the transaction was incurred in, ie the 'Effective Date' column, then sorted by subjectives in ascending order. This is due to how the reports are set up within the Oracle Financial Systems and how they are run and updated. Positive figures in the 'Actual Amount' column represent money spent / costs incurred and relate to the 'Actual Expenditure' columns in the previous 2 reports. Negative figures represent income received.

To enable users to link the information in this report to the second report, the report is sent with the Excel 'Autofilter' function in place. This can be used to link the information through the user going to cell B1, clicking on the drop down arrow and selecting the subjective they need to analyse from the drop down menu. This filters the transactions to the subjective selected covering the whole year to date. If required this filtered information can then be highlighted and printed through using the 'set print area' and 'print' Excel functions. To reset to all transactions the user must go back to the drop down menu in cell B1 and select 'all'.

If users require any help with this, then please contact your staff contact within the Education Accounting Team for assistance.

## **5. Details of Transactions listed in the All Transactions Report**

As detailed previously, the report contains 9 columns of information. The first 4, 'Cost Centre', 'Subjective', and two 'Flex Value' columns represent the financial code used where the transaction has been coded. The following 2 columns both headed 'Description', detail the description of the transaction required to identify what the transaction is for. The 'Effective Date' details the period the transaction occurred in with the transaction amount recorded in the 'Actual Amount' column. The final column lists the type of transaction. Details of these and how the 2 'Description' columns relate are given below:

- **Payables** – includes invoices paid through the Councils Oracle Payments System. Transactions where invoices have been received from suppliers and passed for payment. Description columns detail the supplier name, invoice number, invoice amount and description of what the payment was for.
- **Payroll Cyborg** – includes payments made to staff for hours worked, paid through the Council's Payroll System. Description columns detail employee name, payroll number, period paid and type of payment (basic, additional hours, Superannuation, National Insurance).
- **Receivables** – includes income received through the Council's Receivables System. Transactions where the service have raised invoices to external / internal customers which have then been paid through the Council's Receivables System. Description columns include customer details, invoice number and what the payment is for.
- **Spreadsheet/Manual** – includes any journalled corrections made by the Education Accountancy Team or other Accountancy Teams for miscoded invoice costs, payroll costs or requested transactions. Description columns include journal reference number, eg E7BW000456 and description of why the journal was required.
- **BT/Thus PLC** – payments made centrally for telephones / fax machines used including rental and call costs. These payments are made centrally and not by each individual establishment. Description columns include journal payment reference, telephone number charged for and financial code used.

Information on other entries not detailed above can be given through contacting your staff contact in the Education Accounting Team.

## **6. Spreadsheet Journals and Corrections**

It is important that when staff request corrections / amendments after analysing the monitoring reports, these queries are monitored from initiation to conclusion in order to prevent double corrections being made. Therefore staff, who request corrections / amendments, are requested to initially e-mail in the details to their Education Accounting Team contact. They will investigate and make any corrections necessary and conclude the request by

sending a confirmation e-mail. Staff are recommended to file these along with the initial e-mail sent to allow them to check off the corrections to their monitoring reports, sent the following period. This should prevent queries that have been dealt with previously, being raised again in error.

Transaction corrections made can be identified by the Journal reference number given in the conclusion e-mail sent from the Education Accounting Team and also from the description columns and amount columns in the correction line in the 'All Transactions Report' which will correspond. Using the filter function allows users to see the effect the correction journal has had on the accounts.

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## 5.2 Children's Services Networks Financial Coding

### Aberdeenshire Council

#### Children's Services Networks

#### Financial Coding

Network	Cost Centre	Supply Code for Teaching Staff	Support Services Co-ordinator
Aboyne	E315503	870	Jonathan Holden
Alford	E315508	871	Caroline McIver
Banchory	E315518	872	John Vickers
Banff	E310503	873	Jackie MacLaren
Ellon	E312503	874	David Mitchell
Fraserburgh	E310513	875	Lesley Muir
Huntly	E315523	876	Colin Fleetham
Inverurie	E313503	877	Marion Morrell
Kemnay	E313508	878	Deb Hoad
Stonehaven	E314503	879	Louise Coleman
Laurencekirk	E314508	880	Ranjit Fernandez
Meldrum	E312513	881	Graeme Flood
Mintlaw	E311503	882	Audrey Campbell / Nicola Robertson
Peterhead	E311510	883	Simon Clunie
Portlethen	E314513	884	Sue Mathison
Turriff	E312515	885	Lindsay Rouse
Westhill	E313513	886	Nicola Christie

Subjective	Description	E.g.
011*	APT&C General	Clerical staff filling in S44
044*	SEN Auxiliaries	SEN Auxiliaries filling in timesheet
2361	Purchase of Equipment	Buying resources and paying by invoice
2702	Other Supplies	Buying resources and paying by invoice
2703	Other Services	Buying resources and paying by invoice
3790	Training & Courses	If code required to pay for course

### 5.3 Year End Procedures – Children’s Services Network



#### Memo

To Heads of Establishment  
All Children’s Services Networks

From Zarina Mohammed-Dogra  
Accountant – Secondary and Special Education

Direct Dial 01224 664079

Date 28 February 2011

Our Ref CSNYearEndProcedures10-11

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#### YEAR END PROCEDURES – CHILDREN’S SERVICES NETWORK

As the financial year draws to a close I would like to draw your attention to the following year-end instructions together with the procedure for calculating your carry forwards. These instructions should be read in conjunction with the Year End Instructions 2010/11 and Year End Timetable, both of which are available on Arcadia under Services >> Corporate Services >> Year End >> 2010 – 2011 >> Instructions >> Year-End Procedures 2010-11.

The deadline for finalising the year-end accounts for the Education, Learning & Leisure service is 6th May 2011, which is a week earlier than last year’s deadline. This deadline has meant that tighter deadlines will need to be implemented this year in comparison to last year. Therefore, as in previous years your assistance in helping us achieve these deadlines is appreciated.

#### MONITORING REPORTS – 2010/11

You will receive your Monitoring Reports for the period ended 28 February 2011 by **07 March 2011**. We would appreciate if these reports could be checked to ensure that you are in agreement with the transactions. All queries should be notified to the team by the **18 March 2011** at the latest. Please note that all queries relating to Period 1-9 (April to December 2010) should have been advised to us by the **31 January 2011**. Therefore only queries relating to Period 10-11 will be dealt with between 7 March 2011 and 18 March 2011.

Monitoring Reports to March 2011 will be issued to you by **08 April 2011** – all queries should be notified to Andrew Ross, Assistant Accountant by **18 April 2011**.

## CARRY FORWARD SUMMARY REPORTS

These will be prepared by the Education, Learning & Leisure Accounting Team and issued to all establishments by **Monday 25 April 2011**.

You should note that some late entries may have been processed between the production of your March 2011 monitoring reports and the figures contained within your Carry Forward Summary Reports.

All establishments should then review and agree the Carry Forwards by **Thursday 28 April 2011**. Failure to advise us of any changes required by this date will result in establishments losing their full Carry Forward entitlement.

The maximum that any establishment can carry forward is **10% of the total budget** to the establishment. The total budget figure includes the original budget for your CSN (budget allocation memo emailed to you on the 17<sup>th</sup> June 2010 by Andrew Ross). Please note that the total budget does **not** include any carry forward from 2009-2010 and surestart funding as both of these amounts should have been fully utilised.

The financial ledger for 2010/11 will close on the 28 April 2011. **After this date no further adjustments can be made to any of your carry forward figures.** Once the ledger closes, we will issue you with Final Carry Forward Reports along with a Spending Plan for the 2010/11 carry forward. The Spending Plan will show the amount of carry forward, which will be based on the lowest value of the budget remaining unspent on the Final Carry Forward Report or 10% of the total budget for the CSN.

**CSN Budget Overspends** – upon discussion with Wilf Weir, further clarification will be given at the time of issuing the Carry Forward Reports, as to how any overspends will be treated in 2010/11.

## PROCESSING OF LATE CREDITORS INVOICES WHICH RELATE TO THE FINANCIAL YEAR 2010/11

To determine which financial year an invoice should be paid from you must consider when the goods/services, to which the invoice relates to, were received. If the goods and services were received prior to 31 March 2011 then the invoice should be processed in 2010/11. Any goods/services received after this date should be processed in 2011/12.

All invoices for 2010/11 should be processed by the time the Creditors system closes on **31 March 2011**. If any invoices for 2010/11 cannot be processed by this deadline, these should be processed in the new financial year and an email sent to Andrew Ross with the details, so that the invoices can be backposted to 2010/11. The deadline of notifying us of invoices to be backposted is **21 April 2011**.

Thereafter, all invoices must be processed in the usual manner and will be paid from the new financial year irrespective of the invoice date.

## QUERIES SHOULD BE ADDRESSED TO THE FOLLOWING MEMBERS OF THE EDUCATION, LEARNING & LEISURE ACCOUNTING TEAM:

Queries on Budgets/Carry Forwards 664079	Zarina Mohammed-Dogra	01224
Monitoring Report Queries and Transfers 664637	Andrew Ross	01224

## **SUMMARY OF RELEVANT DATES**

- 31 March** Final date for processing invoices that are to be charged to the 2010-11 CSN budget.
- 08 April** Monitoring and transaction reports to March 2011 for CSN budgets will be issued by the Education, Learning & Leisure Accounting Team by this date.
- 18 April** All queries arising from March 2011 monitoring reports must be notified to the Education, Learning & Leisure Accounting Team by this date.
- 25 April** Summary Draft Carry Forward Reports to be issued to establishments together with any late transactions, which may have been charged against devolved budgets.
- 28 April** Carry Forward totals to be charged to financial ledger. All queries **must** be dealt with by this date.
- 28 April** Final Summary Carry Forward Reports to be issued.

**All establishments should adhere strictly to the above timetable. Failure to do so will result in Education, Learning & Leisure being unable to submit the Annual Abstract of Accounts by Friday 06 May 2011.**

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## 5.4 2011/12 & 2012/2013 Budget – Spending Plan Template



### 2011/12 BUDGET – SPENDING PLAN

Name of Children’s Services Network:

2011/12 Budget Allocation – Permanent Staffing	£
2011/12 Budget Allocation – Development Budget	£
2010/11 Carry Forward	£
2011/12 Total CSN Budget	£

Please detail below how the total 2011/12 Budget will be utilised.

Note: Details of the relevant improvement objective against which the spend will be monitored must be included.

Spending Plan	Related Improvement Objectives	£

<b>2011/12 Budget Allocation</b>	<b>£</b>
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<b>Authorised by:</b>	<b>Date:</b>
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SPENDING PLANS REQUIRE TO BE COMPLETED, AUTHORISED, AND  
RETURNED TO THE AREA HEAD OF SERVICE, BY 2 SEPTEMBER 2011,  
AT THE LATEST.

**For Office Use:**

**Authorised By Head of Service:**

**Date:**

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**2012/13 BUDGET – SPENDING PLAN**

**Name of Children’s Services Network:**

<b>2012/13 Budget Allocation – Permanent Staffing</b>	£
<b>2012/13 Budget Allocation – Development Budget</b>	£
<b>2011/12 Carry Forward</b>	£
<b>2012/13 Total CSN Budget (pre-savings)</b>	£
<b>2012/13 CSN Budget Savings ( %)</b>	£
<b>2012/13 Total CSN Budget (post-savings)</b>	£

**Please indicate below with details from which budget allocation ie Permanent Staffing or Development Budget the 2012/13 CSN Budget Savings will be made.**

**Please detail below how the total 2012/13 Budget will be utilised.**

Note: Details of the relevant improvement objective against which the spend will be monitored must be included.

Spending Plan	Related Improvement Objectives	£
2012/13 Budget Allocation		£

<b>Authorised by:</b>	<b>Date:</b>
-----------------------	--------------

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SPENDING PLANS REQUIRE TO BE COMPLETED, AUTHORISED, AND RETURNED TO THE AREA HEAD OF SERVICE, BY 2 SEPTEMBER 2011, AT THE LATEST.

**For Office Use:**

Authorised By Head of Service:

Date:

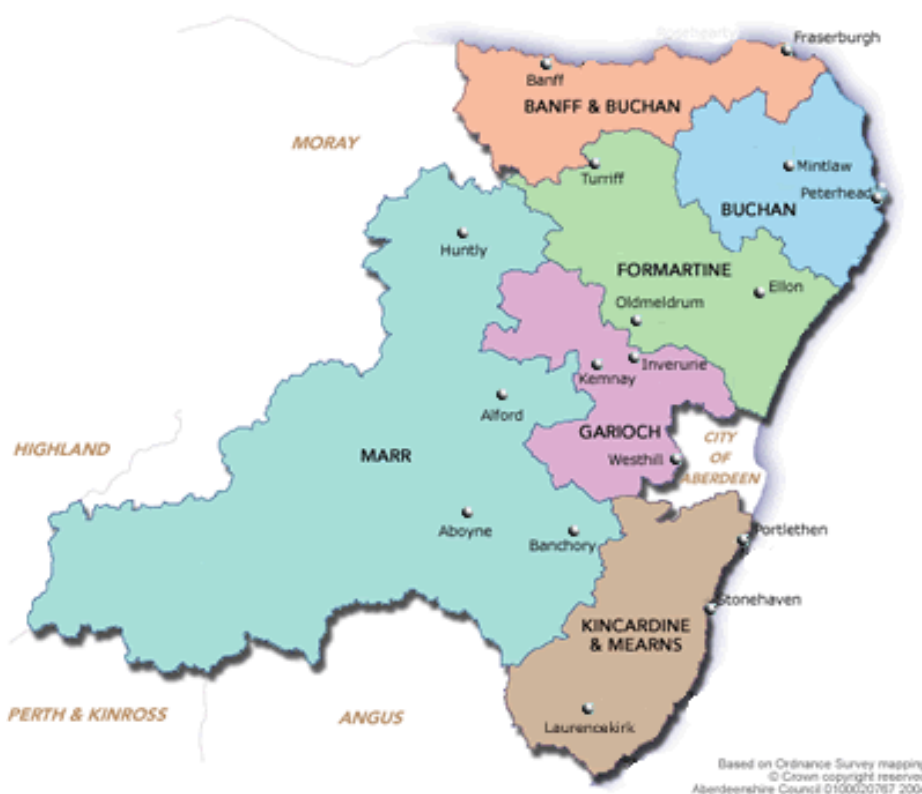
# Appendices

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## Appendix 1

- i) Contacts Links to Key Documents
- ii) Links to Key Documents

### Aberdeenshire Children's Services – Electronic Directory



### Location of the 17 Children's Services Networks in Aberdeenshire

#### Key Aberdeenshire Policy Documents

- [Integrated Children's Services Plan](#)
- [Aberdeenshire Integrated Assessment Framework](#)
- [Aberdeenshire Community Plan](#)
- [Local Community Plans](#)
- [Single Outcome Agreement](#)
- [Valuing Young People – Youth Engagement Strategy](#)
- [Aberdeenshire health Improvement Plan](#)

#### Lead Partners

- Aberdeenshire Council  
<http://www.aberdeenshire.gov.uk/index.asp> Woodhill House, Westburn Road, Aberdeen AB16 5GB, General enquires:
- NHS Grampian

[www.nhsgrampian.org](http://www.nhsgrampian.org), General Switchboard: 0845 456 6000  
[grampian@nhs.net](mailto:grampian@nhs.net)

- Grampian Police  
<http://www.grampian.police.uk/>, Grampian Police  
 Force Headquarters, Queen Street, Aberdeen AB10 1ZA

## Social Work Contacts

For social work general enquiries Tel: 0845 606 7000 email:  
[social.work@aberdeenshire.gov.uk](mailto:social.work@aberdeenshire.gov.uk), or contact your local Children and Families  
 Team

For information on services provided to children and families go to:  
<http://www.aberdeenshire.gov.uk/children/index.asp>

<b>Emergency/out of hours: 0845 840 0070</b>		
<b>North Area Child Care/Children and Families Teams</b>		
Banff	Banff Social Work Office, 10 Carmelite Street, Banff AB45 1AF	01261 818097
Turriff	10 Hatton Road, Turriff AB53 4LF	01888 569260
Fraserburgh	Fraserburgh Area Office, 14 Saltoun Square, Fraserburgh AB43 9DA	01346 513281
Peterhead	Peterhead Social Work Office, 53 Windmill Street, Peterhead AB42 1UE	01779 477333
<b>South Area Child Care/Children and Families Teams</b>		
Deeside	Banchory Social Work Office, 45 Station Road, Banchory AB31 5XZ	01330 824991
Central Buchan	Housing & Social Work, Cent. Buchan Office, Baird Rd, Strichen AB43 6SU	01771 638200
Kincardine North	Portlethen Social Work, Rowanbank Road, Portlethen AB12 4NX	01224 783880
Kincardine South	Carlton House, Arduathie Road, Stonehaven AB39 2DL	01569 763800
<b>Central Area Child Care/Children and Families Teams</b>		
Ellon area	Ellon Area Office, 25 Station Road, Ellon AB41 9AA	01358 720033
Inverurie + Kemnay and Westhill areas	The Old Police Station, 93 High Street, Inverurie AB51 3QJ	01467 625555
Huntly area	Huntly Family Resource Centre Deveron Road Huntly, AB54 8DU	01466 799600
Aboyne aerea	Low Road, Aboyne AB34 5GW	01339 887096

## **FAMILY / (COMMUNITY) (RESOURCE) CENTRES IN ABERDEENSHIRE** **@ JUNE 2011**

<b>CENTRE</b>	<b>TELEPHONE NO.</b>
Peterhead Family Centre 53A Windmill Street Peterhead, AB42 1UE	01779 473368
Fraserburgh Family Centre 2/4 Bervie Road Fraserburgh, AB43 5UY	01346 515187
Banff Family Centre	1261 813180

Academy Drive Banff, AB45 1BL	
Kemnay Family <u>Resource</u> Centre Aquithie Road Kemnay, AB51 5SS	01467 641297
Kintore Family Centre Castle Walk Kintore, AB51 0RU	01467 634390
Turriff <u>Community Resource</u> Centre Hatton Road Turriff, AB53 4LF	01888 569260
Huntly Family <u>Resource</u> Centre Deveron Road Huntly, AB54 8DU	01466 799600
Banchory Family <u>Resource</u> Centre Hill of Banchory Primary School Hill Of Banchory South Firbrae Banchory, AB31 5ZT	01330 826254
Portlethen Family <u>Resource</u> Centre Portlethen Academy Bruntland Road Portlethen, AB12 4QL	01224 786199
Stonehaven Family Centre Woodview Place Stonehaven, AB39 2TD	01569 768902

#### **Other Social Work Contacts**

Children with Disabilities Team	Seafield House, 37 Castle Street, Banff AB45 1FQ	Contact local office or 01261 818097
Childcare Community Placement, (Looked After Children Enquiries)	Carlton House, Arduthie Road, Stonehaven AB39 2DL	01569 768300
Youth Justice Central & South	Turriff Community Resource Centre, Hatton Road, Turriff AB53 4LF	01888 569260
Youth Justice North	Housing & Social Work Cent. Buchan Office, Baird Rd, Strichen AB43 6SU	01771 638200

#### **Aberdeenshire Domestic Abuse Outreach Team**

North	01771 638200
South	01330 824991
Central	01358 725756

#### **Occupational Therapy Services**

Central & South Aberdeenshire Tel: 0845 345 6791

North Aberdeenshire 01261 813452

Fraserburgh 01346 585092

Central Buchan 01771 613940

Peterhead 01779 484233

Turriff 01888 564117

## Education Contacts

Aberdeenshire Council provides education to children in 88 [nurseries](#) (and 96 private and voluntary partner provider pre-school centres), 151 [primary schools](#), 17 [secondary schools](#), and 4 [special needs schools](#)

For a List of Schools in Aberdeenshire go to [http://www.aberdeenshire.gov.uk/schools/our\\_schools/allschools.asp](http://www.aberdeenshire.gov.uk/schools/our_schools/allschools.asp)

Aberdeenshire Sensory Support Service for children and young people	Westhill Academy, Hay's Way, Westhill, Aberdeenshire AB32 6XZ	01224 744786 sensorysupportservice.education@aberdeenshire.gov.uk
Educational Psychology	Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen AB16 5GB	01224 664272 eps@aberdeenshire.gov.uk
Buchan Education Office	16 Prince Street, Peterhead AB42 1PT	01779 473269 01779 470390 peterhead.psych@aberdeenshire.gov.uk
Banffshire	The Lodge, Berrymuir Road, Macduff AB44 1PT	01261 831233 macduff.psych@aberdeenshire.gov.uk
North Team	Dover Lodge, 117 Charlotte Street, Fraserburgh AB43 9LS	01346 515303 fraserburgh.psych@aberdeenshire.gov.uk
South Team	Educational Psychology Service, 52 Cameron Street, Stonehaven AB39 2HE	01569 764110 stonehaven.psych@aberdeenshire.gov.uk
Central Team	Educational Psychology Service, Craigeearn Business Park, Morrison Way, Kintore AB51 0TH	01467 634759 inverurie.psych@aberdeenshire.gov.uk

[Family Information service](#) – Information about childcare across Aberdeenshire, including links to pre-school education

## Health Contacts

For most services, including Health Visitors, contact local GP Practices. For a full list of GP Practices go to:

[http://www.nhsgrampian.org/nhsgrampian/gra\\_display\\_hospital.jsp?pContentID=127&p\\_applic=CCC&p\\_service=Content.show&](http://www.nhsgrampian.org/nhsgrampian/gra_display_hospital.jsp?pContentID=127&p_applic=CCC&p_service=Content.show&)

<a href="#"><u>Royal Aberdeen Children's Hospital (RACH)</u></a>	Westburn Road, Aberdeen AB25 2ZG	
<b>Community Child Health Department - Children and Young People with Additional or complex Needs</b>	<b>RACH</b>	<b>01224 559318</b>

<b>Banff &amp; Buchan Child Development Team</b>	Hillcrest Health Clinic, Fraserburgh AB43 9NB	01346 585143
<b>Gordon Child Development Team</b>	Inverurie Hospital	01467 672771
<b>Kincardine &amp; Deeside Child Development Team</b>	Kincardine Community Hospital, Kirkton Road, Stonehaven AB 39 2NJ	01569 792028
<b>Speech and Language Therapy Service (South Team)</b>	Units 12 & 13, The Green, Berrymuir Road, Portlethen AB12 4UN	01224 785408/780223
<b>Speech and Language Therapy Service (Central Team)</b>	Admin Block, Inverurie Hospital, Inverurie AB51 3UL	01467 672731
<b>Speech and Language Therapy Service (North Team)</b>	88 King Street, Peterhead AB42 1UH Lochpots Rd, Fraserburgh AB43 9NH	01346 585250

**Child and Adolescent Mental Health Services (CAMHs) in Aberdeenshire accept referrals of young people from 0 – 18. After 18<sup>th</sup> birthday care transfers to Adult Services. The whole of Aberdeenshire is covered by the CAMH service with the exception of Banff area GP's who link to Rowen Centre in Elgin**

<b>Department of Child and Family Mental Health Services – NHS Grampian</b>	Lower Ground Floor, Royal Aberdeen Children's Hospital	<b>01224 550139</b>
Young People's Department	Garden Villa Royal Cornhill Hospital, Aberdeen AB25 2ZH	<b>01224 557268</b>
Rowan Centre	The Glassgreen Centre 2 Thornhill Drive Elgin IV30 6GQ	01343 553111

## Police Contacts

Grampian Police <http://www.grampian.police.uk/>

For a list and map showing Aberdeenshire Local Policing Teams go to:

<http://www.grampian.police.uk/Area.aspx?id=158&pid=30;32;11;175>

For non emergencies call 0845 600 5 700

**COMMUNITY PROTECTION & INVESTIGATION UNIT Tel. 0845 600 5 700**

## Other Local Resources / Contacts

- [North East Scotland Child Protection Committee](#)
- [Scottish Children's Reporter Administration, Aberdeenshire](#) -The Exchange No 2, Aberdeen AB11 5PJ; Tel. 01224 565150
- [www.grampiancaredata.gov.uk](http://www.grampiancaredata.gov.uk) – Information about a range of services , including those provided by the voluntary and third sector  
Tel: 01651 872727 Minicom: 0800 136 225 email:  
[caredata@aberdeenshire.gov.uk](mailto:caredata@aberdeenshire.gov.uk)
- [Grampian Women's Aid](#) – Tel: 01224 593381
- [Aberdeenshire Alcohol and Drugs Partnership](#)
- [Local Housing Offices](#) - email [housing@aberdeenshire.gov.uk](mailto:housing@aberdeenshire.gov.uk)
- [Terrence Higgins Trust](#) - HIV and sexual health charity

Disability

Early Years Resources

Young People Resources

Adult Services

## National Resources

<http://enquire.org.uk/> - Advice for Additional Support for Learning

[www.childrens-hearings.co.uk/](http://www.childrens-hearings.co.uk/) - Children's Hearings information

National Child Protection Line 0800 022 3222

[www.talktofrank.com](http://www.talktofrank.com) - Information and advice for those concerned about drugs

## National Policy Documents

There are many policy, guidance and legislative documents relevant to children and young people that change in line with national priorities. There is an expectation that practitioners take responsibility for keeping up-to-date. The following list identifies some of the current most significant national policy areas but cannot be exhaustive.

- [\*Getting it Right for Every Child\*](#)
- [\*United Nations Convention on the Rights of the Child \(1990\)\*](#)
- [\*The Children \(Scotland\) Act \(1995\)\*](#)
- [\*Data Protection Act \(1998\)\*](#)
- [\*Curriculum for Excellence\*](#)
- [\*Delivering a Healthy Future. 2007\*](#)
- [\*Health for all children 4 \(2005\)\*](#)
- [\*Early Years Framework 2008\*](#)

- [Equally Well](#)
- [The Education \(Additional Support for Learning\) \(Scotland\) Act \(2004\)](#)
- [These Are Our Bairns: A guide for community planning partnerships on being a good corporate parent \(2008\)](#)
- [Early Years and Early Intervention \(2008\)](#)
- [National Guidance for Child Protection in Scotland 2010](#)
- [Hidden Harm \(2003\)](#)
- [Getting Our Priorities Right \(2003\)](#)
- [Towards a Mentally Flourishing Scotland](#)
- [The Mental Health of Children and Young People: a Framework for Promotion, Prevention and Care \(2005\)](#)
- [More Choices, More Chances: A Strategy to Reduce the Proportion of Young People not in Education, Employment or Training in Scotland \(2006\) and 16 + Learning Choices](#)
- [Freedom of Information \(Scotland\) Act \(2002\)](#)
- [Getting it Right for Young Carers: The Young Carers Strategy for Scotland 2010-2015](#)

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**XXXX CHILDREN'S SERVICES NETWORK**

**IMPROVEMENT PLAN**

**FOR**

**2010-11**

**VISION STATEMENT**

**“Every Child in Aberdeenshire will be  
valued and helped to realise their  
potential”**

# XXXX CHILDREN'S SERVICES NETWORK IMPROVEMENT PLAN

FOR

2010-11

## 1. Aims

**XXXX Children's Services Network will ensure that:**

- each child has the fullest opportunity to maximise his or her potential – achievements in all areas are celebrated, basic skills nurtured and developed, self-esteem enhanced and high expectations maintained
- full attention is paid to identifying and addressing the child's needs – social, developmental, emotional and health – and their impact on the ability of the child to realise his or her potential
- particular focus is given to the role of the family and parents/guardians and the contribution they can make
- teachers, social workers, community learning and health professionals operate in an integrated framework to achieve these objectives

**XXXX CHILDREN'S SERVICES NETWORK IMPROVEMENT PLAN**  
**FOR**  
**2010-11**

**2. Key Features**

**XXXX Children's Services Network will work towards attaining all of the following key features**

Children and young people will be

- Safe, protected from abuse, neglect or harm at home, at school or in the community.
- Healthy, enjoying the highest attainable standards of physical and mental health, access to suitable healthcare and support in learning to make healthy choices.
- Nurtured, living within a supportive family setting, with additional assistance if required, or, if this is not possible, within another caring setting, ensuring a positive and rewarding childhood experience.
- Achieving support and guidance in their learning and in the development of their skills, confidence and self esteem at home, at school and in the community.
- Respected, with opportunities to be heard and involved in decisions that affect them.
- Active, with opportunities to take part in activities such as play, recreation and sport which will contribute to healthy growth and development, both at home and in the community.
- Responsible, with opportunities to play active and responsible roles in their communities and where necessary, having appropriate guidance and supervision and being involved in decisions that affect them.
- Included, helped to overcome social, educational, physical and economic inequalities and being accepted as part of the community in which they live and learn.

**XXXX CHILDREN'S SERVICES NETWORK IMPROVEMENT PLAN**

**FOR**

**2010-11**

**3. STRATEGIC PLAN FOR 2010-11**

**CONTENTS**

Section 3.1: Network Characteristics

Section 3.2: Development Priorities

Section 3.3: Development Plan

Section 3.4: Budget Strategy

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**SECTION 3.1**

**NETWORK CHARACTERISTICS**

**Description**

Description of network including identified needs

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## SECTION 3.2

## DEVELOPMENT PRIORITIES

Identified Priority	Key Feature	Timescales	Lead Service / Task group	Lead Person(s)
eg Provision of crèches for under 3s	Active	From Aug 2010-Jun 2011	Community Learning	Isobel Davidson

3.3

DEVELOPMENT PLAN 2010-11

Plan number \_\_\_\_\_

Development Priority \_\_\_\_\_

Lead Professional \_\_\_\_\_

What we plan to do	What we have done	Evidence
Impact		Next Steps

## 3.4

## 2010/11 BUDGET – SPENDING PLAN

Name of Children’s Services Network
-------------------------------------

<b>2010/11 Budget Allocation – Permanent Staffing</b>	£
<b>2010/11 Budget Allocation – Development Budget</b>	£
<b>2009/10 Carry Forward</b>	£
<b>2010/11 Total CSN Budget</b>	£

**Please detail below how the total 2010/11 Budget will be utilised.**

Note: Details of the relevant improvement objective against which the spend will be monitored must be included.

Spending Plan	Related Improvement Priority	£
<b>2010/11 Budget Allocation</b>		

<b>Authorised by:</b>	<b>Date:</b>
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For Office Use:

Authorised By Head of Service:

Date: