

LOCAL AUTHORITY CIRCULAR

LAC(2004)18

To: The Chief Executive
County Councils)
Metropolitan District Councils) England
Shire Unitary Councils)
London Borough Councils
Common Council of the City of London
Council of the Isles of Scilly

The Director of Social Services
The Finance Director

10th June 2004

TEENAGE PREGNANCY LOCAL IMPLEMENTATION, PSHE AND SURE START PLUS GRANT 2004-05

SUMMARY

This circular covers:

- a) the terms and conditions for the Teenage Pregnancy Local Implementation, PSHE and Sure Start Plus Grant (“*Teenage Pregnancy Local Implementation Grant*”) and each local authority’s allocation. The grant includes allocations to thirty-five local authorities within the twenty Sure Start Plus pilot programmes, and allocations to all authorities to fund teachers on a Continuing Professional Development (CPD) Personal, Social and Health Education (PSHE) certification programme; and
- b) the payment and expenditure certification arrangements.

ACTION

The following actions must be taken by all authorities in the Sure Start Plus pilot programme, in respect of the element of the grant for the pilot programme, and all other authorities except those which at the 1 April 2004 are rated three star on social services and/or excellent in the Comprehensive Performance Assessment:

- a) to ensure that the grant is spent according to the terms and conditions as set out in this Circular and Determination: to support the implementation and co-ordination of agreed local teenage pregnancy strategies and Sure Start Plus pilot programmes, where applicable, and recruitment of teachers into the CPD PSHE certification programme;
- b) to submit a progress report setting out how the grant has been used, and a revised forward action plan from April 2005 to the Teenage Pregnancy Unit by 31 March 2005. This must include proposed action in respect of Sure Start Plus programmes, where appropriate, and a strategy for recruitment of teachers into the PSHE certification programme until April 2006;
- c) to submit a certified final financial statement to the Teenage Pregnancy Unit by 30 September 2005.

GRANT SCHEME

Background

1. The *Teenage Pregnancy Local Implementation Grant* has been made under section 31 of the Local Government Act 2003. It supports the implementation of local teenage pregnancy strategies and includes allocations to each local authority to fund teachers on a PSHE certification programme for teachers plus allocations to thirty-five local authorities for the Sure Start Plus pilot programme. For 2004/05 the total grant to local authorities is £32,394,000, of which £1,504,000 is for the PSHE certification programme, and £3,390,000 is for the Sure Start Plus pilots. The Grant Determination (at Appendix A of this Circular) sets out the allocation to each local authority (Annexes A, B and C) and the terms and conditions for the use of the grant (Annex D).

2. Local authorities which at 1 April 2004 have either a rating of three stars for social services or an excellent Comprehensive Performance Assessment (CPA) will have no conditions attached to the grant payments except where payments are made for pilots in the Sure Start Plus pilot programme. Annex A lists these local authorities and their allocations, which are on the same basis as for all other authorities. Although these authorities are not required to follow the grant conditions, they are encouraged to do so to ensure effective implementation of the agreed local teenage pregnancy strategy, including supporting teachers through the PSHE certification programme, to ensure that the agreed 2004 and 2010 local conception reduction targets are achieved. For more information on star ratings and the Comprehensive Performance Assessment, visit the following sites <http://www.doh.gov.uk/pssratings> and <http://www.audit-commission.gov.uk/>.

3. As Sure Start Plus is a pilot programme, the allocations to the thirty-five local authorities within the twenty pilot programmes will continue to be ring-fenced until April 2006. The terms and conditions for this element of the grant apply to all local authorities within the pilot areas irrespective of their CPA or social services star rating.

Teenage Pregnancy Local Implementation

4. The National Teenage Pregnancy Strategy is set out in the Social Exclusion Unit's report on Teenage Pregnancy, launched by the Prime Minister in 1999. The two national targets are to:

- a) halve the under 18 conception rate by 2010 (with an interim reduction target of 15% by 2004 included in the NHS Plan, which is also a Manifesto commitment), and set a firmly established downward trend in the conception rates for under 16's; and
- b) increase the participation of teenage mothers in education, training or work, to 60% by 2010 to reduce their risk of long term social exclusion.

The target to reduce the under 18 conception rate by 50% by 2010 is a joint Department of Health and Department for Education and Skills Public Service Agreement (PSA) and is a national PSA for Local Government.

5. Since April 2001, every top-tier local (social services/education) authority in England has had a local teenage pregnancy strategy, which has been agreed by the Teenage Pregnancy Unit. The agreed local teenage pregnancy strategies set out how local agencies will work together to deliver the key aims of the National Teenage Pregnancy Strategy. Within the local joint teenage pregnancy strategies, local authorities and health partners have signed up to local under 18 conception rate reduction targets for 2004 and 2010 to underpin delivery of the national targets. Local Connexions Partnerships share the national target to halve the under 18 conception rate by 2010 and increase participation in education, training or work to 60% by 2010.

6. The purpose of the grant is to support the implementation of agreed local teenage pregnancy strategies, and ensure that robust arrangements are in place to continue the co-ordination and delivery of agreed local action plans, including those for Sure Start Plus where appropriate. The total grant funding in 2004/05 has increased to £32,394,000. Allocations will continue to be made to every local strategy area. (As last year, funding for the implementation of the strategy for Hackney and the City of London will be through Hackney London Borough and funding for the Cornwall and Isles of Scilly strategy will be through Cornwall County Council¹. Five thousand pounds of the payment to Cornwall County Council must be spent on implementation of the Strategy in the Isles of Scilly).

¹ Representatives of the Isles of Scilly should be members of the Partnership Board covering Cornwall and the Isles of Scilly and representatives from the City of London should be members of the Partnership Board covering Hackney and the City of London. Implementation arrangements should be agreed locally. Where appropriate, funding flexibilities (see paragraph 24 (b)) should be used.

7. The allocation of the first £27.5 million of the grant for 2004/05 is made upon the same basis as last year. That is, the first £16 million is based upon local under 18 conception rates and 15 –17 year old female population sizes, and the local co-ordination arrangements. The next £8 million has been weighted towards areas with high *numbers* of under 18 conceptions (rather than rates). All areas also receive a minimum level of funding for strategic and partnership work including at least £30,000 within their overall allocation for local co-ordination arrangements. In 2004/05 a further £3.5 million has also been weighted towards areas with high numbers of conceptions with an area cost adjustment applied to reflect the higher cost of living in some parts of the country. The final £1,504,000 available in 2004/05 has been allocated to the PSHE certification programme for teachers (see below – paragraphs 10 to 13).

8. The local authority is the accountable body and must take decisions on the expenditure of the grant to ensure that it is used to support the aims of the agreed local strategy and deliver the local action plan. The Teenage Pregnancy Partnership Board oversees the implementation of local teenage pregnancy action plans and original Sure Start Plus pilot proposals, and should develop a recruitment strategy for the PSHE certification programme. The Partnership Board will need to include:

- the lead Teenage Pregnancy Co-ordinator;
- representatives from the local authority (including representatives from social services, education and local housing authorities and/or Supporting People teams);
- local Primary Care Trusts (PCTs) (in some areas representation will be via a lead Primary Care Trust, but all local PCTs must be involved in consultation); and
- other key local partners, including representatives from the voluntary sector; and for example, representatives from local Connexions Partnerships, as appropriate;
- Partnership Boards in local authorities receiving grant monies for Sure Start Plus pilots must also include strategic leadership for the Sure Start Plus partnership (see paragraph 23).

In all cases, the local Teenage Pregnancy Partnership Board should make recommendations on the use of the grant, seeking advice from PSHE advisers and National Healthy Standard School Co-ordinators, and from the Sure Start Plus partnerships, as appropriate.

9. The aim of the grant is to facilitate effective local co-ordination, accelerate and support new developments, add value to existing services, and pump-prime promising approaches. Grant funding should not be substituted for mainstream funding on core functions by the local authority or partner health bodies and other agencies. Local Partnership Boards should liaise with other local organisations to identify additional relevant sources of funding to deliver the agreed local teenage pregnancy strategy. Local Partnership Boards should evaluate strategy initiatives to inform future mainstream funding of successful interventions.

Teachers PSHE Certification Programme

10. This year £1,504,000 has been allocated to support teachers through the specialist CPD Personal, Social and Health Education (PSHE) certification programme established by the Department for Education and Skills, and Department of Health². The allocations have been made to local areas on the basis of the number of schools within the Local Education Authority (LEA). The following allocations by number of schools apply: £6k for LEAs with 0-99 schools, £10k for LEAs with 100-199 schools, £15k for LEAs with 200-299 schools, £20k for LEAs with 300-399 schools, and £23k for LEAs with over 400 schools. Allocations for individual areas are separately identified and are ring-fenced within the grant (full list is at Annex A and B of the Grant Determination). Although three star social services and excellent authorities are not required to follow grant conditions, they are encouraged to participate fully in the implementation of the CPD programme.

11. The PSHE programme involves teachers gathering evidence against standards in two dimensions: core skills of teaching and managing pupil learning in PSHE and an extension module in sex and relationship education (SRE) or drugs education. Priority for use of the grant should be given to teachers wanting to choose the SRE module, with at least 80% of teachers expected to opt for this module. Those wishing to take the drugs module should be encouraged to apply for central funding. Only in exceptional circumstances can less than 80% of teachers take the SRE module. In such instances, this must be with the agreement of the Regional Teenage Pregnancy Co-ordinator, who will liaise with the regional National Healthy School lead.

12. Teenage Pregnancy Partnership Boards should work with the local Healthy Schools Programme Co-ordinator, Drug Action Team Co-ordinator, School Nurse Manager, LEA PSHE and CPD advisers to identify a PSHE lead and agree a recruitment strategy for the PSHE certification programme. This person will take forward the programme of work locally to recruit teachers into the PSHE certification programme and provide a local network of support for teachers participating in the programme. The programme offers teachers an opportunity for continuing professional development and to gain recognition for their skills and experience of PSHE. Therefore teachers who have at least three years teaching experience and a significant amount of PSHE on their timetable should be priority. The recruitment strategy should in the first instance target secondary school teachers in National Healthy School Standard target schools, that is those with 20 per cent or more free school meals, and those from Pupil Referral Units. After this other secondary, primary and special schools should be considered. To maximise the use of resources only one teacher per school should be recruited (only in exceptional circumstances should more than one be recruited) and male teachers in particular should be encouraged to participate. It is the responsibility of the local Partnership Board to ensure that the recruitment strategy is reflected in the local action plan and to make

² See letter from National Healthy School Standard Team entitled "Continuing Professional Development for teachers through the National Healthy School Standard – Certification of the teaching of PSHE" sent in December 2003 to all regional and local Healthy Schools Programme Co-ordinators and Teenage Pregnancy Co-ordinators.

recommendations to the accountable body, the local authority, about expenditure of the PSHE allocation and to account for expenditure.

13. The grant payments in respect of the PSHE certification programme have been calculated on the basis of £750 per teacher. Eligible expenses include supply cover costs for teachers undergoing the PSHE certification programme, materials, and training costs, including costs of the local support network for teachers enrolling on the programme. It will be determined locally what percentage of the amount is used to fund teacher supply and what is retained to support training costs. There is an expectation that the minimum number of teachers participating in the programme are as follows: 8 teachers for a £6k allocation, 13 teachers for a £10k allocation, 20 teachers for a £15k allocation, 26 teachers for a £20k allocation, and 30 teachers for a £23k allocation. An optimum minimum group number is twelve. LEAs will be encouraged to bid for additional central funding to cover more teacher places. Central funding will be prioritised for those opting for the drugs module with funding for the SRE module provided if sufficient resources are available.

Sure Start Plus Pilot Programme

14. As part of the local teenage pregnancy strategies, twenty Sure Start Plus pilots, covering thirty-five local authorities, are testing ways of delivering a wide package of help, advice, education and support to improve the long-term health, education and social outcomes for pregnant teenagers, teenage parents and their children. Action plans to April 2004 were approved by the Sure Start Unit in late 2000, following the submission of proposals from the twenty areas selected to pilot the Sure Start Plus programme. Further forward action plans for the two years from 1 April 2004 were submitted to the Teenage Pregnancy Unit by 31 March 2004 for approval. The grant allocations must be used to deliver the Sure Start Plus programme, as set out in the original proposals or according to the revised action plans from April 2004, once these have been approved by the Teenage Pregnancy Unit.

15. The allocations in respect of the Sure Start Plus pilots remain unchanged from the funding available to pilot areas in 2003/04 (details are at Annex C of the Grant Determination). Local Teenage Pregnancy Partnership Boards may increase resources to their Sure Start Plus pilot above these ring-fenced levels from the overall grant allocation for local implementation, if they choose. Where this occurs the resources must be accounted for in the Statement of Expenditure (see Appendix B).

16. The grant payments in respect of Sure Start Plus pilot programmes support staffing costs of Sure Start Plus Advisers and the co-ordination of programme development and pump-priming to fill gaps in local services. As with the teenage pregnancy local implementation grant they should not substitute for mainstream funding on core functions by the local authority or partner health bodies and other agencies.

17. The final year of funding for the Sure Start Plus pilot programme is 2005/06.

ACTION PLANNING AND PROGRESS MONITORING

18. The Partnership Board is responsible for drawing up annual action plans and progress reports, following consultation with all local partners, including Connexions Partnerships and Sure Start Plus partnerships, where appropriate. The Primary Care Trusts' contribution to the annual action plan will be reflected in the Local Delivery Plan. Plans and reports should be submitted for approval to the Chief Executive of the local authority; the Chief Executives of local Primary Care Trusts, for approval of the specific NHS contribution; the Local Strategic Partnership Board; or another strategic level joint health and local authority board, such as Children's Services, Children and Young People Partnerships or joint planning boards. Revised action plans for the two years from April 2004 were submitted to the Teenage Pregnancy Unit and Regional Teenage Pregnancy Co-ordinators by the end of March 2004 (guidance was issued by the Teenage Pregnancy Unit in November 2003).

19. The forward action plans and progress reports will be assessed by regional panels, which will be chaired by the Regional Teenage Pregnancy Co-ordinator. The panel will include regional colleagues from other key programmes, such as National Healthy School Standard, Sure Start, Connexions, Supporting People, and Neighbourhood Renewal who will monitor that the strategy is included in relevant planning guidance. Representatives from housing, the Strategic Health Authority, and Social Services Inspectors will also be on the panel. The Teenage Pregnancy Unit will provide written approval of forward action plans, or written feedback on elements requiring further improvement, by the end of June 2004. Any further amendments to the teenage pregnancy action plans in-year, should be approved by the Regional Teenage Pregnancy Co-ordinator. Approval is also needed for any changes to the Sure Start Plus action plans and the plans for the teachers' CPD PSHE certification programme.

20. Revised action plans to April 2006 and a report on implementation progress during 2004/05 should be submitted to the Teenage Pregnancy Unit by the 31 March 2005. The action plans should include a recruitment strategy for the PSHE certification programme for 2005/06 and revised plans for Sure Start Plus in local authorities within pilot areas. (The Teenage Pregnancy Unit will issue further guidance on the development of the revised action plans and annual reports by November 2004). Formal written feedback will be provided to Partnership Boards by the end of June 2005.

21. Three star social services and excellent authorities are expected to continue to plan locally to ensure that the agreed 2004 and 2010 local conception reduction targets are achieved. They are not, however, required to submit reports and action plans. Nevertheless, where these local authorities are receiving grant monies for Sure Start Plus, they are responsible for preparing and submitting reports in respect of the pilot programme.

22. The local authority should monitor the progress of each activity in the approved local action plan to ensure that milestones are being met, the grant is spent as agreed and within the terms and conditions, and that there is proper financial control and project management. NHS partners will monitor their specific contribution as part of the Local Delivery Plan monitoring process outlined in the Priorities and Planning Framework Guidance. Where there are early warnings of performance falling short of expectations, Regional Teenage Pregnancy Co-ordinators should be notified and appropriate corrective action should be identified and recorded. Regional Teenage Pregnancy Co-ordinators will work with Strategic Health Authorities to take action where performance against Local Delivery Plan trajectories deviate beyond limits agreed with PCTs. Regional Teenage Pregnancy Co-ordinators will work with regional Healthy School Standards leads where there are delays in recruitment to the PSHE certification programme. In addition to reviewing progress through the annual report mechanism, Regional Teenage Pregnancy Co-ordinators will arrange to meet with the lead Teenage Pregnancy Co-ordinator and Chair/ or appropriate representatives from the Teenage Pregnancy Partnership Board, on at least one occasion during the year to review progress. This will also cover Sure Start Plus in the pilot areas.

LOCAL CO-ORDINATION

23. It is a requirement of the National Strategy that local authorities and Primary Care Trusts nominate a lead Teenage Pregnancy Co-ordinator, to co-ordinate actions of key partners geared to preventing teenage pregnancy and supporting teenage parents, in order to deliver the agreed local action plans. The grant should be used to enhance existing co-ordination arrangements and can also be used to fund posts to support the lead co-ordinator, in particular within partner organisations, such as Primary Care Trusts, or in other local authority departments. Lead co-ordinators may be employed by any of the organisations involved (for example, local authorities, PCTs, voluntary sector). Local Teenage Pregnancy Partnership Boards should continue to ensure appropriate arrangements to secure effective co-ordination between the local authority, local Primary Care Trusts and other key local partners. In Sure Start Plus pilot areas, a Sure Start Plus strategic lead must be nominated, who will be a member of the local Teenage Pregnancy Partnership Board, and existing co-ordination arrangements must be supported. Any proposed changes to current co-ordination arrangements must be approved in writing by the Regional Teenage Pregnancy Co-ordinator.

LOCAL AUTHORITY RESPONSIBILITIES

24. The Grant Determination (at Appendix A) sets out the terms and conditions for the use of the Teenage Pregnancy and PSHE elements of the grant and applies to all authorities other than those three star social services and excellent authorities. The terms and conditions for the Sure

Start element of the grant apply to all areas authorities in receipt of Sure Start Plus monies. As the accountable body, the local authority has the following responsibilities:

- (a) ensuring proper financial management;
- (b) distributing a proportion of the grant, but not the full amount, to partner agencies as the local authority sees fit, using appropriate statutory powers (for example, section 28BB of the National Health Service Act 1977, section 65 of the Health Services and Public Health Act 1968, the flexibilities available under section 31 of the Health Act 1999, or where the relevant partner is another local authority, via arrangements under sections 101 and 136 of the Local Government Act 1972 (or sections 19 or 20 of the Local Government Act 2000 as appropriate)), to ensure continuity of posts and programmes of work in line with the local action plan. Local authorities should apply appropriate conditions to ensure expenditure by partner agencies is within the terms of the grant and this should be checked (for example, through spot checks on paid invoices, or by obtaining independently certified certificates of expenditure from an appropriately qualified auditor);
- (c) approving the forward action plans and annual reports, in consultation with partner organisations, including accounting for the grant funding and compiling the annual statement of expenditure requiring audit certification (see paragraph 28 below);
- (d) notifying the Regional Teenage Pregnancy Co-ordinator immediately if there is any suspected financial irregularity in the use of the grant, and the steps being taken in response;
- (e) providing the Department with information as to the local grant-related activities (and proposed activities) and as to the use (or proposed use) of all or any part of the grant as the Department may from time to time require. The local authority shall also permit any officer or officers from the Department at any reasonable time to inspect any of its activities to assess the use of the grant;
- (f) obtaining the prior written approval of the Regional Teenage Pregnancy Co-ordinator for the carry-over of any underspend exceeding 25% of the annual grant allocation, for local authorities with a two star social services rating and for Sure Start Plus pilot areas, or 5% of the annual grant allocation for local authorities with a one star or zero rating on social services. Three star social services and excellent local authorities may carry-over all unspent grant money into the following year (see paragraph 29 below). The star rating of the local authority that determines these freedom and flexibilities is the rating as of 1 April 2004 not the 'refreshed' ratings that will be awarded in late 2004;
- (g) the resources for the teachers' CPD PSHE certification programme are ring-fenced and must only be spent supporting this programme. The rules for the carry-over of underspend of these resources are as in paragraph 24 (f) above.

25. The local authority must ensure that an inventory is established and maintained of all capital assets acquired, built or improved wholly or partly using the grant. The prior written approval of the Regional Teenage Pregnancy Co-ordinator must be sought before there is any

change of use for assets which have been grant aided. If any part of the grant is used for capital purposes and the asset subsequently ceases to be used for its original purpose the Department has the right to demand repayment of the grant spent or any sum up to the full market value of the asset created. A mortgage or other charge on grant financed assets must not be obtained without the prior approval of the Department.

26. The local authority will be responsible for grant repayment if the terms and conditions are breached. Any misrepresentation, including concealment or withholding of information, by the local authority may be treated as failure to comply with these terms and conditions. The Department reserves the right at any time to recover the grant, in whole or in part, to the extent that it is not used for the approved purposes (or to suspend or terminate future payments in the event of a serious breach). This includes suspension of payments of the grant to local authorities that have failed to return the Annual Statement of Expenditure on time (see paragraph 28 below).

PAYMENT AND CERTIFICATION ARRANGEMENTS

27. All local authorities will be paid 50% of the grant in May 2004 and the remaining 50% in October 2004, except three star social services authorities which will be paid their full grant allocation in May 2004 (apart from Sure Start Plus monies which will be paid 50% in May and 50% in October).

28. Grant expenditure by two star non-excellent social services, and one star and zero rated social services authorities will be subject to certification by the Audit Commission to ensure that the Grant has been used for the purposes intended. The Annual Statement of Expenditure (at Appendix B) must be completed by the local authority Chief Financial Officer and a copy sent to the Teenage Pregnancy Unit, at the address below, by 30 June 2005. The original should be sent to the auditor appointed by the Audit Commission to certify and then sent to the Teenage Pregnancy Unit no later than 30 September 2005. Three star social services and excellent local authorities will not be audited on grant spend, except where the authority is in receipt of grant monies for Sure Start Plus. Rutland UA is also exempt from being audited on grant spend as their allocation is below the £50k threshold for certification as is Cornwall in respect of the Isles of Scilly monies.

29. Local Teenage Pregnancy Partnership Boards should ensure that their recommendations entail the grant being spent during the year in which it is allocated. However, carry-over of up to 25% of the grant allocation for teenage pregnancy (including PSHE monies) will be permitted for two star non-excellent authorities, and 5% of the grant allocation (including PSHE monies) will be permitted for local authorities with a one star or zero rating on social services. All Sure Start Plus local authorities will be permitted to carry-over up to 25% of the grant allocation for Sure Start Plus. In exceptional cases, where there is a justifiable reason as to why any amount

over and above these permitted limits has not been spent, the local authority may apply in writing to the Regional Teenage Pregnancy Co-ordinator before the 31 March 2005 for written approval to carry over additional funds. Any carry over must be reflected in the statement of expenditure and local authorities will be required to account for its use in the following year. All other underspend will be deducted from future allocations. Three star social services and excellent local authorities may carry-over all unspent grant money into the following year.

ENQUIRIES

30. Any **general enquiries** about this circular and the grant scheme should be addressed to Angela Edwards (angela.edwards@dfes.gsi.gov.uk), telephone 020 7273 4902 (address below).

31. Queries about **local allocations or grant expenditure at the local level** should in the first instance be directed to the relevant Regional Teenage Pregnancy Co-ordinator:

- East of England – Margaret Ward (*East of England Government Office, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF. Tel: 01223 372506*
MWard1.GO-East@go-regions.gsi.gov.uk);
- East Midlands – Kate Quail (*Sheffield South East Primary Care Trust, 5 Old Fulwood Road, Sheffield, S10 3TG. Tel 0114 271 1228;*
kate.quail@sheffieldse-pct.nhs.uk);
- London – Mary Rogers (*Regional Public Health Group, Floor 5, Government Office for London, Riverwalk House, 157-161 Millbank, London, SW1P 4RR. Tel: 020 7217 3725* *mary.rogers@doh.gsi.gov.uk*);
- North East – Anne Graney (*Government Office for the North East, Wellbar House, Gallowgate, Newcastle Upon Tyne, NE1 4DT. Tel 0191 202 3710;*
anne.graney@doh.gsi.gov.uk);
- North West – Wendy Nicholson (*Government Office for the North West, Sunley Tower, Piccadilly Place, Manchester, M1 4BE. Tel 0161 952 4087;*
Wendy.Nicholson@doh.gsi.gov.uk);
- South East – Sarah Carter (*Government Office for the South East, Bridge House, 1 Walnut Tree Close, Guildford, GU1 4GA. Tel 01483 882352;*
sarah.carter@doh.gsi.gov.uk);
- South West – Jennie Harmston (*Government Office for the South West, Mast House, Shepherds Wharf, 24 Sutton Road, Plymouth, PL4 0HJ. Tel 01752 63516 ;*
jharmston.gosw@go-regions.gsi.gov.uk).
- West Midlands – Alice Cruttwell (*Crest House, 7 Highfield Road, Edgbaston, Birmingham, B15 3ED. Tel: 01384 482258; jccjan@yesit.co.uk*);
- Yorkshire and Humberside – Audrey Border (*Government Office for Yorkshire and the Humber, 6th Floor, Room 602, PO Box 213, Leeds LS1 4US. Tel 0113 283 6410;*
audrey.border@doh.gsi.gov.uk)

**From: Teenage Pregnancy Unit
Ground Floor
Caxton House
Department for Education and Skills
6-12 Tothill Street
London SW1H 9NA.**

CORRECTIONS TO LASSL(2003)7

The following allocations announced in the Local Authority Social Services Letter (LASSL(2003)7) issued on 19 November 2003 were incorrect:

- (a) Gateshead: The total grant allocation has been increased from £243k to £247k. The increase is because the Sure Start Plus allocation has been increased from £39k to £43k.
- (b) Kingston upon Hull: The total grant allocation has been increased from £376k to £380k because the total allocation for the PSHE certification programme should be £10k, not £6k.
- (c) Manchester: The total grant allocation has been reduced from £581k to £563k. The reduction is because the Sure Start Plus allocation should be £82k, not £100k.
- (d) Newcastle upon Tyne: The total grant allocation has been reduced from £260k to £244k. The decrease is because the Sure Start Plus allocation has been reduced from £79k to £63k.
- (e) North Tyneside: The total grant allocation has been increased from £195k to £199k. The increase is because the Sure Start Plus allocation has been increased from £39k to £43k.
- (f) Salford: The total grant allocation has been increased from £258k to £276k. The increase is because the Sure Start Plus allocation should be £118k, not £100k.
- (g) South Tyneside: The total grant allocation has been increased from £200k to £204k. The increase is because the Sure Start Plus allocation has been increased from £39k to £43k.
- (h) Sunderland: The total grant allocation has been increased from £387k to £391k. The increase is because the Sure Start Plus allocation has been increased from £59k to £63k.

This Local Authority Circular reflects the correct allocations.

CANCELLATION OF CIRCULARS

This Circular should be cancelled on 31st March 2005.

APPENDIX A

DETERMINATION UNDER SECTION 31 OF THE LOCAL GOVERNMENT ACT 2003 OF THE TEENAGE PREGNANCY LOCAL IMPLEMENTATION, PSHE AND SURE START PLUS GRANT FOR 2004/2005

Introduction

1. This Determination is made by the Secretary of State for Education and Skills (“the Secretary of State”) under section 31 of the Local Government Act 2003 (“the 2003 Act”)³. It specifies the grants which the Secretary of State proposes to pay to certain local authorities in England.
2. This Determination specifies the authorities to which the grants are to be paid and the amount which the Secretary of State proposes to pay to each of the authorities concerned. It also specifies the conditions that the Secretary of State intends to impose on the payment of the grants.
3. Before making this Determination the Secretary of State obtained the consent of the Treasury.

Amounts payable to local authorities

4. Pursuant to section 31 of the 2003 Act, the Secretary of State hereby determines that the authorities to which grants are to be paid and the amount of each grant are –
 - (a) the authorities listed in column (1) of Annex A and the corresponding amounts set out in column (4) of that Annex;
 - (b) the authorities listed in column (1) of Annex B and the corresponding amounts set out in column (4) of that Annex; and

³ 2003 c.26.

(c) the authorities listed in column (1) of Annex C and the corresponding amounts set out in column (2) of that Annex.

Conditions for the Payment of the Grants

5. Pursuant to section 31 of the 2003 Act, the Secretary of State hereby specifies as the conditions which he intends to impose on the payment of the grants to the authorities listed in column (1) of Annex B and column (1) of Annex C, the conditions set out in Annex D.

Signed by authority of the Secretary of State

April 2004

ANNEX A: TEENAGE PREGNANCY LOCAL IMPLEMENTATION AND PSHE ALLOCATIONS 2004/05 FOR THREE STAR SOCIAL SERVICES AND EXCELLENT AUTHORITIES

Column 1: Local Authority	Column 2: Local Implementation (£'000s)	Column 3: PSHE allocation (£'000s)	Column 4: Total Grant (£'000s)
Bexley LB	111	6	117
Blackburn with Darwen UA	147	6	153
Bolton MCD	199	10	209
Camden LB	108	6	114
Cheshire County	191	20	211
Cornwall and the Isles of Scilly	189	15	204
Derbyshire County	297	23	320
Dorset County	120	10	130
East Riding of Yorkshire UA	179	10	189
Gateshead MCD	198	6	204
Hammersmith and Fulham LB	109	6	115
Hampshire County	325	23	348
Hartlepool UA	144	6	150
Hertfordshire	245	23	268
Kensington and Chelsea LB	91	6	97
Kent County	501	23	524
Kingston upon Thames LB	88	10	98
Kirklees MCD	196	10	206
Knowsley MCD	124	6	130
Leicestershire County	195	15	210
Newcastle upon Tyne MCD	171	10	181
North Lincolnshire UA	169	6	175
Stockton-on-Tees UA	165	6	171
Sunderland MCD	318	10	328
Tameside MCD	156	6	162
Telford and Wrekin UA	138	6	144
Wandsworth LB	168	6	174
West Sussex	198	20	218
Westminster City of LB	99	6	105
Wigan MCD	211	10	221
Totals	5550	326	5876

**ANNEX B: TEENAGE PREGNANCY LOCAL IMPLEMENTATION AND PSHE
ALLOCATIONS 2004/05**

Column 1: Local Authority	Column 2: Local Implementation (£'000s)	Column 3: PSHE allocation (£'000s)	Column 4: Total Grant (£'000s)
Barking and Dagenham LB	123	6	129
Barnet LB	109	10	119
Barnsley MCD	186	10	196
Bath & North East Somerset UA	90	6	96
Bedfordshire County	137	15	152
Birmingham MCD	643	23	666
Blackpool UA	129	6	135
Bournemouth UA	99	6	105
Bracknell Forest UA	89	6	95
Bradford MCD	365	15	380
Brent LB	134	6	140
Brighton & Hove UA	151	6	157
Bristol UA	162	10	172
Bromley LB	111	10	121
Buckinghamshire County	130	15	145
Bury MCD	124	6	130
Calderdale MCD	136	10	146
Cambridgeshire County	155	15	170
Cornwall and the Isles of Scilly	5	0	5
Coventry MCD	274	10	284
Croydon LB	273	10	283
Cumbria	290	20	310
Darlington UA	96	6	102
Derby UA	141	10	151
Devon County	169	20	189
Doncaster MCD	330	10	340
Dudley MCD	210	10	220
Durham County	362	15	377
Ealing LB	124	6	130
East Sussex County	186	10	196
Enfield LB	151	6	157
Essex County	369	23	392
Gloucestershire	189	20	209
Greenwich LB	170	6	176
Hackney LB & City of London	277	6	283
Halton UA	106	6	112
Haringey LB	183	6	189
Harrow LB	95	6	101
Havering LB	109	6	115
Hereford, County of UA	99	10	109
Hillingdon LB	169	10	179
Hounslow LB	117	6	123
Isle of Wight UA	93	6	99
Islington LB	123	6	129

Kingston upon Hull UA	220	10	230
Lambeth LB	337	6	343
Lancashire County	613	23	636
Leeds MCD	448	15	463
Leicester UA	160	10	170
Lewisham LB	314	6	320
Lincolnshire	255	20	275
Liverpool MCD	352	15	367
Luton UA	114	6	120
Manchester MCD	471	10	481
Medway Towns UA	129	10	139
Merton LB	109	6	115
Middlesborough UA	173	6	179
Milton Keynes UA	125	10	135
Newham LB	254	6	260
Norfolk	241	23	264
North East Lincolnshire UA	216	6	222
North Somerset UA	102	6	108
North Tyneside MCD	150	6	156
North Yorkshire County	158	20	178
Northamptonshire	317	20	337
Northumberland	241	15	256
Nottingham UA	295	10	305
Nottinghamshire County	343	20	363
Oldham MCD	176	10	186
Oxfordshire	160	15	175
Peterborough UA	125	6	131
Plymouth UA	139	10	149
Poole UA	92	6	98
Portsmouth UA	152	6	158
Reading UA	113	6	119
Redbridge LB	102	6	108
Redcar and Cleveland UA	156	6	162
Richmond upon Thames LB	83	6	89
Rochdale MCD	172	6	178
Rotherham MCD	197	10	207
Rutland UA	24	6	30
Salford MCD	148	10	158
Sandwell MCD	328	10	338
Sefton MCD	130	10	140
Sheffield MCD	344	10	354
Shropshire County	113	10	123
Slough UA	96	6	102
Solihull MCD	103	6	109
Somerset	157	15	172
South Gloucestershire UA	99	10	109
South Tyneside MCD	155	6	161
Southampton UA	187	6	193
Southend-on-Sea UA	106	6	112
Southwark LB	323	6	329
St Helens MCD	149	6	155
Staffordshire County	302	23	325
Stockport MCD	133	10	143
Stoke-on-Trent UA	233	10	243

Suffolk	179	20	199
Surrey	205	23	228
Sutton LB	99	6	105
Swindon UA	137	6	143
Thurrock UA	107	6	113
Torbay UA	95	6	101
Tower Hamlets LB	178	10	188
Trafford MCD	113	6	119
Wakefield MCD	263	10	273
Walsall MCD	314	10	324
Waltham Forest LB	125	6	131
Warrington UA	113	6	119
Warwickshire	187	15	202
West Berkshire UA	94	6	100
Wiltshire County	132	15	147
Windsor and Maidenhead UA	86	6	92
Wirral MCD	185	10	195
Wokingham UA	89	6	95
Wolverhampton MCD	257	10	267
Worcestershire County	179	15	194
York UA	95	6	101
Totals	21949	1179	23128

ANNEX C: SURE START PLUS ALLOCATIONS 2004/05

Column 1: Local Authority	Column 2: Sure Start Plus (£'000s)	Column 3: Sure Start Plus pilot area
Newcastle upon Tyne MCD	63.0	Tyne & Wear
North Tyneside MCD	43.0	
South Tyneside MCD	43.0	
Gateshead MCD	43.0	
Sunderland MCD	63.0	
Lambeth LB	83.3	South East London
Southwark LB	83.3	
Lewisham LB	83.3	
Barnsley MCD	66.7	South Yorkshire Coalfields
Rotherham MCD	66.7	
Doncaster MCD	66.7	
Manchester MCD	82.0	Manchester & Salford
Salford MCD	118.0	
Hackney LB & City of London	80.0	East London & City
Tower Hamlets LB	75.0	
Newham LB	75.0	
Middlesborough UA	50.0	Teesside
Redcar and Cleveland UA	50.0	
Stockton-on-Tees UA	50.0	
Hartlepool UA	50.0	
Liverpool MCD	100.0	Liverpool & St Helens
St Helens MCD	100.0	
Leeds MCD	180.0	Leeds
Bradford MCD	200.0	Bradford
Sheffield MCD	150.0	Sheffield
Sandwell MCD	150.0	Sandwell
Nottingham UA	150.0	Nottingham
Kingston upon Hull UA	150.0	Kingston upon Hull
Wakefield MCD	125.0	Wakefield
Walsall MCD	125.0	Walsall
Leicester UA	125.0	Leicester
Stoke-on-Trent UA	125.0	Stoke on Trent
Wolverhampton MCD	125.0	Wolverhampton
Plymouth UA	125.0	Plymouth
Rochdale MCD	125.0	Rochdale

ANNEX D

THE TEENAGE PREGNANCY LOCAL IMPLEMENTATION, PSHE AND SURE START PLUS GRANT 2004/2005

CONDITIONS FOR THE PAYMENT OF TEENAGE PREGNANCY LOCAL IMPLEMENTATION, PSHE AND SURE START PLUS GRANT MONIES

1. The payment of grant monies to a local authority as specified in Annex B and Annex C pursuant to section 31 of the Local Government Act 2003⁴ (“grant monies”) for local authority expenditure in the financial year 2004/2005 shall be subject to the conditions set out in the following paragraphs.

2. (1) In this Annex –

“additional service” means a service related to teenage pregnancy, in particular to prevent conception in girls under 18 or to support teenage parents, which –

(a) has not been provided prior to 1 April 2002, or

(b) is provided to more people during the financial year 2004/2005 than during the financial year 2003/2004, or

(c) is provided during the financial year 2004/2005 in a way which meets the needs of a person more effectively than the way in which that service was provided during the financial year 2003/2004;

“financial year” means from 1 April of one year to 31 March of the following year;

“local agencies” means any organisation operating in the area of the local authority, other than an NHS body, which provides or assists in the provision of services connected with an aspect of teenage pregnancy;

⁴ 2003 c.26.

“local teenage pregnancy strategy” means the ten-year strategy for each local authority’s area, developed by the local authority jointly with any NHS bodies and local agencies, which sets out how the local authority, NHS bodies and local agencies jointly intend to achieve the aims set out in the National Teenage Pregnancy Strategy⁵;

“NHS body” means a National Health Service trust established under Part 1 of the National Health Service and Community Care Act 1990⁶ all or most of whose hospitals, establishments and facilities are situated in the area of the local authority, or a Primary Care Trust established under the 1977 Act⁷ any part of whose area falls within the area of the local authority;

“Partnership Board” means the local Teenage Pregnancy Partnership Board referred to in paragraph 3(3);

“pooled fund arrangements” mean arrangements prescribed under regulation 7 of the NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000⁸;

“PSHE certification programme” means the Personal, Social and Health Education certification programme established by the Department for Education and Skills⁹ and the Department of Health;

“Sure Start Plus Partnerships” means the bodies that have been set up in Sure Start Plus Pilot areas comprising representatives from local authorities, Primary Care Trusts and voluntary agencies involved in the delivery of provision to teenage parents and pregnant teenagers;

“Sure Start Plus Pilot areas” means the areas listed in column 3 of Annex C;

“Sure Start Plus Pilot Programme” means the programme put in place to achieve the aims and objectives of the Sure Start Plus Pilot Programme Proposal;

“Sure Start Plus Pilot Programme Proposal” means the original proposal submitted by Sure Start Plus Pilot areas to the Sure Start Unit setting out how the aims, objectives and targets in

⁵ The National Teenage Pregnancy Strategy is set out in the Report by the Social Exclusion Unit on Teenage Pregnancy, published in June 1999. Copies of the Report are available on the Teenage Pregnancy Unit’s website (www.teenagepregnancyunit.gov.uk), or from the Teenage Pregnancy Unit, DfES, Ground Floor, Caxton House, 6-12 Tothill Street, London SW1H 9NA.

⁶ 1990 c.19.

⁷ As amended by the Health Act 1999.

⁸ See S.I. 2000/617.

⁹ See the letter from the National Healthy School Standard team entitled “Continuing professional development for teachers through the National Healthy School Standard (NHSS) – Certification of the teaching of PSHE” - issued in December 2003 to all regional and local healthy schools programme co-ordinators and Teenage Pregnancy Co-ordinators.

paragraphs 4 and 5 of the Sure Start Plus Guidance¹⁰ are to be achieved;

“star rating system” means the system introduced to give effect to the announcement of the Secretary of State in October 2001 about Personal Social Services Star Ratings¹¹;

“zero star, one star and two stars” in relation to a local authority means a local authority which has been awarded that number of stars in the star ratings published on the 13th November 2003.

(2) In this Annex a reference to a local authority or a local authority’s area shall in relation to –

(a) the London Borough of Hackney, be construed as a reference to both the London Borough of Hackney and the City of London, or the areas of both those authorities; and

(b) in relation to Cornwall County Council, be construed as a reference to Cornwall County Council and the Isles of Scilly, or the areas of both those authorities.

Use of Teenage Pregnancy Local Implementation grant monies

3. (1) Subject to sub-paragraph (3) and paragraphs 6 and 7(1) to (4), each local authority listed in column (1) of Annex B shall use the grant monies specified in column (2) of that Annex in the financial year 2004/2005 only for the purposes of implementing the local teenage pregnancy strategy for its area.

(2) In particular the grant monies may be used for –

(a) expenditure for or in connection with the provision of additional services;

(b) costs associated with putting in place measures to maximise co-ordination between the local authority, NHS bodies, and local agencies, including staffing and administrative costs incurred in implementing the local teenage pregnancy strategy, and in overseeing expenditure of the grant

¹⁰ The guidance was issued on 25 July 2000 by the Sure Start Unit and can be obtained from www.teenagepregnancyunit.gov.uk.

¹¹ For more information on star ratings, see the Department of Health website on <http://www.doh.gov.uk/pssratings>.

monies.

(3) The local authority shall use the grant monies in accordance with recommendations made by a local Teenage Pregnancy Partnership Board (“Partnership Board”), whose membership shall include -

- (a) the lead teenage pregnancy co-ordinator¹²,
- (b) representatives from the local authority, including representatives from social services and education,
- (c) one or more representatives of local housing authorities in the area covered by the local teenage pregnancy strategy,
- (d) representatives from Primary Care Trusts,
- (e) representatives from local agencies, and
- (f) a representative from the Sure Start Plus Partnership.

Use of PSHE grant monies

4. Subject to sub-paragraph (3) and paragraphs 6 and 7(1) to (4), each local authority listed in column (1) of Annex B shall use the grant monies specified in column (3) of that Annex in the financial year 2004/2005 only for the purposes of the PSHE certification programme for its area.

¹² It is a requirement of the National Strategy that local authorities and Primary Care Trusts nominate a lead teenage pregnancy co-ordinator. For details of the Strategy, see footnote 3.

(2) In particular the grant monies may be used for expenditure incurred for or in connection with materials, training costs, supply cover costs for teachers undergoing the PSHE certification programme and the costs of the local support network for such teachers.

(3) A local authority must ensure that 80% of the teachers undertaking the PSHE certification of the programme take the sex and relationship education module unless they have obtained the prior written agreement of the Secretary of State to more than 20% of the teachers undertaking the programme taking the drugs education module of the programme.

Use of Sure Start Plus grant monies

5. (1) Subject to paragraphs 6 and 7(5) and (6), each local authority listed in column (1) of Annex C shall use the grant monies specified in column (2) of that Annex in the financial year 2004/2005 for the purpose of implementing the Sure Start Plus Pilot Programme Proposal.

(2) In particular the grant monies may be used for or in connection with –

- (a) providing advice and practical assistance for pregnant teenagers;
- (b) developing individual packages of support for teenage parents to provide them with assistance with healthcare, parenting skills, education, childcare and housing;
- (c) developing existing services to make them more accessible for pregnant teenagers and parents;
- (d) providing new services and, in particular, childcare facilities for teenage parents.

(3) Each local authority shall use the grant monies in accordance with recommendations made by the Partnership Board for its area.

Pooled funds arrangements etc.

6. (1) Notwithstanding paragraphs 3, 4, and 5, where the local authority has entered into pooled fund arrangements with an NHS body in relation to any functions mentioned in sub-paragraph (2), the local authority may use such part of the grant monies as they think fit towards their contribution to the pooled funds, provided the authority is satisfied such use of the grant monies is consistent with the purposes referred to in paragraphs 3, 4 or, as the case may be, 5.

(2) The functions referred to in sub-paragraph (1) are –

(a) any functions of the NHS body prescribed in regulation 5 of the NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000, and

(b) any health-related functions of the local authority prescribed in regulation 6 of those Regulations.

(3) Notwithstanding paragraphs 3, 4 and 5, a local authority may use such part of the grant monies as they think fit (but not the whole of the grant monies) in -

(a) making payments to an NHS body under and in accordance with section 28BB of the National Health Service Act 1977; or

(b) giving assistance to a voluntary organisation under and in accordance with section 65 of the Health Services and Public Health Act 1968,

provided the authority is satisfied such use of the grant monies is consistent with the purposes referred to in paragraphs 3, 4 or, as the case may be, 5.

Carry over

7. (1) Subject to sub-paragraph (2), each two star local authority listed in column (1) of Annex B may carry over a maximum of 25% of the TPL I grant monies or PSHE grant monies for expenditure in the financial year 2005/2006 for the purposes referred to in paragraph 3 in the case of the TPLI grant monies and paragraph 4 in the case of the PSHE grant monies .

(2) An authority referred to in sub-paragraph (1) may carry forward, for expenditure in the financial year 2005/2006 for the purposes referred to in sub-paragraph (1), more than 25% of the TPLI grant monies or PSHE grant monies if they have obtained the prior written agreement of the Secretary of State before 31 March 2005.

(3) Subject to sub-paragraph (4), a zero or one star local authority listed in column (1) of Annex B may carry over a maximum of 5% of the TPLI grant monies or PSHE grant monies for expenditure in the financial year 2005/2006 for the purposes referred to sub-paragraph (1).

(4) An authority referred to in sub-paragraph (3) may carry forward, for expenditure in the financial year 2005/2006 for the purposes referred to in sub-paragraph (1), more than 5% of the TPLI grant monies or the PSHE grant monies if they have obtained the prior written agreement of the Secretary of State before 31 March 2005.

(5) Subject to sub-paragraph (6), each local authority listed in column (1) of Annex C may carry over a maximum of 25% of the Sure Start Plus grant monies for expenditure in the financial year 2005/2006 for the purposes referred to in paragraph 5.

(6) An authority referred to in sub-paragraph (5) may carry forward, for expenditure in the financial year 2005/2006, more than 25% of the Sure Start Plus grant monies if they have obtained the prior written agreement of the Secretary of State before 31 March 2005.

(7) In this paragraph –

“TPLI grant monies” means the grant monies specified in column (2) of Annex B;
“PSHE grant monies” means the grant monies specified in column (3) of Annex B; and
“Sure Start Plus grant monies” means the grant monies specified in column (2) of Annex C.

Plan

8. (1) Each local authority shall on or before 31 May 2004 provide to the Secretary of State a written plan which has been prepared by the Partnership Board and agreed with the local authority and NHS bodies.

(2) The plan referred to in sub-paragraph (1) shall set out any measures which the local authority, NHS bodies, and local agencies intend to take in the period from 1 April 2004 to 31 March 2006 to implement –

(a) in the case of authorities listed in column (1) of Annex B, the local teenage pregnancy strategy and the PSHE certification programme; and

(b) in the case of authorities listed in column (1) of Annex C, the Sure Start Plus Pilot Programme.

(3) Any amendment to the plan must first be approved by the Secretary of State.

Report

9. Each local authority shall on or before 31 March 2005 provide to the Secretary of State a written report which shall set out the amount of grant monies the authority actually spent during the financial year 2004/2005 in relation to –

(a) implementation of the local teenage pregnancy strategy for its area, including details of how much, if any, expenditure was incurred on the matters specified in each of sub-paragraphs (a) and (b) of paragraph 3(2);

(b) the PHSE certification programme including details of how much, if any, expenditure was incurred on the matters specified in paragraph 4; and

(c) the implementation of the Sure Start Plus Pilot Programme Proposal, including details of how much expenditure was incurred on the matters specified in paragraph 5.

Certified statement

10. (1) Subject to sub-paragraph (2), each local authority which receives grant monies shall ensure that information provided to the Secretary of State is certified, on a form provided by him –

(a) by the authority's Chief Finance Officer, by 30 June 2005, and

(b) by an auditor appointed by the Audit Commission, and

that the form is received by the Secretary of State duly certified not later than the 30th September 2005.

(2) Paragraph (1) does not apply to Rutland or Cornwall in respect of the Isles of Scilly.

Further information

11. Each local authority shall provide to the Secretary of State such further information as may be required by him for the purposes of determining whether they have complied with the conditions set out in this Annex.

Payment

12. (1) Subject to sub-paragraph (2), the grant monies shall be payable in two instalments, on or before 30th April 2004, and on or before 30th October 2004.

(2) The payment due on 30 October 2004 shall not be made unless the Secretary of State has received from the local authority any certified statement due on 30th September 2004 from the authority in accordance with paragraph 6 of Annex C and paragraph 5 of Annex D to the Determination of the Teenage Pregnancy Local Implementation and Sure Start Plus Grant for 2003/2004.

Other conditions

13. (1) Subject to paragraph 7, if a local authority does not spend the whole of the grant monies in the financial year 2004/2005, then the local authority shall repay to the Secretary of State an amount equal to such part of the grant monies as the authority has not spent in that financial year. Such sum shall become repayable to the Secretary of State on 30th September 2005 or such later date, if any, as the Secretary of State may determine.

(2) If any grant monies are used to purchase any capital asset, the Secretary of State may recover the full market value of such asset if it is disposed of or ceases to be used for the provision of those services for which the grant is made. The full market value shall be determined by the Secretary of State as being the value of the asset at the time they cease to be used for the provision of those services for which the grant is made, or, if disposed of, at the time of the disposal.

(3) An asset purchased in whole or in part using grant monies may be used for a purpose other than that for which it was purchased only with the prior written consent of the Secretary of State.

(4) If a local authority fails to comply with any of the preceding conditions then the Secretary of State may require the repayment of the whole or any part of the grant

monies paid to that authority as may be determined by him and notified in writing to the authority. Such sum as has been notified shall immediately become repayable to the Secretary of State.

APPENDIX B

LOCAL AUTHORITY.....

	1. Main Local Implementation grant	2. PHSE grant	3. Sure Start pilot grant (if applicable)
A. Grant allocation			
A1 Unspent 2003/04 allocation brought forward (ie the approved carry-forward from 2003/04 which should agree to lines 3.1 and 3.2 of the certified return for 2003/04)	£ _____	n/a	£ _____
A2 Grant allocation for 2004/05 (as per Circular LAC(2004)XX)	£ _____	£ _____	£ _____
A3 Total allocation for use in 2004/05 (sum of A1 and A2)	£ _____	£ _____	£ _____
B Eligible expenditure for 2004/05			
B1 Expenditure on additional services to implement the local TP strategy	£ _____	n/a	n/a
B2 Expenditure on co-ordination, including staffing and administrative costs, incurred in strategy implementation and overseeing grant use.	£ _____	n/a	n/a
B3 Expenditure on PSHE certification programme	n/a	£ _____	n/a
B4 Expenditure on Sure Start Plus (where applicable)	n/a	n/a	£ _____
B5 Total expenditure (sum of B1 to B4)	£ _____	£ _____	£ _____
C Grant entitlement 2004-05 (lesser of A3 and B5)	£ _____	£ _____	£ _____
D Unspent allocation carried over to 2005/06 (cannot exceed A3 less B5, nor the permitted limit)	£ _____ (normally a maximum of: 25% of A2 for 2* 5% for 1* or no stars)	£ _____	£ _____ (normally a maximum of 25% of A2)
E. Grant received for use in 2004/05 (including any amounts received in 2003/04 carried forward)	£ _____	£ _____	£ _____
F. Balance of grant due to Department of Health (equals E minus (C plus D))	£ _____	£ _____	£ _____

Authorities with two stars (as at April 2004 and which are not CPA-excellent), or having one star or none should complete all three columns above. Other authorities which had the ring-fenced Sure Start Plus grant need only complete the column for that grant. Only three star/CPA excellent authorities which are not Sure Start Plus pilots are exempted from having to complete this return.

Authorities having to complete this return are to send it, certified by the Chief Financial Officer, to the auditor appointed by the Audit Commission **by 30 June 2005**. A copy should be sent to the Department of Education & Skills at the address below. The form, certified by the auditor, should be sent to the following address by **30 September 2005**:

Teenage Pregnancy Unit, Department for Education and Skills, Ground Floor, Caxton House, 6-12 Tothill Street, LONDON SW1H 9NA.

CERTIFICATE OF THE CHIEF FINANCIAL OFFICER

I certify that to the best of my knowledge and belief the entries in this form are correct and that the expenditure stated in lines B1-B5 has been properly incurred in accordance with the terms and conditions set out in the Determination dated 10 June 2004, made under Section 31 of the Local Government Act 2003, attached to Local Authority Circular LAC (2004)18. I also undertake to repay to the Department of Education & Skills on demand any balance of unspent grant (shown at line D), and the full market value of any capital asset purchased from this grant which has been disposed of or is no longer used for the purposes of this grant.

CHIEF FINANCIAL OFFICER..... **DATE**.....

Enquiries to..... Telephone no.....

CERTIFICATE OF THE AUDITOR APPOINTED BY THE AUDIT COMMISSION



Certificate of the auditor appointed by the Audit Commission

The Statement of Responsibilities of grant-paying bodies, authorities, the Audit Commission and appointed auditors in relation to claims and returns, issued by the Audit Commission, sets out the respective responsibilities of these parties, and the limitations of our responsibilities as appointed auditors.

I/We have examined the entries in this form (which replaces or amends the original submitted to me/us by the authority dated _____)* and the related accounts and records of the authority in accordance with Certification Instruction A01 and I/we have:

For claims and returns above de minimis and up to the threshold#

- carried out Part A tests in Certification Instruction number _____ and obtained such evidence and explanations as I/we consider necessary.

(Except for the matters raised in the attached qualification letter dated _____)*
I/we have concluded that the claim or return is in accordance with the underlying records.

For claims and returns over the threshold#

- assessed the control environment for the preparation of this claim or return in accordance with Certification Instruction A01 and, on the basis of my/our assessment, carried out Part A/Parts A and B* tests in Certification Instruction number SOC13E(03-04) and obtained such evidence and explanations as I/we consider necessary.

(Except for the matters raised in the attached qualification letter dated _____)*
I/we have concluded that the claim or return is:

- fairly stated; and
- in accordance with the relevant terms and conditions.

Signature _____

Name (block capitals) _____
on behalf of the Audit Commission

Date _____

**Delete as necessary*

Delete non-applicable certificate

CF1 (4/04)