

Lancashire County Council

Cabinet

Thursday, 1st February, 2018 at 2.00 pm in Committee Room 'B' (The Diamond Jubilee Room) - County Hall, Preston

Agenda

Part I (Open to Press and Public)

No. Item

1. **Apologies for Absence**
2. **Disclosure of Pecuniary and Non-Pecuniary Interests**
Members are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.
3. **Minutes of the Meeting held on 18 January 2018** (Pages 1 - 8)

Matters for Decision:

The Cabinet Member for Highways and Transport - County Councillor Keith Iddon

4. **Department for Transport Consultation: Shaping the Future of England's Strategic Roads** (Pages 9 - 16)
5. **Proposed 40mph Speed Limit at Briars Lane, Lowry Hill Lane and Course Lane, Newburgh** (Pages 17 - 24)
6. **Lancashire County Council (Various Roads, Chorley, Fylde, Pendle, Preston, Rossendale, South Ribble, West Lancashire and Wyre Boroughs) (Revocation, 30mph, 40mph, 50mph and De-Restricted Road (August No1) Speed Limits) Order 201*** (Pages 25 - 54)
7. **McKenzie Street and Station Road, Bamber Bridge, South Ribble Borough Revocation, prohibition of Waiting and Restriction of Waiting Traffic Regulation Order** (Pages 55 - 62)
8. **Bacup Townscape Heritage Initiative** (Pages 63 - 70)

9. **Highways and Transport Capital Programme** (Pages 71 - 82)
10. **Highway Pothole Repair Policy** (Pages 83 - 92)

Cabinet Member for Children, Young People and Schools - County Councillor Susie Charles

11. **Capital Strategy for Schools – Condition Led Capital Investment Programme, 2017/18 and part 2018/19** (Pages 93 - 96)
Please note that Appendix 'A' to this report is in Part II and appears as Item No. 25 on the Agenda.
12. **Determination of Relevant Area for Consultation on Admission Arrangements for Lancashire Maintained Schools and Academies for 2020/21, 2021/22 and 2022/23** (Pages 97 - 100)
13. **Determination of Admission Arrangements for Lancashire Community and Voluntary Controlled Schools 2019/20** (Pages 101 - 138)
14. **Co-ordinated Admissions Scheme 2019/20 - Determination of the Qualifying Scheme** (Pages 139 - 152)
15. **Joint Commissioning Arrangements for Children and Young People's Special Education Needs or Disabilities Provision - North Lancashire** (Pages 153 - 156)

Cabinet Member for Adult Services - County Councillor Graham Gooch

16. **Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies and Procedures incorporating Information & Advice and Prisons and Approved Premises** (Pages 157 - 194)
17. **Urgent Business**
An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.
18. **Date of Next Meeting**

The next meeting of the Cabinet will be held on Thursday 8 March 2018 at 2.00 pm at County Hall, Preston.

19. Notice of Intention to Conduct Business in Private

No representations have been received.

Click [here](#) to see the published Notice of Intention to Conduct Business in Private.

20. Exclusion of Press and Public

The Committee is asked to consider whether, under Section 100A(4) of the Local Government Act 1972, it considers that the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972 as indicated against the heading to the item.

Part II (Not Open to Press and Public)

The Leader of the County Council - County Councillor Geoff Driver CBE

21. Asset Management

(Pages 195 - 202)

(Not for Publication - Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

22. Preston Western Distributor, East West Link Road and Cottam Link Road and Realignment of Footpath Network - Making (Signing and Sealing) and advertising of the Lancashire County Council (Preston Western Distributor, East West Link and Cottam Link Roads) Compulsory Purchase Order 2018 and the Lancashire County Council (Preston Western Distributor, East West Link and Cottam Link Classified Roads) (Side Roads) Order 2018 and the Lancashire County Council (Lea Viaduct) Scheme 2018 and the Lancashire County Council (Savick Brook Viaduct) Scheme 2018

(Pages 203 - 214)

(Not for Publication - Exempt information as defined in Paragraphs 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

[\(Appendices 'A', 'B', 'C', 'D', 'E', 'F', 'G' and 'H' refer\)](#)

Cabinet Member for Children, Young People and Schools - County Councillor Susie Charles

23. Preliminary Review of the County Council Policy on Fire Suppression Measures in Schools ahead of Government Direction (Pages 215 - 220)

24. Clitheroe Ribblesdale High School -Proposed Capital Project to Facilitate School Expansion (Pages 221 - 226)

(Not for Publication - Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

25. Appendix A of Item 11 (Pages 227 - 230)

(Not for Publication - Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

Angie Ridgwell
Interim Chief Executive and
Director of Resources

County Hall
Preston

the flexibilities set out in the latest provisional settlement without the need for a referendum.

In presenting the report, the Interim Chief Executive and Director of Resources, in her capacity as Section 151 Officer, outlined the key risks, confirmed that the assumptions underlying the proposals in the report were sound and stated that the proposed budget was robust, and reserves sufficient.

Resolved: That

- i. the current forecast underspend of £15.758m on the revenue budget in 2017/18 be noted, and the transfer of the final underspend at year end into the transitional reserve be agreed.
- ii. the revised funding gap of £144.492m covering the period 2018/19 to 2021/22 as set out in the revised financial outlook forecast for the Council be noted.
- iii. the additional budget adjustments for 2018/19, and following years' increases, included in the revised MTFs following the financial settlement, be approved.
- iv. the budget proposals set out in Appendix C be approved for the purposes of consultation, the outcomes of the consultation to be reported back to Cabinet for consideration in due course.
- v. the budget proposals set out in Appendix D be approved, officers be authorised to proceed with their implementation, and the 2018/19 budget is based upon these revenue decisions
- vi. Full Council on 8th February 2018 be recommended to set a Band D Council Tax for 2018/19 reflecting a 5.99% increase including 3% to be used for social care as per the new flexibilities.
- vii. the contents of the County Council's Reserves position at 31st December 2017, forecast at £190.285m at the end of 2019/20, be noted, and the transfers between reserves be approved as contained within the report.
- viii. the specific capital programme estimated at £226.117m for 2018/19 – 2020/21 be approved as presented within the body of the report.
- ix. prudential borrowing totalling £200.428m over the period 2017/18 to 2020/21 be approved as identified within the Capital Programme report.
- x. the advice of the Interim Chief Executive and Director of Resources in relation to the robustness of the budget and the adequacy of reserves be noted.

5. Procurement Report - Request Approval to Commence Procurement Exercises

Cabinet considered a report in line with the County Council's procurement rules, setting out a recommendation to approve the commencement of the following procurement exercises:

- i. Cuerden Development Site – Multi Utility Infrastructure Supplier
- ii. Cuerden Development Site – Earthworks
- iii. Provision of Debt Collection Services via Debt Market Integrator
- iv. Broughton A6 Corridor Works
- v. A59 Pendle Road Clitheroe Works
- vi. Eastway Phase 2 Works
- vii. Provision of Transport Services – Wheelchair Framework

Resolved: That the commencement of the procurement exercises for the following areas be approved:

- i. Cuerden Development Site – Multi Utility Infrastructure Supplier
- ii. Cuerden Development Site – Earthworks
- iii. Provision of Debt Collection Services via Debt Market Integrator
- iv. Broughton A6 Corridor Works
- v. A59 Pendle Road Clitheroe Works
- vi. Eastway Phase 2 Works
- vii. Provision of Transport Services – Wheelchair Framework

6. A6 Corridor Works, Broughton

Cabinet considered a report on a modified set of proposals in relation to a condition included in the planning consent granted for Broughton bypass requiring proposals be developed for cycling, walking and environmental enhancements along the existing A6 Garstang Road, Broughton.

Resolved: That a submission be made to the Planning Authority of revised proposals for A6 Corridor Works, Broughton, as set out in this report

7. Highways and Transport Capital Programmes - Proposed Changes

Cabinet considered a report presenting amendments to the approved Highways and Transport Capital Programmes in order to meet emerging priorities and to respond to some unanticipated service demands.

The report also presented the proposed 2017/18 New Start Cycle Safety Programme and the proposed 2017/18 National Productivity Investment Fund (NPIF) Programme.

Resolved: That

- i. the proposed amendments to the Highways and Transport Capital Programmes as outlined in the report be approved.
- ii. the proposed 2017/18 New Start Cycle Safety Programme as outlined in the report be approved
- iii. the proposed 2017/18 National Productivity Investment Fund (NPIF) Programme as outlined in the report be approved.

8. Lancashire County Council (Various Road, Burnley, Fylde, Hyndburn, Preston, Rossendale, South Ribble and West Lancashire Borough) (Revocations and Various Parking Restrictions (July/August No1)) Order

Cabinet received a report setting out proposals to introduce a Traffic Regulation Order (TRO) to address anomalies in restrictions and to clarify, simplify and tidy up a selection of traffic orders that have been identified in the Burnley, Fylde and Preston districts, and to introduce new restrictions in the districts of Hyndburn, Preston, Rossendale, South Ribble and West Lancashire to restrict waiting and prohibit loading/unloading.

Resolved: That the proposals for parking restrictions on the various lengths of road within the Burnley, Fylde, Preston, Hyndburn, Rossendale, South Ribble and West Lancashire Districts as detailed within the report be approved.

9. Proposed Puffin Crossing at Bolton Road, Anderton

Cabinet considered a report on proposals to install a puffin crossing and undertake bus stop upgrades at Bolton Road, Anderton in line with planning conditions, and for the commencement of a formal consultation on these proposals. The proposals would be fully funded by a developer contribution.

Resolved: That

- i. the proposals to install a Puffin Crossing and undertake bus stop upgrades on Bolton Road Anderton be approved
- ii. a formal consultation now commence on the above proposals ;
- iii. developer funding estimated at £100,000 be added to the 2017/18 Highways capital programme.

10. Schools Budget 2018/19

Cabinet received a report seeking the approval to submit the Schools Block budget proforma and approval for the Early Years, High Needs and Central Schools Services Block budgets for 2018/19, in accordance with the Government's school funding Regulations and Guidance.

Resolved: That

- i. the report, including the 2018/19 Dedicated Schools Grant (DSG) allocations, the final budget proposals for each funding block and the comments made by the Lancashire Schools Forum, be noted
- ii. the Head of Service Financial Management (Development and Schools) be authorised to submit the final Schools Block budget proforma for 2018/19 to the Education and Skills Funding Agency (ESFA) by 19 January 2018, on the basis set out in this report.
- iii. the 2018/19 budgets for the Early Years, High Needs and Central Schools Services Blocks be approved
- iv. the Dedicated Schools Grant Reserve underwrite the uncertainties around the Early Years and High Needs Blocks;
- v. the in-year review of High Needs Block expenditure to reduce the level of overspend and minimise the risk exposure of future deficits be supported.
- vi. the decision be implemented immediately for the purposes of Standing Order 35 as any delay could adversely affect the execution of the County Council's responsibilities, specifically to ensure that the necessary proforma can be submitted to the ESFA by the required deadline of 19 January 2018.

11. Extension of Supported Housing Contracts for Young People

Cabinet considered a report seeking approval to extend the block contracts for the provision of supported housing contracts for young people up to the maximum extension date allowed for under the contract provisions, thereby providing an additional 6 months to assess the impact of the new arrangements. It was noted that the monitoring information collated would then inform the re-procurement of services in 2019.

Resolved: That

- i. the extension of the Supporting People contracts up to their maximum extension date, which ranges from 1 April 2019 until 9 August 2019, be approved.
- ii. the Director of Children's Services be authorised to review the eligibility and prioritisation policy and, in consultation with the Cabinet Member for Children, Young People and Schools, to amend the policy in respect of 22 to 25 year old care leavers as appropriate.

12. Awarding of Small Grants to Third Sector Groups which are Registered with the Children and Family Wellbeing Service, including Grants to Individual Young People

Cabinet considered a report outlining the work of the District Youth Councils in their role in recommending grant monies to third sector organisations registered with the Children and Family Wellbeing Service.

Resolved: That the recommendations of the District Youth Councils on the applications for grants from third sector groups which are registered with the Children and Family Wellbeing Service be approved as set out in the report.

13. Adult Social Care Fee Uplifts - 2018/19

Cabinet received a report setting out the County Council's proposed fee uplifts for adult social care providers for 2018/19.

Resolved: That the following uplifts be approved, effective from 2 April 2018:

- i. Residential & nursing care
 - a. Nursing Standard - 3.82%
 - b. Nursing Dementia - 3.82%
 - c. Residential Dementia - 3.82%
 - d. Residential Higher - 3.75%
 - e. Residential Standard - 3.48%
 - f. For other client groups - 3.82%, and the minimum fee level for new placements be increased to £545.46.
- ii. Homecare (all client groups)
 - a. no uplift for successful providers under the new Homecare Framework commenced in November 2017.
 - b. 3.17% for unsuccessful providers.
- iii. Supported Living –£14.51 per waking hour and £9.42 per sleep-in hour.
- iv. Extra Care – 3.17%
- v. Direct Payments – 3.41%
- vi. Carers –the fixed payments of £210 / £315 to £219.25 / £328.85 respectively.
- vii. Shared Lives – 4.40%
- viii. Day Care – 4.07%
- ix. Rolling Respite & Provider Brokerage – in line with the relevant service

14. Libraries, Museums and Archive Fees and Charges

Cabinet received a report setting out proposals for fees and charges in the Libraries, Museum, Culture and Registrars Service (LMCR) following a service review. The aim of the review was to ensure that charges support service efficiency and effectiveness,

recover costs where this is appropriate and achievable and as far as possible ensure consistency across the service.

Resolved: That the following changes to fees and charges be implemented effective from 1 April 2018, as detailed in the report

- i. the Library reservation fee be increased and extended to general subject area requests.
- ii. fines for the late return of Library books be increased.
- iii. commission on works of art and crafts sold in Libraries and Museums be increased.
- iv. admission charges at Gawthorpe Hall, Padiham, be increased.
- v. the charge for a copy of an archive probate record be increased
- vi. an additional carriage charge be levied for all non-UK archive copying orders.

15. Revised Friends of Lancashire Libraries Constitution and Guidance

Cabinet considered a report outlining proposals to revise the 'Friends of Lancashire Libraries Constitution' and associated documents to reflect the approach to community set out in the recently revised Library Strategy.

Resolved: That

- i. the revised 'Friends of Lancashire Libraries Constitution' be approved
- ii. the associated 'Using Friends Groups to enhance Libraries' staff guidance document be approved.
- iii. the 'Friends of Lancashire Libraries Donation Form' document be approved

16. Lancashire Enterprise Partnership - Future Funding Arrangements

Cabinet received a report on the future funding requirements for the Lancashire Enterprise Partnership (LEP), specifically requesting approval for an allocation of £0.250m annually from 2018/19 onwards from the County Council's £1.000m annual contribution to the Economic Development Service, to be subject to annual performance reviews and changes in Government policy and funding approaches.

The report also set out capacity and resource proposals for the LEP, summarising how the LEP has used capacity and core funding monies provided by Government and match funding provided by the County Council since the LEP's inception.

Resolved: That

- i. the allocation of £0.250m annually from 2018/19 onwards from the recurrent additional funding awarded to Economic Development as part of the budget amendment agreed by Full Council in July 2017 be approved, being subject to annual performance reviews and changes in Government policy and funding approaches
- ii. the transfer of two Skills Hub officers from Preston's College to Lancashire County Council be approved as set out in the report

17. Urgent Decision(s) taken by the Leader of the County Council and the relevant Cabinet Member(s)

The urgent decision taken by the Leader was noted.

18. Urgent Business

There was no urgent business.

19. Date of Next Meeting

It was noted that the date of the next meeting of Cabinet would take place on Thursday 1 February 2018 at 2pm at County Hall, Preston.

20. Notice of Intention to Conduct Business in Private

The Notice of Intention to Conduct Business in Private was noted.

21. Exclusion of Press and Public

Resolved: That Cabinet considered that, under Section 100A(4) of the Local Government Act 1972, the public should be excluded from the meeting during consideration of the following items of business on the grounds that there would be a likely disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 12A to the Local Government Act 1972 as indicated against the heading to the item.

22. Disposal of land at West Street Padiham

(Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interests in disclosing the information.)

Cabinet considered a report outlining proposals in relation to the disposal of land at West Street, Padiham

Resolved: That the recommendation as set out in the report be approved.

23. Land at Westgate, Burnley

(Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interests in disclosing the information.)

Cabinet considered a report outlining proposals in relation to the disposal of land at Westgate, Burnley

Resolved: That the recommendation as set out in the report be approved.

24. Community Asset Transfers

(Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972. It was considered that in all the circumstances of the case the

public interest in maintaining the exemption outweighed the public interests in disclosing the information.)

Cabinet considered a report setting out proposals in relation to premises where Community Asset Transfer Requests had been received:

Resolved: That the recommendations as set out in the report be approved

25. Waste Processing Operations at Thornton Waste Recovery Park

(Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act, 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighed the public interests in disclosing the information.)

Cabinet received a report on Waste Processing Operations at Thornton Waste Recovery Park.

Resolved: That the recommendation as set out in the report be approved.

Angie Ridgwell
Interim Chief Executive
and Director of Resources

County Hall
Preston

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Service - Planning and Environment**Part I**Electoral Divisions affected:
All**Department for Transport Consultation: Shaping the Future of England's Strategic Roads**

(Appendix 'A' refers)

Contact for further information:

Dave Colbert, Tel: (01772) 534501, Specialist Advisor, Transport Planning

dave.colbert@lancashire.gov.uk**Executive Summary**

The Government will shortly be taking decisions about future investment priorities for maintaining, operating and improving the Strategic Road Network (SRN) it will implement through the second Road Investment Strategy (RIS2) covering the financial years 2020-21 to 2024-25 (Road Period 2). The Department for Transport has launched a consultation seeking views on Highways England's proposals in its Strategic Road Network Initial Report. This report summarises the County Council's proposed response as set out in Appendix 'A'.

Recommendation

The Cabinet is recommended to approve the attached 'Appendix A' as the County Council's response to the consultation.

Background and Advice

The Government will shortly be taking decisions about future investment priorities for maintaining, operating and improving the Strategic Road Network (SRN) it will implement through the second Road Investment Strategy (RIS2) covering the financial years 2020-21 to 2024-25 (Road Period 2). To assist this process and to ensure that investment reflects and meets the needs of road users and the wider public, the Department for Transport has launched a consultation seeking views on Highways England's proposals in its Strategic Road Network Initial Report. The deadline for receipt of responses is Wednesday 7th February 2018. The Initial Report sets out the views of Highways England on the current state of the SRN, its potential future needs and Highways England's priorities for Road Period 2.

Whilst the County Council welcomes the opportunity to comment on the Initial Report, a number of the consultation questions are clearly targeted at users of the SRN or those affected by it, for example, businesses and residents living in close proximity to SRN routes. It is therefore proposed that the County Council submit a general response focused on those issues that are of relevance and priority to the County Council as a local highway authority.

It is worth noting that on 23rd December 2017, the Department for Transport launched a parallel 12 week consultation on proposals to create a Major Road Network, to which a separate response is being prepared for consideration by Cabinet at its March meeting.

From April 2020, the Government will fund investment in the SRN from the new National Roads Fund, resourced by the Vehicle Excise Duty paid by motorists in England. The SRN comprises nationally significant routes including most motorways and the most important 'A' class roads. Highways England is the government company charged with operating, maintaining and improving the SRN on behalf of the Secretary of State for Transport. The SRN is 4,300 miles long, accounting for only 2.4% of all roads in England by length but carrying a third of all traffic and two thirds of all heavy goods vehicle traffic. Roads comprising the SRN generally exhibit some of the following characteristics:

- Link the main centres of population;
- Facilitate access to major ports, airports and rail terminals;
- Enable access to peripheral regions; or
- Provide key cross-border routes to Scotland and Wales.

In Lancashire, the size of the SRN has reduced progressively since the late 1990s with the responsibility for many former trunk roads transferred to the local highway authorities (Lancashire County Council, Blackburn with Darwen Council and Blackpool Council). The SRN currently comprises the following:

- **M6** Greater Manchester Boundary to Cumbria Boundary
- **M55** M6 Junction 32 (Broughton) to Junction 4 (Peel Hill)
- **M58** M6 Junction 26 (Orrell) to Merseyside Boundary
- **M61** M6 Junction 30 (Bamber Bridge) to Greater Manchester Boundary
- **M65** M6 Junction 29 (M6) to Junction 10 (Burnley)
- **M66** A56 (Edenfield) to Greater Manchester Boundary
- **A56** M66 (Edenfield) to M65 Junction 8 (Hapton)
- **A585** M55 Junction 3 (Kirkham) to Fleetwood

RIS2 will cover investment in the operation, maintenance and renewal of the existing SRN as well as new enhancements. It will also include completion of any outstanding schemes from the first Road Investment Strategy period and a number of other schemes already announced such as the Lower Thames Crossing. These schemes are likely to require all of the funding available for SRN enhancements in the first half of the RIS2 period; hence, any new schemes agreed in RIS2 would be for construction later in that period and beyond. Furthermore, as part of RIS2 the Government will consider funding improvements on the local road network or an

alternative mode of transport where there is clear evidence that such investment will be of benefit to the SRN.

Highways England's Initial Report comprises an informative statement of its priorities (safety, customer service and delivery) and the progress it has made to date. The report also sets out how the company has thought about future investment needs following extensive consultation with customers, stakeholders and the Secretary of State for Transport as shareholder, as well as improving its understanding of SRN infrastructure, performance and future challenges. Highways England is proposing that investment in the SRN over the next 20 years should focus on achieving consistency around four categories of road:

- Smart motorways (routes with the highest demand, evolving with technology);
- Conventional motorways (in their current form);
- Expressways (a new concept for the busiest 'A' class roads in the SRN, with better design. Technology and on-road response and alternative roads for non-motorised users and slow vehicles);
- All-purpose trunk roads (the remaining 'A' class roads in the SRN).

As part of the consultation, the DfT is seeking views on the proposed four categories and the development of Expressways. The new 'Expressway' concept essentially comprises the upgrading of a number of existing 'A' class roads in the SRN to provide motorway performance and enhanced technology similar to that already being introduced as part of current 'Smart' motorway upgrades. Expressways will be dual carriageways with grade-separated junctions; non-motorised users and slow moving vehicles will not be permitted.

The DfT is also asking for views on the current size of the SRN, specifically whether there are local roads the DfT should consider including in the SRN and conversely, whether there are roads currently in the SRN that should be removed.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

If the County Council does not submit a response, it will forgo an opportunity to influence the Government's decisions about future investment priorities on the Strategic Road Network.

Financial

There are no financial implications.

Legal

There are no legal implications.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Department for Transport Shaping the Future of England's Strategic Roads: Consultation on Highways England's Initial Report

Whilst the County Council welcomes the opportunity to comment on Highways England's Initial Report, a number of the questions are clearly targeted at users of the SRN or those affected by it, for example, businesses and residents living in close proximity to SRN routes. The County Council has therefore chosen to submit a general response focused on those issues that are of relevance and priority to the County Council as a local highway authority.

Defining the Strategic Road Network

As a local highway authority, the County Council would be pleased to engage in discussions with the Department for Transport and Highways England over the future structure of the Strategic Road Network. The Council recognises that there will be issues that users of the road network in general find perplexing. For example, the County Council is the highway authority for a 10 kilometre length of the M65 in East Lancashire, and although significant funding has been invested recently on resurfacing and replacement of the central reservation barrier, the stretch of motorway in question between Junctions 10 and 14 does not benefit from coverage by Highways England's Traffic Officer service.

Given the Department for Transport has recently embarked on a consultation on proposals for the creation of a Major Road Network, the outcome of this consultation and proposed MRN will need to be known and understood to achieve the coherent approach to defining both networks desired. The County Council will be submitting a separate response to the MRN consultation.

Highways England Initial Report

The Initial Report is still very focused on operational requirements of the SRN, which may result in enhancements specifically to unlock economic growth (one of the Government's five key aims for the network) being overlooked. For example, in Lancashire, the County Council and the Lancashire Enterprise Partnership are supporting the development and delivery of the Bailrigg Garden Village near Lancaster, one of the Government's 14 designated garden villages. This requires the reconfiguration of M6 Junction 33, which will also unlock expansion plans at Lancaster University, one of the UK's top teaching and research institutes. Although this junction is sub-standard in terms of its current layout, there are no operational problems yet a major improvement (in the order of £40m) will be necessary to support strategic development. It is not clear that Highways England has given sufficient consideration to such interventions.

The County Council supports the principle of achieving consistency around the four categories of road outlined in the report, including the creation of 'Expressways'. The Council notes that the A56 link between the M66 and M65 in East Lancashire as a potential future candidate for upgrade, recognising this is the only length of SRN in Lancashire that could benefit from such investment.

The Department should be aware that Highways England's proposed designation of Expressways as AXX(M) could create a classification issue in that not all such designated routes are part of the SRN. In Lancashire, the County Council is the highway authority for the A601(M) near Carnforth, a short hybrid 'motorway' linking M6 Junction 35 to the local highway network.

With regard to the proposed operational priorities (Section 5.1), the SRN does not operate in isolation and more could be made of how Highways England intends to work with local highway authorities to deliver seamless journeys. This will be particularly important once the MRN concept begins to take effect.

Enhancement Priorities

The County Council supports the inclusion of the M60 Simister Island Interchange (Junction 18) as a scheme to be developed for the next road period. This junction, which forms the interchange between the M66 and the M60, is critical to supporting economic growth in East Lancashire and in particular, Rossendale. The M66 is Rossendale's key transport link with the rest of the country, as other road connections are severely constrained by topography and the borough has no station on the national rail network and is remote from it. Transdev currently operates two express bus services into Manchester city centre from East Lancashire that make use of the M66. The X43, which runs between Nelson, Burnley, Rawtenstall and Manchester, is one of the highest quality express bus services in the country, using purpose-built luxury coaches, and is very popular with commuters.

The M65 represents the key economic corridor of East Lancashire, linking the towns of Blackburn, Accrington, Burnley, Nelson and Colne with the M6 and M61 motorways at Bamber Bridge near Preston. It plays an essential role in the local economy, connecting people and businesses internally as well as providing the primary means of access to the M6, particularly for freight. Almost all existing and future strategic employment site developments in East Lancashire are located in close proximity to the M65 and/or require effective access to and from it. Unlike most motorways, the M65 is not three lanes throughout its length, with reduced capacity on some sections, particularly between the M61 (Junction 2) and Junction 6 at Whitebirk east of Blackburn. Evidence now suggests that the current level of demand at peak times is causing congestion, exacerbated by the limited capacity, traffic flow composition and the capacity and close proximity of some junctions. The County Council would therefore wish to see improvements to this stretch of the M65 in RIS2 to ensure that the motorway has sufficient capacity to accommodate future economic growth.

Local Priorities Fund

The County Council supports the establishment of a local priorities fund, but requests that Highways England work in partnership with the County Council and the Lancashire Enterprise Partnership to ensure that spending priorities align with local requirements to support economic development, create jobs and deliver new homes.

Designated Funds

The County Council supports the continuation of the Growth and Housing Fund, but requests the Department for Transport consider increasing the funding available and raising the maximum contribution towards individual schemes above the current £5m limit. Even modest network improvements can now cost in the tens of millions and consequently schemes can require funding packages that are ever more complicated in order to ensure delivery.

Future Studies

The Government has previously set out how the new National Road Fund could be used to finance improvements on the local road network where there is clear evidence that such investment will be of benefit to the SRN. It would be useful to understand how the Department for Transport and Highways England intends this to work, ie will there be a structured approach to ensure a degree of national consistency or will such proposals need to be promoted by local authorities working in association with sub-national transport bodies on an ad-hoc basis. There is the potential for regional collaboration towards a national programme linked to a future MRN Investment Programme.

The County Council would welcome the opportunity to work in partnership with Highways England and Transport for the North to investigate the wider resilience issues facing the SRN in Central Lancashire including potential benefits to the M6 from the establishment and future development of the Preston/South Ribble Western Distributor route. This route, which will link the M55 at a new Junction 2 with the M6/M61/M65 motorways at Cuerden and together with the SRN will effectively create an orbital route around Preston, is critical to the ongoing delivery of strategic housing and employment growth across Central Lancashire and beyond through the Preston, South Ribble and Lancashire City Deal.

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Director of Corporate Commissioning**Part I**

Electoral Divisions affected:
Burscough & Rufford; and
West Lancashire East

Proposed 40mph Speed Limit
Briars Lane, Lowry Hill Lane and Course Lane, Newburgh
(Appendices 'A', 'B' and 'C' refer)

Contact for further information:

Kevin Parkinson, Tel: (01772) 530250, Traffic Technician (Chorley)

kevin.parkinson@lancashire.gov.uk**Executive Summary**

Approval is sought for the sealing of the order in respect of the installation of a 40 mph speed limit along the currently derestricted (national speed limit) section of (A5209) Briars Lane, Course Lane, and Lowry Hill Lane, Newburgh. The order is proposed to address a significant collision and casualty record over the previous four year period resulting from loss of control as a result of inappropriate vehicle speed.

Recommendation

The Cabinet is recommended to approve the sealing of the order in respect of the above speed reduction proposal as set out in this report and the schedules, plans and details attached at Appendices 'A' to 'C'.

Background and Advice

(A5209) Briars Lane, Course Lane, and Lowry Hill Lane is a semi-rural strategic route carrying approximately 10,000 vehicles per day comprising 1,000 Heavy Goods Vehicles between junction 27 of the M6 and the Burscough and Rufford area.

During the period 2014 to 2017 Lancashire Constabulary has recorded 17 collision incidents including one fatal event along this section of national speed limit highway.

An informal consultation exercise carried out between County Council officers from various highway disciplines and the Police revealed a high level of support for the proposal and recommendation that this should be progressed.

Consultations

A formal Speed Limit Order was advertised in the local press and prominently in the local area between 30 November 2016 and 28 December 2016. No objections were received and a substantial level of local support was received (Appendix 'C' refers).

Concerns

No concerns or objections were raised as a result of the consultation.

Implications:

This item has the following implications, as indicated:

No implications are foreseen as a result of the introduction of the new reduced speed limit.

Risk management

The implementation of the new speed limit would remove the last remaining derestricted section of the route resulting in a speed limit which is more representative of the current traffic volumes and vehicle characteristics.

The new speed limit is envisaged to result in reduced vehicle speeds along this section of road with a corresponding reduction in the current occurrences of collision incidents.

If the proposal is not approved the national speed limit will remain in force with the risk of a continuation or escalation of the current recorded collision incidences.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

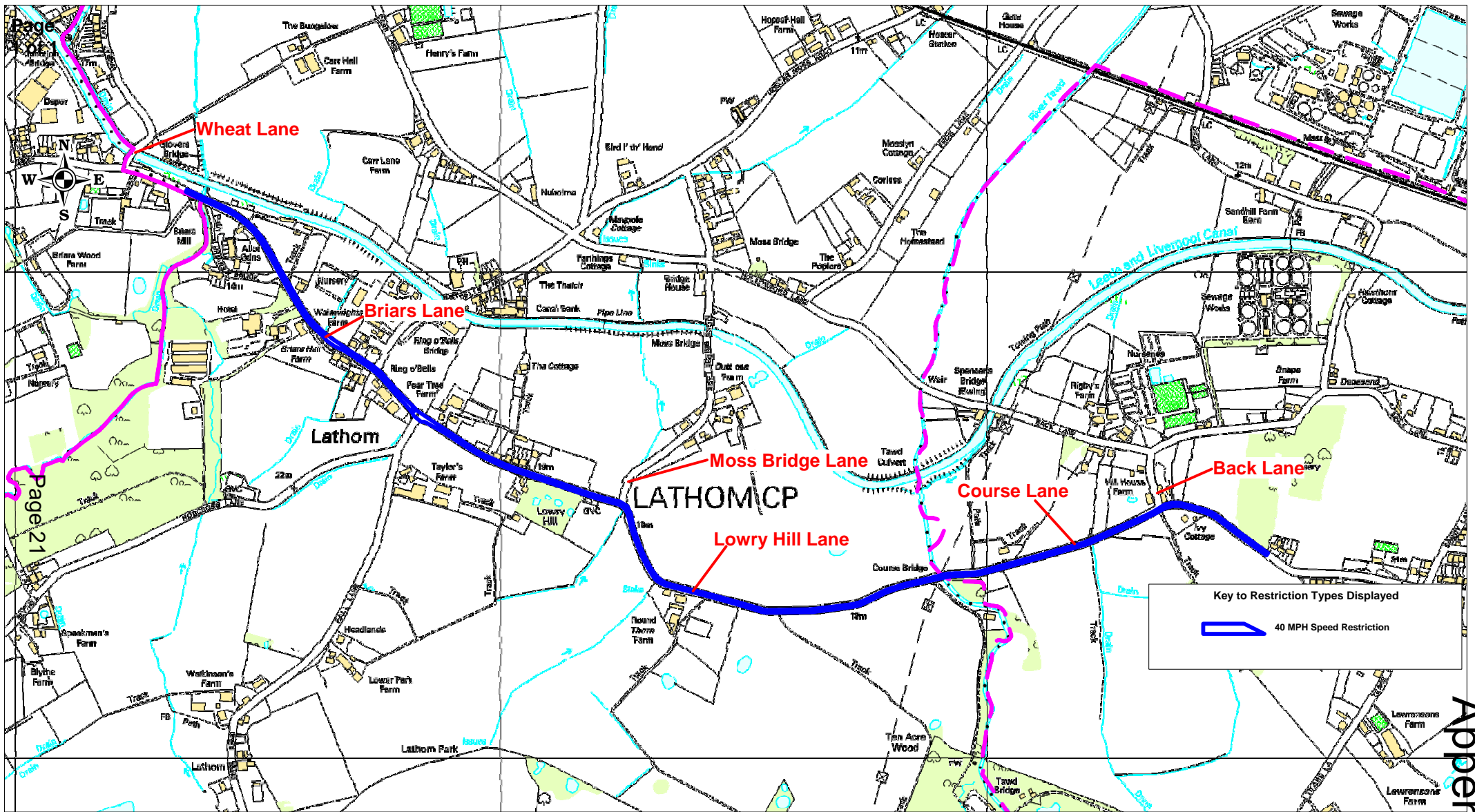
NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(BRIARS LANE, COURSE LANE, LOWRY HILL LANE, NEWBURGH,
WEST LANCASHIRE BOROUGH) (REVOCATION AND INTRODUCTION
OF 40 MPH SPEED RESTRICTIONS) ORDER 201*

NOTICE IS HEREBY GIVEN that Lancashire County Council propose to make the above Speed Limit Order under Section 84 of and Part IV of Schedule 9 to the **Road Traffic Regulation Act 1984**, as amended, the effect of which will be to:

1. Revoke "The District Council Of West Lancashire (Briars Lane And Lowry Hill Lane, Burscough And Lathom) A5209 (40 M.P.H. Speed Limit) Order 1983" as set out below;
 - a. 40mph Speed Restriction, Briars Lane And Lowry Hill Lane, from a point 34 metres west of the centre point of Morton House Bridge to a point 165 metres west of the centre line of Moss Bridge Lane;
2. Introduce a 40mph speed restriction in the following lengths of road;
 - a. Briars Lane, Newburgh, from a point 135 metres south east of the centreline of the junction with Wheat Lane in a south easterly direction to its junction with Lowry Hill Lane;
 - b. Course Lane, Newburgh, from its junction with Lowry Hill Lane in a south easterly direction to a point 246 metres south east of the centreline of the junction with Back Lane;
 - c. Lowry Hill Lane, Newburgh, the entire length.

A copy of the draft Order and associated documents for proposing to make the Order may be inspected during normal office hours at the offices of West Lancashire Borough Council, 52 Derby Street, Ormskirk, L39 2DF and at the offices of The Director of Governance Finance & Public Services, Lancashire County Council, Christ Church Precinct, County Hall, Preston PR1 8XJ. Any representations or objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Governance, Finance & Public Services, Lancashire County Council, P O Box 78, County Hall, Preston PR1 8XJ or by e-mail to tro-consultation@lancashire.gov.uk quoting ref:LSG4\894.3209\AFR before the 28 December 2016

Ian Young, Director of Governance, Finance and Public Services
30 November 2016



**A5209 Briars Ln, Lowry Hill Ln, Course Ln,
Newburgh**
40mph Speed Restriction

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Community Services
Phil Barrett
Director Community Services
P.O. Box 100, County Hall,
PRESTON PR1 0LD

SCALE	1 : 10739
DATE	22/12/2017
DRAWING No.	001
DRAWN BY	K Parkinson
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MEMORANDUM from the Director of Governance, Finance and Public Services

Please ask for	Amy Rose	To	Kevin Parkinson
Extension	(01772) 535604		
Our ref	LSG4/894.3209/AFR	Your ref	
Date	03 January 2017		

**RE: ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(BRIARS LANE, COURSE LANE, LOWRY HILL LANE, NEWBURGH, WEST
LANCASHIRE BOROUGH) (REVOCATION AND INTRODUCTION OF 40 MPH
SPEED RESTRICTIONS) ORDER 201***

I confirm that the consultation period for the above proposal has ended and that no objections have been received by this office.

If you have received any objections/representations directly, it would be appreciated if you could please let me have copies of these to complete my file.

As you know, there is a two year time limit between the date that a Draft Order is advertised and the date when the Order is brought into operation. In this instance, the time limit will expire on 30th November 2018. Failure to bring the Order into operation by this date will mean that the procedure will need to be started again in respect of a new Order.

Further, should it be decided to pursue the proposal, you will need to obtain approval to make the Order in accordance with the council's constitution.

Finally, I shall be grateful if you will let me have a Certificate of Posting in respect of the proposal at your earliest convenience.

I hope the above is of assistance

Amy Rose
Paralegal

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Service Highways**Part I**Electoral Divisions affected:
See Background below**Lancashire County Council (Various Roads, Chorley, Fylde, Pendle, Preston, Rossendale, South Ribble, West Lancashire and Wyre Boroughs) (Revocation, 30mph, 40mph, 50mph and De-Restricted Road (August No1) Speed Limits) Order 201***

(Appendices 'A' to 'J' refer)

Contact for further information:

Kathryn Hartley, Tel: 01772 534212, Network Control – Community Services

kathryn.hartley@lancashire.gov.uk**Executive Summary**

Following investigations and a public consultation, it is proposed to make a Speed Limit Order (SLO) to introduce a number of speed restrictions on various roads within Lancashire and to clarify, simplify and tidy up a number of speed limit orders that have been identified to improve the safety and operation of the public highway network and to allow for effective enforcement by Lancashire Constabulary.

This is deemed to be a Key Decision and the provisions of Standing Order No. 25 have been complied with.

Recommendation

The Cabinet is recommended to approve the proposals for speed restrictions on various lengths of road within the Wyre, Chorley, Fylde, Pendle, Preston, Rossendale, South Ribble and West Lancashire Districts as detailed within this report and as set out in the schedules and plans attached at Appendices 'A' to 'J'.

Background and Advice

It is proposed to clarify, simplify and tidy up a number of speed limit orders that have been identified to improve the safety and operation of the public highway network and to allow for effective enforcement by Lancashire Constabulary. In addition there are proposals to introduce a number of restrictions to reduce the speed limit for the reduction of danger to persons or other traffic using the highway and the likelihood of any such danger arising in the future. It is proposed to reduce the speed limit on a number of roads within the districts of Wyre, Chorley, Fylde, Pendle, Preston, Rossendale, South Ribble and West Lancashire. A detailed statement of reasons for

each proposal is contained within Appendix 'A' and a description of each restriction is contained within Appendix 'J'.

The following are the electoral divisions affected:

Chorley Central; Chorley North; Chorley Rural East; Chorley Rural West; Chorley South; Fylde East; Fylde West; Hoghton with Wheelton; Pendle Rural; Penwortham West; Preston West; Rossendale South; Skelmersdale Central; Skelmersdale East; Skelmersdale West; South Ribble East; South Ribble West; Thornton and Hambleton; and West Lancashire East.

Consultations

The proposed order was advertised in the local newspaper and during the consultation period of 17 October 2017 to 17 November 2017. Notices were displayed on site for all areas where new restrictions were proposed. The divisional county councillors were consulted alongside statutory consultees. During the consultation period 1 objection was received from Stalmine-with-Staynall Parish Council.

The basis of the objection is set out below:

Wyre

A588 Carr Lane, Hambleton

An objection was received from Stalmine-with-Staynall Parish Council to the proposed 50mph speed restrictions on Carr Lane, Hambleton. The parish council considers that the speed limit should be no more than 40mph as they feel that a higher speed limit is not compatible with the nature of the road and therefore a 40mph would be more appropriate.

Officers' response

Officers confirmed that the extents of the current 50mph speed limit on Carr Lane, Hambleton will not change. The existing order has been revoked due to anomalies within the description of the speed limit boundary. The proposed order rectifies this anomaly, therefore to enable police enforcement in this area. In light of the concerns raised by the parish council a review of the current speed limit will be conducted by officers at a future date.

Implications:

This item has the following implications, as indicated:

Financial

The estimated costs of the Speed Limit Orders detailed in this report is £55,000 and will be funded from the 2017/18 Highways revenue budget.

Risk management

Road safety may be compromised should the proposed speed limit reductions not be approved.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

STATEMENT OF REASONS

Chorley

[\(Buckholes Lane, Wheelton\)](#)

"The reduction of the current national speed limit to 40mph along Buckholes Lane, Wheelton is to reduce speeds on the approach to the existing 30mph sections."

[\(Moss Lane, Whittle-le-Woods\)](#)

"The introduction of a 40MPH speed restriction between the existing 30mph sections of Moss Lane, Whittle-le-Woods is proposed to reduce approach speeds to the 30MPH limits where speed related incidents have been previously recorded."

[\(Dark Lane, Whittle-le-Woods\)](#)

"The introduction of a 40mph Speed restriction on the north section of Dark Lane, Whittle-le-Woods is to reduce speeds along the narrow rural section on the approach to the current 30MPH restricted road section and align the limit with surrounding approach roads in the area."

[\(Hoghton Lane, Hoghton\)](#)

"The introduction of a 40 MPH Speed Restriction on Hoghton Lane, Hoghton is to reduce vehicle speed on the approach to the existing 30 MPH section and align the section with surrounding 30mph access roads which lead to areas of increased residential habitation."

[\(Wigan Lane, Heath Charnock, Coppull\)](#)

"The introduction of a 40MPH speed restriction on the North East section of Wigan Lane, Heath Charnock is in response to a local representative request with support from the Police following a series of recorded collision incidents in the vicinity Grundy's Lane."

Fylde

[\(Mythop Road, Weeton-with-Preese and Singleton Road, Weeton-with-Preese\)](#)

"Order to revert to restricted Road Status (30mph) as the road has street lighting."

[\(Weeton Road, Medlar with Wesham and Kirkham Road, Weeton-with-Preese\)](#)

"To reduce the potential for accidents and increase journey safety for all road users."

Pendle

[\(A682 Gisburn Road, Blacko\)](#)

"As part of the average speed camera works on Gisburn Road it has been identified that a section of carriageway on the A682 Gisburn Road (Near Blacko Bar Road and Wheathead Lane) currently has signs indicating a change of speed limit from 30mph to derestricted, however due to the presence of street lighting and the lack of a current Speed Limit Order to derestrict the road it would technically have restricted road status until the end of the street lighting. With Lancashire Constabulary's commitment to placing average speed cameras on the A682 it has been agreed that a Derestricted Speed Limit Order would be pursued in this area to allow for enforcement."

Preston

[\(Lea Lane, Lea, Preston\)](#)

"In the interest of road safety for the avoidance of danger to persons or other traffic using the road, and for preventing the likelihood of any such danger arising Lancashire County Council are proposing to reduce the speed limit, on a section of Lea Lane. This will reduce the potential for accidents and increase journey safety."

Rossendale

[\(A56 Wood Lane, Edenfield\)](#)

"The Metropolitan Borough of Bury have made a new Speed Limit Order on the A and B roads within their boundary.

This has included revocation of the order ' Statutory Instruments 1972 No. 875 Road Traffic, The Trunk Roads (40mph Speed Limit) (No.13) Order 1972' insomuch as it refers to the length within the boundaries of the Metropolitan Borough of Bury.

Lancashire County Council proposes a new Speed Limit Order 40mph on Wood Lane and includes the revocation ' Statutory Instruments 1972 No. 875 Road Traffic, The Trunk Roads (40mph Speed Limit) (No.13) Order 1972' insomuch as it refers to the length within the boundaries of Lancashire County Council."

South Ribble

[\(A59 Liverpool Road, Hutton and A59 Longton Bypass, Hutton\)](#)

"The purpose of this proposed order is to clarify, simplify and tidy up a selections of traffic orders that have been identified in the South Ribble area."

West Lancs

[\(Maltkiln Lane, Bispham\)](#)

"The purpose of this proposed order is to improve road safety for both motorists and pedestrians on the approach to the current 30mph section where safety issues have been identified."

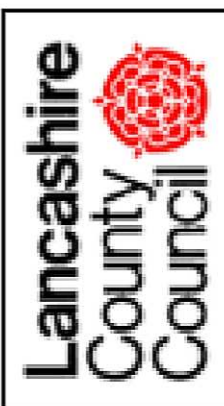

Wyre

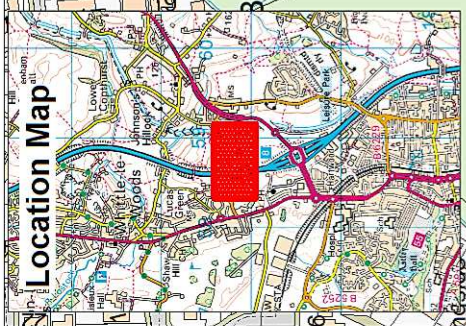
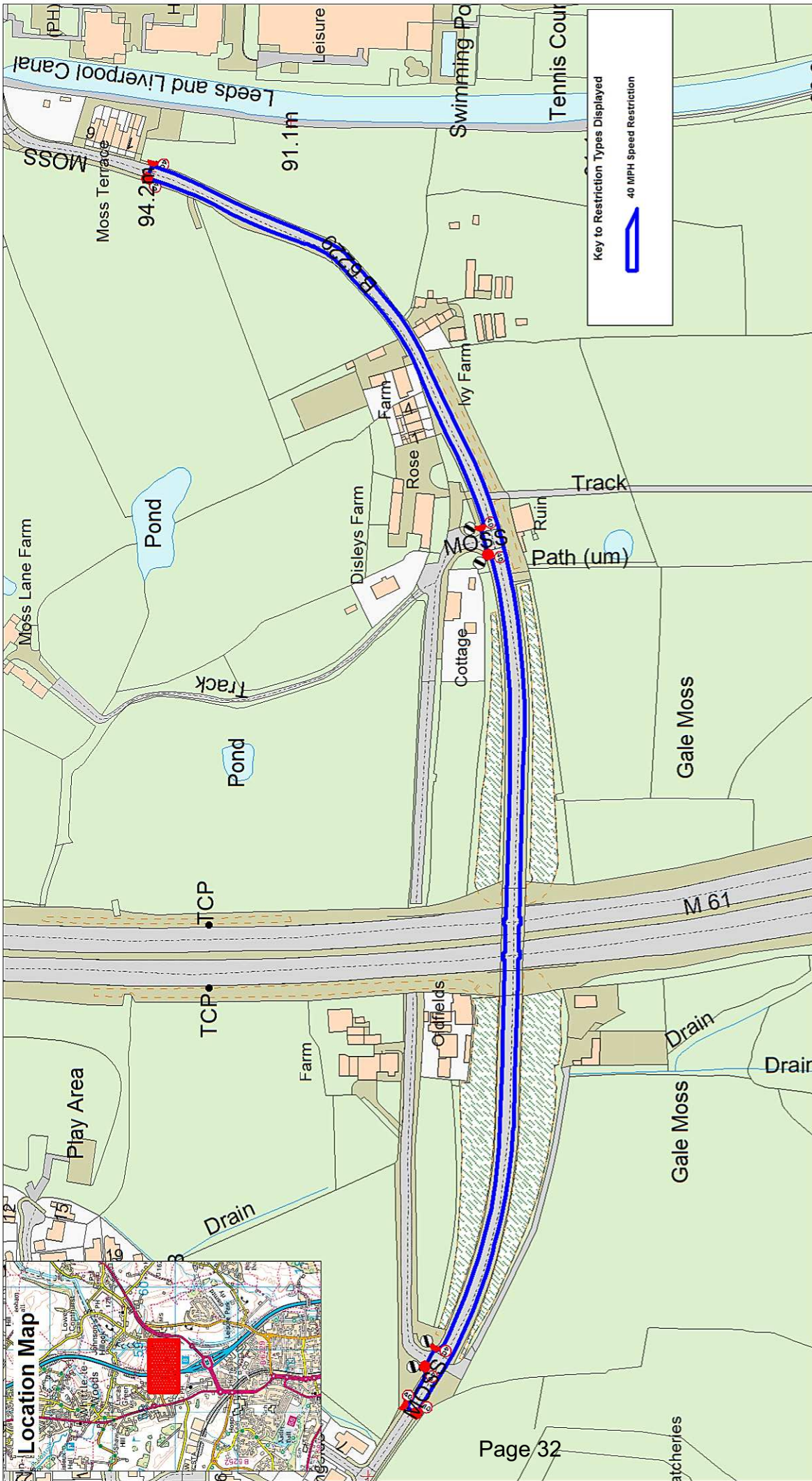
[\(A588 Carr Lane, Hambleton\)](#)

"The purpose of this proposed order is that Barrington Close was constructed as part of a small development and the 30mph speed limit was extended by virtue of street lighting, to the north of this access as part of the planning process which resulted in the 50mph section of Carr Lane also commencing further north."

However it appears that the Traffic Regulation Order (TRO) was not updated to reflect this change, therefore to enable the police to enforce a new TRO is proposed to match what is currently on site."




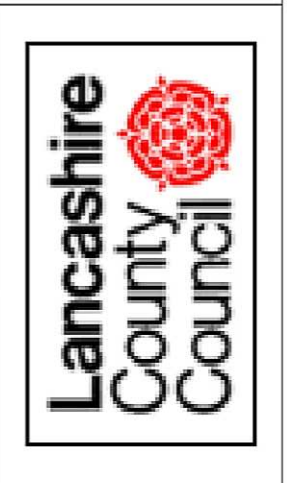
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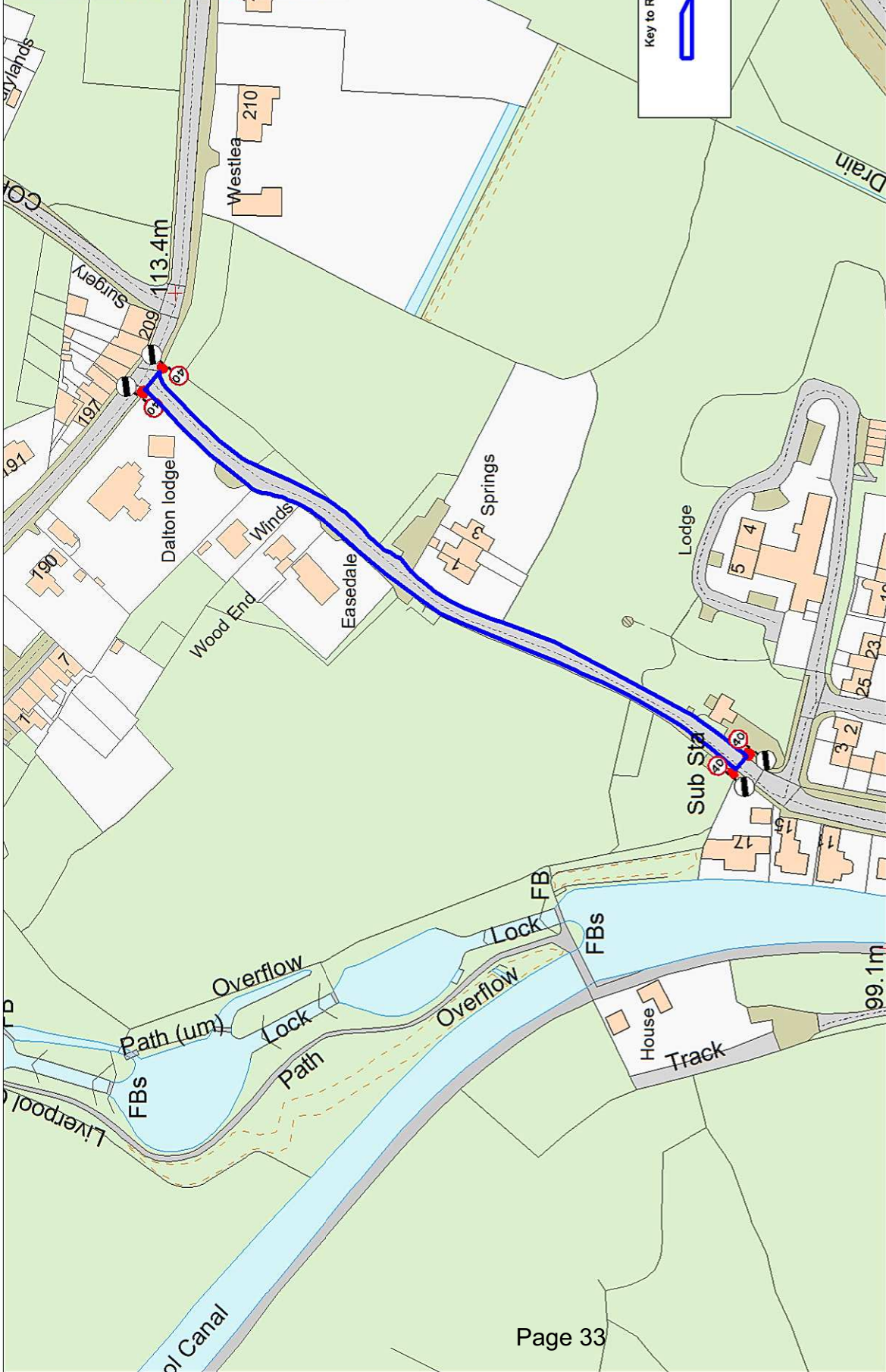
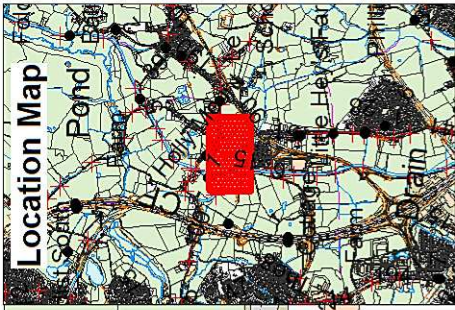


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U5801 Moss Lane,
Whittle-le-Woods

 Page 1 of 1



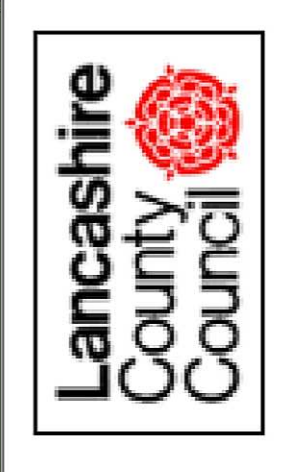


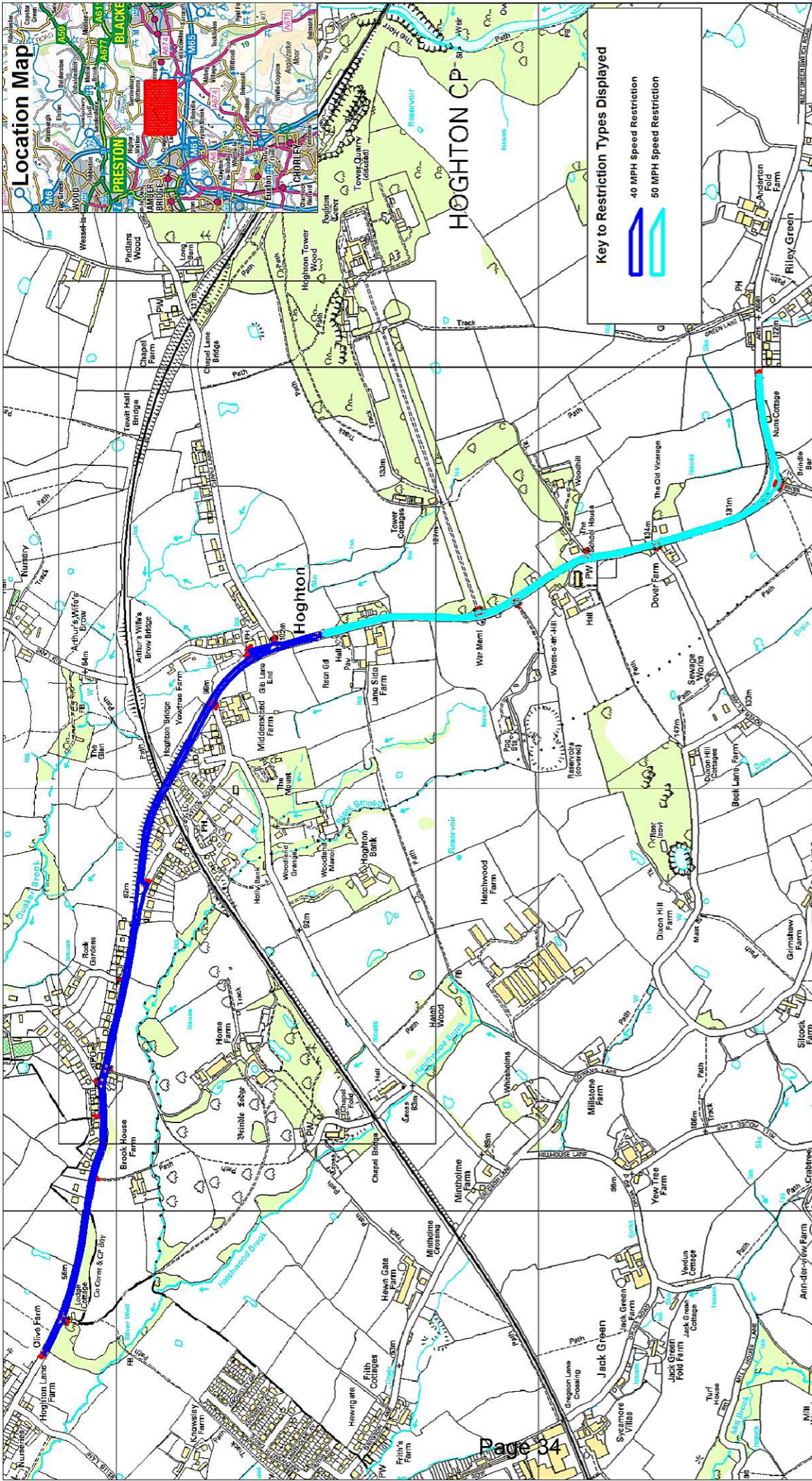
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**U5799 Dark Lane,
 Whittle-le-Woods**

Page
 1 of 1





Key to Restriction Types Displayed

- 40 MPH Speed Restriction
- 50 MPH Speed Restriction

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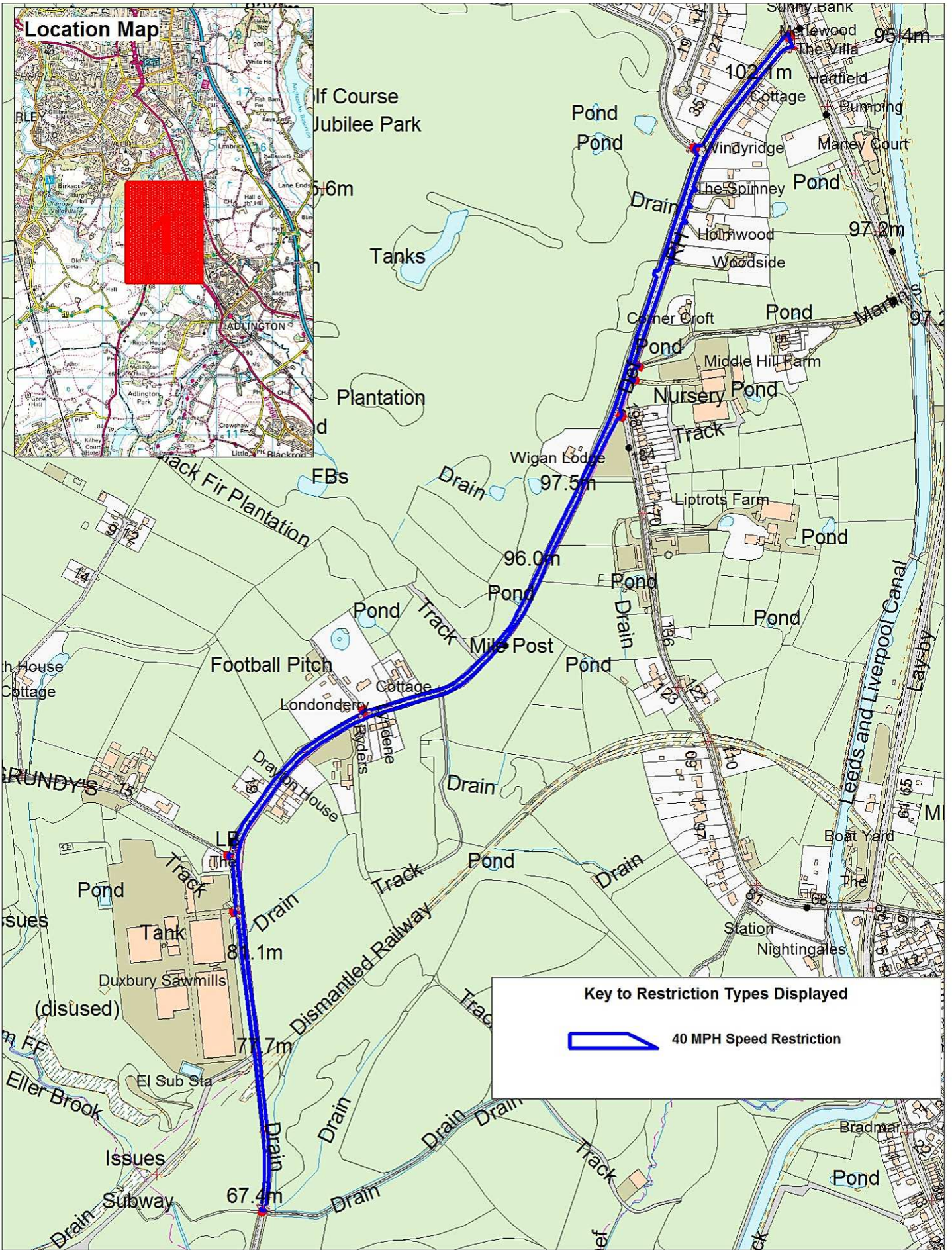
Community Services
Phil Barrett
 Director Community Services
 P.O. Box 100, County Hall,
 PRESTON PR1 0LD

**A675 Houghton Lane,
 Hoghton**

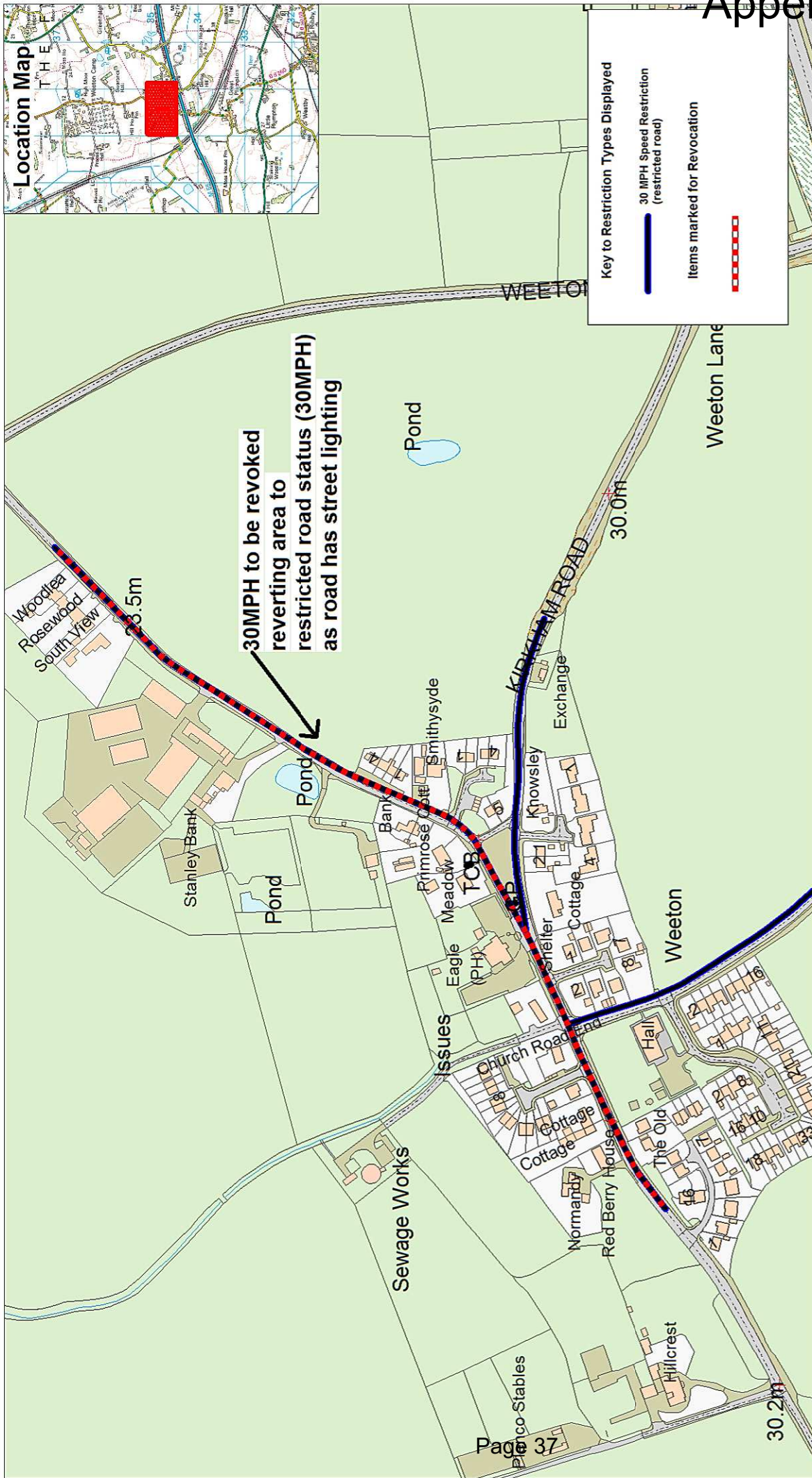
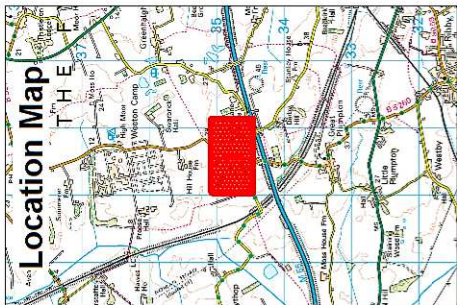
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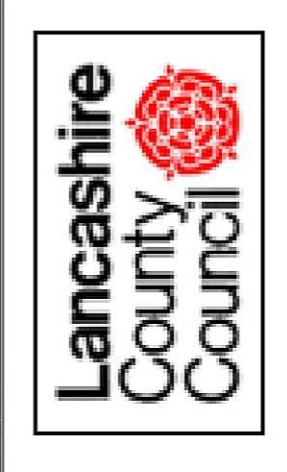
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- Items marked for Revocation

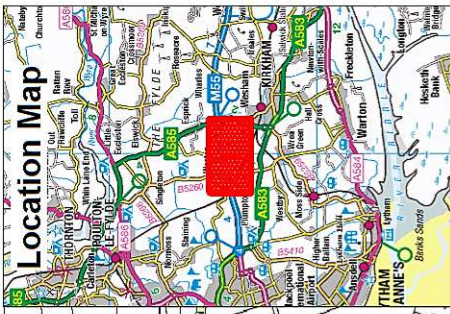
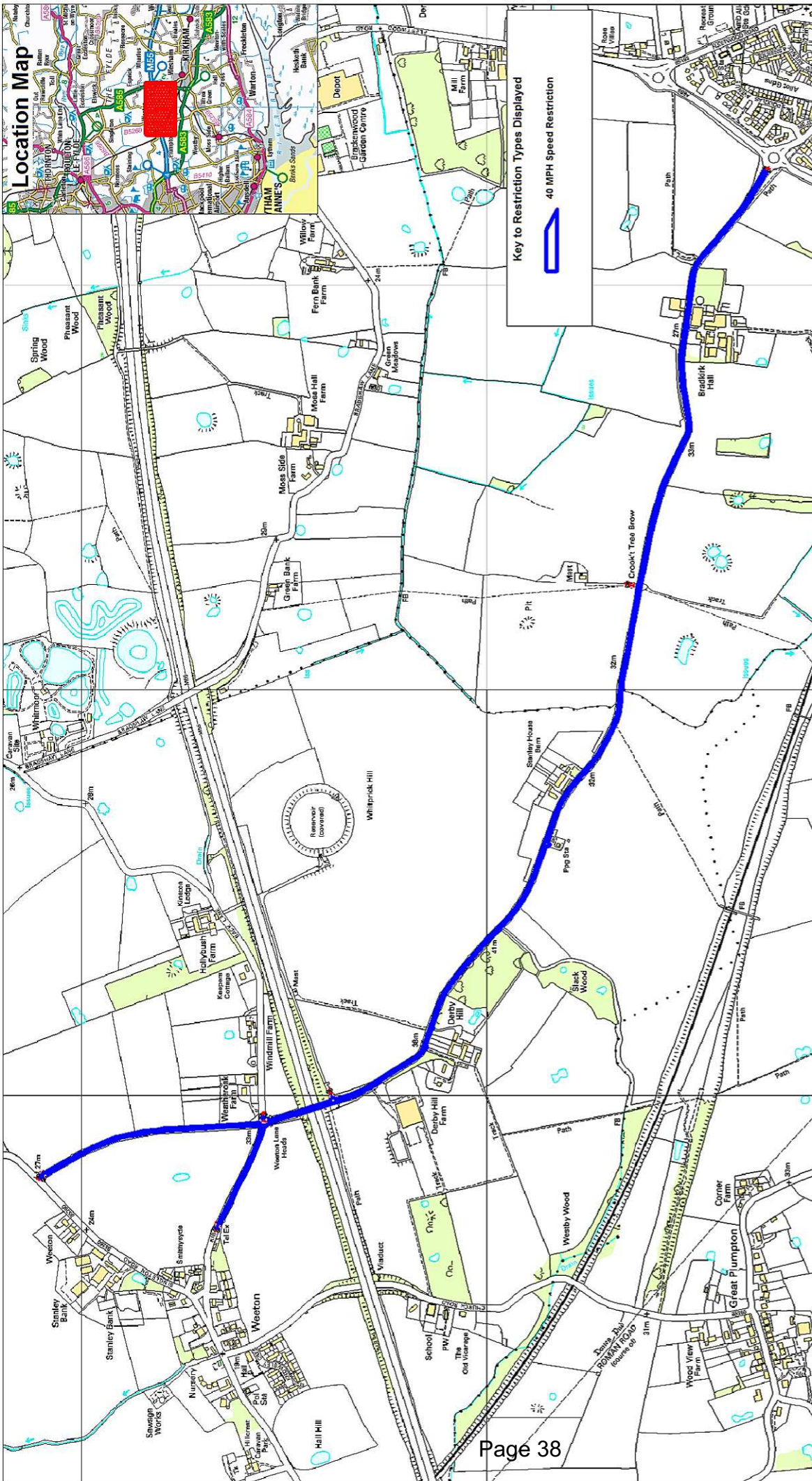
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C270 Mythop Road,
Weeton-with-Preese
B5260 Singleton Road,
Weeton-with-Preese

Page 1 of 1





**C270 Weeton Road,
Medlar-with-Weeton**

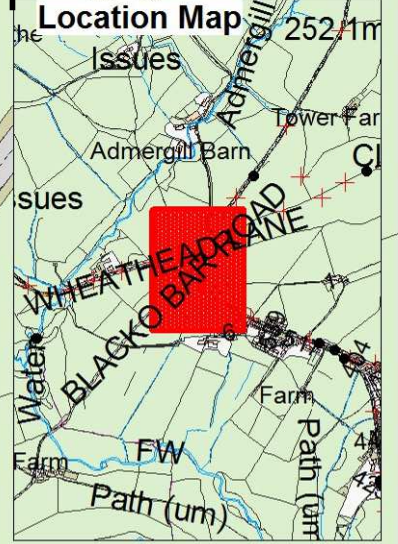
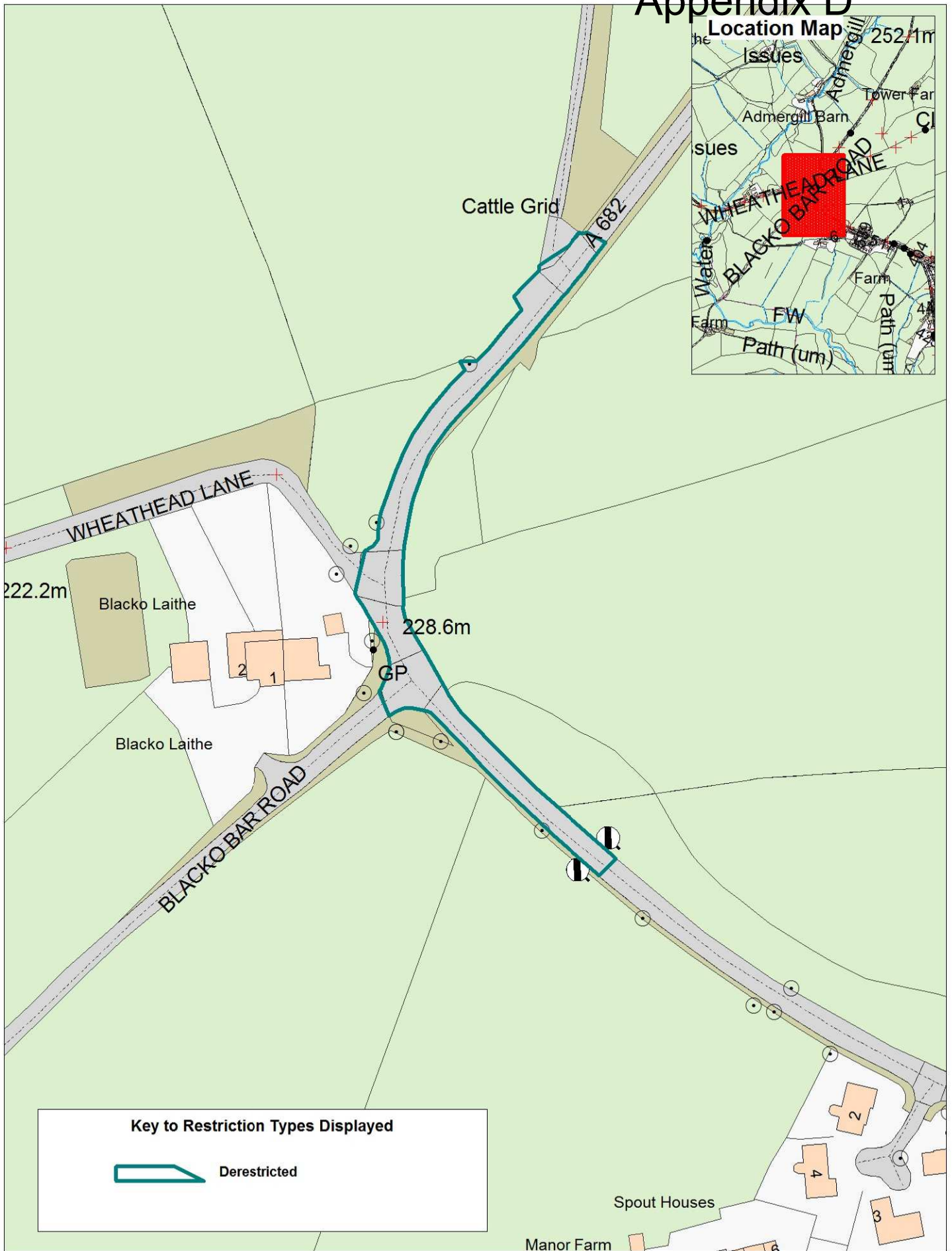
**C270 Kirkham Road,
Weeton-with-Preese**

Page
1 of 1

Community Services
Phil Barrett
Director Community Services
 P.O. Box 100, County Hall,
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Appendix D



Key to Restriction Types Displayed

 Derestricted



**A682 Gisburn Road,
Blacko**

Page
1 of 1



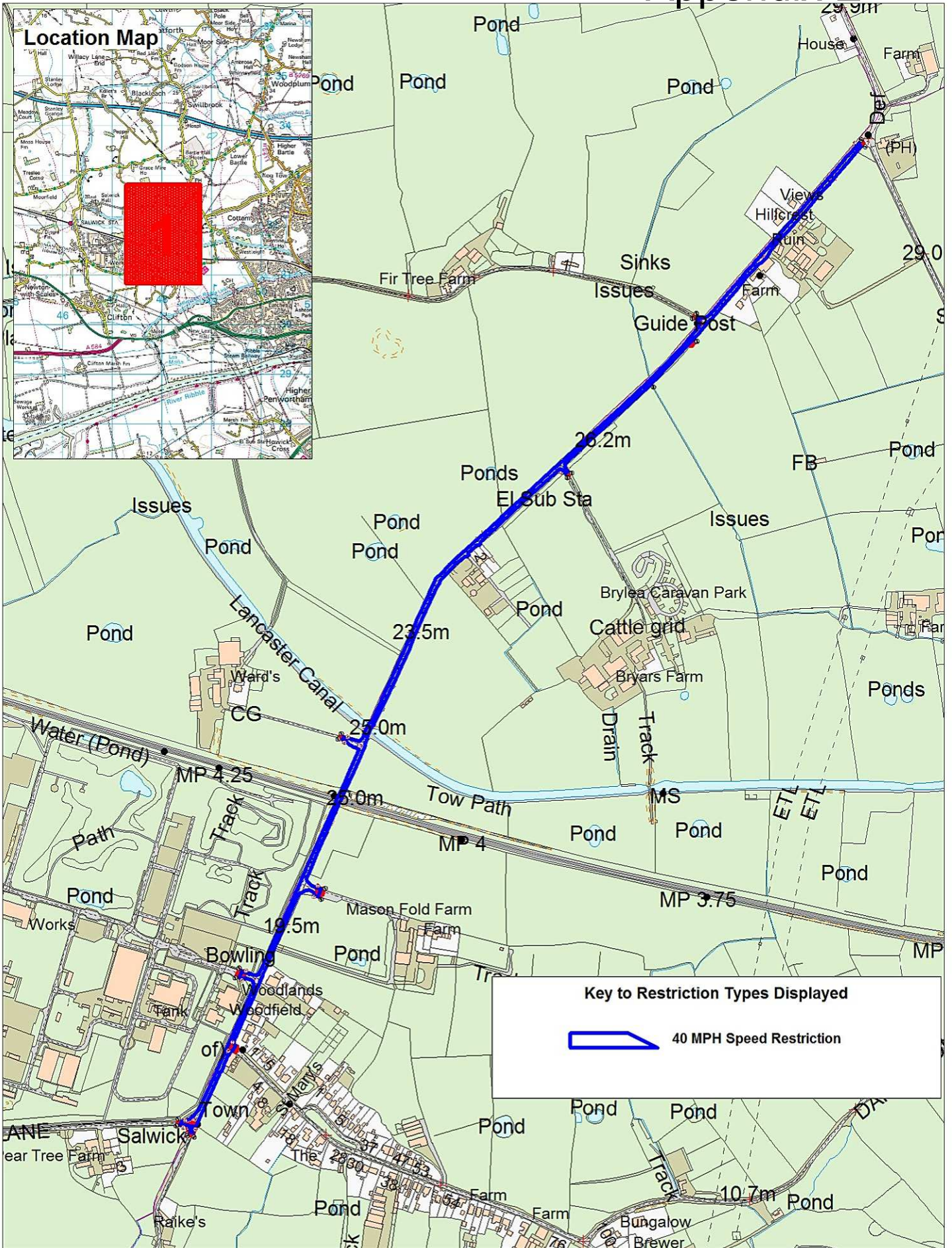
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Appendix E



Key to Restriction Types Displayed

 40 MPH Speed Restriction



**C298 Lea Lane,
Lea Town,
Preston**

Page
1 of 1

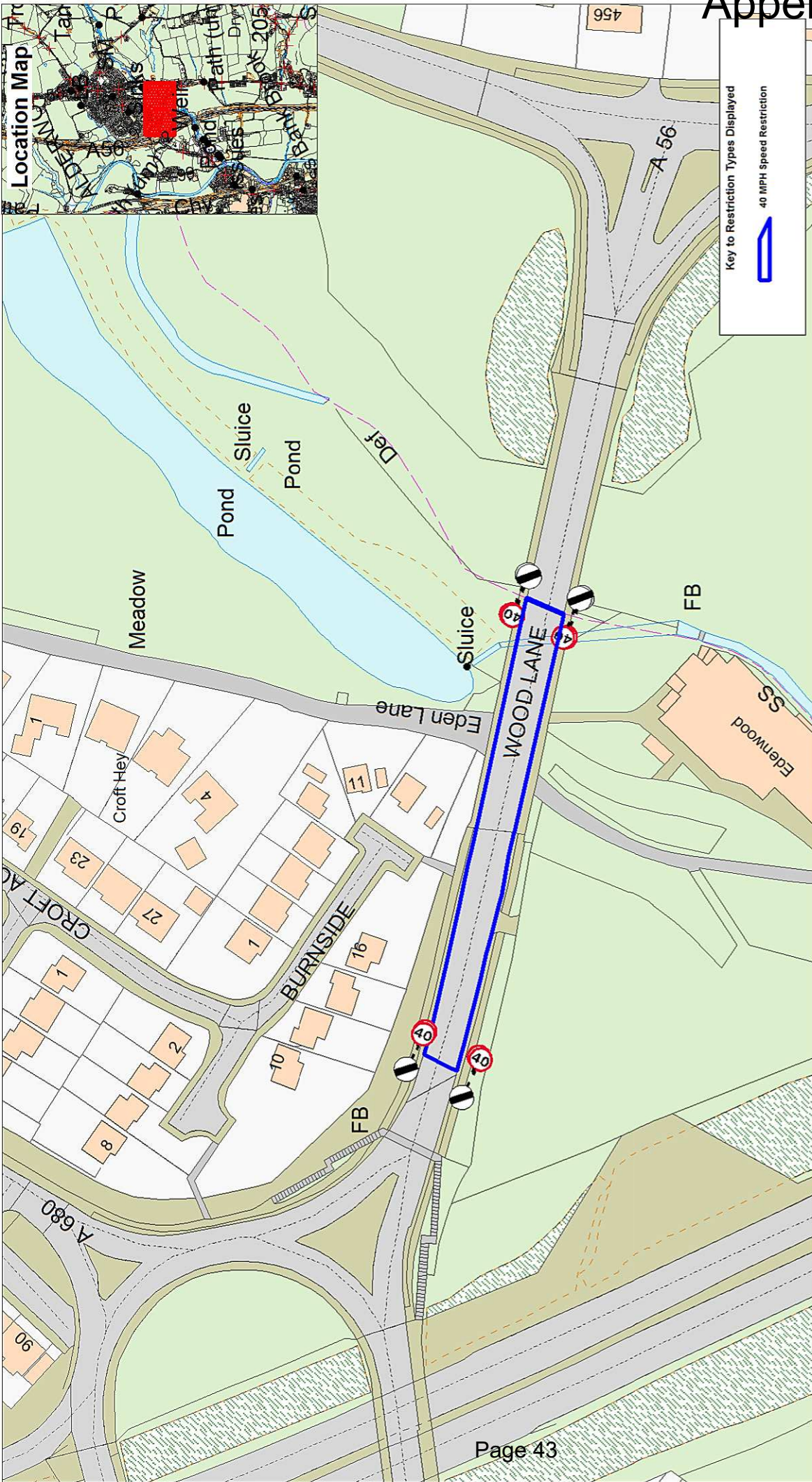


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Director Community Services**


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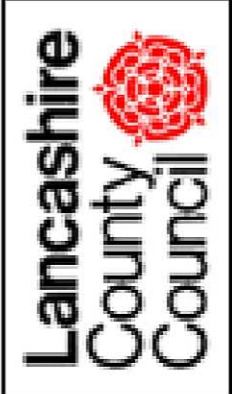
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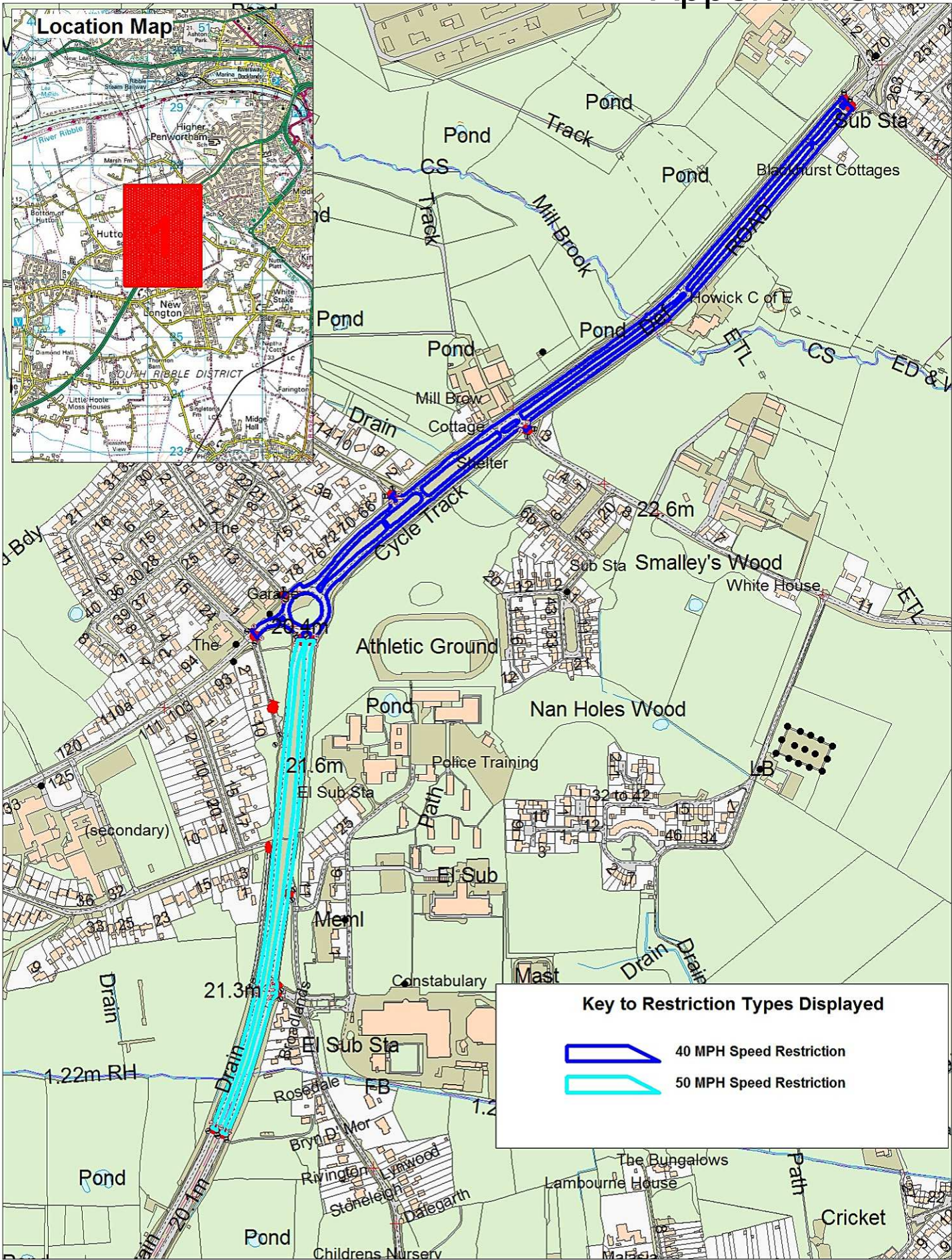
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Phil Barrett
Director Community Services
 P.O. Box 100, County Hall,
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Wood Lane, Edenfield

 Page 1 of 1



Lancashire County Council

Appendix G



A59 Liverpool Road
A59 Longton Bypass,
Hutton

Page 1 of 1



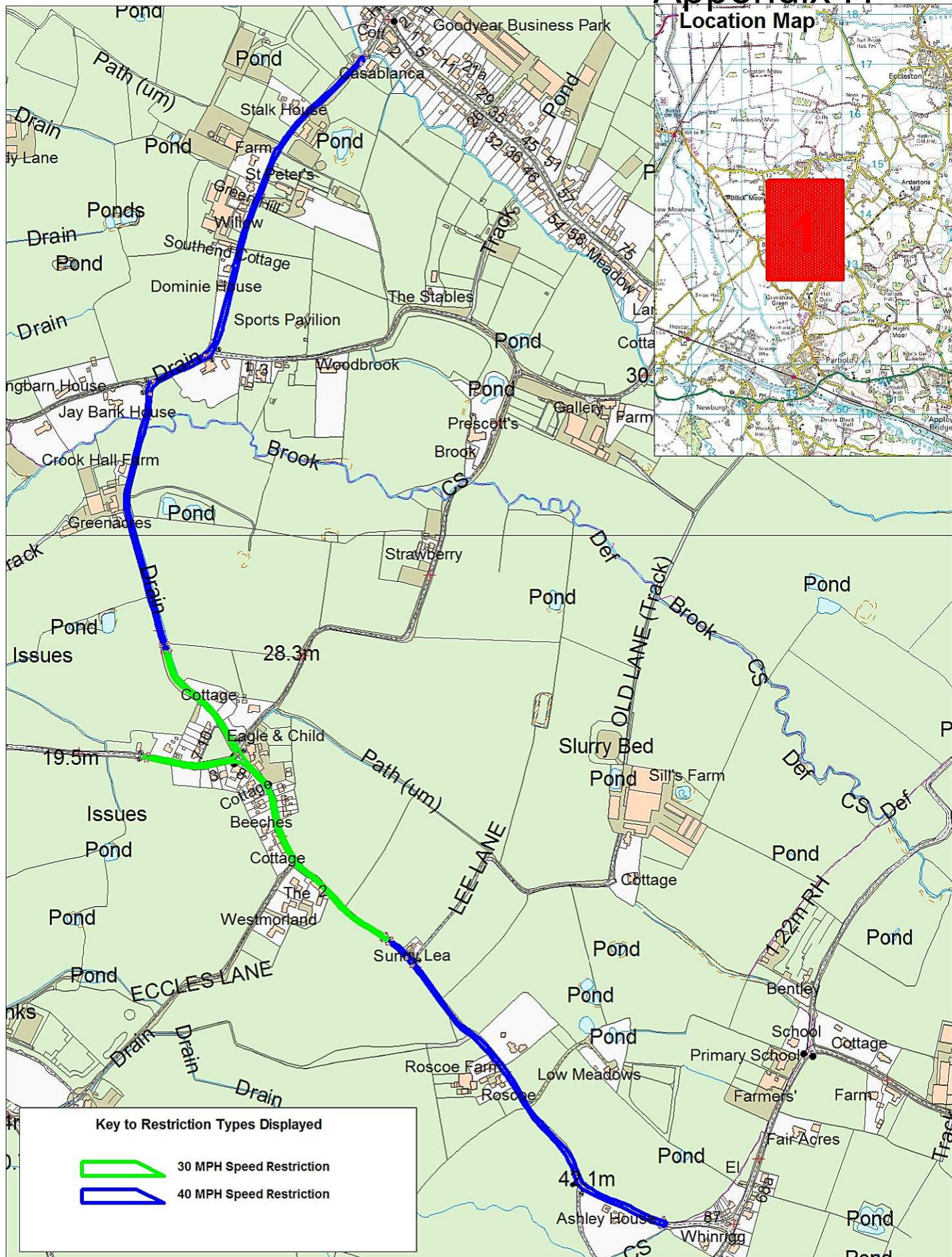
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DATE	03/08/2017
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Appendix H

Location Map



Key to Restriction Types Displayed

-  30 MPH Speed Restriction
-  40 MPH Speed Restriction



Malkin Lane, Bispham
Green Lane,
Jay Bank,
High Street,
Mawdsley



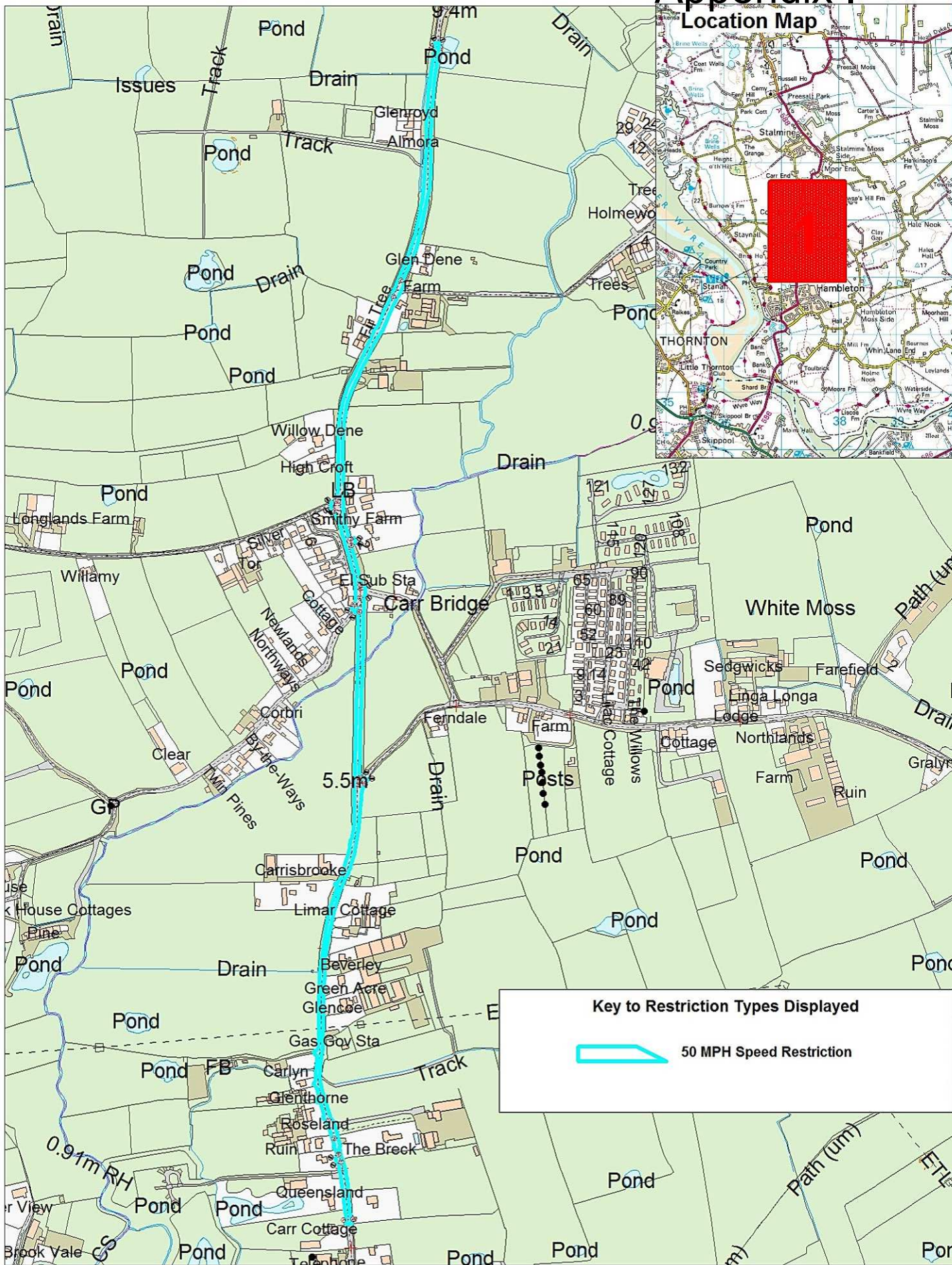
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SCALE	1 : 8000
DATE	07/09/2017
DRAWING No.	KL/09/17
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Appendix I

Location Map



Key to Restriction Types Displayed

 50 MPH Speed Restriction



**A588 Carr Lane,
Hambleton**

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Page 49

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**Community Services
Phil Barrett
Director Community Services**
P.O. Box 100, County Hall,
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SCALE	1 : 7000
DATE	07/09/2017
DRAWING No.	MH/08/17
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NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(VARIOUS ROADS, CHORLEY, FYLDE, PENDLE, PRESTON,
ROSSENDALE, SOUTH RIBBLE, WEST LANCASHIRE AND WYRE
BOROUGHES) (REVOCATION, 30MPH, 40MPH, 50MPH AND DE-
RESTRICTED ROAD (AUGUST NO1)) SPEED LIMIT ORDER 201*

NOTICE IS HEREBY GIVEN that Lancashire County Council propose to make the above Speed Limit Order under Sections 83(2) and 84 of and Part IV of Schedule 9 to the **Road Traffic Regulation Act 1984**, as amended, the effect of which will be to:

- 1) Revoke:
 - a) The "Lancashire County Council (A675 Hoghton Lane, Hoghton/Walton-le-Dale and Station Road, Hoghton, Chorley Borough and South Ribble Borough) (50mph and 30mph Speed Limits) Order 1993" insofar as it relates to item 1 of the Schedule;
 - b) The "Lancashire County Council (A675 Hoghton Lane, Hoghton, Chorley Borough) (50mph Speed Limit) Order 2008" insofar as it relates to item i) of the Schedule;
 - c) The "Lancashire County Council (Speed Limit Management) (Various Roads, Chorley Borough Area) (Part Revocation, 40 and 50 mph Speed Limit) (No 1) Order 2010" insofar as it relates to A5106 Wigan Lane, Heath Charnock of Schedule 2, and Wigan Lane, Heath Charnock of Schedule 3;
 - d) The "Lancashire County Council (A59 Liverpool Road and Saunders Lane, Hutton, South Ribble Borough) (Revocation, Part Revocation, Restricted Road 30 mph, Part Time 30 mph and 40 mph Speed Limit) Order 2013" insofar as it relates to Article 5;
 - e) The "Lancashire County Council (Various Roads, Various Locations, Fylde Borough, Lancaster City and Wyre Borough) (Revocation, Restricted Road, 30, 40 and 50 mph Speed Limits) Order 2013" insofar as it relates to item c) of Schedule 5;
 - f) The "The County Council of Lancaster (Restricted Roads) (No.11) Order 1970" insofar as it relates to Shard Lane, Green Meadow Lane, Broad Pool Lane, Carr Lane, from a point 150 yards south-west of its junction with Marsh Lane in a general north-easterly direction to a point 175 yards north of its junction with Carr Road;
 - g) The "The County Council of Lancaster (Restricted Roads) (No.3) Order 1972" insofar as it relates to Mythop Road, from its junction with Singleton Road to a point 175 yards south-west of its junction with Church Road;
 - h) The "Lancashire County Council (Lea Lane/Deepdale Lane, Lea Town, Preston City) (20mph Speed Limit) Order 2008" insofar as it relates to item i) of the Schedule;
 - i) The "Lancashire County Council (Malkiln Lane and Green Lane, Bispham, West Lancashire Borough) (30mph Speed Limit) Order 2009" in full.
- 2) Introduce a 30mph Speed Limit on the following lengths of road:
 - a) Green Lane (C171), Bispham, from its junction with Malkiln Lane (C172), to a point 156 metres west of the centreline of C172. Malkiln Lane;
 - b) Malkiln Lane (C172), Bispham, from a point approximately 210 metres north of the centre line of Green Lane (C171), to a point approximately 384 metres south east of the centre line of Green Lane (C171).
- 3) Introduce a 40mph Speed Limit on the following lengths of road:
 - a) Buckholes Lane (C244), Wheelton, from a point 123 metres south-east of the centreline of Jenny Lane (U5940), to a point 410 metres north-west of the centreline of Harbour Lane (U5957);
 - b) Moss Lane (U5801), Whittle-le-Woods, from a point 144.5 metres south-west of the centreline of Dark Lane (U5799) to a point 47 metres south-east of the centreline of Springside Gardens (X1980);

- c) Hoghton Lane (A675), Hoghton, from a point 141 metres south-east of the centreline of Bells Lane (U13027) to a point 104 metres south-east of the centreline of Chapel Lane (U9063);
 - d) Wigan Lane (A5106), Heath Charnock, Coppull, from a point 12 metres west of the centreline of Bolton Road (A6) to a point 500 metres south of the centreline of Grundys Lane (X182);
 - e) Lea Lane (C298), Lea Town, Preston, from its junction with Deepdale Lane (C298) to its junction with Sidgreaves Lane (C330);
 - f) Liverpool Road (A59), Hutton, Preston, from a point 20 metres south-west of the centreline of Howick Moor Lane (U13759) to its junction with Longton Bypass (A59) including the roundabout;
 - g) Kirkham Road (C270), Weeton-with-Preese, from a point 240 metres east of the centreline of Singleton Road (B5260) to its junction with Weeton Road (C270);
 - h) Weeton Road (C270), Medlar-with-Weeton, from its junction with Singleton Road (B5260) to its junction with Kirkham Bypass (A585);
 - i) Dark Lane (U5799), Whittle-le-Woods, from a point 3 metres from the centreline of Town Lane (C220) in a south-westerly direction to a point 19.5 metres north-east of the centreline of Spring Mews (U2068);
 - j) Wood Lane (A56), Edenfield, from the County boundary with the Metropolitan Borough of Bury for a distance of 133 metres in a westerly direction;
 - k) High Street (C170), Mawdsley, from a point approximately 70 metres south west of the centre line of its junction with Smithy Lane (C190) to its junction with Jay Bank (C170);
 - l) Jay Bank (C170), Mawdsley, from its Junction with High Street (C170) to its junction with Maltkiln Lane (C172);
 - m) Maltkiln Lane (C172), Bispham, from its junction with Jay Bank (C170) to a point approximately 210 metres north of the centre line of Green Lane (C171);
 - n) Maltkiln Lane (C172), Bispham, from a point approximately 384 metres south east of the centre line of Green Lane (C171) to a point 107 metres west of the centreline of Chorley Road (C173).
- 4) Introduce a 50mph Speed Limit on the following lengths of road:
- a) Hoghton Lane (A675), Hoghton, from a point 104 metres south-east of the centreline of Chapel Lane (U9063) in a south-easterly, then easterly direction to a point 179 metres east of the centreline of Sandy Lane (B5256);
 - b) Longton Bypass (A59), Hutton, from a point 496 metres north of the centreline of Chapel Lane (U9063) to its junction with Liverpool Road (A59);
 - c) Carr Lane (A588), Hambleton, from a point 280 metres north of the centreline of Carr Road (X7276), in a northerly direction to a point 54 metres south of the centreline of Carr End Lane (C402).
- 5) Introduce de-restricted road status (national speed limit will apply) on Gisburn Road (A682), Blacko, from a point 115 metres north-west of the centreline of Springfield (U50268), in a northbound direction to a point 34 metres north-east of the centreline of Wheathead Lane (C583).

A copy of the draft Order and associated documents for proposing to make the Order may be inspected during normal office hours at the offices of Chorley Borough Council, Town Hall, Chorley, PR7 1DP, and at the offices of Fylde Borough Council, Town Hall, Lytham St Annes, FY8 1LW, and at the offices of Pendle Borough Council, No1 Market Street, Nelson, Lancs, BB9 9LU, and at the offices of Preston City Council, PO Box 10, Town Hall, Lancaster Road, Preston, PR1 2RL, and at the offices of Rossendale Borough Council - One Stop Shop, The Business Centre, Futures Park, Newchurch Road, Bacup, OL13 0BB, and at the offices of South Ribble Borough Council, Civic Centre, West Paddock, Leyland,

PR25 1DH, and at the offices of West Lancashire Borough Council, PO Box 16, 52 Derby Street, Ormskirk, L39 2DF, and at the offices of Wyre Borough Council, Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU and at the offices of The Director of Governance Finance & Public Services, Lancashire County Council, Christ Church Precinct, County Hall, Preston PR1 8XJ, and on Lancashire County Councils Website

<http://www.lancashire.gov.uk/roads-parking-and-travel/roads/roadworks-and-traffic-regulation-orders/permanent.aspx>. Any representations or objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Governance, Finance & Public Services, Lancashire County Council, P O Box 78, County Hall, Preston PR1 8XJ or by e-mail to tro-consultation@lancashire.gov.uk quoting ref: **LSG4\894.4964\AFR** before the 17 November 2017.

Ian Young, Director of Governance, Finance and Public Services
17 October 2017

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Service, Highways**Part I**

Electoral Divisions affected:
 Lostock Hall & Bamber Bridge;
 Moss Side & Farington; and
 South Ribble East

**McKenzie Street and Station Road, Bamber Bridge, South Ribble Borough
 Revocation, prohibition of Waiting and Restriction of Waiting Traffic
 Regulation Order**
 (Appendices 'A' - 'B' refer)

Contact for further information:

Kathryn Hartley, Tel: (01772) 534212, Network Control - Community Services
kathryn.hartley@lancashire.gov.uk

Executive Summary

As part of an agreement under Section 278 of the Highways Act for a new housing development accessed off Station Road and following investigation and public consultation, the introduction of a Traffic Regulation Order to restrict and prohibit waiting on lengths of Station Road and McKenzie Street is proposed. The proposals are put forward to provide a safe access to the proposed development via a right turn facility on Station Road. The restrictions are required to ensure the safe operation of the proposed road layout.

This is deemed to be a Key Decision and the provisions of Standing Order No. 25 have been complied with.

Recommendation

The Cabinet is recommended to approve the proposal for the introduction of prohibition of waiting restrictions on Station Road and McKenzie Street, Bamber Bridge as detailed within this report and as set out in the schedule and plan contained within Appendices 'A' and 'B'.

Background and Advice

The proposed Traffic Regulation Order (TRO) is being sought as part of Section 278 works in the highway relating to a new housing development located off Station Road, Bamber Bridge. The proposed access will require an alteration to the existing highway layout, as part of these works a right turn facility is to be provided. It is

considered both prohibition of waiting and restricted waiting parking restrictions are required to ensure that the through traffic lanes remain clear.

Consultations

The proposed Order was advertised in the local newspaper and during the consultation period of 25 August 2017 to 22 September 2017 Notices were also displayed on site.

During the consultation period four objections were received. The basis of the four objections is set out below:

- All four objections received are on the grounds that the proposed No Waiting at Any Time restriction will impact on the parking provisions for current residents in the immediate vicinity of the proposed new entrance road; that it will remove the unrestricted parking on both Station Road and McKenzie Street making it difficult for residents to park close to their properties.
- Additional concerns from two of the four residents relate to dependants with mobility issues. These are that the prohibition of parking would detrimentally affect the ability of a dependant to be transported safely from their current residence, and that this is of particular concern where the dependant is a minor and cannot be left unattended in the residence.
- Finally, all objectors are concerned that the proposed 14 space car park, to the south of McKenzie Street, would be inadequate for the number of residents on both sides of the affected area. There are also concerns that the car park would not be restricted to residents only, which could result in the car park becoming a general overspill parking area for other nearby properties.

Officer Response

It is acknowledged that the proposed restrictions may have a detrimental impact upon some residents, with the space for approximately 20 vehicles to park on the highway being removed as a result of the proposed restrictions. However, the restrictions form an integral part of the Section 278 highway works associated with the access to a new housing development. The restrictions are required in order to maintain the safety and operation of the public highway. To mitigate the effects the restrictions may have on parking levels in the area the developer is to provide a 14 space car park for public use as part of the planning permission for which the Traffic Regulation Order is sought. The indicative location of the proposed car park is illustrated within Appendix B. The Traffic Regulation Order will only come into force once the car park is open for use, allowing residents an alternative parking location in close proximity to their property.

It should be noted that the car park will not be owned, managed or maintained by Lancashire County Council and therefore the availability of space in and the future provision of this amenity cannot be assured by the highway authority.

The restrictions proposed would continue to allow blue badge holders to park at a safe location along the length of the restriction for a period not exceeding 3 hours when displaying their blue badge. This would be sufficient time to allow mobility

impaired passengers to be accompanied to a dwelling and vice versa. However, this exemption would not benefit mobility impaired drivers or passengers who are unable to be left unattended. There are many locations on the highway network where waiting restrictions could have a similar impact.

Implications:

This item has the following implications, as indicated:

Financial

The scheme would be funded from the Section 278 monies from the Station Road Development and as such there is no financial implication for the County Council.

Risk management

Road safety may be compromised should the proposed restrictions not be approved.

List of Background Papers

Paper	Date	Contact/Tel
Equality Analysis – Bamber Bridge Proposed Waiting Restrictions	January 2018	Kathryn Hartley/(01772) 534212

Reason for inclusion in Part II, if appropriate

N/A

NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(MCKENZIE STREET AND STATION ROAD, BAMBER BRIDGE, SOUTH RIBBLE BOROUGH) (REVOCATION, PROHIBITION OF WAITING AND RESTRICTION OF WAITING) ORDER 201*

NOTICE IS HEREBY GIVEN that Lancashire County Council propose to make the above Traffic Regulation Order under Sections 1, 2 and 4 of and Part IV of Schedule 9 to the **Road Traffic Regulation Act 1984**, as amended, the effect of which will be to:

1. Revoke:
 - a. The "Lancashire County Council (South Ribble Area) (On Street Parking Places, Prohibition And Restriction Of Waiting) Consolidation Order 2009" insofar as it relates to item C) (i) of Schedule 10.01, and item (18) of Schedule 11.075;
 - b. The "Lancashire County Council (Station Road, Longbrook Aveune, Charleston Court, Lychfield Drive, Bamber Bridge, South Ribble Borough) (Part Revocation And Prohibition Of Waiting) Order 2009" insofar as it relates to item 1) of Schedule 1;
 - c. The "Lancashire County Council (Station Road, Bamber Bridge, South Ribble Borough) (Prohibition Of Waiting) Order 2010" in full.
2. Introduce a prohibition of waiting in the following lengths of road:
 - a. Mckenzie Street, Bamber Bridge, both sides of the southern leg, from the centreline of Station Road for a distance of 28 metres in an easterly direction;
 - b. Station Road, Bamber Bridge, the east side, from a point 10 metres north of the centreline of Wesley Street to a point 10 metres south of the southern leg of McKenzie Street;
 - c. Station Road, Bamber Bridge, the east side, from a point 35 metres south of the southern leg of McKenzie Street for a distance of 15 metres in a southerly direction;
 - d. Station Road, Bamber Bridge, the west side, from a point 35 metres south of the centreline of Smithy Street to a point 10 metres south of the centreline of Co-operative Street;
 - e. Station Road, Bamber Bridge, the west side, from the centreline of Edward Street for a distance of 20 metres in a southerly direction.
3. Introduce a restriction of waiting in the following lengths of road:
 - a. Station Road, Bamber Bridge, the east side, from a point 50 metres south of the centreline of the southern leg of McKenzie Street to the centreline of East Street;
 - b. Station Road, Bamber Bridge, the east side, from a point 10 metres south of the southern leg of McKenzie Street for a distance of 25 metres in a southerly direction.

A copy of the draft Order and associated documents for proposing to make the Order may be inspected during normal office hours at the offices of South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH, and at the offices of The Director of Governance Finance & Public Services, Lancashire County Council, Christ Church Precinct, County Hall, Preston PR1 8XJ, and on Lancashire County Councils Website <http://www.lancashire.gov.uk/roads-parking-and-travel/roads/roadworks-and-traffic-regulation-orders/permanent.aspx>. Any representations or objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Governance, Finance & Public Services, Lancashire County Council, P O Box 78, County Hall, Preston PR1 8XJ or by e-mail to tro-consultation@lancashire.gov.uk quoting ref: **LSG4\894.4813\AFR** before the 22 September 2017.


Ian Young, Director of Governance, Finance and Public Services
25 August 2017

Appendix B



Proposed car park location

Key to Restriction Types Displayed

-  No Waiting At Any Time
-  No Waiting Mon-Sat 8am-6pm



**Station Road,
Bamber Bridge**

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1 of 1



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Community Services
Phil Barrett
Director Community Services
P.O. Box 100, County Hall,
PRESTON PR1 0LD

SCALE	1 : 1500
DATE	19/07/2017
DRAWING No.	B6258 - S278
DRAWN BY	TJP
Scale with care as distortion may occur	

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Director of Programmes and Projects**Part I**

Electoral Division affected:
Rossendale East; Whitworth &
Bacup

Bacup Townscape Heritage Initiative

(Appendix 'A' refers)

Contact for further information:

Paul Freeman, Tel: 01772 535244, Highways Engineer

paul.freeman@lancashire.gov.uk**Executive Summary**

This report seeks approval of a public realm improvement scheme and related funding arrangements proposed within Bacup Town Centre. The scheme relies on both County Council and Heritage Lottery funding (HLF).

As part of the public realm works, it is proposed to create three Zebra crossings, located on Market Street, St James Square and Yorkshire Street.

A Section 278 Agreement is being drafted that will be used to safeguard the County Council's financial position.

This is deemed to be a Key Decision and the provisions of Standing Order No. 25 have been complied with.

Recommendation

The Cabinet is recommended to:

- (i) Approve that the County Council will enter into a S278 agreement under which it will accept staged payments totalling £320,000 from Rossendale Borough Council together with any other additional financial resources for the project that may be agreed, on the condition that payments are received and added to the Highways block of the 2015/16 capital programme in advance of any application for payment from the appointed contractor. The final wording of the Agreement will be agreed under the present delegations for S278 Agreements.

- (ii) Approve the introduction of a three Zebra crossing arrangement and markings as advertised and set out on the drawings attached at Appendix 'A'.

Background and Advice

The Bacup Townscape Heritage Initiative (THI), promoted by Rossendale Borough Council (RBC), who are the accountable body for the HLF, is a public realm improvement scheme proposed on St James Square and associated adjacent side roads of Bacup Town Centre. The scheme relies on both County Council and HLF funding.

The County Council has provided an estimating and design service to RBC in connection with the development of these proposals in so far as they relate to highway improvements. The design has gone through numerous iterations that have been steered by the THI Board representatives consisting of local business owners, Borough and County Councillors and public consultation.

The proposed improvements are on land which is predominately dedicated as public highway, with a small proportion of RBC owned land. RBC has agreed in principle to enter into a S278 Agreement with the County Council, to enable the County Council to procure the works through an external tender arrangement and subject to the tender price being in line with the available budget, supervise the construction stage.

The County Council has previously approved an allocation of £422,000 from the highways block of the 2015/16 capital programme. The staged payments totalling £320,000 from RBC will allow for a total project budget of £758,500 including the credit of £16,500 for previous design iterations. The County Council and HLF will pay for two separate pieces of work and both of these must be within the respective financial requirements for the scheme to be affordable and contract award made.

As stated above, the County Council and RBC have agreed, in principle, to enter into a Section 278 Agreement with terms to be agreed prior to progressing to the construction stage. RBC will undertake a due diligence review of the S278 Agreement process and once satisfied with the conditions the construction phase will proceed on this basis.

Cabinet is also requested to approve the introduction of three Zebra crossings, located on Market Street, St James Square and Yorkshire Street.

Consultations

RBC have arranged public consultation of the scheme and responses received have informed the final design, in addition specific statutory consultation has been undertaken in relation to the zebra crossings.

The zebra crossings were consulted upon and advertised twice based on two iterations of the proposed junction changes. These consultations were carried out

between 7 July 2017 and 4 August 2017 for a five zebra crossing arrangement and 1 December 2017 and 29 December 2017 for a three zebra crossing arrangement.

Objections were received from two respondents during the first stage of consultation for a five Zebra crossing arrangement. However, only one of the objections related directly to the establishment of the zebra crossings, and was concerned that five zebra crossings would cause disruption to the flow of traffic through the centre of Bacup. The other objections did not relate directly to the zebra crossings and are therefore not considered as valid objections for the purpose of this report.

The second round of consultation for a three zebra crossing arrangement and associated markings, based on the revised junction arrangement, received no objections.

However it is deemed appropriate that Cabinet should consider the one original objection to the crossing as it is still relevant.

Response

As a result of the revised junction arrangement, three new crossings are proposed on present desire lines. This is a reduction of two crossings based on the original advertised five crossing arrangement.

The introduction of the Zebra crossings is important part of meeting project objectives of offering improved pedestrian movements and experience, to enhance the vitality of the town centre. It is accepted that new Zebra crossings will have some impact on the existing flow of traffic, however the impact is deemed commensurate with the requirement of safe crossing provision in line with the increased pedestrian capacity the town centre improvements will offer.

Implications:

This item has the following implications, as indicated:

Risk management

The Section 278 Agreement will provide a robust mechanism for the County Council to ensure there is no financial risk from the construction and supervision of these works. RBC has requested that payment is staged such that the County Council will request and receive payment from RBC in advance of any applications for payment made by the appointed contractor. The exact mechanism for receipt of funds will also be covered by the S278 agreement.

The zebra crossings will provide greater safety and visibility while reducing the conflict between vehicles and vulnerable users.

Financial

This report will result in an increase in the Council's borrowing of £16,500. This will increase the overall project cost to £758,500. It is proposed that the expenditure be phased across the financial year 2018/19 in line with the receipt of income.

Legal

The majority of the works will take place within the boundary of the adopted highway under the S278 Agreement. The remainder will be carried in RBC owned and controlled land under the same S278 agreement. There is to be no additional land to be dedicated as highway as part of the proposals.

Notice has been given in accordance with the provisions of section 23 of the Road Traffic Regulation Act 1984 to establish Zebra crossings on Market Street, St James Square and Yorkshire Street, Bacup.

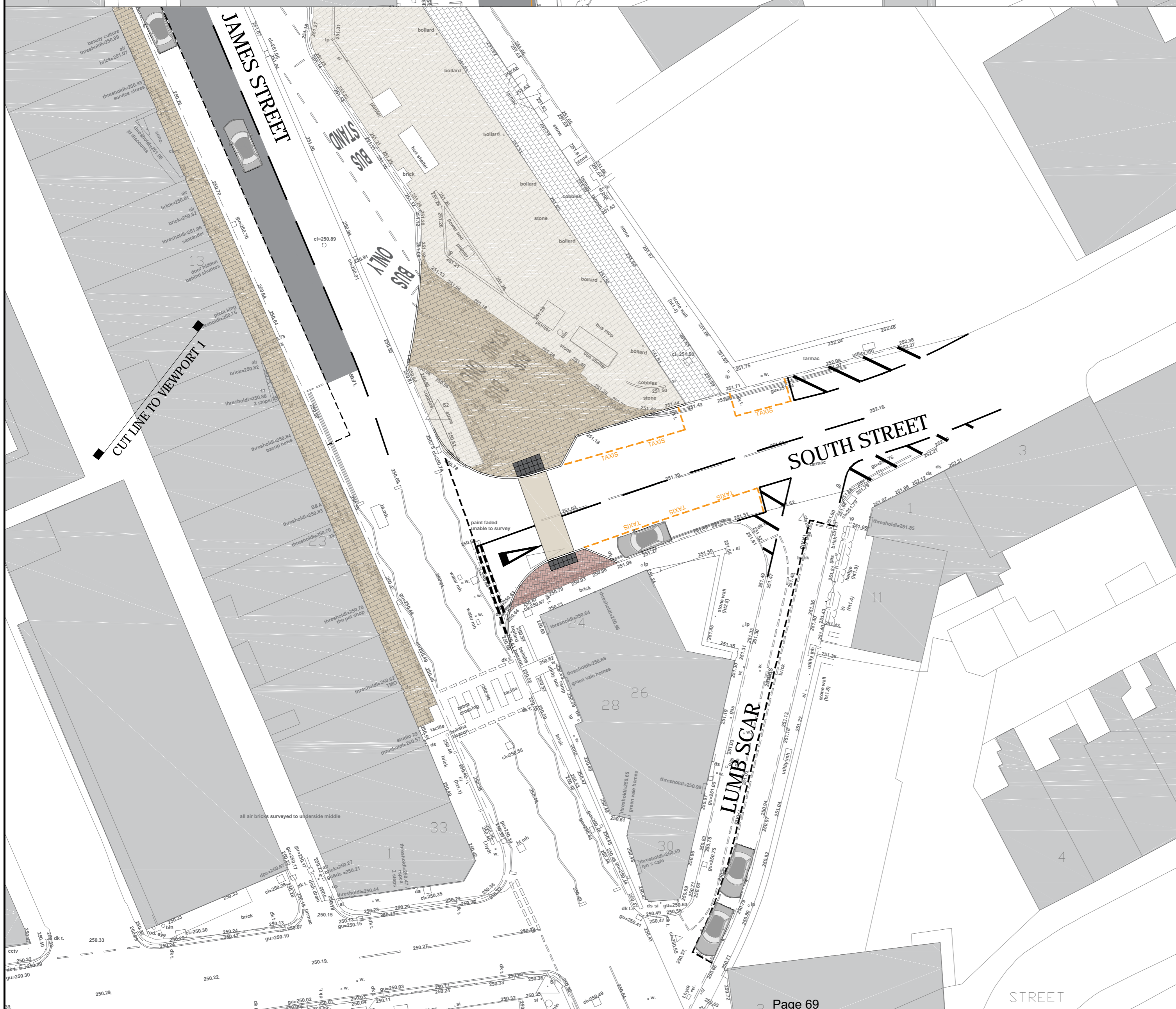
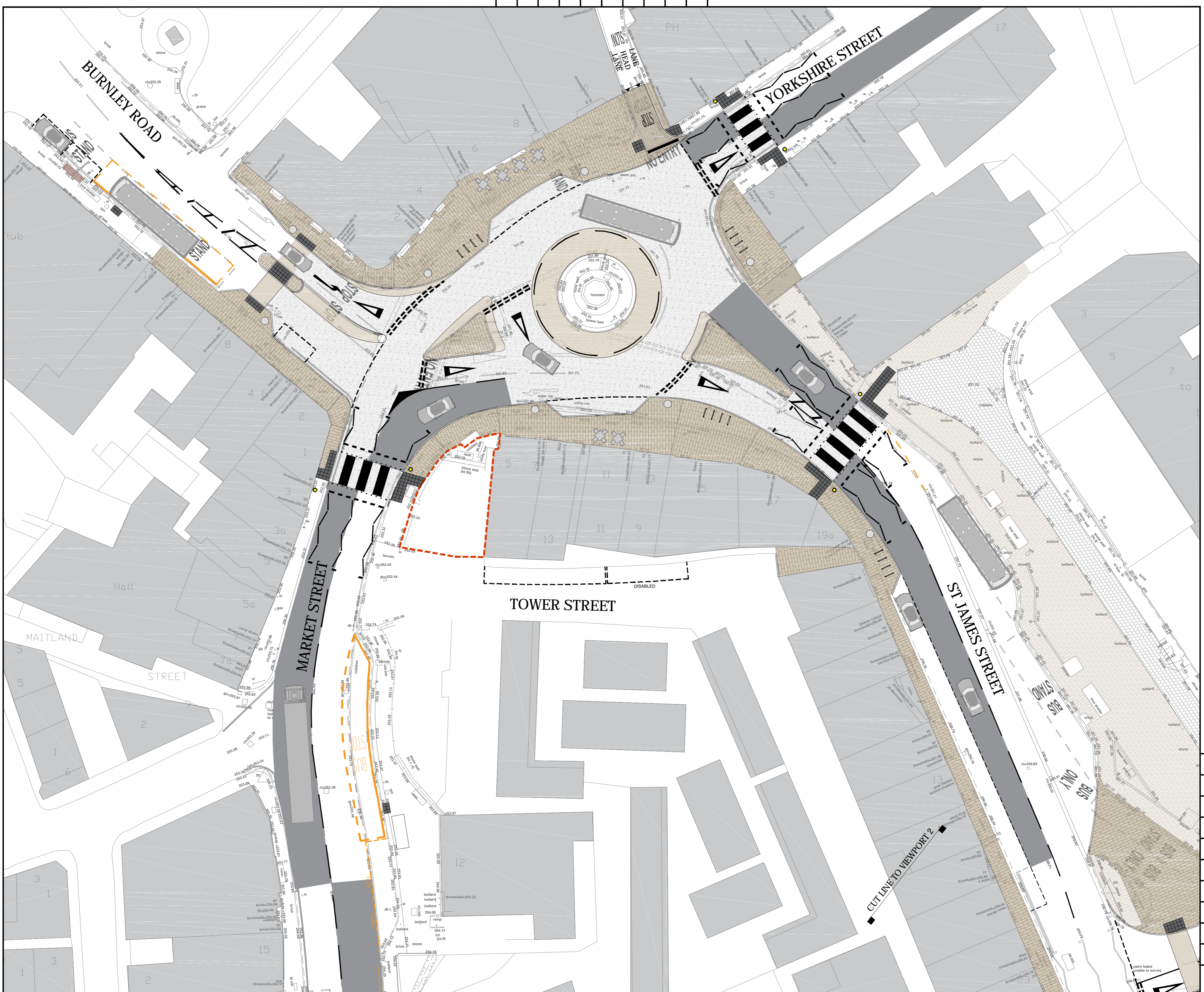
List of Background Papers









Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



- KEY**
-  PROPOSED YORK STONE PAVING
 -  EXISTING YORK STONE PAVING
 -  HRA SURFACING WITH COLOURED CHIPPINGS
 -  BUFF COLOURED TEXTURED ANTISKID SURFACE OVERLAY
 -  BINS
STYLE AND CAPACITY TBC
 -  BIKE RACKS
SHAPE AND FINISH TBC
 -  ROAD MARKINGS
 -  TACTILE DROPPED CROSSING
CONTRASTING COLOUR TO YORK PAVING
- NOTE: STREET FURNITURE IS FOR ILLUSTRATIVE PURPOSES ONLY

No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				
		Design and Construction		
PROJECT TITLE		BACUP THI		
DRAWING TITLE		SCHEME GENERAL ARRANGEMENT APPENDIX A		
DRAWN BY	PAUL FREEMAN	PROJECT No.		
CHECKED BY	JOHN GATHERAL	DRAWING No.		
DATE	JANUARY 2018	APP A PLAN JAN 2018		
SCALE @ A1	1:250	SHEET No.		
CLIENT No.		1 OF 1		

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Service Policy, Information and Commissioning (Live Well)**Part I**

Electoral Divisions affected:
See Background below

Highways and Transport Capital Programmes

(Appendices 'A', 'B', 'C' and 'D' refer)

Contact for further information:

Janet Wilson, Tel: (01772) 538647, Commissioning Manager,

janet.wilson@lancashire.gov.uk

Executive Summary

As part of the normal process of service delivery the approved Highways and Transport Capital Programmes now require certain amendments in order to meet emerging priorities and to respond to some unanticipated service demands. The proposed amendments are set out at Appendix 'A'.

The report also seeks approval of the proposed Additional 2017/18 Urban Unclassified Capital Programme at Appendix 'B', the proposed Road Safety Programme Apportionment Criteria at Appendix 'C', and the proposed Additional 2017/18 Road Safety Programme at Appendix 'D'.

This is deemed to be a Key Decision and the provisions of Standing Order No. 25 have been complied with.

Recommendation

The Cabinet is recommended to:

- (i) Approve the proposed amendments to the Highways and Transport Capital Programmes as outlined at Appendix 'A'.
- (ii) Approve the proposed Additional 2017/18 Urban Unclassified Capital Programme at Appendix 'B'.
- (iii) Approve the proposed Road Safety Programme Assessment Criteria at Appendix 'C'.
- (iv) Approve the proposed Additional 2017/18 Road Safety Programme at Appendix 'D'.

Background and Advice

Proposed Changes to the Highways and Transport Capital Programmes

The following detailed highway and transport capital programmes of work have previously been approved by the Cabinet Member for Highways and Transport;

- 2014/15 New Starts Programme - 27 January 2014
- 2015/16 New Starts Programme - 5 March 2015
- 2016/17 New Starts Programme - 18 April 2016
- 2017/18 New Starts programme - 13 March 2017

As part of the normal process of service delivery these detailed programmes of work now require certain amendments in order to meet the emerging priorities and to respond to some unanticipated service demands. The proposed amendments are set out at Appendix 'A'.

Proposed Additional 2017/18 Urban Unclassified Capital Programme

On 20 July 2017, Full Council approved revisions to the 2017/18 Budget that included additional capital and revenue funding for highway maintenance. On 10th August 2017, Cabinet approved the apportionment of the capital funding including an allocation of £3 million to improve the condition of the urban unclassified network, in line with highway condition data.

During November and December 2017 the Cabinet Member for Highways and Transport invited all county councillors to attend one of twelve district workshops to discuss the proposed programme. The workshops were an opportunity to explain to county councillors how the programme had been developed and for county councillors to be given the opportunity share their local knowledge of the condition of highways in their divisions. The feedback from the workshops has been taken into account in developing the proposed programme detailed at Appendix 'B'.

Proposed Additional 2017/18 Road Safety Programme

On 9th February 2017, Full Council approved an allocation of £0.500 million for road safety in addition to an allocation of £0.500 million from the 2017/18 Department for Transport Integrated Transport allocation. The proposed programme to be funded from the additional funding is detailed at Appendix 'D'. This programme is assembled through identifying projects which satisfy casualty reduction criteria. The assessment criteria were approved in March 2017 and based on experience to date a refinement is proposed to include the technical elements of assessments and reflect experience of their use. As all programmes approved to date have been based on projects identified by collision data Cabinet is requested to approve the assessment criteria set out at Appendix 'C' used to develop the programme and which would then be used to develop future Road Safety programmes.

Electoral Divisions affected:

Brierfield and Nelson West, Accrington West and Oswaldtwistle Central, Ribble Valley South West, Rossendale West, Fylde West, Euxton, Buckshaw and Astley, Burnley South West, Leyland South, Nelson East, Burnley Central East, Cleveleys East, South Ribble East, Skelmersdale West, Skelmersdale Central, St Annes South, Mid Rossendale, Chorley Central, Rossendale East, Chorley South, Whitworth and Bacup, Lancaster East, Chorley Rural West, Lostock Hall and Bamber Bridge, Rossendale South, Burnley North East, Burscough and Rufford, West Lancashire East, Fleetwood East, Hoghton with Wheelton, Poulton le Fylde, Ribble Valley North East, Skerton, Clayton with Whittle, Lancaster Rural North, Preston Central East, Preston East, Preston Central West, Preston North, Fylde South, West Lancashire West.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The changes to the highway and transport programmes are required to ensure that emerging priorities and unanticipated service demands can be addressed.

The proposed Additional 2017/18 Urban Unclassified Capital Programme is considered to be deliverable in the 2018/19 financial year.

The proposed 2017/18 New Start Road Safety Programme comprises schemes that are considered to offer the greatest rate of return which is a measure of the likely casualty savings resulting from a scheme during its first year of operation compared to the scheme cost.

Financial

The financial implications of the proposed changes at Appendix 'A' can be accommodated within the overall approved programme allocations subject to review of funding available within those programmes once historic overspends are addressed, Where the proposals are to fund works from highways grants that have been used to cover overspends on other projects this will increase borrowing.

The proposed Additional 2017/18 Urban Unclassified Capital Programme 2017/18 will be funded from the additional resources made available by Cabinet in July 2017.

The proposed 2017/18 New Start Road Safety Programme at Appendix 'B' will be funded from the additional £0.500 million allocation awarded by Full Council in February 2017 and added to the 2017/18 Transport block of the capital programme It is proposed that the allocation is phased as follows;

- 2017/18 - £0.020 million
- 2018/19 - £0.080 million
- 2019/20 - £0.400 million

List of Background Papers

Paper	Date	Contact/Tel
Report to Cabinet Member for Highways and Transport: Environment Directorate Capital Programme 2010-15	27 January 2014	Dave Gorman/Democratic Services/(01772) 534261
Report to Cabinet Member for Highways and Transport: Environment Directorate 2015/16 Highway Maintenance, Road Safety and Public Rights of Way New Starts capital programme	5 March 2015	
Report to Cabinet Member for Highways and Transport: Environment Directorate 2016/17 Highway Maintenance, Road safety and Public Rights of Way New Starts capital programme	18 April 2016	
The County Council's Budget	9th February 2017	
Report of the Cabinet (Part A)	20 th July 2017	
Highways Capital Programme - Proposed Amendments	10 th August 2017	

Reason for inclusion in Part II, if appropriate

N/A

Proposed Amendments to the Approved Highways and Transport Capital Programmes

Project Details							
No	Scheme Name	Division/District	Change Required	Original Approved Allocation	Additional Funding Required	Released Funding	Proposed Scheme Allocation
New Start 2015/16 Footways							
1.	Castle Street	Brierfield and Nelson West, Pendle	This scheme was originally allocated £14,806. However it now requires additional funding due to some necessary unanticipated additional patching and kerbing works. It is proposed that the additional funding is allocated from the unallocated budget within the programme.	£14,806	£3,122	£0	£17,928
2.	Fountain Street	Brierfield and Nelson West, Pendle	This scheme was originally allocated £7,001. However it now requires additional funding due to some necessary unanticipated additional patching and kerbing works. It is proposed that the additional funding is allocated from the unallocated budget within the programme.	£7,001	£4,438	£0	£11,439
Revised New Start 2015/16 Footways				£21,807	£7,560	£0	£29,367
New Start 2014/15 Evidence Based Accident Reduction Measures, Appendix B							
4.	B6231 Union Road, Market Street	Accrington West and Oswaldtwistle Central, Hyndburn	This project was allocated £121,000. However, the works have been completed and the actual costs were less at £94,471. It is therefore proposed to reduce the allocation to £94,471 and release the remaining funding back into the programme.	£121,000	£0	£26,529	£94,471
5.	A56 Leeds Road, Reedyford Road, Whitewall Drive	Brierfield and Nelson West, Pendle	This project was allocated £86,000. However, the works have been completed and the actual costs were less at £35,351 as less works were required to upgrade the traffic signals than initially envisaged. It is therefore proposed to reduce the allocation to £35,351 and release the remaining funding back into the programme.	£86,000	£0	£50,649	£35,351
Revised New Start 2014/15 Evidence Based Accident Reduction Measures, Appendix B				£207,000	£0	£77,178	£129,822
New Start 2016/17 Bridges							
6.	Arley Brook, and Buckden Wood	Ribble Valley South West, Ribble Valley; Rossendale West, Rossendale	The following two schemes involve specialist pipe jacking works to be completed in the watercourse which must receive consent from The Environment Agency before any works can take place. However following the application the restrictions that were put in place by the Environment Agency meant that the works could not be carried out as planned and as such it is proposed that these schemes are cancelled from this year's programme and re-profiled into a future year when consent can be gained. It is proposed that the funding is released back into the programme to allow other priority bridge works to be completed. <ul style="list-style-type: none"> • Arley Brook 16/17 (Ribble Valley) – releasing £163,729 • Buckden Wood 16/17 (Rossendale) – releasing £163,218 	£369,044	£0	£326,947	£42,097
Revised New Start 2016/17 Bridges				£369,044	£0	£326,947	£42,097
New Start 2015/16 Bridges							
7.	Lower Ballam	Fylde West, Fylde	This scheme was allocated £282,589 to strengthen the bridge and replace the decaying brick arch structure with a concrete box culvert. However, throughout the life of the project there have been a number of major floods in the area which have caused significant impacts and delays which in turn have resulted in an increased budget being required to complete the works. The additional budget is required to deal with the major water course crossing the bridge having to be diverted by United Utilities, the impact of the December 2015 floods completely flooding the watercourse and the main drain making it impossible to pump water out of the excavation and further flooding events in 2016 causing more issues and delaying works further. It is proposed that the additional funding is allocated from the funding released in the above two schemes to allow the scheme to be fully funded.	£282,589	£326,947	£0	£609,536
Revised New Start 2015/16 Bridges				£282,589	£326,947	£0	£609,536

No	Scheme Name	Division/District	Change Required	Original Approved Allocation	Additional Funding Required	Released Funding	Proposed Scheme Allocation
			New Start 2017/18 Public Rights of Way				
8.	Culbeck Lane	Euxton, Buckshaw and Astley, Chorley	<p>Following a decision by Cabinet in July 2017 to approve improvement works on Culbeck Lane, Euxton, further investigations and reviews have now been undertaken to establish the cost of this scheme. The initial cost estimates for the various options proposed within the July report ranged from £10,000 to level and lay down stone, to £100,000 for a tarmac surface. These were indicative desktop estimates and Cabinet was informed that the costs could increase once site investigations had been carried out.</p> <p>Due to the sensitivities regarding the shared use of this lane advice has been sought from a veterinary expert to establish an acceptable surfacing material which will not adversely affect cattle whilst remaining suitable for vehicular use. This, together with more comprehensive information regarding the site and the extent of the works has allowed the development of a more comprehensive estimate. The revised estimate for the scheme is £50,000 with an estimated annual ongoing maintenance cost of £1,500. If the scheme is approved it is proposed that it is funded from the unallocated transport capital allocation with the ongoing annual maintenance costs allocated from revenue.</p>	£0	£50,000	£0	£50,000
			Revised New Start 2017/18 Public Rights of Way	£0	£50,000	£0	£50,000
			New Start 2017/18 Urban Pre Patching				
9.	2017/18 Urban Pre Patching	Various as necessary	<p>This 2017/18 allocation for pre patching works to be carried out on the urban unclassified network this year is set in advance of the following year's proposed surface dressing season to ensure that the network can be prepared so that the surface dressing works can be carried out. Following the recent assessment of the network in preparation for the 2018/19 surface dressing programme it has been identified that additional funding is required so that the proposed 2018/19 works can take place across the county. As such is it proposed that the monies are taken from the following previous programme year underspends:</p> <ul style="list-style-type: none"> • 2014/15 Unclassified Residential Roads – releasing £74,410 • 2016/17 Unclassified Pre Patching for 2017/18 Surface Dressing works – releasing £57,116 	£118,474	£131,526	£0	£250,000
			Revised New Start 2017/18 Urban Pre Patching	£118,474	£131,526	£0	£250,000
			New Start 2017/18 Rural Pre Patching				
10.	2017/18 Rural Pre Patching	Various as necessary	<p>This 2017/18 allocation for pre patching works to be carried out on the rural unclassified network this year is set in advance of the following year's proposed surface dressing season, to ensure that the network can be prepared so that the surface dressing works can be carried out. Following the recent assessment of the network in preparation for the 2018/19 surface dressing programme it has been identified that additional funding is required so that the proposed 2018/19 works can take place across the county. As such is it proposed that the monies are taken from the following previous programme year underspends:</p> <ul style="list-style-type: none"> • 2013/14 Unclassified Rural Roads – releasing £39,000 • 2014/15 Unclassified Rural Roads – releasing £11,000 • 2015/16 A, B & C Roads Pre Patching for 2016/17 Surface Dressing works - releasing £96,791 • 2016/17 Unclassified Pre Patching for 2017/18 Surface Dressing works – releasing £37,026 	£66,183	£183,817	£0	£250,000
			Revised New Start 2017/18 Rural Pre Patching	£66,183	£183,817	£0	£250,000

Additional £3m Proposed Urban Unclassified Capital Programme

Programme: Extra £3m for Urban Unclassified Roads						
Project Name	Road No	District	Division	Treatment Description	Scheme Extents	Estimate
Dalton Street	U42486	Burnley	Burnley South West	Inlay	Full length	£66,717.38
Bridge Street	U11586	Hyndburn	Accrington West and Oswaldtwistle Central	Inlay	Bridge Street: Blackburn Road to the end	£56,493.80
Forestway	U5732	South Ribble	Leyland South	Inlay	Full length	£33,843.89
Marsden Crescent	U20290	Pendle	Nelson East	Inlay	Full length	£11,676.90
St Marys Gate	U42006	Burnley	Burnley Central East	Inlay	Full length	£6,117.93
Arnold Street	U16903	Hyndburn	Accrington North	Inlay	Full length	£16,327.99
Smirthwaite Street	U42419	Burnley	Burnley Central West	Inlay	Full length	£13,662.15
Ringway	U21695	Wyre	Cleveleys East	Carriageway resurfacing	Cleveleys Avenue to Allonby Avenue	£56,511.00
Brook Street	U13067	South Ribble	South Ribble East	Inlay	Full length	£17,740.44
Birch Green Road	U613	West Lancashire	Skelmersdale West/Skelmersdale Central	Carriageway resurfacing	Birch Green Road and estate (part)	£156,019.50
Holmefield Road	U6778	Fylde	St Annes South	Carriageway resurfacing	St Albans Road to St Thomas Road	£57,739.50
Fallbarn Road	U7672	Rossendale	Mid Rossendale	Inlay	Fallbarn Crescent to the end	£63,877.09
Duke Street	U8792	Chorley	Chorley Central	Carriageway resurfacing	Duke Street; junction of Pall Mall to Brindle Street	£68,124.01
Crabtree Avenue	U7820	Rossendale	Rossendale East	Carriageway resurfacing	Wales Road to Fairfield Drive	£71,514.92
Eaves Green Road	U8744	Chorley	Chorley South	Inlay	Full length	£125,856.14
Waldron	U522	West Lancashire	Skelmersdale West	Inlay	Full length	£23,722.34
Inskip	U607	West Lancashire	Skelmersdale Central	Micro Asphalt	Full length	£125,148.52
Hornby Street	U11475	Hyndburn	Accrington West and Oswaldtwistle Central	Carriageway resurfacing	Full length	£42,416.42
Romiley Drive	U532	West Lancashire	Skelmersdale West	Carriageway resurfacing	Full length	£10,546.67
Kellett Lane	U10725	South Ribble	South Ribble East	Inlay	Brindle Road to Tramway Lane	£106,895.47
Tonaclyffe Road	U47894	Rossendale	Whitworth and Bacup	Reconstruction	Oakenshaw Avenue to Market Street	£53,703.08
Keswick Road	U18383	Lancaster	Lancaster East	Inlay	Ridge Lane to Derwent Road	£61,425.00
Drinkhouse Road	U438	Chorley	Chorley Rural West	Inlay	Westhead Road to Moss Lane	£37,073.67
Duke Street	U13164	South Ribble	Lostock Hall and Bamber Bridge	Inlay	Old Hall Drive to Station Road	£17,490.15
Thirlmere Road	U18384	Lancaster	Lancaster East	Inlay	Full length	£49,508.55
Patterdale Road (final phase)	U18381	Lancaster	Lancaster East	Inlay	Thirlmere Road for a distance of 600m east	£63,267.75
Lomas Lane	U7475	Rossendale	Rossendale South	Carriageway resurfacing	Fallbarn Crescent to the track above the school	£26,347.90
Renshaw Drive	U13315	South Ribble	Lostock Hall and Bamber Bridge	Carriageway resurfacing	Chorley Road to Holland Avenue	£22,070.00
Ormerod Road	U40610	Burnley	Burnley Central East/Burnley North East	Inlay	Full length	£152,212.38
Truscott Road	U404	West Lancashire	Burscough and Rufford	Micro Asphalt	Full length	£117,076.05
Wallbank Drive	U4888	Rossendale	Whitworth and Bacup	Carriageway resurfacing	From Hall Street to Eastgate/Westgate	£76,836.04
Cotswold Avenue	U8862	Chorley	Euxton, Buckshaw and Astley	Inlay	Full length	£30,356.24
Windsor Road	U752	Chorley	Chorley Rural West	Structural patching	3 small patches on the road	£8,415.23
Brindle Road	U10728	South Ribble	South Ribble East	Inlay	The Hospital Inn to Kellett Lane	£73,680.52
Smithy Lane	U16429	Fylde	Fylde West	Reconstruction	Hardhorn Road to Staining Old Road	£154,791.00
Greenfield Avenue	U369	West Lancashire	West Lancashire East	Inlay	Full length	£46,293.57
Poulton Road	U22015	Wyre	Fleetwood East	Carriageway resurfacing	Beach Road to Broadway	£85,995.00
Tong Lane	U4894	Rossendale	Whitworth and Bacup	Inlay	Cowm Park Way North to Market Street	£48,438.65
Bournes Row	U16191	Chorley	Hoghton with Wheelton	Micro Asphalt	Gregson Lane to the end	£36,707.58
Clifford Street	U8450	Chorley	Chorley Central	Inlay	Clifford Street and Chapel Street	£46,402.90
St Patricks Road	U6870	Fylde	St Annes South	Carriageway resurfacing	St Thomas Road and St Albans Road	£103,194.00
Cumberland Avenue	U21696	Wyre	Cleveleys East	Carriageway resurfacing	North Drive to Central Avenue North	£76,167.00
Moorland Road	U16370	Wyre	Poulton Le Fylde	Carriageway resurfacing	Garstang Road East to No. 62	£132,678.00
Harewood Avenue	U22751	Ribble Valley	Ribble Valley North East	Carriageway resurfacing	Harewood Avenue to the dead end	£36,149.57
Ashworth Lane	U7842	Rossendale	Rossendale East	Carriageway resurfacing	Full length	£32,393.68
Oak Street	U47920	Rossendale	Whitworth and Bacup	Inlay	Heatherlands to Market Street	£29,282.53
Woodfield	U5402	Chorley	Hoghton with Wheelton	Micro Asphalt	Whole of the estate	£114,528.02

Project Name	Road No	District	Division	Treatment Description	Scheme Extents	Estimate
Ellerbrook Drive	U383/4/5	West Lancashire	Burscough and Rufford	Micro Asphalt	Full length	£51,410.27
Lymm Avenue	U18560	Lancaster	Skerton	Inlay	Full length	£41,769.00
Osborne Terrace	U7861	Rosendale	Rosendale East	Carriageway resurfacing	Full length	£42,589.67
Total						£2,999,205.04

Road Safety Capital Funding – Proposed Assessment Criteria

Background

The road safety capital programme is an annual programme of works funded through the Integrated Transport Block. An allocation is approved annually to deliver road infrastructure projects aimed at reducing accident collisions through engineering solutions. The location of the works is identified based on a number of criteria.

The approved assessment criteria

The current approved assessment criteria (approved March 2017) is based on the following:

'Countywide prioritisation based on the number of casualties, anticipated accident savings, cost, local perception of safety and community support'.

The main driver for programme development is collision data which is used to identify locations where investment is required. This information and estimated scheme cost is used to calculate the First Year Rate of Return (FYRR) which is a measure of the likely casualty savings resulting from a scheme during its first year of operation compared to the scheme cost. The threshold advocated by the Institute of Highway and Transportation guidelines for offering value for money in purely casualty reduction terms is a FYRR greater than 50%. If this approach would have resulted in unallocated funding then local perception of safety and community support factors would have been used to identify further projects. To date, all programmes have been based on projects identified by collision data.

In view of the above and for clarity, it is proposed that the assessment criteria is amended as follows;

'Countywide prioritisation based on the number of collisions, anticipated accident savings and cost'

The technical parameters of the collision element of the criteria are as follows:

- Junctions: having at least 5 injury collisions and a minimum of 20% Killed and Seriously Injured (KSI) collisions to trigger further investigation;
- Route lengths (greater than 150m): having 10 injury collisions and a minimum of 20% KSI collisions to trigger further investigation;
- Areas: having at least 5 injury collisions and a minimum of 20% (KSI) collisions to trigger further investigation;

Sites previously improved within the last 3 years are excluded from further investigation but sites showing an increasing collision trend in the last 5 years are investigated further.

Additional Proposed 2017-18 Road Safety Programme

Project Name	Division	District	Project Description	Justification	Total Cost
Runshaw Lane - hazard warning/delineation enhancements	Euxton, Buckshaw and Astley	Chorley	Installation of hazard markers, enhanced signing, LED road studs and improved delineation.	This scheme will address a high incidence of collisions in dark and wet conditions, with a significant proportion of loss-of-control collisions and some junction-related collisions.	£93,500
A49 M6 flyover to Lydiate Lane	Clayton with Whittle	Chorley	Installation of hazard markers, enhanced signing, LED road studs and revalidation of Traffic Signals MOVA data.	This scheme will address a high incidence of collisions in dark and wet conditions and failure-to-give-way collisions occurring at the signalised junction with Lydiate Lane.	£39,000
Railway Street, Nelson	Nelson East	Pendle	Installation of raised junction table, speed control table and extension of 'No Waiting At Any Time' restriction.	This scheme will address restricted visibility around junctions due to parking and pedestrians walking out from behind parked vehicles.	£75,500
A6 Carnforth to Cumbria boundary route treatment	Lancaster Rural North	Lancaster	Installation of high friction surfacing, junction warning signing, chevron signing and enhanced lining.	This will scheme address loss of control on bends and rear-shunts/reckless overtaking at junctions.	£65,500
Carr Road traffic calming	Brierfield and Nelson West	Pendle	Installation of raised uncontrolled crossing point, SLOW markings and Warning Signs.	This scheme will address parked vehicles causing visibility issues for vehicles emerging at junctions and for crossing pedestrians.	£37,500
Eastway/Watling Street Road Junction lining improvements	Preston Central East/Preston East	Preston	Installation of right turn ghost island from Watling Street Road.	This scheme will address right turning vehicles from Watling Street Road into Eastway failing to give way to oncoming traffic.	£38,500
Blackpool Road junction with Brook Street, Preston	Preston Central West	Preston	Installation of additional traffic signal heads and vegetation clearance.	This scheme will address eastbound vehicles failing to stop at traffic signals.	£25,000
Casterton Avenue, Burnley	Burnley North East	Burnley	Upgrade of existing pedestrian refuge.	This scheme will address a cluster of collisions in which pedestrians have been struck whilst attempting to cross the road.	£25,000
Sharoe Green Lane/St Vincent's Road, Preston	Preston North/Preston Central East	Preston	Upgrade existing zebra crossing and installation of additional warning signing.	This scheme will address southbound vehicles exiting the adjacent mini-roundabout and failing to stop for pedestrians on zebra crossing.	£19,000
Moss Side Lane - Corka Lane junction to Wrea Green	Fylde South	Fylde	Installation of chevron signs on bends, solar road studs and edge of carriageway markings.	This scheme will address loss of control collisions.	£66,000
Morris Lane junction with Renacres Lane and Gorsuch Lane	West Lancashire West	West Lancashire	Installation of bar markings, vegetation clearance and centreline offset.	This scheme addresses failures to give way at the junction with the A59 from Renacres Lane and Morris Lane.	£15,500
Total:					£500,000

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Asset Management**Part I**

Electoral Divisions affected:
All

Highway Pothole Repair Policy

(Appendix 'A' refers)

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Executive Summary

The Highway Pothole Repair Policy sets out how potholes will be repaired when intervention levels are reached on vehicular highways and introduces revised response times in relation to carriageways, footways and cycle tracks.

Recommendation

The Cabinet is recommended to approve the adoption of the proposed Highway Pothole Repair Policy as shown in Appendix 'A'.

Background and Advice

The Department for Transport (DfT) Self-Assessment process defines the good practice required by Highway Authorities in relation to the management of the highway asset. One theme specifically concentrates on the adoption of recommendations from the national Highways Maintenance Efficiency Programme on preventing and dealing with potholes.

The attached Appendix 'A' contains a proposed Highway Pothole Repair Policy which sets out how potholes will be repaired when intervention levels are reached on vehicular highways and introduces revised response times in relation to carriageways, footways and cycle tracks. It also describes the means by which potholes are identified, methods of repair, and the measures by which pothole repair performance will be monitored.

This policy revises the intervention levels set out in the Highway Safety Inspections Policy approved in 2015 for defects requiring 1 day and 5 day response times and

introduces 10 day and 20 day response times. These revised defect response times and intervention levels are described and defined in section 3 of the proposed policy at Appendix A. In summary the response times relate to the degree of deficiency and the status of the road or footway as described in carriageway and footway hierarchies, set out in Section 6 of Appendix A, which is an extract from the April 2015 Highway Inspection Safety Policy. In essence this is a risk base approach, the busier the highway, the quicker the response will be.

Other than for 1 day responses the intervention levels depths referred to in section 3 of the policy are consistent with the April 2015 Highway Safety Inspection Policy. For 1 day responses the intervention level depth is currently 40mm, 75mm or 100mm depending upon the status of the road in the hierarchy and it is proposed to be 150 mm for all road types. This and the other revisions proposed are consistent with good practice in highway authorities across the country, provides us with a realistic prospect of achieving high performance and thereby defend against public liability claims.

Consultations

Internal Scrutiny committee have been consulted on a draft of this policy.

Implications:

This item has the following implications, as indicated:

Risk management

Describing the response time once the levels of intervention for carriageway, cycle track and footway pothole defects have been reached and linking to the Highway Inspection Policy supports the council's Section 58 (of the Highways Act) defence used in defending claims against the authority.

The duty on the authority is to maintain publically maintainable highways so that they reasonably passable for the ordinary traffic of the neighbourhood. The defence against clams that the authority has failed in this duty states that the authority needs to show that it had taken care as in all the circumstances was reasonably required to secure that the part of the highway to which the claim relates was not dangerous to traffic. The intervention level itself is part of this reasonable requirement as is the response time and so the response times need to be reasonable to secure the required repair.

Financial

This policy supports the Section 58 of the Highways Act defence which is used to rebut claims against the authority, so reducing the financial burden on the authority. It also contributes towards the evidence of good practice that supports the county council assessment of Band 3 against the DfT self-Assessment; thus allowing the authority to secure the maximum capital maintenance funding through the Incentive Fund.

List of Background Papers

Paper	Date	Contact/Tel
Highway Safety Inspection Policy	April 2015	Dave Gorman

Reason for inclusion in Part II, if appropriate

N/A

Vehicular Highway Pothole Repair Policy

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1. Introduction

The county council is responsible for the maintenance of more than 7,000km of vehicular highways in Lancashire. Part of that maintenance duty includes dealing with defects in the surface of the carriageways and footways alongside carriageways that are commonly referred to as potholes. Potholes can be a variety of sizes and could be anywhere in the surface. There are factors that influence the occurrence of potholes with the weather and general road surface condition being primary considerations. Wet weather increases the risk of the failure of a road surface and when that weather occurs during the winter, the deterioration speeds up due to both wet conditions and freezing temperatures.

In order to reduce the number of potholes occurring, road surface treatments are undertaken to seal road surfaces to stop water getting beneath the surface and causing deterioration. A programme of such works is implemented annually prioritising the roads in generally good structural condition but at the highest risk of surface failure.

Potholes are identified by public reports and through routine, cyclic inspections (see Section 6). Highway inspections are governed by the county council's Highway Safety Inspection Policy which was adopted in April 2015, which includes the details of the intervention levels at which repairs will be undertaken.

This document sets out how potholes will be repaired when intervention levels are reached and introduces revised response times in relation to carriageways, and footways and cycle tracks within vehicular highway extents.

2. Pothole Identification

A pothole is defined as loss of material from all or part or all of the surfacing layers creating a sharp edged hole or void. The resultant degree of deficiency in the surface and the revised criteria contained in this Policy will determine when and how repairs are undertaken.

- Highway Safety Inspection (HSI)

As indicated above, the county council's Highway Safety Inspection Policy provides the framework for the inspection of the county council's highway network. It describes the network hierarchy, frequency of inspection and the intervention level for defects that require repair along with timescales for those repairs to be undertaken. Inspectors will identify repairs that meet the intervention criteria set out in the Highway Safety Inspection Policy as revised.

- Report It

Customers are able to report any potholes that they identify through the county council's on-line reporting tool 'Report It'. This is a map based tool to allow an accurate location to be identified so that any necessary inspection and repair can be undertaken. It includes a function that provides stage updates so that the customer can be aware of progress. Reported defects are assessed and where they meet the intervention criteria set out in the Highway Safety Inspection Policy as revised then repairs will be undertaken.

- Customer Services

Customers are able to report potholes, or any other highway defect, through the county council's Customer Access Centre. This can be done either by telephone or email. Reported defects are assessed and where they meet the intervention criteria set out in the Highway Safety Inspection Policy as revised then repairs will be undertaken.

3. Revised Defect Categories and Response

1 Day: The defect must be made safe, or repaired within one working day, starting from close of work on the day following its identification. This applies to all potholes that are more than 300mm in width in any direction and 150mm or greater in depth.

5 day: The defect must be repaired within five working days starting from the day following its identification by the inspector. This applies to highways inspected monthly for defects that are more than 300mm in width in any direction and 40mm or greater in depth.

10 day: The defect must be repaired within 10 working days, starting from the day identified by the inspector. This applies to highways inspected quarterly for defects that are more than 300mm in width in any direction and 40mm or greater in depth.

20 day: The defect must be repaired within 20 working days, starting from the day identified by the inspector. This applies to highways inspected 6 monthly and annually for defects that are more than 300mm in width in any direction and 40mm or greater in depth.

Note: the response times referred to above are currently being reviewed and a revision will be proposed in due course as part of a revised Highway Safety Inspection Policy.

Section 6 of this policy sets out the hierarchy to which these categories and response times apply.

4. Pothole Repairs

- When potholes have been identified and a repair is needed then those repairs will be programmed and works carried out by a county council team or a contractor. Repairs will be done to as high a standard as possible given the circumstances of each particular repair reducing the need for repeat visits due to failures. Permanent repair method will be preferred but sometimes plug repairs will be a reasonable option
- Permanent repairs method
 - Saw cut the area around the defect to be repaired where necessary to provide neat, sound and vertical edges;
 - Sweep the defect so that it is clear of water and any loose debris;
 - Apply bondcoat to the bottom and sides of the area to be repaired, ensuring that all surfaces are covered in bondcoat
 - Apply hot material appropriate for the surface. If hot material is not available then a permanent cold lay material may be used.
 - Compact the material using a vibrating plate compactor.
- 'Plug' Repairs

Plug repairs will be undertaken where a defect meets intervention levels but road surface deterioration is such that no neat, sound edge is available or can be saw cut. There is a high risk that these repairs may require further intervention.

Plug repairs Technique and materials:

- Sweep the defect so that it is clear of water and any loose debris;
- Apply bondcoat to the bottom and sides of the area to be repaired, ensuring that all surfaces are covered in bondcoat
- Apply hot material appropriate for the surface. If hot material is not available then a permanent cold lay material may be used.
- Compact the material using a vibrating plate compactor.

5. Performance Management

Performance will be monitored and managed appropriately with the aim of achieving the following response times:

Response Times:	
Response Category	Target % repaired
1 Day	95
5 day	90
10 day	90
20 day	90

6. Highway Network Hierarchy

For the purposes of this policy Lancashire's highway network hierarchy is set out in the following tables:-

Note that on inspection of on carriageway footways and cycletracks within highway extent are also inspected

Carriageway Hierarchy		
Hierarchy Description	Description	Inspection Frequency
Motorway	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use	Monthly
Strategic route	Mainly principal roads (A Class).	Monthly
Main Distributor	Mainly principal roads, plus some important non-principal (B and C) roads and very limited number of unclassified roads.	Monthly
Secondary Distributor	Mainly B & C class roads but also roads adjacent to large schools/colleges.	3 Monthly
Link Road	Link Roads (unclassified roads linking main and secondary distributor network)	6 Monthly
Local Access Road	Mainly unclassified roads carrying local access traffic. Essentially all other roads not in the categories above.	Annually

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Director of Property Services**Part I**

Electoral Divisions affected:
All

Capital Strategy for Schools – Condition Led Capital Investment Programme, 2017/18 and part 2018/19

(Appendix 'A' refers) – Not for Publication

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Executive Summary

This report sets out the proposals for the allocation of schools capital funding to address a further phase of high priority building condition repairs on Community, Voluntary Controlled and Maintained Schools in Lancashire.

This is deemed to be a Key Decision and the provisions of Standing Order No. 25 have been complied with.

Recommendation

The Cabinet is recommended to approve the proposed list of maintenance schemes in Lancashire Schools, detailed at Appendix 'A', totalling £11.994m as a further phase of high priority school repairs.

Background and Advice

This is the sixth phase of the Condition Led Programme first started in 2011. Each round of the programme has addressed the worst condition issues that have been identified. Through a process of cross referencing asset management building condition data held by the County Council, officers have formulated a schedule of Priority 1 school repairs. These are set out at Appendix 'A'.

The programme has been formulated using the most current information available, but from experience on earlier programmes, and the complexities of assessing the condition of existing buildings, there could be a risk that further Priority 1 issues may become apparent. With this in mind, a significant contingency is recommended,

which will be available to capture any justifiable projects which come to light during the delivery of already identified works and which meet the Priority 1 criteria.

The criteria for schools being included in the programme is based on the Department for Education (DfE) Schools Asset Management Guidance which defines Schools Priority 1 repairs as:

Priority 1. *Urgent work that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.*

The DfE provides Lancashire County Council with an annual budget of Schools Condition allocation based on their set methodology for the Lancashire County Council controlled schools. Due to the finite budget, it will not be possible to address all high priority issues in all schools. Any remaining Priority 1 issues and any Priority 2 issues will be reviewed, prioritised and considered for any future condition led programmes.

All schemes will be commissioned with and delivered by Lancashire County Council's Design and Construction Service. The delivery timescales will be dependent on several factors linked to the practicalities of undertaking the work in occupied premises which would have an impact on education. It is anticipated therefore that the programme will be delivered when possible in school holidays, and this will likely include the summer breaks in both 2018 and 2019.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

If the recommended work is not undertaken, the risk would be managed by further regular reactive maintenance to 'patch' the problems. However, in some cases, further deterioration of the building fabric or discontinued components would result in closure of parts of, or the whole school, until significant emergency repairs could be undertaken. Due to the nature of building maintenance works, the full extent of repairs required may not be apparent until the building infrastructure is exposed, which may result in the need to undertake additional work and therefore increased project costs. Furthermore, there may also be genuine severe condition need projects that come to light, and it is recommended therefore that a risk contingency is included to be approved and managed by the Asset Management Service. This contingency figure is included in the overall programme value.

Financial

The Education Funding Agency School Condition allocations are as follows:

- 2016/17 £11.209m (confirmed)
- 2017/18 £10.956m (confirmed)
- 2018/19 £10.956m (indicative allocation announcement due March 2018)

Current balance of the DfE Schools Condition capital (this is the balance currently uncommitted before projects at Appendix 'A'), and including the indicative amount for 2018/19 is £15.875m.

The proposed programme for 2018/19 is set out at Appendix 'A' totalling £11.994m. The programme will be reviewed if there is a significant variance from the indicative amount for 2018/19. A report for a further programme of schools condition work will be submitted to seek approval to allocate the remaining funding based on the highest priority needs across the controlled school portfolio.

Whilst the 2018/19 allocation of £10.956m is termed as 'indicative' we have assurances from The Department for Education (DfE) that the allocation will be as per the preceding two years. The DfE are using the same allocations methodology for the financial year 2018–19, with no changes. This will provide stability for responsible bodies while we review our methodology for 2019–20 onwards.

Procurement

All Lancashire County Council procurement standing orders will be complied with. Contracts will be let through Lancashire County Councils approved frameworks.

Additional financial implications are set out at Appendix 'A' and are deemed to be **Part II** for the reasons set out below.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

Appendix 'A' contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Service, School Improvement

Part I

Electoral Divisions affected: All

Determination of Relevant Area for Consultation on Admission Arrangements for Lancashire Maintained Schools and Academies for 2020/21, 2021/22 and 2022/23

Contact for further information:

Debbie Ormerod, Tel: (01772) 531878, School Improvement Service

debbie.ormerod@lancashire.gov.uk

Nan Hogg, Tel: (01772) 531540, Assistant Policy Officer, School Improvement Service

nanette.hogg@lancashire.gov.uk

Executive Summary

The report provides details of the consultation within the County of Lancashire, representatives of the local Diocesan Church Education Authorities and the governing bodies of all Lancashire maintained schools, Free Schools and Academies on the establishing of the relevant area for consultation on admission arrangements.

The Authority proposed no changes, and no responses were received by the Local Authority to this consultation.

This is deemed to be a Key Decision and the provisions of Standing Order No. 25 have been complied with.

Recommendation

The Cabinet is recommended to agree that the definition of the relevant areas remains unchanged for the 2020/21, 2021/22 and 2022/23 school years

Background and Advice

The School Standards and Framework Act 1998 introduced a statutory requirement for each admission authority in an area to consult widely before determining their admission arrangements. Consultees include all admission authorities in the relevant area. Regulations made under the Act provide that each Local Authority (LA) may establish a relevant area or areas, within which the consultation would take place. The relevant areas established for the previous admissions round were as follows:

- a) The administrative district in which the school is situated;
- b) Any Voluntary Aided, Foundation School, Free School or Academy or neighbouring Local Authority which is outside the administrative district but which is within three miles for a secondary school or two miles for a primary school.

Relevant areas must be reviewed periodically and a consultation has recently taken place on the areas which should be defined for this purpose for the 2020/21, 2021/22 and 2022/23 admissions.

No responses were received by the Local Authority to this consultation.

Regulations require that each school that is its own admission authority must have a relevant area and that the area should include at least all primary and secondary schools within three miles of a secondary school and all primary schools within two miles of a primary school.

It is recommended that the definition of the County's relevant areas remains unchanged for these school years.

Consultations

Consultations have been held within the County, representatives of the local Diocesan Church/Education Authorities and the governing bodies of all Lancashire maintained schools and Academies.

Implications:

This item has the following implications, as indicated:

Risk management

If the Authority did not determine a relevant area then it would not be complying with statutory regulations.

Financial

There are no financial implications arising from this report.

List of Background Papers

Paper	Date	Contact/Tel
Consultation letter to Governing Bodies	November 2017	Debbie Ormerod (01772) 531878
The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 S.I. 1999/124	April 1999	Nan Hogg (01772) 531540

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Service - School Improvement**Part I**Electoral Divisions affected:
All**Determination of Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools and Sixth Forms for the School Year 2019/20**

(Appendices 'A' & 'B' refer)

Contact for further information:

Debbie Ormerod, (01772) 531878, School Improvement Service

Nan Hogg, Tel: (01772) 531540, School Improvement Service

nanette.hogg@lancashire.gov.uk**Executive Summary**

To determine the admission arrangements for community and voluntary controlled schools for the school year 2019/20.

This is deemed to be a Key Decision and the requirements of Standing Order No. 25 have been complied with.

Recommendation

The Cabinet is recommended to:

- (i) Approve that the admission numbers and criteria for admission to community and voluntary controlled primary schools, secondary schools and sixth forms for 2019/20 listed at Appendices 'A' and 'B'
- (ii) Note and approve, where recommended, the issues raised by Community and Voluntary Controlled Governing Bodies as listed in the background papers.
- (iii) Approve that the admission numbers and criteria for admission set out at Appendices 'A' and 'B', together with the other information included on the Authority's website and in its admissions booklets, shall constitute the admission arrangements for 2019/20.

Background and Advice

The County Council is the admissions authority for community and voluntary controlled schools. In accordance with Sections 88A-Q of the School Standards and Framework Act 1998, as amended by the Education and Skills Act 2008 and regulations, the County Council is required to consult widely about the proposed admission arrangements for schools where it is the admissions authority.

LCC must comply with the School Admissions Code, published by the Department for Education [DfE], which has 'a force of law'. When any school is oversubscribed, ie, it has more applicants than places available, it needs a policy to allocate and offer places in an open and fair way, in line with the School Admissions Code.

During Autumn Term 2017, the County Council consulted with the governors of community and controlled schools on the proposed arrangements for admission to those schools for the 2019/20 school year. The governors were invited to comment on the proposed admissions policy and admission number for their school. Further parties, including other admission authorities within the relevant area for each community and controlled school, were also consulted about these proposals. A full list of those consulted is included within this report*.

The clarification of the procedures for shared parenting/shared care arrangements; moving house and relocation have been the focus of this consultation. The purpose of the changes is to make it clear to parents how and why places are allocated in a fair, clear and objective way.

The purpose of the admission arrangements is to ensure that all school places for maintained schools are allocated and offered in an open and fair way. Listed in Appendices A and B are the policy and associated procedures used by Lancashire County Council when allocating places for Community and Voluntary Controlled Schools. The supplementary notes and Geographical Priority Areas [GPA] which form part of the admission arrangements make it clear to parents how and why places are allocated in a fair, clear and objective way.

No objections were received to the proposals on admission arrangements/admission numbers.

The proposed admission numbers for community and voluntary controlled secondary schools, primary schools and sixth forms for the school year 2019/20 are listed at Appendices 'A' and 'B'.

The consultation process is two-fold. In addition to consulting with other admission authorities in Lancashire, the Authority is also consulting with the Governing Bodies of Community and Voluntary Controlled Schools. Where changes have been proposed by C&VC schools the responses and officer comments are provided in the Background document, which summarises the recommendations of the Director of Children's Services.

Consultation on C& VC Admission Numbers:

There was 1 secondary response, which was agreed.

There were 4 primary responses; 2 were agreed; 2 were not.

Consultation on C& VC Admission Arrangements:

There were two responses, but neither led to changes to the published admission arrangements.

Consultations*

- Governors of community and voluntary controlled schools
- Governors of voluntary aided and foundation, free schools and academies
- Other Local Education Authorities adjoining Lancashire
- Diocesan and Church Authority colleagues
- Capital Development and Asset Management Team,
- School Place Planning Team
- Liaison and Compliance Team
- Legal Services
- Public

Implications:

This item has the following implications, as indicated:

Risk management

If the admission arrangements are not determined by 28 February 2018, the Authority would not be complying with its statutory obligations.

Financial

There are no financial implications arising from this report.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Tel
DfE – Admissions Code of Practice – "School Admissions Code – December 2014"		Debbie Ormerod/ Nan Hogg, (01772) 531878/531540
School Standards and Framework Act 1998		Debbie Ormerod/ Nan Hogg, (01772) 531878/531540
Education and Inspections Act 2006		Debbie Ormerod/ Nan Hogg, (01772) 531878/531540
Education and Skills Act 2008		Debbie Ormerod/

The School Admissions
(Admission Arrangements)
(England) Regulations 2014

Nan Hogg,
(01772) 531878/531540

Debbie Ormerod/
Nan Hogg,
(01772) 531878/531540

The School Admissions
(Admission Arrangements and
Co-ordination of Admission
Arrangements) (England)
Regulations 2012

Debbie Ormerod/
Nan Hogg,
(01772) 531878/531540

Responses to the Consultation
on Admission Arrangements
2019/20 by Community and
Voluntary Controlled
Governing Bodies

Debbie Ormerod/
Nan Hogg,
(01772) 531878/531540

Reason for inclusion in Part II, if appropriate

N/A

**DETERMINED ADMISSION ARRANGEMENTS FOR
COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR 2019/2020**

IMPORTANT NOTE

Please note that the admission numbers for some schools may vary upon determination to support the extra demand for school places in the area.

Proposed Admission Numbers for Lancashire Community and Voluntary Controlled Primary Schools:~

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2019/2020
01001	Bowerham Community Primary and Nursery School	60
01002	Dallas Road Community Primary School	60
01003	Willow Lane Community Primary School	30
01011	Ridge Community Primary School	30
01012	Ryelands Primary & Nursery School	60
01015	Moorside Primary School	90
01018	Nether Kellet Community Primary School	15
01022	Quernmore Church of England Vol. Cont Primary School	15
01023	Tatham Fells Church of England Vol. Cont Primary School	10
01025	Caton Community Primary School	10
01027	Wray with Botton Primary School	7
01032	Warton Archbishop Hutton's Primary School	26
01044	Carnforth North Road Community Primary School	30
01049	Great Wood Primary School	60
01050	Torrisholme Community Primary School	60
01051	Morecambe Bay Community Primary School	45
01052	West End Primary School	30
01053	Sandylands Community Primary School	60
01054	Lancaster Road Primary School	90
01058	Trumacar Nursery and Community Primary School	45
01060	Westgate Primary School	90
01061	Morecambe and Heysham Grosvenor Park Primary School	45
01062	Mossgate Primary School	30
02001	Carr Head Primary School	30
02002	The Breck Primary School [Poulton-le-Fylde]	35
02003	Carleton Green Community Primary School	45
02008	Fleetwood Chaucer Community Primary School	45
02013	Larkholme Primary School	45
02014	Fleetwood Charles Saer Community Primary School	45
02016	Shakespeare Primary School	60
02018	Fleetwood Flakefleet Primary School	60
02019	Preesall Carter's Charity (VC) Primary School	30
02027	Stalmine Primary School	15
02030	Stanah Primary School	60

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2019/2020
02031	Thornton Cleveleys Northfold Community Primary School	30
02033	Thornton Cleveleys Baines Endowed [Vol. Cont] Prim School	30
02035	Thornton Primary School	20
02036	Thornton Cleveleys Royles Brook Primary School	45
02038	Nateby Primary School	13
02039	Forton Primary School	15
02049	Garstang Community Primary School	30
02051	Staining Church of England VC Primary School	35
02052	Thornton Cleveleys Manor Beach Primary School	45
04036	Freckleton Strike Lane Primary School	30
04039	Kirkham and Wesham Primary School	30
04043	Weeton Primary School	30
04044	Lytham St Anne's Mayfield Primary School	60
04045	Clifton Primary School	35
04046	Lytham St Anne's Ansdell Primary School	35
04052	Lytham Hall Park Primary School	60
06002	Brookfield Community Primary School	27
06604	Deepdale Community Primary School	90
06005	Eldon Primary School	30
06008	Brockholes Wood Community Primary School	35
06009	Frenchwood Community Primary School	45
06010	Preston Grange Primary School	30
06011	Preston Greenlands Community Primary School	30
06012	Holme Slack Community Primary School	30
06014	Ingol Community Primary School	30
06016	Moor Nook Community Primary School	30
06019	Ribbleton Avenue Infant School	70
06020	Ribbleton Avenue Methodist Junior School	70
06021	The Roebuck School	45
06031	Preston St Stephen's Church of England Primary School [VC]	45
06033	Ashton Primary School	30
06035	Preston Fishwick Primary School	17
06037	Lea Community Primary School	30
06040	Catforth Primary School	10
06041	Sherwood Primary School	60
06042	Cottam Primary School	30
06050	Goosnargh Whitechapel Primary School	15
06055	Kennington Primary School	35
06057	Fulwood and Cadley Primary School	45
06058	Harris Primary School	30
06060	Queen's Drive Primary School	60
06062	Pool House Community Primary School	25
06064	Brabin's Endowed School [VC]	15
06071	Longsands Community Primary School	30

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2019/2020
07005	Higher Walton Church of England Primary School [VC]	17
07007	Bamber Bridge St Aidan's Church of England Primary School [VC]	24
07009	Lostock Hall Community Primary School	60
07012	Walton-le-Dale Primary School	60
07013	Coupe Green Primary School	20
07015	Leyland St Andrew's Church of England Infant School [VC]	65
07016I	Leyland Methodist Infant School	70
07016J	Leyland Methodist Junior School	70
07019	Woodlea Junior School	65
07020	Lever House Primary School	45
07024	Northbrook Primary School	30
07025	Seven Stars Primary School	30
07026	Moss Side Primary School	37
07029	Farington Primary School	30
07030	Longton Primary School	30
07037	Little Hoole Primary School	30
07040	Penwortham Middleforth Church of England Primary School [VC]	30
07041	Howick Church of England Primary School [VC]	15
07043	Penwortham Primary School	30
07044	Whitefield Primary School	60
07046	Kingsfold Primary School	30
07047	Penwortham Broad Oak Primary School	30
08001	Burscough Bridge St John's Church of England Prim School [VC]	30
08002	Burscough Bridge Methodist [Voluntary Controlled] Prim School	12
08004	Ormskirk Lathom Park Church of England Primary School [VC]	10
08006	Westhead Lathom St James' Church of England Primary School [VC]	13
08009	Ormskirk Asmall Primary School	20
08011	Ormskirk Church of England Primary School [VC]	60
08014	Ormskirk West End Primary School	30
08016	Burscough Village Primary School	30
08018	Bickerstaffe [Voluntary Controlled] Church of England School	15
08019	Aughton Town Green Primary School	50
08020	Aughton Christ Church C/E Vol Controlled Primary School	30
08021	Aughton St Michael's Church of England Primary School	30
08023	Holmeswood Methodist School	6
08024	Richard Durnings Endowed Primary School Bispham	15
08027	Scarisbrick St Mark's Church of England Primary School [VC]	15
08029	Pinfold Primary School, Scarisbrick	7
08033	Holland Moor Primary School, Skelmersdale	60
08034	Cobbs Brow School	40
08038	Skelmersdale Trinity C/E/Methodist Primary School [VC]	30
08040	Skelmersdale Crow Orchard Primary School	26
08043	Little Digmaor Primary School	20
08046	Hillside Community Primary School	30

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2019/2020
08054	Delph Side Community Primary School	30
08063	Crawford Village Primary School	10
08064	Wrightington Mossy Lea Primary School	7
08071	Tarleton Community Primary School	60
08076	Banks Methodist Primary School [VC]	10
08077	Banks St Stephen's Church of England Primary School [VC]	30
08078	Brookfield Park Primary School	30
08079	Woodland Community Primary School	50
09002	Duke Street Primary School	50
09003	Highfield Primary School	45
09010	Gillibrand Primary School	30
09015	Buckshaw Primary School	30
09022	Adlington Primary School	20
09024	Lancaster Lane Community Primary School	30
09025	Clayton-le-Woods Manor Road Primary School	36
09026	Clayton-le-Woods Westwood Primary School	30
09028	Anderton Primary School	30
09031	Brindle Gregson Lane Primary School	30
09039	Coppull Primary School	45
09045	Euxton Primrose Hill Primary School	60
09050	Balshaw Lane Community Primary School	60
09052	Eccleston Primary School	30
09053	Clayton Brook Primary School	30
09062	Abbey Village Primary School	15
09063	Withnell Fold Primary School	14
11004	Accrington Huncoat Primary School	30
11005	Accrington Hyndburn Park Primary School	75
11013	Accrington St Peter's Church of England Primary School [VC]	30
11014	Accrington Spring Hill Primary School	60
11015	Accrington Woodnook Primary School	40
11018	Oswaldtwistle Hippings Methodist Primary School [VC]	30
11020	Oswaldtwistle St Andrew's Church of England Primary School [VC]	45
11024	Oswaldtwistle West End Primary School	30
11025	Oswaldtwistle Moor End Community Primary School	30
11029	Clayton-le-Moors Mount Pleasant Primary School	60
11042	Great Harwood Primary School	45
11045	Rishton Methodist School [VC]	30
11055	Clitheroe Brookside Primary School	30
11056	Clitheroe Edisford Primary School	30
11057	Clitheroe Pendle Primary School	50
11061	Gisburn Primary School	20
11064	Read St John's Church of England Primary School [VC]	30
11065	Sabden Primary School	15
11070	Barrow Primary School [VC]	30**

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2019/2020
12001	Briercliffe Primary School	45
12002	Worsthorne Primary School	30
12005	Padiham Green Church of England Primary School [VC]	30
12006	Padiham Primary School	45
12011	Hapton Church of England/Methodist Primary School [VC]	18
12012	Barden Primary School	60
12013	Burnley Brunshaw Primary School	60
12020	Burnley Heasandford Primary School	90
12022	Burnley Ightenhill Primary School	60
12023	Burnley Lowerhouse Junior School	60
12025	Rosegrove Infant School	60
12035	Burnley Stoneyholme Community Primary School	60
12037	Burnley Whittlefield Primary School	30
12039	Burnley Casterton Primary School	40
12041	Rosewood Primary School	60
12042	Cherry Fold Community Primary School	60
12043	Burnley Springfield Community Primary School	30
13001	Bradley Primary School	60
13007	Lomeshaye Junior School	90
13010	Nelson Walverden Primary School	60
13011	Nelson Whitefield Infant School and Nursery Unit	90
13012	Marsden Community Primary School	60
13016	Barrowford School	60
13019	Blacko Primary School	15
13023	Roughlee Church of England Primary School [VC]	7
13024	Higham St John's Church of England Primary School [VC]	20
13028	Laneshaw Bridge Primary School	30
13029	Lord Street Primary School, Colne	60
13030	Colne Park Primary School	60
13031	Colne Primet Primary School	30
13033	West Street Community Primary School	30
13034	Trawden Forest Primary School	30
13036	Reedley Primary School	60
13040	Barnoldswick Church of England VC Primary School	60
13041	Barnoldswick Coates Lane Primary School	30
13042	Barnoldswick Gisburn Road Community Primary School	30
13046	Kelbrook Primary School	15
13048	Salterforth Primary School	15
13049	Earby Springfield Primary School	30
14001	Bacup Britannia Community Primary School	30
14002	Bacup Thorn Primary School	45
14003	Northern Primary School	30
14005	Sharneyford Primary School	10

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2019/2020
14008	Bacup St Saviours Community Primary School	15
14011	Bacup Holy Trinity Stacksteads C/E Primary School [VC]	35
14015	St Paul's Church of England Primary School, Rawtenstall [VC]	40
14018	St Mary's Rawtenstall Church of England Primary School [VC]	30
14019	Crawshawbooth Primary School	45
14022	Waterfoot Primary School	45
14024	Newchurch St Nicholas Church of England Primary School [VC]	30
14026	Balladen Community Primary School	30
14027	Water Primary School	20
14030	Broadway Primary School	30
14031	Helmshore Primary School	60
14038	Edenfield Church of England Primary School [VC]	25
14039	Stubbins Primary School, Ramsbottom	30
14040	St Bartholomew's Church of England Primary School [VC]	25
14042	Whitworth Tonacliffe Primary School	45

IMPORTANT NOTE

Please note that the admission numbers for some schools may vary upon determination to support the extra demand for school places in the area.

**11070 – Barrow Primary School - this proposed admission number '30' will be formally 'determined' by the Cabinet in March 2018.

ALL DISTRICTS

The purpose of the admission arrangements is to ensure that all school places for maintained schools are allocated and offered in an open and fair way. LCC must comply with the School Admissions Code, published by the Department for Education [DfE], which has 'a force of law'. When a school is oversubscribed, ie, it has more applicants than places available, it needs a policy to allocate and offer places in an open and fair way, in line with the School Admissions Code. Listed below is the policy and associated procedures used by Lancashire County Council when allocating places for Community and Voluntary Controlled Schools. The supplementary notes and Geographical Priority Areas [GPA] which form part of the admission arrangements make it clear to parents how and why places are allocated in a fair, clear and objective way :~

PROPOSED ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS - 2019/2020

The determined policy for admission to community and voluntary controlled primary schools for 2019/2020 is listed below:-

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2019. Parents will be asked to express preferences for three primary schools. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools an equal preference scheme has been introduced to comply with the Schools Admission Code, whereby the parental preferences are given equal status to the

preference and will be considered equally against the admissions criteria. If a school is oversubscribed, the following criteria will be applied in priority order:

Primary Schools

When a school is oversubscribed on parental preferences, then the following priorities apply in order:

1. Looked after children and those who have been previously looked after, (see note xi below), then
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned (see note (i) below), then
3. Children with older brothers and sisters attending the school when the younger child will start, (see note (iii) below), then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority, (see note (v) below).

Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.
- (ii) As required by law, all children with a Statement of Special Educational Needs/EHC naming a school will be admitted before the application of the over-subscription criteria. Children who have a statement for special needs have their applications considered separately.
- (iii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses).
- (iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.

The distance measure is a straight line (radial) measure centre of building to centre of building.

Please note that the Local Authority may introduce a new measuring system during the admissions round.
- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admissions process, (including after a child has accessed a school place).
- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2019. These are kept in priority order using the school's published admission criteria. From 1 September 2019 for one school term only waiting lists will be retained by individual admission authorities (the Local authority for community and voluntary controlled schools and individual voluntary aided and trust schools will each retain their own list).
- (vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (viii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

Application forms received after the published closing date, will only be considered at that time if the following conditions apply:

- (a) if the number of preferences received for the school is below the published admission number or:
- (b) there are extenuating circumstances justifying a late application.

These may include:

- (a) parents moving into the County after the closing date;
 - (b) parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.
- (ix) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).
- (x) the highest priority **must** be given to looked after children¹ and children who were looked after, but ceased to be so because they were adopted² (or became subject to a residence order³ or special guardianship order⁴). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

Shared Care Arrangements

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

In the cases where a child lives with parents who have shared responsibility and the child's time is split between two homes, the address of the parent who receives child benefit will normally be used. The Local Authority reserves the right to request further proof, in order to establish the home address, as fit the individual circumstances.

Where shared care arrangements are in place it may be necessary to establish the permanent home address for the child. In certain circumstances parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of benefit award notices; Tax Credit Award Notices and child's registered address with the GP at the point of application. If the child's home address cannot be verified the LA reserve the right to request further documentary evidence to support any claim of permanent home address.

In cases where parents are separated and both have retained joint responsibility, an application form will be accepted from the one parent who is in receipt of the child benefit and with whom the child primarily resides. The Local Authority has an obligation to process an application form that has been submitted and signed by a parent

¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

² Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

³ Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

⁴ See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

with parental responsibility. The Local Authority cannot release information or intervene where disputes or disagreements arise between parents in relation to any proposed or submitted application for a school place. Where shared care arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes.

We can only process applications from one address. If your child lives at another address from you or with another parent/carer from Monday to Friday, please provide the Parental Responsibility Order or Residence Order for the person the child lives with.

Further evidence can include:~

- *a copy of a court order;*
- *a letter from a solicitor setting out the arrangements;*
- *a joint statutory declaration (prepared by a Commissioner for Oath);*
- *a tax credit award notice (TC602) for current year.*

Moving House

If you are about to move house, please contact the Area Education Office with your new address so that letters which are sent to you do not go astray. If you have already exchanged contracts on a house or have evidence of a confirmed offer of tenancy, you can ask for your child's application to be considered from the new address. It is required that a family does not just own a property in a particular location, but that they are actually resident in the property. Evidence of your/the child's residency in the new property will be required.

If you make a permanent house move after applying, but before allocation procedures have been undertaken, you must contact the Area Education Office. You would be able to change your preferences if you are changing address to a more distant property and the allocation will be based on the new address.

If you move temporarily during the admissions process you must also discuss the matter with the Area Education Office. Temporary addresses are rarely accepted for admission purposes.

If you are moving to another area of Lancashire, details of schools in the area can be obtained from any Area Education Office. Admission Authorities will check address details and may randomly sample applications.

You should contact the Area Education Office if there are any changes in your child's living arrangements during the application and allocation of places period.

Places offered for Lancashire schools may be subsequently withdrawn where misleading or inaccurate information has been discovered.

Applications from abroad (and other areas of the UK)

It is required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes. Exceptional circumstances will be considered on request (and will require that individual families provide the necessary evidence for consideration). Exceptions will usually include:

- UK Service Personnel families who can provide evidence of a posting into the area and the date from which this will occur.
- New to area families purchasing / renting / leasing an address in Lancashire (providing legal evidence of a contract exchange or lease agreement as a minimum) – see notes below.

Where families are planning to return to an address (whether pre owned or not) within Lancashire, and can provide evidence of ownership, it is required that they are physically in residence during the application

period in order for applications to be accepted for annual intakes. This means that the child is in residence with parent/ parents at their permanent address. This applies to those returning from living abroad and those returning from periods of employment / secondment abroad. This principle applies also to (b) above. If there are challenges to an LA decision not to accept an application within the agreed arrangements to coordinate then individual admission authorities will be consulted. Note however that admission policies require that a family does not just own a property in a particular location, but that they are actually resident at that property.

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then there will be consideration of accepting a late application. Appropriate evidence must be provided of ownership and date of relocation and residence at that address. The agreed timetable for co-ordination for the primary and secondary annual intake processes include agreed dates after which offers will not be amended. This will usually be mid-February for secondary admissions and the end of March for primary admissions.

Please note that late entry to the annual intake processes will not be possible after the statutory closing dates unless an exception is agreed by the Local Authority and / or the admission authority.

Geographical Priority Areas - Primary

Geographical Priority Area for the North Area of Lancashire:~

Mayfield Primary School, Lytham St Annes - Geographical Priority Area (GPA)

Building work has commenced on a new housing development on the ex Pontin's site on the A584 which borders Blackpool authority (the A5230 - Squires Gate Lane and Blackpool Airport).

This is located within Lancashire but is situated on the border with Blackpool. The new properties will be situated near to Blackpool primary and secondary schools and academies. They are already located within the FY8 area so are in the geographical priority area (GPA) for Lytham St Annes Technology & Performing Arts College.

There are 443 dwellings planned on this site. The pupil yield from these will depend on the type of housing which is developed and is expected to be between 75 and 168 across the primary age range. Blackpool Authority do have primary place capacity for this new development.

The properties will however be some distance from the nearest Lancashire primary school. It is intended therefore to introduce a GPA for Mayfield Primary School in St Annes in order to give these Lancashire families some increased priority for admission.

The current determined admission arrangements for all Lancashire's community and voluntary controlled schools prioritise admission as follows:-

1. Looked after children and those who were previously looked after (now adopted or subject to certain orders)
2. Exceptional medical, social and welfare reasons directly relevant to the school concerned
3. Children who will have older brothers and sisters attending the school when the younger child applies
4. Distance - a straight line (radial) measure

For admissions for 2017 *and thereafter* it is intended that the admission arrangements for Mayfield Primary School be changed to reflect a geographical priority area (GPA).

This redefined criterion 4 (above) into two distinct elements as follows:-

Remaining places are allocated according to where a child lives - distance:

- i) To those resident within the agreed geographical priority area (the new development on the ex Pontin's site)
- ii) To other applicants

Geographical Priority Areas (GPAs) for South Lancashire Primary Schools

(GPAs were introduced for these three primary schools in 2011/12).

LONGSANDS CP SCHOOL – the area north of Sandy Brook, east of Eastway (B6241), south of Savick Brook and west of the M6 motorway.

COTTAM CP SCHOOL – the area north of the Lancaster Canal, east of Sidegreaves Lane, south of Hoyles Lane and west of Tom Benson Way (B6241).

MOSS SIDE CP SCHOOL – the areas north of Moor Road (B5249) and Southport Road (A581), east of the railway line, south of Longmeanygate and west of Shlewsdig Way (B5253) – running south to Leyland Lane and meeting Southport Road.

Families with children living within the stipulated GPA would have prior consideration for a place at the relevant school under criterion 4 – ahead of other applicants under criterion 4 with children living outside of the GPA.

Geographical Priority Areas (GPAs) for East Lancashire Primary Schools

Edisford Community Primary School [introduced in 2015/16 admissions round]

1. Looked after children and those who have been previously looked after, then,
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned.
3. Children with older brothers and sisters attending the school when the younger child will start.
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority.
 - i) To those resident within the agreed geographical priority area
 - ii) To other applicants

Within each category those living nearest to the preferred school by a straight line (radial) measure will have priority.

The determined geographical priority area to be applied at 4i) will be:-

Those resident in the Low Moor area (bordered by Edisford Road to the south and the River Ribble to the west and north) as far as houses on and adjacent to Riverside and Low Moor Farm.

GPAs were adopted for Crawshawbooth Community Primary School and Waterfoot Community Primary School and introduced in 2014/15 admissions round.

CRAWSHAWBOOTH COMMUNITY PRIMARY SCHOOL

Crawshawbooth Community Primary School

1. Looked after children and those who have been previously looked after, then,
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned.
3. Children with older brothers and sisters attending the school when the younger child will start.
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority.
 - i) To those resident within the agreed geographical priority area
 - ii) To other applicants

Within each category those living nearest to the preferred school by a straight line (radial) measure will have priority.

The determined geographical priority area to be applied at 4i) will be:-

From the north end of the Clowbridge reservoir heading south and taking in the Dunnockshaw, Loveclough, Goodshaw Fold, Goodshaw Chapel and Goodshaw areas (and surrounding farm houses). The cut off points at the south end of the area will be Lord Street and its houses and Forest Bank Road (both off the A682). The line will run East down the middle of Forest bank Road and across the top of Short Clough reservoir

WATERFOOT COMMUNITY PRIMARY SCHOOL

Waterfoot Community Primary School

1. Looked after children and those who have been previously looked after, then,
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned.
3. Children with older brothers and sisters attending the school when the younger child will start.
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority.
 - i) To those resident within the agreed geographical priority area
 - ii) To other applicants

Within each category those living nearest to the preferred school by a straight line (radial) measure will have priority.

The determined geographical priority area to be applied at 4i) will be:-

Lower and Higher Boarsgreave in the south taking in houses and settlement adjacent to Cowpe Road running north to the point where the River Irwell meets Bacup Road in Waterfoot.

Families with children living within the stipulated GPA would have prior consideration for a place at the relevant school under criterion 4 – ahead of other applicants under criterion 4 with children living outside of the GPA.

Lancashire Infant and Junior Schools

Infant to Junior School Transfers (Year 2 to Year 3) and In Year Admissions

In Lancashire there are five infant and five junior schools which are legally separate organisations (each has its own Governing Body) but which, in pairs, have close links.

These are:-

- Ribbleton Avenue Infants and Ribbleton Avenue Juniors (Preston)
- Leyland Methodist Infants and Leyland Methodist Juniors (South Ribble)
- Leyland St Andrew's CE Infants and Woodlea Juniors (South Ribble)
- Rosegrove Infants and Lowerhouse Juniors (Burnley)
- Whitefield Infants and Lomeshaye Juniors (Pendle)

Historically children in Year 2 at each infant school have transferred to Year 3 at the associated junior school. It is anticipated that this will continue. The School Admissions Code does state however that:-

"Some schools give priority to siblings of pupils attending another state funded school with which they have close links. Where this is the case this priority must be set out clearly in the arrangements".

The current determined admission arrangements for all Lancashire's community and voluntary controlled schools prioritise admission as follows:-

1. Looked after children and those who were previously looked after (now adopted or subject to certain orders)
2. Exceptional medical, social and welfare reasons directly relevant to the school concerned
3. Children who will have older brothers and sisters attending the school when the younger child applies
4. Distance - a straight line (radial) measure

These criteria do not explicitly refer to the schools named above in terms of applying the sibling test across the full age range (reception to Year 5 for September reception admissions; reception to Year 5 for all Year 2 to Year 3 transfers and reception to Year 6 for all in year admissions). Clarity is important in relation to the close links between each pair of infant and junior schools.

It is determined therefore to add statements to the determined admission arrangements for Lancashire's community and voluntary controlled schools to confirm that:-

"For Lancashire infant and junior schools which have close links (the schools will be named in information for parents) the sibling criterion for admission will be applied in relation to children on roll at either school (as appropriate) in relation to annual intakes and in year admissions"

"For Year 3 admissions at Lancashire junior schools parents with children on roll in Year 2 at any school may apply for Year 3 places (by 15 January in the year of the intended transfer). Similarly new to area families are able to apply for Year 3 places at the junior schools."

It is expected that predominantly the current situation for Year 2 to Year 3 transfers will continue. The Local Authority will however implement and manage a formal admission round for transfers if a situation develops where there are more Year 3 applicants than available places.

Officer comment: prior to formal consultation about firming up the admission policy for infant and junior schools and clarifying the information for parents a letter was sent to all of the head teachers concerned. This alerted them to the forthcoming consultation and gave the opportunity for informal views ahead of any changes. There were some informal enquiries by telephone about the need for the change but no formal objections or concerns have been received. In view of admission number mismatches for two pairs of these schools, and probable increased place demand in the future, it is essential that Lancashire provides absolute clarity about infant and junior admissions and transfers. This will ensure that the requirements of the School Admissions Code and associated legislation are met and that all schools and applicants have clear information about how admissions procedures operate.

Summer born children - Deferring or delaying school entry

Background

The Department for Education has produced guidance '*Advice on the Admission of Summer Born Children (December 2014)*'. The guidance is non-statutory and has been produced to help local authorities, admission authorities and parents understand the framework within which admission authorities must operate, and to dispel some of the myths that appear to have arisen around the admission of summer born children.

It should be read in conjunction with the statutory document, the Department for Education, 'School Admissions Code, which was published in December 2014'.

The Schools Minister, Nick Gibb wrote an open letter in September 2015 which referred to government plans to amend the School Admissions Code so that all summer born children can begin school after their fifth birthday and be placed into a reception class. As yet there has not been a consultation on the legislative changes that would be needed to amend the School Admissions Code. Lancashire County Council is therefore still adhering to the statutory requirements of the December 2014 Code.

When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

- For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the spring term (i.e. after the Christmas holidays, in January).
- For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the summer term (i.e. after the Easter holidays, in March or April).
- For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September).

Delayed admission to Reception

In Lancashire, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- Start Year R (Reception) in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age.
- Defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

Deferred admission to Reception

Parents who are considering deferring their child's entry to school should be aware that teachers are skilled in differentiating the curriculum to meet a diverse range of needs. Parents are encouraged to visit the schools they are thinking of applying for, where staff will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of individual pupils and how the needs of each pupil will continue to be met as they move up through school.

Where a parent wishes to defer their child's admission until the following school year, parents are encouraged to make requests to defer in good time before the closing date for the normal admission round. Parents will need to provide the detailed reasons to enable their request to be given proper consideration and are encouraged to include any supporting evidence from relevant professionals. Please complete the County Council's application form '*Application for a Lancashire school place for summer born children*'.

Parents submitting a request for admission out of the normal age group are required to also make an application for a place in their child's normal age group at the same time. If the application to defer is made by the national closing date for applications the admission authority will ensure that the parent receives the response to their request before the primary school national offer day.

All summer born requests for deferred admission will be considered by the individual admissions authority of each preferred school. Where requests are made for differing admission authorities, the request must be sent to the local authority that will co-ordinate the request and the decisions made. If a joint agreement cannot be reached then the decision to defer admission will only stand for any named school that agreed the request.

When considering a request for deferred admission for a community or voluntary controlled school the following factors will be considered:

- any delayed social, emotional or physical development which may be affecting the child's readiness for school (supported by a relevant professional);
- premature birth and the fact that the child may have naturally fallen into a lower age group if they had been born on their expected date of birth;
- any medical incapacity, if this has prevented access to early years provision.
- any significant learning or special educational needs (supported by a relevant professional);
- the views of the head teacher of the preferred school (s)

It will not be sufficient for the parent to provide personal views and opinions and /or to refer to national research. The request should demonstrate why it would be in a child's interest to be admitted to reception following their fifth birthday, rather than year one.

Making a decision in the child's best interests

The Local Authority will share information provided on the application form with the admission authorities and head teachers of the school(s) parents have expressed a preference for. They will not however be informed of the order of preferences. These admission authorities and head teachers will then come to a decision as to whether they support the request for deferred entry. The final decision will be for the admission authority to make.

The Local Authority will then write to parent/carers to confirm the result of these decisions.

If the request to defer admission is approved, the application for the normal age group can be withdrawn. A new application will need to be submitted the following autumn as part of the main admission round for the following year.

If the request to defer admission is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

Places are not held open for children who defer entry, so parent/carers must then reapply for a school place the following year for a place in Reception alongside children who are one school year younger.

Additional factors for consideration

Parents/carers should be aware that as the number of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later or provide any additional priority for a place.

Once a child has been admitted to a school it is for the head teacher to decide how best to educate them. The head teacher may consider that it would be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group. Any decision to move a child to a different age group would be based on educational reasons and in consultation with the parents.

For any child not being educated in the year group in which their chronological age falls there may be complications if a change of school is required or a move to another local authority. It will be for the

admission authority of any receiving school to decide whether to admit the child out of their normal age group. This also applies at the time of transfer from primary to secondary school.

Any child who remains a year below their chronological age group will no longer be of compulsory school age during Year 11 of secondary school and therefore will be able to leave school before completing examinations.

There is no formal right to appeal a decision made by the admission authority. However, for schools where the LA is admission authority, a parent may request a review of the decision made.

**DETERMINED ADMISSION NUMBERS FOR
COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS & YEAR 12 PLACES -
2019/20**

IMPORTANT NOTE

Please note that the admission numbers for some schools may vary upon determination to support the extra demand for school places in the area.

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2019/20
01108	Heysham High School Sports College	220
01109	Morecambe Community High School, Specialist College for Maths and Computing	260
01110	Carnforth High School	132
01113	Central Lancaster High School	150
02101	Millfield Science and Performing Arts College	170
04115	Carr Hill High School and Sixth Form Centre	250
06103	Broughton High School	180
06104	Ashton Community Science College	160
06115	Longridge High School – A Maths and Computing College	165
07101	Balshaw's Church of England High School	185
07104	Wellfield High School	166
07107	Walton-le-Dale Arts College and High School	157
07111	Penwortham Girls' High School	155
08104	Burscough Priory Science College	154
08105	Up Holland High School – A Specialist Music, Mathematics and Computing College	180
08115	Ormskirk School	250
09101	Southlands High School – A Specialist Technology College	220
11102	The Hollins Technology College	158
11105	Rhyddings Business and Enterprise School	230
11113	Ribblesdale High School	255
12111	Hameldon Community College	150

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2019/20
13107	Park High School	210
13110	Marsden Heights Community College	210
13111	Pendle Vale College	210
14101	Alder Grange Community and Technology School and Sixth Form	135
14107	Whitworth Community High School	130
14108	Fearns Community Sports College	210
14109	Haslingden High School & Sixth Form	270

**DETERMINED ADMISSION NUMBERS FOR COMMUNITY AND VOLUNTARY CONTROLLED
LANCASHIRE SIXTH FORM PLACES 2019/20**

SCHOOL No.	NAME OF SCHOOL	DETERMINED ADMISSION No. 2019/20
01108	Heysham High School Sports College	120
01109	Morecambe Community High School, Specialist College for Maths and Computing	175
01110	Carnforth High School	75
04115	Carr Hill High School and Sixth Form Centre – [under consultation]	120
08115	The Sixth Form College At Ormskirk School	160
12115	Thomas Whitham Sixth Form	300
14101	Alder Grange Community and Technology School and Sixth Form	150
14109	Haslingden High School & Sixth Form	150

ALL DISTRICTS

The purpose of the admission arrangements is to ensure that all school places for maintained schools are allocated and offered in an open and fair way. LCC must comply with the School Admissions Code, published by the Department for Education [DfE], which has 'a force of law'. When a school is oversubscribed, ie, it has more applicants than places available, it needs a policy to allocate and offer places in an open and fair way, in line with the School Admissions Code. Listed below is the policy and associated procedures used by Lancashire County Council when allocating places for Community and Voluntary Controlled Schools. The supplementary notes and Geographical Priority Areas [GPA] which form part of the admission arrangements make it clear to parents how and why places are allocated in a fair, clear and objective way.

Towards the end of the report, the admission arrangements for the Community and Voluntary Controlled Sixth Forms are provided :~

SECONDARY

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2019. Parents are given the opportunity to express three preferences for a secondary school. Published criteria are used to decide which children should be offered the available places. In secondary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

When a secondary school is oversubscribed the following priorities apply in order:

1. Looked after children and those who have been previously looked after, (see note (x) below), then
2. Children for whom the Local Authority accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned. (See note (i) below) then
3. Children living within the school's geographical priority area with older brothers or sisters attending the school when the younger child will start, (see note iii below).
4. Children living within the school's geographical priority area, then
5. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start (See note (iii) below) then
6. Children living outside the school's geographical priority area (see note (iv) below).

Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.
- (ii) As required by law, all children with a Statement of Special Educational Needs/EHC naming a school will be admitted before the application of the over-subscription criteria. Children who have a statement for special needs have their applications considered separately.
- (iii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses). The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.
- (iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.

The distance measure is a straight line (radial) measure centre of building to centre of building.

Please note that the Local Authority may introduce a new measuring system during the admissions round.

- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place).
- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2019. These are kept in priority order using the school's published admission criteria. From 1 September 2019 for one school term only waiting lists will be retained by individual admission authorities (the Local authority for community and voluntary controlled schools and individual voluntary aided and trust schools will each retain their own list).
- (vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (viii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

Application forms received after the published closing date, will only be considered at that time if the following conditions apply:

- (a) if the number of preferences received for the school is below the published admission number or:
- (b) there are extenuating circumstances justifying a late application.

These may include:

- (a) parents moving into the County after the closing date;
- (b) parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.
- (ix) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.
- (x) the highest priority **must** be given to looked after children¹ and children who were looked after, but ceased to be so because they were adopted² (or became subject to a residence order³ or special guardianship order⁴). Further references to previously

¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

² Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

³ Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

⁴ See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

Shared Care Arrangements

When a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

In the cases where a child lives with parents who have shared responsibility and the child's time is split between two homes, the address of the parent who receives child benefit will normally be used. The Local Authority reserves the right to request further proof, in order to establish the home address, as fit the individual circumstances.

Where shared care arrangements are in place it may be necessary to establish the permanent home address for the child. In certain circumstances parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of benefit award notices; Tax Credit Award Notices and child's registered address with the GP at the point of application. If the child's home address cannot be verified the LA reserve the right to request further documentary evidence to support any claim of permanent home address.

In cases where parents are separated and both have retained joint responsibility, an application form will be accepted from the one parent who is in receipt of the child benefit and with whom the child primarily resides. The Local Authority has an obligation to process an application form that has been submitted and signed by a parent with parental responsibility. The Local Authority cannot release information or intervene where disputes or disagreements arise between parents in relation to any proposed or submitted application for a school place.

Where shared care arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes.

We can only process applications from one address. If your child lives at another address from you or with another parent/carer from Monday to Friday, please provide the Parental Responsibility Order or Residence Order for the person the child lives with.

Further evidence can include:~

- *a copy of a court order;*
- *a letter from a solicitor setting out the arrangements;*
- *a joint statutory declaration (prepared by a Commissioner for Oath);*
- *a tax credit award notice (TC602) for current year.*

Moving House

If you are about to move house, please contact the Area Education Office with your new address so that letters which are sent to you do not go astray. If you have already exchanged contracts on a house or have evidence of a confirmed offer of tenancy, you can ask for your child's application to be considered from the new address. It is required that a family does not just own a property in a particular location, but that they are actually resident in the property. Evidence of your/the child's residency in the new property will be required.

If you make a permanent house move after applying, but before allocation procedures have been undertaken, you must contact the Area Education Office. You would be able to change your preferences if you are changing address to a more distant property and the allocation will be based on the new address.

If you move temporarily during the admissions process you must also discuss the matter with the Area Education Office. Temporary addresses are rarely accepted for admission purposes.

If you are moving to another area of Lancashire, details of schools in the area can be obtained from any Area Education Office. Admission Authorities will check address details and may randomly sample applications.

You should contact the Area Education Office if there are any changes in your child's living arrangements during the application and allocation of places period.

Places offered for Lancashire schools may be subsequently withdrawn where misleading or inaccurate information has been discovered.

Applications from abroad (and other areas of the UK)

It is required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes. Exceptional circumstances will be considered on request (and will require that individual families provide the necessary evidence for consideration). Exceptions will usually include:

- (a) UK Service Personnel families who can provide evidence of a posting into the area and the date from which this will occur.
- (b) New to area families purchasing / renting / leasing an address in Lancashire (providing legal evidence of a contract exchange or lease agreement as a minimum) – see notes below.

Where families are planning to return to an address (whether pre owned or not) within Lancashire, and can provide evidence of ownership, it is required that they are physically in residence during the application period in order for applications to be accepted for annual intakes. This means that the child is in residence with parent/ parents at their permanent address. This applies to those returning from living abroad and those returning from periods of employment / secondment abroad. This principle applies also to (b) above. If there are challenges to an LA decision not to accept an application within the agreed arrangements to coordinate then individual admission authorities will be consulted. Note however that admission policies require that a family does not just own a property in a particular location, but that they are actually resident at that property.

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then there will be

consideration of accepting a late application. Appropriate evidence must be provided of ownership and date of relocation and residence at that address. The agreed timetable for co-ordination for the primary and secondary annual intake processes include agreed dates after which offers will not be amended. This will usually be mid-February for secondary admissions and the end of March for primary admissions.

Please note that late entry to the annual intake processes will not be possible after the statutory closing dates unless an exception is agreed by the Local Authority and / or the admission authority.

The Authority has a duty to co-ordinate admission arrangements for all Lancashire maintained schools. The Authority will ensure that all Lancashire parents whose children are transferring to reception or Year 7 classes, receive the offer of one secondary or primary school place on the agreed date.

Geographical Priority Areas - Secondary

North Lancashire Schools

GEOGRAPHICAL PRIORITY AREAS NORTH LANCASHIRE AREA

(Please note that where reference is made to parishes, these refer to civil parishes not ecclesiastical parishes.)

Lancaster Secondary Schools

Carnforth High School – [A Specialist 11 to 18 Science College] ~ (01/110)

Parishes of Silverdale, Yealand Redmayne, Yealand Conyers, Warton, Priest Hutton, Borwick, Arkholme with Cawood, Whittington, Burrow with Burrow, Leck, Ireby, Tunstall, Cantsfield, Carnforth, Bolton le Sands, Over Kellet, Nether Kellet, Halton with Aughton, Gressingham, Cloughton, Hornby with Farleton, Melling with Wrayton, Wennington, Roeburndale, Wray with Botton and Tatham.

Heysham High School Sports College (01/108)

Parishes of Slyne with Hest, Lancaster (part*) Morecambe and Heysham, Heaton with Oxcliffe, Middleton and Overton.

*** From the border with Slyne with Hest parish follow the railway line to the river and then follow the river to the Heaton with Oxcliffe parish boundary.**

Morecambe Community High School – Specialist College for Maths & Computing (01/109)

Parishes of Slyne with Hest, Lancaster (part*) Morecambe and Heysham, Heaton with Oxcliffe, Middleton, Overton and Skerton.

* The boundary goes from the Halton with Aughton parish border, down the river to the boundary with Heaton with Oxcliffe.

Central Lancaster High School - A Specialist Visual and Performing Arts College ~ (01/113)

Parishes of Thurnham, Lancaster (part*), Scotforth, Quernmore, Ellel, Caton with Littledale, Cockerham and Over Wyresdale.

(Ellel, Cockerham and Over Wyresdale are in the Central Lancaster area and also in the Garstang High area.)

* **Up to the railway and river boundaries between Slyne with Hest and Oxcliffe parishes.**
[amended for 2016/17]

Wyre Secondary Schools

Millfield Science and Performing Arts College (02/101)

Parishes of Fleetwood and Thornton Cleveleys (part*) and Hambledon (shared with Hodgson).

* **The cut off point being Amounderness Way from the Singleton parish boundary across to the Blackpool Borough boundary.**

Fylde Secondary Schools

Statutory Scheme to Co-ordinate Secondary School Admissions

Geographical Priority Area (GPA)

Carr Hill High School & Sixth Form Centre

It will be situated in Little Marton on the A583 adjacent to junction 4 of the M55. The vast majority of this site is within Lancashire but the timetable for approval and development of housing has not been managed by Lancashire County Council.

In this case the Whyndyke Farm site is already included within the GPA for Lytham St Annes Technology and Performing Arts College - though there have never been residential properties on site from which parents could apply. This is a foundation school and the governing body is responsible for admissions.

The intention for the future is to retain the Whyndyke Farm site within the GPA for Lytham St Annes Technology and Performing Arts College and to also add this to the GPA for Carr Hill High and Sixth Form Centre.

Carr Hill High School & Sixth Form Centre ~ (04/115)

Parishes of Weeton with Preese, Greenhalgh with Thistleton, Medlar with Wesham, Treales Roseacre and Wharles, Kirkham, Ribby with Wrea, Bryning with Warton, Freckleton and Newton with Clifton and Whyndyke Farm.

South Lancashire Schools

GEOGRAPHICAL PRIORITY AREAS SOUTH LANCASHIRE AREA

(Please note that where reference is made to parishes, these refer to civil parishes not ecclesiastical parishes.)

Preston Secondary Schools

Longridge High School – A Maths and Computing College - (06/115)

Parishes of Chipping, Goosnargh, Thornley with Wheatley, Whittingham, Haighton, Grimsargh, Longridge, Hothersall, Ribchester and Dutton.

Broughton High School - (06/103)

Parishes of Barton, Woodplumpton, Broughton and Inskip with Sowerby.

(Inskip with Sowerby is in both Broughton and Garstang High School areas).

Ashton Community Science College - (06 / 104)

Preston and Lea.

South Ribble Secondary Schools

Penwortham Girls' High School - (07/111)

Penwortham. Parishes of Hutton, Longton, Little Hoole and Much Hoole. Also the Broadgate area following the railway line (initially north then bearing west) from the intersection of the River Ribble with South Meadow Lane until Port Way then dropping back to the Penwortham parish boundary.

Walton-le-Dale Arts College and High School - (07/107)

Walton-le-Dale area (east of Station and Chorley Roads) and parishes of Samlesbury, Cuerdale, Hoghton and Brindle (part*).

*** The boundary will run along the M65 motorway to the Walton le Dale boundary and follow this to Station Road.**

[amended 2016/17]

Wellfield High School - (07/104)

Parish of Ulnes Walton and Leyland area (part*) plus part of South East Farington (part**).

*** From the boundary between Euxton and Leyland follow the centre of Worden Lane, St Andrews Road, Towngate, King Street and Leyland Way to the boundaries with Clayton le Woods and Cuerden.**

****Follow the centre of Wheelton Lane north then east along the centre of Centurion Way then briefly north along Preston Road (B5254) to meet Stanifield Lane up to Claytons Farm.**

Balshaws CE High School : A Specialist Engineering College ~ (07/101)

Leyland area (part*) and parishes of Cuerden, Clayton le Woods, Brindle (part*) and Euxton (part*).

*** Leyland east of Worden Lane, St Andrews Road, Towngate, King Street and Leyland Way.**

Brindle south of the M65 motorway.

Euxton – follow the railway line south then east to the border with Chorley district. Follow the Chorley and Whittle le Woods boundaries back to the Leyland boundary.

West Lancashire Secondary Schools

Ormskirk School - (08/115)

(Please note that no changes are being proposed to the existing priority area boundaries)

Parishes of Scarisbrick, Halsall, Downholland, Great Altcar, Aughton, Ormskirk, Bickerstaffe and Simonswood.

From the boundary of Bickerstaffe (Primrose farm) run north to the boundary of Lathom (Cock Farm).

Burscough Priory Science College - (08/104)

Parishes of Rufford. Burscough, Lathom, Newburgh, Parbold and Hilldale.

Upholland High School – A Specialist Music, Mathematics and Computing College - (08/105)

Parishes of Wrightington, Dalton and Upholland.

Chorley Secondary School

Southlands High School – A Specialist Technology College - (09/101);

Parishes of Charnock Richard, Coppull, Euxton (part),* Astley Village, Whittle le Woods, Chorley, Withnell, Wheelton, Heapey, Anglezarke, Heath Charnock, Anderton, Adlington and Rivington.

***Euxton south of the railway line.**

East Lancashire Schools

GEOGRAPHICAL PRIORITY AREAS

(Please note that where reference is made to parishes, these refer to civil parishes not ecclesiastical parishes.)

HYNDBURN COMMUNITY HIGH SCHOOLS

The Hollins Technology College - (11/102)

The above school's priority area is Accrington (South) including Baxenden and Huncoat.

Rhyddings Business and Enterprise School – (11/105)

The above school's priority area is Oswaldtwistle, including Belthorn and Knuzden, Church and Accrington (West).

Norden High School and Sports College – (11/101)

The above school's priority area is Great Harwood, Rishton, Altham and Clayton-le-Moors.

RIBBLE VALLEY COMMUNITY HIGH SCHOOL

Ribblesdale High School - (11/113)

The above school's priority area is Clitheroe, Worston, Pendleton, Mearley, Whalley, Wiswell, Mitton, Read, Sabden, Simonstone, Aighton, Bailey and Chaigley, Billington, Dinckley, Balderstone, Clayton-le-Dale, Mellor, Osbaldeston, Ramsgreave, Salesbury, Wilpshire, Barrow, Stoneyhurst, Brockhall Village, Hurst Green and Langho.

BURNLEY COMMUNITY HIGH SCHOOL

Hameldon Community College - (12/111)

This area includes South Padiham, Lowerhouse, Hapton, Rose Grove, and the Cog Lane, Coal Clough Lane and Rossendale Road areas (South West Burnley).

The northern perimeter of the determined area is from a line running eastwards from the border with Hyndburn running across the A6068 and following the centre of a link road to the works just north of the Leeds and Liverpool Canal.

This area includes all residential addresses below this line (and within the perimeters of this priority area).

The perimeter follows the railway line north west and turns eastwards above Low Bank and Printers Fold to join Scott Street at the junction with Printers Fold and Scott Street. It follows the east side of Scott Street to the A671, Padiham Road and goes down the centre of Padiham Road to the M65. It then cuts across the M65 and briefly follows the railway line towards Stoneyholme and then turns south east, under Padiham Road and down the centre of the A671, Trafalgar Street. At the centre of the roundabout with the A682, Manchester Road the perimeter turns south and follows the centre of Manchester Road and then Burnley Road down to Clowbridge reservoir and then turns westwards above Springfield View following the A link road encompassing Clowbridge, Bank Clough and New Laithe to the border with Rossendale at Great Hill/The Masts.

PENDLE COMMUNITY HIGH SCHOOLS

Marsden Heights Community College – (13/110)

This area includes Brierfield, South Nelson and Southfield.

The southern perimeter of the determined priority area is the border with Burnley. The perimeter follows the M65 north/north west until Junction 12 then crosses to the Brierfield side of the motorway and runs briefly up the centre of the A682 and then up the centre of Manchester Road.

The perimeter follows the centre of Manchester Road and Broadway, turns into Holme Street and then turns up the A56, Leeds Road. It then turns east to follow the length of the centre of Barkerhouse Road, crosses Southfield Lane and follows the centre of Delves Lane to Float Bridge. All residential addresses under Barkerhouse Road and Delves Lane and within the defined area are included in this determined priority area. The perimeter line then heads south down the centre of Back Lane until it meets the border with Burnley.

Pendle Vale College – (13/111)

This area includes Barley Green, Higham, Fence, Wheatley Lane, Lomeshaye and Central Nelson.

The eastern perimeter of the determined area is the border with Ribble Valley from the centre of Barley Lane southwards and then eastward until the M65.

The perimeter then follows the M65 north/north east to Junction 12 then crosses to the Brierfield side of the motorway and runs briefly up the centre of the A682 and then up the centre of Manchester Road.

The perimeter then turns into Holme Street then turns up the A56 Leeds Road before going east down the centre of Barkerhouse Road crossing Southfield Lane and continuing along the centre of Delves Lane to Float Bridge. All residential addresses above Barkerhouse Road and Delves Lane and within the perimeter described are in this determined priority area.

At Float Bridge the perimeter turns northwest along the centre of Back Lane and continues north up the centre of Southfield Lane. It then veers west at the junction with Knott Lane towards the railway line and under the residential area at Primet Bridge (under Castercliff Bank/Pendlemist View/Cotton Court/St Andrews Close).

The perimeter then follows the southeast side of the railway line towards the Walton site as far as the north side of Bott House Lane. It then follows the centre of Bott House Lane west to the A56, Leeds Road and follows the centre of the road south west to the junction with the A682, Scotland Road. It turns north west up the centre of Scotland Road across Junction 13 of the M65 and follows the motorway down towards Lomeshaye. It then turns north west across Colne Water and up the centre of Carr Hall Lane to the junction with Wheatley Lane Road.

It then continues northwest along Carr Hall Road and continues along the centre of Sandyhall Lane, Ridge Lane, Barley New Road and Barley Lane until the Ribble Valley border.

Park High School, Colne - (13/107)

This area includes Foulridge, North Colne, Laneshaw Bridge and Trawden.

The south and east perimeter of the determined priority area is the border with Burnley, Calderdale, Bradford and North Yorkshire. The perimeter runs up the centre of Back Lane and continues up the centre of Southfields Lane and Lenches Road as far as Colne Water. It follows the underside of Colne Water to Coal Pitt Lane and crosses Colne Water heading north up the centre of Carry Lane to the B6250, Keighley Road. It continues briefly west down the centre of the road and then turns north up the centre of the A56, Skipton Road. At the junction with Windsor Street it heads west along the centre of Windsor Street, North Valley Road and Vivary Way until adjacent to Heirs House Lane. The perimeter then heads northwest up the centre of the lane and continues across Red Lane to Barnoldswick Road.

It follows the east side of the Road and continues northeast under Standing Stone Lane before heading north over the reservoir on the west side of High Lane. It then turns east under White House Farm and heads north on the west side of the lane leading to Mill Hill Bridge. It goes over the top of the lane and crosses the Leeds and Liverpool Canal between Mill Hill Bridge and Hatters Bridge and continues eastwards to the A56, Colne Road over Great Hague. The perimeter then heads briefly south and then east towards Kelbrook Wood before turning south briefly again and then going northeast over the lanes leading to the North Yorkshire border. This area includes the parish of Foulridge.

ROSSENDALE COMMUNITY HIGH SCHOOLS

Alder Grange Community and Technology School – (14/101)

This school mainly services the area of RAWTENSTALL - Crawshawbooth, Constable Lee, Oakley, Hall Carr, Loveclough and Rawtenstall town centre, Goodshaw, Balladen, and Townsend Fold.

Fearns Community Sports College – (14/108)

This school mainly services the areas of BACUP, STACKSTEADS and WATERFOOT - Stacksteads, Water, Waterfoot, Bacup, Thorn, Sharneyford, Britannia, Weir, Newchurch, Cloughfold, Trough Gate, Cowpe and Boarsgreave.

Whitworth Community High School – (14/107)

This school mainly services the area of WHITWORTH - Whitworth, Broadley, Leavengreave, Shawforth.

Haslingden High School and Sixth Form – (14/109)

This school mainly services the area of HASLINGDEN - Haslingden, Helmshore, Rising Bridge, Edenfield, Stubbins, Turn, Chatterton and Strongstry.

**PROPOSED ADMISSION REQUIREMENTS TO
COMMUNITY SIXTH FORM/YEAR 12 PLACES
2019/2020**

The criteria which are to be used to allocate Year 12 places when a community or controlled sixth form is oversubscribed are described below.

01108 – Heysham High School Sports College

Course	Entry Requirements
A-Level Biology	A minimum of 5 GCSE Grade Cs or equivalent B in GCSE Science Double Award.
Travel and Tourism Applied A-Level	A minimum of 5 GCSE Grade Cs or equivalent.
A-Level DT	A minimum of 5 GCSE Grade Cs or equivalent.
Leisure and Tourism Applied A-Level	Grades between A and D at GCSE. Good motivation.

01109 – Morecambe Community High School

Course	Requirement Basic
Level 3 Courses AS	All students are expected to take 4 AS subjects though in some (rare) circumstances it may be acceptable to begin with 3. The minimum entry requirement is 5 GCSEs at Grade C, with at least a C in chosen subjects (unless not available at GCSE) including English and Maths. Many subjects have additional requirements which are detailed in our prospectus.
Level 2	3 GCSEs at Grade D.
GCSE	Students without a Grade C in Maths or English are expected to attend GCSE resit classes.
NB. There may be unusual circumstances when a student is allowed to begin AS Level courses without the minimum entry requirements.	

01110 – Carnforth High School

The general requirements for admission into Year 12 are as follows:

5 GCSE (or equivalent) at A*- C

General expectation of Grade B in subjects being studied at AS/A2 – but others considered on individual Merit

Specific course entry requirements will therefore vary and be agreed at interview. These necessarily vary with the blend of courses applied for but in general:

Course	Basic Requirement
Level 3 Courses AS	All students are expected to take 4 AS subjects though in some (rare) circumstances it may be acceptable to begin with 3. The minimum entry requirement is 5 GCSEs at Grade C. For students wishing to study at AS/A2 level a B in the subject will be required (unless not available at GCSE). For other level 3 courses the expectation is for students to have achieved a grade C in that subject at GCSE where available.
Level 2	Entry onto level 2 courses will be granted on individual merit following discussion with admissions staff.
GCSE	Students without a Grade C in Maths or English are expected to attend GCSE re-sit classes.
Note: There may be unusual circumstances where a student is allowed to begin AS Level courses without the minimum entry requirements.	

06104 – Ashton Community Science College

Course	Requirement Basic
Level 2 BTEC and Vocational Courses	L1 English and Maths at grade E or above. L1 qualification in related course preferable Reference and interview
Level 3 BTEC and Vocational Courses	L2 qualification in relevant subject. 4 Grade C GCSEs or equivalent. L2 English and Maths preferable. Reference and Interview.
GCSE	Students without a Grade C in maths or English are expected to attend GCSE re-sit classes.

08115 – The Sixth Form College at Ormskirk School

Course	Requirement Basic
To study 4 AS Levels	At least 4 GCSEs at Grade B or above (or equivalent).
To study BTEC level 3	At least 5 GCSEs at Grade C or above (or equivalent).

12115 – Thomas Whitham Sixth Form

Course	Requirement Basic
Level Three Courses	<p>In order to be successful on a Level Three course programme it is advisable in Year 11 to achieve the highest GCSE grades possible (or their equivalent).</p> <p>The minimum requirement for progression on to a Level Three course programme is at least five grade Cs or better at GCSE or its equivalent. To guarantee your place these should include a grade C in English Language and Mathematics. As you will notice from the individual course information, many subjects will require at least a grade B in a particular area. We believe it is important to look at each individual case but of course successful progression must be a priority for all concerned.</p>

14101 – Alder Grange Community & Technology School Sixth Form

Alder Grange is designed to cater for students from a wide range of abilities, offering a blend of courses mainly at level 3, and some level 2 including A level and BTEC. The fundamental admission requirement is a preparedness to sign, and to follow the Student Charter (a series of commitments regarding attendance, conduct, progress and success).

Specific course entry requirements will vary and be agreed at interview. These necessarily vary with the blend of courses applied for but in general:

Course	Requirement Basic
Level 2	Level 1 passes in appropriate subjects.
Level 3 BTEC	At least a grade D or equivalent in any related subject.
Level 3 AS	At least a grade C or equivalent in any subject studied.

14109 – Haslingden High School Sixth Form

Requirements vary from course to course. Please consult the school for more details of subject requirements.

The following gives an overview:

General entry requirement: 5 GCSE subjects at grade A* - C including English and Maths (BTEC Merit grades or above can be included).

'A' Level courses require at least grade B in the chosen subject (or related subjects if not studied before).

Course	Requirement Basic
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AS	5 higher grade passes at GCSE including English and Maths. At least grade B in the chosen subject (or related subjects if not studied before).
A2	3 grade D passes at AS.
BTEC	At least 5 A–C passes at GCSE

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Service, School Improvement

Part I

Electoral Divisions affected: All

Co-ordinated Admissions Scheme 2019/20 – Determination of the Qualifying Scheme and Admissions Timetable

(Appendices 'A' and 'B' refer)

Contact for further information:

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Executive Summary

This report concerns the determination of the statutory scheme and the mandatory timetable for co-ordinating admissions for Lancashire's primary and secondary schools and academies for 2019/2020.

This is deemed to be a Key Decision and the provisions of Standing Order No 25 have been complied with.

Recommendation

The Cabinet Member is recommended to:

- i. Approve that the scheme listed at Appendix 'A' and its accompanying timetable in Appendix 'B' be adopted as the qualifying scheme for admissions to Lancashire primary and secondary schools and academies for 2019/20; and
- ii. Approve that the Director for Children's Services seek to secure the adoption of the scheme and timetable by the governing body of each Lancashire voluntary aided and foundation school and academy in order to inform the Secretary of State that a scheme has been introduced in Lancashire.

Background and Advice

Every local authority is under a duty to formulate a scheme to co-ordinate the admission process for every state funded school in their area.

Essentially, 'the scheme' and its accompanying timetable are used to ensure that all elements/stages of the admissions process are clearly published, to allow all admission authorities to meet key deadlines, which facilitates the Local Authority to offer school places on the mandatory date.

For secondary school places, this is 1 March, each year.

For primary school places, this is 16 April, each year.

These dates are set down in the School Admissions Code, published by the DfE. As the Local Education Authority, Lancashire County Council is legally responsible to provide the scheme/timetable.

A draft scheme and timetable for Lancashire schools and academies/free schools was circulated for consultation with schools and academies, governors, diocesan representatives and neighbouring authorities during Autumn Term 2017. These are attached at Appendices 'A' and 'B'.

The proposed scheme proposed no changes from the existing scheme, other than small amendments to the non-statutory elements of the timetable to reflect dates of weekends etc.

The scheme for 2019/20 maintains the focus on on-line applications being the principle means of applying for school places.

Every voluntary aided and foundation school and academy governing body in Lancashire will be asked to adopt the scheme during spring term 2018. Any participating free schools will also be asked to adopt the scheme.

The Secretary of State for Education must be informed that a scheme is in place. If a scheme is not adopted by all admission authorities then a scheme will be imposed by the Secretary of State.

The requirements for such a 'qualifying scheme' for the co-ordination of admission arrangements for the academic year 2013/14 onwards are set out in The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. New free schools may be exempt from this scheme during the first year of their establishment.

Consultations

Consultations have been held with the governing bodies of all schools and academies in Lancashire, representatives of the local Diocesan Education Authorities and neighbouring authorities.

No responses were received by the Local Authority to this consultation.

Implications:

This item has the following implications, as indicated:

Risk Management

Financial

The adoption of this scheme has no financial implications.

Legal

If a qualifying scheme is not adopted by the authority before 28 February 2018 a scheme will be imposed by the Secretary of State.

List of Background Papers

Paper	Date	Contact/Directorate/Ext
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None

Reason for inclusion in Part II, if appropriate

N/A



CO-ORDINATED ADMISSION SCHEME FOR LANCASHIRE SCHOOLS AND ACADEMIES 2019/2020 SEPTEMBER 2019 INTAKES

1. Introduction

Lancashire's co-ordinated admission scheme provides a fair and transparent route for the consideration of parental preferences in accordance with legislation and the Department for Education (DFE) School Admissions Code.

The scheme allows parents of all pupils living within Lancashire to complete a single application expressing up to three preferences for admission to maintained schools, academies and free schools within Lancashire and, if they wish, to include those in neighbouring authority areas.

Following consideration of expressed preferences, the Local Authority (LA) will issue to parents living within Lancashire the offer of a single school or academy place. This will be for all admission authorities which are required to comply with the statutory co-ordinated scheme.

All preferences from parents will be considered equally and where more than one offer is possible *the priority order in which the parents expressed their preferences* will then be used to determine which single offer is made.

The scheme preserves the powers and responsibilities of individual admission authorities to determine and apply their published admissions policies. At the same time it enables decisions to be taken within a co-ordinated framework covering the whole County.

For the scheme to operate successfully it is important for all admission authorities to work together closely and to share information as required and as far as possible within the agreed timescales.

2. Applying for School Places

Lancashire's online admission application system is the main route for all applications for new Reception (primary) and Year 7 (secondary) places.

Paper copies of the prospectus and application form will not be routinely available. These will however be supplied on request in exceptional circumstances eg where there is no broadband link or for medical reasons.

Full versions of the prospectuses and application form can be viewed on the online application system and the Lancashire County Council website www.lancashire.gov.uk .

3. The Offer of a Place

The scheme will ensure that Lancashire parents only receive a single offer. The scheme also ensures that each parental preference is considered equally. Where multiple offers are possible the Local Authority (LA) will refer to the priority order of preferences identified by parents on their application. In these circumstances the school or academy at which there is an available place and which is the highest ranked priority on an application will be the confirmed offer.

Processing of Preference Forms

3.1 Stage 1 - Expression of preferences

In early Autumn Term each year the LA will provide flyers and information notices for schools to issue / include in communication with parents. These will refer prospective applicants to the online application system and to links and contacts for information and advice.

The parents of children who do not attend Lancashire primary schools or academies and those who reside outside of Lancashire's administrative boundaries will be able to access information and advice via the online application system and via the County Council website.

Admission information for parents will include:-

- a) Details of how the process is co-ordinated with all admission authorities within Lancashire and that information is exchanged with neighbouring local authorities.
- b) A summary of the determined admission arrangements for all Lancashire maintained schools, academies and free schools.
- c) Information about the number of applicants received the previous year.
- d) Other admission information to help parents to make realistic preferences and to help them assess the likelihood of obtaining an offer for a preferred school or academy.
- e) Timescales for the primary and secondary admission processes and for the subsequent admission appeal schedule.

THE MAJORITY OF LANCASHIRE PARENTS USE LANCASHIRE'S ONLINE ADMISSION APPLICATION SYSTEM TO BE LEGALLY REGISTERED WITHIN THE ANNUAL PROCESS FOR PRIMARY AND SECONDARY INTAKES (SOME MAY STILL REQUEST PAPER APPLICATION FORMS).

Some schools and academies have a supplementary information form (SIF) which parents may complete. This allows that school or academy to apply particular criteria within its own published admission arrangements. The online system will provide standard downloadable SIFs for Lancashire's voluntary aided schools and academies (automatically flagged up where a relevant primary school or academy is a parental preference). Information will also point all parents towards individual schools and academies which will issue their own SIF.

Completion of a SIF is not a legal requirement – it is however necessary if parents applying for these schools and academies wish to have their application considered fully against the relevant admission criteria.

Lancashire resident parents must however fill in Lancashire's online (or paper) application for their children to be considered for Reception and year 7 places for each September. **Completion of only a**

SIF does not constitute registration within the annual admission process for primary or secondary intakes.

Parents living outside of Lancashire can access the online system and the County Council web site for information and advice only. These parents **must** however apply for school places via their home local authority – even where they wish to express preferences for Lancashire schools and academies.

Lancashire resident parents will return applications online to the Local Authority. For those where paper forms are still required these can be returned to Area Pupil Access Teams (in Lancaster, Preston and Accrington) or to the child's primary school or academy if this is within Lancashire.

All applications must be returned by the national statutory closing dates

(See timetable.)

Parents who apply near to the closing date are encouraged to apply online. This is a secure system which provides email acknowledgement of receipt of an application and allows earlier email notification of the school offer.

3.2 Stage 2 – Circulating Preferences

Lancashire primary schools and academies must forward any paper applications received to the Area Pupil Access Team by the agreed date (see timetable).

Primary schools and academies must not forward applications or the details of these to any secondary schools or academies. Under no circumstances must primary schools provide the priority order of parental preferences to secondary schools or academies.

All preferences received will be transferred or inputted into the Lancashire admissions database. This will include all online applications and paper applications including those received individually or in bulk from out of area.

Voluntary aided and foundation schools, academies and free schools will be provided with details of all their applications. They will not be informed of their own establishment's priority order on each parent's application.

The Governing Bodies of voluntary aided and foundation schools, academies and free schools must consider and rank all received applications. Schools and academies which have a SIF must consider applications even where a SIF has not been completed (based upon the information which is available at that time).

If schools or academies chase SIFs which have not been provided with applications this must be for all applicants without a SIF and not only for selected cases.

If a SIF only has been completed then there can be no consideration for a place. Schools and academies should notify the Area Pupil Access Team where this has happened. Pupil Access must be made aware of these cases in order to make alternative offers later in the process.

By an agreed date (see timetable) the Local Authority will notify other admission authorities about all of their preferences. This notification will include straight line distance measures. Any additional or supplementary information provided by parents will also be provided. Lancashire will also exchange information with neighbouring local authorities (information exchanges will continue throughout the process as required).

At this time Lancashire also verifies the details of many applications eg in relation to children in care, special needs, siblings, addresses and claimed medical, social and welfare issues.

(Please note that the background accuracy checks and verifications and the provision of distance measures will only be provided to Lancashire academies and Free Schools which have bought into the admissions traded service).

Stage 3 – First Sort

By (see timetable) each Lancashire voluntary aided and foundation school, academy and free school will return to the Local Authority (electronically via the Schools Portal) a ranked list of all applicants for places at that establishment.

By (see timetable) any admission authority which wishes to exceed its published admission number (PAN) for the forthcoming September intakes (reception or years 3, 7 or 10) must notify the Local Authority. This will allow time for effective co-ordination to occur and for the necessary system changes to be made.

It is necessary for every application to be ranked in priority order to accurately allocate places for all admission authorities (those from in and outside of Lancashire).

All Governing Bodies must therefore be aware that their own ranked list will be manipulated in accordance with the agreed equal preference admission scheme and each parent's priority order of preferences as stated on their application.

The Local Authority will:-

- a) Identify applications where more than a single offer would be possible and then refer back to that parent's preference priorities. The school or academy with an available place listed *highest in priority* by the parent will be the single offer.
- b) Identify where a first preference school or academy cannot be offered and ensure that the parents' other preferences are considered.
- c) Identify where none of a parent's preferences can be offered and ensure that an alternative offer is made. This will usually be the nearest suitable school or academy with an available place (straight line measure).
- d) Ensure that all non-first preference offers issued automatically refer parents to the appropriate reserve list and appeals information and documentation.

Stage 4 – Notification of Offers

By (see timetable) the Local Authority will provide all other admission authorities with details of those pupils who they originally wished to offer a place but who will receive an alternative offer.

All admission authorities will then need to revise their own ranked lists and submit an updated version to the Area Pupil Access Team.

A similar exchange of information and revision of offers lists will be undertaken with neighbouring local authorities.

This element of the process will continue to be repeated as required. This is necessary as initial changes often lead to others (and so on).

The Local Authority will send all other admission authorities their final offer lists by (see timetable). There will be some time to review these again and make changes if these are absolutely essential.

NO CHANGES TO OFFER LETTER WILL BE MADE AFTER (see timetable).

The Local Authority will issue offers for primary and secondary schools on the defined national statutory offer dates (see timetable). These will be electronic for all online applicants (around 95%) and by letter – 2nd class – for those who submitted paper forms.

Offers will be for Lancashire resident applicants only. Those resident outside of Lancashire will receive offers from their home local authority. Offers made on behalf of other admission authorities (voluntary aided and foundation schools, academies and free schools) will state that this is the case.

Online applicants will receive an email and also be able to view their school or academy offer on the statutory offer date / day. Letters issued 2nd class to those who applied on paper may arrive slightly later.

4. Late Applications

Applications received after the statutory closing dates (see timetable) may be made on an eform or a paper form may be requested. The online system closes at 11.59 pm on each closing date.

Applications received late must be receipted and / or date stamped. These will generally only be considered if the following apply:-

- (a) If the overall number of preferences received for a school or academy is below its published admission number or;
- (b) The school or academy is exceeding its published number to a defined limit and has notified the Local Authority in time for co-ordination to successfully occur (and if available places remain) or;
- (c) There are extenuating circumstances justifying a late application.

These may include:

- (i) Parents moving into the County or Country (see note 5) after the closing date;
- (ii) Parent / carer illness which required hospitalisation for the major part of the period between the issue of admissions information and the closing date for applications.

Individual parents will be responsible for providing evidence to support a late application within the admission process. The Local Authority will determine the appropriateness and strength of each case and there will be liaison with other admission authorities where this is necessary.

The Local Authority will therefore refer some late application cases (but not all) to other admission authorities.

IT IS NOT ANTICIPATED THAT ANY LATE APPLICATIONS WILL BE INCLUDED IN THE PROCESS AFTER PROVISIONAL OFFERS HAVE BEEN RANKED.

Applications received after the statutory offer dates (see timetable).

Any applications received for places after the offer date will be considered by the Local Authority as being late. If parents provide reasons / evidence which they feel justify acceptance of a late application the Local Authority will review the situation. The relevant admission authority may be consulted where this is felt to be necessary.

The LA will retain the responsibility for issuing offer letters to parents up to 31st December (for Reception and Year 7 places) in liaison with own admission authority schools and academies as required.

This process will operate until the start of Autumn Term after which any enquiries for places will be directed to the appropriate admission authority who will make decisions and arrange for the issue of letters accordingly (unless they receive this element of the process as part of a bought in service from the Local Authority)

There is a requirement that after the September term starts, all Lancashire maintained schools, academies and free schools will liaise with the LA about any Reception and Year 7 offers which they make. This will allow closer monitoring of the overall availability of places across the County and facilitate dealing with new applications.

Late allocation changes (each year)

Offers are issued centrally (from County Hall). This requires the electronic transfer of information from each Area Pupil Access Team. Arrangements will be made to signpost or include other information with some offers (eg reserve lists, appeals and home to school transport).

It is not possible to make any amendments to the primary or secondary allocations in the 7 to 10 working days preceding these being issued (see timetable).

Waiting Lists (Reserve Lists)

All admission authorities must retain Reception or Year 7 waiting lists for 1 term into the new school year (up to 31st December).

Parents may express an interest in a pupil's name being added to a waiting list for a school / academy at any time. Names of pupils to be added to waiting lists will be collected by the LA and shared with other admission authorities. These are not restricted to those who applied initially for particular establishments – *any parents may access any reserve lists*. Parents can therefore have a place on a school / academy waiting list even if this was not one of their initial preferences.

The LA will compile reserve lists in the priority order of each school or academy admission arrangements (in liaison with individual admission authorities). The LA will issue any offers which can be made as a result of places becoming available (the number of offers for a school falling below the school's published admission number for the required year group).

The only legal offers up to 31st August will be from the LA. All parents may place children on school / academy waiting lists in the priority order of the relevant admission arrangements (irrespective of whether they originally applied for that school or academy or if they are new to area). Lists must not be held on a first come first served basis and neither must places be offered on this basis.

Any pupils who are subject to a Local Authority direction to admit or who are allocated in accordance with Fair Access Arrangements (as described within the School Admissions Code) must take precedence over others who are on any school or academy waiting list.

Individual admission authorities must continue to compile and manage waiting lists until 31 December*. Parents who want a pupil to be included on a school or academy list after this date must then contact that establishment direct to enquire about their particular arrangements and requirements.

*The Local Authority will provide this service for academies and free schools which buy into the traded admissions scheme.

5. Applications From Abroad (and other areas of the UK)

It is required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes. Exceptional circumstances will be considered on request (and will require that individual families provide the necessary evidence for consideration). Exceptions will usually include:-

- a) UK Service Personnel families who can provide evidence of a posting into the area and the date from which this will occur.
- b) New to area families purchasing / renting / leasing an address in Lancashire (providing legal evidence of a contract exchange or lease agreement as a minimum) – see notes below.

Where families are planning to return to an address (whether pre owned or not) within Lancashire, and can provide evidence of ownership, it is required that they are physically in residence during the application period in order for applications to be accepted for annual intakes. This means that the child is in residence with parent / parents at their permanent address. This applies to those returning from living abroad and those returning from periods of employment / secondment abroad. This principle applies also to b) above. If there are challenges to an LA decision not to accept an application within the agreed arrangements to co-ordinate then individual admission authorities will be consulted. Note however that admission policies require that a family does not just own a property in a particular location, but that they are actually resident at that property.

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then there will be consideration of accepting a late application. Appropriate evidence must be provided of ownership or a lease / rental agreement and date of relocation and residence at that address.

The agreed timetable for co-ordination for the primary and secondary annual intake processes include agreed dates after which offers will not be amended.

Please note that late entry to the annual intake processes will not be possible after the statutory closing dates unless an exception is agreed by the Local Authority and / or the admission authority.

6. Annual Infant to Junior School Transfers (Year 2 to Year 3)

Some Lancashire infant and junior schools have close links and there is an established annual transfer from Year 2 in the infant school to Year 3 in the associated junior school.

Parents are informed in Lancashire's admissions information that places in Year 3 for annual intakes at this point are open to all applicants.

Where the number of Year 2 to Year 3 transfers / applications can be accommodated in the junior school then the overall process can be managed locally. If however a junior school wishes to exceed its published admission number in Year 3, or there is oversubscription requiring a formal admissions round and the application of determined criteria and tie break - then the Area Pupil Access Team must be informed. The timetable for co-ordination will apply.

(PROPOSED TIMETABLE)
 CO-ORDINATED ADMISSION SCHEME FOR
 LANCASHIRE SCHOOLS AND ACADEMIES 2019/2020
 SEPTEMBER 2019 INTAKES



SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION
1st September 2018	Online application system goes live and requests for paper forms / booklets accepted and considered	1st September 2018	Online application system goes live and requests for paper forms / booklets accepted and considered
31st October 2018	Closing date for applications (statutory)	15th January 2019	Closing date for applications (statutory)
5th November 2018	Primary schools / academies to forward any paper applications to Area Pupil Access Teams		
23rd November 2018	Preferences information exchange with other Local Authorities	1st February 2019	Preferences information exchange with other Local Authorities
3 December 2018	Information to be exchanged with Own Admission Authority Schools	8th February 2019	Information to be exchanged with Own Admission Authority Schools
14th December 2018	Admission authority to confirm intention to exceed PAN with the LA	15th February 2019	Admission authority to confirm intention to exceed PAN with the LA

21st December 2018	Prioritised (ranked) lists back to the Local Authority	15th March 2019	Prioritised (ranked) lists back to the Local Authority
21st January 2019	Further exchange of lists with other admission authorities		
11th February 2019	No changes at all can be made to offer letters after this date	1st April 2019	No changes at all can be made to offer letters after this date
18th February 2019	Issue finalised offer lists to secondary schools / academies	8th April 2019	Issue finalised offer lists to primary schools / academies
1st March 2019	Issue offer letters (statutory date is 1st March or the next working day)	16th April 2019	Issue offer letters (statutory dates)

The closing dates and offer dates are national statutory requirements. The dates of exchanges of information may on occasion vary slightly by agreement to take into account localised issues associated with workload and / or specific situations affecting a school / academy or a group of establishments. Occasionally delays may occur as neighbouring authorities will be working to different timetables.

Where a statutory offer date is on a weekend or public holiday Lancashire's online system will go live on that day allowing online applicants to access their offer. In these circumstances and for paper applications letters will (where workload allows) be issued on the previous working day and are likely to arrive after the online system notifications.

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Service, Policy, Information and Commissioning (Start Well)**Part I**

Electoral Divisions affected:
All

Joint Commissioning Arrangements for Children and Young People's Special Education Needs or Disabilities Provision - North Lancashire

Contact for further information:

Rachel Blundell, Tel: (01772) 538105, Financial Intelligence Manager, Policy, Information & Commissioning

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Executive Summary

The Special Educational Needs or Disabilities (SEND) Joint Commissioning Framework agreed by the County Council's Cabinet in September 2017 highlighted the need to review and establish more effective joint commissioning arrangements across the county.

Under Section 10 of the Children Act 2004 and Section 75 of the National Health Service Act 2006 local authorities and Clinical Commissioning Groups (CCGs) have a statutory duty to consider the extent to which children and young people's needs could be met more effectively through integrating services and aligning or pooling budgets in order to offer greater value for money, improve outcomes and/or better integrate services for children and young people with special educational needs or disabilities.

As part of the establishment of more effective joint commissioning arrangements it is proposed that the County Council enters into a Collaborative Commissioning Agreement with Fylde and Wyre Clinical Commissioning Group (CCG) for the delivery of speech and language (SLT) and occupational therapy (OT) services across North Lancashire.

This is deemed to be a Key Decision and the provisions of Standing Order No. 25 have been complied with.

Recommendation

The Cabinet is recommended to:

- (i) Approve that the County Council enters into a Collaborative Commissioning Agreement with Fylde & Wyre CCG from 1 April 2018 until 31 March 2019, for the delivery of SLT and OT services across North Lancashire.
- (ii) Approve that the County Council becomes an Associate to the existing NHS Standard Contract between Fylde & Wyre CCG and Blackpool Teaching Hospitals NHS Trust.
- (iii) Authorise officers to enter into a Section 75 agreement if necessary.

Background and Advice

The SEND service has a statutory duty to secure specialist educational provision, which includes speech and language therapy (SLT) and occupational therapy (OT), for children and young people aged 0-25 with special educational needs or disabilities (SEND). In brief, an SLT assessment and treatment service is provided to children and young people with communication and language difficulties in a variety of settings whilst the OT service enables and supports children and young people with long term conditions and disabilities to maintain and/or increase their independence.

Commissioning arrangements for SLT and OT provision differ across the county. In North Lancashire the County Council and Fylde & Wyre CCG each separately commission SLT and OT services from Blackpool Teaching Hospitals NHS Foundation Trust (BTH). Historic contractual agreements have been extended on an annual basis in order to maintain service delivery. The current arrangements will end on 31st March 2018.

Fylde and Wyre CCG entered into an NHS Standard Contract with BTH from 1st April 2017 for a two year period (with options to extend). To enable joint commissioning of services across the whole of North Lancashire the CCG have agreed to the County Council becoming an associate to this Contract. It is therefore proposed that the County Council enters a Collaborative Commissioning Agreement with Fylde & Wyre CCG to formalise the arrangement. The County Council is currently an associate to other Health contracts, with CCGs across the remainder of the Lancashire County Council footprint, for the provision of SEND services so this would not be a unique relationship.

Consultations

Proposals have been discussed with and are supported by the SEND Partnership Board and the Children and Maternity Commissioners Network, comprising officers of the Lancashire CCGs and Lancashire County Council.

Implications:

This item has the following implications, as indicated:

Risk management

The statutory duty to secure specialist education provision falls on local authorities. If the provider were to withdraw services on 31st March when the current arrangement end the County Council would need to carry out a competitive tender process. The timescales required to award a contract would put service delivery at significant risk.

Financial

The 2017/18 budget envelope for commissioned SLT and OT services provided to Blackpool Teaching Hospital from Lancashire County Council will be £352,239. The 2017-2020 Medium Term Financial Strategy includes budget provision of £356,501 for 2018/19 but cannot be confirmed until the Council's budget is approved by Full Council in February 2018.

List of Background Papers

Paper	Date	Contact/Tel
Report to Cabinet: Refreshed Special Educational Needs and Disabilities Joint Commissioning Framework 2017-2019 http://council.lancashire.gov .uk/ieDecisionDetails.aspx? D=12122	14 September 2017	Josh Mynott/(01772) 534580

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Executive Director of Adult Services and Health & Wellbeing

Part I

Electoral Divisions affected:
All**Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies and Procedures incorporating Information & Advice and Prisons and Approved Premises**

(Appendices 'A' and 'B' refer)

Contact for further information:

Kieran Curran, Tel: 01772 536068, Policy, Information and Commissioning Manager,
kieran.curran@lancashire.gov.uk**Executive Summary**

Following the introduction of the Care Act 2014, the Country Council has undertaken to review all adult social care policies, practice and guidance to ensure compliance.

Two new policies are now presented for approval:

- a. Information & Advice (Appendix 'A')
- b. Prisons and Approved Premises. (Appendix 'B')

This is deemed to be a Key Decision and the provisions of Standing Order No 25 have been complied with.

Recommendation

That the following Adult Social Care Policies be approved:

- a. Information & Advice (Appendix 'A')
- b. Prisons and Approved Premises (Appendix 'B')

Background and Advice

The Care Act 2014 significantly altered the landscape of adult social care for local authorities. In response, a comprehensive review of the county council's adult social care policies, procedures and guidance (PPG) has been undertaken and key policy documents have been identified for development and/or revision as part of a phased programme to ensure compliance.

This phased programme continues with the submission of two new policy, procedures and guidance documents:

- a. Information & Advice (Appendix 'A')
- b. Prisons and Approved Premises (Appendix 'B')

These policies are both new policies, they do not replace previous policies in these areas.

The documents reflect the Care Act's emphasis on preventing, delaying or reducing the development of care and support needs and the importance of appropriate and proportionate care. As such, the documents are part of wider efforts to improve social care practice at the county council.

Current arrangements

[A new framework was approved in March 2016 to ensure compliance with the Care Act.](#) All new policy documents will also follow the requirements for decision making approved by Full Council in June 2017.

Summary of Revised Policies and Procedures

Two new policies – Information & Advice and Prisons and Approved Premises – are now ready for approval by Cabinet.

- Information & Advice

Information and advice is fundamental to enabling people, carers and families to take control of, and make well-informed choices about, their care and support and how they fund it. It is also a vital component of preventing or delaying people's need for care and support.

The Care Act mandates that local authorities must "establish and maintain a service for providing people in [their] area with information and advice relating to care and support for adults and support for carers." The law requires that the county council must take an active role in the provision of information and advice.

Please see Appendix 'A' ("Information & Advice") for more information. This document sets out the county council's response to duties under section 4 of the Care Act 2014 to deliver a comprehensive Information & Advice Service (including financial information and advice). The council delivers its Information & Advice service on a three-tiered basis:

Tier 1 – Universal Service: access to information that is universally available to all.

Tier 2 – Signposting Service: Where support is needed to access relevant and often specific information and advice the county council's Customer Access Service offers an Adult Social Care telephone signposting service.

Tier 3 – Services for eligible people: Where a person has undergone a Social Care Assessment and meets the [national eligibility threshold](#) established by law, the county council will ensure that relevant, proportionate and timely information and advice will be made available as required to meet identified care and support needs.

- Prisons and Approved Premises

Statutory guidance states that all adults in custody, as well as offenders and defendants in the community, should expect the same level of care and support as the rest of the population. In the past, the responsibilities for meeting the needs of prisoners have been unclear. This has led to confusion between local authorities, prisons and other organisations.

The Care Act 2014 places a duty on the county council to undertake an assessment of need for any adult offenders (age 18 years and above) who resides in the area's prisons and approved premises and appears to have a need for social care and support. Within Lancashire, this means meeting this duty in five prisons which are located within the county council area:

- HMP Wymott
- HMP Garth
- HMP Kirkham
- HMP Lancaster Farms
- HMP Preston

Between them these prisons accommodate more than 4,000 male prisoners at any one time. There are also some approved premises (often known as bail hostels).

Please see Appendix 'B' ("Prisons and Approved Premises") for more information. This document sets out the county council's response to duties under section 76 of the Care Act 2014 to assess offenders' needs for care and support and to meet care and support needs where eligibility criteria have been met. It also details the county council's commissioned arrangements to integrate health and care support in these settings between various statutory organisations, providers, and prisons and approved premises.

Consultations

Wider public consultation has not been necessary as the documents in question reflect new duties and requirements placed on the county council under the Care Act.

Implications:

This item has the following implications, as indicated:

- Workforce

Our support for Lancashire residents is guided by the county council's adult social care policies, procedures and practice guidance (PPG). The accuracy and relevance of these documents is essential to support practice and the delivery of high quality services.

The Care Act and supporting guidance places a series of new duties and responsibilities on the county council in regard to care and support for adults. All revised or new documents have been reviewed and cleared by our legal team before being presented to Cabinet for final approval. All documents will be publically accessible as part of this process with the aim of reducing legal challenge or complaints due to lack of understanding or transparency.

- Equality and Diversity

The Care Act itself was implemented following a period of consultation and its provisions were assessed for their equality impact.

PPG documents are primarily intended as a guide for social care employees in applying the Care Act 2014 and ensuring delivery of quality care and support. It is an intrinsic requirement that these are applied objectively and fairly to all people with protected characteristics (age, disability, gender identity, gender, race, religion or belief, sexual orientation, pregnancy and maternity and marriage or civil partnership status) and that, where necessary, reasonable adjustments are made to assist disabled people to participate in the process, or that other steps are taken to meet the requirements of the Equality Act 2010.

Furthermore, in line with the Public Sector Equality Duty, each PPG document has been considered by the Equality and Cohesion Manager and a short appendix added to highlight the aims of the Public Sector Equality Duty and protected characteristics in a proportionate manner. It is intended that this will provide staff with a bespoke summary of how each PPG may impact on protected characteristics groups and that this is a proportionate means of showing due regard in relation to each individual PPG document.

- Financial

A person's eligibility for care and support provided by the county council will be determined, following a proportionate assessment. The person must have needs arising from a physical or mental impairment or illness and be unable to achieve two or more outcomes, as defined in the Care Act 2014. This is further explained in our Eligibility Criteria policy. Information is provided during the assessment period as to the potential financial implications to the person receiving care and support when the outcome of the assessment has been determined and agreed by both the assessor and the person being assessed and/or a suitable person e.g. family member, advocate and/or attorney. This will detail how a person's contribution to care is worked out and — where an assessment determines that future care needs would be best met in a residential setting — describes the implications to the person if they own a property and the deferred payment options offered by the council.

Following the assessment stage, the individual's estimated personal budget must be shared when the care and support plan is being drafted.

Any financial implications that result from a needs assessment or care and support plan are addressed via the specific commissioning, delegation and funding arrangements governing each individual social care service, if so required.

Risk management

The Care Act Statutory Guidance sets out that the county council should develop and maintain policies in relation to a number of subject areas covered in the Act. If the recommendations are not taken forward, the county council may be at risk of future legal challenges.

List of Background Papers

Paper	Date	Contact/Tel
Care Act 2014 -- http://www.legislation.gov.uk/ukpga/2014/23/pdfs/ukpga_20140023_en.pdf	April 2014	Kieran Curran Policy, Information and Commissioning (01772) 536068.
Implementation of the Care Act – Approval of revised Adult Social Care Policies and Procedures incorporating the Wellbeing Principle, Eligibility, Ordinary Residence and Independent Advocacy	March 2016	
Care Act– update of care and support statutory guidance	August 2017	

Reason for inclusion in Part II, if appropriate

N/A

Adult Social Care Policies and Procedures

INFORMATION AND ADVICE

WARNING! Please note if the review date shown below has passed this procedure may no longer be current and you should check the PPG E Library for the most up to date version

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POLICY VERSION CONTROL

POLICY NAME	Information and Advice		
Document Description	This document sets out the council's response to the Care Act 2014 in regard to its duty to deliver a comprehensive Information and Advice Service to all.		
Document Owner	Chris Cote Area Operations Manager (Social Care Services)		
Document Author	Sarah Jenkins & Lynne Johnstone	Date	December 2017
Status	Draft	Version	1.0
Last Review Date	December 2017	Next Review Due date	April 2018
Approved by	Tony Pounder	Position	Director of Adult Services
Signed		Date Approved	

DOCUMENT CHANGE HISTORY			
Version No	Date	Issues by	Reason for change

1. POLICY STATEMENT

The Care Act (2014) recognises that the county council has a crucial part to play in the provision of information and advice and **must** take an active role.

Information and advice is fundamental to enabling people, carers and families to make well informed choices about care and support for their needs and to take control of how it is provided and funded. Information and advice promotes people's wellbeing by increasing their ability to exercise choice and control, it is also a vital component of preventing or delaying people's need for care and support.

The Care Act stipulates that the county council **must** establish and maintain an information and advice service for people in its area. This information and advice offer should support adults with needs, carers and those wanting to plan for their futures.

The county council does not have to provide all elements of this service itself, however there is an expectation that local authorities should understand, co-ordinate and make effective use of other high quality statutory, voluntary and private sector information and advice resources available to people within their area.

The county council should promote access to relevant independent and impartial advice. There should be careful consideration about who is best placed to provide services, the county council directly or another agency.

The service should enable people to understand how the care and support system works, what services are available locally and how to access those services. The service should provide a universal offer, providing information and advice to all Lancashire citizens regardless of whether they have been assessed for their care and support needs. Local authorities cannot fulfil their universal information and advice duty simply by meeting eligible needs – nor would information and advice always be an appropriate way of meeting eligible needs.

The county council is required to proactively identify people with unmet needs and signpost them to preventative and early intervention services. Information and advice must not only cover basic information about care and support but must also address finances, health, housing, employment and what to do in cases of abuse or neglect of an adult.

In providing information and advice, the county council **must** recognise and respond to the specific requirements that carers have for both general and personal information. A carer's need for information and advice may be separate and distinct from information and advice for the person they are caring for.

The Act states that local authorities **must** also have regard to identifying people who contact them who may benefit from financial information and advice independent of the local authority and actively facilitate access to it.

Therefore to fulfil its duty under section 4 of the Care Act, the council will deliver and maintain, working with its statutory, voluntary and private sector partners, an

information and advice service relating to care and support that is relevant, coherent, timely and sufficient.

The service will be available to the whole population of Lancashire and not just those with care and support needs or in some other way already known to the system, and delivered in ways that are accessible. The council will make all reasonable adjustments to ensure that all disabled people have equal access to its information and advice service in line with the Equality Act 2010.

The geography and population of Lancashire is diverse and our Adult Social Care Policies and Practice will aim to deliver services and supports that are representative of the communities in which we work.

The county council will follow the Care Act and other relevant legislation, policies and guidance to ensure our practice is of high quality and legally compliant. Where our customers or those we come into contact with wish to challenge or raise concerns in regard to our decisions, information or advice, the council's complaints procedures will be made available and accessible.

2. KEY DEFINITIONS AND PRINCIPLES

2.1 Information:

The term 'information' means the communication of knowledge and facts regarding care and support.

2.2 Advice:

'Advice' means helping a person to identify choice and/or providing an option or recommendation regarding a course of action in relation to care and support.

2.3 Financial Information and Advice:

This refers to a broad spectrum of services that will help people to plan, prepare and pay for their care costs. 'Independent' financial advice within this document refers to a service independent of the county council. Reference is also made to 'regulated' financial advice which means advice from an organisation regulated by the Financial Conduct Authority (FCA). The county council should make sure that people are able to access all of these types of financial information and advice which help people to plan their care and support.

3 PROCEDURES

The county council has a comprehensive information and advice service relating to care and support that is accessible and relevant to the needs of the local population, not just those who are in receipt of care and support funded by the county council.

The main method of providing care and support information and advice, is through our [Adult Social Care](#) pages on our website. We also offer an Adult Social Care telephone service to help support individuals, family members or friends on **0300 123 6720**. Information and advice is available from a range of providers and sources not just that offered by the council.

For those individuals in Prisons or other custodial settings, the county council provides hardcopies of its complaints procedure. [Link will be available shortly].

The council's information and advice service goes much further than the narrow definition of care and support offering information and advice on:

- available housing and housing-related support options for those with care and support needs.
- effective treatment and support for health conditions, including Continuing Health Care arrangements.
- availability and quality of health services.
- availability of services that may help people remain independent for longer such as, home improvement agencies, handyman or maintenance services.
- availability of befriending services and other services to prevent social isolation.
- availability of intermediate care entitlements such as aids and adaptations.
- eligibility and applying for disability benefits and other types of benefits.
- availability of employment support for disabled adults.
- children's social care services and transition.
- availability of carers' services and benefits.
- sources of independent information, advice and advocacy.
- the Court of Protection, power of attorney and becoming a Deputy.
- raising awareness of the need to plan for future care costs.
- practical help with planning to meet future or current care costs, including the Deferred Payment Scheme.
- accessible ways and support to help people understand the different types of abuse and its prevention.
- support in crisis situations.
- benefits and Welfare Rights advice.

The council delivers its information and advice service on three levels offering a tailored range of services, which assist people to navigate all points and aspects of their journey through care and support:

3.1 Tier 1 – Universal Service

People often need information and advice before they need to access care and support services, to consider what actions they may take now to prevent or delay any need for care, or how they might plan to meet the cost of future care needs.

The council promotes access to information that is universally available to all and aims to increase the opportunities for people to source information and advice independently where appropriate.

This universal service is considered to be the first point of access for all residents of Lancashire offering timely and accessible information that can be sourced independently or with minimal support.

Information and advice at this point will, in the main, be available online or from local/community service providers. Online provision from Lancashire Council is currently through the main website www.lancashire.gov.uk

3.2 Tier 2 – Signposting Service

We realise that there are many options available for people who are thinking about getting help with adult social care, and this can be very confusing. Through our [Adult Social Care](#) webpages we provide information and advice on how we can support the public.

Where support is needed to access relevant and often specific information and advice the Council's Customer Access Service offers an Adult Social Care telephone signposting service on **0300 123 6720**.

Where possible and appropriate, the Customer Access Service will signpost to universal and/or specialist services - these include the [Lancashire Wellbeing Service](#), [Children's Centres](#) and [Youth Zones](#).

3.3 Tier 3 – Services for eligible people

Where a person has undergone a Social Care Assessment [Link will be available shortly] and been deemed to meet the [national eligibility threshold](#) established by the Care Act 2014, the council will still ensure that relevant, proportionate and timely information and advice will be made available as required to meet identified care and support needs. Support with more complex issues will be offered particularly at the time of assessment, when developing a care and support plan for the individual or indeed a support plan for carers and also at the point of review.

Where the person does not satisfy national eligibility criteria, the council must still provide information and advice on what can be done to meet or reduce the needs (for example what support might be available in the community to help the adult or carer) and what can be done to prevent or delay the development of needs in the future. This includes those individuals who are known or likely to be full self-funders of their own care. The council should consider how this package of information can be tailored to the needs which the person does have, with the aim of delaying deterioration and preventing future needs, and reflect the availability of local support.

Information and advice will be delivered by specialist, professional workers representing the council.

Support of Independent Advocacy Services [Link will be available shortly] for those who meet the criteria at these key points in the social care journey will also be made available.

3.4 Financial Information and advice

Financial information and advice is fundamental to enabling people make well-informed choices about how they pay for their care. It is integral to a person's consideration of how best to meet care and support needs, immediately or in the future. People with good and impartial financial information and advice have a better understanding of how their available resources can be used more flexibly to fund a wider range of care options.

To this end the council has worked in partnership with the Society of Later Life Advisors (SOLLA), <http://societyoflaterlifeadvisers.co.uk/> to develop appropriate information, advice and signposting to 'independent' and 'regulated' financial advice. We recognise that people will want/need access to financial information and advice at key points in their journey to enable them to make sustainable plans to pay for their care. The council therefore offers a service that facilitates access to the full spectrum of financial information and advice – from basic budgeting tips to regulated advice.

In delivering this service, adult social care staff will be able to:

- support people to access the information and advice they need;
- actively describe the general benefits of independent information and advice;
- explain the reasons why it may be beneficial to take financial advice; and
- explain the difference between generic free services, fee based advice and regulated services.

Where a person may be considering taking regulated financial advice, adult social care staff **must not** make a direct referral to one individual independent financial advisor but will direct the person (or others) to the SOLLA website that will list all financial advisors registered with SOLLA - <http://societyoflaterlifeadvisers.co.uk/>

Financial information and advice will also be available:

- on our [Adult Social Care](#) website which will include the link to the SOLLA website;
- at the point a person makes first contact with us;
- during times of assessment, planning and review of a person's care and support needs and;
- from the county council's [Welfare Rights Service](#), which provides free and confidential advice to make sure that citizens are claiming all of the benefits they are entitled to.

The Care Act 2014, states that local authorities must provide information to help people to understand what they may have to pay, when and why, and how it relates

to people's individual circumstances. The council therefore offers information to enable people to understand:

- care charges;
- ways to pay;
- money management;
- how to make informed financial decisions;
- how to access independent financial information and advice; and
- adult safeguarding – helping people to keep safe.

However, before providing financial information and advice directly, adult social care staff should first establish whether a person has a deputy of the Court of Protection or a person with Lasting Power of Attorney in respect of finance and property acting on their behalf.

3.5 Accessibility

The council will ensure that all information is accessible to all potential users. Our website meets the World Wide Web Consortium (W3C) standards and offers the option to translate all written information into a language of your choice or a larger font size and is compatible with commonly used screen-readers.

The Customer Access Service provides people with hearing impairments the option of contacting them via Email, Short Message Service (**SMS**) **0786 0031294** (Monday - Friday 9am to 5pm) and **Minicom 01254 220 666**.

The Council's Information and Advice service is offered through a range of channels including:

- the councils own [website](#) and other appropriate internet websites, including supported self-assessment of needs;
- face-to-face contact through local council offices;
- email acs.customerservices@lancashire.gov.uk;
- telephone **0300 123 6720**; and
- independent services including [advocacy](#) and [financial advice](#).

3.6 Engagement

In establishing and maintaining an information and advice service the council has and will continue to engage with individuals with care and support needs, carers, the wider public and local providers of information and advice and other types of care and support. We will ensure that we understand what is available locally, what is needed and how and where information and advice should best be provided.

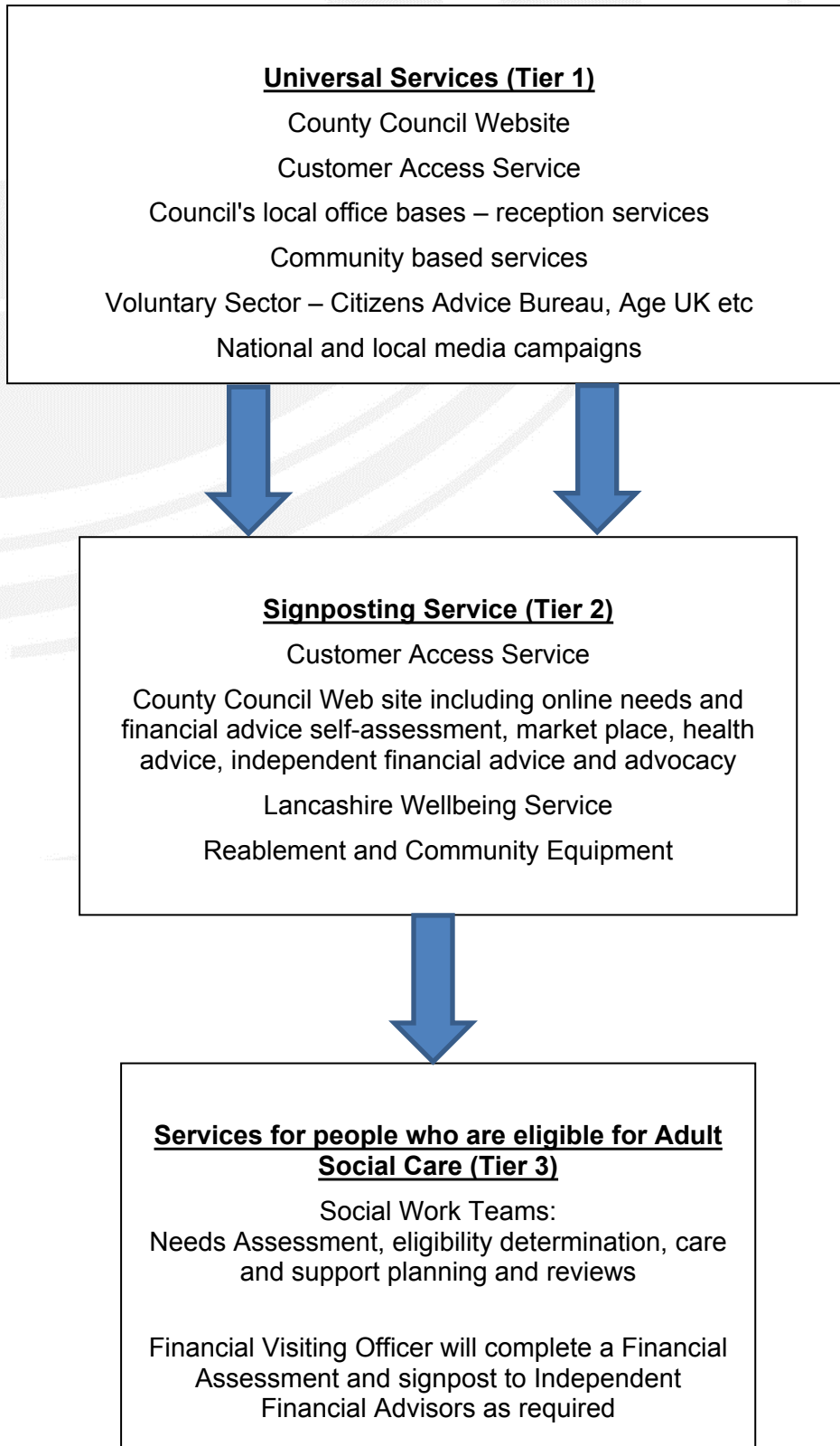
3.7 Complaints

Anyone dissatisfied with a decision made by the county council, can make a complaint which will be initially handled by the county council. The council's complaints process is in line with the Local Authority Social Services and NHS Complaints Regulations 2009 and is available at:

<http://www.lancashire.gov.uk/council/get-involved/compliments-comments-complaints/how-we-handle-your-compliments-comments-and-complaints.aspx>

4 FLOW CHARTS OR DIAGRAMS

Models of Access to Information and Advice:



5 RELATED DOCUMENTS

POLICY, PROCEDURES AND GUIDANCE (PPG) DOCUMENTS	<ul style="list-style-type: none"> • PPG Intranet page
LEGISLATION AND REGULATIONS	<ul style="list-style-type: none"> • The Care Act 2014 - Chapter 3 of the Care and Support Statutory Guidance

6 EQUALITY IMPACT ASSESSMENT

The Equality Act 2010 requires the county council to have "due regard" to the needs of groups with protected characteristics when carrying out all its functions, as a service provider and an employer. The protected characteristics are: age, disability, gender identity/gender reassignment, gender, race/ethnicity/nationality, religion or belief, pregnancy or maternity, sexual orientation and marriage or civil partnership status.

The main aims of the Public Sector Equality Duty are:

- To eliminate discrimination, harassment or victimisation of a person because of protected characteristics;
- To advance equality of opportunity between groups who share protected characteristics and those who do not share them. This includes encouraging participation in public life of those with protected characteristics and taking steps to ensure that disabled people in particular can participate in activities/processes;
- Fostering good relations between groups who share protected characteristics and those who do not share them/community cohesion.

It is anticipated that the guidance on Information and Advice in this document will support the county council in meeting the above aims when applied in a person-centred, objective and fair way which includes, where appropriate, ensuring that relevant factors relating to a person's protected characteristics are included as part of the process.

More information can be found on the Equality and Cohesion intranet site on

<http://lccintranet2/corporate/web/?siteid=5580&pageid=30516>

Adult Social Care Policies and Procedures

PRISONS AND APPROVED PREMISES

WARNING! Please note if the review date shown below has passed this procedure may no longer be current and you should check the PPG E Library for the most up to date version

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POLICY VERSION CONTROL

POLICY NAME	Prisons and Approved Premises		
Document Description	This document sets out Lancashire County Council's responsibilities as outlined in the Care Act 2014 for the assessment and provision of social care for offenders who reside in prisons and approved premises in Lancashire.		
Document Owner	Laura Hudson Chorley Hospital and County Prisons, Adult Social Care		
Document Author	Mick Duffy/Laura Hudson/Helene Cooper/Lynne Johnstone	Date	December 2017
Status	Draft	Version	1.0
Last Review Date	December 2017	Next Review Due date	April 2018
Approved by	Tony Pounder	Position	Director of Adult Services
Signed		Date Approved	

DOCUMENT CHANGE HISTORY			
Version No	Date	Issues by	Reason for change

1. POLICY STATEMENT

Lancashire County Council must provide or arrange for services, facilities or resources which would prevent, delay or reduce individuals' needs for care and support.

The Care Act 2014 places a duty on the county council to undertake an assessment of need for any adult offender (18 years and above) who resides in the area's prisons and approved premises, who appear to have a needs for social care and support. Within Lancashire, this involves means meeting this duty in five prisons which are located within the County's boundaries.

- HMP Wymott
- HMP Garth
- HMP Kirkham
- HMP Lancaster Farms
- HMP Preston

Between them these prisons accommodate over 4,000 male prisoners at any one time. There are also some approved premises (often known as bail hostels)

It is critical to the vision in the Care Act that the care and support system works to actively promote wellbeing and independence, and does not just wait to respond when people reach a crisis point. Offenders can often have complex health and care needs and experience poorer health and mental health outcomes than the general population. Evidence demonstrates higher prevalence among the adult prison population of mental illness, substance misuse and learning disabilities than in the general population. All adults in custody, as well as offenders and defendants in the community, should expect the same level of care and support as the rest of the population. This is crucial in ensuring that those in need of care and support achieve the outcomes that matter to them, and that will support them to live as independently as possible at the end of their detention. Before the Care Act's implementation, the responsibilities for meeting the needs of offenders have been unclear, and this has led to confusion between local authorities, prisons and other organisations.

For the purposes of the Act, adults detained or residing in a custodial setting are treated as if they were ordinarily resident in the area where the custodial setting is located. Local authorities are responsible for the assessment of all adults who are in custody in their area and who appear to be in need of care and support, regardless of which area the individual came from or where they will be released to. Therefore, to fulfil its duty under section 76 of the Care Act, in April 2015 Lancashire County Council introduced a social care in prisons and approved premises service to assess offender's needs for care and support. Where offenders meet the eligibility criteria (see section 2.2.5), services are provided by the Health and Social Care in Prisons Team in order to comply with the national threshold relating to care and support that is relevant, coherent, timely and sufficient.

The Care Act has established that carers can be eligible for support in their own right. However the role of carer as defined by the Act does not apply in the prison and

approved premises settings, although there are offenders who have their needs met through informal forms of support and assistance. For the purposes of this document this support and assistance is referred to as '*peer support*'.

Lancashire County Council will make all reasonable adjustments to ensure that all disabled people in prisons and approved premises, have equal access to participate in the eligibility decision in line with the Equality Act 2010.

The population in prisons and approved premises in Lancashire is diverse and through Offender Social Care Policies and Practice, we aim to deliver an appropriate and safe level of service and support to adult offenders.

Lancashire County Council will follow the Care Act and other relevant legislation, policies and guidance to ensure our practice is of high quality and legally compliant. Where our customers or those we come into contact with wish to challenge or raise concerns in regard to our decisions, regarding eligibility, the [county council's complaints procedures](#) will be made available and accessible.

2. KEY DEFINITIONS AND PRINCIPLES

Key Definitions:

All references to custody or custodial settings relate to prisons, approved premises and other bail accommodation. It also applies to offenders aged 18 years, in young offender institutions, secure training centres or secure children's homes.

Prison: This is a custodial centre provided by the Secretary of State.

Approved Premises: Premises approved as accommodation under section 13 of the Offender Management Act 2007 for the supervision and rehabilitation of offenders, and for people on bail. They are usually supervised hostel-type accommodation.

Key Principles:

2.1 Wellbeing

"Wellbeing" is a broad concept, and it is described as relating to the following areas in particular:

- personal dignity (including treatment of the individual with respect)
- physical and mental health and emotional wellbeing
- protection from abuse and neglect
- control by the individual over day-to-day life (including over care and support provided and the way it is provided)
- participation in work, education, training or recreation
- social and economic wellbeing
- domestic, family and personal

- suitability of living accommodation
- the individual's contribution to society

There is no hierarchy, and all should be considered of equal importance when considering "wellbeing" in the round.

2.2 Prevention and Early Intervention

Within the Care Act statutory guidance, secondary prevention or early intervention is defined as more targeted interventions aimed at individuals (in this case, adult offenders) who have an increased risk of developing needs, where the provision of services, resources or facilities may help slow down or reduce any further deterioration, or prevent other needs from developing.

2.3 Assessment

All assessments will be completed following receipt of referrals in a timely manner, with priority given to individuals identified as having urgent need. Completion of assessments need to include discussions on, and obtained consent, to share information in relation to the individual's needs. Full assessments and relevant information will be recorded electronically using IT systems as directed by Lancashire County Council.

Written copies of assessments, outcome from the assessment and support plans and agreed outcomes, should be provided to service users as required by the Care Act 2014 and associated regulations and guidance.

The focus will be on enabling and reablement principles, policies and practices into the way they routinely operate, improvements in quality, performance and outcomes by learning and implementing recommendations from good practice guidance. This may come from local experience and findings from the service to identify and drive improvements.

2.4 Proportionate

This means that the assessment is only as detailed or intrusive as it needs to be, to establish an accurate picture of the needs of the individual or their carer, regardless of whatever method of assessment is used. This will involve:

- both hearing and understanding the initial presenting problem;
- not taking this at 'face value'; and
- ensuring any underlying needs are also explored and understood.

Carer's assessments may not be undertaken when the cared for person is in a custodial setting.

2.5 Eligibility Criteria

The national eligibility criteria sets a minimum threshold for an individual's care and support needs which local authorities must meet. The threshold is based on identifying

how an individual's needs affect their ability to achieve relevant desired outcomes, and whether as a consequence this has a significant impact on their wellbeing.

See section [3.5](#) for eligibility of offenders.

2.6 Fluctuating Needs

Where an individual's needs fluctuate, in order to determine whether they meet the eligibility criteria, the assessor shall take into account the individual's circumstances over a period of time that they consider necessary. This is to ensure that the county council has established an accurate indication of the individual's ongoing level of need.

3. PROCEDURES

3.1 Referrals

Referrals can come from the following sources:

- Self
- Family / Carer/ Advocate
- Prison Health and Social Care Service *
- Prison Service
- Offender Managers / Probation Service
- Other Local Authority
- Disability Officers
- Community Acute settings -hospitals

* *The Prison Health and Social Care Service consists of Lancashire County Council employed social workers designated to work with Prison Health and Social Care assistants employed by a commissioned provider (See [4.5](#) for details).*

3.2 Screening

On entry and transfer to the prison or approved premises the Prison Health and Social Care service completes an initial health care assessment / reception screening process. This process may trigger the need for a [social care assessment](#) and other support. The service will address and respond to the immediate needs of all offenders, and this will be followed by a full assessment if appropriate.

Reception screening and health assessments are key opportunities to establish whether an offender has been, receiving care and support before entering custody, identified at point of entry to the prison with existing social care assessments and packages of care, which will require a review of their needs. Current care plans are also taken into consideration.

Lancashire County Council Social workers will undertake regular visits to the County Prisons and approved premises to identify any Prisoners that may have eligible care needs that may not have been referred by any of the above sources.

3.3. Information and Advice

For any needs that are not eligible under the Act, the Prison Health and Social Care Service will provide offenders and staff in the establishment with information and advice related to care and support that may reduce or delay the development of care

and support needs of offenders. It is important to consider the level of access to electronic media and the most appropriate format, such as easy-read leaflets, of information and advice in custodial settings, and the custodial environment in which the care and support is to be provided, including signposting to other services.

The level, type and recording of such information and advice given will need to be agreed between the Prison Health and Social Care Service and Lancashire County Council and inputted onto Lancashire County Council's recording systems.

3.4 Prevention and early intervention

Individuals in custodial settings, like people in the community, may benefit from low level preventative support and information and advice that will help them maintain their own health and wellbeing.

A key principle of the county council's support will be focusing on reducing the offender's reliance on formal services and in preventing their level of need from increasing. In order to meet this requirement, the social worker will need to develop a strong relationship with the offender they support, have the skills and ability to recognise any signs of deterioration and be able to act upon these without necessarily referring back to the county council.

To help with the health and wellbeing of individuals, the county council has begun working in partnership with other organisations to commission aids, adaptations and assistive equipment within prisons and approved premises. [Telecare services](#) are now available in County Prisons which provides motion sensors that give early warning of incidents such as; falls, seizures or blackouts as a result of a medical condition; needs a reminder to take medication as prescribed.

We also signpost Prisoners, where they are settled back in to a community, to the [Lancashire Wellbeing Service](#) for free practical and short-term support to help towards a better quality of life.

3.5 Eligibility for the service

The social worker within the Prison Health and Social Care Service in the prison or approved premises, will assess needs and determine eligibility. The prioritisation of resources for adult offenders with eligible social care needs, will be carried out in accordance with the Care Act 2014.

Eligible offenders will be adults (18 years or over) if:

- the adult's needs are caused by a physical or mental impairment or illness,
- the adult is unable to achieve two or more outcomes specified below, and
- as a consequence there is a significant impact on the adult's wellbeing.

An offender's needs are only eligible where they meet all three of these conditions.

Eligibility will be determined during the assessment if the person is unable to achieve two or more of these outcomes:

- managing and maintaining nutrition;
- maintaining personal hygiene;
- managing toilet needs;
- being appropriately clothed;
- being able to make use of the prison environment safely;
- maintaining a habitable environment;
- maintaining relationships;
- accessing and engaging in work, training, education or volunteering opportunities in prison;

And are unable to achieve an outcome if they are:

- unable to achieve it without assistance,
- unable to achieve it without assistance but doing so causes significant pain, distress or anxiety,
- able to achieve it without assistance but doing so endangers or is likely to endanger the health and safety of the adult, or others, or
- able to achieve it without assistance but takes significantly longer than would normally be expected.

Where the Prison Health and Social Care Service has determined that a person has eligible needs, they must:

- agree with the person which needs they would like the prison health and social care service to meet,
- consider how those needs may be met. (Where the support options include services for which the county council makes a charge then we will carry out a financial assessment),
- be offenders in Lancashire Prisons and Approved premises (to be considered to be ordinarily resident).

3.6 Assessment

Where the county council is made aware that an adult in a custodial setting may have care and support needs, they must carry out an assessment as they would for someone in the community. It is likely that there will be complexities for carrying out assessments in custodial settings and consideration should be given to how such assessments will be carried out in an efficient way for all involved.

The assessment will be holistic and will cover the physical, sensory, cognitive, environmental, psycho-social needs and risks in relation to the prison sentence of the individual taking into account other professional assessments. This will impact on the content and timescale of the integrated support plan which will be discussed and agreed with the offender in conjunction with the Prison Health and Social Care Service and the approaches and methodology required to achieve the identified needs.

The assessment must consider whether the offender's needs and their inability to achieve the outcomes (see section [3.5](#)) above, cause or risk causing a significant

impact on their wellbeing. The meaning of “wellbeing” is set out in Section 1 of the Care Act 2014 and also see definition in [section 2](#) of this Policy.

Assessors must determine how the offender’s inability to achieve the outcomes impact on their wellbeing. Where the offender is unable to achieve more than one of the outcomes, the assessor does not need to consider the impact of each individually, but should consider whether the cumulative effect of being unable to achieve those outcomes is one of a “significant impact on wellbeing”. In doing so, assessors should also consider whether:

- the offender’s inability to achieve the outcomes above impacts on at least one of the areas of wellbeing in a significant way; or,
- the effect of the impact on a number of the areas of wellbeing mean that there is a significant impact on the offender’s overall wellbeing.

The term “significant” is not defined by the regulations, and must therefore be understood to have its everyday meaning. Assessors will have to consider whether the offender’s needs and their consequent inability to achieve the relevant outcomes will have an important, consequential effect on their daily lives, their independence and their wellbeing.

In making this judgment, assessors should look to understand the offender’s needs in the context of what is important to them. Needs may affect different people differently, because what is important to the individual’s wellbeing may not be the same in all cases. Circumstances which create a significant impact on the wellbeing of one individual may not have the same effect on another.

There is an expectation that assessors will provide objective evidence to support their judgement when applying the criteria.

While it may not always be possible or appropriate to involve family members directly in assessment or care planning, individuals should be asked whether they would like to involve others in their assessment or support planning.

3.7 Integrated Care and Support Planning

Whilst the setting in which the care and support will be provided is likely to be different from community or other settings, this should be taken into account when considering how to meet the need for care and support as part of the support planning process. The extent and nature of need should be identified before taking into account the environment in which the individual lives.

The development of care and support plans [\[Link to care and support plans PPG will be available shortly\]](#) produced by Health or Social Care Service will be consistent with care and support planning guidance under the Care Act 2014 and take into account any further guidance.

Such plans will identify the care and support needs and outcomes, the nature of the specific provision needed, including the amount, frequency and duration of care needed. The care and support plan may cover general health, social needs, and rehabilitation requirements and will be reviewed on a regular basis, as defined in

the individual's care and support plan. The service user and Prison Health and Social Care Service must be actively involved throughout the planning process and should be given clear information regarding the personal budget available to meet their needs and the limitations of its use in the prison setting.

Where the Prison Health and Social Care Service considers that an offender has substantial difficulty in engaging with their assessment, then they must consider whether there is anyone appropriate who can help the person to be fully involved, e.g. family member/carer. If there is no one appropriate, then the service must arrange for an [independent advocate](#) to support and represent the offender, care and support planning and the review process.

3.8 Pathway for individuals who have eligible needs but who refuse social care

Individuals, if they have the capacity to make decisions about their care, can refuse support even though they may have eligible needs. If this occurs this information will be circulated to the Prison Services and Offender Management with the Service User's consent.

If someone in a custodial setting refuses a needs assessment, the county council is not required to carry out the assessment, subject to the same conditions as in the community. This does not apply if:

- the person lacks the capacity to refuse and the county council believes that the assessment will be in their best interests; or
- the person is experiencing, or is at risk of, abuse or neglect (see chapter 6 on assessment).

3.9 Information sharing

Local authorities, provider organisations and their staff working in custodial settings should abide by all rules and practices for that establishment, including (but not restricted to) security policies such as restricted items and searches on entry, equality and safeguarding procedures.

Local authorities and the Prison Health and Social Care Service should ensure the security of information held on people who are in custodial settings, should develop agreements consistent with policies and procedures of Ministry of Justice and the National Offender Management Service and with relevant legislation enable appropriate information sharing on individuals, including the sharing of information about risk to the prisoner and others where this is relevant.

If the county council is providing care and support for a person in the community and that person is subsequently remanded or sentenced to custody, or bailed to an approved premises, or required to live in approved premises as part of a community sentence, the county council should share details of the most recent assessment and care and support plan with the relevant custodial setting and the county council in which it is based so that care and support may continue.

Local authorities may also receive requests for information from managers of custodial settings or probation services when an individual who has already received care and support in the community is remanded or sentenced to custody.

3.10 Prison Health and Social Care Service Cessation and Continuity of Care

People in custody with care and support needs must have continuity of care where they are moved to another custodial setting or where they are being released from prison and are moving back in to the community. This is to ensure that the person continues to receive care during and following the move.

Local authorities are responsible for ensuring continuity of care [LINK to [Continuity of Care](#) PPG] for offenders with a package of care moving into their area on release from prison. Provision of care and support, where an adult has eligible needs, and is to be released into the community, should have those needs provided by the upper tier council in whose area the individual is ordinarily resident ([see 3.14](#)). Lancashire County Council's responsibility in circumstances where an individual with social care needs is being released and moving back to another local authority area is to ensure that relevant details of the assessment and support plan are shared as appropriate with the that council's Adult Social Care service.

3.11 Financial Assessments

The county council does not require financial assessments to be carried out routinely in custodial settings. However the county council may choose to undertake a financial assessment if it is identified that there is an opportunity for significant income from charging an individual

3.12 Direct Payments

Direct payments [[Link to Direct Payments PPG will be available shortly](#)] must not be made to people in custodial settings. However, those in bail accommodation and approved premises who have not yet been convicted can request their needs are met through provision of direct payments, as they would have been whilst in their own homes.

3.13 Ordinary Residence

Determining an offender's ordinary residence on release from prison may not always be straightforward and each case must be considered on an individual basis. Where there is any uncertainty staff should seek clarification on the actions to take from their manager who in turn should refer to Ordinary Residence [[Link to Ordinary Residence PPG will be available shortly](#)] and obtain legal advice to establish ordinary residence.

3.14 Transition from children's to adult care and support

Staff should be aware that the county council retains responsibility for the transition requirements of children and young people in Young Offender Institutions, Secure Children's Homes, Secure Training Centres or other places of detention as well as children and young people in the youth justice system, who are likely to have eligible needs for care and support as adults, and are approaching their eighteenth birthday. This also applies where an offender moves from the youth custodial estate to the adult custodial estate, which may include a change in the responsible local authority. A request for an assessment can be made on the young person's behalf by the professional responsible for their care in the Young Offenders' Institution, Secure Children's Home or Secure Training Centre. Staff should refer to Transitions teams.

3.15 Care leavers

If a young person is entitled to support and services as a care leaver, this status remains unchanged while in custody and staff should be aware that where the county council is responsible for providing leaving care services to any young person prior to their time in custody, the responsibility is retained during the custodial period and on release.

The Children's Social Care Procedures Manual sets out the responsibilities for children and young people leaving care.

3.16 Section 117 Aftercare

Where prisoners have previously been detained under sections 47 and 48 of the [Mental Health Act 1983](#) and transferred back to prison, their entitlement to [section 117 aftercare](#) should be dealt with in the same way as it would be in the community, apart from any provisions which are disapplied in custodial settings, such as direct payments and choice of accommodation. Section 117(3), as amended by the Care Act 2014, will apply in determining which local authority is responsible for commissioning or providing the section 117 after-care.

If the person was ordinarily resident in the Lancashire County Council area immediately before being detained in hospital, the county council will be responsible for the after-care while the person is in prison and upon their release from prison. However, if the person was not ordinarily resident in any area immediately before detention, the council responsible will be where the person becomes resident or where they have been discharged (i.e. the upper tier council responsible for the prison to which the person has been discharged). The county council will be jointly responsible for ensuring that such after-care is arranged with NHS England while the person is in prison.

3.17 End of Life Care

The provision of care and support for those in custodial settings extends to those who reach the end of life whilst in prison. For this provision of palliative care, some will transfer to a local hospital, hospice or care home or move to an alternative prison where a more suitable environment is available. In these cases, responsibility for

care and support will pass to the NHS or new local authority, once the individual arrives at the new location.

Work is being undertaken nationally by Macmillan to identify and develop a pathway for people dying with dignity in custody. The county council has already developed links with community hospices for end of life care and support.

If an individual is transferred to another custodial establishment in a different local authority area this responsibility will transfer to the new local authority area.

3.18 Complaints Procedure

Local authorities should provide information to those in custodial settings on how to make complaints, and seek redress about provision of care and support services. The Prison Health and Social Care Service provide individuals in custodial settings, without access to the internet, with information on how to complain via a leaflet in all Lancashire Prisons <http://intranet.ad.lancscc.net/media/2144/your-views-count.pdf>

The PPO investigates complaints from prisoners, those on probation and those held in immigration removal centres. The Ombudsman also investigates all deaths that occur among prisoners, immigration detainees and the residents of approved premises.

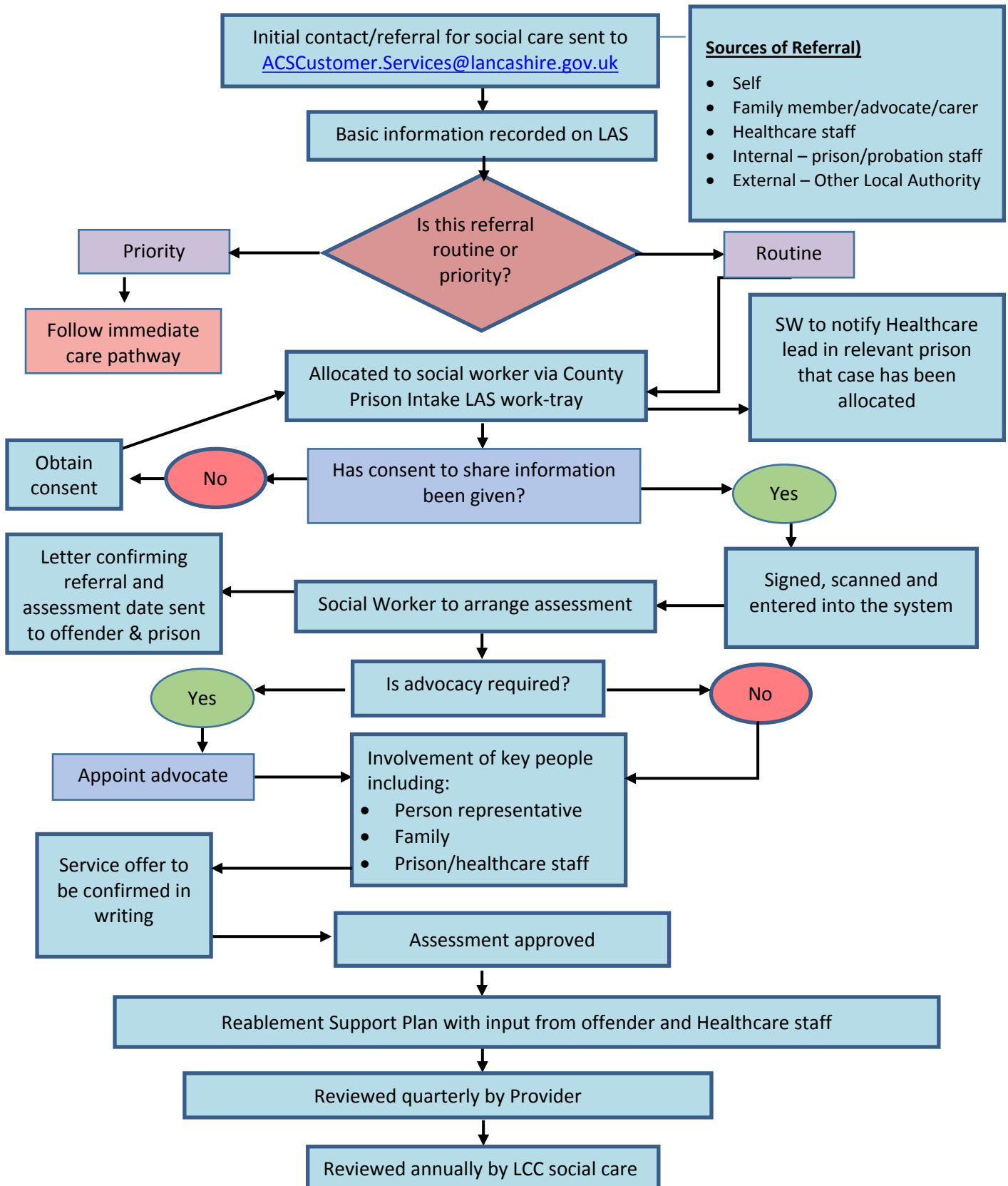
The [Complaints policy](#) sets out Lancashire County Council's policy and arrangements for handling complaints about adult social care and is based on the 2009 Regulations and the accompanying Department of Health (DH) guide to better customer care, Listening, Responding, Improving. References throughout this document to "the Regulations" and "the DH guidance" relate to the 2009 Regulations and to "[Listening, Responding, Improving – a guide to better customer care](#)".

4 FLOW CHARTS/DIAGRAMS OR EXAMPLES

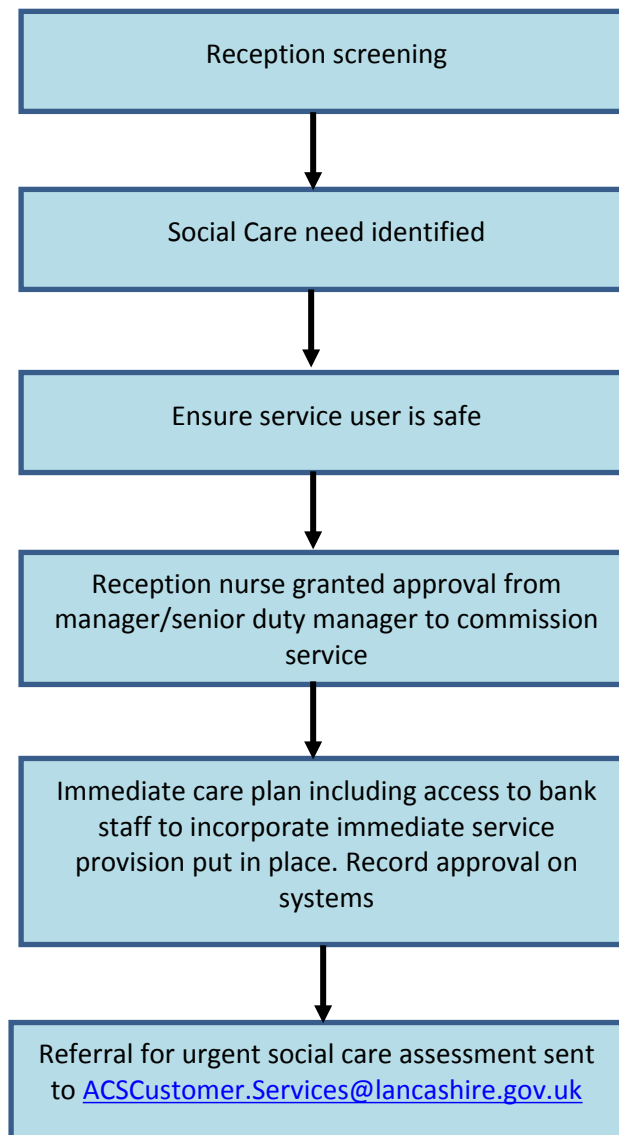
The following documents show;

- 4.1** the referral process to be followed in prisons;
- 4.2** the referral process for Immediate Care;
- 4.3** the referral process to be followed in approved premises;
- 4.4** Contact details for the Commissioned Provider.

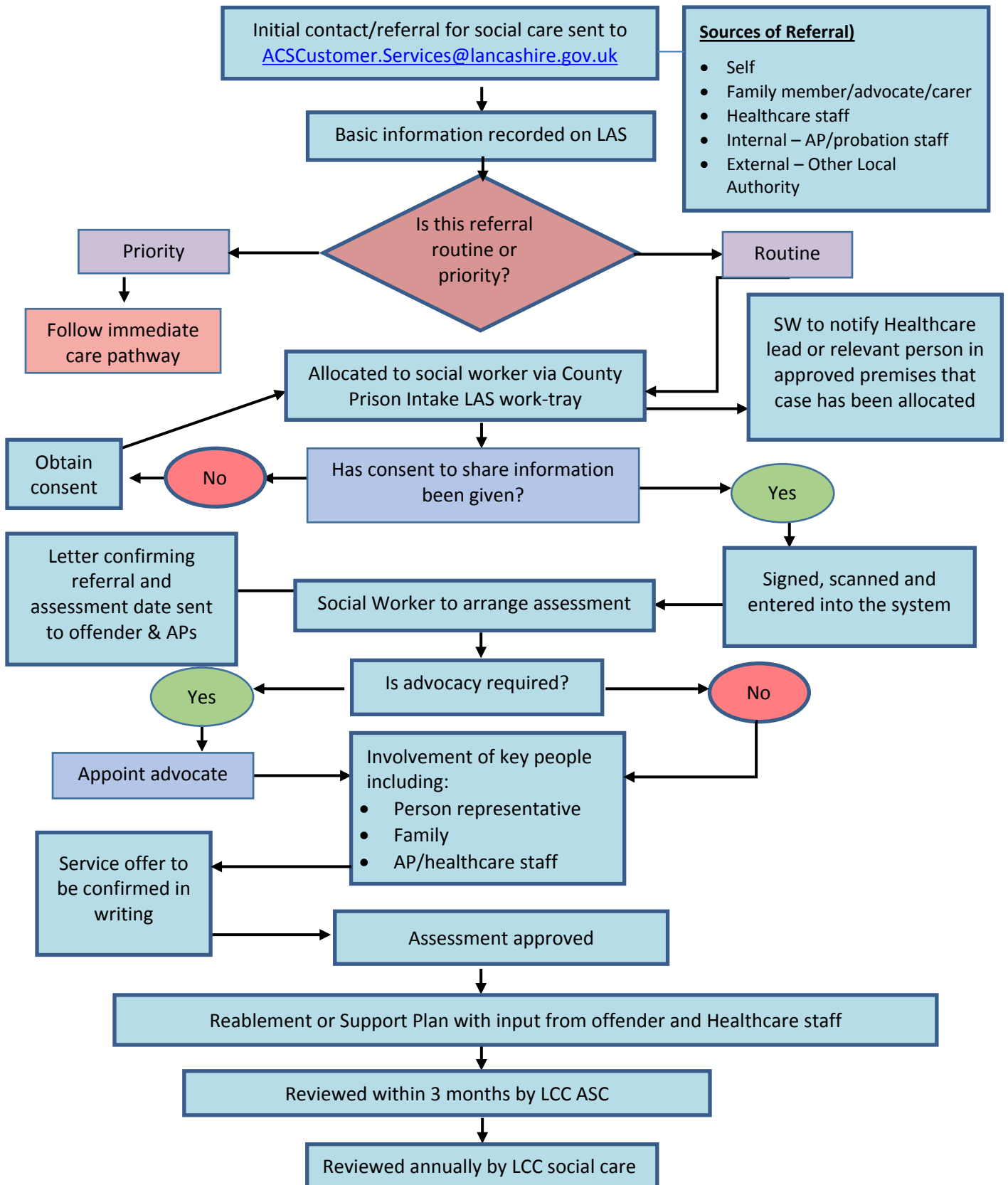
4.1 REFERRAL PROCESS FOR SOCIAL CARE IN PRISONS



4.2 IMMEDIATE CARE REFERRAL PROCESS



4.3 REFERRAL PROCESS FOR SOCIAL CARE IN APPROVED PREMISES



4.4 COMMISSIONED PROVIDER

The commissioned provider to manage the health and social care service in Lancashire Prisons are as follows:

HM Prison	Provider Contact Details
HM Prison Garth HM Prison Wymott	Bridgewater Community Healthcare NHS Foundation Trust Bevan House 17 Beecham Court Smithy Brook Road Pemberton Wigan WN3 6PR Telephone: 01942 482630 www.bridgewater.nhs.uk
HM Prison Lancaster Farms HM Prison Kirkham HMP Prison Preston	Spectrum Community Health care One Navigation Walk Hebble Wharf Wakefield WF1 5RH Telephone: 01924 311400 Fax: 01924 675360 info@spectrum-cic.nhs.uk

5. RELATED DOCUMENTS

POLICY, PROCEDURES AND GUIDANCE (PPG) DOCUMENTS	<ul style="list-style-type: none"> • PPG Intranet site
LEGISLATION AND REGULATIONS	<ul style="list-style-type: none"> • The Care Act 2014 • Care and Support Statutory Guidance – Updated 17th August 2017 • Mental Health Act 1983

6. EQUALITY IMPACT ASSESSMENT

The Equality Act 2010 requires the county council to have "due regard" to the needs of groups with protected characteristics when carrying out all its functions, as a service provider and an employer. The protected characteristics are: age, disability, gender identity/gender reassignment, gender, race/ethnicity/nationality, religion or belief, pregnancy or maternity, sexual orientation and marriage or civil partnership status.

The main aims of the Public Sector Equality Duty are:

- To eliminate discrimination, harassment or victimisation of a person because of protected characteristics;
- To advance equality of opportunity between groups who share protected characteristics and those who do not share them. This includes encouraging participation in public life of those with protected characteristics and taking steps to ensure that disabled people in particular can participate in activities/processes;
- Fostering good relations between groups who share protected characteristics and those who do not share them/community cohesion.

It is anticipated that the guidance on Prisons and Approved Premises in this document will support the county council in meeting the above aims when applied in a person-centred, objective and fair way which includes, where appropriate, ensuring that relevant factors relating to a person's protected characteristics are included as part of the process.

More information can be found on the Equality and Cohesion intranet site on

<http://lccintranet2/corporate/web/?siteid=5580&pageid=30516>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

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Report to the Cabinet

Meeting to be held on Thursday, 1 February 2018

Report of the Head of Asset Management**Part II**

Electoral Divisions affected:
All

Preliminary Review of the County Council Policy on Fire Suppression Measures in Schools ahead of Government Direction
(Appendix 'A' refers)

Contact for further information:

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mel.ormesher@lancashire.gov.uk

Executive Summary

The current policy on fire suppression measures in schools was agreed by the Cabinet Member for Children, Young People and Schools in April 2016. It was planned that it would be reviewed in 2021. A preliminary review has however been undertaken due to the recent Grenfell Fire Tragedy and an understanding that Central Government is reviewing national policies and guidance on such systems.

This is deemed to be a Key Decision and the provisions of Standing Order No. 25 have been complied with.

Recommendation

The Cabinet is recommended to approve an amendment to the current policy and consider all future schools Capital building schemes on a case by case basis for the inclusion of fire suppression measures, pending further Government direction following its review of Building Regulations and recommendations for school building design.

Background and Advice

A report setting out a review of fire suppression measures to be implemented in schools was considered at Scrutiny Committee on 8 April 2016. The Cabinet Member for Children, Young People and Schools at that time responded to the final report of the Fire Suppression Measures Task Group having consulted with officers and Headteachers with regards to the installation of fire suppression systems in

school buildings. A couple of amendments were requested to be made to the review recommendations by the Cabinet Member which in turn were agreed to be implemented and form the policy.

As outlined in Appendix A, the current policy position can be summarised as:

- All brand new schools developed by LCC have a sprinkler system considered as part of their safety strategy.
- Sprinkler systems are also considered in cases where the capacity of a school will increase by more than 50%. This will relate to new build elements and the existing school. Responsibility for fire suppression systems once installed rests with the schools (subject to any initial remedial works issues).
- All schools under the control of LCC and which do not have a fire suppression system installed shall seek to create a fire retardant space, suitable for their needs as assessed by themselves, which provides a minimum of 2 hours fire resistance.
All other organisations that are responsible for the provision of school premises within Lancashire shall be encouraged to adopt the same recommendations *as will apply to those schools under the direct control of LCC.*

The Cabinet should note that all Capital building works projects undertaken on schools by the Authority, either complete brand new build, extensions, and/or alterations currently comply with all statutory regulations relating to fire safety.

The Government had begun a period of consultation in 2016 to remove all reference to fire suppression systems being included in school buildings, however, due to the recent Grenfell fire tragedy this was noted to have subsequently been withdrawn and is understood to be under review along with a review of the current Building Regulations. The timescale when this will be completed is unknown.

The Cabinet is recommended to approve an amendment to the current policy to ensure that until the national policy framework is clarified all Capital schools projects consider fire suppression measures on a case by case basis for Cabinet to decide whether or not to include such a system.

Once the Government has completed the review, all recommendations resulting from it will be taken into account and a further review of the County Council's policy on Fire Suppression Measures in schools will be undertaken.

It should be noted that over the last 5 years there have been a total of 8 reported fires in Lancashire schools as follows:

- 2017/18 - 0 fires to date
- 2016/17 – 1 fire (outdoor classroom)
- 2015/16 – 2 fires. (Each settled at less than £10k)

- 2014/15 – 0 fires
- 2013/14 – 5 fires (one of which was Leyland St. Mary's, however no fire suppression system was installed in the new build and not requested by the insurance company)

Consultations

The Chief Fire Officers Association (CFOA) endorses the correct installation of sprinklers systems in newly built and refurbished schools. CFOA has recognised the importance of sprinklers in schools for many years, and believes if sprinklers were considered at the design stage of new build or refurbishment of existing buildings, costs could be kept to a minimum. Each year, 1,300 schools in the UK suffer fires large enough to be attended by Local Authority fire and rescue services.

Implications:

This item has the following implications, as indicated:

Risk management

The County Council fully complies with all current Building Regulations when undertaking capital improvement works to its school buildings. This includes all fire safety measures required. The inclusion of fire suppression measures are considered currently taking into account both risk and cost.

Financial

The Education and Skills Funding Agency does not currently provide funding for the inclusion of fire suppression measures in schools capital projects. If a fire suppression system is to be included in any scheme the funding will come from the overall Schools capital funding pot.

List of Background Papers

Paper	Date	Contact/Tel
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N/A

Reason for inclusion in Part II, if appropriate

Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Policy Position approved in April 2016.

1. All brand new schools developed by LCC shall have a sprinkler system considered as part of their safety strategy. With regard to the extension of an existing school, where the capacity of a school is to increase by 50 % or more, based on pupil numbers, then a sprinkler system shall be considered for the resultant new facility (both the new and existing elements). Once installed the responsibility to correctly inspect, service and maintain the sprinkler system shall rest with the governing body of that school.
2. All schools that currently have a fire suppression system installed shall have an initial assessment carried out by LCC to establish the condition of the system. Any remedial work required to ensure the correct operation of the system shall be carried out by the individual school within 6 months of them being notified of these requirements.
3. Upon completion of the initial assessments and resultant remedial works where necessary the responsibility for the future inspection, servicing and maintenance of the system shall rest with the governing body of that school.
4. All schools under the control of LCC and which do not have a fire suppression system installed shall seek to create a fire retardant space, suitable for their needs as assessed by themselves, which provides a minimum of 2 hours fire resistance.
All other organisations that are responsible for the provision of school premises within Lancashire shall be encouraged to adopt the same recommendations as will apply to those schools under the direct control of LCC.
5. In order to ensure this policy remains consistent with future changes in building legislation it is to be reviewed every 5 years."

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