

## Lancashire County Council

### Cabinet

Thursday, 8th March, 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 1 February 2018** (Pages 1 - 8)

#### Matters for Decision:

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

4. **Premises Use Policy** (Pages 9 - 54)
5. **Procurement Report - Request Approval to Commence Procurement Exercises** (Pages 55 - 60)

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

6. **Proposed Changes to the Highways and Transport Capital Programmes** (Pages 61 - 68)
7. **Conversion of Footway to shared use Footway/Cycle Track and Adoption of Land - Westgate/Railway Road, Skelmersdale** (Pages 69 - 74)
8. **Lancashire County Council (Sir Frederick Page Way, Samlesbury, Ribble Valley and South Ribble Boroughs) (Prohibition of Stopping) and (30MPH Speed Limit) Orders 201\*** (Pages 75 - 82)

9. **Lancashire County Council (Various Roads, Rossendale Borough Area) (Revocation and Introduction of Parking Places) Order 201\*** and **Lancashire County Council (Parramatta Street and Queen Street, Rossendale Borough Area) (Amendment to Parking Provisions) Order 201\*** (Pages 83 - 90)
10. **Department for Transport Consultation: Proposals for the Creation of a Major Road Network** (Pages 91 - 104)
11. **Proposed 2018/19 Highway Maintenance and Road Safety, Cycling Safety and Public Rights of Way New Starts Capital Programmes** (Pages 105 - 150)
12. **A682 Gisburn Road, Blacko contained within 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 No 1) Speed Limits) Order 201\*** (Pages 151 - 160)
13. **Street Lighting - LED Lantern Replacement Scheme** (Pages 161 - 166)

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

14. **Proposed Expansion of Barrow Primary School, Clitheroe** (Pages 167 - 214)  
Please note that Appendix 'E' to this report is in Part II and appears as Item No. 31 on the Agenda.
15. **The Future of Baines School's Post 16 Provision** (Pages 215 - 254)
16. **The Future of Carr Hill High School and Sixth Form Centre's Post 16 Provision** (Pages 255 - 294)
17. **Awarding of Small Grants to Third Sector Groups which are Registered with the Children and Family Wellbeing Service, including Grants to Individual Young People** (Pages 295 - 298)
18. **Special Educational Needs and Disabilities (SEND) School Placement Sufficiency and Suitability Plan 2018-21** (Pages 299 - 302)

**Cabinet Member for Community and Cultural Services - County Councillor  
Peter Buckley**

**19. Library Opening Hours Review 2018**

(Pages 303 - 348)

**Matters for Information:**

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

The following urgent decisions have been taken by the Leader of the County Council and the relevant Cabinet Member(s) in accordance with Standing Order 34(1) since the last meeting of Cabinet, and can be viewed by clicking on the relevant links:

- 1) [Highway Pothole Repair Policy – Rescinding of Cabinet Decision](#)
- 2) [Councillors' ICT Subsidy](#)
- 3) [Lead Member Appointment](#)

**21. 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.

**22. Date of Next Meeting**

The next meeting of the Cabinet will be held on Thursday 12 April 2018 at 2:00pm at County Hall, Preston.

**23. 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.

**24. 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**

**25. Programme of Works to Operational Buildings (Pages 349 - 352)**

(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.)

**26. Community Asset Transfers - Approval for Transfer (Pages 353 - 382)**

(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.)

**27. Contract extension for the Health Visitors/School Nurses contracts (Pages 383 - 386)**

(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.)

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

**28. Long Term Options for Service Provision at Walton-Le-Dale Park and Ride (Pages 387 - 400)**



(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.)

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

- 29. Billington & Langho St. Leonards CE School Expansion to 1.5 Form Entry Project - Further Additional Funding Requirement** (Pages 401 - 404)

(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.)

- 30. Children Looked After (CLA) Residential Strategy - Capital Schemes** (Pages 405 - 408)

(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.)

- 31. Appendix E of Item 14 - Proposed Expansion of Barrow Primary School, Clitheroe** (Pages 409 - 412)

(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.)

**Cabinet Member for Economic Development, Environment and Planning - County Councillor Michael Green**

- 32. Cuerden Strategic Site - Land Sale Proposals** (Pages 413 - 422)

(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.)

**Cabinet Member for Community and Cultural Services - County Councillor  
Peter Buckley**

**33. Transfer of Fleetwood Maritime Museum** (Pages 423 - 428)

(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.)

**34. Proposals Relating to Libraries - Earby** (Pages 429 - 432)

(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

**Lancashire County Council**

**Cabinet**

**Minutes of the Meeting held on Thursday, 1st February, 2018 at 2.00 pm in Committee Room 'B' (The Diamond Jubilee Room) - County Hall, Preston**

**Present:**

County Councillor Geoff Driver CBE                      Leader of the Council  
(in the Chair)

**Cabinet Members**

County Councillor Albert Atkinson  
County Councillor Michael Green  
County Councillor Mrs Susie Charles  
County Councillor Keith Iddon  
County Councillor Peter Buckley  
County Councillor Graham Gooch  
County Councillor Shaun Turner

County Councillors Azhar Ali and John Fillis were also in attendance under the provisions of Standing Order No. 19(4).

**1. Apologies for Absence**

None

**2. Disclosure of Pecuniary and Non-Pecuniary Interests**

There were no interests disclosed.

It was confirmed that Item 23 on the agenda – Preliminary Review of the County Council Policy on Fire Suppression Measures in Schools ahead of Government Direction - did not contain any exempt or confidential information and would be taken after Item 16 in the part of the meeting open to the Press and Public.

**3. Minutes of the Meeting held on 18 January 2018**

**Resolved:** That the minutes of the meeting held on 18 January 2018 be agreed as a correct record and signed by the Chair.

**4. Department for Transport Consultation: Shaping the Future of England's Strategic Roads**

Cabinet considered the County Council's proposed response to the Department for Transport consultation on Highways England's proposals in its Strategic Road Network Initial Report.

**Resolved:** That the County Council's response to the consultation be approved as set out in the report.

**5. Proposed 40mph Speed Limit at Briars Lane, Lowry Hill Lane and Course Lane, Newburgh**

Cabinet were asked for approval 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.

**Resolved:** That the sealing of the order in respect of the above speed reduction proposal as set out in this report be approved.

**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\***

Cabinet received a report on proposals for 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.

In discussing the report, it was acknowledged that the specific proposals relating to the A682 Gisburn Road, Blacko, Pendle should be subject to further consideration.

**Resolved:** That 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 the report be approved, other than the proposal relating to the A682 Gisburn Road, Blacko, Pendle, which would be subject to further consideration..

**7. McKenzie Street and Station Road, Bamber Bridge, South Ribble Borough Revocation, prohibition of Waiting and Restriction of Waiting Traffic Regulation Order**

Cabinet considered a report on the introduction of a Traffic Regulation Order to restrict and prohibit waiting on lengths of Station Road and McKenzie Street, Bamber Bridge, South Ribble, as part of an agreement under Section 278 of the Highways Act for a new housing development accessed off Station Road.

**Resolved:** That the proposal for the introduction of prohibition of waiting restrictions on Station Road and McKenzie Street, Bamber Bridge as detailed within the report be approved.

**8. Bacup Townscape Heritage Initiative**

Cabinet considered a report seeking approval of a public realm improvement scheme and related funding arrangements for Bacup Town Centre, using both County Council and

Heritage Lottery funding (HLF). It was reported that, as part of the public realm works, it was proposed to create three Zebra crossings, located on Market Street, St James Square and Yorkshire Street, and that a Section 278 Agreement was being drafted to safeguard the County Council's financial position.

**Resolved:** That:

- i. the County Council 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; and that the final wording of the Agreement be agreed under the present delegations for S278 Agreements.
- ii. the introduction of a three Zebra crossing arrangement and markings as set out in the report be approved.

## **9. Highways and Transport Capital Programme**

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 Additional 2017/18 Urban Unclassified Capital Programme, the proposed Road Safety Programme Apportionment Criteria, and the proposed Additional 2017/18 Road Safety Programme.

**Resolved:** That:

- i. the proposed amendments to the Highways and Transport Capital Programmes be approved.
- ii. the proposed Additional 2017/18 Urban Unclassified Capital Programme be approved .
- iii. the proposed Road Safety Programme Assessment Criteria be approved.
- iv. the proposed Additional 2017/18 Road Safety Programme be approved

## **10. Highway Pothole Repair Policy**

Cabinet considered a proposed Highway Pothole Repair Policy, setting out how potholes will be repaired when intervention levels are reached on vehicular highways and introducing revised response times in relation to carriageways, footways and cycle tracks. During the discussion, it was identified that the policy would benefit from further clarity on timescales relating to repairs following reports from members of the public.

**Resolved:** That the proposed Highway Pothole Repair Policy be approved, subject to an amendment to address public reporting of potholes.

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

Cabinet received a report setting 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.

**Resolved:** That the proposed list of maintenance schemes in Lancashire Schools set out in the report, totalling £11.994m, be approved as a further phase of high priority school repairs.

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

A report was presented providing details of the outcome of the consultation on the establishing of the relevant area for consultation on admission arrangements. It was confirmed that the county council proposed no changes, and no responses were received by the council this consultation.

**Resolved:** That the definition of the relevant areas remains unchanged for the 2020/21, 2021/22 and 2022/23 school years

**13. Determination of Admission Arrangements for Lancashire Community and Voluntary Controlled Schools 2019/20**

Cabinet were asked to approve the admission arrangements for community and voluntary controlled schools for the school year 2019/20.

**Resolved:** That

- i. the admission numbers and criteria for admission to community and voluntary controlled primary schools, secondary schools and sixth forms for 2019/20 listed in the report be approved
- ii. the issues raised by Community and Voluntary Controlled Governing Bodies be noted
- iii. the admission numbers and criteria for admission set out in the report, together with the other information included on the Authority's website and in its admissions booklets, be approved as the admission arrangements for 2019/20.

**14. Co-ordinated Admissions Scheme 2019/20 - Determination of the Qualifying Scheme**

Cabinet considered a report on 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.

**Resolved:** That

- i. the scheme and timetable set out in the report in Appendix 'B' be adopted as the qualifying scheme for admissions to Lancashire primary and secondary schools and academies for 2019/20;
- ii. 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.

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

Cabinet considered a proposal for the County Council to enter 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.

**Resolved:** That

- i. 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. the County Council becomes an Associate to the existing NHS Standard Contract between Fylde & Wyre CCG and Blackpool Teaching Hospitals NHS Trust.
- iii. officers be authorised to enter into a Section 75 agreement if necessary.

**16. Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies and Procedures incorporating Information & Advice and Prisons and Approved Premises**

Cabinet received a report presenting two new policies for approval, as part of the ongoing review of all adult social care policies following the introduction of the Care Act 2014. The policies under consideration were:

- i. Information & Advice
- ii. Prisons and Approved Premises.

**Resolved:** That the following Adult Social Care Policies be approved as presented:

- i. Information & Advice
- ii. Prisons and Approved Premises

**23. Preliminary Review of the County Council Policy on Fire Suppression Measures in Schools ahead of Government Direction**

Cabinet considered a report on a preliminary review of the County Council policy on fire suppression measures in schools, undertaken following the recent Grenfell Fire Tragedy and on an understanding that Central Government is reviewing national policies and guidance on such systems.

**Resolved:** That an amendment to the current policy on fire suppression measures in schools be approved to consider all future schools Capital building schemes on a case by case basis, pending further Government direction following its review of Building Regulations and recommendations for school building design.

**17. Urgent Business**

There was no urgent business.

## **18. Date of Next Meeting**

It was noted that the date of the next meeting would be Thursday 8 March 2018 at 2pm at County Hall, Preston.

## **19. Notice of Intention to Conduct Business in Private**

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

## **20. 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.

## **21. Asset Management**

(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 Asset Management

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

## **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**

(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 Preston Western Distributor, East West Link Road and Cottam Link Road.

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

## **24. Clitheroe Ribblesdale High School -Proposed Capital Project to Facilitate School Expansion**



(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 expansion of Clitheroe Ribblesdale High School.

**Resolved:** That the recommendations 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, 8 March 2018

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

Electoral Divisions affected:  
All

**Premises Use Policy**

(Appendices 'A' and 'B' refer)

Contact for further information:

Mel Ormesher, Tel: (01772) 536966, Head of Service Asset Management

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**Executive Summary**

The County Council has a Premises Use Policy and associated procedures to be followed when considering the use of County Council premises by external organisations.

The policy and procedures are due for review following changes to the use and retention of County Council's premises which has seen an increase in the level of co-location of services, centrally managed operational buildings, and premises costs. The policy sets out how premises can accommodate use by different types of community organisations e.g. Friends of Library groups whilst adhering to good premises management practice. The County Council continues to support the use of its premises by external organisations for educational, community and service-delivery purposes. The focus is to allow community use of buildings that complements County Council service delivery and supports the strategic objectives of the authority. The charges for sessional use/hire have been increased in line with the change to the retail price index and are included as part of the Premises Use Policy at Appendix 'A'.

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:

- (i) The updated Premises Use Policy and associated procedures, including increases to charges for sessional hire of space in County Council buildings, with implementation to take effect from 2 April 2018.
- (ii) That a review is undertaken of the existing relationships with community associations.

## Background and Advice

The Premises Use Policy was agreed in July 2012 for implementation in September 2012. An initial review of the policy was approved in late 2012 to consider concerns from existing users of sites, such as Community Associations. The Premises Use Policy and associated procedures have been used by Premises Managers since then without review.

In 2017 a review of the existing policy and procedural guidelines was carried out. This was in the context of changes to premises management arrangements for a number of operational buildings becoming a corporate function carried out by Facilities Management, a reduction in the number of Community Associations using County Council buildings, and changes to how operational premises are utilised for service delivery.

The review has retained many of the underlying principles of the existing policy where appropriate. It has considered the pricing model, including the approach to those organisations that currently use County Council buildings exclusively, or regularly, without contributing to premises running costs.

The basic principles of the revised policy are:

- That services of the County Council are able to deliver effectively from council premises and that their activities will be prioritised.
- That the County Council will not charge voluntary sector organisations for using County Council premises as long as they are delivering services that support the County Council's priorities and occur alongside and during service operating hours.
- The County Council will ensure a consistent approach is applied to organisations wishing to make use of County Council buildings and that sessional use/hire is not to the detriment of the authority's own service delivery.
- Use by partner organisations e.g. Police - the type of activity being carried out will determine the category applied which will determine the applicable charge.
- Where profit-making organisations use County Council premises it is appropriate that they are charged the market rate.
- Procurement implications are considered where an organisation is currently contracted to deliver services on behalf of the County Council or may intend to tender for services in the future.

The charging policy will be simplified to incorporate three pricing categories:

- **Free Use.** This will typically be where a County Council service delivers from one of the authority's premises, though will also include some use by partner organisations where the activity contributes to the delivery of the County Council's service objectives and occurs during service delivery operating hours, councillors for surgeries and other political purposes such as by candidates during parliamentary elections. It is recognised that some community organisations contribute greatly to the people of Lancashire and

are often carrying out work which supports the County Council's priorities. In these cases, those organisations would not be expected to pay to use County Council premises except where procurement implications arise. Further information about what could be considered within this category is outlined in the Premises Use Policy at Appendix 'A'.

- **Normal Rate.** This includes both rental and running costs but with some subsidy of the rent element by the County Council's service typically operating from the County Council premises. Where a community or voluntary organisation wishes to use a County Council building but their activities are not connected to the delivery of County Council priorities they will be asked to pay a fee which will contribute to the running costs of the buildings they use.
- **Market Rate.** This includes both rental and running costs. Private and profit-making organisations will be charged the full market rate, incorporating both rental and running costs, where they are using County Council premises on a commercial basis.

## **Consultations**

A review will be undertaken of the existing relationships with community associations.

## **Equality Impact**

An Equality Analysis is set out at Appendix 'B'. The policy ensures consistency is applied in charging user groups. It is intended to monitor the users of LCC premises to determine whether users are from the groups with protected characteristics as defined by the Equality Act 2010. The Policy also includes specific arrangements to assess the accessibility of premises to assist compliance with the Equality Act 2010's "reasonable adjustment" responsibilities which may assist in advancing equality for some user groups. Specific arrangements have been made within the Policy to consider requests from users which may be controversial in nature, these arrangements may contribute to meeting the fostering good relations/community cohesion general aim of the Public Sector Equality Duty. Specific arrangements have also been included within the Policy to meet the requirements of the Prevent Duty. Requests from all groups will be considered fairly and objectively against clear criteria which will ensure that any possible risk of unlawful discrimination is eliminated.

## **Implications:**

This item has the following implications, as indicated:

## **Risk management**

## **Financial**

It is proposed that fees and charges for sessional use/hire of County Council premises will increase to ensure that a reasonable contribution to premises costs is made by third parties and supports efforts to ensure that retained premises are

sustainable into the future. It should be noted that this may have an impact on the number of organisations that choose to use County Council premises in the delivery of their activity. Should demand be unaffected by the proposed fee increases then income received will increase by circa £45,000 based on 16/17 usage levels.

### **Reputational Risk**

When the Premises Use Policy was implemented in 2012 there were concerns expressed by some organisations already using County Council premises about the introduction of fees and charges. Community Associations are one group of organisations that use County Council premises at no charge. There are four organisations left with this relationship to authority buildings, two are subject to expressions of interest for community asset transfer (Barton Road Community Centre, Belmont Community Centre), three are located in premises used by the Children's and Families Wellbeing Service (The Grove, Burscough; Barnoldswick Young People's Centre; Stoneyholme and Daneshouse Young People's Centre) and one is subject to a feasibility study for the re-instatement of the local library service (Earby Community Centre).

### **List of Background Papers**

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		

# Premises Use Policy

## Asset Management Service

March 2018

## **1.0 INTRODUCTION**

The primary function of the County Council's premises is to enable the delivery of the council's services and facilitate public access where appropriate. As part of this we will enable community and third party use where this supports the council's objectives. This policy has been developed to support relationships between the County Council and external bodies to the benefit of local service delivery and community use.

The County Council supports the use of its premises by third party organisations for educational, community and service-delivery purposes. This policy seeks to ensure that where there is third party use of County Council premises that a reasonable contribution is made towards the financial cost of providing the accommodation. The majority of users of County Council premises will be required to pay for their use and such use. Use that adversely impacts on service delivery will not be permitted. The council's service occupational needs will therefore always take precedence over those of third parties.

### **1.1 Purpose**

The purpose of this policy is to ensure consistency is applied in allowing the use of the County Council's premises by setting out the criteria to be considered when deciding whether to allow accommodation to be used by other County Council services or external organisations.

Premise Managers will be provided with guidance on the practicalities associated with property usage. This will include the necessary forms to be completed when documenting sessional use/hire and applying standard rates to be charged for sessional use/hire and procedures to be followed.

Premises Managers for all County Council buildings are identified on the Property Asset Management System (PAMS), maintained by the Asset Management Service. In public facing buildings the Premises Manager is usually the Facilities Management Service and with support from on-site building users under the duty to cooperate function.

Guidance on premise management in the context of this policy is set out at Appendix 4.

### **1.2 Scope**

This policy applies to most premises owned or controlled by the County Council. The only exceptions are Conferencing e.g. at Towneley Park City Learning Centre, The Exchange and County Hall complex, Lancashire Museum Conservation Centre, Outdoor Education Centres and School premises where they have devolved financial management.

If council accommodation is required as part of a service(s) procurement process the proposals must be discussed with the Asset Management Service



prior to making any commitment to ensure that no financial advantage is given to any tendering party.

Premise Managers should note that the County Councils intranet pages on premise management contain the range of documents which require completion when considering an application for third party use according to the terms set out within this policy.

### **1.3 Implementation, Monitoring and Review**

Implementation of the policy will be the responsibility of Premises Managers (or nominated person under the Duty to Co-operate) working closely with Asset Management and Facilities Management Services and will be monitored through the financial monitoring of establishments. The charging framework will be reviewed on an annual basis.

The County Council continues to review the use of its premises to ensure the sustainability of future use. As such a number of premises have become subject to community asset transfer to community organisations whereas others present the opportunity for the colocation of County Council service delivery. Community Associations (CAs) operate from a number of County Council premises. They are normally constituted charitable bodies, whose membership includes elected members, representatives of groups that use the premises and young people and other community members. CAs contribute to the development of work at or from the premises and raise funds to support improvements to the building and programmes run in it. As such they can provide a valuable contribution to a County Council service's offer to the community, promoting social cohesion through community development and engagement. Within this context a review of the County Council's relationship with CAs will be carried out.

## **2.0 POLICY**

The County Council actively encourages the use by external organisations of County Council-owned premises. However, it reserves the right to refuse any application. The County Council's policy for the use of its premises by external bodies is as follows:

1. The use of County Council premises will be prioritised for Lancashire County Council's own service requirements, this includes County Councillor use for surgeries, and use by external organisations must not prejudice such use or impose additional costs on the operation of its property.
2. Premises made available for third party use will have been assessed as being generally suitable for such use. The suitability of accommodation for each specific use requirement will be assessed upon application by the Premises Manager, with appropriate advice from Asset Management and Facilities Management Services.

3. All prospective hirers must meet with the Premises Manager (or nominated person under Duty to Cooperate) and provide details of their intended use, aims and objectives on the standard 'Application Form for the Use of County Council Premises'.
4. Premises Managers (or nominated person under Duty to Cooperate) will have the responsibility for managing Sessional Use/Hire Agreements and for liaising with Senior Managers in the Service and Asset Management and Facilities Management services in respect of all other uses and suitability assessments.
5. Premises Managers will have the responsibility for ensuring that all usage will meet the requirements of the Prevent Duty (Section 26) and all other applicable sections of the Counter Terrorism and Security Act 2015 by ensuring that they do not provide a platform for radicalisers and are aware of how to report concerns.
6. All usage of County Council premises by other than the council's services will be formally documented specifying the respective responsibilities of the parties and the conduct required of the user. For sessional use/hire it will be by completion of the Application Form (and associated documents as required e.g. licences) and the Keyholders Form, if required. For all other uses it will be in the appropriate legal agreement drafted by the Estates Service and/or the Director of Corporate Services.
7. All users of County Council premises will be required to conduct themselves in a proper, safe and responsible manner. Where appropriate and according to the type of use, users will be required to ensure and evidence that they have the necessary skills/training/qualifications to conduct their use.
8. There is a general presumption that hirers external to the County Council will pay both rental and running costs for the accommodation required but with a facility for rental costs to be subsidised for certain user groups the County Council would wish to support as determined by the criteria in Appendix 1. The corporate running costs budget should not subsidise premises usage by external organisations and any costs associated with the use should be recovered in line with this policy.
9. Use of County Council premises will be determined in accordance with the criteria detailed in Appendix 1.
10. Charges for the Sessional Use/Hire of all County Council premises, excluding those exceptions noted in section 1.2 will be set at a standard rate as detailed in Appendix 2 – such rates will be reviewed annually. The charging for uses on other than on a sessional basis will be assessed in each case by Asset Management and Estates Services and prescribed in the agreements drawn up specifically for that instance.

11. All hirers must be covered by appropriate public liability insurance together with any other statutory consents that may be necessary for their use (e.g. public entertainment licences, performing rights licences, planning permission, etc.). All necessary documents must be attached to the Application Form.
12. Smoking is not allowed on Council premises as defined by Lancashire County Councils Smoke-Free Policy.  
<http://lccintranet2/corporate/web/?siteid=3726&pageid=39890>.
13. Any requests to serve alcoholic drinks at the premises must first be referred to the Director of Corporate Services.
14. Applications to use Council premises for the following purposes will require the following specific consents:
  - i. Use by political parties, pressure groups and interest groups outside election campaigns must be approved by the Director of Corporate Services.
  - ii. Where it appears that the prospective use/user may be controversial so as to be subversive to public law or order, or calculated or likely to lead to a breach of the peace, or which may injure the reputation of the premises or of the County Council, then the specific approval of the Leader of the County Council will be required. Any requests that appear to be controversial must first be referred to the Director of Corporate Services.

### 3.0 REQUIREMENTS

Premises use agreements are intended to reflect the rights and responsibilities of the parties involved in property usage. Agreements specifically cover financial arrangements, health and safety, premises management, safeguarding, Prevent Duty etc., and may take various forms according to the longevity of the proposed occupation and/or the relationship existing between the parties. The types of agreement below are commonly referred to in the context of Council owned premises.

#### 3.1 Types of User Agreements

**Sessional Use/Hire Agreements** are appropriate where premises are used for a short set period, normally a minimum of one hour, but usually several hours per week on a sessional basis. This could mean that sessions are booked either as a one-off event for several hours (but not extending to more than a few days at a time), or for the same time on a weekly or monthly basis. Sessional users/hirers occupy accommodation for only the agreed booking period and otherwise the same space is available for other users at different times.

Charges for sessional use/hire are usually an hourly fee covering rent and service charge (which represents the running costs of the premises) and are detailed in Appendix 2 of this policy.

**Licence Agreements** are required where a building, or parts of a building, are to be used on a regular but not exclusive basis and a sessional use/hire agreement is inadequate to reflect the scale or complexity of the arrangement.

All Licence agreements must be referred to Asset Management Service and will be negotiated by Estates Service and drafted by the Director of Corporate Services - working closely with the parties concerned.

**Lease Agreements** are used where it is necessary to give a user exclusive use of a property or a part thereof, over a period of time (i.e. the accommodation is not at any time during the agreement shared with the council's service or any other party). However, dependent on the circumstances, a lease agreement could confer on the user secure occupational rights to the premises, and this could be prejudicial to the County Council's own use and future dealings with the property. As such the granting of lease agreements must be considered, advised upon and drafted by Asset Management Service, Estates Service and the Director of Corporate Services.

**As a lease agreement will arise by the simple act of granting exclusive occupational rights, whether a formal lease arrangement is intended or not, then caution must be exercised when considering the use of any property by a third party organisation which extends beyond the limited circumstances where a sessional use/hire agreement is appropriate. In ANY case where the Premises Manager (or nominated person under a Duty to Cooperate) is unsure whether a prospective occupation may extend beyond the scope of a sessional use/hire agreement, then they MUST approach Asset Management Service for advice and guidance.**

Charges for lease agreements are commonly levied as two separate fees comprising (i) a rental and (ii) a service charge (the latter representing an apportionment of the building's running cost).

**Leased Premises – Any requests for the use of Premises which are occupied by the County Council but leased from External Organisations will need to be considered by the Estates Service and the Director of Corporate Services and they must be referred to Asset Management Service in the first instance.**

#### 4.0 CHARGING BASIS FOR USE OF PREMISES

There are three categories of charging for hire/use as follows:

- **Free of Charge Use (Category A)**
- **Normal Rate (Category B) (both rental and running costs but where the rental element is subsidised by the council's service)**
- **Market Rate (Category C) (comprising both rental and running costs)**

Premise cost are managed within a centralised budget and so there is no longer a recharge between services for the use of council premises.

In addition there is some free of charge use by county councillors for surgery purposes, candidates during parliamentary or local government election campaigns, and other relevant elections provided for in law, by returning officers for taking the poll and community associations operating under the Council's model community association constitution (or other constitution as approved by the County Council). This means that the majority of external organisations will be required to pay for usage at the '**Normal Rate**' (Category B).

- **Appendix 1 - User Categories with example user groups and Basis for Charging**
- **Appendix 2 - The Charging Scheme for Sessional Use/Hire.** The charges shown for the sessional use/hire of County Council premises are intended to reflect both running costs (e.g. heating, lighting, cleaning, caretaking, repair/maintenance, etc.) and the asset value of the property in the form of rental. By including a rental element in the charge for "**Normal Rate**" (Category B), both the council's service and users recognise the 'true' value of the property usage offered by the County Council. However, in accordance with the general aims of the County Council to support Third Sector use of its premises, the majority of such groups will be offered a subsidy equivalent to the rental element of the charge.
- **Appendix 3 Application Form for the Use of County Council Premises** which should be completed in all cases, including free of charge use. The category of use and basis for charging must be indicated in Section 6 of the form.

### **Facilitating Premises Use and Administration Costs Applicable for Categories B and C**

For all Category B and C uses there will be the following additional charges where appropriate:

- A fee to cover the cost of administering the application which will be added to the cost of the first hour as detailed in Appendix 2
- A charge for the additional cost of facilitating the premises use outside of operating hours (if required) must be passed on to the user and added to the cost of the first hour as detailed in Appendix 2. The Council reserves the right to refuse a use where staffing levels cannot accommodate it.

## **5.0 PRIORITISING THE USE OF COUNTY COUNCIL PREMISES**

A service's use of County Council owned or leased premises takes precedence over that of third parties. However, in order to meet the council's services objectives, its commitment to partnership working, to facilitate community

engagement and ensure the best use is made of County Council resources, appropriate use by other groups will be considered where there is capacity to do so, on the following priority basis:

**Priority 1** Use by the County Council service(s) occupying the premise, and use by other County Council services and functions where spare capacity is identified by Asset Management Service, including the provision of touchdown facilities and;

Use by county councillors for surgery purposes

The statutory rights of candidates involved in a parliamentary or local government election campaign and any other relevant elections provided for in law, to use County Council premises, would generally be considered to be a Priority 1 use

Use by returning officers as polling stations

**Priority 2** Use by other County Council services and partners where their presence contributes to the operational objectives (i.e. core business) of the council's service;

Use by sitting MPs and district councillors outside election campaigns.

**Priority 3** Use by other Third Sector organisations that contribute to the council's service's offer to the Community;

**Priority 4** Use by Friends of Libraries (FoL's) groups operating under the County Council's Friends of Libraries Constitution, Community Associations (CAs), operating under the County Council's Community Association constitution (or other constitution as approved by the County Council), associated with the council's service's operation;

**Priority 5** Private use and use by commercial organisations, as considered appropriate.

Use by political parties, pressure groups and interests groups should be referred to the Director of Corporate Services.

## **6.0 STEP BY STEP GUIDE TO THE HIRING PROCESS FOR SESSIONAL USE**

1. Request is received for the use of County Council premises.
2. Issue 'Application Form for the Use of County Council Premises' for the applicants to complete; thus providing their identity and requirements.
3. The Premises Manager (or nominated person under Duty to Cooperate) should then assess whether the requirement can be readily



accommodated in terms of the suitability of the premises for the proposed use.

4. The Premises Manager (or nominated person under Duty to Cooperate) will need to decide whether the use can be accommodated as a 'standard Sessional Use/Hire arrangement. If not the request should be referred to Asset Management Service.
5. If the proposed use can be accommodated under the standard sessional use/hire arrangement, the fee can be agreed with the users in accordance with the charging scheme in Appendices 1 and 2 and the appropriate assessments can be undertaken e.g. evidence of the applicant's ability to safely and appropriately manage children, young people and/or vulnerable adults, sports uses, events (e.g. safeguarding implications, qualifications of supervisors, etc.), evidence that the applicants have a copyright licence for the use of any music, film/video, performances etc. involved in their use
6. Where a proposed occupiers use is likely to be deemed a licensable use, all appropriate enquiries and applications ought to be made by the proposed occupier, as set out at Appendix 4 section 3.4, prior to commencement of use. The Premises Manager (or nominated person under Duty to Cooperate) is advised to liaise with Asset Management Service and /or the Director of Corporate Services if there are any doubts as to whether a proposed use requires any form of licence.
7. All hirers must be covered by appropriate public liability insurance together with any other statutory consents that may be necessary for their use (i.e. public entertainment licences, performing rights licences for music, film, video as appropriate, planning permission, etc.). All necessary documents must be attached to the application form. If evidence of appropriate public liability insurance is not provided by the hirer, it may be possible for such cover to be provided by the Hirer's Liability insurance arranged by the County Council, details of which are available on the Premise Management intranet pages.
8. Each hirer will be required to nominate a contact person. Such a person is deemed to be the responsible person for the conduct of the users and where appropriate will be responsible for the premises in accordance with the Key Holder procedure (see Appendix 4 section 7). There is a general presumption, in the case of sessional use/hire or use of parts of a premise, that County Council staff should be responsible for locking the premises after use. Only where this is not practicable, and the risks have been carefully assessed (i.e. allowing for the size/value of the property, the contents/use of the premises and the capacity of the user group), would third parties be provided with keys in order to assume responsibility for security following their use.
9. The Premises Manager (or nominated person under Duty to Cooperate) will determine whether a nominated person from the service is required on

site when the premises are being used (i.e. perhaps where large numbers of people/the general public were to be present, and/or the premises were to be used for a licensed use). If not, a responsible person from the council's service must be on call.

10. Arrangements and payment for each sessional use/hire will be made in advance of the event(s) with the hirer concerned.
11. When all the necessary documentation has been checked, and payment received, then both parties should sign the Sessional Use/Hire Form and retain a copy for their records.
12. All sessional use/hire agreements should be reviewed for their continuing suitability. The Asset Management Service will review the County Council's charging scheme for sessional use/hire annually, and other agreement types as appropriate.

The step by step guide is summarised in a flowchart at Appendix 3. Associated forms for completion when arranging third party use can be found on the Premise Management intranet page.

## **7.0 COUNTY COUNCIL CONTACTS**

Please direct any queries regarding this Premises Use Policy in the first instance to Asset Management Service mailbox at:

[ampropertyreview@lancashire.gov.uk](mailto:ampropertyreview@lancashire.gov.uk)



## **Appendix 1: User Categories and Basis for Charging**

*The user groups identified below are not intended to be an exhaustive list but are provided by way of examples. Any application which does not readily fit with any of the categories below should be referred to the Asset Management Service. If there is doubt as to the appropriateness of any particular use/user then refer application to the Director of Corporate Services. In all cases, the use of premises by external organisations must not impose significant additional running costs on the County Council.*

### **Category A: Free of Charge Use (no charges levied).**

#### User groups

1. The council's service.
2. A recognised partnership arrangement which directly assists the County Council service to achieve its objectives.
3. Friends of Library groups operating under the County Council's Friends of Lancashire Libraries constitution.
4. Community associations operating under the County Council's community association constitution (or other constitution as approved by the County Council) are permitted free of charge use for meetings required by their constitutions and up to four whole days annually for fund-raising or other appropriate events.
5. Use by County Councillors for surgeries subject to the use being accommodated at a reasonable cost to the County Council.
6. Use by candidates in a parliamentary election campaign, or in a local government election campaign (either by County or District Councillors), or in a campaign associated with any other elections provided for in law. This is subject to the use being accommodated at a reasonable cost to the County Council.
7. Use as a polling station in connection with parliamentary and local government elections and any other elections provided for in law, as required by the returning officer.

### **Category B: Normal Rate (rental & running costs with the rental element covered by an equivalent rent subsidy provided by the County Council).**

#### User groups (Non-profit making and Non-contractual arrangements)

1. Recognised associations of parent teachers and parents and friends of Schools, Colleges, and Centres for business meetings and fund raising efforts to provide School, College and Centre funds.
2. Old students associations for business meetings.

3. School, College and Youth Clubs athletic or sports associations.
4. School, College and Youth Club musical and arts festivals.
5. Careers conventions for schools and colleges.
6. Workers Educational Associations for classes and meetings.
7. University extra mural departments for classes.
8. Educational classes provided by organisations such as the St. John's Ambulance, Women's Institute and Townswoman's Guilds.
9. Classes and conferences arranged by faith groups.
10. Courses for teachers organised by bodies other than the local education authority.
11. Recognised youth organisations including Scouts, Guides, Cubs, Brownies, Beavers, A.T.C, Boys Brigade, etc.
12. Voluntary (non-profit making) activities which have a direct relationship with the services provided by the County Council (e.g. registered pre- and after-school playgroups and older people's clubs operated by charitable and voluntary organisations).
13. Playgroup leaders associations for meetings.
14. North West Sports Council and local sports Councils for meetings.
15. Organisations of teachers (Trades Unions, other recognised groups), and organisations of other local government employees connected with the County Council for meetings.
16. Road Safety organisations.
17. Charitable and recognised voluntary organisations for business meetings.
18. Faith organisations.
19. Parish and District Councils.
20. Use by sitting MPs and District Councillors for surgeries.
20. Use by political parties, pressure groups and interest groups (this use requires the specific consent of the Director Corporate Services).

**Category C: Market Rate (rental & running costs).**

1. Private functions (e.g. weddings, parties, etc.)
2. Commercial purposes (sports & fitness classes, weight watchers, early years providers etc.). N.B. the sale of goods from County Council premises, by commercial organisations, is not permitted without the consent of the County Council.

**Appendix 2****The Indicative Charging Scheme for Sessional Use/Hire (2018/19)**

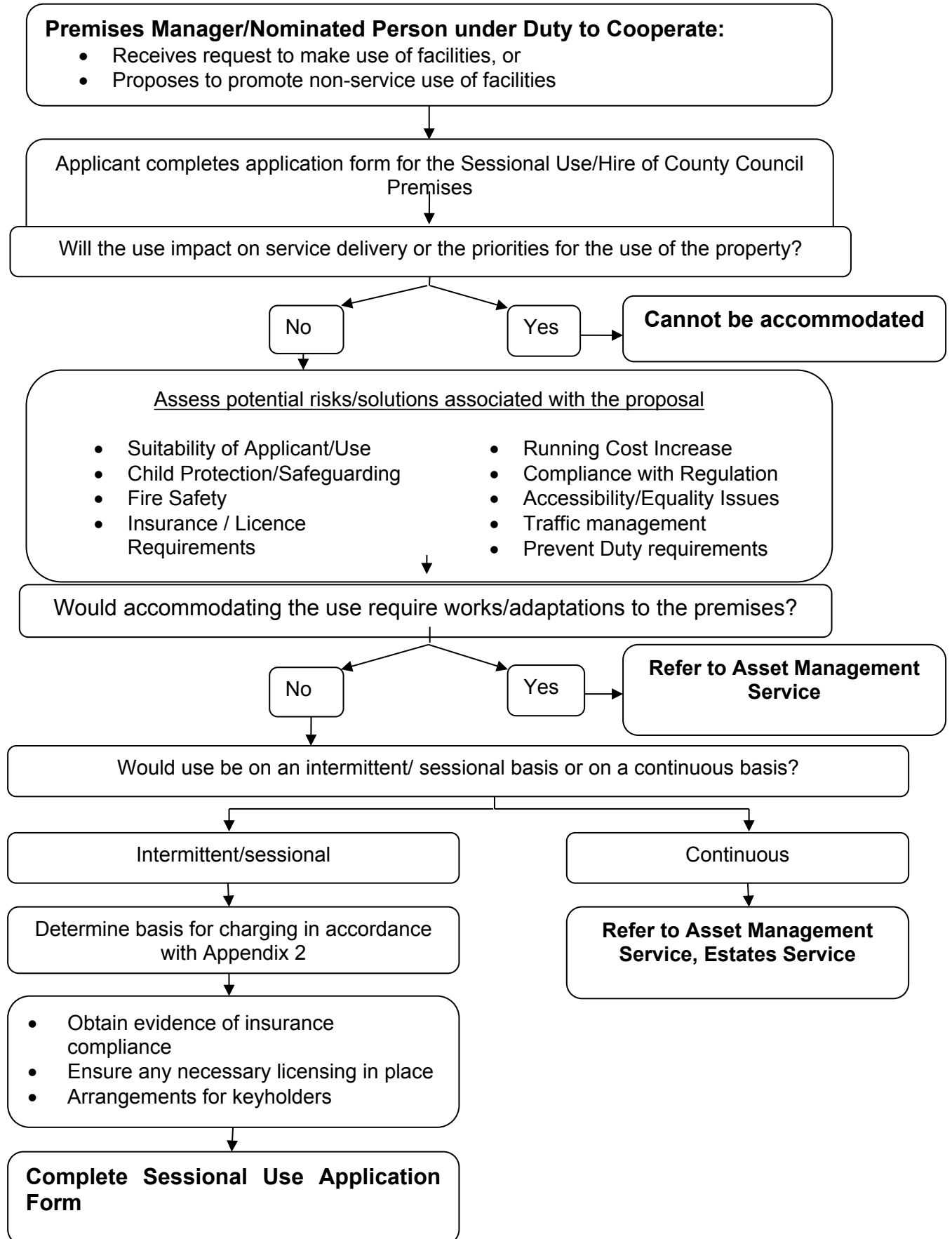
Type of Charge	Category A Free Of Charge Use	Category B Normal Rate			Category C Market Rate	Additional Charge for Facilitating Premises Use outside of Operating Hours <b>on First hour only</b> (See Note 1 below)	Additional Charge for Admin <b>on First hour only</b> (See Note 2 below)
	No Charge	Rental & Running Costs (Gross Charge)	Rent Subsidy (To be Deducted from Gross Charge)	<b>Normal Rate Less Rent Subsidy (Net Charge) Hourly Charge</b>	<b>Rental &amp; Running Costs Hourly Charge</b>	Applicable for Category B and C Use (if incurred)	Applicable for all Category B and C Use
Meeting Room up to 20m <sup>2</sup>	No Charge	£5	£2.50	£2.50	£5	£14	£3.50
Meeting Room 20-30m <sup>2</sup>	No Charge	£7	£3.50	£3.50	£7	£14	£3.50
Meeting Room 30-50m <sup>2</sup>	No Charge	£11	£5.50	£5.50	£11	£14	£3.50
Small Hall up to 100m <sup>2</sup>	No Charge	£14	£7	£7	£14	£14	£3.50
Hall 101m <sup>2</sup> or more	No Charge	£18	£9	£9	£18	£14	£3.50
Kitchen and Coffee Bar	No Charge	£6	£2.50	£3.50	£6	£14	£3.50

Type of Charge	Category A Free Of Charge Use	Category B Normal Rate			Category C Market Rate	Additional Charge for Facilitating Premises Use outside of Operating Hours <b>on First hour only</b> (See Note 1 below)	Additional Charge for Admin <b>on First hour only</b> (See Note 2 below)
	No Charge	Rental & Running Costs (Gross Charge)	Rent Subsidy (To be Deducted from Gross Charge)	<b>Normal Rate Less Rent Subsidy (Net Charge) Hourly Charge</b>	<b>Rental &amp; Running Costs Hourly Charge</b>	Applicable for Category B and C Use (if incurred)	Applicable for all Category B and C Use
Multi Use Games Area	No Charge	£6	£3.50	£2.50	£6	£14	£3.50
Multi Use Games Area / Playing Field with Floodlights	No Charge	£18	£12	£6	£18	£14	£3.50
Playing Field	No Charge	£6.50	£5	£1.50	£6.50	£14	£3.50

**Notes:**

1. It is only chargeable for Category B and C and the term "Facilitating Premises Use Outside of Operating Hours" refers where the County Council has to provide an employee to open and close the premises outside of normal operating hours.
2. The charge of £3.50 for Admin is for each individual sessional use/hire and is for arranging the letting. It is only applicable for Category B and C.

### Appendix 3 – Process Flowchart



## **Appendix 4: MANAGING THE USE OF COUNTY COUNCIL PREMISES**

Designated Premises Managers (or nominated person under a Duty to Cooperate) have day-to-day control over what happens in County Council owned/controlled premises. Premises Managers for all County Council buildings are identified on the Property Asset Management System (PAMS), maintained by Asset Management Service. Within public facing premises the Premises Manager is usually Facilities Management Service and with support from on-site building users under the duty to cooperate function they are responsible for ensuring the premise is safe and fit for its intended purpose.

The role and responsibilities of Premises Managers are detailed in Guidance Notes provided on the Corporate Health, Safety and Wellbeing website and is accessed via the following link:

<http://lccintranet2/corporate/web/view.asp?siteid=3492&pageid=9819&e=e>

### **1. Assessing Suitability of Premises for the Proposed Use**

When an interest in using County Council premises is received, the proposed user must complete the 'Application Form for the use of County Council Premises'. The information will enable an assessment to be made as to the suitability in terms of the impact on service delivery and the physical constraints of the property itself. If a property is not suitable the proposed use should be referred to Asset Management Service.

#### **1.1 Equality Act (EA) 2010: Requirements for Disability Access**

The EA makes it unlawful to discriminate against a person because of 'protected characteristics' (which includes disability). The legislation places a general requirement on businesses and other organisations to take reasonable steps to address physical features that act as a barrier to disabled people accessing their services. This may mean removing, altering or providing a reasonable means of avoiding physical features of a building which might place disabled people at a substantial disadvantage. Examples include:

- putting in a ramp to replace steps;
- providing larger, well defined signs for people with a visual impairment;
- improving access to toilet or washing facilities etc.;
- providing ground-level meeting rooms in premises without lifts.

The use of County Council premises other than by the council's service may affect the property's disability access arrangements and compliance with EA (i.e. allowing public access to buildings, or parts of buildings, which has hitherto not been permitted may impose an obligation to make physical alterations to accommodate such access by disabled users). An access audit for the subject premises/space will enable any such accessibility issues to be identified and Asset Management Service/Facilities Management Services will advise.

#### **1.2 Gender Segregation**

Segregation by gender will constitute unlawful discrimination except for in few specifically defined purposes falling within one of the exceptions under the EA. It is important that the relevant staff are aware of:

- legal obligations under equality law
- what is permissible and not permissible on a segregated basis
- exceptions from equality law for religious practice and observance.

Forced gender segregation is not consistent with British values and should also be considered in the context of implementing the Prevent Duty.

In line with the Equality Act all requests to use/hire County Council premises will be treated fairly and considered objectively and discrimination will not take place because of any protected characteristics of a group or individual.

Information on the requirements not to discriminate unlawfully are provided on the Premises Manager Guidance Notes on the corporate web site via the following link:

<http://lccintranet2/corporate/web/view.asp?siteid=3492&pageid=9847&e=e>

Once County Council premises have been assessed to be suitable for the use by the Premises Manager (or nominated person under a Duty to Cooperate) working in conjunction with Facilities Management Service and if appropriate, Asset Management and Estates Services, then Premises Managers (or nominated person under a Duty to Cooperate) are authorised to agree sessional use/hire arrangements at their premises.

Regular and more formal use of all or specified parts of premises over extended periods of time, on either a sole or shared use basis, **cannot be agreed locally**. Examples of such arrangements would be; a District Council's application to hire premises on behalf of a local community or sports group, use of space by another County Council service, use by another public sector organisation or any use involving the exclusive use of space by the user (i.e. the space is not used at any time during the agreement period by either the council's service or other groups).

Arrangements for use on other than a sessional basis will need to be referred to the Asset Management Service.

### **1.3 Safeguarding of Children, Young People and Vulnerable Adults**

Premises Managers (or nominated person under a Duty to Cooperate) and Facilities Management will need to consider how any proposed use coming onto the site might compromise safeguarding requirements or child protection arrangements for both the existing County Council operation, other users of the premises and the proposed use itself. In addition to requiring prospective hirers to have appropriate vetting and control measures for their purpose, it may also be necessary to introduce new measures to protect existing users of the premises.

## **2. Health and Safety (Risk Management)**



Health and Safety legislation imposes a duty on the County Council to maintain and operate its premises in a way that ensures they provide a safe environment for all users, employees and members of the public alike. Responsibility for the safety of County Council premises rests with the Chief Executive and Executive Directors, but day to day responsibility is vested in the Premises Manager (or nominated person under a Duty to Cooperate). Although the Premises Manager may delegate specific premises related duties to others, he/she will retain overall responsibility.

The Corporate Health, Safety & Wellbeing website provides a comprehensive guide to the following:

<http://lccintranet2/corporate/web/view.asp?siteid=3726&pageid=18222&e=e>

Information with respect to Emergency Preparedness and response (planning for emergencies in premises usage and undertaking fire risk assessments), is available via the following link:

<http://lccintranet2/corporate/web/view.asp?siteid=3726&pageid=18034&e=e>

The use of County Council premises by third parties may give rise to risks not identified on the generic risk assessments undertaken for normal service use or uses otherwise commonly accommodated at the premises. In this case the proposed use/user would have to be subject to a specific suitability assessment to establish whether adaptations to the premises, or its operation, was necessary and the desirability of undertaking any necessary changes.

Some of the more common issues include:

- Traffic Management – control of vehicular and pedestrian access to and around the property site having regard to the different activity periods associated with the various uses accommodated.
- Site Security and Safeguarding / Child Protection – risk assessments taking into account the nature of the proposed use and the background of the people (including any “customers” or visitors) associated with the use will need to be undertaken. More detailed checks may be required where the operational hours will overlap with the service's operational day and where the use or service use includes children, young people or vulnerable adults. Vetting, barring and/or control measures may need to be put in place and it could be considered necessary to physically segregate users to safeguard staff and user safety.
- Fire Safety – the premises fire risk assessment should be reviewed in the light of the impact of proposed new uses, and fire-safety procedures should be followed by organisers when setting up new activities. In cases where usage involves the presence of large numbers of people (e.g.) shows, meetings, community events), then the Licensing Officer of the local District Council should be consulted.
- Asbestos Management – where works are needed in connection with a proposed use then this should be referred to Asset Management any resulting works must follow the County Council's Asbestos Management Procedures as set out on Health and Safety intranet pages.

- Regular Premises Checks, at every handover from service to community use and vice versa, are crucial. These can be done by the Premises Manager (or nominated person under a Duty to Cooperate) or other approved keyholder, but should be written down and held on file chronologically. This ensures that should any liability claim be brought, the relevant insurers have access to detailed and correctly dated information that helps to defend or pursue any such claim as appropriate.

### **3 Insurance**

When requests to use County Council premises are received it is important to consider the insurance implications of specific uses/or users. Different users and uses are likely to result in different insurance requirements. In most cases the responsibility for the insurance necessary to cover third party use of County Council premises, for other than that associated with the County Council's own service use, must be met by the hirer.

#### **3.1 The general principle**

It is important that all users of County Council premises are suitably insured in order to ensure that the County Council and its officers are indemnified against claims for injury to users, and for damage to the property caused by such use.

As a general principle it is the hirer's, not the County Council's, responsibility to decide whether or not the County Council's premises are suitable for their proposed use or users. However as Premises Managers (or nominated person under a Duty to Cooperate) have ongoing responsibility for risk assessments on their premises to ensure they are safe for their existing use, they should also have a view about the appropriateness of the uses proposed by third parties.

Where there is any concern over the suitability of a use, then the fact that insurance can be obtained to provide the necessary indemnity cover should not be taken as a justification for accepting the use. The service is fully entitled to choose not to agree to a use request and should do so where the risks of acceptance are considered significant (i.e. where many adaptations are required to the premises and its operation, specific safeguards/controls are needed that impose an unacceptable cost on the County Council in terms of staff time, etc.).

Insurance cover provided by hirers in respect of their usage of County Council premises does not absolve the County Council from its own obligations in respect of health and safety and the proper management of the property.

##### **3.1.1 Use by County Council services**

Usage by County Council services (including those activities under the control of County Council staff) is covered under the County Council's own buildings and public liability insurance arrangements.

Where County Council staff members are using premises not in the ownership of the County Council, the liability to insure (County Council or owner) should be specified in

the formal usage agreement (licence or lease) to ensure that appropriate insurance arrangements are in place.

### **3.1.2 Use by Third Parties**

Third party users must produce a copy of their own public liability insurance policy providing cover with a limit of indemnity of not less than £5m (five million pounds).

A possible exception to this requirement might be where use is made of County Council premises by other public sector organisations, such as National Health Service and District Councils, which normally self-insure. In these circumstances, written confirmation formally accepting the liability (usually included as an indemnity), will generally suffice. Asset Management and Estates Services will ensure appropriate arrangements are put in place in the property agreement.

Local community groups using County Council premises must also be covered by insurance. Most of these groups will occupy premises under sessional use/hire agreements. From the implementation of this Premises Use Policy, local community groups will be required to complete a sessional use/hire agreement and meet the insurance requirements included therein. Individuals or non-incorporated groups might find this requirement difficult to comply with; however it may be possible for them to become members of an umbrella organisation such as a community association or residents association and obtain public liability insurance through this group.

Whilst it is recognised that arranging necessary cover may prove a barrier to some groups or individuals, the requirement for all hirers to have appropriate insurance in place cannot be overlooked. For existing users of service premises, where no formal agreement exists, their use of premises will need to be renegotiated and an appropriate formal agreement put in place.

**In recognition of the fact that some groups or individuals may face difficulty in arranging Public Liability insurance cover with an indemnity limit of not less than £5m (five million pounds), the County Council has arranged Hirers' Liability cover under the terms of the County Council's Public Liability insurance policy. The Hirer's Liability cover may be available to certain groups or individuals who do not have the required amount of Public Liability insurance cover. Full details of this Hirers' Liability cover can be found in a summary document that can be accessed via the link in Appendix 5 to the County Council's Intranet.**

### **3.3 Keyholders**

The County Council's buildings and public liability insurance provisions, cover the use of County Council premises by non-County Council users provided the Council's key holder arrangements are adhered to, as detailed in Appendix 4. Should an event occur where a claim is made, the County Council's insurers will expect to see evidence that the County Council's key holder arrangements have been fully complied with.

***Further guidance for Premise Managers/Duty to Co-operate on insurance matters is provided on the Premise Management intranet pages.***

### **3.4 Licensing**

Uses which involve entertainment, the playing of music and/or the presence of groups of people may require licensing. The proposed occupier must make all reasonable enquiries as to whether an appropriate licence is held by the County Council upon which they may rely, or alternatively, make all appropriate applications under the Licensing Act 2003, or such other relevant legislation, to secure such a licence and provide evidence of such a licence to the Premises Manager prior to the commencement of use.

## **4. VAT**

Internal uses and related services between one part of the County Council and another are outside the scope of VAT. The use of property by third party organisations for non-sporting activities is generally exempt from VAT, whereas use for sports activities are subject to VAT (although there are exemptions under certain circumstances detailed on the Application Form at Appendix 3 in the section "The Use of Sports Facilities – VAT Regulations)." Service charges which comprise additional costs relating to the provision of the accommodation (such as contributions to insurance, electricity, and management costs) are seen as further payment of rent and also exempt from VAT.

However, where additional services beyond the accommodation itself are provided and charged for separately, these additional charges are liable to VAT at the standard rate, e.g. shared receptionist services, use of telephones, photocopiers, computers etc. In cases where the services are the principal element of the supply, the overall charge may become standard rated. Venues which are let for theatre productions and weddings are now normally regarded as the provision of facilities and other services rather than space, and should therefore be standard rated. The VAT treatment of stalls at specialist markets or events is also currently under review.

The Council has also opted to tax certain buildings which mean that VAT must be charged on rents including The Globe, Accrington, and the Preston Bus Station, as well as several other strategic properties. Further buildings may be opted if material expenditure is to be incurred. The VAT Team can advise of the up to date position.

If the use of the property does not give the exclusive right to an area it is subject to VAT. Where the County Council rents premises from a third party, and has been charged VAT on such payments by the landlord, any subsequent charge made by the County Council to third party users of the accommodation is still exempt from VAT (except where it is used for sports purposes). For further advice on VAT relating to use of premises, please contact the County Council's VAT Team (Tel. 01772 534811 or 01772 534778).

## **5. Treatment of Income Received from Lettings**

Payment for sessional use/hire should be managed and transacted in accordance with corporate guidelines/procedures relating to charging for services. Payments in respect of more formal agreement types should be invoiced or journal transferred (from the users) in line with corporate guidelines/procedures relating to charging for services.

All income received from the use of the council's premises should be credited to the corporate running costs budget, to offset property costs.

## **6. Provision of Furniture and Equipment.**

County Council accommodation will generally be made available for use with furniture appropriate for the permitted use i.e., meeting rooms will contain sufficient chairs/tables for the room's stated capacity. An inventory of furniture/equipment provided should be completed on the Application Form at section 7 of the Terms and Conditions and should be checked for damage/serviceability at the end of the use period.

Specialist equipment (e.g. audio-visual, IT, entertainment, catering etc.) or furniture should be provided by the user, subject to a check by the Premises Manager (or nominated person under Duty to Cooperate) on its appropriateness for the premises; i.e. in health and safety terms and its potential to damage the fabric of the building. Any concerns by the Premises Manager (or nominated person under Duty to Cooperate) should be raised with Facilities Management Service.

## **7. Key Holder Arrangements**

County Council service staffing levels do not always allow for the employment of staff to open and close premises and be present at all times when they are open. Consequently certain County Council staff members and other premises users' representatives may be allocated keys (or access codes in the case of key-less locks) for some or all parts of specified premises. Keys are allocated on the clear proviso that the recipients are held responsible for the said premises at agreed times.

The County Council's buildings insurance provisions cover the use of County Council premises by non-County Council users, provided the key holder arrangements are adhered to. Should an event occur and a claim be made, the County Council's insurers will expect to see evidence that the County Council's key holder arrangements have been complied with in full.

Staff members and other premises users' representatives, are required to sign the County Council's Key Holder Agreement Form to confirm their understanding of, and agreement to accept the responsibilities placed upon key holders for premises security and compliance with the County Council's insurance policy. This form should be scanned and emailed to the Asset Management Service mailbox [ampropertyreview@lancashire.gov.uk](mailto:ampropertyreview@lancashire.gov.uk) and it will be saved in the appropriate property record on Property Asset Management System (PAMS).

Premises Managers (or nominated person under Duty to Cooperate) will maintain a register of keys to record and manage the allocation of keys and access codes; whether this be to staff members or representatives of other organisations using service premises. The register will be kept on the premises, with a regularly updated copy retained at the service's head office. Signatures for receipt and return of keys will be recorded on the Key Holder agreement form.

Approved categories of key holders for County Council premises are as follows:

**County Council staff** will often be keyholders to the buildings that they work from or require access to on a regular basis. Line managers and/or Facilities Management Service will agree to named keyholders for specific premises on an individual basis.

**Partners, Community Associations, Friends of Libraries groups, representatives of community groups and other County Council staff** may be recognised as key holders for the premises they require access to or operate from on a regular basis, provided:

- There is an appropriate agreement in place, clarifying their use of the premises (statement of occupancy, lease, license or in exceptional cases, a sessional use/hire agreement) which formalises their presence in the building;
- These persons need to access the building at times when County Council staff would not normally be there;
- Individuals holding keys for County Council premises sign and adhere to the County Council's Key Holder agreement
- Individuals who are not County Council staff, must have approval from their own line management/organisation that it is appropriate for them to accept the responsibilities that sit with the key holder role. This must be confirmed in writing to the Premises Manager (or nominated person under Duty to Cooperate) before a key is provided.

Premises Managers (or nominated person under Duty to Cooperate) should assess the suitability of individuals to act as key holders for Service premises; any concerns should be referred to Facilities Management Service for consideration. Assessment should be conducted on the basis that only the minimum number of keys/codes necessary for the use, shall be issued.



Section 4

# Equality Analysis Toolkit

## **What is the Purpose of the Equality Decision-Making Analysis?**

The Analysis is designed to be used where a decision is being made at Cabinet Member or Overview and Scrutiny level or if a decision is being made primarily for budget reasons. The Analysis should be referred to on the decision making template (e.g. E6 form).

When fully followed this process will assist in ensuring that the decision-makers meet the requirement of section 149 of the Equality Act 2010 to have due regard to the need: to eliminate discrimination, harassment, victimisation or other unlawful conduct under the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard means analysing, at each step of formulating, deciding upon and implementing policy, what the effect of that policy is or may be upon groups who share these protected characteristics defined by the Equality Act. The protected characteristics are: age, disability, gender reassignment, race, sex, religion or belief, sexual orientation or pregnancy and maternity – and in some circumstances marriage and civil partnership status.

It is important to bear in mind that "due regard" means the level of scrutiny and evaluation that is reasonable and proportionate in the particular context. That means that different proposals, and different stages of policy development, may require more or less intense analysis. Discretion and common sense are required in the use of this tool.

It is also important to remember that what the law requires is that the duty is fulfilled in substance – not that a particular form is completed in a particular way. It is important to use common sense and to pay attention to the context in using and adapting these tools.

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed ) or EHRC guidance - [EHRC - New public sector equality duty guidance](#)



Document 2 "Equality Analysis and the Equality Duty: Guidance for Public Authorities" may also be used for reference as necessary.

This toolkit is designed to ensure that the section 149 analysis is properly carried out, and that there is a clear record to this effect. The Analysis should be completed in a timely, thorough way and should inform the whole of the decision-making process. It must be considered by the person making the final decision and must be made available with other documents relating to the decision.

The documents should also be retained following any decision as they may be requested as part of enquiries from the Equality and Human Rights Commission or Freedom of Information requests.

Support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting

[AskEquality@lancashire.gov.uk](mailto:AskEquality@lancashire.gov.uk)

Specific advice on completing the Equality Analysis is available from your Directorate contact in the Equality and Cohesion Team or from Jeanette Binns

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

## **Name/Nature of the Decision**

To revise/refresh the Corporate Premises Use Policy with effect from 2 April 2018.

## **What in summary is the proposal being considered?**

The purpose of the revised Premises Use Policy and Procedure is to improve the consistency in approach when allowing external organisations to use county council premises. It should also ensure that the financial cost of accommodating use by an external organisation does not fall on the County Council's running costs budget. The policy sets out criteria to be applied to the user(s) in determining which of the 3 categories they fall within and this will then determine the basis for charging. The policy also details the hourly standard charge to be applied, in the case of sessional use/hire, for each type of room or area used.

Is the decision likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected? If so you will need to consider whether there are equality related issues associated with the locations selected – e.g. greater percentage of BME residents in a particular area where a closure is proposed as opposed to an area where a facility is remaining open.

The policy introduced a consistent scheme to be applied across all user(s) of County Council premises throughout the County and it is proposed to refresh/revise the policy due to the rationalisation of the County Council's premises which has increased the level of colocation of services and in order to accommodate use by different types of community organisations e.g. Friends of Library Groups.

**Could the decision have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:**

- Age
- Disability including Deaf people
- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership Status

In considering this question you should identify and record any particular impact on people in a sub-group of any of the above – e.g. people with a particular disability or from a particular religious or ethnic group.

It is particularly important to consider whether any decision is likely to impact adversely on any group of people sharing protected characteristics to a disproportionate extent. Any such disproportionate impact will need to be objectively justified.

Yes, as noted in 2012 when the policy was introduced the purpose is to ensure that all use of premises is dealt with consistently across the County Council for all users irrespective of their protected characteristics and in accordance with the criteria and the 3 categories set out in the policy. Whilst there is insufficient data on the existing users of LCC premises to indicate whether people from the protected characteristics will be impacted upon, the 3 categories used to determine the basis for charging do include groups targeted at people with protected characteristics e.g. young peoples groups. The financial impact of the decision is mitigated by the proposed subsidy arrangements.

It is intended to monitor the usage of Council premises to determine whether there are further implications for any groups of people with

protected characteristics as defined by the Equality Act 2010. It is also recognised that there is a risk that users/groups previously using County Council premises for free or a reduced rate may not be able to meet the charges detailed in the policy.

If you have answered "Yes" to this question in relation to any of the above characteristics, – please go to Question 1.

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the decision-making papers. (It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)

## Question 1 – Background Evidence

What information do you have about the different groups of people who may be affected by this decision – e.g. employees or service users (you could use monitoring data, survey data, etc to compile this). As indicated above, the relevant protected characteristics are:

- Age
- Disability including Deaf people
- Gender reassignment/gender identity
- Pregnancy and maternity
- Race/Ethnicity/Nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership status (in respect of which the s. 149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act).

In considering this question you should again consider whether the decision under consideration could impact upon specific sub-groups e.g. people of a specific religion or people with a particular disability. You should also consider how the decision is likely to affect those who share two or more of the protected characteristics – for example, older women, disabled, elderly people, and so on.

There are a variety of groups that presently use LCC premises and there is evidence of inconsistency in the charges that are applied. The records held by services tend to relate to the name of the group or the use or activity undertaken in the premise it does not include the protected characteristics of individual users/groups. It is intended to monitor the users of LCC premises following the revision of the policy to determine whether users are from the groups with protected characteristics as defined by the Equality Act 2010.

It is also recognised that there is a risk that users/groups previously using County Council premises for free or a reduced rate may not be able to meet the charges detailed in the policy.

## **Question 2 – Engagement/Consultation**

How have you tried to involve people/groups that are potentially affected by your decision? Please describe what engagement has taken place, with whom and when.

(Please ensure that you retain evidence of the consultation in case of any further enquiries. This includes the results of consultation or data gathering at any stage of the process)

There has been consultation with a number of the services that facilitate use of premises by third parties or advise on the use of premises:

- i. Children, Family and Wellbeing Service
- ii. Libraries, Museums, Culture and Registrar's Service
- iii. Insurance Team
- iv. VAT Team
- v. Facilities Management Service
- vi. Legal
- vii. Finance
- viii. Democratic Services

There has not been any direct consultation with the users of LCC premises.

## **Question 3 – Analysing Impact**

Could your proposal potentially disadvantage particular groups sharing any of the protected characteristics and if so which groups and in what way?

It is particularly important in considering this question to get to grips with the actual practical impact on those affected. The decision-makers need to know in clear and specific terms what the impact may be and how serious, or perhaps minor, it may be – will people need to walk a few metres further to catch a bus, or to attend school? Will they be cut off altogether from vital services? The answers to such questions must be fully and frankly documented, for better or for worse, so that they can be properly evaluated when the decision is made.

Could your proposal potentially impact on individuals sharing the protected characteristics in any of the following ways:

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities
- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?
- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?
- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

The policy ensures consistency is applied in charging user groups and ensures the financial cost of accommodating any third party use does not fall upon the running costs budget of the County Council.

There is anecdotal evidence that some groups are presently not charged for the use of LCC premises. The policy will reduce the amount of free use which is now significantly restricted. As a result most users of County Council premises will be required to pay a contribution for their use in future. In accordance with the general aims of the County Council to support relationships with bodies which benefit local service delivery, including Third Sector organisations, the County Council will offer a subsidy equivalent to the rental element to all groups which fall within Category 2 as detailed in the policy. It is expected that the majority of users will fall into Category 2.

It is also recognised that there is a risk that users/groups previously using County Council premises for free or a reduced rate may not be able to meet the charges detailed in the policy.

Whilst there is insufficient data on the existing users of LCC premises to indicate whether people from the protected characteristics will be impacted upon, the 3 categories used to determine the basis for charging do include groups targeted at people with protected characteristics e.g. young peoples groups. It is intended to monitor the users of LCC premises to determine whether users are from the groups with protected characteristics as defined by the Equality Act 2010.

The Policy also includes specific arrangements to assess the accessibility of premises to assist compliance with the Equality Act 2010's "reasonable adjustment" responsibilities which may assist in advancing equality for some user groups.

Specific arrangements have been made within the Policy to consider requests from users which may be controversial in nature, these arrangements may contribute to meeting the fostering good relations/community cohesion general aim of the Public Sector Equality Duty. Specific arrangements have also been included within the Policy to meet the requirements of the Prevent Duty.



Requests from all groups will be considered fairly and objectively against clear criteria which will ensure that any possible risk of unlawful discrimination is eliminated.

#### **Question 4 –Combined/Cumulative Effect**

Could the effects of your decision combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

For example - if the proposal is to impose charges for adult social care, its impact on disabled people might be increased by other decisions within the County Council (e.g. increases in the fares charged for Community Transport and reductions in respite care) and national proposals (e.g. the availability of some benefits) . Whilst LCC cannot control some of these decisions, they could increase the adverse effect of the proposal. The LCC has a legal duty to consider this aspect, and to evaluate the decision, including mitigation, accordingly.

If Yes – please identify these.

It is recognised that there are some potential combined effects which may be relevant including the economic downturn on levels of disposable income, benefit cuts/changes and the users's ability to pay charges for the use of premises.

Also reductions in funding/grants for Third Sector organisations from local authorities may affect the ability of those groups to pay the charges. In accordance with the general aims of the County Council to support relationships with bodies which benefit local service delivery, including Third Sector organisations, the County Council will offer a subsidy equivalent to the rental element to all groups which fall within Category 2 as detailed in the policy. It is expected that the majority of users will fall into Category 2.

The policy requires that all users are insured appropriately and it is recognised that not all users of LCC premises are able to arrange insurance cover. The County Council has arranged for a top-up to the

Hirer's Liability Insurance which means that user(s) that do not have their own insurance policy are still able to make use of LCC premises.

### **Question 5 – Identifying Initial Results of Your Analysis**

As a result of your analysis have you changed/amended your original proposal?

Please identify how –

For example:

Adjusted the original proposal – briefly outline the adjustments

Continuing with the Original Proposal – briefly explain why

Stopped the Proposal and Revised it - briefly explain

One of the reasons for the refresh/revision of the policy is to ensure improvement in the consistency of approach in charging for the use of LCC premises. There is anecdotal evidence that there is inconsistency so the policy should ensure fairness for all groups.

However it is also recognised that there is a risk that users/groups previously using County Council premises for free or a reduced rate may not be able to meet the charges detailed in the policy.

There is insufficient data on the existing users of LCC premises to indicate whether people from the protected characteristics will be impacted upon, the 3 categories used to determine the basis for charging do include groups targeted at people with protected characteristics e.g. young peoples groups. It is intended to monitor the users of LCC premises to determine whether users are from/represent all the groups with protected characteristics as defined by the Equality Act 2010.

### **Question 6 - Mitigation**

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular

protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated. Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

Also consider if any mitigation might adversely affect any other groups and how this might be managed.

It is expected that the majority of user groups will fall into Category 2 of the criteria which means the rental element of the charge will be subsidised by the County Council.

Whilst there is insufficient data on the existing users of LCC premises to indicate whether people from the protected characteristics will be impacted upon, the 3 categories used to determine the basis for charging do include groups targeted at people with protected characteristics e.g. young peoples groups. It is intended to monitor the users of LCC premises to determine whether users are from/represent all the groups with protected characteristics as defined by the Equality Act 2010.

The policy requires that all users are insured appropriately and it is recognised that not all users of LCC premises are able to arrange insurance cover. The County Council has arranged for a top-up to the Hirer's Liability Insurance which means that user(s) that do not have their own insurance policy are still able to make use of LCC premises.

### **Question 7 – Balancing the Proposal/Countervailing Factors**

At this point you need to weigh up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of your analysis. Please describe this assessment. It is important here to ensure that the assessment of any negative effects upon those sharing protected characteristics is full and frank. The full extent of actual adverse impacts must be acknowledged and taken into account, or the assessment will be inadequate. What is required is an honest evaluation, and not a marketing exercise. Conversely, while adverse

effects should be frankly acknowledged, they need not be overstated or exaggerated. Where effects are not serious, this too should be made clear.

The purpose of the Premises Use Policy and Procedure is to standardise the criteria for determining charges for the use of LCC premises. As there continues to be inconsistency in the way charging of users is applied, the policy is being revised/refreshed. With County Council services being subjected to increased budgetary pressure the need for more efficient and cost effective use of property is also evident. The policy ensures that the financial cost of accommodating any third party organisation use does not fall upon the budget of the County Council.

In accordance with the general aims of the County Council to support relationships with bodies which benefit local service delivery, including Third Sector organisations, the County Council will offer a subsidy equivalent to the rental element to all groups which fall within Category 2 as detailed in the policy. It is expected that the majority of users will fall within Category 2.

The policy requires that all users are insured appropriately and it is recognised that not all users of LCC premises are able to arrange insurance cover. The County Council has arranged for a top-up to the Hirer's Liability Insurance which means that user(s) that do not have their own insurance policy are still able to make use of LCC premises.

### **Question 8 – Final Proposal**

In summary, what is your final proposal and which groups may be affected and how?

To revise/refresh the Premises Use Policy which details the criteria for charging for use of LCC premises across 3 categories ranging from free use to a market rate charge. The policy will ensure that all groups are subject to the same consistent approach in determining use and when the standard rates for sessional use/hire are applied.

Whilst there is insufficient data on the existing users of LCC premises to indicate whether people from the protected characteristics will be impacted upon, the 3 categories used to determine the basis for charging do include groups targeted at people with protected characteristics e.g. young peoples groups. It is intended to monitor the users of LCC premises to determine whether users are from/represent all the groups with protected characteristics as defined by the Equality Act 2010.

In accordance with the general aims of the County Council to support relationships with bodies which benefit local service delivery, including Third Sector organisations, the County Council will offer a subsidy equivalent to the rental element to all groups which fall within Category 2 as detailed in the policy. It is expected that the majority of users will fall within Category 2.

### **Question 9 – Review and Monitoring Arrangements**

Describe what arrangements you will put in place to review and monitor the effects of your proposal.

The revised/refreshed policy will be reviewed during the first twelve months by maintaining contact with the services involved in the consultation process. After twelve months there will be a formal review process to determine the impact of implementing the revised/refreshed policy and feedback will be obtained from services and also data on the levels of use of LCC premises.

It is also intended to monitor the users of LCC premises to determine whether users are from/represent all the groups with protected characteristics as defined by the Equality Act 2010.

Equality Analysis Prepared By Susan Haworth

Position/Role Property Review Principal

Equality Analysis Endorsed by Line Manager and/or Chief Officer

Decision Signed Off By

Cabinet Member/Chief Officer or SMT Member

**Please remember to ensure the Equality Decision Making Analysis is submitted with the decision-making report and a copy is retained with other papers relating to the decision.**

Where specific actions are identified as part of the Analysis please ensure that an EAP001 form is completed and forwarded to your Directorate's contact in the Equality and Cohesion Team.

Directorate contacts in the Equality & Cohesion Team are:

Karen Beaumont – Equality & Cohesion Manager

[Karen.beaumont@lancashire.gov.uk](mailto:Karen.beaumont@lancashire.gov.uk)

Contact for Adult & Community Services Directorate

Jeanette Binns – Equality & Cohesion Manager

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

Contact for Environment Directorate, Lancashire County Commercial Group and One Connect Limited

Saulo Cwerner – Equality & Cohesion Manager

[Saulo.cwerner@lancashire.gov.uk](mailto:Saulo.cwerner@lancashire.gov.uk)

Contact for Children & Young Peoples Directorate

Pam Smith – Equality & Cohesion Manager

[Pam.smith@lancashire.gov.uk](mailto:Pam.smith@lancashire.gov.uk)

Contact for Office of the Chief Executive and the County Treasurer's Directorate

Thank you





**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report of the Head of Service - Procurement****Part I**

Electoral Divisions affected:  
All

**Procurement Report - Request Approval to Commence Procurement Exercises**  
(Appendix 'A' refers)

Contact for further information:

Rachel Tanner, Tel: (01772) 534904, Head of Service - Procurement

[rachel.tanner@lancashire.gov.uk](mailto:rachel.tanner@lancashire.gov.uk)

**Executive Summary**

In line with the County Council's procurement rules, this report sets out a recommendation to approve the commencement of the following procurement exercises:

- (i) Supply of aggregates and fill materials
- (ii) Supply of ready mixed concrete
- (iii) Supply of LED lanterns and retrofit gear trays
- (iv) Supply of hot screed applied surface treatment/anti –skid surface/superimposed roadmarkings and roadstuds

These are deemed to be Key Decisions and the provisions of Standing Order No.25 have been complied with.

**Recommendation**

The Cabinet is recommended to approve the commencement of the procurement exercises as set out in Appendix 'A' for the areas identified above.

**Background and Advice**

Appendix 'A' of this report sets out the details of the individual procurement exercises, and the basis upon which it is proposed to carry out the processes including:

- the description of the supplies/services/works being procured;
- the procurement route proposed;
- the estimated annual contract value;

- the proposed basis for the evaluation of the tender submissions.

Where approval has been received from the Cabinet to undertake a tender process which is deemed to be a Key Decision, the subsequent award of the Contract on the satisfactory completion of the tender exercise shall not be deemed a Key Decision and can be approved by the relevant Head of Service or Director.

On the conclusion of the procurement exercises, the award of the contracts will be made under the County Council's Scheme of Delegation to Heads of Service, and in accordance with the Council's procurement rules.

### **Consultations**

Relevant Heads of Service and key operational staff have been consulted in drawing up the proposals to undertake the procurement exercises included within this report.

### **Implications:**

This item has the following implications, as indicated:

#### **Financial**

If prevailing market conditions for the supply of these goods remains as expected there are no financial implications as a result of this report, as the estimated values of the contracts will be contained within the current budget for the service area. If significant variations should result then a further report to Cabinet may be required.

#### **Legal**

Failure to take steps to lawfully procure new contracts and continuing with the current arrangements where applicable would contravene the Council's procurement rules and the Public Contract Regulations 2015. Furthermore, failure to award the contracts may result in the county council facing difficulty in delivering services

### **List of Background Papers**

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

<b>Cabinet Member</b> Cabinet Member for Highways & Transport
<b>Procurement Title</b> Supply of aggregates and fill materials
<b>Procurement Option</b> OJEU – Open tender
<b>New or Existing Provision</b> To replace an existing contract which expires in May 2018.
<b>Estimated Annual Contract Value and Funding Arrangements</b> The estimated annual value is £5,000,000 which will be funded by capital and revenue budgets.
<b>Contract Duration</b> Four year period commencing 1 June 2018.
<b>Lotting</b> Lot 1 – Materials to be delivered Lot 2 – Materials to be collected
<b>Evaluation</b> The tender will be conducted as an OJEU Open tender procedure.  The industry standard Selection Questionnaire will be issued to all suppliers who express an interest to supply; Part 1 will gather basic information about the supplier, Part 2 will establish if there are grounds for exclusion and Part 3 will determine that the supplier meets the selection criteria in respect of their financial standing, technical capacity and a mandatory requirement of the supplier's ability to meet the quality requirements of the specification before evaluating their bid on price
<b>Contract Detail</b> This contract is to supply aggregates and fill materials to the Highways Service.  These materials are currently purchased through an existing Framework Agreement which is due to expire on 31 May 2018.  It is proposed that this will be a multi provider framework which provides no guarantee of spend and no commitment to use. Purchases will be made on a call-off basis as and when required and the supplier will be selected on a ranked basis according to the lowest price submitted.  The contract will also include a 30 day termination notice.

**Cabinet Member**

Cabinet Member for Highways & Transport

**Procurement Title**

Supply of ready mixed concrete

**Procurement Option**

OJEU – Open tender

**New or Existing Provision**

To replace existing contract which expires in June 2018.

**Estimated Annual Contract Value and Funding Arrangements**

The estimated annual value is £1,500,000, which will be funded by capital and revenue budgets.

**Contract Duration**

Four year period commencing 1 July 2018.

**Lotting**

Lot 1 – Materials to be delivered

Lot 2 – Materials to be collected

**Evaluation**

The tender will be conducted as an OJEU Open tender procedure.

The industry standard Selection Questionnaire will be issued to all suppliers who express an interest to supply;

Part 1 will gather basic information about the supplier,

Part 2 will establish if there are grounds for exclusion and

Part 3 will determine that the supplier meets the selection criteria in respect of their financial standing, technical capacity and a mandatory requirement of the supplier's ability to meet the quality requirements of the specification before evaluating their bid on price.

**Contract Detail**

This contract is for the delivery and collection of ready mixed concrete for the Highway Service.

Ready mixed concrete is currently purchased through an existing Framework Agreement which is due to expire on 30 June 2018.

It is proposed that this will be a multi provider framework agreement which provides no guarantee of spend and no commitment to use. Purchases will be made on a call-off basis as and when required and the supplier will be selected on a ranked basis according to the lowest price submitted.

The contract will also include a 30 day termination notice.

**Cabinet Member**

Cabinet Member for Highways & Transport

**Procurement Title**

Supply of LED Lanterns and gear trays

**Procurement Option**

OJEU – Open tender

**New or Existing Provision**

To replace the existing contract to allow the Council to benefit from further grant funding.

**Estimated Annual Contract Value and Funding Arrangements**

The estimated annual value is £4,000,000 which will be funded by capital/revenue budgets and Salix funding.

**Contract Duration**

The Framework Agreement will be for a four year period.

**Lotting**

Lot 1 – LED Lanterns – S Class

Lot 2 – LED Lanterns – ME Class

Lot 3 – LED retrofit gear trays

**Evaluation**

The tender will be conducted as an OJEU Open tender procedure.

The industry standard Selection Questionnaire will be issued to all suppliers who express an interest to supply;

Part 1 will gather basic information about the supplier,

Part 2 will establish if there are grounds for exclusion and

Part 3 will determine that the supplier meets the selection criteria in respect of their financial standing, technical capacity and the ability to meet the quality requirements of the specification is mandatory before evaluating their bid on price.

**Contract Detail**

It is proposed to terminate the current arrangements and establish a new Framework Agreement in order to allow the Council to benefit from further grant funding.

It is proposed to establish a multi provider framework agreement which provides no guarantee of spend and no commitment to use. Purchases will be made on a call-off basis as and when required and the supplier will be selected on a ranked basis according to the lowest price submitted.

The contract will also include a 30 day termination notice.

**Cabinet Member**

Cabinet Member for Highways & Transport

**Procurement Title**

Hot Screed applied surface treatment / anti-skid surface/ superimposed roadmarkings and roadstuds

**Procurement Option**

OJEU – Open tender

**New or Existing Provision**

To replace the existing provision

**Estimated Total Contract Value**

An expected total value of approximately £4.1m over the life of the contract.

**Contract Duration**

1 June 2018 – 31<sup>st</sup> December 2018, with the option to extend annually on the 1<sup>st</sup> January each year for a period of three years.

**Lotting**

The Framework will be a single lot with a ranked framework of three contractors.

**Evaluation**

The tender will be conducted using the OJEU Open procedure. :

The industry standard Selection Questionnaire will be issued to all suppliers who express an interest to supply;

Part 1 will gather basic information about the supplier,

Part 2 will establish if there are grounds for exclusion and

Part 3 will determine that the supplier meets the selection criteria in respect of their financial standing, technical capacity and a mandatory requirement of the supplier's ability to meet the quality requirements of the specification before evaluating their bid on price.

The contract will also include a 30 day termination notice.

**Contract Detail**

The Framework Agreement will be used by the Highways Service and is for all volume requirements that relate to hot screed applied surface treatment, anti-skid surface, superimposed roadmarkings and roadstuds as and when required.

There is no commitment or guarantee of work on the Framework. This will be used on a call-off basis as and when required and the supplier will be selected on a ranked basis according to the lowest price submitted.

The contract will also include a 30 day termination notice.

**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

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

Electoral Division affected:  
See Background below

**Proposed Changes to the Highways and Transport Capital Programmes**  
(Appendix 'A' refers)

Contact for further information:

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

[janet.wilson@lancashire.gov.uk](mailto: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'.

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 amendments to the Highways and Transport Capital Programmes as outlined at Appendix 'A'.

**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:

- 2013/14 New Starts Programme - 27 January 2014
- 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'.

Electoral Divisions affected:

Ribble Valley South West, Burnley Central East, Burnley North East, Padiham and Burnley West, Great Harwood, Rishton and Clayton-le-Moors, Brierfield and Nelson West, Brierfield and Nelson North, Pendle Hill, Rossendale South, Morecambe West, Fylde West, Accrington South, St Annes North, Wyre Rural Central, Ribble Valley North East, Morecambe North, Whitworth and Bacup, Lancaster Rural East, South Ribble West, Burnley Central West, Pendle Rural, Brierfield and Nelson West, Mid Rossendale, Rossendale West, Rossendale East, Chorley South, Lancaster Central, Lostock Hall and Bamber Bridge, Accrington West and Oswaldtwistle Central, and Nelson East.

### **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.

### **Financial**

The financial implications of the proposed changes at Appendix 'A' can be accommodated within the overall approved programme allocations.

### **List of Background Papers**

Paper	Date	Contact/Tel
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None

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
			<b>New Start 2016/17 Footways</b>				
1.	Various as described	Ribble Valley South West, Ribble Valley; Burnley Central East, Burnley North East, Padiham and Burnley West, Burnley; Great Harwood, Rishton and Clayton-le-Moors, Hyndburn; Brierfield and Nelson West, Brierfield and Nelson North, Pendle Hill, Pendle; Rossendale South, Rossendale; Morecambe West, Lancaster; Fylde West, Fylde	<p>The following projects have been completed with actual costs all less than their allocated budget due to efficiencies realised on site. It is therefore proposed to release the remaining funding back into the 2016/17 programme:</p> <ul style="list-style-type: none"> <li>• Knowsley Road (Ribble Valley) – releasing £2,948</li> <li>• Whalley Road (Ribble Valley) – releasing £11,892</li> <li>• Waddington Avenue/Wycoller Avenue (Burnley) – releasing £4,552</li> <li>• Prairie Crescent (Burnley) – releasing £7,785</li> <li>• St Hubert's Street (Hyndburn) – releasing £5,566</li> <li>• Moseley Street (Pendle) – releasing £3,583</li> <li>• Westmoreland Street (Pendle) – releasing £3,913</li> <li>• Accrington Road (Burnley) – releasing £42,404</li> <li>• Mellor Brook Bypass (Ribble Valley) – releasing £3,780</li> <li>• Wheatley Lane Road (Pendle) – releasing £24,700</li> <li>• Mire Ash Brow (Ribble Valley) – releasing £21,387</li> <li>• York Lane (Ribble Valley) – releasing £10,485</li> <li>• Oaklands Drive (Rossendale) – releasing £19,122</li> <li>• South Road (Lancaster) – releasing £31,588</li> <li>• Peel Road (Fylde) – releasing £28,629</li> </ul>	£774,126	£0	£222,334	£551,792
2.	Various as described	Great Harwood, Rishton and Clayton-le-Moors, Great Harwood, Hyndburn; Brierfield and Nelson North, Pendle	<p>The following projects require additional funds due to unanticipated additional patching and kerbing works being identified, and extra materials needed to complete the works. It is proposed that the additional funding required is allocated from the released funding detailed above:</p> <ul style="list-style-type: none"> <li>• St Hubert's Road (Hyndburn) – requires an additional £6,759</li> <li>• Cross Street/Hameldon View (Hyndburn) – requires an additional £4,909</li> <li>• Taylor Street (Pendle) – requires an additional £3,851</li> </ul>	£30,725	£15,519	£0	£46,244
			<b>Revised New Start 2016/17 Footways</b>	<b>£804,851</b>	<b>£15,519</b>	<b>£222,334</b>	<b>£598,036</b>
			<b>New Start 2015/16 Footways</b>				
3.	Shap Grove	Burnley North East, Burnley	<p>This project was allocated £6,071 to resurface part of the footway. However, upon commencing the work it was identified that the area had significantly deteriorated since it was first assessed and a larger area of work is necessary to be able to complete the project. It is proposed that the additional funding required is allocated from the unallocated budget in the programme.</p>	£6,071	£7,870	£0	£13,941
			<b>Revised New Start 2015/16 Footways</b>	<b>£6,071</b>	<b>£7,870</b>	<b>£0</b>	<b>£13,941</b>
			<b>New Start 2013/14 Urban Unclassified Roads</b>				
4.	Paradise Street	Accrington South, Hyndburn	<p>This project was delivered in 2016. However, final costs have now been established and the project requires a further £6,201. It is proposed that this funding is allocated from the unallocated budget in the 2015/16 New Start Urban Unclassified Roads programme.</p>	£15,600	£6,201	£0	£21,801
			<b>Revised New Start 2013/14 Urban Unclassified Roads</b>	<b>£15,600</b>	<b>£6,201</b>	<b>£0</b>	<b>£21,801</b>

No	Scheme Name	Division/District	Change Required	Original Approved Allocation	Additional Funding Required	Released Funding	Proposed Scheme Allocation
			<b>New Start 2016/17 Urban Unclassified Roads</b>				
5.	Highbury Road East	St Annes North, Fylde	This project was allocated £69,356. However, the works have been completed and the actual costs were less at £50,150. It is therefore proposed to reduce the allocation to £50,150 and release the remaining funding back into the programme.	£69,356	£0	£19,206	£50,150
			<b>Revised New Start 2016/17 Urban Unclassified Roads</b>	<b>£69,356</b>	<b>£0</b>	<b>£19,206</b>	<b>£50,150</b>
			<b>New Start 2016/17 Deterioration Prevention Fund</b>				
6.	Backsands Lane	Wyre Rural Central, Wyre	This project was allocated £99,955. However, the works have been completed and the actual costs were less at £65,504. It is therefore proposed to reduce the allocation to £65,504 and release the remaining funding back into the programme.	£99,955	£0	£34,451	£65,504
7.	Various as described	Ribble Valley North East, Ribble Valley South West, Ribble Valley; Morecambe North, Lancaster	The following projects require additional funding due to the unanticipated additional resurfacing works needed as the conditions of these roads have significantly deteriorated since they were first assessed. It is proposed that the additional funding required is allocated from the monies released in the above Backsands Lane project: <ul style="list-style-type: none"> <li>• Bolton By Bowland Road (Ribble Valley) – requires an additional £9,512</li> <li>• Hest Bank Lane (Lancaster) – requires an additional £7,923</li> <li>• St Marys Gardens (Ribble Valley) – requires an additional £5,205</li> </ul>	£55,914	£22,640	£0	£78,554
			<b>Revised New Start 2016/17 Deterioration Prevention Fund</b>	<b>£155,869</b>	<b>£22,640</b>	<b>£34,451</b>	<b>£144,058</b>
			<b>New Start 2016/17 Rural Unclassified Roads</b>				
8.	Landgate	Whitworth and Bacup, Rossendale	This project was originally allocated £30,619 for retread work. However, the work was then programmed to be completed in conjunction with a drainage project, the budget for which included the cost of carriageway repairs. As such is it proposed that this retread project is cancelled and the budget is released back into the programme.	£30,619	£0	£30,619	£0
9.	Various as described	Lancaster Rural East, Lancaster; South Ribble West, South Ribble	The following projects have been completed with actual costs less than the approved budget due to efficiencies realised on site. It is therefore proposed to release the remaining funding back into the 2016/17 programme: <ul style="list-style-type: none"> <li>• Between Park House to Lower Houses (Lancaster) – releasing £7,235</li> <li>• Cragg Road (Lancaster) – releasing £8,075</li> <li>• Moss House Lane (South Ribble) – releasing £12,694</li> </ul>	£105,547	£0	£28,004	£77,543
10.	Harterbeck	Lancaster Rural East, Lancaster	This project was originally allocated £30,623 for overlay works along this road. However, the area has significantly deteriorated since it was assessed and a much larger area of works is necessary to be able to complete the project. It is proposed that the additional funding required is allocated from above released funding.	£30,623	£23,328	£0	£53,951
			<b>Revised New Start 2016/17 Rural Unclassified Roads</b>	<b>£166,789</b>	<b>£23,328</b>	<b>£58,623</b>	<b>£131,494</b>
			<b>New Start 2015/16 Rural Unclassified Roads</b>				
11.	Stack Lane	Whitworth and Bacup, Rossendale	This project was originally allocated £22,370 for carriageway resurfacing works. However, the area has significantly deteriorated since it was first assessed and additional drainage works are also required to be able to complete the project. It is proposed that the additional funding required is allocated from the unallocated budget in the 2015/16 programme.	£22,370	£30,619	£0	£52,989
			<b>Revised New Start 2015/16 Rural Unclassified Roads</b>	<b>£22,370</b>	<b>£30,619</b>	<b>£0</b>	<b>£52,989</b>

No	Scheme Name	Division/District	Change Required	Original Approved Allocation	Additional Funding Required	Released Funding	Proposed Scheme Allocation
<b>New Start 2016/17 DfT Incentive Fund</b>							
12.	Various as described	Ribble Valley South West, Ribble Valley	The following projects have been completed with actual costs less than their approved budget due to efficiencies realised on site. It is therefore proposed to release the remaining funding back into the 2016/17 programme: <ul style="list-style-type: none"> <li>• Snodworth Road (Ribble Valley) – releasing £4,211</li> <li>• Whinney Lane (Ribble Valley) – releasing £21,186</li> </ul>	£54,017	£0	£25,397	£28,620
13.	Halton Road	Lancaster Rural East, Lancaster	This project was originally allocated £35,335 for carriageway improvements. However, the area has significantly deteriorated since it was assessed and a much larger area of works is necessary to be able to complete the project safely. It is proposed that the additional funding required is allocated from the funding released in the above two projects, along with £4,738 from the unallocated budget within the programme.	£35,335	£30,135	£0	£65,470
<b>Revised New Start 2016/17 DfT Incentive Fund</b>				<b>£89,352</b>	<b>£30,135</b>	<b>£25,397</b>	<b>£94,090</b>
<b>New Start 2016/17 Local Priority Response Fund</b>							
14.	Various as described	Burnley Central West, Burnley Central East, Burnley North East, Burnley; Pendle Hill, Pendle Rural, Brierfield and Nelson West, Pendle; Great Harwood, Rishton and Clayton le Moors, Hyndburn; Mid Rossendale, Rossendale West, Rossendale	The following projects have been completed with actual costs less than their approved budget due to efficiencies realised on site. It is therefore proposed to release the remaining funding back into the 2016/17 programme: <ul style="list-style-type: none"> <li>• Ightenhill Park Lane Carriageway Resurfacing (Burnley) – releasing £5,243</li> <li>• Old Hall Street Carriageway Resurfacing (Burnley) – releasing £13,609</li> <li>• Ormerod Road Carriageway Resurfacing (Burnley) – releasing £13,618</li> <li>• Mitella Street Carriageway Resurfacing (Burnley) – releasing £9,035</li> <li>• Reedley Road Carriageway Resurfacing (Pendle) – releasing £25,340</li> <li>• Leonard Street Footway Improvements (Pendle) – releasing £6,396</li> <li>• Every Street Footway Improvements (Pendle) – releasing £5,279</li> <li>• Ash Street Carriageway Resurfacing (Hyndburn) – releasing £14,676</li> <li>• Goodshaw Avenue Phase 2 Carriageway Resurfacing (Rossendale) – releasing £12,894</li> <li>• Jubilee Road Carriageway Resurfacing (Rossendale) – releasing £13,999</li> </ul>	£362,219	£0	£120,089	£242,130
15.	Various as described	Ribble Valley South West, Ribble Valley; Mid Rossendale, Rossendale East, Rossendale	The following projects require additional funds as the locations have significantly deteriorated since the initial assessment was completed and a much larger areas of work are necessary to be able to complete the projects. It is proposed that the additional funding required is allocated from above released funding. <ul style="list-style-type: none"> <li>• Hillcrest Footway Resurfacing (Ribble Valley) – requires an additional £34,258</li> <li>• Rectory Close Carriageway Resurfacing (Rossendale) - requires an additional £30,925</li> <li>• School Street Carriageway Resurfacing (Rossendale) - requires an additional £8,596</li> </ul>	£90,242	£73,779	£0	£164,021
<b>Revised New Start 2016/17 Local Priority Response Fund</b>				<b>£452,461</b>	<b>£73,779</b>	<b>£120,089</b>	<b>£406,151</b>
<b>New Start 2015/16 Cycling Safety</b>							
16.	Yarrow Valley Way, Coppull Road, and Moor Road	Chorley South, Chorley	This project was allocated £7,000. However, the works have been completed and the actual costs were less at £1,430. It is therefore proposed to reduce the allocation to £1,430 and release the remaining funding back into the programme.	£7,000	£0	£5,570	£1,430
<b>Revised New Start 2015/16 Cycling Safety</b>				<b>£7,000</b>	<b>£0</b>	<b>£5,570</b>	<b>£1,430</b>

No	Scheme Name	Division/District	Change Required	Original Approved Allocation	Additional Funding Required	Released Funding	Proposed Scheme Allocation
			<b>New Start 2015/16 Drainage</b>				
17.	Marsh Lane, Cockerham	Lancaster Central, Lancaster	This project was allocated £45,000. However, the works have been completed and the actual costs were less at £26,634. It is therefore proposed to reduce the allocation to £26,634 and release the remaining funding back into the drainage programme to support other projects.	£45,000	£0	£18,366	£26,634
			<b>Revised New Start 2015/16 Drainage</b>	<b>£45,000</b>	<b>£0</b>	<b>£18,366</b>	<b>£26,634</b>
			<b>New Start 2017/18 Drainage</b>				
18.	Red Door Cafe, Halton Road	Lancaster Rural East, Lancaster	This project was originally allocated £30,000 for drainage works to reduce the risk of flooding from the culvert to the road and property. However, following a storm which flooded the café in November 2017 preliminary investigations found the culvert adjacent to the café was partially blocked with 150–200 tonnes of gravel under the highway and private land/properties. As such a specialist 'confined spaces team' was required to assist with the removal of the gravel to ensure the free flow of water and enable a survey of the condition of the culvert under the highway to be carried out. To be able to complete the project an additional £12,000 is required. It proposed that this is funded from the above released monies relating to Marsh Lane.	£30,000	£12,000	£0	£42,000
			<b>Revised New Start 2017/18 Drainage</b>	<b>£30,000</b>	<b>£12,000</b>	<b>£0</b>	<b>£42,000</b>
			<b>New Start 2014/15 Evidence Based Accident Reduction Measures, Appendix B</b>				
19.	B5254 Watkin Lane	Lostock Hall and Bamber Bridge, South Ribble	This project was allocated £46,003. However, the works have been completed and the actual costs were less at £23,313. It is therefore proposed to reduce the allocation to £23,313 and release the remaining funding back into the programme.	£46,003	£0	£22,690	£23,313
20.	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
21.	A6 London Way roundabout junction with Brownedge Road	Lostock Hall and Bamber Bridge, South Ribble	This project was allocated £23,000. However the works have been completed in conjunction with other works in the area and as such the actual costs were less at £2,027. It is therefore proposed to reduce the allocation to £2,027 and release the remaining funding back into the programme.	£23,000	£0	£20,973	£2,027
			<b>Revised New Start 2014/15 Evidence Based Accident Reduction Measures, Appendix B</b>	<b>£190,003</b>	<b>£0</b>	<b>£70,192</b>	<b>£119,811</b>
			<b>New Start 2016/17 Road Safety</b>				
22.	Cotton Tree Lane	Pendle Rural, Pendle	This project was originally allocated £18,108 to install a new refuge island at the junction of Cotton Tree Lane. An initial design had been completed and the proposed refuge crossing was informally advertised and consulted on with 100% of the feedback received back supporting the project. Subsequently, detailed design has been completed which has identified the need for additional lighting in the vicinity of the new island and a left turn only arrangement at the junction with Cotton Tree Lane and Keighley Road. The left turn only arrangement will improve sightlines at the proposed refuge and also reduce congestion in and around the junction. Additionally at peak times school children cross the road between the bus stops and have to negotiate 3 lanes of traffic to do so and as such removing the right turn from Cotton Tree Lane will increase the safety benefit for all vulnerable users. No responses were received in relation to the further consultation on the proposals. To be able to include this additional work a further £7,500 is required and it is proposed that this is funded from the programme's unallocated budget.	£18,108	£7,500	£0	£25,608

No	Scheme Name	Division/District	Change Required	Original Approved Allocation	Additional Funding Required	Released Funding	Proposed Scheme Allocation
23.	Netherfield Road with Railway Street	Nelson East, Pendle	This project was originally allocated £18,108 for improvements to the mini-roundabout at the junction of Netherfield Road and Railway Street in Nelson. Whilst completing the design and assessing the area it has been identified that another nearby roundabout on the same road at the junction with Brunswick Street also requires improvement works. To be able to complete works on both roundabouts an additional £5,000 will be required. This additional work will realise additional benefits in the area and will be more cost effective than completing the work at different times. It is proposed that this funding is taken from the programme's unallocated budget.	£18,108	£5,000	£0	£23,108
			<b>Revised New Start 2016/17 Road Safety</b>	<b>£36,216</b>	<b>£12,500</b>	<b>£0</b>	<b>£48,716</b>



**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report of the Head of Service Design & Construction****Part I**Electoral Division affected:  
Skelmersdale West**Conversion of Footway to shared use Footway/Cycle Track and Adoption of Land - Westgate/Railway Road, Skelmersdale**

(Appendix 'A' refers)

Contact for further information:

Martin Sephton, Tel: (01772) 533717, Programmes and Project Management

[martin.sephton@lancashire.gov.uk](mailto:martin.sephton@lancashire.gov.uk)**Executive Summary**

A scheme to improve cycling provision in the Westgate /Railway Road area of Skelmersdale is included in the 2016-17 Road Safety Programme. The scheme will provide a safe, off-road route between the residential neighbourhoods of Skelmersdale, north of Railway Road, to the Gladden Place employment area.

South of Railway Road, the route involves widening an existing footway and converting it to a shared footway/cycle track, the remaining part of the route requires construction of new cycle track, north of Railway Road to Waldron.

To enable a cycle track of suitable width to be constructed, a small area of verge at the junction of Westgate and Waldron needs to be adopted by Lancashire County Council and agreement has been reached with the land owner, West Lancashire Borough Council to undertake this.

**Recommendation**

The Cabinet is recommended to:

- (i) Approve the removal of a footway and construction of a cycle track over which the public have a right of way on foot, on the south side of Railway Road over a length of 85 metres eastwards from its crossing point of Railway Road to Gladden Place, shown as Section A on the plan at Appendix 'A'.
- (ii) Approve the construction of new cycle track over which the public have a right of way on foot, on the verge area of the highway from the crossing point of Railway Road northwards to Waldron, shown as Section B on the plan at Appendix 'A'.

(iii) Approve the adoption of land from West Lancashire Borough Council at the junction of Waldron and Westgate as shown on the plan at Appendix 'A' to enable construction of the cycle track.

## **Background and Advice**

The proposal shown at Appendix 'A' is to improve cycling provision in the Westgate/Railway Road area, providing an off road link between the residential neighbourhoods of Skelmersdale north of Railway Road and the Gladden Place employment area. Currently cyclists must make the journey on-road, which involves the mixing of low-speed cyclists with all types of high-speed motorised traffic.

The proposed cycle track lengths A and B will be within the adopted highway.

Section A is on the line of existing adopted footway, it is proposed to convert this section to shared-use cycle track status.

No footways have previously existed at Section B, it is proposed to construct cycle track on the existing verge areas.

A short part of section B approximately 37.5 square metres in area, at the junction of Westgate and Waldron, is on land currently owned by West Lancashire Borough Council. A Heads of Terms Agreement document has been drawn up between Lancashire County Council and West Lancashire Borough Council which will enable Lancashire County Council to adopt this land.

At Section A there is insufficient width for both the proposed new cycle track and the existing footway. It is therefore recommended that the existing footway is removed and a cycle track of sufficient width and standard for use by both cyclists and pedestrians is constructed. Due consideration has been given to the safety of all users through the design process. Three metres is generally regarded as an appropriate width for an un-segregated cycle track shared by pedestrians and cyclists. All proposals in this report involve cycle track minimum widths of three metres

New crossing points will be created and existing ones updated, with dropped kerbs and tactile paving to latest design standards. Appropriate signing will be provided to direct users of the new cycle track.

## **Consultations**

Consultations have been undertaken with the following:

1. The divisional County Councillor
2. Local Ward Councillors
3. West Lancashire Borough Council
4. Local Residents- consulted by individual mailing
5. Cyclists Touring Club (CTC)



## 6. Police

No objections to the proposals have been received.

### **Implications:**

This item has the following implications, as indicated:

### **Risk management**

Without implementation of the proposals detailed in this report, there will be less opportunity for safe and effective sustainable travel within the local area concerned. Any cycle traffic would continue to use the existing on-road route of Westgate and Railway Road, as no alternative would be available. This is a busy higher-speed road environment which carries a greater level of risk for cyclists.

### **Legal**

In order to convert an existing footway to a cycle track, the legal procedure involves removal of the footway under Section 66 of the Highways Act 1980, and creation of a cycle track with a right of way on foot under Section 65 of the same Act.

Under Section 66, the Highway Authority is under a duty to provide proper and sufficient footways by the side of made-up carriageways where it is considered necessary or desirable for the safety or accommodation of pedestrians.

In this case it is considered that a footway for pedestrians only is no longer necessary, as the proposed cycle track will include a right of way for pedestrians wide enough for cyclists and pedestrians to safely share.

### **Financial**

The proposal would be funded from the approved 2016/17 Road Safety Programme Capital Budget, with an allocation of £63,654.

### **List of Background Papers**

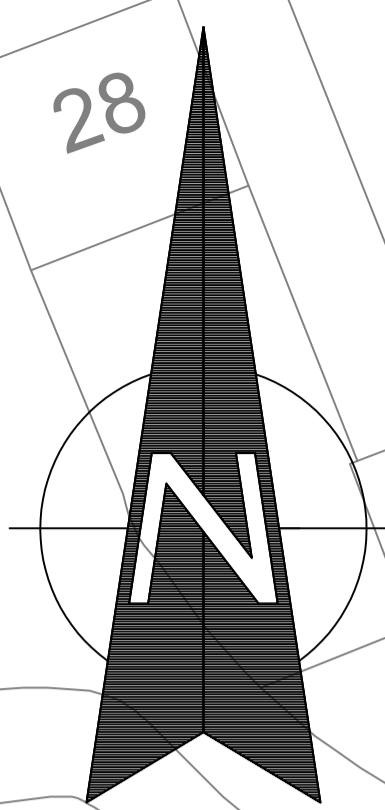
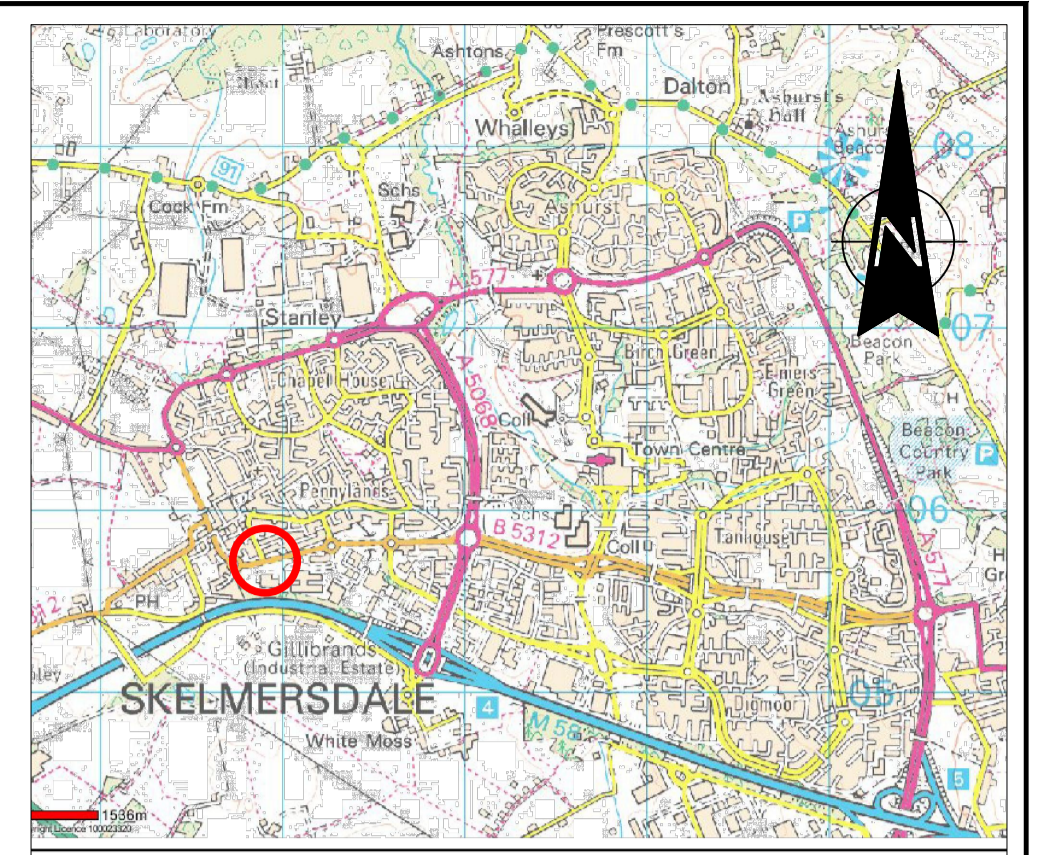
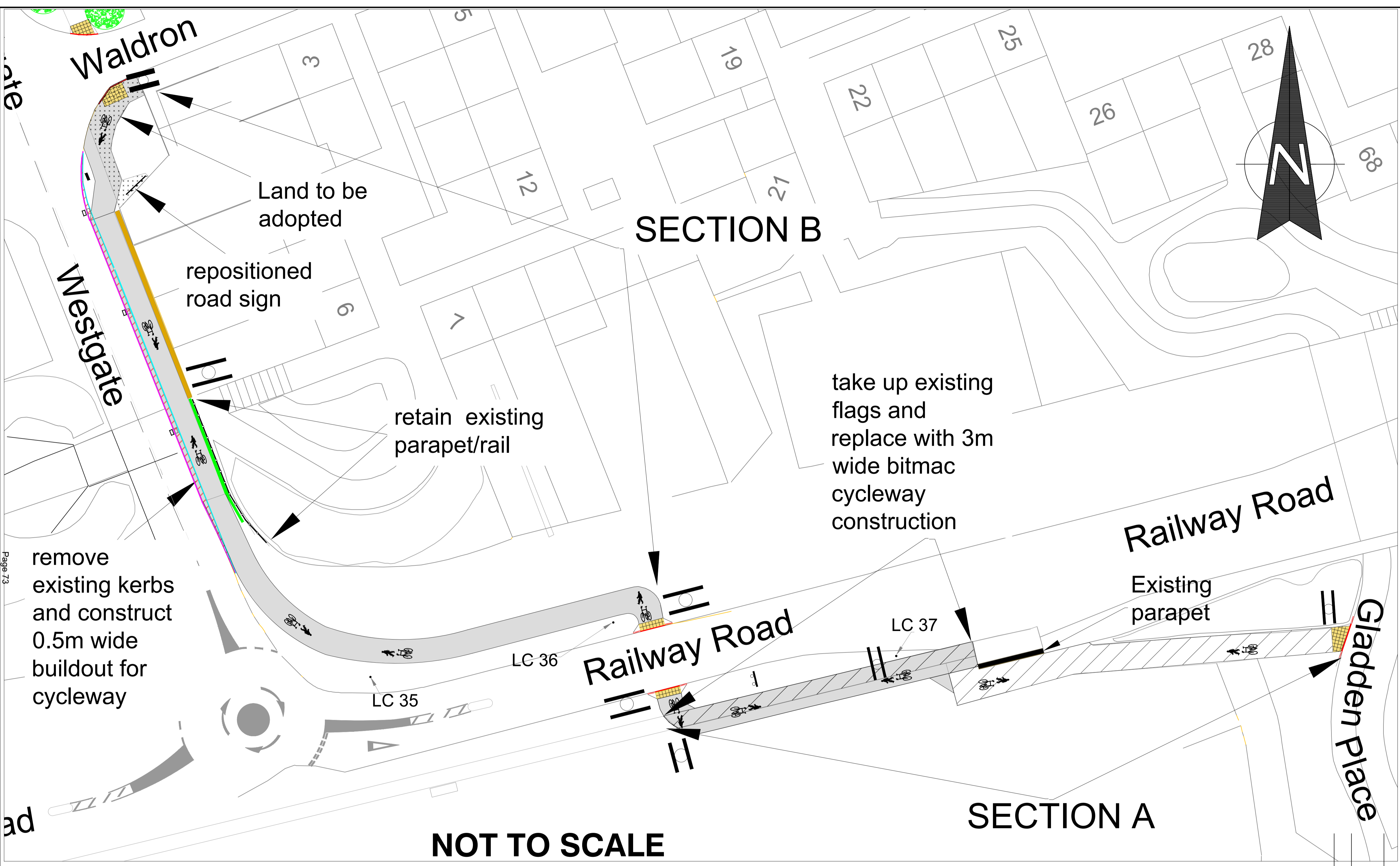
Paper	Date	Contact/Tel
File CHCRG4101 Westgate/Railway Road Skelmersdale	August 2016	Martin Sephton/(01772) 533717

Reason for inclusion on Part II, if appropriate

N/A







**KEY:**

	NEW CYCLEWAY CONSTRUCTION
	NEW DROPPED KERBS
	EXISTING FOOTWAY
	NEW TACTILE PAVING
	REMOVE EXISTING KERBS
	NEW KERBLINE
	0.5m WIDE KERBED BUILDOUT
	LAND TO BE ADOPTED FROM W.L.B.C = 37.5sq m.
	NEW SIGN
	EXISTING LIGHTING COLUMN

**NOT TO SCALE**

**APPENDIX A TO CABINET REPORT**

No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				
<b>Design &amp; Construction</b>				
PROJECT TITLE		WESTGATE/RAILWAY ROAD, SKELMERSDALE CONSTRUCTION OF CYCLETRACK		
DRAWING TITLE		APPENDIX A TO CABINET REPORT		
DRAWN BY	MWS	PROJECT No.	PPMS ID:1827	
CHECKED BY	RH	DRAWING No.	CHM2GV355	
DATE	05.12.17			
SCALE @ A1	NOT TO SCALE	SHEET No.	01 OF 01	
CLIENT No.				

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**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

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

Electoral Divisions affected:  
Ribble Valley South West; and  
South Ribble East

**Lancashire County Council (Sir Frederick Page Way, Samlesbury, Ribble Valley and South Ribble Boroughs) (Prohibition of Stopping) and (30MPH Speed Limit) Orders 201\***  
(Appendices 'A' - 'B' refer)

Contact for further information:

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

[kathryn.hartley@lancashire.gov.uk](mailto:kathryn.hartley@lancashire.gov.uk)**Executive Summary**

As part of the Samlesbury Aerospace Enterprise Zone scheme, and following investigations and a public consultation, it is proposed to introduce a Clearway Order and a 30MPH Speed Limit Order. The proposals are put forward in order to regulate vehicle speeds and prevent parked vehicles obstructing traffic accessing Samlesbury Aerospace Enterprise Zone.

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 the introduction of a 30mph Speed limit and Clearway as set out at Appendices 'A' and 'B'.

**Background and Advice**

Following completion of a procurement process in accordance with the County Council's standing orders, on 10 March 2016 approval was given for the award of a contract for a Commercial Agent for the Enterprise Zone in Lancashire to build a new 2km long highway to connect the A677 at Mellor with the A59 and in doing so establish a spine road to facilitate the Samlesbury Enterprise Zone.

It is considered that the proposed 'Prohibition of Stopping (Clearway)' detailed in Appendix 'A' is required in conjunction with a 30mph speed limit as detailed in Appendix 'B' to prevent vehicles causing an obstruction and blocking traffic passing

through the Samlesbury Aerospace Enterprise Zone whilst establishing a suitable speed limit for the road.

## **Consultations**

Formal consultation was carried out between 15 November 2017 and 15 December 2017 and advertised in the local press. Notices were also displayed on site and one objection was received.

The divisional county councillors were also consulted with one response being received supporting the proposals.

## **Objection**

The resident supported the implementation of 30mph speed limits on both the northern and southern sections of the scheme but considered that the central section should be subject to a 40mph limit. The reasoning being that this would encourage through traffic onto this route and off the existing residential roads currently used.

## **Officer Response**

The new road has been designed to the standards required for a 30mph speed limit and to make best use of the land for development. There is a statutory obligation to advertise a 30 mph speed limit where there is no system of street lighting in place, and to consider any objections to it, however changing the speed limit on a section of the road would not be in accordance with the design.

The junctions of the new road with the A59 and A677 are designed to current standards and as they are signal controlled will make it much easier for drivers to use the new route.

Furthermore the new road is designed as a clearway (Appendix 'A' refers) and vehicles will not be permitted to park along its length, allowing traffic to flow more freely than on the alternative route.

The design and layout of the new road is such that the route will be much easier to use for drivers and should encourage drivers to use this route rather than the existing route along Branch Road.

For the reasons identified the introduction of a 40mph section is not recommended.

## **Implications:**

This item has the following implications, as indicated:

## **Financial**

The scheme would be funded from the Samlesbury Enterprise Zone 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
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None

Reason for inclusion in Part II, if appropriate

N/A

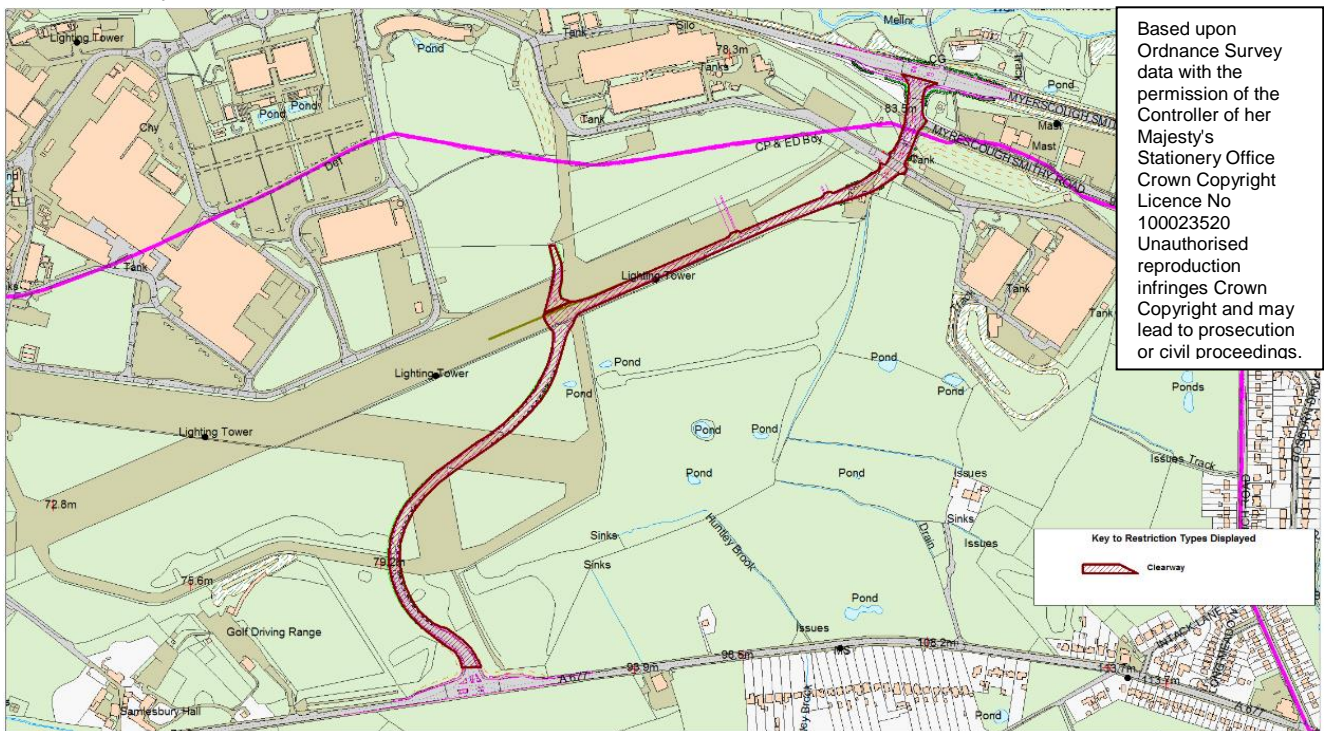




**NOTICE OF PROPOSAL**  
**ROAD TRAFFIC REGULATION ACT 1984**  
**LANCASHIRE COUNTY COUNCIL**  
**(SIR FREDERICK PAGE WAY, SAMLESBURY, RIBBLE**  
**VALLEY AND SOUTH RIBBLE BOROUGH(S))**  
**(PROHIBITION OF STOPPING) ORDER 201\***

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

1. Introduce a prohibition of stopping in the main carriageway in the following lengths of road:
  - a. Sir Frederick Page Way, Samlesbury, from its junction with Preston New Road (A677) at Mellor, to its junction with Myerscough Smithy Road (A59), approximately 2km;
  - b. Petter Court, Samlesbury, from its junction with Sir Frederick Page Way for a distance of 91 meters in a northerly direction.
2. Introduce a prohibition of stopping in the Verges/Footways adjacent to the main carriageway in the following lengths of road:
  - a. Sir Frederick Page Way, Samlesbury, from its junction with Preston New Road (A677) at Mellor, to its junction with Myerscough Smithy Road (A59), approximately 2km;
  - b. Petter Court, Samlesbury, from its junction with Sir Frederick Page Way for a distance of 91 meters in a northerly direction.



**Statement of reasons**

The proposed Order is to prevent parked vehicles causing an obstruction, and blocking traffic passing through the Samlesbury Aerospace Enterprise Zone.

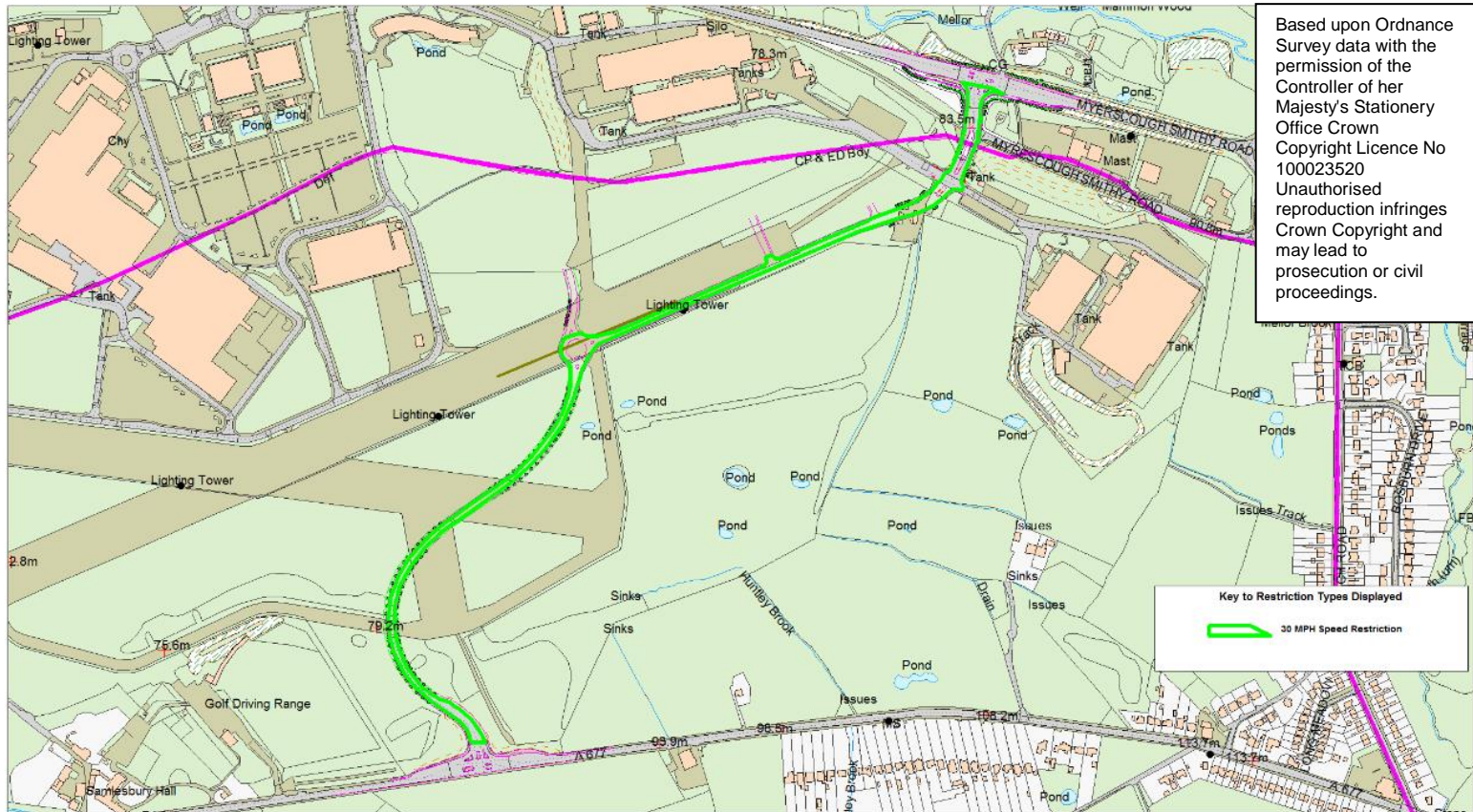
A copy of the draft Order and associated documents for proposing to make the Order may be inspected during normal office hours at the offices of Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, BB7 2RA, and at the offices of South Ribble Borough Council, Civic Centre, West Paddock, 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](mailto:tro-consultation@lancashire.gov.uk) quoting ref:LSG4894.5080\AFR before the 15 December 2017.





**NOTICE OF PROPOSAL**  
**ROAD TRAFFIC REGULATION ACT 1984**  
**LANCASHIRE COUNTY COUNCIL**  
**(SIR FREDERICK PAGE WAY, SAMLESBURY,**  
**RIBBLE VALLEY AND SOUTH RIBBLE**  
**DISTRICTS) (30 MPH SPEED LIMIT) ORDER 201\***

**NOTICE IS HEREBY GIVEN** that Lancashire County Council propose to make the above Speed Limit Order under Section 84 to the **Road Traffic Regulation Act 1984**, as amended, the effect of which will be to introduce a 30mph speed limit on Sir Frederick Page Way, Samlesbury, from its junction with Preston New Road (A677), Mellor, to its junction with Myerscough Smithy Road (A59), approximately 2km.



**Statement of reasons**

The proposed Order is to establish a suitable speed limit for the Samlesbury Aerospace Enterprise Zone.

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 Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, BB7 2RA and 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](mailto:tro-consultation@lancashire.gov.uk) quoting ref:LSG4\894.5079\AFR before the 15 December 2017.

**Ian Young, Director of Governance, Finance and Public Services**  
**15 November 2017**



**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report of the Head of Service Highways****Part I**Electoral Division affected:  
Rossendale South

**Lancashire County Council (Various Roads, Rossendale Borough Area) (Revocation and Introduction of Parking Places) Order 201\*** and **Lancashire County Council (Parramatta Street and Queen Street, Rossendale Borough Area) (Amendment to Parking Provisions) Order 201\***  
(Appendices 'A' - 'B' refer)

Contact for further information:

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

[kathryn.hartley@lancashire.gov.uk](mailto:kathryn.hartley@lancashire.gov.uk)**Executive Summary**

Following investigations and a public consultation, it is proposed to introduce permit holder only access and parking restrictions on sections of both Queen Street and Parramatta Street, Rawtenstall. These streets have a residential frontage which will allow clearer signing to deter drivers from entering those sections of Queen Street and Parramatta Street and enable effective enforcement should non-permit holders park in these areas. The introduction of this permit parking requires an amendment to the 'Lancashire County Council (The Whole of Lancashire) (Revocation and Designation of On Street Parking Charges) Order 2015' to include a schedule of charges for administering 'Resident Permits' for the aforementioned 'Permit Holders Only Past This Point' restriction in accordance with the agreed County Council scale of charges.

**Recommendation**

The Cabinet is recommended to approve the proposals for the Permit Holder Only restrictions and the amendment of the Order detailed above according to the attached Appendices 'A' and 'B'.

**Background and Advice**

Currently there is a moving traffic restriction ('No Motor Vehicles Except for Access') which is often disregarded and is not currently enforced by the police. The proposed order will allow clearer signing aimed at deterring drivers visiting the town centre from entering the residential sections of Queen Street and Parramatta Street.

The proposal also seeks to designate areas for resident permit holders of Queen Street and Parramatta Street to park. In order to enable the County Council's parking services team to administer the proposed permit holder parking an amendment to the current 'Lancashire County Council (The Whole of Lancashire) (Revocation and Designation of On Street Parking Charges) Order 2015 is required. This will also enable the County Council's civil enforcement officers to effectively enforce the parking restriction.

## **Consultations**

Formal consultation was carried out between 27 October 2017 and 24 November 2017, adverts were placed in the local press and notices were also displayed on site.

The divisional County Councillors were also consulted and no comments were received.

During the consultation period 1 objection was received. In addition 1 query was also submitted.

The query received from a resident of the adjoining Bury Road, Rawtenstall related to the incorrect listing of the properties on Queen Street within the advertised proposal. The proposal as detailed at Appendix 'A' lists the addresses for Queen Street as Nos. 2, 4, 6 and 8 as Queens Terrace and Nos.10 and 12 as Queen Street, whereas the resident feels that only No.1 (Clare House) should be have been listed as Queen Street with the other properties being Queens Terrace, Queen Street.

Clarification of the addresses was obtained from Rossendale Borough Council's records as 2-12 Queen's Terrace, Queen Street. This is not considered to have undermined the validity of the consultation and it is proposed that this be corrected, should the order be sealed.

## **The basis of the objection is set out below:**

### **Parramatta Street, Rawtenstall**

An objection was received from a resident of Parramatta Street to the proposal on the grounds that they have a 'personal parking space' at the back of their property.

### **Officers' response**

Officers have confirmed that the individual parking space behind the properties is not included in the scheme and therefore no permit is required if parking in this area. However the majority of residents do not have the benefit of an off street parking space and rely on on-street parking.

Reported problems in this area are where visitors to nearby facilities leave their vehicles often for several days, showing no regard for the 'No Motor Vehicles Except for Access' restriction or the residents who have no nearby parking alternative.

The proposal allows each resident the choice of purchasing a permit, however this is not mandatory, but entirely the decision of the resident on whether or not they

require on street parking within the boundary of the scheme. In addition it is possible for residents to purchase a parking permit for visitors to use if required.

**Implications:**

This item has the following implications, as indicated:

**Financial**

The costs of the two Traffic Regulation Orders will be funded from within the revenue budget for new signs and lines at an estimated combined cost of £1,033.00.

**List of Background Papers**

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A





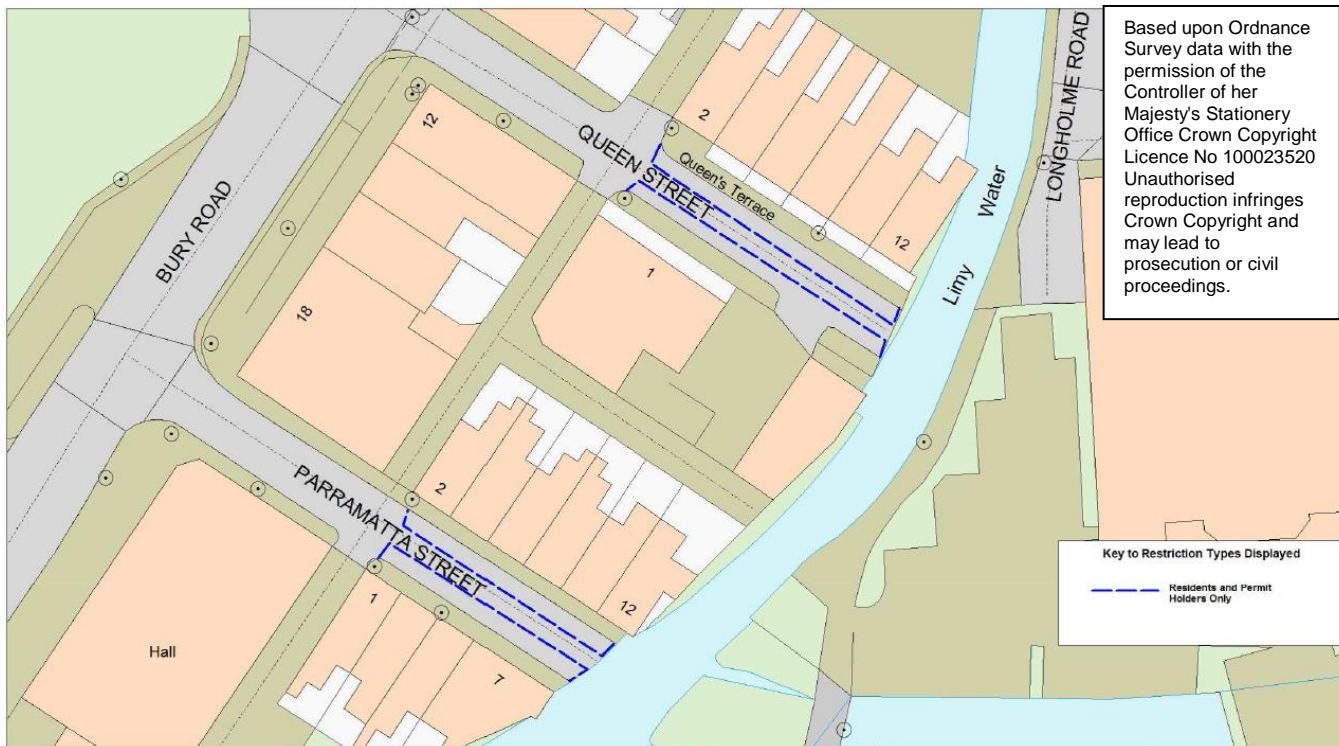
**NOTICE OF PROPOSAL**  
**ROAD TRAFFIC REGULATION ACT 1984**  
**LANCASHIRE COUNTY COUNCIL**  
**(VARIOUS ROADS, ROSSENDALE BOROUGH AREA)**  
**(REVOCAION AND INTRODUCTION OF PARKING**  
**PLACES) ORDER 201\***

**NOTICE IS HEREBY GIVEN** that Lancashire County Council propose to make the above Traffic Regulation Order under Sections 1, 2 and 4, and 45 and 46 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 "The Borough of Rossendale (Traffic Regulation) (No.11A) Order 1976" in full.
- 2) Introduce Permit Holders Only parking places in the following roads:

Item No	Zone	Street name	Side of road	Location Details
(1)	A	Parramatta Street, Rawtenstall	Both sides	From its junction with the Centreline of Back 12-18 Bury Road to the end of the street in a south easterly direction, approximately 28 metres
(11)	A	Queen Street, Rawtenstall	Both sides	From its junction with the Centreline of Back 12-18 bury Road to the end of the street in a south easterly direction, approximately 34 metres

ZONE	NAME OF STREET	ELIGIBLE PROPERTIES
ZONE A	Parramatta Street	1-7 Odds 2-12 Evens
	Queen Street	2 Queens Terrace 4 Queens Terrace 6 Queens Terrace 8 Queens Terrace 10 Queen Street 12 Queen Street 1 Queen Street, Clare House (1 x visitor permit only)



### Statement of reasons

The proposal seeks to provide areas where parking is restricted to permit holders to provide places to park for the residents of Queen Street and Parramatta Street.

There is a moving order restriction – no motor vehicles except for access – which is not observed and is not currently enforced. The proposed order will allow clearer signage which will deter drivers from entering the sections of Queen Street and Parramatta Street which are residential.

Town centre parking is available for visitors.

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 Rossendale Borough Council - One Stop Shop, The Business Centre, Futures Park, Newchurch Road, Bacup, OL13 0BB, 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](mailto:tro-consultation@lancashire.gov.uk) quoting ref:LSG4\894.4983\AFR before the 24 November 2017.

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

**NOTICE OF PROPOSAL  
ROAD TRAFFIC REGULATION ACT 1984  
LANCASHIRE COUNTY COUNCIL  
(PARRAMATTA STREET AND QUEEN STREET,  
ROSSENDALE BOROUGH AREA) (AMENDMENT  
TO PARKING PROVISIONS) ORDER 201\***

**NOTICE IS HEREBY GIVEN** that Lancashire County Council propose to make the above Traffic Regulation Order under Sections 1, 2 and 4 and 45 and 46 to the **Road Traffic Regulation Act 1984**, as amended, the effect of which will be to:

Amend the "Lancashire County Council (The Whole of Lancashire) (Revocation and Designation of On Street Parking Charges) Order 2015", the effect of which will be to:

- 1) Insert "**Schedule 14 Rossendale Borough Permit Parking Places**" into that Order.
- 2) Amend the newly inserted Schedule 14 to that Order to insert the table quoted below:

Fees	Zone	Resident Permit	Visitor Permit
		12 months (1 permit per household)	12 months (1 permit per household)
	A	£25.00	£25.00

**Statement of Reasons**

The proposal seeks to provide areas where parking is restricted to permit holders to provide places to park for the residents of Queen Street and Parramatta Street.

There is a moving order restriction – no motor vehicles except for access – which is not observed and is not currently enforced. The proposed order will allow clearer signage which will deter drivers from entering the sections of Queen Street and Parramatta Street which are residential.

Town centre parking is available for visitors.

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 Rossendale Borough Council - One Stop Shop, The Business Centre, Futures Park, Newchurch Road, Bacup, OL13 0BB, 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](mailto:tro-consultation@lancashire.gov.uk) quoting ref:LSG4\894.4983\AFR before the 24 November 2017.

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



**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report of the Head of Service - Planning and Environment****Part I**Electoral Divisions affected:  
All**Department for Transport Consultation: Proposals for the Creation of a Major Road Network**

(Appendix 'A' refers)

Contact for further information:

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

[dave.colbert@lancashire.gov.uk](mailto:dave.colbert@lancashire.gov.uk)**Executive Summary**

The Department for Transport is consulting on proposals for the creation of a Major Road Network (MRN). Funding for improvements on the MRN will be available through the Government's new National Roads Fund from April 2020. Subject to a few minor reservations, the County Council is broadly supportive of the approaches proposed for defining the MRN and developing a programme of investment. This report summarises the Government's proposals and the rationale for the County Council's proposed response, which is set out in Appendix 'A'. It also identifies locations on the indicative MRN in Lancashire that could benefit from this initiative.

**Recommendation**

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

**Background and Advice**

The consultation outlines the Government's proposals for the Major Road Network (MRN) and seeks views on its core principles, the definition of the network, investment planning, and eligibility and investment assessment. It comprises 16 questions. The deadline for receipt of responses is Monday 19 March 2018. The Department for Transport (DfT) will publish a formal response during summer 2018 and will continue to engage with both local and regional bodies to support finalisation of the MRN Investment Programme to be launched later in the year.

The County Council welcomes the Government's proposal to create a Major Road Network and that funding from the new National Roads Fund will be available for improvements to this network from April 2020. Whilst expressing its broad support

for the approaches proposed for defining the MRN and developing a programme of investment, the Council has a few minor reservations, particularly with regard to cost thresholds. The indicative MRN is a fair reflection of roads the Council would expect to see included based on the draft criteria put forward for consultation and the Council's response includes a commentary on these roads. This also notes that some small lengths of road proposed for inclusion are clearly anomalies. The approach to investment planning and assessment, including the need for a robust evidence base to support investment decisions, is consistent with the Council's own processes for identifying major schemes through its five adopted Highways and Transport Masterplans.

In Lancashire, there are several locations on the indicative MRN where conflict arises between use of a particular route by longer distance traffic, including heavy goods vehicles, and the needs of local communities. Bypasses have been proposed in the past, but the limited funding available to improve important local roads relative to the Strategic Road Network has been a major barrier to delivery. Such locations include the abrupt termination of the M65 at Colne in East Lancashire and the A570 through Ormskirk in West Lancashire. In Central Lancashire, investment in the MRN is necessary to support strategic housing and employment developments of pan-Northern significance.

The Government intends the MRN will be of similar length to the Strategic Road Network (currently 4,400 miles) and comprise the most important roads currently managed by local authorities. Responsibility for management and maintenance of roads in the MRN will remain with local highway authorities. The Government has identified a number of core principles to assist with the definition of the MRN and its programme of investment, including:

- Increased certainty of funding through the National Roads Fund;
- A consistent network defined by a set of criteria and centrally agreed;
- A coordinated investment programme;
- A focus on enhancement and major renewals; and
- Strengthening links with the Strategic Road Network and ensuring that the two programmes of investment are complementary.

Subject to consultation responses, the DfT intends to use both quantitative (for example, traffic flow/composition) and qualitative (for example, links to economic centres) criteria to define the MRN. In addition, where appropriate the MRN will include roads that a previous government de-trunked<sup>1</sup> between 2001 and 2009. The DfT has developed an indicative MRN to support the consultation but is keen to stress this is not the final proposal. The DfT will review the MRN every five years, a process that will also consider changing the extent of the Strategic Road Network by trunking or de-trunking roads.

The County Council supports this approach, but qualitative and quantitative criteria need to work in tandem; focusing simply on traffic flow could result in the inclusion of a large number of urban roads, as these generally tend to have the highest traffic

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<sup>1</sup> De-trunking is the legal process by which responsibility for a length of road transfers from the Secretary of State to the local highway authority.

flows. Likewise, too much emphasis on quantitative criteria could result in the exclusion of important pan-Northern routes such as the A59 between Preston and Skipton if former trunk roads are not included by default.

The County Council participated in the development of Transport for the North's Major Road Network as set out in its draft strategic Transport Plan, currently out for consultation. TfN's network is significantly larger than that proposed by the DfT, so clearly there will need to be a consolidation of views going forward, as it will be pointless having two MRNs defined in the North.

The Government has identified the need for a strong regional focus for investment planning and is therefore proposing that local authorities work in partnership with emerging Sub-national Transport Bodies. Transport for the North will therefore take responsibility for developing a Regional Evidence Base to inform development of the national investment programme. The DfT will provide guidance to STBs and partners on how to develop their evidence base. It is essential that Regional Evidence Bases take account of spatial plans within their areas, as spatial plans will be a significant determinant of future network demand. This will be of particular importance with regard to future housing delivery. Local authorities will submit schemes for initial assessment and prioritisation at a regional level, with a coherent regional package then developed for submission to the DfT. Schemes can be at an early stage of development, broadly Strategic Outline Business Case.

The DfT does not intend replacing existing block funding streams for highway maintenance or integrated transport, which local authorities may continue to direct to any of their roads, including those in the MRN. Funding to improve and enhance the MRN will focus on significant interventions, hence the DfT expects to consider contributions of £20m or over and that most funding requests should not exceed £50m. Where a strong case for intervention exists, the DfT would be willing to consider higher contributions, up to a maximum of £100m.

The County Council regards this upper threshold as too low. The two largest major schemes in Lancashire in recent years, the Heysham to M6 Link Road opened in October 2016 and the Preston Western Distributor due to start construction in late 2019, have outturn prices of circa £150m. Likewise, the DfT should consider a lower cost threshold for major structural renewals, as it is difficult to envisage many such schemes costing in excess of £20m, unless part of a package of interventions.

The following types of scheme will be eligible:

- Bypasses or other new alignments to alleviate congestion in villages and towns;
- Missing links, for example, completion of ring roads;
- Widening of existing MRN roads, where there is a known congestion pinch point or safety risk;
- Major structural renewals on roads, bridges, tunnels and viaducts, for example, to prevent closure or punitive weight restrictions;
- Major junction improvements such as grade separation that would improve the performance, flow or safety of the MRN;
- Variable Message Signs, traffic management and the use of Smart Technology and data to raise the performance of defined stretches of the MRN; and

- Packages of improvements along a stretch of road or corridor that may include elements of safety, widening, junction improvements and new alignment. Such packages must demonstrate a compelling and coherent strategic case that is greater than the sum of its parts.

The County Council recommends that packages of improvements along a particular stretch of road or corridor should also include major structural renewals.

MRN funding will not be available to improve roads with a single MRN connection or schemes wholly on the Strategic Road Network unless there is a compelling sub-national case for intervention that would not warrant consideration through the Road Investment Strategy (RIS) process. Public transport enhancements, except where included as part of a wider intervention and shown to support MRN objectives, or non-specific packages of general improvement to all MRN roads in an area, will not be eligible.

### **Consultations**

Lancashire Highways and Asset Management.

### **Implications:**

This item has the following implications, as indicated:

### **Risk management**

If the County Council does not submit a response, it will forgo the opportunity to influence the Government's thinking about the definition of the Major Road Network and the process leading to a programme of major investment in local authority roads.

### **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:  
Consultation on proposals for the Creation of a Major Road Network  
Response of Lancashire County Council**

Core Principles

*Q1: Do you agree with the proposed core principles for the MRN outlined in this document?*

The County Council supports the creation of a Major Roads Network (MRN) and access to the National Roads Fund to provide increased certainty of long-term funding secured across a number of years. Major highway improvement schemes now require a considerable amount of money to be committed up front to the development of Strategic Outline Business Cases and in most cases at risk given the uncertainties that have generally prevailed of late through various programmes in terms of securing funding to take a scheme forward to construction. The creation of a coordinated MRN pipeline will provide greater certainty to scheme promoters with regard to committing funding to the investigation and development work necessary to bring forward major highway improvement schemes.

It is essential that the MRN is defined on a consistent basis across the country so having an agreed set of criteria to determine the network will be critical in ensuring that the final network is coherent and meets Government objectives as set out in the consultation. As the establishment of the MRN will not involve any changes to local highway authority responsibilities, the views of local highway authorities on the inclusion or otherwise of routes in their area need to be considered seriously particularly those that do not cross local highway authority boundaries. Routes should not be included simply because there have been major improvements proposed on them previously.

Defining the MRN

*Q2: To what extent do you agree or disagree with the quantitative criteria outlined and their proposed application?*

Quantitative and qualitative criteria need to work in tandem; focusing simply on traffic flow could result in the inclusion of a large number of urban roads, as these generally tend to have the highest traffic flows. Likewise, too much emphasis on quantitative criteria could result in the exclusion of important pan-northern routes such as the A59 between Preston and Skipton. The County Council supports the use of HGV/LGV proportions but again caution needs exercising as it may not be appropriate to include roads that access large generators of heavy goods vehicle movements directly such as major distribution centres.

It would have been helpful for the Department for Transport to give some indication as to thresholds as it is not clear from the consultation whether DfT intends to use those from the Rees Jeffreys work, ie 20,000 vpd or 10,000 vpd provided at least 5% of that flow is HGVs or 15% is light vans.

*Q3: To what extent do you agree or disagree with the qualitative criteria outlined and their application?*

The County Council supports the use of qualitative criteria in identifying the MRN, but proposes that their use is subject to independent verification to ensure consistency of application across the country. The qualitative criteria proposed reflect those used by the Lancashire Enterprise Partnership's Transport for Lancashire committee in identifying a draft Key Route Network for Lancashire; however, caution is necessary in terms of access to / resilience for the SRN as the inclusion of all agreed motorway diversionary routes, for example, would lead to a much larger MRN than anticipated.

*Q4: Have both the quantitative and qualitative criteria proposed in the consultation document identified all sections of road you feel should be included in the MRN?*

The County Council participated in the development of Transport for the North's Major Road Network as set out in the draft Strategic Transport Plan for the North. This network is significantly larger than the indicative MRN included within the consultation, so clearly there will need to be a consolidation of views going forward, as it will be pointless having two MRNs defined in the North.

The County Council considers the indicative MRN to be a fair reflection of roads that should be included based on the approach proposed. Appendix A to this response provides a commentary on those roads included in the indicative MRN for which the County Council is the local highway authority.

*Q5: Have the quantitative and qualitative criteria proposed in the consultation identified sections of road you feel should not be included in the MRN?*

Several relatively small lengths of road included in the indicative MRN are clearly anomalies and require removal. These are highlighted in Appendix A.

*Q6: Do you agree with the proposal for how the MRN should be reviewed in future years?*

The County Council supports the proposal to review the MRN every five years as this will ensure consistency of approach across both the Strategic and Major Road Networks. DfT should however consider a mechanism for adjusting the MRN as and when new infrastructure becomes available for use.

### Investment Planning

*Q7: To what extent do you agree or disagree with the roles outlined for local, regional and national bodies?*

As a member of Transport for the North (TfN), the County Council is supportive of the proposed role for STBs in developing a Regional Evidence Base as many local authorities may lack the resources and/or expertise to undertake this work. It will also ensure consistency of approach across significant geographic areas. Work has already commenced in the North through the commissioning of a number of

Strategic Development Corridor studies by TfN. It is essential that local authorities retain responsibility to identify and put forward initial scheme proposals for inclusion in the Regional Evidence Base, as this will avoid the risk of any schemes entering the MRN Investment Programme that the local authority responsible for development, delivery and ongoing maintenance liabilities does not support.

Given there appears to be no intention by the Government to establish regional allocations for MRN investment within the National Road Fund, it is appropriate that the Department for Transport retains overall responsibility for programming and business case approvals.

*Q8: What additional responsibilities, if any, should be included? Please state at which level these roles should be allocated.*

None identified.

*Q9: Do you agree with our proposals to agree regional groupings to support the investment planning of the MRN in areas where no sub-national transport bodies (STBs) exist?*

Not relevant.

*Q10: Are there any other factors, or evidence, that should be included within the scope of the Regional Evidence bases?*

It is essential that Regional Evidence Bases take account of spatial plans within their areas, as spatial plans will be a significant determinant of future network demand. This will be of particular importance with regard to future housing delivery.

*Q11: Do you agree with the role that has been outlined for Highways England?*

The County Council has no specific comments on the role outlined for Highways England.

With major highway improvements totalling well in excess of £500m either recently completed or underway including through the Lancashire Growth Deal and the Preston, South Ribble and Lancashire City Deal, the County Council has gained significant experience in planning, developing, designing and delivering major highway schemes. We would be happy to share this with and support other local authorities through, for example, our membership of Transport for the North's Major Roads Group.

#### Eligibility & Investment Assessment

*Q12: Do you agree with the cost thresholds outlined?*

The proposed upper cost thresholds are too low. Two of the most recent major schemes in Lancashire: the Heysham to M6 Link Road opened in October and the Preston Western Distributor due to start construction in late 2019 have outturn prices of circa £150m. To deliver such schemes within the cost thresholds proposed would

require a local contribution of circa £50m, likely to be beyond the ability of many local authorities to fund. The County Council would advise increasing the upper cost threshold to a maximum of at least £150m.

The County Council would advise the Department for Transport consider different cost thresholds for major structural renewals, as it is difficult to envisage many such schemes costing in excess of £20m, unless part of a 'package' (see our answer to Q13). Maintenance schemes of circa £5m to £10m are the most difficult to fund through local highway maintenance grant funding and its variants such as the Highway Maintenance Challenge Fund. The County Council would therefore recommend that the minimum contribution from the National Roads Fund for a major structural renewals scheme be set at £5m.

*Q13: Do you agree with the eligibility criteria outlined?*

The County Council supports the eligibility criteria as set out in the consultation document, subject to our response to Q12 with regard to the minimum cost threshold for major structural renewals. Otherwise, the Department for Transport should expand the 'Packages' approach to include major structural renewals.

*Q14: Do you agree with the investment assessment criteria outlined?*

The County Council agrees the investment criteria outlined are a sound basis from which to develop the Regional Evidence Base, with sufficient flexibility to support local and regional objectives. However, there is a risk that major structural renewals schemes may not emerge from the assessment process as none of the criteria relate specifically to raising the standard of the MRN. This becomes much less of an issue if the Department for Transport expands the 'package' approach to include major structural renewals as per our answer to Q13.

*Q15: In addition to the eligibility and investment assessment criteria described what, if any, additional criteria should be included in the proposal? Please be as detailed as possible.*

The addition of more criteria risks over-complicating the assessment process. However, there is no criterion for reducing carbon emissions; this needs rectifying and including in the Environmental Impacts under the Reduce Congestion objective. The Government's Industrial Strategy clearly identifies the pressing need to move towards a low carbon economy with decarbonising transport at the heart of the move to Clean Growth.

#### Other Considerations

*Q16: Is there anything further you would like added to the MRN proposals?*

The County Council welcomes the Government's proposal to create a Major Road Network and that funding from the new National Roads Fund will be available for improvements to this network from April 2020. In Lancashire, there are several locations on the indicative MRN where conflicts arise between use of a particular route by longer distance traffic, including heavy goods vehicles, and the effect that

use has on local communities, particularly with regard to air quality, safety and loss of amenity. Bypasses have been proposed in the past, but the limited funding available to improve important local roads relative to the Strategic Road Network has been a major barrier to delivery.

East-west connectivity by road between East Lancashire, North Yorkshire and the Leeds City Region is currently restricted to single carriageway roads that tend to follow historic routes dictated by topography; most are poorly aligned and unsuitable for carrying large volumes of traffic, particularly heavy goods vehicles. Main line rail links are likewise constrained, with low line speeds, ageing infrastructure and limited capacity having a significant impact on journey times and reliability. Consequently, there is a strong perception locally that the transport network hinders the efficient movement of people and goods, and that this poor connectivity is having a negative impact on economic development and regeneration.

By way of example, the M65 ends abruptly at Colne, the continuation across the Pennines into North Yorkshire and the Leeds City Region provided by the A6068 and A56 routes linking with the A629 at Cross Hills in Airedale and the A59 at Broughton west of Skipton respectively. The indicative MRN includes the latter route but not the former. Congestion in the North Valley area of Colne is a particular issue with standing traffic affecting local air quality and effectively severing the North Valley housing estate from all amenities in the town. In the villages of Foulridge, Kelbrook and Earby further north along the A56, issues of road safety, noise, air quality and severance arise from the conflict between through traffic and the needs of the local communities. There are protected routes for bypasses of Colne-Foulridge and Kelbrook-Earby, but schemes have yet to progress.

Similarly, in West Lancashire, in October 2014 the County Council abandoned a long-standing proposal to construct a bypass of Ormskirk in part on the basis that there was no realistic prospect of securing funding for its delivery. The A570 is the most direct route between Southport and the motorway network, but passes through Ormskirk town centre where issues of road safety, noise, air quality and severance arise from the conflict between traffic and the needs of the local community. The alternative M58/A5758/A565 route via Switch Island is approximately 10 miles further, generally on higher standard roads. Other east-west routes across West Lancashire are very limited; those that do exist pass through small villages with narrow roads not suited for use by heavy goods vehicles.

Elsewhere, delivering new and upgraded road infrastructure is central to the Preston, South Ribble and Lancashire City Deal. Improvements to the A582 South Ribble Western Distributor will support a number of strategic housing locations together with the regionally significant Cuerden Strategic Site, which lies close to the intersection of the M6, M61 and M65 motorways and has the potential to create over 4,500 new jobs locally. Ultimately, City Deal partners aspire to deliver a new crossing of the River Ribble that would connect the South Ribble Western Distributor with the Preston Western Distributor, providing a continuous dual carriageway for distributing regional and local traffic movements across a wide area including Central and West Lancashire and the Fylde Coast. This would reduce pressure on the M6 between Junctions 29 and 32 and provide much needed network resilience.

## **APPENDIX 'A': Commentary on the Indicative MRN in Lancashire**

### **M65: Junction 10 (Burnley) to Junction 14 (Colne)**

The M65 is the main route linking the East Lancashire towns of Blackburn, Accrington, Burnley, Nelson and Colne with the M6 (Junction 29) and M61 (Junction 9) at Bamber Bridge near Preston. It is also part of a broader strategic 'Central Pennines' transport corridor extending eastwards from the Fylde Coast across to the Leeds City Region. The M65 forms the economic spine of East Lancashire, connecting people and businesses internally, and is particularly important for the movement of freight. This particular section is a dual two-lane motorway for which the County Council is the highway authority.

### **A59: Merseyside boundary to A582 in Penwortham**

The A59 is a former trunk road linking Liverpool and Preston via Ormskirk and is the most direct route between the two cities, albeit slower than via the M58 and M6. At Tarleton, it is joined by the A565 from Southport, also a former trunk road. The A59 passes through both Ormskirk and Burscough and becomes increasingly urban in character as it approaches the Preston built-up area at Howick Cross. Completion of the Penwortham Bypass, on which work has commenced and due for completion in spring 2020, will link the A59 at Howick Cross with the A582 at Broad Oak, removing through traffic from Penwortham and improving access to the motorway network via the A582. This will necessitate a change in the indicative MRN.

The indicative MRN includes both the Penwortham 'New' Bridge (formerly part of the trunk road network) and the later crossing down river constructed in the 1980s as part of an earlier phase of the Penwortham Bypass. The inclusion of the former is an anomaly. With regard to the latter, once the Preston Western Distributor is open to traffic, the County Council would wish to see the entire route to the west of Preston between the M6/M65 at Bamber Bridge and the M55 at Bartle included in the MRN.

### **A59: M6 Junction 31 at Samlesbury to North Yorkshire boundary**

East of Preston, the A59 is a former trunk road that runs generally in a north-easterly direction through the Ribble Valley before crossing into North Yorkshire to meet the A56 at Broughton west of Skipton. It then continues through Harrogate to meet the A1(M) at Junction 47 west of York. In Lancashire, the route has benefitted from considerable improvements over the last 30 years and for much of its length is a good standard single carriageway road with the effects of long inclines relieved by climbing lanes. There are short lengths of dual carriageway between the M6 and Samlesbury and at Barrow between Whalley and Clitheroe. Most settlements now have bypasses, the exceptions being Osbaldeston and Copster Green at the western end of the route and Gisburn further to the east. The Enterprise Zone at Samlesbury has direct access/egress.

### **A65: Cumbria Boundary to North Yorkshire Boundary**

The A65 is a former trunk road linking the M6 at Junction 36 in South Cumbria with Bradford and Leeds via Skipton and Ilkley. Only a short length of the single carriageway route lies within Lancashire.

### **A565: Merseyside boundary to A59 at Tarleton**

The A565 is a former trunk road linking Southport with the A59 at Tarleton and with which it forms an important regional route connecting the Sefton Coast with Central Lancashire and the M6.

### **A570: Merseyside boundary north of Rainford to Merseyside boundary at Southport**

The A570 is a former trunk road linking the A580 north of St Helens with the M58 at Junction 3 west of Skelmersdale and thence Southport via Ormskirk. South of the M58, the A570 is a dual carriageway; to the north-west, the single carriageway road passes through the centre of Ormskirk where issues of road safety, noise, air quality and severance arise from the conflict between traffic and the needs of the local community. Between Ormskirk and Southport, the A570 is a relatively narrow, rural road that passes through the villages of Pinfold and Scarisbrick, with numerous residential and commercial properties all having direct access/egress. In October 2014, the County Council abandoned a long-standing proposal to construct a bypass of Ormskirk in part on the basis that there was no realistic prospect of delivery.

### **A582: M65 Junction 1a at Bamber Bridge to A59 in Penwortham**

The A582 South Ribble Western Distributor links parts of Central and West Lancashire to the motorway network. It is a modern standard road with access generally restricted to major junctions that are either roundabouts or controlled by traffic signals. Through the Preston, South Ribble and Lancashire City Deal, the route will be progressively upgraded to ultimately provide a dual carriageway standard link between the M6/M65/M61 at Bamber Bridge and Penwortham Bypass. City Deal partners also aspire to deliver a new crossing of the River Ribble that would connect the completed Penwortham Bypass with the Preston Western Distributor, providing a continuous dual carriageway for distributing regional and local traffic movements across a wide area including Central and West Lancashire and the Fylde Coast. This would reduce pressure on the M6 between Junctions 29 and 32 and provide increased network resilience.

### **A586/A588: Blackpool Boundary to A585 at Skippool via Poulton-le-Fylde\***

It is not clear why the short length of A588 through Poulton town centre appears in the indicative network. To ensure a coherent network it would make more sense to include the length of A586 between the Blackpool boundary and the A585 trunk road at Little Singleton and exclude the A588. The A585 links Fleetwood and the extensive urban areas of North Blackpool, Thornton-Cleveleys and Poulton-le-Fylde with the M55 at Junction 3 north of Kirkham. Highways England is currently taking forward a scheme to bypass the Little Singleton pinch point, which is likely to increase the attractiveness of the A586 as a route into North Blackpool from the motorway network.

### **A679/A646: M65 Junction 9 at Rose Grove to West Yorkshire (Calderdale) boundary**

This former trunk road leaves the M65 at Junction 9 and passes along the western and southern edges of Burnley before heading through Holme Chapel to Todmorden, from where it continues along the Calder Valley to Halifax. For much of

its length, the route is poorly aligned, with a considerable number of junctions and other accesses. Consequently, speeds are low and journey times high. The proximity of development and the enclosed nature of the valley through which the route passes would make any significant improvements very difficult to achieve.

### **A683: M6 Junction 34 to Heysham Port**

The A683 links the Port of Heysham and Morecambe with the M6 at Junction 34 and is strategically important for the movement of freight between the UK mainland and Northern Ireland, the Isle of Man and the Irish Republic. Heysham is a major port and handled over 4.5m tonnes of traffic in 2016. Phase 1 of the Heysham to M6 Link Road between Heysham and White Lund in Morecambe was constructed in the mid 1990s, with the dual carriageway Phase 2 (the 'Bay Gateway') opening to traffic in October 2016.

### **A6068/A56: M65 Junction 14 at Colne to North Yorkshire Boundary**

The M65 ends abruptly at Colne, the continuation across the Pennines into North Yorkshire and the Leeds City Region provided by the A6068 and A56 routes linking with the A629 at Cross Hills in Airedale and the A59 at Broughton west of Skipton respectively. The indicative MRN includes the latter route but not the former. However, taken together the A56/A59 and A6068 routes, which are only 8km apart, comprise the most heavily trafficked Trans-Pennine road corridor after the M62, with a combined traffic flow of up to 26,000 vehicles per day.

Congestion on the A6068 in the North Valley area of Colne is a particular issue with standing traffic affecting local air quality and effectively severing the North Valley housing estate from all amenities in the town. The A56 heads in a northerly direction from the A6068 in Colne through the villages of Foulridge, Kelbrook and Earby before crossing into North Yorkshire at Thornton-in-Craven to meet the A59 at Broughton. Significant lengths of the poorly aligned single carriageway road are subject to a speed limit of 40 mph or less with limited opportunities for safe overtaking. In the villages, issues of road safety, noise, air quality and severance arise from the conflict between through traffic and the needs of the local communities.

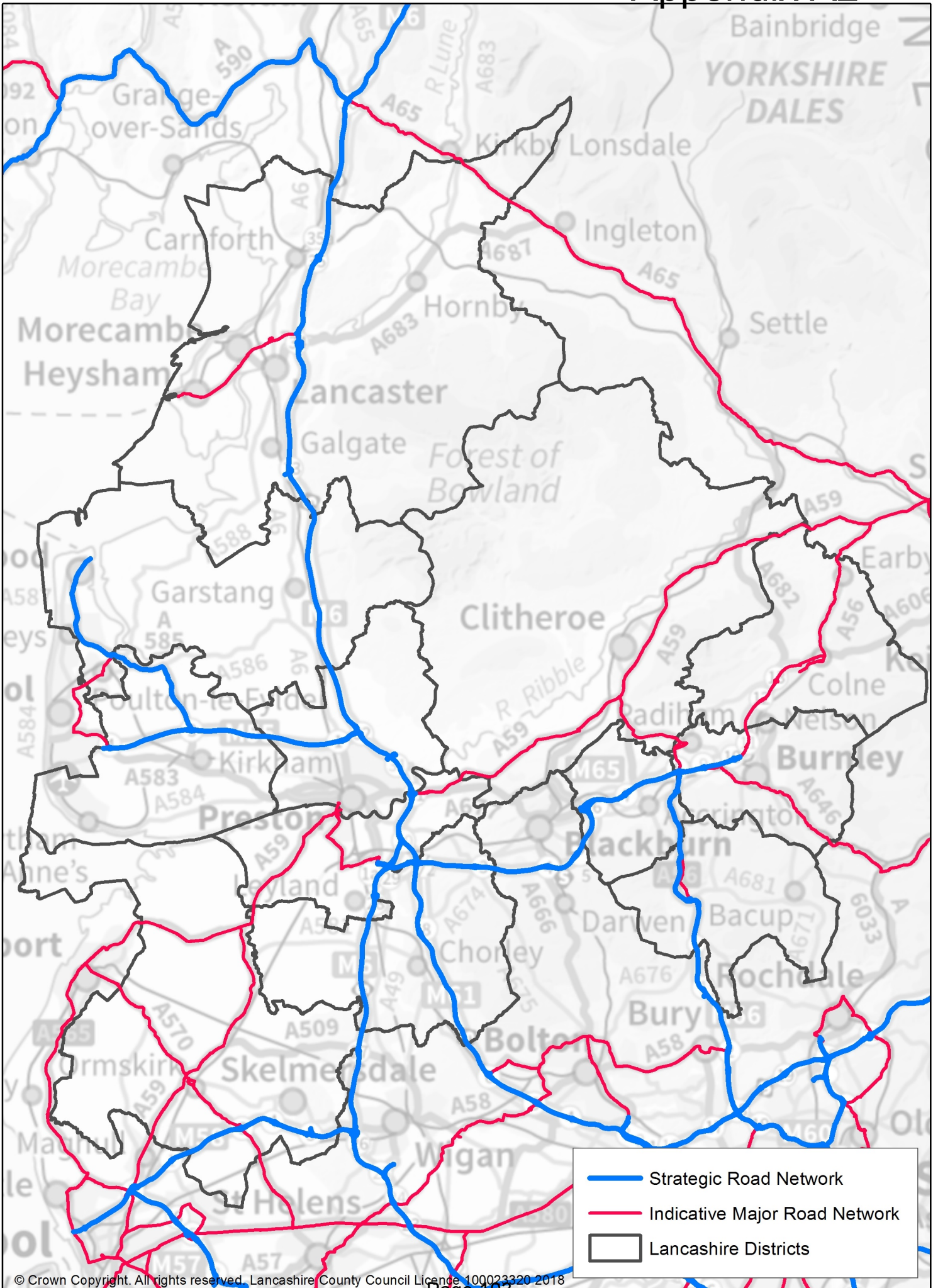
### **A6068/A671: M65 Junction 8 to A59 at Whalley**

This route links the M65 and A56 trunk road at Junction 8 with the A59 between Whalley and Clitheroe and for much of its length is a good standard single carriageway road. The Shuttleworth Hall Link immediately to the north of Junction 8 incorporates a southbound climbing lane. However, the route still passes through the villages of Read and Simonstone with a number of residential and commercial properties having direct access/egress.

The following short sections of road shown on the indicative MRN map are anomalies and should not be included:

- A56 Colne town centre
- A671 Short section north-west of Padiham
- A678 Short section west of Padiham linking A671 to A6068
- A680 Through Haslingden







**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report submitted by: Head of Policy, Information and Commissioning (Live Well)****Part I**

Electoral Division affected:

**Proposed 2018/19 Highway Maintenance and Road Safety, Cycling Safety and Public Rights of Way New Starts Capital Programmes**  
(Appendices 'A' - 'K' refer)

Contact for further information:

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

[janet.wilson@lancashire.gov.uk](mailto:janet.wilson@lancashire.gov.uk)**Executive Summary**

On 18 January 2018 Cabinet approved the apportionment of anticipated 2018/19 main highway and transport grant funding from the Department for Transport (DfT). Subsequently, this report requests approval of a number of detailed 2018/19 Highway Maintenance and Transport New Start Capital Programmes relating to this funding as set out at Appendices 'B' to 'K'.

The report also requests approval to add an additional £1.194 million awarded by the DfT from the Local Transport Capital Block Funding (Pothole Action Fund) to the 2017/18 Highways block of the capital programme and to approve the proposed criteria for allocating this funding in 2018/19 in line with DfT expectations.

The report also requests approval for the additional £5 million of funding awarded by Full Council on 8 February 2018 for highway maintenance to be spent on repairing potholes to address the deterioration of the road network over the winter months.

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 2018/19 New Start Highway Maintenance, Road Safety, Cycling Safety and Public Rights of Way programmes set out at Appendices 'B' to 'J', subject to grant funding being confirmed.
- (ii) Approve that the additional £1.194 million awarded by the DfT from the Local Transport Capital Block Funding (Pothole Action Fund) is added to the 2017/18 Highways block of the capital programme.
- (iii) Approve the proposed criteria as set out in the report for allocating the additional £1.194 million awarded by the DfT from the Local Transport Capital Block Funding (Pothole Action Fund).
- (iv) Approve the proposed allocation of the additional £5 million awarded by Full Council on 8 February 2018 for pothole repair as detailed in the report.
- (v) Approve the proposed programme to address specific deterioration on residential roads at Appendix 'K'.
- (vi) Approve that a further report on the proposed 2018/19 New Start Moss Roads programme be brought forward for consideration in due course.

## **Background and Advice**

### **Proposed 2018/19 New Start Highway Maintenance and Transport Capital Projects**

On 18 January 2018 Cabinet approved the apportionment of anticipated 2018/19 highway and transport grant funding from the Department for Transport (DfT). This specifically included;

- the indicative Highways Maintenance Needs allocation of £18.564 million.
- the Local Highways Maintenance Incentive Fund anticipated to be £3.867 million.
- the 2018/19 indicative Integrated Transport allocation of £6.054 million.

The criteria proposed for developing the 2018/19 New Start Highway Maintenance programme set out at Appendix 'A' is aligned with the Transport Asset Management Plan (TAMP) and will help ensure that a proactive, preventative intervention maintenance programme is developed. The TAMP sets out the county council's proposed 15 year strategy to maintain and improve the transport asset network in Lancashire during the period 2015/16 to 2029/30 and advises that the A, B and C classified roads and the footway network should be prioritised in Phase 1 (2015/16 – 19/20).

The criteria used to develop the 2018/19 New Start Road Safety, Cycle Safety and Public Rights of Way Capital Programmes to be funded from the indicative Integrated Transport allocation is also detailed at Appendix 'A'.

The proposed 2018/19 New Start Highway Maintenance, Road Safety, Cycling Safety and Public Rights of Way programmes of work set out as projects are detailed at Appendices 'B' to 'J'.

Due to the nature of delivering the surface dressing programme detailed at Appendix 'B' it is proposed that expenditure the programme is monitored on a district basis.

A 2018/19 New Start Moss Roads programme is currently under development and will be presented to cabinet for approval once the Incentive Fund allocation is confirmed.

### **Pothole Action Fund**

On 1 February 2018, an additional £1.194 million was awarded by the DfT from the Local Transport Capital Block Funding (Pothole Action Fund). It is expected that each authority will commit to target these funds on permanently fixing potholes, or by stopping them forming in the first place. Activities can include permanent pothole repairs or resurfacing to help prevent potholes from forming. This funding must complement rather than displace planned highway maintenance expenditure.

Based on objective data and in line with the use of the previous DfT Pothole Action Fund allocation it is proposed that the £1.194 million of funding allocated to the county council, be allocated to prioritise repairs across Lancashire on sections of roads in a condition which currently require the most regular visits to keep them safe and serviceable. These locations will be ranked on a countywide basis.

This approach has two positive outcomes. Firstly, asset management principles have been applied in accordance with the Highways Maintenance Efficiency Programme by proactively identifying and carrying out permanent repairs and secondly the maintenance liability and costs incurred by repeated visits to known failing sites will be reduced. The proposed treatments could include patching, surface dressing and resurfacing depending on the nature of the problem.

### **Additional Funding awarded by Full Council – 8<sup>th</sup> February 2018**

On 8 February 2018 Full Council approved an additional £5 million for highway maintenance capital projects to address the deterioration of the road network over the winter months. It is proposed that this funding is allocated to fix potholes. This additional funding, together with the additional DfT Pothole Action Fund grant described above, will increase the total budget available for structural defect repairs in 2018/19 to approximately £10.1 million to £10.9 million comprising:

<b>Funding Source</b>	<b>£m</b>
Additional Funding awarded by Full Council (Feb 2018)	5.000
DfT Highway Maintenance Grant	1.000
DfT Incentive Fund	1.000

Existing Capital Funding - Borrowing to replace revenue spend based on activity required. Range based on previous years requirements	C 2.000 – 2.7000
Pothole Action Fund	1.194
<b>Total</b>	<b>10.194 – 10.894</b>

The table above indicates the level of expenditure on structural defects during 2018/19. The funding for this comes from a variety of sources including the indicative highways maintenance grant, expected incentive funding, additional funds approved by Full Council, the Pothole Action Fund and borrowing already factored into the Medium Term Financial Strategy (MTFS).

It is proposed that this funding is spent on the following activity to help address the damage done to the network over the winter period, to treat some of our most problematic roads and help prevent potholes from occurring in future:

- Fix potholes that meet intervention levels (£5 million). This provision will not limit the work necessary to keep roads safe and serviceable because all potholes identified will be fixed in line with approved intervention levels and performance criteria.
- Address specific deterioration on certain residential roads as set out at Appendix 'K', addressing roads with the most significant volume of potholes on the network (£2 million)
- Undertake repairs across Lancashire on sections of roads in a condition which currently require the most regular visits to keep them safe and serviceable in line with the conditions of the Pothole Action Fund. It is proposed to spend the Pothole Action Fund allocation and supplement it with an additional £0.806 million.
- Respond to enquiries and complaints about poor carriageway and footway conditions which could be resolved with minor repair works. This could include, for example, carrying out surface repairs at sites where minor works will suffice, and where a more substantial capital scheme is not planned for a number of years. These works will be monitored and analysed and the information used to inform the TAMP in order to influence future programmes of work as appropriate (£1million).
- Undertake minor repair works in areas which have not have reached intervention levels but are likely to deteriorate in the foreseeable future as follows. These works will be confined to areas where a traffic management system is already in place to enable other, intervention level defects to be repaired. Information gathered from this initiative will also be utilised to inform the TAMP and influence future planned resurfacing programmes as appropriate. It is also proposed to utilise part of the allocation to pilot a range of repair methods to be used in this regard including the application of jet patching (£0.894 million).

## Consultations

N/A

## **Implications:**

This item has the following implications, as indicated:

### **Risk management**

Final confirmation of the Department for Transport 2018/19 grant awards is expected imminently. However, the approval of the proposed detailed programmes, subject to this confirmation, is required at this stage in order to allow delivery to commence in April 2018. Any implications of a change to the anticipated allocations will be reported to Cabinet.

There is a risk that some of the programmes/projects set out at Appendices 'B' to 'K' may not be delivered or could be delayed due to changes to estimated costs, other priorities emerging within year as a result of bad weather or other unforeseen circumstances.

Also, the delivery of the proposed programmes/projects is dependent on the 2017/18 highway maintenance, road safety, cycle safety and public rights of way outturn positions which will not be known until spring 2018. The programmes may be subject to change after this date.

Due to the fact that the road safety, cycle safety and drainage programmes will require design and consultation it is likely that these programmes will be delivered over two years, 2018/19 and 2019/20, as profiled below. In the event that work can be programmed earlier than anticipated then it is proposed that funding is brought forward as required.

### **Financial**

#### Highways Maintenance

It is proposed that programmes detailed at Appendices 'B' to 'G' be funded from the anticipated 2018/19 highway maintenance grant funding from the Department for Transport. This is the main highways funding grant and is already within the capital programme.

With specific reference to the development of drainage projects the funding will be phased over two years as below:

- 2018/19 - £0.250 million
- 2019/20 - £0.750 million

#### Transport

It is proposed that programmes detailed at Appendices 'H' to 'J' be funded from the anticipated 2018/19 Integrated Transport grant funding from the Department for Transport.

With specific reference to the development of road safety and cycle safety projects which may include the need for detailed design and consultation to be undertaken it is proposed that the £0.5 million road safety allocation and £0.5 million cycle safety allocation each be profiled over two years:

- 2018/19 - £0.100 million
- 2019/20 - £0.400 million

#### Funding Identified for Structural Defects

The table in the main body of the report identifies spend on structural defects of £10.1.94 m to £10.894 million. This will be funded in the following way:

- £2 million from the Highway Maintenance Grant and Incentive Funding (DfT);
- £1.194 million from the Pothole Action Fund; and
- £7.000-7.700 million which relates to borrowing identified in the existing capital programme (£2 - £2.7 million) and the £5 million announced at Full Council on 8 February 2018 (borrowing).

#### **Legal**

Additional funding for pothole repairs will enable the county council to carry out more work to fix potholes and in doing so strengthen the authority's statutory defence in this regard.

#### **List of Background Papers**

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



# Appendix A

## Appendix A - 2018/19 Proposed Criteria to Determine Maintenance of Assets, Road Safety, Cycling Safety and Public Rights of Way New Starts Programmes

The proposed criteria for determining the countywide allocations and the projects to be included in the 2018/19 capital programme is set out below

Asset Class	2018/19 Proposed Criteria
A,B,C Roads	<p>Committed level of investment as set out in the TAMP</p> <p>Pre patching, surface dressing and resurfacing determined on a countywide prioritisation based on condition derived from scanner and local parameters which includes life expectancy and deterioration modelling. Also includes the number of defects, claims and complaints received. Additionally the strategic significance is assessed based upon priority gritting routes and higher risk routes.</p> <p>Contribution to condition surveys and core sampling to support the delivery of the 2018/19 capital programme and the development of future capital programmes.</p>
Urban Unclassified Roads	<p>Pre patching, surface dressing and resurfacing determined on a countywide prioritisation based on condition survey data.</p> <p>Surface dressing schemes have been ranked based on the principles set out in the TAMP. Carriageway and inlay schemes are ranked on condition (worst first), traffic (type) and use (volume). Also includes the number of defects, claims and complaints received</p> <p>Contribution to condition surveys and core sampling to support the delivery of the 2018/19 capital programme and the development of future capital programmes.</p>
Rural Unclassified Roads	<p>Pre patching, surface dressing and resurfacing determined on a countywide prioritisation based on condition survey data.</p> <p>Surface dressing schemes have been ranked based on the principles set out in the TAMP. Carriageway and inlay schemes are ranked on condition (worst first), traffic (type) and use (volume). Also includes the number of defects, claims and complaints received</p> <p>Contribution to condition surveys and core sampling to support the delivery of the 2018/19 capital programme and the development of future capital programmes.</p>
Footways	<p>A countywide allocation prioritisation based on condition survey data and the number of highway safety defects identified. Also includes the number of defects, claims and complaints received.</p> <p>Contribution to condition surveys and core sampling to support the delivery of the 2018/19 capital programme and the development of future capital programmes.</p>

Asset Class	2018/19 Proposed Criteria						
Drainage	Countywide prioritisation based on risk of flooding and potential impact.						
Light Column Replacement	District Allocation: 70% on the basis of reduction of risk based on condition, and 30% on the basis of unexpected failures based on inventory records.						
Traffic Signals	Countywide prioritisation based on the age of units beyond their operational life, number of faults attended and vehicle accident records.						
Bridges	Countywide prioritisation based on priority bridges as indicated by condition and strategic importance.						
Structural Defects	<p>Indicative allocation based on the previous 12 months of defect data (Jan17 – Dec 17) to provide responsive intervention as defects occur.</p> <p>Apportioned on an area basis in line with the new highway organisation using this criteria. All defects that meet the safety intervention criteria will be addressed and therefore the actual expenditure will reflect operational demand.</p>						
Advance Design	Resources allocated to support the development of the 2018/19 capital programme.						
Road Safety Projects	Countywide prioritisation based on the number of collisions, anticipated accident savings and cost.						
Cycling Safety	<p><b>Stage 1</b> £50,000 to be top sliced from the overall allocation to be used for monitoring and evaluation of schemes in the approved programme in terms of casualty rate and other anticipated outcomes. This information will be used to inform the development of future cycling programmes.</p> <p><b>Stage 2</b> Schemes with a First Year rate of Return (FYRR) greater than 50% will be identified, prioritised and funded up to the remaining approved allocation.</p> <p><b>Stage 3</b> If stages 1 and 2 have been completed and funding remains available it is proposed that other criteria is applied to the projects with a FYRR lower than 50% to assess whether the schemes have the potential to offer wider benefits. The assessment would consider;</p> <table border="1" data-bbox="432 1883 1437 2116"> <thead> <tr> <th data-bbox="432 1883 1259 1962">Wider Benefits to be considered for schemes with FYRR &lt; 50%</th> <th data-bbox="1259 1883 1437 1962">Weighting</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 1962 1259 2040">Encourages the use of routes away from cycling accident locations</td> <td data-bbox="1259 1962 1437 2040">6</td> </tr> <tr> <td data-bbox="432 2040 1259 2116">Improves the amenity and perceived risk that would encourage more people to cycle</td> <td data-bbox="1259 2040 1437 2116">2</td> </tr> </tbody> </table>	Wider Benefits to be considered for schemes with FYRR < 50%	Weighting	Encourages the use of routes away from cycling accident locations	6	Improves the amenity and perceived risk that would encourage more people to cycle	2
Wider Benefits to be considered for schemes with FYRR < 50%	Weighting						
Encourages the use of routes away from cycling accident locations	6						
Improves the amenity and perceived risk that would encourage more people to cycle	2						

	Improves cycling access to employment, houses and education	2
	Improves cycling routes for leisure cyclists	1
Public Rights of Way	Countywide intervention: design and works to address structural repairs on the Public Rights of Way network on an ongoing basis and to address issues as they arise throughout the year.	
Pothole Action Fund	Repairs across Lancashire on sections of roads in a condition which currently require the most regular visits to keep them safe and serviceable. These locations will be ranked on a countywide basis. An analysis of data has identified an increase in the number of repeat visits to repair potholes on the unclassified network. It is therefore proposed that this funding is directed at the unclassified network.	



# Appendix B

## 2018/19 Maintenance of Highway Assets Appendix B - A, B & C Roads 2018/19 Programme

### Summary

The A, B & C Roads programme is broken down into the following 4 sub programmes:

Sub Programme	Allocation
Resurfacing/Inlay	£2,000,000
Surface Dressing	£3,980,019.73
Contribution to surveys and coring	£19,980.27
Pre Patching	£2,000,000
<b>Total Allocation</b>	<b>£8,000,000</b>

### Resurfacing/Inlay Programme

Programme: A, B & C Roads - Resurfacing/Inlay						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
<b>Countywide Capital Allocation:</b>						<b>£2,000,000</b>
Lower Antley Street	C632	Accrington West and Oswaldtwistle	Hyndburn	Resurfacing	Grimshaw Street to Porter Street	£29,402.92
Crawford Road	C157	Skelmersdale East	West Lancashire	Resurfacing	The parish hall to Manor House Drive	£22,481.55
Marine Road Central	A589	Morecambe Central	Lancaster	Antiskid	Marine Road Central: From the end of dual carriageway to Lord Street	£35,626.50
School Lane	C406	Wyre Rural Central	Wyre	Resurfacing	Damside to Smallwood Hey Road	£71,253.00
Clitheroe Road	B6478	Longridge with Bowland	Ribble Valley	Resurfacing	Waddow View to Carter Fold Farm	£73,422.53
Liverpool Old Road	C242	South Ribble West	South Ribble	Resurfacing	Liverpool Old Road: Liverpool Road To Gill Lane	£99,094.50
Saltcotes Road	B5259	Fylde West	Fylde	Resurfacing	A584 to Mythop Road	£74,447.10

Programme: A, B & C Roads - Resurfacing/Inlay						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
Rochdale Road	A671	Rossendale East	Rossendale	Resurfacing	Footway to Hemp Street to Union Street	£91,009.74
Blackbull Lane	C335	Preston North	Preston	Resurfacing	Queens Drive Primary School entrance to Garstang Road	£269,191.56
Whitebirk Drive	A6119	Great Harwood, Rishton and Clayton-le-Moors	Hyndburn	Resurfacing	Hyndburn Road roundabout, Accrington Phase 1	£184,275.00
Hyndburn Road	A679	Accrington North	Hyndburn	Resurfacing	Henry Street to Milnshaw Lane	£96,059.14
Main Street	B5272	Lancaster Central	Lancaster	Resurfacing	From A588 to Cockerham Road	£107,876.94
Church Road	C281	St Annes South	Fylde	Resurfacing	Vicarage Close to Blackpool Road	£400,537.68
A6 Carnforth and Market Street	A6	Lancaster Rural North	Lancaster	Resurfacing	Tesco to Market Street junction and Market Street 200m	£128,538.37
Moor Street	B5259	Fylde East	Fylde	Resurfacing	Mellor Road to Church Street	£61,425.00
Hoole Lane	C140	West Lancashire North	West Lancashire	Resurfacing	Church Road to Station Road including junction	£100,152.23
Skipton Old Road	C681	Pendle Rural	Pendle	Resurfacing	Shaw Clough Farm to the boundary	£155,206.24
<b>Forecast Outturn Capital Expenditure:</b>						<b>£2,000,000</b>

### Surface Dressing Programme

Programme: A, B and C Roads - Surface Dressing Programme						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
<b>Countywide Capital Allocation:</b>						<b>£3,980,019.73</b>
Skipton Old Road	C681	Pendle Rural	Pendle	Surface Dressing	Cockhill Lane to Shawclough Farm	£48,731.72
Long Lane	C157	Skelmersdale East	West Lancashire	Surface Dressing	Pimbo Lane to Manor House Drive and from the parish hall to St Helens boundary	£54,207.97
Marine Drive	A5105	Morecambe North	Lancaster	Surface Dressing	Railway Bridge to Station Road	£29,803.41
Melling Road	A683	Lancaster Rural East	Lancaster	Surface Dressing	Outside Holly Bank to Gressingham Road	£68,710.25
High Lane	A59	Ormskirk	West Lancashire	Surface Dressing	Pippin Street to Burscough Road	£56,407.81
Burnley Road	A671	Rosendale East	Rosendale	Surface Dressing	Northern Primary School to the boundary	£59,635.08
Tabley Lane	B5411	Preston Rural	Preston	Surface Dressing	Woodplumpton Road to Stotts Farm	£20,727.92
Higher Lane/Beacon Lane	C161	West Lancashire East	West Lancashire	Surface Dressing	Alder Lane to Mill Lane	£108,618.00
Bannister Lane	C174	West Lancashire East	West Lancashire	Surface Dressing	Chorley Lane to Whittle Lane	£33,551.74
Cobbs Brow Lane	C160	West Lancashire East	West Lancashire	Surface Dressing	Ash Brow to Beacon Lane	£55,503.42
Robin Hood Lane	C174	Skelmersdale East	West Lancashire	Surface Dressing	Beech Holt to Moss Lane	£30,077.19
Green Lane	C171	West Lancashire East	West Lancashire	Surface Dressing	Hall Lane to Maltkiln Lane	£13,261.97
Intake Lane	C128	West Lancashire East	West Lancashire	Surface Dressing	St Helens boundary to Hall Lane	£65,841.70
Sineacre Lane/Moss Lane	C126	West Lancashire East	West Lancashire	Surface Dressing	Sidings Lane to Coach Road	£70,807.44

Programme: A, B and C Roads - Surface Dressing Programme						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
Keighley Road	A6068	Pendle Rural	Pendle	Surface dressing	Keighley Road: Spring Grove the county boundary	£199,396.61
Helmshore Road	B6214	Rossendale West	Rossendale	Surface dressing	Helmshore Road: Holcombe Road to Grane Road	£108,320.57
Burnley Road	A671	Padiham and Burnley West	Burnley	Surface dressing	Stephenson Drive to Green Lane	£252,518.18
Haslingden Road	A680	Rossendale South	Rossendale	Surface dressing	Manchester Road to Rawtenstall Spur	£122,291.03
Garstang Road	A6	Preston Central East	Preston	Surface dressing	Moor Lane to A5085 Blackpool Road	£51,492.58
New Hall Lane	A59	Preston South East	Preston	Surface dressing	A6 London Road - A6 to Mossley Street and Mete Street to Blackpool Road	£91,889.34
Wigan Road	A49	Euxton, Buckshaw and Astley	Chorley	Surface dressing	Wigan Road: Moss Lane to Dawson lane	£65,698.95
New Line	A6066	Whitworth and Bacup	Rossendale	Surface dressing	Market Street to Rochdale Road	£75,606.80
Lancaster Road	C308	Thornton and Hambleton	Wyre	Surface dressing	Bradshaw Lane to Rawcliffe Road	£149,234.88
Blackpool Road	A5085	Preston South West	Preston	Surface dressing	Victoria Park Drive to Dudley Place near Larches Avenue	£75,837.76
Tulketh Road	A5072	Preston South West	Preston	Surface dressing	Tulketh Road: Powis Road to A5085 Blackpool Road	£24,529.46
Saltcotes Road	B5259	Lytham	Fylde	Surface dressing	Mythop Road to Brays Road	£64,449.22
Whalley New Road	A666	Ribble Valley South West	Ribble Valley	Surface dressing	Whalley New Road: Whinny Lane To A59 junction splitter	£38,943.45
Casterton Avenue	A6114	Burnley North East	Burnley	Surface dressing	Colne Road to Briercliffe Road	£54,566.28
Bolton Road North	A676	Rossendale South	Rossendale	Surface dressing	A56 to Stubbins Street	£29,619.14



Programme: A, B and C Roads - Surface Dressing Programme						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
Clitheroe Road	C573	Longridge with Bowland	Ribble Valley	Surface dressing	Cow Arc to Eddisford Hall	£218,597.82
Bacup Road	A671	Burnley Rural	Burnley	Surface dressing	Crown Point Road to Dynley Lane	£83,444.63
Market Street	A681	Rossendale East	Rossendale	Surface dressing	Queen Street to St James Square	£18,480.33
Whalley Clitheroe Bypass	A59	Ribble Valley South West	Ribble Valley	Surface dressing	River Calder bridge to the A671 roundabout	£69,389.37
Burnley Road	A682	Mid Rossendale	Rossendale	Surface dressing	Mill Row to Cranshaw Hall	£42,928.70
Hermitage Street	A678	Great Harwood, Rishton and Clayton-le-Moors	Hyndburn	Surface dressing	Tootleworth Road to Dunkenhagh Way	£33,034.37
Barrowford Road	A6068	Padiham and Burnley West	Pendle	Surface dressing	Whalley Road to Fir Trees Lane	£145,965.46
Colne Road	A56	Pendle Rural	Pendle	Surface dressing	Accornlee Hall Farm to Kelbrook roundabout	£65,703.87
Station Lane	C348	Preston Rural	Preston	Surface dressing	A6 to Hollowforth Lane	£33,131.59
Gisburn Road	A682	Pendle Rural	Pendle	Surface dressing	Blacko Bar Road to Barnoldswick Road	£70,108.04
Garstang Road	A586	Wyre Rural Central	Wyre	Surface dressing	Raikes Road to Hall Lane	£120,718.55
Long Lane	C206	Chorley Rural East	Chorley	Surface dressing	Babylon Lane to Weaver Brow	£64,474.56
Lytham Road	B5259	Fylde West	Fylde	Surface dressing	Saltcoates to Corka Lane	£36,408.74
Moss House Lane	C196	South Ribble West	South Ribble	Surface dressing	Smithy Lane to Carr Lane	£25,620.96
Neverstitch Road	A577	Skelmersdale West	West Lancashire	Surface dressing	Ormskirk Road to Glenburn Road	£74,320.56
Liverpool Road	A59	West Lancashire North	West Lancashire	Surface dressing	A565 to Manor Farm	£92,383.20

Programme: A, B and C Roads - Surface Dressing Programme						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
Garstang Road	A6	Preston Rural	Preston	Surface dressing	Garstang Road: Station Lane to Jepps Lane	£86,546.60
Bolton Road	A6	Chorley Central	Chorley	Surface dressing	Yarrow Gate to Hoggs Lane	£24,104.40
Hundred End Lane	C144	West Lancashire North	West Lancashire	Surface dressing	Shore Road to Gorse Lane	£80,330.77
Settle Road	A682	Ribble Valley North East	Ribble Valley	Surface dressing	Main Street to the boundary	£153,579.70
Windgate	A59	West Lancashire North	West Lancashire	Surface dressing	Church Road to the roundabout	£133,451.96
Wigan Road	A49	Clayton with Whittle	Chorley	Surface dressing	New development to Shady Lane	£47,922.56
Antiskid	Countywide as necessary					£139,093.12
<b>Forecast Outturn Capital Expenditure:</b>						<b>£3,980,019.73</b>

Programme: Contribution to surveys and coring					
Project Name	Road No	Division	District	Project Description	Estimate
<b>Countywide Capital Allocation:</b>					<b>£19,980.27</b>
Contribution to surveys and coring	N/A	As appropriate	As appropriate	Road surveys and coring as necessary	£19,980.27
<b>Forecast Outturn Capital Expenditure:</b>					<b>£19,980.27</b>

Programme: Pre Patching	
<b>Countywide Capital Allocation:</b>	<b>£2,000,000</b>
<b>Programme of works to be determined</b>	

# Appendix C

## 2018/19 Maintenance of Highway Assets

### Appendix C - Unclassified Programme

#### Summary - Rural Unclassified

The rural unclassified programme is broken down into the following 2 sub programmes:

Sub Programme	Allocation
Rural Unclassified	£960,957.72
Contribution to surveys and coring	£39,042.28
<b>Total Allocation</b>	<b>£1,000,000</b>

Programme: Rural Unclassified						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
Countywide Capital Allocation:						£960,957.72
Midge Hall Lane	U10236	Burscough and Rufford	West Lancashire	Resurfacing	Old Midge Hall to Bescar Lane	£69,559.98
Sherdleys Lane	U21419	Thornton with Bowland	Wyre	Resurfacing	Sherdleys Lane: Staynall Lane to the dead end	£21,023.32
Cross Lane	U10896	Treales, Roseacre and Wharles	Fylde	Resurfacing	Moorside Lane to Church Road	£45,102.74
Wood Lane	U359	West Lancashire East	West Lancashire	Resurfacing	Chapel Lane to the end of the adoption	£12,197.58
Moor Lane South	U22725	Ribble Valley South West	Ribble Valley	Resurfacing	Moor Lane South: Shawcliffe Lane to Moor Lane	£28,125.66
Lafford Lane	U1161	Skelmersdale East	West Lancashire	Resurfacing	Lafford Lane: Woodside Close to School Lane	£102,136.49
Goodshaw Lane	U22714	Rosendale West	Rosendale	Resurfacing	Kings Highways to Goodshaw Lane	£26,876.04
Meagles Lane	U10978	Fylde West	Fylde	Resurfacing	Meagles Lane: B5269 Thistleton Road to the track to Meadows Farm	£71,287.40
Vale Lane	U581	Skelmersdale West	West Lancashire	Resurfacing	Vale Lane: Junction near Oak Cottage to the end near Beaconside	£96,860.32

Programme: Rural Unclassified						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
Whins Lane	U7082	Hoghton With Wheelton	Chorley	Resurfacing	Whins Lane: A674 Blackburn New Road for 722m	£128,343.35
Town Lane	U10713	Clayton with Whittle	Chorley	Resurfacing	Town Lane: Junction at number 111 to the end at number 105	£10,821.93
Back Lane	U477	West Lancashire East	West Lancashire	Resurfacing	Back Lane: Deans Lane to Sandy Lane	£27,745.61
Whinney Lane	U4991	Ribble Valley South West	Ribble Valley	Surface dressing	Whinney Lane: Whinney Lane to Mellor Lane	£17,227.36
Greenberfield Lane	U47383	Pendle Rural	Pendle	Surface dressing	Full length	£11,529.37
Narrow Lane	U960	West Lancashire West	West Lancashire	Surface dressing	Narrow Lane: Cut Lane to Halsall Lane	£14,538.42
Catlow Road	U3189	Longridge with Bowland	Ribble Valley	Surface dressing	Catlow Road: Left hand track opposite Wood House Gate to right hand track to the pumping station	£89,246.07
Hill House Lane	U50050	Hoghton with Wheelton	Chorley	Surface dressing	Full length	£29,779.22
Maltkiln Brow	U5307	Longridge with Bowland	Ribble Valley	Surface dressing	Malt Kiln Brow: Wolfen Mill to the Grove	£35,706.86
2019/20 Pre-patching across the districts as necessary						£122,850.00
<b>Forecast Outturn Capital Expenditure:</b>						<b>£960,957.72</b>

Programme: Contribution to surveys and coring				
Project Name	Division	District	Project Description	Estimate
<b>Countywide Capital Allocation:</b>				<b>£39,042.28</b>
Contribution to surveys and coring	As appropriate	As appropriate	Road surveys and coring as necessary	£39,042.28
<b>Forecast Outturn Capital Expenditure:</b>				<b>£39,042.28</b>

### Summary - Urban Unclassified

The urban unclassified programme is broken down into the following 2 sub programmes:

Sub Programme	Allocation
Urban Unclassified	<b>£974,079.92</b>
Contribution to surveys and coring	<b>£25,920.08</b>
<b>Total Allocation</b>	<b>£1,000,000</b>

Programme: Urban Unclassified						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
<b>Countywide Capital Allocation:</b>						<b>£974,079.92</b>
Arundel Drive	U21349	Cleveleys South and Carleton	Wyre	Micro Asphalt	Arundel Drive: Hadleigh Road To Fleetwood Road	£37,067.53
Ballam Road, Rigby Place, Bartle Place, Natebuy Place, Salwick Place, Weeton Place, Layton Road, Whitholme Place, Elswick Road, Larches Avenue	U12467	Preston South West	Preston	Micro Asphalt	Ballam Road, Rigby Place, Bartle Place, Natebuy Place, Salwick Place, Weeton Place, Layton Road, Whitholme Place, Elswick Road, Larches Avenue	£178,857.93
Beckdean Lindsay and Stafford Avenues	U163332	Poulton-le-Fylde	Wyre	Micro Asphalt	Beckdean Lindsay and Stafford Avenues	£73,775.25
Bleasdale Close	U5489	Leyland South	South Ribble	Carriageway resurfacing	Bleasdale Close: Langdale Road to the end	£24,431.18
Carr House Lane	U18044	Lancaster East	Lancaster	Inlay	Full length	£29,484.00
Chapel Street	U7258	Rosendale West	Rosendale	Carriageway resurfacing	From Elm Street to top of mill to the end	£18,179.48
Church Lane	U41124	Great Harwood, Rishton and Clayton-le-Moors	Hyndburn	Carriageway resurfacing	Hindle Fold Lane to Allsprings Drive	£44,977.41
Cumberland Avenue	U21696	Cleveleys East	Wyre	Micro Asphalt	Rossall Road to Croasdale Drive	£74,701.40

Programme: Urban Unclassified						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
Dawson Road	U1063	Ormskirk	West Lancashire	Carriageway resurfacing	Full length	£12,054.93
Deepdale Avenue	U21320	Cleveleys South and Carleton	Wyre	Micro Asphalt	Full length	£167,880.67
Fairfield Avenue	U7821	Rosendale East	Rosendale	Carriageway resurfacing	From Crabtree Avenue to Ashworth Lane	£14,308.03
Holland Avenue	U13313	Lostock Hall and Bamber Bridge	South Ribble	Carriageway resurfacing	Holland Avenue: Pear Tree Crescent to Renshaw Drive	£22,972.95
Kensington Avenue	U13476	Penwortham West	South Ribble	Carriageway resurfacing	Blundell Lane to Queensway	£55,785.19
Knowsley Crescent	U14548	Fylde West	Fylde	Carriageway resurfacing	Knowsley Crescent: From Church Road to the end	£17,136.35
Norbreck Drive	U12460	Preston South West	Preston	Carriageway resurfacing	Full length	£26,351.33
Princes and Queens Road	U14029	South Ribble East	South Ribble	Carriageway resurfacing	Princes Road and Queens Road: From Higher Walton Road to end of each road	£16,961.90
Shaftbury Avenue	U13478	Penwortham West	South Ribble	Carriageway resurfacing	Full length	£17,997.53
Stricklands Lane	U49296	Penwortham West	South Ribble	Micro Asphalt	Stricklands Lane: Hill Road South to house no 22	£10,127.02
Walker Avenue	U16808	Accrington West and Oswaldtwistle Central	Hyndburn	Carriageway resurfacing	Full length	£13,735.07
2019/20 Pre-patching across the districts as necessary						£117,294.77
<b>Forecast Outturn Capital Expenditure:</b>						<b>£974,079.92</b>

<b>Programme: Contribution to surveys and coring</b>				
<b>Project Name</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Estimate</b>
<b>Countywide Capital Allocation:</b>				<b>£25,920.08</b>
Contribution to surveys and coring	As appropriate	As appropriate	Road surveys and coring as necessary	£25,920.08
<b>Forecast Outturn Capital Expenditure:</b>				<b>£25,920.08</b>





# Appendix D

## 2018/19 Maintenance of Highway Assets Appendix D - Footways 2018/19 Programme

### Summary

The footways programme is broken down into the following 2 sub programmes:

Sub Programme	Allocation
Footways	£2,968,432.05
Contribution to surveys and coring	£31,567.95
<b>Total Allocation</b>	<b>£3,000,000</b>

Programme: Footways						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
<b>Countywide Capital Allocation:</b>						<b>£2,968,432.05</b>
Norfolk Road	U8098	Lytham	Fylde	Footway resurfacing	Full length	£106,906.53
West Park Avenue	U12431	Preston South West	Preston	Footway resurfacing	Savick Way to Cottam Lane	£22,847.64
Hazeldene Road	U22221	Fleetwood West and Cleveleys West	Wyre	Footway resurfacing	Wingrove Road to Heathfield Road	£65,535.56
Reedyford Road	A6068	Brierfield and Nelson West	Pendle	Footway resurfacing	Regent Street to Canal Bridge	£117,547.24
Brownhill Avenue	U40594	Burnley Central East	Burnley	Footway resurfacing	Brunshaw Road to Carholme Avenue	£143,599.48
Fairclough Road	U21606	Cleveleys South and Carlton	Wyre	Footway resurfacing	Holmes Road to West Drive	£114,496.20
Greenway	U10590	Preston North	Preston	Footway resurfacing	Broadway to Brookside Road	£13,986.47
Meadows Avenue	U21635	Cleveleys South and Carlton	Wyre	Footway resurfacing	Linden Avenue to Victoria Road East	£145,494.94
Heversham	U616	Skelmersdale Central	West Lancashire	Footway resurfacing	Footway access	£18,942.79
Highsands Avenue	U418	Burscough and Rufford	West Lancashire	Footway resurfacing	Highsands Avenue including The Grove	£91,481.47
Myra Road	U6914	St Annes South	Fylde	Footway resurfacing	Full length	£90,298.44
Windsor Road	U6716	St Annes South	Fylde	Footway resurfacing	Full length	£76,056.44

**Programme: Footways**

<b>Project Name</b>	<b>Road No</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Scheme Extents</b>	<b>Estimate</b>
Gardner Street	U13455	Preston City	Preston	Footway resurfacing	North Road to Lady Street	£10,947.16
Glendale Drive	U5014	Ribble Valley South West	Ribble Valley	Footway resurfacing	Outside no 40 to outside no 12	£67,524.50
Highfield Drive	U1302	South Ribble Rural West	South Ribble	Footway resurfacing	Full length	£8,683.04
Yew Tree Road	U882	Ormskirk	West Lancashire	Footway resurfacing	Whittle Drive to Burscough Road	£186,334.73
Redcar Avenue	U10553	Preston West	Preston	Footway resurfacing	Tag Lane to Whitby Avenue including St Ives Crescent	£16,009.81
Cottam Avenue	U10514	Preston West	Preston	Footway resurfacing	Tag Lane to the end of the adoption	£19,642.49
Gloucester Avenue	U22393	Moss Side and Farington	South Ribble	Footway resurfacing	Full length	£8,551.59
Winmarleigh Road	U12407	Preston South West	Preston	Footway resurfacing	Tulketh Road to Mulgrave Avenue	£6,302.21
Cross Street	U3494	Preston City	Preston	Footway resurfacing	Full length	£10,909.08
Douglas Road North	U12538	Preston Central West	Preston	Footway resurfacing	Full length	£7,621.61
Slyne Road	A6	Morecambe North	Lancaster	Footway resurfacing	Number 143 to rear of number 2 grange view	£11,916.45
Lower Lane	B6243	Longridge with Bowland	Ribble Valley	Footway resurfacing	Preston Road to Dilworth Lane	£106,684.13
Norton Road	U19017	Heysham	Lancaster	Footway resurfacing	Fairfield Road to Furness Road	£49,754.25
South Road	U18589	Morecambe South	Lancaster	Footway resurfacing	Beulah Avenue to South Grove	£122,850.00
Heath Hill Drive	U7789	Rossendale East	Rossendale	Footway resurfacing	From Western Avenue to Newchurch Road	£13,789.91
Pennine Road	U7904	Whitworth and Bacup	Rossendale	Footway resurfacing	Rochdale Road to Tong Lane	£233,574.71

**Programme: Footways**

<b>Project Name</b>	<b>Road No</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Scheme Extents</b>	<b>Estimate</b>
Newchurch Road	C705	Mid Rossendale	Rossendale	Footway resurfacing	Outside no 388 to Dobbin Lane	£55,251.79
Barrowford Road	A6068	Padiham and Burnley West	Burnley	Footway resurfacing	Arbory Drive to Whalley Road	£35,681.78
Queensway	U21065	Accrington North	Hyndburn	Footway resurfacing	Queens Road West to Meadoway	£23,187.94
Radnor Close	U11320	Oswaldtwistle	Hyndburn	Footway resurfacing	Full length from Banbury Avenue	£25,178.11
Haverholt Close	U41404	Pendle Central	Pendle	Footway resurfacing	Harrison Drive to no 38	£18,495.07
Gordon Road	U20822	Brierfield and Nelson West	Pendle	Footway resurfacing	Norfolk Street to Howard Street	£19,103.18
Venables Avenue	U19899	Pendle Rural	Pendle	Footway resurfacing	Castle Road to Byron Road	£180,159.53
Moorfield Avenue	U20894	Ribble Valley South West	Ribble Valley	Footway resurfacing	Full length	£59,563.82
Rogersfield	U49431	Ribble Valley South West	Ribble Valley	Footway resurfacing	No 9 to end at 87	£117,137.48
Somerford Close	U4876	Burnley Central West	Burnley	Footway resurfacing	Somerford Close - Wellfield Drive to the end	£27,555.26
Todmorden Road	U42623	Burnley Rural	Burnley	Footway resurfacing	1-9 Todmorden Road, Briercliffe	£4,133.90
Lower Antley Street	C532	Accrington West and Oswaldtwistle Central	Hyndburn	Deterioration prevention	Section excluding Section 38	£3,980.34
Moorgate	U926	Ormskirk	West Lancashire	Deterioration prevention	Dyers Lane to Moor Street	£9,754.54
Centurion Way	U5639	Moss Side and Farington	South Ribble	Deterioration prevention	Wheulton Lane to Stanifield Lane	£31,404.15
Brooklands Road	U6817	Fylde West	Fylde	Deterioration prevention	South Hey to Worsley Road	£6,867.32
Harewood Road	U12047	Preston Central East	Preston	Deterioration prevention	Harwood Road and surrounding streets	£16,611.78
Chancery Road	U8334	Euxton, Buckshaw and Astley	Chorley	Deterioration prevention	North side Buckshaw Hall Close to Mimosa Close	£5,663.39
Hartington Road	U13872	Preston City	Preston	Deterioration prevention	Full length	£4,883.29

Programme: Footways						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
Vicarage Lane	U50037	Preston Central East	Preston	Deterioration prevention	Vicarage Lane with Vicarage Close	£2,457.00
Hollinshead Street	U8445	Chorley North/Chorley Central	Chorley	Deterioration prevention	Full length	£7,730.95
Market Street	A671	Whitworth and Bacup	Rossendale	Deterioration prevention	Outside 454 to Old Lane	£36,855.00
The Green	U15112	Fylde South	Fylde	Deterioration prevention	Full length	£2,457.00
Windsor Road	U6935	Lytham	Fylde	Deterioration prevention	Windsor Road and surrounding streets	£16,802.19
Larches Lane	U13376	Preston South West	Preston	Deterioration prevention	Elswick Road to Blackpool Road	£11,753.06
Priory Estate	U13472	Penwortham West	South Ribble	Deterioration prevention	Priory Estate	£171,114.08
Rossendale Road	A646	Burnley South West	Burnley	Deterioration prevention	Rossendale Road: A682 to A679 junction	£91,528.16
West Park Avenue	U12431	Preston South West	Preston	Deterioration prevention	South Side Clifton Avenue to Savick Way	£7,167.07
Carr House Lane	U18044	Lancaster East	Lancaster	Deterioration prevention	One side (even numbered side of the lane)	£58,968.00
Links View	U8015	Lytham	Fylde	Deterioration prevention	Worsley Road to Woodlands Road	£7,944.71
Egerton Grove	U8691	Chorley Central	Chorley	Deterioration prevention	Full length	£3,872.47
Yarrow Road	U8902	Chorley North	Chorley	Deterioration prevention	Full length	£16,880.82
<b>Forecast Outturn Capital Expenditure:</b>						<b>£2,968,432.05</b>

Programme: Contribution to surveys and coring				
Project Name	Division	District	Project Description	Estimate
<b>Countywide Capital Allocation:</b>				<b>£31,567.95</b>
Contribution to surveys and coring	As appropriate	As appropriate	Road surveys and coring as necessary	£31,567.95
<b>Forecast Outturn Capital Expenditure:</b>				<b>£31,567.95</b>

# Appendix E

## 2018/19 Maintenance of Highway Assets

### Appendix E - Bridges 2018/19 Programme

Programme: Bridges				
Project Name	Division	District	Project Description	Estimate
Countywide Capital Allocation:				<b>£3,000,000</b>
Carnforth Canal Footbridge (Tubewright) 18/19	Lancaster Rural North	Lancaster	Replacement of life-expired footbridge	£262,560
A601(M) Major Maintenance 18/19	Lancaster Rural North	Lancaster	Scheme preparation for major maintenance of 4 bridges plus associated highway. Intended bid for future DfT Maintenance Challenge Fund Tranche 2	£405,542
Infirmery Canal 18/19	Lancaster East/ Lancaster Central	Lancaster	Development of maintenance painting scheme to be delivered in 2019/20	£12,120
Wellbrook Clough 18/19	Lancaster Rural East	Lancaster	Culvert reconstruction	£202,926
River Lune Millennium Footbridge PBI 18/19	Skerton/ Lancaster East	Lancaster	Principal Bridge Inspection	£11,060
White Horse Railway 18/19	Wyre Rural East/ Preston Rural	Wyre/ Preston	Scheme preparation for footbridge reconstruction in 2019/20	£60,600
Hipping Stones Footbridge 18/19	Wyre Rural East	Wyre	Development of maintenance painting scheme to be delivered in 2019/20	£12,120
St Michaels Footbridge (Tubewright) 18/19	Wyre Rural Central	Wyre	Replacement of life-expired footbridge	£262,560
St Michaels PBI 18/19	Wyre Rural Central	Wyre	Principal Bridge Inspection	£10,605
Arley Brook 18/19	Ribble Valley South West	Ribble Valley	Scheme preparation for major maintenance of culvert in 2019/20	£6,060
Sykes Cottage 18/19	Longridge with Bowland	Ribble Valley	Scheme preparation for major maintenance in 2019/20	£3,030
Eadsford 18/19	Clitheroe/ Ribble Valley South West	Ribble Valley	Re-pointing of stone arch bridge	£63,060

Programme: Bridges				
Project Name	Division	District	Project Description	Estimate
Knoll Wood Footbridge PBI 18/19	Longridge with Bowland	Ribble Valley	Principal Bridge Inspection	£11,060
Mossthwaite Footbridge PBI 18/19	Longridge with Bowland	Ribble Valley	Principal Bridge Inspection	£11,060
Bradford PBI 18/19	Clitheroe/ Ribble Valley North East	Ribble Valley	Principal Bridge Inspection	£9,480
Old Tram PBI 18/19	Preston City/ Penwortham East and Walton le Dale	Preston/ South Ribble	Principal Bridge Inspection	£10,605
Liverpool Road Footbridge PTSI 18/19	Skelmersdale West	West Lancashire	Post-Tension Special Inspection	£30,300
Balcony Footbridge 18/19	Skelmersdale East	West Lancashire	Options Study for future maintenance strategy and interventions	£12,120
Doctors Railway F/B (Tubewright) 18/19	West Lancashire West	West Lancashire	Replacement of life-expired footbridge	£136,800
Bridge St Railway F/B (Tubewright) 18/19	Ormskirk/ West Lancashire East	West Lancashire	Replacement of life-expired footbridge	£187,680
St Thomas the Martyr Ret/Wall PBI and Assessment 18/19	Skelmersdale East	West Lancashire	Principal Inspection and assessment of load carrying capacity	£19,515
Concourse Footbridge PBI 18/19	Skelmersdale Central	West Lancashire	Principal Bridge Inspection	£11,060
Town Centre North Footbridge PBI 18/19	Skelmersdale Central	West Lancs	Principal Bridge Inspection	£11,060
Meadow Lane Railway 18/19	Chorley Rural West	Chorley	Highway Authority contribution to bridge reconstruction by Network Rail	£61,650
Centenary Way Viaduct 18/19	Burnley Central East/ Burnley Central West/ Burnley Rural	Burnley	Retention money for 2016/17 major maintenance contract	£16,508
Curzon Street 18/19	Burnley Central East	Burnley	Scheme preparation for major maintenance in 2019/20	£30,300
Lockyer Avenue Culvert 18/19	Burnley South West	Burnley	Culvert reconstruction	£198,270

<b>Programme: Bridges</b>				
<b>Project Name</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Estimate</b>
Holme PBI 18/19	Burnley Central East/ Burnley Central West	Burnley	Principal Bridge Inspection	£10,605
Crow Wood North PBI 18/19	Burnley Central East	Burnley	Principal Bridge Inspection	£7,575
Crow Wood South PBI 18/19	Burnley Central East	Burnley	Principal Bridge Inspection	£7,575
Springwood House Occupation PBI 18/19	Burnley Central East	Burnley	Principal Bridge Inspection	£7,575
Reedyford Footbridge PBI 18/19	Brierfield and Nelson West	Pendle	Principal Bridge Inspection	£10,605
Buckden Wood 18/19	Rosendale West	Rosendale	Scheme preparation for major maintenance of culvert in 2019/20	£6,060
Lark Hill Lane Footbridge	Mid Rosendale	Rosendale	Major maintenance of footbridge	£60,294
Bridges Structural Maintenance programme	Countywide as necessary	Countywide as necessary	Structural maintenance to bridges, footbridges and retaining walls	£820,000
<b>Forecast Outturn Capital Expenditure:</b>				<b>£3,000,000</b>





# Appendix F

**2018/19 Maintenance of Highway Assets**  
**Appendix F - Drainage 2018/19 Programme**

Programme: Drainage				
Project Name/Location	Division	District	Project Description	Estimate
<b>Countywide Capital Allocation:</b>				<b>£1,000,000</b>
A586 the Avenue, Churchtown	Wyre Rural East	Wyre	Construction of chamber to existing side entry gullies	£70,000
A6 Preston Lancaster New Road, Churchtown	Wyre Rural East	Wyre	Construction of chamber to existing side entry gullies	£35,000
A6 Preston Lancaster Road Lane House Farm	Lancaster Rural East	Lancaster	Drain survey – with possible replacement	£7,000
A6 to Woodplumpton Lane, Broughton	Preston Rural	Preston	Extend upsizing of watercourse culvert from Public Right of Way to the outfall through the high school grounds	£60,000
Appley Lane North	Skelmersdale East	West Lancashire	Replace highway drain	£30,000
B6480 Wennington Road Lunesdale Court	Lancaster Rural East	Lancaster	Drain survey possible enlargement	£8,000
Broadlands ,Ashtree Drive Greenwood Avenue	Morecambe North	Lancaster	Some work done but still flooding: check of the system	£7,000
Church Lane Tunstall	Lancaster Rural East	Lancaster	Drain survey – with possible replacement	£15,000
Ecroyd Road, Ashton	Preston Central West	Preston	Replace 12 brick gullies in advance of carriageway reconstruction	£6,000
Elmridge Lane, Chipping	Longridge with Bowland	Ribble Valley	Line existing drainage system where there is carriageway flooding due to root damage problems	£29,000
Forty Acre Lane C558 - Jeffery Hill	Longridge with Bowland	Ribble Valley	Run off control work on steep section of the carriageway	£20,000
Forty Acre Lane U5043, Thornley-with-Wheatley	Longridge with Bowland	Ribble Valley	Optimisation of existing drainage system and CCTV work near the golf course	£17,000
Greavestown Lane, Larches (junction of Blackpool Road)	Preston South West	Preston	Investigate and repair highway drainage	£20,000
Higham Hall Road and Barrowford Road Higham	Pendle Hill	Pendle	Culvert headwall reconstruction and installation of trashscreens	£85,400
Kellett Acre, Lostock Hall (off Croston Road by the primary school)	Moss Side and Farington	South Ribble	Investigate highway drainage - unable to cope with current flows	£10,000

Programme: Drainage				
Project Name	Division	District	Project Description	Estimate
Longhouse Lane, Poulton	Poulton Le Fylde	Wyre	Upgrade existing drainage system	£60,000
Longmeadow Lane, Heysham	Heysham	Lancaster	Review of the drainage system	£5,000
Mayfield Avenue, Oswaldtwistle	Accrington West and Oswaldtwistle Central	Hyndburn	Install gate and concrete steps to provide safe access to clean the trash screen	£18,000
Mereclough, Cliviger	Burnley Rural	Burnley	Replace damaged and unmaintainable trashscreen to reduce flood risk and ensure safe maintenance	£33,075
Mitton Road Whalley	Ribble Valley North East	Ribble Valley	Upgrade system from 150mm to become 225mm for 500m	£97,525
Moor Park, Blackpool Road (Garstang Road to Sir Tom Finney Way)	Preston Central East	Preston	Investigate and plot highway drainage	£15,000
New Street, Mawdesley	Chorley Rural West	Chorley	New headwall and trashscreen	£20,000
North Lodge, Wigan Road, Euxton	Euxton, Buckshaw and Astley	Chorley	Drainage improvement works	£15,000
North Moor Lane	West Lancashire West	West Lancashire	Drain re-lining work	£20,000
Pinfold Lane	West Lancashire West	West Lancashire	Drain re-lining work	£20,000
Ribchester Road, Ribchester	Ribble Valley South West	Ribble Valley	Line existing drainage system where there is flooding due to root damage problems	£37,000
Skipton Road, Victoria Road Area, Earby	Pendle Rural	Pendle	Culvert repairs and drainage improvements	£60,000
Small Lane North	West Lancashire West	West Lancashire	Drain re-lining work	£20,000
The Shore, Bolton Le Sands	Morecambe North	Lancaster	Culvert renew work	£20,000
Weeton Baracks, Singleton Road	Fylde West	Fylde	Replace damaged water course culvert at barracks entrance	£50,000
Westfield Drive, Bolton Le Sands	Morecambe North	Lancaster	Short new system to stop property flooding	£20,000

<b>Programme: Drainage</b>				
<b>Project Name</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Estimate</b>
Whinny Lane, Euxton	Euxton, Buckshaw and Astley	Chorley	Replace or line 100m of drain, include for inspection chamber at point drain leaves highway	£35,000
Whittingham Lane, Broughton (Nos 89-99)	Preston Rural	Preston	Drain investigation and repair, and new manhole	£15,000
Windy Bridge, Burnley Road, Cliviger	Burnley Rural	Burnley	Drainage improvements and upsizing existing system to prevent dangerous run off	£20,000
<b>Forecast Outturn Capital Expenditure:</b>				<b>£1,000,000</b>



# Appendix G

**2018/19 Maintenance of Highway Assets**  
**Appendix G - Traffic Signals 2018/19 Programme**

<b>Programme: Traffic Signals</b>				
<b>Project Name</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Estimate</b>
<b>Countywide Capital Allocation:</b>				<b>£100,000</b>
L3006 Whalley Road/ Eastgate/Castel Street	Accrington South	Hyndburn	Refurbishment of traffic signals	£45,000
E3023 Freckleton Bypass/ Kirkham Road	Fylde South	Fylde	Refurbishment of traffic signals	£55,000
<b>Forecast Outturn Capital Expenditure:</b>				<b>£100,000</b>



# Appendix H

**2018/19 Maintenance of Highway Assets**  
**Appendix H - Road Safety 2018/19 Programme**

Programme: Road Safety				
Project Name/ Location	Division	District	Project Description	Estimate
<b>Countywide Capital Allocation:</b>				<b>£500,000</b>
Carr House Lane - North Road Junction	Chorley Rural West	Chorley	Hedge/vegetation removal and clearance, SLOW marking on North Road junction approach	£18,500
Junction of A56 northbound on slip with Broadway, off Bent Gate roundabout	Rosendale South	Rosendale	Improved delineation with new hatched areas and lane markings to separate traffic flows including sign relocation	£16,000
Derby Hill Farm, Weeton Road	Fylde West	Fylde	Install bar markings on bend approaches. Add chevron signs, road studs, edge of carriageway markings, yellow backing boards on existing signing, and lay high friction surfacing	£50,000
Middleton Way junction with Hillsea Avenue	Heysham	Lancaster	Upgrade pedestrian refuge and highlight crossing point	£28,000
Princess Way junction with Brougham Street	Burnley Central East	Burnley	Left turn only out of Brougham Street, associated signing and lining and adjusting of central right turn area from Princess Way	£40,000
Blackpool Road, St Andrews Avenue to Windsor Avenue	Preston South West	Preston	Additional 50m of high friction surfacing on the eastbound carriageway. Four 'SLOW' markings painted on the carriageway	£15,500
A570 Marina Access to Heskin Lane	Ormskirk	West Lancashire	Install road studs and edge of carriageway markings, high friction surfacing and red surfacing to highlight hazards, hazard markers and junction warning signing	£105,400
B5272 Cockerham Road to School Lane, Forton	Wyre Rural Central/ Lancaster Central	Wyre	Widen centreline, provide edge of carriageway markings, central hatching and hazard markers	£66,000

<b>Programme: Road Safety</b>				
<b>Project Name/ Location</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Estimate</b>
Quernmore Road (M6 flyover to Caton), Lancaster	Lancaster Rural East	Lancaster	Install LED solar road studs, edge of carriageway markings, bend warning and chevron signing, high friction surfacing, 'SLOW' markings and double white lining	£123,000
A5209 Course Lane, near Round Thorn Farm	West Lancashire East	West Lancashire	Install edge of carriageway markings and road studs, provide hazard markers, 'SLOW' road markings and additional chevron signing	£37,600
<b>Forecast Outturn Capital Expenditure:</b>				<b>£500,000</b>



# Appendix I

**2018/19 Maintenance of Highway Assets**  
**Appendix I - Cycling Safety 2018/19 Programme**

Programme: Cycling Safety				
Project Name/ Location	Division	District	Project Description	Estimate
<b>Countywide Capital Allocation:</b>				<b>£500,000</b>
Golden Hill Way Chapel Brow	Leyland South	South Ribble	Close Chapel Brow to traffic, and install a new pedestrian/toucan crossing on Golden Hill Way to allow cyclists and pedestrians to cross safely. As well as reducing cycling casualties this location will be considered as part of a "place making" exercise to encourage this as a walking and cycling destination	£250,000
A6 Preston Road/Buckshaw Avenue junction improvements	Chorley Central	Chorley	Addition of cycle lanes through the junction, an advanced green signal for cyclists mounted on existing signal poles to allow them to set off and clear the junction before the main traffic receives a green signal. Installation of Trixie mirrors to help HGV drivers see cyclists	£50,000
Brindle Road	South Ribble East	South Ribble	Conversion of footway to shared cyclist and pedestrian use. Footway resurfacing, signage, installation of dropped kerbs, and removal of steps and barriers to aid cyclist access	£50,000
Saltcotes Road/Preston Road	Lytham	Fylde	Extension to existing mini-roundabout improvement scheme, with conversion of the footway to shared cyclist and pedestrian use, footway widening, and linkage to existing off road route further up Preston Road	£100,000
Monitoring, evaluation and future programme development	As necessary	Countywide	An allocation to enable monitoring and evaluation of the new schemes detailed above after completion. This information will be fed into the development of future projects allowing for a more comprehensive design during programme development	£50,000
<b>Forecast Outturn Capital Expenditure:</b>				<b>£500,000</b>



# Appendix J

**2018/19 Maintenance of Highway Assets**  
**Appendix J - Public Rights of Way 2018/19 Programme**

<b>Programme: Public Rights of Way (PROW)</b>				
<b>Project Name</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Estimate</b>
<b>Countywide Capital Allocation:</b>				<b>£250,000</b>
Footpath 6a Clitheroe	Clitheroe	Ribble Valley	Remove collapsed retaining wall and replace with new structure to restore the path. Underpin dry stone wall boundary. Fish rescue and dry working area in river.	£33,007.24
Footpath 18 Adlington	Chorley Rural East	Chorley	Stoning up of well used path. Installation of boardwalks to allow safe passage across poorly drained land.	£18,482.04
Cribden End Lane	Rosendale West	Rosendale	Haylo Byway descent – drainage improvements and repairs from large washout	£43,425.20
Footpath 31 Lancaster	Lancaster Central	Lancaster	Resurfacing works	£39,568.40
Footpath 13 Accrington	Accrington North	Hyndburn	Surfacing and vegetation clearance	£10,568.36
PROW 18/19 Reactive Works	Countywide as necessary	Countywide as necessary	Small scale works throughout the year as and when they arise	£104,948.76
<b>Forecast Outturn Capital Expenditure:</b>				<b>£250,000</b>



# Appendix K

## 2018/19 Maintenance of Highway Assets

### Appendix K – Proposed Programme to address Specific Deterioration on Residential Roads

Programme: Additional funding awarded by Full Council on the 8 <sup>th</sup> February 2018						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
<b>Countywide Capital Allocation:</b>						<b>£3,000,000</b>
Back Cleveland Road	U7019	Lytham	Fylde	Retread	Bannister Street to Cleveland Road	£15,264.11
Beverley Drive	U23228	Clitheroe	Ribble Valley	Carriageway resurfacing	Whalley Road to the end	£33,872.20
Broadmead	U370	West Lancashire East	West Lancashire	Micro Asphalt	From Station Road to Burnside	£46,045.90
Buttermere Avenue	U21970	Fleetwood West and Cleveleys West	Wyre	Carriageway resurfacing	Chatsworth Avenue to Marine Parade	£80,466.75
Carr Gate	U21540	Fleetwood West and Cleveleys West	Wyre	Carriageway resurfacing	Thornton Gate to North Promenade	£88,452
Cedar Field, Clayton Green	U49423	Clayton with Whittle	Chorley	Micro Asphalt	Cedar Field, Clayton Green - full lengths	£80,391.81
Chester Place	U4836	Chorley Rural East	Chorley	Inlay	Highfield Road to The Avenue	£18,081.06
Ecroyd Road	U12351	Preston Central West	Preston	Carriageway resurfacing	Resurfacing the full length of the cobbled road with Bitmac	£35,334.12
Elmwood Drive	U21783	Cleveleys East	Wyre	Carriageway resurfacing	Full length	£50,294.79
Fairview Avenue	U6783	St Annes South	Fylde	Carriageway resurfacing	Fairview Avenue	£19,656
Fallowfield Drive	U50369	Burnley Central West	Burnley	Carriageway resurfacing	Fallowfield Drive from Wellfield Drive to no 3 Fallowfield Drive, and Hunters Drive from Fallowfield Drive to 28 to 30 Hunters Drive	£13,715.66

**Programme: Additional funding awarded by Full Council on the 8<sup>th</sup> February 2018**

<b>Project Name</b>	<b>Road No</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Scheme Extents</b>	<b>Estimate</b>
Garsdale Road	U12192	Preston East	Preston	Inlay	Heathfield Drive to 70 Garsdale Road	£30,469.26
Great Greens Lane	U5415	Hoghton with Wheelton	Chorley	Carriageway resurfacing	Great Greens Lane, east of Tunley Holme downhill beyond chicane, Clayton le Woods North	£158,885.59
Green Lane	U5125	Longridge with Bowland	Ribble Valley	Carriageway resurfacing	Higher Road to Mersey Street	£26,318.16
Hawthorne Road	U21766	Thornton and Hambleton	Wyre	Carriageway resurfacing	Full length	£96,370.91
Hayling Place	U50357	Preston West	Preston	Inlay	Whitby Avenue to the end	£7,742.01
Highbury Road West	U6617	St Annes North	Fylde	Reconstruction	Clifton Drive North to a point 3m west of the railway bridge	£79,852.50
Humphrey Street	U19650	Brierfield and Nelson West	Pendle	Inlay	Humphrey Street: Brierfield Bank Street to Chapel Street	£30,840.87
Irwell	U607	Skelmersdale Central	West Lancashire	Micro Asphalt	Full length	£49,878.33
Jeffrey Avenue	U5071	Longridge with Bowland	Ribble Valley	Carriageway resurfacing	Green Lane to the end	£40,464.33
Kiln Lane	U538	Skelmersdale West	West Lancashire	Micro Asphalt	School Lane to Church Road	£91,189.11
Livingstone Road	U16960	Accrington North	Hyndburn	Carriageway resurfacing	Livingston Road, outside the football ground in Accrington	£61,214.93
Major Street	U16531	Accrington West and Oswaldtwistle Central	Hyndburn	Carriageway resurfacing	Major Street: Perth Street to Victoria Street	£41,463.87
Mayfield Avenue	U10661	Preston West	Preston	Inlay	Mayfield Avenue to outside 42	£17,622.83
Mayville Road	U19662	Brierfield and Nelson West	Pendle	Inlay	Mayville Road, Brierfield - Hardy Street to Woodville Road	£14,760.43
Nelson Street	U10805	Fylde East	Fylde	Carriageway resurfacing	Nelson Street	£16,277.63

**Programme: Additional funding awarded by Full Council on the 8<sup>th</sup> February 2018**

<b>Project Name</b>	<b>Road No</b>	<b>Division</b>	<b>District</b>	<b>Project Description</b>	<b>Scheme Extents</b>	<b>Estimate</b>
Park Road	U11651	Accrington West and Oswaldtwistle Central	Hyndburn	Carriageway resurfacing	Park Road: Blackburn Road to the end	£60,103.13
Parkgate Drive	U5731	Leyland South	South Ribble	Inlay	Royal Avenue to the end	£35,767.78
Penrith Crescent	U20447	Pendle Central	Pendle	2 layer inlay	Full length	£20,834.13
Penrith Road	U20446	Pendle Central	Pendle	2 layer inlay	Full length	£22,063.86
Plumpton Road	U12354	Preston Central West	Preston	Carriageway resurfacing	Resurfacing the full length of the cobbled road with Bitmac	£36,464.34
Priory Crescent	U13480	Penwortham West	South Ribble	Inlay	Priory Lane to Hollinghurst Avenue	£43,849.17
Sandy Lane	U5899	Hoghton with Wheelton	Chorley	Micro Asphalt	School Lane to the end of the adoption	£50,498.72
Sharman Avenue	U6742	St Annes North	Fylde	Carriageway resurfacing	Sharman Avenue	£33,169.50
Sharoe Green Lane	U12571	Preston North	Preston	2 layer inlay	From Green Drive to the signals at A6 Garstang Road	£53,910.89
Shropshire Drive	U4972	Ribble Valley South West	Ribble Valley	Inlay	Worse section: South from Durham Road to approximately outside no 8	£24,552
South Avenue	U21536	Fleetwood West and Cleveleys West	Wyre	Carriageway resurfacing	Thornton Gate to Queens Walk	£30,832.89
St Pauls Road	U14049	Preston Central East	Preston	Inlay	St Thomas' Road to St George's Road	£24,984
Sunnyside Avenue	U4908	Ribble Valley South West	Ribble Valley	Inlay	Junction of Ribblesdale Avenue to Whalley Road	£36,260.41
Thonock Road	U19527	Morecambe South	Lancaster	Carriageway resurfacing	Full length	£35,626.50
Tomlinson Road	U12349	Preston Central West	Preston	Carriageway resurfacing	Resurfacing the full length of the cobbled road with Bitmac	£31,843.95
West Park Avenue	U12431	Preston South West	Preston	Inlay	Clifton Avenue to Cottam Lane	£31,824.29

Programme: Additional funding awarded by Full Council on the 8 <sup>th</sup> February 2018						
Project Name	Road No	Division	District	Project Description	Scheme Extents	Estimate
Windsor Road (excluding the junction with Blackburn Road)	U11297	Oswaldtwistle	Hyndburn	Carriageway resurfacing	30m from Blackburn Road to Waverley Road	£31,882.31
Woodley Avenue	U21813	Thornton and Hambleton	Wyre	Carriageway resurfacing	Stanah Road to Oxendale Road	£48,771.45
Worsley Road	U8019	Lytham	Fylde	Carriageway resurfacing	Albany Road to Links View (including 10m length of Links View)	£88,452
Wyresdale Avenue	U16295	Poulton Le Fylde	Wyre	Carriageway resurfacing	Blackpool Old Road to Bleasdale Avenue	£7,240.78
Phase 2 Keswick Road	U18383	Lancaster East	Lancaster	Carriageway resurfacing	Full length	£34,281
<b>Forecast Outturn Capital Expenditure:</b>						<b>£2,028,138.26</b>



**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

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

Electoral Division affected:  
Pendle Rural;

**A682 Gisburn Road, Blacko contained within 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 No 1) Speed Limits) Order 201\***  
(Appendices 'A' and 'B' refer)

Contact for further information:

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

**Executive Summary**

It is proposed to consolidate the existing signed national speed limit along the length of the A682 Gisburn Road, Blacko to improve safety and operation of the public highway network and to allow for effective enforcement of the speed limit by Lancashire Constabulary. The item is detailed within the 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 No 1) Speed Limits) Order 201\* which was approved at Cabinet on 1 February 2018 with the exception of this specific proposal which was deferred for further consideration.

**Recommendation**

The Cabinet is recommended to approve the proposal for a speed restriction on the A682 Gisburn Road, Blacko as detailed within this report and as set out within Appendices 'A' and 'B'.

**Background and Advice**

Following representations made at the Cabinet meeting on 1 February 2018, it was resolved that the proposal forming the subject of this report (being contained within the aforementioned order) be subject to further consideration. A review has therefore been undertaken by officers.

In summary the review concluded that the statutory consultation process was properly undertaken and all relevant statutory consultees were consulted on the proposals in accordance with standard and legislative procedures.

The proposal stems from an anomaly through which the highway, despite being signed as being subject to the derestricted national speed limit, is arguably a Restricted Road due to the presence of street lighting which would impose a 30mph speed limit. The proposals have been put forward in order to put beyond doubt that the section of highway is subject to the national derestricted speed limit as per the current signage, with the provision of an order confirming the same. The Lancashire Constabulary has in place an average speed camera scheme which would be compromised should a 30 mph limit be imposed. There are signs in place in the affected area to warn motorists to slow down to negotiate the bend.

A review of the collision history on the length of carriageway shows that there has been one recorded personal injury collision within the past 5 year period, throughout which time the route was signed as being subject to the national speed limit. It is therefore considered that the proposal would have no detrimental effect on the safety of highway users.

It is therefore recommended that the proposal which is the subject of this report be approved to allow the effective speed camera enforcement of the existing signed national derestricted speed limit along the length of the A682 Gisburn Road, Blacko by Lancashire Constabulary, thereby improving the safety and operation of the public highway network in this vicinity.

## **Consultations**

The proposed order was advertised in the local newspaper and during the consultation period of 17 October 2017 to 17 November 2017. The divisional county councillors were consulted alongside statutory consultees. During the consultation period no objections were received to this item.

## **Implications:**

This item has the following implications, as indicated:

### **Financial**

It is estimated that the item detailed within this report is will have no associated costs as all required lines and signs are already in place.

### **Risk management**

Road safety may be compromised should the proposals 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



**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

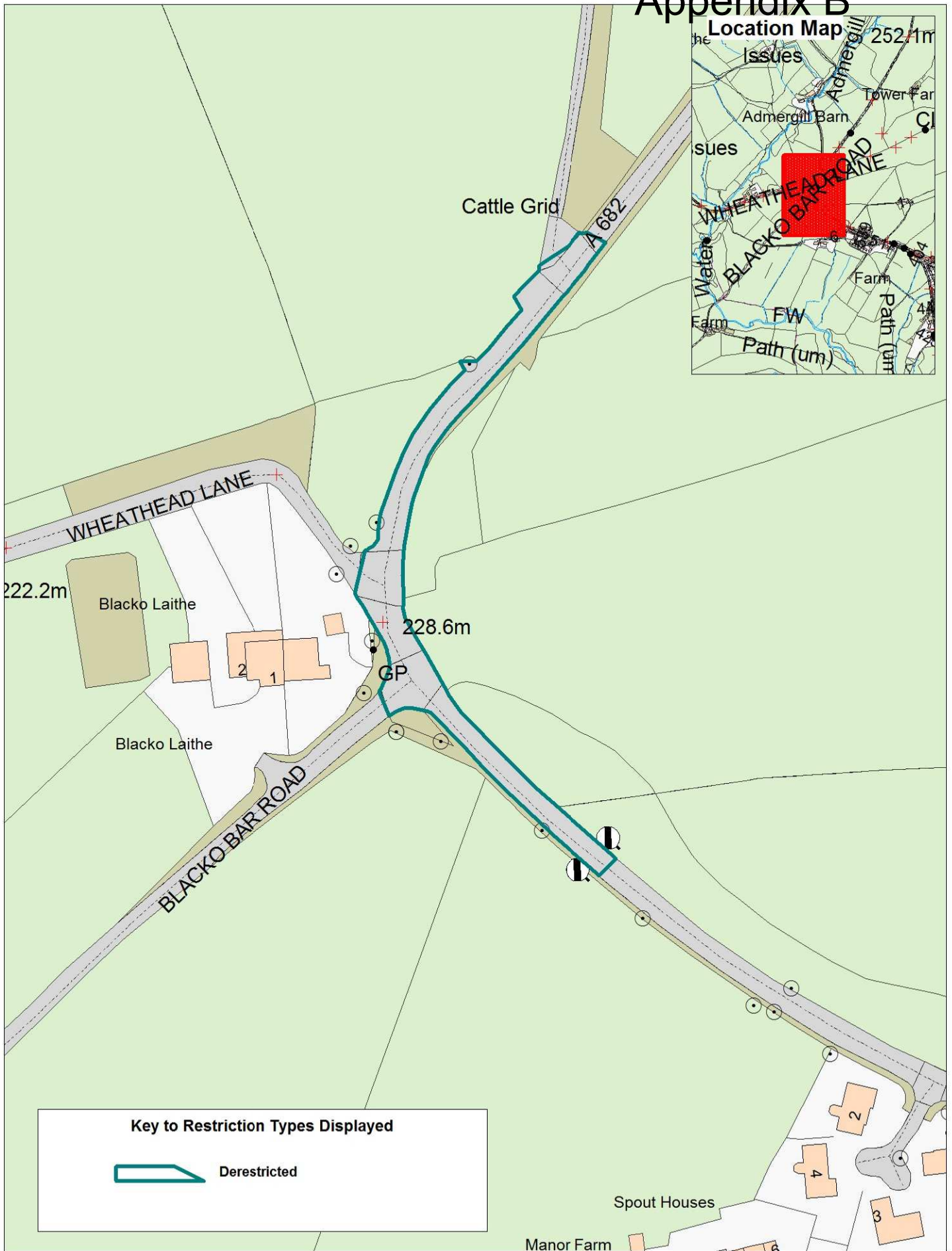
<http://www.lancashire.gov.uk/roads-parking-and-travel/roads/roadworks-and-traffic-regulation-orders/permanent.aspx>. Any representations or objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Governance, Finance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






# Appendix B



**Key to Restriction Types Displayed**

 Derestricted



**A682 Gisburn Road,  
Blacko**

Page  
1 of 1



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**Community Services  
Phil Barrett  
Director Community Services**

P.O. Box 100, County Hall,  
PRESTON PR1 0LD

SCALE	<b>1 : 1500</b>
DATE	<b>06/09/2017</b>
DRAWING No.	<b>SB/09/17</b>
DRAWN BY	<b>TJP</b>
Scale with care as distortion may occur	



**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

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

Electoral Divisions affected:  
All

**Street Lighting - LED Lantern Replacement Scheme**

Contact for further information:

Keith Postlethwaite, Tel: (01772) 534602, Transport Asset Management Policy Officer,  
[keith.postlethwaite@lancashire](mailto:keith.postlethwaite@lancashire)

**Executive Summary**

The Department for Transport (DfT) Challenge Fund and the £5m county council Invest to Save schemes are nearing completion and collectively have enabled 87,000 light emitting diode (LED) lanterns to be installed and approximately £3.4m saved from the street lighting energy revenue budget since 2014/15.

Following discussions with Salix Finance Ltd, a government funded body that provides interest-free funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills, a proposal has now been developed to enable the street lighting energy efficiency programme to be completed. The proposal as detailed in the report meets Salix funding requirements and would enable a further 38,000 street lighting lanterns to be replaced with LED equivalents. It is anticipated the proposal will cost in the region of £9.200m, which would be funded by an interest free loan and enable a further £1.843m to be saved recurrently from the street lighting energy revenue budget per year when complete.

This is deemed to be a Key Decision and the provisions of Standing Order No. 26 have been complied with.

**Recommendation**

That Cabinet is recommended to approve:

- (i) The application for Salix funding as set out in the report;
- (ii) That the proposal as set out in the report be included within the Capital Programme 2018-2021.

## **Background and Advice**

The first phase of the street lighting energy efficiency programme started in 2008 and ran until 2012. As a result of a successful bid to the Department for Transport (DfT) Challenge Fund in January 2015 the county council has been able to replace 67,000 LED lanterns, replace up to 4,000 lighting columns between June 2015 and March 2018 and establish a scheme to install 150 electric car charging points in the coming months. In 2017/18 the county council made a capital allocation of £5m to enable a further 20,000 LEDs to be installed and extend the scope of the DfT works.

By the end of March 2018 it is anticipated that following this three year investment period approximately 87,000 energy inefficient street lighting lanterns will have been replaced with LED equivalents and our energy consumption will have reduced by just over 37% between 2014/15 and 2017/18. Had this work not been carried out the 2017/18 street light energy revenue budget outturn would have been in the region of £8.2m instead of the current forecast to March 2018 of just over £5.1m.

Following discussions with Salix Finance Ltd, a government funded body that provides interest-free funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills, a further phase of the programme has now been developed to enable the street lighting energy efficiency programme to be completed. This proposal involves converting to LEDs, the remaining 38,000 non-LED street lights which mainly comprise of 150w and 250w high pressure sodium lamps and are of a higher wattage than the works undertaken as part of the DfT scheme. All installation works will be undertaken by the county council's highways service and the opportunity will be taken to revise lighting levels where appropriate which will involve changing some 250w lighting to 150w, using LED equivalents.

The proposal meets Salix funding criteria in that the payback period is less than 5 years and the cost of saving the carbon saved is less than £120 per tonne (the cost of works divided by tonnes of carbon saved). In order to address the logistics in relation to scheme design, lantern procurement and installation it is proposed that the project will be undertaken over the 2018/19, 2019/20 and 2020/21 financial years. The scope of works will be continuously reviewed to ensure the proposal remains compliant with Salix expectations and provides a cost effective scheme of works for the county council.

During the three financial year period April 2018 to March 2021, Salix proposes to make 8 interim payments. The county council will need to pay off each year's loan over a 5 year period, with the first instalment becoming due 6 months after the commencement of works in each of these years and 6 monthly thereafter.

If approved, the proposal would need to be included in the Capital Programme 2018-2021. The scheme will cost £9.2m to implement, will run from April 2018 to November 2020 and result in street lighting energy revenue savings of approximately £1.84m per annum being realised once complete. Due to the way the proposal is to be implemented and the inventory declaration process the full energy savings associated with this proposal will not be realised until October 2022.

It is anticipated that scheme design, lantern procurement and other preliminary activities will commence in April 2018 to enable LED replacement work to start in October 2018. The street lighting inventory will be updated as and when LEDs are installed and street lighting energy revenue savings will start to be realised on a rolling basis commencing December 2018 following the monthly, in-advance inventory submission process.

It is anticipated that the outcome of the lantern procurement exercise will be subject of a further Cabinet report in summer 2018. The key milestones related to this proposal are set out below:

08/03/18 - Budget and bid approval

01/04/18 - Lantern procurement tender process and schemes design starts

15/09/18 - Lantern procurement tender award

01/10/18 - Works start on site

30/09/20 - Works complete on site

08/11/20 - Financial closure

### **Consultations**

N/A

### **Implications:**

This item has the following implications, as indicated:

### **Risk management**

If this invest to save proposal is not approved the revenue savings identified in the report will not be realised.

As works are proposed to be carried out in three phases, over a three year period with funding being drawn down in instalments, there is an opportunity for the county council to review this proposal at any time. Should the county council no longer wish to pursue all three phases or a change circumstances such as falling energy prices or increased lantern costs make it difficult for the 5 year rate of return to be achieved, works can be stopped at any time. As a consequence the county council can mitigate the risk of financial expose should factors outside its control change.

### **Financial**

The proposal currently meets Salix funding criteria. Should LED lantern prices change or the price of energy fall, the county council may be required to contribute towards the cost of this proposal by funding any shortfall that Salix finance could not cover.

Current indications are that estimated LED prices are in-line with those that are likely to be achieved via tender and that energy prices are forecast to increase rather than fall. As a consequence, the risk of the county council having to contribute to this scheme is considered small.

The key financial information is detailed in the table below:

**Table 1**

Financial Year	Energy Saving (in year) (£)	Energy Saving (Annual) (£)	Planned Capital Expenditure (£)	Salix Payment for work (£)	Salix Repayment (£)
2018/19	-63,999	-63,999	1,925,226	-2,300,000	0
2019/20	-742,385	-806,383	4,548,644	-4,599,999	230,000
2020/21	-857,582	-1,663,965	2,726,130	-2,300,001	920,000
2021/22	-179,196	-1,843,162			1,610,000
2022/23		-1,843,162			1,840,000
2023/24		-1,843,162			1,840,000
2024/25		-1,843,162			1,610,000
2025/26		-1,843,162			920,000
2026/27		-1,843,162			230,000
2027/28		-1,843,162			0
	<b>-1,843,162</b>	<b>-15,436,481</b>	<b>9,200,000</b>	<b>-9,200,000</b>	<b>9,200,000</b>

The expenditure will form part of the capital programmes for 2018/19 – 2020/21 and will be profiled as per the planned capital expenditure shown in Table 1. The interest free loan that has been provided from Salix will fund the scheme with the cost of the loan repayments offsetting the saving made in the revenue budget. This will mean the profiling of the saving in the revenue budget will be as shown in Table 2 with the final saving of £1.843m not being realised until 2027/28.

**Table 2**

Financial Year	Energy Saving (Annual) (£)	Salix Repayment (£)	Revenue Saving Profile
2018/19	-63,999	0	-63,999
2019/20	-806,383	230,000	-576,383
2020/21	-1,663,965	920,000	-743,965
2021/22	-1,843,162	1,610,000	-233,162
2022/23	-1,843,162	1,840,000	-3,162
2023/24	-1,843,162	1,840,000	-3,162
2024/25	-1,843,162	1,610,000	-233,162
2025/26	-1,843,162	920,000	-923,162
2026/27	-1,843,162	230,000	-1,613,162
2027/28	-1,843,162	0	-1,843,162
	<b>-15,436,481</b>	<b>9,200,000</b>	<b>-6,236,481</b>

## **Legal**

If this bid is approved, Legal and Democratic Services will be asked to examine the agreement proposed by Salix Finance Ltd and once satisfied with this, that the Director of Community Services be authorised to sign the agreement of behalf of the county council.

## **List of Background Papers**

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A





**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

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

Electoral Divisions affected:  
Ribble Valley North East; Ribble  
Valley South West;

**Proposed Expansion of Barrow Primary School, Clitheroe**

(Appendices 'A' to 'E' refer)

Contact for further information:

Steph Rhodes, Tel: (01772) 531957, School Planning Principal  
steph.rhodes@lancashire.gov.uk,

**Executive Summary**

A six week formal consultation has been carried out regarding a proposal to permanently expand Barrow Primary School in Ribble Valley, with effect from September 2019.

Under the statutory school expansion process, a decision is now required. If the County Council does not make a decision on the proposal within two months from the end of the representation period, the proposal and any representations about the proposal must be passed to the schools' adjudicator for decision.

This is deemed to be a Key Decision and Standing Order 25 has been complied with.

**Recommendation**

The Cabinet is recommended to:

- (i) Conditionally approve the proposal to make a prescribed alteration to Barrow Primary School by permanently expanding the number of places available from 20 to 30 pupils for reception year in September 2019 and in subsequent reception years. This is subject to the granting of planning permission under Part 3 of the Town and Country Planning Act 1990; and
- (ii) Approve that an appropriate statutory decision letter be sent out as specified under legal requirements to give the reasons for the decision to those who are to be informed of them.

## Background and Advice

This report aims to provide information on:

- the proposal to expand Barrow Primary School to reflect current and future numbers on roll;
- the responses received during the statutory notice period;
- factors that Cabinet should take into consideration when determining the proposals; and
- a commentary on how the proposal relates to these factors in order for Cabinet to make a determination in respect of the proposals.

Details of the school expansion proposal to be considered are set out at Appendix 'A' (Public Notice) and Appendix 'B' (Complete Proposal). Background evidence is also contained within Appendix 'D' (Question 1 of the Equality Analysis).

As a result of the effect of significant housing developments, intake into primary schools in the area is expected to increase over the foreseeable future. Barrow Primary School is a popular school and has achieved an 'Outstanding' Ofsted rating. On 8 March 2017 the former Cabinet Member for Children, Young People and Schools approved the consultation on a proposal to permanently increase the published admission number for Barrow Primary School from 20 places to 30 places, standardising admission numbers from Reception age, with effect from September 2019. This is part of Phase 2 of a programme of capital expansion projects in maintained schools to provide additional places by regularising admission numbers in areas of growth.

If the permanent expansion is approved the capacity of the primary school would increase from 140 to 210 with additional permanent accommodation being provided on the existing site. This will be enabled by expansion of the existing building; subject to planning consent being granted. The proposal is now at stage 3 of the 4 stage statutory process (as per the new School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013) that is summarised below:

Stage	Action	Timescale
Pre-statutory phase	Informal consultation on the proposals to enlarge Barrow Primary School (non- statutory stage)	8 May 2017 to 11 June 2017 (5 weeks)
	Report to the Cabinet on the responses to the consultation and seeking permission to publish statutory notices	14 September 2017
Stage 1	Publish Statutory Notices	7 December 2017
Stage 2	Representation Period on the proposal	6 weeks to 19 January 2018
<b>Stage 3</b>	<b>Decision by the Cabinet</b>	<b>8 March 2018</b> (The decision <b>must</b> be made within 2 months of the end of the representation period) i.e. before 19 March 2018

Stage 4	Implementation	Permanent September 2019
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## Consultations

The School Organisation (Prescribed Alterations to Maintained Schools) Regulations 2013 set out the statutory requirements around consultation as set out within the Department for Education (DfE) guidance, 'Guidance for Decision Makers' (April 2016) and evidence of the County Council's compliance with each requirement.

### Factors that the decision maker must take into consideration when determining the proposal

**Consideration of consultation and representation period:** *The decision-maker will need to be satisfied that the appropriate fair and open local consultation and/or representation period has been carried out and that the proposer has given full consideration to all the responses received. If the proposer has failed to meet the statutory requirements, a proposal may be deemed invalid and therefore should be rejected. The decision-maker must consider **ALL** the views submitted, including all support for, objections to and comments on the proposal.*

**Comment:** Between 8 May 2017 and 11 June 2017 the County Council consulted informally on a proposal to permanently expand Barrow Primary School in Clitheroe, Ribble Valley, with effect from September 2019. Full details of the informal consultation process are set out in Appendix 'C' and referred within Appendix 'D' (Question 2 within the Equality Analysis).

After carefully considering the outcome of the informal consultation and the Cabinet agreeing (on 14 September 2017) to proceed with the proposal, the County Council prepared details of the school expansion proposal to be considered which were published in a statutory notice on 7 December 2017 and Complete Proposal. In accordance with the statutory process for school expansion proposals, the Notice invited representations (objections or comments) within the statutory four-week notice period (in this instance 6 weeks' notice period was used to include an additional 2 weeks due to Christmas falling in the 4 week representation period), i.e. from 7 December 2017 to 19 January 2018.

In response to the published proposal, the County Council received two responses. The first from Ribble Valley Borough Council, who confirm that the Council fully supports the proposals and encourage liaison with their Development Management Team in connection with any planning application for additional built facilities. The second was from Barrow Parish Council who welcome the additional primary school places in the village but ask that more consideration be given to parking and traffic before approval is given. It is the Parish Council's view that it is not acceptable to expand pupil numbers without taking account of the increased traffic and lack of parking as this will have a devastating effect on the village.

**Comment:** The school acknowledges that any proposed increase in pupil numbers is likely to result in increasing traffic and demand for parking, however, they are confident that any issues can be managed. There will be no reduction in the number of staff parking spaces as a consequence of the proposed expansion, and there is

currently no drop off/pick up points. There is currently plenty of parking available along the roadside in the vicinity of the school at peak times of day. The consultation process currently underway deals with the basic principles of expanding the school. If this statutory consultation process concludes that the expansion should proceed, the specifics of the car parking and highways requirements will be dealt with as part of the Development Control planning application. A traffic risk assessment would be undertaken as part of the Development Control planning application. Pre application advice would be sought from the Highways Development Team specific to this proposal and in the lead up to that application further consultations would be undertaken and design solutions would be developed regarding any issues.

Initial exploration of highways issues at Barrow Primary School presents common issues and concerns experienced at every school that requires expansion. Schools are located within the communities they serve and so there will always be impacts both negative and positive when a school is developed and altered. However, if the school is to expand officers will, as always, seek to minimise and mitigate any negative impact during the detailed design process. The Highways Officer acknowledged the existing highways issues and stated that the existing parking places on the school site should be maintained, if the school were to expand, which can be achieved.

The responses have been placed on Councillor-First and are available for public inspection through Lancashire County Council School Planning Team (Telephone 01772 531957).

**Education standards and diversity of provision:** *Decision-makers should consider the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the needs of parents; raise local standards and narrow attainment gaps.*

**Comment:** Barrow Primary School in Clitheroe, Ribble Valley is a successful and popular primary school serving its particular community as well as attracting pupils from a wider area and is well placed to meet the present and continuing demand for primary school places. The Ofsted Inspection of the school in May 2013 graded the school as 'Outstanding.'

There are 4 primary schools in the Langho and Whalley planning area, including Barrow Primary School. One of these is a Voluntary Controlled School and three are Voluntary Aided Schools (2 Church of England and 1 Roman Catholic). The Ofsted Inspections for the schools grade two 'Good' and two 'Outstanding'.

On 8 March 2017, it was reported to the Cabinet Member for Children, Young People and Schools that there was a significant level of housing development planned in the area within the next five years that would mean there would be a shortage of primary school places.

**A school-led system with every school an academy:** *The 2016 White Paper Education Excellence Everywhere, sets out the department's aim that by the end of 2020, all schools will be academies or in the process of becoming academies. The*

*decision-maker should, therefore, take into account the extent to which the proposal is consistent with this policy.*

**Comment:** This proposal relates to the provision of 10 additional school places at reception age with the aim of expanding the school's admission number and is funded by the County Council's Capital Programme. This is a proposed expansion of a Voluntary Controlled school and therefore does not fall under the academy presumption.

**Demand v need:** *Where a LA identifies the need for a new school, to meet basic need, section 6A of EIA 2006 places the LA under a duty to seek proposals to establish a free school via the 'free school presumption'. However it is still possible to publish proposals for new maintained school outside of the competitive arrangements, at any time, in order to meet demand for a specific type of place e.g. places to meet demand from those of a particular faith.*

*In assessing the demand for new school places the decision-maker should consider the evidence presented for any projected increase in pupil population (such as planned housing developments) and any new provision opening in the area (including free schools).*

*The decision-maker should take into account the quality and popularity of the schools in which spare capacity exists and evidence of parents' aspirations for a new school or for places in a school proposed for expansion. The existence of surplus capacity in neighbouring less popular schools should not in itself prevent the addition of new places.*

*Reducing surplus places is not a priority (unless running at very high levels). For parental choice to work effectively there may be some surplus capacity in the system as a whole. Competition from additional schools and places in the system will lead to pressure on existing schools to improve standards.*

**Comment:** There is not an identified need for a new school. Lancashire County Council's 'School Place Provision Strategy 2017/18 to 2019/20' has been consulted on extensively including schools and nurseries; church authorities; elected members; MPs; ESFA; Parish Councils and trade unions. Factors taken into consideration when proposing to expand Barrow Primary School were in line with this strategy. The rationale for this approach is to maintain stability in the existing school system; to provide the places in the shortest timescale possible; and to achieve best value for money, within a reduced capital allocation. Lancashire County Council sought to provide additional places, at an existing school that provided good quality standards of education, as judged by Ofsted. In addition to high education standards, Lancashire County Council looked to expand a school that had high levels of parental first preferences for admission. This approach provides parents with increased opportunities for obtaining a preferred school place for their child.

The Department for Education clearly prioritises the expansion of existing provision over and above the provision of a new school wherever possible and appropriate.

Having identified a need for additional places in Barrow, Lancashire officers consulted with all head teachers, church authorities and elected members in the area about the situation and options. As a result of these discussions, it was decided to propose an expansion of Barrow Primary School as this would provide the most

sustainable school offer and stability for the area, whilst enabling the provision of places in time to meet the immediate demand for places. The planning window for additional primary places is short and birth information and planning applications are constantly monitored in order to plan ahead effectively. Lancashire County Council will normally wait until at least two, and preferably three years, of increased demand in the area is evident before it makes proposals to permanently expand a school. The reason for this policy is to ensure that permanent places are not created where temporary places would be sufficient; to maintain stability of provision in neighbouring schools; and to reduce the risk around unnecessary capital expenditure.

New provision would take far longer to establish and it was estimated that it would have resulted in places not being available in time for the increase in demand. The timescale required to follow the statutory and Lancashire County Council processes for establishing a new school, the site becoming available, the finding of an Academy Trust to run the school and the time it would take to build were all factors which would mean that the places would not have been available when required. The time frame for expanding an existing school are far shorter, particularly as Barrow Primary School could house a proportion of the additional places within the existing school until the new build is complete

Should Lancashire County Council not have reached the decision to consult on the expansion of an existing school, then the local authority would be at risk of failing in their statutory duty to provide school places for every child in Lancashire under section 14 of the Education Act 1996.

If the decision had been taken to build a free school, then a new free school may have needed a temporary building to house the school until the permanent building work was complete. The permanent site would be unlikely to be built in time to house the additional places required. The costs of establishing a new school are far higher than the expansion of an existing school, particularly one which has some existing capacity. The planned increase of places in the area is not enough to house a new free school, as per Department for Education guidance. In addition, if a new school was built the extra unnecessary places would destabilise existing provision in the area.

It was felt that there was sufficient evidence to take the decision to consult on the expansion an existing school and obtain the places within the time frames.

The school is full in all year groups bar one, with 144 pupils on roll in October 2017 which is over the schools capacity by four places. For 2018 admissions, the school has received 31 first preferences for 20 places. Complete Proposal (Section 8 of Appendix 'B') refers.

**School size:** *Decision-makers should not make blanket assumptions that schools should be of a certain size to be good schools, although the viability and cost-effectiveness of a proposal is an important factor for consideration. The decision-maker should also consider the impact on the LA's budget of the need to provide additional funding to a small school to compensate for its size.*

**Comment:** In an initial assessment of the potential to expand existing schools, the following factors are considered (as stated in the 'School Place Provision Strategy 2017/18 - 2019/20'):

- Pupil attainment levels as determined by latest judgement by Ofsted is Outstanding or Good and progress scores at Key Stages 2 and 4
- High levels of parental first preferences
- The current size of the school
- Location of the school relative to population
- Practicalities of expansion on the existing or nearby site
- Costs of expansion
- The governing body's wishes
- Access for pupils by public transport and other sustainable modes with the aim of reducing travel by private car and commissioned transport

A feasibility study has been carried out to ensure that an expansion of this scale can be accommodated on the existing site.

**Proposed admission arrangements:** *In assessing demand the decision-maker should consider all expected admission applications, not only those from the area of the LA in which the school is situated.*

*Before approving a proposal that is likely to affect admissions to the school the decision-maker should confirm that the admission arrangements of the school are compliant with the School Admissions Code. Although the decision-maker cannot modify proposed admission arrangements, the decision-maker should inform the proposer where arrangements seem unsatisfactory and the admission authority should be given the opportunity to revise them.*

**Comment:** When considering future need for school places one element of the statistical analysis involves examining the historic popularity of the school and of other establishments in the area. The data, which details parental applications, refers to all which have been received for annual intakes including any from non-Lancashire residents. For community and voluntary controlled schools the County Council is the admission authority and proposes and determines the admission arrangements and the published admission number for each establishment. These are reviewed and consulted upon annually within the statutory process required by the Schools Admission Code and associated regulations.

Policies and admission numbers are, therefore, reviewed every year and, following consultation and determination by the Cabinet, there is a formal objection period for concerns to be referred to the Office of the Schools Adjudicator by any interested party (deadline date 30th June in the year of determination).

**National Curriculum:** *All maintained schools must follow the National Curriculum unless they have secured an exemption for groups of pupils or the school community.*

**Comment:** Barrow Primary School follows the National Curriculum.

**Equal opportunity issues:** *The decision-maker must have regard to the Public Sector Equality Duty (PSED) of LAs/governing bodies, which requires them to have 'due regard' to the need to:*

- *eliminate discrimination;*
- *advance equality of opportunity; and*
- *foster good relations.*

*The decision-maker should consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example that where there is a proposed change to single sex provision in an area, there is equal access to single sex provision for the other sex to meet parental demand. Similarly there should be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.*

**Comment:** It is not considered that there are any equal opportunity issues associated with the proposal. The proposal is to expand the school which will not disadvantage any group and will benefit current and additional future pupils at the school. A full Equality Analysis has been completed, which can be found in Appendix 'D'.

**Community cohesion:** *Schools have a key part to play in providing opportunities for young people from different backgrounds to learn with, from and about each other; by encouraging, through their teaching, an understanding of, and respect for, other cultures, faiths and communities. When considering a proposal, the decision-maker must consider its impact on community cohesion. This will need to be considered on a case-by-case basis, taking account of the community served by the school and the views of different sections within the community.*

**Comment:** The proposal to extend Barrow Primary School is to meet the needs of an increased yield from significant new housing in the surrounding area. The school already has close links with its surrounding community and members of the community were consulted as part of this process.

The proposal will have most effect on children and young people (and their families) specifically of primary school age in the area.

The School Census 2017 shows 88% of the pupils at the school are of White British heritage. This is higher than the national average for primary school pupils which is 75%. The proportion of pupils from minority ethnic backgrounds is 12% which is lower than the national average (25%). Of these the highest number within the ethnic groups is 'Asian' with 9 pupils. The 2017 School Census, however, indicated that 11% of Ribble Valley's schools were from the BME groups so there is an indication that the school's percentage for BME pupils is higher than the representation in the Borough's community.



The school already has close links with all its surrounding community and is committed to continue to work with all members of this community if the school expanded. All members of the community were consulted as part of this process.

**Travel and accessibility:** *Decision-makers should satisfy themselves that accessibility planning has been properly taken into account and the proposed changes should not adversely impact on disadvantaged groups. The decision-maker should bear in mind that a proposal should not unreasonably extend journey times or increase transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable walking or cycling routes. A proposal should also be considered on the basis of how it will support and contribute to the LA's duty to promote the use of sustainable travel and transport to school. Further information is available in the statutory Home to school travel and transport guidance for LAs.*

**Comment:** The proposed expansion will provide additional places in a rural area with good transport and road infrastructure. The provision will not adversely impact upon disadvantaged groups as additional pupils will be able to access a local school place.

The 2017 school census shows 5.5% of the school's population are disabled or have special educational need. This is below average compared to the national average for primary schools which is 14.4%.

The proposed expansion will provide additional places in a rural school with a significant level of housing development planned.

When a school permanently or temporary expands the school transport policy will apply. Pupils receiving home to school transport assistance prior to the expansion will have their situation reviewed to establish the policy still applies following the expansion, only if the school is expanded by moving onto a different site. In this proposal, the expansion would take place on the existing site of the school, should the proposal go ahead. Details of Lancashire County Council's Home to Mainstream School Transport Policy can be found on the Pupil Access Team's web pages on the link below:

<http://new.lancashire.gov.uk/council/strategies-policies-plans/children,-education-and-families/school-transport.aspx>

The proposal provides more opportunity to all of the local community served by the school. If the proposal did not go ahead, it would adversely affect future primary pupils having a school place in their local area.

**Funding:** *The decision-maker should be satisfied that any land, premises or necessary funding required to implement the proposal will be available and that all relevant local parties (e.g. trustees or religious authority) have given their agreement. A proposal **cannot** be approved conditionally upon funding being made available. Where proposers are relying on the department as the source of capital funding, there can be no assumption that the approval of a proposal will trigger the release of capital funds from the department, unless the department has previously confirmed in writing that such resources will be available; nor can any allocation 'in principle' be*

*increased. In such circumstances the proposal should be rejected, or consideration deferred until it is clear that the capital necessary to implement the proposal will be provided.*

**Comment:** Appendix 'E' refers to this in more detail and is not for publication - Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It is considering that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The additional accommodation will be provided on the existing site. The County Council will ensure that it is compliant with Section 77 of the School Standards and Framework Act 1998 relating to building on school playing fields.

**School premises and playing fields:** *Under the School Premises Regulations all schools are required to provide suitable outdoor space in order to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely.*

*Guidelines setting out suggested areas for pitches and games courts are in place although the department has been clear that these are non-statutory.*

**Comment:** The proposal can be delivered within the existing site and any development would be subject to all necessary approvals such as Section 77 of the School Standards and Framework Act 1998 and planning consent.

#### **Implications:**

This item has the following implications, as indicated:

#### **Risk management**

If additional primary school places are not created there is a risk that the County Council would fail in its statutory responsibility to make sure that a maintained school place is available to all Lancashire children of the appropriate age range who want one.

Providing additional places increases the overall capacity in the area and, if birth rates fall or planned housing development fails to materialise in the future, there may be surplus places, with the possibility that the impact may be felt greatest by one or a small number of neighbouring schools.

If the County Council delays its decision making in respect of the provision of primary school places in the Clitheroe area, there is a real risk that increased demand will lead to emergency action rather than planned additional places. Emergency action can be disruptive for both the affected school and the families involved in the primary allocation of places, and can impact negatively on the schools' capital programme.

The expansion of the school is subject to planning permission being granted. A feasibility study was commissioned to ascertain whether there was a possibility to expand the school to 1 Form Entry due to the limited site area available for expansion and problems with recent flooding of the buildings. This study concluded that it is possible to expand. However, more detailed plans are now being developed in tandem with the statutory process. Discussions with representatives from the United Reform Church Trust, Blackburn Church of England Diocese who are

providing advice and support and School Governors have been positive with a way forward agreed. Currently there is no formal lease agreement for the school to use parts of the building owned by the Trust, however, the process is underway to correct and formalise ownership and use issues. Legal Services have advised that no work should commence to alter any part of the building owned by the Trust until approval has been granted in writing. Estates/Legal services will look to enter into negotiations with the Trust body as a matter of urgency to resolve this matter but it should be noted that no timescale has been given for this to be concluded.

If these agreements are not resolved there is a risk of delay to the County Council being able to satisfy its statutory obligations to provide additional school places.

### **Land and Property**

The expansion can be accommodated on the existing school site, subject to the above issues being resolved. The approval of any physical school expansion will be subject to obtaining relevant permissions.

### **Legal and Financial Implications**

The legal and financial implications are recorded for inclusion in Part II and are attached at Appendix 'E'.

### **Equality and Diversity**

S. 149 of the Equality Act 2010 sets out the equality duty that public authorities must comply with. The proposal is to expand the school which will not disadvantage any group and will benefit additional pupils who would be able to secure places at the school. A full Equality Analysis has been completed, which can be found at Appendix 'D'.

### **Conclusion and Recommendations**

Having considered the two responses received as part of the representation period, (Appendix 'D' refers) it is recommended that the proposal to permanently expand Barrow Primary School by 10 additional reception places per year from 1 September 2019, is conditionally approved, subject to the granting of planning permission under Part 3 of the Town and Country Planning Act 1990 before 1 September 2019.

### **List of Background Papers**

Paper	Date	Contact/Tel
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None		
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Reason for inclusion in Part II, if appropriate

Appendix 'E' is not for publication - Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It is considering that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.



## Barrow Primary School

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Lancashire County Council intends to make a prescribed alteration to Barrow Primary School (Voluntary Controlled), Old Row, Barrow, Clitheroe, BB7 9AZ with effect from 1<sup>st</sup> September 2019.

On 7<sup>th</sup> December 2016 the Cabinet approved an increase of the published admission number for Barrow Primary School from 20 places to 30 places at Reception age, with effect from 1<sup>st</sup> September 2019, as part of a capital improvement programme that provided additional places to regularise admission numbers and address the significant level of housing development planned in the area.

It is proposed that the school will permanently expand to admit 10 additional pupils to each reception year from 1<sup>st</sup> September 2019, through the provision of additional permanent accommodation on the existing school site. The expansion would increase the capacity of the primary school gradually from 140 to 210, by increasing the number of pupils admitted to Reception year from 20 to 30.

The current capacity of the school is 140 and the proposed capacity will be 210. The current number of pupils registered at the school is 145. The current admission number for the school is 20 and the proposed admission number will be 30 in September 2019.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from the school; Chaddesley House reception, Burnley; Clitheroe Library and Clitheroe Town Hall. Copies can also be obtained from the local authority at the address below or accessed via the heading 'School Organisation Reviews' at:

<http://www.lancashire.gov.uk/children-education-families/schools> or by telephoning Steph Rhodes on (01772) 531957.

Within six weeks from the date of publication of these proposals (including additional 2 weeks for Christmas holidays), any person may object to or make comments on the proposal by sending them to Asset Management, School Planning Team, 2<sup>nd</sup> Floor, CCP, PO Box 100, County Hall, Preston, PR1 0LD. Representations must be received by Friday 19<sup>th</sup> January 2018.

Signed: Ian Young, Director of Governance, Finance and Public Services.

Publication Date: 7<sup>th</sup> December 2017.

### Explanatory Notes

Under the provisions of the Freedom of Information Act 2000, information about representations to the published proposal may be accessed by members of the public.

Additional explanatory notes are available via the heading 'School Organisation Reviews' at: <http://www.lancashire.gov.uk/children-education-families/schools>.



## PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

### **The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013:**

#### **In respect of an LA Proposal: School and local authority details**

1. The name, address and category of the school and a contact address for the local authority who are publishing the proposals.

The proposal to expand the number of places at Barrow Primary School (Voluntary Controlled), Old Row, Barrow, Clitheroe, BB7 9AZ from 140 to 210 pupils is published by Lancashire County Council, the relevant local authority. The authority can be contacted at the following address: Asset Management, School Planning Team, 2<sup>nd</sup> Floor, Christ Church Precinct, PO Box 100, County Hall, Preston, PR1 0LD, Lancashire.

#### **2. Implementation and any proposed stages for implementation**

- (a) The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.
- (b) Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body

The implementation date for this proposal 1<sup>st</sup> September 2019.

#### **Support, objections and comments**

3. A statement explaining the procedure for making representations, including:
  - (a) the date prescribed by which objections or comments should be sent to the local authority; and
  - (b) the address of the authority to which objections or comments should be sent.

These proposals have been prepared following discussions with a wide range of partners and other stakeholders. Within six weeks from the date of publication of these proposals (including additional 2 weeks for Christmas holidays), any person may object to, or comment on the proposals by sending

their representations to Asset Management, School Planning Team, 2<sup>nd</sup> Floor, Christ Church Precinct, PO BOX 100, County Hall, Preston PR1 0LD. Responses can also be emailed to [schoolplanning@lancashire.gov.uk](mailto:schoolplanning@lancashire.gov.uk). To be considered as part of the decision making process to determine the proposals, responses must be received no later than Friday 19<sup>th</sup> January 2018.

#### **Alteration description**

4. A description of the proposed alteration showing evidence of demand. In the case of special school proposals, a description of the current special needs provision.

On 7th December 2016 the Cabinet approved an increase of the published admission number for Barrow Primary School from 20 places to 30 places at Reception age, with effect from 1st September 2019, as part of a capital improvement programme that provided additional places to regularise admission numbers and address the significant level of housing development planned in the area.

The pupil projections have been monitored and, as a result, an initial shortfall in school places is anticipated to occur from September 2018, to be addressed by another school.

The Cabinet approved the commencement of an informal consultation on the proposed expansion, to take place between 8<sup>th</sup> May 2017 and 11<sup>th</sup> June 2017. On 14<sup>th</sup> September 2017, the Cabinet considered the responses to the informal consultation and approved the publication of the Public Notice.

Should the permanent expansion be approved, it will be enabled by additional permanent accommodation on the existing school building.

If the permanent expansion is approved the capacity of the primary school will be increased from 140 to 210, by increasing the admission number from 20 to 30.

Barrow Primary School is an 'Outstanding' School which is currently experiencing a significant increase in demand for places, with 31 first preference applications in 2017. The current planned admission number is 20 and, therefore, by further increasing this to 30 the school's admission number will be regularised to 1 Form Entry at the same time as assisting with meeting growing demand for places within the Ribble Valley area.



## 5. School capacity

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 140 which will raise to 210 in September 2019.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The current published admission number for the school is 20. The proposed admission number for the enlarged school will be 30.

- (c) A statement of the number of pupils at the school at the time of the publication of the proposals.

In January 2017, the number of pupils on roll was 145.

## 6. Additional site

A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No new or additional site would be required. The area of the existing site is sufficient to allow for the proposed expansion of the building while still maintaining adequate play and sports spaces. If the proposal goes ahead, the Council would replace lost 'hard playground' and 'playing field' space as a consequence of the proposed extension if it is found that the proposed expansion reduces the area of 'playing field' as defined by s77 of the School Standards and Framework Act 1998 to allow for continuity of provision.

## Objectives

7. The objectives of the proposals (including how the proposal would increase education standards and parental choice).

Increases in pupil numbers as a result of the significant level of housing development planned in the area within the next five years would mean that there will be a shortage of primary school places.

The objective of the proposal is to permanently expand the school to admit 10 additional pupils to each reception year with effect from September 2019, through a permanent expansion of the existing school building. The expansion would increase the school's admission number to 30, leading to Barrow Primary School's capacity gradually increasing from 140 to 210.

Barrow Primary School, Clitheroe, is an 'Outstanding' School which is currently experiencing a significant increase in demand for places, with 31 first place applications in 2017 against 20 places. Increased capacity at Barrow Primary school would increase 'Outstanding' places for local pupils from the area.

### **Need or demand for additional places**

8. If the proposals involve adding places:

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

Increases in pupil numbers as a result of the significant level of housing development planned in the area within the next five years will result in the number of school places currently available not being sufficient to meet the increased demand in the Ribble Valley area. Therefore, additional permanent places are needed in this area. The approval of the proposal to permanently expand Barrow Primary School will help to address this demand and ensure so far as is reasonably possible that every child is provided with a school place in close proximity to their home.

### **9. Expansion of successful and popular schools**

Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies evidence to support this. The effect of the proposal on the schools, academies and educational institutions within the area.

Barrow Primary School, Clitheroe, is an 'Outstanding' School which is currently experiencing a significant increase in demand for places, with 31 first place applications in 2017 against 20 places. There is also a forecasted increasing demand for reception places in the Ribble Valley area. Consultations have confirmed support for the expansion of this school. No school expressed any concern about the expansion throughout the consultation process.

Lancashire County Council does consider that the presumption for the expansion of this school should apply. Due to the increased demand for school places in the area it is considered that the proposed expansion will

have no adverse effect on other schools, academies and educational institutions within the area.

In line with DfE Guidance, this proposal is to provide additional primary school places at a school which is 'Outstanding'.

### **Informal Consultation**

- 10.** Evidence of the informal consultation before the proposals were published including—
- (a) a list of persons who were consulted;
  - (b) minutes of all public consultation meetings;
  - (c) the views of the persons consulted;
  - (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
  - (e) copies of all consultation documents and a statement on how these documents were made available.

Although there is no longer a statutory informal consultation period, Department for Education Guidance: ' Making Prescribed Alterations to Maintained Schools' advises a strong expectation that the LA will consult interested parties in developing their proposal prior to publication, as part of their duty under public law to act rationally and take into account all relevant considerations. Therefore, Lancashire County Council has under taken an informal consultation.

The informal consultation document was widely circulated to staff, governors, parents/guardians and pupils of the school subject to the proposals. Headteachers and governors of other local schools in Lancashire were all consulted, as were local elected members. A full list of consultees is detailed on page 8 of the consultation document which forms an integral element to these complete proposals.

An appointment led event, rather than a public meeting, was held between 3pm and 8pm on Wednesday 17<sup>th</sup> May 2017 at Barrow Primary School. This format of meeting is preferred as it allows the authority to manage the process effectively, minimise waiting times and ensure that appropriate officers are available to offer any interested parties, either individually or in small groups, advice and guidance to enable them to gain a better understanding on all of the aspects of the proposals.

LCC officers met with the Headteacher in the run up to consulting on these proposals. The Headteacher and Chair of Governors then discussed this at

subsequent Governing Body meetings and the governors were reported to be in support of the proposals.

A children's consultation was undertaken by the school, in which pupils of the school were asked to express their opinion on the proposal.

The views from the meetings, the written responses to the informal consultations, and the children's consultation are detailed and analysed in the report to the Cabinet that was considered on 14<sup>th</sup> September 2017. This forms an integral element to these complete proposals.

Informal consultation documents were widely circulated in hard copy and were made available on the following website via the heading: 'School Organisation Reviews' at: <http://www.lancashire.gov.uk/children-education-families/schools>.

This website has been updated and now allows access to the public notice and complete proposal documentation for these proposals.

Copies of the consultation booklet were put on deposit at the school, local libraries and town halls. Additional hard copies were available from County Hall.

## **Project costs**

- 11.** A statement of the estimated project costs of the proposals and an indication of how these will be met, including how long-term value for money will be achieved.

Should the expansion of the school be approved, it would receive revenue funding assistance for each year of expansion to reflect the fact that pupils would begin two terms before the increased numbers are reflected in the school budget. This funding would be provided through the Dedicated Schools Grant in accordance with the rules agreed by the Lancashire Schools Forum. This will ensure that the school is not financially disadvantaged by the expansion.

It is proposed that the total capital cost of the proposal will initially be funded from the Basic Need confirmed allocation within the Schools Single Capital Pot grant, Part of the cost will be offset by s106 monies due to be received by the Authority from housing developers.

As the housing developer contributions are linked to the delivery and occupation of houses in most instances, there will be a time lag between the delivery of the school places and some of the developer contribution being received by the authority. Should a development fail to come forward in its

entirety (or at all) before relevant 'trigger points' for payment are reached, there is a risk to the authority that some of the expected funding may not be recouped.

12. A copy of confirmation from the Secretary of State, local education authority and the Education Funding Agency (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

The authority can confirm that funds are available and have been identified to be used for the purposes of this project, subject to final determination of the proposal at the end of the representation period.



## Consultation on the Expansion of Barrow Primary School, Old Row, Barrow, Clitheroe, Lancashire, BB7 9AZ.



May-June 2017

A consultation event in connection with this proposal will be held on Wednesday 17<sup>th</sup> May 2017 at the school. Further information is provided inside.

Produced by the School Planning Team, Asset Management, Lancashire County Council

## Foreword

Lancashire is a large, diverse area served by some superb schools and we are committed to improving this excellence by continuing to raise standards and opportunities, for all our children and young people.

Lancashire County Council has a statutory duty to provide primary and secondary school places to every child of school age living in Lancashire who requests one. In achieving this, Lancashire, like many other authorities, faces many challenges. Changing demographic factors mean that we must constantly review the number and location of the school places we provide.

The county council and its schools work together with parents and a range of service providers to help our children to be safe, to enjoy and achieve, to be listened to, to belong to the community, and to achieve economic well-being.

We want all our children and their parents to have pride in their local school and cultivate an appetite for lifelong learning.

We aim to provide schools that meet the needs of our communities and, at times, this may involve increasing the number of school places in a particular school.

I hope that you will take a little time during this consultation period to let us know your views on what we are proposing to do. We will not make a decision until we have carefully considered all responses to this consultation.

Please help us to improve educational provision for Lancashire children.



**Mike Kirby**

**Director of Corporate Commissioning**



## **Our vision and what we would like to achieve**

Education is a powerful means of transforming and enriching lives and communities. Future success and well-being depends on strong creative partnerships, new ways of working, high expectations and a belief that we all have a part to play and can make a difference together.

Lancashire County Council is committed to improving the quality of educational provision to help raise standards for all learners. Our Vision sees schools operating at the centre of their immediate and often extended communities.

## **What are we proposing to do?**

This consultation document is about the proposed permanent expansion of Barrow Primary School, Old Row, Barrow, Clitheroe, Lancashire, BB7 9AZ.

On 8<sup>th</sup> March 2017, the Cabinet Member for Children, Young People and Schools approved a period of consultation to be undertaken on a proposal to allow a permanent increase in the Reception intake of Barrow Primary School from 20 to 30 places for September 2019 and beyond. This will be enabled by expansion of the existing building.

## **Why are we proposing this?**

On 5 November 2015, the Cabinet Member for Children, Young People and Schools approved a capital improvement programme that provided additional places to regularise admission numbers in areas of growth.

The Langho and Whalley planning area was identified as an area where: a) each of the four primary schools had admission numbers that were difficult to manage; and b) the significant level of development planned in the area within the next five years would mean that there will be a shortage of primary school places.

The pupil projections have been monitored and, as a result, an initial shortfall in school places is anticipated to occur from September 2018.

At a meeting on 7 December 2016, it was agreed that proposals be put forward to request that a period of statutory consultation commence in connection with the expansion of Barrow Primary School, Clitheroe in order to increase the number of pupils admitted to Reception Year from 20 to 30, with effect from September 2019 and for each subsequent year. This proposal is linked to the expansions of St Leonards, Whalley CE and St Mary's that will take place in 2018 and 2019.

# Expansion of Schools and the School Organisation and Governance Regulations

The provisions of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, state that if a local authority proposes to enlarge the premises of a school by which the capacity of the school would increase by more than 30 pupils and by 25% or 200 pupils more (whichever is the lesser), their proposal must be published in a statutory notice.

## Informal Consultation

The issue of this document marks a period of consultation during which the views of any interested parties are sought and which will be considered before any move to the more formal stages of the process.

There are then 4 stages to the statutory process which must be followed:

## Stage One - Publication

Dependent upon the outcome of the consultation, a decision to proceed to issue a statutory notice must be made by the Cabinet Member for Children, Young People and Schools.

## Stage Two - Representation

Statutory notices for school enlargements allow a 4 week period for anyone to submit their comments on the proposals. This enables people to express their views in the form of supporting or objecting to the proposals.

## Stage Three - Decision

Within 2 months after the statutory notice period ends, the authority must make a decision on the proposal.

## Stage Four - Implementation

If the proposal is approved Barrow Primary School would increase the number of pupils admitted into Reception year by an additional 10 pupils. This would mean that the number of reception places in September 2019 and for each following year will increase from 20 to 30, resulting in the school's capacity increasing from 140 to 210.

# The consultation and decision making process

## Timescales

8 <sup>th</sup> May to 9 <sup>th</sup> June 2017	Informal Consultation
August/September 2017	Cabinet Member decision making session to consider the results of the consultation and decide whether to publish a Statutory Notice on the proposal
September 2017	Stage One - Publication of Statutory Notice
September/October 2017	Stage Two - Representation
December 2017	Stage Three - Final decision by Cabinet Member
September 2019	Stage Four - Implementation (if approved)

## Consultation Event

You are invited to express your views on the proposal at an event organised at the school on **Wednesday 17<sup>th</sup> May 2017 from 3.00pm to 8.00pm.**

Please note that this will be an appointment led event, requiring interested parties to make a booking prior to the event. This will allow us to manage the process effectively, minimise waiting times and ensure that appropriate officers are available to offer advice and guidance relating to specific matters of interest.

Appointments can be made by visiting the link below and following the on-screen instructions:

<https://lccsecure.lancashire.gov.uk/corporate/questionnaires/runQuestionnaire.asp?qid=708549>

Alternatively, booking can be made by telephone or email by contacting the School Planning Team on 01772 536289 or Email: [schoolplanning@lancashire.gov.uk](mailto:schoolplanning@lancashire.gov.uk).

**The closing date for booking an appointment is Monday 15<sup>th</sup> May 2017 at 5pm. Individual appointment times will be confirmed as soon as possible following this date. If there are only a few or no appointments made then the event will be shortened or may be cancelled.**



# Barrow Primary School, Old Row, Barrow.



Page 194



## Who we will consult

**This consultation document will be provided to people and organisations that may have an interest in these proposals. These include the following:**

- Staff, parents/carers, governors and pupils of Barrow Primary School (The views of the children and young people within the school will be sought through the school)
- Head teachers, Governing Bodies and staff of other local schools
- Local Voluntary and Private Nursery providers
- Lancashire Parent Carer Forum
- Chief Executive and elected members of Ribble Valley Borough Council
- Other Local Authorities bordering Lancashire
- Local Church Authorities and Faith Groups
- Members of the Education Scrutiny Committee
- The Children's Partnership Board for the area
- Lancashire County Councillors –Ribble Valley
- Local Members of Parliament – Ribble Valley
- Ribble Valley Parish & Town Councils
- Trade Unions and Associations
- Lancashire Association of School Governing Bodies
- Ofsted: Her Majesty's Inspector for the area
- The wider Ribble Valley community – through local Community Centres, Clitheroe Town Hall, Clitheroe library and County Hall.

This document and the Cabinet Report are available on our website via the link below under the heading 'School Organisation Reviews':

[www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools).

We can also provide electronic copies of the consultation document to members of the local community on request.

## Your Response – Contact us

We welcome your views on this proposal. All observations and objections will be considered very carefully before any decision is made to progress any further with this proposal. It is important that you make any written responses within the consultation timescales published in this document and that they are sent to the School Planning Team using the methods outlined below. Any responses received outside of the consultation period will not be able to be included for consideration when a decision is being made as to whether to proceed with the proposal.

Please note that in accordance with the Department for Communities and Local Government Regulations, all written responses may be a matter for public disclosure and may be published on the website of Lancashire County Council as background papers to the report to the Cabinet Member.

The consultation runs until **9th June 2017** and you can respond by completing the questionnaire in this document or writing separately:

Post to: School Planning Team, Asset Management,  
FREEPOST RTKE-BXCZ-BBZL, Lancashire County Council, PO Box 100,  
County Hall, Preston, PR1 0LD (*no stamp required*)

Email to: [schoolplanning@lancashire.gov.uk](mailto:schoolplanning@lancashire.gov.uk)

On-Line at: (Use the link below to complete the questionnaire contained in this document on-line)

<https://lccsecure.lancashire.gov.uk/corporate/questionnaires/runQuestionnaire.asp?qid=708620>

This document can also be accessed via the link below under the heading 'School Organisation Reviews': [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) .

If you have difficulty in accessing this information, please contact the School Planning Team: Telephone **01772 536289**

**Please submit only one response per person to this consultation**

**Thank you**

This booklet forms part of the informal consultation prior to the statutory process required in order to significantly enlarge a school. The information provided in this booklet and at the consultation sessions is intended to be sufficient in order for people to form a view on the proposal. The council will consider views and concerns arising from the consultation process to contribute to the detailed proposal supplied later in the process.

We are sorry that, due to the volume of responses we receive when consulting on proposals for schools, we will not be able to acknowledge written responses nor enter into correspondence with interested parties during or after the consultation period. It is important to attend the relevant consultation event if you require clarification or more information on the proposal.

Further information regarding this proposal, including the cabinet report, is available on our website, under the heading 'School Organisation Reviews' at: [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools)

**Thank you**

## **Parental representations about school provision**

Lancashire County Council is committed to working with the people of Lancashire to plan and ensure the delivery of local services.

The council is responsible for ensuring the supply of sufficient and suitable school places and promoting high standards. The council aims to educate pupils in accordance with their parents' wishes, subject to providing an appropriate education and avoiding unreasonable expenditure.

The county council has a duty to seek and consider the views of parents and carers about the pattern of school provision. If you would like to give your views about future school provision in Lancashire, you can get information on how to do this from the School Planning Team, Asset Management, FREEPOST RTKE-BXCZ-BBZL, Lancashire County Council, PO Box 100, County Hall, Preston, PR1 0LD (*no stamp required*).

# QUESTIONNAIRE

Who should complete this questionnaire?

- Staff, governors, current or prospective parents/carers of pupils at Barrow Primary School
- Any other interested member of the community

**NB: Please complete just one form per person**

**Proposal: To expand Barrow Primary School to increase the number of pupils admitted in each reception year from 20 to 30, with effect from September 2019, by increasing the capacity of the school from 140 to 210.**

**Q1**

**How strongly do you agree or disagree with the proposal?**

*Please select one option only*

Strongly  
agree

Tend to  
agree

Neither  
agree or  
disagree

Tend to  
disagree

Strongly  
disagree

*If you would like to provide details of why you agree or disagree with this proposal you can do so overleaf.*

**Q2**

**Are you responding to this proposal as...?**

*Please select as many as apply*

	This School	Other School*
A parent/carer of a pupil currently at:	<input type="checkbox"/>	<input type="checkbox"/>
A parent/carer of a future pupil at:	<input type="checkbox"/>	<input type="checkbox"/>
A member of staff at:	<input type="checkbox"/>	<input type="checkbox"/>
A school governor at:	<input type="checkbox"/>	<input type="checkbox"/>
A political representative for:	<input type="checkbox"/>	
Member of the local community:	<input type="checkbox"/>	



Other (please specify)

If other school\*, please specify

### Q3 What is your home postcode and area in which you live?

*Please write in below:*

### Q4 What are your reasons for agreeing or disagreeing with the proposal?

*Please write in the box below; Please attached additional papers if required*

Please print your name:

**Thank you for completing this questionnaire. Please return it to:**

School Planning Team, Asset Management,  
FREEPOST RTKE-BXCZ-BBZL, Lancashire County Council, PO Box 100,  
County Hall, Preston, PR1 0LD (*no stamp required*).

### Important Information

Lancashire County Council may be required to publish consultation responses as part of the reports for consideration by the relevant Cabinet Member(s) either as appendices to those reports or as part of the background papers referred to in those reports and available on request. Please be aware that your responses to this consultation may be made available on the County Council's website as part of this process



Section 4

# Equality

# Analysis Toolkit

The Expansion of Barrow Primary School,  
Clitheroe, Ribble Valley:  
For Decision Making Items

January 2018

## **What is the Purpose of the Equality Decision-Making Analysis?**

The Analysis is designed to be used where a decision is being made at Cabinet Member or Overview and Scrutiny level or if a decision is being made primarily for budget reasons. The Analysis should be referred to on the decision making template (e.g. E6 form).

When fully followed this process will assist in ensuring that the decision-makers meet the requirement of section 149 of the Equality Act 2010 to have due regard to the need: to eliminate discrimination, harassment, victimisation or other unlawful conduct under the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard means analysing, at each step of formulating, deciding upon and implementing policy, what the effect of that policy is or may be upon groups who share these protected characteristics defined by the Equality Act. The protected characteristics are: age, disability, gender reassignment, race, sex, religion or belief, sexual orientation or pregnancy and maternity – and in some circumstances marriage and civil partnership status.

It is important to bear in mind that "due regard" means the level of scrutiny and evaluation that is reasonable and proportionate in the particular context. That means that different proposals, and different stages of policy development, may require more or less intense analysis. Discretion and common sense are required in the use of this tool.

It is also important to remember that what the law requires is that the duty is fulfilled in substance – not that a particular form is completed in a particular way. It is important to use common sense and to pay attention to the context in using and adapting these tools.

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed ) or EHRC guidance - [EHRC - New public sector equality duty guidance](#)

Document 2 "Equality Analysis and the Equality Duty: Guidance for Public Authorities" may also be used for reference as necessary.

This toolkit is designed to ensure that the section 149 analysis is properly carried out, and that there is a clear record to this effect. The Analysis should be completed in a timely, thorough way and should inform the whole of the decision-making process. It must be considered by the person making the final decision and must be made available with other documents relating to the decision.

The documents should also be retained following any decision as they may be requested as part of enquiries from the Equality and Human Rights Commission or Freedom of Information requests.

Support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting

[AskEquality@lancashire.gov.uk](mailto:AskEquality@lancashire.gov.uk)

Specific advice on completing the Equality Analysis is available from your Directorate contact in the Equality and Cohesion Team or from Jeanette Binns

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

## **Name/Nature of the Decision**

The proposed expansion of Barrow Primary School by providing 10 additional places at Reception age with effect from 1<sup>st</sup> September 2019. This would result in the published admission number of the school increasing from 20 to 30 pupils.

## **What in summary is the proposal being considered?**

The Cabinet is the Decision Maker in respect of a proposal made by Lancashire County Council to expand Barrow Primary School with effect from 1st September 2019. The proposal has been brought under procedures established by The Education and Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 which state that although there is not a prescribed 'pre-publication' consultation period, there is a strong expectation on the Local Authority to consult interested parties. The Local Authority conducted a full informal consultation and statutory representation prior to taking a final decision. The proposal to expand the school was made due to the significant level of housing development planned in the area. The pupil projections have been monitored and, as a result, an initial shortfall of school places is anticipated to occur from September 2018, which will be addressed by another school.

Is the decision likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected? If so you will need to consider whether there are equality related issues associated with the locations selected – e.g. greater percentage of BME residents in a particular area where a closure is proposed as opposed to an area where a facility is remaining open.

The proposal, if approved, will directly affect current pupils on roll at Barrow Primary School due to the enlargement of the school.

The proposal, if approved, could also impact on those who wish to send their children to Barrow Primary School in the future. The proposed expansion of the school will enable future pupils to gain places in the local area where they live. It will increase the likelihood of pupils gaining admission at the same school as their siblings.

## **Could the decision have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:**

- Age
- Disability including Deaf people

- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership Status

In considering this question you should identify and record any particular impact on people in a sub-group of any of the above – e.g. people with a particular disability or from a particular religious or ethnic group.

It is particularly important to consider whether any decision is likely to impact adversely on any group of people sharing protected characteristics to a disproportionate extent. Any such disproportionate impact will need to be objectively justified.

Yes
-----

If you have answered "Yes" to this question in relation to any of the above characteristics, – please go to Question 1.

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the decision-making papers. (It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)

## Question 1 – Background Evidence

What information do you have about the different groups of people who may be affected by this decision – e.g. employees or service users (you could use monitoring data, survey data, etc to compile this). As indicated above, the relevant protected characteristics are:

- Age
- Disability including Deaf people
- Gender reassignment/gender identity
- Pregnancy and maternity
- Race/Ethnicity/Nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership status (in respect of which the s. 149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act).

In considering this question you should again consider whether the decision under consideration could impact upon specific sub-groups e.g. people of a specific religion or people with a particular disability. You should also consider how the decision is likely to affect those who share two or more of the protected characteristics – for example, older women, disabled, elderly people, and so on.

On 5 November 2015, the Cabinet Member for Children, Young People and Schools approved a capital improvement programme that provided additional places to regularise admission numbers in areas of growth.

The Langho and Whalley planning area was identified as an area where: a) each of the four primary schools had admission numbers that were difficult to manage; and b) the significant level of development planned in the area within the next five years would mean that there will be a shortage of primary school places.

The pupil projections have been monitored and, as a result, an initial shortfall in school places is anticipated to occur from September 2018.

At a meeting on 7 December 2016, it was agreed that proposals be put forward to:

- To increase the number of pupils admitted to Reception Year at Langho and Billington St Leonard's Church of England (CE) Primary School from 40 to 45, with effect from September 2018 and for each subsequent year;
- To increase the number of pupils admitted to Reception Year at Whalley CE Primary School from 40 to 45, with effect from September 2019 and for each



subsequent year;

- To increase the number of pupils admitted to Reception Year at Langho St Mary's Roman Catholic (RC) Primary School from 40 to 45, with effect from September 2019 and for each subsequent year;
- To request that a period of statutory consultation commence in connection with the expansion of Barrow Primary School, Clitheroe in order to increase the number of pupils admitted to Reception Year from 20 to 30, with effect from September 2019 and for each subsequent year.

The school provides for mixed gender pupils aged 4 to 11 and will provide more school places to both genders, if the proposal is approved. The school is a Voluntary Controlled School.

There were 144 pupils on roll in October 2017. There have been 19 or more pupils in each reception year since 2014.

The proposal will have most effect on children and young people (and their families) specifically of primary school age in the area.

#### **Community Cohesion:**

The School Census 2017 shows 88% of the pupils at the school are of White British heritage. This is higher than the national average for primary school pupils which is 75%. The proportion of pupils from minority ethnic backgrounds is 12% which is lower than the national average (25%). Of these the highest number within the ethnic groups is 'Asian' with 9 pupils. The 2017 School Census, however, indicated that 11% of Ribble Valley's schools were from the BME groups so there is an indication that the school's percentage for BME pupils is higher than the representation in the Borough's community.

The school already has close links with all its surrounding community and is committed to continue to work with all members of this community if the school expanded. All members of the community were consulted as part of this process.

#### **Travel and Accessibility:**

The 2017 school census shows 5.5% of the school's population are disabled or have special educational need. This is below average compared to the national average for primary schools which is 14.4%.

The proposed expansion will provide additional places in a rural school with a significant level of housing development planned.

When a school permanently or temporary expands the school transport policy will apply. Pupils receiving home to school transport assistance prior to the expansion will have their situation reviewed to establish the policy still applies following the expansion, only if the school is expanded by moving onto a different site. In this proposal, the expansion would take place on the existing site of the school, should the proposal go ahead. Details of Lancashire County Council's Home to Mainstream

School Transport Policy can be found on the Pupil Access Team's web pages on the link below:

<http://new.lancashire.gov.uk/council/strategies-policies-plans/children,-education-and-families/school-transport.aspx>

The proposal provides more opportunity to all of the local community served by the school. If the proposal did not go ahead, it would adversely affect future primary pupils having a school place in their local area.

## **Question 2 – Engagement/Consultation**

How have you tried to involve people/groups that are potentially affected by your decision? Please describe what engagement has taken place, with whom and when.

(Please ensure that you retain evidence of the consultation in case of any further enquiries. This includes the results of consultation or data gathering at any stage of the process)

Full informal consultation over a five week period (Guidance suggests four weeks, but the consultation period ran over a one week school holiday, therefore was extended for an additional week) from 8<sup>th</sup> May to 11<sup>th</sup> June 2017 has taken place as suggested within DfE guidance 'School Organisation: Maintained Schools: Guidance for Proposers and Decision Makers' published in January 2014 which included consultation with children. The school conducted a children's consultation with the pupils at the school during the informal consultation phase.

The results of the informal consultation were reported to the Cabinet on 14<sup>th</sup> September 2017 and the result of the consultation at representation stage is included in the report to Cabinet dated 8<sup>th</sup> March 2018.

A total of 28 responses were received to the informal consultation stage - 13 agreed or strongly agreed, 1 neither agreed nor disagreed and 14 disagreed or strongly disagreed. The 13 respondents in agreement felt that the proposed expansion was required due to housing developments in the area meaning more school places would be needed to allow local places for local children. The 14 respondents opposed to the proposed expansion were concerned about the increased traffic and lack of parking facilities at the school. They also raised concern around the site size and reduction to outdoor play area.

During the consultation period the school consulted Years 2, 3, 4 and 5 on their views towards the proposed expansion of Barrow Primary School. Pupils in support of the proposal felt they would like to be in the same age classes, will have more friends and better facilities. Pupils opposed to the proposal felt there will be less outside space to play and the noise may disturb them in lessons.

In response to the published proposal, the County Council received two responses. The first from Ribble Valley Borough Council, who confirm that the Council fully

supports the proposals and encourage liaison with their Development Management Team in connection with any planning application for additional built facilities. The second was from Barrow Parish Council who welcome the additional primary school places in the village but ask that more consideration be given to parking and traffic before approval is given. It is the Parish Council's view that it is not acceptable to expand pupil numbers without taking account of the increased traffic and lack of parking, as this will have a devastating effect on the village.

Comment: The school acknowledges that any proposed increase in pupil numbers is likely to result in increasing traffic and demand for parking, however, they are confident that any issues can be managed. There will be no reduction in the number of staff parking spaces as a consequence of the proposed expansion, and there are currently no drop off/pick up points. There is currently plenty of parking available along the roadside in the vicinity of the school at peak times of day. Parking and traffic issues will be further considered as part of the traffic risk assessment which will be undertaken as part of the application to obtain planning permission required for the permanent new build, if the proposal goes ahead. Pre application advice will be sought from the Highways Development Team specific to this proposal.

The responses have been placed on Councillor-First and are included as background papers to this report. They are available for public inspection through Lancashire County Council School Planning Team (Telephone 01772 531957). Following consideration of all the concerns raised, it is felt that the need to have sufficient school places in the right area outweighs the concerns that were recorded through the informal/formal consultation process.

### **Question 3 – Analysing Impact**

Could your proposal potentially disadvantage particular groups sharing any of the protected characteristics and if so which groups and in what way?

It is particularly important in considering this question to get to grips with the actual practical impact on those affected. The decision-makers need to know in clear and specific terms what the impact may be and how serious, or perhaps minor, it may be – will people need to walk a few metres further to catch a bus, or to attend school? Will they be cut off altogether from vital services? The answers to such questions must be fully and frankly documented, for better or for worse, so that they can be properly evaluated when the decision is made.

Could your proposal potentially impact on individuals sharing the protected characteristics in any of the following ways:

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities

- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?
- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?
- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

The proposed expansion of the school will enable future pupils to gain places in the local area where they live. It will increase the likelihood of pupils gaining admission at the same school as their siblings.

Any proposed expansion will be required to comply with building regulations and the school design guidance, therefore, making it accessible.

There are 3 Voluntary Aided faith schools in the Langho & Whalley planning area (2 Church of England and 1 Roman Catholic) and 1 Voluntary Controlled school.

This proposal will minimise pupils in the local area from having extended journey times to attend schools outside the planning area due to insufficient school places.

#### **Question 4 –Combined/Cumulative Effect**

Could the effects of your decision combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

For example - if the proposal is to impose charges for adult social care, its impact on disabled people might be increased by other decisions within the County Council (e.g. increases in the fares charged for Community Transport and reductions in respite care) and national proposals (e.g. the availability of some benefits) . Whilst LCC cannot control some of these decisions, they could increase the adverse effect of the proposal. The LCC has a legal duty to consider this aspect, and to evaluate the decision, including mitigation, accordingly.

If Yes – please identify these.

None anticipated.

### **Question 5 – Identifying Initial Results of Your Analysis**

As a result of your analysis have you changed/amended your original proposal?

Please identify how –

For example:

Adjusted the original proposal – briefly outline the adjustments

Continuing with the Original Proposal – briefly explain why

Stopped the Proposal and Revised it - briefly explain

No – the original proposal will be continued in the interests of securing additional quality school places for all future pupils in the area.

### **Question 6 - Mitigation**

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated. Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

Also consider if any mitigation might adversely affect any other groups and how this might be managed.

N/A

### **Question 7 – Balancing the Proposal/Countervailing Factors**

At this point you need to weigh up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of your analysis. Please describe this assessment. It is important here to ensure that the assessment of any negative effects upon those sharing protected characteristics is full and frank. The full extent of actual adverse impacts must be acknowledged and taken into account, or the assessment will be inadequate. What is required is an honest evaluation, and not a marketing exercise. Conversely, while adverse effects should be frankly acknowledged, they need not be overstated or exaggerated. Where effects are not serious, this too should be made clear.

The proposal has been made in accordance with by The Education and Inspections Act 2006; The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and DfE guidance 'School Organisation: Maintained Schools: Guidance for Proposers and Decision Makers'. The Cabinet reports dated 8<sup>th</sup> May 2016, 14<sup>th</sup> September 2017 and 8<sup>th</sup> March 2018 provide full reasons for the proposal and details of the local authority's powers and responsibilities around school place commissioning and the provision of high quality school provision for pupils.

Local authorities have a duty to ensure the sufficiency of school places. Without the expansion of this school, there would be insufficient school places in the local area. Parents of prospective pupils would therefore, have to send their children outside of the village where they live.

The proposal meets education provision for young people both now and in the future.

Following consideration of all the concerns raised, it is felt that the need to have sufficient school places in the right area outweighs the concerns that were recorded through the informal/formal consultation process

### **Question 8 – Final Proposal**

In summary, what is your final proposal and which groups may be affected and how?

The proposed expansion of Barrow Primary School by providing 10 additional places at Reception age with effect from 1st September 2019. This would result in the published admission number of the school increasing from 20 to 30 pupils. The main groups affected are pupils that currently attend the school and potential future pupils.

No adverse impact on people/pupils from characteristic groups is anticipated.

### **Question 9 – Review and Monitoring Arrangements**

Describe what arrangements you will put in place to review and monitor the effects of your proposal.

Once a decision has been taken to expand the school the authority is legally obliged to implement the proposal.

Equality Analysis Prepared By: Steph Rhodes

Position/Role: School Planning Principal

Equality Analysis Endorsed by Line Manager and/or Chief Officer: Mel Ormesher

Decision Signed Off By: Mel Ormesher, Cabinet Member for Children, Young People and Schools.

Cabinet Member/Chief Officer or SMT Member Mel Ormesher, Cabinet Member for Children, Young People and Schools.

**Please remember to ensure the Equality Decision Making Analysis is submitted with the decision-making report and a copy is retained with other papers relating to the decision.**

Where specific actions are identified as part of the Analysis please ensure that an EAP001 form is completed and forwarded to your Directorate's contact in the Equality and Cohesion Team.

Directorate contacts in the Equality & Cohesion Team are:

Karen Beaumont – Equality & Cohesion Manager

[Karen.beaumont@lancashire.gov.uk](mailto:Karen.beaumont@lancashire.gov.uk)

Contact for Adult & Community Services Directorate

Jeanette Binns – Equality & Cohesion Manager

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

Contact for Environment Directorate, Lancashire County Commercial Group and One Connect Limited

Saulo Cwerner – Equality & Cohesion Manager

[Saulo.cwerner@lancashire.gov.uk](mailto:Saulo.cwerner@lancashire.gov.uk)

Contact for Children & Young Peoples Directorate

Pam Smith – Equality & Cohesion Manager

[Pam.smith@lancashire.gov.uk](mailto:Pam.smith@lancashire.gov.uk)

Contact for Office of the Chief Executive and the County Treasurer's Directorate

Thank you





**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report of the Head of Learning and Skills Service****Part I**

Electoral Divisions affected:  
 Cleveleys East; Cleveleys  
 South & Carleton; Fleetwood  
 East; Fleetwood West &  
 Cleveleys West; Fylde West;  
 Poulton le Fylde; Thornton &  
 Hambleton; Wyre Rural  
 Central; and Wyre Rural East

**The Future of Baines School's Post 16 Provision**

(Appendices 'A' to 'D' refer)

Contact for further information:

Sarah Hirst, Tel: (01772) 531842, Skills and Employability Lead

[sarah.hirst@lancashire.gov.uk](mailto:sarah.hirst@lancashire.gov.uk)

**Executive Summary**

On 7 December 2017, the governing body of Baines School began a statutory consultation on the proposal to discontinue its post 16 sixth form provision, by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019. The consultation on this proposal took place from 7 December 2017 to 19 January 2018.

As part of the statutory process, a decision should now be taken about the proposal and this will be done by Lancashire County Council, who is the decision maker. If the Authority does not make a decision within two months from the end of the consultation period, the proposal and any representations about the proposal must be passed to the schools adjudicator for a decision.

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) Consider the information in this report.

- (ii) Approve the proposal of the governing body of Baines School, as detailed in the statutory notice, to discontinue its post 16 sixth form provision by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019. The proposal is based on concerns about the long term financial viability of the whole school and is linked to the reducing number of students in the sixth form.
- (iii) Approve that an appropriate statutory decision letter be sent out, as specified under legal requirements, to give the reasons for the decision to those who are to be informed of them.

## Background and Advice

Following the publication of a statutory notice and proposal on 7 December 2017, and the ensuing representation period which ran from 7 December 2017 to 19 January 2018, the local authority is now at stage 3 of the statutory process, as defined by The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, and this is set out in the table below:

Stage	Description	Timescale
Stage 1	Publication of Statutory Notice and Proposal	7 December 2017
Stage 2	Representation (formal consultation)	7 December 2017 to 19 January 2018
Stage 3	Decision	March 2019
Stage 4	Implementation	31 August 2019

The statutory notice, accompanying proposal, factors for consideration and the Equality Analysis can be found at Appendices 'A' to 'D'.

## Factors Relevant to all Types of Proposal

The Department for Education's (DfE) statutory guidance for decision-makers deciding prescribed alteration and establishment and discontinuance proposals, published in April 2016, sets out a number of factors which must be taken into consideration for all types of proposal. These factors, and supporting comments, are set out in Appendix 'C'.

## Conclusions

As can be seen from Appendix 'C', only five responses were received during the consultation period. However, these responses did highlight some concerns around the impact of permanently lowering the age range at Baines School, from 11-18 years to 11-16 years. In the main, these relate to accessing alternative providers; the performance of the school overall; the nature of the consultation process; the management and governance of the school; whether a financial solution can be found; and the potential increase in the cohort, linked to housing developments in the area. Further detail on these issues is set out in Appendix 'C'.

The DfE's statutory guidance, Making 'Prescribed Alterations' to Maintained Schools, sets out the following guidelines which should be considered for proposals to open new sixth form provision:

- School to be rated as Good or Outstanding by OfSTED.
- The quality of pre-16 education must be good or outstanding.
- The proposed sixth form will provide places for a minimum of 200 students.
- The proposed sixth form will, either directly or through partnership, offer a minimum of 15 A level subjects.
- There is a clear demand for the new sixth form (including evidence of a shortage of post 16 places and a consideration of the quality of L3 provision in the area).
- The proposed sixth form is financially viable (there is evidence of financial resilience should student numbers fall and the proposal will not impact negatively on 11-16 education or cross-subsidisation of funding).

As can be seen from the information provided, Baines School would not meet the current criteria for adding a sixth form. Baines School's current provision is significantly different from these requirements in the following areas:

- The minimum number of students – the minimum required under the DfE guidelines is 200 places and Baines School has 57 students in 2017/18
- The required range of subjects – the offer for new provision is a minimum of 15 A level subjects. In the last full academic year, students at the school undertook courses in 10 sector subject areas
- The need for a clear demand for the provision – as this report shows, there is little interest from students in progressing to the school's sixth form and that the same courses, as well as a range of other subjects and options, are available at other local post 16 providers
- For the sixth form to be financially viable – there is a concern that running courses for a small number of students is not financially viable. The school has confirmed that only eight out its 43 classes cover their basic staffing costs and make a financial contribution to the running of the wider school. In addition and in line with DfE guidance, the local authority requires schools to have a balanced budget. The school is forecasting to have a budget deficit in the region of £736,000 by 2019-20 so it can no longer afford to subsidise the running of the sixth form from its 11-16 budget. This cross-subsidy amounts to c£220,000 in this current financial year.

Therefore, the governors have concluded that their proposal to permanently lower their age range will contribute significantly to addressing their financial deficit. The governing body decided to take action to ensure that the 11-16 part of the school is financially viable and a balanced budget, as required by the DfE, can be agreed.

If the decision taken to permanently lower the age range of the school from 11-18 years to 11-16 years, the school will work with all pupils in the remaining part of the school to provide them with high quality, impartial advice and guidance on the different options available to them once they leave school, in line with their statutory duty.

## **Implications:**

This item has the following implications, as indicated:

### **Risk management**

Under section 15ZA of the Education Act 1996, local authorities have a statutory duty to secure sufficient and suitable education and training provision to meet the reasonable needs of all young people in their area by influencing and shaping provision through local partnerships and by identifying gaps, enabling new provision and developing the market. The young people covered by this statutory duty are those aged 16-19 and those aged 19-24 who have either a learning difficulty assessment (LDA) or an Education, Health and Care Plan (EHCP).

Further to this, the DfE's statutory guidance, 'Participation of young people in education, employment or training', published in September 2016, states that local authorities have broad duties to encourage, enable and assist young people to participate in education or training. This guidance also states that young people in England are required to continue in education or training until at least their 18th birthday.

As the number of 16-19 year olds attending Baines School is minimal and reducing, and the other post 16 providers in the local area offer all of the courses as part of their provision, the local authority does not believe that there will be an adverse impact on participation should the school not offer sixth form provision in the future. However, as the 16-18 year old population in the district grows, the local authority may be faced with an issue in the future in relation to there being sufficient and suitable post 16 education and training places available in the area.

### **Financial**

Should the outcome of the consultation be to remove the sixth form provision at the school, there would not be an adverse financial impact on the local authority, in terms of post 16 funding, as this is provided by the ESFA and the authority merely makes the payments on its behalf. However, this may be balanced to some extent by the potential for the school to use the capacity currently in use for sixth form students' to accommodate additional mainstream pupils, in response to increasing demand from pupils yielded by new housing.

In line with DfE guidance, the local authority requires schools to have a balanced budget. The governing body believes that the school is financially viable providing that losses from the sixth form do not continue and that this proposal will make a significant contribution to the financial recovery of the overall school. If the proposal is not approved, recovery of the sixth form's losses have to be addressed solely through the 11-16 element of the school. The overall financial position of the school would be improved through the removal of the sixth form, which is not financially viable at present.

**List of Background Papers**

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A





Headteacher:  
Mrs A. Chapman, MA, SFHEA

Founded in 1717

## **BAINES SCHOOL**

Highcross Road, Poulton-le-Fylde, Lancashire FY6 8BE  
Telephone: (01253) 883019 Facsimile: (01253) 892179  
Email: [info@baines.lancs.sch.uk](mailto:info@baines.lancs.sch.uk)  
Web site: [www.baines.lancs.sch.uk](http://www.baines.lancs.sch.uk)

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that the Governing Board of Baines School, Highcross Road, Poulton-le-Fylde, FY6 8BE intends to make a prescribed alteration to Baines School from 31<sup>st</sup> August 2019.

It is proposed that the school will permanently lower its age range from 11-18 years to 11-16 years with effect from 31<sup>st</sup> August 2019, through the closure of the Sixth Form.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be inspected at Baines School at the above address; at Wyre Council offices, Civic Centre, Breck Road, Poulton-le-Fylde FY6 7PU and Poulton Library, Blackpool Old Road, Poulton-le-Fylde, Lancashire FY6 7DH. Printed copies can be obtained from Chloe Porter, PA to the Headteacher. The proposal can also be accessed from the school's website at <http://baines.lancs.sch.uk>

Any person may object to or make comments on the proposal by posting them to Sarah Hirst, Learning and Skills Service, Room C27, PO Box 100, County Hall, Preston, PR1 0LD. Responses can also be emailed to [sarah.hirst@lancashire.gov.uk](mailto:sarah.hirst@lancashire.gov.uk). To be considered as part of the decision making process to determine the proposal, responses must be received no later than 4pm on Friday 19<sup>th</sup> January 2018.

Signed by: Robert Fletcher, Chair of Governors of Baines School.  
Publication Date: 7<sup>th</sup> December 2017

### Explanatory Notes

Under the provision of the Freedom of Information Act 2000, information about representations to the published proposal may be accessed by members of the public.

The proposal arises because of concerns about the financial viability of the sixth form and the school's need to deliver a financial recovery plan in order to bring the school into surplus by the end of the financial year 2019/20. The Local Authority will need to decide whether to implement the proposal before 19th March 2018, otherwise it must be referred to the Adjudicator for a final decision.







Headteacher:  
Mrs A. Chapman, MA, SFHEA

Founded in 1717

## **BAINES SCHOOL**

Highcross Road, Poulton-le-Fylde, Lancashire FY6 8BE  
Telephone: (01253) 883019 Facsimile: (01253) 892179  
Email: info@baines.lancs.sch.uk  
Web site: www.baines.lancs.sch.uk

### **MATTERS TO BE SPECIFIED IN SECTION 18 PROPOSALS FOR ALTERATIONS TO SCHOOLS**

### **EXTRACT OF SCHEDULE 2 TO THE SCHOOL ORGANISATIONS (PRESCRIBED ALTERATIONS TO MAINTAINED SCHOOLS) (ENGLAND) REGULATIONS 2013 (AS AMENDED)**

#### **Proposal for a prescribed alteration to the age range of Baines School**

##### **School and Local Authority Contact Details**

This proposal is published by the Governor Board of Baines School, Highcross Road, Poulton-le-Fylde, FY6 8BE. The school is a Voluntary Aided School.

The contact address at the Local Authority is Sarah Hirst, Learning and Skills Service, Room C27, PO Box 100, County Hall, Preston, PR1 0LD.

##### **Description of the proposed alteration**

The proposal is that Baines School permanently lowers its age range from 11-18 to 11-16 from 31<sup>st</sup> August 2019, through the closure of the Sixth Form. The school will remain open and unchanged for students in the 11-16 part of the school. Post-16 students currently on the role of Baines School will continue to be taught and will be able to complete their courses at the school.

##### **Objective**

Governors believe that this proposal will make a significant contribution to the financial recovery of the school from the deficit position in the financial year 2017-18. Without these steps being taken, savings which have to be made would not be possible without being significantly detrimental to the quality of the education in the 11-16 section of the school.

##### **Evidence and rationale**

Numbers of post-16 enrolled at Baines School have been falling along with income received for them from the Education and Skills Funding Agency (ESFA):

Academic Year (September to August)	Number of Post 16 Students (years 12 and 13 combined)	Funding £ ESFA Funding Statement	Funding per student £
2013/14	128	661,941	4,355
2014/15	111	525,514	4,106
2015/16	106	447,963	4,036
2016/17	87	439,014	4,142
2017/18	56	336,080	3,863
2018/19	Unavailable at this time	*216,328	*3,863

\*Estimated

Please note that for presentational purposes the table above shows the funding generated by each student. In reality funding is received by the school a year later than the census count that generated the funds, hence the reason for the estimated figures used for funding in 2018/19. Exact funding for those 56 students will not be known until received in the next financial year.

Whilst 96 (60% of year group) of Year 11 students at Baines School met the entry requirements to study at Baines School for September 2017, only 26 students (16% of the cohort) opted to remain at the school to study A Levels. The school failed to recruit any students from other 11-16 schools but one student joined us due to a re-location from out of the area. This indicates that remaining at Baines School to study academic courses is an option taken by only a minority of Year 11 students, and the vast majority opt to pursue courses at much larger sixth form colleges. There has been a falling trend over a number of years.

Despite the efforts to increase recruitment and to cut the costs of post-16 Education over the years, Governors at Baines School have had to make a considerable subsidy from the funding received for 11-16 students at the school in order to support the post-16 provision. In the current financial year alone, the cross-phase subsidy is in the region of £220,000. Governors have concluded that continuing the subsidy can no longer be justified educationally nor financially. The school is in a position of severe financial constraints and it is anticipated that by 2019-20 the school will have a cumulative deficit of around £736,000 unless significant cost saving measures are put in place immediately. This proposal will significantly reduce costs and will therefore contribute considerably to reducing the deficit. If this proposal is not agreed, then the entire savings required will have to be made from the 11-16 part of the school.

Additionally, the proposal will have the long term effect of removing the current subsidy from the 11-16 part of the school. In conclusion the governors make this proposal in the interests of ensuring the financial viability of the school and to prevent any adverse effect

the post-16 provision may have on the quality of education for the 11-16 students.

### **Educational standards and the range of educational and training opportunities**

At the last inspection, in June 2017, Baines School was graded as 'requires improvement' by Ofsted with the overall effectiveness of the Sixth Form also rated as 'requires improvement'. Ofsted 2017 said that to improve the Sixth Form, the school needed to:

- "ensure that the curriculum is appropriately matched to students' needs in order for good progress to be made"
- "ensure that effective systems are in place to drive improvement in the monitoring and development of 16-19 provision"
- "ensuring that post-16 planning meets the recommendations of the Department for Education 16-19 study programme".

Current Department for Education (DfE) criteria for setting up a new Sixth Form requires providers to offer at least 15 Level 3 courses (A Level and their equivalent). The school has maintained the offer of subjects but low student numbers in the sixth form cause serious concern about the ability to maintain such an offer and the school would have to narrow the range of subjects which would not be in the best interests of the post-16 students. This would also be a challenge in the drive to improve the Ofsted grading of the Sixth Form provision. While it can be beneficial to have smaller student numbers in groups, such small numbers as one, two or three does not make a vibrant learning experience for the student.

There are a number of alternative post-16 providers (all rated as 'good' or better by Ofsted) which are relatively easy to access (e.g. Blackpool Sixth Form College, 2 miles and St Mary's Catholic College Sixth Form, 2.5 miles) and these provide a full range of suitable courses. The overwhelming majority of Baines School's Year 11 students already opt to study at Blackpool Sixth Form rather than at Baines School. Therefore, Governors do not believe that the proposal will have an adverse effect on participation in post-16 education nor on the educational standards of those students.

### **Proposal costs and long term value for money**

Governors believe that the proposal will make a significant contribution to the financial recovery and long term financial stability at the school. The proposal will also help protect and further improve the quality and breadth of the educational provision in the 11-16 part of the school.

### **Implementation**

The proposal is that the age range of the school will change from September 2019. This is so that post-16 students who are currently on roll at Baines School will be able to complete their education before the proposal comes into effect. However, if the proposal was accepted it would mean that there would be no recruitment to academic courses at Baines School for September 2018 because these students would not be able to complete their two-year course before the potential implementation of the proposal.

### **Procedure for responding to the consultations**

In addition to this proposal, there will be a number of meetings to consider the proposals in the school hall.

Parents of Year 11 students: Wednesday 13<sup>th</sup> December 2017 between 5.00 and 6.00pm

Parents of Years 7-10 students: Wednesday 13<sup>th</sup> December 2017 between 6.30 and 7.30pm

Parents of Year 12 students will be able to arrange individual appointments between 6<sup>th</sup> and 15<sup>th</sup> December 2017.

Any person may respond, support, object to or make comments on the proposal by posting them to Sarah Hirst at Learning and Skills Service, Room C27, PO Box 100, County Hall, Preston, PR1 0LD.

Responses can also be emailed to [sarah.hirst@lancashire.gov.uk](mailto:sarah.hirst@lancashire.gov.uk) . To be considered as part of the decision making process to determine the proposal, responses must be received no later than 19<sup>th</sup> January 2018.

## Baines School

### **Factors to be considered by decision-makers when deciding prescribed alteration, establishment and discontinuance proposals**

The Department for Education's (DfE) statutory guidance for decision-makers deciding prescribed alteration and establishment and discontinuance proposals, published in April 2016, sets out a number of factors which must be taken into consideration for all types of proposal. These factors are set out below, along with a supporting comment:

#### Related proposals

DfE guidance: Any proposal that is 'related' to another proposal must be considered together. A proposal should be regarded as 'related' if its implementation (or non-implementation) would prevent or undermine the effective implementation of another proposal.

Comment: This is a stand-alone proposal and is not reliant on the outcome or implementation of another proposal.

#### Conditional approval

DfE guidance: Decision-makers may give conditional approval for a proposal subject to certain prescribed events.

Comment: It is not anticipated that the decision-maker will set any conditions in relation to the approval of this proposal.

#### Publishing decisions

DfE guidance: All decisions (rejected and approved – with or without modification) must give reasons for such a decision being made. **Within one week** of making a decision, the decision-maker should arrange (via the proposer where necessary) for the decision and the reasons behind it to be published on the website where the original proposal was published. The decision-maker must also arrange for the organisations listed to be notified of the decision and reasons: the governing body/proposers (as appropriate); the trustees of the school (if any); the local Church of England diocese; the local Roman Catholic diocese; any other organisation that they think is appropriate; and the Secretary of State (in school opening and closure cases only).

Comment: Arrangements are in place to ensure that the decision will be communicated to interested parties within one week of the decision being made. This will be done via the school organisation website, where the original proposal was published, and also by sending a letter to specific individuals or organisations as stated in the DfE guidance.

## Consideration of consultation and representation period

DfE guidance: The decision-maker will need to be satisfied that the appropriate fair and open local consultation and/or representation period has been carried out and that the proposer has given full consideration to all the responses received. If the proposer has failed to meet the statutory requirements, a proposal may be deemed invalid and therefore should be rejected. The decision-maker must consider **ALL** the views submitted, including all support for, objections to and comments on the proposal.

Comment: The consultation document proposed to discontinue the post 16 sixth form provision at Baines School by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019 and asked for views on the proposal. Full details of the consultation process are set out in Appendix 'A'.

The consultation period ran for longer than the minimum 4 week period to account for the Christmas holiday period, ensuring that anyone wishing to respond had adequate time to do so. By the close of the consultation period on 19 January 2018, five responses had been received. Of these responses, the vast majority objected to the proposal as follows:

<b>Support</b>	<b>Neither agree nor disagree</b>	<b>Object</b>
1	0	4

Of the responses, all five were received by email.

The responses came from the following categories of people with an interest in the school as indicated on/determined from their response:

- 1 (20%) from parents/carers of pupils currently attending the sixth form at the school;
- 2 (40%) from parents/carers of pupils wishing to attend the sixth form at the school;
- 1 (20%) from the Headteacher of a local school; and
- 1 (20%) from a former pupil.

All responses received have been placed on Councillor-First and a summary is set out below.

### Support

The response received in support of the proposal to discontinue the post 16 sixth form provision at Baines School by permanently lowering its age range from 11-18 years to 11-16 years was a general message of support. The response made reference to the depth of information made available in the proposal and the reasoning behind the decision.

## Objections

Four (80%) of individual respondents objected to the proposal to permanently lower the age range of the school. The main reasons were as follows:

- The availability of alternative post 16 providers;
- The overall performance of the school;
- The nature of the consultation process;
- The management and governance of the school; and
- The future increase in cohort size and amount of house building in the area.

These main themes are outlined in further detail below.

### Availability of alternative post 16 providers

Three (60%) of responses included a comment on where young people from the area will access post 16 provision, if the decision is taken to permanently lower the age range of the school to 11-16 years. The main concerns relate to the availability of places at other providers; the limited of choice for young people; and the lack of sixth form provision in the district. No concerns were raised about the quality or provision offer at the alternative providers suggested.

Response:

The closest alternative post 16 providers measured by a car journey from the school are:

Blackpool Sixth Form College	1.9 miles
St Mary's Catholic Academy	2.4 miles
Blackpool and Fylde College	4.2 miles

Of these alternative providers, both colleges are rated as 'Outstanding' by OfSTED and the school sixth form is rated as 'Good'. All of these providers offer a wide range of provision. Whilst these providers are not located within the Wyre district, they are within a reasonable travelling distance and are accessible by public transport.

Whilst the information in the table above makes reference to car journeys, it is acknowledged that young people accessing post 16 provision are more likely to be travelling by bus. The bus journeys from Baines School to these alternative providers have been reviewed and there are regular buses which would allow young people to travel to one of the providers shown above. It is noted that a single journey to one of these providers takes between 20 minutes and one hour. The bus stop outside of Baines School has been used as the start and end point of the journeys. Further information about bus journeys to alternative providers is included in the Equality Impact Assessment at Appendix 'D'.

From reviewing the participation data for the 2016/17 academic year, it can be seen that of all the young people from the Wyre district accessing post 16 provision at a college or a school sixth form, Baines School is the 7<sup>th</sup> most popular choice, with more young people choosing to go to other providers. In terms of where young

people from Wyre are accessing post 16 provision which is funded by the Education and Skills Funding Agency (ESFA), the breakdown is as follows: 40.6% chose to go to Blackpool Sixth Form College; 27.2% chose Blackpool and Fylde College; 7.1% chose Cardinal Newman College; 5.2% chose Myerscough College; 3.9% chose North Lancs Training Group; 3.4% chose Preston's College; and 3.0% chose Baines School. The remaining young people chose to study at a range of 24 other providers. Of the additional providers mentioned above, these are located between 7.7 miles and 21.2 miles away from the school. Whilst the majority of young people from Wyre access post 16 provision at Blackpool Sixth Form College, which is the closest alternative provider to the school, it can be seen from this information that young people are also willing to travel to alternative providers located further away to access provision.

Should young people experience an increase in travel costs which may prevent them from participating, they may be eligible to access financial support through the 16-19 Bursary Fund, which colleges and school sixth forms receive from the ESFA.

#### Overall performance of the school

Two (40%) of the responses made reference to the overall performance of the school and the impact this has had on the sixth form.

Response:

In terms of overall performance, the headline measures for key stage 4 are as follows:

		2016	2017 (Provisional)
Attainment 8	School	51.6	43.2
	Lancashire	49.7	45.4
	National	48.5	44.2
Progress 8	School	-0.23	-0.62
	Lancashire	-0.11	Not yet available
	National	-0.03	Not yet available

As you can see from this table, the school has gone from being above average for Attainment 8 to being below average and that the progress being made by pupils has worsened. Please note that the 2017 outcomes are provisional at the time of writing.

For information, the Attainment 8 score is based on how well pupils have performed in up to eight qualifications, which include English, maths, three English Baccalaureate qualifications and three other additional approved qualifications. Progress 8 shows how much progress pupils at the school have made between the end of key stage 2 and the end of key stage 4, compared to pupils across England who got similar results at the end of key stage 2. A score below zero means pupils made less progress, on average, than pupils across England who got similar results at the end of key stage 2.



In terms of the headline measures for key stage 5, the most up to date information is for 2016 outcomes. No information is available for 2017 at the time of writing. The 2016 headline measures for the school are shown below:

- Attainment: this is below the Lancashire and national averages for A level, Academic and Tech Level provision
  - A level attainment: the school has an average points score per entry of 22.29, compared to the Lancashire average of 32.49 and the national average of 31.79
  - Academic attainment: the school has an average points score per entry of 22.48, compared to the Lancashire average of 32.60 and the national average of 32.11
  - Tech Level attainment: the school has an average points score per entry of 29.62, compared to the Lancashire average of 35.61 and the national average of 30.78
- Progress: the school has a progress score of -0.35 for both A level and Academic provision and this is below the national average of 0.00
- Completion and Attainment measure for Tech Levels: the school has a score of -0.35, compared to the Lancashire average of 0.32 and the national average of 0.00
- Student destinations are at 95%, compared to the Lancashire average of 90% and the national average of 89%
- Student retention is 100% for both A level and Academic provision, compared to the Lancashire average of 96.4% and the national average of 96.1%

As you can see, whilst the school has some positive headline measures in terms of destinations and retention, there are issues in terms of their attainment and progress outcomes for young people, with these being negative or below average in all areas.

A brief explanation of the key stage 5 headline measures is set out below:

- Attainment: these figures show the average points that students achieved in their qualifications
- Progress: these figures show how much progress students who studied the same type of qualifications made between the end of key stage 4 and the end of their key stage 5 studies, compared to similar students across England
- Completion and Attainment Measure: this compares the attainment of students in this school with the average attainment of students in Lancashire and across England who studied for the same qualifications. This also factors in the completion of the qualification – if a student doesn't complete a qualification, this is treated as a fail in this measure
- Destinations: this figure shows the percentage of students finishing their 16-18 study who either stayed in education or went into employment from October to March the following year
- Retention: this figures shows the percentage of students who enrolled on, and subsequently completed, their study programme

A further independent view of performance is the OfSTED report based on their most recent inspection of the school. The school was last inspected in June 2017 and it

received an overall rating of 'Requires Improvement'. The sixth form was also rated as 'Requires Improvement'. It was noted that some, but not enough, improvements had been made since the previous inspection and the progress and outcomes of the sixth form had not been prioritised highly enough. With specific regard to the sixth form, it was noted that the 2016 academic results had declined, progress was not improving fast enough and the 16-19 study programmes required improvement.

The overall outcome of previous inspections are listed below:

- May 2015 – 'Requires Improvement' overall; sixth form rated as 'Good'
- September 2011 – Grade 2 overall; sixth form received a Grade 3
- May 2007 – Grade 2 overall' sixth form received a Grade 2
- February 2002 – inspection report states that the school is very good, with a very good sixth form

### Consultation process

One (20%) response made reference to the consultation process, raising concerns about the length of the consultation period and the communication during this time.

Response:

The statutory representation period took place from 7 December 2017 to 19 January 2018, which is longer than the minimum four week period suggested within DfE guidance 'School Organisation: Maintained Schools: Guidance for Proposers and Decision Makers' published in April 2016, to account for the Christmas holiday period. This consisted of a statutory public notice (Appendix 'A') being issued in the local newspaper and displayed in the school reception, in local libraries and in the reception of Wyre District Council. The full proposal document, which can be found at Appendix 'B', was also made available on the school's website from the date the representation period began and a hard copy could be obtained from the school if requested. People were also able to contact the local authority for a copy of these documents but no such requests were received.

The process undertaken by the school is in line with the statutory requirements. The public notice was published in the local newspaper, starting the representation period, which was extended to just over 6 weeks to allow for the Christmas holiday period, and the proposal document covers all of the information required by the statutory guidance. The school notified a wide range of stakeholders and partners about the consultation, including local Councillors and MPs, local schools, unions and staff. The school wrote to all parents on the first day of the representation period to inform them of the proposal. With regard to students, the school delivered assemblies to Year 11 and sixth form students and form tutors informed all students in Years 7 to 10.

The school also held two meetings on 13 December 2017 for the proposal to be considered. This arrangement was set out in the proposal document and pupils and parents were invited to attend. There is no statutory requirement to hold a consultation event for a proposal of this nature. Only nine people in total attended these meetings. Six of these were parents, representing four students, two were

former pupils and one was a former member of staff. In addition to these meetings, the school also had three parental phone calls or meetings with three other families. All interested parties have been able to comment on the proposal over an extended consultation period, at the end of which five responses had been received.

With regard to communication during the representation period, the respondent raising this issue submitted a number of questions to the local authority during the representation period. The local authority provided responses where possible but, due to the specific nature of some of the questions raised, we asked the school to respond to a number of these as we do not hold the information required to provide an answer.

The local authority does not normally respond to enquiries received during a consultation but we did so where possible. As the school's governing body issued the public notice on this proposal, the respondent was advised to direct their questions to the school and then submit their consultation response to the local authority. The consultation response states that neither the school nor the governing body provided responses to the questions raised.

#### Management and governance of the school

One (20%) response made reference to the management and governance of the school, raising concerns about their ability to manage the school, identify and control risks and communicate with members of the public.

#### Response:

There have been some changes to the management and governance of the school in recent months, with a new Headteacher taking up post in September 2017 and a new Chair of Governors being recently appointed. The new Chair of Governors was in post at the most recent inspection in June 2017 and, whilst leadership and management received a rating of 'Requires Improvement', the report acknowledged that the governors are ambitious for the school and they are increasingly holding school leaders to account. The governors have received additional support from the local authority and they have increased the frequency of their meetings. An independent review of the new leadership and management arrangements will be undertaken when the school is next inspected by OfSTED.

It is noted that neither the school nor the governing body provided responses to questions they were asked by a respondent during the representation period.

#### Future cohort size

One (20%) response raised concerns about the increasing cohort of young people in the district and the impact the amount of housebuilding will have on the numbers wishing to access post 16 provision in the future.

Response:

The table below shows the top six providers being accessed by 16-18 year olds from the Wyre district, as well as the school itself, and the associated number of young people. These numbers are then compared to the size of the 16-18yr old cohort in the Wyre district to see the proportion of Wyre young people at each provider:

<b>Number of young people from Wyre accessing these providers</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Blackpool Sixth Form College	819	867	849
Blackpool and Fylde College	680	606	570
Cardinal Newman College	96	136	148
Myerscough College	89	97	108
North Lancs Training Group	104	104	82
Preston's College	97	84	72
Baines School	82	80	62
<b>Wyre Population Projection of 16-18yr olds</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
	3,862	3,763	3,671
<b>% of population projection at these providers</b>			
Blackpool Sixth Form College	21.2%	23.0%	23.1%
Blackpool and Fylde College	17.6%	16.1%	15.5%
Cardinal Newman College	2.5%	3.6%	4.0%
Myerscough College	2.3%	2.6%	2.9%
North Lancs Training Group	2.7%	2.8%	2.2%
Preston's College	2.5%	2.2%	2.0%
Baines School	2.1%	2.1%	1.7%

As can be seen from the table above, the school is not maintaining its share of a cohort. Based on the population projections, the school has seen its share of the cohort reduce from an already low position of 2.1% to 1.7% in the past three years.

The number of young people from Wyre accessing provision from outside of the district has increased from 2014/15 to 2016/17 at three colleges, showing that young people are willing and able to access alternative providers.

With regard to the size of the future cohort, the ONS 2014-based Subnational Population Projections show that the 16-18 year old cohort in Wyre is set to increase by 11.89% from 2018 to 2028, which amounts to 416 young people. In addition to this, Wyre Borough Council's Local Plan outlines a need to build more houses in the district up to 2031. It is expected that the district council is planning to build just under 3,000 homes in the next five years, with further developments taking place after that. The projected population increase and new housing will result in more 16-18 year old young people in the district requiring a suitable education or training place. Whilst Baines School is the only school sixth form in the district, it can be seen from this report that there are other providers in the local area within a reasonable travelling distance.

Should the decision be taken to permanently lower the age range at the school, the capacity currently used for the delivery of sixth form provision will become available.

As the number of mainstream pupils is set to increase in the Wyre district in the forthcoming years, this will enable the school to consider increasing the number of statutory aged pupils it can accommodate. However, as the 16-18 year old population grows, the local authority may be faced with an issue in the future in relation to there being sufficient and suitable post 16 education and training places available in the area. Should the decision be taken to permanently lower the age range at the school, the school will continue to meet the ongoing costs of the accommodation which is currently occupied by the sixth form. Should a further decision be taken to increase the number of statutory aged pupils at the school, the school does not foresee any capital finance implications as a result of this.

#### Education standards and diversity of provision

DfE guidance: Decision-makers should consider the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the needs of parents; raise local standards and narrow attainment gaps.

Comment: As outlined in the proposal, when the school was inspected in July 2017, OfSTED determined overall judged for the school as 'Requires Improvement'. The overall effectiveness of the 16-19 provision was also judged as 'Requires Improvement'. With regard to the sixth form, OfSTED noted that sixth form students do not make enough progress on their academic courses and that progress in the sixth form declined in 2016. The inspection report also states that leaders have not ensured that sixth form students have an appropriate study programme to meet their needs and, consequently, they are not prepared fully for their next steps in employment or higher education.

Through the 2016 16-19 Accountability Measures, it can be seen that students do not perform as well as they could. The Progress measure for students on A level and Academic provision is negative and is below the national average. The Completion and Attainment measure for Tech Level provision is also negative.

Based on the number of students currently in the sixth form, the school is running a total of 43 classes across 21 subjects, 19 in Year 12 and 24 in Year 13. Of these classes, the school has confirmed that only eight of these cover their basic staffing costs and make a financial contribution to the running of the wider school. Nine classes are able to cover their basic staffing costs but do not make any further contribution to the running of the school and 26 are not financially viable. These classes do not cover their costs and make no contribution to the running of the school which is due to these classes having very low numbers, for example 14 classes having only one or two students.

Whilst young people will not be able to access post 16 provision at the school if this proposal is approved, comparable and additional courses are available at the other providers in the locality. Of the courses shown on the schools website, the only one which is not available at the alternative providers is A level in Product Design. However, based on activity in 2016/17 and 2017/18, no students at Baines School are following this course.

The alternative providers within the school's locality are as follows: Blackpool Sixth Form College, St Mary's Catholic Academy and Blackpool and the Fylde College. These providers are between 1.9 miles and 4.2 miles from Baines School. Of these alternative providers, both colleges are rated as 'Outstanding' by OfSTED and the school sixth form is rated as 'Good'. Between them, these providers offer a wide range of provision.

The table below provides further information on the alternative providers located in the local area:

Provider	Distance from Baines School	OfSTED	Curriculum Offer	Other Comments
Blackpool Sixth Form College	1.9 miles	June 2009 Effectiveness of provision – Outstanding	Over 50 A level and BTEC courses	Financial support for travel may be available from the college, through the Bursary Fund, for young people who meet the eligibility criteria
St Mary's Catholic Academy	2.4 miles	November 2011 Overall – Good Sixth form – Good	Numerous A levels on offer	Financial support for travel may be available from the school, through the Bursary Fund, for young people who meet the eligibility criteria
Blackpool and Fylde College	4.2 miles	October 2013 Outstanding	Do not offer A level provision but have a wide range of alternative options	Bursary Fund policy shows financial support for travel costs may be available for those living more than 1.5 miles away
Cardinal Newman College	17.5 miles	June 2009 Overall - Outstanding	Wide range of A levels and BTECs	Subsidised travel passes are available and young people who meet the eligibility criteria may be able to access financial support from the Bursary Fund

#### A school-led system with every school an academy

DfE guidance: The 2016 White Paper, Education Excellence Everywhere, sets out the department's aim that by the end of 2020, all schools will be academies or in the process of becoming academies. The decision-maker should, therefore, take into account the extent to which the proposal is consistent with this policy.

Comment: Whilst alignment with the Education Excellence Everywhere has been considered, the creation of/conversion to an academy is not appropriate as this proposal is not related to the establishment of a new school or school sixth form.

### Demand v need

DfE guidance: The decision-maker should take into account the quality and popularity of the schools in which spare capacity exists and evidence of parents' aspirations for a new school or for places in a school proposed for expansion. The existence of surplus capacity in neighbouring less popular schools should not in itself prevent the addition of new places.

Comment: This proposal is related to removing sixth form capacity at the school, rather than being linked to the creation of new school places.

During the 2017/18 academic year, there are only 57 students in the sixth form at the school. Of these, 27 are in Year 12 and 30 are in Year 13. This is fewer students than the previous academic year and this will result in a further reduction to the funding allocation the school receives from the EFA. The school did not recruit any students from other local 11-16 schools in 2017/18. Students from Year 11 at the school do not always put the sixth form as their first choice.

As outlined above, the school's sixth form provision is the 7<sup>th</sup> most popular choice, with young people from the Wyre district choosing to go to six more popular institutions to access their post 16 provision.

### School size

DfE guidance: Decision-makers should not make blanket assumptions that schools should be of a certain size to be good schools, although the viability and cost-effectiveness of a proposal is an important factor for consideration. The decision-maker should also consider the impact on the LA's budget of the need to provide additional funding to a small school to compensate for its size.

Comment: The table below shows the student number and funding allocations they have received from the ESFA over the past few years:

	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Student Numbers	152	128	111	111	87
Funding	£661,941	£525,514	£447,963	£439,014	£336,080

The average ESFA student number allocation for the school sixth forms and academies in Lancashire was 236 in 2014/15, 225 in 2015/16, 217 in 2016/17 and 209 in 2017/18. This shows that Baines School's student numbers have been consistently and significantly below the average level for a number of years.

The DfE's statutory guidance, Making 'Prescribed Alterations' to Maintained Schools, published in April 2016, sets out a number of guidelines which should be considered for proposals to open new sixth form provision and one of these is that the proposed

sixth form will provide places for a minimum of 200 students. As can be seen from the numbers above, the sixth form at Baines School is significantly below this level. There is a concern that the small number of students in the sixth form means that it is not financially viable and keeping the sixth form open does not demonstrate value for money. There is no additional funding available from the ESFA to address this situation. The governing body believe that they cannot secure the financial recovery of the school whilst the funding for the 11-16 part of the school was being used to support the sixth form.

#### Proposed admission arrangements

DfE guidance: In assessing demand, the decision-maker should consider all expected admission applications, not only from the area of the LA in which the school is situated.

Before approving a proposal that is likely to affect admissions to the school the decision-maker should confirm that the admission arrangements of the school are compliant with the School Admissions Code.

Comment: Should this proposal be approved, the school will no longer admit 16-18 year old students and its admission policy will be amended to reflect this. The admissions team within Lancashire County Council will be made aware of this outcome to ensure that the correct information is available on our website.

In the 2016/17 academic year, the school recruited 20 students from the Blackpool local authority area. Should this proposal be approved, colleagues from Blackpool Council will be made aware of this.

#### National curriculum

DfE guidance: All maintained schools must follow the National Curriculum unless they have secured an exemption for groups of pupils or the school community.

Comment: As this proposal relates to the sixth form element of the school, there is no link to the national curriculum. The national curriculum does not apply to key stage 5/post 16 provision.

#### Equal opportunity issues

DfE guidance: The decision-maker must have regard to the Public Sector Equality Duty (PSED) of LAs/governing bodies, which requires them to have 'due regard' to the need to: eliminate discrimination; advance equality of opportunity; and foster good relations.

The decision-maker should consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example that where there is a proposed change to single sex provision in the area, there is equal access to single sex provision for the other sex to meet parental demand. Similarly there should be a commitment to provide access to a range of opportunities which



reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.

Comment: Please refer to the Equality Impact Assessment at Appendix 'D'.

No equal opportunities issues have been raised during the representation period and this proposal does not discriminate against any specific groups of young people.

#### Community cohesion

DfE guidance: Schools have a part to play in providing opportunities for young people from different backgrounds to learn with, from and about each other; by encouraging, through their teaching, an understanding of, and respect for, other cultures, faiths and communities. When considering a proposal, the decision-maker must consider its impact on community cohesion. This will need to be considered on a case-by-case basis, taking account of the community served by the school and the views of different sections within the community.

Comment: Please refer to the Equality Impact Assessment at Appendix 'D'.

None of the responses received during the representation period make any reference to any possible impact on the local community. No comments were received about an adverse impact on any particular groups, cultures or faiths from the community.

#### Travel and accessibility

DfE guidance: Decision-makers should satisfy themselves that accessibility planning has been properly taken into account and the proposed changes should not adversely impact on disadvantaged groups.

The decision-maker should bear in mind that a proposal should not unreasonably extend journey times or increase transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable walking or cycling routes.

Comment: Please refer to the Equality Impact Assessment at Appendix 'D'.

#### Funding

DfE guidance: The decision-maker should be satisfied that any land, premises or necessary funding required to implement the proposal will be available and that all relevant local parties (e.g. trustees or religious authority) have given their agreement. A proposal **cannot** be approved conditionally upon funding being made available.

Comment: No land, premises or funding are required to implement this proposal.

Funding for 16-18 year olds comes from the ESFA, not the local authority. If approved, there will be no such students at the school from 1 September 2019, therefore the impact will be that the school will no longer receive a funding allocation from the ESFA. This will not directly affect the funding for the 11-16 year olds at the

school. However, if the decision is taken to close the sixth form, the capacity currently used by the sixth form could offer the opportunity for the school to increase the number of places offered to 11-16 aged pupils, which would attract their own revenue funding.

#### School premises and playing fields

DfE guidance: Under the School Premises Regulations all schools are required to provide suitable outdoor space in order to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely.

Comment: If approved, this proposal will mean that the school no longer needs to accommodate a sixth form, thereby creating additional capacity for the 11-16 year old provision. Should this be the case, LCC officers will discuss with the school how this additional capacity could be utilised in future years.

There will be no adverse impact on the school's playing fields as a result of this proposal.

#### **Conclusion**

As can be seen from the information outlined above, the consultation only received a low number of responses and the process has not highlighted any issues or concerns for specific groups of young people who may be adversely affected by this proposal. Whilst bearing in mind the projected increase in 16-18 year olds in the district in future years, the proposal remains unchanged.

# Equality Analysis Toolkit

## The Future of Baines School's Post 16 Provision

March 2018

## **What is the Purpose of the Equality Decision-Making Analysis?**

The Analysis is designed to be used where a decision is being made at Cabinet Member or Overview and Scrutiny level or if a decision is being made primarily for budget reasons. The Analysis should be referred to on the decision making template (e.g. E6 form).

When fully followed this process will assist in ensuring that the decision-makers meet the requirement of section 149 of the Equality Act 2010 to have due regard to the need: to eliminate discrimination, harassment, victimisation or other unlawful conduct under the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard means analysing, at each step of formulating, deciding upon and implementing policy, what the effect of that policy is or may be upon groups who share these protected characteristics defined by the Equality Act. The protected characteristics are: age, disability, gender reassignment, race, sex, religion or belief, sexual orientation or pregnancy and maternity – and in some circumstances marriage and civil partnership status.

It is important to bear in mind that "due regard" means the level of scrutiny and evaluation that is reasonable and proportionate in the particular context. That means that different proposals, and different stages of policy development, may require more or less intense analysis. Discretion and common sense are required in the use of this tool.

It is also important to remember that what the law requires is that the duty is fulfilled in substance – not that a particular form is completed in a particular way. It is important to use common sense and to pay attention to the context in using and adapting these tools.

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed) or EHRC guidance - [EHRC - New public sector equality duty guidance](#). The supporting document, Equality Information and the Equality Duty: A guide for public authorities, may also be used for reference as necessary.

This toolkit is designed to ensure that the section 149 analysis is properly carried out, and that there is a clear record to this effect. The Analysis should be completed in a timely, thorough way and should inform the whole of the decision-making process. It must be considered by the person making the final decision and must be made available with other documents relating to the decision.

The documents should also be retained following any decision as they may be requested as part of enquiries from the Equality and Human Rights Commission or Freedom of Information requests.

Support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting [AskEquality@lancashire.gov.uk](mailto:AskEquality@lancashire.gov.uk).

Specific advice on completing the Equality Analysis is available from Jeanette Binns in the Equality and Cohesion Team.

## **Name/Nature of the Decision**

Proposal to discontinue the post 16 sixth form provision at Baines School by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019.

## **What in summary is the proposal being considered?**

Under The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, as the school is voluntary aided, the Governing Body of the school is the proposer and the local authority is the decision-maker for this type of significant change and the school is required to carry out a statutory consultation process. The proposal to lower the age range of the school is based on concerns about the long term financial viability of the whole school. The governing body believe that this proposal will make a significant contribution to the financial recovery of the school, which would otherwise have to be addressed solely through the 11-16 element of the school.

If the proposal is approved, the school would not enrol any students to the sixth form in September 2018. This would mean that there would only be year 13 students in the sixth form and these would be the students who are currently in year 12. This will allow them to complete their study programme at the school, without having to move to an alternative provider partway through their course.

Is the decision likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected? If so you will need to consider whether there are equality related issues associated with the locations selected – e.g. greater percentage of BME residents in a particular area where a closure is proposed as opposed to an area where a facility is remaining open.

The proposal, if approved, is likely to impact mainly on young people from the Wyre area. Based on the students accessing the sixth form at Baines School in the 2016/17 academic year, 77% of students were from Lancashire and 23% were from Blackpool. Of the students from Lancashire, 92.5% were from Wyre and 7.5% were from Fylde. Any potential impact is only expected to be minimal as the number of students accessing the sixth form are reducing and no concerns or issues were raised during the representation period by anyone from an ethnic background that we are aware of.

There are no specific concerns in relation to an adverse impact on BME students. Based on the 2016/17 academic year data, 1.1% of students were from an Asian background, 2.3% were from an 'other' background and 2.3% were from a mixed background. This amounted to five students. Young people from a BME background who are resident in the Wyre district accessed six school sixth forms and seven FE providers in the 2016/17 academic year, including those highlighted as alternative providers in this report. These young people followed provision from 12 sector subject areas, showing that there are a wide range of alternative options already being accessed by students from a BME background.

Due to low group sizes and reducing student numbers in the sixth form, it is likely that the school will need to make some staffing reductions. If the decision is taken to close the sixth form, this will lead to a greater reduction in staffing as a result.

**Could the decision have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:**

- Age
- Disability including Deaf people
- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership Status

In considering this question you should identify and record any particular impact on people in a sub-group of any of the above – e.g. people with a particular disability or from a particular religious or ethnic group.

It is particularly important to consider whether any decision is likely to impact adversely on any group of people sharing protected characteristics to a disproportionate extent. Any such disproportionate impact will need to be objectively justified.

Yes. The proposal is focused on provision for young people aged 16-18 years old.

The latest full year data available for the sixth form provision delivered by Baines School is for the 2016/17 academic year. This shows the following information in terms of student characteristics:

- 87 students accessing the sixth form provision at Baines School.  
Of which:
  - 48% were female and 52% were male
  - 94.3% were from a White background, 1.1% from an Asian background, 2.3% from a mixed background and the remaining 2.3% were from an ethnic background defined as 'other'
  - No students were classed as having high needs or had a learning difficulty assessment or an Education, Health and Care Plan (EHCP). The school has confirmed that there were three students in the sixth form during the 2016/17 academic year who had a disability

In addition to the above, there are no students in the sixth form at present who have an EHCP. There are currently three students in the sixth form with a disability.

If you have answered "Yes" to this question in relation to any of the above characteristics, – please go to Question 1.

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the decision-making papers.

(It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)

### Question 1 – Background Evidence

What information do you have about the different groups of people who may be affected by this decision – e.g. employees or service users (you could use monitoring data, survey data, etc to compile this). As indicated above, the relevant protected characteristics are:

- Age
- Disability including Deaf people
- Gender reassignment/gender identity
- Pregnancy and maternity
- Race/Ethnicity/Nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership status (in respect of which the s. 149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act).

In considering this question you should again consider whether the decision under consideration could impact upon specific sub-groups e.g. people of a specific religion or people with a particular disability. You should also consider how the decision is likely to affect those who share two or more of the protected characteristics – for example, older women, disabled, elderly people, and so on.

On 7 December 2017, the school published a Statutory Notice to consult on the proposal to discontinue its post 16 sixth form provision by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019. As can be seen from this, the proposal will have a potential impact on 16-18 year olds who wish to continue in education or training.

The latest full year data available for the sixth form provision delivered by Baines School is for the 2016/17 academic year. This shows the following information in terms of student characteristics:

- 87 students accessing the sixth form provision at Baines School.  
Of which:
  - 48% were female and 52% were male
  - 94.3% were from a White background, 1.1% from an Asian background, 2.3% from a mixed background and the remaining 2.3% were from an ethnic background defined as 'other'
  - No students were classed as having high needs or had a learning difficulty assessment or an Education, Health and Care Plan (EHCP). The school has confirmed that there were three students in the sixth form during the 2016/17 academic year who had a disability



As can be seen from this information, there were only slightly more male students than females in 2016/17. This equates to three more male students.

In addition to the above, there are no students in the sixth form at present who have an EHCP. There are currently three students in the sixth form with a disability.

Whilst the data shows that no students in the sixth form had a learning difficulty assessment or an EHCP, the school must be aware that any such students wishing to access post 16 provision in the future will need to have a clear agreed transition plan in place to ensure a successful and sustained progression to another post 16 provider.

From reviewing this data, it can be seen that of all the young people from the school's main catchment area of Wyre, 87.4% access post 16 provision at the alternative local providers outlined in this report. Only 3.0% access post 16 provision at Baines School. The remaining young people accessed provision at 23 other post 16 providers.

## **Question 2 – Engagement/Consultation**

How have you tried to involve people/groups that are potentially affected by your decision? Please describe what engagement has taken place, with whom and when.

Please ensure that you retain evidence of the consultation in case of any further enquiries. This includes the results of consultation or data gathering at any stage of the process.

The statutory representation period took place from 7 December 2017 to 19 January 2018, which is longer than the minimum four week period suggested within DfE guidance 'School Organisation: Maintained Schools: Guidance for Proposers and Decision Makers' published in April 2016, to account for the Christmas holiday period. This consisted of a statutory public notice being issued in the local newspaper and copies of the public notice being displayed on the school gates, in the school reception and also in local libraries and in the reception of Wyre Borough Council's main office. The public notice and proposal document were also available on the school's website. People were also able to contact the local authority for a copy of these documents but no such requests were received.

The school notified a wide range of stakeholders and partners about the consultation, including local Councillors and MPs, local feeder schools, union representatives, parents and carers and staff. The school also held three meetings to allow parents and other interested parties to ask questions about the proposal. In total, nine people attended these meetings. Of these nine people, there were six parents, representing four students, two former pupils and one former member of staff. In addition to the meetings, phone calls or meetings took place with three additional families.

Five responses were received during the representation period. Four of these

objected to the proposal and one supported it. The response in support of the proposal made reference to the depth of information made available in the proposal and the reasoning behind the decision. The objections were based on five issues, which were as follows:

- The availability of alternative post 16 providers;
- The overall performance of the school;
- The nature of the consultation process;
- The management and governance of the school; and
- The future increase in cohort size and amount of house building in the area.

### **Question 3 – Analysing Impact**

Could your proposal potentially disadvantage particular groups sharing any of the protected characteristics and if so which groups and in what way?

It is particularly important in considering this question to get to grips with the actual practical impact on those affected. The decision-makers need to know in clear and specific terms what the impact may be and how serious, or perhaps minor, it may be – will people need to walk a few metres further to catch a bus, or to attend school?

Will they be cut off altogether from vital services? The answers to such questions must be fully and frankly documented, for better or for worse, so that they can be properly evaluated when the decision is made.

Could your proposal potentially impact on individuals sharing the protected characteristics in any of the following ways:

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities
- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?
- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?
- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

If this proposal is approved, the sixth form provision at Baines School will be discontinued, through the lowering of the age range from 11-18 years old to 11-16 years old. This will mean that any young people wishing to participate in post 16 education or training will need to access an alternative provider, where they will have access to a wider curriculum choice than was available at Baines School. Further to

this, the school is currently running courses with very small group sizes and this may not be the best learning environment for some young people. In 2017/18, the sixth form has 14 classes with only one or two students. With the number of students accessing the sixth form reducing, the curriculum on offer in 2018/19 would be reduced.

On the first day of the representation period, the school held an assembly for these young people currently in Year 11 to inform them of the proposal, to allow time for questions and to explain the process. The school also held two meetings on 13 December 2017 and one of these was for parents of Year 11 pupils. Only nine people in total attended these meetings. Six of these were parents, representing four students, two were former pupils and one was a former member of staff. In addition to these meetings, the school also had three parental phone calls or meetings with three other families. If the decision is taken to permanently lower the age range of the school from 11-18 years to 11-16 years, the school will work with all pupils in the remaining part of the school to provide them with high quality, impartial advice and guidance on the different options available to them once they leave school, in line with their statutory duty.

There are currently two pupils in Year 11 who have an EHCP and neither have expressed an interest in attending the sixth form at the school. One is planning to progress to Blackpool Sixth Form College and one is planning to progress to Blackpool and Fylde College. There are currently eight pupils in Year 11 who have a disability and the school has confirmed that they do not expect these pupils to be disadvantaged should their sixth form provision close.

The closest alternative post 16 providers measured by a car journey from Baines School are:

Blackpool Sixth Form College	1.9 miles
St Mary's Catholic Academy	2.4 miles
Blackpool and Fylde College	4.2 miles

In addition, Cardinal Newman College is the third most popular choice of provider for young people from Wyre and this is 17.5 miles from Baines School, measured by a car journey.

With regard to OfSTED ratings, the three colleges mentioned above are 'Outstanding' and the school sixth form is 'Good'.

If approved, it is not expected that the implementation of this proposal will have an adverse impact on any particular groups as there is high quality alternative provision available locally within a reasonable travelling distance. It should be noted that the distances quoted above are from the school's site rather than where young people actually live. Therefore, these distances will vary depending on where young people live.

Whilst the information above makes reference to car journeys, it is acknowledged that young people accessing post 16 provision are more likely to be travelling by bus. With this in mind, using information from [www.traveline.info](http://www.traveline.info) and using the bus stop

outside of Baines School as the start and end point, a summary of the journeys to the alternative providers listed above is as follows:

- Blackpool Sixth Form College – taking the number 2 and 2C buses, a journey to/from the college takes approximately 30 minutes. The buses run every half hour throughout the day
- St Mary's Catholic Academy – taking the number 2 bus, a journey to/from this school will take approximately 20 minutes. The buses run every half hour throughout the day
- Blackpool and Fylde College – taking the number 2 and number 9 buses, a journey to/from the college takes approximately an hour. The number 2 bus runs every half hour and the number 9 bus runs every 12 minutes throughout the day
- Cardinal Newman College – in terms of train travel, there is currently a bus replacement service between Preston and Blackpool whilst the train line is being upgraded so there is no train timetable available at the time of writing this assessment. The bus replacement service between Poulton-le-Fylde and Preston takes approximately 45 minutes. It takes approximately 15 minutes to walk to the college from Preston train station. In terms of a bus journey, the number 77 from Garstang Road East takes approximately 55 minutes to arrive at Preston bus station and then it is a 10 minute walk to the college. The return journey takes just over an hour to arrive at Hardhorn Road

Should young people experience an increase in travel costs which may prevent them from participating, they may be eligible to access financial support through the 16-19 Bursary Fund, which colleges and school sixth forms receive from the Education and Skills Funding Agency.

In addition to the above, due to low group sizes and reducing student numbers in the sixth form, it is likely that the school will need to make some staffing reductions. Should the decision be made to close the sixth form, this will lead to a greater reduction in staffing as a result.

#### **Question 4 –Combined/Cumulative Effect**

Could the effects of your decision combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

For example - if the proposal is to impose charges for adult social care, its impact on disabled people might be increased by other decisions within the County Council (e.g. increases in the fares charged for Community Transport and reductions in respite care) and national proposals (e.g. the availability of some benefits). Whilst LCC cannot control some of these decisions, they could increase the adverse effect of the proposal. The LCC has a legal duty to consider this aspect, and to evaluate the decision, including mitigation, accordingly.

If Yes – please identify these.

None anticipated

### **Question 5 – Identifying Initial Results of Your Analysis**

As a result of your analysis have you changed/amended your original proposal?  
Please identify how, for example:

- Adjusted the original proposal – briefly outline the adjustments
- Continuing with the Original Proposal – briefly explain why
- Stopped the Proposal and Revised it - briefly explain

No – the original proposal has not been changed or amended.

### **Question 6 - Mitigation**

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated. Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

Also consider if any mitigation might adversely affect any other groups and how this might be managed.

Mitigations against the potential adverse effects of the decision being taken to permanently lowering the age range at the school are as follows:

- Should young people experience an increase in travel costs which may prevent them from participating, they may be eligible to access financial support through the 16-19 Bursary Fund, which colleges and school sixth forms receive from the Education and Skills Funding Agency;
- Students who are currently in Year 12 will be able to complete their study programme at the school during the 2018/19 academic year so that they do not have to move to an alternative provider partway through their course; and
- The school will work with all pupils in the school to provide them with high quality, impartial advice and guidance on the different options available to them once they leave school, in line with their statutory duty.

### **Question 7 – Balancing the Proposal/Countervailing Factors**

At this point you need to weigh up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of your analysis. Please describe this assessment. It is important here to ensure that the assessment of any negative effects upon those sharing protected characteristics is full and frank. The full extent of actual adverse impacts must be acknowledged and taken into account, or the assessment will be inadequate. What is required is an honest evaluation, and not a marketing exercise. Conversely, while adverse effects should be frankly acknowledged, they need not be

overstated or exaggerated. Where effects are not serious, this too should be made clear.

The proposal has been made in accordance with by The Education and Inspections Act 2006; The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and DfE guidance 'School Organisation: Maintained Schools: Guidance for Proposers and Decision Makers'. The proposal produced by the school at the start of the representation period and also the Cabinet report dated 8 March 2018 provide full reasons for the proposal and the possible impact, should this be approved. In summary, the proposal is based on concerns about the long term financial viability of the whole school and is linked to the reducing number of students in the sixth form.

Local authorities have a statutory duty to secure sufficient and suitable education and training provision to meet the reasonable needs of all young people in their area. From producing this assessment, the local authority is satisfied that, if approved, there will be a very minimal impact on young people. This is based primarily on the fact that the school's sixth form does not tend to be the first choice for most of its applicants and the low and reducing number of young people accessing the sixth form.

However, the 16-18 year old cohort in Wyre is projected to increase by 11.89% from 2018 to 2028, which amounts to 416 young people. In addition to this, Wyre Borough Council's Local Plan outlines a need to build more houses in the district up to 2031. It is expected that the district council is planning to build just under 3,000 homes in the next five years, with further developments taking place after that. The projected population increase and new housing will result in more 16-18 year old young people in the district requiring a suitable education or training place. Whilst Baines School is the only school sixth form in the district, it can be seen from this report that there are other providers in the local area within a reasonable travelling distance. However, as the 16-18 year old population grows, the local authority may be faced with an issue in the future in relation to there being sufficient and suitable post 16 education and training places available in the area.

### **Question 8 – Final Proposal**

In summary, what is your final proposal and which groups may be affected and how?

The proposal is to discontinue the post 16 sixth form provision at Baines School by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019. The particular group affected by this are 16-18 year olds who may have wished to access post 16 provision at the school in the future.

### **Question 9 – Review and Monitoring Arrangements**

Describe what arrangements you will put in place to review and monitor the effects of your proposal.

Once a decision has been taken to permanently lower the school's age range from

11-18 years to 11-16 years, with effect from 31 August 2019, the authority is legally obliged to implement the proposal.

Equality Analysis Prepared By: Sarah Hirst

Position/Role: Skills and Employability Lead

Equality Analysis Endorsed by Line Manager and/or Chief Officer: Ajay Sethi, Head of Learning and Skills

Decision Signed Off By: Ajay Sethi; Cabinet Member for Children, Young People and Schools

Cabinet Member/Chief Officer or SMT Member: Ajay Sethi; Cabinet Member for Children, Young People and Schools

**Please remember to ensure the Equality Decision Making Analysis is submitted with the decision-making report and a copy is retained with other papers relating to the decision.**

Where specific actions are identified as part of the Analysis please ensure that an EAP001 form is completed and forwarded to your Directorate's contact in the Equality and Cohesion Team. Directorate contacts in the Equality & Cohesion Team are:

Karen Beaumont – Equality & Cohesion Manager  
[Karen.beaumont@lancashire.gov.uk](mailto:Karen.beaumont@lancashire.gov.uk)  
Contact for Adult & Community Services Directorate

Jeanette Binns – Equality & Cohesion Manager  
[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)  
Contact for Environment Directorate, Lancashire County Commercial Group and One Connect Limited

Saulo Cwerner – Equality & Cohesion Manager  
[Saulo.cwerner@lancashire.gov.uk](mailto:Saulo.cwerner@lancashire.gov.uk)  
Contact for Children & Young Peoples Directorate

Pam Smith – Equality & Cohesion Manager  
[Pam.smith@lancashire.gov.uk](mailto:Pam.smith@lancashire.gov.uk)  
Contact for Office of the Chief Executive and the County Treasurer's Directorate

Thank you





**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report of the Head of Learning and Skills Service****Part I**

Electoral Divisions affected:  
Fylde East; Fylde South; Fylde West; Lytham; Preston Central East; Preston East; Preston South East; St Annes North; St Annes South; and Wyre Rural Central

**The Future of Carr Hill High School and Sixth Form Centre's Post 16 Provision**  
(Appendices 'A' to 'D' refer)

Contact for further information:

Sarah Hirst, Tel: (01772) 531842, Skills and Employability Lead,

[sarah.hirst@lancashire.gov.uk](mailto:sarah.hirst@lancashire.gov.uk)

**Executive Summary**

On 7 December 2017, Cabinet agreed to a statutory notice being published to begin a representation period on the future of the post 16 provision currently delivered by Carr Hill High School and Sixth Form Centre. A statutory proposal document was published in relation to the school discontinuing its post 16 sixth form provision by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019. The representation period took place from 18 December 2017 to 2 February 2018.

As part of the statutory process, a decision should now be taken about the proposal and this will be done by Lancashire County Council, who is the decision maker. If the Authority does not make a decision within two months from the end of the consultation period, the proposal and any representations about the proposal must be passed to the schools adjudicator for a decision.

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) Consider the information in this report.

- (ii) Approve the proposal as detailed in the statutory notice to discontinue the post 16 sixth form provision at Carr Hill High School and Sixth Form Centre by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019.
- (iii) Approve that an appropriate statutory decision letter be sent out, as specified under legal requirements, to give the reasons for the decision to those who are to be informed of them.

## Background and Advice

Following the publication of the statutory notice on 18 December 2017 and the ensuing representation period, which ran from 18 December 2017 to 2 February 2018, the local authority is now at stage 3 of the statutory process, as defined by The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, and this is set out in the table below:

Stage	Description	Timescale
Stage 1	Publication of Statutory Notice and Proposal	18 December 2017
Stage 2	Representation (formal consultation)	18 December 2017 to 2 February 2018
Stage 3	Decision	March 2018
Stage 4	Implementation	31 August 2019

The statutory notice, accompanying proposal, factors for consideration and the Equality Analysis can be found at Appendices 'A' to 'D'.

## Factors Relevant to all Types of Proposal

The Department for Education's (DfE) statutory guidance for decision-makers deciding prescribed alteration and establishment and discontinuance proposals, published in April 2016, sets out a number of factors which must be taken into consideration for all types of proposal. These factors, and supporting comments, are set out in Appendix 'C'.

## Conclusions

As can be seen from Appendix 'C', only three responses were received during the consultation period, highlighting some concerns around the impact of permanently lowering the age range at the school, from 11-18 years to 11-16 years. These relate to accessing alternative providers; the potential increase in the cohort, linked to housing developments in the area; the impact on 11-16 year old pupil numbers; the timing of the consultation announcement; whether a financial solution can be found; and what will happen to the space currently used by the sixth form. Further detail on these issues is set out in Appendix 'C'.

The DfE's statutory guidance, Making 'Prescribed Alterations' to Maintained Schools, sets out the following guidelines which should be considered for proposals to open new sixth form provision:

- School to be rated as Good or Outstanding by OfSTED.
- The quality of pre-16 education must be good or outstanding.
- The proposed sixth form will provide places for a minimum of 200 students.
- The proposed sixth form will, either directly or through partnership, offer a minimum of 15 A level subjects.
- There is a clear demand for the new sixth form (including evidence of a shortage of post 16 places and a consideration of the quality of L3 provision in the area).
- The proposed sixth form is financially viable (there is evidence of financial resilience should student numbers fall and the proposal will not impact negatively on 11-16 education or cross-subsidisation of funding).

As can be seen from the information provided, the school would not meet a number of the current criteria for adding a sixth form, as the DfE has strengthened the requirements. The school's current provision is significantly different from these requirements in the following areas:

- The minimum number of students – the minimum required under the DfE guidelines is 200 places and the school currently has 97 students.
- The need for a clear demand for the provision – the information in this report shows that there is a reducing interest from students in progressing to the school's sixth form and that the provision on offer is, in the main, available at post 16 providers in neighbouring areas.
- For the sixth form to be financially viable – there is a concern that running courses for a small number of students is not financially viable, with the costs exceeding the income received from the ESFA for the sixth form provision. The school has confirmed that, based on the group sizes at the start of the 2017/18 academic year, only four courses across Year 12 and 13 are financially viable. It is expected that the curriculum offer in 2018/19 would be reduced as a result of this. The overall financial position of the school would be improved by permanently lowering its age range to 11-16 years old. In 2016/17, the 11-16 part of the school provided a cross-subsidy of c£250,000 to the sixth form as it is not financially viable on its own. The reducing student numbers in the sixth form going forward will only exacerbate this position.

As can be seen from the information outlined above, the consultation only received a low number of responses and the process has not highlighted any issues or concerns for specific groups of young people who may be adversely affected by this proposal. Whilst bearing in mind the projected increase in 16-18 year olds in the district in future years, as outlined in Appendix 'C', the proposal remains unchanged.

If the decision is taken to permanently lower the age range of the school from 11-18 years to 11-16 years, the school will work with all 11-16 year old pupils to provide them with high quality, impartial advice and guidance on the different options available to them once they leave school, in line with their statutory duty.

If this proposal is approved, the school would change its name to remove the reference to having a sixth form centre.

## **Implications:**

This item has the following implications, as indicated:

### **Risk management**

Under section 15ZA of the Education Act 1996, local authorities have a statutory duty to secure sufficient and suitable education and training provision to meet the reasonable needs of all young people in their area by influencing and shaping provision through local partnerships and by identifying gaps, enabling new provision and developing the market. The young people covered by this statutory duty are those aged 16-19 and those aged 19-24 who have an Education, Health and Care Plan (EHCP).

Further to this, the DfE's statutory guidance, Participation of young people in education, employment or training, published in September 2016, states that local authorities have broad duties to encourage, enable and assist young people to participate in education or training. This also states that young people in England are required to continue in education or training until at least their 18th birthday.

The number of 16-19 year olds attending the school is minimal and reducing. In addition, of the courses being offered by the school, the significant majority are available at alternative providers within the neighbouring areas. For those courses where there is not a direct match at another provider, comparable alternatives are offered within the same curriculum area. As a result, young people from the local area wishing to access post 16 education and training will be able to do so within the neighbouring areas. However, as the 16-18 year old population in the district grows, the local authority may be faced with a future issue in relation to there being sufficient and suitable post 16 education and training places available in the area.

### **Financial**

Should the outcome of the consultation be to remove the sixth form provision at the school, there would not be an adverse financial impact on the local authority in terms of post 16 funding as this is provided by the ESFA and the authority merely makes the payments on its behalf. However, this may be balanced to some extent by the potential for the school to use the capacity currently in use for sixth form students' to accommodate additional mainstream pupils, in response to increasing demand from pupils yielded by new housing.

In line with DfE guidance, the local authority requires schools to have a balanced budget. The governing body believes that the school is financially viable providing that losses from the sixth form do not continue and that this proposal will make a significant contribution to the financial stability of the overall school. If the proposal is not approved, recovery of the sixth form's losses have to be addressed solely through the 11-16 element of the school. The overall financial position of the school would be improved through the removal of the sixth form, which is not financially viable at present.





## Carr Hill High School and Sixth Form Centre

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Lancashire County Council intends to make a prescribed alteration to Carr Hill High School and Sixth Form Centre, Royal Avenue, Kirkham, PR4 2ST from 31 August 2019.

It is proposed that the school will permanently lower its age range from 11-18 years to 11-16 years with effect from 31 August 2019, through the closure of the sixth form.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be inspected at Carr Hill High School and Sixth Form Centre at the address above; at Preston City Council offices; at Fylde Borough Council offices; at Lancashire County Council's County Hall offices; and Kirkham library. Copies can be obtained from Sarah Hirst in the Learning and Skills Service, Room C24, PO Box 100, County Hall, Preston, PR1 0LD. Copies can also be accessed through <http://www.lancashire.gov.uk/council/performance-inspections-reviews/children-education-and-families/school-organisation-reviews.aspx>.

Any person may object to or make comments on the proposal by posting them to Sarah Hirst at the above address. Responses can also be emailed to [sarah.hirst@lancashire.gov.uk](mailto:sarah.hirst@lancashire.gov.uk). To be considered as part of the decision making process to determine the proposal, responses must be received no later than 2 February 2018.

Signed: Ian Young, Director of Governance, Finance and Public Service  
Publication Date: 18 December 2017

### Explanatory Notes

Under the provisions of the Freedom of Information Act 2000, information about representations to the published proposal may be accessed by members of the public.

The proposal arises because of concerns about financial and educational viability of the sixth form. The school has low and reducing student numbers and a narrowing curriculum offer in its sixth form, both of which are impacting on the financial viability of the school.

The Authority will need to decide whether to implement the proposal before 2 April 2018, otherwise it must be referred to the Adjudicator for a final decision.





## MATTERS TO BE SPECIFIED IN SECTION 18 PROPOSALS FOR ALTERATIONS TO SCHOOLS

### Extract of Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2013 (as amended)

#### 1. Contact details

The proposal to discontinue the post 16 sixth form provision delivered by Carr Hill High School and Sixth Form Centre, Royal Avenue, Kirkham, PR4 2ST, by permanently lowering its age range from 11-18 years to 11-16 years with effect from 31 August 2019, is published by Lancashire County Council, the relevant local authority. Carr Hill High School and Sixth Form Centre is a community school. The local authority can be contacted at the following address: Sarah Hirst, Learning and Skills Service, Room C24, PO Box 100, County Hall, Preston, PR1 0LD, Lancashire.

#### 2. Description of alteration and evidence

This proposal is for the closure of Carr Hill High School and Sixth Form Centre's (the school) sixth form by permanently lowering its age range from 11-18 years to 11-16 years. The school will remain open and unchanged for secondary school provision.

##### Participation in Education or Training

When the school approached the local authority to discuss the future of its sixth form provision, there were only 97 students in the sixth form, with 52 in Year 12 and 45 in Year 13. This compares to the sixth form being funded for 245 students only three years ago. A number of the students currently in Year 12 are on one year courses so there is the potential for the school to only have around 30 students in Year 13 in 2018/19 if those on one year courses choose not to progress. However, any current Year 12 students who wish to continue into Year 13 at the school will be able to do so and will be supported by the school throughout the remainder of their programme.

The table below shows the student number and funding allocations the school has received from the Education and Skills Funding Agency (ESFA) in recent years:

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Student Numbers	232	189	245	207	152	145
Funding	£1,044,655	£866,471	£1,032,776	£912,155	£684,912	£622,735

The average ESFA student number allocation for the school sixth forms and academies in Lancashire was 236 in 2014/15, 225 in 2015/16, 217 in 2016/17 and 209 in 2017/18. This shows that the school's student numbers have been below average in the last three years and, with 97 students on roll at present, are significantly below the average level in the current year.

The school has undertaken a lot of work to promote its sixth form provision by working with local 11-16 schools and designing its curriculum offer to appeal to more young people but, unfortunately, this has not had the desired impact. To date, the school has not had any applications for the 2018/19 academic year.

Of the school's 2016 school leavers, 33.5% chose to progress into the sixth form. The significant majority, 64.2%, chose to progress to a further education or sixth form college. With only 52 students currently in Year 12, it can be seen that the proportion of young people choosing to continue into the school's sixth form is reducing. The main colleges being accessed were Cardinal Newman College, Preston's College and Blackpool and the Fylde College, indicating that young people are willing to travel out of the district to access post 16 provision.

The DfE's statutory guidance, Making 'Prescribed Alterations' to Maintained Schools, published in April 2016, sets out the following guidelines which should be considered for proposals to open new sixth form provision:

- School to be rated as Good or Outstanding by OfSTED.
- The quality of pre-16 education must be good or outstanding.
- The proposed sixth form will provide places for a minimum of 200 students.
- The proposed sixth form will, either directly or through partnership, offer a minimum of 15 A level subjects.
- There is a clear demand for the new sixth form (including evidence of a shortage of post 16 places and a consideration of the quality of L3 provision in the area).
- The proposed sixth form is financially viable (there is evidence of financial resilience should student numbers fall and the proposal will not impact negatively on 11-16 education or cross-subsidisation of funding).

As can be seen from the information provided, the school would not meet a number of the current criteria for adding a sixth form, as the DfE has strengthened the requirements. The school's current provision is significantly different from these requirements in the following areas:

- The minimum number of students – the minimum required under the DfE guidelines is 200 places and the school currently has 97 students.
- The need for a clear demand for the provision – the information in this report shows that there is a reducing interest from students in progressing to the school's sixth form and that the provision on offer is, in the main, available at post 16 providers in neighbouring areas.
- For the sixth form to be financially viable – there is a concern that running courses for a small number of students is not financially viable, with the costs exceeding the income received from the ESFA for the sixth form provision.

#### Educational or Training Achievements

The school was last inspected by OfSTED in October 2012 and the outcome for Overall Effectiveness was 'Good'. Whilst it was acknowledged that the sixth form was good and that students were achieving well, it went on to say that the academic and vocational courses available at the time did not always meet students' needs closely enough. The report said that the curriculum in the sixth form was in need of further development.

Using the most recent information from the DfE's 2016 Performance Tables, there are some issues with the quality of provision being delivered through the sixth form. In terms of the both A level and Academic qualifications, the school is below average in terms of the average points score (APS) per entry and is below average for the progress headline measure. This means that the students accessing this provision at the school made less progress, on average, than students across England who got similar results at the end of key stage 4. For Applied General qualifications, both the APS and the progress measure are average.

### Range of Educational or Training Opportunities Available

The curriculum offer for the sixth form in the 2017/18 academic year consists of 14 A levels and five Diplomas. The school has confirmed that, based on the group sizes at the start of the 2017/18 academic year, only four courses across Year 12 and 13 are financially viable. It is expected that the curriculum offer in 2018/19 would be reduced due to lower numbers and fewer courses being financially viable.

Of the courses being offered by the school, the significant majority are available at alternative providers within the neighbouring areas. For those courses where there is not a direct match at another provider, comparable alternatives are offered within the same curriculum area.

The alternative providers within the neighbouring areas are as follows: Cardinal Newman College, Preston's College, Blackpool and the Fylde College, Blackpool Sixth Form College and Myerscough College. These providers are between nine and 11 miles from the school. With regard to OfSTED ratings, three are 'Outstanding', one is 'Good' and one is 'Requires Improvement'.

From reviewing the data of where the students who attended the school's sixth form in 2015/16 were from, the majority were from the following wards in Fylde: Warton-with-Westby, Freckleton East, Kirkham North, Kirkham South and Medlar-with-Wesham. Young people from these wards not attending the sixth form at the school accessed post 16 provision at a range of providers, consisting of one school sixth form, 10 colleges and three training providers. Of the participants not accessing the school's sixth form, almost 60% accessed provision at three colleges: Cardinal Newman College, Preston's College and Blackpool and the Fylde College. As can be seen from the paragraph above, these are within reasonable travelling distance from the school so young people will be able to access alternative post 16 provision.

### Conclusion

As the number of 16-19 year olds attending the school is low and reducing and there are a number of alternative post 16 providers in the neighbouring areas offering comparable provision, the local authority does not believe that there will be an adverse impact on participation should the school not offer sixth form provision in the future.

## **3. Objectives**

The objective of this proposal is to permanently lower the age range of the school from 11-18 years to 11-16 years with effect from 31 August 2019, through the closure of the sixth form.

There is limited interest from young people in attending the sixth form, which has a narrowing curriculum offer and low and reducing student numbers. There are also some concerns around the performance of the sixth form as their progress for A level and Academic qualifications is below the national average. This means that the students accessing this provision at the school made less progress, on average, than students across England who got similar results at the end of key stage 4.

As the secondary element of the school is unaffected by this proposal, the number of young people accessing the sixth form is reducing, and the wide range of alternative providers in the district, the closure of the sixth form is not expected to have an adverse impact on the community.

#### **4. Effect on other local education institutions**

As the proposal is to close the sixth form provision at the school, there is not expected to be any adverse impact on other local post 16 providers.

There will be capacity in the neighbouring areas for all young people to be able to access post 16 provision within a reasonable travelling distance. The closest alternative post 16 providers measured by a car journey from the school are:

Cardinal Newman College	8.8 miles
Preston's College	8.8 miles
Myerscough College	9.5 miles
Blackpool Sixth Form College	10.8 miles
Blackpool and the Fylde College	11.1 miles

#### **5. Project Costs and Value for Money**

The final DfE criteria for opening a new sixth form is for it to be financially viable. There is a concern that the reducing number of students in the sixth form at the school means that it is not financially viable and keeping the sixth form open does not demonstrate value for money. The school has confirmed that, based on the group sizes at the start of the 2017/18 academic year, only four courses across Year 12 and 13 are financially viable.

The overall financial position of the school would be improved by permanently lowering its age range from 11-18 years old to 11-16 years old. At present, the 11-16 part of the school is providing a significant financial subsidy to the sixth form as it is not financially viable on its own. The reducing student numbers in the sixth form going forward will only exacerbate this position.

#### **6. Implementation**

It is proposed to close the school's sixth form on 31 August 2019.

When the school approached the local authority to discuss the future of its sixth form provision, there were only 97 students in the sixth form, with 52 in Year 12 and 45 in Year 13. This compares to the sixth form being funded for 245 students only three years ago. A number of the students currently in Year 12 are on one year courses so there is the potential for the school to only have around 30 students in Year 13 in 2018/19 if those on one year courses choose not to progress. However, any current Year 12 students who wish to continue into Year 13 at the school will be able to do so and will be supported by the school throughout the remainder of their programme.

#### **7. Procedure for responding to the consultation**

Following publication of this proposal on 18 December 2017, any person may respond, support, object to or make comments on the proposal by posting them to Sarah Hirst, Learning and Skills Service, Room C24, PO Box 100, County Hall, Preston, PR1 0LD. Responses can also be emailed to [sarah.hirst@lancashire.gov.uk](mailto:sarah.hirst@lancashire.gov.uk). To be considered as part of the decision making process to determine the proposal, responses must be received no later than 2 February 2018.

## Carr Hill High School and Sixth Form Centre

### Factors to be considered by decision-makers when deciding prescribed alteration, establishment and discontinuance proposals

The Department for Education's (DfE) statutory guidance for decision-makers deciding prescribed alteration and establishment and discontinuance proposals, published in April 2016, sets out a number of factors which must be taken into consideration for all types of proposal. These factors are set out below, along with a supporting comment:

#### Related proposals

DfE guidance: Any proposal that is 'related' to another proposal must be considered together. A proposal should be regarded as 'related' if its implementation (or non-implementation) would prevent or undermine the effective implementation of another proposal.

Comment: This is a stand-alone proposal and is not reliant on the outcome or implementation of another proposal.

#### Conditional approval

DfE guidance: Decision-makers may give conditional approval for a proposal subject to certain prescribed events.

Comment: It is not anticipated that the decision-maker will set any conditions in relation to the approval of this proposal.

#### Publishing decisions

DfE guidance: All decisions (rejected and approved – with or without modification) must give reasons for such a decision being made. **Within one week** of making a decision, the decision-maker should arrange (via the proposer where necessary) for the decision and the reasons behind it to be published on the website where the original proposal was published. The decision-maker must also arrange for the organisations listed to be notified of the decision and reasons: the governing body/proposers (as appropriate); the trustees of the school (if any); the local Church of England diocese; the local Roman Catholic diocese; any other organisation that they think is appropriate; and the Secretary of State (in school opening and closure cases only).

Comment: Arrangements are in place to ensure that the decision will be communicated to interested parties within one week of the decision being made. This will be done via the school organisation website, where the original proposal was published, and also by sending a letter to specific individuals or organisations, such as those stated in the guidance, local councillors and OfSTED.

## Consideration of consultation and representation period

DfE guidance: The decision-maker will need to be satisfied that the appropriate fair and open local consultation and/or representation period has been carried out and that the proposer has given full consideration to all the responses received. If the proposer has failed to meet the statutory requirements, a proposal may be deemed invalid and therefore should be rejected. The decision-maker must consider **ALL** the views submitted, including all support for, objections to and comments on the proposal.

Comment: The consultation document proposed to discontinue the post 16 sixth form provision at Carr Hill High School and Sixth Form Centre by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019 and asked for views on the proposal. Full details of the consultation process are set out in Appendix 'A'.

The consultation ran for longer than the minimum 4 week period to account for the Christmas holiday period, ensuring that anyone wishing to respond had adequate time to do so. By the close of the consultation period on 2 February 2018, three email responses had been received. Of these responses, the majority objected to the proposal as follows:

<b>Support</b>	<b>Neither agree nor disagree</b>	<b>Object</b>
0	1	2

The responses came from the following categories of people with an interest in the school as indicated on/determined from their response:

- 2 (66%) from parents/carers of pupils currently attending the sixth form at the school; and
- 1 (34%) from a local parish council.

All responses received have been placed on Councillor-First and a summary is set out below.

### Neither agrees nor disagrees

The response received which neither agreed nor disagreed raised a number of points as follows:

- The make-up of the curriculum offer;
- The way courses are being delivered;
- The potential increase in pupil movement and traffic; and
- The future increase in cohort size and impact of house building in the area.

## Objections

Two (66%) of individual respondents objected to the proposal to permanently lower the age range of the school. The reasons were as follows:

- The timing of the consultation announcement;
- The availability of post 16 provision and location of alternative providers;
- The impact on 11-16 pupil numbers;
- Whether an alternative financial solution can be found; and
- The future use of the sixth form accommodation.

These areas are outlined in further detail below.

### Make-up and delivery of the curriculum offer

One of the responses raised a point about whether the curriculum in the sixth form was wide and varied enough and whether there is an issue with the way the courses are being delivered.

Response:

When student numbers started to reduce, the school undertook a lot of work with local 11-16 schools to promote its sixth form and also redesigned its curriculum offer to attract more young people but, unfortunately, an increase in students was not realised. The school did have some success in recruiting students to new Diploma courses but the number of enrolments were not as high as anticipated.

The curriculum offer in 2017/18 consists of 14 A levels and five Diplomas. However, only four of these courses across Year 12 and 13 are financially viable due to low group sizes, for example there are three courses with only one student. Very small group sizes may not be the best learning environment for some young people. The school does not have the resources to widen its curriculum offer and it is expected that the offer in 2018/19 would be reduced in light of lower student numbers and fewer courses being financially viable. Broadening the curriculum offer will increase the costs of the sixth form and create further financial viability issues for the school.

In terms of delivery within the sixth form, the school was inspected by OfSTED in December 2017 and the report notes that students in the sixth form have not made the progress of which they are capable and that the quality of teaching is not consistently good. A further issue was attendance being lower than average. The report states that results in 2017 are better than in previous years and monitoring of teaching in the sixth form has improved. Whilst attendance has improved, it is still low. This shows improvements have been made to the teaching in the sixth form.

### Future cohort size

One of the responses raised concerns about the increasing cohort of young people in the district and the impact the amount of housebuilding will have on the numbers wishing to access post 16 provision in the future.

Response:

The table below shows the number of 16-18 year olds from the Fylde district accessing the four most popular providers. These numbers are then compared to the size of the 16-18yr old cohort in the Fylde district to see the proportion of Fylde young people at each provider:

<b>Number of young people from Fylde accessing these providers</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Cardinal Newman College	319	379	405
Blackpool and Fylde College	258	311	324
Blackpool Sixth Form College	266	221	171
Carr Hill High School and Sixth Form Centre	178	147	125
<b>Fylde Population Projection of 16-18yr olds</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
	2,483	2,508	2,455
<b>% of population projection at these providers</b>			
Cardinal Newman College	12.8%	15.1%	16.5%
Blackpool and Fylde College	10.4%	12.4%	13.2%
Blackpool Sixth Form College	10.7%	8.8%	7.0%
Carr Hill High School and Sixth Form Centre	7.2%	5.9%	5.1%

As can be seen from the table above, the school is not maintaining its share of a cohort which has seen a small decline since 2014. Based on the population projections, the school has seen its share of the cohort reduce from 7.2% to 5.1% in the past three years. It is also worth noting that the number of young people accessing Blackpool and Fylde College has been increasing year on year, despite being the furthest distance away and with the longest travelling time by bus.

With regard to the size of the future cohort, the ONS 2014-based Subnational Population Projections show that the 16-18 year old cohort in Fylde is set to increase by 14.89% from 2018 to 2028, which amounts to 353 young people. In addition to this, Fylde Borough Council is planning to build at least 2,800 houses over the next five years, with further developments taking place after that. The projected population increase and new housing will result in more 16-18 year old young people in the district requiring a suitable place in education or training. Whilst Carr Hill High School and Sixth Form Centre is the only school sixth form in the district, it can be seen from this report that there are other providers in neighbouring areas within a reasonable travelling distance and which young people are currently accessing.

Should the decision be taken to permanently lower the age range at the school, the capacity currently used for the delivery of sixth form provision will become available. As the number of mainstream pupils is set to increase in the Fylde district in the forthcoming years, this will enable the school to consider increasing the number of statutory aged pupils it can accommodate. However, as the 16-18 year old population grows, the local authority may be faced with an issue in the future in relation to there being sufficient and suitable post 16 education and training places available in the area. Should the decision be taken to permanently lower the age range at the school, the school will continue to meet the ongoing costs of the accommodation which is currently occupied by the sixth form. Should a further



decision be taken to increase the number of statutory aged pupils at the school, the school expects that there would be a need for some remodelling of the current space but the capital finance implications of this have not been explored as the decision on the future of the sixth form has not yet been made.

#### Timing of consultation announcement

One of the responses made reference to the timing of when the announcement was made regarding the consultation.

Response:

The school approached the local authority with regard to the future of its post 16 provision at the end of September 2017. A subsequent meeting took place between the local authority and the school and the arrangements were agreed in terms of the timeline for the statutory process to be undertaken. As Carr Hill High School and Sixth Form Centre is a local authority maintained school, the local authority is both the proposer and the decision maker for this type of 'prescribed alteration', as defined by the DfE's statutory guidance, Making 'Prescribed Alterations' to Maintained Schools. As such, the local authority must seek approval from its Cabinet with regard to undertaking a statutory consultation before any further action can be taken. Due to the timing of when the school approached the local authority, it was only possible to table this item for the Cabinet meeting held on 7 December 2017. Agenda items for Cabinet meetings are agreed a number of weeks in advance of the meeting being held and the deadline for agreeing agenda items for an earlier meeting had already passed at that point.

As part of the statutory process, it is essential that a clear and consistent message is communicated. Without knowing the outcome of the Cabinet decision, the school was not in a position to make any announcement regarding the future of its sixth form. The local authority informed the school of the statutory process which must be followed and the school complied with this.

#### Availability and accessibility of alternative post 16 providers

Two responses made reference to alternative providers, in terms of accessibility and movement of young people. No concerns were raised about the quality or provision offer at the alternative providers suggested, the issues were more focused on how far away the alternative providers are and the increased pupil and traffic movement.

Response:

The closest alternative post 16 providers measured by a car journey from the school are:

Cardinal Newman College	8.8 miles
Preston's College	8.8 miles
Myerscough College	9.4 miles
Blackpool Sixth Form College	10.6 miles
Blackpool and Fylde College	11.4 miles

Whilst the information in the table above makes reference to car journeys, it is not possible to know how many young people will travel to a post 16 provider by car. It is perhaps more likely that they will use public/college transport. This would mean that an increase in traffic would be minimised as well as the need for parking spaces. From reviewing the bus journeys from Kirkham to the alternative providers, in the main, there are regular buses which would allow young people to travel to one of the providers shown above without having to use a car. It is noted that a single journey to one of these providers takes between 30 minutes and one hour 30 minutes. The bus stop at Market Square in Kirkham has been used as the start and end point of the journeys. Further information about bus journeys to alternative providers is included in the Equality Impact Assessment at Appendix 'D'.

In terms of travelling distance, the Fylde district is not dissimilar to some other parts of the county, for example Garstang to Cardinal Newman College is 11.5 miles and Tarleton to Runshaw College is 8.2 miles. However, it is acknowledged that, should the decision be taken to permanently lower the age range at the school, this will be a change for the local area in terms of accessing local post 16 provision and that the travel to learn patterns in the area would alter.

From reviewing the participation data for the 2016/17 academic year, it can be seen that of all the young people from the Fylde district accessing college or school sixth form provision, the sixth form at the school is the 4<sup>th</sup> most popular choice, with more young people already choosing to go to other providers. In terms of where young people from Fylde are accessing post 16 provision which is funded by the Education and Skills Funding Agency (ESFA), the breakdown is as follows: 30.6% chose to go to Cardinal Newman College; 24.5% chose Blackpool and Fylde College; 12.9% chose Blackpool Sixth Form College; and 9.4% chose Carr Hill High School and Sixth Form Centre. The remaining young people studied at a range of 21 other providers. Of the alternative providers mentioned above, these are located between 8.8 miles and 11.4 miles from the school. It can be seen from this information that young people are already willing to travel to alternative providers to access provision.

Most of the above providers offer subsidised travel passes or there are bus routes from Kirkham to their locations. Should young people experience an increase in travel costs which may prevent them from participating, they may be eligible to access financial support through the 16-19 Bursary Fund, which colleges and school sixth forms receive from the ESFA.

#### Impact on 11-16 year old pupil numbers and future use of sixth form accommodation

One response raised two points relating to this: whether pupil numbers in the 11-16 part of the school will reduce if the decision is taken to permanently lower the age range and what will happen to the space which is currently being used to accommodate the sixth form.

Response:

Based on the size of the future cohort, it is not expected that there will be an overall adverse impact on the 11-16 pupil numbers at the school as the number of mainstream pupils is set to increase in the Fylde district in the forthcoming years.

Should the decision be taken to permanently lower the age range at the school, the capacity currently used for the delivery of sixth form provision will become available and this will enable the school to consider increasing the number of statutory aged pupils it can accommodate. Based on its local plan, Fylde Borough Council is planning to build at least 2,800 houses over the next five years, with further developments taking place after that. This new housing will result in more statutory aged pupils requiring a school place.

Should a further decision be taken to increase the number of statutory aged pupils at the school, the school expects that there would be a need for some remodelling of the current space but the capital finance implications of this have not been explored at this stage as the decision on the future of the sixth form has not yet been made.

#### Alternative financial solution

One response raised a point about whether there are any alternative solutions to addressing the financial position of school other than closing the sixth form.

Response:

The governing body of the school requested that the local authority undertake this statutory process due to concerns about the long term financial viability of the whole school. They believe that this proposal will make a positive contribution to the financial position of the school. In addition, the school was inspected by OfSTED in December 2017 and the financial viability of the sixth form was mentioned.

Based on low and reducing student numbers, the school has confirmed that, at the start of the 2017/18 academic year, only four courses across Year 12 and 13 are financially viable. As a result, c£250,000 of funding for pre16 pupils is currently being used to support the sixth form, meaning that if the sixth form provision continued, it would be likely to impact and disadvantage education provision for pre 16 pupils. It is expected that the curriculum offer in 2018/19 would be reduced due to fewer courses being financially viable, with the costs exceeding the income received from the ESFA for the sixth form provision.

Whilst the school is not in a financial deficit position in 2017-18, a deficit is forecast for the 2018-19 financial year and continuing to offer sixth form provision will exacerbate this position. The school has acknowledged that it is not able to make the significant level of savings required to address the forecast deficit from elsewhere in the school. If the decision is taken to permanently lower the age range at the school, the school will have greater certainty around its budget planning for the 11-16 part of the school as no further financial subsidy will be needed for the sixth form.

The sixth form is funded in a different way to the 11-16 part of the school as funding for post 16 students comes from the ESFA, not the local authority. The ESFA produces its funding allocations using a nationally derived formula, which is consistent across all providers in the country. The key element of this is student numbers, which are multiplied by a standard national funding rate. Additional funding factors are applied to the funding calculation to reflect the nature of the

provision offer at the school, the prior attainment of the students, how well the school retains the students in the sixth form, and whether the students are from a disadvantaged area. These factors reflect the specific nature of the school, the provision it offers and the students it attracts. The number of students in the sixth form have been reducing year on year, meaning that the funding the school receives from the ESFA has also been reducing. The table below shows the student numbers and funding allocations the school has received from the ESFA over the past few years:

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Student Numbers	232	189	245	207	152	145
Funding	£1,044,655	£866,471	£1,032,776	£912,155	£684,912	£622,735

The DfE's statutory guidance sets out a number of guidelines which should be considered for proposals to open new sixth form provision. One of these is as follows: The proposed sixth form is financially viable (there is evidence of financial resilience should student numbers fall and the proposal will not impact negatively on 11-16 education or cross-subsidisation of funding). As can be seen from the numbers above, the funding for the school's sixth form has been reducing over the past three years and with fewer students in 2017/18, their funding allocation for 2018/19 will be further reduced. There is a concern that the small number of students in the sixth form means that it is not financially viable and keeping the sixth form open does not demonstrate value for money. There is no additional funding available from the ESFA to address this situation. The governing body believe that they cannot secure the future financial viability of the school whilst the funding for the 11-16 part of the school is being used to support the sixth form.

#### Education standards and diversity of provision

DfE guidance: Decision-makers should consider the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the needs of parents; raise local standards and narrow attainment gaps.

Comment: The school was inspected in December 2017 and the outcome was not known until after the proposal had been written and circulated. Following the inspection, all areas were rated as 'Requires Improvement', including Overall Effectiveness and 16-19 Study Programmes. The report makes reference to the governors' decision to look at the future of the sixth form.

Through the 16-19 Accountability Measures, it can be seen that outcomes for students have improved, compared to previous years. This was also acknowledged by OfSTED. The following results are for students who completed their 16-18 studies in the summer of 2017: the Progress measure for students on A level, Academic and Applied General provision is average. The Attainment measure shows that the school is below the Lancashire and national averages for A level and Academic provision but is above for Applied General provision.

For information, the Progress measure shows how much progress students who studied the same type of qualifications made between the end of key stage 4 and the end of their key stage 5 studies, compared to similar students across England. The Attainment measure shows the average points that students achieved in their qualifications.

The curriculum offer for the sixth form in the 2017/18 academic year consists of 14 A levels and five Diplomas. The school has confirmed that, based on the group sizes at the start of the 2017/18 academic year, only four courses across Year 12 and 13 are financially viable. It is expected that the curriculum offer in 2018/19 would be reduced due to lower numbers and fewer courses being financially viable.

Whilst young people will not be able to access post 16 provision at the school if this proposal is approved, the significant majority of the courses offered by the school are available at alternative providers within the neighbouring areas. For those courses where there is not a direct match at another provider, comparable alternatives are offered within the same curriculum area. Due to low numbers and financial pressures, the school has been required to review its curriculum and, as such, has reduced its offer. Ten courses are no longer offered and a further three are at risk of ceasing due to low numbers.

The most popular alternative providers within the neighbouring areas are Cardinal Newman College; Blackpool Sixth Form College; and Blackpool and the Fylde College. These are between 8.8 miles and 11.4 miles, by car journey, from the school. These distances are based on the schools postcode so it is likely that a number of young people live closer to these providers than the distances would suggest. As previously mentioned, the Fylde district is not dissimilar to some other parts of the county in terms of travelling distance, for example Garstang to Cardinal Newman College is 11.5 miles and Tarleton to Runshaw College is 8.2 miles. With regard to OfSTED ratings, all three college are 'Outstanding'.

The table below provides further information on these providers:

Provider	Distance from the school	OfSTED	Curriculum Offer	Other Comments
Cardinal Newman College	8.8 miles	June 2009 Overall – Outstanding	Wide range of A levels and BTECs	Subsidised travel passes are available and young people who meet the eligibility criteria may be able to access financial support from the Bursary Fund
Blackpool Sixth Form College	10.6 miles	June 2009 Effectiveness of provision – Outstanding	Over 50 A level and BTEC courses	Financial support for travel may be available from the college, through the Bursary Fund, for young people who meet the eligibility criteria

Blackpool and Fylde College	11.4 miles	October 2013 Outstanding	Do not offer A level provision but have a wide range of alternative options	Bursary Fund policy shows financial support for travel costs may be available for those living more than 1.5 miles away
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### A school-led system with every school an academy

DfE guidance: The 2016 White Paper, Education Excellence Everywhere, sets out the department's aim that by the end of 2020, all schools will be academies or in the process of becoming academies. The decision-maker should, therefore, take into account the extent to which the proposal is consistent with this policy.

Comment: Whilst alignment with the Education Excellence Everywhere has been considered, the creation of/conversion to an academy is not appropriate as this proposal is not related to the establishment of a new school or school sixth form.

### Demand v need

DfE guidance: The decision-maker should take into account the quality and popularity of the schools in which spare capacity exists and evidence of parents' aspirations for a new school or for places in a school proposed for expansion. The existence of surplus capacity in neighbouring less popular schools should not in itself prevent the addition of new places.

Comment: This proposal is related to removing sixth form capacity at the school, rather than being linked to the creation of new school places.

The school has undertaken a lot of work to promote its sixth form provision by working with local 11-16 schools and designing its curriculum offer to appeal to more young people but, unfortunately, this has not had the desired impact.

In the 2017/18 academic year, there are 97 students in the sixth form, with 52 in Year 12 and 45 in Year 13. This is fewer students than the previous academic year and will result in a further reduction to the funding allocation the school receives from the ESFA.

As outlined above, the school's sixth form provision is the 4<sup>th</sup> most popular choice, with young people from the Fylde district choosing to go to three more popular institutions to access their post 16 provision.

### School size

DfE guidance: Decision-makers should not make blanket assumptions that schools should be of a certain size to be good schools, although the viability and cost-effectiveness of a proposal is an important factor for consideration. The decision-maker should also consider the impact on the LA's budget of the need to provide additional funding to a small school to compensate for its size.

Comment: The table below shows the student number and funding allocations the school has received from the ESFA in recent years:

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
Student Numbers	232	189	245	207	152	145
Funding	£1,044,655	£866,471	£1,032,776	£912,155	£684,912	£622,735

The average ESFA student number allocation for the school sixth forms and academies in Lancashire was 236 in 2014/15, 225 in 2015/16, 217 in 2016/17 and 209 in 2017/18. This shows that the school's student numbers have been below average in the last three years and, with 97 students on roll at present, are significantly below the average level in the current year.

The DfE's statutory guidance, Making 'Prescribed Alterations' to Maintained Schools, published in April 2016, sets out a number of guidelines which should be considered for proposals to open new sixth form provision and one of these is that the proposed sixth form will provide places for a minimum of 200 students. As shown by the numbers above, the sixth form at the school is significantly below this level. There is a concern that the small number of students in the sixth form means that it is not financially viable and keeping the sixth form open does not demonstrate value for money.

#### Proposed admission arrangements

DfE guidance: In assessing demand, the decision-maker should consider all expected admission applications, not only from the area of the LA in which the school is situated.

Before approving a proposal that is likely to affect admissions to the school the decision-maker should confirm that the admission arrangements of the school are compliant with the School Admissions Code.

Comment: Should this proposal be approved, the school will no longer admit 16-18 year old students and its admission policy will be amended to reflect this. The admissions team within Lancashire County Council will be made aware of this outcome to ensure that the correct information is available on our website.

In the 2016/17 academic year, the school recruited seven students from the Blackpool local authority area. Should this proposal be approved, colleagues from Blackpool Council will be made aware of this.

#### National curriculum

DfE guidance: All maintained schools must follow the National Curriculum unless they have secured an exemption for groups of pupils or the school community.

Comment: As this proposal relates to the sixth form element of the school, there is no link to the national curriculum. The national curriculum does not apply to key stage 5/post 16 provision.

### Equal opportunity issues

DfE guidance: The decision-maker must have regard to the Public Sector Equality Duty (PSED) of LAs/governing bodies, which requires them to have 'due regard' to the need to: eliminate discrimination; advance equality of opportunity; and foster good relations.

The decision-maker should consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example that where there is a proposed change to single sex provision in the area, there is equal access to single sex provision for the other sex to meet parental demand. Similarly there should be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.

Comment: Please refer to the Equality Impact Assessment at Appendix 'D'.

No equal opportunities issues have been raised during the representation period and this proposal does not discriminate against any specific groups of young people.

### Community cohesion

DfE guidance: Schools have a part to play in providing opportunities for young people from different backgrounds to learn with, from and about each other; by encouraging, through their teaching, an understanding of, and respect for, other cultures, faiths and communities. When considering a proposal, the decision-maker must consider its impact on community cohesion. This will need to be considered on a case-by-case basis, taking account of the community served by the school and the views of different sections within the community.

Comment: Please refer to the Equality Impact Assessment at Appendix 'D'.

No responses received during the consultation period made any reference to an adverse impact on the community or on community cohesion.

### Travel and accessibility

DfE guidance: Decision-makers should satisfy themselves that accessibility planning has been properly taken into account and the proposed changes should not adversely impact on disadvantaged groups.

The decision-maker should bear in mind that a proposal should not unreasonably extend journey times or increase transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable walking or cycling routes.

Comment: Please refer to the Equality Impact Assessment at Appendix 'D'.



## Funding

DfE guidance: The decision-maker should be satisfied that any land, premises or necessary funding required to implement the proposal will be available and that all relevant local parties (e.g. trustees or religious authority) have given their agreement. A proposal **cannot** be approved conditionally upon funding being made available.

Comment: No land, premises or funding are required to implement this proposal.

Funding for 16-18 year olds comes from the ESFA. If approved, there will be no such students at the school in the future, therefore the impact will be that the school will no longer receive a funding allocation from the ESFA. This will not affect the funding for the 11-16 year olds at the school. However, if the decision is taken to close the sixth form, the capacity currently used by the sixth form could offer the opportunity for the school to increase the number of places offered to 11-16 aged pupils, which would attract their own revenue funding.

## School premises and playing fields

DfE guidance: Under the School Premises Regulations all schools are required to provide suitable outdoor space in order to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely.

Comment: If approved, this proposal will mean that the school no longer needs to accommodate a sixth form, thereby creating additional capacity for the 11-16 year old provision. Should this be the case, LCC officers will discuss with the school how this additional capacity could be utilised in future years.

There will be no adverse impact on the school's playing fields as a result of this proposal.

## **Conclusion**

As can be seen from the information outlined above, the consultation only received a low number of responses and the process has not highlighted any issues or concerns for specific groups of young people who may be adversely affected by this proposal. Whilst bearing in mind the projected increase in 16-18 year olds in the district in future years, the proposal remains unchanged.



# Equality Analysis Toolkit

The Future of Carr Hill High School and Sixth Form Centre's Post 16 Provision

March 2018

## **What is the Purpose of the Equality Decision-Making Analysis?**

The Analysis is designed to be used where a decision is being made at Cabinet Member or Overview and Scrutiny level or if a decision is being made primarily for budget reasons. The Analysis should be referred to on the decision making template (e.g. E6 form).

When fully followed this process will assist in ensuring that the decision-makers meet the requirement of section 149 of the Equality Act 2010 to have due regard to the need: to eliminate discrimination, harassment, victimisation or other unlawful conduct under the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard means analysing, at each step of formulating, deciding upon and implementing policy, what the effect of that policy is or may be upon groups who share these protected characteristics defined by the Equality Act. The protected characteristics are: age, disability, gender reassignment, race, sex, religion or belief, sexual orientation or pregnancy and maternity – and in some circumstances marriage and civil partnership status.

It is important to bear in mind that "due regard" means the level of scrutiny and evaluation that is reasonable and proportionate in the particular context. That means that different proposals, and different stages of policy development, may require more or less intense analysis. Discretion and common sense are required in the use of this tool.

It is also important to remember that what the law requires is that the duty is fulfilled in substance – not that a particular form is completed in a particular way. It is important to use common sense and to pay attention to the context in using and adapting these tools.

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed) or EHRC guidance - [EHRC - New public sector equality duty guidance](#). The supporting document, Equality Information and the Equality Duty: A guide for public authorities, may also be used for reference as necessary.

This toolkit is designed to ensure that the section 149 analysis is properly carried out, and that there is a clear record to this effect. The Analysis should be completed in a timely, thorough way and should inform the whole of the decision-making process. It must be considered by the person making the final decision and must be made available with other documents relating to the decision.

The documents should also be retained following any decision as they may be requested as part of enquiries from the Equality and Human Rights Commission or Freedom of Information requests.

Support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting [AskEquality@lancashire.gov.uk](mailto:AskEquality@lancashire.gov.uk).

Specific advice on completing the Equality Analysis is available from Jeanette Binns in the Equality and Cohesion Team.

## **Name/Nature of the Decision**

Proposal to discontinue the post 16 sixth form provision at Carr Hill High School and Sixth Form Centre by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019.

## **What in summary is the proposal being considered?**

Under The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, the local authority must be both the proposer and the decision-maker for this type of significant change and carry out a statutory consultation process. The proposal to lower the age range of the school is based on concerns about its low and reducing student numbers and a narrowing curriculum offer, both of which are impacting on the financial viability of the school.

If the proposal is approved, the school would not enrol any students to the sixth form in September 2018. This would mean that there would only be year 13 students in the sixth form and these would be the students who are currently in year 12. This will allow them to complete their study programme at the school, without having to move to an alternative provider partway through their course.

Is the decision likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected? If so you will need to consider whether there are equality related issues associated with the locations selected – e.g. greater percentage of BME residents in a particular area where a closure is proposed as opposed to an area where a facility is remaining open.

The proposal, if approved, is likely to impact mainly on young people from the Fylde area. Based on the students accessing the sixth form at the school in the 2016/17 academic year, 95% of students were from Lancashire and 5% were from Blackpool. Of the students from Lancashire, 90.6% were from Fylde, 8.0% were from Preston and 1.4% were from South Ribble. It is not expected that the impact will be significant as the number of students accessing the sixth form have been reducing over a number of years and no concerns or issues were raised during the representation period by anyone from an ethnic background that we are aware of.

There are no specific concerns in relation to an adverse impact on BME students. Based on the 2016/17 academic year data, 1.4% of students were from an Asian background, 1.4% were from a Black background, 1.4% were from a mixed background and 8.3% were from an 'other' background. This amounted to 18 students in total. Young people from a BME background who are resident in the Fylde district accessed seven FE providers and two other school sixth forms in the 2016/17 academic year, including those highlighted as alternative providers in this report. It should be noted that one of these school sixth forms is Lytham St Annes Technology and Performing Arts College. A decision has been taken to permanently lower the age range of this school from 11-18 years to 11-16 years, with effect from 31 August 2018 so this will no longer be an alternative option for young people wishing to access post 16 provision. BME young people followed provision from 13 sector subject areas, showing that there are a wide range of alternative options

already being accessed by students from these backgrounds.

Should the decision be taken to close the sixth form, the school will need to make some staffing reductions in both 2018 and 2019.

**Could the decision have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:**

- Age
- Disability including Deaf people
- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership Status

In considering this question you should identify and record any particular impact on people in a sub-group of any of the above – e.g. people with a particular disability or from a particular religious or ethnic group.

It is particularly important to consider whether any decision is likely to impact adversely on any group of people sharing protected characteristics to a disproportionate extent. Any such disproportionate impact will need to be objectively justified.

Yes. The proposal is focused on provision for young people aged 16-18 years old.

The latest full year data available for the sixth form provision delivered by Carr Hill High School and Sixth Form Centre is for the 2016/17 academic year. This shows the following information in terms of student characteristics:

- 145 students accessing the sixth form provision at the school. Of which:
  - 46% were female and 54% were male
  - 87.6% were from a White background, 1.4% were from an Asian background, 1.4% were from a Black background, 1.4% were from a mixed background and the remaining 8.3% were from an ethnic background defined as 'other'

The school has confirmed that, in 2016/17, there was one student in the sixth form who had an Education and Health Care Plan (EHCP) and that there were no students with a disability. In 2017/18, there are no students in the sixth form with an EHCP or a disability.

If you have answered "Yes" to this question in relation to any of the above characteristics, – please go to Question 1.

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the decision-making papers.

(It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)

### Question 1 – Background Evidence

What information do you have about the different groups of people who may be affected by this decision – e.g. employees or service users (you could use monitoring data, survey data, etc to compile this). As indicated above, the relevant protected characteristics are:

- Age
- Disability including Deaf people
- Gender reassignment/gender identity
- Pregnancy and maternity
- Race/Ethnicity/Nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership status (in respect of which the s. 149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act).

In considering this question you should again consider whether the decision under consideration could impact upon specific sub-groups e.g. people of a specific religion or people with a particular disability. You should also consider how the decision is likely to affect those who share two or more of the protected characteristics – for example, older women, disabled, elderly people, and so on.

On 7 December 2017, Cabinet gave approval for the local authority to publish a statutory notice to consult on the proposal to discontinue the post 16 sixth form provision at Carr Hill High School and Sixth Form Centre by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019. As can be seen from this, the proposal will have a potential impact on 16-18 year olds who wish to continue in education or training.

The latest full year data available for the sixth form provision delivered by Carr Hill High School and Sixth Form Centre is for the 2016/17 academic year. This shows the following information in terms of student characteristics:

- 145 students accessing the sixth form provision at the school. Of which:
  - 46% were female and 54% were male
  - 87.6% were from a White background, 1.4% were from an Asian background, 1.4% were from a Black background, 1.4% were from a mixed background and the remaining 8.3% were from an ethnic background defined as 'other'

As can be seen from this information, there were slightly more male students than females in 2016/17. This equates to 13 more male students.



The school has confirmed that, in 2016/17, there was one student in the sixth form who had an Education and Health Care Plan (EHCP) and that there were no students with a disability. In 2017/18, there are no students in the sixth form with an EHCP or a disability.

Whilst the data shows that no students in the sixth form had an EHCP, the school must be aware that any such students wishing to access post 16 provision in the future will need to have a clear agreed transition plan in place to ensure a successful and sustained progression to another post 16 provider.

From reviewing this data, it can be seen that of all the young people from the school's main catchment area of Fylde, 80.7% access post 16 provision at the alternative local providers outlined in this report. Only 9.4% access post 16 provision at the school. The remaining young people accessed provision at 21 other post 16 providers, excluding Lytham St Annes Technology and Performing Arts College.

## **Question 2 – Engagement/Consultation**

How have you tried to involve people/groups that are potentially affected by your decision? Please describe what engagement has taken place, with whom and when.

Please ensure that you retain evidence of the consultation in case of any further enquiries. This includes the results of consultation or data gathering at any stage of the process.

The statutory representation period took place from 18 December 2017 to 2 February 2018, which is longer than the minimum four week period suggested within DfE guidance 'School Organisation: Maintained Schools: Guidance for Proposers and Decision Makers' published in April 2016, to account for the Christmas holiday period. This consisted of a statutory public notice being issued in the local newspaper and copies of the public notice being displayed on the school gates, in the school reception and also in local libraries and in the reception of Fylde Borough Council's main office.

The public notice and the statutory proposal were sent to a wide range of stakeholders, including County Councillors, the Fylde, Lancaster and Wyre Children's Partnership Board, parish councils and union representatives. LCC also published the information on the School Organisation Review section of its website. In addition to this, the school wrote to all parents and carers to inform them of this process and included all the relevant information on their website.

Three responses were received during the representation period. Two of these objected to the proposal and one neither agreed nor disagreed with it. The issues and objections raised were based on the following issues:

- The availability and accessibility of alternative post 16 providers;
- The future increase in cohort size and amount of house building in the area;
- The impact on 11-16 year old pupils;

- The timing of the consultation announcement;
- Whether a financial solution can be found; and
- The future use of the sixth form accommodation.

### **Question 3 – Analysing Impact**

Could your proposal potentially disadvantage particular groups sharing any of the protected characteristics and if so which groups and in what way?

It is particularly important in considering this question to get to grips with the actual practical impact on those affected. The decision-makers need to know in clear and specific terms what the impact may be and how serious, or perhaps minor, it may be – will people need to walk a few metres further to catch a bus, or to attend school?

Will they be cut off altogether from vital services? The answers to such questions must be fully and frankly documented, for better or for worse, so that they can be properly evaluated when the decision is made.

Could your proposal potentially impact on individuals sharing the protected characteristics in any of the following ways:

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities
- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?
- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?
- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

If this proposal is approved, the sixth form provision at the school will be discontinued, through the permanent lowering of the age range from 11-18 years old to 11-16 years old. This will mean that any young people wishing to participate in post 16 education or training will need to access an alternative provider, where they will have access to a wider curriculum choice than was available at the school. Further to this, the school is currently running courses with very small group sizes and this may not be the best learning environment for some young people. For example, in 2017/18, there are three courses with only one student. With the number of students accessing the sixth form reducing, the curriculum offer in 2018/19 would be reduced.

If the decision is taken to permanently lower the age range of the school from 11-18 years to 11-16 years, the school will work with all pupils in the remaining part of the

school to provide them with high quality, impartial advice and guidance on the different options available to them once they leave school, in line with their statutory duty.

There is currently one pupil in Year 11 who has an EHCP and the school does not foresee any issues with this pupil progressing to an alternative provider.

The closest alternative post 16 providers measured by a car journey from the school are:

Cardinal Newman College	8.8 miles
Preston's College	8.8 miles
Myerscough College	9.4 miles
Blackpool Sixth Form College	10.6 miles
Blackpool and Fylde College	11.4 miles

With regard to OfSTED ratings, three of the colleges mentioned above are 'Outstanding', one is 'Good' and one is 'Requires Improvement'.

If approved, it is not expected that the implementation of this proposal will have an adverse impact on any particular groups as there is high quality alternative provision available within a reasonable travelling distance. It should be noted that the distances quoted above are from the school's site, therefore, these distances will vary depending on where young people live.

Whilst the information above makes reference to car journeys, it is acknowledged that young people accessing post 16 provision are more likely to be travelling by bus. With this in mind, using information from [www.traveline.info](http://www.traveline.info) and using the bus stop at Market Square in Kirkham as the start and end point, a summary of the journeys to the alternative providers listed above is as follows:

- Cardinal Newman College – taking the number 75 bus, a journey to/from Preston bus station takes approximately 30 minutes and then it is a 10 minute walk to/from the college. There is one bus an hour. The number 61 bus runs regularly throughout the day and takes approximately 35 minutes to/from Preston city centre, with a 10 minute walk to/from the college. There are two buses in the morning which stop outside the college. In terms of train travel, there is currently a bus replacement service between Preston and Kirkham and Wesham train stations whilst the train line is being upgraded so there is no train timetable available at the time of writing this assessment. The bus replacement service between Kirkham and Wesham and Preston train stations takes approximately 25 minutes. It takes approximately 15 minutes to walk to the college from Preston train station.
- Preston's College – taking the number 75 or 61 and 4C or 19 buses, a journey to/from the college takes approximately an hour. These buses run regularly throughout the day. The number 61 bus runs directly from the college to Market Square in Kirkham at the end of the day during term time.
- Blackpool Sixth Form College – taking the number 75 and 2C

buses, a journey to/from the college takes approximately 40 minutes. The buses run regularly throughout the day. It is also possible to take the number 853 and 77 buses and this takes just under an hour to get to the college. Please note that the number 853 bus only runs twice a day, leaving Kirkham just after 8am in the morning and arriving back at 17.30pm. The college also runs a free bus service to and from Kirkham. This runs twice a day, once for the start of the college day and once at the end, and eligibility is based on a first come, first served basis. This service is in operation in 2017/18 but there is no information on the college's website as to whether this will be available in 2018/19.

- Blackpool and Fylde College – taking the number 76 and 24 buses, a journey to/from the college takes approximately one hour 30 minutes. This journey includes a 20 minute walk to the college. In addition, the number 76 bus runs seven times a day and the number 24 is every half an hour. It is also possible to take the train from Kirkham and Wesham station to Layton station and then the number 9 bus to the college. This journey takes just less than one hour 30 minutes. As mentioned above, there is currently a bus replacement service running whilst the train line is being upgraded so there is no train timetable available at the time of writing this assessment.
- Myerscough College – the college runs a direct bus which stops in Kirkham, Freckleton and Warton. This is the number 853 and there is one bus to the college in the morning and one from the college at the end of the day. This journey takes 30 minutes. It is also possible to get to the college by taking the number 75 into Preston city centre and then the college bus, number 437, to the college. This journey takes approximately one hour 30 minutes. The college also runs a shuttle bus every 20 minutes to transport students to/from Garstang Road if they get a bus which stops in Bilsborrow.

Should young people experience an increase in travel costs which may prevent them from participating, they may be eligible to access financial support through the 16-19 Bursary Fund, which colleges and school sixth forms receive from the Education and Skills Funding Agency.

Should the decision be taken to close the sixth form, the school will need to make some staffing reductions in both 2018 and 2019.

#### **Question 4 –Combined/Cumulative Effect**

Could the effects of your decision combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

For example - if the proposal is to impose charges for adult social care, its impact on disabled people might be increased by other decisions within the County Council (e.g. increases in the fares charged for Community Transport and reductions in respite care) and national proposals (e.g. the availability of some benefits). Whilst LCC cannot control some of these decisions, they could increase the adverse effect of the proposal. The LCC has a legal duty to consider this aspect, and to evaluate the decision, including mitigation, accordingly.

If Yes – please identify these.

None anticipated

### **Question 5 – Identifying Initial Results of Your Analysis**

As a result of your analysis have you changed/amended your original proposal?  
Please identify how, for example:

- Adjusted the original proposal – briefly outline the adjustments
- Continuing with the Original Proposal – briefly explain why
- Stopped the Proposal and Revised it - briefly explain

No – the original proposal has not been changed or amended.

### **Question 6 - Mitigation**

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated. Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

Also consider if any mitigation might adversely affect any other groups and how this might be managed.

Mitigations against the potential adverse effects of the decision being taken to permanently lowering the age range at the school are as follows:

- Should young people experience an increase in travel costs which may prevent them from participating, they may be eligible to access financial support through the 16-19 Bursary Fund, which colleges and school sixth forms receive from the Education and Skills Funding Agency;
- Students who are currently in Year 12 will be able to complete their study programme at the school during the 2018/19 academic year so that they do not have to move to an alternative provider partway through their course; and
- The school will work with all pupils in the school to provide them with high quality, impartial advice and guidance on the different options available to them once they leave school, in line with their statutory duty.

### **Question 7 – Balancing the Proposal/Countervailing Factors**

At this point you need to weigh up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of your analysis. Please describe this assessment. It is important here to ensure that the assessment of any negative effects upon those sharing protected characteristics is full and frank. The full extent of actual adverse impacts must be acknowledged and taken into account, or the assessment will be inadequate. What is required is an honest evaluation, and not a marketing exercise. Conversely, while adverse effects should be frankly acknowledged, they need not be

overstated or exaggerated. Where effects are not serious, this too should be made clear.

The proposal has been made in accordance with by The Education and Inspections Act 2006; The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and DfE guidance 'School Organisation: Maintained Schools: Guidance for Proposers and Decision Makers'. The Cabinet report dated 7 December 2017 and the Cabinet report dated 8 March 2018 provide full reasons for the proposal and the possible impact, should this be approved. In summary, the proposal is based on concerns about the long term financial viability of the whole school and is linked to the reducing number of students in the sixth form.

Local authorities have a statutory duty to secure sufficient and suitable education and training provision to meet the reasonable needs of all young people in their area. From producing this assessment, the local authority is satisfied that, if approved, the impact on young people is not expected to be significant. This is based primarily on the fact that the number of students accessing the sixth form have been reducing over the years.

The 16-18 year old cohort in Fylde is projected to increase by 14.89% from 2018 to 2028, which amounts to 353 young people. In addition to this, Fylde Borough Council is planning to build at least 2,800 houses over the next five years, with further developments taking place after that. The projected population increase and new housing will result in more 16-18 year old young people in the district requiring a suitable education or training place. Whilst Carr Hill High School and Sixth Form Centre is the only school sixth form in the district, it can be seen from this report that there are other providers in neighbouring areas within a reasonable travelling distance and which young people are currently accessing. However, as the 16-18 year old population grows, the local authority may be faced with an issue in the future in relation to there being sufficient and suitable post 16 education and training places available in the area.

### **Question 8 – Final Proposal**

In summary, what is your final proposal and which groups may be affected and how?

The proposal is to discontinue the post 16 sixth form provision at Carr Hill High School and Sixth Form Centre by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2019. The particular group affected by this are 16-18 year olds who may have wished to access post 16 provision at the school in the future.

### **Question 9 – Review and Monitoring Arrangements**

Describe what arrangements you will put in place to review and monitor the effects of your proposal.

Once a decision has been taken to permanently lower the school's age range from 11-18 years to 11-16 years, with effect from 31 August 2019, the authority is legally

obliged to implement the proposal.

Equality Analysis Prepared By: Sarah Hirst

Position/Role: Skills and Employability Lead

Equality Analysis Endorsed by Line Manager and/or Chief Officer: Ajay Sethi, Head of Learning and Skills

Decision Signed Off By: Ajay Sethi; Cabinet Member for Children, Young People and Schools

Cabinet Member/Chief Officer or SMT Member: Ajay Sethi; Cabinet Member for Children, Young People and Schools

**Please remember to ensure the Equality Decision Making Analysis is submitted with the decision-making report and a copy is retained with other papers relating to the decision.**

Where specific actions are identified as part of the Analysis please ensure that an EAP001 form is completed and forwarded to your Directorate's contact in the Equality and Cohesion Team. Directorate contacts in the Equality & Cohesion Team are:

Karen Beaumont – Equality & Cohesion Manager  
[Karen.beaumont@lancashire.gov.uk](mailto:Karen.beaumont@lancashire.gov.uk)  
Contact for Adult & Community Services Directorate

Jeanette Binns – Equality & Cohesion Manager  
[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)  
Contact for Environment Directorate, Lancashire County Commercial Group and One Connect Limited

Saulo Cwerner – Equality & Cohesion Manager  
[Saulo.cwerner@lancashire.gov.uk](mailto:Saulo.cwerner@lancashire.gov.uk)  
Contact for Children & Young Peoples Directorate

Pam Smith – Equality & Cohesion Manager  
[Pam.smith@lancashire.gov.uk](mailto:Pam.smith@lancashire.gov.uk)  
Contact for Office of the Chief Executive and the County Treasurer's Directorate

Thank you





**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report of the Head of Service - Children and Family Wellbeing Service****Part I**Electoral Divisions affected:  
All**Awarding of Small Grants to Third Sector Groups which are Registered with the Children and Family Wellbeing Service, including Grants to Individual Young People**

Contact for further information:

Ruth Gibson, (01772) 538130), Business Support Officer,  
[ruth.gibson@lancashire.gov.uk](mailto:ruth.gibson@lancashire.gov.uk)**Executive Summary**

This report outlines the work of the District Youth Councils in their role in recommending grant monies to third sector organisations which are registered with the Children and Family Wellbeing Service.

**Recommendation**

The Cabinet is recommended to consider and approve 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, as set out in the report.

**Background and Advice**

In Lancashire, there is already a process for third sector groups which are registered with the Children and Family Wellbeing Service, to apply for small grants for the development of the organisation and for the young people within those organisations who may need help to fund a specific project, i.e. funding for a trip or group activity.

Individual young people can also apply for funding, if they are in need of financial support, which will aid their development and learning, i.e. attendance on an educational course and equipment needed. If these grants are £250.00 or less, the District Youth Council has the authority to approve these. Should any applications be received from individual young people which are for more than £250.00, then currently the Cabinet is asked to consider these, taking into account the views of the District Youth Council.

The details of recent applications received by the registered third sector groups are as follows:

<b>Organisation</b>	<b>District</b>	<b>Summary of Purpose</b>	<b>Amount recommended by District Youth Council (£)</b>
Hyndburn Comets Majorette Troupe	Hyndburn	Uniforms and batons	2,000
Lancashire Boys & Girls Clubs	Burnley, Ribble Valley and Lancaster	PlayStations, TVs, trophies and staffing to hold gaming tournaments	1,499.97
TramShed Theatre Company	Fylde, Wyre and Preston	Arts practitioner wages, programmes and costumes	1,945
The AFC Fylde Community Foundation	Preston	Sporting activities, leadership training, sports coach wages, youth worker wages	0
GHS Youth Club	Preston	Sports equipment, awareness courses, residential trip costs including transport and activities. Sportsmans dinner including, food, stationary and administration costs.	0
Preston Community Development Association	Preston	Pitch hire and go-karting trip.	2,000
Sporting challenge	West Lancs	Activity sessions for young people with disabilities	2,000
		<b>Total</b>	<b>9,444.97</b>

The District Youth Councils have met to consider these applications and have recommended approval of the amounts above based on their assessments.

Both sets of grants can be made under Section 2 of the Local Government Act 2000, which states that "Every local authority is to have the power to do anything which they consider is likely to achieve any one or more of the following objectives:

- The promotion or improvement of the economic well-being of their area
- The promotion or improvement of the social well-being of their area, and
- The promotion or improvement of the environmental well-being of their area."

Section 2 (4) (b) of the 2000 Act includes a specific power to give financial assistance to any person under the well-being provisions.

A sum of grant funding is made available for registered third sector groups. This is to support individual groups or units not supported financially by the County Council, and to support individual young people's learning and development. It is currently administered through the Children and Family Wellbeing Service and in 2017/18 amounts to £111,000. The funding is divided between 12 districts, and 25% of each district's allocation is ring fenced for individual young people's applications. Of the total funding available of £111,000, £83,250 is available to third sector organisations and £27,750 to individual young people.

### Awards made to 28 February 2018

	<b>Total available for 2017-18</b>	<b>Grants Approved to date</b>	<b>Balance available</b>
<b>Grants to Third Sector organisations</b>	£83,250	£20,965.50	£62,284.50
<b>Grants to support individual young people</b>	£27,750	£8,292.10	£19,457.90

The total amounts of awards recommended in this report and supported by the Youth Council are as follows:

Grants to Third Sector Organisations: £9,444.97

Grants to support individual young people: £2,509.10 (There are no grants to individual young people above £250 in this period.)

If these awards are approved by Cabinet, the total allocation of awards and the balance of funding available will be as follows:

	<b>Total available for 2017-18</b>	<b>Grants Approved to date</b>	<b>Balance available</b>
<b>Grants to Third Sector organisations</b>	£83,250	£30,410.47	£52,839.53
<b>Grants to support individual young people</b>	£27,750	£10,552.20*	£17,197.80

\* This includes a grant returned (£249) by a young person who has moved out of the area

### Consultations

N/A

**Implications:**

This item has the following implications, as indicated:

**Risk management**

If these grants are not approved then work to positively engage young people by the voluntary organisations may be at risk.

**Financial**

There is a budget of £111,000 for small grant awards within the Children and Family Wellbeing Service that will be utilised to fund the grant allocations detailed in this report.

**List of Background Papers**

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		

**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report of the Director of Children's Services****Part I**Electoral Divisions affected:  
All**Special Educational Needs and Disabilities (SEND) School Placement Sufficiency and Suitability Plan 2018-21**

(Appendices to follow)

Contact for further information:

David Graham, Tel: (01772) 532713, Head of Service, Special Educational Needs and Disabilities

[david.graham@Lancashire.gov.uk](mailto:david.graham@Lancashire.gov.uk)**Executive Summary**

The Department for Education (DfE) has created a £215 million Special Provision Capital Fund (SPCF) nationally to help local authorities create new school places and improve existing facilities for children and young people aged 0-25 with SEND (Special Educational Needs and Disabilities), with Education, Health and Care (EHC) plans.

This report sets out what requirements the local authority needs to meet to receive the conditional funding allocation of £2,049,599.

This decision is time limited as the DfE requires publication of the local authorities SEND capital intentions by 14 March 2018 to release the funding.

A draft short plan of recommendations on how to spend the Special Provision Capital Fund (SPCF) will be presented to Cabinet in additional Appendices to this report once the consultation and audit of all Lancashire's Special School estate have been completed.

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 short plan of recommendations on how to spend the Special Provision Capital Fund (SPCF) to be published on the Local Offer by March 14<sup>th</sup> 2018.

This decision should be implemented immediately for the purposes of Standing Order 35 as any delay could adversely affect the execution of the County Council's responsibilities. The reason for this is that the local authorities SEND capital intentions must be published by 14<sup>th</sup> March 2018 in order to release the funding.

## Background and Advice

There are currently 28 special schools in Lancashire offering a range of specialisms in the needs of CYP with SEND, with an estimated 90% of these schools operating at over intended capacity. The schools are under increasing pressure due to medical advances, rise in population and earlier assessments around primary needs. Most schools are reporting increased numbers of visits and this increased demand is adding pressure in many areas across the educational estate. This is also mirrored nationally and is the rationale behind this additional government funding.

Due to the increase in demands, the County Council will prioritise auditing and analysis of special schools, short stay schools and special educational resource facilities. Only Ofsted rated 'good' or 'outstanding' educational provisions are to be considered for the DfE funding as set out in the SPCF criteria.

## DfE Special Provision Capital Fund (SPCF)

The DfE has committed £215 million of capital funding to help local authorities create new school places and improve existing facilities for children and young people with SEND, in consultation with parents and providers.

In total, Lancashire County Council was conditionally allocated £2,049,599 (2018-21). The funding is aimed to increase the capacity of Lancashire SEND school special provision. Local authorities can use the funding to invest in new places and improvements to facilities for pupils with EHC plans aged between 0-25 years.

An initial grant instalment of £488,467 was received from the DfE in January 2017, with permission to carry over to the financial year 2017/18. The Capital Funding detailed in the table below will only be released following consultation and publication of the strategic plan.

The purpose of the initial grant instalment is to undertake a suitability and sufficiency audit of Lancashire's SEND educational estate. This will be used to produce an overview of the current situation, past and projected future trends which will inform how best to invest in the estate to meet the needs of CYP with SEND and parent carers of those children and young people.

<b>Special Provision Capital Fund allocation for Lancashire County Councils (LCC)</b>			
<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Total Allocation</b>
£683,200	£683,200	£683,200	£2,049,599

Local authorities are required to publish the outcomes of these reviews in the form of strategic plans to demonstrate transparency and accountability. The DfE then require the County Council to complete a 'short plan' return explaining:

1. What Lancashire County Council intends to invest the funding in
2. What benefits these investments will bring
3. How Lancashire County Council's decisions reflect our consultees' views

The 'short plan' must be published on Lancashire County Council's Local Offer by Wednesday 14 March 2018 to release the first year's DfE funding allocation (2018/19) of £683,200. The plan must then be annually reviewed with full consultation being undertaken with all stakeholders and updated on the Local Offer to receive the subsequent years funding (2019-21).

Further information and guidance on how to carry out this review and planning work, and on implementing the plans, is available in the high needs national funding formula consultation document <https://consult.education.gov.uk/funding-policy-unit/high-needsfunding-reform-2> (chapter 4).

## **Lancashire County Council Schools Capital Funding**

In addition to the DfE SPCF funding, the County Council has allocated £6m from the DfE Schools Basic Need grant capital funding for delivery over the next three financial years (March 2018-21). This additional funding is intended to increase sufficiency and suitability of school placements across Lancashire for CYP with SEND. In line with the provisions set out in the School Place Provision Strategy 2017/18 to 2019/20 this will provide additional places in settings which are judged good or outstanding by Ofsted.

## **Consultation**

Since January 2017, the SEND Head of Service and Capital Property Asset Managers have carried out various school site visits for consultation with head teachers and school staff.

- SEND service consultation day July 2017 "Informing Schools"
- Head of Service briefing to Primary Heads in Lancashire (PHIL)
- Head of Service briefing to Lancashire Special Schools Head Teacher Association (LSSHTA)
- Ongoing site visits and consultation with all Special Schools, Special Educational Resource Facility (SERF), Short Stay Schools to be completed by Feb 2018
- Ongoing site visits and consultation with educational provision that provide education to those with Education Health and Care (EHC) Plans aged 0-25
- Consultation with parent/carers and CYP will be carried out via Lancashire's 12 Local Parent Carer forums, Participate Opportunity Wining Achievement Respect (POWAR) group, Local Offer, Twitter, Facebook
- SEND Reforms Board

- SEND service will publish a short plan of intentions on 14 March 2018. Following this publication a full statutory consultation will take place from March - May 2018

This work will be overseen by a specialist project group reporting into the SEND senior management team

**Implications:**

This item has the following implications, as indicated:

**Risk management**

To meet the criteria for the DfE funding, the County Council must publish the initial intentions for SPCF spend ready for the next phase of formal consultation on 14 March 2018. Failure to publish the local authority's initial intentions would result in the local authority not receiving the allocated SPCF funding. This would impact on the ability of the local authority to meet the increasing demands on capacity across its educational estate and potentially have negative impact on CYP with SEND and their families.

Data analysis demonstrates that there has been a year on year increase over the past five years for school SEND placements within Lancashire. Failure to increase SEND school placements across Lancashire's estate will mean that out of county and out of area placements will increase.

**Equality and Cohesion**

An Equality Analysis will be undertaken when the intention to consider the increase in capacity of SEND school placements is proposed.

**List of Background Papers**

Paper	Date	Contact/Tel
<a href="#">SPCF</a>	2017	David Graham/(01772) 532713

Reason for inclusion in Part II, if appropriate

N/A



**Report to the Cabinet**

Meeting to be held on Thursday, 8 March 2018

**Report of the Head of Libraries, Museums, Culture and Registrars****Part I**

Electoral Divisions affected:  
All

**Library Opening Hours Review 2018**

(Appendices 'A' –'B' refer)

Contact for further information:

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**Executive Summary**

This report proposes a model of banding for libraries be adopted based upon a pattern of opening hours within each library that should be implemented across all county council libraries following a countywide public consultation exercise.

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

**Recommendation**

That the proposed banding model for library opening hours set out in Appendix 'A' be adopted and implemented as early as practically possible, following a consultation period with the Trade Unions and employees.

**Background and Advice**

Officers in the library service have reviewed the opening hours of library buildings and propose a categorisation of all libraries into four bands of opening hours provision.

The banding allocation for each library has been identified following detailed analysis of library usage, local population need and other library service provision in the geographical area.

The proposed banding is aimed at introducing greater consistency of access to libraries across Lancashire. This system will provide better geographical coverage of late opening hours within each district council area in the county.

The proposed bandings are as follows:

Band A - open for 50 hours over six days every week (with the exception of the Harris Library in Preston which opens an additional five hours on a Sunday so that the public can use the library as well as the museum).

Band B - open for 42 hours over six days every week

Band C - open for 34 hours over five days every week

Band D – open for 18 hours over four days every week

Following Cabinet agreement on the 14 September 2017 officers undertook a comprehensive public consultation between the 2 October and 26 November 2017, the results of which are detailed in the Library opening hours consultation 2017 report (available as a background paper).

Overall, of those residents and visitors to Lancashire who chose to respond to the consultation, about three fifths of people said they will be able to use their chosen library buildings during the proposed opening hours with no problems. A further fifth said they would be able to use their chosen library but that it will be a little bit more difficult than it is now.

There was nothing in the consultation findings which suggested any objection to the concept of the implementation of a banding model across county council libraries.

There were, however, a number of areas where consultation proposals regarding opening hours clearly did not fit with the expressed requirements of local communities. In these cases, and, as far as resources will allow, the proposals have been amended to reflect the concerns of respondents to the consultation. These changes can be seen in detail in Appendix 'A'.

## **Consultations**

A public consultation has been undertaken during which paper questionnaires were made available in the 47 county council libraries currently open and online questionnaires were available at [www.lancashire.gov.uk](http://www.lancashire.gov.uk).

Local partner organisations such as friends groups were made aware of the consultation process by local library staff and encouraged to take part.

The consultation period ran for eight weeks from 2 October until 26 November 2017. In total, 2,338 completed questionnaires were returned (1,351 paper questionnaire responses and 987 online questionnaire responses).

## **Implications:**

This item has the following implications, as indicated:

### **Risk management**

If these recommendations are not adopted the implications are as follows:

#### Financial

The proposed model opening hours will allow the service to implement consistent working hours thereby improving its ability to manage staff rota's effectively and deploy staff to cover leave and sickness absence as required. It is anticipated that this will lead to a small reduction in full time equivalent Library Officers and Library Assistants required, resulting in a budget saving of circa £44,000 per annum.

#### Reputational

Following a widely publicised consultation the county council may be perceived as not responding to the feedback from service users if the proposals in this report are not adopted.

There have been some alternative views from consultees in some areas regarding the reduction of hours at certain libraries although there has been a net gain in opening hours across Lancashire as a whole. The high number of responses we have received from Lancashire residents and visitors during the consultation period has meant that this has been a meaningful consultation resulting in a large number of amendments to the original proposals. This high level of engagement has been achieved through actively promoting the exercise via the county council's social media channels and website as well as in-branch promotion and the opportunity for people to respond both online and, if preferred, on paper.

#### Personnel

If the recommendations in this report are agreed, there will be a need to amend the library establishment, the impact on current employees will be related to contractual working hours, working (rota) pattern and in two cases a change of location. There will need to be consultation about these changes with the Trade Unions and the employees who work in the affected libraries. There is the potential for some of these changes to be considered significant by the current employees, however there is no reduction in the numbers of posts and there will therefore be a post that can be offered to all of the current employee group that are affected by these proposals. It is proposed to undertake a four week employee consultation period and subject to the outcome of this consultation, the target for implementation of the new structure and new opening hours will be 1 July 2018. The normal County Council workforce agreements will apply in terms of managing the changes.

## Equality and Cohesion

A full Equality Analysis has been carried out and this is Appendix B of this report. The analysis concludes that the service does not consider that there will be any substantial detriment to groups of people with protected characteristics if the proposals as they have been revised and are being recommended are accepted. The service has made a number of changes following the consultation exercise, taking into account views expressed by various groups including those with protected characteristics.

### **List of Background Papers**

Paper	Date	Contact/Tel
A revised strategy for Lancashire's libraries 2016-21		Julie Bell, Head of Libraries, Museums, Culture and Registrars
Consultation of library opening hours – Have Your Say questionnaire	October/November 2017	Steve Lloyd Tel: 07876 452678 Gareth Jones Tel: 01772 534007,
Library opening hours consultation 2017 report		Steve Lloyd Tel: 07876452678 Gareth Jones Tel: 01772 534007
Reason for inclusion in Part II, if appropriate		
N/A		

**Library opening hours review 2017/18 – Revised recommendations on opening patterns following public consultation**

Library, district, and proposed banding	Current as is opening pattern	Proposed opening pattern	Recommended opening pattern following consultation – change highlighted	Comments
Burnley, Burnley A	Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-4pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm	Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm	<p>Recommend that Monday is the late night opening. This might not give as much late night spread across the cluster but Monday is clearly the busier and preferred night for customers to come to the library.</p> <p>The area is very congested when Burnley FC are at home but this isn't every Saturday. Customers can choose to leave the library earlier before the football is due to finish. It could be confusing to customers if Burnley is open until 5pm but say 2pm when Burnley FC are playing at home.</p>

Coalclough, Burnley C	Monday 9:30am - 5pm Tuesday 9:30am - 5pm Wednesday Closed Thursday 9:30am - 5pm Friday 9:30am - 5pm Saturday 9:30am - 2:30pm	Monday 9am-5pm Tuesday 9am-1pm Wednesday Closed Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am-1pm Wednesday Closed Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.
Padiham, Burnley C	Monday 9:30am - 7pm Tuesday Closed Wednesday 9:30am - 5pm Thursday 9:30am - 7pm Friday 9:30am - 5pm Saturday 9:30am - 1pm	Monday 9am-5pm Tuesday Closed Wednesday 9am-7pm Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday Closed Wednesday 9am-7pm Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	Concerned about the loss of the late night Thursday opening hours.  Better cover is provided over the district if Wednesday remains as late night.  Recommend to accept original proposal.

<p>Adlington, Chorley C</p>	<p>Monday 9:30am -12:30pm 1:30pm -7pm Tuesday 1:30pm - 5pm Wednesday Closed Thursday 9:30am - 12:30pm 1:30pm - 5pm Friday 9:30am - 12:30pm, 1:30 - 7pm Saturday 9:30am -12:30pm</p>	<p>Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday Closed Friday 9am-5pm Saturday 9am-1pm</p>	<p>Monday 9am-7pm Tuesday 9am-5pm Wednesday Close Thursday 9-1pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>Respondents who commented on the proposed opening hours for Adlington Library said they disagreed with the proposed Thursday closure, the majority of these respondents were concerned about the toddler group which meets there on a Thursday.</p> <p>Recommend change to reflect concerns of respondents and to close Wednesday instead of Thursday.</p>
<p>Chorley, Chorley A</p>	<p>Monday 9am - 7pm Tuesday 9am - 5pm Wednesday 9am - 5pm Thursday 9am - 5pm Friday 9am - 7pm Saturday 9am - 4pm</p>	<p>Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>While many respondents were happy with the proposed opening times, some respondents would like the library to stay open later on more than one night as there are concerns for those who will be working and unable to access the library before 5pm. Recommend to proceed with proposed hours.</p>

Clayton Green, Chorley B	Monday 9am - 5pm Tuesday 9am - 5pm Wednesday 9am - 7pm Thursday 9am - 1pm Friday 9am - 7pm Saturday 9am - 1pm	Monday 9am-5pm Tuesday 9am-1pm Wednesday 9am-7pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am-1pm Wednesday 9am-7pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm	One issue that was raised by respondents is that more hours in evening would be better for workers and pupils.  Recommend to proceed with proposed hours.
Coppull, Chorley C	Monday 9:30am - 5pm Tuesday 9:30am - 5pm Wednesday Closed Thursday 9:30am - 5pm Friday 12pm - 6pm Saturday 10am - 1pm	Monday 9am-5pm Tuesday 9am-1pm Wednesday 9am-7pm Thursday Closed Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday Close Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	One of the main issues raised by respondents about the proposed hours for Coppull Library was concern at the change in closure day from Wednesday to Thursday. Concern was also expressed that a toddler 'stay and play' session currently held on a Thursday would have to cease.  To reflect concerns of respondents recommend changing the closed day to Wednesday and to open for a half day on Thursday.  Also recommend late opening on Tuesday to



				provide a late night Tuesday opening in the Chorley area.
Eccleston, Chorley C	Monday 9:30am - 6pm Tuesday Closed Wednesday 9:30am - 5pm Thursday 9:30am - 12:30pm Friday 9:30am - 6pm Saturday 9:30am - 12:30pm	Monday 9am-5pm Tuesday Closed Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday Closed Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.
Euxton, Chorley C	Monday 9:30am - 12:30pm, 1:30pm - 7pm Tuesday Closed Wednesday 9:30am - 12:30pm, 1:30pm - 5pm Thursday 9:30am - 12:30pm, 1:30pm - 5pm Friday 1:30pm - 7pm Saturday 9:30am - 12:30pm	Monday 9am-7pm Tuesday Closed Wednesday 9am-5pm Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-7pm Tuesday Closed Wednesday 9am-5pm Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.
Ansdell, Fylde C	Opening times from 7 August 2017 due to St. Annes library temporary closure:  Monday 9am - 6pm Tuesday 9am - 5:30pm Wednesday 9am - 6pm Thursday 9am - 6pm Friday 9am - 6pm Saturday 9am - 5pm	Monday 9am-7pm Tuesday Closed Wednesday 9am-5pm Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-7pm Tuesday 9am-5pm Wednesday Close Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	About a fifth of respondents (19%) disagreed with the day the library is closed changing from Wednesday to Tuesday, one reason for this is the change in hours will mean one or more

	<p>Opening hours prior to St. Annes closure:</p> <p>Monday 9:30am -7pm          Tuesday 9:30am -5:30pm          Wednesday Closed          Thursday 9:30am – 5:30pm          Friday 9:30am - 7pm          Saturday 9:30am - 1pm</p>			<p>community groups will be unable to meet.</p> <p>Recommend change to close Wednesday and open Tuesday.</p>
<p>Kirkham, Fylde C</p>	<p>Opening times from 7 August 2017 due to St. Annes library temporary closure:</p> <p>Monday 9am - 6pm          Tuesday 9am - 1pm          Wednesday 9am - 6pm          Thursday 9am - 6pm          Friday 9am - 6pm          Saturday 9am - 5pm</p> <p>Opening hours prior to St. Annes closure:</p> <p>Monday 9am - 6pm          Tuesday Closed          Wednesday 9am - 6pm          Thursday 9am - 6pm          Friday 9am - 6pm          Saturday 9am - 1pm</p>	<p>Monday 9am-5pm          Tuesday 9am-1pm          Wednesday 9am-7pm          Thursday Closed          Friday 9am-5pm          Saturday 9am-1pm</p>	<p>Monday 9am-5pm          Tuesday Close          Wednesday 9am-7pm          Thursday 9am-1pm          Friday 9am-5pm          Saturday 9am-1pm</p>	<p>Some concern was expressed about the proposed closed day being Thursday, as it is market day in Kirkham and it is when many clubs and societies are held in the library.</p> <p>Recommend to change the closed day to Tuesday and open Thursday morning.</p>

St Annes, Fylde A	<p>Monday 9am - 6pm Tuesday 9am - 1pm Wednesday 9am - 6pm Thursday 9am - 6pm Friday 9am - 6pm Saturday 9am - 5pm</p> <p>St Annes is currently closed while structural repairs are undertaken.</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-5pm</p>	No specific themes or issues raised as part of consultation.
Accrington, Hyndburn A	<p>Monday 9am - 6pm Tuesday 9am - 6pm Wednesday 9am - 5pm Thursday 9am - 6pm Friday 9am - 5pm Saturday 9am - 4pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-7pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-7pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm</p>	No specific themes or issues raised as part of consultation.
Great Harwood, Hyndburn C	<p>Monday 9am - 5pm Tuesday Closed Wednesday 9am - 5pm Thursday 9am - 5pm Friday 9am - 5pm Saturday 9am - 12:30pm</p>	<p>Monday 9am-7pm Tuesday Closed Wednesday 9am-5pm Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>Monday 9am-7pm Tuesday Closed Wednesday 9am-5pm Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm</p>	No specific themes or issues raised as part of consultation.

Rishton, Hyndburn C	Monday 9am - 5pm Tuesday 9am - 5pm Wednesday Closed Thursday 9am - 5pm Friday 9am - 5pm Saturday 9am - 12pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday Closed Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday Closed Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.
Carnforth, Lancaster C	Monday 9:30am - 1pm, 2pm - 6pm Tuesday 9:30am - 1pm Wednesday 9:30am - 1pm, 2pm - 6pm Thursday Closed Friday 9:30am - 1pm, 2pm - 6pm Saturday 9:30am - 1pm	Monday 9am-7pm Tuesday Closed Wednesday 9am-1pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm	Monday Closed Tuesday 9am-7pm Wednesday 9am-1pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.  Recommend closing on a Monday and opening Tuesday 9am-7pm. This would retain a late night opening across Lancaster cluster each night except Friday.
Halton, Lancaster D	Monday 10am - 1pm, 2pm - 5pm Tuesday Closed Wednesday Closed Thursday 2pm - 7pm Friday Closed Saturday Closed	Monday Closed Tuesday 1pm-7pm Wednesday 9am-1pm Thursday Closed Friday 1pm-5pm Saturday 9am-1pm	Monday Closed Tuesday 1pm-7pm Wednesday 9am-1pm Thursday Closed Friday 1pm-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.

<p>Heysham, Lancaster B</p>	<p>Monday 9am - 6pm Tuesday 9am - 6pm Wednesday Closed Thursday 9am - 6pm Friday 9am - 6pm Saturday 9am - 1pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>More hours in the evening would be better for workers and pupils.</p> <p>Recommend to proceed with proposed hours.</p>
<p>Lancaster, Lancaster A</p>	<p>Monday 9am - 5pm Tuesday 9am - 7pm Wednesday 9am - 5pm Thursday 9am - 7pm Friday 9am - 5pm Saturday 9am - 4pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-7pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-7pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>More hours in the evening would be better for workers and pupils.</p> <p>Recommend to proceed with proposed hours.</p>

<p>Morecambe, Lancaster B</p>	<p>Monday 9am - 5pm Tuesday 9am - 7pm Wednesday 9am - 5pm Thursday 9am - 7pm Friday 9am - 5pm Saturday 9am - 4pm Sunday Closed</p>	<p>Monday 9am-5pm Tuesday 9am-7pm Wednesday 9am-1pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>Monday 9am-5pm Tuesday 1pm-7pm Wednesday 9am-1pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>One issue raised by about one fifth of respondents about the proposed opening times for Morecambe Library is that with only one late night closing and closing at 1pm on Saturday the proposed hours limit when full-time workers and pupils can visit.</p> <p>Change Tuesday full day with late night opening to 1pm-7pm and reallocate these hours to provide full day 9am-5pm opening on Saturday.</p>
<p>Barnoldswick, Pendle B</p>	<p>Monday 9am - 6pm Tuesday 9am - 5pm Wednesday 9am - 6pm Thursday 9am - 5pm Friday 9am - 5pm Saturday 9am - 1pm</p>	<p>Monday 9am-5pm Tuesday 9am-1pm Wednesday 9am-7pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>Monday 9am-5pm Tuesday 9am-1pm Wednesday 9am-7pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>For Barnoldswick Library's proposed hours, over a quarter of respondents (28%) said that they would be able to use the library but it would be a lot more difficult and over a tenth of respondents (13%) said that they wouldn't be able to use the library. Many comments centre on keeping the current</p>

				<p>opening times or not reducing the amount of hours the library is open.</p> <p>Currently has 2 late nights to 6pm. Recommend to proceed with proposed changes.</p>
Brierfield, Pendle C	<p>Monday 9:30am - 6pm Tuesday Closed Wednesday 9:30am - 5pm Thursday 9:30am - 5pm Friday 9:30am - 5pm Saturday 9:30am - 1pm</p>	<p>Monday 9am-5pm Tuesday 9am-7pm Wednesday Closed Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>Monday 9am-5pm Tuesday 9am-7pm Wednesday Closed Thursday 9am-5pm Friday 9am-1pm Saturday 9am-1pm</p>	<p>Brierfield has a large number of Muslim library members who go to Mosque on Friday which means the library is very quiet. Similarly a large number of children attend on Thursdays to complete homework.</p> <p>Recommend that Friday pm is half day closing instead of Thursday.</p>
Colne, Pendle A	<p>Monday 9am - 6pm Tuesday 9am - 5pm Wednesday 9am - 6pm Thursday 9am - 5pm Friday 9am - 5pm Saturday 9am - 4pm</p>	<p>Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>While many respondents were happy with the proposed opening times and said that they would use the library with little or no difficulty, some respondents would like the library to stay open later on more than one</p>

				<p>night as there are concerns for those who will be working and unable to access the library before five.</p> <p>Currently stays open till 6pm on 2 nights. Overall gain of one night and on Saturday. Recommend to accept proposed changes.</p>
Nelson, Pendle	<p>Monday 9am - 6pm          Tuesday 9am - 6pm          Wednesday 9am - 6pm          Thursday 9am - 6pm          Friday 9am - 5pm          Saturday 9am - 4pm</p>	<p>Monday 9am-5pm          Tuesday 9am-5pm          Wednesday 9am-7pm          Thursday 9am-1pm          Friday 9am-5pm          Saturday 9am-1pm</p>	<p>Monday 9am-5pm          Tuesday 9am-5pm          Wednesday 1pm -7pm          Thursday 9am-1pm          Friday 9am-5pm          Saturday 9am-5pm</p>	<p>For the proposed opening hours for Nelson Library, a fifth of respondents (20%) said that they would still be able to use the library but it would be a lot more difficult and nearly a fifth (17%) said that they wouldn't be able to use the library. Respondents key concerns were the opening hours on Saturday, the hours not being suitable for workers/pupils, and the current opening times being more preferable.</p>



				Change Wednesday full day with late night opening to 1pm-7pm and reallocate these hours to provide full day 9am-5pm opening on Saturday.
Preston Harris, Preston A	<p>Monday 10am - 7pm</p> <p>Tuesday 10am - 5pm</p> <p>Wednesday 10am - 7pm</p> <p>Thursday 10am - 5pm</p> <p>Friday 10am - 5pm</p> <p>Saturday 10am - 5pm</p> <p>Sunday 11am - 4pm</p>	<p>Monday 9am-5pm</p> <p>Tuesday 9am-5pm</p> <p>Wednesday 9am-7pm</p> <p>Thursday 9am-5pm</p> <p>Friday 9am-5pm</p> <p>Saturday 9am-5pm</p> <p>Sunday 11am-4pm</p>	<p>Monday 9am-5pm</p> <p>Tuesday 9am-5pm</p> <p>Wednesday 9am-7pm</p> <p>Thursday 9am-5pm</p> <p>Friday 9am-5pm</p> <p>Saturday 9am-5pm</p> <p>Sunday 11am-4pm</p>	<p>One issue raised by respondents about the Harris Library's opening hours is that more hours in the evening would be better for workers due to its central location. About a fifth of respondents who commented on what could be done differently commented on opening hours in the evening.</p> <p>The library currently gets quieter past 4pm and doesn't have the after-school traffic that other libraries have. The current late nights are quiet, especially Monday. Wednesday late night benefits from the museum opening (summer) and Harris live.</p>

				Recommendation to proceed with proposals.
Ingol, Preston C	<p>Monday 9am - 12:30pm, 1:30pm - 5pm</p> <p>Tuesday 9am - 12:30pm, 1:30pm - 5pm</p> <p>Wednesday 9am - 12:30pm, 1:30pm - 5pm</p> <p>Thursday Closed</p> <p>Friday 9am - 12:30pm, 1:30pm - 5pm</p> <p>Saturday 9am - 12:30pm</p>	<p>Monday 9am-7pm</p> <p>Tuesday Closed</p> <p>Wednesday 9am-5pm</p> <p>Thursday 9am-1pm</p> <p>Friday 9am-5pm</p> <p>Saturday 9am-1pm</p>	<p>Monday 9am-7pm</p> <p>Tuesday 9am-5pm</p> <p>Wednesday Close</p> <p>Thursday 9am-1pm</p> <p>Friday 9am-5pm</p> <p>Saturday 9am-1pm</p>	<p>One of the key issues raised was that the proposed closure of Ingol Library on a Tuesday would end a group/activity, specifically the craft group.</p> <p>Recommend to change to reflect concerns of respondents and to close Wednesday instead of Tuesday.</p>
Ribbleton, Preston C	<p>Monday 9am - 12:30pm, 1:30pm - 5pm</p> <p>Tuesday 1:30pm - 5pm</p> <p>Wednesday 9am - 12:30pm, 1:30pm - 5pm</p> <p>Thursday Closed</p> <p>Friday 9am - 12:30pm, 1:30pm - 5pm</p> <p>Saturday 9am - 12:30pm</p>	<p>Monday 9am-5pm</p> <p>Tuesday 9am-7pm</p> <p>Wednesday Closed</p> <p>Thursday 9am-1pm</p> <p>Friday 9am-5pm</p> <p>Saturday 9am-1pm</p>	<p>Monday 9am-5pm</p> <p>Tuesday Close</p> <p>Wednesday 9am-7pm</p> <p>Thursday 9am-1pm</p> <p>Friday 9am-5pm</p> <p>Saturday 9am-1pm</p>	<p>Of the seven respondents who commented about Ribbleton Library's opening hours, four of these said the proposed opening hours would end a toddler group on a Wednesday.</p> <p>Recommend to change to reflect concerns of respondents and to close Tuesday instead of Wednesday.</p>

Savick, Preston C	Monday 9am - 12:30pm, 1:30pm - 5pm Tuesday 1:30pm - 5pm Wednesday 9am - 12:30pm, 1:30pm - 5pm Thursday Closed Friday 9am - 12:30pm, 1:30pm - 5pm Saturday 9am - 12:30pm	Monday 9am-5pm Tuesday 9am-1pm Wednesday 9am-7pm Thursday Closed Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am-1pm Wednesday 9am-7pm Thursday Closed Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.
Sharoe Green, Preston C	Monday 1:30pm - 7pm Tuesday 9:30am - 12:30pm, 1:30pm - 5pm Wednesday 9:30am - 12:30pm, 1:30pm - 5pm Thursday Closed Friday 9:30am - 12:30pm, 1:30pm - 7pm Saturday 9:30am - 12:30pm	Monday 9am-7pm Tuesday 9am-1pm Wednesday 9am-5pm Thursday Closed Friday 9am-5pm Saturday 9am-1pm	Monday 9am-7pm Tuesday 9am-1pm Wednesday 9am-5pm Thursday Closed Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.

Clitheroe, Ribble Valley A	Monday 9am - 5pm Tuesday 9am - 6pm Wednesday 9am - 5pm Thursday 9am - 6pm Friday 9am - 5pm Saturday 9am - 4pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm	While many respondents were happy with the proposed opening times and said that they would use the library with little or no difficulty, some respondents would like the library to stay open later on more than one night as there are concerns for those who will be working and unable to access the library before five.  Recommend to proceed with proposed hours.
Longridge, Ribble Valley B	Monday 9:30am - 5pm Tuesday 9:30am - 7pm Wednesday Closed Thursday 9:30am - 7pm Friday 9:30am - 5pm Saturday 9:30am - 1pm	Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.

Mellor, Ribbles Valley D	Monday 1pm - 6pm Tuesday Closed Wednesday 1pm - 6pm Thursday Closed Friday Closed Saturday 10am - 1pm	Monday 1pm-7pm Tuesday Closed Wednesday 9am-1pm Thursday Closed Friday 1pm-5pm Saturday 9am-1pm	Monday 1pm-7pm Tuesday Closed Wednesday 9am-1pm Thursday Closed Friday 1pm-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.
Bacup, Rossendale C	Monday 9:30am - 7pm Tuesday 9:30am - 5pm Wednesday 9:30am - 5pm Thursday Closed Friday 9:30am - 5pm Saturday 9:30am - 4pm	Monday 9am-5pm Tuesday 9am -1pm Wednesday 9am-7pm Thursday Closed Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am -1pm Wednesday 9am-7pm Thursday Closed Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.
Haslingden, Rossendale B	Monday 9:30am - 7:30pm Tuesday 9:30am - 7:30pm Wednesday Closed Thursday 9:30am - 5pm Friday 9:30am - 5pm Saturday 9:30am - 4pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday 9am-1pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday 9am-1pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm	Three-tenths of respondents (30%) said the proposed changes to Haslingden Library's opening hours would make it a lot more difficult or stop them from being able to access the library. Of these respondents, a key theme was that they would not be able to complete their homework.  Although one late opening will be lost Tuesday is the busier of

				the two evenings currently open. Recommend to retain proposals.
Rawtenstall, Rossendale A	Monday 9am - 7:30pm Tuesday 9am - 5pm Wednesday 9am - 1pm Thursday 9am - 7:30pm Friday 9am - 5pm Saturday 9am - 4pm	Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-5pm	Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-5pm	No specific themes or issues raised as part of consultation.
Whitworth, Rossendale C	Monday 2pm - 7pm Tuesday 9:30am - 1pm, 2pm - 5pm Wednesday Closed Thursday 9:30am - 1pm, 2pm - 5pm Friday 9:30am - 1pm, 2pm - 5pm Saturday 9:30am - 1pm	Monday 9am-7pm Tuesday 9am-5pm Wednesday Closed Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-7pm Tuesday 9am-5pm Wednesday Closed Thursday 9am-5pm Friday 9am-1pm Saturday 9am-1pm	The key issue for responses about Whitworth Library hours was that the closure of the library on Thursday afternoons would end group activities such as a book club and a computer class.  Recommend to change to reflect concerns of respondents, to change half day from Thursday to Friday and open until 5pm on Thursday.

Kingsfold, South Ribble B	Monday 9:30am - 5pm Tuesday 9:30am - 7pm Wednesday Closed Thursday 9:30am - 7pm Friday 9:30am - 5pm Saturday 9:30am - 1pm	Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.
Leyland, South Ribble A	Monday 9am - 7pm Tuesday 9am - 7pm Wednesday 9am - 1pm Thursday 9am - 7pm Friday 9am - 5pm Saturday 9am - 4pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm	No specific themes or issues raised as part of consultation.
Longton, South Ribble B	Monday 9am - 7pm Tuesday 9am - 5pm Wednesday 9am - 12:30pm Thursday 9am - 7pm Friday 9am - 5pm Saturday 9am - 1pm	Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm	No specific themes or issues raised as part of consultation.

Burscough, West Lancs C	<p>Monday 9:30am - 12:30pm, 1:30pm - 6pm</p> <p>Tuesday 9:30am - 12:30pm, 1:30pm - 5pm</p> <p>Wednesday Closed</p> <p>Thursday 9:30am - 12:30pm, 1:30pm - 5pm</p> <p>Friday 9:30am - 12:30pm, 1:30pm - 6pm</p> <p>Saturday 9:30am - 12:30pm</p>	<p>Monday 9am-7pm</p> <p>Tuesday Closed</p> <p>Wednesday 9am-5pm</p> <p>Thursday 9am-1pm</p> <p>Friday 9am-5pm</p> <p>Saturday 9am-1pm</p>	<p>Monday 9am-7pm</p> <p>Tuesday Closed</p> <p>Wednesday 9am-5pm</p> <p>Thursday 9am-1pm</p> <p>Friday 9am-5pm</p> <p>Saturday 9am-1pm</p>	No specific themes or issues raised as part of consultation.
Ormskirk, West Lancs C	<p>Monday 9am - 7pm</p> <p>Tuesday 9am - 5pm</p> <p>Wednesday 9am - 5pm</p> <p>Thursday 9am - 5pm</p> <p>Friday 9am - 7pm</p> <p>Saturday 9am - 4pm</p>	<p>Monday 9am-5pm</p> <p>Tuesday 9am-5pm</p> <p>Wednesday 9am-1pm</p> <p>Thursday 9am-7pm</p> <p>Friday 9am-5pm</p> <p>Saturday 9am-1pm</p>	<p>Monday 9am-5pm</p> <p>Tuesday 9am-5pm</p> <p>Wednesday 9am-1pm</p> <p><b>Thursday 1pm-7pm</b></p> <p>Friday 9am-5pm</p> <p><b>Saturday 9am-5pm</b></p>	<p>For Ormskirk Library's proposed opening hours, a fifth of respondents (22%) said that they would be able to use the library but it would be a lot more difficult and over a tenth (14%) said that they wouldn't be able to use the library. Key issues related to the opening hours on a Saturday, and the opening hours not being suitable for full-time workers and pupils.</p> <p>Propose to change Thursday full day with late night opening to 1pm-7pm and reallocate</p>



				these hours to provide full day 9am-5pm opening on Saturday.
Skelmersdale, West Lancs A	Monday 9am - 7pm Tuesday 9am - 5pm Wednesday 9am - 5pm Thursday 9am - 7pm Friday 9am - 5pm Saturday 9am - 4pm	Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm	Monday 9am-7pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm Saturday 9am-5pm	Some respondents would like the library to stay open later on more than one night as there are concerns for those who will be working and unable to access the library before five.  Recommend to proceed with proposals.
Tarleton, West Lancs C	Monday 9:30am - 7pm Tuesday 9:30am - 5pm Wednesday Closed Thursday 9:30am - 5pm Friday 9:30am - 7pm Saturday 9:30am - 1pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday Closed Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm	Monday 9am-5pm Tuesday 9am-7pm Wednesday Closed Thursday 9am-5pm Friday 9am-1pm Saturday 9am1pm	One of the most commonly raised issue about Tarleton Library's proposed opening times is that they would put an end to the craft and reading groups held at on Thursday afternoons.  Recommend that the weekday early closing is changed from Thursday to Friday.

<p>Fleetwood, Wyre A</p>	<p>Monday 9am - 5pm Tuesday 9am - 7pm Wednesday 9am - 12:30pm Thursday 9am - 7pm Friday 9am - 5pm Saturday 9am - 4pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-5pm</p>	<p>No specific themes or issues raised as part of consultation.</p>
<p>Garstang, Wyre B</p>	<p>Monday 9:30am - 5pm Tuesday 9:30am - 7:30pm Wednesday 9:30am - 12:30pm Thursday 9:30am - 7:30pm Friday 9:30am - 5pm Saturday 9:30am - 1pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-1pm Thursday 9am-7pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>While most respondents were happy with the proposed opening times and said that they would use the library with little or no difficulty, some respondents would like the library to stay open later on more than one night Discussion will be had with reading group to make alternative arrangements.</p> <p>Recommend go ahead with original proposal.</p>

<p>Knott End, Wyre C</p>	<p>Monday 9:30am - 12:30pm, 1:30pm - 6pm Tuesday 9:30am - 12:30pm, 1:30pm - 6pm Wednesday Closed Thursday 9:30am - 12:30pm, 1:30pm - 6pm Friday 9:30am - 12:30pm, 1:30pm - 6pm Saturday 9:30am - 12:30pm</p>	<p>Monday 9am-5pm Tuesday 9am-1pm Wednesday 9am-7pm Thursday Closed Friday 9am-5pm Saturday 9am-1pm</p>	<p>Monday 9am-5pm Tuesday 9am-7pm Wednesday Closed Thursday 9am-1pm Friday 9am-5pm Saturday 9am-1pm</p>	<p>The key most common issues raised for Knott End Library were disagreement with the proposed closed day being Thursday (with a preference for Wednesday) and respondents commenting that they would struggle to use the library due to work or school commitments.</p> <p>Recommend Knott End proposals are changed to closing on a Wednesday and late night is changed to Tuesday 9am-7pm. Thursday change to 9am-1pm.</p>
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<p>Poulton, Wyre B</p>	<p>Monday 9am - 5pm          Tuesday 9am - 7:30pm          Wednesday 9am - 12:30pm          Thursday 9am - 7:30pm          Friday 9am - 5pm          Saturday 9am - 1pm</p>	<p>Monday 9am-5pm          Tuesday 9am-7pm          Wednesday 9am-1pm          Thursday 9am-5pm          Friday 9am-5pm          Saturday 9am-1pm</p>	<p>Monday 9am-5pm          Tuesday 9am-1pm          Wednesday 9am-7pm          Thursday 9am-5pm          Friday 9am-5pm          Saturday 9am-1pm</p>	<p>Some respondents would like the library to stay open later on more than one night as there are concerns for those who will be working and unable to access the library before five.</p> <p>Recommend that Poulton changes late night from Tuesday 7pm to Wednesday 7pm. Change half day pm closing to Tuesday.</p>
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GJ updated 31.1.18

Section 4

# Equality

# Analysis Toolkit

Library Opening Hours Review 2018

January 2018

## **What is the Purpose of the Equality Decision-Making Analysis?**

The Analysis is designed to be used where a decision is being made at Cabinet Member or Overview and Scrutiny level or if a decision is being made primarily for budget reasons. The Analysis should be referred to on the decision making template (e.g. E6 form).

When fully followed this process will assist in ensuring that the decision-makers meet the requirement of section 149 of the Equality Act 2010 to have due regard to the need: to eliminate discrimination, harassment, victimisation or other unlawful conduct under the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard means analysing, at each step of formulating, deciding upon and implementing policy, what the effect of that policy is or may be upon groups who share these protected characteristics defined by the Equality Act. The protected characteristics are: age, disability, gender reassignment, race, sex, religion or belief, sexual orientation or pregnancy and maternity – and in some circumstances marriage and civil partnership status.

It is important to bear in mind that "due regard" means the level of scrutiny and evaluation that is reasonable and proportionate in the particular context. That means that different proposals, and different stages of policy development, may require more or less intense analysis. Discretion and common sense are required in the use of this tool.

It is also important to remember that what the law requires is that the duty is fulfilled in substance – not that a particular form is completed in a particular way. It is important to use common sense and to pay attention to the context in using and adapting these tools.

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed ) or EHRC guidance at

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/public-sector-providers/public-sector-equality-duty>

This toolkit is designed to ensure that the section 149 analysis is properly carried out, and that there is a clear record to this effect. The Analysis should be completed in a timely, thorough way and should inform the whole of the decision-making process. It must be considered by the person making the final decision and must be made available with other documents relating to the decision.

The documents should also be retained following any decision as they may be requested as part of enquiries from the Equality and Human Rights Commission or Freedom of Information requests.

Specific advice on completing the Equality Analysis and advice, support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting

Jeanette Binns (Equality and Cohesion Manager) at

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

## **Name/Nature of the Decision**

**Review of Library opening hours across Lancashire**

## **What in summary is the proposal being considered?**

The Library service has categorised each of its libraries into bands A,B,C and D, each band having a set number of opening hours and a suggested opening pattern for each library currently open (as at the 1 October 2017). The Library service has consulted customers and partners on the pattern of opening hours at each of these branches and now wishes to implement these new hours, with agreed changes following the consultation, from the 1 June 2018.

Is the decision likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected? If so you will need to consider whether there are equality related issues associated with the locations selected – e.g. greater percentage of BME residents in a particular area where a closure is proposed as opposed to an area where a facility is remaining open.

The decision will affect people across the County in similar ways but this will depend on the band allocated to the library in their locality and this decision has been reached based on the following rationale. The population served by each library site was examined, including census figures (2011) to look at the population of the designated catchment areas to assess potential user levels. Also the actual number of "registered" users (i.e. valid user accounts) and the number of "active" users (i.e. those with at least one library transaction within the previous 12 months). Library usage was also examined, including overall footfall, library item loans levels and PNET computer usage. Although this data gave a quantifiable indication of the level of usage at each site, other criteria were also taken into account, including; accessibility of the site, even distribution of all bands of library within each District and availability of services at different times in any given area – i.e. to avoid



unnecessary duplication of services and ensure the full range of services would be available at alternative sites at the maximum range of days/times.

**Could the decision have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:**

- Age
- Disability including Deaf people
- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership Status

In considering this question you should identify and record any particular impact on people in a sub-group of any of the above – e.g. people with a particular disability or from a particular religious or ethnic group.

It is particularly important to consider whether any decision is likely to impact adversely on any group of people sharing protected characteristics to a disproportionate extent. Any such disproportionate impact will need to be objectively justified.

There has been a disproportionately negative reaction from respondents aged under 35 who were less likely to accept the proposed changes (7%) and were more likely to say that the proposed hours are not suitable for full-time workers and pupils (30%), that libraries should open on more evenings (17%), and open more hours on Saturday (11%).

There may be some disruption to groups meeting at a particular day or time which will mean that alternative arrangements will have to be made and in some cases this may affect groups of older people and/or people who attend baby bounce and rhyme sessions which could have a disproportionate impact on female members. At some libraries the reduction in hours has meant that this will mean there is less time available for example for members of the public to use PNETS which may place extra demand on such services when the library is open and which may then have an impact on people who have low income streams or who are unemployed.

If you have answered "Yes" to this question in relation to any of the above characteristics, – please go to Question 1.

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the decision-making papers. (It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)

## Question 1 – Background Evidence

What information do you have about the different groups of people who may be affected by this decision – e.g. employees or service users (you could use monitoring data, survey data, etc to compile this). As indicated above, the relevant protected characteristics are:

- Age
- Disability including Deaf people
- Gender reassignment/gender identity
- Pregnancy and maternity
- Race/Ethnicity/Nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership status (in respect of which the s. 149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act).

In considering this question you should again consider whether the decision under consideration could impact upon specific sub-groups e.g. people of a specific religion or people with a particular disability. You should also consider how the decision is likely to affect those who share two or more of the protected characteristics – for example, older women, disabled, elderly people, and so on.

Table 1 details the age profile of those responding to the consultation compared to the age profile of the Lancashire County Council area. There is an overrepresentation of older people aged 65 and over in the consultation (47%) compared to Lancashire's age profile (20%). This is more marked when looking at respondents aged 35 and over, who are 91% of the overall respondents compared to 58% of Lancashire's population.

**Table 1 - respondent age compared to Lancashire's estimated age profile**

	Age on your last birthday	Mid-year pop estimate 2015
Under 16	1%	18%
16-19	1%	5%
20-34	6%	19%
35-64	44%	38%
65-74	30%	11%
75+	17%	9%

Source: Mid-year Population Estimates, mid-2015, Office for National Statistics

**Table 6 Are you...?**

	%
Male	32%
Female	68%

The mid-year population estimates 2016 suggested 49.4% male and 50.6% female population in Lancashire, it is clear that women were over-represented amongst consultation respondents. This is, however, reflective of other consultations.

**Table 7 - Have you ever identified as transgender?**

	%
Yes	1%
No	93%
Prefer not to say	6%

Base: all respondents (1,941)

There is no Census or authoritative data available for the number of people or percentage of people who are Transgender within the Lancashire population, but other consultations have seen a similar response rate of 1% of respondents identifying as Transgender.

**Table 8 - What was your age on your last birthday?**

	%
Under 16	1%
16-19	1%
20-34	6%
35-64	44%
65-74	30%
75+	17%

Base: all respondents (2,188)

**Table 9 - Are you a deaf person or do you have a disability?**

	%
Yes	14%

No	86%
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Base: all respondents (2,124)

The Census 2011 asked whether people had a long term health problem or disability which limited their activities a little (10% of Lancashire respondents) or a lot (10% of Lancashire respondents). This is slightly higher than the representation of disabled people amongst consultation respondents. Participation of disabled people in County Council consultations is also quite variable and the 14% figure appears comparatively high.

**Table 10 - Which best describes your ethnic background?**

	%
White	94%
Asian or Asian British	3%
Black or Black British	<1%
Mixed	1%
Other	2%

Base: all respondents (2,140)

The White population may be slightly over-represented amongst consultation respondents as the 2011 Census recorded 92.3% of the population as White and 7.7% from other ethnic groups.

**Table 11 - What is your religion?**

	%
No religion	25%
Christian (including CofE, Catholic, Protestant and all other denominations)	68%
Buddhist	1%
Hindu	<1%
Jewish	<1%
Muslim	3%
Sikh	<1%
Any other religion	2%

Base: all respondents (2,102)

The representation of Christian respondents to the consultation is broadly in line with Census information (69%) whilst those with "no religion" were more heavily represented amongst consultation respondents as they form only 19% of those recorded in the 2011 Census. Muslims appear to be under-represented amongst consultation respondents as they formed about 6% of Lancashire's population in the Census, whilst other religions appear to be represented in broadly similar terms to Census information.

**Table 12 - What is your sexual orientation?**

	%
Straight (heterosexual)	87%
Bisexual	1%
Gay man	1%
Lesbian/gay woman	<1%

Other	1%
Prefer not to say	11%

Base: all respondents (2,102)

The 2011 Census did not include questions about sexual orientation. However, the above information is in line with responses in other County Council consultations.

**Table 13 - Are there any children or young people in your household aged under 20?**

	%
No children aged under 20	74%
Yes, aged under 5	8%
Yes, aged 12-16	8%
Yes, aged 9-11	8%
Yes, aged 5-8	8%
Yes, aged 17-19	4%
No, but expecting	3%

Base: all respondents (2,120)

The response rate for this question is broadly in line with other County Council consultations although the percentage of those who were expecting a child has often been about 2% in other County Council consultations.

**Table 14 -Are there any disabled young people aged 20-25 in your household?**

	%
Yes	2%
No	98%

Base: all respondents (2,147)

The 2% figure for households with a disabled young person in the household is in line with other County Council consultations.

## Question 2 – Engagement/Consultation

How have you tried to involve people/groups that are potentially affected by your decision? Please describe what engagement has taken place, with whom and when.

(Please ensure that you retain evidence of the consultation in case of any further enquiries. This includes the results of consultation or data gathering at any stage of the process)

The fieldwork ran for eight weeks from the 2 October to the 23 November 2017 and in total 2338 completed questionnaires were returned, 1,351 paper questionnaire responses and 987 online. Broadly, respondents were likely to be Lancashire residents (98%), aged between over 65 (47%), female (68%), not have a disability (86%), not have children aged under 20 in their household (74%), have access to the internet from home (80%), and describe their ethnic background as white (94%). Respondents aged 65 and over were more likely than respondents aged under 35 to say that they would still be able to use their chosen library buildings during the proposed opening hours with no problems (69% and 30% respectively).

About a quarter of respondents aged under 35 (26%) said that they would be able to use their chosen library buildings during the proposed hours but it would be a lot more difficult than it is now. A fifth of respondents aged under 35 (20%) said that they would not be able to access their chosen library buildings during the proposed opening hours.

Respondents aged under 35 were less likely to accept the proposed changes (7%) and were more likely to say that the proposed hours are not suitable for full-time workers and pupils (30%), that libraries should open on more evenings (17%), and open more hours on Saturday (11%).

The consultation on the proposals were advertised in each library branch, on the County Councils website as well as on the County Councils social media channels. We have made hard copy forms available in branch as well as provided encouragement and opportunity for customers to complete the form online or in branch. In addition to this we have contacted local partners such as friends groups and groups with lettings and encouraged them to complete the questionnaire as well as encouraging our own frontline staff to have their say on the proposals.

There were a number of comments about closing times and that more hours in the evening would be better for workers and pupils. For some libraries alternative opening times have been proposed with various reasons stated including avoiding disruption to existing groups who

meet in the libraries at a particular time of day. Any decisions made to address these issues will need to be balanced against the availability of resources and a broader look across the district to ensure decisions taken for one library do not detriment others in the district or near district boundaries.

### **Question 3 – Analysing Impact**

Could your proposal potentially disadvantage particular groups sharing any of the protected characteristics and if so which groups and in what way?

It is particularly important in considering this question to get to grips with the actual practical impact on those affected. The decision-makers need to know in clear and specific terms what the impact may be and how serious, or perhaps minor, it may be – will people need to walk a few metres further to catch a bus, or to attend school? Will they be cut off altogether from vital services? The answers to such questions must be fully and frankly documented, for better or for worse, so that they can be properly evaluated when the decision is made.

Could your proposal potentially impact on individuals sharing the protected characteristics in any of the following ways:

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities
- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?
- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?



- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

There has been a disproportionately negative reaction from respondents aged under 35 who were less likely to accept the proposed changes (7%) and were more likely to say that the proposed hours are not suitable for full-time workers and pupils (30%), that libraries should open on more evenings (17%), and open more hours on Saturday (11%).

These responses however should be seen in context of the very low response rate in this age group which was 6% respondents compared with the Lancashire population profile of 19%.

The service is, however, proposing to increase the number of late night openings across the board. By increasing the extra number of evening openings the hope is that this will encourage younger people in full time education to access library services who may find it difficult to do so during term time.

There will be some disruption to groups meeting at a particular day or time which will mean that alternative arrangements will have to be made and in some cases this may affect groups of older people and/or people who attend baby bounce and rhyme sessions. Any groups which meet on a day where the opening patterns are going to change will be contacted and alternative arrangements will be made ahead of these changes coming in practice.

At some libraries the reduction in hours has meant that this will mean there is less time available for example for members of the public to use PNETS which may place extra demand on such services when the library is open. A number of consultation respondents referred to using library computers to look or and/or apply for jobs. Others

mentioned that they did not have the internet at home to do homework or for other reasons and were reliant on the library's computer facilities.

There has been a lot of feedback through the consultation process which underlines the value of the library as a community hub as vitally important in combating loneliness and social isolation.

There has been some feedback from a carers of young disabled people that the earlier opening times have been quieter and therefore have suited these particular young people.

There have been other comments noted in the consultation feedback that a number of people would also welcome the opportunity to visit their library at an earlier time when, in general, the library is quieter.

#### **Question 4 –Combined/Cumulative Effect**

Could the effects of your decision combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

For example - if the proposal is to impose charges for adult social care, its impact on disabled people might be increased by other decisions within the County Council (e.g. increases in the fares charged for Community Transport and reductions in respite care) and national proposals (e.g. the availability of some benefits) . Whilst LCC cannot control some of these decisions, they could increase the adverse effect of the proposal. The LCC has a legal duty to consider this aspect, and to evaluate the decision, including mitigation, accordingly.

If Yes – please identify these.

It is not felt that there will be any detrimental cumulative effects as a result of our proposals.

#### **Question 5 – Identifying Initial Results of Your Analysis**

As a result of your analysis have you changed/amended your original proposal?

Please identify how –

For example:

Adjusted the original proposal – briefly outline the adjustments

Continuing with the Original Proposal – briefly explain why

Stopped the Proposal and Revised it - briefly explain

The Library service has made a number of changes following the consultation exercise, taking into careful account views expressed by various groups including those with protected characteristics. In all the proposed opening hours for 16 have been adjusted in response to the consultation. These changes are detailed in the appendix to the cabinet report. An example of the adjustments we have made to provide better access for our citizens is to change the proposal for half day closing at Brierfield to Friday instead of Thursday. This has taken into consideration the attendance at the local Mosque on Friday afternoon of many of our customers who may therefore benefit from having the library open on Thursday afternoon instead. This amendment will also allow school children to use the library for homework, Thursday being a more popular day to do this than Friday. We have also, in response to feedback made a number of changes to avoid various groups and clubs having to rearrange their group meetings, as well as providing additional hours on Saturday afternoon in communities where we have been told that having a half day would have had a significant disruptive effect.

### **Question 6 - Mitigation**

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated.

Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

Also consider if any mitigation might adversely affect any other groups and how this might be managed.

The decision to reopen libraries will increase the number of service points open to all customers which will reduce travelling times and improve accessibility for all. This will have a particularly positive impact on older and younger people as well as those with disabilities who may rely on public transport to access library services. For these groups of people this will mean safer, more cost effective and quicker journeys as well as the opportunity to develop support networks through community activities held in the library and connections made with other people and other local services.

The Library service continues to provide six mobile libraries, home library services and a wide variety of e-books and e-audio to provide alternative ways of accessing library services and materials for those people who may have difficulty in visiting their local branch library in person.

In addition to this the service invests a significant amount of money in online subscriptions which are free to library members but which would otherwise be chargeable. These include, among many others, access to National Biography, Maps, Newspapers, British Standards information, Credo reference materials (which includes the Britannica Encyclopaedia) and Theory Test pro.

There has also been a recent increase in daytime bus services across the County following reviews held during December and January which may assist those people who may be affected if their local library has changed the day it is open for a full or half day under the new proposals.

Any groups which meet on a day where the opening patterns are going to change will be contacted and alternative arrangements will be made ahead of these changes coming in practice.

## **Question 7 – Balancing the Proposal/Countervailing Factors**

At this point you need to weigh up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of your analysis. Please describe this assessment. It is important here to ensure that the assessment of any negative effects upon those sharing protected characteristics is full and frank. The full extent of actual adverse impacts must be acknowledged and taken into account, or the assessment will be inadequate. What is required is an honest evaluation, and not a marketing exercise. Conversely, while adverse effects should be frankly acknowledged, they need not be overstated or exaggerated. Where effects are not serious, this too should be made clear.

The service feels that these proposals, given that they will result in a net increase in opening hours will result in a positive impact across all Lancashire residents and visitors. There will be some branches which have reduced opening hours and others whose opening hours will be extended based on a careful consideration of local need as detailed on page 4. We have listened to our local communities and have made a number of changes where it is clear we have got it wrong with the original proposals.

## **Question 8 – Final Proposal**

In summary, what is your final proposal and which groups may be affected and how?

The final proposals have been amended following the extensive consultation as detailed above and can be seen on appendix A. The service does not consider there will be any substantial detriment to groups of people with protected characteristics if these revised proposals are accepted.

## Question 9 – Review and Monitoring Arrangements

Describe what arrangements you will put in place to review and monitor the effects of your proposal.

We will monitor the continued use of library sites through a number of performance indicators including visitor numbers, membership take up and retention and issue figures. We will also monitor customer feedback through our complaints procedure and social media channels.

Equality Analysis Prepared By Gareth Jones

Position/Role Library Resources Manager

Equality Analysis Endorsed by Line Manager and/or Service Head

Decision Signed Off By

Cabinet Member or Director

**Please remember to ensure the Equality Decision Making Analysis is submitted with the decision-making report and a copy is retained with other papers relating to the decision.**

For further information please contact

Jeanette Binns – Equality & Cohesion Manager

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

Thank you

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