

Lancashire County Council

Cabinet

Thursday, 12th April, 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 8 March 2018** (Pages 1 - 12)

Matters for Decision:

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

- 4. Proposed Closure of Hameldon Community College, Burnley** (Pages 13 - 80)

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

- 5. Update on Preston Youth Zone Operator** (Pages 81 - 86)
- 6. Procurement Report - Request Amendment to Approval to Commence Procurement Exercises** (Pages 87 - 90)

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

- 7. Lancashire County Council (Various Roads, Chorley, Fylde, Hyndburn, Preston, Rossendale and South Ribble) (Revocations and Various Parking Restrictions) Order 201*** (Pages 91 - 118)

- 8. **Proposed Cessation of the Burnley Employment Shuttle** (Pages 119 - 140)
- 9. **Lancashire County Council (Burnley Road, Bacup, Rossendale Borough) (Prohibition of Right Turn) Order 201*** (Pages 141 - 146)
- 10. **Proposed Puffin Crossing Bolton Road, Anderton** (Pages 147 - 154)
- 11. **Highway Cross Boundary Agreement between Lancashire County Council and Blackpool Council** (Pages 155 - 168)
- 12. **Proposed Highway Safety Inspection Policy Revision** (Pages 169 - 230)

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

- 13. **Samlesbury Aerospace Enterprise Zone Delivery Update** (Pages 231 - 238)
Please note that Appendices 'A' and 'B' to this report are in Part II and appear as Item No. 22 on the agenda.
- 14. **Transport for the North Draft Strategic Transport Plan Public Consultation** (Pages 239 - 252)

The Cabinet Member for Adult Services - County Councillor Graham Gooch

- 15. **Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies and Procedures, including Non-Residential Care Charging and Adults Safeguarding** (Pages 253 - 300)

The Cabinet Member for Adult Services - County Councillor Graham Gooch, The Cabinet Member for Health and Wellbeing - County Councillor Shaun Turner

- 16. **Lancashire County Council Dementia Strategy** (Pages 301 - 340)

Matters for Information:

- 17. **Urgent Decisions 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 link(s):

1. [Dedicated School Grant - Addressing the Forecast Overspend in the High Needs Block](#)
2. [Lancashire Lifesavers - Funding for Defibrillators](#)
3. [Appointment of a Chief Executive for Marketing Lancashire Limited](#)
4. [Fleetwood to Knott End Ferry Service](#)

18. 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.

19. Date of Next Meeting

The next meeting of the Cabinet will be held on Thursday, 10 May 2018 at 2.00 pm at County Hall, Preston.

20. 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.

Part II (Not Open to Press and Public)

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

21. Land at Ribblesdale Avenue Accrington (Pages 341 - 344)

(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 Economic Development, Environment and Planning -
County Councillor Michael Green**

22. Appendices A and B of Item 13 - Samlesbury Aerospace Enterprise Zone Delivery Update (Pages 345 - 354)

(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 Children, Young People and Schools - County Councillor Susie Charles

23. Children and Young People - Residential Options (Pages 355 - 362)

(Not for Publication - Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. The report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that 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 Community and Cultural Services - County Councillor Peter Buckley

24. The Future of Queen Street Mill Museum and Helmshore Textile Mills Museum (Pages 363 - 368)

(Not for Publication - Exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains Information relating to any individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

25. Options for the Future of Judges Lodgings Museum (Pages 369 - 378)

(Not for Publication - Exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972. The report contains Information relating to any individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

The Cabinet Member for Adult Services - County Councillor Graham Gooch

26. Older People's Residential Care (Pages 379 - 406)

(Not for Publication - Exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972. The report contains information relating to any individual, information which is likely to reveal the identity of an individual and information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

Angie Ridgwell
Interim Chief Executive and
Director of Resources

County Hall
Preston

4. Premises Use Policy

The Cabinet received an updated Premises Use Policy and associated procedures to be followed when considering the use of County Council premises by external organisations, setting out how premises can accommodate use by different types of community organisations to complement County Council service delivery and support the strategic objectives of the authority.

Resolved: That:

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

5. Procurement Report - Request Approval to Commence Procurement Exercises

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

- i. 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

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

- 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

6. Proposed Changes to the Highways and Transport Capital Programmes

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.

Resolved: That the proposed amendments to the Highways and Transport Capital Programmes be approved.

7. Conversion of Footway to shared use Footway/Cycle Track and Adoption of Land - Westgate/Railway Road, Skelmersdale

Cabinet considered a scheme to improve cycling provision in the Westgate / Railway Road area of Skelmersdale, as included in the 2016-17 Road Safety Programme.

Resolved: That

- i. 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, as set out in the report, be approved
- ii. 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, as set out in the report, be approved

8. Lancashire County Council (Sir Frederick Page Way, Samlesbury, Ribble Valley and South Ribble Boroughs) (Prohibition of Stopping) and (30MPH Speed Limit) Orders 201*

Cabinet received a report proposing the introduction of a Clearway Order and a 30MPH Speed Limit Order as part of the Samlesbury Aerospace Enterprise Zone scheme.

Resolved: That the proposals for the introduction of a 30mph Speed limit and Clearway as set out in the report be approved.

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*

Cabinet considered a report proposing the introduction of permit holder only access and parking restrictions on sections of both Queen Street and Parramatta Street, Rawtenstall.

Resolved: That the proposals for the Permit Holder Only restrictions to sections of Queen Street and Parramatta Street, Rawtenstall, and the amendment of the Order as set out in the report be approved.

10. Department for Transport Consultation: Proposals for the Creation of a Major Road Network

Cabinet received a report summarising the Government's proposals for the creation of a Major Road Network (MRN) and presenting a draft response for consideration, as well as identifying locations on the indicative MRN in Lancashire that could benefit from this initiative.

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

11. Proposed 2018/19 Highway Maintenance and Road Safety, Cycling Safety and Public Rights of Way New Starts Capital Programmes

Cabinet received a report seeking approval for:

- a number of detailed 2018/19 Highway Maintenance and Transport New Start Capital Programmes.
- adding 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

- the proposed criteria for allocating this funding in 2018/19 in line with DfT expectations.
- 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.

In presenting the report, it was noted that the report included a number of minor errors in the numbers of certain roads and the electoral divisions. The necessary corrections and clarifications are appended to these minutes.

Resolved: That:

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

Cabinet considered a proposal 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.

Resolved: That the proposal for a speed restriction on the A682 Gisburn Road, Blacko as detailed within the report be approved.

13. Street Lighting - LED Lantern Replacement Scheme

Cabinet considered a report setting out proposals for a further 38,000 street lighting lanterns to be replaced with LED equivalents to be funded by an interest free loan from Salix Finance Ltd, a government funded body providing interest-free funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills, and which would enable a further £1.843m to be saved recurrently from the street lighting energy revenue budget per year when complete.

Resolved: That:

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

14. Proposed Expansion of Barrow Primary School, Clitheroe

Cabinet received a report setting out proposals relating to the expansion of Barrow Primary School in Ribble Valley from September 2019, following a six week formal consultation.

Resolved: That

- i. 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 be conditionally approved, subject to the granting of planning permission under Part 3 of the Town and Country Planning Act 1990; and
- ii. 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.

15. The Future of Baines School's Post 16 Provision

Cabinet considered a proposal from the governing body of Baines School to discontinue its post 16 sixth form provision, following a statutory consultation period.

Resolved: That

- i. the information in the report be noted.
- ii. 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 be approved. 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. 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.

16. The Future of Carr Hill High School and Sixth Form Centre's Post 16 Provision

Cabinet considered a proposal on the future of the post 16 provision currently delivered by Carr Hill High School and Sixth Form Centre, following a statutory consultation period.

Resolved: That

- i. the information in the report be noted.
- ii. 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 be approved.

- iii. 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.

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

Cabinet received a report outlining 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.

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

18. Special Educational Needs and Disabilities (SEND) School Placement Sufficiency and Suitability Plan 2018-21

Cabinet received a report setting out the County Council's proposed short plan of recommendations for the conditional funding allocation of £2,049,599 from the Department for Education Special Provision Capital Fund, established 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.

Resolved: That

- i. the short plan of recommendations on how to spend the Special Provision Capital Fund (SPCF) to be published on the Local Offer by March 14th 2018 be approved.
- ii. The decision be implemented immediately for the purposes of Standing Order 35 as any delay could adversely affect the execution of the County Council's responsibilities. The reason for this was that the local authorities SEND capital intentions must be published by 14th March 2018 in order to release the funding.

19. Library Opening Hours Review 2018

Cabinet considered a report proposing 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.

In moving the report, an amendment to the opening hours set out in the report for Whitworth Library was proposed, as follows:

- Monday 1pm to 7pm
- Friday 9am to 5pm.
- The other days and the total number of hours would remain the same.

Resolved: That the proposed banding model for library opening hours set out in the report, with the amendment to the hours for Whitworth, be adopted and implemented as early as practically possible, following a consultation period with the Trade Unions and employees.

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

The urgent decisions taken by the Leader of the County Council and Cabinet Members were noted.

21. Urgent Business

There was no urgent business.

22. Date of Next Meeting

It was noted that the date of the next meeting would be Thursday 12 April 2018 at 2pm at County Hall, Preston.

23. Notice of Intention to Conduct Business in Private

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

24. 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.

25. Programme of Works to Operational Buildings

(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 on capital works required at two operational premises.

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

26. Community Asset Transfers - Approval for Transfer

(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 premises where Community Asset Transfer requests had been received and the provision of Independent Community Libraries.

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

27. Contract extension for the Health Visitors/School Nurses contracts

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

Cabinet received a report requesting approval to extend the contracts of health visitor and school nursing services.

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

28. Long Term Options for Service Provision at Walton-Le-Dale Park and Ride

(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 on the options for service provision at the Walton-Le-Dale Park and Ride.

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

29. Billington & Langho St. Leonards CE School Expansion to 1.5 Form Entry Project - Further Additional Funding Requirement

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

Cabinet received a report on the budget for the project to expand Billington and Langho St Leonards CE School to 1.5 Form entry.

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

30. Children Looked After (CLA) Residential Strategy - Capital Schemes

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

Cabinet received a report setting out proposals for capital schemes to support the Children Looked After residential strategy.

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

32. Cuerden Strategic Site - Land Sale Proposals

(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 relating to the Cuerden Strategic Site.

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

33. Transfer of Fleetwood Maritime Museum

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

Cabinet received a report outlining proposals on the transfer for Fleetwood Maritime Museum.

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

34. Proposals Relating to Libraries - Earby

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

Cabinet received a report outlining proposals in relation to the provision of library facilities in Earby, Pendle.

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

Angie Ridgwell
Interim Chief Executive
and Director of Resources

County Hall
Preston

Addendum – Item 11 – Proposed 2018/19 Highway Maintenance and Road Safety, Cycling Safety and Public Rights of Way New Starts Capital Programme.

Proposed Road Number and /or Divisional Amendments to 2018/19 Maintenance of Highway Assets Programmes

Appendix B: A, B & C Roads 2018/19 Programme

Resurfacing/Inlay Programme

Project Name	Road No	Division
Liverpool Old Road	C243	South Ribble West
Rochdale Road	A671	Rossendale East/ Whitworth and Bacup
Hyndburn Road	A679	Accrington North/ Accrington West and Oswaldtwistle Central
Church Road	C281	St Annes South/ Fylde West/Lytham

Surface Dressing Programme

Project Name	Road No	Division
Higher Lane/Beacon Lane	C161	West Lancashire East/Skelmersdale West
Bannister Lane	C174	West Lancashire East/Skelmersdale East
Burnley Road	A671	Padiham and Burnley West/Burnley South West/Burnley Central West
Haslingden Road	A681	Rossendale South
Wigan Road	A49	Clayton with Whittle/Leyland South
New Line	A6066	Whitworth and Bacup/Rossendale East
Lancaster Road	C308	Thornton and Hambleton/ Wyre Rural Central
Whalley Clitheroe Bypass	A59	Ribble Valley North East
Barrowford Road	A6068	Padiham and Burnley West/Burnley Central West
Gisburn Road	A682	Pendle Rural/Pendle Hill
Windgate	A59	Chorley Rural West/ West Lancashire North

Appendix C: Unclassified Programme

Rural Unclassified

Project Name	Road No	Division
Midge Hall Lane	U292	Burscough and Rufford

Urban Unclassified

Project Name	Road No	Division
Beckdean Lindsay and Stafford Avenues	U16332	Poulton-le-Fylde

Appendix D: Footways 2018/19 Programme

Project Name	Road No	Division
Hazeldene Road	U22220	Fleetwood West and Cleveleys West
Glendale Drive	U4876	Ribble Valley South West
Highfield Drive	U1302	South Ribble West
South Road	U18589	Morecambe South and Morecambe North
Pennine Road	U7904	Rosendale East
Haverholt Close	U20741	Pendle Central
Gordon Road	U19914	Brierfield and Nelson West
Venables Avenue	U20894	Pendle Rural
Moorfield Avenue	U4883	Ribble Valley South West
Rogersfield	U5014	Ribble Valley South West
Somerford Close	U42623	Burnley Central West
Todmorden Road	C658	Burnley Rural
Lower Antley Street	C632	Accrington West and Oswaldtwistle Central

Appendix K: Proposed Programme to address Specific Deterioration on Residential Roads

Project Name	Road No	Division
Irwell	U590	Skelmersdale Central

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

Report of the Interim Executive Director of Education and Children's Services**Part I**

Electoral Divisions affected:
 Burnley Central East; Burnley
 Central West; Burnley North
 East; Burnley Rural; Burnley
 South West; Padiham and
 Burnley West;

Proposed Closure of Hameldon Community College, Burnley

(Appendices 'A' to 'D' refer)

Contact for further information:

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Executive Summary

On 7 December 2017, Cabinet agreed to a statutory notice being published to begin a representation period on the proposed closure of Hameldon Community College, Burnley. A statutory proposal document was published in relation to the proposed closure of the school, with implementation commencing from 31 August 2018. The representation period took place from 16 January to 26 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, which 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 asked to:

- (i) consider the information in this report;
- (ii) approve the proposal as detailed in the statutory notice to close Hameldon Community College, Burnley, with implementation commencing from 31 August 2018; and

- (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

The Governing Body of Hameldon Community College wrote to the local authority in March 2017, setting out their concerns in relation to the school meeting its statutory responsibilities, and they asked the local authority to consider the long term future of the school.

On 10 August 2017, Cabinet approved a stage 1 consultation on a proposal on the future of Hameldon Community College. The reasons for the proposal were concerns about the quality of current educational standards, the school's financial deficit position and pupil numbers. The consultation process highlighted a range of concerns should the school be closed. In the main, these related to the disruption to pupils' education, difficulties relating to travel, difficulties for pupils settling into a new school and the loss of a community asset. In addition, a number of suggestions had been made about securing the future of the school. These included requesting that the school be given another chance to improve, or rebranding and reopening the school as a vocational college. Following this consultation, the original issues and concerns held by the local authority in relation to Hameldon Community College remained valid.

On 7 December 2017, Cabinet gave approval for a stage 2 statutory notice to be published, and for a stage 3 representation period to be undertaken in relation to the proposal to close Hameldon Community College. The reasons for the proposal were the same as stage 1: concerns about the quality of current educational standards; the school's financial deficit position; and declining pupil numbers. The school has been below the Government's floor standards for educational attainment in three out of the past five years, and they are well below the new Progress 8 floor standard based on their 2016 performance. The latest published inspection of Hameldon Community College was in December 2017, when it was judged as Inadequate in all areas. The school was judged as Requires Improvement at its previous inspection. Since 2007, the inspection history of the school has been poor, being placed in a category of concern four times and it has never been judged to be good overall. The school has not found it possible to sustain the improvements made with additional support from the local authority.

As at March 2018, the pupil numbers stood at 197, compared to a capacity for 750 pupils. The financial position of the school has been in steady decline over the last four years and, as at 31 March 2017, their cumulative deficit balance was £2.2m, which is forecast to increase to a cumulative deficit of £2.5m by 31 March 2018.

Despite the efforts of the school and the support of the local authority, Hameldon Community College has been unable to make sustained improvements over time. This gives the local authority significant concerns that the school would not be able to make the necessary improvements to educational standards and attract sufficient

pupils to ensure they can operate a financially viable school. Therefore, the local authority must take action to address this and meet its statutory duty to secure high quality school places for its residents.

Closing a Maintained Mainstream School: Guidance and Process

There is a defined statutory process in the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013, which must be followed before making a decision on the closure of a maintained school. This is supplemented by further guidance on the process published by the Department for Education. There are five statutory stages for a proposal of this nature and the local authority is now at stage 4. The stages and timescales are set out below:

Action	Start
Cabinet approval to consult	10 August 2017
Stage 1: Consultation on a proposal on the future of Hameldon Community College	11 September to 20 October 2017
Stage 1: Report to Cabinet on consultation and seek decision on whether to publish Statutory Notice	7 December 2017
Stage 2: Publish Statutory Notice	16 January 2018
Stage 3: Representation Period	16 January to 26 February 2018
Stage 4: Decision	12 April 2018
Stage 5: Implementation	From 31 August 2018

The Department for Education's statutory guidance, 'Opening and Closing Maintained Schools' (April 2016), states that proposers, in this case the local authority, must consult groups and individuals they feel to be appropriate. In line with this, the local authority published a stage 2 statutory notice and an accompanying proposal document on 16 January 2018, the first day of the stage 3 representation period. These documents were available on the Lancashire County Council website and were widely circulated to interested parties, such as Burnley Borough Council, parish councils, Lancashire county councillors for the district, neighbouring local authorities, other local schools and stakeholders. The school also made arrangements to share this information with parents, carers, staff and governors, to display the statutory notice and to include these documents on their website.

The following documents are presented for Cabinet's information and consideration as necessary:

Appendix 'A' - LCC's published statutory notice

Appendix 'B' - Matters to be specified in S15 proposals to discontinue school

Appendix 'C' - Factors to be considered by decision-makers

Appendix 'D' – Equality Analysis Toolkit

Factors Relevant to all Types of Proposal

Local authorities are under a statutory duty to ensure that there are sufficient school places in their area, promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. To help local authorities to meet their duties and restructure local provision, they have the power to close all categories of local authority maintained schools. Reasons for closing a maintained mainstream school include where it is surplus to requirements (for example there are sufficient places in neighbouring schools to accommodate displaced pupils) or where it is failing and there is no viable sponsored academy solution.

The Department for Education's 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

The stage 1 consultation asked respondents to select their preferred option for the future of Hameldon Community College, and the most popular option was to continue as things are, with 56% of non-pupils and 84% of pupils choosing this. Of the responses received during the stage 3 representation period, 83% objected to the proposal to close the school. However, it must be noted that the original issues and concerns held by the local authority in relation to the school remain valid and are supported by the latest inspection report which rated the school as 'Inadequate' in all areas. These issues and concerns are set out in the Cabinet reports dated 10 August 2017 and 7 December 2017, and are also in the consultation document. Despite the efforts of the school and the support of the local authority, Hameldon Community College has been unable to make sustained improvements over time. This gives the local authority significant concerns that the school is not able to make the necessary improvements to educational standards and attract sufficient pupils to ensure they can operate a financially viable school. Therefore, the local authority must take action to address this and meet its statutory duty to secure high quality school places for its residents.

The statutory guidance from the Department for Education, School Organisation: Maintained Schools, guidance for proposers and decision makers, provides factors which the decision maker must take into account when determining school closure proposals. The guidance states that:

- proposals to close a school and replace it with provision in a more successful and popular school should normally be approved, subject to the evidence provided; and
- there is a presumption that closure proposals (for schools causing concern) should be approved subject to checking that there are sufficient accessible places of an acceptable standard available to accommodate displaced pupils and to meet foreseeable future demand for places in the area.

If the decision is taken to close Hameldon Community College, the local authority will focus on ensuring parental preferences for alternative school places are met, where possible, and will work with the school to ensure stability in provision during the phased implementation commencing from 31 August 2018. The local authority will work with both Hameldon Community College and the receiving schools to ensure a smooth and successful transition for the pupils moving schools, with the aim being to maintain and improve educational standards for all pupils affected by the closure.

This report demonstrates that, on the basis of the Department for Education criteria, the decision maker is recommended to approve the proposal to close Hameldon Community College, with implementation commencing from 31 August 2018.

Implications:

This item has the following implications, as indicated:

Risk Management

The local authority has a statutory duty to secure high quality school places for its residents. A failure to address the decline in educational standards, falling numbers and consequent concerns around the future educational viability of the school runs the risk of the authority being seen by Department for Education and Ofsted to be failing in its statutory responsibilities. Alternative school places can be secured for current pupils affected by the proposed closure. The local authority, working with the Regional Schools Commissioner, will work with existing schools in the area to identify solutions for the provision of sufficient places to accommodate future growth in the area. Depending on the preferred options, this may require future statutory consultation and would form the basis of future reports to Cabinet.

There are implications for staff employed in the school but the authority has experience in staff redeployment and retraining and a good record in avoiding compulsory redundancies. Currently, approximately half of the teaching staff, including the senior management of the school, are supply agency employees on a daily supply rate or temporary.

Financial Implications

When a school is closed by an authority, any balance (whether surplus or deficit) reverts to the local authority as a whole. The local authority cannot transfer a closing balance to an individual school, even when that school is a successor to the closing school, except that a surplus or deficit transfers to an academy where a school converts to academy status under section 4(1)(a) of the Academies Act 2010.

Current Education and Skills Funding Agency guidance states that any deficit balance on a closing school is the responsibility of the local authority. The Lancashire Schools' Forum has an established reserve for strategic school deficits. The local authority will continue to receive Dedicated Schools Grant funding for the pupils when they relocate to new schools within the county.

When a school closes, pupils are offered alternative provision at a nearby school and the accepting schools are funded for those pupils in the following year. This is the normal process provided for schools as agreed by the local authority and the Lancashire Schools Forum and is within the Department for Education regulations.

When the number of incoming pupils to a new school is small, this does not represent a significant financial issue for the accepting school. However, the financial impact is more significant when a school is accepting a larger group of new pupils and the local authority will work with individual schools to ensure the general financial viability in the area is not compromised. The local authority has recent experience of dealing with a similar situation when Glenburn High school was closed in 2016.

In addition to the above, the school premises were built as one part of the phase 3 Building Schools for the Future project that was funded via Private Finance Initiative. This means that there are risks associated with the financing of the current annual Private Finance Initiative contract of up to £4.1m if the premises do not remain in use for educational purposes for the remaining 14 years of the contract.

Equality and Diversity

A full Equality Analysis has been completed and is set out at Appendix 'D'.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Hameldon Community College

Notice is given in accordance with section 15(1) of the Education and Inspections Act 2006 that Lancashire County Council, PO Box 100, County Hall, Preston, PR1 0LD intends to close Hameldon Community College, Coal Clough Lane, Burnley, BB11 5BT, on 31 August 2019, with implementation commencing from 31 August 2018.

There is sufficient capacity in other local schools to accommodate the current pupil population. Pupils in Year 11 will be unaffected by any school reorganisation as they will have left school by the time any proposals are implemented. Pupils in Year 10 will be given the opportunity to remain on roll at Hameldon Community College to complete key stage 4 and leave 11-16 provision in August 2019. Please note that the Year 10 pupils who opt to do this would be kept together as a group, but may not be educated on the current site of Hameldon Community College.

The proposal arises because of serious concerns about the quality of current educational standards, the school's financial deficit position and declining pupil numbers.

The local authority's opinion is that this proposal is not related to any other proposals that have been, are, or are about to be published. This Notice is an extract from the complete proposal. Copies of the complete proposal can be inspected at Hameldon Community College at the address above; at Lancashire County Council's Chaddesley House office; at the Area Education Office (East) at the address in the notes below; at Burnley Borough Council office; and local libraries. 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. To be considered as part of the decision making process to determine the proposal, responses must be received no later than 26th February 2018.

Signed: Laura Sales, Director of Legal and Democratic Services
Publication Date: 16 January 2018

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.

All forms of responses to the consultation were taken into account before the publication of this notice.

The Authority will need to decide whether to implement the proposal before 26 April 2018, otherwise it must be referred to the Adjudicator for a final decision.

Assistance with admission to schools can be obtained from the Pupil Access Team at the Area Education Office (East), 44 Union Street, Accrington, BB5 1PL.

MATTERS TO BE SPECIFIED IN SECTION 15 PROPOSALS TO DISCONTINUE A SCHOOL

Extract of Schedule 2 to The School Organisation (Establishment and Discontinuance of Schools)(England) Regulations 2013 (as amended):

Contact details

1. The name and contact address of the local authority or governing body publishing the proposals and the name, address and category of the school it is proposed that should be discontinued.

The proposal to close Hameldon Community College, Coal Clough Lane, Burnley, BB11 5BT is published by Lancashire County Council, the relevant local authority. Hameldon Community College is a community school. The local authority can be contacted at the following address: Learning and Skills Service, Room C24, PO Box 100, County Hall, Preston, PR1 0LD.

Implementation

2. The date on which it is proposed to close the school or, where it is proposed that the closure be implemented in stages, the dates of and information about each stage.

It is proposed to close the school on 31 August 2019, with implementation commencing from 31 August 2018. It is proposed to phase the closure of the school to minimise the impact on pupils. The table below sets out the proposed transition plan should a final decision be made to close Hameldon Community College:

Current year group	Movement of Pupils
Year 7	Will move to other local schools in September 2018 to continue Key Stage 3
Year 8	Will move to other local schools to complete Key Stage 3 in September 2018
Year 9	Will move to other local schools in time to start Key Stage 4 and GCSE options in September 2018
Year 10	Will be given the opportunity to remain on the roll at Hameldon to complete Key Stage 4 and leave 11-16 provision in August 2019
Year 11	Will remain on the roll at Hameldon to complete Key Stage 4 and leave 11-16 provision in August 2018

In this way, the pupils that will be directly affected by any closure of Hameldon Community College would be those in current year groups 7, 8 and 9, who would need to move to an alternative school for September 2018. The current year group 11 will be able to remain at the school until they complete their key stage 4 education and take their GCSEs. Arrangements will also be made for pupils currently in Year 10 to remain on roll at Hameldon Community College to complete their key stage 4 education, take their GCSEs and leave 11-16 provision in August 2019. Please note that the Year 10 pupils who opt to do this would be kept together as a group, but may not be educated on the current site of Hameldon Community College. Should the proposal be approved, the local authority will ensure that intensive support continues to be provided to the school with the aim of ensuring that the pupils who remain on roll receive a quality education and are not disadvantaged by the impact of closure.

Reason for closure

3. A statement explaining the reason why closure of the school is considered necessary.

The reasons for the proposal are concerns about the quality of current educational standards, pupil numbers, and the school's financial deficit position.

Educational Attainment

The educational standards achieved by pupils at Hameldon Community College have been variable over the past five years and have only been above the Government's minimum standard in two of these years. In 2015, 36% of pupils gained 5 or more good GCSEs, including English and maths. In 2016, this situation deteriorated further, with only 21% of pupils gaining 5 or more good GCSEs, including English and maths. In addition, the school is also below the new 2016 'Progress 8' floor standard, placing the school in the bottom 3% nationally. Initial unvalidated data suggest there has been no improvement in the school's results in the 2017 exams.

Whilst it is acknowledged that a high proportion of pupils at the school are from disadvantaged backgrounds, their progress does not reach the Government's minimum requirement and does not currently compare well against other Lancashire schools with pupils of similar ability.

The table below shows the educational standards at all secondary schools in the area:

School	Progress 8		Attainment 8	% pupils obtaining A*-C GCSE grades in English and maths (Grade 4+ in 2016/17)				Ofsted Grade
	Score	Significance	Score	2013/14	2014/15	2015/16	2016/17	
Hameldon	-0.85	Significantly Low	35.1	56	42	30	(24)	Inadequate
Sir John Thursby	0.23	Significantly High	49.3	37	48	48	(59)	Good
Burnley High School	Not applicable as no pupils in Key Stage 4 yet							Good
Unity College	-0.15	Not Significant	47.2	44	44	56	(65)	Good
Blessed Trinity	-0.04	Not Significant	50.1	57	64	62	(58)	Good
Shuttleworth	-0.52	Significantly Low	40.9	41	37	46	(55)	Requires Improvement

The small size of the school and the extent of the financial challenge add considerably to the difficulty in making the necessary rapid improvements in education outcomes required to meet the Government's targets.

Despite the efforts of the school and the support of the local authority, Hameldon Community College has been unable to make sustained improvements over time and now these circumstances require the local authority to consider its future. The school is no longer in a position to provide an acceptable standard of education and is unable to deliver the required curriculum. In addition, due to the problems which the school has had in recruiting and retaining permanent teachers over many years, it is expected that the overall quality of teaching the students will receive after moving to other schools will improve.

Inspection Outcome

The latest published inspection of Hameldon Community College was in December 2017 when it was judged as Inadequate in all areas. Since 2007, the inspection history of the school has been poor, being placed in a category of concern four times and it has never been judged to be good overall. The school has not found it possible to sustain the improvements made with additional support from the local authority.

With regard to the education standards across the other state-funded secondary schools in Burnley, as judged by Ofsted, four are deemed to be 'Good' and one is deemed to be 'Requires Improvement'. This is Shuttleworth College, which is currently on track to be judged 'Good'.

Pupil Numbers and Parental Preference

The number of pupils attending Hameldon Community College has been falling for some years. It has experienced a 14% decline in the numbers on roll and a 34% decrease on intake into Year 7 over the last five years. As at the October 2017 School Census, the pupil numbers at the school were 216, compared to the capacity for 750.

The school is currently 70% empty and this looks set to continue as only 36 pupils expressed a first preference for joining the school in September 2017, falling from a high of 91 pupils in 2013. There are between 88 and 123 places left unfilled in each year group at the school, as at the October 2017 School Census.

As a result of the consultation which took place from 11 September to 20 October 2017, all parents who had expressed a preference for a place for their child at the school from September 2018 have been asked to put forward a further preference for another school, with the local authority providing support for pupils and parents in making the transition to another school.

The local authority's pupil projections take into account the number of pupils moving in to and out of the area (known as migration) as well as additional pupils resulting from new housing developments. Any new housing that is expected to come forward within five years has been included in the pupil projections for the Burnley area. The overall decline in pupil numbers across Burnley has started to reverse and there have been increases in the total number on roll in all but two schools in the area in recent years. This growth is expected to continue based on information contained within the Burnley Local Plan.

If Hameldon Community College were to close, there is sufficient capacity in other local schools to accommodate the current pupil population. However, without the capacity at the school, it is forecast that there will be a shortfall of 444 places in five years, taking account of the impact of planned housing and current levels of migration. Additional physical capacity will be required to accommodate these pupils, either in the existing school building or by the expansion of other schools. This capacity starts to be required from September 2018, when the total number on roll exceeds the current net capacity of all other secondary schools in Burnley.

Pupil numbers on roll in each year group as at the October 2017 School Census, together with the published admission numbers (PAN) and physical net capacities of the schools, were as follows:

School	Type	Number on Roll as at October 2017 School Census						PAN in 2018	Net Capacity
		Y7	Y8	Y9	Y10	Y11	Total		
Hameldon	C	27	45	39	43	62	216	150	750
Sir John Thursby	FT	216	227	212	212	201	1068	225	1125
Burnley High School	FS	120	91	87	46	0	344	90	450
Unity College	FT	251	250	217	202	191	1111	240	1200
Blessed Trinity	VA	266	264	258	256	245	1289	250	1290
Shuttleworth	FT	152	153	137	129	158	729	210	1050
Total		1032	1030	950	888	857	4757	1165	5865

(C = Community; FT = Foundation Trust; FS = Free School; and VA = Voluntary Aided)

There is evidence that schools with a small number of pupils may experience challenges in providing diversity within the curriculum as school budgets are largely determined by the numbers of pupils on roll. Schools with falling pupil numbers are unable to maintain the same staffing levels, so the choice of subjects may be affected and there may be challenges around staff recruitment and retention. This can lead to lower pupil attainment as measured by Ofsted and GCSE results, which often results in lower pupil admissions to Year 7 and leads to an even further reduced budget in the following year. Once schools find themselves in this cycle, it is very difficult for the situation to be reversed unless there is a rapid and significant increase in pupil numbers across the whole area.

Staffing

Recent staffing cuts made in an attempt to curb the increase in the school's significant budget deficit mean that the school does not, in the local authority's opinion, have the capacity to make the required improvements. The school continues to struggle to recruit and retain good teachers, particularly in subjects such as mathematics, and is currently reliant on a disproportionate number of supply teachers to fill staffing gaps. Currently, a third of the staff in the school are either temporary or employed on a supply basis and this has impacted on the curriculum they are able to offer, the quality of teaching, pupil behaviour and, inevitably, upon educational outcomes.

Following the retirement of the Headteacher in August 2016, and bearing in mind the school's budgetary position and uncertainty over its future, an attempt to recruit a permanent replacement Headteacher has been deferred as it is highly unlikely that governors would be able to recruit someone with the experience and quality that the school requires. A new Acting Headteacher is currently in place at the school, with a commitment to remain in post until the future of the school is determined and permanent arrangements can be made.

Financial Viability

With regard to their financial position, the school has been running a large deficit for a number of years and a significant amount of time and professional resources have been allocated to this school by the local authority. By law, schools must set a balanced budget. Unfortunately, the school is not able to set a balanced budget, which means that it is no longer financially viable.

As at 31 March 2017, the school held a cumulative deficit balance of £2.2m which is forecast to increase by £0.3m in the current 2017-18 financial year, taking the overall cumulative deficit to £2.5m. The current 3 year forecast for the school indicates that this cumulative deficit is likely to exceed £3.8m by March 2020. The financial position of Hameldon Community College has been in steady decline over the last 4 years, with annual deficits forecast to increase from 2016-17 onwards.

Consultation

The stage 1 consultation period ran from 11 September to 20 October 2017. During the consultation period, a total of 124 responses had been received by non-pupils, such as staff, parents, governors and members of the community. The school undertook a consultation with its pupils and 108 responses were received as a result of this. In addition, a consultation event was held at the school on 11 October 2017. At this event, 29 appointments took place, with 43 interested parties in attendance.

Conclusion

The local authority has concerns that Hameldon Community College is not able to implement and sustain the required improvements in standards. Taking into account the small and reducing number of pupils, the challenging nature of the intake resulting from parental preferences and the pattern of low attainment and progress, it is unlikely that the school will be able to implement and sustain continued improvement over time. It is considered that the school will continue to experience significant challenges in providing a good quality of education, as defined by the current inspection framework. There are also concerns that the school will be unable to deliver an appropriate secondary curriculum, of sufficient range and breadth of subjects and with appropriate specialist teachers, to all levels of pupils, across all key stages.

As evidenced from the information above, the status quo position is untenable given the educational standards, pupil numbers and financial deficit. The local authority has a statutory duty to secure high quality school places for its residents. A failure to address the decline in educational standards, falling numbers and consequent concerns around the future educational viability of the school runs the risk of the authority being seen by the Department for Education (DfE) and Ofsted to be failing in its statutory responsibilities. Alternative school places can be secured for current pupils affected by the proposed closure.

Pupil numbers and admissions

4. The numbers (distinguishing between compulsory and non-compulsory school age pupils), age range, sex and special educational needs of pupils (distinguishing between boarding and day pupils) for whom provision is currently made at the school.

Hameldon Community College is a co-educational day secondary school, providing for pupils of all abilities. The published admission number of the school is 150 and the physical (net) capacity of the school is 750. As at the October 2017 school census, there were 115 male and 101 female pupils aged between 11 and 16 on roll.

A Hearing Impairment Special Educational Resource Facility (SERF) is located at Hameldon Community College. This provides additional resourced provision for up to 18 students with hearing impairments. In September 2017, there were five pupils within the SERF. During the Stage 1 consultation process, two of these pupils expressed a preference to move school and the Special Educational Needs and Disabilities (SEND) Service at the local authority accommodated these moves. The three remaining pupils in the SERF are all from within the east geographical area of Lancashire.

In 2017, the national figures for SEND showed that 2.8% of children had an Educational Health and Care Plan (EHC Plan) or a Statement and 11.6% had identified special educational needs or disabilities without an EHC Plan or a Statement. The statistics at Hameldon Community College are as follows:

	January 2017	January 2016	January 2015	January 2014	January 2013
SEND with EHC Plan or Statement	3.7%	3.1%	5.4%	3.5%	3.7%
SEND without EHC Plan or Statement	31.7%	28.8%	29%	23.2%	21.8%

Displaced pupils

5. A statement and supporting evidence about the need for places in the area including whether there is sufficient capacity to accommodate displaced pupils.

Pupil numbers on roll in each year group as at the October 2017 School Census, together with the published admission numbers (PAN) and physical net capacities of the schools, were as follows:

School	Number on Roll as at October 2017 School Census						PAN in 2018	Net Capacity
	Y7	Y8	Y9	Y10	Y11	Total		
Hameldon	27	45	39	43	62	216	150	750
Sir John Thursby	216	227	212	212	201	1068	225	1125
Burnley High School	120	91	87	46	0	344	90	450
Unity College	251	250	217	202	191	1111	240	1200
Blessed Trinity	266	264	258	256	245	1289	250	1290
Shuttleworth	152	153	137	129	158	729	210	1050
Total	1032	1030	950	888	857	4757	1165	5865

If Hameldon Community College were to close, there is sufficient capacity in other local schools to accommodate the current pupil population. However, without the capacity at the school, it is forecast that there will be a shortfall of 444 places in five years, taking account of the impact of planned housing and current levels of migration. Additional physical capacity will be required to accommodate these pupils, either in the existing school building or by the expansion of other schools. The need for additional places in Year 7 starts to be required from September 2018, when the projected Year 7 intake exceeds the combined admission number of all other secondary schools in Burnley. The need for additional capacity is then required as the total number on roll exceeds the total net capacity of the existing schools in September 2019.

The forecast requirement for secondary school places in Burnley over the next five years can be seen in the table below:

Autumn 2017 Forecast Data and 2016 Housing Land Supply	Pupil Places
Net capacity of Burnley secondary schools (11-16 capacity)	5865
Current number of pupils on roll, as at September 2017	4757
Projected number on roll in 5 years, excluding housing and migration impact	5465
Projected number on roll in 5 years, including housing and migration impact	5559
Surplus places in Burnley in 5 years, including housing and migration	306
Surplus places in Burnley in 5 years, excluding 750 place capacity at Hameldon Community College	-444

6. Details of the schools or further education colleges at which pupils at the school to be discontinued will be offered places, including:
- any interim arrangements;
 - the provision that is to be made for those pupils who receive educational provision recognised by the local authority as reserved for children with special educational needs; and
 - in the case of special schools, the alternative provision made by local authorities other than the authority which maintains the school.

There is a wide diversity of secondary school provision in the Burnley district comprising one community school; three foundation (trust) schools; one voluntary aided Catholic school; and one free school. Education standards, as judged by Ofsted, range from 'Good' to 'Inadequate' and, as at the October 2017 School Census, pupil numbers range from below 220 in the smallest school to almost 1,300 in the largest. It should be noted that the free school only has four year groups at present, having only been established in 2014.

- It is proposed to phase the closure of the school to minimise the impact on pupils. The table below sets out the proposed transition plan should a final decision be made to close Hameldon Community College:

Current year group	Movement of Pupils
Year 7	Will move to other local schools in September 2018 to continue Key Stage 3
Year 8	Will move to other local schools to complete Key Stage 3 in September 2018
Year 9	Will move to other local schools in time to start Key Stage 4 and GCSE options in September 2018
Year 10	Will be given the opportunity to remain on the roll at Hameldon to complete Key Stage 4 and leave 11-16 provision in August 2019
Year 11	Will remain on the roll at Hameldon to complete Key Stage 4 and leave 11-16 provision in August 2018

In this way, the pupils that will be directly affected by any closure of Hameldon Community College would be those in current year groups 7, 8 and 9, who would need to move to an alternative school for September 2018. The current year group 11 will be able to remain at the school until they complete their key stage 4 education and take their GCSEs. Arrangements will also be made for pupils currently in Year 10 to remain on roll at Hameldon Community College to complete their key stage 4 education, take their GCSEs and leave 11-16 provision in August 2019. Please note that the Year 10 pupils who opt to do this would be kept together as a group, but may not be educated on the current site of Hameldon Community College.

All parents who had expressed a preference for a place for their child at the school from September 2018 have been asked to put forward a further preference for another school, with the local authority providing support for pupils and parents in making the transition to another school. Parents are free to express a preference for a place at another school at any point and under any circumstances. Any such request would be dealt with as normal in-year admissions.

- b) The Special Educational Resource Facility (SERF) located at Hameldon Community College is commissioned by the local authority through the Schools Forum High Needs Block funding. A Suitability and Sufficiency study is currently being undertaken with all of the special schools, SERFs and short stay schools in Lancashire. The draft report will be produced by the end of March 2018 and a consultation will take place with stakeholders and partners. During this period, the local authority's SEND Service will continue to work with the three young people and their families remaining at the Hameldon SERF to identify an alternative provider to meet their special educational needs.
- c) Not applicable.

7. Details of any other measures proposed to be taken to increase the number of school or further education college places available in consequence of the proposed discontinuance.

The 'Displaced pupils' section above confirms that there are sufficient places at neighbouring schools to admit the current pupils from Hameldon Community College. The local authority will endeavour to secure places in accordance with parental preferences wherever possible. If necessary, the local authority will negotiate with schools to admit above their published admission number in order to satisfy parental preference.

Impact on the community

8. A statement and supporting evidence about the impact on the community of the closure of the school and any measures proposed to mitigate any adverse impact.

The local authority recognises that the closure of a school can impact on the wider community.

The vast majority of, if not all, schools provide community activities and/or facilities and, if a school is closed, these are normally provided by other schools or are picked up by other organisations in the area.

Hameldon Community College has a range of facilities which are available for use by the local community or businesses, such as sporting and recreational facilities as well as meeting rooms and function facilities. During the 2017 calendar year, 13 different groups have used the community facilities at the school in the evenings. The facilities being used are as follows: dance studio, sports hall, all weather pitch and grass football pitch. The activities being undertaken have included football, netball, rounders and cricket. The facilities are available for use by the community from Monday to Friday, between 4.30pm and 9.00pm. It is noted that the facilities are used extensively during the period October to April. However, usage reduces during April to September as local grass football pitches can be used free of charge.

The community facilities at Hameldon Community College are easily accessible for all families in the area, including those who rely on public transport. However, in order to retain the facilities at the school they would need to be completely self-funding and self-managing. If any such organisation wishes to inherit the facilities as a community asset it would need to be on the basis that they were operated without the need for revenue funding from either the Borough or the County Council. If Hameldon Community College

is closed, the community facilities will be unavailable from the point at which the closure takes place.

Rural Primary Schools

9. Where proposals relate to a rural primary school designated as such by an order made for the purposes of section 15, a statement that the local authority or the governing body (as the case may be) considered section 15(4):

N/A

Balance of denominational provision

10. Where the school has a religious character, a statement about the impact of the proposed closure on the balance of denominational provision in the area and the impact on parental choice.

N/A

Maintained nursery schools

11. Where proposals relate to the discontinuance of a maintained nursery school, a statement setting out:

- a) the local authority's assessment of the quality and quantity of the alternative provision compared to the school proposed to be discontinued and the proposed arrangements to ensure the expertise and specialism continues to be available; and
- b) the accessibility and convenience of replacement provision for local parents.

N/A

Sixth Form Provision

12. Where the school proposed to be discontinued provides sixth form education, the effect for 16 to 19 year olds in the area that closure will have in respect of:

- a) their educational or training achievements;
- b) their participation in education or training; and
- c) the range of educational or training opportunities available to them.

N/A

Special educational provision

13. Where existing provision that is recognised by the local authority as reserved for pupils with special educational needs is being discontinued, a statement as to how the local authority or the governing body (as the case may be) believe the proposals are likely to lead to improvements in the standard, quality and/or range of the educational provision for these children.

The Special Educational Resource Facility (SERF) located at Hameldon Community College is a commissioned by the local authority through the Schools Forum High Needs Block funding for 18 places. There are currently three pupils within this facility.

The SERF is led by a specialist Teacher of the Deaf, supported by other colleagues and external agencies trained to meet the individual needs of these young people. The three hearing impaired students are fully included in the life of the school, attending the majority of their lessons in mainstream classes and being full members of a tutor group.

A Suitability and Sufficiency study is currently being undertaken with all of the special schools, SERFs and short stay schools in Lancashire. The draft report will be produced by the end of March 2018 and a consultation will take place with stakeholders and partners. During this period, the local authority's SEND Service will continue to work with the three young people and their families remaining at the Hameldon SERF to identify an alternative provider to meet their special educational needs.

Travel

14. Details of the length and journeys to alternative provision.

The closest alternative schools measured by walking distance from Hameldon Community College are:

Burnley High School	2.0 miles
Blessed Trinity RC College	2.2 miles
Shuttleworth College	2.2 miles
Unity College	2.4 miles
Sir John Thursby Community College	3.1 miles

Eligibility for home to school transport is measured from the child's permanent home address to school so the above distances are only a guide as to the possible distances. The local authority will provide transport assistance to the following groups of pupils who live in Lancashire and attend Hameldon Community College at the time that their year group is scheduled to move to another school:

- Pupils who live over 3 miles* away from the school they move to provided it is their nearest suitable school
- Pupils who live over 3 miles* away from their allocated school even when it is not their nearest suitable school (this is an exception to current policy)

*For those pupils from low income families (these are pupils who are eligible for free school meals or the parents are receiving the maximum amount of working tax credit) then travelling expenses will be awarded where the school they move to is one of their three nearest schools from their home and the distance from home to the school is between **two** and six miles.

If parents want local practical advice on school transport, they can contact the East Area Pupil Access team on 01254 220708.

In addition, free transport must also be provided where walking routes are not suitable, regardless of the distance from home to the nearest school.

15. The proposed arrangements for travel of displaced pupils to other schools including how the proposed arrangements will mitigate against increased car use.

It is likely that this proposal will lead to an increased use of transport, although it is difficult to provide an estimate for this increase as it depends on the alternative schools chosen by parents.

Where transport is provided by the local authority, the type of transport provided is at our discretion. If your child is entitled to free transport to and from school, the local authority will normally provide them with a travel pass for a bus service, a contracted vehicle, such as a coach or minibus, or a railway service. In exceptional circumstances, a taxi may be provided.

Hameldon Community College

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. The local authority's opinion is that this proposal is not related to any other proposals that have been, are, or are about to be published.

Conditional approval

DfE guidance: Decision-makers may give conditional approval for a proposal subject to certain prescribed events. The decision-maker must set a date by which the condition should be met but can modify the date if the proposer confirms, before the date expires, that the condition will be met later than originally thought.

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 stage 1 consultation period ran from 11 September to 20 October 2017 and was for the recommended minimum period of six weeks during term time and all relevant parties were consulted.

For the stage 1 consultation when the future of the school was being considered, a booklet was produced by the local authority which set out the key factors and information related to the proposal. This booklet included a questionnaire which sought views on the proposal from interested parties and stakeholders. The questionnaire was also made available online and this could be accessed via the local authority's website. The school also arranged for copies of the booklet to be distributed to all parents, carers, staff and governors of the school. Additional copies were also placed in the school's reception. The local authority also ensured that copies of the booklet were made available in prominent locations, such as Burnley Town Hall and local libraries.

One of the questions in the questionnaire asked respondents to say whether they agreed or disagreed with the option of closing the school. The responses received from both non-pupils and pupils were as follows:

	Number of responses	Strongly agree	Tend to agree	Neither agree or disagree	Tend to disagree	Strongly disagree	Unsure /don't know
Non-Pupils	124	7%	4%	5%	7%	75%	2%
Pupils	108	2%	0%	6%	4%	83%	5%

During the stage 1 consultation period, a consultation event was held at the school between 3pm and 8pm on 11 October 2017 for parents, staff, governors and any other interested parties to ask questions and make comments on the proposal.

Prior to the event taking place, 11 appointments had been pre-booked. At the event, 29 appointments took place, with 43 interested parties in attendance. The majority of

attendees were either parents of pupils at the school or staff and some of the attendees spoke to more than one officer at the consultation event. In relation to the number of parents who attended, they were from nine families.

The main concerns and issues raised during the stage 1 consultation period, and including the comments received at the consultation event, were as follows: difficulties relating to travel; disruption to pupils' education; difficulty settling into a new school; loss of a community asset; management arrangements and staffing at the school; future use of the school site; the consultation process; and the specialist provision currently located at the school. The local authority considered the responses received during the stage 1 consultation and the decision was taken to publish a statutory notice on the proposal to close Hameldon Community College, with implementation commencing from 31 August 2018. Full details of the responses received during the stage 1 consultation can be found in the Cabinet report dated 7 December 2017.

Between stage 1 ending and stage 2 beginning, 217 postcards in support of the school continuing were received by the local authority outside of the statutory consultation periods. These are pre-printed postcards which are supported by Unison and they have been signed by individuals. As the wording is the same on each postcard, these are recognised as one collective response, like a petition.

Following approval by Cabinet at their meeting on 7 December 2017, a statutory proposal document was published in relation to the proposed closure of the school, with implementation commencing from 31 August 2018. The representation period took place from 16 January to 26 February 2018. The representation period ran for longer than the minimum 4 week period to account for the February half term week. By the close of the representation period on 26 February 2018, 12 written responses had been received, 11 from individuals and one joint response. Of these responses, the majority objected to the proposal as follows:

Support	Neither agree nor disagree	Object
0	2	10

The individual responses came from the following categories of people with an interest in the school as indicated on/determined from their response:

- 1 (8%) from a member of staff at the school;
- 5 (42%) from parents/carers of pupils currently attending the school;
- 1 (8%) from a former pupil;
- 1 (8%) from a member of the community; and
- 3 (25%) from individuals who did not state their interest in the school.

One response from a parent and one response from an individual who did not state their interest in the school used exactly the same wording.

The joint response was a letter which had been signed by seven parents and members of the community. Of the parents, at least two had submitted their own individual responses.

All responses received have been placed on Councillor-First and a summary is set out below.

Neither agrees nor disagrees

Two of the responses received neither agreed nor disagreed with the proposal to close the school but they raised the following points:

- Alternative uses for the site/school; and
- The financial position of the school.

Objections

Nine of individual respondents and the joint response objected to the proposal to close the school. The issues and concerns raised were as follows:

- Alternative uses for the site/school;
- The financial position of the school;
- Positive comments about the staff at the school;
- The consultation process;
- Securing a place at another school and the support arrangements for pupils moving schools, especially those with SEN;
- The cost of travel and new uniforms;
- Impact on local community and businesses;
- Future increase in pupil population and the need for school places; and
- Impact on the special education resources facility (SERF).

These areas are outlined in further detail below.

Alternative uses for the site/school

Seven (58%) responses included a comment or suggestion about an alternative use for the site/school. These included merging with Thomas Whitham Sixth Form and mothballing one site in the short term; creating a more vocational offer/school; work in partnership with third parties to maintain the school; add a nursery, junior school or special school to the school; rebrand and rename the school; create a free school or academy; and involving the neighbouring industrial estates. A point was also raised about the cost of decommissioning the school.

Response:

In the main, the suggestions for alternative uses for the site/school are the same as those received through the stage 1 consultation. As a number of responses propose an alternative option for the future of the school, this demonstrates that things cannot continue in their current form.

It must be noted that the potential future use of the site has had no influence in the local authority's decision to consult on the proposal to close the school and these are

two different considerations. If the decision is taken to close Hameldon Community College, this does not automatically mean that the site will also close and that the school buildings will be decommissioned. There are no plans for the site to be used for anything other than for educational use. The proposal to close the school must be agreed before any decisions are made about the future of the site.

With regard to becoming an academy, the last time the school was judged 'Inadequate', attempts were made by DfE to find a suitable academy sponsor for the school which would allow it to become part of a Multi Academy Trust (MAT). This attempt was unsuccessful. The creation of an academy is no longer an option for the school.

Of the other options received, such as a vocational school or free school, these options would still require the closure of Hameldon Community College for them to take place. Following this consultation, the original issues and concerns held by the local authority in relation to Hameldon Community College remain valid.

The financial position of the school

Six (50%) responses included a comment about the financial position of the school. These included removing the debt/budget deficit to allow someone else to take over the school and questions about the PFI nature of the building.

Response:

With regard to their financial position, the school has been running a large deficit for a number of years and a significant amount of time and professional resources have been allocated to this school by the local authority. As at 31 March 2017, the school held a cumulative deficit balance of £2.2m which is forecast to increase by £0.3m in the current 2017-18 financial year, taking the overall cumulative deficit to £2.5m. The financial position of the school has been in steady decline over the last 4 years, with annual deficits forecast to increase from 2016/17 onwards. It is the conclusion of the School Finance function that this deficit is not recoverable and that the school is no longer financially viable. More detail on the financial position of the school can be found under the 'Funding' heading below.

The school premises were built as one part of the phase 3 Building Schools for the Future (BSF) project that was funded via Private Finance Initiative (PFI). A contract exists with the PFI partner which would leave the local authority with an ongoing financial commitment in the order of £4.1 million per annum towards the total annual cost over the next 14 years if the school were to be closed.

There are risks associated with the financing of the PFI contract if the premises do not remain in use for educational purposes. Bearing in mind the need for future secondary places, if the decision was taken to close the school, it would be necessary to identify a continued use for the site, including educational use which is of high quality.

When a school is closed by a local authority, any balance (whether surplus or deficit) reverts to the local authority as a whole. The local authority cannot transfer a closing

balance to an individual school, even when that school is a successor to the closing school, except that a surplus or deficit transfers to an academy where a school converts to academy status under section 4(1)(a) of the Academies Act 2010.

Current Education and Skills Funding Agency (ESFA) guidance states that any deficit balance on a closing school is the responsibility of the local authority. The Lancashire Schools Forum has an established reserve for some strategic school deficits. The local authority will continue to receive Dedicated Schools Grant (DSG) funding for the pupils when they relocate to new schools within the county.

Positive comments about the staff at the school

Four (33%) responses included a comment about the staff at the school. These included the positive impact the current Headteacher is having on the school; the excellent teaching by school staff; and the support provided to parents and pupils.

Response:

The positive comments received regarding the staff and the impact the current Headteacher is making are welcomed and it is clear that a number of respondents are loyal to the school. The local authority is aware of the ongoing hard work taking place at the school and how the staff are continuing to support the pupils through their education. This reflects the situation at Hameldon Community College following the previous three times the school was placed in an Ofsted category of concern, but the school has been unable, over time, to sustain the improvements made without significant external support.

The consultation process

One (8%) response raised concerns about the consultation process, with specific reference to the statutory notice being displayed on the school's premises.

Response:

There is a defined statutory process in the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 which must be followed before making a decision on the closure of a maintained school. This is supplemented by further guidance on the process published by the Department for Education (DfE). There are five statutory stages for a proposal of this nature and these are set out below, along with the relevant timescale:

Action	Start
Cabinet approval to consult	10 August 2017
Stage 1: Consultation on a proposal on the future of Hameldon Community College	11 September to 20 October 2017
Stage 1: Report to Cabinet on consultation and seek decision on whether to publish Statutory Notice	7 December 2017
Stage 2: Publish Statutory Notice	16 January 2018
Stage 3: Representation Period	16 January to 26 February 2018
Stage 4: Decision	12 April 2018
Stage 5: Implementation	From 31 August 2018

In line with stage 2 of the above statutory consultation process, we are required to display a statutory notice at all of the entrances to its site, such as the school gates. The statutory notice was displayed at the school gates from the start of the representation period, 16 January 2017, and it remained there throughout the representation period, which ended on 26 February 2018.

The local authority has followed the correct statutory procedure when looking at the future of the school and all of the available information has been accessible through the school or through its website.

Securing a place at another school and the support arrangements for pupils

Five (42%) responses raised concerns about securing places at a different school and how the pupils will be supported through this process. These included the process for securing a place at a different school; the transitional support for pupils; how pupils may lose their friends; the possible negative impact on their studies; the impact on SEN pupils and those with medical issues; and the capacity at other schools to take additional pupils.

Response:

In the event of Hameldon Community College closing, the Pupil Access Team and SEND Team will support parents in accessing alternative educational provision. If parents wish their child to transfer to a school that is full, assistance will be provided in respect of the appeal paperwork and process.

If the proposal is approved, the school will close on 31 August 2019, with implementation commencing from 31 August 2018. It is proposed to phase the closure of the school to minimise the impact on pupils. The table below sets out the proposed transition plan should a final decision be taken to close Hameldon Community College:

Current year group	Movement of Pupils
Year 7	Will move to other local schools in September 2018 to continue Key Stage 3
Year 8	Will move to other local schools to complete Key Stage 3 in September 2018
Year 9	Will move to other local schools in time to start Key Stage 4 and GCSE options in September 2018
Year 10	Will be given the opportunity to remain on the roll at Hameldon to complete Key Stage 4 and leave 11-16 provision in August 2019
Year 11	Will remain on the roll at Hameldon to complete Key Stage 4 and leave 11-16 provision in August 2018

In this way, the pupils that will be directly affected by any closure of Hameldon Community College would be those in current year groups 7, 8 and 9, who would need to move to an alternative school for September 2018. The current year group 11 will be able to remain at the school until they complete their key stage 4 education and take their GCSEs. Arrangements will also be made for pupils currently in Year 10 to remain on roll at Hameldon Community College to complete their key stage 4 education, take their GCSEs and leave 11-16 provision in August 2019. Year 10 pupils who opt to do this would be kept together as a group and will remain on the current site of Hameldon Community College to complete their key stage 4 education. Should the proposal be approved, the local authority will ensure that intensive support continues to be provided to the school with the aim of ensuring that the pupils who remain on roll receive a quality education and are not disadvantaged by the impact of closure.

Parents are free to express a preference for any school and, if places are available, the school will be required to admit pupils. Should Hameldon Community College close, there is sufficient capacity in other local schools to accommodate the current pupil population. All parents of pupils currently in Years 7 to 10 will be contacted with the options available for securing a place at an alternative school. Pupils in Year 11 will be unaffected by any school reorganisation proposal as they will have left school by the time any proposals are implemented. The number of pupils on roll at the secondary schools in Burnley are as follows:

School	Type	Number on Roll as at January 2018						PAN*	Net Cap**
		Y7	Y8	Y9	Y10	Y11	Total		
Hameldon Community College	C	25	39	35	40	58	197	150	750
Sir John Thursby Community College	FT	216	221	212	209	202	1060	210	1050
Burnley High School	FS	120	89	85	46	0	340	90	450
Unity College	FT	251	247	215	209	202	1060	240	1200
Blessed Trinity RC College	VA	266	265	261	254	242	1288	250	1250
Shuttleworth College	FT	153	157	141	129	154	734	210	1050
Total		1031	1018	949	887	858	4743	1150	5750

(C = Community; FT = Foundation Trust; FS = Free School; and VA = Voluntary Aided)

* PAN – Published Admission Number

** Net Cap – Net Capacity

If the proposal to close the school is approved, parents of any pupils who have expressed a preference for the school for September 2018 will receive a communication from the Pupil Access Team giving them opportunity to express a further set of preferences for local schools.

Admission requests for alternative schools and academies will be dealt with under agreed procedures. Parents will be able to appeal for any other school or academy at which a preferred place cannot be offered. The local authority would try to keep the need for any appeals as low as possible. If appeals are needed, the Area Pupil Access Team will provide information and advice to individual families.

With regard to pupils moving to a different school, there will be a cooperative approach from the receiving school, with planned visits and contact with appropriate staff. If pupils transfer to the same school as a known group of peers, this should also help to lessen some of the worries and maintain friendships where possible. The receiving schools are able to support pupils from all backgrounds. All schools provide 1:1 and small group support where needed. Larger schools can be better placed to do this because they have larger budgets that are more flexible in response to demand. The receiving schools will have transition plans in place including induction activities and team building events but the schools can't plan to do this until a final decision is made.

With regard to pupils with SEN, all schools are allocated resources to meet the needs of pupils with additional educational needs. All schools have a named Special Educational Needs Coordinator (SENCO), who is responsible for identifying the SEN of pupils within the school, and ensuring that they receive appropriate support to meet these needs.

The SENCOs of schools receiving pupils will liaise with staff from Hameldon Community College to identify the support necessary for each young person with additional needs, and ensure that information is shared and that support is in place. Any medical issues for specific pupils would be included as part of this transition process. The majority of pupils with additional needs will have those needs met from within the resources available to all schools. The local authority SEND Service

Specialist Teacher Team will support the SENCO at Hameldon Community College in the coordination of this process.

A minority of pupils who have complex needs will have a Statement of Special Educational Needs (SSENs) or an Education Health and Care Plan (EHCP). This will often mean that the school will receive some additional 'top up' funding in order to meet these complex needs. Should the decision be taken to close the school, the SEN and Disability Officers (SENDO) from the local authority SEND Service will ask the school to initiate an annual review for each pupil with SSENs or EHCPs in order to discuss the possible alternative schools with parents and the pupils concerned, ensuring that the proposed alternative school can meet the needs of the pupil. The local authority will ensure that any managed move runs as smoothly as possible and that the funding is transferred. They will also issue a new EHCP to name the new setting. The new school may have to make additional arrangements in order to meet pupil's needs, such as employing additional teaching assistants.

Should a final decision be taken to close Hameldon Community College, alternative local schools will be able to discuss what GCSE options they propose to offer in future with parents. Parents are advised to visit/discuss available options directly with other schools before making a decision as to which school to attend.

In terms of the negative impact on pupil's studies, because of the problems which Hameldon Community College has had in recruiting and retaining permanent teachers, the local authority expects the overall quality of teaching they receive after moving to other schools to improve.

Information from regarding pupils' strengths, weaknesses and their current stage of progress will be passed to the receiving schools. Pupils will be set individual subject targets and their progress tracked closely in line with each school's existing systems.

Clearly, any school closure does cause a level of disruption to children's education. However, where transfers are carefully planned with receiving schools over a reasonable timescale, the receiving school can prepare for each pupil's admission and pupils can be integrated from the beginning and their educational and pastoral needs can be effectively provided for. Pupils will also be moving with their peers, many to the same school, and this will also aid transition.

The cost of travel and new uniforms

Three (25%) responses raised a concern or made a suggestion related to this area. The concerns included the cost of travel and new uniforms dependant on where pupils are placed and the suggestion was to create a direct bus route from Padiham and Burnley town centre to the school to attract more pupils.

Response:

The local authority does not normally provide any assistance towards the cost of school uniform unless there are very exceptional circumstances and a need can be evidenced. However, if a final decision is made to close the school, the local

authority will decide under what circumstances a contribution towards cost may be considered.

With regard to travel, the local authority will provide transport assistance to the following groups of pupils who live in Lancashire and attend Hameldon Community College at the time that their year group is scheduled to move to another school:

- Pupils who live over 3 miles* away from the school they move to provided it is their nearest suitable school; and
- Pupils who live over 3 miles* away from their allocated school even when it is not their nearest suitable school (this is an exception to current policy)

*For those pupils from low income families (these are pupils who are eligible for free school meals or the parents are receiving the maximum amount of working tax credit) then travelling expenses will be awarded where the school they move to is one of their three nearest schools from their home and the distance from home to the school is between **two** and six miles.

The closest alternative schools measured by walking distance from Hameldon Community College are:

Burnley High School	2.0 miles
Blessed Trinity RC College	2.2 miles
Shuttleworth College	2.2 miles
Unity College	2.4 miles
Sir John Thursby Community College	3.1 miles

Eligibility for home to school transport is measured from the child's permanent home address to school so the above distances are only a guide as to the possible distances.

In addition, free transport must also be provided where walking routes are not suitable, regardless of the distance from home to the nearest school. Parents have the primary responsibility for ensuring their child's safe arrival at school and the suitability of routes are assessed on the basis that parents are accompanying their child to school. Whilst lonely routes or those that could pose 'moral dangers' are taken into account, they are not normally classed as unsuitable routes. Footpaths and roadside verges are classed as suitable walking routes subject to verges being wide enough and there being suitable crossing points. The Home to Mainstream School Transport Policy 2018/19 provides specific detail on the assessment of routes for suitability purposes. Parents are able to appeal to the local authority's Student Support Appeal Committee about home to school transport decisions.

Where transport is provided by the local authority, the type of transport provided is at our discretion. If your child is entitled to free transport to and from school, the local authority will normally provide them with a travel pass for a bus service, a contracted vehicle, such as a coach or minibus, or a railway service. In exceptional circumstances, a taxi may be provided.

In terms of introducing new direct bus routes from both Padiham and Burnley town centre to the school, this would be dependent on whether the decision is taken to close the school. Should the decision be made to keep the school open, the local authority would review whether this is a viable suggestion.

The impact on the local community and businesses

Three (25%) responses included a comment on the impact on the local community and businesses if the decision is taken to close the school. These included a negative impact on community cohesion; a negative impact on local businesses; and the loss of the sports facilities at the school.

Response:

An Equality Impact Assessment has been undertaken and can be found at appendix 'D' of this report.

No issues or concerns were raised by local businesses during the representation period.

The local authority recognises that the closure of a school can impact on the wider community and that the school has a number of facilities which are available for use by the local community or businesses, such as sporting and recreational facilities as well as meeting rooms and function facilities.

During the 2017 calendar year, 13 different groups have used the community facilities at the school in the evenings. The facilities being used are as follows: dance studio, sports hall, all weather pitch and grass football pitch. The activities being undertaken have included football, netball, rounders and cricket.

The community facilities at Hameldon Community College are easily accessible for all families in the area, including those who rely on public transport. However, in order to retain the facilities at the school, they would need to be completely self-funding and self-managing. Subject to the future use of the site, if any such organisation wishes to inherit the facilities as a community asset it would need to be on the basis that they were operated without the need for revenue funding from either the Borough or the County Council. If Hameldon Community College is closed, the community facilities will be unavailable from the point at which the closure takes place.

The vast majority of, if not all, schools provide community activities and/or facilities and, if a school is closed, these are normally provided by other schools or are picked up by other organisations in the area.

Future increase in pupil population and the need for school places

Two (17%) responses raised concerns about the future increase in the pupil population in the area and the need for more school places.

Response:

The overall decline in numbers across the Burnley district has started to reverse and there have been increases in the total number on roll (NOR) in all but two schools in the area over recent years. The only places actually available at key stage 3, without over-admission, are at Shuttleworth College, which currently has spare places to accommodate all the pupils in Years 7, 8 and 9. In total, the number of Year 7 places across all the Burnley schools, excluding Hameldon Community College, is lower than the number of offers made for September 2018. Therefore, if the school were to close, additional spaces in some year groups within existing capacity would be required with immediate effect to accommodate existing pupils.

The shortfall in 5 years, with the impact of planned housing and current levels of migration, without the capacity at the school is 444 places. This could rise further to approximately 620 places in the following two years. Additional physical capacity is required to accommodate these pupils, either in the existing school building, which is a Public Finance Initiative (PFI) building, or by the expansion of other schools. This capacity starts to be required from September 2018, when the total number on roll starts to reach and then exceed the net capacity of all other secondary schools in Burnley.

The local authority's pupil projections take into account the number of pupils moving in to and out of the area (known as migration) as well as additional pupils resulting from new housing developments. New housing that is expected to come forward within 5 years has been included in the Burnley pupil projections. The decline in numbers across Burnley has started to reverse, and there have been increases in the total number on roll in all but two schools in the area in recent years, and this growth is expected to continue based on information contained within the Burnley Local Plan.

The forecast requirement for secondary school places in Burnley over the next five years can be seen in the table below:

Autumn 2017 Forecast Data and 2016 Housing Land Supply	Pupil Places
Net capacity of Burnley secondary schools (11-16 capacity)	5865
Current number of pupils on roll, as at September 2017	4757
Projected number on roll in 5 years, excluding housing and migration impact	5465
Projected number on roll in 5 years, including housing and migration impact	5559
Surplus places in Burnley in 5 years, including housing and migration	306
Surplus places in Burnley in 5 years, excluding 750 place capacity at Hameldon Community College	-444

If additional places were to be provided on alternative sites, an initial assessment of current records show that only Shuttleworth College and Unity College have sufficient site area to support any physical expansion going forward in compliance

with Section 77 (Regulations relating to the protection of school playing fields). However, there may be scope for providing places in schools within some existing capacity.

Impact on the special education resource facility (SERF)

One (8%) response raised a question about the future of the SERF if the decision is taken to close the school.

Response:

The Special Educational Resource Facility (SERF) located at Hameldon Community College is commissioned by the local authority through the Schools Forum High Needs Block funding. Whilst there are 18 places available, there are currently three pupils in this facility. However, only two pupils will be affected by this proposal as the third will have left before it is implemented. Given the needs of the remaining pupils, they will be given the option of moving together, when the SERF is relocated, rather than moving at the same time as the other members of their year groups.

A Suitability and Sufficiency study is currently being undertaken with all of the special schools, SERFs and short stay schools in Lancashire. As part of this study, the local authority's SEND Service will look to relocate the SERF to a suitable secondary school in the east of the county. Whilst this study is taking place, the local authority will continue to work with the two young people remaining in the SERF, along with their families, to identify an alternative provider to meet their special educational needs.

Educational 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 educational standards achieved by pupils at Hameldon Community College have been variable over the past five years. They have only been above the Government's minimum floor standard in two of these years and they also meet the three-year criteria for "coasting schools". Results in 2017 continued an overall deteriorating trend. In 2015, 36% of pupils gained 5 or more good GCSEs, including English and maths; in 2016, only 21% of pupils gained 5 or more good GCSEs, including English and maths. The 2017 Performance Tables show that this reduced even further to just 16%. In addition, the school is well below the Progress 8 floor standard, placing the school in the bottom 4% nationally; in the bottom 3% for progress in English and the bottom 10% in maths.

Whilst it is acknowledged that a high proportion of pupils at the school are from disadvantaged backgrounds, their progress is not above the Government's floor standard and was in line with the bottom 2% of disadvantaged pupils nationally.

The following table shows the educational standards at all secondary schools in the area:

School	Progress 8		Attainment 8	% pupils obtaining A* - C grades in English and maths (G4+ in 2016/17)				% pupils obtaining G5+ grades in English and maths	Ofsted Grade *
	Score	Significance	Score	2014	2015	2016	2017	2016/17	
Hameldon Community College	-0.88	Well below average	30.0	56	42	30	(23)	13	4
Sir John Thursby Community College	0.27	Above average	43.4	37	48	48	(59)	30	2
Burnley High School	Not applicable as no students at Key Stage 4 yet								2
Unity College	-0.15	Average	43.1	44	44	56	(65)	36	2
Blessed Trinity RC High School	-0.46	Below average	40.6	57	64	62	(59)	32	2
Shuttleworth College	-0.44	Below average	38.4	41	37	46	(55)	37	3

*Ofsted grade 2 = Good, 3 = Requires Improvement, 4 = Inadequate

There is a wide diversity of state-funded secondary school provision in the Burnley district comprising one community school; three foundation (trust) schools; one voluntary aided Catholic school; and one free school. As can be seen from the table above, all of these schools have higher educational standards, as measured by examination performance data and/or as judged by Ofsted, than Hameldon Community College. With regard to Ofsted judgements, four of the secondary schools in Burnley are deemed to be 'Good' and one school, Shuttleworth College, is deemed to 'Require Improvement'. This school is currently improving rapidly and on track to be judged 'Good'.

The latest published inspection of Hameldon Community College was in December 2017 when it was judged as Inadequate in all areas. Since 2007, the inspection history of the school has been poor, being placed in a category of concern four times and it has never been judged to be good overall. The school has not found it possible to sustain the improvements made with additional support from the local authority.

There is evidence that schools with a small number of pupils may experience challenges in providing diversity within the curriculum as school budgets are largely determined by the numbers of pupils on roll. Schools with falling pupil numbers are unable to maintain the same staffing levels as previously, so the choice of subjects may be affected and there may be challenges around staff retention and recruitment. This, in turn, can lead to lower pupil attainment as measured by Ofsted and GCSE results, which often results in lower pupil admissions to Year 7 and leads to an even further reduced budget in the following year. Once schools find themselves in this

cycle, it is very difficult for the situation to be reversed unless there is a rapid and significant increase in pupil numbers across the whole area.

It is noted that the closure of any school does represent a reduction in choice and diversity. However, first preference applications for admission to Hameldon Community College are lower than any other secondary school in the area and have declined from 83 to 37 (before consultation on closure was announced). The following table provides details:

School	Type	First Preference Applications by Intake Year					PAN*	Net Cap**
		2018	2017	2016	2015	2014		
Hameldon Community College	C	7	37	49	56	83	150	750
Sir John Thursby Community College	FT	203	192	184	192	203	210	1050
Burnley High School	FS	153	131	87	67	0	90	450
Unity College	FT	258	268	259	238	198	240	1200
Blessed Trinity RC College	VA	324	350	354	300	283	250	1250
Shuttleworth College	FT	134	89	113	102	121	210	1050
Total		1079	1067	1046	955	888	1150	5750

(C = Community; FT = Foundation Trust; FS = Free School; and VA = Voluntary Aided)

* PAN – Published Admission Number

** Net Cap – Net Capacity

It can be seen from the information above that there are a range of alternative secondary schools within the district, each with higher educational standards than Hameldon Community College.

The school is no longer in a position to provide an acceptable standard of education and is unable to deliver the required curriculum. In addition, because of the problems which the school has had in recruiting and retaining permanent teachers over many years, we would expect the overall quality of teaching pupils will receive after moving to other schools to improve.

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 at this stage. When the school was judged Inadequate at a previous inspection, attempts were made by the DfE to find a suitable academy sponsor for the school which would allow it to become part of a Multi Academy Trust (MAT). This attempt was unsuccessful.

The DfE's statutory guidance, 'Opening and Closing Maintained Schools' (April 2016) gives a reason for closing a maintained school as 'it is failing and there is no viable

sponsored academy solution.' This is the situation with Hameldon Community College, hence this statutory process being undertaken.

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.

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: Hameldon Community College has had falling numbers for some years; a 14% decline in number on roll and a 34% decrease on intake into year 7 in the last 5 years. As at March 2018, the pupil numbers at the school stood at 197.

With regard to the popularity of the secondary schools in the district, the table below shows the number of first preference applications over a number of years, compared to the published admission number:

School	Type	First Preference Applications by Intake Year					PAN*	Net Cap**
		2018	2017	2016	2015	2014		
Hameldon Community College	C	7	37	49	56	83	150	750
Sir John Thursby Community College	FT	203	192	184	192	203	210	1050
Burnley High School	FS	153	131	87	67	0	90	450
Unity College	FT	258	268	259	238	198	240	1200
Blessed Trinity RC College	VA	324	350	354	300	283	250	1250
Shuttleworth College	FT	134	89	113	102	121	210	1050
Total		1079	1067	1046	955	888	1150	5750

(C = Community; FT = Foundation Trust; FS = Free School; and VA = Voluntary Aided)

* PAN – Published Admission Number

** Net Cap – Net Capacity

Although it is anticipated that a number of these pupils may appeal for alternative schools, the only places actually available at key stage 3, without over-admission, are at Shuttleworth College, which currently has spare places to accommodate all the pupils in Years 7, 8 and 9. In total, the number of Year 7 places across all the Burnley schools, excluding Hameldon Community College, is lower than the number of offers made for September 2018. Therefore, if the school were to close, additional spaces in some year groups within existing capacity would be required with immediate effect to accommodate existing pupils.

Should Hameldon Community College close, there is sufficient capacity in other local schools to accommodate the current pupil population. Pupils in Year 11 will be unaffected by any school reorganisation proposal as they will have left school by the time any proposals are implemented. As at January 2018, the pupil numbers (numbers on roll (NOR)) at each secondary school in Burnley are shown in the table below:

School	Type	Number on Roll as at January 2018						PAN*	Net Cap**
		Y7	Y8	Y9	Y10	Y11	Total		
Hameldon Community College	C	25	39	35	40	58	197	150	750
Sir John Thursby Community College	FT	216	221	212	209	202	1060	210	1050
Burnley High School	FS	120	89	85	46	0	340	90	450
Unity College	FT	251	247	215	209	202	1060	240	1200
Blessed Trinity RC College	VA	266	265	261	254	242	1288	250	1250
Shuttleworth College	FT	153	157	141	129	154	734	210	1050
Total		1031	1018	949	887	858	4743	1150	5750

(C = Community; FT = Foundation Trust; FS = Free School; and VA = Voluntary Aided)

* PAN – Published Admission Number

** Net Cap – Net Capacity

Therefore, whilst there is sufficient capacity within the existing schools to accommodate the current Hameldon Community College pupils, there is a need for additional places going forward, should the decision be taken to close the school.

Additional physical capacity will be required to accommodate these pupils, either in the existing school building or by the expansion of other schools. The need for additional places in Year 7 starts to be required from September 2018, when the projected Year 7 intake exceeds the combined admission number of all other secondary schools in Burnley. The shortfall of places is expected to require additional places to be provided for September 2019 and beyond.

The potential shortfall of Year 7 places is as follows:

Intake Year	Total PAN (excluding Hameldon Community College)	Projected intake	Shortage of places
2019	1045	1102	57
2020	1045	1127	82
2021	1045	1133	88
2022	1045	1102	57

Therefore, 2 additional forms of entry will be required for September 2019, rising to 3 forms of entry in 2020.

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 small size of the school and the extent of the financial challenge add considerably to the difficulty in making the necessary rapid improvements in education outcomes required to meet the Government's targets.

There is evidence that schools with a small number of pupils may experience challenges in providing diversity within the curriculum as school budgets are largely determined by the numbers of pupils on roll. Schools with falling pupil numbers are unable to maintain the same staffing levels as previously, so the choice of subjects may be affected and there may be challenges around staff retention and recruitment. This, in turn, can lead to lower pupil attainment as measured by Ofsted and GCSE results, which often results in lower pupil admissions to Year 7 and leads to an even further reduced budget in the following year. Once schools find themselves in this cycle, it is very difficult for the situation to be reversed unless there is a rapid and significant increase in pupil numbers across the whole area.

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: Applications for secondary school are made between 1 September and 31 October each year. As the Cabinet decision regarding possible closure has not yet taken place, seven first preferences were submitted on secondary school applications for a place in Year 7 at Hameldon Community College for September 2018. If the proposal to close the school is approved, parents of any pupils who have expressed a preference for a place at the school will receive a communication from the Pupil Access Team giving them the opportunity to express a further set of preferences for local schools.

Parents are free to express a preference for any school and, if places are available, the school will be required to admit pupils. Should Hameldon Community College close, there is sufficient capacity in other local schools to accommodate the current pupil population. All parents of pupils currently in Years 7 to 10 will be contacted with the options available for securing a place at an alternative school. Pupils in Year 11 will be unaffected by any school reorganisation proposal as they will have left school by the time any proposals are implemented. The number of pupils on roll at the secondary schools in Burnley are as follows:

School	Type	Number on Roll as at January 2018						PAN*	Net Cap**
		Y7	Y8	Y9	Y10	Y11	Total		
Hameldon Community College	C	25	39	35	40	58	197	150	750
Sir John Thursby Community College	FT	216	221	212	209	202	1060	210	1050
Burnley High School	FS	120	89	85	46	0	340	90	450
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Blessed Trinity RC College	VA	266	265	261	254	242	1288	250	1250
Shuttleworth College	FT	153	157	141	129	154	734	210	1050
Total		1031	1018	949	887	858	4743	1150	5750

(C = Community; FT = Foundation Trust; FS = Free School; and VA = Voluntary Aided)

* PAN – Published Admission Number

** Net Cap – Net Capacity

The table below shows the number of first preference applications over a number of years, compared to the published admission number (PAN), for all the secondary schools in the district.

School	Type	First Preference Applications by Intake Year					PAN*	Net Cap**
		2018	2017	2016	2015	2014		
Hameldon Community College	C	7	37	49	56	83	150	750
Sir John Thursby Community College	FT	203	192	184	192	203	210	1050
Burnley High School	FS	153	131	87	67	0	90	450
Unity College	FT	258	268	259	238	198	240	1200
Blessed Trinity RC College	VA	324	350	354	300	283	250	1250
Shuttleworth College	FT	134	89	113	102	121	210	1050
Total		1079	1067	1046	955	888	1150	5750

(C = Community; FT = Foundation Trust; FS = Free School; and VA = Voluntary Aided)

* PAN – Published Admission Number

** Net Cap – Net Capacity

In summary, this information in these tables shows that, if the school were to close, additional spaces in some year groups within existing capacity would be required with immediate effect to accommodate existing pupils.

The overall decline in pupil numbers across the Burnley district has started to reverse and there have been increases in the total number on roll (NOR) in all but two schools in the area over more recent years. The only places actually available at key stage 3, without over-admission, are at Shuttleworth College, which currently has spare places to accommodate all the pupils in Years 7, 8 and 9. In total, the number of Year 7 places across all the Burnley schools, excluding Hameldon Community College, is lower than the number of offers made for September 2018. Therefore, additional places would need to be made available for these additional pupils.

Admission requests for alternative schools and academies will be dealt with under agreed procedures. The Area Pupil Access Team will play an active role in providing information and advice for parents and pupils overseeing all requests and assisting with the appeal process for schools that are full.

If the proposal is approved, the school will close on 31 August 2019, with implementation commencing from 31 August 2018. It is proposed to phase the closure of the school to minimise the impact on pupils. The table below sets out the proposed transition plan should a final decision be made to close Hameldon Community College:

Current year group	Movement of Pupils
Year 7	Will move to other local schools in September 2018 to continue Key Stage 3
Year 8	Will move to other local schools to complete Key Stage 3 in September 2018
Year 9	Will move to other local schools in time to start Key Stage 4 and GCSE options in September 2018
Year 10	Will be given the opportunity to remain on the roll at Hameldon to complete Key Stage 4 and leave 11-16 provision in August 2019
Year 11	Will remain on the roll at Hameldon to complete Key Stage 4 and leave 11-16 provision in August 2018

In this way, the pupils that will be directly affected by any closure of Hameldon Community College would be those in current year groups 7, 8 and 9, who would need to move to an alternative school for September 2018. The current year group 11 will be able to remain at the school until they complete their key stage 4 education and take their GCSEs. Arrangements will also be made for pupils currently in Year 10 to remain on roll at Hameldon Community College to complete their key stage 4 education, take their GCSEs and leave 11-16 provision in August 2019. Year 10 pupils who opt to do this would be kept together as a group and will remain on the current site of Hameldon Community College to complete their key stage 4 education. Should the proposal be approved, the local authority will ensure that intensive support continues to be provided to the school with the aim of ensuring that the pupils who remain on roll receive a quality education and are not disadvantaged by the impact of closure.

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: The educational standards achieved by pupils at Hameldon Community College have been variable over the past 5 years and, in summer 2017, the situation deteriorated even further. The school is no longer in a position to provide an acceptable standard of education and is unable to deliver the required curriculum breadth, particularly in Key Stage 4. In addition, because of the problems which the school has had in recruiting and retaining permanent teachers over many years, the

local authority expects that the overall quality of teaching pupils receive after moving to other schools to improve.

There is evidence that schools with a small number of pupils may experience challenges in providing diversity within the curriculum as school budgets are largely determined by the numbers of pupils on roll. Schools with falling pupil numbers are unable to maintain the same staffing levels, so the choice of subjects may be affected and there may be challenges around staff recruitment and retention. This can lead to lower pupil attainment as measured by Ofsted and GCSE results, which often results in lower pupil admissions to Year 7 and leads to an even further reduced budget in the following year. Once schools find themselves in this cycle, it is very difficult for the situation to be reversed unless there is a rapid and significant increase in pupil numbers across the whole area.

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'.

During the representation period, two comments were made in relation to equality issues. These were as follows:

- Securing a place at another school and the support arrangements for pupils moving schools, especially those with SEN; and
- Impact on the special education resources facility (SERF).

The local authority's response to this issues is covered in the 'Consideration of consultation and representation period' section above and also in the Equality Impact Assessment.

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'.

Two responses received during the representation period made reference to a negative impact on the community or on community cohesion and the need for educational provision to be delivered on the site.

The local authority recognises that the closure of a school can impact on the wider community and that the school has a number of facilities which are available for use by the local community or businesses, such as sporting and recreational facilities as well as meeting rooms and function facilities.

The school provides sports and other facilities that are used by the local community. If Hameldon Community College is closed, the community facilities will be unavailable from the point at which the closure takes place. However, there is no evidence that this would impact negatively on community cohesion. Further information about the future of the sports facilities is provided under 'Community Services'.

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.

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.

Comment: Please refer to the Equality Impact Assessment at Appendix 'D'.

Three responses to the representation period made a comment about travel. One was a suggestion to create a direct bus route from Padiham and Burnley town centre to the school to attract more pupils and two were related to a possible increase in travel costs.

In terms of introducing new direct bus routes from both Padiham and Burnley town centre to the school, this would be dependent on whether the decision is taken to close the school. Should the decision be made to keep the school open, the local authority would review whether this is a viable suggestion.

In terms of travel costs, the local authority must provide free transport to and from school where secondary age children live more than three miles from the nearest suitable school with available places (Education Act 1996). In addition, the local authority must provide free transport for children from low income families who attend one of the three nearest suitable schools and the school is between two and six miles from home.

The local authority will provide transport assistance to the following groups of pupils who live in Lancashire and attend Hameldon Community College at the time that their year group is scheduled to move to another school:

- Pupils who live over 3 miles* away from the school they move to provided it is their nearest suitable school
- Pupils who live over 3 miles* away from their allocated school even when it is not their nearest suitable school (this is an exception to current policy)

*For those pupils from low income families (these are pupils who are eligible for free school meals or the parents are receiving the maximum amount of working tax credit) then travelling expenses will be awarded where the school they move to is one of their three nearest schools from their home and the distance from home to the school is between **two** and six miles.

Free transport must also be provided where walking routes are not suitable, regardless of the distance from home to the nearest school. Parents have the primary responsibility for ensuring their child's safe arrival at school and the suitability of routes are assessed on the basis that parents are accompanying their child to school. Whilst lonely routes or those that could pose 'moral dangers' are taken into account, they are not normally classed as unsuitable routes. Footpaths and roadside verges are classed as suitable walking routes subject to verges being wide enough and there being suitable crossing points. The Home to Mainstream School Transport Policy 2017/18 provides specific detail on the assessment of routes for suitability purposes. Parents are able to appeal to the local authority's Student Support Appeal Committee about home to school transport decisions.

The closest alternative schools measured by walking distance from Hameldon Community College are:

Burnley High School	2.0 miles
Blessed Trinity RC College	2.2 miles
Shuttleworth College	2.2 miles
Unity College	2.4 miles
Sir John Thursby Community College	3.1 miles

Eligibility for home to school transport is measured from the child's permanent home address to school so the above distances are only to be used as a guide. According to the Department for Transport, nationally, the average distance travelled from home to secondary school is 3.2 miles.

Whilst it is likely that this proposal will lead to an increased use of transport, it is difficult to provide an estimate for this increase as it depends on the alternative

schools chosen by parents. The travel impact for individual pupils, either current pupils if Hameldon Community College closes, or future secondary age pupils, is dependent on parental preferences and available places at other schools. Parents do not necessarily choose their nearest or local school and, if a place is allocated, children will need to travel the necessary distances.

Where transport is provided by the local authority, the type of transport provided is at our discretion. Where a child is entitled to free transport to and from school, the local authority will normally provide them with a travel pass for a bus service, a contracted vehicle, such as a coach or minibus, or a railway service. In exceptional circumstances, a taxi may be provided.

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.

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: The school has been running a large deficit for a number of years and a significant amount of time and professional resources have been allocated to the school by the local authority. As at 31 March 2017, the school held a cumulative deficit balance of £2.2m, which is forecast to increase by £0.3m in the current 2017-18 financial year, taking the overall cumulative deficit to £2.5m. The current 3 year forecast for the school indicates that this cumulative deficit is likely to exceed £3.8m by March 2020. The financial position of the school has been in steady decline over the last 4 years, with annual deficits forecast to increase from 2016/17 onwards.

By law, schools must set a balanced budget and, unfortunately, the school is not in a position to do this, meaning that it is no longer financially viable. It is the conclusion of the local authority's School Finance function that this deficit is not recoverable and that the school is no longer financially viable. The table below sets out both the cumulative and annual deficit position:

	2014/15	2015/16	2016/17	2017/18
Number on Roll	305	321	269	281
Annual Deficit Position	-£0.53M	£0.02M	-£0.28M	-£0.33M
Cumulative Outturn Balances	-£1.95M	-£1.93M	-£2.21M	-£2.54M*

*forecast

As Hameldon Community College was opened as a part of the phase 3 Building Schools for the Future Initiative, a contract exists with the Private Finance Initiative (PFI) partner and this could leave the local authority with an ongoing financial commitment of up to £4.1 million per annum towards the total annual cost over the next 14 years if the school were to be closed. Bearing in mind the need for future secondary places, were the school to close, it would be necessary to identify a continued use for the site, including educational use which is of high quality, such as allowing another local school to expand onto and take ownership of the site.

When a school is closed by a local authority, any balance (whether surplus or deficit) reverts to the local authority. The local authority cannot transfer a closing balance to an individual school, even when that school is a successor to the closing school, except that a surplus or deficit transfers to an academy where a school converts to academy status under section 4(1)(a) of the Academies Act 2010.

Current Education and Skills Funding Agency (ESFA) guidance states that any deficit balance on a closing school is the responsibility of the local authority. The Lancashire Schools Forum has an established reserve for some strategic school deficits. The local authority will continue to receive Dedicated Schools Grant (DSG) funding for the pupils when they relocate to new schools within the county.

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: There will be no adverse impact on the school's playing fields as a result of this proposal.

Additional factors for consideration

The DfE's statutory guidance for decision-makers sets out a number of additional factors which must be taken into consideration for discontinuance (closure) proposals. These factors are set out below, along with a supporting comment.

Closure proposals (under s15 of the Education and Inspections Act 2006)

DfE Guidance: The decision-maker should be satisfied that there is sufficient capacity to accommodate displaced pupils in the area, taking into account the overall quality of provision, the likely supply and future demand for places. The decision-maker should consider the popularity with parents of the schools in which spare capacity exists and evidence of parents' aspirations for those schools.

Comment: There is evidence that schools with a small number of pupils may experience challenges in providing diversity within the curriculum as school budgets are largely determined by the numbers of pupils on roll. Schools with falling pupil numbers are unable to maintain the same staffing levels, so the choice of subjects may be affected and there may be challenges around staff recruitment and retention. This can lead to lower pupil attainment as measured by Ofsted and GCSE results, which often results in lower pupil admissions to Year 7 and leads to an even further reduced budget in the following year. Once schools find themselves in this cycle, it is very difficult for the situation to be reversed unless there is a rapid and significant increase in pupil numbers across the whole area.

The number of pupils attending Hameldon Community College has been falling for some years. It has experienced a 14% decline in the numbers on roll and a 34% decrease on intake into Year 7 over the last five years. As at the January 2018 School Census, the pupil numbers at the school were 197, compared to the capacity for 750.

The school is currently over 70% empty and this looks set to continue as only seven pupils expressed a first preference for joining the school in September 2018, falling from a high of 91 pupils in 2013.

As a result of the consultation which took place from 11 September to 20 October 2017, all parents who had expressed a preference for a place for their child at the school from September 2018 have been asked to put forward a further preference for another school, with the local authority providing support for pupils and parents in making the transition to another school.

Pupil numbers on roll in each year group as at the January 2018 School Census, together with the published admission numbers (PAN) and physical net capacities of the schools, were as follows:

School	Type	Number on Roll as at January 2018						PAN*	Net Cap**
		Y7	Y8	Y9	Y10	Y11	Total		
Hameldon Community College	C	25	39	35	40	58	197	150	750
Sir John Thursby Community College	FT	216	221	212	209	202	1060	210	1050
Burnley High School	FS	120	89	85	46	0	340	90	450
Unity College	FT	251	247	215	209	202	1060	240	1200
Blessed Trinity RC College	VA	266	265	261	254	242	1288	250	1250
Shuttleworth College	FT	153	157	141	129	154	734	210	1050
Total		1031	1018	949	887	858	4743	1150	5750

(C = Community; FT = Foundation Trust; FS = Free School; and VA = Voluntary Aided)

* PAN – Published Admission Number

** Net Cap – Net Capacity

If Hameldon Community College were to close, there is sufficient capacity in other local schools to accommodate the current pupil population. However, the overall decline in numbers across the Burnley district has started to reverse and there have been increases in the total number on roll (NOR) across all but two schools in the

area over more recent years. Without the capacity at Hameldon Community College, it is forecast that there will be a shortfall of 444 places in five years. These pupil projections take into account both the number of pupils moving in to and out of the area (known as migration) and additional pupils resulting from new housing developments. New housing that is expected to come forward within five years has been included in the pupil projections for the Burnley area. This growth is expected to continue based on information contained within the Burnley Local Plan.

Additional physical capacity will be required to accommodate these pupils, either in the existing school building or by the expansion of other schools. The need for additional places in Year 7 starts to be required from September 2018, when the projected Year 7 intake exceeds the combined admission number of all other secondary schools in Burnley. The need for additional capacity is then required as the total number on roll exceeds the total net capacity of the existing schools in September 2019.

Autumn 2017 Forecast Data and 2016 Housing Land Supply	Pupil Places
Net capacity of Burnley secondary schools (11-16 capacity)	5865
Current number of pupils on roll, as at September 2017	4757
Projected number on roll in 5 years, excluding housing and migration impact	5465
Projected number on roll in 5 years, including housing and migration impact	5559
Surplus places in Burnley in 5 years, including housing and migration	306
Surplus places in Burnley in 5 years, excluding 750 place capacity at Hameldon Community College	-444

If additional places were to be provided on alternative sites, an initial assessment of current records show that only Shuttleworth College and Unity College have sufficient site area to support any physical expansion going forward in compliance with Section 77 (Regulations relating to the protection of school playing fields). However, there may be scope for providing places in schools within some existing capacity.

Schools to be replaced by a more successful/popular school

DfE Guidance: Such proposals should normally be approved, subject to evidence provided.

Comment: This is not applicable for this proposal.

Schools causing concern

DfE guidance: In determining proposals, decision-makers must ensure that the guidance on schools causing concern (intervening in failing, underperforming and coasting schools) has been followed where necessary.

Comment: The DfE's guidance document, Schools causing concern: Intervening in failing, underperforming and coasting schools (March 2016), states that a school that has been judged by Ofsted to be providing an inadequate education will be issued with an academy order. Despite Hameldon Community College being judged as Inadequate at its latest inspection, the creation of/conversion to an academy is not appropriate at this stage.

When the school was judged Inadequate at a previous inspection, attempts were made by the DfE and the local authority to find a suitable academy sponsor for the school which would allow it to become part of a Multi Academy Trust (MAT). This attempt was unsuccessful.

With regard to the support provided by the local authority, this has been significant in terms of both time and professional resources, as well as financial support also being provided. The inspection history of the school since 2007 has been poor, being placed in a category of concern three time and it has never been judged to be good overall. Despite the efforts of the school and additional support of the local authority over a significant period from 2008 to date, including financial support, the school has been unable to sustain the improvements over time and now these circumstances require the local authority to consider its future.

Following the retirement of the Headteacher in August 2016, it has not been possible to recruit a replacement Headteacher with the experience and quality that the school needs, on a permanent basis. Initially, the local authority put an Acting Headteacher in place for the autumn term and also secured leadership from two recently retired Headteachers, sharing the role and paid on a daily consultancy basis. We also brought in a senior leader from Thomas Whitham Sixth Form to cover the long-term absence arising from the serious illness of the Acting Deputy Head, who is the only other permanent member of the school's senior leadership team. These colleagues successfully managed to steady the situation and engage teaching staff, but they have concerns over the quality of teaching from temporary staff and did not expect to see any improvement in the school's poor educational outcomes this summer. The current Acting Headteacher has been in post since Autumn 2017 and he has had a steady and positive influence on both staff and pupils at the school.

A summary of additional support provided by the local authority is as follows:

- February 2007 to June 2009 – local authority advisers worked with the school to produce an action plan and a local authority statement of action after the school was put in special measures by OfSTED. This was successful in removing the school from a category of concern within the required timescales, being judged 'satisfactory and improving' in June 2009. Financial support was provided by the local authority to implement such actions.
- June 2011 to June 2012 – after the school was served with a Notice to Improve by OfSTED, local authority advisers worked with the school again to produce an action plan and a local authority statement of action. This support was successful in removing the school from a category of concern ahead of the required timescale, being judged 'satisfactory' with good leadership in June 2012. Financial support was provided by the local authority to implement such actions.

- October 2013 to June 2015 - after the school was judged as having 'serious weaknesses' by OfSTED due to inadequate achievement, local authority advisers worked with the school again to produce an action plan and a local authority statement of action. This support was successful achieving good exam results in the summer of 2015 and in removing the school from a category of concern within the required timescale, being judged as 'requires improvement' with good leadership in June 2015. Financial support was provided by the local authority to implement such actions.
- September 2015 to August 2016 – support continued to be provided by local authority HR and Finance staff to assist school leaders in trying to reduce the in-year deficit. Support for curriculum and timetabling was brokered through another school. Local authority advisers continued to assist school leaders in developing a school improvement plan and self-assessment document.
- September 2016 to July 2017 – in the absence of a permanent Headteacher, the local authority brokered the support of a National Leader in Education, with additional support from a recently retired Headteacher. Support of two retired Headteachers was in place from January 2017 to summer 2017, with further senior leader support from Thomas Whitham Sixth Form. The current Acting Headteacher has been in post since Autumn 2017 and he has had a steady and positive influence on both staff and pupils at the school. This support has ensured that the school is safe and orderly, addressing concerns of school staff raised in the 2016 autumn term.

Rural schools and the presumption against closure

DfE Guidance: For secondary schools, the decision-maker must decide whether a school can be regarded as rural for the purpose of considering a proposal. In doing so, the decision-maker should have regard to the department's register of schools, 'Get information about schools', which includes a rural/urban indicator for each school in England. Where a school is not recorded as rural on the register, the decision-maker can consider evidence provided by interested parties that a particular school should be regarded as rural.

Comment: The 'Get information about schools' register describes the school as 'urban city and town'. In addition, no comments were received during the representation period with regard to the school being considered as a rural school.

Early years provision

DfE Guidance: In considering a proposal to close a school which currently includes early years provision, the decision-maker should consider whether the alternative provision will integrate pre-school education with childcare services and/or with other services for young children and their families; and should have particular regard to the views of the Early Years Development and Childcare Partnership.

Comment: The school does not include early years provision, therefore this consideration is not applicable.

Nursery schools and the presumption against closure

DfE Guidance: There is a presumption against the closure of nursery schools. This does not mean that a nursery school will never close, but the case for closure should be strong.

Comment: The school does not include nursery provision, therefore this consideration is not applicable.

Balance of denominational provision

DfE Guidance: In deciding a proposal to close a school that has been designated with a religious character, decision-makers should consider the effect that this will have on the balance of denominational provision in the area.

Comment: The school has not been designated with a religious character, therefore this consideration is not applicable.

Community Services

DfE Guidance: Some schools may be a focal point for family and community activity, providing extended services for a range of users, and its closure may have wider social consequences. The effect on families and the community should be considered when considering proposals about the closure of such schools. Where the school is providing access to extended services, provision should be made for pupils and their families to access similar services through their new schools or other means.

Comment:

One comment was received during the representation period regarding the local of community facilities at the school.

The local authority recognises that the closure of a school can impact on the wider community and that the school has a number of facilities which are available for use by the local community or businesses, such as sporting and recreational facilities as well as meeting rooms and function facilities.

During the 2017 calendar year, 13 different groups have used the community facilities at the school in the evenings. The facilities being used are as follows: dance studio, sports hall, all weather pitch and grass football pitch. The activities being undertaken have included football, netball, rounders and cricket.

The community facilities at Hameldon Community College are easily accessible for all families in the area, including those who rely on public transport. However, in order to retain the facilities at the school they would need to be completely self-funding and self-managing. If any such organisation wishes to inherit the facilities as

a community asset it would need to be on the basis that they were operated without the need for revenue funding from either the Borough or the County Council. If Hameldon Community College is closed, the community facilities will be unavailable from the point at which the closure takes place.

The vast majority of, if not all, schools provide community activities and/or facilities and, if a school is closed, these are normally provided by other schools or are picked up by other organisations in the area.

Conclusion

The local authority has concerns that Hameldon Community College is not able to implement and sustain the required improvements in standards. Taking into account the small and reducing number of pupils, the challenging nature of the intake resulting from reducing parental preferences and the pattern of low attainment and progress, it is unlikely that the school will be able to implement and sustain continued improvement over time. It is considered that the school will continue to experience significant challenges in providing a good quality of education, as defined by the current inspection framework. There are also concerns that the school will be unable to deliver an appropriate secondary curriculum, of sufficient range and breadth of subjects and with appropriate specialist teachers, to all levels of pupils, across all key stages.

Whilst it is noted that the respondents to both consultation stages provided positive feedback school, especially the staff, this report shows that the status quo position is untenable given the educational standards, pupil numbers and financial deficit. The local authority has a statutory duty to secure high quality school places for its residents. A failure to address the decline in educational standards, falling numbers and consequent concerns around the future educational viability of the school runs the risk of the local authority being seen by Lancashire's residents, the DfE and Ofsted to be failing in its statutory responsibilities. Alternative places at schools with better quality and outcomes can be secured for current pupils affected by the proposed closure.

This report has demonstrated that, on the basis of the DfE criteria, the decision-maker is recommended to approve the proposal to close Hameldon Community College, with implementation commencing from 31 August 2018.

Equality Analysis Toolkit

The proposed closure of Hameldon Community College,
Burnley

April 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.

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 close Hameldon Community College, with implementation commencing from 31 August 2018.

What in summary is the proposal being considered?

Under The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013, the local authority is both the proposer and the decision-maker for this type of proposal and must carry out a statutory consultation process before a decision on the closure of a maintained school is made. The reasons for the proposal are concerns about the quality of current educational standards, the school's financial deficit position and low and reducing pupil numbers. If the proposal is approved, implementation to close the school would commence from 31 August 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.

If approved, the proposal will directly affect the pupils currently on roll in year groups 7, 8 and 9 as they would need to move to an alternative school for September 2018. The current year group 11 will be able to remain at the school until they complete key stage 4 and take their GCSEs. Arrangements will also be made for pupils in current Year 10 to remain on the roll at the school and complete key stage 4 and their GCSEs. It must be noted that the Year 10 pupils who opt to do this would be kept together as a group and will remain on the current site of Hameldon Community College. The local authority will ensure that intensive support continues to be provided to Hameldon Community College with the aim of ensuring that the pupils who remain on roll (should the proposals be approved) receive quality education and are not disadvantaged by the impact of closure.

Should the proposal to close Hameldon Community College be approved, all parents of pupils in Years 7 to 9 will be contacted with the options available for securing a place at an alternative school. There is sufficient capacity in other local schools to accommodate the current pupil population. Pupils currently in Year 11 will be unaffected by this proposal as they will have left school by the time any proposals are implemented. In addition, the parents of any pupils who have expressed a preference for a place at the school in September 2018 will receive a communication from the Pupil Access Team, giving them opportunity to express a further set of preferences for local schools.

Lancashire County Council will provide assistance with transport to alternative provision for any children that are eligible under the authority's current transport policy.

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.

Hameldon Community College is a co-educational day secondary school, providing for 11-16 year old pupils of all abilities. In addition to the secondary school, a Hearing Impairment Special Educational Resource Facility (SERF) is also located at the school, providing additional resourced provision for up to 18 students with hearing impairments. There will be an impact on those pupils currently attending the school and those who may wish to attend the school in the future.

In 2017, the national figures for SEND showed that 2.8% of children had an Educational Health and Care Plan (EHCP) or a Statement and 11.6% had identified special educational needs or disabilities without an EHCP or a Statement. The statistics at Hameldon Community College are as follows:

	January 2017	January 2016	January 2015	January 2014	January 2013
SEND with EHCP or Statement	3.7%	3.1%	5.4%	3.5%	3.7%
SEND without EHCP or Statement	31.7%	28.8%	29%	23.2%	21.8%

With proportions at the school being above the national average, it is likely that pupils with SEND, but without an EHCP or Statement, will be affected by this proposal as those in years 7, 8 and 9 will need to find a suitable place at an alternative school for September 2018.

In addition, pupils accessing provision at the hearing impairment SERF located at the school will be affected by this proposal. At the time of writing, there are three pupils within this facility. However, only two pupils will be affected by this proposal

as the third will have left before it is implemented. Given the needs of the remaining pupils, they will be given the option of moving together, when the SERF is relocated, rather than moving at the same time as the other members of their year groups.

With regard to the ethnicity background of the pupils at the school, as at February 2018, the breakdown is as follows:

	WBRI	WOTH	ABAN	APKN	BAFR	MWBC	NOBT	Total
Yr 7	16	3		1	1		4	25
Yr 8	33	4		1		1		39
Yr 9	30	3		1	1			35
Yr 10	39	1						40
Yr 11	51	4	1	1		1		58
Total	169	15	1	4	2	2	4	197

WBRI: White-British; WOTH: Any other White background; ABAN: Bangladeshi; APKN: Pakistani; BAFR: Black-African; MWBC: White and Black Caribbean; NOBT: information not yet obtained.

As can be seen from the table above, the number of pupils at the school from an ethnic minority background is low. OfSTED also noted that the proportion of pupils from minority ethnic backgrounds is below the national average in its latest inspection report, published in December 2017. Pupils moving to a new school may be part of a different ethnicity mix than at Hameldon Community College.

The gender make-up of the pupils at the school is 105 boys and 92 girls.

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 close Hameldon Community College, with implementation commencing from 31 August 2018. The school is a co-educational day secondary school, providing for 11-16 year old pupils of all abilities. In addition to the secondary school, a Hearing Impairment Special Educational Resource Facility (SERF) is also located at the school, providing additional resourced provision for up to 18 students with hearing impairments. There will be an impact on those pupils currently attending the school and those who may wish to attend the school in the future.

The latest OfSTED inspection report, published in December 2017, notes the following characteristics of the pupils at the school:

- The proportion of disadvantaged pupils is well above national levels;
- The proportion of pupils from minority ethnic backgrounds is below the national average; and
- The proportion of pupils who have special educational needs and/or disabilities (SEND) is above the national average.

In 2017, the national figures for SEND showed that 2.8% of children had an Educational Health and Care Plan (EHCP) or a Statement and 11.6% had identified special educational needs or disabilities without an EHCP or a Statement. The statistics at Hameldon Community College are as follows:

	January 2017	January 2016	January 2015	January 2014	January 2013
SEND with EHCP or Statement	3.7%	3.1%	5.4%	3.5%	3.7%
SEND without EHCP or Statement	31.7%	28.8%	29%	23.2%	21.8%

With proportions at the school being above the national average, it is likely that pupils with SEND, but without an EHCP or Statement, will be affected by this proposal as those in years 7, 8 and 9 will need to find a suitable place at an alternative school for September 2018.

In addition, pupils accessing provision at the hearing impairment SERF located at the school will be affected by this proposal. At the time of writing, there are three pupils within this facility. However, only two pupils will be affected by this proposal as the third will have left before it is implemented. The local authority is currently undertaking a Suitability and Sufficiency Study with all of the special schools, SERFs and short stay schools in Lancashire. As part of this study, the local authority's SEND Service will look to relocate the SERF to a suitable secondary school in the east of the county. Whilst this study is taking place, the local authority will continue to work with the two young people remaining in the SERF, along with their families, to identify an alternative provider to meet their special educational needs.

With regard to the ethnicity background of the pupils at the school, as at February 2018, the breakdown is as follows:

	WBRI	WOTH	ABAN	APKN	BAFR	MWBC	NOBT	Total
Yr 7	16	3		1	1		4	25
Yr 8	33	4		1		1		39
Yr 9	30	3		1	1			35
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As can be seen from the table above, the number of pupils at the school from an ethnic minority background is low. OfSTED also noted that the proportion of pupils from minority ethnic backgrounds is below the national average in its latest inspection report, published in December 2017. Pupils moving to a new school may be part of a different ethnicity mix than at Hameldon Community College.

The gender make-up of the pupils at the school is 105 boys and 92 girls.

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 is a defined statutory process in the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 which the local authority has followed to allow for a decision to be made on the proposed closure of the school. In line with this process, a stage 1 consultation period took place between 11 September and 20

October 2017 and, as part of this stage, a consultation event was held at the school on 11 October 2017. This event was for parents, staff, governors and any other interested parties to ask questions and make comments on the proposal. At the event, 29 appointments took place, with 43 interested parties in attendance. In relation to the number of parents who attended, they were from nine families. A representative from the National Deaf Children's Society also attended the event, supporting a parent of a deaf child.

By the end of the stage 1 consultation period on 20 October 2017, 124 responses had been received by non-pupils, such as staff, parents, governors and members of the community. In addition, the school undertook a consultation with its pupils and 108 responses were received as a result of this. The National Deaf Children's Society submitted a response as part of this consultation. The outcome of the stage 1 consultation was reported to Cabinet at their meeting on 7 December 2017. As part of this stage, respondents to the consultation were asked to say whether they agreed or disagreed with the option of closing the school. The majority of respondents objected to this option, with 82% of non-pupils and 87% of pupils disagreeing or strongly disagreeing. The main concerns raised regarding equality issues were as follows: how pupils with additional needs will be supported through this process; the SERF provision is required but not necessarily at this location; concerns about the impact on specialist staff within the SERF; and how pupils in the SERF will be supported through their transition to a new school.

Further to the stage 1 consultation and following the publication of the statutory public notice on 16 January 2018, the stage 3 representation period took place between 16 January and 26 February 2018. The full outcome of this representation stage is included within the report being considered by Cabinet at their meeting on 12 April 2018. To summarise the outcome, 12 responses were received, with 11 from individuals and one being a joint response from a seven parents and members of the community. Of these responses, 83% objected to the proposal to close the school and 17% neither agreed nor disagreed. The main concerns raised regarding equality issues were as follows:

- Securing a place at another school and the support arrangements for pupils moving schools, especially those with SEN; and
- Impact on the special education resources facility (SERF).

In addition to the above, the other issues and concerns raised through the consultation were as follows:

- Alternative uses for the site/school;
- The financial position of the school
- Positive comments about the staff at the school;
- The consultation process;
- The cost of travel and new uniforms;
- Impact on local community and businesses; and
- Future increase in pupil population and the need for school places.

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 the proposal is approved, Hameldon Community College will be closed, with implementation commencing from 31 August 2018. As part of the decision making process, the local authority must take into account concerns about the potential impact on pupils with SEND and those requiring additional support.

All schools are allocated resources to meet the needs of pupils with additional educational needs and they also have a named Special Educational Needs Coordinator (SENCO). The SENCO is responsible for identifying the special educational needs (SEN) of pupils within the school, and ensuring that they receive appropriate support to meet these needs.

The SENCOs of receiving schools will liaise with staff from Hameldon Community College to identify the support necessary for each young person with additional needs, ensuring that information is shared and that support is in place. The majority of pupils with additional needs will have those needs met from within the resources available to all schools. The local authority has been and will continue to support the school in the coordination of this.

A minority of pupils who have complex needs will have a Statement of Special Educational Needs (SSENs) or an Education Health and Care Plan (EHCP). This will often mean that the school will receive some additional funding in order to meet these complex needs. Should Hameldon Community College close, the local authority will ask the school to undertake a review for each pupil with SSENs or EHCPs in order to discuss the possible alternative schools with parents and the pupils themselves. The local authority will also support pupils and their families to identify an alternative school which can meet the pupil's needs. They will ensure that any managed move runs as smoothly as possible and that the funding is transferred. They will also issue a new EHCP to name the new setting.

With regard to accessibility for pupils with special educational needs and disabilities, the local authority is satisfied that the alternative schools in the district will provide suitable facilities for these young people.

The Information, Advice and Support (IAS) Team is also available to support families of children with SEND.

With regard to the pupils currently accessing provision in the SERF who will be affected by the proposed closure, the local authority's SEND service will identify a secondary school in the east of Lancashire that can meet their needs and, through the pupil's EHCP, support the school in doing this. As part of the SEND Suitability and Sufficiency Study, the provision in the SERF will be relocated. In September 2017, there were five pupils accessing provision in the SERF. During the stage 1 consultation, two of these pupils expressed a preference to move school and the SEND service accommodated these moves. Please note, as a new location for the SERF has yet to be identified, it is not possible to know whether this will have an adverse impact on the travel time of those pupils currently accessing this facility. However, it is acknowledged that this is a possibility.

The local authority has also considered any potential negative impact of the proposal in relation to travel time and the cost of this. The closest alternative schools measured by walking distance from Hameldon Community College are:

Burnley High School	2.0 miles
Blessed Trinity RC College	2.2 miles
Shuttleworth College	2.2 miles
Unity College	2.4 miles
Sir John Thursby Community College	3.1 miles

Eligibility for home to school transport is measured from the child's permanent home address to school so the above distances are only a guide as to the possible distances as they are based on Hameldon Community College's site. The local authority will provide transport assistance to the following groups of pupils who live in Lancashire and attend Hameldon Community College at the time that their year group is scheduled to move to another school:

- Pupils who live over 3 miles* away from the school they move to provided it is their nearest suitable school

- Pupils who live over 3 miles* away from their allocated school even when it is not their nearest suitable school (this is an exception to current policy)

*For those pupils from low income families (these are pupils who are eligible for free school meals or the parents are receiving the maximum amount of working tax credit) then travelling expenses will be awarded where the school they move to is one of their three nearest schools from their home and the distance from home to the school is between **two** and six miles.

Free transport must also be provided where walking routes are not suitable, regardless of the distance from home to the nearest school. Parents have the primary responsibility for ensuring their child's safe arrival at school and the suitability of routes are assessed on the basis that parents are accompanying their child to school. Whilst lonely routes or those that could pose 'moral dangers' are taken into account, they are not normally classed as unsuitable routes. Footpaths and roadside verges are classed as suitable walking routes subject to verges being wide enough and there being suitable crossing points. The Home to Mainstream School Transport Policy 2017/18 provides specific detail on the assessment of routes for suitability purposes. Parents are able to appeal to the local authority's Student Support Appeal Committee about home to school transport decisions.

All pupils with an EHCP will have an annual review to work with the pupil and their families to identify an alternative school. Part of this annual review will be a discussion on transport and the inclusion of travel training in EHCPs as appropriate.

With regard to the education standards across the other state-funded secondary schools shown above, OfSTED has judged four of these as 'Good' and one as 'Requires Improvement'. This is Shuttleworth College, which is currently on track to be judged 'Good' at its next inspection. All of these alternative schools have higher educational standards than Hameldon Community College, which will facilitate improved educational attainment and outcomes for current and future pupils in the area.

It is noted that if the decision is taken to close the school, some pupils may feel an impact from having different teachers and being in year groups and classes with different pupils. It may be that, depending on which alternative schools pupils move to, some pupils may move to a school without any of their current friends. This may be particularly difficult for those pupils with SEND.

As noted by Ofsted, and also the figures set out earlier in this report, the proportion of pupils from minority ethnic backgrounds is below the national average. The local authority is aware that, should the school close, pupils may move to a school with a higher proportion of ethnic minority pupils.

Should the decision be taken to close the school, there will be implications for the staff currently employed by the school. The local authority has experience in staff redeployment and retraining and has a good record in avoiding compulsory redundancies. Currently, a third of the staff in the school are either temporary or employed on a supply basis.

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 higher educational standards for current and 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.

The local authority has considered the potential impact of the proposal on pupils with SEND and pupils with additional support needs currently on roll at Hameldon Community College, including those accessing specialist provision in the SERF. To ensure that any potential negative impact on these pupils is minimised, officers from the SEND service will work with the school to identify suitable alternative school places.

If the proposal to close the school is approved, the local authority will support parents to make arrangements for alternative schools and assess their eligibility for

assistance with school transport.

All pupils with an EHCP will have an annual review to work with the pupil and their families to identify an alternative school. Part of this annual review will be a discussion on transport and the inclusion of travel training in EHCPs as appropriate.

The implementation of this proposal will be phased so that the impact on pupils is minimised where possible. In this way, the pupils that will be directly affected by any closure of Hameldon Community College would be those in current year groups 7, 8 and 9, who would need to move to an alternative school for September 2018. The current year group 11 will be able to remain at the school until they complete their key stage 4 education and take their GCSEs. Arrangements will also be made for pupils currently in Year 10 to remain on roll at Hameldon Community College to complete their key stage 4 education, take their GCSEs and leave 11-16 provision in August 2019. Year 10 pupils who opt to do this would be kept together as a group and will remain on the current site of Hameldon Community College to complete their key stage 4 education. Should the proposal be approved, the local authority will ensure that intensive support continues to be provided to the school with the aim of ensuring that the pupils who remain on roll receive a quality education and are not disadvantaged by the impact of closure.

If required, the local authority will provide advice and support to the alternative schools in order to help with the integration of pupils from Hameldon Community College.

With regard to staffing, the local authority has experience in staff redeployment and retraining and has a good record in avoiding compulsory redundancies. Should the decision be taken to close the school, the local authority will work with the school to minimise the disruption to staff as far as possible.

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 (Establishment and Discontinuance of Schools) Regulations 2013; and DfE guidance 'School Organisation: Maintained Schools: Guidance for Proposers and Decision Makers'. The Cabinet reports dated 7 December 2017 and 12 April 2018 provide full reasons for the proposal and the possible impact, should this proposal be approved, as well as details of the local authority's powers and responsibilities around school place commissioning and the

provision of high quality school provision for pupils and the benefits to pupils in attending alternative schools with higher educational standards as judged by Ofsted.

Having undertaken the required stages in the statutory process, the original issues and concerns held by the local authority in relation to Hameldon Community College remain valid. These are based on concerns about the quality of current educational standards, the school's financial deficit position and pupil numbers. Despite the efforts of the school and the support of the local authority, it has been unable to make sustained improvements over time. This gives the local authority significant concerns that the school would not be able to make the necessary improvements to educational standards and attract sufficient pupils to ensure they can operate a financially viable school. Therefore, the local authority must take action to address this and meet its statutory duty to secure high quality school places for the residents of Burnley.

Question 8 – Final Proposal

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

The proposal is to close Hameldon Community College, with implementation commencing from 31 August 2018. The main groups affected are pupils currently attending the school and their families, with a focus on those in current year groups 7, 8 and 9.

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 close the school, the local authority is legally obliged to implement the proposal. Through the school adviser to the Burnley secondary schools, the local authority would routinely ask in general terms whether new pupils have settled and whether they are making good progress, but would not discuss this at individual pupil level. It is expected that the Headteachers of receiving schools will be tracking progress carefully.

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
Contact for Adult & Community Services Directorate

Jeanette Binns – Equality & Cohesion Manager
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
Contact for Children & Young Peoples Directorate

Pam Smith – Equality & Cohesion Manager
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, 12 April 2018

Report of the Director Programmes and Project Management**Part I**

Electoral Division affected:
All in Preston

Update on Preston Youth Zone Operator

Contact for further information:

Sue Procter, Tel: (01772) 538848, Director Programmes and Project Management
sue.procter@lancashire.gov.uk

Executive Summary

The Cabinet approved a report on 10 August 2017, recommending the commencement of a procurement exercise to secure a Youth Zone Operator for the delivery of the Preston Youth Zone. A Prior Information Notice was issued on 12 October 2017 to prepare the market for the release of the tender documents.

In June 2016 the Cabinet received a report which provided a cost estimate of £6.925m for the design and construction of the Preston Youth Zone. The county council has committed a capital contribution of £5.925m to the scheme with the requirement that the Youth Zone operator provide the remaining £1m.

The estimate of £6.925m has been reviewed to take account of a recalculation of Tender Price Inflation, a revised design to accommodate the co-location of the Preston Youth Offending Team service and an enhanced specification of the external cladding. This has resulted in an increase in the cost estimate of £1.605m and a total capital cost of £8.53m.

Recommendation

The Cabinet is asked to approve the proposal to proceed with the procurement process for the Preston Youth Zone Operator on the basis that the county council's capital contribution is capped at £5.925m and all additional capital requirements, estimated at £2.605m, are met by the private/voluntary sector delivery partner.

Background and Advice

The Cabinet Member for Young People and the Leader received a report from the Executive Director for Children and Young People in July 2011 proposing the delivery of a Preston Youth Zone Plus. This report established a Council capital

contribution of £3m towards the development of this facility on a site to be provided by the Council.

Following the transfer of the ownership of the Preston Bus Station to the Council, Cabinet agreed (6 November 2014) to locate the Preston Youth Zone Plus on the western apron of the bus station complex and to increase the Council's capital contribution to £5m.

Informed by a detailed design, and with the advice of the Council's construction framework partner Keepmoat, the cost estimate for the Preston Youth Zone was revised to £6.925m. The additional £925,000 was approved by Cabinet at its meeting on 9 June 2016.

Revised Cost Estimate for Preston Youth Zone

The period from Cabinet approval (June 2016) to the revised projected start on site (October 2018) has seen a number of factors place significant pressure on the Preston Youth Zone cost plan. These factors have been costed and represent an additional £1.605m taking the estimated outturn cost to £8.53m.

The first, and by far most significant factor, is construction Tender Price Inflation of just over £1.038m. An initial allowance for construction Tender Price Inflation was included to cover the period from Cabinet approval to the anticipated start on site. The initial inflation allowance was c.2% (taken from the Building Cost Information Service) of the construction cost for the scheme.

Actual construction Tender Price Inflation has exceeded all forecasts across the development and construction sectors over this period. The period from June 2016 to March 2017 saw Tender Price Inflation increase by 8% in comparison to the Building Cost Information Service allowance of 2%.

In addition to construction Tender Price Inflation further refinement of the design has resulted in additional costs. The Design Team, (advised by specialist Fire Engineering Consultants), has recommended an enhanced specification for the external cladding of the Youth Zone. This expenditure provides an element of future-proofing to the building in light of the likely changes to Building Regulations requirements.

The need to reconfigure the internal layout of the Youth Zone to accommodate the Youth Offending Team also required further design adjustments. The Design Team has worked with the Youth Offending Team to understand the requirements of the service now and in the future, with particular reference to the consolidation of accommodation with a focus on Preston.

The combination of enhanced cladding, Youth Offending Team accommodation and associated design fees totals c£567,000.

Procurement of Preston Youth Zone Operator

To ensure compliance with both procurement regulations and state aid rules Cabinet made the decision to proceed with a procurement exercise to identify a Youth Zone Operator for the scheme at its meeting on 10 August 2017.

A Prior Information Notice was published on 12 October 2017 describing the operations to be delivered and stating that the Council would provide a maximum revenue contribution of £150,000 per annum for an implied initial term of 10 years, as well as a lease arrangement of a building on Preston Bus Station at a peppercorn rent. The successful tenderer would be required to provide a £1m contribution to the capital costs of construction and cover the remaining costs associated with the management and operation of Preston Youth Zone.

There has been no registrations of interest to this Prior Information Notice.

Since the Prior Information Notice was published legal clarification has been received in relation to the implications of the peppercorn rent and the Council's compliance with s123 of the Local Government Act 1972. The removal of reference to a 'peppercorn rent' from the procurement and the seeking of a market rent will enable the Council to comply with this requirement.

The Council has demonstrated a continuing significant capital and revenue commitment to the provision of a Preston Youth Zone and recognises that this is an extremely welcome asset in Preston. However it would be very challenging in the current financial climate for the Council to increase its capital commitment beyond £5.925m. It is considered appropriate and reasonable for the Council to place a cap on its capital commitment at £5.925m.

All capital funding requirements beyond this figure would need to be secured through the Youth Zone Operator and will be specified within the tender documentation. As described below the estimated cost of the scheme is £8.53m, which will require a £2.605m contribution from the operator.

Consultations

Relevant Heads of Service, Directors, Executive Directors and operational staff have been consulted in drawing together proposals for the procurement documentation and the design specification for the facility.

Implications:

This item has the following implications, as indicated:

Risk management

The risks are highlighted in the report.

Legal

In proceeding with the procurement process the county council as a public authority must comply with the relevant procurement regulations, state aid rules and s123 of the Local Government Act 1972.

The potential for state aid issues has been negated by opening the opportunity to competition through a procurement process which complies with the Public Contract Regulations 2015. Appointing a Youth Zone Operator following an open tender process does not create an unfair advantage to the recipient but offers a fair and transparent opportunity to all those interested in delivering the services (including operators from other EU states). Under a compliant procurement process all bids would be evaluated on an equal basis according to pre-published criteria and there is thus no detrimental impact upon inter-state competition.

Section 123 of the Act provides that a council cannot dispose of its land for a consideration less than the best that can be reasonably obtained in the market, except with the express consent of the Secretary of State. A disposal of land includes the granting of a lease. As per point 13 the removal of the peppercorn rent, allowing for an open market rent, gives compliance to this requirement.

Financial

The financial contributions committed to the delivery of the Preston Youth Zone have been considered through previous reports, most specifically within the report to Cabinet on 9 June 2016.

The current report recommends that all further capital requirements are met through the Youth Zone Operator, therefore limiting the county council's financial commitment to that already agreed. The required commitment of the Youth Zone Operator is currently estimated to be £2.605m, rather than the £1m contribution previously discussed.

The procurement process specifies that the Youth Zone Operator will take on the operational and financial risk associated with delivering the Preston Youth Zone. It is envisaged that they will need to secure private sector contributions from sponsors, arrange contributions from other public sector partners, as well as charging a fee for young people to access the activities to cover costs.

Procurement

It should be noted that no registrations of interest from suppliers were made following the publication of the Prior Information Notice. The increased capital requirement and removal of the 'peppercorn rent' arrangement will erode the commercial viability of the opportunity and increase the risk that no operator will come forward through this procurement process.

List of Background Papers

Paper	Date	Contact/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

Report of the Head of Service Procurement**Part I**Electoral Division affected:
All**Procurement Report - Request Amendment to 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**Executive Summary**

This report sets out a recommendation to amend the basis upon which the Cuerden Development Site – Earthworks procurement exercise will be undertaken. This report includes a revised estimated contract value of £3.8m, following the identification of additional works required as part of this procurement exercise since the original report was approved by Cabinet on 18 January 2018. The report provides detail on the additional works value identified for this project.

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

Recommendation

The Cabinet is asked to approve the commencement of the procurement exercise, as revised and as set out in Appendix 'A', for the project identified above.

Background and Advice

As indicated in the original report approved by Cabinet on 18 January 2018, Appendix 'A' of this report sets out the details of the procurement exercise, and the basis upon which it is proposed to carry out the processes including:

- the description of the service being procured;
- the estimated annual contract value and the funding position;
- the contract description;
- the proposed basis for the evaluation of the tender submissions.

The additional works proposed to be included in the procurement exercise are set out in the revised Appendix 'A', which largely relate to the increase in value for the disposal of earth to a licensed tip, the excavation and disposal of tree stumps/roots, additional filling in of the voids left from the tree stumps/roots excavation and the additional requirement for levelling the ground as specified for the IKEA site.

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 exercise, 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

The recommendation represents an increase of £1.8m from the originally approved works costs, and will need to be reflected as an increase to the capital programme if the additional costs cannot be contained within the current cost plan for the development.

Risk management

Failure to take steps to lawfully procure a contract would contravene the council's procurement rules and the Public Contract Regulations 2015.

List of Background Papers

Paper	Date	Contact/Tel
N/A		
Reason for inclusion in Part II, if appropriate		
N/A		

<p>Cabinet Member Leader of the County Council</p>
<p>Procurement Title Cuerden Development Site - Earthworks (Revised)</p>
<p>Procurement Option OJEU - Open Tender</p>
<p>New or Existing Provision New provision</p>
<p>Estimated Total Contract Value Revised estimated value of the works of £3.8m</p> <p>(This report replaces the report that was approved on 18/01/18 (effective 24/01/18) for an estimated spend of £2m).</p>
<p>Contract Duration 1 May 2018 – 30th April 2020.</p>
<p>Lotting N/A</p>
<p>Evaluation</p> <p>The tender procedure will be compliant with the Procurement Rules and the Public Contracts Regulations. The tender evaluation will consist of two stages, within a single procurement procedure:</p> <p>Stage 1: A selection questionnaire to ascertain suppliers' financial status, technical capability, experience, and references. Each tenderer must pass this stage in order to proceed in the final tender evaluation.</p> <p>Stage 2: The tender bids will be evaluated on Price only.</p>
<p>Contract Detail</p> <p>The contract will be used for site clearance, re-profiling levels and ground improvement on the Cuerden site development.</p> <p>The original cost was estimated at £2m, which was approved 18/01/18. Additional works have now been identified that have increased the estimated value of the works by £1.8m. The total value of the Earthworks is now estimated at £3.8m</p> <p>The additional works can be summarised as</p>

SUMMARY

Item	Description	Cost
1	Disposal: Additional waste material estimated value of disposal to licensed waste disposal centre	£750,000
2	Disposal :Additional estimated value of tree stumps removal and disposal to licensed waste disposal centre	£100,000
3	Aggregate : Additional cost for aggregates	£550,550
	Additional Works Total	£1,400,550

Summary of revised estimated costs

Original Cost of Earthworks (approved 18/01/18)	£ 2,000,000
Adjustment to original estimated figure for Earthworks.	£ 399,450
Additional costs	£ 1,400,550
Revised Estimated Project Value	£ 3,800,000

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

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

Electoral Divisions affected:
 Accrington South; Chorley Central; Chorley North; Chorley South; Euxton, Buckshaw & Astley; Oswaldtwistle; Preston Central East; Preston Central West; Preston City; Rossendale South; Rossendale West; South Ribble East; South Ribble West; St Annes South;

Lancashire County Council (Various Roads, Chorley, Fylde, Hyndburn, Preston, Rossendale and South Ribble) (Revocations and Various Parking Restrictions) Order 201*

(Appendices 'A' - 'G' refer)

Contact for further information:

Chris Nolan, Tel: (01772) 531141, Highway Regulation - Community Services
chris.nolan@lancashire.gov.uk

Executive Summary

Following investigations and a public consultation, it is proposed to introduce a Traffic Regulation Order to address anomalies in restrictions and to clarify and simplify a number of traffic orders that have been identified in the Preston and South Ribble districts. In addition, new restrictions are proposed in the districts of Chorley, Fylde, Hyndburn, Preston, Rossendale and South Ribble.

The purpose of the traffic order is to restrict waiting, to improve safety on the highway and to remove restricted waiting to provide amenity parking.

This is deemed to be a Key Decision and the provisions of Standing Order 25 have been complied with.

Recommendation

The Cabinet is asked to approve the proposals for parking restrictions on the various lengths of road within the Chorley, Fylde, Hyndburn, Preston, Rossendale and South Ribble Districts as detailed within this report and as set out in the schedules and plans attached at Appendices 'A' to 'G'.

Background and Advice

It is proposed to revoke existing restrictions which have become obsolete and introduce waiting restrictions as detailed within the Appendices 'A' to 'F' within the districts of Chorley, Fylde, Hyndburn, Preston, Rossendale and South Ribble to improve the safety of all highway users whilst providing parking amenities. A detailed statement of reasons for each proposal is contained within Appendix 'G'.

Consultations

Formal consultation was carried out between 19 January 2018 and 22 February 2018 and advertised in the local press. Notices were displayed on site for all areas where new restrictions were proposed. The divisional county councillors were also consulted.

Notices were not placed at the locations of the existing restrictions where no material change to the restrictions currently on site are proposed.

During the consultation period one objection was received along with three queries and one comment in response to this proposal as set out below:

Objection to the Proposal

Nuttall Street, Accrington

Correspondence was received from a resident of Nuttall Street in relation to the restrictions presently in place and that this had the effect of restricting residents parking. The objector believes that the proposed limited parking restrictions are only issued in commercial locations such as town centres and not residential areas. The objector also states that the 30 minute limited waiting bay located outside houses leaves the residents with nowhere to park.

Officers' comments

There is presently a 30 minute limited waiting restriction on sections of Nuttall Street outside residential property and that applies at all times. The order referred to by the resident has been in place since 1973, however recently missing signs corresponding to the original legal order have been reinstated.

The proposal recognises that the existing restriction does not permit any parking however it is considered that weekend parking or evening parking could be permitted. The proposal introduces times of operation to Monday-Saturday 8am-6pm allowing unrestricted evening and weekend parking outside these houses whilst maintaining the day time restriction.

The existing parking restriction had been in place for 44 years. These proposals are, by introducing a time of operation, increasing the amount of unrestricted parking provision outside the resident's property. With the new proposal parking will be available outside these properties on weekdays and Saturdays between 17:30 in the evening and 08:30 the following morning and there will be no restrictions on

Sundays. The Daytime restriction is necessary to ensure that the area is not used by town centre workers parking outside the residential properties all day.

Queries on the Proposal

Marsh Lane, Longton

Correspondence was received from a resident of Marsh Lane in relation to the proposed restrictions. Whilst there is no objection to the proposed restriction the resident queried that the extent of the restrictions was not sufficient and that there had been previous agreement to additional provision of double yellow lines outside the nursing home.

Officers' comments

A proposal for parking restrictions outside of the nursing home was investigated, however it was concluded that there was not a sufficiently significant safety concern to justify any measures at this time. Informal consultation with the neighbouring residents indicated that the appropriate provision was to limit the restrictions to the junction on both sides of the road on each of the three approaches.

The restriction has been proposed to deal with difficulties experienced with vehicles being parked at the junction of Marsh Lane with The Maltings. This restriction will help to preserve the necessary sightlines at the junction and it is considered to be sufficient to deal with the needs of the area. The correspondent has been contacted and advised of this and is satisfied.

Primrose Hill Road, Euxton

Correspondence was received from a resident of Primrose Hill Road in which they questioned the enforcement of the restrictions and how this would impact on carers who visit daily between 8am and 10am.

Whilst the resident does not object to the proposed restrictions they wish to put on record that whilst their carers should be able to park outside the restricted area, there may be occasions where this is not possible and therefore asked whether the Civil Enforcement Officers would use their discretion before issuing any Penalty Charge Notices.

Officers' comments

The proposed restrictions are localised, being placed only at junctions and at the bend in the vicinity of the school entrance as indicated on the plan attached as part of Appendix 'A'.

Vehicles parked close to junctions or on a bend cause an obstruction to sightlines and a heightened risk to road safety. The Highway Code in section 243 states that motorists should not stop or park near a school entrance, opposite or within 10 metres of a junction or on a bend.

Carers are not exempt from parking restrictions whilst attending to patients in their homes. If the resident is in possession of a blue badge then the carer is entitled to use the badge to pick up, drop off and settle the resident. In addition, loading and unloading is also permitted which would allow for the delivery of equipment. Carers are subject to the enforcement of the restrictions and therefore would need to park outside the restricted area.

Civil Enforcement Officers are instructed not to respond to notices displayed in vehicles. The exercise of discretion, in line with the Secretary of State's guidance, rests with back office staff when considering challenges against Penalty Charge Notices along with representations against a Notice to Owner. This procedure gives greater transparency and consistency in the enforcement of traffic regulations.

Confirmation has been received from the resident that they do not wish to formally object to the proposal.

Cedar Avenue, Euxton

Correspondence was received from a resident of Cedar Avenue with regard to the extent of the proposed restrictions.

Whilst the resident does not object to the proposed restrictions they advise that there is a farm access between numbers 33 and 37 Cedar Avenue. This entrance is routinely blocked by parked cars at school start and finish times preventing farm vehicles accessing the track. They have advised that this has led to a number of instances causing Cedar Avenue to become blocked. The request was for additional no waiting at any time restrictions on Cedar Avenue between numbers 33 and 37. It was considered by the resident that this measure would allow for longer vehicles to enter and leave the farm track.

Officers' comments

The current proposal is designed to alleviate parking problems observed at school start and finish times. Parking caused particular problems in the vicinity of the surrounding junctions. The proposed restrictions are in line with guidance contained within the Highway Code which advises that vehicles should not park within 10m of a junction.

Following comments received as a result of the initial public consultation during June 2017, the proposal was extended to cover the additional junctions of Briar Avenue and Yew Tree Avenue. This work was included in the proposal as the topography of the roads at these junctions coupled with parked vehicles could result in significantly reduced sightlines.

When carried out in a responsible manner, parking can be beneficial and assists in lowering vehicle speeds due to the potential requirement to give way. The present proposal attempts to balance the control of parking at potentially vulnerable sections whilst retaining a level of convenient access for residents and visitors to the area.

The farm entrance joins the highway by means of a vehicle crossing over the footway and therefore has not been considered as part of this proposal. Vehicles obstructing an authorised vehicle crossing can be reported to the Police via the non-emergency number 101. This will allow the Police to take appropriate enforcement action. As the kerb is correctly formed the Penalty Charge Notice's also have the power to issue parking enforcement notices. The land owner could request an "H" bar that may improve observation of legal footway crossing and the need for access.

Comments on the Proposal

Primrose Hill Road, Euxton

Correspondence was received from a resident of Primrose Hill Road raising comments that although they support the proposal, they believe that the extent of the restrictions is not extensive enough. The resident considers that the proposal still allows parked vehicles to obstruct drivers' sightlines and carriageway width with the increased risk of collisions occurring.

Officers' comments

The area immediately surrounding the junction of Primrose Hill Road and Cedar Avenue has been included in the current proposal, due to its proximity to the school and carriageway characteristics including the bend where sightlines would be restricted by parked vehicles. Protection has also been provided to the staggered junction of Yew Tree Avenue and Briars Avenue to maintain sightlines for vehicles emerging on to Cedar Avenue close to bends in the road.

The current proposals are designed to provide appropriate protection for junctions within the immediate vicinity of the school and any outlying junctions where road characteristics would present additional issues which could result in reduced sightlines.

At the junction of Poplar Avenue with Cedar Avenue there are no additional limitations to sightlines as at this point there are no bends on either road obstructing visibility for vehicles at the junction. The Highway Code contains clear guidance for vehicles parking on the approach to junctions and we would expect that drivers would adhere to this direction and retain a minimum 10 metre clearance.

Parking when carried out in a responsible manner can provide natural traffic calming and reduce vehicle speeds as there is a need to give way to conflicting traffic. It has been noted that the increased traffic and on street parking is directly related to the school, at the short periods around start and finish times. Outside of this period traffic is in line with expectations for this type of residential area, therefore the current proposal attempts to balance the local parking needs with the control of parked cars where hazards have been identified.

Implications:

This item has the following implications, as indicated:

Financial

The costs of the Traffic Regulation Order will be funded from the county council Revenue Budget for new signs and lines at an estimated cost of £7,500.

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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N/A

Reason for inclusion in Part II, if appropriate

N/A

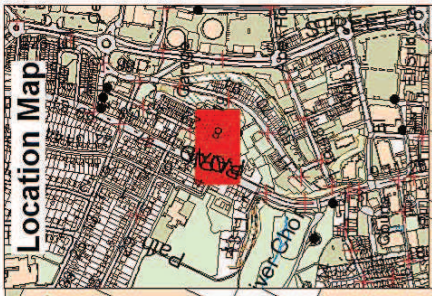


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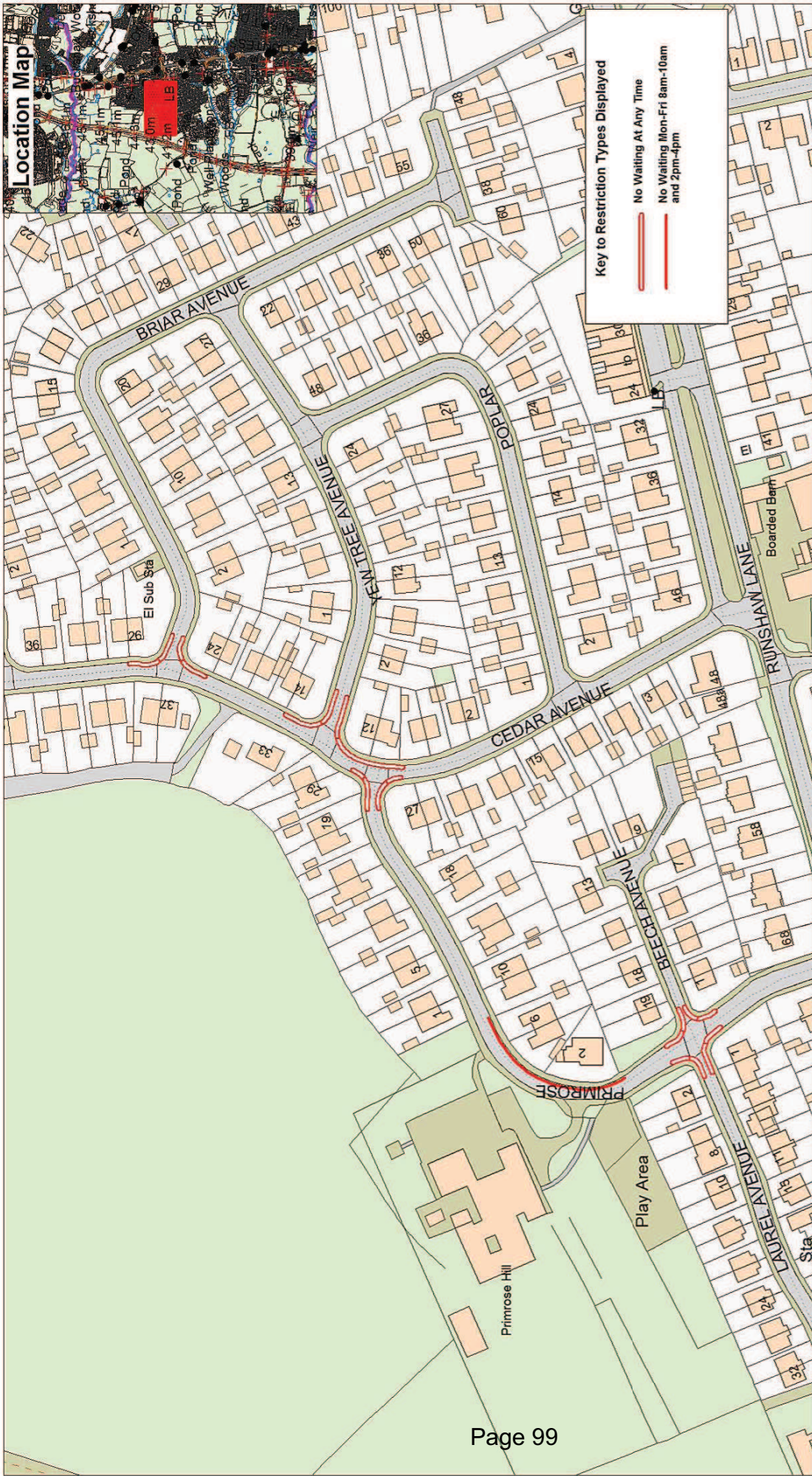
Community Services
Phil Barrett
Director Community Services
 P.O. Box 100, County Hall,
 PRESTON PR1 0LD

Carr Lane,
Chorley
 Page
 1 of 1





<p>Lancashire County Council</p> <p>Park Street and Parker Street, Chorley</p> <p>Page 1 of 1</p>		<p>Community Services Phil Barrett Director Community Services P.O. Box 100, County Hall, PRESTON PR1 0LD</p>		<p>SCALE</p> <p>1 : 500</p>
		<p>DATE</p> <p>06/10/2017</p>	<p>DRAWING No.</p> <p>KP/09/17</p>	<p>DRAWN BY</p> <p>TJP</p>
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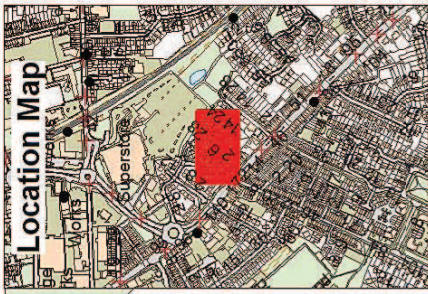
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DRAWN BY	TJP
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Community Services
Phil Barrett
Director Community Services
 P.O. Box 100, County Hall,
 PRESTON PR1 0LD

Beech Avenue,
 Cedar Avenue,
 Briar Avenue,
 Laurel Avenue,
 Primrose Hill Road,
 Yew Tree Avenue,
 Euxton

**Lancashire
County
Council**

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Key to Restriction Types Displayed

— No Waiting At Any Time

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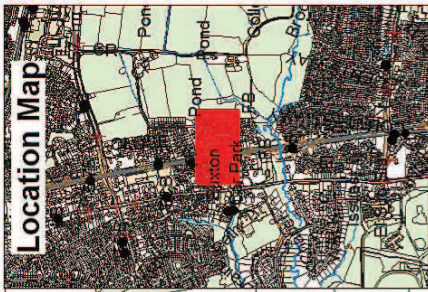
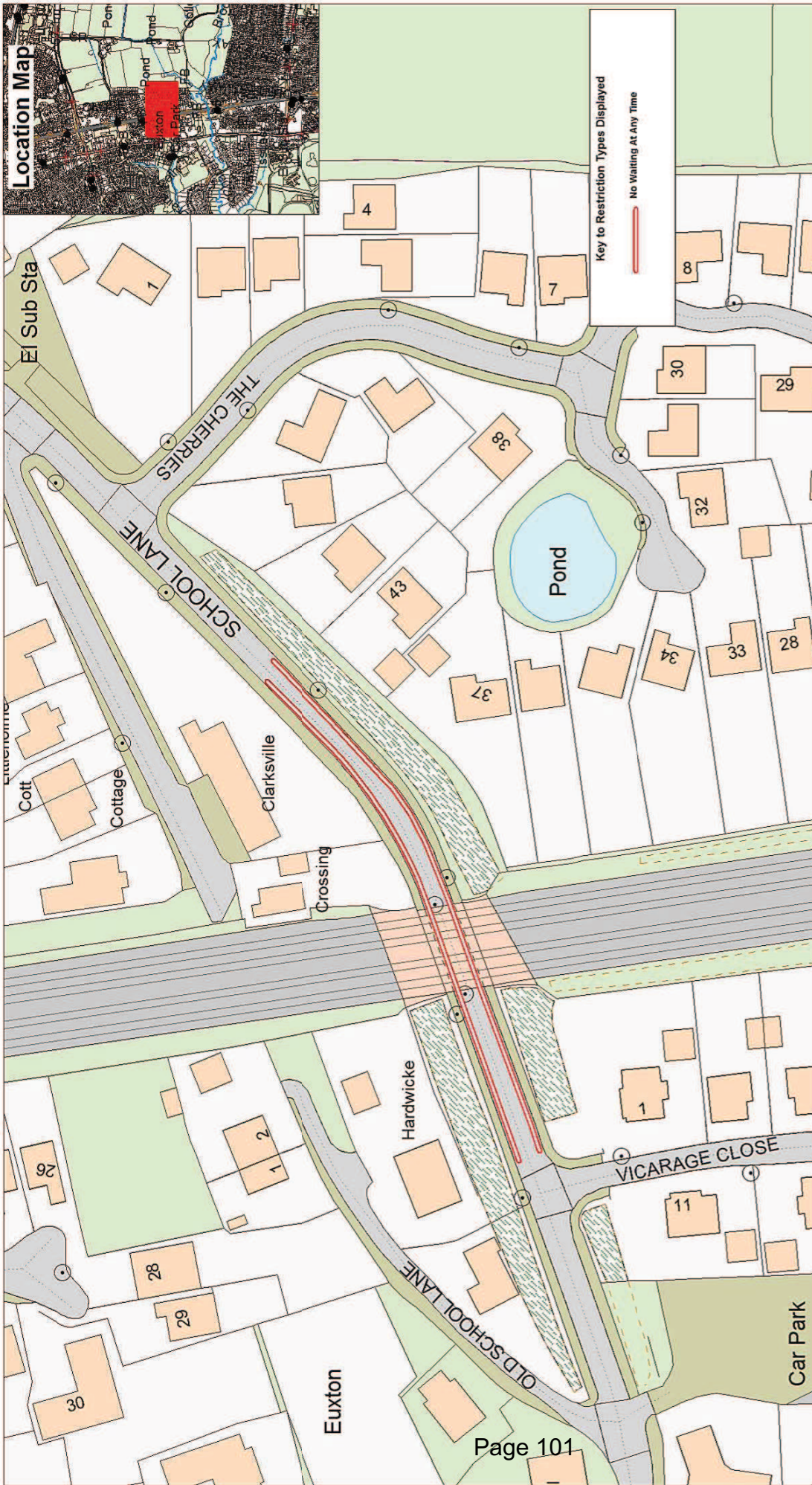
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**Princess Street and
 Cheam Avenue,
 Chorley**

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Lancashire County Council

**School Lane,
Euxton**

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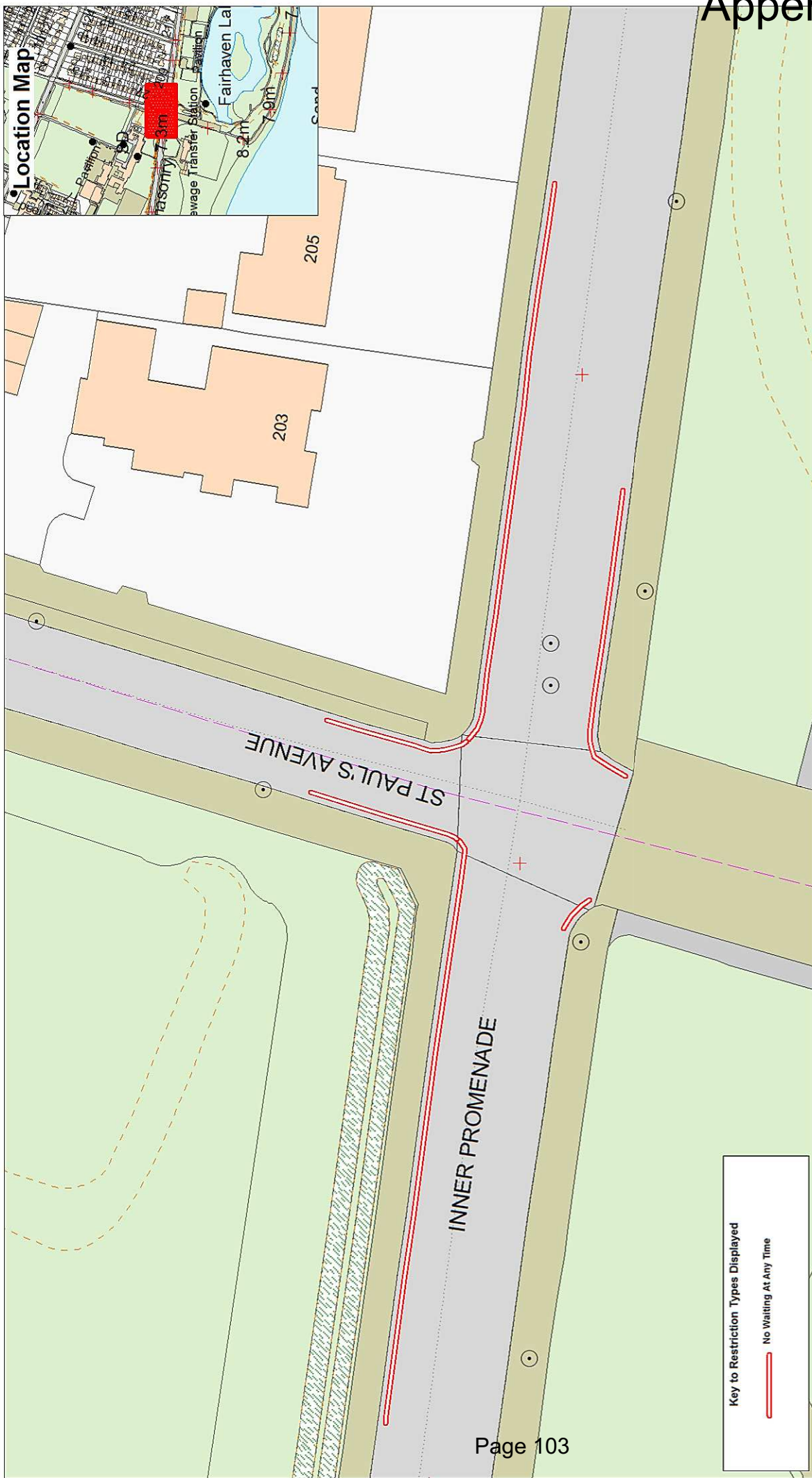
**The Crescent,
 Chorley**
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 No Waiting At Any Time

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Key to Restriction Types Displayed

 No Waiting At Any Time

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<p>Inner Promenade St Paul's Avenue, Lytham-St-Annes</p> <p>Page 1 of 1</p>		<p>DATE 26/10/2017</p>
<p></p>		<p>DRAWING No. CN/10/17</p>
<p>Lancashire County Council</p> 		<p>DRAWN BY TJP</p>
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<p>Blackburn Road, Oswaldtwistle</p> <p>Page 1 of 1</p>		<p>Community Services Phil Barrett Director Community Services P.O. Box 100, County Hall, PRESTON PR1 0LD</p>		<p>SCALE 1 : 500</p>
<p>North Arrow</p>		<p>DATE 06/10/2017</p>	<p>DRAWING No. CH/09/17</p>	<p>DRAWN BY TJP</p>
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Key to Restriction Types Displayed

Limited Waiting 30 Minutes
 No Return Within 1 Hour
 Mon-Sat 8am-6pm

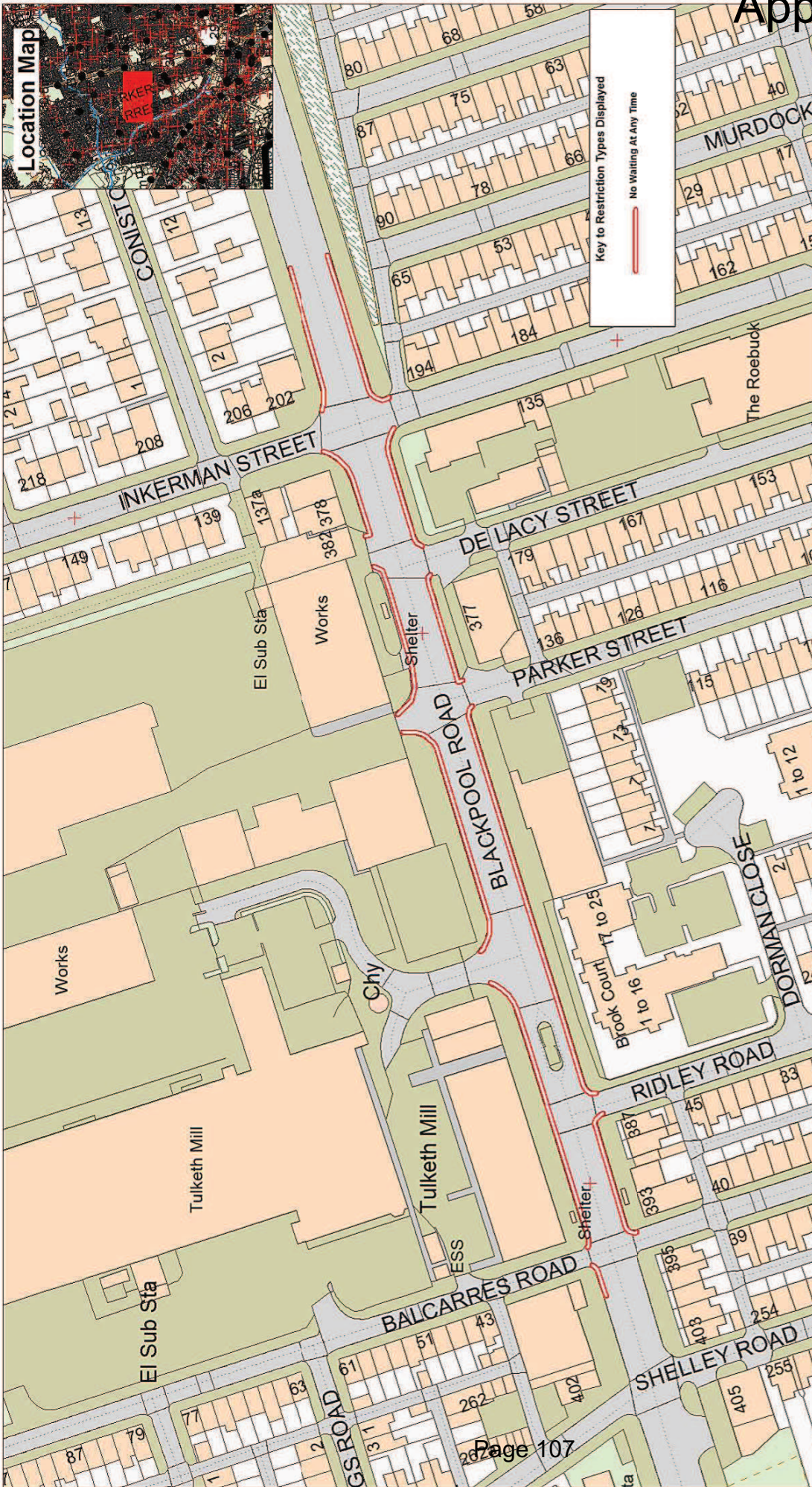
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**Nuttall Street,
 Accrington**

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Blackpool Road,
Preston


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Frenchwood Knoll and Selborne Street, Preston

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Lancaster Road, Preston, Lancashire, PR1 2AA

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**Queens Road,
Fulwood
Preston**

REVOCAION

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**Lancashire
County
Council**



Key to Restriction Types Displayed

No Waiting At Any Time



**Sheffington Road,
Castleton Road,
Acorn Close,
Preston**

Page 1 of 1

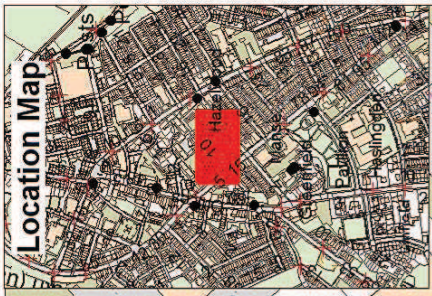
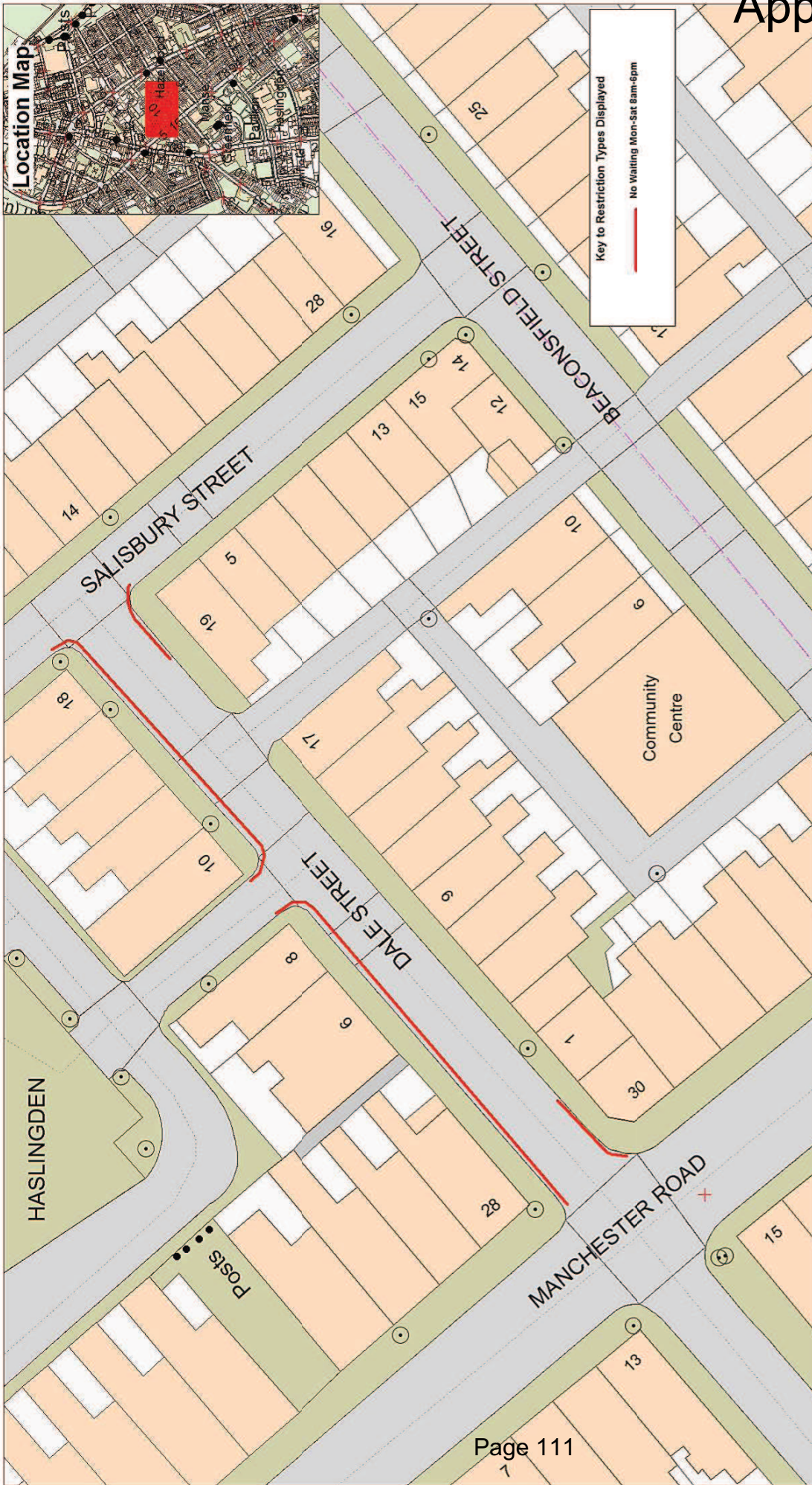
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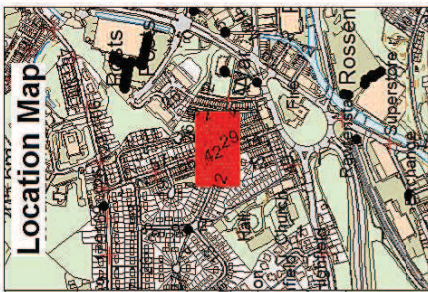




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Dale Street,
Haslingden
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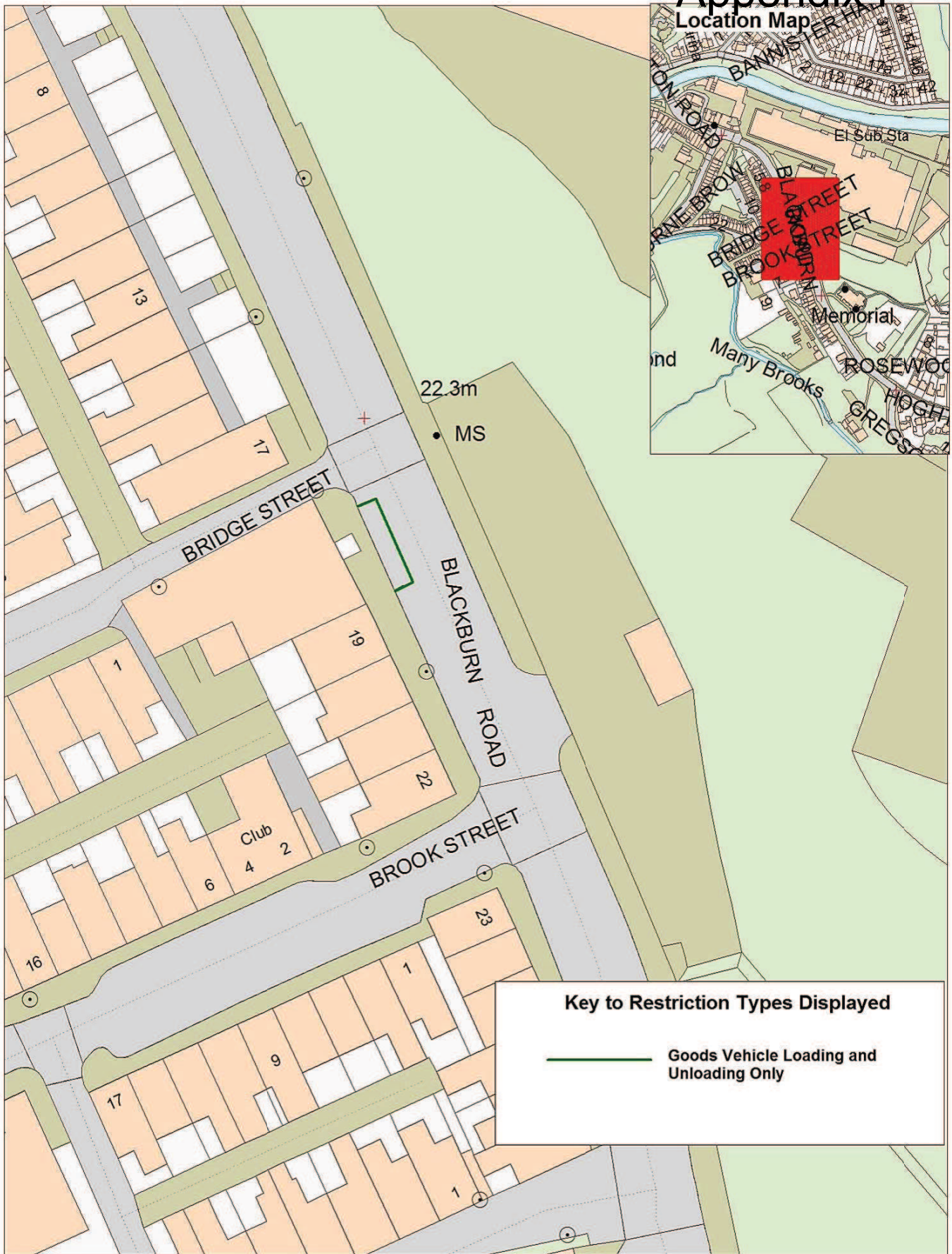
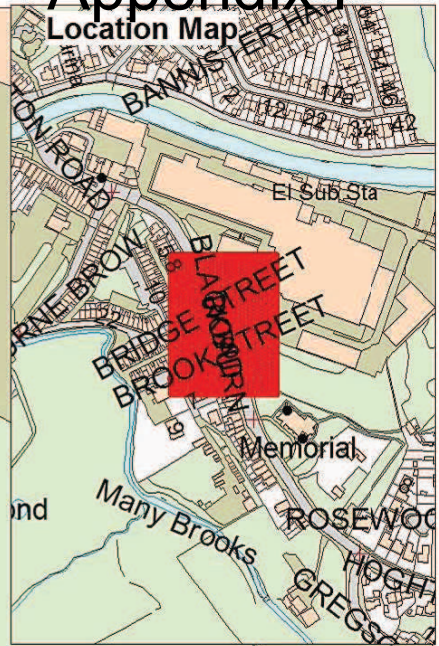




	Schofield Road, Hargeaves Drive, Henry Street, Rawtenstall			Community Services Phil Barrett Director Community Services <small>P.O. Box 100, County Hall, PRESTON PR1 0LD</small>		SCALE 1 : 500
	Page 1 of 1			DATE 16/10/2017	DRAWING No. BG10/17	DRAWN BY TJP

Appendix F

Location Map



Key to Restriction Types Displayed

— Goods Vehicle Loading and Unloading Only



**Blackburn Road, A675,
Higher Walton**

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Marsh Lane and
The Maltings,
Longton
 Page
 1 of 1



STATEMENT OF REASONS

Chorley

(Carr Street, Chorley)

"The revocation of current No Waiting At Any Time restrictions and introduction of limited waiting restrictions is to retain traffic flows during peak periods whilst allowing controlled residential parking during off peak times when traffic flows are lower."

(Park Street, Chorley – Parker Street, Chorley)

"The Limited waiting and prohibition of waiting restrictions proposed for Park Street is to alleviate identified obstructive parking issues along the road and around its junction with Parker Street."

(Primrose Hill Road, Euxton – Laurel Avenue, Euxton – Beech Avenue, Euxton – Cedar Avenue, Euxton – Yew Tree Avenue, Euxton – Briar Avenue, Euxton)

"The introduction of No Waiting At Any Time restrictions at the junctions of Primrose Hill Rd/Laurel Ave/Beech Ave/Cedar Ave/Yew Tree Ave/Briar Ave is to maintain sightlines at the junctions.

The introduction of limited waiting restrictions on the bend on Primrose Hill Rd is to remove obstructive parking in the vicinity of the school entrance during start and finish times."

(Princess Street, Chorley – Cheam Avenue, Chorley)

"The introduction of No Waiting At Any Time restrictions is to preserve sightlines at the junction and remove obstructive parking to allow access for refuse collection and emergency service vehicles."

(School Lane, Euxton)

"The extension to the existing No Waiting At Any Time restrictions proposed for School Lane, Euxton is to alleviate identified parking issues along the road in the vicinity of the bend on the approach to the railway bridge and maintain sightlines for approaching vehicles."

(The Crescent, Chorley)

"The introduction of additional No Waiting At Any Time restrictions on the north side of The Crescent is to alleviate instances of persistent obstructive parking on the footway."

Fylde

(Inner Promenade, Lytham-St-Annes – St Paul's Avenue, Lytham-St-Annes)

" The proposed restrictions are considered appropriate to avoid danger to persons or other traffic using the road or for preventing the likelihood of any such danger arising and to facilitate the passage on the road of any class of traffic, including pedestrians."

Hyndburn

(Blackburn Road/Norman Road, Oswaldtwistle)

"It has been agreed that Lancashire County Council pursue an extension of the existing No Waiting at Any Time Prohibition on Blackburn Road at its junction with Norman Road.

This extension to the existing Prohibition of waiting aims to discourage vehicles from waiting and parking in this area to ensure adequate visibility splays for all road users."

(Nuttall Street, Accrington)

" Lancashire County Council are proposing to reduce the length of time the current limited waiting restrictions on Nuttall Street, Accrington are in operation.

The new proposed restrictions would apply on Monday to Saturday between the hours of 8am to 6pm. This proposed reduction would allow unrestricted evening and Sunday parking outside of these hours."

Preston

(Blackpool Road, Preston)

"The proposed extension to the Prohibition of Waiting on the north side of Blackpool Road is considered appropriate for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising".

(Queens Road, Fulwood, Preston)

"Residential Disabled Bay No longer required."

(Frenchwood Knoll, Preston – Selborne Street, Preston

The proposed restrictions are considered appropriate to:-

"Avoid danger to persons or other traffic using the road or for preventing the likelihood of any such danger arising and to facilitate the passage on the road of any class of traffic, including pedestrians."

The proposed controls will:-

- i. Remove obstructive parking and assist with the general movement of traffic along the road.
- ii. Improve driver's forward visibility in the vicinity of a local primary school
- iii. Improve access for deliveries to the residential properties and school.

(Acord Close, Preston – Castleton Road, Preston – Skeffington Road, Preston

The proposed restrictions are considered appropriate to:-

"Avoid danger to persons or other traffic using the road or for preventing the likelihood of any such danger arising and to facilitate the passage on the road of any class of traffic, including pedestrians".

The proposed controls will:-

- i. Remove obstructive parking and assist with the general movement of traffic along the roads.
- ii. Improve driver's forward visibility along the roads.
- iii. Improve access for deliveries to the residential properties.

Rossendale

(Dale Street, Hslingden)

"The new proposed order will remove the restriction on the south-east side of the street except for short lengths which will remain restricted to protect the junction with Manchester Road and with Salisbury Street. This is to enable traffic to flow in and out of the street and maintain sight lines. Also this observes the advice of the Highway Code rule 243, do not park within 10 metres of a junction. The restriction on the north-west side of Dale Street will remain; this will ensure traffic can flow along the street and maintain access into the car park.

This will provide on street parking for the residents though other visitors will be able to park legally, as is the case in nearby streets where parking is not restricted. The overall effect will create the availability of over 50m of on street parking – potentially 10 vehicles."

(Hargeaves Street, Rawtenstall – Henry Street, Rawtenstall – Schofield Road, Rawtenstall)

"The new order will provide a restriction to protect the junction of Schofield Road with Henry Street.

This is to enable traffic to flow in and out of the street and maintain sight lines. Also this observes the advice of the Highway Code rule 243, do not park within 10 metres of a junction.

The proposals seek to improve highway safety for all users of the highway".

South Ribble

(Blackburn Road, A675, Higher Walton)

"The purpose of this proposed order is to formalise the existing advisory Loading Bay on the frontage of the Swan Inn to allow enforcement by the County Council's Civil Enforcement Officers thus removing unnecessary parked vehicles and improve the general environment and amenity of the area whilst maintaining access for the Dray and general deliveries to the Swan Inn."

(Marsh Lane, Longton – The Maltings, Longton)

"The proposed restrictions are considered appropriate to;-
Avoid danger to persons or other traffic using the road or for preventing the likelihood of any such danger arising and to facilitate the passage on the road of any class of traffic, including pedestrians."

The proposed controls will;-

- i. Remove obstructive parking and assist with the general movement of traffic along the road.
- ii. Improve driver's forward visibility in the vicinity of a local nursery school
- iii. Improve access for deliveries, refuse collection to the residential properties and school.

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

Report of the Head of Service Public & Integrated Transport**Part I**

Electoral Divisions affected:
 Brierfield & Nelson West;
 Burnley Central East; Burnley
 North East; Burnley Rural;
 Burnley South West; Nelson
 East; Padiham and Burnley
 West; Pendle Central; Pendle
 Hill; Pendle Rural;

Proposed Cessation of the Burnley Employment Shuttle

(Appendix 'A' refers)

Contact for further information:

Liz McClarty, Tel: (01772) 532423, Public and Integrated Transport

liz.mcclarty@lancashire.gov.uk

Executive Summary

Burnley BEST is a tendered Dial-a-Ride taxi service. The service takes passengers to employment and training opportunities within the Burnley and Pendle area where other public transport services are not available or the passenger is not able to access them.

The current contract terminates on 31 July 2018.

Recommendation

The Cabinet is asked to approve the cessation of the service following the termination of the current contract on 31 July 2018.

Background and Advice

Burnley BEST Dial-a-Ride service has operated since March 2010. The current contract with Crusader Cars expires on 31 July 2018. The contract was originally awarded on 13 March 2013.

The contractor provides the service using its own vehicles and also runs the booking service. Members of the public are able to use Burnley BEST providing that they are

'members' of the scheme and cannot make their journey on the network of public transport services in East Lancashire. County council staff provide and administer the membership list.

A flat fare of £2.00 is charged for each single journey and, in addition, a saver strip containing ten journeys for £18.00 can also be purchased. Concessionary passes are not valid on this service. The Dial-a-Ride taxi service operates Monday - Friday from 05:30 until 23:00. Passengers must book their journey at least 24 hours in advance. The service takes passengers to employment and training opportunities within the Burnley and Pendle area where other public transport services are not available or the passenger is not able to access them. Burnley BEST currently has 10 members.

Individuals who apply to join the Burnley BEST scheme have their journey assessed by the county council. If the journey can be reasonably made by public transport then their request for membership is refused. However, assistance is given to the individual in terms of a personal travel plan and timetable information to meet their needs.

	Forecast 2017/18
Miles (in operation)	21,780
Passenger journeys	3,629
Gross cost	£34,630
Revenue from fares	£6,648
Net cost of service	£27,982
Subsidy per passenger journey	£7.71
Revenue to cost	19.20%

The average subsidy of £7.71 per passenger journey is in excess of the maximum subsidy of £5 per passenger journey considered appropriate for county council tendered bus services.

Consultations

A consultation has been undertaken for the scheme. All members were sent a Consultation Form and 10 members responded (there were 11 members at the time). The results of this consultation and equality analysis are detailed within the Equality Analysis which is set out at Appendix 'A'.

To summarise the Equality Analysis:

- Over the life of the scheme the number of users has decreased from 30 and now 9 users in February 2018.
- Respondents to the questionnaire were broadly reflective of the population in Lancashire.
- None of the respondents stated that they had a disability.
- None of the respondents could identify an alternative means of getting to work if the Burnley BEST facility ended, 9 indicated that they would use none of the other methods suggested and 1 respondent didn't know what they would do.

- It is unlikely that any decision to cease or change the Burnley BEST service could be said to discriminate on grounds of gender, age, ethnicity or disability as there appears not to be a disproportionately adverse effect in terms of younger or older people, ethnicity, gender or disability.
- This is a scheme which only operates in the Burnley and Pendle areas and has no equivalent supported by the county council elsewhere in Lancashire. It is arguable that residents in other parts of the county may face similar difficulties in getting to and from work or in selecting what jobs they may be able to take up and which are impracticable for similar reasons to those which the Burnley BEST consultation respondents have identified.

Implications:

The current contract ends on 31 July 2018. The service carries a limited number of people however the users have no alternative public transport available to get to work/training.

If the service is to be discontinued it is recommended that members are given 3 months' notice to give them time to seek alternative arrangements. Therefore notice should be served before the end of April 2018.

Risk management

Financial

The proposal to cease provision of the Burnley BEST service was included within savings option 'CMTY024 – Community Transport' and will generate an annual saving of circa £31,000.

Equality and Cohesion

The service carries a limited number of people however the users have no alternative public transport available to get to work/training.

An Equality Analysis is set out at Appendix 'A'.

List of Background Papers

Paper	Date	Author
N/A		
Reason for inclusion in Part II, if appropriate		
NA		

Section 4

Equality Analysis Toolkit

Burnley BEST Dial-A-Ride Taxi Service
For Decision Making Items

February 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.

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

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

Jeanette.binns@lancashire.gov.uk

Name/Nature of the Decision

The future of the Burnley BEST Dial-A-Ride Taxi Service.

What in summary is the proposal being considered?

The proposal is to consider the future of the Burnley BEST Dial-A-Ride Taxi Service.

The Service was set up in 2010 following cessation of an Urban Bus Challenge Fund project which had run for the previous 5 years which supported people in Burnley and Pendle to travel to work or training where there was no public transport or the person was unable to use it due to mobility difficulties.

The post 2010 Service is provided by Crusader Cars who use their own vehicles and take bookings for journeys. Lancashire County Council maintains the list of members/users and assesses eligibility for membership.

The Scheme is available for members to make journeys to and from work or training between 05.30 a.m. and 23.00 p.m. Monday to Saturday, although journeys must be booked at least 24 hours in advance. The cost of journeys has remained unchanged since March 2010 at £2 per journey or £18 for a saver strip covering 10 journeys.

The cost of the Burnley BEST scheme- see below.

	Net Cost	Rev/Cost	Subsidy per passenger
2010/11 (part period)	£13,135.50	27%	£4.33
2011/12 Actual	£21,026.90	30%	£4.29
2012/13 Actual	£28,139.98	27%	£5.02
2013/14 Actual	£28,538.41	26%	£5.78
2014/15 Actual	£29,953.29	21%	£6.81
2015/16 Actual	£31,316.33	21%	£7.01
2016/17 Actual	£29,158.00	19%	£7.50
2017/18 Estimated	£27,982.00	19%	£7.71

Over the same period the number of users has steadily reduced. Initially there were over 30 regular users in 2010, by 2016 this had reduced to 11 regular users and 9 users in February 2018. NB: These users were the same people, the only changes were that numbers of users decreased.

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.

No. The Burnley BEST Dial-A-Ride Taxi Service operates in Burnley and Pendle and specifically in the LCC Electoral Divisions of Nelson South, Pendle Central, Burnley Rural, Pendle East, Pendle West, Burnley Central East, Burnley North East, Padiham & Burnley West and Burnley South West.

To be eligible to use the Scheme members must need the service to access employment or training, be unable to use the public transport network in East Lancashire either due to lack of appropriate services at times required or due to mobility difficulties. Eligibility is assessed before people can be accepted on to Burnley BEST.

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.

Information about Burnley BEST current users was obtained from the consultation responses received in August to October 2016. 11 responses were received. Of those responding to the equality/demographic questions.

5 were male and 5 were female. This is reflective of the Lancashire population in terms of gender.

All 10 respondents were aged 35-64, which is higher than the LCC population of 58% of residents in the 20-64 age group and Burnley and Pendle where 59% of residents are aged 20-64.

None of the respondents stated that they had a disability. This contrasts with the Lancashire population whose activities are limited a little (10%) or a lot (10%) and those in Burnley (12% have activities limited a lot and 11% have activities limited a little) and Pendle (10% of residents have day to day activities limited a lot and 11% have day to day activities limited a little).

8 respondents were white British, 1 identified as White Rhodesian and 1 as Asian Pakistani. This is broadly reflective of the population in Lancashire but lower than the BME percentage for both Burnley (12.6%) and Pendle (20.1%).

Information on other protected characteristics was not requested in this consultation.

Any change in arrangements would have some level of impact on current Scheme Members and most significantly on regular Burnley BEST users.

Any decision to cease support for Burnley BEST would also adversely affect the contractor Crusader Cars and may impact on their drivers and call handlers.

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.

Information about Burnley BEST current users was obtained from the consultation responses received in August to October 2016. 11 responses were received. Of those responding to the equality/demographic questions.

5 were male and 5 were female. This is reflective of the Lancashire population in terms of gender.

All 10 respondents were aged 35-64, which is higher than the LCC population of 58% of residents in the 20-64 age group and Burnley and Pendle where 59% of residents are aged 20-64.

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8 respondents were white British, 1 identified as White Rhodesian and 1 as Asian Pakistani. This is broadly reflective of the population in Lancashire but lower than the BME percentage for both Burnley (12.6%) and Pendle (20.1%).

Information on other protected characteristics was not requested in this consultation.

There are currently 11 scheme users. Any change in arrangements will adversely impact these members but will most significantly impact those who regularly use the Burnley BEST Scheme.

Any withdrawal of support for Burnley BEST would also impact on the contractor Crusader Cars and potentially on its drivers and call handlers.

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)

Initially when the Burnley BEST was relaunched in 2010 approaches were made to Burnley Borough Council, Pendle Borough Council and 21 companies/organisations associated with Scheme members at that time seeking ideas of how the costs could be supported or seeking contributions towards the financing of the Scheme – these were unsuccessful. A consultation had also been carried out with Scheme members who were very appreciative of the relaunched service.

In August 2016 all current and recently lapsed Burnley BEST members were sent a personal consultation questionnaire. An 8-week consultation period was set with a closing date of October set for receipt of completed/returned questionnaires. 11 responses were received.

10 respondents used Burnley BEST every or most days and one respondent used it a few times a week.

4 respondents made journeys between 5:30 a.m. and 7:30 a.m. whilst 5 used it between 7:30 and 9:30 a.m. and 1 respondent between 9:30 and 3p.m.. 9 respondents made journeys between 3p.m. and 4:30p.m and 1 made journeys between 8p.m. and 10 p.m.

10 respondents used Burnley BEST to travel to and from employment. Comments included that the journeys were not possible by public transport to meet shift patterns, etc or that the durations of journeys (e.g. 2 hours) made them impossible on public transport.

None of the respondents could identify an alternative means of getting to work if the Burnley BEST facility ended, 9 indicated that they would use none of the other methods suggested and 1 respondent didn't know what they would do.

All 10 respondents said that they would be unable to pay the full cost of £9 per journey if Burnley BEST ceased. Some indicated that they may be able to make a higher contribution towards the journey costs but others said they were on the minimum wage and would find increases in fares difficult to meet.

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.

As only those who cannot use public transport in East Lancashire either because it is not available or due to mobility difficulties/disabilities are eligible to use the Scheme, any ceassation of the arrangement will inevitably make it more difficult or impossible for those people to get to and from work or training. None of the respondents to the consultation had a disability but all indicated that either because of their shift patterns or because of the journey times involved in using public transport the only way they could get to work was by using Burnley BEST. Any change would affect their ability to participate in public life and adversely affect their equality of opportunity to work. A number of respondents said that they would have to change jobs or give up their jobs if the Scheme was no longer available and one stated that they had taken their current job because the service was available to get them to and from work. This was because the journey was complicated or no bus services would allow them to reach work for their contracted working times.

Respondents were also concerned as to whether any changes might result in an increase in fares for journeys. A number identified that they were on the minimum wage and that any change would have implications for their finances.

The impact on community cohesion/fostering good relations is difficult to identify. However, many respondents did emphasise how courteous the drivers and other staff of Crusader Cars have been with them

Although no-one identified as having a disability amongst respondents, one respondent said they had poor eyesight and therefore could not drive. Another respondent identified as a single parent and said the service was essential to allow her to continue working a look after her child.

Several respondents said that the service allowed them to get to and from work safely, whilst another said that in addition to a lengthy bus journey to work if the service were withdrawn, they would also need to cross a very busy road which raised safety concerns for that respondent.

The cost of travel for those taking Burnley BEST journeys has been unchanged since 2010 at £2 per journey or £18 for a saver strip covering 10 journeys. Any change to make the Service more reflective of its actual costs either by charging an increased flat rate fare (£9 per journey) or by charging on a more individualised arrangement based on the length of journey will inevitably impact on the financial resources of current Scheme members. The extent of the impact will vary for each individual Member but is most likely to affect those who are regular users of the Scheme and who frequently use it.

The availability of Burnley BEST has contributed for those current and previous scheme users, potentially reducing social isolation. Going to work is often identified as generally good for people's health and wellbeing at contributing to reduced social isolation as a person is travelling (with a driver in this situation) and working with colleagues. Should scheme members be unable to remain in work – as some have suggested – this could contribute to increasing their social isolation.

It is unlikely that any decision to cease or change the Burnley BEST service could be said to discriminate on grounds of gender, age, ethnicity or disability as there appears not to be a disproportionately adverse effect in terms of younger or older people, ethnicity, gender or disability.

This is a Scheme which only operates in the Burnley and Pendle areas and has no equivalent supported by the County Council elsewhere in Lancashire. It is arguable that residents in other parts of the county may face similar difficulties in getting to and from work or in selecting what posts they may be able to take up and which are impracticable for similar reasons to those which the Burnley BEST consultation respondents have identified. However, those situations would not be impacted in the same way by a County Council decision as will the situation for the current users of Burnley BEST.

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.

As part of the County Council's 2016/17 budget a budget option affecting withdrawal of support for subsidised bus services was included. The final outcome of this proposal was the creation of a £3 million fund to retain a number of bus Services particularly to assist people to access education, employment, health, social and leisure activities. Bus operators and other Councils also assisted in retaining other routes. However, a number of early morning and late evening/night Services have ended, other Services have merged or

routes have changed. This may have impacted on the availability of alternative Services which, for a few Scheme members, may increase the effect of this decision.

It is possible that some members of Burnley BEST may be affected by changes associated with the Government's reforms to welfare benefits.

More general benefit changes – i.e. the move to Universal Credit, etc – may affect some Scheme members.

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- NA

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.

As none of the consultation respondents identified as having a disability, it is difficult to identify any mitigation which might be considered at this time.

However, one respondent in their comments indicated they had poor eyesight, this might raise the possibility for that individual of considering approaching the DWP's Access to Work Scheme which can potentially assist eligible disabled people with additional work related costs arising from a disability.

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.

Given the increasing cost to the County Council of supporting the Burnley BEST scheme, periodic reviews of its sustainability have taken place since 2010. This has coincided with a period of unprecedented financial restraint for the County Council. More recently the County Council has been forced to move towards providing Services on the basis of those which are statutory. The support provided by the Burnley BEST Scheme does not fall within the range of provision which the County Council is statutorily required to deliver.

It is also estimated that the County Council faces a funding gap of £144 million by 2020/21.

It is acknowledged that any change to arrangements for members/users of the Burnley BEST Scheme will have a significant impact on the individuals concerned in terms of their ability to travel to and from their place of work.

Question 8 – Final Proposal

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

The future of the Burnley BEST Dial-A-Ride taxi service.

Question 9 – Review and Monitoring Arrangements

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

Review and monitoring arrangements will be considered in light of the outcome of this decision.

Equality Analysis Prepared By

Position/Role

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.

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

Service contacts in the Equality & Cohesion Team are:

Karen Beaumont – Equality & Cohesion Manager

Karen.beaumont@lancashire.gov.uk

Contact for Adult Services ; Policy Information and Commissioning (Age Well); Health Equity, Welfare and Partnerships (PH); Patient Safety and Quality Improvement (PH).

Jeanette Binns – Equality & Cohesion Manager

Jeanette.binns@lancashire.gov.uk

Contact for Community Services; Development and Corporate Services; Customer Access; Policy Commissioning and Information (Live Well); Trading Standards and Scientific Services (PH), Lancashire Pension Fund

Saulo Cwerner – Equality & Cohesion Manager

Saulo.cwerner@lancashire.gov.uk

Contact for Children's Services; Policy, Information and Commissioning (Start Well); Wellbeing, Prevention and Early Help (PH); BTLS

Pam Smith – Equality & Cohesion Manager

Pam.smith@lancashire.gov.uk

Contact for Governance, Finance and Public Services; Communications; Corporate Commissioning (Level 1); Emergency Planning and Resilience (PH).

Thank you

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

Report of the Head of Service Highways**Part I**Electoral Division affected:
Rossendale East;**Lancashire County Council (Burnley Road, Bacup, Rossendale Borough)
(Prohibition of Right Turn) Order 201***

(Appendix 'A' refers)

Contact for further information:

Chris Nolan, Tel: (01772) 531141, Highway Regulation - Community Services
chris.nolan@lancashire.gov.uk**Executive Summary**

A Traffic Regulation Order is required to enable the Bacup Townscape Heritage Initiative public realm improvement scheme, approved by Cabinet in February 2018, to operate as designed and with the aim of ensuring safe and efficient operation of the public highway.

Recommendation

The Cabinet is asked to approve the proposal for the introduction of a prohibition of right turn from Burnley Road onto Market Street as detailed within this report and as set out in the schedule and plan contained within Appendix 'A'.

Background and Advice

The Bacup Townscape Heritage Initiative, promoted by Rossendale Borough Council, is a public realm improvement scheme proposed for the town centre focused around St James Square and associated side roads.

The overall scheme was approved by Cabinet in February this year following a number of public and stakeholder consultations. The prohibition of right turns from Burnley Road was outlined within the approved proposals as shown within Appendix 'A'. Formal consultation for the requisite traffic regulation order has now been completed.

The making of this order is integral to ensuring that the option presented within the approved scheme is deliverable and enforceable.

Consultations

The proposed Order was advertised in the local newspaper during the consultation period of 15 December 2017 to 12 January 2018. Notices were displayed on site and the divisional county councillor consulted. The divisional county councillor raised no objections.

Relevant objections:

During the consultation period two objections were received. Whilst both objections raised several point of concern only the issues specifically related to the scope of the proposed Traffic Regulation Order have been detailed and addressed within this report. The remaining concerns relate to the cost implication of the Bacup Townscape Heritage Initiative scheme and the perceived excessive provisions for pedestrians.

Issues raised within the objections relevant to the proposed Traffic Regulation Order are as follows:

- Both respondents consider that the existing junction operates effectively now and thus no changes are required.
- There was a concern over the loss of segregation between right and left turning traffic from Burnley Road and the envisaged longer queue lengths along Burnley Road heading south resulting from the proposals.

Officer Comments

At present right turning vehicles from Burnley Road utilise a dedicated right turn lane. The proposed order prohibiting a right turn enables the introduction of parking areas, realignment of kerbs and traffic islands in its vicinity.

This new alignment requires vehicles exiting Burnley Road to turn left, and circulate around the central island and exit via Market Street. The removal of the right turn facility and subsequent prohibition of right turns stimulates the free flowing of vehicles from St James Square southbound along Market Street.

Detailed traffic modelling has been carried out in order to assess the effects the proposed changes will have on the projected future flow of vehicular traffic through the junction. The modelling shows that the proposed junction layout would be more effective at reducing delays on the highway network than the existing junction arrangement.

Modelling junctions to deal with future vehicle flows is an important factor in ensuring a sustainable highway network for the future, given the projected increase in vehicles on the county's roads.

It is acknowledged that there is a loss of segregation between the left and right turn lanes from Burnley Road. The model shows that although there is loss of segregation, and subsequently the queue lengths are increased proportionately on

the left turn lane, the positive impact of the removal of the right turn lane means that vehicles exiting St James Square on to Burnley Road relieves junction congestion. This makes for a more effective junction overall, as the effects of this change are wide reaching, affecting all approach and departure routes.

Implications:

This item has the following implications, as indicated:

Risk management

Should a decision be taken not to make the proposed Traffic Regulation Order, the design ethos and junction model for the wider scheme would be compromised and this would have a negative impact on the cost and delivery of the project overall.

Financial

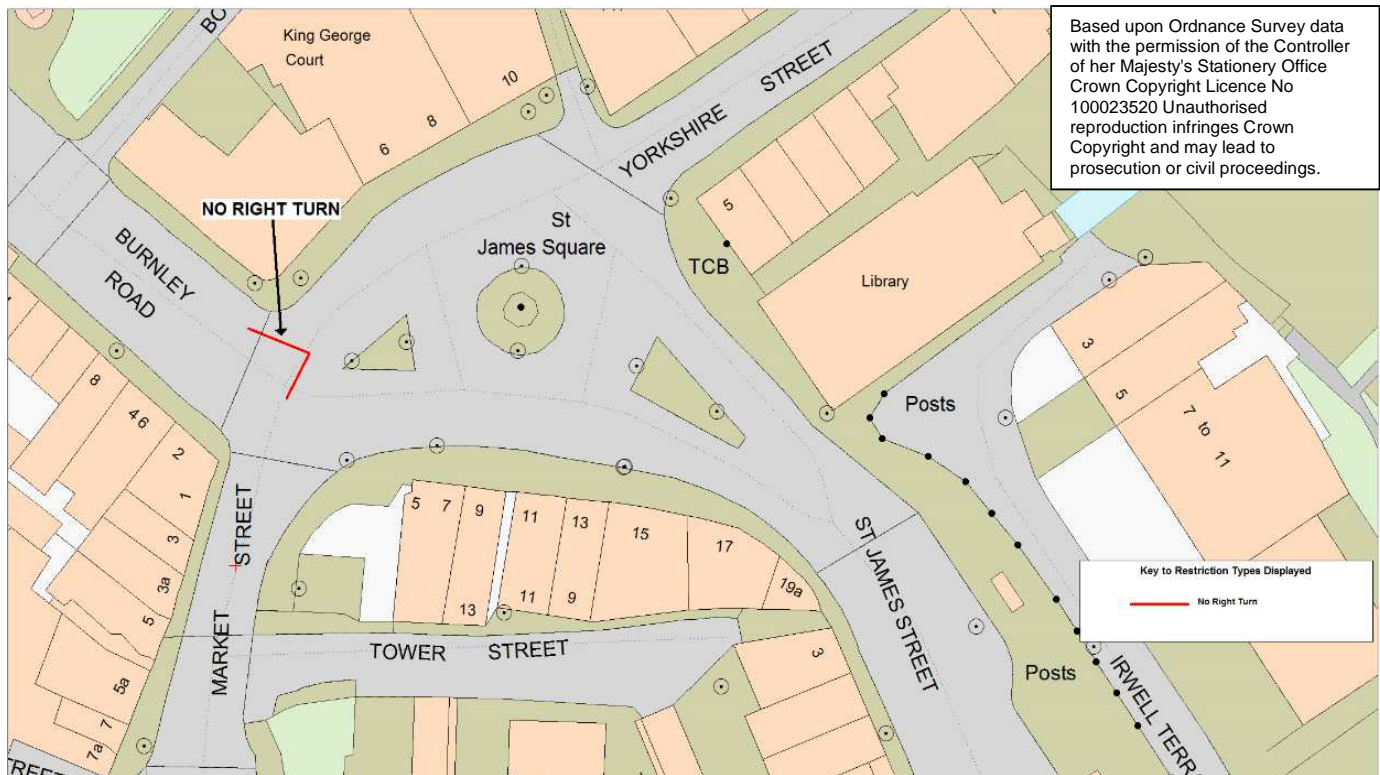
The Traffic Regulation Order can be funded from the agreed Bacup Townscape Heritage Initiative public realm improvements and as such there is no additional financial implication for the county council.

List of Background Papers

Paper	Date	Contact/Tel
N/A		
Reason for inclusion in Part II, if appropriate		
N/A		

NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(BURNLEY ROAD, BACUP, ROSSENDALE BOROUGH)
(PROHIBITION OF RIGHT TURN) 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 introduce a prohibition of right turn in Burnley Road, Bacup, from Burnley Road onto Market Street.



Statement of Reasons

The proposed order is required to allow the Bacup THI public realm improvements to operate in the way that they are intended. Without the implementation of this TRO Lancashire County Council would be at risk of legal disputes in respect of the enforcement and management of traffic along that length of the highway network.

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 quoting ref:LSG4\894.5369\HL1 before the 12 January 2018.

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

NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(BURNLEY ROAD, BACUP, ROSSENDALE BOROUGH) (PROHIBITION
OF RIGHT TURN) ORDER 201*

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

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

Report of the Director of Community Services**Part I**Electoral Division affected:
Chorley Rural East;**Proposed Puffin Crossing Bolton Road, Anderton**

(Appendices 'A' - 'B' refer)

Contact for further information:

Kevin Parkinson, Tel: (01772) 530250, Highways Service,
kevin.parkinson@lancashire.gov.uk**Executive Summary**

This report requests approval of proposals to install a puffin crossing and undertake bus stop upgrades at Bolton Road, Anderton in line with planning conditions for the Stewart Milne residential development. The report details objections raised by both an informal and formal consultation.

Recommendation

The Cabinet is asked to approve the proposals to install a puffin crossing and undertake bus stop upgrades on Bolton Road, Anderton.

Background and Advice

A puffin crossing has been proposed as a condition of the planning application for the Stewart Milne residential development of land to the south east of Bolton Road (A673), Anderton in the vicinity of its existing junction with Rothwell Road. The provision of a formalised crossing was highlighted within the developer's Transport Assessment and subsequently offered as part of the planning procedure, initially in the form of a zebra crossing which was later upgraded to a formalised signal controlled crossing, to facilitate improved pedestrian links from the site to St Joseph's School and local services east of Bolton Road.

As part of the planning process it was also requested that the two existing bus stops be upgraded in order to encourage ease of access for all users and support a greater use of the existing public transport provision in the area.

The installation of the pedestrian crossing and formalising of the bus stops will result in reductions in the current uncontrolled local parking facilities at the frontages of No

81 to 85 and No 93 Bolton Road (Appendix 'A' refers). To offset these reductions a parking area has been provided by the developer within the entrance to the new estate (Appendix 'B' refers). This currently features advisory signing requesting priority usage for residents of Bolton Road. However, the developer has no plans to formalise this arrangement with regulations allowing enforcement to be carried out. The parking area currently resides within the privately owned section of road and no plans to incorporate it within the highway network are in place, therefore, future maintenance and management of the area will remain with the developer.

Consultations

In January 2017 Lancashire County Council undertook an informal public consultation with the residents of properties in the vicinity likely to be affected by the proposals.

This was followed by a formal consultation in March 2017 with advertisements being placed in local newspapers and notices placed on site at conspicuous locations.

The results of both consultations indicated that a number of concerns existed regarding the proposal which are set out below along with officers' corresponding responses. A total of six responses were received from local residents following the consultation and four further representations from the divisional county councillor, a parish councillor, Adlington Town Council and Anderton Parish Council.

Objections received

Objection 1. A concern was raised by residents and local representatives regarding the proposed positioning of the pedestrian crossing facility, its proximity to the existing junction of Rothwell Road and the level of highway activity within the vicinity.

Officer comments: Ideally the crossing would be sited further away from the junction with Rothwell Road in line with national guidance which suggests that signal controlled crossings should be situated a minimum distance of 20 metres from conflict points at uncontrolled junctions. However, in this instance, the county council has attempted to balance this suggested distance against the concerns of local residents regarding the impact of property frontage parking loss and the pedestrian desire lines in determining the most suitable position for the crossing to be located.

In coming to the proposed layout it is recognised that Rothwell Road is a lightly trafficked cul-de-sac and site observations indicate that the majority of vehicles exit the road to the right away from the proposed crossing location. Given that Rothwell Road is a cul-de-sac, the road traffic entering and exiting the junction will quickly become familiar with the junction layout including the presence of the crossing. A request has been received for advanced warning signs to be installed on the crossing approaches to highlight its presence and it is proposed that this be accommodated.

Objection 2. A concern was raised regarding the current parking activity around the junction and it was felt that safety would be compromised as a result of additional activity associated with the new crossing.

Officer comments: The crossing will be provided with the required zig – zag line markings which prohibit parking on the approaches to the crossing and will deter obstructive parking from the vicinity of the junction thereby improving visibility on the approaches to both the pedestrian crossing and junction. The implementation of the zig-zag markings will mitigate this concern.

Objection 3. A concern was raised regarding the potential loss of existing property frontage parking in the vicinity of the crossing and bus stop location.

Officer comments: The loss of a section of kerbside parking for 7 vehicles is required in order to effectively introduce the crossing and bus stop measures. To assist in offsetting this a 7 space car park has been provided within the development to maintain parking capacity for the area (Appendix 'B' refers).

All properties within the new development feature off road parking facilities and are not envisaged to present competition for space within the new parking area. The existing kerbside parking space along Bolton Road is not regulated and is available for all highway users and this will be reflected within the new provision. Prior to the construction of the proposed crossing the new parking area is being utilised by construction staff working within the development however this will cease on completion of the works at which point the car park will be available for use by residents and visitors. No proposals have been put forward by the developers to provide regulation which could be supported by enforcement to limit use solely to residents of Bolton Road.

Objection 4. A concern was raised by residents regarding the effect on privacy on their frontages due to the position and proximity of the new crossing.

Officer comments: The crossing is proposed to be positioned with a widened length of footway to the northern side where the property frontage is narrower. Pedestrians waiting to cross at this side will be further away from the residential property frontage than the current footway width would allow.

Implications:

This item has the following implications, as indicated:

Financial

The proposal will be funded by the developer Stewart Milne Homes under a section 278 (Highways Act) legal agreement with work commencing once full funding has been received.

Risk management

If the proposal is not approved local existing residents and new residents of the development will experience reduced access to local facilities via safe and convenient crossing facilities. The proposed upgrade to the existing bus stops at the

location will provide improved access to local transport services for all members of the community.

List of Background Papers


Paper	Date	Contact/Tel
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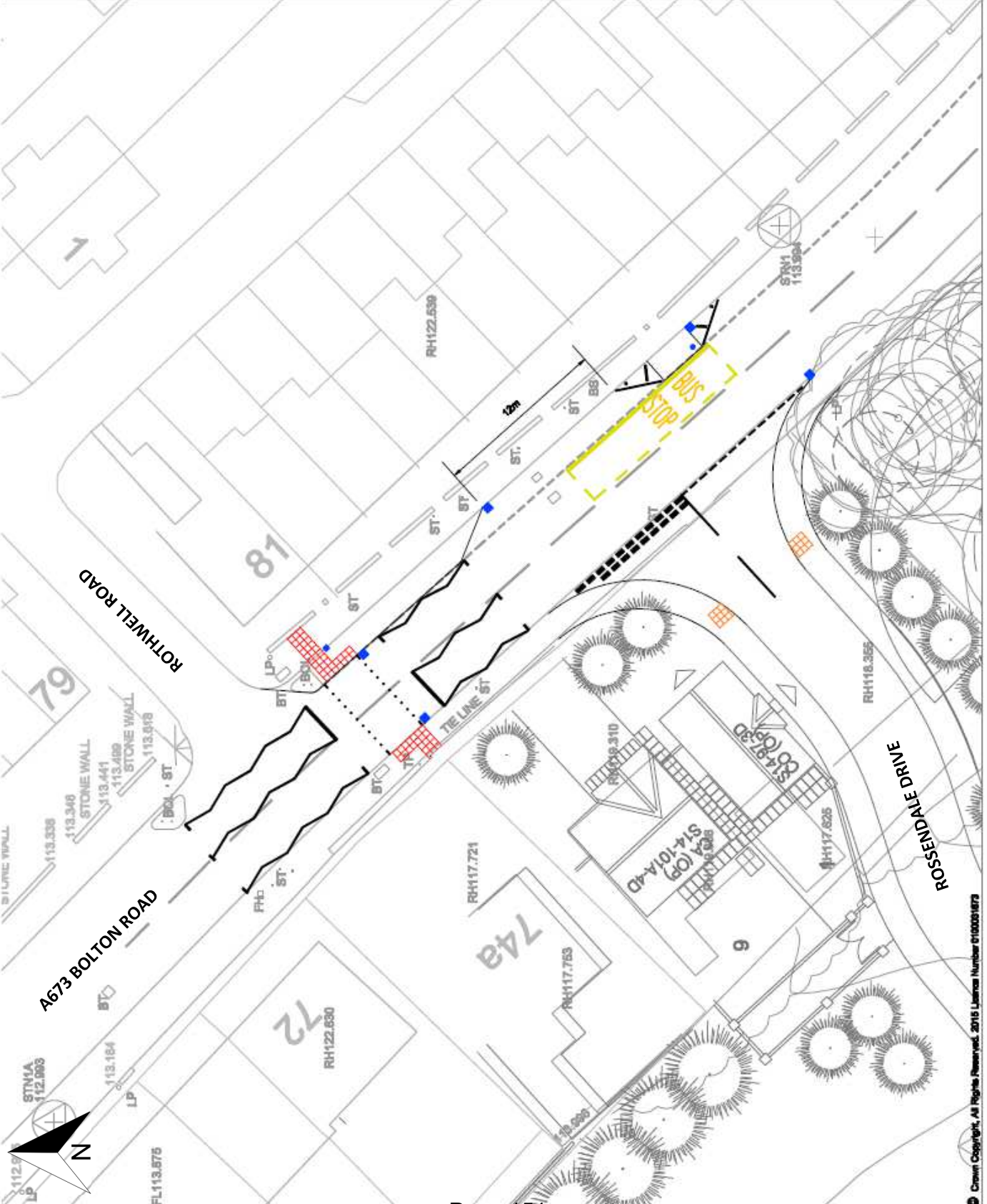
N/A		
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Reason for inclusion in Part II, if appropriate		
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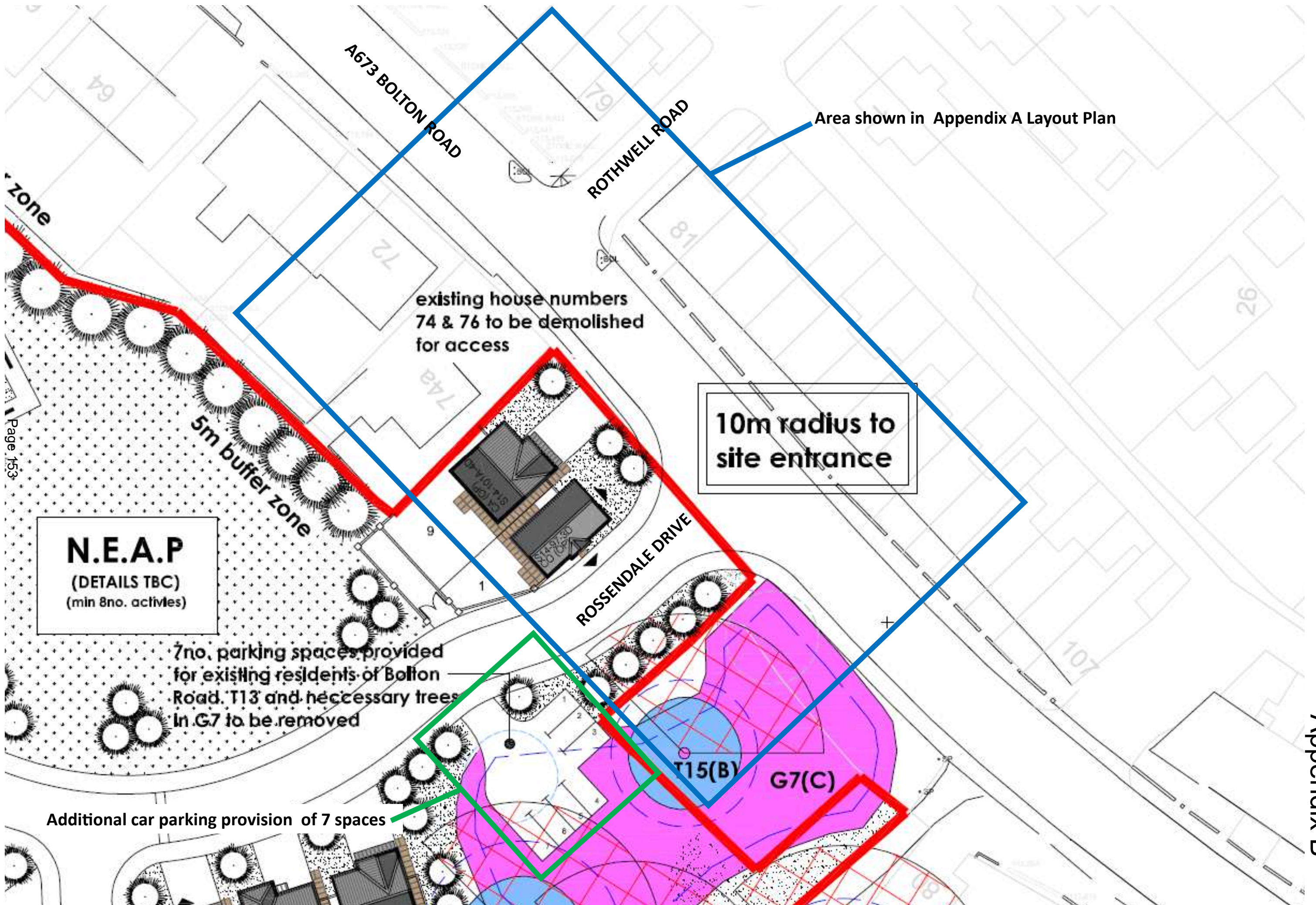
N/A		
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REV	DESCRIPTION	DATE	BY
-	FIRST ISSUE		

 <p>SCP Transportation Planning : Infrastructure Design Preston House, 87 Northway, Leeds, LS2 9PL, UK www.stewartmilne.co.uk</p>	Client Name	STEWART Milne HOMES	
	Project Title	BOLTON ROAD, ADLINGTON PEDESTRIAN CROSSING AND BUS STOP GENERAL LAYOUT	
Drawn By	JMC	Date	04.07.2016
Checked	BC	Scale	1:250 @ A3
Status	DETAILED	Approved	BC
Drawing No.	SCP-16015-SK01	Rev.	-



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Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

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

Electoral Divisions affected:
 Cleveleys South & Carleton
 Fleetwood West & Cleveley
 West; Fylde West; Poulton I
 Fylde; St Annes North; S
 Annes South;

Highway Cross Boundary Agreement between Lancashire County Council and Blackpool Council

(Appendix 'A' refers)

Contact for further information:

Paul Binks, Tel: (01772) 532210, Highways Asset Manager,
 paul.binks@lancashire.gov.uk

Executive Summary

As requested in October 2017, progress has been made with the cross boundary agreement between Blackpool Council and Lancashire County Council with regard to inspections and ordinary maintenance of highways, with a view to establishing further efficiencies.

Negotiations have concluded and authorisation is now being sought to formally complete the agreement,

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

Recommendation

The Cabinet is asked to:

- (i) note the satisfactory conclusion of negotiations, as set out in the report.
- (ii) authorise the Director of Corporate Services to complete the agreement and arrange for it to be sealed on behalf of the county council.

Background and Advice

As advised in October 2017 the County Surveyor for Lancashire County Council entered into an informal agreement with the Director of Technical Services for Blackpool Council in 1998 covering routine and special maintenance of highways that cross the boundary between the two authorities. The rationale for this was to optimise inspection and maintenance routes to reduce the need for each authority to inspect and maintain short stretches of highway which happen to sit within their administrative area when the substantive lengths are inspected and maintained by the other authority. It was proposed to revisit this agreement and draft a new agreement (the appropriate statutory agreement is under S8 Highways Act 1980) taking account of the increased number of roads which have been built across the administrative border.

The Cabinet considered a report and a draft S8 agreement on 12 October 2017 and resolved that:

- (i) The Head of Service for Asset Management be authorised to conduct further negotiations on the terms of agreement.
- (ii) That a further report be made to Cabinet to give final approval to the Agreement.

Negotiations have now concluded.

The body of the S8 Agreement remains as previously drafted although there has been a number of changes:

- the addition of part of The Nook in Schedule 1 as being a Highway length for the county council to maintain;
- a reduction to the length of Faraday Way for Blackpool to maintain; and
- and addition of lengths of Blackpool Old road, Elkfield Dive, Leyfield Close and Westfield Avenue into Schedule 2 to be maintained by Blackpool.

Blackpool Council has approved entering into this agreement.

The Cabinet is asked to note the satisfactory conclusion of negotiations, and authorise the Director of Corporate Services to complete the agreement and arrange for it to be sealed on behalf of the county council.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Legal

A s8 Agreement under the Highways Act 1980 is the appropriate way of dealing with highways which cross administrative borders and Legal Services have been involved in the drafting of the agreement which is the subject of this report.

The agreement provides that each council shall have the powers and duties of a highway authority in the named streets set out in the schedules notwithstanding that in the absence of the agreement, the other council would be responsible for the highways function. The agreement includes a covenant on behalf of each council that it shall meet the costs of carrying out its highway authority responsibilities in relation to the streets named and that it will keep proper records and provide these on demand to the other council. Each council indemnifies the other in relation to any claims arising as a result of the exercise of the functions under the terms of the agreement (but not if the cause of action arose as a result of negligence or anything done or omitted to be done by the other council).

Either council can give twelve months' notice to terminate the agreement.

The agreement sets out an escalating dispute resolution procedure in the event that a dispute between the councils cannot be resolved through informal discussion. If the dispute cannot then be resolved between the parties under the terms of the formal dispute resolution process, the matter will be referred to mediation.

Risk management

Progressing with the proposed agreement would mean that inspection and ordinary and special maintenance and functions, including making Traffic Regulation Orders and carrying out Winter Maintenance, would be consistent for sections of highway that cross the Lancashire – Blackpool boundary, reducing complaints or claims against the authority.

Having a legal Agreement clarifies the responsibilities and reduces the risk of unauthorised maintenance being carried out by the county council on highways in the Blackpool administrative area and by Blackpool in the county council area.

Some residents in the Lancashire administrative area will have their highway maintained by Blackpool and the county council will need to refer to Blackpool should there be concerns.

Financial

There are no additional costs arising from this report. This agreement will allow inspections and maintenance to be carried out more efficiently and as such there is some potential to achieve a small reduction in costs within the budget provision. The works the county council chooses to do on the agreed highways where the county council is highway authority will be for the county council to decide.

List of Background Papers

Paper	Date	Contact/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A

Appendix A

Dated

2018

Highways Act 1980 section 8 Agreement between

BLACKPOOL COUNCIL

and

LANCASHIRE COUNTY COUNCIL

for functions as respect certain highways to be exercisable by the other party to the
agreement

Legal and Democratic Services

Lancashire County Council

PO Box 78

Preston

Ref LSG4 JT

THIS AGREEMENT is made as a deed on the
the Highways Act 1980

2018 under section 8 of

Between

BLACKPOOL COUNCIL of Bickerstaffe House, Number one, Bickerstaffe Square,
Blackpool FY1 3AH (BC) and

LANCASHIRE COUNTY COUNCIL of PO Box 78, County Hall, Fishergate, Preston,
Lancashire, PR1 8XJ (LCC)

each referred to in this agreement as “a party” or both referred to as “the parties”

RECITALS

- (a) The Parties are proposing to make this agreement regarding the several highways which cross the administrative boundary between the Parties.
- (b) S8 of the Highways Act 1980 provides that an agreement may provide in relation to a highway specified in the agreement, being a highway for which one of the parties to the agreement are the highway authority that any functions specified in the agreement , being functions exercisable as respects that highway by the highway authority therefor, shall be exercisable by some other party to the agreement on such terms and subject to such conditions as may be so specified
- (c) LCC is the highway authority for the highways in the administrative area of Lancashire and have requested that BC exercise functions specified in the agreement in respect of certain highways or parts of highways which pass from the administrative area of Lancashire into the administrative area of Blackpool.
- (d) BC is the highway authority for the highways in the administrative area of Blackpool and have requested that LCC exercise functions specified in the agreement in respect of certain of those highways or parts of highways which pass from the administrative area of Blackpool into the administrative area of Lancashire

IT IS AGREED

1. INTERPRETATION AND DEFINITIONS

In this Agreement the following expressions shall have the meanings set out below:

"Responsible Authority" shall mean an authority having the functions, both powers and duties, of the highway authority passed to it by this agreement

"Geographical Authority" shall mean the authority in whose administrative area a highway or part of a highway exists

2. HIGHWAYS SPECIFIED AND FUNCTIONS EXERCISABLE

LCC shall be Responsible Authority in respect of those highways or parts of highways listed in schedule 1. hereto being within the administrative area of BC and exercise all the functions of the highway authority

BC shall be Responsible Authority in respect of those highways or parts of highways listed in schedule 2. hereto being within the administrative area of LCC and exercise all the functions of the highway authority

3. COVENANTS OF THE RESPONSIBLE AUTHORITY

The Responsible Council shall:

carry out the functions passed to it under this agreement at its own expense;

indemnify the Geographical Authority against all and any claims expenses losses arising from the exercise of the functions passed to it under this agreement unless such claim arises exclusively as a consequence of any negligent act default or omission of the Geographical Authority ;

keep full and proper records of functions exercised under this agreement;

pass said records to the Geographical Authority if requested by said Geographical Authority;

3 TERMINATION ON NOTICE

Either party may terminate this agreement upon the giving of 12 months notice.

4 DISPUTES

Either party may call an extraordinary meeting of the Parties by service of not less than 7 days' written notice (or such other period as may be agreed in writing) and each party agrees to procure that its Authorised Representative together with any other member of Key Personnel requested to attend by the Authority (if any) shall attend all extraordinary meetings called in accordance with this clause.

The members of the relevant meeting shall use their best endeavours to resolve disputes arising out of this agreement. If any dispute referred to a meeting is not resolved at that meeting then either party, by notice in writing to the other, may refer the dispute to the Service Provider's Managing Director or the Authority's nominated representative (or other senior officers of the parties as may be appropriate and agreed from time to time) who shall co-operate in good faith to resolve the dispute as amicably as possible within 14 days of service of such notice. If the officers referred to in this clause 20.2 fail to resolve the dispute in the allotted time, then the parties shall, within that period, on the written request of either party enter into an alternative Dispute Resolution Procedure with the assistance of a mediator agreed by the parties or, in default of such agreement within seven days of receipt of such request, appointed, at the request of either party, by the Centre for Dispute Resolution or such other similar body as is agreed.

The parties shall then submit to the supervision of the mediation by the Centre for Dispute Resolution for the exchange of relevant information and for setting the date for negotiations to begin.

Recourse to this Dispute Resolution Procedure shall be binding on the parties as to submission to the mediation but not as to its outcome. Accordingly all negotiations connected with the dispute shall be conducted in strict confidence and without prejudice to the rights of the parties in any future legal proceedings. Except for any party's right to seek interlocutory relief in the courts, no party may commence other legal proceedings under the jurisdiction of the courts or any other form of arbitration until 21 days after the parties have failed to reach a binding settlement by mediation (at which point the Dispute Resolution Procedure shall be deemed to be exhausted).

If, with the assistance of the mediator, the parties reach a settlement, such settlement shall be reduced to writing and, once signed by the duly Authorised Representative of each of the parties, shall remain binding on the parties.

The parties shall bear their own legal costs of this Dispute Resolution Procedure, but the costs and expenses of mediation shall be borne by the parties equally.

While the Dispute Resolution Procedure referred to in this clause is in progress and any party has an obligation to make a payment to another party or to allow a credit in respect of such payment, the sum relating to the matter in dispute shall be paid into an interest bearing deposit account to be held in the names of the relevant parties at a clearing bank and such payment shall be a good discharge of the parties' payment obligations under this agreement. Following resolution of the dispute, whether by mediation or legal proceedings, the sum held in such account shall be payable as determined in accordance with the mediation or legal proceedings, and the interest accrued shall be allocated between the parties pro rata according to the split of the principal sum as between the parties.

Executed as a Deed by affixing the common seal of BLACKPOOL COUNCIL in the presence of

.....Authorised Signatory

Executed as a Deed by affixing the common seal of LANCASHIRE COUNTY COUNCIL in the presence of:

..... Authorised Signatory

Schedule 1

Street Name	Start Coordinates		End Coordinates		Description	Length	Geographical Authority	Responsible Authority
Broad Oak Lane	334660	436042	334518	436101	From the boundary westwards to its end	165.88m	Blackpool	LCC
Lodge Court	334667	436041	334698	435971	From junction with The Nook south westwards, including cul-de-sac fronting nos 2-26, to end southern end @ no 19	132m	Blackpool	LCC
Meadow Crescent	333275	439027	333166	439184	From district boundary at no 5 Meadow Crescent to district boundary at no 55 Meadow Crescent	237m	Blackpool	LCC
Preston New Road (A583)	335175	433665	335166	433656	From M55 junction 4 roundabout northwards up to and including gantry	49m	Blackpool	LCC
Stocks lane	333122	439496	333095	439509	From the boundary northwards to end	37m	Blackpool	LCC
Robins Lane	333170	439617	332989	439939	From the boundary northwards to property known as The Poplars	369m	Blackpool	LCC
The Nook	334659	436028	334591	435872	From boundary south-west to its end turning circle and meets Blackpool FP12.	181m	Blackpool	LCC
Ledbury Road	333658	437583	333665	437595	To include the end of the road from 91 to 93 Ledbury Road.	12m	Blackpool	LCC
Kingsway	331250	442676	331488	442649	From Princes Way to Bispham Road, southern footway.	240m	Blackpool	LCC

Schedule 2

Street Name	Start Coordinates		End Coordinates		Description	Length	Geographical Authority	Responsible Authority
Progress Way	334162	433091	333694	432748	From Cropper Road roundabout southwards	590.47m	LCC	Blackpool
Amy Johnson Way	331969	432060	332173	431655	From A583 Squires Gate Lane to boundary	495.2m	LCC	Blackpool
Grassington Place	333045	441780	333066	441778	From boundary eastwards	49.35m	LCC	Blackpool
Green Oak Place	333027	441707	333045	441700	From the boundary eastwards to cul-de-sac end	54m	LCC	Blackpool
Wood Green Drive	332918	441498	333021	441640	From the boundary north to Bovington Avenue	199m	LCC	Blackpool
Bovington Avenue	332976	441664	333021	441639	From the boundary eastwards to junction with Wood Green Drive	50m	LCC	Blackpool
The Spinney	332828	441324	332848	441357	From the boundary north east to turning head	39m	LCC	Blackpool
Warren Drive U21306	332827	441323	332863	441251	From boundary at no 205 to cul-de-sac end	41.66m	LCC	Blackpool
Footpath from Warren Drive	332829	441226	332853	441189	Footpath southwards to roundabout	45m	LCC	Blackpool
Sir Frank Whittle Way	332748	441314	332748	441314	West from Amy Johnson Way to end	161m	LCC	Blackpool
Avroe Crescent	332051	431807	331899	431758	West from Amy Johnson Way to end	159.5m	LCC	Blackpool
Garnet Close	332841	441116	332865	441152	From boundary at Marble Avenue to cul-de-sac end	45m	LCC	Blackpool
Heron Way	333528	437087	333658	436960	From the boundary at no 1 to boundary at no 22	198m	LCC	Blackpool
Heron Way	333745	436951	333823	436937	From the boundary adj 1 Snipe Close to boundary at no 2 Chaffinch Court	80.7m	LCC	Blackpool
Grebe Close	333582	437097	333658	437035	From Heron Way to cul-de-sac end	35m	LCC	Blackpool
Footpath F8989	333656	437044	333668	437117	From Grebe Close to Normoss Avenue	63.46m	LCC	Blackpool
Bittern Close	333670	436955	333694	436990	From Heron Way to end	43m	LCC	Blackpool
Snipe Close	333752	436954	333750	436987	From Heron Way to end	31m	LCC	Blackpool
Chaffinch Court	333562	437078	333562	437078	From Heron Way to end	27.85m	LCC	Blackpool
Greenfinch Court	333846	436917	333932	436917	From the boundary to end including cul-de-sacs to parking areas	279.07m	LCC	Blackpool
A5230	334268	435569	334728	433515	from boundary eastwards to M55 sliproads	468m	LCC	Blackpool
A5230	335170	433446	334727	433501	Westbound slip road at M55 junction	444m	LCC	Blackpool
Progress Way	333947	432973	334165	433112	From the boundary to the roundabout	274m	LCC	Blackpool
Progress Way	334165	433112	334104	433415	From the roundabout north to the boundary	318m	LCC	Blackpool
Squires Gate Lane	330644	431703	331156	431852	From Starr Gate to B5262 junction	535m	LCC	Blackpool
Squires Gate Lane	331156	431852	332045	432097	From B5262 to boundary at Amy Johnson Way	915m	LCC	Blackpool
Faraday Way	333058	440575	333015	440858	From Blackpool boundary to the southern radius Bispham Road (leading to Carleton)	220m	LCC	Blackpool
Marble Avenue	332845	441092	332838	441119	From Whiteholme Road to boundary	27m	LCC	Blackpool
Schofield Avenue	333895	437061	333913	437029	From Westfield southwards	36.7m	LCC	Blackpool
Shaftsbury Avenue	334044	437021	333934	4236874	From Staining Road to Blackpool boundary	181m	LCC	Blackpool
Fir Tree Place	333027	441854	333050	441855	From boundary, to end of street to include small amount of carriageway and footway fronting properties 22, 24, 26, 28 and 29.	23m	LCC	Blackpool
Chardonnay Crescent	332844	441074	332851	441079	From boundary to end of street to include small amount of carriageway fronting property number 5.	10m	LCC	Blackpool

Champagne Avenue	332904	440938	332932	440890	From boundary to end of street, to include carriageway and footway fronting 27, 29, 31, 33, 35, 37, 39, 41 and 43.	60m	LCC	Blackpool
Blackpool Old Road	333198	438393	333145	438585	From Blackpool boundary to Robson Way.	198m	LCC	Blackpool
Elkfield Drive	333059	438451	333058	438358	Whole Street	94m	LCC	Blackpool
Leyfield Close	333064	438403	333146	438362	Whole Street	101m	LCC	Blackpool
Westfield Avenue	333020	438445	333173	438471	From Blackpool boundary to Blackpool Old Road	157m	LCC	Blackpool

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

Report of the Head of Service Highways**Part I**Electoral Division affected:
All**Proposed Highway Safety Inspection Policy Revision**

(Appendix 'A' refers)

Contact for further information:

Michael White, Tel: (01772) 533433, Highway Regulation Manager,
michael.white@lancashire.gov.uk**Executive Summary**

The county council as a local highway authority has a statutory duty under the Highways Act 1980 to maintain that part of the highway network which is maintainable at public expense. To assist the authority to achieve this statutory duty and defend itself against compensation claims the Highway Safety Inspection Policy was established in respect of vehicular highways. Changes to national guidance towards taking a risk based approach has prompted a review of our current policy. In light of that review a revised policy is submitted for approval.

This is deemed to be a Key Decision and the provisions of Standing Order 25 have been complied with.

Recommendation

The Cabinet is asked to approve the adoption of the proposed Highway Safety Inspection Policy as shown in Appendix 'A' along with the associated annexes.

Background and Advice

Highway safety inspections are designed to identify defects likely to create danger or serious inconvenience to users of the network. The county council has been operating a system of highway safety inspections since 2003 with only minor changes since implementation. The current Highway Safety Inspection Policy was last revised and approved in April 2015.

National guidance defines the good practice that must be considered when operating a system of highway safety inspections. This same guidance is considered by the legal profession when assessing the appropriateness of our policy and procedures.

The current version of the national guidance – *'Well-Managed Highway Infrastructure Code or Practice'* has introduced a change in emphasis for highway safety inspections. The code now recommends that the safety inspection regime and defect repair regime should be based on risk. Therefore the revised policy at Appendix 'A' sets out in section 17 a proposed method for assessing the risk posed by defects and hazards and establishes a practical process to facilitate this. The process is driven by two key considerations:

- Probability – the likelihood of highway users encountering the defect. This is linked to how busy a street is – the more users the higher the probability.
- Impact – if the defect is encountered the likely severity of damage. This is linked to the physical characteristics of the defect; its size, depth and position.

Therefore a large defect on a busy street will have a high impact rating and a quicker response time for repair than a small defect on a less busy street. Annex 'A' of the policy sets out in detail how this risk based approach is applied to the most common defects and shows the investigatory levels, specific risk assessment, impact rating, and the response time to repair or make safe the defect. This means that defects of a certain size or in a certain location may require more urgent attention than other defects where the locations and sizes are such that longer periods of response will be reasonable.

The revised policy introduces the concept of investigatory levels. The use of investigatory levels is aligned with the risk based approach and the national code of practice. If a defect exceeds the investigatory levels a repair will generally be actioned. Likewise if a defect does not meet or exceed the investigatory levels then generally no action will be taken. However, the highway safety inspector will have discretion to vary that, based on a dynamic risk assessment. This risk assessment will take account of factors such as position and location of the defect, the specific nature of the defect, and the likelihood of it deteriorating further before the next inspection. The measurements of defects identified for repair remain largely unchanged from those in the current 2015 policy. For example the depth at which a pothole will be actioned is 40mm in the carriageway and 25mm on a footway (20mm on a primary walking route). However, the revised policy introduces an additional measurement in terms of the diameter of a pothole. Whilst this was not defined in the 2015 policy the highway safety inspectors had been working to a measurement of 150mm diameter for a carriageway pothole and 100mm for a footway pothole. Therefore the revised policy includes both the diameter and depth measurements. These are set out in Annex 'A' of the policy.

There is a regime of response arrangements for repairing defects within the revised policy and these are explained in section 17.6 of the policy and in Annex 'B'. Response times vary depending on the nature and size of the defect, how busy the street is and the risk posed by the defect, and they are summarised below:

1. 4 hours: Make safe or repair within 4 hours
2. 2 days: Make safe or repair within 2 working days
3. 5 days: Make safe or repair within 5 working days
4. 10 days: Make safe or repair within 10 working days.
5. 20 days: Make safe or repair within 20 working days

6. Notify: No set response time. Used for hazards or defects that will be dealt with outside of the Highway Safety Inspection policy or by a 3rd party.

Annex 'H' of the proposed revised policy makes provision for a validation period in relation to public reported defects. This is to allow time for officers to input information into the Highway Asset Management System and confirm investigatory levels have been met. Therefore 2 working days will be added to the 5 day, 10 day and 20 day response times listed above. If reported over the weekend or on a bank holiday or out of hours the validation period will commence on the next working day.

These response times are generally consistent with good practice in highway authorities across the country, are in line with a risk based approach and provide the county council with a realistic prospect of achieving a good level of performance and thereby a strong defence against public liability claims.

Set out in Annex 'F' of the revised policy are proposed performance indicators through which response times will be managed and monitored.

Central to the risk based approach is having a mechanism to categorize streets based on their functionality and usage and thereby setting a suitable frequency of inspection. This is achieved through establishing a network hierarchy. Lancashire's highway network hierarchy and frequency of inspection is set out in sections 11, 12 and 13 of Appendix 'A'. There are no fundamental changes to the hierarchy or frequency of inspection in the revised policy and they remain in line with those set out in the 2015 policy. The recommendations in the national code of practice in this regard remain similar to the 2015 policy. In summary the streets used by higher numbers of vehicles or pedestrians are inspected more frequently than those that carry lower numbers.

Annex 'G' sets out the main methods for undertaking repairs to defects in bituminous carriageways and footways. The excavate and reinstate method is the preferred way in which pot holes will be repaired, however other techniques will be used depending upon the prevailing circumstances as described in the Annex.

The information contained within Annexes 'D' and 'E' deals with the specific circumstances of undertaking and recording highway inspections. The main changes relate to the introduction of the Highway Asset Management System and a general update and clarification of the operational processes.

The Highway Safety Inspection policy and associated annexes will be reviewed as and when necessary especially when changes to either legislation or national guidance are introduced. The policy already addresses changes to the operations or procedures set out in the various annexes which can be made by the Head of Service – Highways this is as set out in those annexes. This enables, for example the addition of new defect types and impact ratings, changes to the type of repair methods used or changes to the codes used within the Highway Asset Management System for example. Any prospective removal or reduction of defect types and changes to the investigatory levels will be subject to cabinet approval.

Public Reports

To ensure a consistent approach the processes set out in this policy and associated annexes especially the risk evaluation process, defect categorisation and response times will be applicable to defects reported by the public (subject to the validation period referred to in this report and at Annex 'H').

Consultations

In developing the proposed policy and associated annexes officers have taken into consideration revisions being made to highway safety inspection policies by other local highway authorities. In addition the proposed policy has been reviewed by two Barristers with extensive experience in dealing with highway claims on behalf of Lancashire County Council.

Implications:

This item has the following implications, as indicated:

Risk management

The revised policy provides a risk based approach to managing highway safety inspections and responding to and repairing the defects identified. Adoption of a policy is crucial to providing the council with a defence under Section 58 of the Highways Act and defending itself against highway compensation claims.

Legal

Section 41 of the Highways Act 1980 imposes a duty on the county council to maintain its highway network –the highways maintainable at public expense. Section 58 of the Highways Act 1980 provides a special defence in action against a highway authority for damages for non-repair of the highway. To be able to rely on a defence under section 58 there must be a routine and cyclic system of highway inspection in place. The Highway Safety Inspection Policy sets out the processes and procedures of inspection and repair to be able to argue the section 58 defence and other defences in respect of claims relating to non-repair of the maintainable vehicular highway network.

Financial

This policy supports the Section 58 of the Highways Act defence which is used to rebut claims against the authority, so reducing the financial burden on the authority. It also contributes towards the evidence of good practice that supports the county council assessment of B and 3 against the Department for Transport self-Assessment; thus allowing the authority to secure the maximum capital maintenance funding through the Incentive Fund. It is not envisaged that this revised policy will lead to increased expenditure requiring additional funding.

List of Background Papers

Paper	Date	Contact/Tel
Well-Managed Highway Infrastructure: A Code of Practice	28 October 2016	Michael White/01772 535979
Reason for inclusion in Part II, if appropriate		
N/A		

Highway Safety Inspection Policy

April 2018

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1. Introduction

Lancashire County Council as the local highway authority has a statutory duty under the Highways Act, 1980 to maintain the publically maintainable highway network. To assist the authority to fulfil this statutory duty and to ensure a consistent countywide approach this Highway Safety Inspection (HSI) Policy has been established in respect of the vehicular network. The highway safety inspection policy also forms a key aspect of the authority's approach to managing liabilities and risks. The highway safety inspection regime will identify potential maintenance works for action or repair to mitigate risks.

The highway safety inspection regime is the primary defence in any case of litigation brought against the county council where lack of adequate maintenance has been alleged by a third party. This policy deals specifically with safety inspections of the highway network and how we assess and react to requests and complaints from the public in relation to highway defects. Its primary aim is to guide those officers in the maintenance of Lancashire's highway network, using a policy that is achievable, practical and reasonable, enabling us to maintain the highway to a safe standard using the resources available.

2. Legislative Requirements

Section 41 of the Highways Act 1980 imposes a duty on local highway authority to maintain those highways that are "highways maintainable at public expense" and this will include the maintainable vehicular highways which have carriageways and sometimes footways and cycle tracks within their widths.

Section 58 of the Highways Act 1980 provides a special defence in action against a highway authority for damages for non-repair of highway.

In an action against a highway authority in respect of damage resulting from its failure to maintain a highway maintainable at the public expense it is a defence (without prejudice to any other defence or the application of the law relating to contributory negligence) to prove that the authority had taken such care as in all the circumstances was reasonably required to secure that the part of the highway to which the action relates was not dangerous for traffic.

For the purposes of a defence, the court shall in particular have regard to the following matters:—

- (a) the character of the highway, and the traffic which was reasonably to be expected to use it;
- (b) the standard of maintenance appropriate for a highway of that character and used by such traffic;
- (c) the state of repair in which a reasonable person would have expected to find the highway;
- (d) whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway;
- (e) where the highway authority could not reasonably have been expected to repair that part of the highway before the cause of action arose, what warning notices of its condition had been displayed.

3. Scope of the Document

This policy sets out the process for the identification of and consequent action relating to maintainable vehicular highway defects within the bounds of section 41 of the Highways Act 1980. In developing this policy, consideration has been given to the policies established by other highway authorities. Matters in relation to winter service operations are not covered by this policy and are contained within the Winter Service Plan.

4. Well-Managed Highway Infrastructure: A Code of Practice

This policy is underpinned by the recommendations set within the Well-Managed Highway Infrastructure code of practice. However, the code is not a statutory document but this provides highway authorities with guidance on highways management. Adoption of the recommendations within the code is a matter for each highway authority, based on their own legal interpretation, risks, needs and priorities.

The main driver of this policy is to have a highway safety inspection and repair regime that ensures the safety of highway users wherever possible but is proportionate to risk and is achievable. It has been developed based on the principles of risk assessment and the long established case law surrounding highway defects. It is considered to provide a practical, proportionate and reasonable approach to the risks and potential consequences.

5. The Purpose of Highway Safety Inspections

Safety inspections are designed to identify defects likely to create danger or serious inconvenience to users of the network or the wider community. Such defects include those that are considered to require emergency or urgent attention as well as those where the locations and sizes are such that longer periods of response will be acceptable.

6. Defects Reported by the Public

To ensure a consistent approach to the processes set out in this policy and associated annexes especially the risk evaluation process, defect categorisation and response times will be applicable to defects reported by the public. **Annex H** provides more detail in this regard.

7. Working Days

Unless otherwise stated all timescales relating to 'days' used within this policy refer to working days i.e. Monday to Friday excluding weekends and bank holidays. The standard hours for a working day are 8am to 4pm.

8. Highway Asset Management System

Lancashire County Council uses its Highway Asset Management System (HAMS) for the recording of highway safety inspections; customer requests and works ordering; and other asset related information. The management and monitoring of defects including the allocation, repair and completion will be recorded and managed through the HAMS system.

Security shall be maintained through the county councils existing IT protocols and each member of staff who has access to the HAMS system will have their own unique logon credentials.

9. Changes to this policy

This policy will be reviewed as and when necessary but especially when changes to either legislation or national guidance are introduced. Any changes to the policy would be subject to approval through the council's constitutional process.

The operational or procedural aspects of the policy, as set out in the annexed documents, will be reviewed as and when necessary and changes, revisions or updates will be approved by the Head of Service- Highways as set out in the annexes.

This enables, for example the addition of new defect types and impact ratings, changes to the type of repair methods used or changes to the codes used within the HAMS system for example. Any prospective removal or reduction of defect types and changes to the investigatory levels will be subject to cabinet approval.

10. Network Hierarchy

Lancashire County Council's network hierarchy is based on the recommendations set out in the Well Managed Highway Infrastructure Code of Practice. For the purposes of this policy Lancashire's highway network hierarchy is set out in section 11 and 12.

It is important to note that the hierarchy adopted reflects the whole maintainable vehicular highway network and the needs, priorities and actual use of each street. The carriageway hierarchy will be affected by traffic volume and by local social and economic importance for example a route leading to a major hospital or industrial area, or busy shopping street, will be higher in the hierarchy than a typical residential street. Hierarchy may also be influenced by factors such as pedestrian or cyclist usage. Collectively, these issues are referred to as the 'functionality' of the section of highway in question.

The carriageway hierarchy will primarily be determined by road classification but functionality and scale of use will also be considered in determining the classification of a particular street.

The footway hierarchy will be determined on functionality and scale of use only.

The network hierarchy will be reviewed when factors such as changes to national guidance or best practice occur. The network category allocated to each street in Lancashire will be reviewed as and when officers become aware of changes to the factors that determine its category.

11. Carriageway Hierarchy

Category	Ref. No	Type of Road General Description	Description	Inspection Frequency
Motorway	1	Limited access - motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use	Monthly
Strategic Route	2	Trunk and some Principal 'A' class roads between	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic.	Monthly

		primary destinations	Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited	
Main Distributor	3a	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety	Monthly
Secondary Distributor	3b	B and C class roads and some unclassified urban routes carrying bus, HGV and local traffic with frontage access and frequent junctions	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network	3 Monthly
Link Road	4a	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic	6 Monthly
Local Access Road	4b	Unclassified roads providing access to residential and business areas.	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop, access and estate roads or cul-de-sacs.	12 Monthly

12. Footway Hierarchy

Category	Ref. No	Description	Inspection Frequency
Primary Walking Route	1	Busy urban town/city centre shopping areas and main pedestrian routes linking interchanges between different modes of transport e.g. railways, bus stations/interchanges.	Monthly
Secondary Walking Route	2	Medium usage routes through local areas feeding into primary routes, local shopping centres, large schools and industrial and commercial centres etc.	3 Monthly
Link Footway	3	Linking local access footways through urban areas and busy rural footways	6 Monthly
Local Access Footway	4	Footways associated with low usage, short estate roads to the main routes and cul-de-sac etc.	12 Monthly

13. Inspection Frequency

The probability of a risk occurring is quantified by assessing the likelihood of highway users of the maintainable vehicular network encountering the defect or hazard. As this probability is likely to rise with an increase in either the functionality, usage or the strategic importance of a particular street, risk probability can be directly linked to Lancashire County Council's network hierarchy. The carriageway hierarchy shown in section 11 will be used to set the inspection frequency for all streets. Where footways and cycle ways are adjacent to, near or part of the carriageway all parts of the street will be inspected at the carriageway frequency. The footway hierarchy shown in section 12 will be used to set the inspection frequency of footways and cycle ways that are not adjacent to, near or part of the carriageway.

14. Inspection Frequency Tolerance

Because of the effect of weather, workload, inspector availability and other operational reasons it is possible that the specified inspection frequencies cannot be met. For this reason a tolerance in the frequency of inspections is set out in the table below. If an inspection cannot be undertaken within the tolerance this must be reported to the senior highway inspector or team leader immediately:

Specified frequency	Tolerance
12 times/year	Plus or minus 5 days
4 times/year	Plus or minus 10 days
Twice/year	Plus or minus 20 days
Once/year	Plus or minus 20 days

15. Inspection Schedule

The inspection schedule is managed through the HAMS system and each inspector will determine from a mobile computer which streets are due to be inspected. The

order or route in which those inspections are undertaken will be determined by each inspector. This process will be managed and monitored by more senior officers. If necessary they may give direct instruction in relation to which streets must be inspected each day or week.

16. Suspension of Inspections

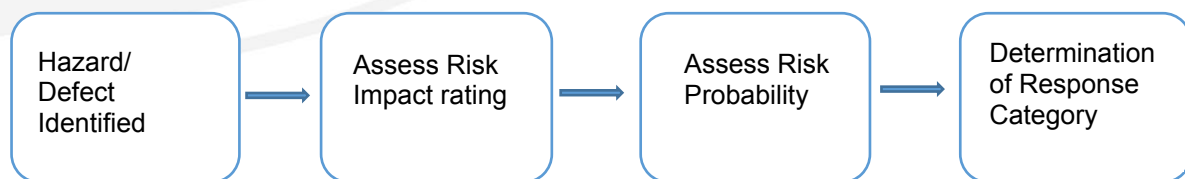
In exceptional circumstances, for example heavy rain or snow or due to a street being re-surfaced or utility works being undertaken, it may not be possible to undertake inspections. In these circumstances safety inspections may be suspended. This will be the decision of the senior manager responsible for the service and the reason for suspension will be recorded and documented. Once inspections resume streets that are awaiting inspection will be inspected at their next due date.

17. Risk Assessment Process

The Well-Managed Highway Infrastructure code of practice recommends that the safety inspection regime and the defect repair regime are risk based. Set out in this section is Lancashire County Council's process for assessing the risk posed by defects and hazards and establishes a practical process to facilitate its implementation.

17.1 Risk Evaluation

The risk associated with all defects and hazards needs to be evaluated in terms of its overall significance. This means assessing the likely **impact** should the risk occur and the **probability** of it actually happening. There are four basic steps to this process:



17.2 Identification of Hazards and Defects

Annex D and E provides guidance on the inspection, identification, recording and notification of defects and hazards. The investigatory levels for different types of defect are set out in **Annex A**. These investigatory levels will be the prompt for the inspector to consider the defect or hazard.

17.3 Assessment of Risk Impact Rating

The impact rating is quantified by assessing the extent of damage likely to be caused should the risk become an incident, and as such there is a clear link to the physical characteristics of the defect or hazard. The table below sets out the impact definitions. **Annex A** provides investigatory levels and impact ratings for the most common defects/hazards.

High	The defect/hazard is likely to cause injury or damage to a person or vehicle.
Medium	The defect/hazard may cause injury or damage to a person or vehicle.
Low	The defect/hazard is unlikely to cause injury or damage to a person or vehicle.

17.4 Assessment of Risk Probability

The probability of a risk occurring is quantified by assessing the likelihood of highway users encountering the defect or hazard. As this probability is likely to rise with an

increase in either the functionality, usage or the strategic importance of a particular street, risk probability will be directly linked to Lancashire County Council's network hierarchy (see section 11 & 12).

17.5 Determination of Response Category – A Worked Example

Having identified a particular defect or hazard, assessed its likely impact and quantified the risk probability, a specific risk matrix can then be used to provide a response category which prescribes the timescale within which the defect/hazard should be made safe or repaired. **The table below provides an example of a prescribed risk matrix for a carriageway pothole:**

		RISK PROBABILITY					
		Carriageway Network Hierarchy					
		1	2	3a	3b	4a	4b
IMPACT RATING	High	2 days	2 days	2 days	2 days	2 days	2 days
	Medium	5 days	5 days	5 days	10 days	10 days	20 days
	Low	Action will be taken at the discretion of the inspector; see 17.7					

Annex A of this document provides investigatory levels for the most common defects/hazards along with an appropriate risk impact rating, risk probability and response category. Below is a brief description of the Response Categories.

17.6 Summary of Response Categories

There are six potential response categories for defects & hazards with associated response times. **These are listed in the table for quick reference and described in detail in Annex B.**

Response Category	Description	Reporting timescale for Highway Inspector	Response Time
Emergency (1E)	Used for extremely hazardous defects that require emergency attention because they pose an immediate danger to highway users.	Immediately via telephone call and recorded on HAMS.	4 hours. Make safe or repair within 4 hours.
Urgent (1U)	Used for defects that require urgent attention because they pose an imminent risk to highway users or because there is a risk of rapid deterioration that would cause the defect to become a Category 1E defect	Recorded on the HAMS system and telephoned call made to repair team as soon as possible.	2 days. Make safe or repair within 2 working days.
2C	Used for defects on streets inspected monthly which are deemed not to represent an immediate or imminent hazard. They are categorised according to their likely impact and risk probability.	On the day recorded via the HAMS system	5 days. Repair or make safe within 5 working days.
2D	Used for defects on streets inspected quarterly which are	On the day recorded via the HAMS system	10 days. Repair within 10 working

	deemed not to represent an immediate or imminent hazard. They are categorised according to their likely impact and risk probability.		days.
2E	Used for defects on streets inspected 6 monthly & annually which are deemed not to represent an immediate or imminent hazard. They are categorised according to their likely impact and risk probability.	On the day recorded via the HAMS system	20 days. Repair within 20 working days
Notify	This is used for hazards or defects that will be dealt with either outside of the Highway Safety Inspection policy or actioned by a 3 rd party	On the day recorded via the HAMS system	Not applicable

17.7 Dynamic Risk Assessment and Inspector Discretion

The most common types of defect that may be encountered on the highway are detailed in **Annex A**. Each defect has a set of investigatory levels along with a prescribed risk matrix showing impact, probability and a response category. Defects with a High or Medium impact will be actioned as set out in **Annex A**. Defects with a low priority will only be actioned at the discretion of the highway inspector. In addition highway inspectors have discretion to vary the response categories for high and medium defects due to reasons present at the time of inspection. This will be based on an on-site risk assessment taking account of factors such as but not limited to:-

- Position of the defect in the street
- Size and nature of the defect
- Frequency of inspection
- Volume and nature of traffic and pedestrians using that section of the street
- Vulnerable road users

A full explanation must be provided by the inspector as to the reasons for taking action and/or varying the response category. This must be noted in the "Description" field within the HAMS system.

18. Recording Inspections

Full details of how highway safety inspections are recorded are set out in **Annex D**.

19. Undertaking Inspections - General Procedures

Full details of the general procedures regarding undertaking highway safety inspections are set out in **Annex E**.

20. Statutory Undertakers (Utility Companies) Defects

Section 81 of the New Roads and Street Works Act 1991 places a duty on statutory undertakers to maintain their apparatus. Therefore defects relating to missing, broken, rattling or worn inspection chamber covers, stop taps, hydrant covers and the like will be recorded on the HAMS system as part of the highway safety inspection and

reported to the appropriate statutory undertaker for action and repair. This will be managed through the HAMS system.

Section 71 of the New Roads and Street Works Act 1991 places a duty on statutory undertakers to reinstate excavations in the highway in line with prescribed specifications and standards of workmanship. Therefore defects identified as part of the highway safety inspection that relate to statutory undertakers reinstatements will be recorded on the HAMS software and reported to the appropriate statutory undertaker for action and repair. This will be managed through the HAMS system.

Lancashire County Council under the duty imposed on it by virtue of section 41 of the Highways Act 1980 has an overall responsibility to maintain the highway. Therefore if it is not clear that the defect or apparatus is the responsibility of a statutory undertaker then it will be processed in the usual manner to mitigate the risk to highway users.

21. Other Hazards or Breaches of Legislation

As part of the highway safety inspection other hazards or issues may be found. Overhanging trees and bushes from private land or property can sometimes be a hazard to pedestrians or impede visibility for vehicle drivers, for example. Where this is observed the issue should be recorded on the HAMS system and actioned by highway officers.

Illegal vehicle crossings will not be recorded as defects. They will be noted on the HAMS system and reported to the relevant highway team.

22. Performance

Key Performance Indicators have been established to measure and monitor the time it takes to repair defects associated with the various response categories and times. These are detailed in **Annex F**.

ANNEX A – Detailed definition of common defects

April 2018

Introduction

This annex contains detailed information for the most common defects or hazards including a detailed definition, sample photographs, risk impact rating and associated investigation criteria, individual risk matrices and recommended actions.

Changes and additions to the definitions, risk matrix and recommended actions will be approved by the Head of Service – Highways.

Each defect will have the following information:

- Defect Code – the code used in HAMS to assign the defect to the correct element of the highway asset and the type of defect.
- Detailed Definition – provides a detailed description of the defect if required and any additional notes for consideration.
- Sample Photograph – to illustrate typical occurrences of each defect
- Impact Rating and Investigatory Criteria – Detailed investigatory criteria linked to impact rating.
- Risk Matrix – a matrix comparing impact rating against network hierarchy and providing the associated response category
- Recommended Action – provides guidance on action required to repair or make safe the defect.
- **Low impact defects will be actioned at the discretion of the Highway Inspector and therefore will only be recorded as part of the inspection if action is going to be taken.**

Dynamic Risk Assessment and Inspector Discretion

- The various types of defect that may be encountered on the highway are detailed in this annex. Defects with a High or Medium impact will be actioned in line with the details set out in this policy. Defects with a low priority will only be actioned at the discretion of the highway inspector. In addition highway inspectors have discretion to vary the response categories for high and medium defects due to reasons present at the time of inspection. This will be based on an on-site risk assessment taking account of factors such as but not limited to:-
 - Position of the defect in the street
 - Size and nature of the defect
 - Frequency of inspection
 - Volume and nature of traffic and pedestrians using that section of the street
 - Vulnerable road users
- A full explanation must be provided by the inspector as to the reasons for taking action and/or varying the response category. This must be noted in the "Description" field within the HAMS system.

Investigatory Levels

Where defects exceed specific investigatory measurements they will be actioned. However, highway inspectors will have discretion to vary the point at which action will be taken and the response category. This will be based on a dynamic risk assessment as described above.

Footway investigatory levels will be applied to carriageway defects at controlled crossing points such as zebra, toucan and pelican crossings.

Recommended Treatments

Typically the actions resulting from highway safety inspection would be to adopt an infill or excavate and reinstate repair method as described in this annex, the latter being the preferred method. Annex G also describes other repair techniques which may be used depending upon the prevailing circumstances as described in annex G.

Network Hierarchy

Lancashire County Council's network hierarchy is based on the recommendations set out in the Well Managed Highway Infrastructure Code of Practice. It is set out in section 11 and 12 of the Highway Inspection Policy and repeated here for ease of reference.

Carriageway Hierarchy

Category	Ref. No	Type of Road General Description	Description	Inspection Frequency
Motorway	1	Limited access - motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use	Monthly
Strategic Route	2	Trunk and some Principal 'A' class roads between primary destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited	Monthly
Main Distributor	3a	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety	Monthly
Secondary Distributor	3b	B and C class roads and some unclassified urban routes carrying bus, HGV and local traffic with frontage access and frequent junctions	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network	3 Monthly
Link Road	4a	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic	6 Monthly
Local Access Road	4b	Unclassified roads providing access to residential and business areas.	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they	12 Monthly

			are often residential loop, access and estate roads or cul-de-sacs.	
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Footway Hierarchy

Category	Ref. No	Description	Inspection Frequency
Primary Walking Route	1	Busy urban town/city centre shopping areas and main pedestrian routes linking interchanges between different modes of transport e.g. railways, bus stations/interchanges.	Monthly
Secondary Walking Route	2	Medium usage routes through local areas feeding into primary routes, local shopping centres, large schools and industrial and commercial centres etc.	3 Monthly
Link Footway	3	Linking local access footways through urban areas and busy rural footways	6 Monthly
Local Access Footway	4	Footways associated with low usage, short estate roads to the main routes and cul-de-sac etc.	12 Monthly

1. CARRIAGEWAY POTHOLE

Definition

Loss of material from part or all of the surfacing layers creating a sharp edged hole or void.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Greater than 150mm diameter & 100mm or greater in depth	HIGH
Greater than 150mm diameter & 40mm or greater in depth	MEDIUM
Greater than 150mm diameter & less than 40mm in depth	LOW
Less than 150mm diameter	LOW

Risk matrix

		RISK PROBABILITY					
		Carriageway Network Hierarchy					
		1	2	3a	3b	4a	4b
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days
	Low	Action will be taken at the discretion of the inspector; see 17.7					

Recommended Action

Criteria	HAMS Defect Code	Treatment
Road surface deterioration is such that no neat edge is available or can be saw cut	SI01 – CW Pothole	Infill Repair Method – See Annex G
There is little or no road surface deterioration and a neat edge is available or can be saw cut.	SX01 – CW Pothole	Excavate & Reinstatement Repair Method – See Annex G

2. CARRIAGEWAY EDGE DETERIORATION

Definition

Localised breaking away or erosion of the edge of an unrestrained carriageway to such an extent that it is encroaching into the running line of vehicles or cycles.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Greater than 100mm deep AND greater than 300mm long AND protruding into carriageway more than 250mm	HIGH
Greater in depth of 40mm up to 100mm AND greater than 300mm long AND protruding into carriageway more than 250mm	MEDIUM
Less than 40mm depth	LOW

Risk matrix

		RISK PROBABILITY					
		Carriageway Network Hierarchy					
		1	2	3a	3b	4a	4b
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days
	Low	Action will be taken at the discretion of the inspector; see 17.7					

Recommended Action

Criteria	HAMS Defect Code	Treatment
No suitable edge support or road surface deterioration is such that no neat edge is available or can be saw cut	SI02 – CW Edge Deterioration	Infill Repair Method – See Annex G
There is good edge support and little or no road surface deterioration and a neat edge is available or can be saw cut.	SX02 – CW Edge Deterioration	Excavate & Reinstatement Repair Method – See Annex G

3. CARRIAGEWAY DEPRESSION

Definition

A rapid change in the surface profile of the carriageway creating a depression with a difference in vertical level greater than 100mm.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
150mm to 300mm diameter AND greater than 100mm in depth	HIGH
Less than 600mm diameter AND greater than 100mm in depth	MEDIUM
Over 600mm diameter and less than 100mm in depth	LOW

Risk matrix

		RISK PROBABILITY					
		Carriageway Network Hierarchy					
		1	2	3a	3b	4a	4b
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days
	Low	Action will be taken at the discretion of the inspector; see 17.7					

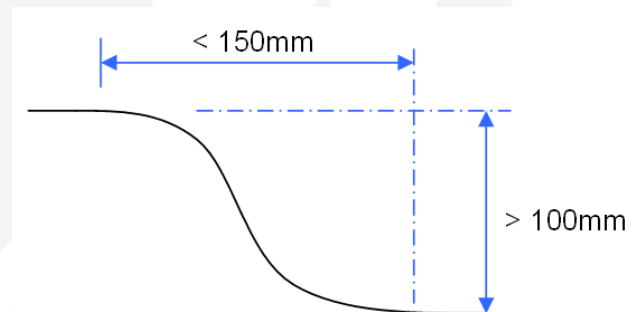
Recommended Action

Criteria	HAMS Defect Code	Treatment
No suitable edge support or road surface deterioration is such that no neat edge is available or can be saw cut	SI03 – CW Edge Deterioration	Infill Repair Method – See Annex G
There is good edge support and little or no road surface deterioration and a neat edge is available or can be saw cut.	SX03 – CW Edge Deterioration	Excavate & Reinstatement Repair Method – See Annex G

4. CARRIAGEWAY HUMP or HEAVE

Definition

A rapid change in the surface profile of the carriageway creating a hump or heave in the surface of the carriageway with a difference in vertical level greater than 100mm.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Difference in vertical level of greater than 100mm over a width of 150mm or Less	HIGH
Difference in vertical level of 40mm up to 100mm over a width of 150mm or Less.	MEDIUM
Difference in vertical level of 40mm up to 100mm over a width of more than 150mm	LOW

Risk matrix

		RISK PROBABILITY					
		Carriageway Network Hierarchy					
		1	2	3a	3b	4a	4b
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days
	Low	Action will be taken at the discretion of the inspector; see 17.7					

Recommended Action

Criteria	HAMS Defect Code	Treatment
No suitable edge support or road surface deterioration is such that no neat edge is available or can be saw cut	SI04 – CW Edge Deterioration	Infill Repair Method – See Annex G
There is good edge support and little or no road surface deterioration and a neat edge is available or can be saw cut.	SX04 – CW Edge Deterioration	Excavate & Reinstatement Repair Method – See Annex G

5. CARRIAGEWAY – LOSS OF MATERIAL AROUND IRONWORK

Definition

Loss of carriageway surfacing layers adjoining ironwork, such as inspection cover or gully grate, leaving a pothole like defect. The ironwork is sound and does not need re-setting.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Greater than 150mm wide AND 100mm or greater in depth	HIGH
Greater than 150mm wide AND 40mm or greater in depth up to 100mm	MEDIUM
Less than 40mm in depth	LOW

Risk matrix

		RISK PROBABILITY					
		Carriageway Network Hierarchy					
		1	2	3a	3b	4a	4b
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days
	Low	Action will be taken at the discretion of the inspector; see 17.7					

Recommended Action

Criteria	HAMS Defect Code	Treatment
Full repair to be undertaken	SX05 – CW Loss of Material around Ironwork	Excavate & Reinstatement Repair Method – See Annex G

6. CARRIAGEWAY SUNKEN TRENCH

Definition

Where the surface height of a trench reinstatement creates a vertical difference in level with the adjoining carriageway surface. If it appears to be a utility trench within its guarantee period (typically 2 years) then this must be reported via utility CW defect.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Up to 300mm wide & 100mm or greater in depth	HIGH
Up to 300mm wide & Greater than 40mm up to 100mm depth	MEDIUM
Greater than 300mm wide & greater than 40mm in depth	MEDIUM
Greater than 300mm wide & and less than 40mm in depth	LOW

Risk matrix

		RISK PROBABILITY					
		Carriageway Network Hierarchy					
		1	2	3a	3b	4a	4b
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days
	Low	Action will be taken at the discretion of the inspector; see 17.7					

Recommended Action

Criteria	HAMS Defect Code	Treatment
Road surface deterioration is such that no neat edge is available or can be saw cut	SI06 – CW Pothole	Infill Repair Method – See Annex G
There is little or no road surface deterioration and a neat edge is available or can be saw cut.	SX06 – CW Pothole	Excavate & Reinstatement Repair Method – See Annex G

7. CARRIAGEWAY GULLY MISSING/BROKEN GRATE

Definition

A missing or broken gully grating.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Missing or broken	HIGH

Risk matrix

		RISK PROBABILITY					
		Carriageway Network Hierarchy					
		1	2	3a	3b	4a	4b
IMPACT RATING	High	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs

Recommended Action

Criteria	HAMS Defect Code	Treatment
---	SX07 – CW Missing/broken cover or grate	Repair/replace gully grate/frame

8. CARRIAGEWAY GULLY SUNK/ROCKING

Definition

Gully frames and gratings and which are sunk, raised, rocking or broken and causing a step in level to the surrounding carriageway surface. This may be causing a problem with the surrounding surfacing which will need reinstating.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Greater than 100mm difference in level	HIGH
Greater than 40mm and up to 100mm difference in level	MEDIUM
Less than 40mm difference in level	LOW

Risk matrix

		RISK PROBABILITY					
		Carriageway Network Hierarchy					
		1	2	3a	3b	4a	4b
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days
	Low	Action will be taken at the discretion of the inspector; see 17.7					

Recommended Action

Criteria	HAMS Defect Code	Treatment
Full repair to be undertaken	SX08 – CW gully sunk/raised/rocking	Replace/reset ironwork and excavate & reinstate surfacing.

9. FOOTWAY POTHOLE

Definition

Loss of material from part or all of the surfacing layers creating a sharp edged hole or void.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Greater than 100mm diameter AND 75mm or greater in depth	HIGH
Greater than 100mm diameter AND 25mm or greater in depth	MEDIUM
Less than 25mm in depth	LOW

Risk matrix

		RISK PROBABILITY										
		Carriageway Network Hierarchy						Footway Network Hierarchy				
		1	2	3a	3b	4a	4b	1	2	3	4	
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days	5 Days	10 Days	20 Days	20 Days	20 Days
	Low	Action will be taken at the discretion of the inspector; see 17.7										

Recommended Action

Criteria	HAMS Defect Code	Treatment
Footway surface deterioration is such that no neat edge is available or can be saw cut	SI09 – FW Pothole	Infill Repair Method – See Annex G
There is little or no footway surface deterioration and a neat edge is available or can be saw cut.	SX09 – FW Pothole	Excavate & Reinstatement Repair Method – See Annex G

10. FOOTWAY – LOOSE OR ROCKING PAVING

Definition

Where a paving unit (e.g. flag stone or block paviour) is moving or rocking and creating a vertical difference in level with the adjoining footway surface.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Greater than 75mm in height or depth	HIGH
Greater than 25mm/20mm and up to 75mm in height or depth	MEDIUM
Less than 25mm/20mm in height or depth	LOW

Investigatory level is 20mm on Primary Walking Routes

Risk matrix

		RISK PROBABILITY									
		Carriageway Network Hierarchy						Footway Network Hierarchy			
		1	2	3a	3b	4a	4b	1	2	3	4
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days	5 Days	10 Days	20 Days	20 Days
	Low	Action will be taken at the discretion of the inspector see 17.7									

Recommended Action

Criteria	HAMS Defect Code	Treatment
Paving units are not broken. This is generally used when on high amenity/primary walking/conservation streets. Surrounding paving units are sound and not moving or rocking.	SX10 – FW Loose/rocking paving	Reset paving unit.
Paving units are not broken. This is generally used when not on high amenity/primary walking/conservation streets. Surrounding paving units are not sound and are moving or rocking.	SI10 – FW Loose/rocking paving	Infill with bituminous material

11. FOOTWAY BROKEN, MISSING PAVING

Definition

Where a paving unit (e.g. flag or block paviour) is broken or missing and creating a vertical difference in level with the adjoining surface.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Greater than 75mm in height or depth	HIGH
Greater than 25mm/20mm and up to 75mm in height or depth	MEDIUM
Less than 25mm/20mm in height or depth	LOW

Investigatory level is 20mm on Primary Walking Routes

Risk matrix

		RISK PROBABILITY										
		Carriageway Network Hierarchy						Footway Network Hierarchy				
		1	2	3a	3b	4a	4b	1	2	3	4	
IMPACT RATING	High	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days	2 Days
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days	5 Days	10 Days	20 Days	20 Days	
	Low	Action will be taken at the discretion of the inspector see 17.7										

Recommended Action

Criteria	HAMS Defect Code	Treatment
This is generally used when on high amenity/primary walking/conservation streets.	SX11 – FW Broken/missing paving	Replace and reset paving unit.
This is generally used when not on high amenity/primary walking/conservation streets.	SI11 – FW Broken/missing paving	Infill with bituminous material

12. KERB – SUNKEN/RAISED

Definition

Where a kerb or kerbs are sunk, raised, moving and rocking creating a vertical difference in level with the adjoining **footway** surface.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
Greater than 75mm in height of depth	HIGH
Greater than 25mm and up to 75mm in height or depth	MEDIUM
Less than 25mm in height or depth	LOW

Risk matrix

		RISK PROBABILITY										
		Carriageway Network Hierarchy						Footway Network Hierarchy				
		1	2	3a	3b	4a	4b	1	2	3	4	
IMPACT RATING	High	2 Days	2 Days	2 Days	5 Days	5 Days	5 Days	2 Days	5 Days	5 Days	5 Days	
	Medium	20 Days	20 Days	20 Days	Action will be taken at the discretion of the inspector			20 Days	Action at discretion of inspector			
	Low	Action will be taken at the discretion of the inspector; see 17.7										

Recommended Action

Criteria	HAMS Defect Code	Treatment
---	SX12 – KC Kerb sunk or raised	Reset kerb

13. DAMAGED BOLLARD

Definition

A non-illuminated concrete, metal, plastic or self-righting bollard which is damaged and or unstable which poses a risk to highway users.



Investigatory level and impact Rating

Investigatory Level	Impact Rating
knocked over and dangerous	HIGH
Damaged, unstable, leaning	MEDIUM

Risk matrix

		RISK PROBABILITY										
		Carriageway Network Hierarchy						Footway Network Hierarchy				
		1	2	3a	3b	4a	4b	1	2	3	4	
IMPACT RATING	High	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs
	Medium	5 Days	5 Days	5 Days	10 Days	10 Days	20 Days	5 Days	10 Days	20 Days	20 Days	

Recommended Action

Criteria	HAMS Defect Code	Treatment
---	SI13 – Dangerous Bollard	Make safe, repair or remove bollard
---	SX13 – Damaged Bollard	Repair or remove bollard

ANNEX B – Response time categories in detail

April 2018

Category 1E Emergency (4 Hours)

These are extremely hazardous defects that require emergency attention because they pose an immediate danger to highway users. Examples of this type of defect are missing inspection chamber covers; carriageway collapses and knocked down bollards across the footway or into the carriageway. In many instances the defect or hazard will be such that the inspector will need to remain at the location to warn highway users or place signs and cones until a repair team can attend to make safe or repair. The highway inspector should immediately notify via telephone the appropriate repairing team, record the defect on the HAMS system, and wait until emergency assistance arrives. If appropriate and practicable use a vehicle to cover or guard the defect ensuring that hazard lights and beacons are activated. The response time for a repair team to attend the defect and either make safe or repair is 4 hours from notification by the highway inspector. If reported by a member of the public (subject to the criteria in annex H) the response time for a repair team to attend the defect and either make safe or repair is 4 hours from notification to the customer access centre or the 101 service if out of hours.

Category 1U Urgent (2 Days)

These are defects that require urgent attention because they pose an imminent risk to highway users or because there is a risk of rapid deterioration that would cause the defect to become a Category 1E defect. Examples of this type of defect are carriageway potholes greater than 150mm in any direction and greater than 100mm in depth or a footway pothole greater than 100mm in any direction and greater than 75mm in depth. The highway inspector should first record the defect on the HAMS system and then notify the repair team via telephone of the presence of the defect and request it to be made safe or repaired. A temporary action or permanent repair should be undertaken within 2 working days of being recorded by the inspector. Public reported defects (subject to the criteria in annex H) requiring urgent attention within working hours should be made safe or repaired within 2 working days of being reported. Urgent defects reported by the public out of hours will be made safe or repaired within 2 working days starting on the next working day.

Category 2C (5 Days)

Category 2C defects are those which are deemed not to represent an immediate or imminent hazard. They are categorised according to their likely impact and risk probability. The inspector will record these defects on the HAMS system and the repair or making safe will take place within 5 working days of being recorded by the inspector or of being reported out of hours via the 101 service or recorded in the HAMS system via a report by a member of the public (subject to the validation criteria in annex H in the latter cases);

Category 2D (10 Days)

Category 2D defects are those which are deemed not to represent an immediate or imminent hazard. They are categorised according to their likely impact and risk probability. The inspector will record these defects on the HAMS system and the repair will take place within 10 working days of being recorded by the inspector or being reported out of hours via the 101 service or recorded in the HAMS system via a report by a member of the public (subject to the validation criteria in annex H in the latter cases);

Category 2E (20 Days)

Category 2E defects are those which are deemed not to represent an immediate or imminent hazard. They are categorised according to their likely impact and risk probability. The inspector will record these defects on the HAMS system and the repair will take place within 20 working days of being recorded by the inspector or if it has been reported out of hours via the 101 service or recorded in the HAMS system via a report by a member of the public (subject to the validation criteria in annex H in the latter cases);

Category NOTIFY

There is no response time set for this category. This is used for hazards or defects that will be dealt with either outside of the Highway Safety Inspection policy or actioned by a 3rd party.

ANNEX C – Defect Codes

April 2018

Defect Code	Short Description	Detailed Description	Criteria	Treatment
SI01	CW Pothole	loss of material from part or all of the surfacing layers creating a sharp edged hole or void	Road surface deterioration is such that no neat edge is available or can be saw cut	Infill Repair Method – See Annex G
SX01	CW Pothole	See above	There is little or no road surface deterioration and a neat edge is available or can be saw cut.	Excavate & Reinstatement Repair Method – See Annex G
SX02	Carriageway edge deterioration	Localised breaking away or erosion of the edge of an unrestrained carriageway to such an extent that it is encroaching into the running line of vehicles or cycles	There is little or no road surface deterioration and a neat edge is available or can be saw cut.	Excavate & Reinstatement Repair Method – See Annex G
SI02	Carriageway edge deterioration	See above	Road surface deterioration is such that no neat edge is available or can be saw cut	Infill Repair Method – See Annex G
SI03	Carriageway depression	A rapid change in the surface profile of the carriageway creating a depression with a difference in vertical level greater than 100mm	Road surface deterioration is such that no neat edge is available or can be saw cut	Infill Repair Method – See Annex G
SX03	Carriageway depression	A rapid change in the surface profile of the carriageway creating a depression with a difference in vertical level greater than 100mm	There is little or no road surface deterioration and a neat edge is available or can be saw cut.	Excavate & Reinstatement Repair Method – See Annex G

Defect Code	Short Description	Detailed Description	Criteria	Treatment
SI04	Carriageway hump or heave	A rapid change in the surface profile of the carriageway creating a hump or heave in the surface of the carriageway with a difference in vertical level greater than 100mm.	Road surface deterioration is such that no neat edge is available or can be saw cut	Infill Repair Method – See Annex G
SX04	Carriageway hump or heave	See above	There is little or no road surface deterioration and a neat edge is available or can be saw cut.	Excavate & Reinstatement Repair Method – See Annex G
SI05	Carriageway – loss of material around ironwork	Loss of carriageway surfacing layers adjoining ironwork, such as inspection cover or gully grate, leaving a pothole like defect. The ironwork is sound and does not need re-setting	Road surface deterioration is such that no neat edge is available or can be saw cut	Infill Repair Method – See Annex G
SX05	Carriageway – loss of material around ironwork	See above	There is little or no road surface deterioration and a neat edge is available or can be saw cut.	Excavate & Reinstatement Repair Method – See Annex G
SI06	Carriageway sunken trench	Where the surface height of a trench reinstatement creates a vertical difference in level with the adjoining carriageway surface. If it appears to be a utility trench within its guarantee period (typically 2 years) then this must be reported via SU2 utility CW defect	Road surface deterioration is such that no neat edge is available or can be saw cut	Infill Repair Method – See Annex G

Defect Code	Short Description	Detailed Description	Criteria	Treatment
SX06	Carriageway sunken trench	See above	There is little or no road surface deterioration and a neat edge is available or can be saw cut.	Excavate & Reinstatement Repair Method – See Annex G
SX07	Carriageway gully missing/broken grate	A missing or broken gully grating	Not applicable	Repair/replace gully grate/frame
SX08	Carriageway gully sunk/rocking	Gully frames and gratings and which are sunk, raised, rocking or broken and causing a step in level to the surrounding carriageway surface. This may be causing a problem with the surrounding surfacing which will need reinstating	Full repair to be undertaken	Replace/reset ironwork and excavate & reinstatement surfacing
SI09	Footway pothole	Loss of material from part or all of the surfacing layers creating a sharp edged hole or void.	Road surface deterioration is such that no neat edge is available or can be saw cut	Infill Repair Method – See Annex G
SX09	Footway pothole	See above	There is little or no road surface deterioration and a neat edge is available or can be saw cut.	Excavate & Reinstatement Repair Method – See Annex G
SI10	Footway – loose or rocking paving	Where a paving unit (e.g. flag stone or block paviour) is moving or rocking and creating a vertical difference in level with the adjoining footway surface.	Paving units are not broken. This is generally used when on high amenity/primary walking/conservation streets. Surrounding paving units are sound and not moving or rocking	Reset paving unit
SX10	Footway – loose or rocking paving	See above	Paving units are not broken. This is generally used when not on high amenity/primary walking/conservation streets. Surrounding paving units are not sound and are moving or rocking.	Infill with bituminous material

Defect Code	Short Description	Detailed Description	Criteria	Treatment
SI11	Footway broken, missing paving	Where a paving unit (e.g. flag or block paviour) is broken or missing and creating a vertical difference in level with the adjoining surface.	This is generally used when not on high amenity/primary walking/conservation streets	Infill with bituminous material
SX11	Footway broken, missing paving	See above	This is generally used when on high amenity/primary walking/conservation streets	Replace and reset paving unit.
SX12	Kerb – sunken/raised	Where a kerb or kerbs are sunk, raised, moving and rocking creating a vertical difference in level with the adjoining footway surface.	Not applicable	Reset kerb
SX13	Damaged bollard	A non-illuminated concrete, metal, plastic or self-righting bollard which is damaged and or unstable which poses a risk to highway users	Not applicable	Repair or remove bollard

ANNEX D – Recording Highway Inspections

April 2018

Introduction

Lancashire County Council uses the Highway Asset Management System (HAMS) for the recording of highway safety inspections. Inspections must not be recorded in any other system unless instructed to do so by the Senior Highway Inspector or Team Leader.

The management and monitoring of the defects identified will be undertaken through this software. Likewise the subsequent allocation, repair and completion of defects will be recorded and managed through the HAMS system. Any changes to this Annex will be approved by Head of Service- Highways

Data to be recorded – compulsory elements

The HAMS system will automatically detect and record key information such as the inspectors name, street name, date and time of inspection, grid co-ordinates of defects recorded, inspection frequency, unique reference numbers for the inspection and each defect and the defect category (priority).

All other fields/information should be completed or provided by the inspector as part of the inspection process. There are a number of fields or information that **MUST** be completed or provided on ALL inspections. These are:

- Weather
- Walked or Driven
- Road State
- Inspector 2 (only when applicable e.g. driven inspections)
- Location
- Defect Code
- Description (where additional information concerning the defect/issue is needed).
- Defect depth/height
- Length and width or number (where applicable)
- Traffic Management (if required)
- Photograph of the defect being recorded

Streets with no identified defects

If no defects or issues are present then the inspection of that street must still be recorded and logged on the HAMS system. No defects present on the HAMS system will indicate that there was none present at the time of inspection.

Describing the location of Defects

Each defect recorded on the HAMS system will be given a unique reference number and grid co-ordinates. However, it is still important to describe the location as

accurately as possible to allow the repair teams to locate the defect and assist in identifying the defect in any subsequent enquiry or claim.

In an urban street it is relatively easy to reference a street to a particular house number and where this is available this method should always be used. Using the term "Outside No 24" or "Opposite No 24" (meaning across the street) to describe the location of the defect are acceptable. For recording purposes these can be expressed as "OS24" or "OPP24".

Where there are no properties or they are not numbered reference can be made to an easily identifiable object, landmark, property, numbered lamp column or road junction. However the defect must be within 2-3 metres of the item. For example – "close to LP7" would mean the defect is within 2-3 metres of lamp column number 7.

Where there are no features to be able to give a location description then we will rely on the grid co-ordinates generated by the HAMS system when the defect is plotted.

Defect Codes

A detailed description of the defect or issue must be provided and where applicable must include any height or depth measurement in millimetres.

It is extremely important that the correct defect code is selected to reflect the highway element on which the defect has been identified. The defect code also indicates the repair method that is required.

All the available defect codes are listed in the HAMS system on the handheld computers issued to inspectors and repair teams. These are also listed in Annexes A and C.

ANNEX E – Undertaking Inspections – General Procedures

April 2018

Introduction

This annex sets out the general procedures to be followed when undertaking highway safety inspections and any changes to these will be approved by Head of Service-Highways.

Equipment

Each inspector will carry the following equipment:

- Handheld Computer
- Tape measure
- Defect measuring equipment
- Degradable white spray paint
- Chalk or crayon
- Mobile phone
- HSI policy (if the information is not held in the handheld computer)

Marking and Measuring Defects

All defects should, where possible and safe to do so, be marked in white spray paint or crayon.

Where the defect is to be filled only then the defect should be marked on the inner perimeter if possible. Where the defect is to be excavated and reinstated then a rectangle should be painted around it. For larger defects then the corners of the area should be marked. If the defect involves modular paving those requiring repair should be marked with a dot whilst those which need to be replaced should be marked with a cross.

Where possible and safe to do so the depth or height of a defect must be measured using a tape measure or other suitable piece of measuring equipment to allow an accurate measurement to be obtained. When measuring the area of a defect a tape measure should be used.

Defects in the carriageway should only be marked and measured when safe to do so. On heavily trafficked roads or where there are poor sight lines or visibility inspectors should not attempt to mark and measure the defects. Instead a best estimate of size should be made without venturing into the carriageway. In these instances it should be noted as part of the defect description that the measurements are "ESTIMATED".

Walked Inspections

In urban areas (where the speed limit is 30mph or less and there is a footway) all categories of footway and carriageway will be inspected on foot. These will be inspected by a single inspector unless agreed by the Team Leader or Senior Inspector.

Inspections must be undertaken as accurately as possible ensuring that all parts of the highway are inspected. The inspector shall position themselves in a safe location on the footway in such a position that enables him/her to view the full width of the area

to be inspected including footway and carriageway. The full length of the street must be walked. If it is not possible to view the full area to be inspected then the method of inspection should be to walk both sides of the street.

When the inspector encounters parked vehicles they shall take reasonable steps where appropriate so as to view the area obstructed by the vehicle.

Driven inspections

In rural areas categories 2, 3a, 3b, 4a and 4b streets may be inspected from a slow moving vehicle. However if it is difficult to obtain the necessary level of accuracy from the vehicle a walked inspection must be carried out in line with section 17.3 above.

Driven inspections must be undertaken by two people, a driver and an inspector, whose roles may be interchangeable. The driver shall be responsible for driving and the highway inspector will be responsible for carrying out the safety inspection.

The Inspector and vehicle driver shall have due regard to their personal safety in particular from moving traffic either on the main highway or at junctions and crossings. On no account must he/she put himself/herself in any hazardous situation.

The vehicle must be driven in accordance with the law and seatbelts must be worn. The vehicle must have the appropriate markings and the beacons must be on. The vehicle should be driven at such a speed that any defects on the carriageway or, where appropriate, on the adjacent footway, can be seen. If the road is too wide to be able to identify defects effectively to the right hand side of the vehicle then a run in the reverse direction must also be carried out. Where a defect is noted then the vehicle must be stopped in a safe position to allow the inspector to measure and mark the defect and to note the details on the HAMS system.

In some cases it will be necessary for some elements of the inspection to be undertaken on foot to record certain types of defects.

Inspection Arrangements

Where a street requires two members of staff then the responsibility for the inspection is to be taken by one person defined as the Inspector and the second acting as the assistant or '2nd Inspector'. Where only one person is involved then that person shall be deemed 'The Inspector'.

Uploading Inspections

Inspectors have the facility to upload completed inspection data at any time during the day. It is essential that as a minimum two uploads must be completed every working day – one at or around midday and one at the end of the working day.

Training of Inspectors

Those undertaking highway safety inspections will receive appropriate training and guidance. In addition highway inspectors will have completed and passed the City & Guilds 6033 Highway Safety Inspection Qualification Scheme – units 301 Health and Safety & 311 Highway Safety Inspection or equivalent. Inspectors will also be on the Highway Inspector Register held by the Institute of Highway Engineers (IHE).

All new inspectors will receive induction training and appropriate training and guidance in highway safety inspections and this policy. This will be undertaken by the Team Leader and Senior Highway Safety Inspector. In addition a new inspector will work alongside colleagues within the highway inspection team for a period of time (determined by the Team Leader or Senior Highway Inspector) prior to being allowed to undertake inspections alone. They will still be subject to close monitoring and supervision until accredited and registered.

New highway inspectors who do not have the City and Guilds qualification or equivalent or are not on the Highway Inspector Register will be required to undertake the training and be registered within 12 months of starting in the role.

Regular team meetings and Personal Development Reviews will be undertaken to discuss issues in relation to the inspection process and inspection performance.

Annex F – Performance Indicators

April 2018

Annex F – Performance Indicators

Operational constraints such as weather, resource availability and workload will have an impact on completing repairs within the timescales set in this policy. Performance will be monitored and managed appropriately and Lancashire County Council will aim to achieve the following:

Response Category	Target % repaired within the stated response time
4 hours (1E)	95%
2 working days (1U)	95%
5 working days (2C)	90%
10 working days (2D)	90%
20 working days (2E)	90%

ANNEX G – Repairs in bituminous carriageways and footways

April 2018

Introduction

This section sets out the main methods for undertaking repairs to defects in bituminous carriageways, footways and cycle tracks. The method used will depend on a range of factors relating to the type and nature of the defect; condition of the surrounding area; traffic management requirements; weather and road conditions; and response time.

Repairs will be done to as high a standard as possible given the circumstances of each particular repair reducing the need for repeat visits due to failures. An excavation and reinstate repair method is the preferred option but infill or other repairs may be necessary due to the general condition of the surface in which the defect exists.

Changes to this annex will be approved by Head of Service- Highways

Repair Methods

- **Excavate and Reinstatement Method**

This will be used to repair a defect where the surrounding road surface is such that a neat, sound edge is available or can be saw cut.

Technique and materials:

1. Saw cut the area around the defect to be repaired where necessary to provide neat, sound and vertical edges;
2. Sweep the defect so that it is clear of water and any loose debris;
3. Apply bondcoat to the bottom and sides of the area to be repaired, ensuring that all surfaces are covered in bondcoat
4. Apply hot material appropriate for the surface. If hot material is not available then a permanent cold lay material may be used.
5. Compact the material using a vibrating plate compactor.

- **Infill Repair Method**

This will be used to repair a defect where the surrounding road surface deterioration is such that no neat, sound edge is available or can be saw cut.

Technique and materials:

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

Typically the actions resulting from highway safety inspection would be to adopt the methods above. Below are other repair techniques which may be used depending upon the prevailing circumstances.

- **Spray Injection repair method**

A rapid patching technique suitable for use on all road types using cold emulsion asphalt which is placed into the void depression in the road surface under high pressure. The void is first blasted with compressed air to clean the surface and remove any debris, then the surface of the void is sprayed and coated with bitumen emulsion. Finally the asphalt is blasted into the void, and another coat of bitumen applied to seal the surface.

- **Mechanical Repair method**

For larger areas, a planing machine is used to remove the surface and for significant areas of patching, a road paving machine is deployed to lay the bituminous material

- **In situ Road Heating Repair method**

These methods heat up the existing surfacing material and mix it with new material. The process provides a good bond between existing and new material but the process is relatively slower, costly and unsuitable in wet conditions.

- **Other Repair methods**

Other repair techniques will be trialled and if successful will be adopted to meet highway maintenance needs.

Temporary Actions

In some instances a temporary action will be taken. This may take the form of placing signs, cones or barriers around a defect or filling a defect with bituminous or unbound material. Temporary actions are sometimes required due to road layout and traffic conditions, the need to respond urgently to dangerous defects, weather conditions, or availability of materials or equipment.

When a temporary action is taken follow up permanent works will be undertaken within 20 working days.

ANNEX H – Defects reported by the public

April 2018

Introduction

Management of the highway network is a high profile public service and the county council receives and processes a considerable number of reports by the public in relation to highway defects. The speed and manner in which we respond to these reports along with how we communicate our decisions and actions plays a major factor in how the public perceive the authority and the efficiency and effectiveness of the service we deliver.

Reports of dangerous defects by the public assist the county council in carrying out its maintenance objectives and defects that are reported will be classified according to the information provided and repaired or actioned in accordance with the processes set out in this policy.

How the public report defects

There are three main ways in which members of the public can report a highway defect and these are explained below. The preferred method is the online "Report It" portal.

1. Report It (<http://www.lancashire.gov.uk/roads-parking-and-travel/fault-search/>)

This is the council's on-line reporting tool which allows customers to report highway defects. It is a map based tool to allow an accurate location to be identified and a detailed description of the defect and the location to be logged. Because the system uses a map the street name and locality are more accurate. The customer can also add their contact details and if they do there is a function that provides stage updates so that the customer can be aware of progress. Defects logged via Repot It feed directly into the HAMS system which means they can be dealt with promptly. Once the defect has been logged and recorded in the HAMS system it will be validated by the highways team and appropriate action taken. Defects that meet the criteria set out in the Highway Safety Inspection Policy and associated annexes will be actioned.

2. Email (highways@lancashire.gov.uk)

Customers are also able to report defects via a dedicated email address. This is monitored by our customer access service. Customers will need to provide the name of the street, city/town/village, location and a full description of the defect including size and depth if applicable. The customer access centre will need to manually enter all the information provided by the customer into our HAMS system. Once it has been recorded in the system it will be validated by the highways team and appropriate action taken.

3. Telephone (0300 123 6780)

Customers are able to report defects by telephoning the customer access service. Customers will need to provide the name of the street, city/town/village, location and a full description of the defect including size and depth if applicable. The customer access centre will need to manually enter all the information provided by the

customer into our HAMS system. Once it has been recorded in the system it will be validated by the highways team and appropriate action taken.

4. Validating defects reported by the public

To ensure consistency and efficiency in how we assess and action defects it will be important for defects to be validated before any action is taken. For non-emergency reports received over the weekend or on a bank holiday or out of hours the validation period will commence on the next working day.

A validation period of 2 working days for reports received by the county council through any of the above reporting channel will be applied before the repair response times detailed in annex B are triggered.

5. Emergency and urgent defects

Emergency defects reported by the public during working hours should be reported by telephone to the customer access service. These will be made safe or repaired within 4 hours of being reported. Over the weekend or on a bank holiday or out of hours emergency defects should be reported via the 101 service. In this instance they will be made safe or repaired within 4 hours of being reported.

Urgent defects reported by the public during working hours will be made safe or repaired within 2 working days. Urgent defects reported over the weekend or on a bank holiday or out of hours will be made safe or repaired within 2 working days which will commence on the next working day.

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

Report of the Head of LEP Co-ordination**Part I**

Electoral Division affected:
Ribble Valley South West;
South Ribble East;

Samlesbury Aerospace Enterprise Zone Delivery Update

(Appendices 'A' and 'B' refer)

Contact for further information:

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Executive Summary

This report provides Cabinet with an update on the delivery of the Samlesbury Aerospace Enterprise Zone.

The report:

- provides information on the delivery of Phase 1 Infrastructure Works at Samlesbury Aerospace Enterprise Zone;
- seeks approval for the county council to serve an Option Notice to enable the drawdown of land for the spine road, drainage and ecological purposes and enter into legal agreements necessary to discharge the county council's planning obligations in relation to the provision of off-site ecological mitigation as identified in the Local Development Order) for the Samlesbury Aerospace Enterprise Zone; and
- provides Cabinet with an update on the proposed next stages of development at the Samlesbury Aerospace Enterprise Zone and also the marketing of the Zone and the Lancashire Enterprise Partnership's wider Lancashire Advanced Manufacturing and Energy Cluster initiative.

This is deemed to be a Key Decision and the provisions of Standing Order 25 have been complied with.

Recommendation

The Cabinet is asked to:

- (i) Authorise the serving of an Option Notice under an Option Agreement with BAE Systems' Operations Division and Pension Fund to allow the drawdown of 250 year leases of land for spine road, drainage and ecological purposes to

the county council for a total cost of £3.00.

- (ii) Authorise the county council, under the guidance of the county council's Directors of Corporate Services; Property Services; and Economic Development and Planning, to enter into such legal agreements necessary to secure the provision of off-site ecological mitigation, as per the county council's obligations within the Local Development Order dated 7 February 2014.

Background and Advice

In April 2012, following a competitive submission by the Lancashire Enterprise Partnership, Government awarded Enterprise Zone status to the Lancashire Enterprise Zone. The Zone included the Samlesbury and Warton sites of BAE Systems' Air Services Sector operations and aims to grow a national centre of excellence for advanced manufacturing and engineering building on Lancashire's position as the fourth largest aerospace cluster in the world.

In helping to deliver the Lancashire Enterprise Partnership's strategic ambition to reclaim Lancashire's position as a national leader for high value industrial activity, the Lancashire Enterprise Zone has the potential to create between 4,000 and 6,000 high value, high skilled jobs over its 25 year lifetime and create a further 5,000 to 7,000 in the local advanced manufacturing and engineering supply chain.

Since the awarding of Enterprise Zone status to the Lancashire Enterprise Zone, the Lancashire Enterprise Partnership has also been successful in securing Enterprise Zone status for the Blackpool Airport and Hillhouse International Sites. The three Zones (across four sites) are collectively referred to as the Lancashire Advanced Manufacturing and Energy Cluster and together combine to create an investor offer of Northern Powerhouse significance capable of supporting 10,000 new jobs in the advanced manufacturing, engineering, energy and chemical sectors.

The aim of Lancashire Advanced Manufacturing and Energy Cluster is to support the delivery of the Lancashire Enterprise Partnership's ambition to harness the power and potential of Lancashire's national industrial hotspots; key strategic sites, key clusters of high value activity; and internationally recognised centres of excellence in research and innovation. The four Enterprise Zone sites will link to, and support the growth of, the advanced manufacturing supply chain across Lancashire raising productivity levels and creating a significant asset which will be central to a Local Industrial Strategy for Lancashire.

The two sites of the original Lancashire Enterprise Zone - Samlesbury and Warton - have been renamed the Samlesbury Aerospace Enterprise Zone and Warton Aviation Enterprise Zone. Similarly, Blackpool and Hillhouse have been renamed as the Blackpool Airport Enterprise Zone and the Hillhouse Technology Enterprise Zone. This has taken place as part of the development of the Lancashire Advanced Manufacturing and Energy Cluster brand.

Enterprise Zone status affords two primary financial incentives; Business Rate Relief of a maximum of £275,000 over a five year period for eligible businesses and the

retention of Business Rate Growth by the local enterprise partnership over the lifetime of the Zone. It should be noted that Business Rate Relief is no longer eligible at Samlesbury and Warton, as eligible companies had to locate to the sites by 2013.

Simplified planning is also a key benefit of Enterprise Zones and both the Samlesbury and Warton sites now have the benefit of 10-year Local Development Orders in place, focusing on advanced manufacturing and engineering users. The Local Development Orders were adopted in February 2014 and November 2015 respectively for the Samlesbury and Warton sites.

The Samlesbury site, including the land designated as an Enterprise Zone, is in the ownership of BAE Systems' Pension Fund, with BAE Systems' Operations Division having a long lease for the site from the Pension Fund. In December 2014, the county council agreed to enter into an Option Agreement between the county council, BAE Systems' Pension Fund and BAE Systems' Operations Division, with the Option Agreement entered into on 25 May 2016 and subsequently varied on 29 September 2017. Appendix 'A' 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 considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

In order to ensure the Samlesbury site of the Enterprise Zone was delivered to achieve maximum economic impact, it was necessary to deliver public infrastructure works to unlock the site. In December 2014, the Leader and Deputy Leader of the county council authorised the Chief Executive and County Treasurer to finalise arrangements in respect of the county council borrowing a £10.5M loan to fund initial public infrastructure works. A further £1M was also agreed as a contribution from the county council's Capital Programme.

The initial public infrastructure works are now referred to as Phase 1 Infrastructure Works and have consisted of the delivery of two new access points into the site from the A59 and A677, a spine road through the site which will be a public highway, additional off-site highways, site segregation works, limited temporary utility infrastructure, lighting, first phase surface water drainage systems and on and off-site ecological mitigation.

The site segregation works, A59 and A677 access points and first phase surface water drainage systems have been completed. The spine road is in its final stages of completion as are the limited temporary utility infrastructure, additional off-site highways and on and off-site ecological mitigation activities. The spine road has been named Sir Frederick Page Way.

The final cost of the Phase 1 Infrastructure Works is currently being determined, with a number of costs now finalised and the remainder currently being agreed. Appendix 'B' 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 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 costs of the Works are circa £400,000 less than originally anticipated four years ago and this can be attributed to more accurate costs having been provided for works already completed or those close to completion. BAE Systems has also contributed £1.229m towards the site segregation costs and agreed an £80,000 contribution towards the access road to the Defence Logistics Facility.

As part of the Agreement signed between the county council, BAE Systems' Pension Fund and BAE Systems' Operations Division, it was agreed that BAE Systems' Operations Division would develop a high value logistics facility and new training centre with a combined footprint of circa 23,000 m². BAE Systems' Pension Fund would take a 23 year lease for both facilities.

In late 2016 and early 2017, the Academy for Skills and Knowledge and Defence Logistics Facility were both officially opened. The Academy for Skills and Knowledge is a £16m 7,400 m² building accommodating over 50 new and 60 existing BAE Systems' apprentices and 31 training and administration staff. The Defence Logistics Facility is a £15m 15,000 m² facility occupied by Wincanton and employing 150 staff. The buildings, which were funded and then leased for a 23 year period by BAE Systems' Pension Fund, will generate Business Rate Growth income of £13.5m to 2037-38. This is based on final valuation figures received for the two facilities from the Valuation Office.

The income generated from Business Rates from the Academy for Skills and Knowledge and Defence Logistics Facility facilities will be used to fund the proposed £10.1m borrowing incurred by the county council in delivering the Phase 1 Infrastructure Works.

In August 2014, agreement in principle was reached with the local authorities of Fylde, Ribble Valley and South Ribble in respect of the collecting of Business Rate Growth in the Lancashire Enterprise Zone. This is now being formalised through the production of a Business Rate Growth Agreement, led by the Head of Service for Lancashire Enterprise Partnership Co-ordination, with support from county council legal and finance officers, and the nominated Section 151 Officers for the three local authorities with Ribble Valley co-ordinating on behalf of the three district councils. It is anticipated that this document will be agreed and signed by the end of March 2018. In September 2014, the Lancashire Enterprise Partnership also agreed that first call on any Business Rate Growth generated by the Lancashire Enterprise Zone was to be given to the county council in respect of any borrowing to fund the delivery of Phase 1 Infrastructure Works.

As the county council is now concluding final works in relation to the spine road, first phase surface water drainage and on-site ecological mitigation, it is necessary for the county council to serve an option notice to BAE Systems' Pension Fund and Operations Divisions under the Option Agreement to enable the drawdown of land for these purposes. The cost for this land is £3.00 (three leases at £1.00 each) and has been included within the Phase 1 Infrastructure Works Cost Plan.

As referenced earlier in this report, the Samesbury Aerospace Enterprise Zone benefits from a simplified planning mechanism in the form of a Local Development

Order. The site itself is home to a number of wildlife habitats and species, including ground nesting birds and as a result within the Local Development Order, there is a Planning Condition which requires ecological measures to avoid, to mitigate or to compensate for any likely ecological impacts be submitted to the Local Planning Authorities for approval.

An Ecological Mitigation Statement identifying necessary mitigation and compensation measures was submitted to, and approved by Ribble Valley and South Ribble Borough Councils, in May 2015. The Statement identified the need to provide between 34 and 43 hectares of off-site replacement habitat for ground nesting birds.

Within the Statement, reference was made to sites on Lancashire County Council land at Midgeland Road, Blackpool and Mains House Farm, Preston having potential to provide the required habitat subject to detailed assessment.

Habitat suitable for Lapwing and Skylark is not widespread and has certain key attributes meaning that it cannot be easily located. In identifying potential land, consideration was given to the county council's own land holdings, to sites and schemes managed by the Royal Society for the Protection of Birds and to other landowners through the company Environment Bank.

A total of 8 sites were put forward as having potential to provide off-site mitigation. These sites were assessed by the county council's ecological advisor in terms of their ecological suitability and also considered in terms of cost.

Five of the sites identified by Environment Bank would each cost between £1.3m and £1.5m to purchase and manage and were subsequently found to be ecologically inadequate. The two Lancashire County Council sites at Midgeland Road and Mains House Farm were found to be unsuitable due to air safety concerns in the case of Midgeland Road (objection from Blackpool Airport) and ecologically and financially unsuitable in relation to Main House Farm.

The scheme proposed by the Royal Society for the Protection of Birds, which is at Warton Mires in Carnforth, is the only scheme identified that can be implemented, providing the highest ecological standards of all the schemes considered and is the cheapest deliverable option.

The habitat is circa 35 miles north of the Samlesbury Aerospace Enterprise Zone and is an area of grassland located near the River Keer. It is currently home to a small population of lapwing birds, Cetti's Warbler and Lesser Whitethroat to name a few which can be spotted in the area.

The Royal Society for the Protection of Birds, which has a strong track record in delivering enhanced habitat and bird numbers, has secured a Land Option for 32.64 hectares (80.67 acres) of the site. It is proposed that the county council provides funding up to a maximum of £500,000 from the Phase 1 Infrastructure Works to Royal Society for the Protection of Birds to support the acquisition of the site and for the Royal Society for the Protection of Birds to provide habitat required for ground-nesting birds for a total period of twenty-five years, with the county council entering

into legal agreements with the Royal Society for the Protection of Birds as necessary to enable this to happen.

The next stage of activity at the Samlesbury Aerospace Enterprise Zone is focussed on the production of a Development Appraisal for the site, which will include the identification of additional infrastructure to enable full delivery of the site, plot development and build costs, lease and rental costs and potential Business Rate income.

This will also include work to secure the next planned investment on the Enterprise Zone site which is the establishment of the Advanced Manufacturing Research Centre NW. The Advanced Manufacturing Research Centre NW, which has received a £17.2m funding allocation from Lancashire's £320m Growth Deal programme, will be an applied research centre, providing the tools, technologies and techniques required by Lancashire and North West manufacturing companies to compete in today's global markets. It will be an iconic facility, providing a collaborative environment, incorporating workshops, labs, office, meeting rooms, and shared classroom/conference space in a flexible and reconfigurable environment. The facility will be open by September 2019, with the Advanced Manufacturing Research Centre operating from interim facilities at the University of Central Lancashire from June 2018.

The establishment of the Advanced Manufacturing Research Centre NW has been designed to link with national growth objectives and initiatives, including Enterprise Zones and national Catapult Centres, and will enable Lancashire to develop its industrial capability and capacity through the development of local and national innovation strategies and Enterprise Zone programmes to re-establish Lancashire as a national economic leader in advanced manufacturing, maximising the area's clear competitive strengths and assets in the aerospace, automotive, energy and health science sectors.

The opportunity to establish a North West facility of the Advanced Manufacturing Research Centre also cements Lancashire and Sheffield City Region's cross-boundary collaboration and success in securing national SIA status with Government – a genuine expression of Northern Powerhouse collaborative working.

Finally, the Lancashire Enterprise Partnership is currently developing the necessary website and marketing collateral to promote the Lancashire Advanced Manufacturing and Energy Cluster initiative, including websites for the four individual Enterprise Zone sites and professional marketing collateral. This is anticipated to be launched in late March and is part of this positioning in the marketplace.

Consultations

N/A

Implications

This item has the following implications, as indicated:

Risk management

This report provides an update on the delivery of the Samlesbury Aerospace Enterprise Zone site.

A Cost Plan has been produced for the Phase 1 Infrastructure Works with a maximum sum of £11.133m identified to cover the Works. The costs of the Works are circa £400,000 less than originally anticipated and this can be attributed to more accurate costs having been provided for works already completed or those close to completion. The Cost Plan will be managed to ensure that it does not exceed the identified spend.

A risk register for this scheme will underpin the project team's ability to provide timely and reliable reporting.

Financial Implications

The business rates income generated over 20 years of £13.5m is sufficient to repay the capital and interest with annual payments being made over the 20 years. There is little risk of loss of this income as the units are let to secure tenants.

The Lancashire Enterprise Zone Enterprise and Governance Committee will oversee the future units on the site and will have governance over repayment of this debt to the county council.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

Appendices 'A' & 'B' only - (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.

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

Report of the Head of Service Planning and Environment**Part I**Electoral Division affected:
(All Divisions);**Transport for the North Draft Strategic Transport Plan Public Consultation**

(Appendix 'A' refers)

Contact for further information:

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Executive Summary

Transport for the North is consulting on a draft Strategic Transport Plan for the North of England. The county council has been closely involved with its development to date. This report summarises the key messages set out in the draft plan and the rationale for the county council's proposed response, which is set out in Appendix 'A'. Whilst broadly supportive, the county council has three key strategic concerns:

- 1) With regard to Northern Powerhouse Rail, the council is concerned about inference and presentation in the draft plan. Northern Powerhouse Rail should be more properly set within the wider context of the North's Long Term Rail Strategy, of which it should be part.
- 2) With regard to the Major Road Network, there will need to be a consolidation of views between Transport for the North and the Department for Transport, as it will be self-defeating to have two such networks defined in the North.
- 3) Given the implied absolute priority given to developing Northern Powerhouse Rail throughout the draft plan, the North West to Sheffield City Region corridor study needs progressing immediately and set alongside the ongoing Northern Powerhouse Rail work.

The county council's response also draws Transport for the North's attention to a number of key strategic priorities regarding the Strategic Development Corridors, which the council expects to inform the development of the final plan and to feature prominently therein.

Recommendation

The Cabinet is asked to approve the attached Appendix 'A' as the county council's response to the consultation.

Background and Advice

Transport for the North is a partnership of civic and business leaders from across the North that will become the first statutory Sub-National Transport Body in England from April 2018. Its principal role will be to act as a statutory advisor to the Secretary of State for Transport, with responsibility for setting the objectives and priorities for strategic road and rail in the North. To that end and working with the Department for Transport, Highways England, Network Rail, High Speed 2 Ltd and partner transport authorities, Transport for the North has prepared a Strategic Transport Plan setting out future requirements for the North of England's strategic transport networks. This plan, on which Transport for the North is now consulting formally, will be statutory and will inform future Government investment decisions. The report summarises the key messages set out in the draft plan and the rationale for the county council's proposed response. The deadline for receipt of responses is 17th April 2018.

The county council welcomes the opportunity to comment on the draft Strategic Transport Plan, which is available at <https://transportforthenorth.com/stp/>. As an extant member of Transport for the North with representation on its various member, executive and technical groups, the council has been closely involved with developing the draft plan and associated Long Term Rail Strategy, and therefore able to influence their evolution. However, whilst expressing broad support for the draft plan, the council has three key strategic concerns it wishes to see addressed before final publication. These relate to Northern Powerhouse Rail / Long Term Rail Strategy, the Major Road Network and Strategic Development Corridor priorities.

The focus of the draft Strategic Transport Plan is economic, with significant long-term investment in transport infrastructure seen as essential to support transformational growth across the North. The North is currently underachieving, with the economic value per person 25% below the England average and income per person £7,500 less. Poor transport links and under investment in transport are key factors contributing towards these gaps.

The Northern Powerhouse Independent Economic Review identified four economic strengths in which the North is globally competitive, with each strength strongly represented in Lancashire. These "prime capabilities" are:

- Advanced manufacturing;
- Digital;
- Energy; and
- Health innovation.

Promoting, growing and connecting the "prime capabilities" is expected to deliver higher productivity. They are supported by three "enabling capabilities" - education (particularly higher education), financial and professional services and logistics.

Transport for the North sees its role in supporting economic growth as:

- Connecting people – by creating faster, more reliable transport connections to improve job opportunities, provide access to leisure activities and support tourism;

- Connecting businesses – supporting commerce by improving national and international connections in, out and across the North; and
- Moving goods – by improving links across the North and to ports and airports to enable freight and goods to move more efficiently.

By 2050, with a transformed economy the North could achieve a near £100bn increase in Gross Value Added and create 850,000 additional jobs. Transport for the North is currently undertaking a considerable amount of analytical work to identify the transport infrastructure improvements necessary to deliver this ambition.

To this end, the draft Strategic Transport Plan focuses on four key programmes that could amount to investment of £60-£70 billion over the period from 2020 to 2050:

- **Northern Powerhouse Rail** – rapid, reliable and resilient rail links between six of the North's largest cities (Hull, Leeds, Liverpool, Manchester, Newcastle and Sheffield) and between those cities and Manchester Airport;
- **Long Term Rail Strategy** – a framework for the ongoing development of the North's existing railway into a single cohesive network through investment in lines, stations, services and future franchises to deliver across its five key themes of connectivity, capacity, the customer, supporting communities and cost effectiveness;
- **Major Road Network** – strengthening the road links across the North that are vital for economic growth;
- **Integrated and Smart Travel** – to bring forward a new era of simple and seamless public transport journeys across the North.

The county council understands the rationale for **Northern Powerhouse Rail**, but is concerned about inference and presentation. Enhancing rail connectivity between the North's largest cities will not be a game changer in its own right. Northern Powerhouse Rail should be properly set within the wider context of the Long Term Rail Strategy, of which it should be part. The premise should therefore flow from the analysis underpinning the Long Term Rail Strategy as well as the Independent Economic Review. This collective evidence base needs to demonstrate that the North cannot achieve transformational economic growth simply through upgrading existing rail infrastructure and services alone.

In its current form, Northern Powerhouse Rail will be of little benefit to communities along the West Coast Main Line, including the key growth centres of Preston and Lancaster. The diagram on Page 45 of the draft plan only serves to reinforce a sense of separation and perception that these places add little economic value. Lancashire has one of the largest economies in the North of England, home to over 40,000 businesses employing in excess of 670,000 people. Valued at over £29bn, Lancashire's economy is comparable to or more productive than those of city regions such as Liverpool, Newcastle and Sheffield.

The county council participated in the development of the **Major Road Network** as set out in the draft plan. However, this network is significantly larger than the indicative network included in the recent Department for Transport consultation setting out its own proposals to create a Major Road Network. Clearly, there will need to be a consolidation of views going forward, as it will be self-defeating to have two Major Road Networks defined in the North. The county council considers the

indicative Major Road Network included in the Department's consultation documentation to be a fair reflection of roads within Lancashire that should be included, based on the approach proposed therein.

In addition, Transport for the North has identified seven **Strategic Development Corridors** where it will focus on improving transport infrastructure. These corridors link important prime capability assets and important economic centres currently in need of improved connectivity; four are relevant to Lancashire. Transport for the North considers investment in these corridors as critical to achieving the North's collective ambitions, hence their importance:

- **Central Pennines** – a multi-modal Trans-Pennine corridor linking Lancashire with North Yorkshire and the Leeds City Region;
- **Connecting the Energy Coasts** – a multi-modal Trans-Pennine corridor linking some of the UK's most important energy assets on both the East and West Coasts and covering Lancaster and the Fylde Coast;
- **West and Wales** – a multi-modal corridor extending west from Manchester to North Wales and covering the M58 Corridor in West Lancashire;
- **North West to Sheffield City Region** – a rail focused corridor linking advanced manufacturing centres in Cumbria and Lancashire with those in Greater Manchester and the Sheffield City Region.

The Central Pennines, Connecting the Energy Coasts and West and Wales studies are currently underway and due for completion by the autumn to inform the final Strategic Transport Plan, to be published later this year. There is currently no timescale for commissioning the North West to Sheffield City Region corridor study.

The county council supports the corridors approach set out in the consultation draft, and is particularly pleased with the priority given to taking forward the Central Pennines and Connecting the Energy Coasts corridor studies. However, given the implied absolute priority given to developing Northern Powerhouse Rail throughout the draft plan, the county council wishes to see the North West to Sheffield City Region corridor study progressed immediately and set alongside the ongoing Northern Powerhouse Rail work. This corridor is of strategic importance to Lancashire given ongoing joint work with the Sheffield City Region to develop the Northern Powerhouse Advanced Manufacturing Corridor that anticipated such a corridor study coming forward. As the Cabinet may be aware, this joint working has facilitated key initiatives such as the Advanced Manufacturing Research Centre North West on the Samesbury Aerospace Enterprise Zone.

The county council's response also draws Transport for the North's attention to a number of key strategic priorities within the Strategic Development Corridors, which the council expects to inform the development of the final plan. They reflect Lancashire's strategic priorities for transport investment to support economic growth, development and regeneration as set out in the Lancashire Strategic Transport Prospectus. Given the significance of Lancashire's economy to the Northern Powerhouse, its growth potential and the importance of better connectivity with other parts of the North, the council's expectation is that these priorities will feature prominently therein.

Following this consultation, Transport for the North will update the draft plan in light of responses received. It will be for Transport for the North acting as statutory Sub-national Transport Body for the North to approve and sign-off the final Strategic Transport Plan. As a voting member of Transport for the North, the county council will have the opportunity to participate in that process.

Consultations

Cabinet should be aware that the Transport for Lancashire committee is preparing a response for submission on behalf of the Lancashire Enterprise Partnership, informed by the county council's proposed response and those of Blackburn with Darwen and Blackpool Councils.

Implications:

This item has the following implications, as indicated:

Risk management

If the county council does not submit a response, there is a risk that the council's three key concerns with the draft Strategic Transport Plan will not be addressed.

Financial

There are no financial implications from responding to this consultation.

Legal

There are no legal implications from responding to this consultation.

List of Background Papers

Paper	Date	Contact/Tel
Transport for the North Strategic Transport Plan Draft for public consultation	January 2018	Dave Colbert 01772 534501
Long Term Rail Strategy Draft Update	January 2018	Richard Watts 01772 534582

Reason for inclusion in Part II, if appropriate

N/A

Transport for the North: Consultation on the draft Strategic Transport Plan Response of Lancashire County Council

The county council welcomes the opportunity to comment on the draft Strategic Transport Plan, which the council considers be a significant and positive step towards identifying the transport challenges that the Government and the North collectively will need to address if the North's economy is to be transformed. As an extant member of Transport for the North with representation on its various member, executive and technical groups, the county council has been closely involved with developing the draft plan and associated Long Term Rail Strategy, and therefore able to influence their evolution. However, whilst expressing broad support for the draft plan, the council has three key strategic concerns it wishes to see addressed before final publication. These relate to Northern Powerhouse Rail / Long Term Rail Strategy, the Major Road Network and Strategic Development Corridor priorities.

Northern Powerhouse Rail / Long Term Rail Strategy

The county council understands the rationale for Northern Powerhouse Rail, but is concerned about inference and presentation. Enhancing rail connectivity between the North's largest cities will not be a game changer in its own right. Northern Powerhouse Rail should be properly set within the wider context of the Long Term Rail Strategy, of which it should be part. The premise should therefore flow from the analysis underpinning the Long Term Rail Strategy as well as the Independent Economic Review. This collective evidence base needs to demonstrate that the North cannot achieve transformational economic growth simply through upgrading existing rail infrastructure and services alone.

In its current form, Northern Powerhouse Rail will be of little benefit to communities along the West Coast Main Line, including the key growth centres of Preston and Lancaster. The diagram on Page 45 of the draft plan only serves to reinforce a sense of separation and perception that these places add little economic value. Lancashire has one of the largest economies in the North of England, home to over 40,000 businesses employing in excess of 670,000 people. Valued at over £29bn, Lancashire's economy is comparable to or more productive than those of city regions such as Liverpool, Newcastle and Sheffield.

Major Road Network

The county council participated in the development of the Major Road Network as set out in the draft plan. However, this network is significantly larger than the indicative network included in the recent Department for Transport consultation setting out its own proposals to create a Major Road Network. Clearly, there will need to be a consolidation of views between Transport for the North and the Department going forward, as it will be self-defeating to have two Major Road Networks defined in the North. The county council considers the indicative Major Road Network included in the Department's consultation documentation to be a fair reflection of roads within Lancashire that should be included based on the approach proposed therein.

Strategic Development Corridors

The county council supports the corridors approach set out in the consultation draft, and is particularly pleased with the priority given to taking forward the Central Pennines and Connecting the Energy Coasts corridor studies. However, given the implied absolute priority given to developing Northern Powerhouse Rail throughout the draft plan, the county council wishes to see the North West to Sheffield City Region corridor study progressed immediately and set alongside the ongoing Northern Powerhouse Rail work. This corridor is of strategic importance to Lancashire given ongoing joint work with the Sheffield City Region to develop the Northern Powerhouse Advanced Manufacturing Corridor that anticipated such a corridor study coming forward. Joint working has facilitated key initiatives such as the Advanced Manufacturing Research Centre on the Samlesbury Aerospace Enterprise Zone.

The county council would also draw Transport for the North's attention to a number of key strategic priorities within the corridors the council expects to inform the development of the final plan. They reflect Lancashire's strategic priorities for transport investment to support economic growth, development and regeneration as set out in the Lancashire Strategic Transport Prospectus. Given the significance of Lancashire's economy to the Northern Powerhouse, its growth potential and the importance of better connectivity with other parts of the North, the council's expectation is that these priorities will feature prominently therein.

Central Pennines Strategic Development Corridor

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. Both are of a much lower quality than those further to the south that link Liverpool and Manchester with Leeds, Sheffield and the Humber ports. Note also that there are currently no through train services between East Lancashire and Manchester Airport.

Several long-standing aspirations for improved strategic connectivity in the Central Pennines corridor by both road and rail currently exist and a number of schemes have been considered in the past; however, to date little has been forthcoming. It is therefore not surprising 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.

The M65 represents the key economic corridor of East Lancashire, linking the towns of Blackburn, Accrington, Burnley, Nelson and Colne with the M6 and M61 motorways at Bamber Bridge near Preston. It plays an essential role in the local economy, connecting people and businesses internally as well as providing the primary means of access to the M6, particularly for freight. Almost all existing and future strategic employment site developments in East Lancashire are located in close proximity to the M65 and/or require effective access to and from it.

Unlike most motorways, the M65 is not three lanes throughout its length, with reduced capacity on some sections, particularly between the M61 (Junction 2) and Junction 6 at Whitebirk east of Blackburn. Evidence now suggests that the current level of demand at peak times is causing congestion, exacerbated by the limited capacity, traffic flow composition and the capacity and close proximity of some junctions. The County council would therefore wish to see improvements to this stretch of the M65 in Road Investment Strategy 2 to ensure that the motorway has sufficient capacity to accommodate future economic growth.

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. 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. The county council considers the introduction of the new National Road Fund from April 2020 and associated definition of a Major Road Network represents a genuine opportunity to address the east-west connectivity challenge in the Central Pennines and to resolve these outstanding issues.

The county council acknowledges the commitment in the current Northern franchise to introduce brand new or refurbished diesel trains on the Blackpool North to York service via Preston, Blackburn, Burnley Manchester Road and Leeds as part of the wider 'Northern Connect' network. However, modernisation and electrification of the route would deliver transformational change to city region connectivity across the North and for East Lancashire in particular. The North of England Electrification Task Force report of March 2015 included the full 'Calder Valley' route, including to Burnley and Preston, as a Tier 1 scheme for implementation in Control Period 6 (2019 to 2024). The County council also welcomes the recent announcement by the Secretary of State to fund a feasibility study of the potential to reinstate the railway between Colne and Skipton and looks forward to working closely with the Department for Transport and Transport for the North to take this work forward.

Also in East Lancashire, the importance of strategic transport links into Manchester from the Rossendale Valley needs to be recognised. The M66 is Rossendale's key transport link with the rest of the country, as other road connections are severely constrained by topography and the borough has no station on the national rail network and is remote from it. Very severe congestion now occurs on the M66 during peak periods and increasingly at other times. This affects travel to and from Greater Manchester, particularly for commuters using the express bus services that Transdev operates into Manchester city centre from East Lancashire using purpose-built luxury coaches. Aspirations remain for the reinstatement of a main line rail service between Rawtenstall and Manchester for commuters using existing heritage railway infrastructure.

In West Lancashire, there is a general issue of poor connectivity and network resilience, particularly for east-west travel by road between Southport and the Sefton Coast and the M6. Furthermore, whilst the A59 is the most direct road link between Liverpool and Preston, it is much slower than via the M58 and M6. 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 A59 passes through both Ormskirk and Burscough, with the A570 also passing through Ormskirk town centre and forming the most direct route between Southport and the motorway network. In both communities, issues of road safety, noise, air quality and severance arise from the conflict between through traffic and the needs of the local community. As with Colne, the county council considers the creation of a Major Road Network linked to funding for improvements through the National Road Fund presents an opportunity to address the connectivity challenges associated with the A59 and A570 in West Lancashire.

On the rail network, the most direct route between Liverpool and Preston requires a change of trains at Ormskirk. The service linking Preston with Ormskirk is hourly and operated by poor quality rolling stock, contrasting sharply with the fast and frequent service Merseyrail operates between Ormskirk and Liverpool city centre using electric trains. Electrification with appropriate infrastructure improvements would resolve the majority of current issues with the line and reduce the travel time between Preston and Liverpool. Through services currently travel via Wigan North Western with a journey time of approximately one hour. Refurbished electric trains now operate these services, some of which extend to Liverpool South Parkway for access to/from Liverpool John Lennon Airport. Better interchange between services on the Ormskirk to Preston and Southport to Wigan lines would significantly improve rail connectivity across West Lancashire.

Elsewhere in West Lancashire, Skelmersdale is one of the largest towns in the country without a town centre railway station. The county council is currently working with partners including Network Rail and Merseytravel to develop a proposal for a new rail link and town centre railway station. A new railway station could act as a direct stimulus in terms of employment and housing development, allowing residents of the town to benefit from its proximity to both Liverpool and Manchester city centres.

Connecting the Energy Coasts Strategic Development Corridor

The county council expects the connectivity issues in Lancashire to receive equal consideration to those elsewhere within this SDC geography given the quantum of energy related assets located in the county. There are specific issues with regard to strategic access to and from the northern Fylde Coast, particularly by road. The A585 trunk road, which links the Hillhouse International Business Park Enterprise Zone at Thornton with the M55, is one of the most congested routes in the North West. Hillhouse is a prime location for industrial and commercial development, and is currently home to several multi-national companies engaged in the manufacture of advanced materials and polymers. Whilst the county council is supportive of the commitment in the Government's first Road Investment Strategy (RIS1) to deliver a new, off-line bypass of Little Singleton to reduce the impact of traffic on the local community and remove the bottleneck, the A585 needs to operate as effectively as possible along its entire length between the M55 and Fleetwood.

Further north, the county council and the Lancashire Enterprise Partnership are supporting the development and delivery of the Bailrigg Garden Village near Lancaster, one of the Government's 14 designated garden villages. This requires the reconfiguration of M6 Junction 33, which will also unlock expansion plans at Lancaster University, one of the UK's top teaching and research institutes.

Despite the ongoing investment in the modernisation and electrification of the railway line between Preston and Blackpool, the wider rail network serving the Fylde Coast and Morecambe/Heysham will remain an underutilised asset without further investment in infrastructure and services. There may be opportunities for integration with the Blackpool Tramway, for example, in the South Fylde and the Fleetwood area, complementing committed investment through the Lancashire Growth Deal that will deliver an extension of the tramway from the Promenade to Blackpool North station by mid 2019. Seamless interchange between the rail network and tram system will be achieved for the first time to the benefit of both residents and visitors.

Further north, because of the fragmented rail network around Morecambe Bay and into the southern Lake District, there are limited options for through journeys. Most require a change of train at Lancaster as there are no direct services between Morecambe and Barrow and interchange between Furness Line and Windermere Line services is not possible at Carnforth due to previous rationalisation of track and station infrastructure. Addressing these limited connections could open up opportunities to access jobs around the Energy Coast 'West', particularly in the advanced manufacturing and nuclear sectors, and support tourism and leisure activity given the close proximity of Morecambe Bay and the Lake District and Yorkshire Dales National Parks.

Central Lancashire

Central Lancashire, with the city Preston at its heart, is a transport hub of national significance straddling the Central Pennines, Connecting the Energy Coasts and North West to Sheffield City Region Strategic Development Corridors. It provides most of Lancashire's connections to the West Coast Main Line, the M6 and, in the future, to HS2. The Preston, South Ribble and Lancashire City Deal agreed with the Government in September 2013 is one of the most significant growth agendas in the North, building on the strong economic performance of the area to create over 20,000 net new private sector jobs and deliver 17,000 new homes by 2025, increasing the size of the local economy by £1bn. Lancashire's growth sectors will account for many of these jobs, in particular, the Enterprise Zones at Samlesbury and Warton where EZ activity is forecast to create some 6,000 new jobs. However, Preston's business and financial sector will also expand, with the University of Central Lancashire (the country's fifth largest in terms of student numbers) reconfiguring to place itself at the heart of the city.

The M6 Preston Bypass is the busiest section of motorway in Lancashire and one of the busiest in the North West. It is the critical link in the county's strategic highway network, catering for east-west travel between the Fylde Coast and East Lancashire in addition to travel in the nationally significant north-south corridor. There is also significant interaction with the local highway network during morning and evening peak

periods leading to congestion on the M6 and at a number of interfaces. Even with full delivery of the four road schemes identified in the City Deal, evidence suggests that Preston Bypass will be under pressure by 2026, particularly during peak periods on the section between Junctions 30 and 32 with the M61 and M55 respectively.

Many existing and future commercial and residential development opportunities in Central Lancashire lie close to the M6. The county council would welcome the opportunity to work in partnership with Highways England and Transport for the North to investigate the wider resilience issues facing the SRN in Central Lancashire including potential benefits to the M6 from the establishment and future development of the Preston/South Ribble Western Distributor route. This route, which will link the M55 at a new Junction 2 with the M6/M61/M65 motorways at Cuerden, is central to the City Deal, supporting delivery of a number of strategic housing locations together with the regionally significant Cuerden strategic site. Cuerden, which lies close to the intersection of the M6, M61 and M65 motorways, has the potential to create over 4,500 new jobs locally.

City Deal partners aspire to deliver a new crossing of the River Ribble to connect the South Ribble Western distributor with the Preston Western Distributor, thereby 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. Completion of this route will link together a number of strategic housing locations and major development sites on both sides of the Ribble, including the regionally significant Cuerden Strategic Site, which has the potential to create over 4,500 new jobs locally. Whilst delivery of the City Deal is not predicated on a new crossing, such a scheme has the potential to support significant further economic growth and development across Central Lancashire and its environs beyond the current Local Plan period to 2026. Furthermore, early indications using the traffic model developed as part of the Preston Western Distributor Business Case preparation suggest a new crossing will have a significant positive impact on the Strategic Road Network to the west and north of Preston (the M6 and M55), providing much needed network resilience.

Preston station lies approximately mid-way between Glasgow and London on the West Coast Main Line, and with an estimated 5 million passenger trips annually and a further 1.49 million interchanges, is one of the busiest stations in the North of England and the busiest in the North West outside of Manchester and Liverpool city centres. In addition to West Coast Main Line services to London, Birmingham, Glasgow and Edinburgh, there are also regular direct trains to Manchester city centre, Manchester Airport and Liverpool, and to Leeds in the increasingly important east-west corridor linking Lancashire with North and West Yorkshire. The station provides connections into these services from Blackpool, Blackburn and East Lancashire, Lancaster and the Lake District. It is therefore a critical asset for the city and for Lancashire as a whole, serving as a gateway for an extensive catchment of communities further afield, particularly for connectivity with the West Coast Main Line.

Whilst Preston station has retained its original Victorian fabric, it has received limited/piecemeal investment over several decades, resulting in a poor passenger experience and preventing the station from contributing towards the wider commercial development of the city centre. The station building lacks presence, resulting in poor

first impressions of the city for visitors and poor customer satisfaction. A number of key issues need addressing, both from a rail operating perspective, particularly once HS2 services begin operating in 2026, and from a passenger perspective in terms of access, circulation and safety. With ongoing upgrades to key routes linking Preston with Manchester, Liverpool and Blackpool and the impending introduction of new rolling stock on a number of key services, for passengers, the contrast between the station and on-board experience will quickly become even starker.

In future, Preston station will serve as the access point for High Speed 2 services for a large catchment with a population of over 1.4m people extending across much of Lancashire and South Cumbria and including Barrow, Blackburn, Blackpool, Burnley, Kendal, Lancaster and Windermere. Its transformation into a modern 21st century facility is a key priority for both the county council and the Lancashire Enterprise Partnership.

Freight

The county council welcomes the strong emphasis given to freight transport in the draft STP but requests that further attention be given to the so-called 'last mile' of freight movements. Whilst acknowledging such access is an economic necessity, the STP should take a lead on developing a pan-northern framework for concepts such as freight consolidation centres. These could help to reduce/eliminate the challenges associated with large vehicles in urban areas, particularly in city and town centres where there is an increasing desire to 'place-shape' the built environment in favour of people.

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

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

Electoral Division affected:
(All Divisions);

Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies and Procedures: Non-Residential Care Charging
(Appendices 'A' and 'B')

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Executive Summary

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

A new policy is now presented for approval:

- Non-Residential Care Charging (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 asked to approve the implementation of the Non-Residential Care Charging, as set out at Appendix 'A'.

Background and Advice

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

This phased programme continues with the submission of a new policy, procedures and guidance document:

- Non-Residential Care Charging

Current arrangements

[A new policy framework was approved in March 2016 to ensure compliance with the Care Act.](#)

Summary of Revised Policies and Procedures

A new policy, Non-Residential Care Charging, is now ready for approval by Cabinet.

- Non-Residential Care Charging

At its meeting in November 2017, Cabinet approved a public consultation on a revised Non-Residential Care Charging Policy which complies with the relevant provisions of the Care Act 2014, after which "the policy will be considered for final approval by Cabinet, taking into account the outcome of the consultation and any proposed changes."

The main changes in the revised policy presented to Cabinet in November 2017 were:

- Increasing the proportion of assessed income ("Net Disposable Income") that can be used to help pay for care from 85% to 100%;
- Updating all relevant care cost rates to reflect what providers are now charging the county council instead of using 2011 rates;
- Removing current caps and maximum care charges.

A link to the Cabinet report can be accessed here: <http://council.lancashire.gov.uk/mgAi.aspx?ID=51663>

The changes reflect the true cost of providing these services, bring the county council's charges in line with other local authorities and reflect guidance on charging set out in the Care Act 2014. A copy of the policy is set out at Appendix 'A'.

A public consultation was subsequently conducted between 15 December 2017 and 9 February 2018. In total, 2,677 completed questionnaires were returned, giving a 23% response rate. Approximately three-quarters of respondents (74%) said that they are someone who receives social care support from the county council.

An analysis of consultation responses is set out at Appendix 'B'. The analysis can be summarised as follows:

- Of the proportion of respondents who disagreed with the proposed changes:

- About half of respondents (51%) disagree with the proposal to increase the proportion of people's assessed net disposable income that can be used to help pay for their care from 85% to 100%.
- Three in ten respondents (30%) disagree with the proposal to update care rates to reflect what providers are now charging the county council.
- Two-fifths of respondents (40%) disagree with the proposal to remove the current caps and maximum care charges.
- Respondents' main concerns about the impact of the proposals were that having less money would impact on their quality of life (e.g. will reduce the number of hours of care, other activities or services) and they will have to pay more for their care.
- The consultation did not highlight any significant issues of which the county council was previously unaware.

Under the proposals, as with the current policy, people will only be charged according to their ability to pay for their non-residential care, based on a comprehensive financial assessment.

Based on the consultation analysis, Cabinet is recommended to adopt the revised Non-Residential Care Charging Policy in full from the earliest date following the expiry of the relevant call-in period.

Officers will communicate any approved policy changes to individual users of non-residential care services, and to the general public.

Consultations

The outcome of the public consultation on the revised Non-Residential Care Charging policy is detailed above and set out at Appendix 'B'.

Implications:

This item has the following implications, as indicated:

- Workforce

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

The Care Act and supporting guidance place a series of new duties and responsibilities on the county council in regard to care and support for adults. All revised or new documents have been reviewed and cleared by the county council's legal team before being presented to Cabinet for final approval. All documents will

be publically accessible as part of this process, with the aim of reducing legal challenge and complaints due to a lack of understanding or transparency.

- Equality and Diversity

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

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

Financial

The non-residential care charging policy is estimated to achieve £2m additional income annually. This amount has been built into the Medium Term Financial Strategy reported position and will be monitored as the policy is implemented. There are no changes proposed from the consultation which would affect the proposed policy and the forecast financial outcome from implementation.

The policy is based on ability to pay and, at the service user's request, financial reassessments will be undertaken to safeguard against any eligible changes in service user's financial circumstances.

Risk management

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

Adult Social Care Policies and Procedures

NON-RESIDENTIAL CARE CHARGING POLICY

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

Contents

NON-RESIDENTIAL CARE CHARGING POLICY

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POLICY VERSION CONTROL

POLICY NAME	Non-Residential Care Charging Policy		
Document Description	This policy outlines the county council's principles and procedures regarding contributions made by individuals to their non-residential social care services in line with the Care Act 2014.		
Document Owner 1) Officer, position and contact details	Jackie Mould/Karen Jones/Karen Rogers		
Document Author	Jackie Mould/Karen Jones/Karen Rogers	Date	22 June 2017
Status (Draft/Live/Withdrawn)	Draft	Version	0.2
Last Review Date		Next Review Due date	
Approved by		Position	
Signed		Date Approved	

DOCUMENT CHANGE HISTORY			
Version No	Date	Issues by	Reason for change
0.2	June 2017	Various	Amendments from Finance and Policy, Information and Commissioning.

1. POLICY STATEMENT

The Care Act 2014 allows the county council to charge a contribution for non-residential adult care services following a financial assessment.

Before charging, the county council **must** carry out a financial assessment of what the person can afford to pay and give a written record of the completed assessment to the person, explaining how the assessment has been carried out, what the charge will be and how often it will be made, and, if there is any fluctuation in charges, the reason. The county council should ensure that this information is provided in a manner that the person can easily understand. The county council must regularly reassess a person's ability to pay and take account of any changes to their resources, particularly when there is a change in circumstance or at the request of the individual.

The Care Act 2014 also requires local authorities to develop and maintain a policy setting out how they will charge people in non-residential care settings and, in deciding what it is reasonable to charge, local authorities **must** ensure that they do not charge more than is permitted under the regulations and corresponding guidance.

Individuals are only required to pay what they can afford. Some people will be entitled to financial support based on a means-test while full cost charging will be applied to those who can afford it. Those who are assessed will only ever be charged their maximum assessed charge for means-tested services.

The county council **must not** charge more than the cost incurred in meeting the assessed needs of the person.

The county council must also provide information and advice [LINK] in a suitable format to ensure that individuals (or their representative) are able to understand any contributions they are asked to make [[link to factsheets](#)]. The county council should also make the person or their representative aware of the availability of independent financial information and advice. See Section 5 (p. 16) for more information.

Please note that for *residential care*, Lancashire County Council will calculate contributions towards the cost as laid down by the Care Act 2014. Additional information is available [LINK to Your Guide to Charging for Residential Care Information Sheet 3].

This document details how the county council will conduct a financial assessment and how it will calculate a person's contribution towards the cost of their non-residential care and support.

Therefore to fulfil its duty under sections 14, 17 and 18 of the Care Act 2014, the county council will, working with its statutory, voluntary and private sector partners, comply with the national threshold relating to care and support that is relevant, coherent, timely and sufficient.

The county council will make all reasonable adjustments to ensure that all disabled people have equal access to participate in the eligibility decision in line with the Equality Act 2010.

The geography and population of Lancashire is diverse and our Adult Social Care Policies and practice will aim to deliver services and supports that are representative of the communities in which we work.

The county council will follow the Care Act 2014 and other relevant legislation, policies and guidance to ensure our practice is of high quality and legally compliant. Where our customers or those we come into contact with wish to challenge or raise concerns in regard to our decisions, regarding eligibility the county council's complaints procedures will be made available and accessible.

2. KEY DEFINITIONS AND PRINCIPLES APPLICABLE TO THIS POLICY

2.1 Key Principles

The policy's aim is to provide a fair and consistent charging framework in accordance with guidelines set out by central government. The key principles of this policy are:

- The full cost of services is recovered from individuals where they have the ability to pay, subject to a financial assessment.
- Contributions will be calculated by an individual financial assessment.
- Individual financial assessments will ensure an individual contributes based on their ability to pay.
- The appropriate contribution will be calculated fairly and promptly. In most cases this will mean that financial assessment will be completed within 28 days of the start of the non-residential care package.
- The financial assessment will ensure that an individual will retain their basic Income Support or Pension Credit Guarantee level plus an additional 25% as a minimum. No contribution for services within the financial assessment process will apply where income is equal or lower than this level.
- Individuals will receive a benefits check as part of the financial assessment to maximise their full benefit entitlement.
- Any contribution will not exceed the cost of providing a service.
- Individuals have a right to decline a financial assessment and may instead choose to pay the actual cost of the service.

- Where contributions are not made, debt recovery will be pursued for all outstanding contributions which may be through legal action and/or the use of external agents.
- In all cases, irrespective of setting, employed and self-employed earnings are fully disregarded.
- Where disability benefits are taken into account as income, allowances will be made for disability-related expenses.
- Individuals have a right to appeal if they feel the financial assessment has been completed incorrectly.
- All personal information will be treated in confidence in accordance with data protection legislation. However, as the county council has a duty to protect the public funds it administers, information provided may be shared with other public bodies administering public funds and may also be used for the prevention and detection of fraud or financial abuse.

2.2 To whom does this policy apply?

This policy applies to all adults and young people over 18 who are in receipt of non-residential care and support where Lancashire County Council is entitled to make a charge for a contribution under the Care Act 2014.

The non-residential charging policy relates to people who receive care services such as care at home, day care attendance, direct payments and other services provided or arranged by the county council to the individual whilst they live at home. In the main this policy covers adults and young people over 18 who are receiving non-residential care and support from Lancashire Adult Services. The policy does not cover those young people over 18 who may still receive care and support from Lancashire Children's Services under the Staying Put arrangement, or whom the Local Authority have statutory duties to support under the Children (Leaving Care) Act 2000.

2.3 What services does this policy cover?

Non-residential care services are services provided to adults whilst they are living at home i.e. not living in a residential or nursing care home.

The principal Non-residential services which we charge for are:

- Home Care (care provided in your own home)
- Day Care
- Direct Payments/Personal Budgets
- Supported Living
- Outreach Services
- Shared Lives

Charges are based on the agreed level of service. Individuals who fail to give 3 days' notice to cancel or change their care arrangements will be charged in accordance with the planned service, unless they have been taken into hospital as an emergency.

The non-residential services below are subject to separate policies and dependant on eligibility there may be a charge:

- Transport
- Telecare [LINK]
- Community equipment or minor adaptations

Services included in these lists may be amended, subject to the Care Act 2014, with the agreement of the Cabinet Member for Adult Services and the Directors of Adult Services and Financial Resources.

2.4 What does the county council NOT charge for?

The county council **does not** charge for certain types of care and support which must therefore be arranged free. These are:

- Crisis care for the first 3 days
- Intermediate care, including reablement [LINK], which must be provided free of charge for up to six weeks.
- Day care when it forms part of an individual's residential care contract.
- Community equipment (aids and minor adaptations). Aids must be provided free of charge whether provided to meet or prevent/delay needs. A minor adaptation is one costing £1,000 or less.
- Care and support provided to people with Creutzfeldt-Jacob Disease (CJD)
- After-care services provided under section 117 of the Mental Health Act 1983
- Any service or part of service which the NHS is under a duty to provide. This includes Continuing Healthcare and the NHS contribution to Registered Nursing Care
- More broadly, any services which a local authority is under a duty to provide through other legislation may not be charged for under the Care Act 2014
- Assessment of needs and care planning may also not be charged for, since these processes do not constitute 'meeting needs'.
- Prisoners' care

2.5 Establishing capacity [*link to PPGs on Care Act/Mental Health/Mental Capacity Advocacy*]

At the time of the assessment of care and support needs [LINK], the county council must establish whether the person has the capacity to take part in the assessment. If the person lacks capacity, the county council must find out if the person has any of the following as the appropriate person will need to be involved in both the needs and financial assessment:

- enduring power of attorney (EPA)
- lasting power of attorney (LPA) for property and affairs
- property and affairs deputyship under the Court of Protection

- any other person dealing with that person's affairs (for example, someone who has been given [appointeeship](#) by the Department for Work and Pensions (DWP) for the purpose of benefits payments).

3. PROCEDURES

3.1 The financial assessment process

The financial assessment team are automatically notified whenever chargeable services are arranged by the county council. The team will contact the individual or representative to arrange for a financial assessment officer to complete a financial assessment. The financial assessment officer will obtain information regarding the individual's income, savings, investments, expenses and expenditure, which may be verified with the Department of Works and Pensions. This information is then used to calculate how much the individual has to contribute towards the cost of the care provided to them.

As part of the financial assessment the financial assessment officer will complete a benefit check to ensure that the individual is receiving their full entitlement to benefits. If they think the individual may be entitled to benefits not currently in payment the financial assessment officer will telephone the Department of Work and Pensions (DWP). For certain benefits such as Pension Credit or Carers Allowance details are taken over the phone and a decision whether to award is made instantly. Otherwise DWP will issue a claim form directly to the individual. The DWP Visiting Officer's Team are able to visit and assist in completing the form.

Where it is identified that an individual is entitled to a benefit that is not being currently claimed, and where an application has already been completed, the financial assessment officer will assume that the benefit in question will be paid and will include it in the financial assessment

In certain circumstances a **light-touch financial assessment** may be completed. In the main this may happen:

- Where a person has significant financial resources, and does not wish to undergo a full financial assessment for personal reasons, but wishes nonetheless to access local authority support in meeting their needs.
- Where the charge for a particular service is a small or nominal amount (for example, for subsidised services) which a person is clearly able to meet and would clearly leave them with the relevant minimum income, and carrying out a financial assessment would be disproportionate.
- When an individual is in receipt of benefits which demonstrate that they would not be able to contribute towards their care and support costs. This might include income from Jobseeker's Allowance.

Where a light touch assessment is completed the person has the right to request a full financial assessment should they so wish.

3.2 Calculating the contribution

The financial assessment process will be based on the definitions within the Care Act 2014.

Capital

An individual's capital can include any of the following:

(This list contains examples and is not exhaustive. For a complete list please refer to the [Care Act 2014 Annex B: Treatment of Capital](#))

- Money in bank and building society accounts
- Investment Bonds(dependant on type and date purchased)
- Stocks and shares (less 10% selling cost)
- Premium Bonds
- National Savings Certificates
- Capital from certain personal injury compensation awards and trust funds

Where an individual's capital is below £14,250 it will be disregarded for financial assessment purposes.

Where an individual's capital is between £14,250 and £23,250 it will be taken into account with in the financial assessment. £1.00 for every £250 of capital held between £14,250 and £23,250 will be added to the individual's weekly income.

Where an individual's capital (excluding the value of their main home) exceeds the upper capital limit of £23,250 as specified with in the Care Act 2014, they will be required to pay the maximum charge for services.

- The maximum charge for home care and supported living services is the actual cost of services paid by Lancashire County Council.
- The maximum charge for day care services is the actual cost of the day care service paid by Lancashire County Council.
- For individuals in receipt of a personal budget/direct payments, the value of their personal budget is the maximum amount they would contribute.

Income

All individuals are offered the opportunity to have a full financial assessment to calculate their contribution. It is the individual's responsibility to provide all the relevant information requested in order to complete their assessment and failure to satisfy the financial assessment officer will result in the maximum contribution being applied.

Not all types of income are taken into account within the financial assessment process.

Types of income that are taken into account are as follows:

(This list contains examples and is not exhaustive. For a complete list please refer to the [Care Act 2014 Annex C: Treatment of Income](#))

- Income Support
- State retirement pension
- Occupational and Private Pensions
- Job seekers allowance
- Attendance Allowance
- Bereavement Allowance
- Carers Allowance
- Disability Living Allowance (DLA) (Care Component)
- Employment and Support Allowance or the benefits this replaces such as Severe Disablement Allowance and Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Maternity Allowance
- Pension Credit
- Personal Independence Payment (Daily Living Component)
- Universal Credit
- Working tax credit

Types of Income that are not taken into account are as follows:

(This list contains examples and is not exhaustive. For a complete list please refer to the [Care Act 2014 Annex C: Treatment of Income](#))

- Employment earnings
- Child Benefit and Child Support Payments
- Child Tax Credit
- Disability Living Allowance (Mobility Component)
- Armed Forces Independence Payments and Mobility Supplement
- Christmas Bonus
- Discretionary Trusts
- Gallantry Awards
- Guardians Allowance
- Income in Kind
- Income frozen abroad
- Housing and Council Tax Benefits
- War widows and widowers special payments
- Savings Credit disregards
- Resettlement benefit
- Personal Injury Trust
- Victoria or George Cross payments
- Training Expenses

As per current Department of Health (DoH) guidance, the financial assessment will ensure that the individual retains a basic level of income equivalent to the Income Support or Pension Guarantee Level rates plus an additional 25%, which is disregarded within the assessment calculations.

The basic level of Income Support or Pension Guarantee Level is retained by the individual to ensure that the individual is able to meet their basic living costs.

Basic living costs include the following:

- Food
- Clothes
- Utility bills such as gas, electricity and telephones including mobiles
- Transport costs
- Basic TV costs

Household costs/bills

To ensure an individual can pay their essential household costs, the following expenses are disregarded from the financial assessment:

- Council Tax (less any rebate of benefit entitlement)
- House Insurance (buildings and/or contents)
- Mortgage payments (less any housing benefit)
- Mortgage Protection Insurance
- Rent (less any housing benefit)
- Water Rates or other Water charges
- Chemical Waste Removal

If more than one adult lives in the household, the weekly household costs will be divided by the number of adults (persons over 18). Everyday living costs will not be disregarded as these are considered to be covered under the basic level of income support. Further costs for which an allowance will not be made include:

- Routine property maintenance
- Window cleaning
- Routine replacement of existing household fixtures and fittings
- Spectacles
- Dental expenses
- Privately purchased surgery

Other financial Agreements

Other ongoing financial arrangements including those listed below may be disregarded on an individual basis

- County Court Judgements (CCJ),
- Individual Voluntary Arrangements (IVA)
- Debt Management Plans (DMP)

Disability Related Expenses (DRE's)

Disability related expenditure is considered as a reasonable additional expense that an individual incurs due to illness or disability.

If an individual is in receipt of disability benefits, and unless the individual states otherwise, a standard allowance of £10.00 per week will be made.

If an individual wishes they can have a detailed evaluation of their DRE's, instead of accepting the standard £10.00 per week allowance. This will require the provision of supporting documentation (such as receipts and invoices). The relevant expenses must be directly and solely attributable to the individual's disability or illness, and specifically to social care needs, as opposed to medical care needs.

Where receipts and other supporting information are not available at the time of the financial assessment visit, a period of 28 days will be allowed for these to be provided. If they are supplied during this period the financial assessment will be recalculated from the date of the original visit. If they are received outside the 28 day period they will only be taken into account from the date of receipt.

Claims for Disability Related Expenditure where the payment is made to family members will not be accepted other than in exceptional circumstances

If a detailed evaluation of DRE's is carried out, the resulting allowance made may be higher or lower than the standard £10.00 per week allowance offered originally; in either case the allowance subsequently calculated will be applied to the financial assessment, not the standard £10.00 allowance. Please note any allowance made for DREs, following a detailed evaluation, will not exceed the total value of disability-related benefits awarded.

Examples of disability related expenses that can be included are as follows:

This list contains examples and is not exhaustive, any reasonable additional costs directly related to a person's disability should be included.

- Extra heating costs
- Payment of privately arranged care necessary to meet the assessed social care needs, which would form part of the commissioned package of care if they were not provided privately.
- Excessive laundry costs and specialist washing powders
- Purchase, maintenance and repair of disability related equipment
- Payment for any community alarm
- Additional costs of special dietary needs due to illness or disability
- Specialist clothing or footwear
- Additional costs of bedding due to incontinence
- Transport costs necessitated by illness or disability, including costs of transport to day centres, over and above the mobility component of DLA. In some cases, it may be reasonable for the county council not to take account of claimed transport costs – if, for example, a suitable, cheaper form of transport (e.g. council-provided transport to day centres) is available but has not been used.

Financial Assessment Calculation

The basic principle of the financial assessment calculation is:

Individual Income
Less
Income Support or Pension Credit level +25% Buffer
Less
Housing Costs and Expenses
Less
Disability Related Expenses
Equals
Net Disposable Income
(Available Income for contribution)

The individual will be asked to contribute 100% of the Net Disposable Income (NDI).

The actual contribution will be the lower of either the individuals 100% of NDI or the actual cost of the service provided.

Individuals assessed as having a net disposable income of less than £5.00 will not have to contribute towards the cost of the service.

3.4 Couples

A couple is defined as two people living together as spouses or as partners.

The county council is required to financially assess each individual, based on their own income, savings and investments. This is known as a 'single assessment'.

However, if a service user is considered to be part of a couple the county council may financially assess the couple's combined income, savings and investments to ensure the couple's minimum level of income is protected. This is referred to as a 'couple's assessment'.

To enable the couple's assessment to be completed the financial assessor will need to gather all financial information in relation to both the service user and their partner/spouse. The financial assessor will undertake a benefit maximisation check for the couple.

If a service user has savings or investments held jointly with another person, it is assumed that 50% belongs to the service user, unless proven otherwise. This amount will be included as appropriate in their individual assessment.

Savings and investments belonging to both partners/spouses will be included in full as appropriate in the couple's financial assessment.

Where both partners/spouses are service users they will each receive an individual and a couple's financial assessment. Once the 'single' and 'couples' assessments have been completed the lower of these two assessed charges will apply.

3.5 Deprivation

Deprivation as described in the Care Act 2014 is an attempt to avoid charges by removing assets or capital from an individual's ownership in order for them not to be included in the financial assessment. A separate sheet entitled Deprivation Policy and How to Appeal Information Sheet 6 is available [[LINK](#)].

We will consider deprivation of capital if:

- The individual ceases to possess capital which would otherwise have been taken into account for the purpose of assessing their contribution towards their care services, i.e. an individual transfers a sum of money to another individual as a gift or the beneficiary of an insurance policy is changed so that the monies are not available to the individual

Where deprivation is established the county council will treat the individual as still possessing the capital asset.

3.6 Meals and additional Day Care costs

There are charges for meals provided to individuals at day centres. This is in addition to any assessed charge.

Charges for other refreshments provided and any activities arranged as part of an individual's attendance at day care are also in addition to the assessed charge.

Meals provided to an individual in their own home will be charged the full cost of the meal and the individual will pay the meal provider directly.

3.7 Changes in an individual's financial circumstances.

Individuals or their representatives must notify the county council of any changes to their financial circumstances as these can affect their financial assessment.

When an individual's total savings and investments drop below £23,250 they should contact the financial assessment team and request a financial reassessment.

If an individual's total savings increase above £23,250 they must notify the financial assessment team to arrange a reassessment.

An increase or decrease in service may change an individual's contribution as would a change in the type of service, for example changing from day care to home care.

Where individuals fail to provide information following requests, contributions will be calculated at the maximum cost from the date of the request.

Where appropriate we may automatically reassess contributions based on changes that we become aware of through policy changes, Department of Works and Pensions or regulation changes (e.g., annual increases to standard benefit payments, State Retirement Pension or service cost increases). Where appropriate this might be a standard % increase to all individuals' income. In instances where a

% increase is applied to income, a % increase may also be applied to any expense that is included in the assessment.

3.8 Contribution start date

Contributions start from the day that the service commences. If care ceases prior to a financial assessment being completed the following will apply.

- Within one week of the care start date the individual will not be charged.
- After one week but up to 4 weeks a light touch assessment will be completed to calculate the contribution due, utilising benefit / pension information as verified by the DWP.

3.9 Cancellation or changes to services

When the county council arranges services on behalf of an individual, seven days' notice of any changes to that service must be given to the service provider, otherwise the original service must be paid for.

3.10 Payment of contributions

The preferred method of payment for assessed charges is by Direct Debit. The direct debit will be collected on a four weekly basis, in arrears. The financial assessment officer will ensure the direct debit mandate is signed at the point of assessment.

Only in circumstances where the individual is not able to pay by direct debit will the individual be invoiced for their contributions every 4 weeks in arrears.

Individuals in receipt of direct payments will receive their payments net of their contribution.

3.11 Non-payment of contributions

It is the responsibility of the county council to collect monies due, and to ensure debts do not accrue. Where an individual fails to make a payment for the assessed contribution, action will be taken in accordance with the county council's Income and Debt Management Policy [LINK]. Recovery of all outstanding contributions will be pursued by the Debt Management Team.

Initially the collector will contact the individual or their representative to establish reason for non-payment. Where there is a justifiable reason for non-payment the collector will work with the individual or representative to ensure payment is received.

Refusal to pay debts or to cooperate with the collector may result in the debt being pursued through legal action or through the use of external agencies.

3.12 Appeals

Where an individual feels that they cannot afford to pay the assessed charge, or the financial assessment has been completed incorrectly, or that the assessment has not taken all relevant expenses fully into account and will cause them financial hardship, they can appeal and request a review of the charge.

The appeals procedure is not intended for individuals to express their dissatisfaction with any aspect of the Charging Policy. Only those cases, which are supported by relevant documentary evidence, will be dealt with under the Appeals Procedure.

The Appeals Procedure is designed to:

- Consider exceptional circumstances not acknowledged in the standard assessment process
- Ensure correction of omissions or calculation errors made in the original assessment

If an individual wishes to appeal, they must do so in the first instance to:

The Financial Assessment, Review and Direct Payments Service Manager,
Lancashire County Council,
PO Box 100,
County Hall
Preston,
PR1 0LD

If the individual is unhappy with the appeal response from the Financial Assessment and Direct Payment Service Manager then they can write to the:

Adults Social Care Finance Appeals Panel
Lancashire County Council,
PO Box 100,
County Hall
Preston,
PR1 0LD

Or email the appeal to appeals.panel@lancashire.gov.uk

If the individual is not happy with the decision of the appeals panel, they may complain to Lancashire County Council, via the strategic customer quality team, by writing to:

Social Care Customer Feedback
FREEPOST RTJY-HACZ-LGLS
PO Box 1349
County Hall
PRESTON
PR2 0TX

Or email the complaint to asc.complaints@lancashire.gov.uk

The individual should continue to pay all invoices issued until the appeal is resolved. Once resolved if the individual has made any overpayment, a full refund will be made.

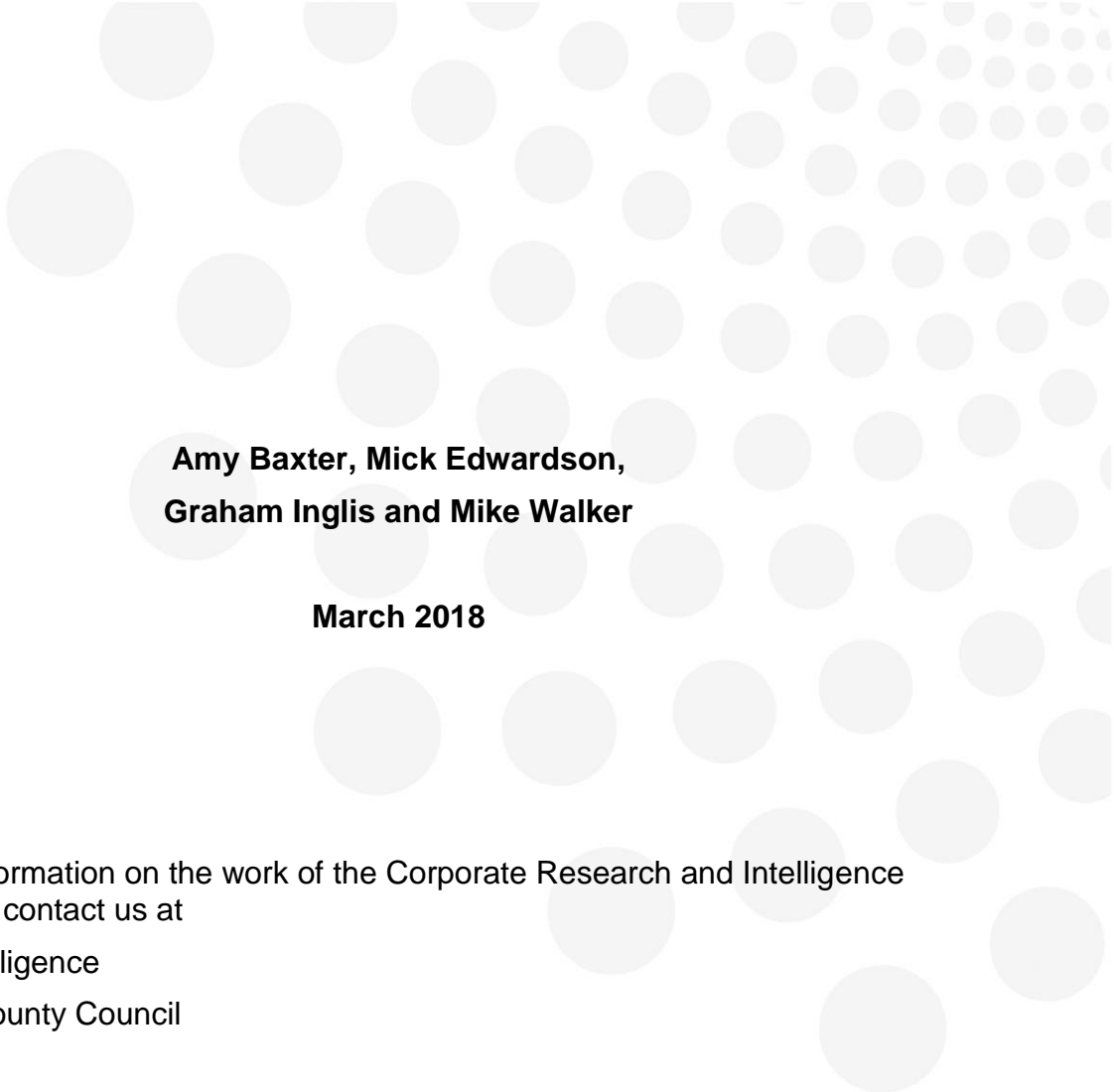
4. DOCUMENT HISTORY

RELATED DOCUMENTS	
OTHER RELATED DOCUMENTS	<p>Additional information and guidance regarding charging for Adult Social Care is available in a series of regularly updated Information Sheets as follows:</p> <p>Information Sheet 1 – Charges and Rates Payable, Information on charges and rates payable for Adult Social Care</p> <p>Information Sheet 2 – Your Guide to Charging for Non Residential Care and Support</p> <p>Information Sheet 3 – Your Guide to Charging for Residential Care</p> <p>Information Sheet 4 – What is the Deferred Payments Scheme?</p> <p>Information Sheet 5 – Deprivation of Capital and Assets, policy and appeals process</p> <p>Information Sheet 6 – Funding your care and support needs, Independent Financial Advice</p> <p>Further information is available in Policies, Procedures and Guidance documents, including: [ADD LINKS]</p> <p>Eligibility Criteria PPG</p> <p>Ordinary Residence PPG.</p> <p>Care Act Independent Advocacy PPG</p> <p>Independent Mental Capacity and Mental Health Advocacy PPG</p> <p>Telecare PPG</p> <p>Assessment of Needs PPG</p> <p>Care and Support Planning PPG</p> <p>Review of Care and Support Plans PPG</p>
LEGISLATION OR OTHER STATUTORY REGULATIONS	<ul style="list-style-type: none"> • Care and support statutory guidance (June 2017) • Annex B: Treatment of capital • Annex C: Treatment of income • Annex D: Recovery of debts • Annex E: Deprivation of assets

5. EQUALITY IMPACT ASSESSMENT

Proposed care charging policy for non-residential adult social care services

Consultation report



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March 2018

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1. Executive Summary

This report summarises the responses to Lancashire County Council's consultation on the proposed care charging policy for non-residential adult social care services.

For the consultation, paper questionnaires were posted to 11,604 service users who use non-residential adult social care services. An easy-read version of the questionnaire was sent to any service user who request one. The consultation questionnaire was also available online at www.lancashire.gov.uk.

The fieldwork ran for eight weeks between the 15 December 2017 and 9 February 2018. In total, 2,677 completed questionnaires were returned (2,593 paper questionnaire responses - including 26 easy-read questionnaires - and 84 online questionnaire responses), giving a 23% response rate. One response was also received from a provider.

1.1 Key findings

- About three-quarters of respondents (74%) said that they are someone who gets social care support from the county council. About a fifth of respondents (22%) said that they are a parent or carer of someone who gets social care support from the county council. And about one in seven respondents (14%) said that they are a relative or friend of someone who gets social care support from the county council.
- About one in ten respondents (12%) said that they currently pay all the costs towards their care services or support. Over two-fifths of respondents (43%) said that they currently pay some of the costs towards their care services or support. About two-fifths (39%) of respondents said that they don't currently pay any of the costs towards their care services or support.
- About a third of respondents (32%) said that they agree¹ with the key principles of the proposed care charging policy for non-residential adult social care services. And about a third of respondents (32%) said that they disagree² with the principles of the proposed care charging policy for non-residential adult social care services.
- Of the respondents who disagree with the key principles of the proposed care charging policy for non-residential adult social care services, about a fifth (22%) said that having less money will impact on their quality of life because they will be able to afford less hours of care, or other activities and services that they rely on, about one in six respondents (17%) said that they disagree with paying for care, and about one in six respondents (16%) said that they disagree because they will have to pay more for care.
- About a fifth of respondents (18%) agree³ with the proposal to increase the proportion of people's assessed net disposable income that can be used to help pay for their care from 85% to 100%. However, about half of respondents (51%) disagree⁴ with the proposal.

¹ Either 'strongly agree' or 'tend to agree'

² Either 'strongly disagree' or 'tend to disagree'

³ Either 'strongly agree' or 'tend to agree'

⁴ Either 'strongly disagree' or 'tend to disagree'

- Just less than two-fifths of respondents (37%) agree⁵ with the proposal to update all the care cost rates to reflect what providers are now charging the county council. However, three in ten respondents (30%) disagree⁶ with the proposal.
- About a fifth of respondents (19%) agree⁷ with the proposal to remove the current caps and maximum care charges. However, two-fifths of respondents (40%) disagree⁸ with the proposal.
- Of the respondents who did responded to the question about what impact they thought that these proposals would have on them, three in ten (30%) said that they thought having less money will impact on their quality of life because they will be able to afford less hours of care, or other activities and services that they rely on. About a quarter of respondents who answered this question (26%) said that they thought that they would have to pay more.
- When asked to provide any other comments about the proposals, the most common comment was again that respondents thought having less money will impact on their quality of life because they will be able to afford less hours of care, or other activities and services that they rely on (16%).

⁵ Either 'strongly agree' or 'tend to agree'

⁶ Either 'strongly disagree' or 'tend to disagree'

⁷ Either 'strongly agree' or 'tend to agree'

⁸ Either 'strongly disagree' or 'tend to disagree'

2. Introduction

Non-residential care services support people with disabilities and elderly people to live as independently as possible in their community. These services include: home care, outreach services, day care, direct payment and personal budget services, supported living, and the Shared Lives Scheme.

Lancashire County Council last reviewed the way it charges for non-residential care services in 2011. Since then, costs have risen more than 14%. Revising the charging policy for all non-residential care services will help to ensure the county council can cover the costs of providing them in the future.

People are only charged for non-residential care according to their assessed ability to pay and currently more than 51% of people receiving non-residential adult care services do not have to pay. Under the proposal, some people would pay more for their care, but most people would not see a significant increase in care costs. Of the 5,694 people paying for non-residential care services, 92% will see an increase in care charges of less than £20 per week. For more than 4,000 people, this increase would be less than £10 a week.

Lancashire County Council wishes to develop a fair and consistent approach to charging for care. The key principles of the proposed care charging policy for non-residential adult social care services are that people will only contribute towards, or pay the full cost of, their non-residential adult social care if, subject to financial assessment, it is established they can afford to pay. The amount someone who receives Adult Social Care will pay will not be more than the cost of providing the service and will be limited so that they are always left with enough to pay for everyday living costs. This is known as the 'minimum income guarantee' and is currently set by Government at the Income Support level, or Pension Credit Guarantee level, plus an additional 25%.

3. Methodology

For the consultation, paper questionnaires were posted to people receiving non-residential adult social care services. An easy-read version of the questionnaire was sent to any service user who requested one. The consultation questionnaire was also available online at www.lancashire.gov.uk.

The fieldwork ran for eight weeks between the 15 December 2017 and 9 February 2018. In total, 2,677 completed questionnaires were returned (2,593 paper questionnaire responses - including 26 easy-read questionnaires - and 84 online questionnaire responses), giving a 23% response rate. One response was also received from a provider.

The main section of the questionnaire consisted of seven questions. The remainder of the questionnaire asked for information about the respondents. For example, if they are a service user or a carer/relative/friend of a service, and if they pay towards their care services or support. The main section of the questionnaire was split into five topics: key principles for the proposed care charging policy; calculating how

much people may need to pay; increased proportion of assessed net disposable income; updated care cost rates; and removal of the maximum care charges and caps. For each topic the questionnaire outlined the proposal and then asked respondents how strongly they agree or disagree with the proposal. Respondents could also explain their views on the proposals further by responding to the three open questions in the questionnaire.

In this report respondents' responses to the open questions have been classified against a coding frame to quantify the qualitative data. Coding is the process of combining the issues, themes and ideas in qualitative open responses into a set of codes. The codes are given meaningful names that relate to the issue, so that during close reading of responses it can be seen when similar issues relate to a similar code. As the analysis process continues the coding frame is added to and refined as new issues are raised by respondents. All responses to open questions are then coded against the coding frame, and can be subsequently analysed as quantitative data.

The questions in the easy-read version of the questionnaire covered the same overall issues as the non-easy-read version. However, to keep the focus of the questionnaire on the key priorities and to ensure the questionnaire wasn't overly long the section about the key principles was not included in the easy-read questionnaire. The questions in the easy-read questionnaire were also rephrased and had fewer response options. Because of these differences and because the number of easy-read responses only totalled 26, the easy-read responses have not been combined with the responses to the non-easy-read version and included in the main body of this report. Instead the results, which are in-line with the findings of the non-easy-read questionnaire, are presented in section 4.7.

3.1 Limitations

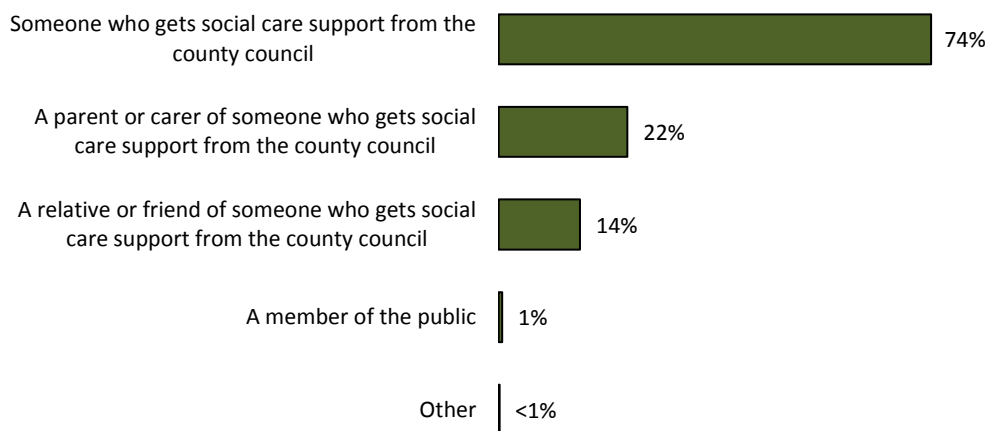
In charts or tables where responses do not add up to 100%, this is due to multiple responses or computer rounding.

4. Main findings

Respondents were first asked if they are someone who gets social care support from the county council, if they are a carer/parent/relative/friend of someone who gets social care support from the county council, or if they are someone else.

About three-quarters of respondents (74%) said that they are someone who gets social care support from the county council. About a fifth of respondents (22%) said that they are a parent or carer of someone who gets social care support from the county council. And about one in seven respondents (14%) said that they are a relative or friend of someone who gets social care support from the county council.

Chart 1 - Are you...?

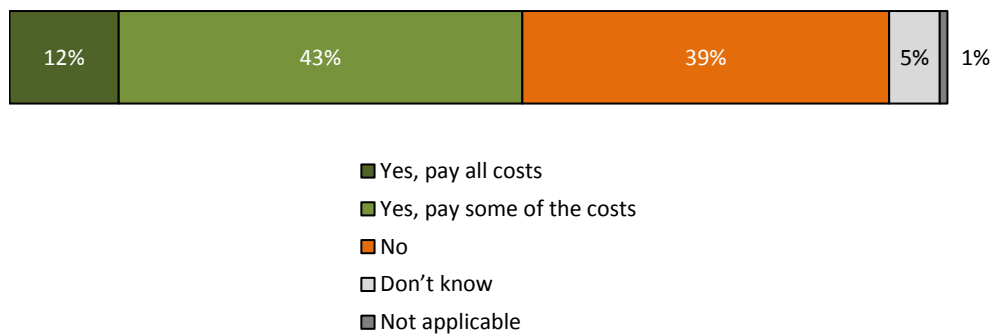


Base: all respondents (2,537)

Respondents were asked whether they currently pay towards their care services or support.

About one in ten respondents (12%) said that they currently pay all the costs towards their care services or support. Over two-fifths of respondents (43%) said that they currently pay some of the costs towards their care services or support. About two-fifths (39%) of respondents said that they don't currently pay any of the costs towards their care services or support.

Chart 2 - Do you currently pay towards your care services or support?



Base: all respondents (2,537)

4.1 Key principles for the proposed care charging policy

Respondents were then presented with the following information.

"Lancashire County Council wishes to develop a fair and consistent approach to charging for care. The key principles of the proposed care charging policy for non-residential adult social care services are outlined below.

People will only contribute towards, or pay the full cost of, their non-residential adult social care if, subject to a financial assessment, it is established they can afford to pay. The amount someone who receives Adult Social Care will pay will not be more than the cost of providing the service and will be limited so that they are always left with enough to pay for everyday living costs. This is known as the 'minimum income guarantee' and is currently set by Government at the Income Support level, or Pension Credit Guarantee level, plus an additional 25%.

Financial assessment

The amount people may pay will be calculated by a comprehensive financial assessment which will

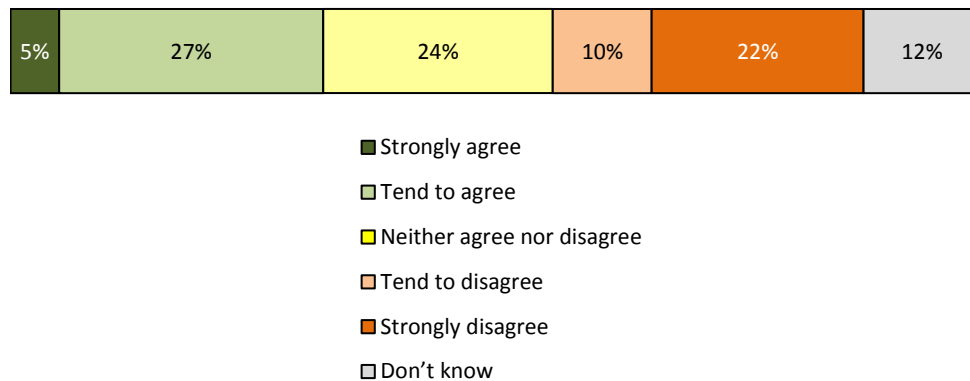
- consider a person's individual needs and circumstances when determining how much they can pay, but will avoid different rules for different groups of people
- not include earnings from employment, including self-employment
- make allowances for disability-related expenses which will be calculated in a way that is as simple and reasonable as possible
- ensure that all expenditure taken account of when determining an individual's ability to pay is both genuine and accurate
- include a benefits check to maximise people's full benefit entitlement
- in most cases, be completed within 28 days
- be regularly reviewed and, where appropriate, re-assessed

People will have a right to decline a financial assessment and may instead choose to pay the actual cost of the service. People will also have a right to appeal if they feel the financial assessment has been completed incorrectly."

Respondents were then asked how strongly they agreed or disagreed with the key principles of the proposed care charging policy for non-residential adult social care services.

About a third of respondents (32%) said that they agree⁹ with the key principles of the proposed care charging policy for non-residential adult social care services. And about a third of respondents (32%) said that they disagree¹⁰ with the principles of the proposed care charging policy for non-residential adult social care services.

Chart 3 - Overall, how strongly do you agree or disagree with the key principles of the proposed care charging policy for non-residential adult social care services?



Base: all respondents (2,574)

Respondents who pay all costs for their non-residential care are more likely to agree with the key principles of the proposed care charging policy for non-residential adult social care services than respondents who pay some or none of the costs (44%, 35% and 27% agree respectively).

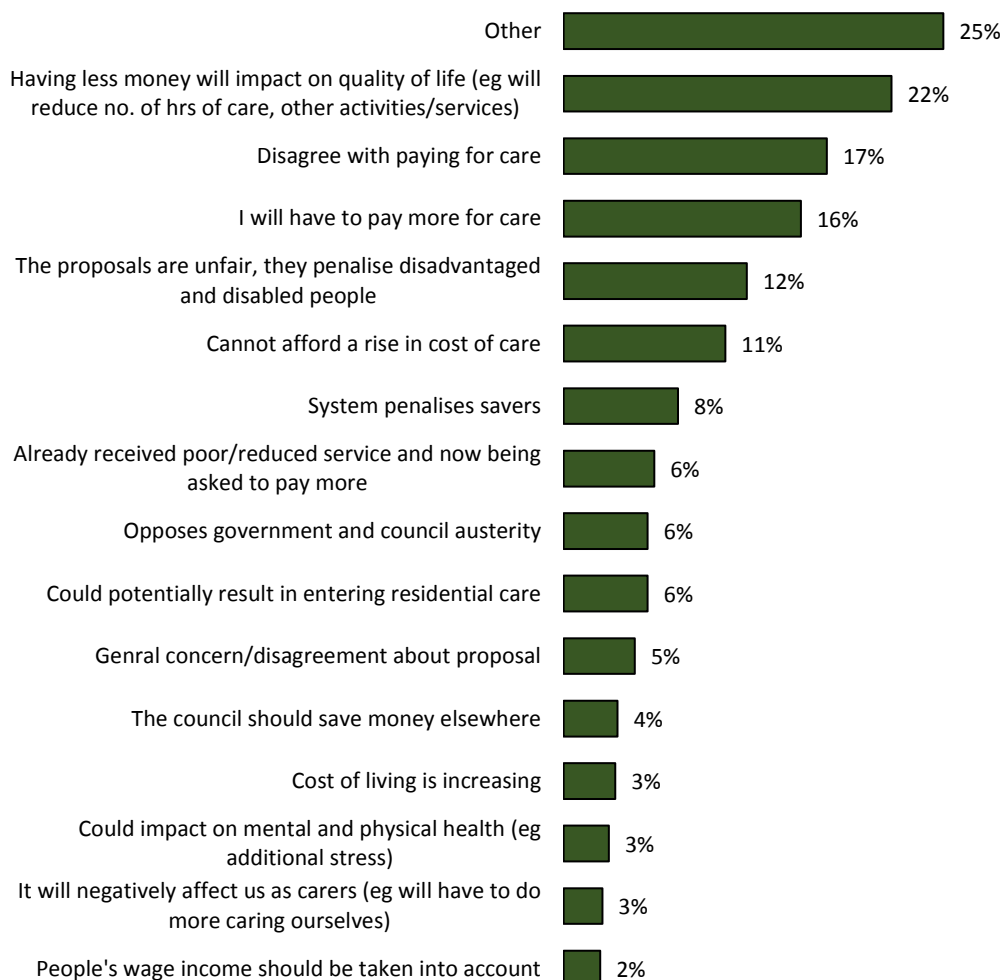
⁹ Either 'strongly agree' or 'tend to agree'

¹⁰ Either 'strongly disagree' or 'tend to disagree'

Respondents who disagree with key principles of the proposed care charging policy for non-residential adult social care services were then asked why they disagree.

Of these respondents, a quarter (25%) said something that wasn't suitable for coding or wasn't repeated by enough respondents to justify its own code. About a fifth of these respondents (22%) said that having less money will impact on their quality of life because they will be able to afford less hours of care, or other activities and services that they rely on, about one in six respondents (17%) said that they disagree with paying for care, and about one in six respondents (16%) said that they disagree because they will have to pay more for care.

Chart 4 - If you disagree please tell us why.



Base: respondents who disagree with the key principals of the proposed care charging policy (704)

Respondents who pay all their care costs and who disagree with the key principals of the proposed care charging policy for non-residential adult social care were more likely to say that they disagree because people with savings are being penalised (32%) and that they disagree with paying for care (25%) than respondents who don't pay towards their care costs (people with savings are being penalised, 2%; disagree with paying for care, 15%).

4.2 Increased proportion of assessed net disposable income

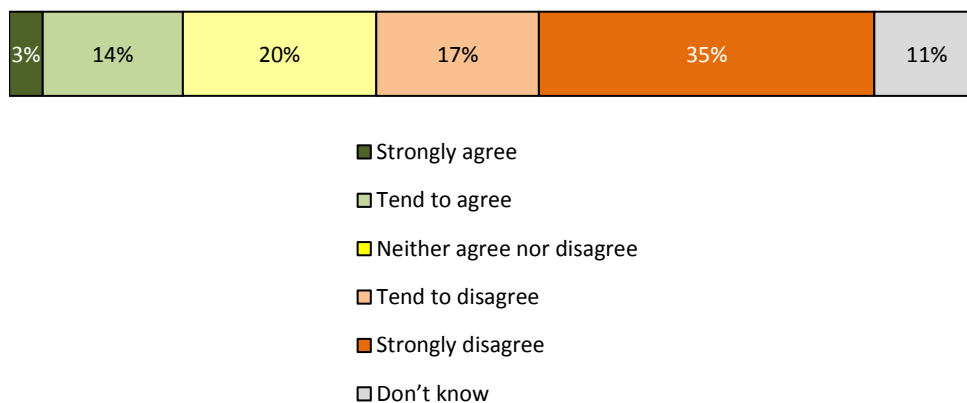
Respondents were presented with the following information.

"The amount individuals may be asked to contribute toward their care is based on a comprehensive financial assessment which takes into account people's individual circumstances and their ability to pay. A financial assessment will identify the level of income that can be used to help pay for their care. This is called "Net Disposable Income" or NDI. Many local authorities already seek higher proportions of NDI than the 85% currently charged by the county council. Given the current financial pressures being faced by the county council, particularly in relation to the increasing demand for social care services, it is proposed that the proportion of NDI sought as a contribution towards costs should be increased to 100%."

Respondents were then asked how strongly they agreed or disagreed with the proposal to increase the proportion of people's assessed net disposable income that can be used to help to pay for their care from 85% to 100%.

About a fifth of respondents (18%) agree¹¹ with the proposal to increase the proportion of people's assessed net disposable income that can be used to help pay for their care from 85% to 100%. However, about half of respondents (51%) disagree¹² with the proposal.

Chart 5 - How strongly do you agree or disagree with the proposal to increase the proportion of people's assessed net disposable income that can be used to help pay for their care from 85% to 100%?



Base: all respondents (2,541)

¹¹ Either 'strongly agree' or 'tend to agree'

¹² Either 'strongly disagree' or 'tend to disagree'

4.3 Updated care cost rates

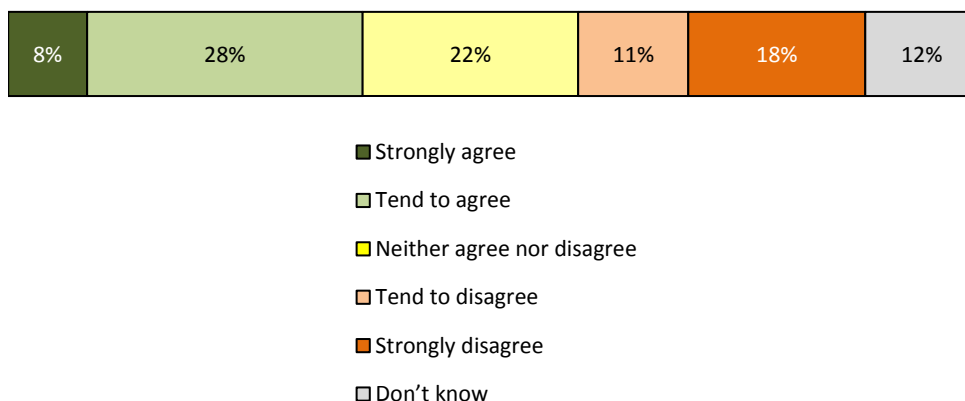
Respondents were presented with the following information:

"Lancashire County Council last reviewed the rates we charge for non-residential care six years ago. The rates we currently charge people are based on 2011 figures and since that time costs have risen by over 14%. If implemented, the proposed policy would update all the care cost rates to reflect what providers are now charging the county council. This would mean that the current hourly charge of £11.96 will be revised to £13.71."

Respondents were asked how strongly they agreed or disagreed with the proposal to update all the care cost rates to reflect what providers are now charging the county council instead of using 2011 rates.

Just less than two-fifths of respondents (37%) agree¹³ with the proposal to update all the care cost rates to reflect what providers are now charging the county council. However, three in ten respondents (30%) disagree¹⁴ with the proposal.

Chart 6 - How strongly do you agree or disagree with the proposal to update all the care cost rates to reflect what providers are now charging the county council instead of using 2011 rates?



Base: all respondents (2,565)

¹³ Either 'strongly agree' or 'tend to agree'

¹⁴ Either 'strongly disagree' or 'tend to disagree'

4.4 Removal of maximum care charges and caps

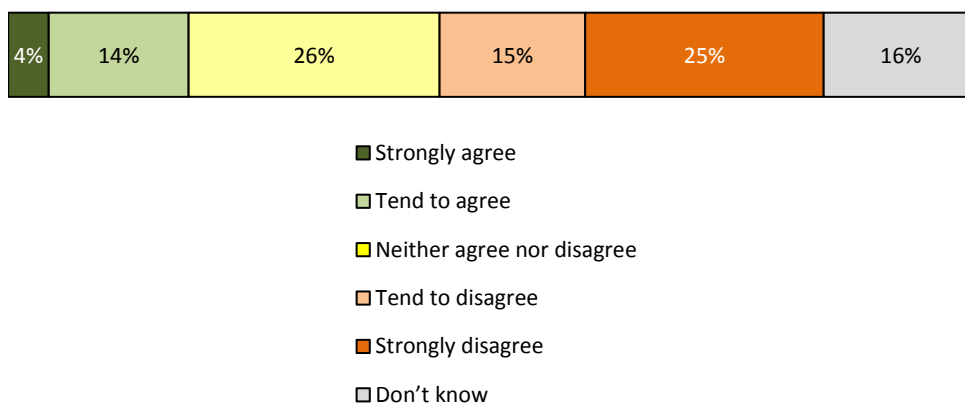
Respondents were presented with the following information:

"If implemented, the proposed policy would remove maximum care charges and caps. Only 6% of service users currently pay the maximum care charge and the number of service users subject to a capped charge is currently only 94. The current weekly maximum care charges is £655 and applies to those who have been receiving care packages from the county council since 6 June 2011. We also limited any 'cap' or increase in weekly rates to £30 a year for two years (for most people this would have happened in 2011 and 2012). Each person who receives a financial assessment from the county council can request a re-assessment or appeal against the level of charge they are asked to contribute."

Respondents were then asked how strongly they agreed or disagreed with the proposal to remove the current caps and maximum care charges.

About a fifth of respondents (19%) agree¹⁵ with the proposal to remove the current caps and maximum care charges. However, two-fifths of respondents (40%) disagree¹⁶ with the proposal.

Chart 7 - How strongly do you agree or disagree with the proposal to remove the current caps and maximum care charges?



Base: all respondents (2,558)

¹⁵ Either 'strongly agree' or 'tend to agree'

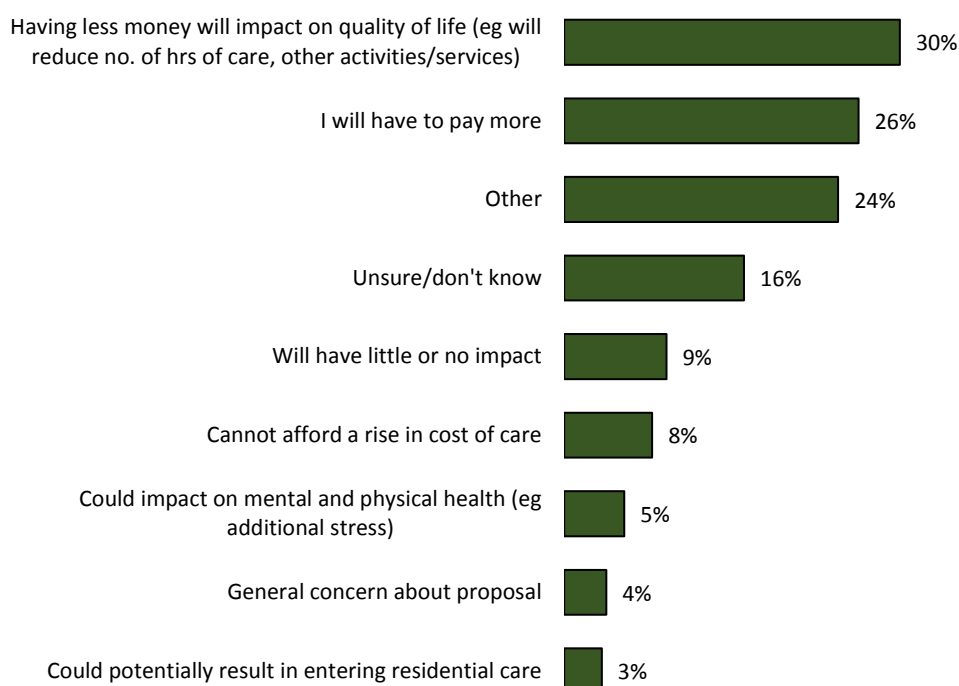
¹⁶ Either 'strongly disagree' or 'tend to disagree'

4.5 Overall impact of the proposals

Respondents were then asked what impact they thought that these proposals would have on them.

Less than three-fifths of respondents (57%) chose to respond to this question. Of the respondents who did respond, three in ten (30%) said that they thought having less money will impact on their quality of life because they will be able to afford less hours of care, or other activities and services that they rely on. About a quarter of respondents who answered this question (26%) said that they thought that they would have to pay more.

Chart 8 - What impact do you think that these proposals will have on you?



Base: all respondents (1,505)

Respondents who pay all their care costs were less likely than respondents who pay some of their care costs and respondents who don't pay their care costs to say that they cannot afford a rise in the cost of care (4%, 7% and 9% respectively) and having less money will impact on their quality of life (20%, 33%, 29%).

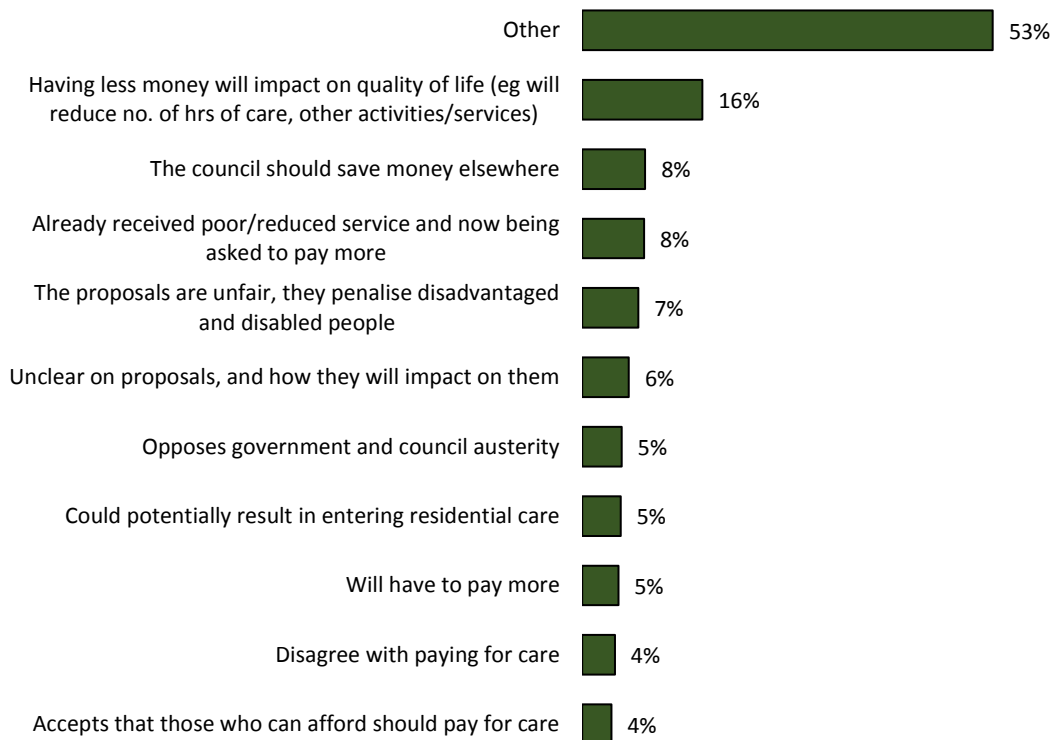
4.6 Any other comments about the proposals

Finally, respondents were asked if there was anything else that they wanted to tell us about the proposed changes to how Lancashire County council works out how much people pay towards the cost of their non-residential adult social care services.

Only a quarter of respondents (25%) chose to respond to this question. Of the respondents who did respond, over half (53%) said something that wasn't suitable for coding or wasn't repeated by enough respondents to justify its own code.

Like the previous open questions, the most common comment was that respondents thought having less money will impact on their quality of life because they will be able to afford less hours of care, or other activities and services that they rely on (16%).

Chart 9 - Is there anything else you would like to tell us about the proposed changes to how Lancashire County Council works out how much people pay towards the cost of their non-residential adult social care services?



Base: all respondents (662)

4.7 Easy-read responses to the consultation

In total, 26 easy-read questionnaires were returned. The responses are summarised below.

In the easy-read questionnaire, respondents were presented with three ideas and asked if they agree or disagree with each idea.

4.7.1 Idea 1

"The county council only asks you to pay for care services if you have enough left over after paying for all of the things you need.

The county council looks at how much you have to spend on the things you need for everyday life. This is called a Financial Assessment.

We will always check if you are receiving the right benefits and help you to apply for any other benefits you may be entitled to.

Through the Financial Assessment we look at how much money you have left over after you have paid for your housing costs, basic living expenses (like food) and other disability expenses. This is called Net Disposable Income.

At the moment, 85% of your Net Disposable Income can be used to pay toward your care – if you can afford to pay.

Our idea is to increase the share of Net Disposable Income that may be used to help pay toward your care to 100%.

This does not mean that all of your income or benefits can be used to pay for your care.

The county council promises that you will always be left with an amount of income that is protected. This means that this amount is for you to use and cannot be used to help pay for your care."

Respondents were then asked if they agree or disagree with idea 1. Five respondents agreed and 21 respondents disagreed with idea 1.

Respondents were then asked what they thought of this idea. Their responses were:

"This will impact on my money and activities"

"It's good to pay for your own care. Things change. Money doesn't grow on trees."

"Because I would worry that I would not have enough money for all my needs"

"I have great fun living here- so I don't mind paying some towards"

"Don't understand it"

"I have to pay all my bills and for my activities so I need my money for that"

"No. I used to get a blue badge and now I no longer qualify. I now have to pay for all my parking at hospital appointments of which I have several due to my disability. I'm paying more again"

"I used to go to college courses that were available free but now I have to pay for these."

"I used to get free parking at the hospital when I have my appointments but I don't anymore and have to pay"

"I have no disposable income and cannot even afford a holiday or break away this year"

"I agree with idea 1"

"Activities reduced due to funding now as having to pay more"

"Service users surplus income has been dramatically reduced due to payments to LCC. Activities reduced or stopped already. Support packages have been reduced, limiting independence and choices as it is."

"It is difficult enough to exist on available incomes in particular for those who cannot earn a living wage - and it is getting harder. Yes service costs are high but care costs for those who need supporting mean that their living costs are higher than average anyway."

"I am very worried about a rise in care costs. Recently, I had a 'light touch' 'office based assessment' which increased my costs from £54.07 per week to £99.69 per week. My mum then demanded a face to face assessment, but my care costs are still £79.16 a week which is a big increase I am anxious that the amount of money left will cause me money worries."

4.7.2 Idea 2

"The last time the county council looked at charges for care services was seven years ago, in 2011.

Since that time the cost of providing these services has gone up by a lot.

So the county council is planning to put up the amount that we charge for providing these services."

Respondents were then asked if they agree or disagree with idea 2. Four respondents agreed and 22 respondents disagreed with idea 2.

Respondents were then asked what they thought of this idea. Their responses were:

"Will impact on my money and activities"

"I think the County Council should get its money from other services"

"Don't know"

"My life revolves around my social activities. If I didn't have these I would be unhappy. I may not be able to afford them if you keep taking money from me."

"I used to go to college that was free and now I have to pay and can't afford it"

"I used to get my day service for free but now I pay a lot of money for it"

"I agree to paying towards my care costs and being affordable"

"As there are very little activities now on offer for people with disability - it now means have to pay for other things - horse riding, swimming, also lots of blue badge having to pay for parking at hospital now and on car parks"

"As the service user has complex health needs, frequent visits to the hospital are required. Even though she has a blue badge she now has to pay for parking, reducing funds even further"

"Service users must accept that as costs increase they will need to accommodate a charge increase. However, - it should not necessarily mean the full payment of the actual cost. Subsidised costs are necessary!"

"I understand that cost have risen, but only some people have to pay and I do not understand why that is so. If some people pay, then shouldn't everyone pay something especially as most people get the same benefits."

4.7.3 Idea 3

"A very small number of people who have been getting services from the county council for a long time have had a limit on the amount they pay.

This is called a 'cap' or a 'maximum charge' and means that we only ask these people to pay up to a certain amount for the services they receive.

The county council plans to remove these limits on the amount we ask these people to pay.

Anyone who receives a financial assessment from the county council can request that we take another look at their finances. This is called a 're-assessment'.

People can also appeal against how much they are asked to pay."

Respondents were then asked if they agree or disagree with idea 3. Three respondents agreed and 23 respondents disagreed with idea 3.

Respondents were then asked what they thought of this idea. Their responses were:

"Will impact on my money and activities"

"Everyone should be treated the same way"

"Don't know"

"I like to get away and do things and I have to pay for my staff too"

"As there are not as many opportunities for people with disabilities because of cuts to services I have to pay out more for activities and as I need a carer with me at all times I have to pay for them too"

"As things have gone up and I have to pay more I don't have a lot of money, as I live on my own"

"I had a financial assessment but the amount I pay back is not 'capped' as I have only lived in supported living for 2 years"

"I have a tight budget and will be worried I can't afford if prices increase"

"My assessment capped but is a lot to be taken off me"

"I agree I may have to pay a slightly higher amount towards my care, as long as not too high amount"

"If cap/maximum lifted I will lose money if I have to pay more and not be able to do the things I like"

"Service users doesn't have enough money to do all the activities she would like to do anyway, without taking more money off her."

"There should be a higher savings threshold before service users are expected to pay full costs eg. Derbyshire Council allow a FIFTY THOUSAND IN SAVINGS limit, before charging whole care costs. This encourages families to keep their services users at home and so ultimately saves costs in so many other ways for councils. Preston should look at adopting something more on these line, the £23 1/2k limit is ridiculous!"

"I don't understand this question and what it says. The cap I had has been taken away without me knowing. I also disagree with what it says on page 5 is not true in my case. My costs have risen by £25.09 per week which means when it is paid, from a fortnights ESA, I only have £60 left til the next benefit payment. This is not enough for a weeks living expenses. I am a very worried learning disabled person."

4.8 Provider response to the consultation

We received one response to the online questionnaire that was designed for organisations to respond to. The response was from a provider.

The provider tends to agree with the key principles of the proposed care charging policy for non-residential adult social care services.

They tend to disagree with the proposal to increase the proportion of people's assessed net disposable income that can be used to help pay for their care from 85% to 100%.

They tend to agree with the proposal to update all the care cost rates to reflect what providers are now charging the county council instead of using 2011 rates.

They neither agree nor disagree with the proposal to remove the current caps and maximum care charges.

In response the question about the impact of the proposals the provider said, "Feel increasing to 100% would run the risk of preventing people having fulfilled and active lives".

5. Demographic breakdown

Table 1- Are you...?

	%
Male	41%
Female	58%
Prefer not to say	2%

Table 2- What was your age on your last birthday?

	%
16-19	1%
20-34	9%
35-64	35%
65-74	15%
75+	38%
Prefer not to say	2%

Table 3- Are you a deaf person or do you have a disability?

	%
Yes	76%
No	20%
Prefer not to say	4%

Table 4- Which best describes your ethnic background?

	%
White	92%
Asian or Asian British	<1%
Black or Black British	4%
Mixed	1%
Other	3%
Prefer not to say	0%

Table 5- What is your religion?

	%
No religion	13%
Christian (including CofE, Catholic, Protestant and all other denominations)	75%
Buddhist	<1%
Hindu	1%
Jewish	0%
Muslim	3%
Sikh	0%
Any other religion	1%
Prefer not to say	6%

Table 6- Have you ever identified as transgender?

	%
Yes	1%
No	95%
Prefer not to say	5%

Table 7- What is your sexual orientation?

	%
Straight (heterosexual)	87%
Bisexual	<1%
Gay man	<1%
Lesbian/gay woman	<1%
Other	<1%
Prefer not to say	12%

Report to the Cabinet

Meeting to be held on Thursday, 12 April 2018

Report of the Director of Public Health**Part I**

Electoral Division affected:
(All Divisions);

Lancashire County Council Dementia Strategy

(Appendix 'A' refers)

Contact for further information:

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Executive Summary

The Dementia Strategy, as set out at Appendix 'A', provides the strategic direction for Lancashire County Council in supporting people with dementia and their carers and families. It aims to facilitate the development of a Dementia Friendly Lancashire which will support prevention, awareness, early diagnosis and support for people with dementia in partnership with other organisations.

We want to make a positive difference to the lives of people living with dementia and their carers, so they can be as independent as possible, for as long as possible, and feel understood and included, so they can confidently contribute to community life.

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

Recommendation

The Cabinet is asked to approve the Lancashire Dementia Strategy – Dementia Friendly Lancashire 2018 – 2023, as set out at Appendix 'A'.

Background and Advice

The strategy outlines the county council's vision to facilitate the development of a Dementia Friendly Lancashire, to make a positive difference to the lives of people with dementia, so that they can 'live well' with dementia. The strategy objectives are to:

1. Take action to reduce the prevalence of dementia in Lancashire;

2. Raise awareness of all types of dementia amongst all population groups in Lancashire;
3. Promote early diagnosis and increase diagnosis rates across Lancashire;
4. Facilitate action to early treatment and appropriate support to allow people with dementia to live well and independently in Lancashire and;
5. Become a 'Dementia Friendly' organisation and to continue to develop partnerships in Lancashire.

Dementia is a condition, usually of a chronic or progressive nature, in which there is deterioration in cognitive function (i.e. the ability to process thought) beyond what might be expected from normal ageing.

There are a number of types of dementia, which are caused by different diseases of the brain. These different types of dementia are associated with different risk factors. The most common type is Alzheimer's disease, affecting about 62% of those with dementia.

Figures from the 2016/17 Quality and Outcomes Framework indicate that there are 15,649 known cases of dementia, accounting for 0.90% of the registered population, across the Lancashire and South Cumbria Sustainability and Transformation Partnership footprint.

Between 2016 and 2026, the number of people aged 65+ living with Dementia in the county council area is expected to increase by approximately by 27%. This is mainly driven by projected changes in the age structure of the population.

It is difficult to establish an accurate prevalence of early onset dementia (under age 65) but a needs assessment completed in 2016 by the council highlighted that there is a substantial gap between estimated and diagnosed prevalence. There could be more than 800 people in Lancashire with early onset dementia and around 470 of these could be undiagnosed.

Nationally, a great emphasis is being placed on the early diagnosis of dementia, to ensure that people can be provided with treatment and interventions at the earliest possible opportunity. Greater awareness of dementia and the benefit of early diagnosis will help to improve the diagnosis rate.

Consultations

The county council has sought the views of partners on the draft strategy. This has included consultation with the Dementia Action Alliances, the Lancashire 50+ Assembly, Older People's Forums, Physical Disability Partnerships, Clinical Commissioning Groups, District Councils, Carers Services and other Voluntary, Community and Faith Sector organisations. The consultation has also been shared with the public electronically and via the media.

A small number of respondents provided feedback on the strategy, action plan or raised questions. The key themes of the consultation responses are as follows:

- The 5 year goal is excellent and all 5 objectives are of equal importance.

- There needs to be emphasis around supporting the person to live well and as independently as possible, with the right care specific to the individual.
- A key success will be working with other external partners for a positive impact not only on the individual with the diagnosis of dementia but also for the carers and families who support them.
- We must remember that the vision needs to keep moving forward.
- There's no mention of community transport in the strategy, which we feel is missing as people who have dementia often lose the right to drive.
- It's great that this very difficult condition is being discussed and action plans put in place and the strategy is impressive in its vision, scope and measures of success.
- Lancashire County Council need to facilitate greater partnership working between statutory and third sector organisations.
- Many families do not know about X, Y or Z service, despite having dealt with many other agencies whilst on their journey.
- More dementia hubs are needed, we would definitely benefit from one in West Lancashire.
- Only with engagement can you truly envisage a more dementia friendly Lancashire, thus you must capture feedback from those living with dementia in Lancashire, and their families.

The Strategy has been amended to incorporating suggestions made by respondents.

Implications:

This item has the following implications, as indicated:

Legal

There are no legal issues arising from this strategy.

Financial

The Lancashire Dementia Strategy objectives will be supported through the existing revenue budgets provision.

In addition to this, county council buildings including older people's residential care homes are or are working towards becoming dementia friendly.

The county council have approved a £6.6 million programme of refurbishment works to the 17 older people's residential homes, which will include the replacement of fittings, in line with best practice for accommodating residents with dementia.

List of Background Papers

Paper	Date	Contact/Tel
None		

Reason for inclusion in Part II, if appropriate

N/A

Dementia Friendly Lancashire

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Dementia Strategy 2018 - 2023

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Executive Summary

Lancashire County Council is committed to supporting people across Lancashire to live well with dementia by improving the care, support and experience of people with dementia, their family and carers. Dementia is a devastating diagnosis which is feared by many, but there is much we can do to help people to reduce their risk of developing the condition, and for those diagnosed in supporting them to live fulfilling lives.

This strategy aims for us to become a Dementia Friendly Organisation, recognising that we not only have a role as an authority which serves the people of Lancashire, but also as a large employer who is likely to have employees who are diagnosed themselves or live with or care for family/friends with dementia. In order to make this happen, it is essential that we work with people with dementia, their family and carers to ensure that we are guided by them, continue to collaborate with our partners to build on previous success and drive further improvements.

Our strategic objectives

1. Take action to reduce the prevalence of dementia in Lancashire;
2. Raise awareness of all types of dementia amongst all population groups in Lancashire;
3. Promote early diagnosis and increase diagnosis rates across Lancashire;
4. Facilitate action to early treatment and appropriate support to allow people with dementia to live well and independently in Lancashire and;
5. Become a 'Dementia Friendly' organisation and to continue to develop partnerships in Lancashire.

Introduction

Dementia is one of the greatest challenges facing our ageing society. With better understanding of prevention, diagnosis, treatment and care for dementia, and an understanding of the local population, there is opportunity to improve the quality of life and wellbeing of people with dementia and their carers in Lancashire.

There are thought to be around 15,500 people living with dementia in Lancashire, and as a result of population growth in the older age groups, this is set to rise by around 27% by 2026 (based on NHS dementia prevalence estimates combined with the ONS 2014 population projections). Consequently, early diagnosis and support for people with dementia are vital components of maximising healthy life expectancy in Lancashire.

Context

Dementia is not a disease, but a collection of symptoms characterised by an ongoing decline of the brain and its abilities ⁽¹⁾. Common problems may include memory loss and personality changes ⁽¹⁾. There are many different types of dementia and some are far more common than others. Alzheimer's disease accounts for the majority of cases, followed by vascular dementia ⁽¹⁾. Other types include but are not limited to dementia with lewy bodies; frontotemporal dementia; and creutzfeldt-jakob disease. Furthermore, the most common form of Alcohol-related brain damage (ARBD) is alcoholic dementia which may also be called alcohol-related dementia. ARBD also includes Korsakoff's syndrome which is a chronic memory disorder. Anybody can be affected by dementia, however there are some factors that increase the risk, including increasing age, learning difficulties, female gender and lifestyle factors such as smoking, drug and alcohol misuse ⁽²⁾. Dementia however is not an inevitable part of ageing, thus not everyone who has dementia is older, and not everyone will have dementia in older age.

It is estimated that 850,000 people are living with dementia across the UK and there are in the region of 670,000 carers of people with dementia ⁽³⁾. People living with dementia are requiring increasing levels of care and support across the wider health and social care economy, with an estimated financial cost to the UK of £26 billion per

annum ⁽³⁾. Dementia is now the leading cause of death in the UK ⁽⁴⁾; however, currently only 42–49% of people with symptoms of dementia receive a diagnosis, and this diagnosis is often too late to enable them to plan their support and care needs. Dementia is not purely a condition of old age and more than 40,000 people in the UK under the age of 65 have early-onset dementia ⁽⁵⁾. As highlighted in a recent Lancashire County Council needs assessment, younger people with dementia have a unique set of difficulties and opportunities compared to older people, such as requiring support to continue to be economically active ⁽⁶⁾.

In Lancashire it is estimated that 0.9% of the population are living with dementia, which is slightly above the England average of 0.76% ⁽⁸⁾. Of those living with dementia 97% are aged 65 and over. The total population of people aged 65 and over in Lancashire is some 244,400, so 6.2% of this cohort are living with dementia. Lancashire has significantly higher (than the England average) rates for inpatient hospital use, emergency admissions and mortality amongst people with dementia aged over 65 ⁽⁸⁾.

Why is Action Needed

A diagnosis of dementia is often devastating to the person concerned, their family and carers. The symptoms are progressive and may develop unpredictably. It could be months or years before the symptoms become advanced and quality of life can be dramatically reduced. For example, in a survey by the Alzheimer's Society ⁽⁹⁾:

- 35% of people with dementia said that they only go out once a week or less and 10% said once a month or less;
- 9% of people with dementia said they had to stop doing all of the things they used to do and;
- 63% of people with dementia did not want to try new things.

Whilst there is currently no cure, with simple actions such as enabling people to take part in ‘everyday activities’ - including meeting up with friends and shopping, people living with dementia can still live full and active lives, whilst reducing and delaying their need for health and social care services ⁽⁹⁾. Consequently, receiving a diagnosis early is essential because not only does it allow people and their carers to put plans in place early to ensure that they receive the appropriate care and support, in some cases, it allows for medications that slow disease progression ^(10,12). Furthermore, early diagnosis is also cost-effective for public sector organisations as it facilitates independent living and prevents crisis ⁽¹⁰⁻¹³⁾.

The 2016 Report of Lancashire County Council's Director of Public Health and Wellbeing highlighted that in Lancashire, although life expectancy is increasing, healthy life expectancy is falling and it is essential to try and align these measures more closely and to extend healthy life expectancy ⁽¹⁴⁾. We now also have increasing evidence about how to prevent dementia, with the risk of dementia significantly increased by factors such as type 2 diabetes, high blood pressure, high cholesterol, obesity, brain damage as a result of drug and alcohol use and air pollution ^(2,15). This applies to both vascular dementia and Alzheimer's disease and there is good evidence that the risk of these conditions can be reduced by regular physical activity, smoking cessation, a healthy diet and weight, alcohol consumption within recommended limits, avoiding illicit drug use, remaining mentally active, and clean air ⁽²⁾.

It is crucial that local authorities and partner organisations act to prevent chronic diseases and conditions such as dementia and in doing so safeguard the future health of their populations. People can live well with dementia if they have the information, support and skilled care they need. And if they receive a timely diagnosis – which is essential.

Building on success

Dementia has long been a priority in Lancashire. In 2009, the Department of Health published 'Living well with Dementia: A National Strategy', which set out the need for progress in meeting the health and wellbeing needs of people with dementia and their carers ⁽¹⁰⁾. Following this, the three Primary Care Trusts of Lancashire co-produced strategies and action plans with their partners and these have been in place since 2010. They set out a number of objectives and initiatives that have considerably improved dementia awareness and support across Lancashire.

Much work has already been done within Lancashire which has been developed and delivered by a range of stakeholders including Lancashire County Council but also NHS England, Clinical Commissioning Groups, Alzheimer's Society, Age UK, Age Concern, Dementia Action Alliances, volunteers and people living with dementia, their families and carers. We are keen to further the success of this and have captured some of the key elements below:

Dementia prevention

Weight management and physical activity

In recognition of increasing obesity rates that are above the national average, putting people at risk of dementia as well as other conditions such as heart disease and type 2 diabetes, Lancashire County Council commissions an integrated "Active Lives and Healthy Weight" service. This service brings together previously fragmented services and incorporates weight management, obesity prevention and opportunities for physical activity. The service takes a life course approach, with services available for people of all ages. As well as helping to prevent dementia, activities are also available for people with dementia, including health walks and community food growing.

Social isolation and loneliness

Lancashire County Council has produced a report called 'Hidden from view: tackling social isolation and loneliness in Lancashire' ⁽¹⁹⁾. This report aims to provide practical information and advice on understanding and addressing social isolation and loneliness for local partner organisations and their employees, including professionals and those working and volunteering in public and third sector organisations.

We estimate that at least 22,000 households across the Lancashire County Council area are affected by social isolation. Most, though not all, affected households are older adults aged over 70. We know from evidence that being socially isolated or lonely has significant impacts on people's physical and mental health, with people who are lonely being more likely to visit their GPs or accident and emergency departments, and more likely to have emergency admissions. In addition, estimates suggest that people who are socially isolated and lonely are three times more likely to enter local authority funded residential care, over three times more likely to suffer depression and twice as likely to develop dementia ⁽¹⁹⁾. With growing evidence highlighting links between dementia and social isolation/loneliness, we will continue to work with partners to highlight the importance of the service user/provider relationship and champion the 'making every contact count (MECC)' approach to tackle social isolation.

Early diagnosis and dementia awareness

Dementia campaigns

Lancashire County Council in partnership with the Alzheimer's Society has previously run an Early Diagnosis Dementia Campaign. This campaign aimed to raise awareness about the early signs of dementia, the importance of diagnosis, support and treatment that is available, and how to seek this. It is important for us to continue to run campaigns both internally and externally to support our strategic objectives.

Dementia insight stories and awareness sessions for Lancashire County Council staff

People living with dementia and their carers and family have told their story about living with dementia, with the aim of raising awareness and challenging misconceptions. In June 2016, Lancashire County Council launched half day Dementia Awareness Workshops for staff and councillors. These incorporated Dementia Insight Stories, a reminiscence session using memory boxes, quizzes and activities around dementia and the opportunity to become a Dementia Friend. These sessions received extremely positive feedback and our aim is to provide more of these opportunities and to share them with our partners.

Effective treatment and support

Guardian Angels

Getting lost and feeling disorientated is a common problem for people with dementia and their loved ones and can place additional strain on services such as the police and A&E. The Guardian Angels scheme, previously championed by Lancashire County Council, provides devices, such as a badge or wristband, to identify people who are lost. By simply holding a smartphone over the device, the person's first name and emergency contact number will be displayed. All emergency services in Lancashire are able to use the devices, which are provided and programmed at various locations including memory assessment services, day services and by Lancashire Fire and Rescue Service when they perform home safety checks. We will continue engage with partners to support schemes such as these for people living with dementia.

Alternative care provision

Pressures to reduce demand on hospitals can mean that people with dementia are moved into long-term residential care prematurely, despite people wishing to remain at home which is more cost effective for public services. Consequently, Lancashire County Council's Quality Improvement and Review Team are supporting residents to move to alternative care provision; for example, community living with active social work involvement.

Lancashire County Council is working with partners including NHS England and the Lancashire Clinical Commissioning Groups in supporting the Morecambe Bay Health Community and the Fylde Coast Local Health Economy to develop new models of care in accordance with the NHS Five Year Forward View. This includes care in relation to dementia. For example, Integrated Care Teams in Morecambe Bay and an 'extensive care service' on the Fylde Coast that combine mental, physical and social care experts in local communities to keep people out of hospital and living in the community.

Playlist for Life

Playlist for Life recognises the power of music in dementia to unlock memories, increase responsiveness, stimulate conversation and connect with family and friends through shared memories. Family, friends or care staff are encouraged to compile a playlist of music that is meaningful to the person with dementia that they can listen to on a portable device. This can be listened to with family and friends and can also be integrated into an individual's care plan. Playlist for Life is being piloted in care homes in East Lancashire, with the potential to disseminate it further and to integrate it with other initiatives such as 'Singing with the Brain' in the future.

ATTILA project (Assistive Technology and Telecare to maintain Independent Living At home for people with dementia)

This project is a registered clinical trial which commenced in 2013 and is due to conclude in late 2018. It aims to support people with dementia to remain more independent for longer in their own home with the help of assistive technology and telecare (ATT). The study has used a multicentre randomised controlled trial design, and Lancashire County Council has been one of six local authorities involved in the recruitment of research participants. The research is sponsored by King's College London. The trial has involved 50% of the cohort receiving an ATT intervention and 50% being a control cohort and therefore not receiving an intervention. The research's primary outcome measure was to determine whether the application of ATT will significantly extend the time that people with dementia can be helped to continue to live independently and safely in the community. The study is also considering which ATT works well and which is less effective. The trial is ongoing and the results are due to be published in August 2018. We will take account of the results of this study to consider ways in which we may be able to improve telecare services for people with dementia.

Housing, environments and dementia

Sector-led housing group

Lancashire County Council has been involved in a sector-led housing group that aims to ensure that housing is adaptable to the changing needs of its occupiers with a particular focus on dementia. Work to date includes developing a tool with Public Health England to assess current housing stock against dementia standards ⁽¹¹⁾ and a workshop bringing together housing associations with other partners such as Blackpool Council, Cumbria County Council, the Alzheimer's Society and Public Health England. Housing associations are then able to collaborate and develop action plans as to how to make their housing dementia friendly.

Planning and new homes

An important aspect of a Dementia Friendly Community is planning and shaping communities around the views of people with dementia and their carers, providing appropriate transport and easily navigable physical environments. An approach to this is the 'Healthy New Towns' initiative where NHS England is working with ten housing developments to rethink how the health of communities can be improved through the built environment. One such project is the Whyndyke Garden Village Healthy New Town in Lancashire, which members of Lancashire County Council's Public Health team have been involved in developing.

It is expected that the learning from housing, environments and dementia will inform future approaches to housing planning, ensuring the needs of the ageing population are adequately met.

Partnership working

Dementia Action Alliances and Dementia Friendly Communities

Partnership working has been key to the success of many initiatives that Lancashire County Council has been involved in. A good example are Dementia Action Alliances (DAA) and Dementia Friendly Communities (DFC), which bring together local people, public and private sector organisations to support people living with dementia and their family and carers. There are currently several local groups in Lancashire, plus a county-wide alliance. Their work operates throughout the dementia journey, from early diagnosis to work with nursing homes about

advanced dementia at the end of life. They are also able to bring together local services and signpost people living with dementia and their carers, as well as health and social care professionals, to the range of services available in an area. Examples of recent work undertaken by groups across Lancashire include education sessions with schools and Girl Guides, work with GPs to make them aware of community services to support people with dementia and to train practice staff as Dementia Friends, Dementia Cafes, dementia friendly market places and dementia friendly business awards. We will continue to support and consult with DAAs and DFCs across Lancashire, to ensure that we can be informed of best practice for dementia, and by those who are living with dementia in local communities.

Dementia Hubs

Dementia hubs allow people with dementia and their carers to drop in if they have queries about their condition or if they wish to connect and socialise with other people and their carers. The hubs are supported by the Dementia Action Alliances and attended by various different organisations and professionals such as nurses, social workers, solicitors, care homes and the Alzheimer's Society, with people able to get advice on many areas, including health, benefits and legal issues. Dementia Hubs are well established in Lancaster and Hyndburn, with other areas looking to replicate similar models in the future.

Lancashire's Vision

'Our vision is to facilitate the development of a Dementia Friendly Lancashire, to make a positive difference to the lives of people with dementia, so that they can 'live well' with dementia'

We want to ensure that people affected by dementia and their carers can be as independent as possible, for as long as possible, and feel understood and included, so they can confidently contribute to community life. In order to achieve this vision we will take action across the spectrum of dementia, and aim to ensure that the services that we provide and the workforce that deliver them are responsive to the needs of people living with dementia and their carers.

National policy

In order to plan how we are going to improve dementia provision in Lancashire, it is vital to take account of current guidance and best practice. There are a number of key national policy documents specific to dementia which are listed in Appendix I, though some of the core themes, recommendations and standards from these documents are presented below:

- Health information and awareness raising

Dementia health information campaigns should be developed that are locally relevant, especially for people with undiagnosed dementia. The importance of health information also extends to people that have a diagnosis of dementia and their carers, who should be given comprehensive information on local services available, including those in the voluntary and independent sectors (10,17).

- Dementia prevention

Primary prevention is cost-effective and has the greatest impact on later dementia occurrence and disability⁽¹⁶⁾. Any health information campaign should have a strong prevention message, incorporating actions that individuals, along with public services, can take to reduce the risk of dementia ^(10,16). Primary prevention is central to the Five Year Forward View, with the importance of dementia prevention specifically referenced ⁽¹²⁾.

- Early diagnosis

Closely linked to health information and the core to all guidance is the importance of early diagnosis. A national diagnosis indicator exists which compares the number of people thought to have dementia with the number of people diagnosed with dementia. The target set by NHS England is that two thirds (67%) of people with dementia are diagnosed.^(12,13,16) In order to facilitate early diagnosis, information campaigns should explain the benefits of prompt diagnosis and dispel misconceptions ^(10,16). Clear local pathways for diagnosis, referral and care must be developed for health and social care professionals ^(16,17).

- Early treatment and effective support

In order to realise the benefits of early diagnosis, it is essential that prompt treatment, advice and support are subsequently available. There should be a consistent standard of support for newly diagnosed people, supported by named persons ⁽¹²⁾. Dementia advisors are the recommended model for this, acting as a single point of contact and signposting people and their carers to local services and support ⁽¹⁰⁾. Peer support and learning networks should also be used to provide local support, which should encompass advocacy services and practical support, such as advice about benefits ^(10,17).

- Services and support for everyone

Appropriate dementia services and support must be available for all social groups, including people with early onset dementia, learning difficulties and ethnic minorities ^(10,16,17). Where it is not possible to provide these within

more general dementia services, specialist services should be provided and targeted information campaigns developed (10,16,17).

- Social actions and integrated care

The challenge of dementia requires a broad response, drawing together statutory services, communities and businesses, ideally as 'Dementia Friendly Communities' (16). By 2020 over half of people should live in recognised Dementia Friendly Communities (12,16). In conjunction, all tiers of local government should be part of a Dementia Action Alliance by 2020 and an additional 3 million people in England should be trained as Dementia Friends (16).

- Maximising independence

All services should aim to maximise the independence and quality of life of people with dementia. Suitable housing is central to this. Local authorities and housing associations should prioritise reducing the number of care home residents and developing housing to prolong independent living (10). Environmental modifications should be made, both to individual homes and care environments, to aid independent functioning and people provided with greater support to access housing options that meet their needs (16,17). Intermediate care services should be increased to allow rehabilitation and prevent unnecessary long-term residential placements (10). In addition, assistive technology and telecare should be utilised to delay reliance on more intensive services (10,17).

- High-quality social care

The NHS Five Year Forward View highlight that many people with dementia living in care homes do not have their health needs regularly assessed and met, resulting in avoidable hospital admissions (12). New shared models of in reach support should be developed to address this (12). Leadership is also important and care homes should have a named senior staff member to take the lead for dementia (10). Residential settings should cater for the needs of different groups and their carers, such as arranging social activities for younger people with dementia and taking account of dietary preferences for people from certain ethnic minorities (17). To maximise independence, activities and social interaction opportunities that enable individuals to remain active

should be provided for people with dementia in care homes ⁽¹⁶⁾. Similarly, social care in the home should incorporate activities that people can do after care staff leave, such as developing memory boxes ⁽¹⁶⁾. Care plans should be developed for every social care patient that include consistent staffing and retaining a familiar environment by minimising relocations ⁽¹⁷⁾.

Education and training of the social care workforce is vital. All social care support workers that work with older people should receive appropriate dementia training ^(16,17). This allows staff to care for service users with dementia, as well as to recognise early signs of dementia in others ⁽¹⁶⁾. Finally, care homes should enable people with dementia to die well, such as by allowing family to stay through the night and perform care functions ^(10,16).

- Support for carers

Providing carer support is one of the most important aspects of dementia care ⁽¹²⁾. Local authorities have a responsibility to ensure that all carers have an assessment of their needs and that a support plan is in place^(10,16,17). Support plans should be individualised and involve a range of interventions such as respite care, education, peer support and emotional support ^(16,17).

- Preventing abuse

People with dementia are known to be an at-risk group in terms of abuse, particularly financial exploitation, fraud and theft ^(10,17). Thus local services should take action to protect and safeguard people with dementia and all health and social care staff should receive information and training about abuse and neglect ⁽¹⁷⁾.

- Data and intelligence

There is some evidence that dementia prevalence in Western countries is stabilising and not increasing at projected rates; therefore, it is essential that public sector organisations collect data and monitor prevalence to ensure that services are planned and matched to need ^(16,18).

Strategy Action Plan

Strategic Objective 1

Take action to reduce the prevalence of dementia in Lancashire

We will	Where we are now	Expected Outcomes	How we will measure progress
<ul style="list-style-type: none"> • Continue to seek opportunities to promote healthy brain ageing and advice on preventive action e.g. "One You", weight management and physical activity. • Embed dementia risk reduction messages within diabetes, cardiovascular disease, blood pressure prevention, and healthy lifestyle programmes. • Continue to train dementia friends/champions to 	<ul style="list-style-type: none"> • Lancashire County Council currently commissions an integrated "Active Lives and Healthy Weight" service, a substance misuse service and a smoking cessation service. • Lancashire County Council is working with District Councils to understand the health impacts of air pollution and deliver actions that will improve air quality across Lancashire. • Lancashire County Council's Trading 	<ul style="list-style-type: none"> • Dementia prevalence will plateau or start to fall. • Individuals in key risk groups (diabetes/CVD/smoking/etc.) will have an understanding of how to reduce their risk of developing dementia. • Children will have an increased awareness of dementia and its prevention. • Air quality across Lancashire will improve. • Development of a peer learning 	<ul style="list-style-type: none"> • Monitor dementia prevalence as recorded in the NHS Quality and Outcomes Framework (QoF) • Number of people that have accessed the "One You" initiative. • Number of dementia friends/champions involved in awareness raising. • Measurement and analysis of Lancashire's air quality.

<p>disseminate the dementia risk reduction message.</p> <ul style="list-style-type: none"> • Hold dementia health information campaigns each year in association with partners, with emphasis on prevention and early diagnosis. • Implement actions to improve air quality. • Continue to invest in prevention services, such as physical activity, weight management and substance misuse services. • Contribute to the delivery of dementia sessions in schools that incorporate a dementia prevention aspect. • Recognise positive impact 'making every contact count' 	<p>Standards team have developed a range of educational resources about dementia that are used in Lancashire schools.</p> <ul style="list-style-type: none"> • LCC has developed a social isolation and loneliness toolkit (Hidden from View). 	<p>package for MECC in association with partners to help tackle social isolation.</p>	<ul style="list-style-type: none"> • Assess whether dementia health information campaigns have included a prevention element. • Number of children provided with an understanding of dementia and its prevention. • Collect data on obesity, smoking, alcohol use, diabetes and cardiovascular disease as prevalence of these conditions will predict future dementia rates. • Monitor dementia diagnosis rates (although may take many years for any effect to be seen). • MECC peer learning package in place.
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<p>(MECC) can have, and emphasise the importance of relationships between service providers and users. The problem of social isolation needs to be tackled by a range of services collectively, not just by organisations that exist to tackle social isolation.</p>			
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Strategic Objective 2

Raise awareness of all types of dementia amongst all population groups in Lancashire

We will	Where we are now	Expected Outcomes	How we will measure progress
<ul style="list-style-type: none"> • Increase the number of dementia friends across Lancashire. • Train young dementia friends. • Make dementia awareness training available to all Lancashire County Council staff. • In association with partners, identify and train further Dementia Champions across the Council to provide education and Dementia Friends sessions within the council and more widely within the community. 	<ul style="list-style-type: none"> • Dementia campaign in 2016 raised awareness of dementia in Lancashire. • Lancashire County Council has a dementia website. • Lancashire County Council's Trading Standards team has developed a range of educational resources about dementia that are used in Lancashire schools. 	<ul style="list-style-type: none"> • Improved public and professional awareness and understanding of dementia. • Increased awareness of dementia amongst the younger generation • Increased awareness of early onset dementia. • Increased awareness of the impact of lifestyle factors (e.g. obesity) on early onset dementia. • Increased awareness of the impact of lifestyle factors on dementia within black and minority ethnic 	<ul style="list-style-type: none"> • Service users, carers and staff feedback. • Increases in activity on Lancashire County Council's dementia website, and other specific dementia information websites. • Living Lancashire Surveys • Number of Dementia Friends sessions delivered in Lancashire. • Number of Dementia Friends in Lancashire. • Number of young Dementia Friends (<18 years). • Assess whether further health information

<ul style="list-style-type: none"> • Invite people with dementia and their carers to facilitate training. • Run further dementia health information campaigns each year across the life of the strategy in association with partners, with emphasis on prevention and early diagnosis. • Include in contract service specifications that staff will receive dementia training. This includes services such as the Lancashire Wellbeing Service, and the Lancashire Carers Service. 		<p>(BME) communities and people with learning disabilities.</p>	<p>campaigns have taken place.</p> <ul style="list-style-type: none"> • Assess whether any health information campaigns have included early onset dementia and information on all types of dementia, including as a result of drug and alcohol misuse. • Number of staff who have received dementia awareness training (LCC, partners, commissioned services). • Assess the accessibility of health information to BME communities e.g. sessions delivered to BME religious and other groups and the availability of information in other languages.
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Strategic Objective 3

Promote early diagnosis and increase diagnosis rates across Lancashire

We will	Where we are now	Expected Outcomes	How we will measure progress
<ul style="list-style-type: none"> • Embed dementia health information (including prevention and early diagnosis) into relevant information/advice disseminated by the County • Deliver training sessions for social care staff to enable them to identify service users who may have early dementia. • Ensure that clear referral and care pathways are in place for social care and health staff to facilitate early diagnosis. 	<ul style="list-style-type: none"> • Dementia campaign in partnership with the Alzheimer's Society in 2016 with supporting resources encouraging family and friends to start a conversation where behaviour changes or memory changes have been noticed. • Lancashire County Council has a dementia website, which includes the importance of early diagnosis. • Work by Dementia Action Alliances to raise awareness of early diagnosis amongst the public 	<ul style="list-style-type: none"> • Improved public and professional awareness and understanding of dementia. • Good-quality early diagnosis for all. • Good-quality information available for those with memory problems and suspected dementia and their carers. • All areas of Lancashire are meeting national targets for dementia diagnosis. • Improved diagnosis of early onset dementia. 	<ul style="list-style-type: none"> • Service users, carers and staff feedback. • Diagnosis rates – measured against national target of 66.7%. • Data on dementia screening is collected at NHS Health Checks and evaluated in their annual healthy equity audit. • Data collected on training delivered to social care staff about early diagnosis. • Evaluate whether referral and care pathways are in place in the health and social care sector for people with suspected dementia and to what

	<p>and health and social care partners.</p> <ul style="list-style-type: none">• Lancashire County Council commissions NHS Health Checks, which include a mental state examination to check for dementia in people aged 65 and over.	<ul style="list-style-type: none">• Improved diagnosis of dementia amongst BME communities.	<p>extent they are effective.</p> <ul style="list-style-type: none">• Evaluation of any dementia health information campaign to determine whether early diagnosis was included in the campaign.• Evaluation of any dementia health information campaign to determine the impact of the campaign on referrals to the memory service and subsequent diagnosis rates.
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Strategic Objective 4

Facilitate action to early treatment and appropriate support to allow all people with dementia to live well and independently in Lancashire

We will	Where we are now	Expected Outcomes	How we will measure progress
<ul style="list-style-type: none"> • Ensure that pathways are effective to facilitate easy access to care, support and advice both pre and post diagnosis. • Ensure that the Council's single point of access is dementia friendly and effective in signposting those affected by dementia and their carers to relevant information, advice and support. • Work with partners to facilitate the wider promotion of 	<ul style="list-style-type: none"> • Lancashire County Council has developed a website to provide information to support people with dementia and their carers. • Lancashire County Council Trading Standards team lead work streams to prevent financial abuse and exploitation of people with dementia. • A range of services and support are available across Lancashire in association with partners including 	<ul style="list-style-type: none"> • Improved access to telecare and assistive technology opportunities to support service users and carers to live independently. • High quality services available to support carers. • Access to good quality social care in the community to prevent admission to hospital and to long-term residential care beds. • A greater proportion of people with dementia are living in the community. 	<ul style="list-style-type: none"> • Action plan on early onset dementia completed and agreed with partners. • Feedback gathered on services from service users and implemented where appropriate. • Feedback gathered on residential care settings from service users, their carers and families, including those with early onset dementia and from BME communities. • CQC inspections of social care providers monitored.

<p>Guardian Angels devices.</p> <ul style="list-style-type: none"> • Develop an action plan with partners to take forward learning from the needs assessment on early onset dementia. • Develop opportunities for appropriate services designed to support people within BME communities living with dementia. • Develop opportunities for appropriate services designed to support people with learning disabilities living with dementia. • Support to prevent abuse, including fraud and theft, amongst people with dementia. • Ensure that community housing 	<p>Dementia Advisors, Guardian Angels and Dementia Hubs for people living with dementia.</p> <ul style="list-style-type: none"> • A sector-led housing group has been established to support dementia friendly housing. • A needs assessment for early onset dementia has been completed. • A needs assessment for dementia in BME Communities has been completed. • A needs assessment for people with learning disabilities and dementia has been completed • A needs assessment for people in prison with dementia has been completed. • A needs assessment for people with 	<ul style="list-style-type: none"> • Provision of services and support for those living with dementia will cater for the needs of the locality. • Services are supporting positive outcomes for all people living with dementia. • Produce a desktop review of current best practice associated with assistive design of homes and the use of assistive technology (not telecare) which can be included in homes to support people to live longer in their own homes with dementia and other long term conditions – part of the HFLLL theme. 	<ul style="list-style-type: none"> • Completion of needs assessments for dementia in BME communities, people living with dementia as a result of substance misuse and people living with dementia in prison. • Data is collected on the numbers of people with dementia living in community settings and care homes. • Data is collected on the number of local authority and housing association properties that are dementia friendly. • Data is collected on the number of telecare and assistive technology packages that are put in place for those living with dementia.
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<p>options are available that are appropriate for people with dementia.</p> <ul style="list-style-type: none"> • Ensure that all care homes in Lancashire have a named lead for dementia. • Ensure that all Lancashire County Council social care staff have received dementia training appropriate to their role by 2020. • Ensure that residential care, both commissioned and provided by the County Council, is able to meet the needs of all people with dementia, including those with early onset dementia and have taken steps to allow people with dementia to live as 	<p>dementia as a result of substance misuse has been completed.</p> <ul style="list-style-type: none"> • Lancashire County Council is on the steering group for the 'Playlist for Life' initiative which has been piloted in East Lancashire care homes. • Memory boxes have been created by County Council libraries to enable reminiscence and facilitate communication for people with dementia. • Lancashire County Council runs a volunteers service whereby volunteers support people with dementia and their carers. • Lancashire County Council commissions 		<ul style="list-style-type: none"> • Evaluation performed of services in place to support carers. • The number of carers who care for someone with dementia who have a carers' assessment completed. • Evaluation performed of services in place to support people with early onset dementia, people within BME communities living with dementia, people with learning disabilities living with dementia and people with dementia as a result of substance misuse. • Data collected on the number of emergency hospital admissions and hospital inpatient use amongst people living with dementia. • The proportion of people with a
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<p>independently as possible.</p> <ul style="list-style-type: none"> • Develop care pathways to ensure effective access to services that support those living with dementia and their carers, such as "Books on Prescription". • Work with elected members, planners and developers, where possible, to influence the design of homes and the built environment to enable 'Homes for Life Long Living' (HFLLL). • Seek Cabinet endorsement for the development of a housing strategy for an ageing population. 	<p>telecare packages in the community and in care homes.</p> <ul style="list-style-type: none"> • Alternative care provision is being utilised to reduce the number of people living in residential care homes. • LCC is part of the Whyndyke Garden Village Healthy New Town Board and leads on the Homes for Life Long Living [HFLLL] theme. • LCC Public Health Wider Determinants Team works with local authority planners to influence population health interventions in strategic local development plans across Lancashire. 		<p>diagnosis of dementia living in the community.</p> <ul style="list-style-type: none"> • The proportion of County Council social care staff having received dementia training. • HFLLL themed review produced and shared with local partners and planning authorities
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Strategic Objective 5

Become a 'Dementia Friendly' organisation and to continue to develop partnerships in Lancashire

We will	Where we are now	Expected Outcomes	How we will measure progress
<ul style="list-style-type: none"> • Support and facilitate the development of Dementia Friendly Communities. • Engage closely with partners and community groups to ensure that all services and support across Lancashire are linked. • Actively involve people with dementia, their carers and families with groups, forums and partnerships which design and develop, and influence and shape services in Lancashire. 	<ul style="list-style-type: none"> • Lancashire County Council has an internal dementia strategy officers group that meets regularly, supports work with internal and external partners and is responsible for implementing the strategy. • Many Council staff have undertaken dementia awareness training and are Dementia Friends/Champions. • Dementia awareness training and review is part of the training and development programme for all care staff within the 	<ul style="list-style-type: none"> • People with dementia, their carers and families help to shape future dementia services. • All LCC staff will have completed dementia awareness training sessions appropriate to their role by 2020. • To have reviewed the LCC Working Carers Policy provide supporting information and advice for employees to support them and their managers. 	<ul style="list-style-type: none"> • Number of staff who have received Dementia Awareness training. • Lancashire County Council is a named partner of the Lancashire Dementia Action Alliance. • Increased number of Dementia Friendly Communities across Lancashire. • Feedback from and consultation with partner organisations about input from Lancashire County Council. • Service users, carers and staff feedback about links and integration between

<ul style="list-style-type: none"> • Engagement and consultation with community groups such as Dementia Action Alliances when designing and reconfiguring dementia services. • Continue to provide dementia awareness training to our staff. • Share information, skills and assets within the Council and with our partners to improve services and support for people with dementia in Lancashire. • Become a named partner organisation and supports the Lancashire Dementia Action Alliance. • Support the work of other partners in relation to dementia within the public, 	<p>Council's residential and day time support services.</p> <ul style="list-style-type: none"> • Obtained permission from the Councillors for Lancashire County Council to demonstrate commitment to the Lancashire Dementia Action Alliance. • Created a dementia campaign in 2016 in partnership with the Alzheimer's Society to raise awareness of dementia and encourage early diagnosis. • Lancashire County Council continues to work with partners including NHS England and the Lancashire CCGs in the 'vanguard' areas of Morecambe Bay and the Fylde Coast to develop new 		<p>services and organisations.</p> <ul style="list-style-type: none"> • Minutes of forums demonstrating Lancashire County Council contribution. • Minutes of forums and groups demonstrating the involvement of people with dementia, their carers and families. • Number of partnerships and initiatives where Lancashire County Council is a named partner. • Project summaries and outcomes focussing on dementia from partnership work. • Project summaries and outcomes demonstrating consultation with groups such as the dementia action alliances, as well as
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<p>private and voluntary sector.</p> <ul style="list-style-type: none"> • Produce and implement a training framework to ensure all social care staff meet national requirements for training in dementia. • Produce a policy to support people living with dementia who work at the County Council and gain political sign off. • Ensure that we are able to support, recruit and retain the service of valued employees who have caring responsibilities outside of the workplace. • Ensure that LCC buildings including older people's residential care homes are or are working towards 	<p>models of health and social care.</p> <ul style="list-style-type: none"> • Lancashire County Council has worked with partners to develop and support several projects across the county including The Bay dementia hub in Lancaster and the Guardian Angels scheme. • The County Council have approved a £6.6 million programme of renovation works to 17 older people's residential homes which will include the replacement of fittings in line with best practice for accommodating residents with dementia. 		<p>service users, their carers and families have been involved.</p>
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becoming dementia friendly.			
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Strategy Review

To ensure that progress is made against the strategy, we will produce an annual report outlining what has been achieved, the opportunities and challenges. In addition, the strategy will be formally reviewed and updated in 2023.

Appendix I – Key Documents

- Living Well with Dementia: a National Dementia Strategy 2009 ⁽¹⁰⁾
- Prime Minister's challenge on dementia 2020 ⁽¹⁶⁾
- Dementia: supporting people with dementia and their carers in health and social care 2016 ⁽¹⁷⁾
- The Five Year Forward View 2014 ⁽¹²⁾
- The Lancashire and South Cumbria Sustainability and Transformation Plan 2017 ⁽¹³⁾

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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