

Lancashire County Council

Cabinet

Thursday, 10th August, 2017 at 2.00 pm in Cabinet 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 13 July 2017** (Pages 1 - 6)

Matters for Decision:

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

4. **The County Council's Financial Position - 2016/17 Outturn** (Pages 7 - 68)
5. **Procurement Report - Request Approval to Commence Procurement Exercises** (Pages 69 - 76)
6. **Schools Apprenticeship Levy** (Pages 77 - 80)

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

7. **Additional Highway Maintenance Funding – Proposed Apportionment Criteria** (Pages 81 - 84)
8. **Traffic Calming Scheme and Weight Restriction on Branch Road and Intack lane, Mellor Brook** (Pages 85 - 90)
9. **M55 Heyhouses Link Road** (Pages 91 - 108)

10. **Burnley Town Centre Improvements** (Pages 109 - 112)
11. **Highways Capital Programme - Proposed Amendments** (Pages 113 - 116)
12. **National Productivity Investment Fund - Proposed Allocation of Direct Grant Payment** (Pages 117 - 120)

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

13. **Capital Strategy for Schools 2017/18 to 2019/20** (Pages 121 - 132)
14. **School Place Provision Strategy 2017/18 to 2019/20** (Pages 133 - 308)
15. **Secondary Education Provision in Burnley** (Pages 309 - 330)
16. **Revision of Home to School Transport Policy 2018-19** (Pages 331 - 388)

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

17. **Proposals relating to Library Buildings** (Pages 389 - 392)

Cabinet Member for Adult Services - County Councillor Graham Gooch

18. **Deprivation of Liberty – Prioritisation of Applications to the Court of Protection** (Pages 393 - 414)
19. **Implementation of the Care Act 2014 - Approval of revised Adult Social Care Policies and Procedures** (Pages 415 - 466)

Miscellaneous Matters:

20. 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.

21. Date of Next Meeting

The next meeting of the Cabinet will be held on Thursday, 14 September 2017 at 2.00 pm at County Hall, Preston.

22. Notice of Intention to Conduct Business in Private

The meeting is likely to move into private session to consider the following reports, and the public will be excluded from that part of the meeting. The reason for this is that those reports will involve the disclosure of confidential and/or exempt information as defined within S100A(3) and Schedule 12A of the Local Government Act 1972. A final decision on whether the meeting shall move into private session will be taken during the meeting.

A notice was published in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. No representations have been received in response to this notice.

23. Exclusion of Press and Public

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

Part II (Not Open to Press and Public)

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

24. Land at Heysham Gateway Lancaster

(Pages 467 - 476)

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

25. Disposal of Property - Land at Kiddrow Lane, Burnley (Pages 477 - 492)

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

26. Former Glenburn Sports College Skelmersdale/Skelmersdale Rail Link (Pages 493 - 498)

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

27. Capital Contribution to the Development of an Extra Care Scheme in Preston (Pages 499 - 504)

(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.)

28. Community Asset Transfer (Pages 505 - 514)

(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.)

Jo Turton
Chief Executive

County Hall
Preston

- i. Full Council be recommended to add an additional £3.995m to the 2017/18 revenue budget.
- ii. Full Council be recommended to agree to add an additional £7.071m to the 2017/18 capital budget as per the Budget Amendment (Appendix 'B').
- iii. the Director of Financial Resources be requested to incorporate the impact of the Budget Amendment within the Medium Term Financial Strategy from 2018/19 onwards which will be reported to Cabinet in September 2017.
- iv. officers be requested to bring a further report on the procedures necessary to remove all paid Trade Union officers

5. Procurement Report - Request Approval to Commence Procurement Exercises

Cabinet received a report in line with the County Council's procurement rules, setting out recommendations to approve the commencement of two procurement exercises for:

- i. the Lancashire 0-19 Healthy Child programme
- ii. Service for homeless households with complex needs
- iii. the M55 Heyhouses Link Road

Resolved: The commencement of the procurement exercises as set out for the Lancashire 0-19 Healthy Child programme; Service for homeless households with complex needs; and the M55 Heyhouses Link Road be approved

6. Local Initiative Fund 2017/18

Cabinet considered a report on the launch the Local Initiative Fund (LIF) scheme for 2017/18, incorporating recommendations of the former Cabinet Working Group for the Third Sector.

Resolved: That

- i. the LIF scheme for 2017/18 be launched and bids be invited for funding from the Third Sector.
- ii. the underspend of £18,080.67 be brought forward from the 2016/17 LIF scheme and be added to the relevant districts budget for the LIF 2017/18 scheme.
- iii. the underspend of £28,550.58 from Local Member Grants Scheme for 2016/17 be brought forward to the relevant district's budget for the LIF 2017/18 scheme.
- iv. officers, in consultation with the Head of Service, Legal and Democratic Services, keep the LIF scheme under regular review and make minor changes to maintain expedient delivery of the programme as deemed appropriate.

7. Preston City Centre Traffic Management

This item was withdrawn to allow officers to prepare proposals for Lune Street, and for those proposals to be considered alongside the proposals in the report at a future meeting.

8. Review of Tendered Bus Services in Skelmersdale

Cabinet received a report recommending revisions to the tendered bus services in the Skelmersdale area to maintain a public transport service for the Birch Green and Ashurst area.

Resolved: That

- i. the proposed revisions to the tendered bus service in West Lancashire as set out at Appendix 'A' to the report be approved
- ii. officers undertake the necessary contract variation process to allow the service revisions to commence on 24 July 2017.

9. Preston Park & Ride – Walton-le-Dale

Cabinet considered a report on the procurement of a replacement service for the Walton-le-Dale Park & Ride site for 6 months whilst longer term options for the continuation of the service are identified.

Resolved: That

- i. the procurement of a bus service for the Walton-le-Dale Park & Ride service on an initial 6 month contract be approved
- ii. officers undertake the necessary procurement process to allow the replacement service to commence on 24 July 2017.

10. Highways and Transport Capital Programmes - Proposed Amendments

Cabinet considered a number of amendments to the approved Highways and Transport Capital Programmes Capital Programmes proposed 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 as outlined in Appendix 'A' and Appendix 'B' to the report be approved.

11. The Future of Central Lancaster High School's Post 16 Provision

Cabinet received a report, following a statutory consultation, on a proposal to discontinue the post 16 sixth form provision at Central Lancaster High School (CLHS), by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2018.

The consultation on this proposal took place from 29 March to 31 May 2017.

Resolved: That the proposal, as detailed in the statutory notice, to discontinue the post 16 sixth form provision at Central Lancaster High School (CLHS), by permanently lowering its age range from 11-18 years to 11-16 years, with effect from 31 August 2018 be approved.

12. Recommendation of the Edward Stocks Massey Bequest Fund Joint Advisory

Cabinet considered the recommendations of the Edwards Stocks Massey Bequest Fund Joint Advisory Committee.

Resolved: That approval be given to the recommendations of the Joint Advisory Committee from its meeting on 23 June 2017 as set out below:

- i. The following allocation of funds in 2017/2018 (totalling £51,540)
 - Lancashire County Council - £15,500

- Burnley Borough Council - £15,500
 - Burnley Mechanics Trust Allocation - £5,000
 - Individuals and Voluntary Organisations - £8,540
 - Higher Education Student Support Scholarship Awards - £7,000
- ii. In respect of the Higher Education Student Scholarship Awards, the interview panel of the JAC be authorised to award the scholarships at its meeting on 22 December 2017.

13. Mental Health Partnership Agreement with Clinical Commissioning Groups for Jointly Funded Rehabilitation Services

Cabinet considered a report setting out proposals to develop a Section 75 Agreement with the Lancashire Clinical Commissioning Groups to manage the funding arrangements for a specialist rehabilitation framework for Care and Support services for adults with mental health needs.

Resolved: That

- i. Approval be given to the County Council commencing negotiations with the aim of establishing a Section 75 partnership agreement with the following Lancashire Clinical Commissioning Groups (CCGs) to provide the governance for a new framework for Mental Health Rehabilitation Services:
 - a. Chorley and South Ribble CCG
 - b. Greater Preston CCG
 - c. West Lancashire CCG
 - d. Fylde and Wyre CCG
 - e. East Lancashire CCG
 - f. Morecambe Bay CCG (Lancashire North)
- ii. the Director of Adult Services and the Director of Legal and Democratic Services be authorised to agree the terms of the Section 75 Agreement.

14. Proposals relating to Library Buildings which were closed/proposed for closure as part of the Property Strategy (Neighbourhood Centres)

This report outlines proposals in relation to the provision of library facilities and also considers options in relation to premises where Community Asset Transfer requests have been received.

Resolved: That

- i. a full library service be provided from: Coppull Library, Ecclestone Library, Ansdell Library, Brierfield Library, Bacup Library and Whitworth Library.
- ii. a full library service be operated from Milbanke Older People's Day Service, Kirkham, with a full library service to continue at Kirkham Library pending the completion of works to the new accommodation.
- iii. there be a phased re-opening and delivery of a full library service at: Burnley Campus Library; Freckleton Library; Oswaldtwistle Library; Bolton-le-Sands Library; Silverdale Library; Barrowford Library; Fulwood Library; Whalley Library and Springwood Children's Centre; and Lostock Hall Library and Children's Centre.
- iv. progress be noted in relation to the community asset transfer and development of independent community libraries at: Pike Hill Library;

Trawden Library and Riverside Children's Centre; Crawshawbooth Library and Community Centre; and Penwortham Library and Penwortham Young People's Centre.

- v. further consideration be given to the following buildings: Briercliffe Library; Rosegrove Library; Adlington Library and Children's Centre; Lytham Library; Rishton Library; Earby Library; Bamber Bridge Library; Burscough Library; Parbold Library; Upholland Library; Cleveleys Library and Children's Centre; and Thornton Library.
- vi. where a group that has proposed Community Asset Transfer withdraws their request, consideration be given to re-opening the premises as a County Council managed Library.
- vii. the decision to declare surplus the following buildings be rescinded: Ansdell Library; Burnley Campus Library; Freckleton Library; Oswaldtwistle Library; Bolton-le-Sands Library; Silverdale Library; Barrowford Library; Fulwood Library; Whalley Library and Springwood Children's Centre; and Lostock Hall Library.
- viii. the grateful thanks of the cabinet to the voluntary and community groups who had committed time and resources into the Library service and its future development be noted.

15. Urgent Business

It was confirmed there was no urgent business under Part I of the agenda.

16. Date of Next Meeting

It was noted that the next meeting of cabinet would be at 2pm on Thursday 10 August 2017 at County Hall, Preston.

17. Notice of Intention to Conduct Business in Private

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

18. 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.

19. Public Footpath along Culbeck Lane, Euxton (ref. 09-14-FP37/38/39)

(Exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act, 1972. It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interests in disclosing the information)

Cabinet considered a report on options for the future maintenance and/or improvement of public footpath 09-14-FP37/38/39 known as Culbeck Lane, Euxton.

Resolved: That Cabinet approve Option 2 as set out in the report

20. Commissioning of Services for Homeless People with Complex Needs

(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 interests in disclosing the information)

Cabinet considered a report on the commissioning of services for homeless people with complex needs.

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

21. Recommendation to Full Council

(Exempt information as defined in Paragraph 2 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 interests in disclosing the information)

Cabinet agreed that the item be taken as an item of urgent business on the basis that the Council's financial position required action to be taken as soon as possible.

Cabinet considered a proposal to make a recommendation to Full Council.

Resolved: That a recommendation to Full Council be approved.

Jo Turton
Chief Executive

County Hall
Preston

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

Report of the Director of Financial Resources

Part I

Electoral Divisions affected:
All**The County Council's Financial Position - 2016/17 Outturn**
(Appendix 'A' refers)

Contact for further information:

Neil Kissock, (01772) 534286, Director of Financial Resources

neil.kissock@lancashire.gov.uk**Executive Summary**

This report provides a summary of the County Council's financial position at the end of 2016/17.

The County Council's final revenue outturn position is an underspend of £23.101m against an agreed cash limit budget of £713.020m.

The County Council's capital spending in year totalled £144.653m, which equates to c90% of the agreed 2016/17 forecast expenditure for the programme.

Although this overall position is favourable, it is important to note that the outturn position is supported by c£83m from reserves and includes an extraordinary surplus of £23m as a result of Treasury Management activities. Without these items contributing to outturn the budget would be significantly overspent and in future financial years there continues to be an underlying pressure within service budgets, particularly in demand led areas such as Children's Social Care, Adults Social Care and Waste Services.

Recommendation

The Cabinet is recommended to:

- (i) Note the Council's final revenue and capital outturn position for 2016/17,
- (ii) Approve the transfer of the 2016/17 underspend to the transitional reserve.

Background and Advice

The detailed report at Appendix 'A' presents the County Council's financial position as at 31st March 2017.

Overall, despite a range of pressures, the County Council's financial strategy has developed further over the course of the year in preparation for the challenging times ahead. The report includes the Director of Financial Resources conclusion on the County Council's financial standing at the end of the year.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The County Council's overall approach to managing financial risks continues to be to identify and acknowledge risks early and build their impact into financial plans while continuing to develop strategies which will minimise their impact. This approach operates in parallel with the identification and setting aside of sufficient resources to manage the financial impact of the change risks facing the organisation.

List of Background Papers

Paper	Date	Contact/Tel
The County Council's Budget	9 th February 2017	Neil Kissock/x36154
Money Matters – The Financial Strategy	19 th January 2017	Neil Kissock/x36154

Reason for inclusion in Part II, if appropriate

N/A

Money Matters

The County Council's Financial Position

2016/17 Outturn

Contents	Page
Introduction	3
Section A - The 2016/17 Revenue Budget	5
Section B – The 2016/17 Capital Programme	45
Section C – County Fund Balance, Reserves and Provisions	55
Section D – The Financial Health of the County Council	63

Money Matters –The County Council's Financial Position as at 31st March 2017

1. Introduction

This report provides a summary of the County Council's financial position at the end of the 2016/17 financial year.

2. Summary Position

The overall financial health of the County Council continues to be one of its greatest risks. Although a revenue underspend of £23.101m is reported at the end of 2016/17, and is an improvement from the position reported to Cabinet at Quarter 3, it is critical to recognise that the underspend predominantly is as a result of one-off additional income arising from Treasury Management activity. **Without this one-off extraordinary income the Council would have overspent by £0.324m and therefore it is important to note that there remains an underlying pressure within a number of service budgets.**

The final outturn position includes £82.886m from reserves (details can be found in Section C). This includes an amount of £18.286m to fund the financial gap as agreed at Full Council in February 2016. The amount also includes £35.153m to support the transformational activity required to deliver the previously agreed savings which is significantly lower (£11.4m) than the £46.5m originally agreed, reflecting early delivery of a number of savings. In addition there are transfers between reserves and contributions to reserves that total £0.912m. **It is important to note, that without the use of reserves the County Council would have overspent by £59.785m, and without the use of reserves and treasury management gains would have overspent by £83.210m. It is important to note that the budget for 2017/18 includes reserve funding of c£104m which includes £57m relating to the identified funding gap and £17m supporting transformational activity resulting in savings. This is a significant increase from the level utilised in 2016/17 and further increases the reliance upon reserves.**

Section A of this report sets out the final position for the revenue budget for 2016/17 and highlights:

- £23.101m underspend on services (including an underspend of c£23m on Treasury Management).
- £5.000m flexible use of Capital Receipts to support expenditure that is forecast to generate ongoing savings.
- The availability of additional one-off resources from the government and council tax payments in 2016/17 of £4.898m. (see Section 3.10)

Section B of this report considers progress in relation to the Capital Programme. LCC (non LEP / City Deal) Capital spending in the year was £144.653m which equates to c90% of the agreed in year programme.

Section C considers the significant movements in the County Council's reserves and provisions and requires Cabinet to review the level of reserves and balances currently totalling £263.839m along with school's reserves of £79.209m.

Section D sets out the Director of Financial Resources opinion on the overall financial health of the County Council.

2.1 Recommendations

Cabinet is asked to:

1. Note the Council's final revenue and capital outturn position for 2016/17,
2. Approve the transfer of the 2016/17 underspend to the transitional reserve

3. Section A – The 2016/17 Revenue Budget

3.1 The Overall Summary

In February 2016 the County Council approved a revenue budget of £713.020m.

The final position for the end of the year was total net expenditure of £689.919m, reflecting an in year underspend of £23.101m which represents a 3.2% variance against the overall County Council budget.

The 2016/17 financial position represents an improved position of £7.803m from the forecast underspend position reported to Cabinet in January (£15.298m underspend), which reflected the position at the end of Quarter 3.

It is important to recognise that the year-end position includes the impact of additional income arising from Treasury Management activities, with a surplus of c£23m achieved. This, in great part, reflects opportunities in response to external events post Brexit and is an extremely positive position. **Without these gains however, the County Council would have overspent by £0.324m across service budgets. Therefore it is critical to note that there remains an underlying pressure within a number of service budgets, particularly in demand led areas such as Children's Social Care, Adults Social Care and Waste Services.**

The final outturn position includes £82.886m from reserves (details can be found in Section C). This includes an amount of £18.286m to fund the financial gap as agreed at Full Council in February 2016. The amount also includes £35.153m to support the transformational activity required to deliver the previously agreed savings which is significantly lower (£11.4m) than budgeted amount in 2016/17 to support savings from reserves of £46.5m due to early delivery. In addition there are transfers between reserves and contributions to reserves that total £0.912m. **It is important to note, that without the use of reserves the County Council would have overspent by £59.785m, and without the use of reserves and treasury management gains would have overspent by £83.210m. It is important to note that the budget for 2017/18 includes reserve funding of c£104m which is an increased level of funding from reserves compared to 2016/17.**

The impact of the ongoing financial pressures have been factored into the medium term financial strategy (MTFS) agreed by Cabinet and Full Council in January and February 2017. As can be seen from the outturn position (and as reported to Cabinet throughout the financial year) there has been a significant increase in demand pressure on children's services agency placements. Additional funds have been built into the MTFS, primarily in 2017/18, to reflect this. The forecast for 2018/19 and beyond has included a much smaller growth in demand than is currently being experienced this will be closely reviewed in detail as part of the budget monitoring position and review of the MTFS in 2017/18 to determine the need for any changes. A review of the 2016/17 outturn is underway to establish whether there are any recurrent over or underspends that need to be reflected in the updated MTFS that will be presented to Cabinet in September 2017.

The 2016/17 budget of £713.020m included a significant savings requirement of c£100m and, in addition, there are further agreed savings of c£54m predominantly relating to 2017/18 although some of which will not be fully delivered until 2020/21.

The 2016/17 outturn position includes the achievement of the majority of savings that were agreed, with a small amount of slippage and non-delivery (with most being reflected already within the MTFS). In addition there was early delivery of some savings that were due to be achieved in 2017/18 and 2018/19 which has resulted in a reduced requirement from reserves compared to the level originally agreed.

The narrative in the body of the report provides details as to progress on the achievement and delivery of the savings relating to each Head of Service. The level of reserves that were approved to be applied from the transitional reserve 2016/17 in support of the delivery of savings was £46.417m and the amount that has been required is £35.153m. This is due to early delivery of some savings, particularly through staff vacancies and turnover, although this was partially offset by some budget savings that have been delayed and required some reserve funding to cover the delay in implementation.

Delivery of the significant savings programme has been identified as a key risk area and the savings plans have been subject to detailed regular scrutiny by the Programme Office and Finance throughout 2016/17 and will continue to be monitored in detail throughout 2017/18.

The report reflects the organisational structure with detailed budget monitoring undertaken at Head of Service Level and is summarised in the report up to their appropriate management line, e.g. the Director for Development and Corporate Services. All forecast variances +/- £0.1m are explained within the report along with any mitigating actions being put in place.

Use of Capital Receipts

In previous years the use of capital receipts (income derived from the sale of long term assets) has been restricted to funding capital expenditure or the repayment of debt. However, from 1st April 2016 the Government introduced the flexibility for capital receipts to be used to fund revenue expenditure which meets certain criteria. To meet the qualifying criteria the revenue expenditure needs to relate to activity which is designed to generate ongoing revenue savings or to transform a service which results in revenue savings or improvements in the quality of provision.

Local authorities will only be able to use capital receipts from the sale of property, plant and equipment received in the years in which this flexibility is offered. They may not use their existing stock of capital receipts (prior to 1st April 2016) to finance the revenue costs of service reform.

As part of the 2016/17 budget capital receipts of £5.000m were budgeted for as being applied to support the revenue budget. Capital receipts of £9.629m were actually generated within the financial year with £4.629m carried forward into 2017/18 with the 2017/18 revenue budget having being set on the basis of £12.5m of capital receipts being applied to revenue.

The £5m in 2016/17 was used to support the following service areas that were completing transformational activity that is forecast to both contribute towards future savings and improvements to the quality of service provision.

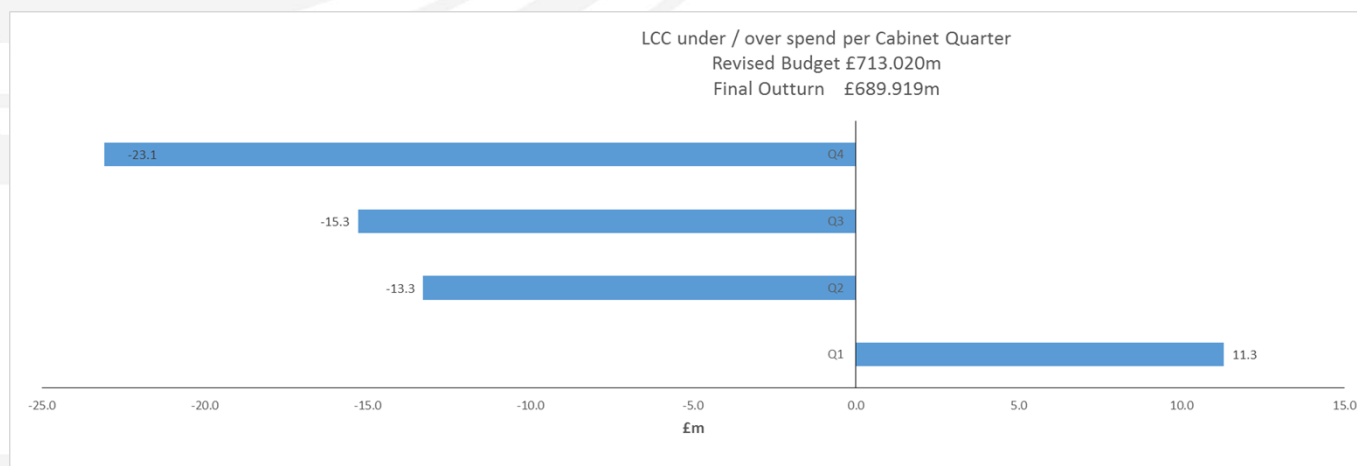
Service Area	Value (£m)
Children's Social Care Staffing	1.749
Waste Services	0.784
Exchequer Services	0.205
Human Resources (Corporate Team 50%)	0.454
Programme Office	0.593
Financial Management (Operational)	0.340
Legal Services	0.060
Policy, Information and Commissioning	0.215
Estates	0.080
Facilities Management	0.080
Asset Management	0.440
Grand Total	5.000

At Full Council in February each year the County Council's prudential indicators are reviewed and approved. In February 2016 and 2017 the level of indicators incorporated the budgeted level of capital receipts that would be used to support the revenue budget. The indicators are reviewed on a regular basis and reported to Members on a quarterly basis.

The final outturn for 2016/17 is as follows:

Ref	Service Area	Approved Budget £m	Outturn £m	Budget / Outturn Variance £m	Outturn Variance %	Q3 Cabinet Forecast Variance £m
3.2	ADULT SERVICES	317.674	322.015	4.341	1%	1.854
3.3	CHILDREN'S SERVICES	119.421	132.428	13.007	11%	13.308
3.4	COMMUNITY SERVICES	134.239	133.588	-0.651	0%	2.805
3.5	PUBLIC HEALTH & WELLBEING	28.860	24.661	-4.199	-15%	0.007
3.6	DEVELOPMENT AND CORPORATE SERVICES	35.574	34.261	-1.313	-4%	-0.166
3.7	COMMISSIONING	46.649	42.142	-4.507	-10%	-2.093
3.8	CHIEF EXECUTIVE	30.603	0.824	-29.779	-97%	-31.013
	TOTAL	713.020	689.919	-23.101	-3%	-15.298

The graph below shows how the variances have developed over the course of the financial year:



3.2 Operations and Delivery – Adult Services

Ref	HEAD OF SERVICE	Approved Budget £m	Outturn 2016/17 £m	2016/17 Variance £m	Outturn Variance %	Q3 Cabinet Forecast Variance
3.2.1	DISABILITY (adults)	-4.468	-4.598	-0.130	3%	0.069
3.2.2	OLDER PEOPLE	0.629	0.051	-0.578	-92%	-0.349
3.2.3	LEARNING DISABILITIES, AUTISM & MENTAL HEALTH	161.886	160.702	-1.184	-1%	-3.495
3.2.4	SOCIAL CARE SERVICES (adults)	159.627	165.861	6.234	4%	5.629
	TOTAL - ADULT SERVICES	317.674	322.015	4.341	1%	1.854

The total net approved budget for Adult Services in 2016/17 was £317.674. The service has overspent by £4.341m, an increase of £2.487m compared with the previous Quarter 3 update to Cabinet.

This outturn includes the impact of the fee increases across homecare services, Learning Disabilities supported living and Physical Support over 65 residential and nursing services. Several further fee uplifts have also been included in the outturn position and future year impact has been considered as part of the MTFs review. The outturn position includes the delivery of £0.680m of savings relating to the ongoing phased implementation of the Passport to Independence programme, which is being supported by Newton Europe, and is forecast to deliver a significantly increasing level of financial savings in subsequent years.

Adult Services staffing including Mental Health, Learning Disabilities and Autism are currently implementing their interim staffing restructure which have utilised £0.497m from reserves.

3.1.1 Disability Service

The service achieved an overall positive variance to budget of £0.130m. This is a positive change of £0.199m from the position reported to Cabinet in Quarter 3 and is the result of additional income identified and claimed during Quarter 4.

The 2016/17 variance to budget is as a result of increased running costs of £0.100m which are offset by additional income of £0.230m.

In general, the net expenditure for Day and Domiciliary services is largely in line with 2015/16 spend patterns. The service have been able to manage the impact of the revised transport to day services policy through changes to staff rotas to extend opening hours where required, and indeed this policy change has been experienced as neutral or even positive in its impact for the majority of service users. During the year the domiciliary service also undertook to provide additional hours for provider failure, crisis hours and a supported living service on top of existing provision.

3.1.2 Older People – In-House Care Services

The service has achieved a positive variance of £0.578m against their budget. This is due to an overachievement of income of £0.980m and an overspend on running costs of £0.402m.

The overachievement of income during the year is mainly due to additional community beds being made available and the introduction of a standard rate, resulting in additional income of £0.531m, which includes NHS England funding. In addition, Health income was identified for individual packages of care worth a further £0.148m.

3.1.3 Learning Disability, Autism & Mental Health

The service has underspent by £1.184m, compared with a forecast underspend of £3.495m reported to Cabinet for Quarter 3.

Learning Disability, Autism & Mental Health overspent on staffing by £0.885m. In order to minimise the draw down from reserves across Adults Services this overspend was offset by a similar underspend in Social Care Adult Services.

Learning Disabilities

- Learning Disability services include the provision of care services including residential and nursing care, but predominantly supported living and direct payments. Services are commissioned via a pooled fund arrangement with the six Lancashire CCGs.
- The LCC share of the service has underspent by £0.192m, which is a reduced underspend of £0.895m compared to the Quarter 3 forecast underspend of £1.087m.
- Approximately £1.146m of savings from the remodelling of Supported Living have contributed to the underspend. This was as a result of 49 houses being remodelled during 2016/17.
- The outturn position includes the impact of agreed fee increases for supported living and domiciliary care estimated at £7.400m across all Adult Services. Of this, £3.099m of Learning Disability fee increases have been funded from reserves in 2016/17 as agreed with the future impacts built into the MTFs.
- There is continued pressure on the budget from transitions from Children's Services. The impact was c£1.5m in 2016/17, which had a similar impact on 2015/16 costs.

Mental Health – Residential

- Mental Health residential care has underspent by £1.424m, compared with the £2.535m underspend reported for Quarter 3. Spend was higher than previously forecast, partly due to a provision for backdated placement costs. Income was also higher than forecast which helped to offset the increase in spend.
- Review team savings have contributed to the underspend, where package costs have reduced or service users have moved to more appropriate services.
- The number of service users supported as at March 2017 was 288. The average weekly cost of care packages has increased by 11.4% from £796 to £887 over

the year. This increase is as a result of a combination of fee increases, as detailed earlier in the report, and also a general increase in average weekly costs as a result of supporting individuals with more complex needs.

Mental Health – Nursing Homes

- Mental Health Nursing Homes have overspent by £0.506m, a reduction in overspend of £0.169m compared with Quarter 3 due to a slight reduction in service user numbers.
- The number of service users supported as at March 2017 was 79 compared to 94 in March 2016. This decrease in service user numbers should however be treated with caution as some of the decrease is as a result of a data cleansing exercise.
- The overspend is due to average weekly package costs increasing at a rate higher than budgeted for (April 2016 £707; March 2017 £762).

Mental Health - Home Care

- Mental Health Home Care services has underspent by £0.771m, an increase in underspend of £0.130m compared with Quarter 3 due to a small change in service user numbers.
- During the year numbers of individuals supported has increased by 6.6% (April 2016 472; March 2017 503) which was lower than originally forecast.

Mental Health – Direct Payments

- There was an underspend of £0.150m on Direct Payments in 2016/17.
- The number of service users supported as at March 2017 was 238 compared to 266 service users at the end of March 2016 (11.7% reduction).

In addition there were other small variances across Mental Health that resulted in an additional underspend of £0.038m.

The 2016/17 outturn includes the drawdown of £0.217m from the Transitional Reserve to support an agreed uplift of residential and nursing home fees within Mental Health. The future year's impact above the level built into the current budget has been built into the MTFS in future years.

This budget has been reduced by £0.362m as a result of approved savings, however it was agreed that funding from the Transitional Reserve would fully support this saving in 2016/17. Due to natural turnover and disbandment of the Health & Care Systems Development Team the funding is no longer required and no drawdown from reserves has taken place.

3.2.4 Social Care Services (Adults)

Changes in statutory reporting requirements has meant the previous client groups of 'Older People' and 'Physical Disability' have been combined to form the client group 'Physical Support'. People enter these services from community settings but a significant proportion come as they are discharged from hospital.

The total budget for this service area is £159.627m. The overspend is £6.234m, an increase of £0.605m compared with Quarter 3.

Social Care Services (Adults) underspent on staffing by £0.943m. In order to minimise the draw down from reserves across Adults Services this overspend was offset by a similar overspend in Learning Disability, Autism & Mental Health.

The significant areas of variance are detailed below:

Prevention

Prevention includes services for carers, equipment and adaptations and reablement, and covers all of adult social care.

In 2016/17 there was an overspend of £0.883m as spend on prevention has increased, primarily as the number of carers receiving direct payments has increased from 2,593 in 2015/16 to 5,495 in 2016/17 which is an increase of 112%.

Physical Support

The service has overspent by £6.639m, an increase of £1.902m compared with Quarter 3.

- In 2016/17 there was an increase in long term nursing placements of 72 (1,050 in March 2016 to 1,122 as at March 2017). The estimated additional net expenditure impact of the increase was around £0.676m.
- The number of long term residential placements decreased slightly over the year, from 3,345 in March 2016 to 3,324 as at March 2017, with little impact on the 2016/17 outturn.
- The number of weekly direct payments service users fell from 2,102 in March 2016 to 2,021 in March 2017. Net expenditure fell by £1.268m due to the fall in service user numbers, and also due to an increase in income from various sources (client contributions, health etc.) of around £0.533m.
- Net expenditure on home care increased by £3.059m in 2016/17. Service user numbers fell slightly from 5,664 as at March 2016 to 5,610 as at March 2017, but average costs per user were higher during 2016/17 compared to the previous year.
- This service area includes the in-year budget pressure of £5.346m reflecting the re-profiling of the delivery timeframes for the agreed savings programme particularly where they are impacted by the phased implementation of the Passport to Independence programme.

The final outturn includes the drawdown of £1.700m from the Transitional Reserve to support the uplift of residential and nursing home fees in 2016/17, and £0.185m to support increases in supported living and domiciliary fees within Physical Support. The future years' impact above the level built into the current budget has been built into the MTFs in future years. A further £0.009m has been drawn down in respect of Winter Resilience Funding.

Social Care Service Central Costs

This covers central costs for all of Adult Social Care, and includes professional fees such as Newton Europe, insurance, repayment of balances held for CCGs and Direct Payments support contracts.

The service has underspent by £0.346m through controlling costs on non-essential spending. Net expenditure has increased by £0.352m since Quarter 3, when an underspend of £0.698m was forecast as a result of additional costs that had not been forecast.

The outturn for 2016/17 includes £9.392m contributions from reserves, offsetting the expenditure of £5.969m in relation to the Newton's design and implementation work, and £3.423m for the repayment of outstanding CCG monies held on their behalf.

Supporting People

Supporting People services assist people to live as independently as possible. The range of services include supported and sheltered housing, refuges for women experiencing domestic violence, alarm services for elderly people, and 'floating support' where workers visit people in their own homes. The delivery of the service to Lancashire residents is facilitated by a large number of contracts with external providers and agencies directly providing these schemes.

The outturn for this service has resulted in a nil variance to budget with contributions from reserves as detailed below.

A full assessment in conjunction with the service consultation has been carried out to review the ongoing budget requirement in 2017/18. Required extensions to contracts have been granted during 16/17 to ensure appropriate support during the transition period. The service is working towards a reduced service aimed at providing accommodation for homeless 16/17 year olds. The remaining service has close links to the Prevention and Early Help Fund and the aims of this funding stream.

It was originally anticipated and approved that £10.150m would be drawn down from reserves to support the transitional arrangements of this budget option however a reduced amount of £8.747m has been required due to early delivery of savings.

3.3 Operations and Delivery – Children's Services

Ref	HEAD OF SERVICE	Approved Budget £m	Outturn £m	Budget / Outturn Variance £m	Outturn Variance %	Q3 Cabinet Forecast Variance £m
3.3.1	CHILDREN'S SERVICES	-0.736	-0.820	-0.084	-11%	-0.019
3.3.2	SEN & DISABILITY	15.690	13.800	-1.890	-12%	-1.715
3.3.3	SAFEGUARDING INSPEC & AUDIT	9.376	7.718	-1.658	-18%	-1.645

3.3.4	ADOPTION & FOSTERING RESIDENTIAL AND YOT	26.134	24.753	-1.381	-5%	-1.145
3.3.5	CHILDREN SOCIAL CARE	64.832	85.270	20.438	32%	19.706
3.3.6	SCHOOL IMPROVEMENT	6.785	5.308	-1.477	-22%	-0.627
3.3.7	TRADED SERVICES (START WELL)	-2.660	-3.601	-0.941	-35%	-1.247
	TOTAL - CHILDREN'S SERVICES	119.421	132.428	13.007	11%	13.308

Children's Services overspent by £13.007m in 2016/17 against the cash limit of £119.421m. This is a decrease of £0.301m from the forecast outturn reported to Cabinet at Quarter 3. An additional £5.000m was included in the 2016/17 budget following the Ofsted inspection in mid-2015/16 alongside investment in staffing (such as Child Sexual Exploitation Team and the practice improvement model), information technology and an increased budget provision for anticipated demand and price increases in 2016/17.

3.3.2 Special Education Needs and Disability (SEND)

SEN and Disability underspent by £1.890m in 2016/17.

- Children with Disabilities (CwD) Family Support underspent by £0.147m.
- CwD agency placements which includes in house fostering payments and residential and foster care placements with external providers underspent by £0.094m. Underspends of £0.296m relate to in-house fostering payments and £0.133m to agency fostering placements, offset by overspends of £0.336m on agency residential which reflects an increase in placements from 14 in April 2016 to 18 in March 2017.
- CwD Direct Payments Outturn underspent by £0.402m is a result of a non-recurring clawback of previous payments and the implementation of tighter controls following a review of payments.
- Underspends of £0.307m relate to budgeted increases in charges for SLA's with Health for Occupational Therapy and Speech and Language Services which did not materialise in 2016/17. This has been adjusted for within the MTFs for future years.
- Underspends of £0.111m relate to Aids & Adaptations as a result of a reduced level of Disability Facilities Grant requests and reimbursements back from other Local Authorities
- Lancashire Break Time underspent by £0.262m which relates to delays in the tender processes and a decrease in take up of providers than anticipated throughout the year.
- There are also underspends of £0.731m across a number of teams of which £0.374m relates to staff costs and vacancies, £0.260m to non-staff costs and £0.097m to over recovery of income.
- SEN Traded Services overspent by £0.164m. The redirection of Associate Education Psychologists within SEN Traded Service to work on statutory

services and the reduction in the commissioning of specialist teachers has resulted in some under recovery of income.

The service reported underspends of £1.715m to Cabinet at the end of Quarter 3 compared to underspends of £1.890m at the end of the financial year, an increase in underspends of £0.175m. This relates to underspends on Lancashire Break Time and Aids and Adaptations not previously reported, further underspends on Direct Payments, offset by further overspends on CWD Agency Placements and SEN Traded Services.

The outturn reflects the achievement of approved budget savings of £0.301m in 2016/17.

3.3.3 Safeguarding, Inspection and Audit

Safeguarding, Inspection and Audit (SIA) underspent by £1.658m in 2016/17.

- Underspends of £1.639m relate to staff costs across the service and in particular vacant posts covered by agency staff for which the costs are included within the Children's Social Care service, and £0.150m relates to over recovery of income, offset by overspends of £0.131m on non-staff costs. The cost of all agency staff recruited to social work related posts following the Ofsted inspection in 2015/16 and non-staff costs incurred in response to the Ofsted inspection, are recorded against the Children's Social Care budget in order to identify and track additional costs arising from the inspection.

There is no significant change to the outturn from the forecast reported to Cabinet at the end of Quarter 3.

3.3.4 Adoption, Fostering Residential and YOT

Adoption, Fostering, Residential and YOT underspent by £1.381m in 2016/17.

- Adoption Service underspent by £1.073m. Of this underspends of £0.430m relate to staff costs and vacant posts, some of which are covered by agency staff for which the costs are included within Children's Social Care, and £0.165m relate to various non-staff costs. Underspends of £0.262m relate to adoption allowances. Underspends of £0.262m relate to inter-agency adoption fees and both the extension of grant funding from October 2016 to March 2017 and a number of adoption placements for which a grant has been received (in line with grant conditions) but no fees are payable to other organisations. These underspends are offset by a small overspend of £0.046m on the Adoption Support Fund.
- Residential In-house Provision overspent by £0.143m which predominantly relates to staff costs.
- There are also underspends of £0.451m across a number of teams, of which underspends of £0.332m relate to staff costs in the In-house Fostering Service, SCAYT and the Adoption, Fostering, Residential and YOT Management Team (some of which relates to posts covered by agency staff for which costs are included within Children's Social Care), £0.072m to over recovery of income, offset by overspends of £0.047m on non-staff costs.

The service reported underspends of £1.145m to Cabinet at the end of Quarter 3 compared to £1.381m at the end of the financial year, an increase in underspends of £0.236m. This relates to a number of small changes across the service.

The budget for Adoption, Fostering, Residential and YOT includes approved budget savings of £0.956m for 2016/17. The outturn reflects the delivery of £0.642m of savings on YOT, £0.233m on Over Nights Short Break (ONSB) Service and £0.075m on In-house Fostering Service, but non-delivery of £0.006m of savings on Residential In-house Provision in 2016/17.

The outturn includes the application of non-recurrent funding of £0.078m from the YOT (Youth Offending Team) – General Youth Offending Reserve to cover the cost of projects approved by the Youth Justice Board. Whilst the use of £0.320m of non-recurrent funding from the Transitional Reserve was originally approved, early delivery of savings for YOT has meant that this was not required in 2016/17.

3.3.5 Children's Social Care

Children's Social Care overspent by £20.438m in 2016/17.

- Overspends of £7.363m relate to Social Work Staff and CSC Management.
 - Of this £4.124m relate to staff costs (including car allowances) which includes agency staff covering vacant posts, additional temporary staff required for 12 months throughout 2016/17 and 2017/18 to increase capacity in children's social care and to support the development and implementation of a single operating model across Children's Services, currently being trialled in Fylde and Wyre, and temporary workstarts required for 3 months to provide business support to Project Accuracy. This is offset by underspends of £2.692m on staff within Safeguarding, Inspection and Audit Service and Adoption Fostering, Residential and YOT Service.
 - Overspends of £3.349m relate to a number of other expenses arising as a result of work undertaken in response to the Ofsted inspection. Of the additional £5.000m included in the budget for 2016/17 following the Ofsted inspection, circa £4.400m, was budgeted to cover staff costs, with the remaining amount, circa £0.600m, budgeted to cover various non-staff costs, consultant and professional fees. The outturn includes one-off spend of £3.348m for Children's Social Care Referral and Assessment Service Framework, £0.168m for children in need assessments undertaken by an external social work provider and £0.922m for consultant and professional fees of which £0.675m is funded by reserves.
 - Underspends of £0.110m relate to various non-staff costs.
- Agency Residential Placements overspent by £10.907m. This includes the recoupment of £0.542m for education costs. Placements have increased by 100 (74%) from 135 in November 2015 to 235 in March 2017. Work is continuing as part of the 0–25 Programme Board to review the underlying reasons for

increases in numbers of placements and to estimate likely future demand and the impact of this on the County Council's budget. The capacity of a number of in-house residential units is limited due to the placement of young people with increasingly complex needs that require high staff to child ratios to support. Consequently young people who would otherwise have been placed in these units have been placed with external providers. As at 31st March 2017 there were 15 vacancies within in-house residential units. It is likely that demand has been effected by work undertaken following the Ofsted inspection, although the pathway diagnostic work has already identified some potential for efficiencies which could reduce costs in the future without affecting levels of service delivery.

- Overspends of £1.855m relate to agency fostering placements. Placements have increased by 81 (20%) from 392 in October 2015 to 473 in March 2017. As noted above, work is continuing as part of the 0–25 Programme Board to review the underlying reasons for increases in numbers of placements, and to estimate likely future demand and the impact of this on the County Council's budget.
- Family support which covers Special Guardianship Orders (SGOs), Child Arrangement Orders (CAOs), assistance to families and other payments overspent by £1.122m, largely due to increases in the number of SGOs of circa 20% in 2016/17.
- Underspends of £0.329m relate to Leaving Care Allowances which is line with 2015/16 outturn.
- Underspends of £0.329m relate to other placement costs including, agency remand, staying put, and in-house residential and fostering placements.
- Underspends of £0.151m relate to a number of other items and in particular DBS checks.

The service reported overspends of £19.706m to Cabinet at the end of Quarter 3 compared to £20.438m at the end of the financial year, an increase in overspends of £0.732m. This largely relates to agency residential placement costs due to increased placements of which 2 were high cost secure placements, and an increase in family support payments.

The budget for Children's Social Care includes approved budget savings of £0.504m for 2016/17. The outturn reflects the fact that delivery of savings which relate to CSC Placements and Social Worker Teams are delayed due to demand pressures.

The outturn includes the following application of non-recurrent funding.

- Contribution of £0.275m from the Risk Management Reserve to cover the cost of the LCC Children's Priority Reporting on LCS contract with Newton's (Project Accuracy).
- Contribution of £0.200m from the Transitional Reserve to fund the cost of the Transformation of Children's Services Pathways in Lancashire Assessment/Diagnostic based on payments made to date.

- Contribution of £0.200m from the Former CYP DFM General Reserve to fund risk assessment training and models and quality assurance, auditing and training costs.

3.3.6 School Improvement

School Improvement achieved a positive variance compared to budget of £1.477m in 2016/17.

- Underspends of £0.704m largely relate to vacancies across a number of teams as the service awaits approval and implementation of a new structure.
- Underspends of £0.625m relate to non-staff costs with £0.517m of this relating to supplies & services. This underspend is across the whole service with some of the larger savings being made within, Welfare Training, Childcare Systems, Education Health & Wellbeing, Value Added Data Product and EMA Grant. This is not guaranteed to recur for future years.
- Additional income achieved above budget totalling £0.148m relates to traded services, income from products and income from fines for children missing education. The additional income this year has been generated by the Attendance legal team in fines and traded income from the Advisory Service, this is offset by less income than budgeted being received from data products sold to schools and other smaller traded services.

The service reported a positive variance of £0.627m to Cabinet at the end of Quarter 3 compared to £1.477m at the end of the financial year, an improved position of £0.850m. This is mainly due to lower than anticipated expenditure on supplies and services and additional income.

The outturn reflects the achievement of approved budget savings of £0.657m in 2016/17. Furthermore the service has delivered £0.252m of it's 2017/18 early.

3.3.7 Traded Services (Start Well)

Traded Services achieved a positive variance compared to budget of £0.941m in 2016/17. The underspend is the result of increased activity and overachievement of income, as well as continued efficiencies.

- School Catering achieved a positive variance of £0.770m. The service generated meal sales income of £3.030m in 2016/17 due to a rise in demand levels with an additional four schools buying into the catering service SLA (524 units in 2016-17 compared to 520 in 2015-16), Universal Free School meals and an increase in trading days compared to 2015/16. However, offsetting this is an over accrual of £0.731m at the end of 2015/16 which is non-recurring, other catering related expenditure and predominantly an increase in food cost prices of £2.260m. This increase is linked to the value of sterling, due to the impact of Brexit and a harsh winter affecting crops in parts of Europe thus reducing availability of supplies, particularly supplies of soft produce. These pressures are likely to remain as we move into 2017/18 and will potentially impact on the additional £2.000m budget target that has been agreed for this service area as part of the zero based budget review. This potential pressure will be regularly monitored during 2017/18.

- Learning Excellence achieved a negative variance of £0.136m. This is largely due to the impending closure and transfer of an LCC Conferencing Centre which has resulted in a significant reduction in income following a fall in course bookings in 2016/17 compared to 2015/16. Consequently the service did not achieve its budgeted surplus of £0.481m before corporate overheads. Mitigating actions are planned in 2017/18 which will assist in recouping lost trade by better meeting demand from schools in terms of delivery locations.
- Additional income over and above budget of £0.105m was generated by Governor Services, £0.084m by Educational Visits, and £0.085m by Lancashire Music Service and £0.033m by Other Services.

The outturn includes a planned contribution to reserves of £0.300m in relation to the IT implementation in schools kitchens and £0.216m net schools contribution to the schools catering repair and maintenance reserve for planned and reactive repairs.

3.4 Operations and Delivery – Community Services

Ref	HEAD OF SERVICE	Approved Budget £m	2016/17 Outturn £m	Budget / Outturn Variance £m	Outturn Variance %	Q3 Cabinet Forecast Variance £m
3.4.1	CUSTOMER ACCESS	3.778	2.845	-0.933	-25%	-0.545
3.4.2	HIGHWAYS	21.268	18.373	-2.895	-14%	-1.001
3.4.3	LIBRARIES MUSEUMS CULTURE & REGISTRARS	9.698	9.520	-0.178	-2%	0.365
3.4.4	PUBLIC & INTEGRATED TRANSPORT	42.100	43.331	1.231	3%	0.133
3.4.5	WASTE MGT	57.395	59.519	2.124	4%	3.854
	TOTAL - COMMUNITY SERVICES	134.239	133.588	-0.651	-0%	2.805

Community Services underspent by £0.651m in 2016/17 compared to a budget of £134.239. This is position has improved by £3.456m compared to the forecast outturn reported to Cabinet at Quarter 3.

3.4.1 Customer Access

Customer Access has underspent by £0.933m in 2016/17. The underspend predominantly relates to staff vacancies and the over recovery of income. Delays in recruiting to vacant posts could lead to further underspends in 2017/18 which will be kept under review as part of the budget monitoring process in the new financial year.

The additional underspend of £0.388m compared to that reported to Cabinet at the end of Quarter 3 is as a result of further staff savings through vacancies the service have not been able to recruit to. The outturn reflects the achievement of approved budget savings of £0.234m in 2016/17.

3.4.2 Highways

Highways underspent by £2.895m in 2016/17.

- Underspends of £0.946m relate to additional permit scheme income across highways which includes traffic regulation orders and charges to utilities companies for breaching codes of practice, delays in work and road closures. Additional income was seen in the 2015/16 outturn and as a result, part of the savings strategy was to increase these income targets in the 2016/17 budget. However, these targets have been exceeded during the course of the year. This is largely due to fee increases and the fact that these fee increases have not resulted in a significant reduction in utilities companies' activity.
- Underspends of £0.568m and £0.144m relate to increased income due to improved utilisation rates and productivity on labour and plant respectively.
- Overspends of £0.884m relate to severe weather and is due to a combination of factors. Overspends of £0.320m relate to spend on storm damage for which there is no specific budget allocation. Overspends of £0.193m relate to high levels of repair and maintenance costs for gritters, £0.245m to higher than budgeted salt usage and £0.126m to salary costs charged to severe weather for standby and winter gritting.
- The combined highways maintenance and drainage budgets underspent by £2.608m of which a significant proportion of the underspend relates to a budgeted revenue contribution to capital for demand led defects that has now been reversed and the expenditure funded from borrowing instead.
- Overspends of £0.314m relate to the net position on highways and street lighting damages as income recovery levels have been lower than budgeted.
- Overspends of £0.173m relate to a number of items across the remainder of the service including street lighting maintenance.

The service reported underspends of £1.001m to Cabinet at the end of Quarter 3 compared to an underspend of £2.895m at the end of the financial year, an increase in underspends of £1.894m, which mainly relates to the overspend on severe weather offset by a reversed out revenue contribution to capital.

The outturn includes the approved application of non-recurrent funding from the roundabout sponsorship reserve of £0.017m relating to previous years income generation and subsequent reinvestment in specific public realm schemes and £0.010m from the priority contingency reserve for specific public realm schemes.

The budget for Highways includes approved budget savings of £3.210m in 2016/17. The outturn reflects the fact that overall these savings have been delivered, therefore the approved application of non-recurrent reserve funding of £1.404m from the Transitional Reserve in 2016/17 to support the service as it works towards delivering these savings was not required.

3.4.3 Libraries, Museums, Culture and Registrars

Libraries, Museums, Cultural Services and Registrars (LMCR) underspent by £0.178m in 2016/17.

- Cultural Services Museums overspent by £0.333m. Following the closure of 5 museums from October 2016 it is expected that the remaining 6 museums will be self-financing, including covering costs associated with collections, with the exception of Gawthorpe Hall for which there is a recurring annual budget (of £0.104m in 2016/17) to cover running costs. In 2016/17 it cost £0.437m to run the Museums after applying non-recurrent funding of £0.500m from the Transitional Reserve. Of the 5 museums which have closed it is expected that 3 of the museums will transfer to other organisations during 2017/18 and the future of 2 museums is still to be determined.
- County Libraries overspent by £0.097m which relates to the net effect of non-delivery of pre-BOP agreed savings offset by the earlier than planned delivery of BOP savings linked to the closure of 27 libraries during 2016/17 and the subsequent implementation of the LMCR restructure in February 2016/17. The outturn position also includes the agreed application of non-recurrent funding of £1.608m from the Transitional Reserve.
- Registration Service underspent by £0.275m of which £0.224m relates to over recovery of income and £0.051m relates to underspends on non-staff costs.
- Underspends of £0.333m relate to the remainder of the service which includes Archives, Conservation, Heritage and Arts, Museum School Service, and Support and Development. Of this, underspends of £0.151m relate to staff, £0.076m to non-staff costs and £0.106m to income. The forecast includes the application of non-recurrent funding of £0.487m from the Transitional Reserve.

The service reported overspends of £0.365m to Cabinet at the end of Quarter 3 compared to an underspend of £0.178m at the end of the financial year, a decrease in spend of £0.543m which relates to reduced overspends on Museums and Libraries and additional income on Registration Service

The budget for Libraries, Museums, Culture and Registrars includes approved budget savings of £5.808m in 2016/17. The outturn reflects the fact that £2.783m of savings have been achieved and £0.430m have not been achieved. Of this £2.595m is offset by the approved application of non-recurrent reserve funding from the Transitional Reserve (see below) to support the service as it transitions and works towards delivering these savings.

- Contribution of £0.500m from Transitional Reserve to cover the cost of operating 5 museums which closed on 30th September 2016.
- Contribution of £0.347m from Transitional Reserve to cover the continuation of Arts Grants to outside bodies within the Heritage and Arts Service.
- Contribution of £0.140m from the Transitional Reserve to cover staff costs within Cultural Services Support and Development.

- Contribution of £1.608m from the Transitional Reserve to fund transition costs as the County Library Service downsizes.

The outturn also includes the following planned application of non-recurrent funding to and from reserves.

- Contribution of £0.005m from the Queen St Engine Repair Fund.
- Contribution of £0.020m from the Former Adults Directorate Grant Funded Reserve to fund a Borrowbox scheme.
- Contribution of £0.060m from the Former Adults Directorate Grant Funded Reserve towards the book fund.
- Contribution of £0.001m (net) to the Lancaster City General Acquisitions Fund.
- Contribution of £0.042m to the LMCR Grant Funded reserve relating to the schools museums service

3.4.4 Public & Integrated Transport

Public and Integrated Transport overspent by £1.231m in 2016/17.

- Public Transport Initiatives overspent by £0.732m. Overspends of £0.828m relate to lower than originally estimated sales from the Todmorden Curve New Rail Scheme. Whilst demand levels (passenger numbers) appear to be in line with the ramp up period predictions, revenues are lower than expected due to discounted fares with student rather than commuter full price fares accounting for the bulk of sales. This is offset by underspends of £0.096m on Heysham Park and Ride which opened in November 2016 but for which there is a full year budget provision in 2016/17. This scheme is part of a 3 year funding agreement, and despite efforts to increase revenues it is currently anticipated that there will be an ongoing, although at a lower level, pressure in 2017/18.
- Integrated Transport Travelcare overspent by £2.427m. Savings of £2.499m were approved at Full Council in February 2016 in relation to entirely ceasing the provision of free travel to day care from September 2016. However, the service has been redesigned to continue to provide a free service by reconfiguring the transport arrangements which was expected to deliver savings of £1.170m in 2016/17 from September 2016, resulting in a partial non-delivery of savings of £0.489m. There have, however, been some issues around the transfer of sufficient passengers from taxis into Travelcare buses due to their location and with route planning which has resulted in non-delivery of a further £0.202m of savings. In addition overspends of £0.200m on staffing relates to the service using higher numbers of casual staff than assumed in the budget. Savings of £2.200m approved in previous years relate to transport for children and young people with special educational needs (SEN). Of these £0.500m of savings relating to staff cost have been achieved. Delivery of the remaining savings of £1.700m is delayed and these will not be delivered until September 2017 at the earliest. Non-recurring underspends of £0.320m relate to the impact in 2016/17 of an over accrual in 2015/16, which offsets overspends of £0.156m largely relating to additional demand on children's taxis.

- Public Transport Concessionary Travel underspent by £0.969m, due to a seasonal decline in passenger numbers and changes in eligibility criteria relating to pensionable age (increased from 60 to 65). The impact of the decline in passenger numbers has been included in the MTFS with the budget reducing by £0.998m in 2017/18.
- Public Transport School Transport underspent by £0.338m. The agreed saving of £0.282m in 2016/17 is not achievable in the way originally planned because denominational transport services cannot cease until September 2018 at the earliest. However, this has been offset by the impact in 2016/17 of an over accrual of £0.268m at the end of 2015/16, underspends of £0.082m relating to a combination of actual price inflation being less than was built into the MTFS and efficiencies resulting from merging and retendering some services, and increases in income of £0.270m due to increased demand for season tickets as a result of parents purchasing season tickets to guarantee their children can travel on services which are running close to full capacity.
- Public Transport Bus Stations, Interchanges and Information Centres underspent by £0.204m. The underspend is non-recurring and relates to Accrington Bus Station. Whilst there is a budget for Accrington Bus Station (Pennine Reach) in 2016/17, this has now been superseded by the introduction of departure fees as the service moves towards all bus stations operated or supported by the County Council becoming self-financing in order to deliver agreed savings and therefore this budget has been removed in the MTFS from 2017/18. The outturn does, however, include the use of £0.712m of Bus Service Operators Grant (BSOG) which it was not anticipated the County Council would receive in 2016/17 following the cessation of the majority of tendered network bus services, to cover the in-year shortfall arising from the phased introduction of departure fees at bus stations over a 2 year period from 2016/17.
- Community transport and tendered network bus services underspent by £0.256m, which relates to contracts with bus operators and vehicle costs.
- Other underspends of £0.162m relate to a number of other areas including Fleet Services.

The service reported overspends of £0.133m to Cabinet at the end of Quarter 3 compared to an overspend of £1.231m at the end of the financial year, an increase in overspends of £1.098m which largely relates to a review of regulations and clarification of expenditure that could be charged to schools.

The budget for Public and Integrated Transport includes approved budget savings of £15.133m in 2016/17, and the outturn reflects the fact it is not anticipated that all savings have been made in year (as detailed above) and some savings are offset by the application of non-recurrent reserve funding of £0.836m from the Transitional Reserve in 2016/17 (see below) to support the service as it transitions and works towards delivering these savings.

The outturn includes the following planned application of non-recurrent funding from reserves.

- Contribution of £0.836m from the Transitional Reserve to fund the cost of transport to day centres.
- Contribution of £0.352m from the Transitional Reserve to cover the travel costs for young people not in education, employment or training (NEET).
- Contribution of £0.100m from the Transitional Reserve to cover the naval architect fees employed to carry out a feasibility study on and valuation of the Knott End Ferry and revenue costs in 2016/17
- Contribution of £0.852m of Bus Service Operators Grant (BSOG) to transport reserves to be used to fund shortfalls in 2017/18 arising from the phased introduction of departure charges at bus stations.
- Contribution of £0.371m from DfT to transport reserves to be used by the Lancashire Community Transport consortium.

3.4.5 Waste Management

Waste management overspent by £2.124m in 2016/17.

Overspends relate to a number of pressures which have previously been highlighted by the Waste Management Service and reported to Cabinet:

- Overspends of £2.952m relate assumptions in the MTFS that have not materialised. A significant element of this related to waste arisings which were 3% per annum compared to a budgeted increase of 1% per annum.
- The one-off cost of landfilling residues from emptying of the composting halls following cessation of processing activities (as required to deliver agreed savings) is £0.784m in 2016/17.
- An overspend due to contract termination costs relating to equipment leases of £0.220m were incurred in order to deliver budgeted savings.
- Additional overspends totalling £1.315m relate to a number of other items across the service including the high cost of insurance premiums at the waste recovery parks.

Steps have been taken where possible to reduce the above pressures and resulting underspends include the following:

- Underspends of £1.125m relate to the operating and lifecycle costs of the waste recovery parks.
- Underspends of £1.656m have resulted from diverting waste from landfill to alternative treatment facilities.
- Underspends of £0.366m relate to green waste such as garden waste composting where work with district councils to remove food waste from garden waste collections has been completed allowing in year reductions in gate prices.

The service reported overspends of £3.854m to Cabinet at the end of Quarter 3 compared to an overspend of £2.124m at the end of the financial year, a decrease in overspends of £1.730m. This relates to underspends at the waste recovery parks and a reduction in forecast increases in waste arisings which were previously forecast to increase by 5% per annum.

The budget for Waste Management includes approved budget savings of £20.337m in 2016/17, and the outturn reflects the fact that some savings are offset by the approved application of non-recurrent funding of £10.258m from the Transitional Reserve to cover the costs of payments to District Councils under cost sharing arrangements and £7.750m also from the Transitional Reserve to cover transition costs associated with the transformation of the waste company.

The outturn also includes the application of non-recurrent reserves funding of £1.138m from the Waste Plant Rectification Reserve (this is a reserve which holds Blackpool Council funds and is not a LCC reserve) to cover part of Blackpool Council's contribution to waste costs, and a transfer to reserves of £0.396m to fund Blackpool's share of Waste capital expenditure.

3.5 Operations and Delivery – Public Health and Wellbeing Services

Ref	HEAD OF SERVICE	Approved Budget £m	2016/17 Outturn £m	Budget / Outturn Variance £m	Outturn Variance %	Q3 Cabinet Forecast Variance £m
3.5.1	PUBLIC HEALTH & WELLBEING	-73.426	-71.554	1.872	3%	1.813
3.5.2	PATIENT SAFETY & QUALITY IMPROVEMENT	4.832	4.102	-0.730	-15%	-0.240
3.5.3	HEALTH EQUITY WELFARE & PARTNERSHIPS	70.636	67.293	-3.343	-5%	0.000
3.5.4	WELLBEING PREVENTION & EARLY HELP	22.642	20.825	-1.817	-8%	-1.385
3.5.5	EMERGENCY PLANNING & RESILIENCE	1.224	0.572	-0.652	-53%	-0.389
3.5.6	TRADING STANDARDS & SCIENTIFIC SERVICES	2.951	3.423	0.471	16%	0.208
	TOTAL – PUBLIC HEALTH	28.860	24.661	-4.199	-15%	0.007

The total net revised budget for Public Health & Wellbeing Services in 2016/17 is £28.860m. The service has underspent overall by £4.199m. The outturn position has improved by £4.206m against the value reported to Cabinet in Quarter 3.

3.5.1 Public Health & Wellbeing

The overspend of £1.872m is largely due to a reduction in the Public Health Grant amounting to £1.925m. Further grant reductions continue into 2017/18 and have been highlighted and adjusted for within the revised Medium Term Financial Strategy (MTFS).

3.5.2 Patient Safety & Quality Improvement

The outturn position for the service is an underspend of £0.730m. This is mainly due to the delayed restructure of the service resulting in staffing underspends along with the ceasing of contributions to the Lancashire Workforce Development Partnership.

The forecast underspend reported to Cabinet in Quarter 3 has increased by £0.490m, mainly due to an increase in staffing underspend and the release of the commitment for the workforce development programme.

The budget for Patient Safety & Quality Improvement includes approved budget savings of £0.788m in 2016/17 which have been delivered through contract reductions and staff restructuring.

The outturn includes the following planned application of non-recurrent funding:

- Contribution of £0.156m from the Public Health Reserve in relation to the Steady On falls prevention strategy.
- Contribution of £0.297m from the Health Reserve in relation to building resilience.
- Contribution of £0.171m from the Health Reserve utilising the Section 256 monies on agreed activities.

3.5.3 Health Equity, Welfare & Partnerships

The overall underspend for this service is £3.343m.

- Behavioural Change has underspent by £1.575m. There has been a delay in the substance misuse saving strategy causing an in year pressure of £1.000m which has been offset by an underspend of £0.273m on Substance Misuse and Alcohol Rehabilitation packages and associated staff cost and an underspend of £1.057m on Sexual Health contracts. In addition there are further underspends on tariff based contracts, £0.375m on the Nicotine Replacement Treatment contract, £0.372m on the Inpatient Detox service, £0.049m on Suicide Prevention and £0.449m on the Integrated Wellbeing Service (the majority of which is as a result of a one off refund relating to 2015/16).
- Public Health Services have underspent by £0.554m, mainly due to Health Checks tariff based contracts underspending by £0.344m and the Healthy Lifestyles contracts, underspending by £0.375m. These underspends are offset by the additional pressure of a delay in ceasing the Homestart contract £0.165m earmarked to end March 2016 as part of the agreed savings (Budget Option (BOP) 48)
- Within Asset Based Development, the Prevention and Early Help Fund has underspent by £1.308m.
- There are additional underspends on Safer Travel of £0.128m and Public Health-General includes an underspend of £0.110m for office space rental no longer required.
- The service has an overall staffing underspend of £0.360m.
- Within the outturn position there is additional spend of £0.566m related to Neighbourhood Wellbeing Initiatives and £0.127m relating to other Public Health initiatives which had been planned to be supported by reserves in year however

as overall the service has an underspend there is no need to draw down this funding.

At outturn the service has seen its underspend increase by £3.343m since Quarter 3 due to efficiencies within the Public Health contracts and Prevention and Early Help fund.

In addition there has been a significant budget realignment of £61.237m that has taken place between Health Equity, Welfare & Partnerships and Wellbeing Prevention and Early Help in agreement with the relevant Head of Service in this time period due to the change of budget responsibilities for Public Health services as a result of the recent restructure implementation. This should be noted when comparing previously reported variances reported to Cabinet as £0.654m of the £1.385m underspend previously reported under Wellbeing Prevention and Early Help now sits under Health Equity, Welfare & Partnerships.

The budget for Health Equity, Welfare & Partnerships includes approved budget savings of £7.785m in 2016/17 which have been delivered.

The outturn includes the following application of non-recurrent funding.

- Contribution of £0.832m from reserves in relation to the Domestic Abuse strategy to continue this service up to the end of March 2017. This is part funded from the Crime and Disorder reserve £0.714m and part funded from the Transitional reserve £0.118m.
- Contribution of £1.000m to the Transitional reserve in relation to the Prevention & Early Help Fund to facilitate services for care leavers and young people who are homeless into 2017/18 from the underspend of this £3.000m fund in 2016/17.

3.5.4 Wellbeing, Prevention & Early Help

An overall outturn for the service is an underspend of £1.817m.

- The Public Health Combined Offer budget had an underspend in 2015/16 that has continued into 2016/17. As the restructure takes shape staff turnover has increased meaning there is no requirement to fund the service from reserves in its transition year and the service has an outturn underspend of £2.506m on staff vacancies predominantly within the Children Centres and Young Peoples services. This level of underspend in staffing has meant the service is currently struggling to achieve its aims and objectives. In addition, the services have underspent by £0.658m on site running costs and operational spend as a result of a reduction in non-essential spending.
- Within the outturn is additional spend of £0.111m related to the Young Peoples Service which had been planned to be met by reserves in year but as there is an overall underspend, there has been no need to draw down on this.
- Troubled Families outturn position is £1.236m overspend due to a revised income budget based on 2833 attachment numbers and 1320 payments by results. In terms of LCC's performance in year, the national Troubled Families

programme attachment numbers were achieved, however, the payment by results target has not been met in year resulting in an income shortfall of £0.736m. This was due to changes to the requirements and staff shortages. The remaining underachievement of income relates to a transfer to reserves of £0.500m relating to the Service Transformation Grant (STG).

The underspend has increased by £0.432m since Quarter 3 which relates to additional staffing vacancies.

In addition there has been a significant budget realignment of £61.237m has taken place between Health Equity, Welfare & Partnerships and Wellbeing Prevention and Early Help in agreement with the relevant Head of Service due to the change of budget responsibilities for Public Health services as a result of the recent restructure implementation. This should be noted when comparing previously reported variances reported to Cabinet as £0.654m of the £1.385m underspend previously reported under Wellbeing Prevention and Early Help now sits under Health Equity, Welfare & Partnerships.

The budget for Wellbeing, Prevention & Early Help includes budget reductions of £4.755m in 2016/17 but offsetting these savings is an approved drawdown from the Transitional Reserve of £4.755m. However due to early delivery of some of the savings and the large number of staff vacancies the service holds the drawn down from the transitional reserve to support the Wellbeing & Prevention Service Offer has not been needed.

The outturn includes the following planned application of non-recurrent funding amounting to £0.325m.

- Contribution of £0.175m from the Working Together With Families Reserve for planned workforce development and transition work.
- Contribution of £0.500m to the CYP DFM Reserve in respect of the troubled families unit to fund the unit's staff costs going forward.

The planned use of £0.170m for work force development has not been drawn down in 2016/17 but is planned to be utilised in 2017/18.

3.5.5 Emergency Planning & Resilience

An underspend of £0.652m is the outturn position for the service.

This is due to the over-delivery of income against current targets for Health & Safety work of £0.459m. This income stream has been explored further as part of the service's zero based budget review to ensure the fees and budget are set at a sustainable level going forward. In addition, the service has underspent on staffing by £0.193m.

The forecast underspend reported to Cabinet at Quarter 3 has increased by £0.263m as a result of more Schools purchasing the Health & Safety services and staffing under spends only being realised in Quarter 4.

The budget for Emergency Planning & Resilience includes approved budget savings of £0.088m as part of the Health and Safety traded service which have been delivered.

The outturn includes the following planned contribution to reserves of £0.137m in relation to DEFRA grant monies.

3.5.6 Trading Standards & Scientific Services

The service has an outturn overspend of £0.471m.

The variance is predominantly as a result of a shortfall on income levels for Scientific Services:

- Reduction on FSA Foods grant, a £0.085m, in addition to unrealised income of £0.018m.
- The transfer of the asbestos function from Design & Construction to Scientific Services created a pressure on the budget of £0.115m
- Shortfall in income £0.239m, of which £0.137m is un-invoiced income for Asbestos work.
- Increased rates at the Laboratory have resulted in an additional pressure of £0.014m.

The forecast overspend reported to Cabinet at Quarter 3 has increased by £0.263m by the end of the year, mainly due to the shortfall on income levels for Scientific Services.

The budget for Trading Standards & Scientific Services includes approved budget savings of £0.363m to be achieved as part of the current restructure.

The outturn includes the following planned application of non-recurrent funding amounting to £0.061m.

- Contribution of £0.055m from equipment renewal reserve for the purchase of food testing/analysis equipment for Scientific Services.
- Contribution of £0.051m from improved outcomes reserve reinvesting crime proceeds into local crime reduction initiatives delivered via the service.
- Contribution of £0.045m to proceeds of crime reserve reinvesting crime proceeds money into asset recovery work to drive up performance and to fund local crime fighting priorities for the benefit of the community delivered via the service.

3.6 Development and Corporate Services

Ref	HEAD OF SERVICE	Approved Budget £m	2016/17 Outturn £m	Budget / Outturn Variance £m	Outturn Variance %	Q3 Cabinet Forecast Variance £m
3.6.1	LANCASHIRE ADULT LEARNING	-0.075	-0.090	-0.015	-20%	-0.030
3.6.2	CORE BUSINESS SYSTEMS TRANSFORMATION	24.273	22.350	-1.923	-8%	-0.209
3.6.3	FACILITIES MGT	5.625	5.466	-0.159	-3%	0.422
3.6.4	HUMAN RESOURCES	1.035	0.518	-0.517	-50%	-0.110
3.6.5	ECONOMIC DEVELOPMENT	0.190	0.174	-0.016	-9%	0.000
3.6.6	BUSINESS GROWTH	0.080	0.085	0.005	7%	0.000
3.6.7	LEP COORDINATION	0.000	0.124	0.124	N/A	0.064
3.6.8	STRATEGIC ECONOMIC DEVELOPMENT	0.235	0.144	-0.091	-39%	-0.155
3.6.9	DESIGN and CONSTRUCTION	-2.019	-0.868	1.151	57%	0.068
3.6.10	ESTATES	1.552	1.406	-0.146	-9%	0.000
3.6.11	PLANNING AND ENVIRONMENT	1.459	1.487	0.028	2%	-0.270
3.6.12	PROGRAMME OFFICE	-0.073	0.520	0.593	812%	0.000
3.6.13	SKILLS LEARNING & DEVELOPMENT	3.292	2.945	-0.347	-11%	0.055
	TOTAL - DEVELOPMENT AND CORPORATE	35.574	34.261	-1.313	-4%	-0.166

The total net revised budget for Development and Corporate Services in 2016/17 is £35.574m. The services have achieved an underspend of £1.313m which is an improved position by £1.147m compared to the position reported to Cabinet at Quarter 3.

3.6.1 Lancashire Adult Learning

There is no significant variance from budget for Lancashire Adult Learning in 2016/17 and there is no significant change from the forecast reported to Cabinet at the end of Quarter 3.

The forecast includes the planned application of non-recurrent funding of £0.030m from the Lancashire Adult Learning Reserve to cover the cost of back dated pay awards for lecturer staff, £0.007 to cover the costs of Skills Funding Agency Grant clawback for ESF Programmes from 2007 to 2013 and £0.005m for costs relating to projects dating back to 2014/15.

3.6.2 Core Business Systems/Transformation

Core Systems has underspent by £1.923m in 2016/17.

- Underspends of £0.271m relates to underspends on staffing as the service have been carrying significant numbers of vacancies throughout the year.

- ICT Services underspent by £0.600m. Of this £0.860m relates to core system (asset management project) ongoing support costs which are less than budgeted as a result of a combination of delays in implementing the asset management system, reduced implementation costs and the capitalisation of some costs for which revenue provision was made. Of this it is estimated that underspends of approx. £0.200m are likely to be recurring. Further underspends of £0.050m relating to VRs are also recurring and represent partial early delivery of approved savings of £2m in 2017/18. Overspends of approx. £0.310m as a result of under recovery of income in respect of printing and mail income are offset by underspends on service budgets across the authority.
- Payroll Services underspent by £0.109m which predominantly relates to reduced numbers of DBS checks in 2016/17 which also represents early delivery of 2017/18 savings.
- Underspends of £0.290m relate to a rebate for mobile phone costs following the renegotiation of the mobile phone contract in 2015/16.
- Underspends of £0.653m relate to a number of non-recurring items including the impact of a net over-accrual in 2015/16 and the recovery of charges in 2016/17 relating to 2015/16.

The budget for Core Business Systems/Transformation includes approved budget savings of £0.592m. The forecast reflects the achievement of savings and whilst £0.175m of non-recurrent funding from the Transitional Reserve in 2016/17 was approved, in year underspends have meant that this was not required.

3.6.3 Facilities Management

Facilities Management underspent by £0.159m in 2016/17 which is an improved position of £0.581m compared to what was reported to Cabinet at Quarter 3.

- Overspends of £0.325m relate to staff and civic catering which are largely due to non-delivery of 2015/16 savings and non-delivery of 2015/16 and 2016/17 savings on Reflections. The financial position of both Woodlands and Reflections will need to be considered as part of the combined conferencing and catering service at County Hall when Woodlands closes in 2017/18
- Overspends of £0.405m relate to delays in delivering savings as a result of the impact of the property strategy and a number of properties transferred to Facilities Management for which there is insufficient budget.
- Overspends of £0.077m relate to the non-delivery of savings and changes to the opening hours of County Hall which will not now go ahead.
- Underspends of £0.422m relating to electricity costs in County Buildings.
- Underspend of £0.115m relate to staff costs.
- Underspend of £0.429m relation to a revenue contribution to capital that has now been reversed out and the expenditure funded from borrowing instead.

The service reported overspends of £0.422m to Cabinet at the end of Quarter 3 compared to an underspend of £0.159m at the end of the financial year, an improvement of £0.581m which mainly relates to reversed out revenue contribution to capital to fund

resurfacing work of car park ahead of the new conferencing facility opening at County Hall.

The budget for Facilities Management includes approved budget savings of £0.286m and progress against those savings is referred to above.

3.6.4 Human Resources

Human Resources is underspent by £0.517m in 2016/17 which was an increased underspend of £0.407m compared to the previous position reported to Cabinet in Quarter 3.

The underspend position is predominantly as a result of the over recovery of income following the transition to operating on a traded basis during 2015/16 with other underspends achieved across staffing and other expenditure budgets.

The improved position from Quarter 3 is due to additional income and further underspends in staff and other expenditure budgets.

The budget for Human Resources includes approved budget savings of £0.289m with agreed non-recurrent funding from the Transitional Reserve of the same value in 2016/17, this has been fully drawn down.

3.6.5 Economic Development

3.6.6 Business Growth

3.6.7 LEP Coordination

3.6.8 Strategic Economic Development

Economic Development (covering all of the above services) overspent by £0.022m in 2016/17.

Economic Development includes approved budget savings of £0.650m offset by an application of funding from the Transitional Reserve.

The outturn also includes the following application of non-recurrent funding to and from reserves.

- Contribution of £0.618m from the CYP Reserve drawn down as the funds were moved into a reserve in 2015/16 in error.
- Contribution of £0.660m from the Strategic Investment Reserve relating to the BOOST project for Strategic Economic Development and Infrastructure. This is match funding a DCLG contribution to the project.
- Contribution of £0.016m from the Transitional Reserve for to the Schools Advisory Network. This is match funding a contribution from the Careers and Enterprise Company.
- Contribution of £0.137m from the Growing Places Reserve to fund a Growing Places loan.
- Contribution of £0.310m of unspent LEP funds transferred into the LEP Reserve.
- Contribution of £0.400m of LCDL income transferred into the Transitional Reserve.

3.6.9 Design and Construction

Design and Construction has under recovered compared to budget by £1.151m in 2016/17.

During 2016/17 the implementation of the new project management system (PPMS) has encountered some early implementation problems that have created some difficulties within the service including recording time against projects, claiming fees and accurately forecasting the financial position throughout the year. The system issues are currently being addressed to avoid similar difficulties in 2017/18. The outturn position is summarised below:

- Under recovery of income of £0.802m relating to highways work. There has been an under recovery relating to the savings project which has only achieved £0.097m of the budgeted savings of £0.220m due to delays in recruiting additional staff who would recover income for the projects they work on, this has been previously reported as part of the regular savings project monitoring. This saving should however be fully delivered in 2017/18.
- Under recovery of income of £0.349m on property related work. The recovery of fees for property projects is reliant on projects reaching a series of milestones, at which point payments are due. Changes to start dates for a number of projects resulted in projects not achieving milestones within the financial year, resulting in less fees being claimed. There has also been a reduction in the work carried out for schools under the PROp planned scheme. This work is commissioned by schools.

The forecast includes the application of non-recurrent reserves funding of £6.210m from the Schools Prop Reserve to cover the cost of schools repairs and maintenance and also a transfer of £6.401m to the Schools Prop Reserve for future repairs.

3.6.10 Estates

Estates underspent by £0.146m in 2016/17 which is an improved position of £0.146m as no variance from budget was reported at the end of Quarter 3.

The movement in outturn compared to the previous forecast relates to additional income that was identified as part of the zero based budget review for 2017/18 being partly received in 2016/17.

The forecast reflects the achievement of approved budget savings of £0.067m in 2016/17.

3.6.11 Planning and Environment

The Planning and Environment service overspent by £0.028m in 2016/17.

The budget for Planning and Environment includes approved budget savings of £1.016m and the outturn reflects the approved application of non-recurrent funding of £0.305m from the Transitional Reserve to cover the cost of the phased reduction in countryside services.

The forecast also includes the application of non-recurrent funding of £0.010m from the Waste General Reserve to recompense Farington residents for odour issues and a transfer to planning reserves of £0.020m from DCLG in relation to work relating to Shale Gas.

3.6.12 Programme Office

The Programme Office has overspent by £0.593m in 2016/17. The service aims to operate with a model of staff recovering income for the project work they complete, however during 2016/17 several staff have completed work that does not generate income therefore resulting in an overspend. The budget includes savings of £2.590m with the application of non-recurrent reserves funding of £0.831m from the Transitional Reserve to cover staff costs as agreed.

3.6.13 Skills, Learning and Development

Skills, Learning and Development underspent by £0.347m in 2016/17.

- Underspend of £0.312m relates to staff costs.
- Underspend of £0.035m relates to the remainder of the service including operational training budgets.

The budget for Skills, Learning and Development includes approved budget savings of £0.646m in 2016/17. Whilst £1.013m of non-recurrent funding from the Transitional Reserve in 2016/17 was approved, in year underspends and early delivery of savings has meant that this will not be required in 2016/17.

The outturn represents an improved position from the forecast reported to Cabinet at the end of Quarter 3 as no significant variance to budget was forecast at that time.

The forecast includes the following planned application of non-recurrent funding from reserves.

- Contribution of £0.287m from the Strategic Investment Reserve to cover the costs of the Ex Service Personnel Mentoring in Schools.
- Contribution of £0.304m from the Strategic Investment Reserves to cover the costs of promoting sustainable employment for young people.
- Contribution of £0.052m from the Former Adults Directorate Grant Funded Reserve relating to North Lancashire Carers.
- Contribution of £0.177m from the Transitional Reserve to cover the cost of approved apprentices and graduates programme.
- Contribution of £0.379m from the Former CYP DFM reserve relating to young people not in Education, Employment or Training (NEET)

3.7 Commissioning Services

Ref	HEAD OF SERVICE	Approved Budget £m	2016/17 Outturn £m	Budget / Outturn Variance £m	Outturn Variance %	Q3 Cabinet Forecast Variance £m
3.7.1	ASSET MGT	15.729	12.150	-3.579	-23%	-0.995
3.7.2	POLICY INFO & COMMISSION AGE WELL	0.528	0.530	0.002	0%	-0.001
3.7.3	POLICY INFO & COMMISSION LIVE WELL	0.513	0.553	0.040	8%	-0.002
3.7.4	POLICY INFO & COMMISSION START WELL	0.432	0.400	-0.032	-7%	0.030
3.7.5	PROCUREMENT	1.271	1.672	0.401	32%	-0.001
3.7.6	BUSINESS INTELLIGENCE	0.809	0.851	0.042	5%	0.001
3.7.7	EXCHEQUER SERVICES	2.643	2.461	-0.182	-7%	-0.404
3.7.8	FINANCIAL MGT (DEVELOPMENT AND SCHOOLS)	0.424	0.091	-0.333	-79%	-0.217
3.7.9	FINANCIAL MGT (OPERATIONAL)	1.572	1.080	-0.492	-31%	-0.219
3.7.10	OFFICE OF THE POLICE AND CRIME COMMISSIONER	-0.015	-0.010	0.005	33%	0.000
3.7.11	CORPORATE FINANCE	6.374	6.650	0.276	4%	0.000
3.7.12	CORONER'S SERVICE	2.472	2.514	0.042	2%	0.242
3.7.13	INTERNAL AUDIT	0.623	0.556	-0.067	-11%	-0.031
3.7.14	LEGAL AND DEMOCRATIC SERVICES	13.274	12.644	-0.630	-5%	-0.497
	TOTAL - COMMISSIONING	46.649	42.142	-4.507	-10%	-2.093

The total net revised budget for Commissioning Services in 2016/17 is £46.649m with the service achieving a £4.507m underspend in 2016/17. This is an improved position by £2.414m compared to the monitoring position reported to Cabinet at the end of Quarter 3, mainly due to an increased underspend in Asset Management.

3.7.3 Asset Management

Asset Management underspent by £3.579m in 2016/17.

- Underspends of £1.288m relate to street lighting energy as a result of significant investment (c£5m) in LED energy efficient lanterns. In addition the MTFS included price and volume increases within the street lighting budget which have not materialised.
- Underspends of £0.379m relate to the Asset Management of Properties including Building Schools for the Future (BSF). This is partly due to some capital funding being available to cover some expenditure and to a review of the demands which has highlighted a recurring underspend.
- Underspends of £0.294m relate to highways expenditure where a review of demands has highlighted a recurring underspend.
- Underspends of £1.289m relate to repairs and maintenance spend due to delays in work being undertaken particularly on the County Hall complex. Also issues

around the new system and how commitments have been accounted for has led to lower levels of work being undertaken due to outstanding commitments still showing when work has been finalised and paid for.

- Underspend of £0.329m relating to a revenue contribution to capital that has now been reversed and the expenditure funded from borrowing instead.

The underspend on BSF and highways are expected to be recurrent underspends and will be considered as part of the MTFs presented to Cabinet at Quarter 1 in 2017/18.

The Asset Management Service reported underspends of £0.995m to Cabinet at the end of Quarter 3 compared to an underspend of £3.579m at the end of the financial year, an increase in underspend of £2.584m which relates mainly to an increased underspend on street lighting energy, a revenue contribution to capital that has been reversed in addition to other smaller underspends detailed above which were not identified in Quarter 3.

The budget for Asset Management includes approved budget savings of £0.391m in 2016/17 which is offset by the application of non-recurrent reserve funding of £0.341m from the Transitional Reserve. Whilst use of £0.341m was originally approved, vacancies and early delivery of savings has meant that this will not be required in 2016/17.

The forecast includes a contribution from the Schools Private Finance Initiative (PFI) Reserves of £0.090m and a contribution to the PFI BSF Reserve of £2.260m to fund BSF PFI costs over the life of the PFI contracts.

3.7.2 Policy, Information and Commissioning Age Well

3.7.3 Policy, Information and Commissioning Live Well

3.7.4 Policy, Information and Commissioning Start Well

There was not a significant variance from budget for the Policy, Information and Commissioning Teams for Start Well, Live Well and Age Well in 2016/17 and there is no significant change compared to the forecast reported to Cabinet at the end of Quarter 3.

The budget for Policy, Information and Commissioning includes approved budget savings of £1.337m in 2016/17 which is offset by the application of non-recurrent reserve funding of £0.657m from the Transitional Reserve. Whilst use of £1.337m was originally approved, vacancies and early delivery of savings has meant that only £0.657m was required.

3.7.5 Procurement

The service has overspent by £0.401m in 2016/17 due to an underachievement of income. This is a movement of £0.402m compared to the variance reported to Cabinet at the end of Quarter 3 mainly due to pressures that have emerged surrounding the deliverability of income budgets held within the service.

The budget for Procurement includes approved budget savings of £0.416m in 2016/17, which is offset by the application of non-recurrent reserves funding of £0.365m from the

Transitional Reserve, although £0.416m was approved the full amount is not required due to early delivery of savings.

3.7.6 Business Intelligence

The service has overspent by £0.042m in 2016/17 and is not a significant change to the forecast reported to Cabinet at the end of Quarter 3.

The budget for Business Intelligence includes approved budget savings of £0.555m in 2016/17, which is offset by the application of non-recurrent reserves funding of £0.298m from the Transitional Reserve. Whilst use of £0.472m was originally approved, vacancies and early delivery of savings has meant that only £0.298m has been required in 2016/17.

3.7.7 Exchequer Services

3.7.8 Financial Management (Development and Schools)

3.7.9 Financial Management (Operational)

3.7.10 Office of the Police and Crime Commissioner Treasurer

3.7.11 Corporate Finance

Financial Resources (covering all of the above services) underspent by £0.726m in 2016/17, which relates to mainly to staff vacancies. There is no significant change to the forecast reported to Cabinet at the end of Quarter 3.

3.7.12 Coroners

Coroner's service overspent by £0.042m in 2016/17 which relates to SLA's with other Local Authorities, various fees for services provided (toxicology, pathology, mortuary fees, etc.) as a result of demand led pressures and coroner related staff costs.

The change from forecast reported in Quarter 3 is a £0.200m improvement, due to a reduction in expected charges.

3.7.13 Internal Audit

The service has achieved an underspend of £0.067m in 2016/17 which is not a significant change from the forecast provided to Cabinet in Quarter 3. The underspend is largely due to staff vacancies during the year.

3.7.14 Legal and Democratic Services

Legal and Democratic Services has underspent by £0.630m in 2016/17 which is a £0.133m improvement since Quarter 3 reporting.

- Members & Members Grants has underspent by £0.078m, mainly due to historically underused £0.065m official visitor's budget. The worsening position since Quarter 3 is mainly as a result of the transfer of a range of Members' related underspends into reserves as a contingency for the set-up costs of new members following the May elections.
- Legal & Democratic Management and Legal Services is underspent by £0.406m which is as a result of staff vacancies.

- Democratic Services is underspent by £0.146m mainly due to staffing vacancies.

3.8 Chief Executive Services

Ref	HEAD OF SERVICE	Approved Budget £m	2016/17 Outturn £m	Budget / Outturn Variance £m	Outturn Variance %	Q3 Cabinet Forecast Variance £m
3.8.1	CHIEF EXECUTIVE SERVICES	0.553	-1.661	-2.214	-400%	-1.120
3.8.2	SERVICE COMMUNICATIONS	0.791	0.632	-0.159	-20%	0.018
3.8.3	LARGE SPECIFIC GRANTS TO SUPPORT THE AUTHORITY	-14.589	-14.554	0.035	0%	0.000
3.8.4	NON SERVICE ISSUES CORPORATE BUDGETS	43.848	16.407	-27.440	-63%	-29.911
	TOTAL - CHIEF EXECUTIVE	30.603	0.824	-29.779	-97%	-31.013

Chief Executive Services has underspent by £29.779m which is a reduction of £1.234m compared to budget monitoring reported at the end of Quarter 3.

The budget includes approved budget savings of £0.065m which has reduced the former contingencies budget to nil and is therefore not shown in the table above.

3.8.1 Chief Executive Services

Chief Executive Services underspent by £2.214m in 2016/17.

- An underspend of £0.996m relates to a surplus on staff budgets across the authority that were identified when an exercise was done to move to budgeting for actual staff in post and only including vacancies that there was approval to recruit.
- Underspend of £1.218m as a result of a balance sheet review.

The service reported underspends of £1.120m to Cabinet at the end of Quarter 3 compared to an underspend of £2.214m at the end of the financial year, an increase in underspends of £1.094m which largely relates to the balance sheet review.

The budget for Chief Executive includes approved budget savings of £0.930m in 2016/17, which is offset by the approved application of non-recurrent reserves funding of £0.930m from the Transitional Reserve to cover staff costs (specifically Executive Directors, Directors and Executive Support).

3.8.2 Service Communications

The Service Communications budget has achieved an underspend of £0.159m in 2016/17 which is an improved position of £0.177m compared to the forecast reported to Cabinet at the end of Quarter 3. This is as a result of staff vacancies and increased income.

The budget for Service Communications includes approved budget savings of £0.829m in 2016/17, which is offset by the approved application of non-recurrent reserves funding of £0.542m from the Transitional Reserve. Whilst use of £0.760m was originally approved, early delivery of savings has meant that only £0.542m was required in 2016/17.

3.8.4 Non Service Issues Corporate Budgets

Non Service Issues Corporate Budgets has underspent by £27.440m in 2016/17 which is a reduction of £2.471m compared to what was reported at the end of Quarter 3.

- The inherited liabilities provision and centralised employers liability has underspent by £1.019m which is 3.2% of the total budget.
- The Strategic budget has underspent by £2.918m. Of this £1.295m relates to borrowing for the annual contribution to the City Deal rather than charging this amount to the revenue budget. This was identified as part of the zero based budget review in 2017/18 but has also been completed in 2016/17. The remainder of £1.623m relates to uncommitted budget that there has been no call on in 2016/17.
- Projects has overspent by £0.111m relating to school closure costs for which there is no budget. Budget of £0.060m has been added in the MTFS from 2017/18.
- Subscriptions has underspent by £0.189m partly due to a payment of £0.106m relating to 2016/17 which was paid in 2015/16 in error. This underspend is therefore non recurrent.
- Treasury Management has underspent by £23.425m. Of this £1.940m relates to interest payable being lower than budgeted and the level of borrowings (net of shared investment scheme) reducing along with more favourable interest rates which has thereby reduced interest payable. A further £21.561m relates to a surplus on interest receivable largely due to gains incurred for the sale of core bonds and the volatility of markets since BREXIT, offsetting the reduction in interest receivable on sold bonds which was reflected in the budget. The ability to make a surplus on the sale of bonds generally arises as bond prices rise in reaction to economic uncertainty and monetary policy. These are slightly offset by a deficit of £0.076m relating to Minimum Revenue Provision (MRP) resulting from changes in the 2016/17 capital programmes.

The impact of external events can be shown by the weekly gains with some £15m of the gains coming in just three weeks as follows.

- Some £9.2m of the gains arose in 2 weeks in early August. This followed the Bank of England announcing a package of measures to stimulate the economy based on concerns around the impact on the economy of BREXIT. These measures include the purchase of UK corporate and government bonds thereby increasing the price of GILTS in particular.

- A further £5.5m was generated in early October when markets reacted to Government announcements on the BREXIT timetable and the potential of a so called hard exit which may involve not having free access to trade.

The forecast only includes those gains actually realised. This is a prudent approach because there is no guarantee that market movement will provide the opportunity for future gains. It must also be taken into account that there is actually a potential for some loss. Although the level of investments are kept within approved levels there is a possibility that some of them will need to be sold for liquidity purposes. If this was to be the case then any gain or loss generated would be dependent upon the market at the time of sale.

The gains achieved in recent years may indicate that the budget should include an additional estimated level of gain. However, in addition to the difficulty in predicting future market conditions there are a couple of other factors which need to be considered. Firstly, the ability for the County Council to have an investment portfolio is based on holding reserves and other cash backed accounts on the Balance Sheet. It has been well documented that it is estimated that the County Council is anticipating a significant reduction in these balances over the next two years. The Investment Strategy will need to be altered to meet the changes and it is reasonable to assume that the investment portfolio will then be much smaller. This significantly reduces the ability to generate gains

Across all Chief Executive Services underspends of £31.013m were reported to Cabinet at the end of Quarter 3 compared to an underspend of £29.777m at the end of the financial year, a decrease in underspends of £1.236m which largely relates to a reduced underspend within Treasury Management.

The outturn includes the application of non-recurrent reserve funding of £18.286m from the Transitional Reserve and relates to the agreed application of funds to support the shortfall in the County Council's revenue budget. This forecast also includes an agreed contribution from capital receipts of £5.000m under new flexibilities to support the revenue budget.

3.9 Areas outside Cash-Limit Revenue Budgets

3.9.1 Additional One-Off Income

During the year additional net income of £4.898m was received from Central Government, council tax and business rates payments. This consists of:

- £7.037m additional Council Tax Collection Fund surplus 2015/16.
- £0.195m additional New Homes Bonus grant.
- £2.334m deficit in the Business Rates Collection Fund 2015/16.

In line with the previous position taken by the Cabinet on one off resources, these amounts were added to the Transitional Reserve.

3.9.2 Schools Spending

This report sets out the year end position of schools' delegated budgets at 31 March 2017.

The final outturn position against schools delegated budgets at 31 March 2017 is an overspend of £8.432m. This means that school balances have decreased by £8.432m in 2016/17, to a total of £45.281m. The tables below show analysis of school balances by phase at the end of the financial year 2016/17.

2016/17 School Balances - In-Year Movement of Balances by Phase

Phase	Opening Balance 1/04/16 £m	In Year Movement 16/17 £m	Closing Balance 31/03/17 £m
Nursery	0.847	-0.047	0.800
Primary	36.874	-2.871	34.003
Secondary	10.580	-5.461	5.119
Special	4.490	0.312	4.802
Short Stay	0.922	-0.365	0.557
Total	53.713	-8.432	45.281

The outturn position reveals that school balances have decreased by 16% at 31 March 2017, which is largest single year reduction on record, and reflects the increasing financial pressure on school budgets. Balances reduced across all phases, with the exception of special schools.

2016/17 School Balances –In-Year Movement Count of Schools by Phase

Phase	Count of deficit in year	Count of surplus in year
Nursery	13	11
Primary	293	181
Secondary	47	15
Special	9	19
Short Stay	6	3
Total	368	229

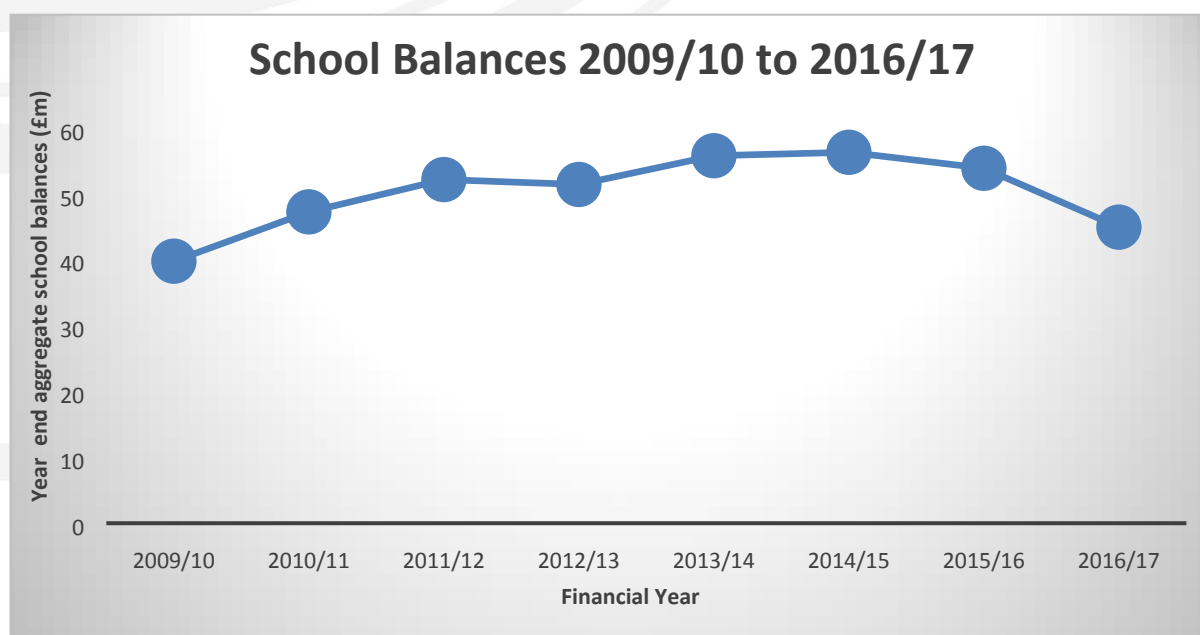
Overall, 368 schools (62%) operated an in year deficit in 2016/17, spending funding from reserves. This compares to 276 schools in 2015/16 and 256 in 2014/15. Only the special school sector had a greater proportion of schools operating an in year surplus, with larger numbers of schools across all other phases running in year deficits. The increasing number of schools operating in year deficits is further evidence of the financial constraints across the school sector.

2016/17 School Balances – No of Schools in Surplus/Deficit by Phase

Phase	Count of Deficit close balance	Count of Surplus close balance
Nursery	5	19
Primary	17	457
Secondary	14	48
Special	2	26
Short Stay	2	7
Total	40	557

The number of schools ending the year in deficit shows the worsening real terms position around school funding, with 40 schools ending the year in deficit. This compares to 25 schools with deficit balances at 31 March 2016 and 18 schools with deficit balances at 31 March 2015. There are schools from every sector facing financial difficulty and ending the year in deficit.

Aggregate School Balances by Year



The graph demonstrates the trend in aggregate school balances over recent years. Balances at 31 March 2017 are at their lowest level since 2009/10 and show a second consecutive, and more significant, reduction in balances levels from a peak in 2014/15.

4. Section B – Capital Programme 2016/17

4.1 The 2016/17 Position – Executive Summary for Capital Programme LCC only excluding LEP/ City Deal

Cabinet, at its meeting in October 2016 agreed a re-profiled overall Capital Programme of £390.967m covering the period 2016/17 through to 2020/21. This followed a review

undertaken in response to the significant level of slippage identified within the 2015/16 outturn report.

The review had due regard to the experience of actual delivery in 2015/16 and Cabinet agreed to a forecast of £151.510m of expenditure in 2016/17 against the multi-year programme and covered delivery of a number of schemes across the agreed blocks of activity.

Since October there have been a number of agreed changes to the capital programme as a result of Cabinet Member approvals and further funding received which increased the agreed level of 2016/17 forecast expenditure by c£9m in 2016/17. Table 1 below illustrates the original agreed and final 2016/17 phase of the programme for which approval was given to spend £160.505m. This profile represents the programme relating to LCC (non-LEP) activity.

Table 1	Re-profiled 2016/17 Forecast Capital Expenditure agreed at Cabinet 6th October 2016 £m	Final 2016/17 Forecast Expenditure £m
SCHOOLS	27.318	28.769
SCHOOLS DEVOLVED FORMULA CAPITAL	2.545	2.545
CHILDREN AND YOUNG PEOPLES SERVICE	1.491	1.523
HIGHWAYS MAINTENANCE	51.063	52.903
TRANSPORT IMPROVEMENT	35.280	38.818
WASTE AND OTHER PROJECTS	6.091	6.091
ADULT SOCIAL CARE	12.537	12.537
CORPORATE	13.251	15.385
VEHICLE REPLACEMENT PROGRAMME	1.934	1.934
TOTAL	151.510	160.505

Table 2 below indicates the changes to the programme since the 2015/16 position and the major additions the programme are illustrated below totalling £34.864m:

Table 2	Slippage from 2015/16 £m	Re-profiled into future years £m	Cabinet report additions to programme £m	Total £m
Original Feb 2016				105.861
Changes	108.778	-88.998	25.869	45.649
6th October 2016 re-profiled and Q3 monitoring				151.510
Changes	0.000	0.000	8.995	8.995
Final 2016/17 Forecast Expenditure			34.864	160.505

The additions between February 2016 and October 2016 totalling £25.869m were set out in the 6th October 2016 re-profiling report to Cabinet.

The changes since 6th October 2016 Cabinet report total £8.995m are detailed below:

- £3.600m contribution to Preston Bus Station
- £0.288m Clean Bus Technology Fund
- £0.135m Bay Gateway Park and Ride
- £0.100m North West Flood and Coastal Communities
- £0.019m re Rawtenstall Bus Station
- £0.100m s106 schemes
- £1.236m s278 schemes
- £0.573m contribution received from Schools towards capital projects
- £0.877m budgets brought forward from future years profiling re delivery in 16/17
- £0.521m re Mill 14 (White Cross Education Centre)
- £1.546m re County Hall refurbishment

Table 3 below shows for 2016/17 the final agreed forecast of 2016/17 programme expenditure, actual spend and the variance, which represents circa 9.8 % of the agreed forecast.

Table 3	Agreed 2016/17 forecast Programme Exp. £m	Outturn £m	Variance spend more than budget/ (spend less than budget) £m
SCHOOLS	28.769	30.016	1.247
DEVOLVED FORMULA CAPITAL	2.545	2.818	0.273
CHILDREN AND YOUNG PEOPLES SERVICE	1.523	0.256	-1.267
HIGHWAYS MAINTENANCE	52.903	44.423	-8.480
TRANSPORT IMPROVEMENT	38.818	38.282	-0.536
WASTE AND OTHER PROJECTS	6.091	3.032	-3.059
ADULT SOCIAL CARE	12.537	11.808	-0.729
CORPORATE	15.385	12.460	-2.925
VEHICLE REPLACEMENT PROGRAMME	1.934	1.558	-0.376
TOTAL LCC	160.505	144.653	-15.852

Section 4.2 of this report sets out the key deliverables in more detail in each of the areas of the capital programme along with the reasons for any variances to the agreed forecast for 2016/17.

Expenditure

As set out in Table 2 above, the revised total forecast for 2016/17 delivery totals £160.505m, being £8.995m more than the figure for 2016/17 contained in the 6th October re-profiling report. Hence the total of the multi-year programme increased from £390.967m to £399.962m.

Expenditure of £144.653m during 16/17 represents c90% of the agreed in-year forecast for 2016/17 expenditure of £160.505m. The equivalent figure for 2015/16 was 58%, and therefore the 2016/17 outturn position represents a much higher proportion of agreed programme delivery than was the case in 2015/16.

Delivery has included the completion of major refurbishments at a number of the authority maintained schools, completion and opening of the Bay Gateway (Heysham to M6 Link Road) and significant progress on a number of other major transport schemes such as the Burnley Pendle Growth Corridor. In addition projects have been completed relating to ABC roads, footpaths, street lighting, traffic signals, bridge repairs and flood damaged roads.

Financial variance to agreed forecast

Table 3 above shows that in 2016/17 the expenditure was less than the agreed forecast by £15.852m. This does not mean that all projects were not delivered or that estimates of expenditure were necessarily incorrect. The variance has been analysed and falls into a number of different categories as shown below:

- £4.073m spend less than forecast relating to completed projects delivered at a lower than agreed forecast level.
- £3.403m spend more than forecast relating to completed projects delivered at a cost above agreed forecast level.
- £10.477m spend less than forecast due to delays in delivery, including many projects spanning more than one financial year. These are live projects which are still ongoing which project managers are actively managing.
- £2.074m spend less than forecast due to LCC retentions on completed schemes pending final sign-off.
- £9.502m spend less than forecast relating to legal delays. These often relate to land access issues and the like.
- £5.100m delay in delivery relating to schemes not directly under LCC control.
- £9.172m spend more than forecast relating to early delivery of projects within the 2017/18 budget and £2.801m spend on Highways structural defects greater than original capital forecast spend reflecting an existing agreed ongoing revenue contribution to capital spend which has been reversed and the expenditure funded from external borrowing.

Greater detail can be seen within Section 4.2 of this report.

4.2 Capital Outturn Variance Analysis detail for each block

In this section more details are provided on the specific areas of the programme. A summary of what has been delivered is provided and the variances to agreed forecast explained.

Schools

Delivery

During the year the actual spend was £30.016m, this is 4.3% over and above the approved in-year forecast of expenditure of £28.769m. The following was delivered:

- The completion of significant basic need projects, to expand Primary Schools at:
 - Morecambe Road, Lancaster
 - Lever House, Farrington
 - Grange Avenue, Preston
- The completion of a new building for Weeton Primary School at Weeton Barracks.
- Completion of a phased programme of condition projects at over 50 schools.
- The completion of 4 improvement projects in special and alternative provision schools including a new build at Broadfield, Oswaldtwistle
- The commissioning of 2 additional capital improvement projects in special and alternative provision schools.

Financial variance to agreed forecast

The overall position on the schools approved capital programme for 2016/17 (excluding DFC) is an over delivery of £1.247m. This is due to a number of factors:

- £2.734m early delivery against 17/18 forecast spend: relating to agreed re-phasing of the Weeton Primary School project; rapid progress made at Chorley Trinity, Chorley St George and Balshaw Lane and work brought forward to address dry rot at Colne Lord Street Primary.
- £0.115m genuine overspend on a number of completed projects.
- £0.180m genuine underspend on completed projects.
- £0.094m of projects which were to be delivered in 2016/17 have not yet been completed, mostly due to logistical delays.
- £1.328m spend less than forecast relating to retentions on approximately 20 projects in the 12 month defect liability stage where the retentions and final fees will be incurred in 2017/18 e.g. Morecambe Lancaster Road.

Schools Devolved Formula Capital

Devolved Formula Capital is funding delegated to Lancashire maintained schools and managed by the Schools themselves. The expenditure is £0.273m more than the 2016/17 profiled expenditure but still within the funding available overall across the multi-year programme.

Children and Young People's Services

During the year £0.256m was spent on residential redesign activities against a total agreed forecast for the block of £1.523m.

The reasons for spend in 2016/17 being £1.267m less than the agreed forecast for 2016/17 are:

- £1.100m resulting from a legal delay in the signing of the legal agreement relating to Chorley Youth Zone
- £0.250m delay in contributing to the Preston Bus Station Youth Zone
- £0.124m overspend on General Improvement projects
- £0.042m retentions to be paid in 2017/18
- £0.001m early delivery against 2017/18 agreed forecast

Highways Maintenance

Delivery

In 2016/17 £44.423m was spent on the Highways programme, this represents 84% of the 2016/17 programme. This programme comprises 1,726 individual projects and during the year money has been spent in the following areas:

- ABC roads: £8.798m
- Footpaths: £2.610m
- Drainage works: £0.773m
- Local Priority Response Fund: £2.522m
- Street lighting and energy reduction: £10.756m
- Structural defects: £4.801m
- Bridges: £2.736m
- Flood damage repairs: £3.311m
- Pot hole action fund: £1.087m
- Other activities ranging from moss roads, traffic signals and road safety: £7.029m

Financial variance to agreed forecast

The reasons for spend being £8.480m (ie. 16%) less than the agreed forecast for 2016/17 are set out below. £3.929m of this figure relates to Rawtenstall Bus Station caused by delay in signing the legal agreement with Rossendale Borough Council.

- £1.413m underspends on completed projects.
- £0.571m overspends on completed projects.
- £3.502m delivery delays comprising: £0.539m Street Lighting Energy reduction scheme delivery re-scheduled; £2.375m delayed delivery on a variety of programmes due to factors including land access, drainage issues and staff resources; £0.588m unspent budget mostly in the Priority Neighbourhoods programme where projects are determined against issues raised by County Councillors.

- £0.704m retention payments not yet made on larger schemes such as M65 Crash barrier work, Defra projects and DfT Pothole Action Fund programme
- £3.929m legal agreement delay as £3.929m re Rawtenstall Bus Station as explained above.
- £5.100m non delivery outside of LCC Control: programmed delivery of £5.100m has been re programmed. The funding is provided by developers under either Section 106 or 278 agreements. The delivery of these programmes of work are solely dependent on developer's timeframes, commercial and legal requirements as given in the individual agreements, for example Cottam Hall highway layout changes.
- £2.796m early delivery against 2017/18 Budget: advanced delivery against 2017/18 profiled budgets has been achieved on the bridges programme, street lighting and the Local Priority Response Programme.
- £2.801m spend greater than the original capital programme forecast spend on structural defects, reflecting an existing agreed ongoing annual revenue contribution to capital spend which has been reversed and the expenditure funded from external borrowing.

Transport Improvement

Delivery

During the year the actual spend was £38.282m, which equates to 99% of the £38.818m approved 2016/17 programme. In year the following was undertaken:

- £22.112m spend on completion of major part of Bay Gateway (Heysham to M6 Link Road), opened to the public in October 2016
- £4.232m spend on Burnley Pendle Growth Corridor
- £1.780m spend on Burnley Town Centre
- £3.600m contribution to Preston Bus Station
- £1.129m spend on Pennine Reach
- £0.716m East Lancashire Strategic Cycle Network
- £0.610m Blackpool Tramway
- £2.500m City Deal Funding
- £1.603m on a variety of smaller projects

Financial variance to agreed forecast

The reasons for spend being £0.536m less than the agreed forecast for 2016/17 are set out below:

- £0.616m underspends on completed projects: relating to Eaves Green compensation non-payment and maintenance of assets.
- £0.752m overspends on completed projects: relating to minor transport schemes, Burnley Pendle growth Corridor projects and the Clitheroe to Manchester project.
- £0.942m spend less than agreed forecast for ongoing projects: including delays due to third parties relating to the East Lancashire Cycle Network.
- £2.471m legal agreement delays: the majority of which was re the LCC contribution to the Blackpool Tramway. Two further delays relate to land access

issues and the supply of catalytic regeneration systems for double deck buses operated between Heysham/Morecambe and Lancaster University.

- £2.741m spend more than agreed forecast due to early delivery against 2017/18 Budget: relating to the Bay Gateway (catch up from earlier delays), Burnley Pendle Growth Corridor, Burnley Town Centre and Bacup transport heritage improvements.

Waste and Other Projects

Waste and other projects spend £3.059m less than agreed forecast, reasons for which are identified below:

- £0.058m overspend on completed projects; Jameson Road landfill site and Garstang HWRC.
- £3.189m spend less than agreed forecast due to £2.268m planned underspend on upgrading of the fire suppression systems at Farington and Thornton waste recovery parks as the need for this activity is currently being reviewed; -£0.571m asset preservation activity and the delayed delivery of waste recovery plants where work will be completed in 2017/18; £0.250m expenditure at Rowley closed landfill site re additional works identified and a pause agreed whilst further assessment was undertaken; -£0.100m contribution to Lancashire Environmental Fund not made by year end.
- £0.072m early delivery re IT projects.

Adult Social Care

The majority of the 2016/17 Adult capital programme of £12.537m relates to the Disabled Facilities Grant £11.477m which is passed straight to the District Councils. The reasons for spend being £0.729m less than the agreed forecast for 2016/17 are identified below:

- £1.000m not paid over to Chorley BC due to delays in the signing of a legal agreement relating to Extra Care scheme.
- £0.271m early delivery against future year's budgets, comprising: £0.105m urgent expenditure on Care Homes for which Cabinet approval was granted; £0.113m expenditure on Autonomy not originally profiled for 2016/17; £0.015m re Changing Places for severely disabled adults; £0.038m expenditure relating to Adult social care IT projects.

Corporate

Delivery

During the year the actual spend was £12.460m, the following was delivered

- £1.927m spend on Phase 2 of Superfast Broadband
- £0.278m spend on Brierfield Mill which is being developed into a Leisure complex as part of the Burnley Pendle Growth Corridor
- £2.024m spend on Programme and Project Management Core Systems Transformation project

- £1.136m spend on Customer Access Core Systems Transformation project
- £1.404m spend on Mill 14 (White Cross Education Centre) as part of the property portfolio strategy
- £4.109m ongoing refurbishment of County Hall complex to enable ongoing revenue savings by supporting the movement into County Hall of staff from offices being closed and to provide Conference and Training facilities to enable closure of the current venue in Leyland
- £1.582m on a variety of smaller projects

Financial variance to agreed forecast

The total variance from agreed forecast is £2.925m. This is explained by the following factors:

- £1.542m spend less than agreed forecast re Superfast Broadband (BT) behind forecast delivery profile, catch up is anticipated in 2017/18.
- £0.197m spend less than agreed forecast in respect of repairs and renewals of Older People's Homes arising from some redesign activity.
- £0.283m spend less than forecast re Customer Access Core Systems due to delays within Phase 1 of the project.
- £0.480m spend less than forecast re Dilapidations on terminated surrendered leases resulting from timing of property vacation and lead times from handover.
- £0.477m spend less than forecast County Hall refurbishment delays resulting from additional health and safety works.
- £0.211m spend less than forecast re Renewable energy schemes on County buildings as a result of design delays.
- £0.130m spend less than forecast re Affordable Warmth programme due to delays in payments to District Councils.
- £0.054m spend less than forecast re Core Systems Transformation programme
- £1.002m Legal agreement delay: Brierfield Mill delay in signing the legal agreement.
- £0.557m early delivery against profile comprising: £0.153m re Property Portfolio Rationalisation Sustainability Investment in Neighbourhood Centres and £0.404m re White Cross Educational Centre (Mill 14).
- £0.894m of spend more than forecast on a variety of projects including Growing Places.

Vehicle Replacement Programme

During the year expenditure was £1.558m compared to an agreed forecast of £1.934m. Purchase orders for vehicles have been placed and funds are committed but delivery has been delayed.

4.3 Capital Programme Financing

The extract below sets out how the 2016/17 capital programme was proposed to be funded within the 12th February 2016 Full Council submission and how it was actually funded within year:

Table 4	As at Full Council February 2016 (£m)	Outturn (£m)
Borrowing	42.285	45.780
Capital Receipts received prior to 1.4.16, as receipts after that date can now be used to support the revenue budget	1.036	3.600
Reserves	4.000	0.000
Government grants	54.278	92.213
External contributions	3.400	3.060
Use of unprogrammed prior year budgets	0.862	0.000
TOTAL	105.861	144.653

The use of government grant funding at outturn was significantly higher than was contained in the February 2016 programme, due to several factors.

- Annual grants such as Schools Devolved Formula Capital and Adult Disabled Facilities Grant figures were unconfirmed as at February 2016 (total £14.408m).
- Additional DfT grants were announced after that date (Highways Incentive Fund and Pothole Action Fund total £2.534m).
- Unused grants from previous years were used to fund significant spend, where appropriate, in an attempt to utilize all grants that were not specifically earmarked, and therefore to be carried forward to use against future spend on specific multi-year projects (total £ 25.791m)

A review will be undertaken of the impact of the 2016/17 outturn variances on the 2017/18 profiled capital programme that was approved on 6th October 2016. The results of the review and any other amendments required including any additional cabinet approvals, or funding to be brought in, will be brought back to Cabinet later in the year to agree any subsequent re-profiling or other changes required.

5. Section C - County Fund Balance, Reserves and Provisions

The County Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. All reserves have been extensively reviewed throughout the financial year to ascertain whether the need for them remains and whether their scale continues to be appropriate.

Reserve Name	Opening Balance as at 1 April 2016	In Year Changes	Closing Balance as at 31 March 2017
	£m	£m	£m
Reserves held to meet spending pressures			

County Fund	(36.000)	0.000	(36.000)
	(36.000)	0.000	(36.000)
Reserves held to deliver corporate priorities			
Strategic Investment Reserve	(10.971)	6.525	(4.447)
	(10.971)	6.525	(4.447)
Reserves held to deliver organisational change			
Downsizing Reserve	(64.841)	45.928	(18.913)
Risk Management	(15.784)	5.345	(10.439)
Transitional Reserve	(141.836)	(20.178)	(162.014)
	(222.461)	31.094	(191.367)
Reserves held to pay for expenditure commitments			
Election Reserve	(1.251)	(0.349)	(1.599)
Funding of Capital Projects (Non LCC)	(0.148)	0.137	(0.009)
	(1.399)	(0.212)	(1.608)
Reserves held to meet service priorities			
YOT - General Youth Offending	(1.024)	0.078	(0.946)
Children's DFM* General	(5.903)	4.369	(1.534)
SEND Reform/Implementation Grant	(1.852)	(0.641)	(2.493)
Crime & Disorder	(0.714)	0.714	0.000
Fleetwood High School PFI reserve	(1.014)	0.076	(0.938)
Building Schools for the Future Wave 1 PFI reserve	(6.311)	(2.246)	(8.557)
LSCB Reserve	(0.449)	0.006	(0.443)
Museum Acquisition Fund	(0.002)	0.002	0.000
Queen Street Steam Engine Repair Fund	(0.204)	0.005	(0.199)
Lancaster City General Acquisitions Fund	(0.008)	(0.001)	(0.009)
Lancashire Adult Learning HQ General	(0.429)	0.429	0.000
Adults Grant Funded	(0.537)	0.152	(0.385)
Adult Social Care – Transition	(4.004)	1.535	(2.469)
Health Services	(4.100)	3.426	(0.674)
Better Care Fund Reserve	(1.368)	0.000	(1.368)
Bus Stations Reserve	0.000	(0.853)	(0.853)
Roundabout Sponsorship Income	(0.048)	0.017	(0.031)
Improved Outcomes Partnership	(0.057)	0.051	(0.006)
UK & Ireland Civinet Network	(0.030)	0.030	0.000
Waste General Reserve	(0.482)	0.304	(0.178)
Equipment Renewal Reserve	(0.331)	0.326	(0.005)

Joint Service Needs Assessment Reserve	(0.104)	0.000	(0.104)
Multi Agency Data Exchange Reserve	(0.051)	(0.002)	(0.053)
Parking Reserve Fund	(0.144)	0.144	0.000
Building Design & Consultancy Reserve	(0.020)	0.020	0.000
NoW Card Renewal	(0.400)	0.100	(0.300)
Energy Surveys	(0.066)	0.066	0.000
Priorities Contingencies Reserve	(0.010)	0.010	0.000
Waste Plant Rectification	(7.500)	6.534	(0.966)
Finance & Information DFM General	(0.060)	0.060	0.000
Former OCE General Reserve	(0.727)	0.000	(0.727)
Economic Development Reserve	(0.027)	0.000	(0.027)
Lancashire Enterprise Partnership (LEP) Reserve	(1.553)	(0.309)	(1.862)
Champions Funds	(0.003)	(0.001)	(0.004)
Corporate DFM Schemes	(1.830)	1.028	(0.802)
Local Member & Gateway Grant	(0.083)	(0.083)	(0.166)
Public Health Grant Reserve	(0.628)	(1.160)	(1.788)
School Catering Repair And Maintenance	(1.743)	(0.084)	(1.827)
Emergency Planning	0.000	(0.137)	(0.137)
Financial Investigations Reserve	0.000	(0.045)	(0.045)
Grants c/f Reserve	0.000	(0.521)	(0.521)
	(43.816)	13.399	(30.417)
LCC Reserves Total	(314.647)	50.806	(263.839)
Schools Reserves**			
Individual Schools Reserves	(53.713)	8.432	(45.281)
Other Schools Reserves	(26.098)	(1.427)	(27.525)
Centrally managed PROP Schools Maintenance Reserve	(6.210)	(0.191)	(6.401)
	(86.021)	6.814	(79.209)
Total Revenue Reserves	(400.668)	57.620	(343.048)

* DFM – Devolved Financial Management.

** The School Reserves are ring-fenced to schools and are used at schools' discretion.

The County Council's revenue reserves for balances held as at 31 March 2017 are described as follows:

5.1 Reserves held to meet spending pressures

County Fund:

The County Fund balance remains at £36.000m at the end of the financial year. The County Fund exists to cover the authority against any serious emergency situation (e.g. widespread flooding); a critical and unexpected loss of income and for general cash flow purposes. The reserve is set at approximately 5% of the County Council's net budget. It is proposed the balance is maintained as a prudent safeguard against any unexpected financial pressures.

5.2 Reserves held to deliver corporate priorities**Strategic Investment Reserve:**

The County Council previously agreed a programme of investment in areas including economic development, green energy, increasing employment opportunities and the development of apprenticeship programmes. The Strategic Investment Reserve will continue to deliver the funding for this investment programme.

5.3 Reserves held to deliver organisational change**Downsizing Reserve:**

This reserve is set aside to support the County Council paying the associated redundancy costs as it continues to downsize to deliver its agreed savings in 2016/17 and beyond.

Risk Management Reserve:

Due to the authority's ongoing exposure to demand and funding risk, it was agreed at February 2015 Full Council that this reserve be set up to help the authority manage risk going forward.

Transitional Reserve:

This reserve was approved by Cabinet in November 2015. It was to be created by re-prioritising existing reserves and replacing capital reserves with borrowing. A review of all reserves was undertaken to meet the dual requirements of funding the lead-in time for the savings programme in 2016/17 and 2017/18 as well as providing the resources necessary to cover the funding shortfall in those two years until further budget savings could be identified.

5.4 Reserves held to pay for expenditure commitments**Election Reserve:**

This reserve is for a contribution from revenue year on year to fund the cost of the local elections.

Funding of capital projects (Non LCC):

This reserve comprises of revenue monies earmarked to support committed LEP capital projects in the County Council capital programme,

5.5 Reserves held to meet service priorities

These earmarked reserves consist of amounts carried forward for specifically agreed projects within services.

YOT - General Youth Offending Reserve:

This reserve is made up of partner organisation contributions for YOT contingencies and monies earmarked for one off projects. The majority of this reserve is not available for other purposes.

Children's DFM General Reserve:

This reserve is for a wide range of agreed projects including School Support Services, Working Together with Families and European Social Fund (ESF) grant funding. These projects have been funded in 2016/17 and have commitments in future years.

SEND Reform/Implementation Grant:

This reserve was created from unutilised grant funding monies and is earmarked for various agreed projects including Special Educational Needs (SEND).

Crime & Disorder Reserve:

This reserve is earmarked to deliver the domestic abuse strategy.

Fleetwood High School Private Finance Initiative (PFI) Reserve:

This Private Finance Initiative (PFI) Reserve is to cover future costs that are not funded by Central Government as part of the PFI scheme. This reserve was created as directed by our external auditors.

Building Schools for the Future Wave 1 PFI Reserve:

This PFI Reserve is for future commitments created as directed by our external auditors.

LSCB Reserve:

This reserve comprises contributions from funding partners e.g. LCC, Police, CCGs, Probation & Police. This reserve is needed to manage an estimated increase in revenue expenditure on serious case reviews. Additionally, the Safeguarding Board are considering using the reserve to fund work around Childhood Sexual Exploitation, the Continuum of Need and Routine Enquiry into Adverse Childhood Experiences (REACH).

Museum Acquisition Fund:

The small remaining balance on this reserve was transferred to the Transitional Reserve in 2016/17.

Queen St Steam Engine Repair Fund:

LCC received £0.209m from the Ellison to be used for the upkeep of the Lancashire Looms at Queen Street Mill.

Lancaster City General Acquisitions Fund:

The Lancaster City General Acquisitions Reserve fund was in existence prior to the County Council running Lancaster City Museums. Each year Lancaster City Council put an amount into the fund to pay for collection care materials or purchasing items for the collection. The funds are ring fenced for this purpose.

Lancashire Adult Learning HQ General:

This is a specific reserve for the Lancashire Adult Learning Service. The remaining balance on this reserve has been transferred to the Transitional Reserve.

Adults Grant Funded:

This reserve was created from unutilised grant funding monies and a proportion was earmarked for the downsizing of the Supporting People programme.

Adults Social Care – Transition:

The reserve is to cover the costs of changes to Personal Social Care staffing and improvements to domiciliary services.

Health Services:

This reserve consists of health funding received from Clinical Commissioning Groups (CCG's); including contributions towards joint programmes agreed under a Section 256 framework agreement.

Better Care Fund:

This is a specific reserve for Better Care Fund (BCF) designed to help mitigate the financial risks to partner organisations should the financial outcomes of the Better Care Fund plan not be fully delivered. There are contributions from both Health and the County Council in this reserve.

Bus Stations Reserve:

This reserve is made up of partnership monies held on behalf of the County Council, Blackpool and Blackburn with Darwen to be spent on new digital traffic cameras.

Roundabout Sponsorship Income:

This reserve is generated from roundabout sponsorship schemes and is used to pay towards highways works.

Improved Outcomes Partnership:

This reserve consists of funds from external partners (e.g. NHS) to be spent on Trading Standards Projects.

UK & Ireland Civinet Network:

The reserve consists of the residual balance on the scheme's bank account plus the surplus from the Euro project. The reserve is used to pay for continued membership of the wider UK and Ireland network.

Waste General Reserve:

This reserve was created to fund a tree planting initiative and the Farrington Reserve (money available to residents in Farrington to compensate for Waste plant located there).

Equipment Renewal Reserve:

The reserve is for various equipment purchases including highways video survey and scientific services equipment.

Joint Services Need Assessment Reserve:

This reserve is for the authority to fulfil its statutory duty to deliver a 'Joint Strategic Needs Assessment' based on requirements in the 2012 Health Act.

Multi Agency Data Exchange Reserve:

The reserve is for the County Council to fulfil its statutory duties according to the Crime and Disorder Act.

Parking Reserve Fund:

This fund was to be used for improvements to parking signs, road markings and parking ticket machines.

Building Design and Consultancy Reserve:

The balance on this reserve has been transferred to the Transitional Reserve in 2016/17.

NoW Card Renewal:

This reserve is used to build up the balance when the NoW Card renewal is due. NoW Card is renewed every 5 years.

Energy Surveys:

This reserve was created to cover the costs of conducting energy surveys. It is a statutory requirement to display Energy Certificates and Advisory Reports in all buildings accessed by the public.

Priorities Contingencies Reserve:

The remaining balance on this reserve has been spent in 2016/17.

Waste Plant Rectification:

This reserve is set aside for rectification works at the Farrington and Thornton Waste Treatment plants or for works to resolve environmental issues. Part of the reserve is partnership funding which cannot be used for any other purpose. A significant proportion of the reserve has been redirected to the Transitional Reserve.

Finance & Information DFM General:

This Finance reserve is for projects usually relating to financial system implementation.

Former OCE General Reserve:

The balance on this reserve was earmarked to contribute towards property development costs across County Buildings.

Economic Development Reserve:

This is a LEP reserve that has commitments in 17/18 in relation to economic growth.

Lancashire Enterprise Partnership (LEP) Reserve:

This reserve is used to support the ongoing objectives of the LEP to direct economic growth and drive job creation. The reserve is ring fenced to LEP and cannot be used for any other purpose.

Champions Funds:

These are balances carried forward for Champion Members to provide funding to local organisations within their remit.

Corporate DFM Schemes:

This reserve is set aside for Members' development.

Local Member & Gateway Grant:

Funding carried forward to future years for Members' awards and local initiatives.

Public Health Grant Reserve:

This reserve was planned to support the reduction in Public Health Grant.

School Catering Repair and Maintenance:

These are funds held on behalf of schools relating to maintenance and development of school kitchens. The funds are ring fenced to schools and cannot be used for any other purpose.

Emergency Planning Reserve:

This reserve contains DEFRA Grant that is to be used for work surrounding the flood campaigns etc.

Financial Investigations Reserve:

This reserve contains monies received from the Home Office to fund financial investigation work. The Home Office regularly monitor how these funds are spent by the Trading Standards service.

Grants c/f Reserve:

This reserve is for grants that are carried forward with no specific conditions attached.

5.6 Schools Reserves

Under the Education Reform Act, schools are given most of their budgets to directly control. If a school does not spend its entire budget, it is held as a reserve for them to use in the future. These reserves cannot be used for any other purpose.

5.7 Provision for Bad and Doubtful Debts

In addition to general provisions against known liabilities the Council maintains a provision against bad and doubtful debts.

	Opening Balance as at 1 April 2016 £m	In Year Changes £m	Closing Balance as at March 2017 £m
Corporate Bad Debt Provision	(15.032)	1.116	(13.916)

5.8 General Provisions

General Provisions which are set aside for specifically quantified liabilities such as insurance claims. Movements in general provisions are summarised in the table below:

Directorate/Head of Service	Opening Balance as at 1 April 2016 £m	In Year Changes £m	Closing Balance as at March 2017 £m
Adult Services - Safeguarding	(0.508)	0.008	(0.500)
Children's Services – Special Educational Needs	(0.124)	0.023	(0.101)
Financial Resources	(3.952)	2.593	(1.359)
Total	(4.584)	2.624	(1.960)

6. Section D – Conclusion on the County Council's Financial Health

Whilst the revenue outturn position for 2016/17 is a positive one and reflects early delivery of a number of elements of the agreed savings programme, there is also a significant caveat in that it is largely the product of non-recurrent additional income arising from Treasury Management activity in addition to the fact that the revenue budget was heavily supported (over £82m) from reserves during the year, albeit by less than was originally agreed.

Without these offsetting factors, the revenue outturn position would have been significantly worse reflecting the current structural gap between forecast expenditure and available resources that has been regularly reported to Cabinet. This, to a large extent, reflects significant financial pressures on a number of service budgets caused by increasing demand, particularly across Children's and Adults social care. The risk to the ongoing longer-term financial viability of the County Council therefore remains one of the Council's highest level current risks identified in the Corporate Risk and Opportunity Register.

The most significant financial challenge facing upper tier Local Authorities is Social Care. This is a national issue and additional funding has been provided for Adult Social Care, via the Adult Care Support Grant (£5.543m) in 2017/18, the introduction of the additional Adult Social Care precept and additional 3 year grant funding announced in the Spring Budget as part of the iBCF (Improved Better Care Fund) which is to be used for the purposes of meeting adult social care needs, ensuring the local social care market is supported and to reduce pressure on the NHS. Whilst these are a welcome recognition of the significant cost pressures being faced, the grants do not represent recurrent funding and all of the additional funding together does not meet the full cost of additional demographic demand and cost pressures within the Care Sector, particularly impacted by the National Living Wage.

The current MTFs (Medium Term Financial Strategy) is forecasting a funding gap of c£88m for 2018/19, and rising to c£156m by 2020/21, and the forecast level of reserves that remain uncommitted are insufficient in themselves to enable future year's revenue budgets to be set without the identification and delivery of a significant value of further

savings which is a key priority. In addition, if any previously agreed savings become non-deliverable or experience delays in their implementation then this would further increase the funding gap. The current savings programme therefore will continue to be closely monitored and the impact of the 2016/17 outturn position is being reviewed, with any impacts not already reflected in the current MTFs to be reported at a future Cabinet meeting.

The scale of the financial challenge therefore remains a hugely significant one. The Council has delivered a revenue underspend which, notwithstanding the use of reserves and Treasury Management performance, does demonstrate strong financial management, particularly with regard to the delivery of the agreed saving programme, with a significant proportion being delivered ahead of schedule.

A significant amount of reserves has been applied to support the revenue budget in 2016/17 with similar plans in 2017/18 and therefore, whilst the balance sheet still remains relatively strong in headline terms at the end of 2016/17, it is critical that work progresses quickly to identify additional savings areas for inclusion in the 2018/19 and future budgets and that strong financial management is maintained to ensure that the Council can maintain an effective approach to meeting the financial challenge ahead.

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

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

Electoral Divisions affected:
All

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

Contact for further information:

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

rachel.tanner@lancashire.gov.uk

Executive Summary

In line with the County Council's procurement rules, this report sets out a recommendation to approve the commencement of a procurement exercise for the Preston Youth Zone Operator.

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

Recommendation

The Cabinet is recommended to approve the commencement of the procurement exercise as set out in Appendix 'A'.

Background and Advice

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 duration and;
- the proposed basis for the evaluation of the tender submissions.

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

On the conclusion of the procurement exercise, the award of the contract 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 exercise included in this report.

Implications:

This item has the following implications, as indicated:

Legal

The County Council as a public authority must comply with both procurement regulations and the state aid rules.

The state aid rules in essence prohibit public authorities from granting forms of aid which benefit specific recipient organisations where such aid has a potential to impact upon inter- state competition. The youth zone scheme clearly raises the possibility of conferring unlawful state aid given the proposal to grant a long lease at a peppercorn rent in relation to a valuable facility. The value of the aid itself gives rise to an *assumption* that there will be an impact upon competition.

The potential for state aid issues is negated by opening the opportunity to competition through a procurement process which complies with the Public Contracts Regulations. 2015. Appointing an 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..

There are a number of exemptions to the state aid rules ("block exemptions"). The particular exemption which the County Council would seek to rely upon in relation to Preston Youth Zone can only be applied where a fully compliant procurement exercise has been conducted in advance of the relevant contract (under which aid is granted) being awarded.

The County Council could be challenged if it contravenes the state aid regulations with potentially serious consequences both in financial terms and in terms of reputation. Those claiming to have been disadvantaged could claim financial recompense as indeed could the recipient of the aid as any contract would have to be set aside.

Procurement requirements must also be considered in relation to the operational aspects of the youth zone. The arrangement described in the report provides the recipient with an opportunity to operate a service which generates income and as such could be regarded as a concession contract and would therefore fall within the

ambit of the Public Contracts Regulations 2015 notwithstanding that the County Council is not proposing to enter into any fee paying arrangement with the operator. The County Council will undoubtedly enter into an agreement with the operator setting out the terms of the relationship which could potentially be interpreted as a service contract which of course would be subject to the 2015 regulations.

A single procurement exercise which complies with the 2015 regulations would meet all legal obligations in relation to state aid and procurement.

As the successful tender is expected to take on the operational and financial risk of PYZ, the procurement will be conducted under the scope of the Concession Contracts Regulations 2016.

The Concession Contract Regulations 2016 came into force in April 2016 and cover all in-scope concession contracts advertised via OJEU after that date. A concession contract is defined as follows:

A concession contract is a contract that:

- is for pecuniary interest (i.e. for money);
- is for the provision and management of services;
- involves the right to exploit those services (with or without payment from the Council);
- involves the assumption of operating risk by the concessionaire (in relation to demand or supply); and
- involves an operating risk that is not just nominal or negligible – the concessionaire is subject to market fluctuations etc.

Financial

The revenue contribution of £0.150m is provided for within the County Council's budget.

List of Background Papers

Paper	Date	Contact/Tel
Procurement Rules	July 2016	Rachel Tanner (01772 534904)

Reason for inclusion in Part II, if appropriate

N/A

Cabinet Member Leader of the County Council	
Procurement Title Procurement for a Preston Youth Zone (PYZ) Operator	
Procurement Option Concession Contract (Governed by the Concession Contracts Regulations 2016)	
New or Existing Provision New	
Estimated Annual Contract Value and Funding Arrangements Unknown. The County Council will provide a maximum revenue contribution of £150k per annum for an 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 will be required to provide a £1million contribution to the capital costs of construction and cover the remaining costs associated with the management and operation of PYZ.	
Contract Duration The contract will be let for an initial period of 10 years. Under the provisions of the Concession Contracts Regulations 2016, the contract duration may exceed the initial term, until such time that the provider has been able to recoup the investments made in operation of the works, together with a return on invested capital, taking into account the investments required to achieve the specific contract objectives. In any event, the contract term will not exceed a maximum duration of 25 years.	
Lotting Not Applicable – In the interests of consistent service delivery, the contract will not be divided into lots.	
Evaluation	
Quality Criteria 70%	Financial Criteria 30%
Social Value will account for 10% of the quality criteria focusing on all social value objectives. The proposed funding model submitted by the bidders will form the basis of evaluating the Financial Criteria.	

Contract Detail

A compliant procurement exercise is required to support the Council's application of State Aid exemptions which would be applicable to such a project due to the nature of leasing the building for a peppercorn rent, and revenue contributions from the Council.

Preston Youth Zone (PYZ) is a project that forms part of the larger programme of activity that is taking place in the regeneration of the Preston Bus Station and multi-storey car park.

PYZ can be described as co-locating universal positive activities for young people with targeted services for those young people seeking specialist support, creating a progressive development of an already tried and tested Youth Zone concept.

PYZ is to be co-located with the County Council's Youth Offending Team (YOT) in a freestanding building, sitting at the furthest possible point away from the existing Preston Bus Station and multi-storey Car Park. The building is split into three levels and will host a variety of spaces including sports hall, kick pitch, boxing ring, climbing wall, dance, music and fitness studios, changing rooms, reception area and café. YOT will have its own dedicated space within the building with an element of 'shared space' with PYZ such as the reception area and toilet facilities.

The PYZ is to offer young people the chance to learn new skills, make new friends, and develop their own interests, as well as having the right access to the information, support and guidance they may need to develop their lives.

Following construction of the building which will host the PYZ and YOT, the Council intends to lease the building at a peppercorn rent to an Operator for up to a maximum period of 25 years. The Council has previously made a commitment to provide a revenue contribution of £150k p.a. for an implied initial period of **10 years**. Tenderers will score higher marks in the financial evaluation if their financial model reduces this contribution amount.

The Operator will take on the operational and financial risk associated with delivering the PYZ. 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.

The Operator will also need to provide a capital contribution of £1 million towards the construction costs of building the PYZ.

In addition to the State Aid exemptions, an Operator cannot be directly awarded the contract without contravening EU Public Procurement Rules. As such, there is a requirement to undertake a tendering exercise to invite bids from interested parties.

Universal offer

The PYZ must be open to young people from 8-19 years of age (and up to 25 years of age for those with a disability).

PYZ must be affordable for all. Charging users may take the form of a membership fee, per session fee, or a combination of both, or none at all.

Activities to be provided include:

- a wide range of sports and physical activities, both onsite and offsite. This may include (but is not limited to) football, badminton, netball, basketball, cricket, climbing, martial arts, boxing, fitness, walking, hiking, and watersports;
- sessions are to be available for all skill/aptitude/engagements levels from 'having a go' to developing skills and engaging competitively; and
- a broad range of arts and media activities and opportunities such as dance, film, and music creation, plus art and craft workshops.

It is also intended that PYZ link in with existing services in the area to offer support and access to information, advice and guidance for young people in relation to:

- personal health and wellbeing issues including sexual health, relationships, stress, drugs, and alcohol;
- mentoring for those who need individual, targeted support;
- developing leadership skills to encourage participation in the running of PYZ and having a clearer voice in the wider community;
- employment skills and engagement with partners and local businesses;
- housing and homelessness issues; and
- help and support for young people who have been 'in care' in Lancashire.

The procurement exercise will require tenderers to demonstrate a sustainable operating model which will provide assurance that PYZ will operate for a minimum of 10 years.

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

Report of the Head of Service, Skills, Learning and Development**Part I**Electoral Division affected:
None**Schools Apprenticeship Levy**

Contact for further information:

Pam Goulding, 07740392946, Head of Service – Skills, Learning and Development
pam.goulding@lancashire.gov.uk**Executive Summary**

The Government aims to recruit 3 million quality apprentices by 2020 and to support their aim, the Apprenticeship Levy was introduced in April 2017 for all employers with a pay bill of over £3 Million. The first payments have been made to HMRC from the April 2017 payroll from both Lancashire County Council and Lancashire Community and Voluntary Controlled School payrolls on an approximate 50:50 basis. The Education, Skills Funding Agency then make payment of the Levy into a single Apprenticeship Levy account for Lancashire County Council (LCC). This account is managed and operated by Skills, Learning and Development (SL&D) service, which provides the only access to this funding for the Authority and for Schools.

It is proposed that SL&D service continue to work with Lancashire Schools through the Lancashire Schools Forum (LSF) to establish working practices to maximise the utilisation of the Schools element of the Apprenticeship Levy. The SL&D service will work with the LSF and others to explore and implement funding options to support this activity.

Recommendation

The Cabinet is recommended to give approval for:

- (i) Lancashire Schools to access Apprenticeship Levy funding through the Lancashire County Council Digital Account;
- (ii) The SL&D Service to establish mechanisms for delivery, governance and operating protocols with Lancashire Schools through the LSF;
- (iii) SL&D to work with LSF to explore funding options to assist in supporting this activity.

Background and Advice

The Apprenticeship Levy came into force on 1 April 2017 and it changes the way that the government fund apprenticeships with its introduction. The Levy is paid at 0.5% of the pay bill minus a Levy allowance of £15,000 for each tax year. It is Lancashire County Council's (LCC's) responsibility to submit one payment to HMRC via the PAYE system on a monthly basis which will be converted into digital vouchers where a 10% top up will be added by the government and will be returned to LCC by Education, Skills Funding Agency (ESFA) through a digital account.

LCC is fully compliant and meets all statutory requirements in respect of payment of the levy via its various payrolls. Lancashire Community and Voluntary Controlled Schools also pay into the LCC levy.

The approximate split for payments between LCC and Schools is 50:50. As an indicative figure, the first monthly receipt derived from the April payroll equates to a total funds available to LCC within the digital account of £233,030.

The SL&D service are registered with the ESFA to monitor the account on behalf of LCC. The Levy funds can only be used solely for apprenticeship training and assessment. The funding cannot be used to cover administrative costs, salaries, statutory licences to practice, travel subsidiary or managerial costs or traineeships. Additional resources will be required to administer the Levy account which is expected to realise in the region of £3.0m per year. The total resource requirement is expected to include: Grade 9 support and management (part), 3x Grade 6 (part) and 2 x Grade 4 (full); this will include both existing and new staff, and where appropriate these will be apprentices.

Schools can only access the Levy through the LCC Digital Account managed by SL&D service and any subsequent work with apprentices and the providers of the training will be through this service. This will include the procurement, management and monitoring of providers on behalf of Schools, as well as regular reporting on the commitment of the available Levy. It is envisaged that decisions regarding the commitment of the Schools element of the Levy will be made following a set of principles to be agreed through the LSF following a period of consultation with schools.

Requests by the Schools have been limited to date and have been managed by SL&D service on an interim basis; however, it is expected that demand will soon increase. Discussions are on-going with the LSF but a decision is required on the basis for this discussion with regards to the approval of schools access to the Levy.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Significant implications for schools and the on-going funding of apprenticeships if their access to the LCC Digital Account is not agreed.

Schools will not be able to continue to work with individual providers in the same way as they have previously. Whilst existing commitments will be honoured all new relationships will be managed through the SL&D service to ensure full compliance with the requirements of the ESFA and Procurement Regulations. It is likely that there will be issues and concerns that will need to be managed through an initial transition period and schools will receive support and guidance from SL&D service through this period and beyond.

Financial

The current and proposed future costs of supporting the administration of the Apprenticeship Levy are presented below:

Current staff resources allocated to managing the apprenticeship levy work stream within Skills, Learning and Development:

1 x Grade 9 (approx. 50%) £44,420 @50% = £22,210

1 x Grade 6 (FTE) £28,114

1 X Grade 3 (FTE) £19,509

Current cost = £69,833

Additional Staff:

Replacement of existing Grade 3 post with Grade 4 (increased cost of £1,680) and;

Additional 1 x Grade 6 (full time) £28,114

Additional 1 x Grade 4 (full time) £21,189

Total Cost = £120,816

The additional staff resources are a current estimate and will be dependent upon the final delivery model agreed with the LSF.

As the Government moves towards the introduction of a Schools National Funding Formula (SNFF) which is used to decide how much money should be given to English state schools every year, the School and Early Years Finance (England) Regulations are placing much tighter restrictions on any local flexibility around the use of the Dedicated Schools Grant (DSG).

Ahead of the conversion to the SNFF, which is expected to commence from April 2018, the Government have reduced the level of the former Education Services Grant (ESG) available and included this as transitional funding in the DSG in 2017/18. The LSF have agreed that the total amount identified as former ESG can be passported to the County Council in 2017/18, which equated to £2.59m.

In addition, the Regulations 2017 prescribe the classes or descriptions of expenditure that can be charged to the Schools Budget. Support for the school focused requirements of the Apprenticeship Levy are **not** included in allowable expenditure. The Education and Skills Funding Agency (ESFA) has also been increasing pressure on Local Authorities to reduce historic commitments from the DSG that contribute towards school focused services and have indicated that they will be monitoring statutory financial returns from LAs to check that this kind of expenditure is reducing and that no new commitments are being entered into.

Within this context it can be seen that direct funding of 50% of the cost of the administration of the Apprenticeship Levy is complex. The LCC is currently investigating funding options for this activity.

Risk management

The on-going management and monitoring of payments in to and commitments out of the Digital Account will be critical. A monitoring system has been established by the SL&D Service with guidance from Finance and Audit departments. This enables the Levy Account to be managed on behalf of both LCC and Schools with separate reports.

It is possible that there will be challenges regarding decision making in the future as the Lancashire Schools element of the Levy becomes committed. This will be especially significant as and when the situation arises whereby all available Levy funds have been committed and not all requests from schools can be accommodated. Discussions with the LSF, and wider consultations to establish principles and protocols will help manage this process.

List of Background Papers

Paper	Date	Contact/Tel
Skills Development within Lancashire County Council – Apprenticeships, Graduates and Trainees Report to Scrutiny Committee	17 th March 2017	Pam Goulding 07740 392946

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

Report of the Director of Corporate Commissioning**Part I**Electoral Division affected:
All**Additional Highway Maintenance Funding - Proposed Apportionment Criteria**

Contact for further information:

Janet Wilson, (01772) 538647, Commissioning Manager,

janet.wilson@lancashire.gov.uk**Executive Summary**

On 20 July 2017, Full Council approved revisions to the 2017/18 Budget that included additional capital and revenue funding for highway maintenance. This report requests approval of the proposed criteria that will be used to apportion this additional funding.

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

Recommendation

The Cabinet is recommended to approve the proposed criteria as detailed in the report to apportion:

- (i) £5 million of additional highway maintenance capital funding approved by Full Council on 20 July 2017 comprising:
 - Highways Projects and Resources (Planned Works) - £3 million.
 - Responsive/Reactive Maintenance (Minor works) - £1 million.
 - Preventative Defect Repairs - £1 million.
- (ii) The additional highway maintenance revenue funding approved by Full Council on 20 July 2017 comprising:
 - Flood Risk (gully cleaning) – 2017/18- £0.300 million / 2018/19 - £0.300 million.
 - Public Realm Improvements – 2017/18 - £0.330 million / 2018/19 - £0.600 million.

Background and Advice

On 20 July 2017, Full Council approved revisions to the 2017/18 Budget that included additional capital and revenue funding for highways maintenance. This report requests approval of the proposed criteria that will be used to apportion this additional funding as detailed below;

Additional Approved Capital Funding

i. Highways Projects and Resources (Planned Works) - £3 million

The County Council's approved Transport Asset Management Plan (TAMP) identifies the key strategic priorities of the County Council as the local highway authority and sets out how the County Council will manage its transport assets up to 2029/30.

Recent analysis suggests that this investment strategy will result in;

- Condition targets for the classified (A,B&C) network achieved earlier than envisaged.
- An overall improvement in the rural unclassified road network.
- A deterioration in the urban unclassified network (residential streets).

It is therefore proposed that this allocation be used to improve the condition of the urban unclassified network. A detailed list of schemes will be presented to Cabinet for approval in September 2017.

ii. Responsive/Reactive Maintenance (Minor works) - £1 million

It is proposed that this allocation be used to respond more quickly to enquiries and complaints about poor highway infrastructure conditions which could be resolved with minor repair works. This could include, for example, carrying out surface repairs at sites where minor works will suffice and where a more substantial capital scheme is not planned for a number of years. These works will be monitored and analysed and the information used to inform the TAMP in order to influence future programmes of work as appropriate.

iii. Preventative Defect Repairs - £1 million

It is proposed that this allocation be used to undertake minor patching or other repair works in areas which have not have reached the approved intervention level but are likely to deteriorate in the foreseeable future. These works will be confined to areas where a traffic management system is already in place to enable intervention level defects to be repaired. Information gathered from this initiative will also be utilised to inform the TAMP and influence future planned resurfacing programmes as appropriate.

It is also proposed to utilise part of the allocation to pilot a 'find and fix' repair initiative and a range of repair methods will be used in this regard including the application of velocity patching.

Additional Approved Revenue Funding

i. Flood Risk (gully cleaning) – 2017/18- £0.300 million / 2018/19 - £0.300 million

In order to alleviate flood risk it is proposed that this funding is used to deploy additional contracted gully/jetter wagons to deal with reactive gully and pipe clearance, allowing County Council gully wagons to concentrate on the cyclic gully cleaning programme without interruption. Following recent years of flooding events it is also proposed to introduce cyclic trash screen clearing/maintenance to ensure all piped and culverted water courses are free from debris thus allowing the free flow of water. This initiative will include some reactive cleansing following heavy rain events.

ii. Public Realm Improvements – 2017/18 - £0.330 million / 2018/19 - £0.600 million

It is proposed that this allocation be used to enable enhanced 'green space' works to be undertaken with the main emphasis on increasing grass cutting frequencies. It is anticipated that outer core flail cutting will increase from 2 to 4 cuts per year and inner core amenity grass cutting from 5 to 8 cuts per year. However, as the grass cutting season is already underway and time limited, it might not be possible to achieve the proposed level of cuts in some areas.

It is also proposed to reintroduce full cyclic weed spraying to all areas which will replace the practice of spot treatments which is currently undertaken. Side dressing of kerbs/verges on inner core amenity areas and the clearing and maintenance of certain planted beds and borders in city and town centre areas.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The proposed criteria for apportioning the additional funding will ensure that the capital and revenue allocations are maximised by addressing highway maintenance priorities.

Financial

The capital and revenue proposals will be funded from the additional highway maintenance resources approved by Full Council on 20 July 2017 which comprise;
Capital Funding;

- Highway Projects - £3 million
- Responsive / Reactive maintenance (minor Works) – £1 million
- Defect repairs - £1 million

Revenue Resources

- Flood Risk (gully cleaning) – 2017/18- £0.300 million / 2018/19 - £0.300 million
- Public Realm Improvements – 2017/18 - £0.330 million / 2018/19 - £0.600 million

List of Background Papers

Paper	Date	Contact/Tel
The Environment Directorate's Draft Transport Asset Management Plan 2015-2030	10 June 2014	Dave Gorman/(01772) 534261

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

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

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

Traffic Calming Scheme and Weight Restriction on Branch Road and Intack Lane, Mellor Brook
(Appendix 'A' refers)

Contact for further information:

Neil Stevens, (01772) 534057, Development Support Manger,

neil.stevens@lancashire.gov.uk**Executive Summary**

Approval is sought for the delivery of a traffic calming scheme and 7.5t weight restriction on Branch Road and Intack Lane in Mellor Brook.

The proposed scheme has been brought forward to limit the traffic impact of the Enterprise Zone (EZ) on the residents of Branch Road and Intack Lane.

The County Council is currently constructing a link road through the EZ connecting the A59 to the A677. The County Council is intending to adopt the highway subject to securing the necessary approvals. Once this route is operational it will provide an alternative route for vehicles currently using Branch Road and/or Intack Lane.

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

Recommendation

The Cabinet is recommended to authorise implementation of highway works on Branch Road and Intack Lane, Mellor Brook as detailed at the attached Appendix 'A', and the promotion of an associated Traffic Regulation Order to introduce a weight limit.

Background and Advice

The Enterprise Zone (EZ) is located within the historic boundary of the BAE Systems' Samlesbury site, it focuses on the advanced engineering and manufacturing (AEM) sector and anchored by BAE Systems. A key strategic economic priority of the EZ is

underpinned by the LEP's ambition to reclaim Lancashire's role as one of the nation's key centres for advanced manufacturing.

The original combined projections for job creation at the Samlesbury and Warton EZs was expected to be between 4,000 and 6,000 high-value high-skilled jobs over the Zone's lifetime, with a further 5,000 to 7,000 high-value jobs generated in the AEM supply chain.

Access to the Samlesbury EZ be provided onto the A59 and A677 with a spine road through the EZ site. Highway works along the spine road have been completed from the new A677 signalised junction up to the BAE Academy for Skills and Knowledge Training Centre and Wincanton Defence Logistics Facility. The County Council's Highways team has recently commenced with the remaining works which will link to the A59 signalised junction.

Once the spine road is completed and adopted, it will provide a direct link between the A677 and the A59, therefore traffic will not be reliant on using Branch Road. To maximise the use of the new linking road traffic management changes are required on Branch Road providing benefits to residents on Branch Road. The developed traffic management scheme with a weight restriction will reduce the attractiveness of the Branch Road corridor being used as a through route.

As part of the Branch Road scheme minor kerb line changes will also be undertaken on the junction of Park Road and the A677, the improvements are to improve the left turn movements out of Park Road for larger vehicles. This is for vehicles that previously would have turned right of Park Road and then used Branch Road to head East on the A59.

Consultations

The EZ has progressed through a Local Development Order, which did include the principle of the traffic calming on Branch Road, and which was supported by the public and members at that time through its own process.

A public consultation event took place during November 2016. In response to the event a scheme was developed then circulated to interested parties and residents facilitated by the local County Councillors. A total of 193 responses were received in relation to the traffic management scheme, 188 were in favour of the proposed scheme and 5 against of which 4 respondents raised concerns over the location and use of the speed humps. The plans were amended to best accommodate concerns raised. The scheme appended has also been presented to the cabinet member for Transport and highways and was supported.

Implications:

This item has the following implications, as indicated:

Risk management

The scheme includes proposed Traffic Regulation Orders (TROs) on Branch Road to remove the through movement by vehicles over 7.5t. The implementation of TROs is

subject to a separate statutory process including further consultation. In the event that TROs are not supported, all other aspects of the scheme can be delivered.

Financial

The proposed works are a direct consequence of the Spine Road and treated as part of the overall highway works. £100,000 is available to deliver the Branch Road scheme, funded as part of the EZ phase 1 Infrastructure works.

List of Background Papers

Paper	Date	Contact/Tel
Scheme Drawing 05TC RV1	30 November 2016	Neil Stevens/(01772) 534057

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

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

Electoral Divisions affected:
Fylde West; St. Annes
South; and Lytham

M55 Heyhouses Link Road

(Appendices 'A' - 'C' refer)

Contact for further information:

Neil Stevens, (01772) 534057, Development Support Manger,

neil.stevens@lancashire.gov.uk**Executive Summary**

Approval is sought to allocate £1.7 million from the Integrated Transport block of the capital programme to support the delivery of the M55 Heyhouses Link Road. The scheme at present has an estimated cost of approximately £21.7 million which requires other contributions planned to be provided by Fylde Borough Council, the Lancashire Enterprise Partnership, Highways England, the Department for Transport and Kensington Developments Limited.

The county council's contribution will be subject to all other contributions being secured to fund the estimated scheme cost of the scheme.

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

Recommendation

The Cabinet is recommended to:

- (i) Approve the arrangements for the construction of the Heyhouses link road as described in this report.
- (ii) Authorise an allocation of £1.7million from the indicative Department for Transport 2020/21 Integrated Transport allocation of £6.054 million to support the accelerated delivery of the M55 Heyhouses Link Road.
- (iii) Note the county council as scheme promoter would be bearing the financial risk should a scheme outturn cost exceed the value of contributions received.
- (iv) Receive a further report in due course to consider a scheme proposal.

Background and Advice

The proposed link road would connect the existing roundabout at Whitehills Road to the north with Heyhouses Lane near the Cyprus Point development site to the south. A general arrangement of the scheme is shown at Appendix 'A' and illustrates a single carriageway road built to current highway standards which will facilitate a much more commodious route between the M55 Junction 4 at Peel Hill and the Heyhouses area of St Annes, replacing the substandard Wild Lane/North Houses Lane moss road. This provides significantly improved access by all transport modes to local development sites as well as supporting the tourism sector. It is proposed that the road will have an 'A' classification replacing the existing B5410 over its full length and form part of the draft Lancashire key route network as agreed by Transport for Lancashire and recognising Lytham St Annes as an important economic centre. The link road is included in both the previous and emerging Fylde local plan and is a proposal within the adopted Fylde Coast Transport Masterplan produced by the county council.

Access between the strategic highway network and the Lytham St Annes area using alternative routes is circuitous and congested leading to unreliable journey times. The most direct route via Wild Lane/North Houses Lane is a narrow moss road with limited passing places which has been closed on safety grounds since 2013. Current highway provision cannot satisfy expected network demands resulting from significant employment and housing growth in the immediate vicinity, including the Blackpool Airport Enterprise Zone, Whitehills Business Park and a strategic housing location.

Alternative highway-based interventions have been considered as indicated below:

- Do nothing; this would result in the scheme not being delivered and the area continuing to suffer from congestion, poor connectivity and constrained housing development and employment opportunities. Under this scenario the highway authority would be unable to support development at particular locations as the network would be operating under severely congested conditions.
- Reconstruction of the failed section of Wild Lane; reinstatement of Wild Lane would not secure a suitable all-purpose route, would be an ongoing risk of this and other sections of the road failing in the future would remain.
- Kensington Developments Limited deliver the road; this would be in line with development related trigger points. It is estimated that this could take an additional five years to complete the link road and due to the commercial nature of such development, there is no certainty of scheme delivery.

None of these options overcome the existing issues of congestion in the foreseeable future or act as catalyst to support the development opportunities that are currently constrained.

The mechanism for funding and managing the project as described in this report would give the greatest certainty of scheme delivery and provide scheme

acceleration when compared to the alternative solely of relying on Kensington Development Limited.

The benefits of a link road are that it:

- Improves the commercial viability for Kensington Developments Limited to deliver 1,150 homes at the Queensway residential site
- Enables delivery of Queensway employment site;
- Supports employment of up to 2,000 people by improving accessibility to two existing business parks;
- Provides greater connectivity to Blackpool Airport Enterprise Zone;
- Relieves congestion at M55 Junction 3 and on local corridors;
- Provides a more resilient road network;
- Discourages strategic traffic from using local routes;
- Reduces journey time and length and vehicle emissions;
- Satisfies highway requirements of existing and planned development sites as per the emerging local plan;
- Delivers journey reliability;
- Improves pedestrian, cyclist and equestrian facilities on a parallel route to the new link road;
- Increases GVA by £25m up to 2035.

Link Road progress and project management

The proposed link road underwent a Public Inquiry in January 2012 with planning permission granted at that time to Kensington Developments Limited. Enabling works carried out in 2017 by Kensington Developments Limited have ensured that planning permission remains in place.

The link road scheme is being designed by Kensington Developments Limited's appointed consultant. County council officers are engaged in design review meeting with both Kensington Developments Limited and the consultant to be satisfied as to the efficacy of what will become contract documents for the construction of the road.

It is proposed that the county council be the scheme promoter and would approve contract documents, manage the procurement and award of a works contract, supervise construction and adopt the road as a highway maintainable at public expense upon its completion.

At its meeting on 13 July, Cabinet authorised officers to commence a procurement exercise for the M55 Heyhouses Link Road on the basis that no contractual commitment will be entered into until all the funding has been secured and is available for this project.

A project-specific governance structure is being created based on established and operating arrangements for schemes currently being delivered by the county council. Delivery of the project will be overseen by a Project Board. The Project Board will be responsible for managing the development and delivery of the project and will include representatives from the following organisations.

- Lancashire County Council

- Lancashire Enterprise Partnership
- Fylde Borough Council
- Kensington Developments Ltd

The Project Board will be chaired by the county council. The senior officer responsible for the delivery of the project is Director, Community Services. The project manager will be an officer of the county council.

Prospective funding partners have been identified and are listed in the financial section of this report.

Liaison meetings between officers and Members of Fylde borough council and the county council together with representatives of Kensington Developments Limited and the Lancashire Enterprise Partnership have been taking place on a regular basis since December 2015, which has supported the development of the scheme to this point.

Project milestones are set out in Appendix 'C', based upon these and should all funding contributions be secured to a level which meet the total project cost estimate by March 2018, it is feasible that a contract could be awarded late April 2018. Subject to this, site set up and preliminary works could commence in late June 2018 followed by a 30 month contract period. The road could be completed and open for use in March 2021. The works to convert the existing Wild Lane to a sustainable corridor would be delivered in parallel to the main works and also be completed at the same time.

Consultations

The highway scheme has been subject to a planning application including consultation and a Public Inquiry in January 2012. The link road is included in the previous and emerging Fylde local plan and is within the adopted Fylde Coast Transport Masterplan produced by the county council.

Letters of support for a recent business case submission to the Department for Transport in relation to the National Productivity Investment Fund elicited letters of support from:

- Kensington Development - landowner and developer
- Fylde BC - Local Planning Authority and part funder
- Blackpool and Fylde College
- Homes & Communities Agency - part financier to the developer
- Blackpool Council - adjacent local planning and transport authority
- Lancashire Enterprise Partnership (LEP)
- Mark Menzies MP
- BAE Systems – national employer
- County Councillor Paul Hayhurst (Fylde West)

Other county councillors where divisions will be directly or indirectly influenced by the new link road have been advised on the project.

Further consultations will take place in due course.

Implications:

This item has the following implications, as indicated:

Risk management

Notwithstanding the financial contributions that may be secured to part fund the link road, the county council will be responsible for its delivery and bear the financial risk of any cost increases above an approved scheme estimate which would be identified through a further report to Cabinet in due course.

A risk log has been established for the project and is being maintained and has informed the current scheme estimate. Each risk has been evaluated financially having regard to implications. Risks are being monitored and mitigation measures are being put in place as appropriate. A further allowance has been included in the cost estimate to provide full risk coverage at this stage. The value of risk will be kept under review as risks and their value can change. Financial risk will be continued to be evaluated in the later report to consider the scheme proposal. The risk log and summary is attached at Appendix 'B'.

A detailed risk workshop including all relevant stakeholder will be held in September 2017 to assist in refining the risk log and informing the estimated total project cost. Risk monitoring and mitigation will be a key feature of the project for its whole duration.

The link road completion date identified in this report is dependent upon milestones highlighted in Appendix 'C' being satisfied, these are not guaranteed and may be subject to change.

There is a risk of failure to secure the contributions referred to in the financial section of the report to the extent that the estimated project cost is not met.

Failure to secure county council funding will mean that funding from LEP Local Growth Fund will not be secured which would make the scheme unviable.

On the basis that the road is delivered there is no risk of clawback from the Department for Transport or Highways England as funders.

The risk log references the risk of clawback of the LEP contribution as a result of delay in housing delivery. If this risk is not managed by others, there is a risk that the county council as scheme promoter will be required to return the LEP contribution and make an additional financial contribution accordingly. The matter will form part of a further report to Cabinet.

Financial

This report is requesting a county council allocation of £1.7 million from the indicative Department for Transport 2020/21 Integrated Transport allocation of £6.054 million to support the early delivery of the proposed M55 link road with an estimated cost of £21.68 million.

The level of contribution that the county council would make on this basis is the amount estimated to be necessary to fund the reconstruction of the failed section of Wild Lane.

Further contributions are anticipated to be provided as follows:

- £1.0 million from Fylde Borough Council – funding agreed
- £1.98 million from the LEP Local Growth Fund – Funding agreed in principle subject to a Business Case – decision expected end of January 2018
- £5 million Highways England Growth and Housing Fund – Scheme has progressed to second stage of competitive funding process. Investment decision expected in September 2017
- £5 million from the Department for Transport National Productivity Investment Fund – Business case was submitted in July 2017 and decision expected late autumn
- £7.0m Developer (Kensington Developments Limited) – Confirmed

Other local contributions as a result of development may be secured but cannot be guaranteed.

Highways England as prospective gap funder would have first call on any residual funding should the final outturn cost be lower than the approved scheme budget.

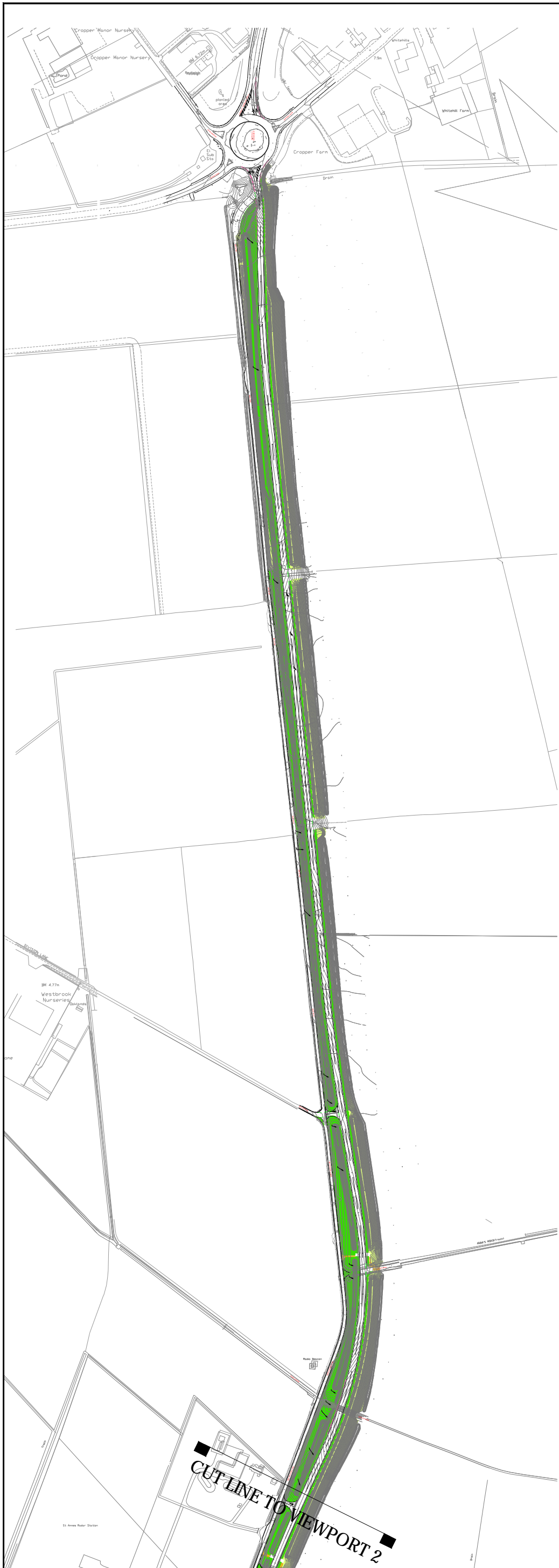
List of Background Papers

Paper	Date	Contact/Tel
-------	------	-------------

None

Reason for inclusion in Part II, if appropriate

N/A



3bbWVj 3



No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				
		Design and Construction		
PROJECT TITLE		APPENDIX A M55 TO HEYHOUSES LINK ROAD		
DRAWING TITLE		GENERAL ARRANGEMENT PLAN		
DRAWN BY		PF	PROJECT No.	
CHECKED BY		NS	DRAWING No.	
DATE		JULY 2017		
SCALE @ A3		1:5000	SHEET No.	
CLIENT No.		1 OF 1		

Appendix 'B'

Risk management summary

"A risk log has been established (see Appendix B 'Risk Assessment Log', is being maintained and which has informed the current scheme estimate. Each risk has been evaluated, is being monitored and mitigation measures are being put in place as appropriate.

The risk monitoring and mitigating will remain with the project for its whole duration. The following are a number of key risks."

There would be project risk if the business cases for funds (as highlighted) are not successful. If this is the case, the project will not proceed as planned until other funding sources are secured.

Risk of clawback of the LEP contribution as a result of delay in housing delivery. If this risk is not managed by others, there is a risk that the county council as scheme promoter will be required to return the LEP contribution and make an additional financial contribution accordingly.

The land to deliver the road is to be provided by Kensington Developments Limited who is also financial contributor to deliver the scheme. This is a low risk as the delivery of the road is a requirement for Kensington Developments Limited with regard to their Queensway residential site.

Other risk elements relate to Environment Agency consents. Consent applications have been submitted by the developer's appointed consultants following direct discussions between representatives of Kensington Developments Limited and the Environment Agency.

Agreement and commencement of diversions and protection works to all utilities within or above the existing highway or on the route of the new link road could influence the start of the project incurring delays with consequences on project costs. The statutory process on utility requirements has been commenced by both the county council and Kensington Developments Limited.

Agreement with Highways England on the signing requirements on the motorway gantries. There is a risk that motorway gantries require replacing to accommodate the new signing requirements. Options are being explored with Highways England to mitigate this risk.

From a construction perspective:

Poor ground conditions (as the road is built on moss) requires ground surcharge and ground excavation. This could impact on the project programme or additional materials/plant being required. This risk has been quantified in the cost estimate, the value of which will be kept under review.

The influence of adverse weather could impact on the construction duration, extending ground water pumping or additional diversions of existing water courses required. Both have secondary consequences on cost whether additional materials are required for road construction or temporary purposes or requirements for additional plant and equipment. This risk has been quantified in the cost estimate, the value of which will be kept under review.

There are land related 'pinch points' where Kensington Developments Limited do not control land much beyond that required for the link road which affects the space required for the construction process. This could result in additional materials and plant being required to ensure that the neighbouring land is not impacted on. Consideration has been given to the construction process as part of the scheme design and this risk has been quantified in the cost estimate, the value of which will be kept under review. Discussions are progressing with affected utility companies in these areas to further mitigate this risk.

Appendix 'B' Risk Assessment Log

M55 Heyhouses Link Road, Draft Risk Assessment Guideline (RAG) (25 July 2017)

Likelihood	Risk Score					
Very High	5	5	10	15	20	25
High	4	4	8	12	16	20
Medium	3	3	6	9	12	15
Low	2	2	4	6	8	10
Very Low	1	1	2	3	4	5
		1	2	3	4	5
		Very Low	Low	Medium	High	Very High
		Impact				

KEY:

	High Threat
	Medium Threat
	Low Threat

Page 101

Risk Totals (from table below)		
Risk Low		£1,977,500
Risk medium		£1,170,000
Risk High		£815,000
Total Risk		£3,962,500

8	Electric costs (diversions/protection) exceed paid informal Kensington discussions (C3 Budget Cost C4 Detail Cost)	20	£ 65,000	Possible start/during construction delays	Further mitigation required, possible update of programme			
9	BT costs exceed the paid (informal) Kensington discussions (C3 Budget Cost C4 Detail Cost)	25	£ 200,000	Possible start/during construction delays	Further mitigation required, possible update of programme			
10	Agreements with utilities delays programme	10		Delays could impact on start	Update programme and limit project delays			
11	Delivery of utility diversions/protection results in programme delays	10	£ 60,000	Possible start/during construction delays	Update programme and limit project delays			
12	Delivery of new road section within the constrained existing highway boundary (width, utilities, poor ground conditions, excavating below water table), results in additional time/materials/plant/change in construction approach	25	£ 100,000	Delays could impact on programme	Increased cost of delivering new section of road, update programme			
13	Working constraints on Whitehills roundabout	12		Influences management on the local network and possible delays to deliveries during peaks				

14		Moss sluice and branch drain, significant working constraints (width, utilities, poor ground conditions, excavation below water table)	16	£ 60,000	Some construction delays due to abortive works		20% increase in cost to mitigate (exclude structure costs)			
15	13th July	Influence of drainage on ground water protection zones	3	£ 40,000	None		Additional materials required and the use of a lining			
16		Ground settlement takes longer than anticipated	3		Delays programme and road construction		Programme to be adjusted			
17		Surcharge requires additional materials	9	£ 200,000	Delays as a result of the need for additional materials		5% increase in materials and compaction			
18		Agreements required with adjacent land owners to satisfy access requirements, over sailing	12	£ 500,000	if known in advance, no programme delay		Alternative construction method required			
19		Poor weather conditions results in project delays	12		Influences construction assume 3 month overall project delay		Assumed 3 month delay			
20		Poor weather conditions results in greater materials on haul road	20	£ 40,000	Limited programme delay until haul road is usable		20% increase in materials			
21		Poor weather conditions requires additional water pumping or increases duration of water pumping or modifications to watercourse diversions	15	£ 100,000	Poor weather could slow down construction and incur programme delays		Use of additional pumping equipment or for extended period of time			

22	Poor ground conditions requires additional temporary haul roads to deliver structures, additional equipment, plant or materials, as well as hire additional plant	16	£ 250,000	Poor weather could slow down construction and incur programme delays	Construct additional, haul road, use additional materials and plant			
23	Imported materials cannot be provided by nearest quarry	9	£ 180,000	No programme impact if known in advance	5% premium of imported materials			
24	Imported material cannot be provided at rate required resulting in delay	9	£ 60,000	Construction delays	Assumed a 3month project delay			
25	Excavated earth (with additives) is not suitable for reuse	6	£ 1,000,000	Some programme delay as additional handling is required and requires Kensington support	Addition 25% of materials need to be imported and compacted. Unsuitable earth to be removed and usable on the Kensington site			
26	Safety audits require additional work	4	£ 100,000	Post construction	Additional road markings, signing and other minor changes			
27	Low performance of (sub-contractors)	4	£ 100,000	Some programme delay	Responsibility of main contractor, additional contractors or replace.			
28	Further accommodation works required	4	£ 250,000	Could delay start of construction	Fencing, car parking, drainage, temporary ponds			
29	Further design required during contract	4	£ 25,000	None, if known in advance	have design consultants available when required			

30		Part 1 claims exceeding budget	2	£ 162,500	Post construction		ensure full consideration is given to dwellings impacted on			
31	13th July	Delay in EA approval	5		Could delay in securing funds and subsequently project start					
32	18th July	Local highway changes as a result of road reclassification	8	£ 170,000	None, for link road construction		Deliver necessary changes to corridor, prior to road reclassification			
33	25th July	Business cases for funds are not successful. Risk of clawback of the LEP contribution as a result of delay in housing delivery.	10	not apportioned at this stage			The project does not proceed as planned until other funding sources are secured			

To be reviewed and updated as part of the Risk Assessment Workshop

ID	Task Mode	Task Name	Duration	Start	Finish	% Comp.	2018				2019				2020				2021				2022				
							Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	
		Milestone: Yes	2484d	Tue 09/03/21		23%																					Milestone: Yes
1	★	Planning permission secretary of	240 days	Thu 01/09/11	Wed 01/08/12	100%																					
3	★	Fylde Borough agree finance	1 day	Mon 03/08/15	Mon 03/08/15	100%																					
8	➡	Approval HCA-Kensington	5 days?	Mon 03/04/17	Fri 07/04/17	50%	◆ 07/04																				
10	➡	WA Detail design and contract documentation completed	129 days	Tue 07/02/17	Fri 04/08/17	80%	◆ 04/08																				
14	➡	Post Design agreement	49 days	Tue 08/08/17	Fri 13/10/17	0%	◆ 13/10																				
17	➡	Funding Approval LCC	1 day	Thu 14/09/17	Thu 14/09/17	0%	◆ 14/09																				
19	➡	HE Value Management Workshop	13 days	Wed 30/08/17	Fri 15/09/17	0%	◆ 15/09																				
20	➡	Atkins Independent Assurance	13 days	Fri 11/08/17	Wed 30/08/17	0%	◆ 30/08																				
21	➡	Funding Approval HE	1 day	Mon 18/09/17	Mon 18/09/17	0%	◆ 18/09																				
22	➡	Funding TFL approval	1 day	Mon 20/11/17	Mon 20/11/17	0%	◆ 20/11																				
23	➡	Approval from LEP	1 day	Tue 30/01/18	Tue 30/01/18	0%	◆ 30/01																				
24	➡	Growth Deal approval	14 days	Wed 31/01/18	Mon 19/02/18	0%	◆ 19/02																				
25	➡	NPIF approval	14 days	Tue 20/02/18	Fri 09/03/18	0%	◆ 09/03																				
33	➡	specification BoQ contract docs	20 days	Fri 15/09/17	Thu 12/10/17	0%	◆ 12/10																				
34	➡	Review and OJEU	40 days	Fri 13/10/17	Thu 07/12/17	0%	◆ 07/12																				
35	➡	Tender & pre award meeting	60 days	Fri 08/12/17	Thu 01/03/18	0%	◆ 01/03																				
36	➡	Stakeholder signoff & award contr	40 days	Fri 02/03/18	Thu 26/04/18	0%	◆ 26/04																				
37	➡	Mobilise	40 days	Fri 27/04/18	Thu 21/06/18	0%	◆ 21/06																				
38	➡	Contractor set up and preliminary	58 days	Fri 22/06/18	Tue 11/09/18	0%	◆ 11/09																				
39	➡	Construction	650 days	Wed 12/09/18	Tue 09/03/21	0%	◆ 09/03																				
46	➡	Wild Lane sustainable route	90 days	Wed 04/11/20	Tue 09/03/21	0%	◆ 09/03																				

Appendix C

Page 107

Project: Pre Project M55 tender to cons Date: Fri 21/07/17	Task		Inactive Task		Manual Summary Rollup		External Milestone	◆
	Split		Inactive Milestone	◆	Manual Summary		Deadline	↓
	Milestone	◆	Inactive Summary		Start-only		Progress	
	Summary		Manual Task		Finish-only		Manual Progress	
	Project Summary		Duration-only		External Tasks			

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

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

Electoral Division affected:
Burnley Central East

Burnley Town Centre Improvements

Contact for further information:

Daniel Herbert, (01772) 538654, Group Manager - Highways

daniel.herbert@lancashire.gov.uk

Executive Summary

Lancashire County Council's Highways service is undertaking improvements to Burnley Town Centre which is a project jointly funded by the county council and Burnley Borough Council. A shortfall in funding has been identified and a further contribution of £325,000 from the county council is requested to complete the project which would be matched by a contribution of £325,000 from the borough council.

Recommendation

The Cabinet is recommended:

- (i) Subject to confirmation from Burnley Borough Council of their agreement to provide additional funding of £325,000 to the Burnley Town Centre Improvement project that an additional £325,000 is added to the 2015/16 Burnley Town Centre Improvements project to be funded from the capital programme.
- (ii) To approve that Burnley Borough Council's contribution of £325,000, once received, is added to the 2015/16 Burnley Town Centre Improvement project.

Background and Advice

Lancashire County Council's highways service is implementing major improvements to the main pedestrian shopping area in Burnley Town Centre, focussed on St James's Street. The scheme supports Burnley Borough Council's regeneration aspirations for the town and the improvement is entirely within the public highway.

Existing paved areas are being replaced with high quality natural stone and equipped with modern furniture. The scheme has been developed and implemented

working closely with officers from Burnley Borough Council (BBC) and is funded jointly and equally by the two Authorities through the terms of a formal funding agreement. Public consultation on the scheme took place in summer 2015. The works undertaken to date have been very well received.

A budget of £3.0M was approved by the Cabinet Member for Highways and Transport in March 2015 and following detailed design, the scheme estimate was increased to £3.296M. Additional funding of £0.296M was added from the capital programme to cover the additional scheme costs on 6th October 2016. Since this approval the forecast scheme cost has increased to £3.95M. The main reasons for this increase are as follows:

- Changes to the scope and design of the works from the original concept
- Unforeseen ground conditions requiring additional preparation works
- Additional works to the existing drainage system
- Additional service ducts for street lighting infrastructure
- Material cost increases
- Works being more complex than anticipated, requiring more resources to deliver to programme
- Temporary works to accommodate businesses
- Additional works required by utility companies.

Some measures have been considered and implemented to contain the overall scheme cost but significant reductions can now only be achieved by a major change to the specification of materials (for example, discontinuing the use of natural stone paving) and reducing the scope of the works. These options have been discussed with BBC and their preferred option is to deliver the scheme as currently planned. Any significant change would also not be in keeping with the scheme proposals which were subject to extensive public consultation

In view of BBC's position, and the importance of this work to the continued viability of Burnley town centre, it is proposed that subject to an equal contribution being made by BBC, additional funding of £325,000 be allocated to the scheme

Consultations

The divisional County Councillor for Burnley Central East has been consulted and has commented as follows:

"The collaboration of BBC and LCC to improve aspects of the town centre should be a cause for celebration as it reflects the public interest. As the County Councillor for the division I feel concerned about what appears to be opaque financial management. Updates by LCC from March 2017 brought unexpected news and indicated a further overspend that BBC are now being asked to pay half of. It is unfortunate this overall budget overspend was not referred to earlier by LCC. If, as it appears, they haven't managed the budget effectively, then that should be reflected in them taking responsibility for a greater share of the overspend costs. Expecting BBC to pick up half of the costs is not reasonable and I don't believe residents will see that as fair or logical.

I want to be able to reassure residents that the public money we spend in Burnley, is spent appropriately. I don't want them to feel we are having to pay for someone else's mistakes. This scenario must be avoided by a fairer solution to the unforeseen overspend. As we move forward and consider next steps, it's imperative we have greater transparency in this working relationship and this also means LCC take on the greater share of the overspend cost as an appropriate outcome of the project they have been tasked with managing financially.

I'm proud to be a County Councillor for Lancashire and I'm proud of the work the county council do across Lancashire and the history of collaboration with Burnley. I'm sure this matter can be resolved amicably through further discussion."

Implications:

This item has the following implications, as indicated:

Risk management

Completion of the scheme.

Not implementing the recommendation will mean that the scheme subject to public consultation in 2015 will not be wholly delivered. Works to Parker Lane would be omitted, and enhancements to other sections of the scheme would be scaled back.

Financial

It is proposed that the County Council's additional contribution of £325,000 is funded from the capital programme utilising unallocated monies from within the programme and added to the 2015/16 Burnley Town Centre Improvement project to be spent in 2017/18.

List of Background Papers

Paper	Date	Contact/Tel
-------	------	-------------

None

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

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

Electoral Divisions affected:
Morecambe Central, St Annes
South, Accrington West and
Oswaldtwistle Central,
Rossendale East, Pendle Rural,
Burscough and Rufford, and
Wyre Rural Central

Highways Capital Programme - Proposed Amendments

(Appendix 'A' refers)

Contact for further information:

Janet Wilson, (01772) 538647, Commissioning Manager,

janet.wilson@lancashire.gov.uk

Executive Summary

As part of the normal process of service delivery the approved Highways Capital Programme now requires certain amendments in order to meet emerging priorities and to respond to some unanticipated service demands. The proposed amendments, including scheme cancellations, are set out at Appendix 'A'.

Recommendation

The Cabinet is recommended to approve the proposed amendments to the Highways Capital Programme as outlined in Appendix 'A'.

Background and Advice

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

- 2016/17 New Starts Programme - 18 April 2016
- 2017/18 New Starts programme – 13 March 2017

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

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

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

Financial

The financial implications of the proposed changes to the 2017/18 New Start Urban Unclassified and 2017/18 New Start A, B and C Roads programmes is net nil.

The first call on the £64,655 of released funding in the 2016/17 New Starts Footway programme and £22,475 of released funding in the 2016/17 New Start Department for Transport (DfT) Incentive Fund will be to support the delivery of the projects in the approved programme.

List of Background Papers

Paper	Date	Contact/Tel
Report to Cabinet Member for Highways and Transport: Proposed 2016/17 Highway Maintenance, Road Safety and Public Rights of Way New Starts Capital Programme	18 April 2016	Dave Gorman/(01772) 534261
Report to Cabinet Member for Highways and Transport: Proposed 2017/18 Highway Maintenance, Road Safety and Public Rights of Way New Starts Capital Programme	13 March 2017	

Reason for inclusion in Part II, if appropriate

N/A

Appendix A: Proposed Amendments to the Approved Highways Capital Programme

Project Details							
No	Scheme Name	Division/District	Change Required	Original Approved Allocation	Additional Funding Required	Released Funding	Proposed Scheme Allocation
2016/17 New Start Footways							
1.	Westminster Road	Morecambe Central, Lancaster	This project was originally allocated £15,178 for footway slurry sealing. However, since it was first assessed the road condition has significantly deteriorated and is now unsuitable for this type of treatment. It now requires a full reconstruction at a cost of approximately £50,000 but this amount of funding is not available in the programme's budget. It is therefore proposed that the project is cancelled and is considered for inclusion in a future year's footway programme, with the released funding added back into the 2016/17 programme to support other projects.	£15,178	£0	£15,178	£0
Revised 2016/17 New Start Footways				£15,178	£0	£15,178	£0
2016/17 New Start DfT Incentive Fund							
2.	Bartle Road	St Annes South, Fylde	This project was originally allocated £64,655 to undertake improvements. However, the required improvements have been built into other works that have been carried out in the area. As such it is proposed that this project is cancelled and the funding is released back into the programme.	£64,655	£0	£64,655	£0
Revised 2016/17 New Start DfT Incentive Fund				£64,655	£0	£64,655	£0
2017/18 New Start Urban Unclassified							
3.	Richmond Road	Accrington West and Oswaldtwistle Central, Hyndburn	Based on an original estimate, this project was allocated £78,262 for carriageway resurfacing works. However, after further assessment it has been identified that a reduced budget of £55,787 will be required to complete the project. It is therefore proposed that £22,475 is released back into the programme to support other projects.	£78,262	£0	£22,475	£55,787
4.	Bold Street	Rosendale East, Rosendale	This project was originally allocated £7,370 for inlay works. However, since it was first assessed, the condition has significantly deteriorated and additional works are required to complete the project. It is proposed that the additional funding now required is allocated from the released funding detailed above in project 3 to allow the necessary works to be completed.	£7,370	£14,938	£0	£22,308
5.	Linden Road	Pendle Rural, Pendle	This project was originally allocated £12,403 for carriageway resurfacing works. However, since it was first assessed the condition has significantly deteriorated and additional resurfacing is required to complete the project. It is proposed that the additional funding now required is allocated from the released funding detailed above in project 3, to allow the necessary works to be completed.	£12,403	£7,537	£0	£19,940
Revised 2017/18 New Start Urban Unclassified				£98,035	£22,475	£22,475	£98,035

No	Scheme Name	Division/District	Change Required	Original Approved Allocation	Additional Funding Required	Released Funding	Proposed Scheme Allocation
			2017/18 New Start A, B and C Roads				
6.	A59 Liverpool Road South	Burscough and Rufford, West Lancashire	This project was originally allocated £165,848 for inlay works. However, upon review following the winter period the road has significantly deteriorated and now requires a much more extensive treatment. These works are urgently required to prevent further deterioration and substantially higher repair costs. It is proposed that the additional funding now required is allocated from the proposed released funding from the project number 7 below to allow these priority works to be completed.	£165,848	£71,253	£0	£237,101
7.	C406 School Lane	Wyre Rural Central, Wyre	This project was originally allocated £71,253 for carriageway resurfacing works. However, since the programme was approved, a failure of the embankment along the southbound carriageway of School Lane has been identified. A geotechnical investigation is required to identify the remedial works that are necessary to rectify this issue before the commencement of the resurfacing of the carriageway. It is therefore proposed to cancel the scheme and to prioritise it for funding in the 2018/19 programme, once the investigation has been undertaken to reassess the total cost of the works.	£71,253	£0	£71,253	£0
			Revised 2017/18 New Start A, B and C Roads	£237,101	£71,253	£71,253	£237,101

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

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

Electoral Divisions affected:
 Burnley Central West;
 Burnley South West;
 Padiham and Burnley West;
 and Pendle Central

National Productivity Investment Fund - Proposed Allocation of Direct Grant Payment

Contact for further information:

Janet Wilson, (01772) 538647, Commissioning Manager,

janet.wilson@lancashire.gov.uk**Executive Summary**

In January 2017 the Department for Transport confirmed that Lancashire County Council would receive a direct grant award of £4.655 million in 2017/18 from a Department for Transport National Productivity Investment Fund (NPIF) allocation of £185 million to fund local highway and transport improvements. This report is requesting Cabinet approval for £0.200 million of this allocation to be allocated to fund detailed design of M65 key Growth Corridor improvements at Junctions 8, 9, 10 and 13 and North Valley Road/Vivary Way in Colne.

Recommendation

Cabinet is recommended to approve that £0.200 million of the National Productivity Investment Fund direct grant award of £4.655 million be allocated to fund detailed design of improvements to the M65 key Growth Corridor at Junctions 8, 9, 10 and 13 and North Valley Road/Vivary Way in Colne.

Background and Advice

In January 2017, the Department for Transport (DfT) confirmed that Lancashire County Council would receive £4.655 million in 2017/18 from a national allocation of £185 million to fund local highway and transport improvements which aim to reduce congestion at key locations, upgrade or improve the maintenance of local highway assets, improve access to employment and housing or develop economic and job creation opportunities. The funding is to be spent on schemes that ideally can start

in 2017/18 and was conditional on the county council providing information on its website by the end of March 2017 as to how the Council intends to spend the money. A form of words, as agreed by the then Cabinet Member for Highways and Transport, has been posted on the county council's internet site;

'the county council intends to spend its 2017/18 NPIF allocation on improving traffic flows and reducing congestion in key corridors and at key locations in support of existing programmes of works aimed at delivering economic growth across Lancashire, including the Preston, South Ribble and Lancashire City Deal area and the M65 Hyndburn-Burnley-Pendle Growth Corridor. The types of intervention under consideration include capacity enhancements at traffic signal-controlled junctions and measures to enhance urban traffic management control systems. Upgraded facilities for pedestrians and cyclists will also be provided'.

The Department for Transport also confirmed in January 2017 that a further £740 million of funding would be made available to local authorities through a competitive process, with details to be announced in due course. In his 2017 Spring Budget, the Chancellor confirmed the launch of a £690 million competition for local authority projects aimed at tackling congestion and getting transport networks moving again. Further to Cabinet approval on 15 June 2017, bids to this competitive process have been submitted for a £5 million contribution to the proposed M55 to St Annes Link Road and for £5 million towards a Preston City Centre Congestion Reduction scheme. The outcome of the submissions will influence recommendations on the apportionment of the £4.655 million direct grant award.

In the event that both NPIF submissions are successful, improvements to the M65 key Growth Corridor at Junctions 8, 9, 10 and 13 and North Valley Road/Vivary Way in Colne are considered to be the only improvements that meet the NPIF objectives and could be deliverable within the required timescales subject to additional design work estimated at £0.200 million being completed by late autumn. It is therefore requested that the estimated cost of this work at £0.200 million is funded from the £4.655 million allocation.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The above recommendations will ensure that the NPIF direct grant award is allocated in line with the objectives of the funding and within the expected timeframe. Although the funding is intended to be spent in 2017/18, the Department for Transport has confirmed that funding can be carried forward into 2018/19.

Financial

It is proposed that £0.200 million from the NPIF direct grant award of £4.655 million is used to fund detailed design of improvements to the M65 key Growth Corridor at Junctions 8, 9, 10 and 13 and North Valley Road/Vivary Way in Colne from August 2017.

List of Background Papers

Paper	Date	Contact/Tel
National Productivity Investment Fund – Approval to Appoint Consultants	30 May 2017	Dave Gorman/(01772) 534261
National Productivity Investment Fund – Approval to Submit a Funding Bid	15 June 2017	Dave Gorman/(01772) 534261

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

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

Electoral Divisions affected:
All

Capital Strategy for Schools 2017/18 to 2019/20

(Appendix 'A' refers)

Contact for further information:

Martin Cooper, (01772) 536851, Property Asset Manager (Capital Programme)

martin.cooper@lancashire.gov.uk

Executive Summary

This report provides information on the schools capital grant allocation for 2017/18 to 2019/20, and the proposed strategy for expenditure, based on the priorities contained within the School Place Provision Strategy 2017/18 to 2019/20.

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

Recommendation

The Cabinet is recommended to:

- (i) Approve the proposed expenditure priorities for 2017/18 to 2019/20, outlined in Appendix 'A' of this report.
- (ii) Note that further reports will be presented on individual project costs; any further in year allocations of capital funding; and any adjustments to the three year programme as required.
- (iii) Authorise the inclusion of additional funding from individual schools into the respective capital project which, in turn, should be added to the capital programme and reported quarterly within the "Money Matters" report.
- (iv) Acknowledge the change in phasing of the condition programme.

Background and Advice

On 3 April 2017, the Department for Education announced details of the local authority's schools capital grant allocation for Basic Need for 2017/18 to 2019/20, to support local authorities with their strategic school place planning responsibilities.

The current School Place Provision Strategy 2017/18 to 2019/20 for Lancashire, contains three main strands for capital investment:

- Supporting growth in pupil places;
- Targeted investment in mainstream and special schools;
- Strategic maintenance of the building stock.

The overarching strategy for investment in school premises to address Basic Need and Condition is set out at Appendix 'A'.

Consultations

The capital priorities were consulted upon as part of the consultation on the School Place Provision Strategy 2017/18 to 2019/20.

Implications:

This item has the following implications, as indicated:

Risk management

By prioritising additional school places, the authority is safeguarding its statutory obligations around the provision of school places as required under S14 (1) of the Education Act 1996.

Financial

The financial implications are included in Appendix 'A'.

Property Asset Management

Failure to allocate and commit the grant funding to address these priorities could lead to the authority being in breach of its statutory obligations and present significant risk to the maintenance of the school estate, presenting longer term implications around sustainable provision.

List of Background Papers

Paper	Date	Contact/Tel
School Place Provision Strategy 2017/18 to 2019/20 for Lancashire	10 August 2017	Lynn MacDonald/01772 532402

Capital Strategy for Schools – 5 April 2017
Condition Led Capital
Investment Programme,
2016/17 and part 2017/18

Justin
Rawcliffe/01772530441

Reason for inclusion in Part II, if appropriate

N/A

Capital Strategy for Schools 2017/18 to 2019/20

Basic Need

On 3 April 2017, the Department for Education confirmed details of the local authority's schools capital grant allocation for Basic Need for 2017/18 to 2019/20 to support local authorities with their strategic school place planning responsibilities.

Special provision fund

On 4 March 2017, the Department for Education confirmed details of the special provision fund 2018-19 to 2020-21 to support local authorities to make capital investments in provision for pupils with special educational needs and disabilities. Local authorities can invest in new places and improvements to facilities for pupils with education, health and care plans in mainstream and special schools, nurseries, colleges and other provision.

Schools' Capital Funding Available 2017/18 to 2020/21 (Excluding Condition)

Available Funding	2017/18	2018/19	2019/20	2020/21	Total
Basic Need (all state maintained schools)	29,006,239	2,580,101	12,005,314	tba	43,591,654
Special Provision Fund	nil	683,200	683,200	683,200	2,049,600
S106 Contributions Received	1,382,499				1,382,499
Total					47,023,753

1. Capital Investment Strategy for Schools

The current School Place Provision Strategy 2017/18 to 2019/20 contains three main strands for capital investment:

- Supporting growth in pupil places
- Targeted investment in mainstream and special schools
- Strategic maintenance of the building stock

These priorities remain relevant for the foreseeable future. As in previous years, it is anticipated that the majority of the capital allocation will need to be utilised to provide additional primary school places, though in the forthcoming period, additional secondary school places will also be needed. Targeted investment is intended for special schools, mainstream and short stay provision with an emphasis on additional provision.

It is proposed that the emphasis for local authority expenditure over the next three years will be as follows:

- Provision of additional mainstream primary and secondary school places, including regularising (by increasing) planned admission numbers (PAN) at primary schools in areas of high future demand to make them compatible with class size 30 requirements.
- Targeted investment on identified projects in special and alternative provision schools, including the provision of additional places and addressing serious suitability and condition issues.
- Projects in community schools to improve access for pupils with disabilities in and around the school buildings. These are generally brought forward on a needs led ad hoc basis
- Targeted investment to replace time limited temporary buildings with permanent, build where their deteriorating condition could jeopardise the schools' ability to maintain current numbers on roll in an area of increasing demand. This could also include the refurbishment of RoSLA buildings (Raising of School Leaving Age – a series of buildings constructed in the 1960's and 1970's to meet the demand for pupils remaining in full time education) on secondary school sites.
- Condition led projects that address serious condition issues at community, voluntary controlled and foundation schools
- To develop a managed programme of localised repairs and treatments to High Alumina Concrete (HAC) frame buildings, based upon specialist condition survey information.

2 Proposed expenditure priorities

On 6 October 2016 Cabinet approved the county council's re-profiled Capital Programme for 2016/17 to 2018/19 and later years. Within that report Appendix 1 relates to the Schools Capital Programme, which includes the Basic Need and School Condition grant allocations. A proportion of those allocations remain un-programmed. The purpose of this report is to approve the strategy for programming the remaining balance.

a) **BASIC NEED**

The following table shows the Basic Need Allocations for 2017/18 – 2019/20 and the balance available for further programming along with Special Provision funding allocations and S106 contributions received.

Updated Phasing June 2017 Schools Programme					
	17/18 £	18/19 £	19/20 £	Future Years £	Total £
Basic Need Annual Allocations 17/18 – 19/20	29,000,239	2,580,101	12,005,314	tbc	43,591,654
S106 Contributions received	1,382,499				1,382,499
Special Provision Funding		683,200	683,200	683,200	2,049,600
Total Funding	30,388,738	3,263,301	12,688,514	683,200	47,023,753
Projects committed per 6 October 2016 Report	9,006,000	1,169,070			10,175,070
Programmed per Cabinet since October 2016	5,040,588				5,040,588
Additional funding to existing projects	390,586	747,524			1,138,109
Contributions to Building Design and Construction , School Planning Team and feasibility studies	485,839	486,897	487,966		1,460,702
Committed at June 17	14,923,013	2,403,491	487,966	-	17,814,470
Uncommitted Annual Allocation	15,420,386	859,810	12,200,548	683,200	29,163,943
Adjusted Phasing June 17	14,923,013	2,403,491	487,966	29,163,943	*46,978,413
Remaining to allocate	-	-	-	29,163,943	29,163,943

* Of the £47,023,753 total funding available, £45,340 of the 17/18 Basic Need allocation was reprofiled to 16/17 as part of the October 2016 re-profiling report, revising the total funding available to £46,978,413.

Proposed Strategy for use of the balance of the Basic Need funding available.

All proposed projects will be subject to feasibility study; statutory consultation where necessary; approvals and school / Regional Schools Commissioner led changes and proposals.

Where there is an allocation against a school planning area, individual reports will be brought forward detailing specific projects subject to statutory consultation.

*The fees shown below are an average based upon the range of fees applied by the Design and Construction Service and will be subject to adjustment according to project value.

Proposed strategy for use of balance of basic need available	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
	<u>£000's</u>	<u>£000's</u>	<u>£000's</u>

Supporting growth in pupil places (Basic Need) (all maintained schools)

Projects identified to provide additional permanent and temporary Primary School places in:

Preston North		2,000	
Poulton-le-Fylde		2,400	
Rivington and Adlington		400	
Design and Construction Service Fees*		1,200	

Projects identified to provide additional permanent and temporary Secondary School places in:

Fylde			400
Pendle		1,600	3200
Ribble Valley		2,400	
Preston			400
Design and Construction Service Fees*		1,000	1,000

Total Basic Need

11,000	5,000
---------------	--------------

Targeted Investment (Community, Voluntary Controlled, Special and Local Authority maintained Alternative Provision schools)

Projects in special and alternative provision schools, including the provision of additional places.	2,400	4,000
Design and Construction Service Fees*	600	1,000

Projects to regularise Published Admission Numbers (PAN) or to release

additional places by addressing suitability issues to unlock existing capacity in:		
Preston West		2,400
Chorley Rural North		200
Leyland		1,400
Design and Construction Service Fees*		1,000
Access projects at mainstream schools for pupils with disabilities	65	65
Design and Construction Service Fees*	17	17
Total Targeted Investment	3,082	10,082
Grand Total proposed programming of remaining Basic Need allocation	14,082	15,082

b) **CONDITION**

CONDITION FUNDING AVAILABLE	<u>£000</u>
Condition Allocation 2016/17	11,209
Condition Allocation 2017/18	10,956
Total available	22,165

PROPOSED USE OF AVAILABLE CONDITION FUNDING

Approval to a condition led capital investment programme of £15.950m was given in the report to the Cabinet Member for Children, Young People and Schools on the 5th April 2017. It is proposed to adjust the phasing of the allocation as follows:

Strategic maintenance of the building stock Priority 1 projects at community and VC schools to be delivered in 2017/18 (previously approved in Cabinet Report dated 5 th April 2017 as part of the £15.950m to have been delivered in 2017/18)	10,000
Further Phase: Strategic maintenance of the building stock plus £5.950m balance of Priority 1 projects (see above) at community and voluntary controlled (VC) schools , both to be delivered in 2018/19	10,665
Ongoing dry rot remedial works at Colne Lord St PS	1,500
Total proposed use	22,165

c) DEVELOPER CONTRIBUTIONS

Housing developers, as a part of the conditions made upon a successful planning application, are frequently asked to make a contribution to community schemes through a Community Infrastructure Levy (CIL) or Section 106 agreement. These capital contributions have recently begun to materialise and are not currently reflected in the schools capital programme forecast. On receipt, they will be added to the programme and used to deliver school places in the areas where housing is being delivered. As these receipts are linked to the occupation of properties and, within a S106 agreement, are usually paid in more than one phased payment, the timing of receipt may be later than the actual provision of school places.

When providing additional school places, the scoping process will take into account whether developer contributions in the form of S106 or CIL payments are available to supplement Basic Need funding in the area. The requirements of CIL Regulations to name a 'project' where contributions may be spent at the point when planning consent is given and the agreement sealed means that some schools will be named at this stage 'at risk'. This is because it is impossible to guarantee at such an early stage which schools will comply with the criteria for expansion (as set out in the School Place Provision Strategy) at the point that they are needed. These criteria include levels of parental preference; standards; and the will of the Governing Body to expand. Therefore, even if a school is deemed suitable for expansion at the point when it is named, by the time the places are needed circumstances may have changed.

The School Place Provision Strategy states that, where feasible, additional places will be provided in existing schools. If such an expansion is deemed as 'significant' (as defined by the School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2013), a final decision cannot be made by the Decision Maker without Capital funding being guaranteed. Therefore, it may be necessary in such instances for Basic Need funding to front fund places for which developer contributions pay for later.

d) "HEALTHY SCHOOLS" CAPITAL PROGRAMME FOR FACILITIES TO SUPPORT PHYSICAL EDUCATION (PE), AFTER-SCHOOL ACTIVITIES AND HEALTHY EATING

In late February 2017, the Secretary of State for Education announced a £415m capital programme to provide facilities to support physical education, after-school activities and healthy eating. The intention is to improve facilities for children with physical conditions or support young people struggling with mental health issues. The funding will be available in 2018/19 and local authorities and larger multi-academy trusts will receive an allocation for schools and will make decisions locally on how this money is invested.

This will be the subject of a further report.

e) SCHOOL CONTRIBUTIONS TO CAPITAL

A school may wish to enhance a capital project further, by including their own funds into an authority led scheme. Where this is the case it is proposed that the Asset Management Service Capital Programme Team identifies the level of funding to be

added to the capital programme. Due to volume of instances where funding of this nature would be added to the capital programme it is proposed that the Director of Resources be approved to add this funding to the capital programme and to report on the level of funding received to Cabinet in quarterly 'Money matters' reports.

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

Report of the Director of Corporate Commissioning

Part I

Electoral Divisions affected:
All**School Place Provision Strategy 2017/18 to 2019/20**

(Appendices 'A' to 'E' refer)

Contact for further information:

Lynn MacDonald, (01772) 532402, School Planning Manager,
lynn.macdonald@lancashire.gov.uk**Executive Summary**

The School Place Provision Strategy 2017/18 to 2019/20, as set out at Appendix 'A', replaces the Strategy for the Provision of School Places and Schools' Capital Investment 2015/16 to 2017/18, which was last published in 2015.

The Strategy sets out the framework for delivery of new places and school capital investment priorities. If approved by Cabinet, the Strategy will be formally adopted and published on the Lancashire County Council website. Further reports will be presented to Cabinet on individual projects and their associated costs as set out within the Capital Strategy for Schools 2017/18 – 2019/20, which is the subject of a separate report.

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

Recommendation

The Cabinet is recommended to approve the School Place Provision Strategy 2017/18 – 2019/20 as set out at Appendix 'A'.

Background and Advice

The School Place Provision Strategy 2017/18 to 2019/20 replaces the Strategy for the Provision of School Places and Schools' Capital Investment 2015/16 to 2017/18, which was last published in 2015.

The strategy outlines the authority's statutory duties in relation to mainstream school place commissioning. This report should be read in conjunction with the report to the

Cabinet specifically relating to Capital Strategy for Schools 2017/18 to 2019/20, which explains the authority's role in the appropriate allocation of capital resources to schools.

Since the last update of the Strategy, a Regional Schools Commissioner (RSC) for Lancashire and West Yorkshire has been appointed, who will support the establishment of new free schools across the region. The county council remains the commissioner for school places in Lancashire, and will work with the RSC where need is identified for a new school in an area. This Strategy will provide a basis for those discussions.

Consultations

School Place Provision Strategy Appendices is included with this report as Appendix 'B'.

An Equality Analysis is included with this report at Appendix 'C'.

The School Development Group comprises representatives from a range of services within Lancashire County Council, and has input to the various aspects relating to the provision and quality of school places.

The draft School Place Provision Strategy was then circulated for feedback to schools and relevant partners. A list of these partners is attached at Appendix 'D'. Nineteen responses were received. The summary of responses and suggested amendments were considered and agreed by School Development Group on 15 May 2017. A summary of the feedback from consultees is attached to this report at Appendix 'E'.

Implications:

This item has the following implications, as indicated:

Legal

Lancashire County Council's statutory obligations in relation to school place commissioning are set out in the School Place Provision Strategy. An agreed School Place Provision Strategy will inform the future planning of school places and set a framework for discussions with schools and other interested parties.

Financial

This document, in conjunction with the Capital Strategy for Schools 2017/18 to 2019/20 outlines the priorities for determining Capital Projects in the 2017/18 to 2019/20 period.

List of Background Papers

Paper	Date	Contact/Tel
Strategy for School Places and Schools' Capital Investment 2015/16-2017/18	04/12/2014	Schoolplanning@lancashire.gov.uk Tel 01772 536289

Reason for inclusion in Part II, if appropriate

N/A

DRAFT

School Place Provision Strategy

The right number of school places, in the right areas, at the right time to meet demand

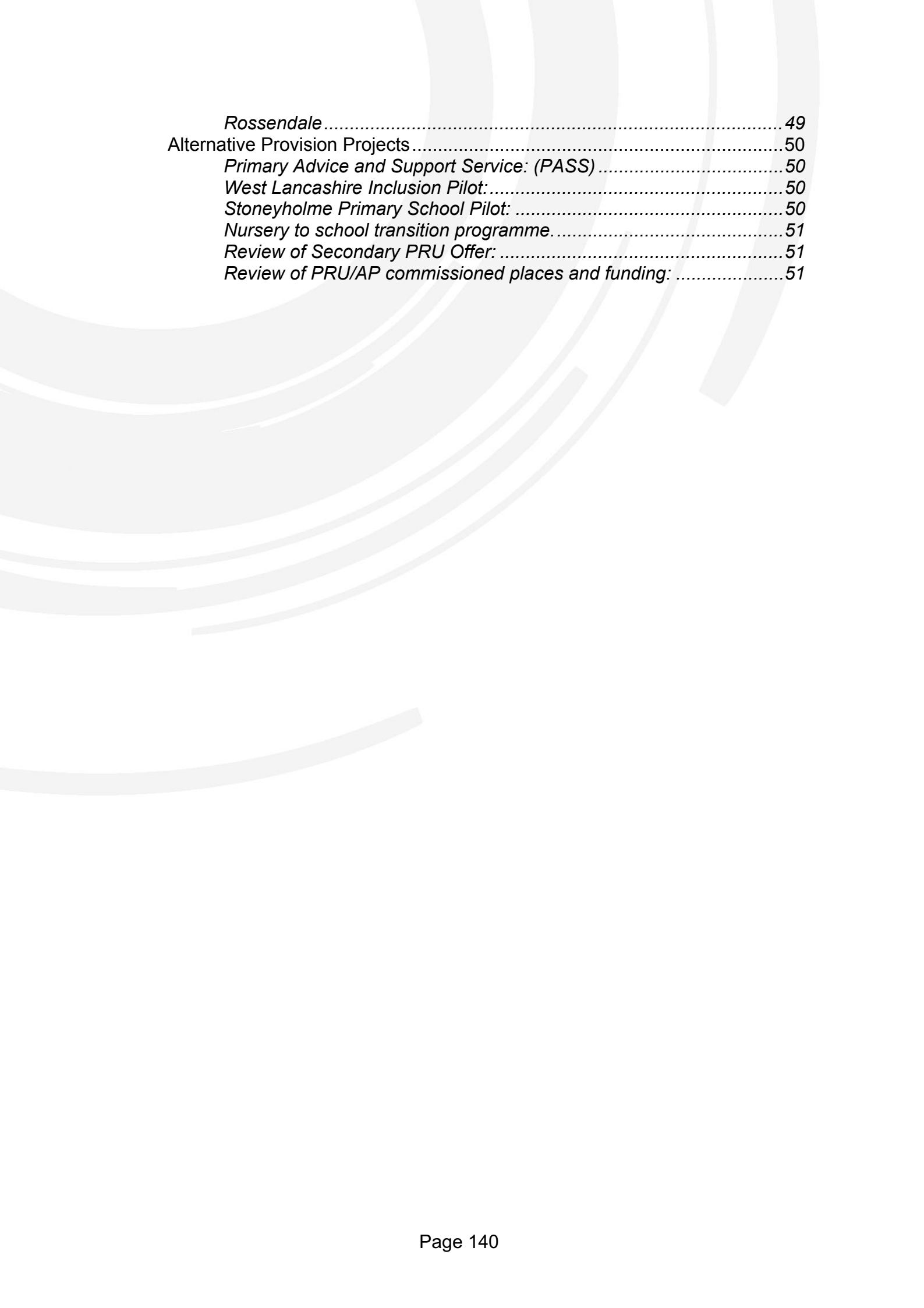
2017/18 to 2019/20

(Draft v0.6.2)

Contents

Contents	1
Executive Summary	4
Purpose of Document.....	4
Lancashire Context.....	4
Projected Demand for Places.....	4
Strategy to meet demand	5
Section 1 – Our Responsibility	6
Education Act	6
Strategy to provide additional school places	7
<i>Expand popular and successful schools</i>	7
<i>New schools</i>	7
<i>Statutory Process</i>	7
Factors in School Provision Proposals	8
<i>Sufficient school places</i>	8
<i>Education standards</i>	8
<i>Fair access and equal opportunity</i>	8
<i>Promote the fulfilment of every child's potential</i>	9
<i>Promote Diversity</i>	9
Surplus place removal	10
Closing a School.....	10
Special Educational Needs and Disabilities (SEND).....	11
Alternative Provision	11
Post-16 Education	14
Early Years	14
Section 2 – Demographics	15
Profile of Lancashire.....	15
School Organisation	16
Special Educational Needs and Disabilities (SEND).....	18
Alternative Provision (AP).....	19
<i>Numbers of new statutory alternative provision pupils in each academic year from 2013-14 to 2016-17:</i>	20
<i>Number of commissioned AP places for permanently excluded pupils and others, when local PRU commissioned places were at capacity:</i> 20	
Post-16	21
Pupil Demographics	22
<i>Live Births</i>	22
<i>Primary</i>	22
<i>Secondary</i>	22
School Preferences	23
Section 3 – Projected Demand for Places	24
Pupil Projection Methodology	24
Forecast Primary Demand.....	24
<i>Birth Led Demand</i>	24
<i>Net forecast demand by area</i>	26

Forecast Secondary Demand	27
Alternative Provision	28
Section 4 – Existing School Capacity	29
Primary Capacity	29
Secondary Capacity	29
Schools' use of capacity	30
Future Capacity	30
*The net capacity assessment only applies to mainstream schools	30
Section 5 – Areas of Need	31
Current Hotspots - Primary	31
Current Hotspots - Secondary	31
Long Term Planning	32
Alternative Provision	34
Section 6 – Strategy to meet demand	36
Commissioning New Places	36
<i>New School Challenges</i>	36
Challenges to delivery of places	37
<i>Local Authority Challenges – Budgetary Challenges</i>	37
<i>Section 77 / Site Size Constraints</i>	37
Specific Primary School Challenges	38
<i>Lowering the age range</i>	38
<i>School led changes</i>	39
Specific Secondary School Challenges	39
<i>School led changes</i>	39
Small Schools	40
<i>Small Primary Schools</i>	40
<i>Small Secondary Schools being supported</i>	41
<i>Small Schools Summary</i>	41
Capital Investment Programme	42
Housing demand and education contributions	43
Statutory Process	44
Alternative Provision Strategy	45
<i>Key elements of the strategy:</i>	46
Section 7 – Projects completed or in progress	47
Mainstream School Place Provision	47
<i>Lancaster</i>	47
<i>Fylde</i>	47
<i>Wyre</i>	47
<i>Ribble Valley</i>	47
<i>Preston</i>	48
<i>South Ribble</i>	48
<i>Chorley</i>	48
<i>West Lancashire</i>	48
<i>Hyndburn</i>	48
<i>Burnley</i>	48
<i>Pendle</i>	49



<i>Rossendale</i>	49
Alternative Provision Projects.....	50
<i>Primary Advice and Support Service: (PASS)</i>	50
<i>West Lancashire Inclusion Pilot:</i>	50
<i>Stoneyholme Primary School Pilot:</i>	50
<i>Nursery to school transition programme.</i>	51
<i>Review of Secondary PRU Offer:</i>	51
<i>Review of PRU/AP commissioned places and funding:</i>	51

Executive Summary

Purpose of Document

The County Council is the Strategic Commissioner of Education Provision in Lancashire. The School Place Provision Strategy sets out how we will carry out our responsibility for ensuring there are the right number of school places, in the right areas, at the right time to meet demand. This Strategy should be read in conjunction with the Capital Strategy for Schools 17/18 to 19/20.

The School Place Provision Strategy is a live document which underpins our process of ensuring there are sufficient places for Lancashire children in Lancashire schools, for every child who wants a place; therefore the strategy will be updated when required.

Lancashire Context

Lancashire is a diverse county. Schools in Lancashire are varied, with different providers from faith and non-faith organisations, community and foundation schools, academies and free schools.

Parents have a choice of schools with high standards, with over 93% of schools rated as Good or Outstanding by Ofsted. A high proportion of parents receive an offer for either their first choice school or one of their three preferences for both primary and secondary schools, a higher proportion in Lancashire than both the national average and the North West average.

Projected Demand for Places

Lancashire County Council primary schools have been through a period of intense growth in pupil numbers since 2010, and the Council has responded by providing an additional 3449 places in primary schools and 300 places in secondary schools. The birth rate has now stabilised, but there will still be pockets of high demand largely due to unprecedented levels of house building in certain areas of Lancashire.

Generally, Lancashire County Council secondary schools have been experiencing falling pupil numbers between 2007 and 2015, but now the secondary aged population is expected to rise significantly over the next 7 years as the increased primary aged population works through to secondary schools. Across Lancashire up to 9000 additional pupils may need to be accommodated within 5 years. This rise in secondary pupil numbers is already being experienced in some areas of Lancashire.

Significant housing development is coming forward in Lancashire, especially in large schemes such as City Deal in Preston and South Ribble, and this is significantly increasing demand for school places across the County.

Strategy to meet demand

Demand for school places continues to rise at a time when there is significant financial challenge to Local Government. As capital available to local authorities reduces, there are a number of challenges which will affect how Lancashire County Council may deliver places going forward.

Lancashire County Council will aim to provide additional places at existing schools, wherever possible and appropriate, rather than commission new provision. The rationale for this approach is to maintain stability in the existing school system; to provide the places in the shortest timescale possible; and to achieve best value for money, within a reduced capital allocation.

As demand for places has continued to rise and places have been provided in numerous areas of the county, the options available for the Council to commission new places have reduced, meaning that alternative options must be considered.

To comply with the Section 77 of the 1998 Standards and Framework Act, schools must have sufficient site and playing field area to support physical expansion. In some areas there are limited options available due to Section 77 constraints, so it may be necessary to look further afield for solutions or to consider a new school, or to find alternative solutions such as exemption from Department for Education on the section 77 constraint for appropriate schools.

In some areas, there are schools which have the physical capacity to take more pupils, but maintain lower admission numbers or use rooms for alternative uses. In a time of financial constraints, officers will work with schools in areas of need to unlock existing capacity within these schools before committing to expansion projects.

Where new housing development creates a demand for school places in excess of those available, the Council will expect district councils to work with us to seek a financial contribution from the developers, which is proportionate to impact, in order to mitigate against the effect on education infrastructure. With reduced capital available to the Council, in areas where housing development contributions are secured from developers to mitigate the impact of their development, the authority will be able to be more responsive to emerging need and able to provide additional places more quickly than in areas where this is not the case.

Section 1 – Our Responsibility

The political, environmental and economic landscape has changed dramatically over recent years, affecting all areas of Lancashire County Council responsibility including its role in relation to school organisation. School organisation is integral to facilitating school improvement and striking the right balance between supporting schools and championing the interests of children and families is vital.

Education Act

The Education and Inspections Act 2006 placed a duty on local authorities to act as commissioners, rather than providers, of school places. Local authorities are under a statutory duty to:

- Ensure there are sufficient school places in their area
- Promote high educational standards
- Ensure fair access and equal opportunity
- Promote the fulfilment of every child's educational potential
- Promote diversity in provision
- Expand popular and successful schools
- Increase opportunities for parents to access schools of their choice

As commissioner of school places, Lancashire County Council will be the 'proposer' for the majority of proposals that address strategic need in an area. With the move toward academy and free schools, there is also a [Regional School Commissioner \(RSC\) for Lancashire and West Yorkshire](#). The Council remains the commissioner of school places, however where this involves a free school, we will work with the RSC. We will maintain open dialogue with academy trusts, including Dioceses and Church Authorities.

Mainstream schools may also make and determine their own proposals and the School Organisation Regulations 2013 provide measures for mainstream schools to expand or alter the age range (except for adding or removing a sixth form) without needing to undertake statutory consultation. The School Organisation Unit website at: <https://www.gov.uk/government/collections/school-organisation> contains full guidance on making changes to school organisation and provides links to relevant statutes.

The County Council has produced guidelines for schools wishing to make changes which include Lancashire County Councils position statement in terms of future impacts on accommodation and schools' capital. The guidelines can be found at:

https://schoolsportal.lancsngfl.ac.uk/security/login.asp?page=/view_sp.asp?siteid=4471&pageid=42022&e=e

Strategy to provide additional school places

The overall aim of this strategy is to ensure that the right number of school places are in the right areas, at the right time to meet demand. How we do this:

Expand popular and successful schools

Lancashire County Council will seek to provide additional places, when needed, at existing schools that provide outstanding or good standards of education, as judged by Ofsted. Particular attention will be paid to the effects of proposals on groups that tend to under-perform including children from certain ethnic groups, children from deprived backgrounds and children in care, with the aim of narrowing attainment gaps.

In addition to high education standards, we seek to expand schools that have high levels of parental first preferences for admission, in particular, schools that are regularly oversubscribed. This approach provides parents with increased opportunities for obtaining a preferred school place for their child.

New schools

If expansion of an existing school is not possible or not appropriate, and a high number of additional school places are still required, Lancashire County Council will propose to commission a new school. The Education Act 2011, and non-statutory guidance, contains a presumption that the new school will be an academy or free school. The process for establishing a new school has been amended by section 37 of the Education Act 2011 which can be found at the following link: http://www.legislation.gov.uk/ukpga/2011/21/pdfs/ukpga_20110021_en.pdf

Statutory Process

Proposals to significantly expand a school must follow a statutory process. Although informal consultation is not a stage in the statutory process, Lancashire County Council will conduct informal consultation before commencing the statutory process. Hence the four stages of statutory consultation are five stages in Lancashire:

- Informal Consultation (non-statutory)
- Stage 1: Publication
- Stage 2: Representation
- Stage 3: Decision
- Stage 4: Implementation

Further details on the statutory process are available on our website: <http://www.lancashire.gov.uk/council/performance-inspections-reviews/children-education-and-families/school-organisation-reviews/the-review-process.aspx>

Factors in School Provision Proposals

Sufficient school places

It is desirable for schools to be at the centre of the communities that they serve in order to provide easy and safe access to the facilities by children, young people and their families, and the wider community. Lancashire County Council will seek to commission school places in areas that provide easy access in terms of travelling distance, time and nature of the journey, and aiming to facilitate sustainable modes of transport such as cycling and walking. However, this is not always possible, especially in a large county such as Lancashire with many rural communities. Some children routinely make long journeys to school due to the nature of the community in which they live. The Council will aim to ensure that disadvantaged groups are not adversely impacted by changes to school locations. A further, important consideration is that the Council will seek to commission additional places, when needed, at schools with high levels of parental preference in the local area, in particular those schools that are regularly oversubscribed.

Education standards

Guidance on school organisation is clear that outcomes should lead to school improvement and increased attainment levels. The Government wishes to see a dynamic system in which weak schools that need to be closed are closed quickly and replaced by new ones where necessary; and the best schools are able to expand and spread their ethos and success.

Standards information used in planning school place provision includes:

- Ofsted evaluations
- Attainment at key stages 2 and 4

This information is coupled with information on deprivation, as measured by entitlement to free school meals and the Indices of Multiple Deprivation, and the amount of pupil progress between key stages in order to set attainment in context. Where a review of school provision proves necessary, the Council will seek to reshape provision or provide the additional places so that pupils are able to access schools that offer improved opportunities for achievement and attainment.

Fair access and equal opportunity

In making proposals to alter school provision, the Council will be mindful of its impacts on access to school places for different sections of the community. The aim will be to maintain a coherent education system where children are not disadvantaged in terms of education opportunity because of where they live or because of their individual circumstances.

Promote the fulfilment of every child's potential

Lancashire County Council has a role as children's champion in the widest sense. The implication for school organisation is that the Council must secure places at popular and successful schools, at the same time as supporting schools in challenging circumstances to improve. The Council must provide advocacy for parents and also hold schools to account for the use of public resources. In doing so, the relationship between schools, the Council and elected members needs to be maintained as a strong and positive one.

Lancashire's school improvement strategy is based upon the following principles:

- Raising achievement for all through supporting the development of effective self-managing schools
- Working in partnership with schools in Lancashire
- Promoting and developing school to school support
- Offering a traded school improvement service to all schools to support effective self-evaluation, innovation and development
- Providing intensive support and intervention where there is low attainment and/or underachievement

We challenge schools to have high expectations and provide a collective determination to do the best for every child. Rigorous and far-reaching self-evaluation should impact on pupil achievement as well as personal development and well-being. Schools are responsible for their own performance and the impact of initiatives designed to lead to these improvements. Lancashire County Council closely monitors the impact of school improvement support, and will support schools in improving pupil achievement and the leadership of teaching and learning. Where schools are not improving quickly enough, the Council (via the School Improvement Challenge Board) will firstly challenge school leadership teams, and if necessary, use the full range of statutory powers of intervention to bring about improvements.

The Council will consider the likely impact of school reorganisations on outcomes for children and young people. Schools will provide or have swift and easy access to a wide range of extended services, providing opportunities for personal development; academic and applied learning; training; addressing barriers to participation and supporting children and young people with particular needs, for example, looked after children or children with special educational needs (SEN) and disabilities.

Promote Diversity

Lancashire has always had a diverse pattern of school provision, owing largely to the significant proportion of voluntary aided schools in the county, and is accustomed to positive working relationships with the nine Diocesan/Church Authorities. Over

recent years new providers have been established, including Trust schools and Academies. The Council is working in partnership with an increasing number of providers in order to develop a school organisation and capital investment strategy that delivers optimal solutions for local areas. The policy of the Council is that all categories of school are of equal value and this principle will be applied when planning and delivering the strategy.

The Council seeks to maintain or increase levels of diversity and choice for parents wherever possible. However, due to the remoteness of some small communities it must be recognised that a choice of schools is not always possible and that, if parents seek a particular type of provision, it may involve travelling out of the local community. In addition, due to the fact that any new school will be a free school, with the final decision taken by the Regional School Commissioner (RSC) or Secretary of State, it would not always be possible for the Council to determine the type of new school.

In reorganising school provision, the aim will be to maintain the balance of denominational provision, unless parental preferences via the admissions process provide evidence that change is required. In considering places at voluntary aided schools, the Council works in partnership with the appropriate Diocesan and Church Authorities, from inception to completion of the review.

Surplus place removal

On the opposite end of the scale, when demand for school places falls significantly there can be surplus school places within the school provision. Too much surplus can cause problems, with financial issues becoming problematic for multiple schools. Where this occurs, the Council will seek to remove surplus places for the protection and security of all schools. However, surplus place removal bears a cost and in the current climate when demand is rising, there is likely to be less focus on surplus place removal for the duration of this strategy.

Closing a School

Section 68 of the 2006 Act enables the Secretary of State to direct a local authority to discontinue a maintained school, where that school is eligible for intervention, on a date specified in the direction. This will usually be done where there is no prospect of the maintained school making sufficient improvements. Before this power can be exercised the Secretary of State must consult various parties, but any such direction means that the statutory process does not need to be followed.

The Council can propose the closure of any category of maintained school. The governing body of a voluntary aided, foundation or foundation special school may

also publish proposals to close its own school. Reasons for closing a maintained mainstream school would normally be too many surplus places, amalgamation, standards, failure (and no viable sponsor to convert to academy status), to acquire or lose religious character or replacement by another school. The statutory process for proposing a school to be closed is as listed on page 7.

Special Educational Needs and Disabilities (SEND)

Within Lancashire (and nationally) there is an increasing number of pupils within special schools.

Within the SEND Code of Practice, it is clear that all children have a right to mainstream education and many pupils who previously would have attended SEND schools are attending mainstream schools, with relevant support. This will be taken into consideration when planning new mainstream provision and the School Place Provision Strategy will link closely with the emerging Strategy for SEND provision which will seek to find solutions to the lack of capacity, particularly for pupils with Social Emotional Mental Health (SEMH) needs (and increasing pressure on Post 16 and Post 19 places within the 0 to 25 agenda.)

The S31 Special Provision Fund, which came into effect in January 2017, provides an opportunity for the authority to address some capacity issues within the SEND sector, creating new places (within good or outstanding settings) or improving facilities. This grant may be used at a range of settings, including:

- Mainstream schools or colleges
- Special unit or resourced provision
- Special school or academy
- Pupil Referral Units
- Nursery/Early Years
- Other provision

The authority is currently undertaking a series of site visits in order to fully understand the capacity issues and develop a more detailed strategy accordingly.

Alternative Provision (AP)

Local authorities are responsible for arranging suitable education for permanently excluded pupils, and for other pupils who – because of illness or other reasons – would not receive suitable education without such arrangements being made.

Under the Statutory Guidance for Local Authorities 2013 for Alternative Provision, the Local Authority has a statutory responsibility to:

- Provide education for pupils of statutory school age who are permanently excluded from their school. Provision is required to be in place by the 6th

school day following the permanent exclusion and be full time. Authorities must have regard to the statutory guidance "Promoting the Educational Achievement of Looked After Children: Statutory Guidance for Local Authorities" when carrying out their duties in relation to the education of looked after children. In addition, where a pupil has a statement of SEN, the local authority must ensure that an appropriate full-time placement is identified in consultation with the parents, who retain their rights to express a preference for a school that they wish their child to attend, or make representations for a placement in any other school. There is revised guidance being published in September 2017.

Under the Education Act 2002, as amended by the Education Act 2011; the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012; the Education and Inspections Act 2006; and the Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007, to:

- Provide education for pupils of statutory school age with medical conditions which prevent them from attending their home school, and when the school is unable to make the necessary adjustments to enable education to continue to be accessed on their site. Provision should be in place within 15 days of an appropriate referral. Provision should be full time unless the medical condition prevents the pupils from accessing full time and in these cases appropriate adjustments can be made.

Under Section 19 of the Education Act 1996 and the DfE Statutory Guidance 'Ensuring a good education for children who cannot attend school because of health needs' 2013 and the Equality Act 2010:

- Provision of alternative education for pupils who would not receive suitable education for other reasons than above.

Until April 2014-15 the demands for alternative provision places was met by a network of Pupil Referral Units (PRUs) across the county. Prior to April 2012, PRUs were managed by Local Authorities. From April 2012 PRUs ceased to be managed by LAs and became maintained schools. Consequently, the relationship between the LA and the PRUs changed from managing the provision to one of commissioning places to meet Lancashire County Council's continuing statutory duties. The majority of AP places continue to be commissioned from these maintained PRU/PRU academies. However, due to increased demand a growing number of AP places have been commissioned from other providers.

Indications are that the trend of increased demand will continue to rise. Options for the County Council are:

- To grow capacity in the existing PRUs/academy PRUs where possible.

- Increase the number of commissioned places from other existing providers with capacity to do so.
- Identify additional providers.
- Consider the establishment of additional PRUs- Free Schools and /or academies.

As the sector continues to develop rapidly, the County Council will progress the development of a strategic approach both to respond to a predicted growing demand and also, to align with, and support the County Council's wider strategy to prevent exclusions.

Proposed Strategy for Primary AP:

- Focus on high quality support to schools that increases knowledge, skills and confidence within the school, to enable staff to support pupils exhibiting emotional, social and behavioural needs.
- Local area models to provide outreach and in house intervention places that retain children in their community.
- Local models in which mainstream schools; PRUs; alternative providers; and special schools work together to provide an offer to meet needs and prevent exclusions.
- Increase in AP commissioned places to meet demand.
- Review of PRU/AP funding.

Proposed Strategy for Secondary AP:

- Focus on high quality support to schools that increases knowledge, skills and confidence within the school, to enable staff to support pupils exhibiting emotional, social and behavioural needs.
- Review of current PRU buildings to assess ability to provide requirements.
- Identify local solutions to capacity/building issues.
- Increase capacity to provide short term, in house intervention programmes- especially at Key Stage (KS)3.
- Identify area options to increase provision of KS4 alternative provision- full or part time- to support pupils at risk of exclusion through personalised curriculum and wrap around support.
- Increase commissioned places as required to meet demand.
- Review of PRU/AP funding.

Post-16 Education

With regard to young people over compulsory school age, the Education and Skills Act 2008 requires all young people in England to continue in education or training until at least their 18th birthday. As a result, the local authority has broad duties to encourage, enable and assist young people to participate in education or training and must promote the effective participation of 16 and 17 year olds in their area. Lancashire County Council has further statutory duties under the Education Act 1996 to secure sufficient and suitable education and training provision to meet the reasonable needs of all young people in their area by influencing and shaping provision through local partnerships and by identifying gaps, enabling new provision and developing the market. If it is determined that the market needs to be developed in the county, the local authority will work alongside the Regional Schools Commissioner and the Education and Skills Funding Agency to progress this.

Young people have a range of options in terms of continuing their education or training at a wide range of post 16 providers, such as at college; school sixth form; or following an Apprenticeship. Therefore, the local authority does not have a duty to ensure that a specific number of places are available at specific institutions but rather to have a strategic overview of the provision available in their area, hence the provision of post 16 school places is not within the remit of this strategy.

Early Years

Within many mainstream schools, there is associated early years provision, however the type of provision varies from independent providers co-located within the school or in adjacent buildings, to the school themselves offering early years education as part of an extended age range of the school. The arrangement of early year's provision within an individual school is usually outside of the County Council's responsibility and as such the provision of early year's education is not currently within the remit of this strategy.

Section 2 – Demographics

Profile of Lancashire

Lancashire County Council is a large, diverse local authority covering an area of [2,903 square kilometres](#). [1.18 million people](#) live within the Council's administrative boundaries, making it the fourth largest council in England and Wales. There are an estimated 277,000 children and young people aged up to 19 years living in the county (2011 Census data). Lancashire's defining characteristic is its size and diversity, with urban, rural and coastal communities spread across 12 districts. Within the broader 14-authority Lancashire area, there are also two unitary authorities, operating independently from Lancashire County Council. These are Blackburn with Darwen and Blackpool.

Each district has its own unique demography and geography. Almost one quarter of Lancashire's population live in the districts of Lancaster (12%) and Preston (12%) whilst at the other end of the scale 5% live in Ribble Valley and almost 6% live in Rossendale. Approximately 19% of the population of Lancashire live in rural areas.

The components of [mid—year population estimate for 2015](#) revealed population rises in Chorley of 1350 or more, and more than 1000 in Lancaster and Wyre. All areas of Lancashire have been estimated to have had a population rise in 2015, although in Burnley this rise was estimated at 80 and Hyndburn was estimated to rise by 20.

As well as some of England's most prosperous communities, Lancashire also has pockets of very severe deprivation. The 2015 [Index of Multiple Deprivation](#) indicates that Burnley falls into the 10% most deprived areas of England. The districts of Pendle and Hyndburn are within the top 20% of most deprived authority areas in the country. In contrast, Ribble Valley is in the top 20% least deprived authorities in the country.

The 2011 census revealed that 7.7% of the county council area's population were from [minority ethnic backgrounds](#), much lower than the national average of 14.0%. However, the four districts of Burnley, Hyndburn, Pendle and Preston have ethnic minority proportions greater than 10%. The most significant ethnic group is "Asian or Asian British" who comprise 6.1% of the resident population in the county council area, a proportion lower than the national average of 7.5%.

The 2011 Census usual resident population figure for the county council area shows an [increase of 3.2%](#) since the last census in 2001. That was well below the England and Wales increase of 7.8%. Preston recorded the largest numeric increase in usual residents of more than 10,000 people since the last census. It also had by far the highest growth rate within the county of over 8%.

Future population projections reveal that the county council area's population is expected to grow by [5.8% between 2012 and 2037](#) to 1.24 million. This rate of growth is expected to be well below the average for England of 16.5%. At the district level, Burnley and Hyndburn are expected to see minor population decreases while in contrast, rates of above 18.2% are predicted for Chorley.

In the Lancashire County Council area, the [number of households](#) is expected to increase by 11.7% between 2011 and 2037, which compares to a national increase of 23.1%. The highest growth rates in household numbers are projected to occur in the districts of Chorley (24.6%), Lancaster (15.2%) and Fylde (16.6%) and the lowest in Hyndburn (3.6%) and Burnley (3.4%).

The [UK fertility rate](#) has risen from an average of 1.7 children per woman of child-bearing age in 2002 to 1.82 in 2015. Patterns of fertility in the Lancashire sub-region have largely followed those nationally with a fertility rate of 1.85 for the county council area in 2015. There are, however, marked variations between districts. For example in 2015, the fertility rate for Ribble Valley was 1.57 whilst in Pendle it was 2.18.

Review of School Planning Areas

The School Planning process currently operates with 68 primary planning areas and 12 secondary districts, as agreed with the Department for Education (DfE). In their present format, these school planning areas provide fairly rigid barriers that are tied to district boundaries and which do not reflect parental preference and choice in making school place applications.

We will take the opportunity to consider school place provision within the wider context of Lancashire taking into account the characteristics and needs of communities in order to establish natural catchment areas based on population and enabling access to good schools.

Following the outcome of this review of the school planning process, the County Council will then consult with stakeholders on the proposed pattern of School Planning Areas.

School Organisation

The education provision in Lancashire exhibits many strengths, but there are two key features which parents value when seeking a school place for their child:

- the ability to secure a place at a school with high education standards
- the diversity in the types of schools available.

In September 2016, the Ofsted grades of Lancashire County Council maintained schools were as follows:

	Schools	Outstanding	Good	% Outstanding or Good
Nursery	24	18	6	100.0%
Primary	474	96	357	95.6%
Secondary	60	8	39	78.3%
Special	30	13	16	96.7%
Alternative Provision	9	2	3	55.6%

Overall, over 93% of schools are graded either good or outstanding by Ofsted compared to 85% two years previously. There has been significant improvement in the Primary and Secondary sector, with over 95% of primary schools now good or outstanding compared to 86% two years previously and almost 80% of secondary schools now good or outstanding compared to 72% two years previously.

At September 2016 there were 29 academies and 5 free schools in Lancashire. Lancashire County Council will continue to work closely with academies and free schools in terms of planning for the provision of school places.

There are a wide range of school categories in Lancashire providing parents with an element of choice, depending on place availability, in most areas of the County. There are: 206 (36.3%) community schools, 269 (47.4%) voluntary aided, 49 (8.6%) voluntary controlled, 34 (6.0%) Academy and Free schools and 10 (1.8%) foundation schools. Ten Dioceses and Church Authorities are important partners in the provision of schools in Lancashire. These are:

- Blackburn Church of England Diocese
- Bradford, Ripon & Leeds Church of England Diocese
- Lancaster Catholic Diocese
- Leeds Catholic Diocese
- Liverpool Catholic Diocese
- Liverpool Church of England Diocese
- Manchester Church of England Diocese
- Salford Catholic Diocese
- The Methodist Districts of Lancashire & Liverpool
- United Reformed Church

A full breakdown of the types of mainstream schools is provided in the table below:

School Category	Primary	Secondary	Total
Academy - Sponsor led	3	4	7
Academy – Converters	5	17	22
Free	2	3	5

Community	176	30	206
Foundation	2	5	7
Foundation (Trust)	2	1	3
Voluntary Aided	1	1	2
Voluntary Aided (C)	103	18	121
Voluntary Aided (CE)	138	3	141
Voluntary Aided (CE/Methodist)	3		3
Voluntary Aided (Methodist)	1		1
Voluntary Aided (Muslim)		1	1
Voluntary Controlled	6	1	7
Voluntary Controlled (CE)	33		33
Voluntary Controlled (Methodist)	8		8
Voluntary Controlled (CE/Methodist)	1		1
All Schools	484	84	568

Source –LCC Internal Records September 2016

For further information on the different types of schools please see <https://www.gov.uk/types-of-school/overview>

The diversity across Lancashire is further demonstrated by the varying school sizes. Primary schools currently range in size from under 20 pupils to 630. Secondary schools currently range in size from 66 to 1,710. Many, but not all, of the small schools serve rural areas, with 158 primary schools currently designated as rural by the Department for Education. Of these schools 15 are over 2 miles from their nearest neighbour, 37 are over 2 miles from the nearest school of the same denomination/type and 106 are within 2 miles of a school of the same denomination.

Special Educational Needs and Disabilities (SEND)

In the year to January 2016 just over 5,200 (2.9%) of young people aged 0-25 years had a statement of special educational needs or Education Health and Care Plan. 9.1% of children and young people received SEN support. Educational achievement of those with SEND in Lancashire is better than the national and regional figures, rating the county council as 'outstanding' for this indicator. The authority is also ranked as 'good' for the percentage of young people with a SEND not in employment, education or training (NEET).

Lancashire County Council provides a flexible range of provision and support for pupils with additional needs that can respond to the special educational needs (SEN) of individual pupils and parental preferences.

The County Council will help to ensure that children and young people with additional needs are able to access mainstream provision, wherever this is preferred and practicable. In addition, there are 30 Special Schools across Lancashire, each are able to provide for a wide range of additional needs:

<http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/education/schools/special-schools-and-short-stay-schools.aspx>

Alternative Provision (AP)

The County Council maintains nine short stay schools across Lancashire:

<http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/education/schools/special-schools-and-short-stay-schools.aspx>

Serving Primary aged pupils, are three Pupil Referral Units or Short Stay Schools providing 114 places across Lancashire in:

- Lancaster: serving Lancaster, Fylde and Wyre.
- Leyland: serving Preston, South Ribble and Chorley
- Burnley: serving Burnley, Pendle, Rossendale and Ribble Valley.
- One unit within a primary special school serving West Lancashire district.

Serving Secondary aged pupils are six maintained Secondary Pupil Referral units across Lancashire, situated in:

- Lancaster
- Poulton le Fylde
- Preston
- Chorley
- Ormskirk
- Oswaldtwistle

This secondary provision is supplemented by one academy short stay school at Coal Clough in Burnley: <http://www.coalclough.org/>, which brings the available secondary places up to 750 places across Lancashire.

The **Lancashire Hospital Education Service** is a centrally run service to provide education to pupils of statutory school age who are inpatients in hospitals in Lancashire (namely Royal Preston and Lancaster), day assessment patients at Burnley Hospital ELCAS (child and adolescent mental health) unit and inpatients at the Cove, Heysham (a Tier three Child and Adolescent mental health- age 13-18).

The service also provides home teaching for pupils too ill to attend any educational provision.

There are also additional providers that are currently commissioned based on user demand:

- One Independent Alternative Provision School providing places to Lancashire pupils.
- Four Further Education colleges, who are commissioned to provide places via year 11 programmes.

Access to these services is dependent on current vacant places.

Numbers of new statutory alternative provision pupils in each academic year from 2013-14 to 2016-17:

Statutory group	2013-14	2014-15	2015-16	2016-17 (to date)
Permanently excluded	335	414	473	541
Medical Needs	155	238	194	155
'Other' reasons	137	215	204	149
Above referred to Non-PRU providers i.e. college	No data	No data	80	111
TOTAL	627	867	951	956 (to May 15th 2017)

Number of commissioned AP places for permanently excluded pupils and others, when local PRU commissioned places were at capacity:

Provision	2015-16	2016-17 (to date)
One to One Tuition	5	21
Independent AP school.	0	15 (inc 10 primary in East)
		5 Secondary in East

Post-16

Young people have a range of options in terms of continuing their education or training at a wide range of post 16 providers, such as at college, school sixth form or following an Apprenticeship. As at June 2017, in terms of Lancashire based institutions, 30 academies and maintained schools with sixth form provision or Further Education (FE) colleges were available to residents of Lancashire:

	Institutions	Outstanding	Good	% Outstanding or Good
Academies with Sixth Form Provision	7	5	2	100.0%
Maintained School Sixth Forms	14	0	10	71.4%
Further Education (FE) Colleges	9	4	2	66.7%

The table below shows the number of Lancashire residents aged 16-18 and 19-24 with high needs who are participating in provision which is funded by the Education and Skills Funding Agency:

		Lancashire	National
2013/14	Further Education 16-18	21,916	790,600
	Further Education 19-24 LLDD	178	
	SSF and Academies	5,444	429,500
	16-18 Apprenticeships	3,307	119,800
	Total 2013/14	30,845	1,339,960
2014/15	Further Education 16-18	21,218	765,740
	Further Education 19-24 High Needs	201	
	SSF and Academies	5,281	429,410
	16-18 Apprenticeships	3,301	125,900
	Total 2014/15	30,001	1,321,050
2015/16	Further Education 16-18	21,150	748,696
	Further Education 19-24 High Needs	238	
	SSF and Academies	5,015	437,207
	16-18 Apprenticeships	3,641	131,400
	Total 2015/16	30,044	1,317,303
% change from 2014/15 to 2015/16		0.14%	-0.28%

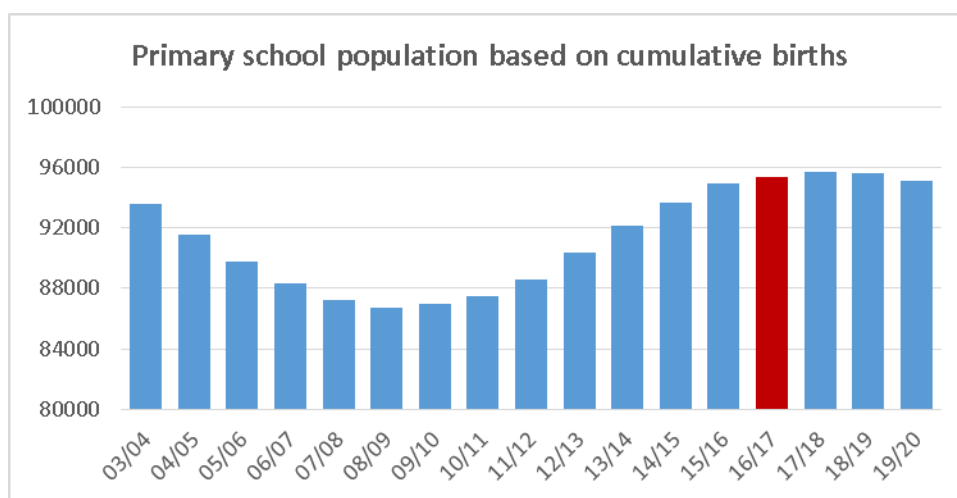
Pupil Demographics

Live Births

Since 2001/02, there has been a rising birth rate in Lancashire which peaked in 2010/11. This peak number of births started primary school in 2015/16.

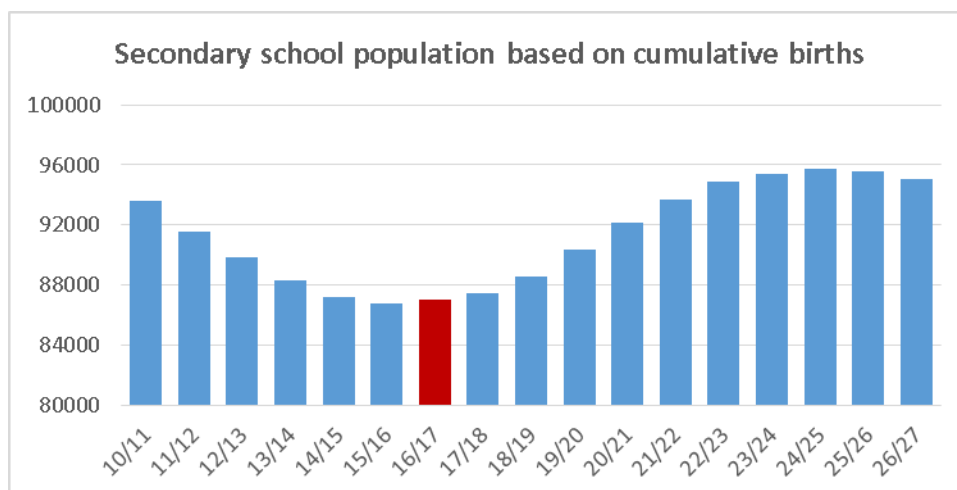
Primary

Based on the rising birth rate between 2001/02 and its peak in 2010/11, the primary school population in Lancashire is currently at its highest level for over 10 years. There are up to 9000 additional children putting pressure on primary school places compared with 9 years ago; this represents a 10% rise in demand for places from births alone:



Secondary

The secondary school population is currently low due to a low number of births in 2001/02. However, based on the rising birth rate between from 2001/02 to its peak in 2010/11 and the subsequent increasing primary school population, the secondary school population is due to rise significantly over the coming years:



School Preferences

In 2016, 90% of primary school pupils and 86% of secondary school pupils received offers for their first preference school. Overall, 95% of pupils received offers for one of their preferred schools.

Lancashire County Council maintains a high percentage of parents whose children attend their first choice school. Although this percentage is now lower than 6 years previous, this is more a reflection on significantly increased pressure for places as detailed above. Without the additional places provided up to now, this percentage of first preference offers would be much lower.

Section 3 – Projected Demand for Places

Pupil Projection Methodology

Lancashire County Council publishes a guide to our Pupil Projection Methodology on our planning obligations website, which explains the forecasting methodology in more detail: <http://www.lancashire.gov.uk/council/planning/planning-obligations-for-developers.aspx>

Primary schools are forecast in 68 groups known as Primary Planning Areas; which are agreed with the Department for Education (DfE). For primary school projections, the Council combines live birth information from Office of National Statistics (ONS); migration derived from past pupil on roll numbers; and housing yield from future housing to be built within the next five years. The main outputs being monitored are projected reception year intake numbers vs published admission numbers to identify shortfall, and the overall school population in the area vs net capacity in the area to ensure there are enough places in all year groups.

Secondary schools are forecast within their relevant district authority boundaries. For secondary schools projections, the Council combines primary school number on roll from the catchment area, migration derived from past pupil on roll numbers and housing yield from future housing to be built within the next five years. The main outputs being monitored are:

- The projected year 7 intake numbers vs published admission numbers (PAN) to ensure there are enough places for primary school leavers.
- The overall school population aged 11-16 in the area vs net capacity for 11-16 year olds in the area, to ensure there are enough places in year groups 7 to 11.

Forecasts are updated twice a year, with the first forecast produced in December based on the October School Census information, latest live birth numbers and new housing land supply information. The forecasts are then updated in April, based on the January School Census information and updated live birth information.

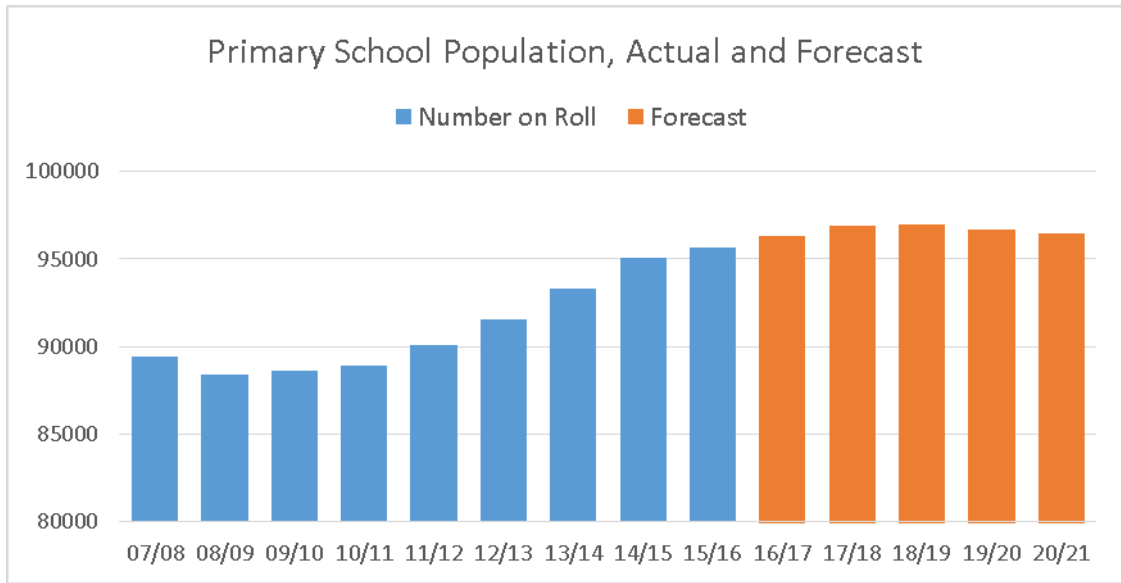
Forecast Primary Demand

Birth Led Demand

Based on the rising birth rate between 2001/02 and its peak in 2010/11, the primary school population in Lancashire is currently at its highest level for over 10 years. In response to the recent high number of births in particular, Lancashire County Council has already commissioned 3449 additional primary school places since 2010.

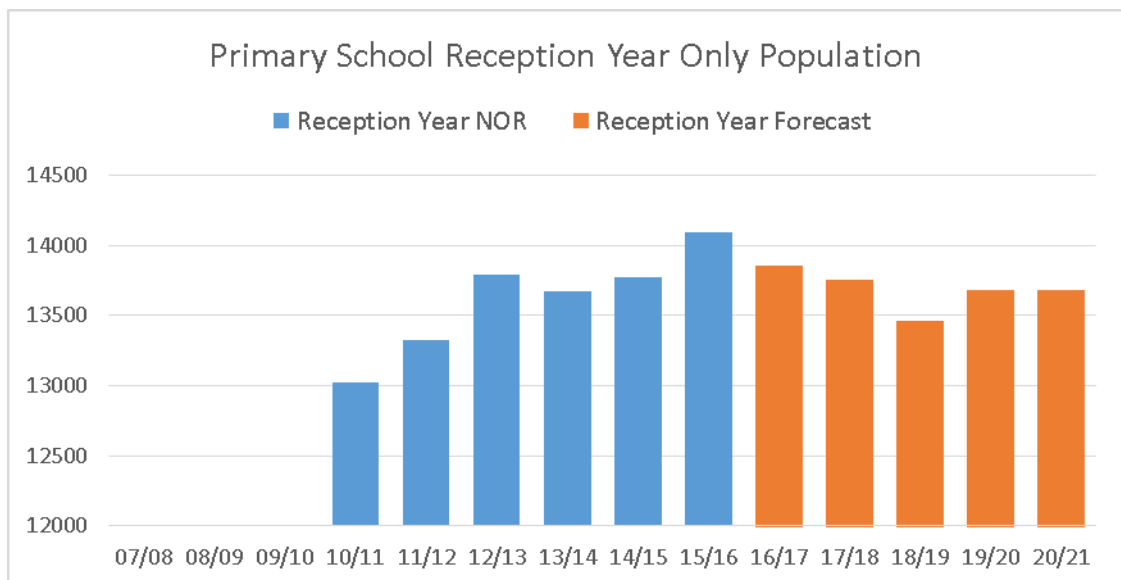
Unprecedented levels of house building is also putting pressure on primary schools with additional children entering an area, There is also inward migration to

Lancashire from outside its borders, which is bringing more pressure. Forecasts show that overall the Primary School population is due to continue to rise:



This chart shows a high level of demand on primary school places over the coming five years. The rise in primary school population is forecast to continue to rise until 2018/19, before dropping slightly in 2019/20 and 2020/21. Forecasts will be constantly reviewed and updated as described above.

At present, the peak in reception year intake into Primary Schools, based on birth data alone was in 2015/16. The total reception intake across Lancashire is expected to be lower in 2016/17 and the subsequent four years.



However, this chart represents Lancashire as a whole, which is a large and diverse county, and trends are not uniform across the county. While birth rates overall have currently stabilised leading to a net total forecast fall in reception year intake, in reality, some areas still face real challenges with continual birth rate rises creating pockets of high demand.

Net forecast demand by area

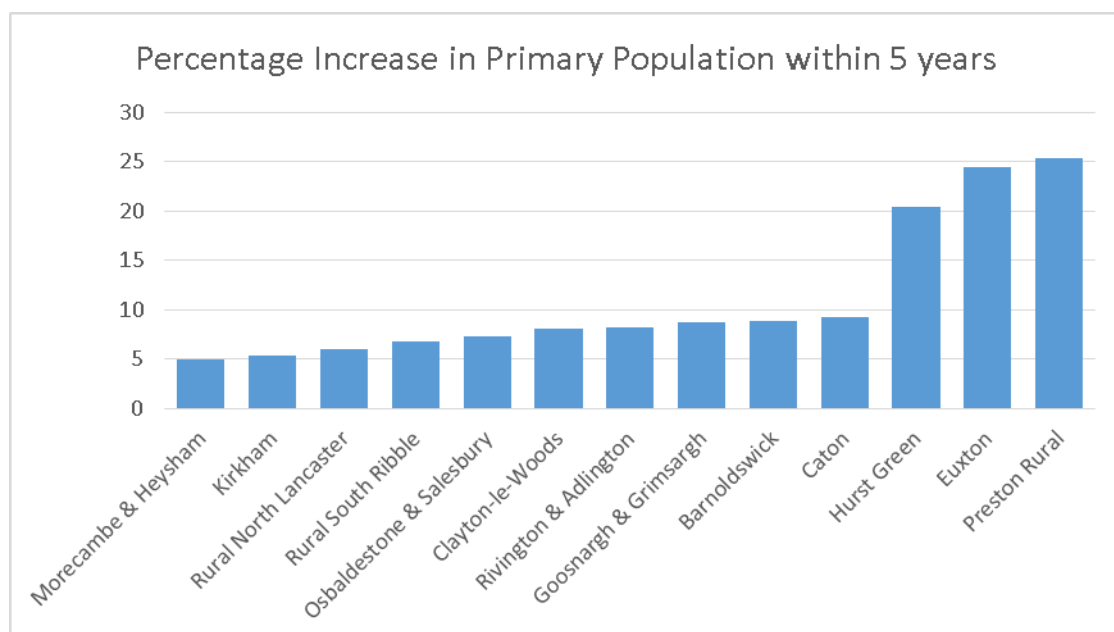
Whilst births may have stabilised or fallen in some areas, this needs to be considered alongside the fact that planned housing is expected to bring forward additional pupils in many areas. For example, in Pendle, total birth figures have fallen but this must be put into context with significant housing development planned for the area, at the same time as there is inward migration into the Pendle primary schools due to a number of factors.

With the addition of housing yield and migration, the main growth is still in Chorley, Fylde and Lancaster but also includes Pendle, where we are closely monitoring demand.

Yet, within districts, there are stark contrasts. There may be areas where housing development is creating significant pressure whilst, at the same time, more outlying or rural areas may be seeing falling numbers.

As the authority seeks to ensure that pupils have access to a quality primary school within reasonable access to their home, the authority uses 68 primary planning areas to reflect groups of schools which reflect patterns of parental preference and travel to school movement in a district. When we consider growth within these planning areas, as opposed to districts as a whole, there are a number of specific planning areas which show levels of significant growth, particularly as a result of planned housing, which would be otherwise masked by the district level figures.

Examples where this is more acute are:

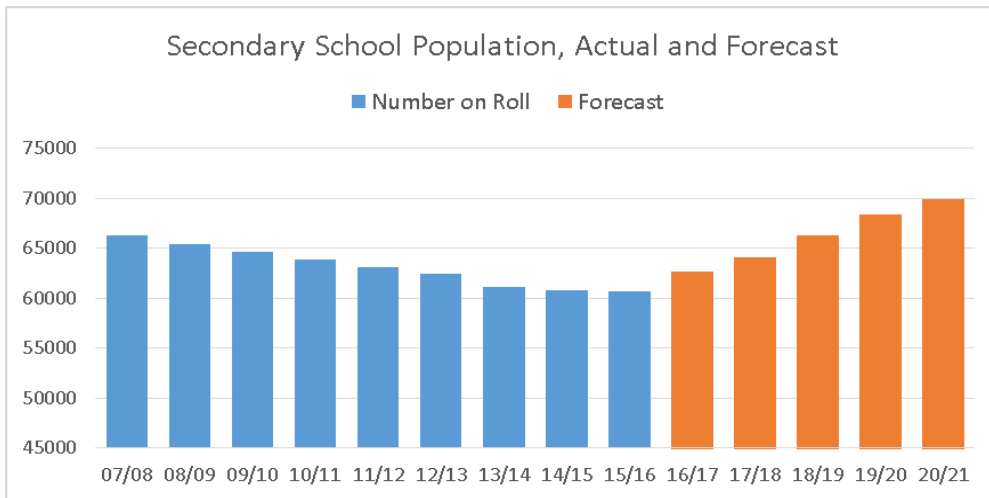


Forecast Secondary Demand

The number of secondary aged pupils is currently at its lowest level for some years and the latest Year 7 intake is based upon the lowest Lancashire birth rate for 20 years.

However, this is set to change, as total intakes are expected to rise for the next 9 years, in line with the increases we have experienced in the primary sector.

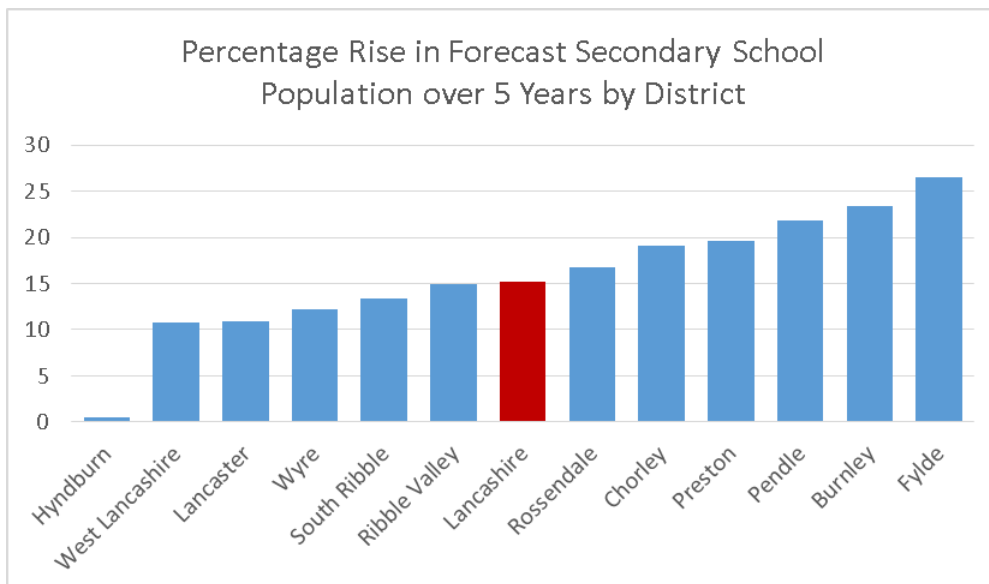
When the additional yield from planned new housing is factored in, the overall secondary population could rise by over 9,000 pupils over the next 5 years, an increase of between 10 and 15%.



This shows that secondary numbers are on an upward trajectory for the next 5 years and this is expected to continue for the foreseeable future.

However, the chart shows Lancashire as a whole and, again, the growth is not uniform across the county.

The following graph shows the position by district:



This shows the scale of the issue facing secondary school provision over the next 5 years in Lancashire. Only one district, Hyndburn, has a low level of pupil growth; all other districts are forecast for the secondary school population to grow by over 10%, with over 25% growth forecast for Fylde.

However, this needs to be considered against the fact that some schools are carrying surplus capacity.

Alternative Provision

The trend in recent years has indicated that demand for places in alternative provision will increase in the following groups:

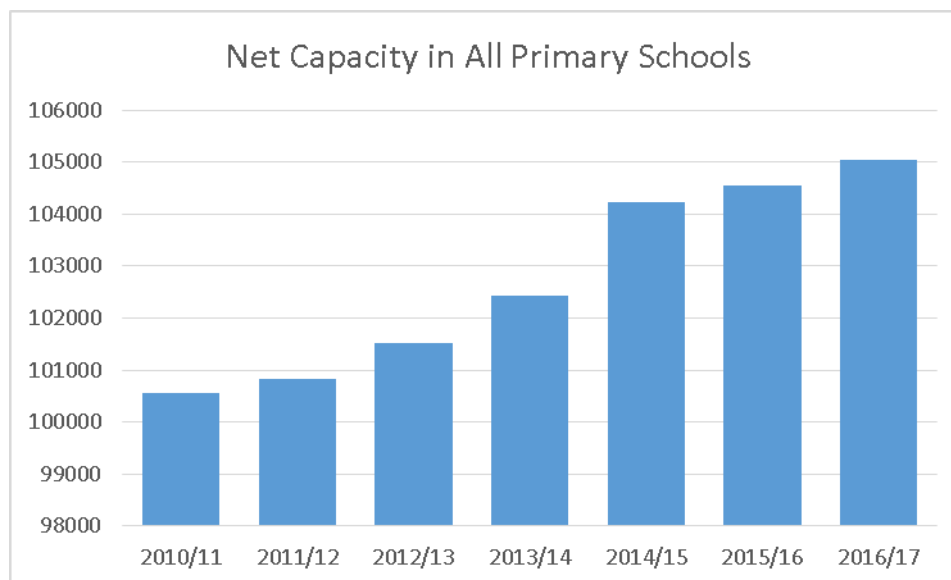
- **Permanent exclusions.** These are increasing nationally and growing pressure on school budgets, potential impact of poor pupil attainment and progress data and Ofsted judgements, and the apparent increasing complexity of pupil's needs, suggest strongly that this trend will continue. Even if we are able to prevent exclusion through increasing intervention support and places, in the short term demand on places will continue to grow.
- **Medical Needs:** Numbers fluctuate more than permanent exclusions but the complex nature of the young people referred with mental and emotional health conditions result in pupils staying longer in AP.
- **'Other ' referrals.** This group has grown significantly in recent years. Although the numbers referred to the PRUs have decreased, this is sometimes as a consequence of PRU's being at capacity or because a PRU would not be the appropriate placement for a young person and college would better meet needs. There has been an increase in this group from 80 in 2015-16 to 111, to date in 2016-17.
- Through numbers for Home Teaching has increased each year, in part due to a growing number of children and young people with significant mental health needs which prevents them from leaving their home for a period.
- Growing pupil numbers in the general population will also have an impact on demand for AP- as a percentage of pupils will require alternative provision at some point in their school life.
- Intervention support placements. Requests from schools- in all phases, for access to short term intervention places and longer term KS4 personalised curriculum placements, has increased significantly, with a high proportion not being met due to PRUs being at capacity. In a number of cases this results in a permanent exclusion at a later date.

Section 4 – Existing School Capacity

When assessing a need for additional places, projected demand for places is compared with the existing capacity of the local schools, measured by the Net Capacity process (as determined by the Department for Education).

Primary Capacity

Since 2010/11, there has been a significant rise in demand for Primary school places, and in some Primary planning areas, the Council has taken action to increase capacity and address shortfall. Since 2010/11, the Council has added 3,449 primary school places across the County, specifically focussed on areas of need including 995 places in Lancaster, 870 places in Chorley and 743 places in Pendle. The following chart shows the rise in net capacity since 2010/11:



At the same time as places have been put into Primary schools, there has been an additional challenge to school capacity as some schools have lowered their age range to meet the Government's call for additional early years places, and include pre-school aged children. The Council will advise maintained schools where a demand for statutory places should be considered before taking this step, especially where this can impact on the available capacity for statutory aged children.

Secondary Capacity

As stated above, secondary demand for places across Lancashire as a whole has been in a trough, but is due to rise significantly over the next 8 years. However in some districts increased demand has already started to materialise, especially where significant housing development has occurred. Where it is not possible to accommodate additional pupils by expanding existing schools, consideration may be given to the commissioning of a new school.

Schools' use of capacity

In addition to the Council's commissioning of additional places via expansions, the schools themselves can alter their intake, capacity and undertake building works themselves, using their own finances if they choose. This means that there will have been many additional schemes renovating, expanding or changing schools buildings across the county which will have also had an impact on the overall net capacity available in Lancashire. Asset management team conducts an annual update of the schools' net capacity and encourages all schools to inform the team when they are considering schemes and to inform on completion of such schemes, in order that the capacity available within an area can be monitored.

Future Capacity

Where expansions schemes are certain to proceed, in other words have final cabinet member approval, the future net capacity* is included within our forecasts rather than the current. The same is true of reductions in capacity; where a school may be lowering their admission number or lowering the age range, the resultant capacity after these changes have occurred will be used in the forecasts.

**The net capacity assessment only applies to mainstream schools*

Section 5 – Areas of Need

Using the evidence above, the forecasts consider the births, intake, migration and housing development against the future capacity of the schools on a primary planning area or secondary district basis, and identify areas of shortfall. In areas where there is a significant and sustained shortfall in available places or capacity, these areas are identified as "hotspots".

For each hotspot there is a continually updated plan to monitor or address the shortfall.

Current Hotspots - Primary

It should be noted that while this list represents the actual hotspots at the time of writing; this list is likely to change over the course of this strategy as new information becomes available:

District	Primary Planning Area
Lancaster	Rural North Lancaster
Lancaster	Morecambe & Heysham
Wyre	Poulton-le-Fylde & Staining
Wyre	Over Wyre
Fylde	Kirkham
Fylde	Lytham St Annes
Ribble Valley	Longridge
Preston	Preston Rural
Preston	Preston West
South Ribble	Leyland
Chorley	Rivington & Adlington
Chorley	Chorley Rural West
Chorley	Chorley Rural North
Chorley	Clayton-le-Woods
Ribble Valley	Clitheroe Town
Ribble Valley	Langho & Whalley
Pendle	Colne
Pendle	Barrowford & Rural
Rossendale	Ramsbottom
Rossendale	Rawtenstall

Inclusion in this list is an indication that an area is being monitored, rather than an intent of future action.

Current Hotspots - Secondary

At the time of writing there are five hotspots in secondary districts:

- Ribble Valley

- Fylde
- Chorley
- Pendle
- Rossendale

As with primary hotspots, inclusion in this list is an indication that an area is being monitored, rather than an intent of future action.

Long Term Planning

The list of hotspots covers areas where the need for additional places is expected to occur within 5 years. However, the authority is engaged in ongoing dialogue with the district councils in relation to more long term planning across the county.

District councils have either adopted or are working towards the completion and adoption of Local Plans, which set out the longer term aims for housing and employment growth within their areas.

An intrinsic part of this longer term planning is the need for supporting infrastructure to be provided to enable the growth to take place. Education places are a major element of this infrastructure planning.

In addition to individual district plans, Lancashire County Council, South Ribble District Council and Preston City Council are currently working together on an Infrastructure Delivery Plan for City Deal, which will take into account the impact of the scale and accelerated delivery of new housing in accordance with the City Deal programme. This work will help to inform where there may be a need for new school place provision sooner than the normal forecast methodology might suggest.

In accordance with the latest information from City Deal, the accelerated rate of development proposed for the City Deal area will add the following hotspots to the previous list, where shortfalls may start to emerge over the next five years:

District	Primary Planning Area
Preston	Preston North
Preston	Preston West **
Preston	Preston Rural
Preston	Goosnargh & Grimsargh **
South Ribble	Penwortham **
South Ribble	Rural South Ribble

*** Indicates a possible need for one or more new schools within the period of City Deal.*

In addition, the City Deal is expected to bring forward a scale of development which could require the provision of a new secondary school in the Preston area over the period of the City Deal.

Given the challenges around school place provision, in comparison with the delivery of other types of infrastructure, the need for school places will be assessed on an annual basis and adjusted accordingly.

The timing of the commissioning of new school places within the City Deal area will be crucial; the addition of places too soon can destabilise existing schools and, in the case of a new school, could fail to attract a sponsor because of viability issues. However, the Council must be mindful to commission sufficient places in a timely fashion, to ensure new housing is suitable for families with school aged children. Balancing this situation will be challenging.

Currently, there is a difference between the need for school places based upon the current district 5 Year Housing Land Supply (HLS) for each of the Preston and South Ribble districts, and the need for places based upon the planned delivery schedule of City Deal developments. The differences are below:

Primary Planning Area	Need for places within 5 Years:			Need for places within 10 Years:		
	based upon HLS	based upon City Deal delivery profile	Difference	based upon HLS	based upon City Deal delivery profile	Difference
Goosnargh & Grimsargh	23	40	17	192	211	20
Preston Rural	76	77	1	201	202	1
Preston West	23	272	249	198	722	524
Preston North	26	27	1	183	170	-13
Rural South Ribble	95	132	36	138	178	40
Penwortham	-1	51	50	-51	183	233
Leyland	160	140	-20	105	382	277

In some instances, the difference is quite significant and, in the case of Preston West, is a difference between a need for one and 3.5 forms of entry by year 10. Therefore, it is crucial that the timing of housing delivery is monitored very closely.

Alternative Provision

Primary: Based on numbers of permanent exclusions in recent years, the two areas where demand is consistently greater than capacity has been the South (Preston, South Ribble, Chorley) and the East of the county (all districts). A number of factors can impact on the pupil referral unit or provider's ability to offer intervention:

- A reluctance of some mainstream schools to re-admit or re-integrate pupils from the pupil referral unit. This can be affected by the changing demands on schools in relation to progress and attainment measures.
- The number of pupils in the pupil referral units who require a statutory assessment. The needs of pupils appear to be becoming more complex; this is a national observation. A number of pupils required EHCP (Education Health and Care Plans) and may need special school provision. This process increases the amount of time a pupil remains in the pupil referral unit.

Secondary: Permanent exclusions have increased across the county, and in the East area significantly resulting in the pupil referral unit and Academy alternative provision School that serve the east reaching capacity on a number of occasions. The County Council has commissioned a small number of places, as available, from an independent alternative provision school

Other areas which have experienced pressure on places for excluded pupils in 2015-16 and 2016-17 are Lancaster, Fylde and Wyre and Preston.

Medical Places: Referrals for medical places increased in some areas in recent years. There appears to be a reduction in some areas in 2016-17. Medical referrals are primarily related to mental health conditions and this has increased each year. There are a small number related to physical medical conditions. Main stream schools find it more challenging to adapt their provision to meet the needs of pupils with a mental/emotional health diagnosis. These may often be long term conditions and subsequently the County Council is under pressure to maintain these places for significant periods.

'Other' referrals: Pupils requiring the local authority to commission alternative provision places for reasons other than exclusion or medical needs have increased over several years. There are a number of factors impacting this:

- Numbers of looked after children from other local authorities who are placed in independent care homes in Lancashire.
- Number of young people who were previously home educated whose parents wish to return to school, and a lesser number of children found to be previously missing from education.

- Number of unaccompanied refugees and those with little or no English language skills, who require specialist programmes delivered in some further education colleges.

The capacity of the majority of pupil referral units to provide fully for commissioned places and to increase that capacity, is often restricted by the nature of their buildings.

Areas of provision that require increase/review.

- In house primary places
- Medical places for significant mental health needs.
- Increased secondary capacity in Preston/South Preston, North and East.

Section 6 – Strategy to meet demand

Commissioning New Places

In areas which have been assessed as requiring additional places, the commissioned school places will be selected according to the following criteria:

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

* Where there is a shortage of schools meeting both these criteria in an area of increased demand for places, a 'direction of travel' report will be assessed by the authority's School Improvement Team to determine if any schools with a category of 'Requires Improvement' may be suitable candidates for expansion, subject to current DfE guidance.

** It should be noted that meeting parental preference comes at a significant cost. Therefore, where pupils are able to access a reasonable alternative, it may not always be seen necessary to provide additional places in a more popular school. Consideration will also be given to whether additional places would provide places for Lancashire children or whether the quality of Lancashire places may be drawing pupils in from other areas.

*** Lancashire County Council will always seek to arrive at a negotiated solution with governing bodies. However, on occasion, Lancashire County Council may need to utilise its school place commissioning powers if an alternative solution is either not available or not considered to offer the same quality of educational opportunity to local children.

It is sometimes not possible to arrive at a proposal which directly matches all of the commissioning criteria and in these circumstances, Lancashire County Council will either seek best fit; commission new provision; or invoke its commissioning powers.

New School Challenges

Where a new school is required, section 6A of the Education Inspections Act 2006 places a local authority under a duty to seek proposals to commission a free school.

Where a new primary school is required, (normally as a result of a significant new housing development) the preference will be for school sizes of one form of entry (30 pupils per year group) and above.

Where there is an identified need for a new school to be commissioned, the commissioning process for a new free school (which any new school would be under current Regulations) means that a longer lead-in period is required before places can be made available. In areas of significant housing development and where a new school is required, the commissioning process may start when only one year's evidence of increased demand is available. By taking this action, it will enable the authority to have more influence over the size and type of provision which may be provided by a new free school.

Challenges to delivery of places

Local Authority Challenges – Budgetary Challenges

Lancashire County Council has a proven record of ensuring that sufficient, good quality places are provided for the children of Lancashire (illustrated by the high proportion of Good and Outstanding schools in Lancashire as rated by Ofsted and the high levels of satisfied parental preference in comparison with other authorities). However, the level of financial challenge facing all Local Authorities over the next three years means that the Council must seriously consider what can be delivered within the resources available. As the demand for school places continues to rise at the same time as capital available to local authorities reduces, there are a number of challenges which will affect how the Council may deliver places going forward.

Lancashire County Council will aim to provide additional places at existing schools, wherever possible and appropriate, rather than commission new provision. The rationale for this approach is to maintain stability in the existing school system; to provide the places in the shortest timescale possible; and to achieve best value for money, within a reduced capital allocation.

However, as the demand for places has continued to rise and places have been provided in a number of areas around the county, the options available for LCC to commission new places have reduced, meaning that alternative options must be considered.

Section 77 / Site Size Constraints

Significant constraints to providing places in existing schools are the requirements to secure planning permission and also to comply with the Section 77 of the 1998 Standards and Framework Act. Many schools have insufficient site and playing field area to support physical expansion under section 77. However it is possible to apply for exemption from section 77 constraints from the Secretary of State, and with limited options in some areas, this exemption may need to be sought where appropriate. In some areas where expansions have already taken place and limited options remain, it may be necessary to consider the establishment of new schools or

look further afield for solutions. This would always be undertaken in consultation with the existing schools in the area.

Specific Primary School Challenges

Whilst Lancashire County Council would not normally seek to expand primary schools beyond two forms of entry (60 pupils into reception year forming two classes), the increased pressure and reducing solutions over recent years has led to a number of schools being expanded to 3 forms of entry. This will only be undertaken where this is the most realistic option in the area; school leadership is strong and good practice is embedded; standards are high; and there are few or no significant challenges in the local area served by the school.

The planning window for additional primary places is short, so birth information and planning applications are constantly monitored in order to plan ahead effectively. Lancashire County Council will normally wait until at least two, or preferably three years, of increased demand in the area is evident before it makes proposals to permanently expand a school, to ensure that permanent places are not created where temporary places would be sufficient. This helps to maintain stability of provision in neighbouring schools and reduces the risk around unnecessary capital expenditure. Therefore, schools that are commissioned to provide additional places will sometimes have a temporary expansion followed by a permanent expansion once statutory consultation has been completed.

Where the need for places is significant but not sustained the authority may provide an expansion or remodel of existing accommodation that can then be converted to other purposes once the large year group has left school. Alternatively there may be the provision of a temporary classroom on site.

The provision of the required additional places must take top priority in terms of strategic delivery and expenditure from the schools' capital allocation. Therefore, the vast majority of the schools' capital allocation over this three year period will need to be used for additional place provision, leaving very little for projects that address the suitability of premises. The authority will apply standardised design solutions wherever possible, to minimise timescales of delivery and costs.

In taking previous steps to provide additional places in primary schools, in some instances places have been made available by bringing back into general teaching use. For example, rooms which had been previously utilised for other purposes such as community rooms or used by a private nursery provider, are re-designated class bases. Some schools have also reclassified rooms used specifically for Art or music or ICT rooms for general teaching. This, and other flexible use of space, are options which we may need more schools to consider going forward.

Lowering the age range

Statutory places are being put under pressure where schools are extending their age range to include two and three year olds. Therefore, when schools are considering such proposals, feedback will be given on the impact of the proposal on future provision of statutory places in the area, so that the head teacher and Governors can make an informed decision. Should a need for statutory aged places emerge in the future, the Council reserves the right to request that the age range be returned to statutory school age only.

School led changes

Schools adding or removing capacity should be aware of the implications on both the level of surplus places and the admission number of the school, and **must** inform the authority of any changes to their accommodation which may affect the net capacity. A net capacity survey will be undertaken annually to ensure that schools report all changes to the Council.

Specific Secondary School Challenges

As the demand for additional places moves into the secondary sector, the authority needs to ensure that use of existing building capacity is optimised. However, when secondary pupil numbers were low, many schools reduced their admission numbers to a level below the number which the building can reasonably accommodate (as determined in the Net Capacity assessment as the 'Indicated Admission Number'.)

As places are required in an area, officers will undertake initial discussions with schools which already have the physical capacity to take more pupils before any major building projects can be undertaken in an area, thus 'unlocking' capacity. In such cases, it may be possible to address minor suitability issues which directly enable this to happen. By providing additional places, it is anticipated that this will also assist schools struggling to meet their own increased costs going forward.

In a move to make school places locally accessible to all Lancashire residents, Geographical Priority Areas (GPAs) for secondary schools were introduced by Lancashire in 2008, in response to the 'Equal Preference' rules introduced by the government. This ensured that the authority could fulfil its statutory obligations and to reflect the diverse nature of the Lancashire county area. However, a number of areas of Lancashire are going through unprecedented levels of growth and change which means that the GPAs require regular review, particularly in areas where major housing developments have changed the geography of an area. For this reason, the GPAs will be considered as part of the wider School Planning Areas review and so may be subject to future change.

School led changes

Schools adding or removing capacity should be aware of the implications on both the level of surplus places and the admission number of the school, and **must** inform the authority of any changes to their accommodation which may affect the net capacity. A net capacity survey will be undertaken annually to ensure that schools report all changes to the Council.

Small Schools

Small Primary Schools

In urban areas, Lancashire County Council preference is for primary school sizes of one form of entry (210 pupils) and above. There are currently 100 primary schools in Lancashire that are below half a form of entry (105 pupils) in terms of pupil numbers, the majority of these being designated rural schools. It is acknowledged that many of these schools provide good or outstanding standards of education and are a vital part of the community they serve.

Where school size is significantly below one form of entry (210 pupils) Lancashire County Council will promote collaboration through to setting up a federation with other appropriate local schools. When a head teacher vacancy occurs or there is already an executive headship, a move towards hard federation with a single governing body and opportunities for pooling budgets and streamlined management structures will be encouraged.

Collaboration and federation provides opportunities to improve standards and parental preferences. Where pupil numbers in the area are expected to increase in the future, collaboration and federation can help to sustain viability until any upturn in numbers occurs and increases the opportunity for schools to capture first preference applications.

If, ultimately, a school becomes either educationally or financially unviable and a move to reorganisation remains the only option, an established collaboration or federation with another local school can facilitate continuity in governance and staffing, with the reshaped provision being representative of both schools where appropriate.

Other sustainability solutions for small primary schools include collaboration or federation with secondary or special schools which may or may not include colocation; or foundation status with a Trust shared amongst other schools (primary, secondary or special).

Infant / Junior Schools

There are a number of separate infant and junior schools in Lancashire and we believe that primary schools offer better opportunities for the continuity of learning for

pupils. When the opportunity arises we will seek to open up discussions with schools and partners with a view to reorganising provision to make one all through primary school.

Small Secondary Schools being supported

Lancashire County Council's preference is for secondary schools of 4 forms of entry - 600 pupils and above. It is recognised that in some exceptional circumstances small secondary schools are a necessity, due to factors such as geographical isolation, and a small number of small secondary schools successfully deliver high quality education and are popular with parents. However, pupil numbers across the secondary sector have fallen significantly over recent years and the effects have not been experienced evenly. The general pattern on an area basis is that the most popular schools have maintained their pupil numbers, whilst the majority of schools have experienced and managed some decline. However, there is a small proportion of schools that have had far higher pupil numbers in the past but are currently experiencing low and declining pupil numbers because many of the available pupils are able to obtain places at other preferred schools. Many of these schools are experiencing difficulties in maintaining and improving education standards whilst, at the same time, managing a declining budget.

Overall pupil numbers at secondary schools are not expected to begin to rise until at least 2018, though intakes are expected to begin to increase in some areas with effect from 2015. In the meantime, strategies are being developed and action plans are being formulated around the small number of secondary schools that are in challenging circumstances. The solution will be different in each case, including supporting the leadership in developing a different curriculum model which is deliverable within a smaller staffing structure; exploring possibilities around partnerships with other high quality education providers; co-location with a local primary school or special school, where appropriate; and collaboration, federation, and foundation status with shared Trusts may offer a suitable solution.

In brokering viable solutions with schools and Diocesan/Church Authorities Lancashire County Council will consider the balance between the need to maintain an educational presence in the area, including the need for particular categories of school, against the need for sustainable and high quality provision.

In circumstances where a robust and sustainable solution cannot be identified, the County Council may have to move towards a structural solution, such as closure. This option will only be taken after all other options have been explored and discounted.

Small Schools Summary

Not all small schools present challenges or are a cause for concern. Indeed, many of Lancashire's small primary schools and some small secondary schools provide good

or outstanding standards of education and are a vital part of the community they serve. The commonly held factor for such schools is that they are intended to be small – they occupy small premises and serve small, often rural, communities. However, there is another group of small schools that face significant challenges.

The Audit Commission, in its publication 'Trading Places' states the following:

Such schools can be grouped under the heading 'schools in difficulty' and can be identified with reference to a basket of measures, such as the near-failure of an Ofsted inspection, declining admissions, high levels of unfilled places, poor and unimproving performance in GCSE exams and high levels of absence by both pupils and staff.Many such schools enter financial, social or educational spirals of decline –or a combination of all three.....The reduced funding that accompanies the loss of pupils makes it harder for a school to address its failingsThis fate compounds the problems of poor intake, poor staff morale and performance, and poor educational quality. Until such schools close or recover, their pupils suffer an unacceptably low quality of education.

Such schools are of concern not merely because of the poor education they offer. They have an adverse impact on an LEA's ability to manage the supply of places and school admissions effectively, since the majority of parents become desperate to avoid sending their children to such schools. This lack of popularity leads to high levels of unfilled places in the schools in difficulty, with a few such schools often accounting for a significant proportion of the LEA-wide problem of unfilled places. It also creates problems of oversubscription and possible overcrowding at other more highly regarded schools, where parents seek sanctuary.

Contributory factors to the 'spiral of decline' described by Ofsted, with particular reference to education standards, are difficulties in attracting and retaining high quality staff; increased staff workloads; and the ability to deliver a broad and balanced curriculum. It can be particularly difficult for small schools to attract and retain the right calibre of individual to lead a school in these challenging circumstances, particularly if it faces additional complexities such as high levels of deprivation, high rates of pupil transience or a disproportionate number of children with English as an additional language.

As schools face their own challenges to manage a budget and to continually raise standards, where feasible the authority will consider ways of supporting small schools via access to intervention support, particularly where pupil numbers may be temporarily low so that the places already in the system are not lost.

Capital Investment Programme

The current Strategy for the Provision of School Places and Schools' Capital Investment 17/18 to 19/20 contains three main strands for capital investment:

- Supporting growth in pupil places
- Targeted investment in mainstream and special schools
- Strategic maintenance of the building stock

These priorities remain relevant for the foreseeable future. As in previous years, it is anticipated that the majority of the capital allocation will need to be utilised to provide additional primary school places, though in the forthcoming period, additional secondary school places will also be needed. Targeted investment is intended for special schools, mainstream and short stay provision with an emphasis on additional provision.

It is proposed that the emphasis for local authority expenditure over the next three years will be as follows:

- Provision of additional mainstream primary and secondary school places, including regularising (by increasing) admission numbers at primary schools in areas of high future demand to make them compatible with class size 30 requirements;
- Targeted investment on identified projects in special and alternative provision schools, including the provision of additional places and addressing serious suitability and condition issues.
- Projects in community schools to improve access for pupils with disabilities in and around the school buildings. These are generally brought forward on a needs led ad hoc basis and authority is requested for the Director of Corporate Commissioning to approve these individual projects.
- Targeted investment to replace time limited temporary buildings with permanent, build where their deteriorating condition could jeopardise the schools ability to maintain current numbers on roll in an area of increasing demand. This could also include the refurbishment of RoSLA buildings on secondary school sites.
- Condition led projects that address serious condition issues at community, voluntary controlled and foundation schools
- To develop a managed programme of localised repairs and treatments to High Alumina Concrete (HAC) frame buildings, based upon specialist condition survey information.
- To develop a managed programme of repairs and maintenance of bridges and retaining structures on County Council owned land and premises, which fall outside of the remit of the Highways Asset Management responsibility.

Housing demand and education contributions

Where new housing development creates a demand for school places in excess of those available, Lancashire County Council will expect district councils to work with the Council in seeking a financial contribution from the developers that is proportionate to impact, in order to mitigate against the effect of any new development on education infrastructure. This is an approach endorsed by the Minister of State for Housing and Planning and the Under Secretary of State for Schools.

Further details on Lancashire County Council's planning obligations are available on our website: <http://www.lancashire.gov.uk/council/planning/planning-obligations-for-developers.aspx>

Statutory proposals to alter school provision cannot be published without the necessary capital funding being identified and secured. Therefore, with reduced capital available to the authority, in areas where housing development contributions are secured from developers to mitigate the impact of their development, the authority will be able to be more responsive to emerging need and able to provide additional places more quickly than in areas where this is not the case.

Statutory Process

As the commissioner, Lancashire County Council will make the final decision on the majority of school organisation proposals; with the exception of new academy schools (see section on Diversity). In doing so Lancashire County Council will consider the views of all those affected by the proposals or who have an interest in them including: pupils; families of pupils; staff; other schools and colleges; local residents; diocesan bodies and other providers; neighbouring local authorities; any other relevant local partnership or group that exists in the area. This includes the consideration of comments submitted during the statutory representation period.

Lancashire County Council will not simply take account of the numbers of people expressing a particular view when considering representations made on proposals but will give the greatest weight to representations from those stakeholders likely to be most directly affected by the proposals, for example the parents of children who might be eligible to attend proposed new or expanded provision.

Alternative Provision Strategy

The Alternative Provision Strategy for Primary aged pupils is to develop local areas models that promote and support inclusion.

Schools report a growing number of younger pupils with significant emotional or complex needs at a time of increasing pressure on budgets. Reducing budgets can impact on those resources that traditionally are used to support more challenging pupils, such as additional support staff and the commissioning of external services to support assessment or support programmes for groups or individuals.

The proposed strategy for primary inclusion is to develop local models where there is a clear and consistent system of support, based on partnership with schools (mainstream, pupil referral unit and special), the providers of specialist advice and support, local authority services and third sector services. Areas could be based on one or more Lancashire districts depending on size and number of schools.

Key elements of this model are access to:

- High quality training for schools.
- Advice and sign posting that is responsive to requests and ensures early intervention.
- Staged offer of outreach support to schools.
- Time limited, part or full time intervention programmes away from the school site, to support assessment, identify strategies and deliver specific programmes.
- Family Support.
- System to support managed moves.
- Systems to develop and monitor the model – i.e. a local panel or strategy group.
- Support for re integrations into main stream school from alternative provision and when required, for admissions under fair access when there are identified risks of exclusion.

The West Lancashire pilot based on the above elements has implemented this model successfully and will continue. Other areas are to be identified to develop their own area model based on these principles.

The strategy is funded currently through School Forum from the High Needs budget. Future sustainability will be dependent on the continuation of this funding, on the grounds that it prevents exclusion and meets needs of children, or there may be the need to have a part funding arrangement with schools at some point.

The Alternative Provision Strategy for Secondary aged pupils is to develop local areas model or offer that promote and support inclusion; and to identify and support development of good quality alternative provision that can be commissioned by schools and/or the local authority.

Schools report a growing number of pupils with complex needs, often related to emotional and mental health. Growing pressure on school budgets may have particular impact on those pupils who require additional support, if support staff are reduced and the ability to commission external services or alternative provision reduces. A number of secondary schools have developed alternative provision budgets over recent years, however this may be one budget area that is at risk in order to continue to provide their core provision. This together with changes to measure of attainment is predicted to increase the risk of the number of permanent exclusions continuing to rise.

Key elements of the strategy:

- Review of capacity numbers in existing Pupil Referral Units/Short Stay School- to include building capacity issues and needs.
- Review of Local Authority commissioned places from pupil referral units and other providers.
- Review of pupil referral unit funding, in particular top up rates and how adjustments could be made to increase use of intervention support by school and reduce exclusion, and how pupils with the most complex needs can be supported.
- Increase access to intervention programmes, especially for Key Stage 3 (11-14 years) by adjustments to commissioning and funding arrangements if appropriate and approved.
- Review of alternative providers other than pupil referral units to encourage , where appropriate, registration as schools and to go through the Personalised Education Curriculum Standard process If not registered as a school.(Quality Assurance Tool)
- Review of current PRU buildings to assess ability to provide requirements.

Section 7 – Projects completed or in progress

Mainstream School Place Provision

Lancaster

There has been significant demand in Lancaster due to population rises and the impact of significant housing development, and Lancashire County Council has responded to the rising demand in primary schools in the area.

Since 2010, an additional 995 places have been provided in Lancaster district primary schools. Following an additional 140 places provided at Bowerham Community Primary School from 2011, nearby Moorside Primary School underwent an expansion to provide an additional 210 places from 2014 onwards. North of the river Lune in Morecambe, Lancashire County Council has opened its new building at Lancaster Road Primary School which provided an additional 210 pupils from 2015:

Fylde

365 additional primary school places have already been created in Fylde by Lancashire County Council, including significant construction at Heyhouses Endowed Church of England Primary School and Lytham Hall Park Primary School. There is expected to be significant demand pressures on secondary schools in Fylde and the Council is monitoring the situation carefully and working with Fylde Borough Council to seek solutions. It is anticipated that new primary schools will be commissioned on a number of significant housing sites in the future.

Wyre

In Wyre, 25 additional places were provided at The Breck Primary School in Poulton-Le-Fylde in 2014. However there is significant housing development across Fylde and the Council are seeking housing developer contributions to mitigate the impact of these developments and there is likely to be expansion planned in Wyre as a result of these developments.

Ribble Valley

Ribble Valley has had 15 places commissioned by the Council in primary schools in 2013, but there is significant demand coming due to population rises and significant housing development. The Council is working closely with Ribble Valley Borough Council to secure housing developer contributions to address the impact of their housing developments on education provision, and continue to monitor the area closely in relation to both Primary and Secondary places.

Three projects were approved in 2017 to create an additional 105 places in Langho and Whalley, by 2019. Approval has been given to consult on additional 70 places at Barrow Primary School in 2019, subject to outcome of the consultation.

Preston

The Council has already provided an additional 65 primary school places in Preston prior to 2017. In 2016, the Olive School, Preston opened as a new free school, which will provide an additional 420 places when fully open. The most significant project in Preston for some years is the City Deal (which also includes the South Ribble area) and the Council is working closely with strategic partners on City Deal in respect of future education provision.

South Ribble

The Council has already provided an additional 94 places in primary schools in South Ribble prior to 2017. The most significant project in South Ribble for some years is the City Deal (which also includes the Preston area) and the Council is working closely with strategic partners on City Deal in respect of future education provision.

Chorley

There has been significant demand in Chorley due to population rises and housing development, and Lancashire County Council has responded to the rising demand in both primary and secondary schools in the area.

In response to the development at Buckshaw village, a new school was provided in Buckshaw Village in 2010 and this school has been expanded to 3 forms of entry since. A further 210 places have been commissioned at Primrose Hill Primary School in 2016 and an additional 140 places at Balshaw Lane Primary by 2018. By 2018, the Council will have created an additional 1080 primary places in the last 10 years in Chorley. This represents almost a third of the primary places provided across the county.

In Chorley secondary schools, an additional 150 places were created at Southlands High School in 2015, and an additional 150 places have been approved at Holy Cross for 2017 with works ongoing at present. We will continue to closely monitor secondary provision in Chorley as further demand is expected within 5 years.

West Lancashire

A decline in pupil numbers in parts of West Lancashire means that no additional places have been required since 2010.

Hyndburn

The Council has already provided an additional 127 places by providing small increases across a number of Hyndburn primary schools since 2010.

Burnley

The Council has already provided an additional 135 primary places in Burnley prior to 2017.

Pendle

Demand has now stabilised in Pendle following a period in which demand for primary school places rose significantly. There is now sufficient capacity within the Pendle primary schools to meet demand, after an additional 799 places were created in primary schools between 2009 and 2012. This included the re-siting and complete rebuild of Whitefield Infants' and Nelson St. Paul's CE Primary.

Rossendale

15 places have already been provided via a temporary expansion in Bacup, Rossendale in 2014. We continue to monitor these areas closely in light of new housing development generating significant future demand

Alternative Provision Projects

Primary Advice and Support Service: (PASS)

Launched in June 2016, funded by School Forum and managed by LA Alternative Provision, this is an advice and support service available to all Lancashire primary mainstream school. Requests for support are allocated to a range of providers, including primary PRUs, special schools, other schools, LA services and private providers. A staged model ranging from telephone advice (Stage 1) to intensive in school support or off site intervention programmes (Stage 4). Providers meet with Lancashire AP lead regularly to monitor progress and discuss issues and developments. Outcomes are:

- Quick response to requests- phone call within 2 working days.
- Growing number of providers identified.
- Accessed by over one third of primary schools.
- Reduced permanent exclusions to date:

Area	Primary Exclusions 2015-16 (3 Terms)	Permanent Exclusions 2016-17 (2 Terms)
NORTH	8	3
EAST	31	21
SOUTH	36	17
TOTAL	85	41

West Lancashire Inclusion Pilot:

A pilot in West Lancashire established in September 2016, funded through commissioned alternative provision places (in house places) and Primary Advice and Support Service: (PASS) funding for outreach work (see above).

Outreach support and a number of in house intervention places based from Elm Tree Primary Special School. All primary schools in West Lancashire involved, and the outcome is no permanent exclusions in district 8 in academic year 2016-17 9 to date). The service is to continue in 2017/18 academic year.

Stoneyholme Primary School Pilot:

This project started in April 2017, as a pilot funded by School Improvement. It is a Forest School / Nurture programme to modify behaviour and increase resilience. Which is part time programme, run every afternoon for 6 weeks. 6 places have been made available. Referrals direct from schools or through PASS. The project is to be evaluated end of summer 2017 term.

Nursery to school transition programme.

Joint project between Lancashire Early Years, Special Educational Needs and Disability (SEND) and Golden Hill pupil referral unit in the Preston area, to support pre-school pupils with apparent behaviour issues to transition successfully into reception.

Review of Secondary PRU Offer:

Advisor consultancy time funded to lead on review via meetings with all pupil referral unit head teachers and Secondary head teachers in all districts. Current provision is being explored and gaps or needs identified. Working groups are being set up in each area: for pupil referral units, mainstream schools and special schools, to develop a local model based on needs.

Review of PRU/AP commissioned places and funding:

A review of capacity numbers of PRUs and commissioned numbers is underway including a review of proposed funding adjustments with modelling to follow.

DRAFT

School Place Provision Strategy

Appendices

2017/18 to 2019/20

Draft v0.1

Appendix 1 – Map of Schools in Lancashire



For further mapping of schools in Lancashire, please refer to the interactive map:

<http://lancashirecc.maps.arcgis.com/apps/webappviewer/index.html?id=7d27aefb85ca4758aa501386637c5de8>

Details of all schools in Lancashire are available via the webpage:

<http://www.lancashire.gov.uk/schools>

Appendix 2 – Primary Planning Areas

Lancaster District – Carnforth Primary Planning Area

Carnforth Primary Planning Area is within the district of Lancaster, and is centred around the town of Carnforth.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR* Jan 16	Surplus / Shortfall
01019	Over Kellet Wilson's Endowed CoE	Voluntary Aided (CE)	126	114	12
01028	Carnforth Christ Church. CofE. VA	Voluntary Aided (CE)	140	94	46
01031	Our Lady of Lourdes Catholic	Voluntary Aided (C)	119	97	22
01032	Warton Archbishop Hutton's	Voluntary Controlled	177	118	59
01044	Carnforth North Road Community	Community	208	180	28
	Carnforth Primary Planning Area		770	603	167

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Carnforth Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2020/21	Forecast NOR in January 2021	Surplus / Shortfall in January 2021
Carnforth Primary Planning Area	770	660	110

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Lancaster District – Caton Primary Planning Area

Caton Primary Planning Area is within the district of Lancaster, and is centred around the village of Caton.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
01014	Caton St Paul's CE	Voluntary Aided (CE)	150	174	-24
01025	Caton Community Primary	Community	70	42	28
Caton Primary Planning Area			220	216	4

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Caton Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Caton Primary Planning Area	220	280	-60

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Lancaster District – Lunesdale Primary Planning Area

Lunesdale Primary Planning Area is within the district of Lancaster, and is a rural area to the north east of the district covering several smaller villages and communities, spread across a wide area.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
01013	Arkholme CoE	Voluntary Aided (CE)	100	57	43
01017	Hornby St Margaret's CoE	Voluntary Aided (CE)	70	57	13
01020	Leck St Peter's CoE	Voluntary Aided (CE)	56	37	19
01021	Melling St Wilfrid CoE	Voluntary Aided (CE)	56	38	18
01023	Tatham Fells CofE VC	Voluntary Controlled (CE)	60	44	16
01027	Wray with Botton (Endowed)	Voluntary Controlled	52	42	10
	Lunesdale Primary Planning Area		394	275	119

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Lunesdale Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Lunesdale Primary Planning Area	394	302	92

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Lancaster District – Lancaster City Primary Planning Area

Lancaster City Primary Planning Area is within the district of Lancaster, and is centred around the city of Lancaster, from Ryelands, in the north of the city, to Hala in the south of the city and to the east of the city to Quernmore.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
01001	Bowerham Community	Community	420	398	22
01002	Dallas Road Community	Community	413	416	-3
01003	Willow Lane Community	Community	210	195	15
01005	Christ Church CE	Voluntary Aided (CE)	210	208	2
01006	Scotforth St Pauls CE	Voluntary Aided (CE)	208	208	0
01008	St. Joseph's Catholic	Voluntary Aided (C)	210	193	17
01009	St Lukes CE	Voluntary Aided (CE)	208	203	5
01010	Cathedral Catholic	Voluntary Aided (C)	210	202	8
01011	Ridge Primary	Community	210	190	20
01012	Ryelands	Community	420	349	71
01015	Moorside	Community	630	492	138
01022	Quernmore CE	Voluntary Controlled (CE)	105	102	3
01024	St. Bernadette's RC	Voluntary Aided (C)	209	207	2
Lancaster City Primary Planning Area			3663	3363	300

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Carnforth Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
-----------------------	---------------------------------	------------------------------	-------------------------------------

Lancaster City Primary Planning Area	3663	3588	75
--------------------------------------	------	------	----

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

Lancaster District – Morecambe and Heysham Primary Planning Area

Morecambe and Heysham Primary Planning Area is within the district of Lancaster, and is centred around the towns of Heysham and Morecambe, including Torrisholme and Overton.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
01046	Overton St Helens CE	Voluntary Aided (CE)	175	170	5
01049	Great Wood	Community	420	391	29
01050	Torrisholme Community	Community	420	419	1
01051	Morecambe Bay Community	Community	315	298	17
01052	West End	Community	210	198	12
01053	Sandylands	Community	420	399	21
01054	Lancaster Road	Community	436	464	-28
01055	Poulton Le Sands	Voluntary Aided (CE)	210	181	29
01056	Heysham St Peter's CE	Voluntary Aided (CE)	245	243	2
01057	St Mary's Catholic	Voluntary Aided (C)	240	181	59
01058	Trumacar Community	Community	345	335	10
01059	St Patrick's Catholic	Voluntary Aided (C)	210	197	13
01060	Westgate	Community	630	556	74
01061	Grosvenor Park	Community	315	285	30
01062	Mossgate Primary	Community	210	207	3
Morecambe & Heysham Primary Planning Area			4801	4524	277

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Morecambe and Heysham Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Morecambe & Heysham Primary Planning Area	4995	4719	276

** Future Net Capacity takes account of any school expansion works or other schemes which will alter the net capacity within 5 years.*

Lancaster District – Rural South Lancaster Primary Planning Area

Rural South Lancaster Primary Planning Area is within the district of Lancaster, and covers Ellel, Dolphinholme, Cockerham, Glasson and surrounding areas.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
01036	Thurnham Glasson CE	Voluntary Aided (CE)	42	28	14
01038	Cockerham CE	Voluntary Aided (CE)	102	82	20
01039	Dolphinholme CE	Voluntary Aided (CE)	98	80	18
01041	Ellel St John's CE	Voluntary Aided (CE)	210	199	11
01042	Abbeystead Endowed	Voluntary Aided	52	42	10
Rural South Lancaster Primary Planning Area			504	431	73

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Rural South Lancaster Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Rural South Lancaster Primary Planning Area	504	423	81

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Lancaster District – Rural North Lancaster Primary Planning Area

Rural North Lancaster Primary Planning Area is within the district of Lancaster, and includes Bolton-Le-Sands, Slyne-with-Hest, Halton and Nether Kellet, and surrounding areas.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
01016	Halton St. Wilfred's CE	Voluntary Aided (CE)	240	237	3
01018	Nether Kellet Community	Community	105	106	-1
01029	Slyne with Hest	Voluntary Aided (CE)	210	235	-25
01030	Bolton-le-Sands CoE	Voluntary Aided (CE)	300	302	-2
Rural North Lancaster Primary Planning Area			855	880	-25

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Rural North Lancaster Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Rural North Lancaster Primary Planning Area	884	979	-95

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Lancaster District – Silverdale and Yealand Primary Planning Area

Silverdale and Yealand Primary Planning Area is within the district of Lancaster, and covers largely rural areas around the villages of Silverdale and Yealand.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
01034	Yealand CoE	Voluntary Aided (CE)	49	26	23
01035	Silverdale St John's CoE	Voluntary Aided (CE)	105	81	24
Silverdale & Yealand Primary Planning Area			154	107	47

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Silverdale and Yealand Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Silverdale & Yealand Primary Planning Area	154	97	57

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Wyre District – Bleasdale, Calder Vale & Claughton Primary Planning Area

Bleasdale, Calder Vale & Claughton Primary Planning Area is within the district of Wyre, and covers largely rural areas around the villages of Bleasdale, Calder Vale & Claughton.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
02041	Bleasdale CoE	Voluntary Aided (CE)	56	12	44
02042	St Mary's Catholic, Claughton-on-Brock	Voluntary Aided (C)	52	40	12
02044	Calder Vale St John CoE	Voluntary Aided (CE)	53	20	33
Bleasdale Calder Vale & Claughton Primary Planning Area			161	72	89

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Bleasdale, Calder Vale & Claughton Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Bleasdale Calder Vale & Claughton Primary Planning Area	161	99	62

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Wyre District – Fleetwood Primary Planning Area

Fleetwood Primary Planning Area is within the district of Wyre, and covering the town of Fleetwood.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
02008	Fleetwood Chaucer Community	Community	315	258	57
02009	St Mary's Catholic, Fleetwood	Voluntary Aided (C)	175	152	23
02013	Larkholme	Community	315	301	14
02014	Fleetwood Charles Saer Community	Community	351	291	60
02016	Shakespeare	Community	420	413	7
02017	St Wulstan's & St Edmund's Catholic	Voluntary Aided (C)	314	303	11
02018	Fleetwood Flakefleet	Community	420	397	23
Fleetwood Primary Planning Area			2310	2115	195

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Fleetwood Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Fleetwood Primary Planning Area	2310	2207	103

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Wyre District – Garstang and Surrounding Primary Planning Area

Garstang and Surrounding Primary Planning Area is within the district of Wyre, and covers large area from Forton in the north down to Bilsborrow in the south, centred around the town of Garstang.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
02037	Kirkland & Catterall St Helen's CoE	Voluntary Aided (CE)	147	150	-3
02038	Nateby	Community	90	74	16
02039	Forton	Community	105	80	25
02040	St Michael's-on-Wyre CoE	Voluntary Aided (CE)	120	119	1
02043	Bilsborrow John Cross CoE	Voluntary Aided (CE)	70	42	28
02045	Inskip St Peter's CoE	Voluntary Aided (CE)	70	53	17
02046	Garstang St Thomas' CoE	Voluntary Aided (CE)	210	186	24
02047	Winmarleigh CoE	Voluntary Aided (CE)	30	25	5
02048	Scorton CoE	Voluntary Aided (CE)	56	54	2
02049	Garstang Community	Community	210	205	5
02050	SS Mary and Michael Catholic	Voluntary Aided (C)	175	161	14
Garstang & Surrounding Primary Planning Area			1283	1149	134

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Garstang and Surrounding Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022

Garstang & Surrounding Primary Planning Area	1283	1318	-35
--	------	------	-----

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

Wyre District – Great Eccleston Primary Planning Area

Great Eccleston Primary Planning Area is within the district of Wyre, a small distinct area covering the village of Great Eccleston and the surrounding area.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
02024	Great Eccleston Copp CE	Voluntary Aided (CE)	205	130	75
02025	St Mary's Catholic	Voluntary Aided (C)	56	34	22
Great Eccleston Primary Planning Area			261	164	97

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Great Eccleston Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Great Eccleston Primary Planning Area	261	148	113

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Wyre District – Over Wyre Primary Planning Area

Over Wyre Primary Planning Area is within the district of Wyre, and covering a wide area bordered by the sea and the River Wyre, covering villages of Pilling, Knott End, Pressall, Stalmine and Hambleton.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
02019	Preesall Carter's Charity	Voluntary Controlled	210	168	42
02020	Preesall Fleetwood's Charity CoE	Voluntary Aided (CE)	140	128	12
02022	Pilling St John's CofE VA	Voluntary Aided (CE)	90	102	-12
02023	St William's Catholic	Voluntary Aided (C)	84	23	61
02501	Hambleton	Community	210	224	-24
02027	Stalmine	Academy	105	81	24
Over Wyre Primary Planning Area			839	726	113

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Over Wyre Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Over Wyre Primary Planning Area	839	813	26

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Wyre District – Poulton-Le-Fylde Primary Planning Area

Poulton-Le-Fylde Primary Planning Area is within the district of Wyre, and covering the town of Poulton-Le-Fylde, and including Carleton Green and Staining.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
02001	Carr Head	Community	210	224	-14
02002	Breck Primary	Community	269	280	-11
02003	Carleton Green Community	Community	315	310	5
02005	Poulton Le Fylde St Chad's	Voluntary Aided (CE)	240	242	-2
02006	St John's Catholic	Voluntary Aided (C)	210	207	3
02007	Carleton CE	Voluntary Aided (CE)	210	202	8
02051	Staining CE	Voluntary Controlled (CE)	236	229	7
Poulton-Le-Fylde Primary Planning Area			1690	1694	-4

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Poulton-Le-Fylde Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Poulton-Le-Fylde Primary Planning Area	1694	1854	-160

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Wyre District – Thornton Cleveleys Primary Planning Area

Thornton Cleveleys Primary Planning Area is within the district of Wyre, and covering from Thornton across to Cleveleys.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
02030	Stanah	Community	420	387	33
02031	Northfold Community	Community	210	201	9
02032	Sacred Heart Catholic	Voluntary Aided (C)	210	205	5
02033	Baines Endowed	Voluntary Controlled	210	211	-1
02035	Thornton	Community	157	111	46
02036	Royles Brook	Community	315	259	56
02052	Manor Beach	Community	378	236	142
Thornton Cleveleys Primary Planning Area			1900	1610	290

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Thornton Cleveleys Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Thornton Cleveleys Primary Planning Area	1900	1751	149

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Ribble Valley District – Bowland Primary Planning Area

Bowland Primary Planning Area is within the district of Ribble Valley, a wide rural area north east of Clitheroe, covering from Waddington and Chatburn up to Bolton-by-Bowland and Gisburn.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11052	Bolton By Bowland CE	Voluntary Aided (CE)	52	39	13
11054	Chatburn CE	Voluntary Aided (CE)	112	108	4
11061	Gisburn	Community	140	133	7
11063	Grindleton CE	Voluntary Aided (CE)	56	35	21
11068	Waddington & W Bradford	Voluntary Aided (CE)	189	140	49
Bowland Primary Planning Area			492	455	94

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Bowland Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Bowland Primary Planning Area	549	492	57

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Ribble Valley District – Chipping and Ribchester Primary Planning Area

Chipping and Ribchester Primary Planning Area is within the district of Ribble Valley, a rural area east of Longridge, covering Chipping, Knowle Green and Ribchester.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
06064	Brabins Endowed	Voluntary Controlled (CE)	105	77	28
06065	Chipping St Marys RC	Voluntary Aided (C)	52	33	19
06070	Ribchester St Wilfrids CE	Voluntary Aided (CE)	112	87	25
Chipping & Ribchester Primary Planning Area			269	197	72

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Chipping and Ribchester Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Chipping & Ribchester Primary Planning Area	287	176	111

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Ribble Valley District – Clitheroe Town Primary Planning Area

Clitheroe Town Primary Planning Area is within the district of Ribble Valley, a small urban area covering Clitheroe Town and suburbs only.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11055	Brookside	Community	210	181	29
11056	Edisford	Community	210	223	-13
11057	Pendle	Community	321	344	-23
11058	St James CE	Voluntary Aided (CE)	327	281	46
11059	St Michael & St John	Voluntary Aided (C)	210	178	32
Clitheroe Town Primary Planning Area			1278	1207	71

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Clitheroe Town Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Clitheroe Town Primary Planning Area	1278	1346	-68

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Ribble Valley District – Dunsop Bridge & Slaidburn Primary Planning Area

Dunsop Bridge & Slaidburn Primary Planning Area is within the district of Ribble Valley, a rural area in the north of Ribble Valley, covering Dunsop Bridge, Newton and Slaidburn.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11053	Thorneyholme RC	Voluntary Aided (C)	70	27	43
11067	Brennands Endowed	Voluntary Aided (CE)	60	42	18
Dunsop Bridge & Slaidburn Primary Planning Area			130	69	61

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Dunsop Bridge & Slaidburn Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Dunsop Bridge & Slaidburn Primary Planning Area	130	50	80

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Ribble Valley District – Hurst Green Primary Planning Area

Hurst Green Primary Planning Area is within the district of Ribble Valley, a single school planning area, covering Hurst Green and the surrounding rural area. St Joseph's Hurst Green Primary School is isolated by geographical features, thus has very little preferences to attend from outside the immediate area, hence it is treated within its own planning area.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11048	St Josephs Hurst Green	Voluntary Aided (C)	97	67	30
Hurst Green Primary Planning Area			97	67	30

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Hurst Green Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Hurst Green Primary Planning Area	< 1 School	< 1 School	< 1 School

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

** as there is only a single school within this planning area, it is Council policy not to release a single school's forecasts, so as to not prejudice the school

Ribble Valley District – Langho and Whalley Primary Planning Area

Langho and Whalley Primary Planning Area is within the district of Ribble Valley, a small area south west of Clitheroe, covering from Barrow, through Whalley and Billington, down to Langho.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11050	Langho & Bill St Leonards CE	Voluntary Aided (CE)	270	282	-12
11051	St Marys RC Langho	Voluntary Aided (C)	280	243	37
11069	Whalley CE	Voluntary Aided (CE)	280	261	19
11070	Barrow	Voluntary Controlled	140	145	-5
Langho & Whalley Primary Planning Area			970	931	39

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Langho and Whalley Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Langho & Whalley Primary Planning Area	970	1092	-122

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Ribble Valley District – Longridge Primary Planning Area

Longridge Primary Planning Area is within the district of Ribble Valley, an urban area centred around Longridge and including Alston Lane to the south, but not including any area across the border in Preston district.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
06066	Alston Lane Catholic	Voluntary Aided (C)	196	202	-6
06067	Longridge CE	Voluntary Aided (CE)	208	192	16
06068	Barnacre Road	Foundation	210	195	15
06069	St Wilfreds RC	Voluntary Aided (C)	210	190	20
Longridge Primary Planning Area			824	779	45

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Longridge Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Longridge Primary Planning Area	824	867	-43

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Ribble Valley District – Osbaldeston & Salesbury Primary Planning Area

Osbaldeston & Salesbury Primary Planning Area is within the district of Ribble Valley, an area to the south of the river Ribble in the south of the district, covering Balderstone, Osbaldeston, Mellor and Salesbury.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11071	Balderstone St Leonard CE	Voluntary Aided (CE)	105	100	5
11072	Mellor St Mary CE	Voluntary Aided (CE)	157	142	15
11073	Osbaldeston St Mary RC	Voluntary Aided (C)	70	73	-3
11074	Salesbury	Voluntary Aided (CE)	280	258	22
Osbaldeston & Salesbury Primary Planning Area			612	573	39

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Osbaldeston & Salesbury Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Osbaldeston & Salesbury Primary Planning Area	612	630	-18

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Ribble Valley District – Simonstone, Read and Sabden Primary Planning Area

Simonstone Read and Sabden Primary Planning Area is within the district of Ribble Valley, a rural area south of Clitheroe, covering from Sabden down to Simonstone and Read.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11060	Simonstone St Peters CE	Voluntary Aided (CE)	126	126	0
11064	Read St Johns CE	Voluntary Controlled (CE)	210	190	20
11065	Sabden	Community	105	75	30
11066	St Mary's Sabden	Voluntary Aided (C)	84	81	3
Simonstone, Read & Sabden Primary Planning Area			525	472	53

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Simonstone Read & Sabden Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Simonstone, Read & Sabden Primary Planning Area	525	434	91

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Fylde District – Freckleton, Warton and Wray Green Primary Planning Area

Freckleton, Warton and Wray Green Primary Planning Area is within the district of Fylde, an eponymous area covering Freckleton, Warton and Wray Green.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
04030	Ribby with Wrea Endowed CoE	Voluntary Aided (CE)	150	154	-4
04031	Bryning with Warton St Paul's CoE	Voluntary Aided (CE)	210	111	99
04032	Freckleton CoE	Voluntary Aided (CE)	202	176	26
04035	Holy Family Catholic	Voluntary Aided (C)	119	102	17
04036	Freckleton Strike Lane	Community	210	190	20
Freckleton Warton & Wray Green Primary Planning Area			891	733	158

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Freckleton, Warton and Wray Green Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Freckleton Warton & Wray Green Primary Planning Area	891	905	-14

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Fylde District – Kirkham Primary Planning Area

Kirkham Primary Planning Area is within the district of Fylde, an urban area covering Kirkham and Wesham which also stretches north and east covering a largely rural area across to the district border to include Newton with Scales and Wharles.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
04034	Newton Bluecoat CE	Voluntary Aided (CE)	210	183	27
04037	Kirkham St Michaels CE	Voluntary Aided (CE)	240	147	93
04038	The Willows Catholic	Voluntary Aided (C)	196	179	17
04039	Kirkham and Wesham	Community	210	199	11
04040	St Joseph's Catholic	Voluntary Aided (C)	105	95	10
04041	Medlar-with-Wesham CE	Voluntary Aided (CE)	205	162	43
04042	Treales CE	Voluntary Aided (CE)	63	56	7
Kirkham Primary Planning Area			1229	1021	208

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Freckleton, Warton and Wray Green Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Kirkham Primary Planning Area	1199	1212	-13

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Fylde District – Lytham St Annes Primary Planning Area

Lytham St Annes Primary Planning Area is within the district of Fylde, an eponymous urban area covering the coastal areas around Lytham and St Annes.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
04044	Lytham St.Annes Mayfield	Community	420	365	55
04045	Lytham St.Annes Clifton	Community	270	247	23
04046	Lytham St.Annes Ansdell	Community	240	243	-3
04047	Heyhouses Endowed CE.	Voluntary Aided (CE)	630	593	37
04048	Our Lady Star of the Sea Catholic	Voluntary Aided (C)	210	208	2
04049	Lytham CE	Voluntary Aided (CE)	245	234	11
04050	St.Peter's Catholic, Lytham	Voluntary Aided (C)	210	212	-2
04051	St.Annes on Sea St.Thomas CE	Voluntary Aided (CE)	210	203	7
04052	Lytham Hall Park	Community	432	391	41
Lytham St Annes Primary Planning Area			2867	2696	171

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Lytham St Annes Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Lytham St Annes Primary Planning Area	2867	2930	-63

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Fylde District – Singleton and Weeton Primary Planning Area

Singleton and Weeton Primary Planning Area is within the district of Fylde, a rural area covering Weeton and Singleton, and surrounding areas to the district border.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
04029	Weeton St Michael's CofE	Voluntary Aided (CE)	56	44	12
04033	Singleton CoE	Voluntary Aided (CE)	105	101	4
04043	Weeton	Community	210	155	55
Singleton & Weeton Primary Planning Area			371	300	71

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Singleton and Weeton Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Singleton & Weeton Primary Planning Area	371	329	42

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Preston District – Preston East Primary Planning Area

Preston East Primary Planning Area is within the district of Preston, covering the east of the City of Preston covering the areas of Holme Slack, Ribbleton and Brookfield down to the district border with South Ribble.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
06001	The Blessed Sacrament Catholic	Voluntary Aided (C)	409	394	15
06002	Brookfield Community	Community	180	173	7
06604	Deepdale	Community	611	611	0
06008	Brockholes Wood Community	Community	245	236	9
06009	Frenchwood Community	Community	315	328	-13
06010	Preston Grange	Community	180	154	26
06011	Preston Greenlands Community	Community	210	194	16
06012	Holme Slack Community	Community	210	188	22
06016	Moor Nook Community	Community	210	196	14
06019 / 06020	Ribbleton Avenue Infant / Juniors	Voluntary Controlled (M)	477	445	32
06024	St Augustine's Catholic	Voluntary Aided (C)	266	272	-6
06026	St Gregory's Catholic	Voluntary Aided (C)	206	208	-2
06027	St Ignatius Catholic	Voluntary Aided (C)	189	186	3
06028	St Joseph's Catholic	Voluntary Aided (C)	313	286	27
06029	St Maria Goretti Catholic	Voluntary Aided (C)	210	199	11
06030	Preston St Matthew's CoE	Voluntary Aided (CE)	419	427	-8
06035	Preston Fishwick	Community	105	101	4
06036	St Teresa's Catholic	Voluntary Aided (C)	175	152	23
06503	Olive School Preston	Free	420	121	299

Preston East Primary Planning Area		5350	4871	479
---	--	-------------	-------------	------------

** NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)*

5 Year Forecast Summary for Preston East Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Preston East Primary Planning Area	5396	5067	329

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

Preston District – Preston North Primary Planning Area

Preston North Primary Planning Area is within the district of Preston, covering the north of the City of Preston covering the areas of Fulwood, Cadley, Sherwood and Sharoe Green up to the M55 motorway.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
06041	Sherwood	Community	420	415	5
06044	Broughton CE	Voluntary Aided (CE)	244	244	0
06052	Our Ladys and St Edwards RC	Voluntary Aided (C)	210	212	-2
06053	St Anthonys RC	Voluntary Aided (C)	315	316	-1
06054	St Clares RC	Voluntary Aided (C)	252	251	1
06055	Kennington	Community	240	237	3
06056	St Peter's CE	Voluntary Aided (CE)	204	213	-9
06057	Fulwood and Cadley	Community	315	314	1
06058	Harris	Community	210	213	-3
06060	Queens Drive	Community	450	436	14
06071	Longsands	Community	210	207	3
Preston North Primary Planning Area			3070	3058	12

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Preston North Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Preston North Primary Planning Area	3040	3066	-26

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

Preston District – Preston Rural Primary Planning Area

Preston Rural Primary Planning Area is within the district of Preston, to the north of the M55 motorway covering the areas of Catforth, Woodplumpton, Barton and Broughton.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
06040	Catforth	Community	70	68	2
06043	Woodplumpton St Annes CE	Voluntary Aided (CE)	105	97	8
06046	St Lawrence CE	Voluntary Aided (CE)	175	153	22
06047	St Mary and St Andrew RC	Voluntary Aided (C)	116	121	-5
Preston Rural Primary Planning Area			466	439	27

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Preston Rural Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Preston Rural Primary Planning Area	462	538	-76

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Preston District – Preston West Primary Planning Area

Preston West Primary Planning Area is within the district of Preston, covering the west of the City of Preston including the areas of Cottam, Ingol, Tanterton and Larches down to the district border with South Ribble.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
06005	Eldon	Community	203	194	9
06007	English Martyrs Catholic	Voluntary Aided (C)	210	202	8
06013	Holy Family Catholic, Ingol	Voluntary Aided (C)	177	152	25
06014	Ingol Community	Community	150	131	19
06021	The Roebuck School	Community	388	337	51
06022	Sacred Heart Catholic	Voluntary Aided (C)	195	168	27
06023	Ashton-on-Ribble St Andrew's CoE	Voluntary Aided (CE)	417	422	-5
06025	St Bernard's Catholic	Voluntary Aided (C)	210	206	4
06031	Preston St Stephen's CoE	Voluntary Controlled (CE)	300	265	35
06033	Ashton	Community	210	202	8
06037	Lea Community	Community	203	200	3
06038	Lea Neelds Endowed CE	Voluntary Aided (CE)	140	141	-1
06039	Lea St Mary RC	Voluntary Aided (C)	105	100	5
06042	Cottam	Community	210	208	2
06062	Pool House Community	Community	175	130	45
Preston West Primary Planning Area			3293	3058	235

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Preston East Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Preston West Primary Planning Area	3287	3310	-23

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

Preston District – Goosnargh and Grimsargh Primary Planning Area

Goosnargh and Grimsargh Primary Planning Area is within the district of Preston, covering the north east of the district, to the east of the M6 motorway across to the districts borders with Lancaster and Ribble Valley.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
06048	Goosnargh Oliverson's CE	Voluntary Aided (CE)	209	171	38
06049	St Francis Catholic	Voluntary Aided (C)	104	68	36
06050	Whitechapel	Community	88	91	-3
06051	Grimsargh St Michael CE	Voluntary Aided (CE)	210	202	8
Goosnargh & Grimsargh Primary Planning Area			611	532	79

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Goosnargh and Grimsargh Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Goosnargh & Grimsargh Primary Planning Area	611	634	-23

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

South Ribble District – Leyland Primary Planning Area

Leyland Primary Planning Area is within the district of South Ribble, centred around the town of Leyland, but also includes an area in the north west of Buckshaw Village which lies within South Ribble.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
07015 / 07019	St Andrew's CE Infant / Woodlea Junior	Voluntary Controlled (CE) & Community	437	411	26
07016 / 07616	Leyland Methodist Infant & Junior	Voluntary Controlled (M)	453	482	-29
07017	Leyland St James CoE	Voluntary Aided (CE)	240	236	4
07018	St Mary's RC, Leyland	Voluntary Aided (C)	315	298	17
07020	Lever House	Community	315	283	32
07021	St Catherine's Catholic	Voluntary Aided (C)	243	220	23
07022	St Anne's Catholic	Voluntary Aided (C)	210	216	-6
07024	Northbrook	Community	210	162	48
07025	Seven Stars	Community	264	175	89
07026	Moss Side	Community	259	251	8
07029	Farington	Community	208	188	20
Leyland Primary Planning Area			3154	2922	232

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Leyland Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022

Leyland Primary Planning Area	3124	3284	-160
-------------------------------	------	------	------

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

South Ribble District – Penwortham Primary Planning Area

Penwortham Primary Planning Area is within the district of South Ribble, centred around the town of Penwortham up to the border with Preston.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
07039	Cop Lane CE	Voluntary Aided (CE)	210	208	2
07040	Middleforth CE	Voluntary Controlled (CE)	201	211	-10
07041	Howick CE	Voluntary Controlled (CE)	105	105	0
07042	St Mary Magdalen RC	Voluntary Aided (C)	180	203	-23
07043	Penwortham	Community	210	203	7
07044	Whitefield	Community	420	360	60
07045	St Teresas RC	Voluntary Aided (C)	315	279	36
07046	Kingsfold	Community	180	150	30
07047	Broad Oak	Community	210	198	12
Penwortham Primary Planning Area			2031	1917	114

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Penwortham Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Penwortham Primary Planning Area	2061	2062	-1

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

South Ribble District – Rural South Ribble Primary Planning Area

Rural South Ribble Primary Planning Area is within the district of South Ribble, a largely rural area to the south west of Penwortham covering New Longton, Walmer Bridge and Hoole.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
07030	Longton	Community	210	213	-3
07032	Longton St Oswald RC	Voluntary Aided (C)	210	236	-26
07033	New Longton All Sts CE	Voluntary Aided (CE)	210	208	2
07036	Hoole St Michael CE	Voluntary Aided (CE)	119	108	11
07037	Little Hoole	Community	210	189	21
Rural South Ribble Primary Planning Area			959	954	5

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Rural South Ribble Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Rural South Ribble Primary Planning Area	959	1054	-95

* Future Net Capacity takes account of any school expansion works or other schemes which will alter the net capacity within 5 years.

South Ribble District – Walton-Le-Dale Primary Planning Area

Walton-Le-Dale Primary Planning Area is within the district of South Ribble, covering the north east of the district which covers Walton-Le-Dale, Lostock Hall and Bamber Bridge.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
07001	Cuerden Church	Voluntary Aided (CE/Methodist)	210	182	28
07004	Our Lady and St Gerard RC	Voluntary Aided (C)	350	297	53
07005	Higher Walton CE	Voluntary Controlled (CE)	119	108	11
07006	St Patrick RC	Voluntary Aided (C)	202	203	-1
07007	St Aidans CE	Voluntary Controlled (CE)	168	131	37
07008	St Leonards CE	Voluntary Aided (CE)	268	275	-7
07009	Lostock Hall	Community	420	403	17
07012	Walton Le Dale	Community	420	419	1
07013	Coupe Green	Community	140	128	12
07014	St Mary and St Benedicts RC	Voluntary Aided (C)	315	299	16
07028	Farington St Paul's CoE	Voluntary Aided (CE)	198	191	7
07051	Salmesbury CE	Voluntary Aided (CE)	70	68	2
Walton-Le-Dale, Bamber Bridge & Salmesbury Primary Planning Area			2880	2704	176

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Walton-Le-Dale Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022

Walton-Le-Dale, Bamber Bridge & Salmesbury Primary Planning Area	2880	2810	70
--	------	------	----

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

West Lancashire District – Burscough Primary Planning Area

Burscough Primary Planning Area is within the district of West Lancashire, a small area which covers the town of Burscough and immediate surrounding areas only.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
08001	St John's CE	Voluntary Controlled (CE)	209	175	34
08002	Burscough Methodist	Voluntary Controlled (M)	84	55	29
08003	Burscough St Johns Catholic	Voluntary Aided (C)	175	83	92
08004	Lathom Park CE	Voluntary Controlled (CE)	39	23	16
08007	Lordsgate Township	Voluntary Aided (CE)	210	204	6
08016	Burscough	Community	195	203	-8
Burscough Primary Planning Area			912	743	169

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Burscough Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Burscough Primary Planning Area	912	746	166

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

West Lancashire District – Ormskirk Primary Planning Area

Ormskirk Primary Planning Area is within the district of West Lancashire, which covers the town of Ormskirk and south to the district border, covering Aughton and Bickerstaff too.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
08006	Westhead Lathom St James' CoE	Voluntary Controlled (CE)	97	86	11
08009	Ormskirk Asmall	Community	175	145	30
08011	Ormskirk CoE	Voluntary Controlled (CE)	420	344	76
08012	Ormskirk St Anne's Catholic	Voluntary Aided (C)	452	424	28
08014	Ormskirk West End	Community	210	112	98
08018	Bickerstaffe VC CoE	Voluntary Controlled (CE)	105	75	30
08019	Aughton Town Green	Community	350	325	25
08020	Aughton Christ Church CoE VC	Voluntary Controlled (CE)	210	213	-3
08021	Aughton St Michael's CoE	Voluntary Controlled (CE)	209	192	17
Ormskirk Primary Planning Area			2228	1916	312

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Ormskirk Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Ormskirk Primary Planning Area	2210	1941	269

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

West Lancashire District – Parbold and Wrightington Primary Planning Area

Parbold and Wrightington Primary Planning Area is within the district of West Lancashire, which covers the north east of the district including Parbold, Appleby Bridge and Wrightington.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
08005	Newburgh CE	Voluntary Aided (CE)	120	113	7
08024	Bispham Durnings	Voluntary Controlled	105	75	30
08064	Wrightington Mossy Lea	Community	52	43	9
08066	Appley Bridge All Saints CE	Voluntary Aided (CE)	210	182	28
08067	Wright'n St Josephs RC	Voluntary Aided (C)	140	115	25
08069	Our Lady & All Saints RC	Voluntary Aided (C)	140	105	35
08070	Dalton CE	Voluntary Aided (CE)	70	59	11
08139	Maharishi Free School	Free	105	122	-17
08501	Parbold Douglas CE	Academy	210	218	-8
Parbold & Wrightington Primary Planning Area			1152	1032	120

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Parbold and Wrightington Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Parbold & Wrightington Primary Planning Area	1186	1045	141

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

West Lancashire District – Scarisbrick and Downholland Primary Planning Area

Scarisbrick and Downholland Primary Planning Area is within the district of West Lancashire, which covers a large rural area to the west of the district, including Scarisbrick, Halsall and Downholland

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
08025	Haskayne CE	Voluntary Aided (CE)	56	39	17
08026	Halsall CE	Voluntary Aided (CE)	140	153	-13
08027	Scarisbrick St Marks	Voluntary Controlled (CE)	105	63	42
08028	Scarisbrick St Mary's RC	Voluntary Aided (C)	105	102	3
08029	Pinfold	Community	51	33	18
Scarisbrick & Downholland Primary Planning Area			457	390	67

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Scarisbrick and Downholland Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Scarisbrick & Downholland Primary Planning Area	453	423	30

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

West Lancashire District – Skelmersdale Primary Planning Area

Skelmersdale Primary Planning Area is within the district of West Lancashire, which covers the town of Skelmersdale only.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
08031	St Richards RC	Voluntary Aided (C)	210	220	-10
08033	Holland Moor	Community	445	472	-27
08034	Cobbs Brow	Community	284	278	6
08036	St James RC	Voluntary Aided (C)	210	147	63
08038	Trinity	Voluntary Controlled (CE/Methodist)	210	197	13
08040	Crow Orchard	Community	179	153	26
08503	Moorside	Community	202	187	15
08043	Little Digmaor	Voluntary Aided (CE)	140	82	58
08045	Bishop Martin CE	Community	300	189	111
08046	Hillside	Voluntary Aided (C)	210	177	33
08050	St Edmunds RC	Voluntary Aided (C)	147	101	46
08051	St John's RC	Community	210	195	15
08054	Delphside	Community	210	156	54
08078	Brookfield Park	Community	207	171	36
08079	Woodlands	Voluntary Aided (C)	378	328	50
08080	St Francis of Assisi RC	Academy	360	218	142
Skelmersdale Primary Planning Area			3902	3271	631

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Skelmersdale Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Skelmersdale Primary Planning Area	3902	3049	853

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

West Lancashire District – Tarleton, Banks and Rufford Primary Planning Area

Tarleton, Banks and Rufford Primary Planning Area is within the district of West Lancashire, which covers the north of the district, including Rufford, Holmeswood, Tarleton, Beconsall, Hesketh Bank and Banks.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
08022	Rufford CoE	Voluntary Aided (CE)	140	132	8
08023	Holmeswood Methodist	Voluntary Controlled (M)	52	30	22
08071	Tarleton Community	Community	330	277	53
08072	Tarleton Mere Brow CoE	Voluntary Aided (CE)	98	63	35
08073	Tarleton Holy Trinity CoE	Voluntary Aided (CE)	210	170	40
08074	Hesketh with Beconsall All Saints CoE	Voluntary Aided (CE)	209	209	0
08076	Banks Methodist	Voluntary Controlled (M)	70	39	31
08077	Banks St Stephen's CoE	Voluntary Controlled (CE)	203	154	49
Tarleton Banks & Rufford Primary Planning Area			1312	1074	238

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Tarleton, Banks and Rufford Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Tarleton Banks & Rufford Primary Planning Area	1312	1168	144

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

West Lancashire District – Upholland and Crawford Village Primary Planning Area

Upholland and Crawford Village Primary Planning Area is within the district of West Lancashire, a small area to the east of Skelmersdale covering Roby Mill, Upholland and Crawford Village.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
08060	Upholland St Teresa RC	Voluntary Aided (C)	210	201	9
08061	Roby Mill CE	Voluntary Aided (CE)	56	11	45
08062	St Thomas the Martyr	Voluntary Aided (CE)	210	156	54
08063	Crawford Village	Community	64	44	20
Upholland & Crawford Village Primary Planning Area			540	412	128

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Upholland and Crawford Village Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Upholland & Crawford Village Primary Planning Area	540	404	136

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Chorley District – Chorley Central Primary Planning Area

Chorley Central Primary Planning Area is within the district of Chorley, which covers the centre of the town of Chorley only.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
09001	All Saints CE	Voluntary Aided (CE)	210	205	5
09002	Duke Street	Community	367	320	47
09003	Highfield	Community	282	254	28
09005	The Parish of St Laurence	Voluntary Aided (CE)	210	208	2
09006	Sacred Heart RC	Voluntary Aided (C)	210	194	16
09007	St Georges CE	Voluntary Aided (CE)	237	256	-19
09008	St James CE	Voluntary Aided (CE)	209	200	9
09009	St Josephs RC	Voluntary Aided (C)	210	210	0
09010	Gillibrand	Community	210	207	3
09011	St Marys RC	Voluntary Aided (C)	210	214	-4
09012	St Peters CE	Voluntary Aided (CE)	330	331	-1
09014	St Gregorys RC	Voluntary Aided (C)	210	218	-8
Chorley Central Primary Planning Area			2895	2817	78

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Chorley Central Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022

Chorley Central Primary Planning Area	2973	2923	50
---------------------------------------	------	------	----

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

Chorley District – Chorley Rural North Primary Planning Area

Chorley Rural North Primary Planning Area is within the district of Chorley, a large rural area to the north of the district, covering Hoghton, Brindle, Wheelton, Brinscall, Withnell and Abbey Village.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
09023	St Joseph's Catholic, Withnell	Voluntary Aided (C)	84	74	10
09030	Brindle St James' CoE	Voluntary Aided (CE)	70	67	3
09031	Brindle Gregson Lane	Community	210	201	9
09032	St Joseph's Catholic	Voluntary Aided (C)	120	89	31
09054	St Chad's Catholic	Voluntary Aided (C)	155	138	17
09060	Brinscall St John's CoE/Methodist	Voluntary Aided (CE)	210	206	4
09062	Abbey Village	Community	105	78	27
09063	Withnell Fold	Community	68	95	-27
Chorley Rural North Primary Planning Area			1022	948	74

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Chorley Rural North Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Chorley Rural North Primary Planning Area	1022	982	40

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Chorley District – Chorley Rural West Primary Planning Area

Chorley Rural West Primary Planning Area is within the district of Chorley, a large rural area to the west of the district, covering Bretherton, Croston and Eccleston.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
09029	Bretherton Endowed CE	Voluntary Aided (CE)	105	110	-5
09040	Croston Trinity & St Michaels	Voluntary Aided (CE)	210	215	-5
09042	Eccleston St Mary CE	Voluntary Aided (CE)	210	206	4
09046	Heskin Pembertons CE	Voluntary Aided (CE)	105	99	6
09048	Mawdlesey	Voluntary Aided (CE)	90	104	-14
09049	Mawdlesley RC	Voluntary Aided (C)	90	44	46
09052	Eccleston	Community	210	200	10
Chorley Rural West Primary Planning Area			1020	978	42

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Chorley Rural West Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Chorley Rural West Primary Planning Area	1020	1060	-40

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Chorley District – Clayton-Le-Woods Primary Planning Area

Clayton-Le-Woods Primary Planning Area is within the district of Chorley, which covers Clayton Brook, Clayton Green, Clayton-Le-Woods and Whittle-Le-Woods.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
09024	Lancaster Lane Community	Community	210	208	2
09025	Clayton-le-Woods Manor Road	Community	240	245	-5
09026	Clayton-le-Woods Westwood	Community	210	190	20
09034	St Bede's Roman Catholic	Voluntary Aided (C)	210	205	5
09035	Clayton-le-Woods CoE	Voluntary Aided (CE)	210	184	26
09053	Clayton Brook	Community	209	173	36
09055	Whittle-le-Woods CoE	Voluntary Aided (CE)	239	241	-2
Clayton-Le-Woods Primary Planning Area			1528	1446	82

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Clayton-Le-Woods Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Clayton-Le-Woods Primary Planning Area	1528	1763	-235

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Chorley District – Coppull Primary Planning Area

Coppull Primary Planning Area is within the district of Chorley, which covers an area to the south west of Chorley including Coppull, Coppull Green and Charnock Richard.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
09033	Charnock Richard CE	Voluntary Aided (CE)	175	185	-10
09036	Coppull St John's CE	Voluntary Aided (CE)	115	106	9
09037	Coppull Parish CE	Voluntary Aided (CE)	210	195	15
09038	St Oswald's RC	Voluntary Aided (C)	140	125	15
09039	Coppull Primary	Community	288	264	24
Coppull Primary Planning Area			928	875	53

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Coppull Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Coppull Primary Planning Area	928	882	46

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Chorley District – Euxton Primary Planning Area

Euxton Primary Planning Area is within the district of Chorley, which covers Euxton, Abbey Village and most of Buckshaw Village that lies within Chorley district boundaries.

Summary of latest information for the primary planning area is:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
09015	Buckshaw	Community	210	200	10
09043	Euxton CE	Voluntary Aided (CE)	210	212	-2
09044	Euxton St Marys RC	Voluntary Aided (C)	210	216	-6
09045	Primrose Hill	Community	226	275	-49
09050	Balshaw Lane	Community	257	277	-20
09064	Trinity CE/Methodist	Voluntary Aided (CE/Methodist)	480	441	39
Euxton Primary Planning Area			1593	1621	-28

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Chorley Central Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Euxton Primary Planning Area	1962	2163	-201

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Chorley District – Rivington and Adlington Primary Planning Area

Rivington and Adlington Primary Planning Area is within the district of Chorley, which covers the eponymous villages of Rivington and Adlington:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
09019	Rivington	Foundation	105	102	3
09021	Adlington St Paul CE	Voluntary Aided (CE)	197	185	12
09022	Adlington	Community	148	128	20
09027	St Joseph's Catholic, Anderton	Voluntary Aided (C)	175	193	-18
09028	Anderton	Community	205	202	3
Rivington & Adlington Primary Planning Area			830	810	20

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Rivington and Adlington Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Rivington & Adlington Primary Planning Area	835	898	-63

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Hyndburn District – Accrington Primary Planning Area

Accrington Primary Planning Area is within the district of Hyndburn, which is centred around the town of Accrington, from Huncoat in the north east, down to Baxenden and Bedlam:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11001	Baxenden St John CE	Voluntary Aided (CE)	210	196	14
11002	Benjamin Hargreaves CE	Voluntary Aided (CE)	161	161	0
11003	Green Howarth CE	Voluntary Aided (CE)	84	80	4
11004	Huncoat	Community	210	187	23
11005	Hyndburn Park	Community	525	434	91
11006	Peel Park	Foundation (Trust)	630	618	12
11008	St Annes and St Josephs RC	Voluntary Aided (C)	315	293	22
11010	St John with St Augustines CE	Voluntary Aided (CE)	210	197	13
11011	St Mary Magdalen CE	Voluntary Aided (CE)	210	199	11
11012	St Oswalds RC	Voluntary Aided (C)	140	133	7
11013	St Peters CE	Voluntary Controlled (CE)	210	189	21
11014	Spring Hill	Community	420	392	28
11015	Woodnook	Community	285	201	84
11031	St Nicholas CE	Voluntary Aided (CE)	210	186	24
11033	Sacred Heart RC	Voluntary Aided (C)	196	182	14
Accrington Primary Planning Area			4016	3648	368

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Accrington Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Accrington Primary Planning Area	4006	3642	364

** Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.*

Hyndburn District – Clayton-Le-Moors Primary Planning Area

Clayton-Le-Moors Primary Planning Area is within the district of Hyndburn, a small area which covers Clayton-Le-Moors only:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11506	All Saints CE	Academy	280	269	11
11029	Mount Pleasant	Community	400	382	18
11030	C-L-M St Mary's RC	Voluntary Aided (C)	119	122	-3
11036	Altham St James CE	Voluntary Aided (CE)	60	57	3
Clayton-Le-Moors Primary Planning Area			859	830	29

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Clayton-Le-Moors Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Clayton-Le-Moors Primary Planning Area	859	802	57

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Hyndburn District – Great Harwood Primary Planning Area

Great Harwood Primary Planning Area is within the district of Hyndburn, which covers the north west of the district, including Great Harwood, Rishton, and rural areas north west up to the district border:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11038	St Bartholomews Parish CE	Voluntary Aided (CE)	199	196	3
11039	St Johns CE	Voluntary Aided (CE)	175	142	33
11040	St Hubert's with St Wulstan's Federation	Voluntary Aided (C)	161	174	-13
11041	St Wulstan's RC	Voluntary Aided (C)	175	166	9
11042	Great Harwood	Community	315	173	142
11045	Rishton Methodist	Voluntary Controlled (M)	210	172	38
11046	St Peter and Paul CE	Voluntary Aided (CE)	208	189	19
11047	St Charles RC	Voluntary Aided (C)	210	189	21
Great Harwood Primary Planning Area			1653	1401	252

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Great Harwood Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Great Harwood Primary Planning Area	1667	1330	337

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Hyndburn District – Oswaldtwistle Primary Planning Area

Oswaldtwistle Primary Planning Area is within the district of Hyndburn, which is centred around the town of Oswaldtwistle, but also covering to the west of Oswaldtwistle up to the district border:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11018	Hippings Methodist	Voluntary Controlled (M)	210	207	3
11020	St Andrews CE	Voluntary Controlled (CE)	299	272	27
11021	Knuzden St Oswalds CE	Voluntary Aided (CE)	207	206	1
11023	Oswaldtwistle St Mary RC	Voluntary Aided (C)	270	254	16
11024	West End	Community	205	202	3
11025	Moor End	Community	204	198	6
11026	St Pauls CE	Voluntary Aided (CE)	204	129	75
11504	Belthorn Academy	Academy	207	192	15
Oswaldtwistle Primary Planning Area			1806	1660	146

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Oswaldtwistle Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Oswaldtwistle Primary Planning Area	1806	1689	117

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Burnley District – Burnley Primary Planning Area

Burnley Primary Planning Area is within the district of Burnley, which is a large urban area centred around the town of Burnley, but excluding Padiham which has its own area:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
12001	Briercliffe	Community	315	318	-3
12012	Barden Primary	Community	420	428	-8
12013	Brunshaw	Community	420	426	-6
12015	Christ the King RC	Voluntary Aided (C)	210	216	-6
12020	Heasandford	Community	630	640	-10
12021	Holy Trinity CE	Voluntary Aided (CE)	210	206	4
12022	Ightenhill	Community	405	314	91
12025 / 12023	Rosegrove Infant / Lowerhouse Junior	Community	347	349	-2
12028	St Augustine of Canterbury RC	Voluntary Aided (C)	210	215	-5
12029	St James Lanehead CE	Voluntary Aided (CE)	270	270	0
12031	St Mary RC	Voluntary Aided (C)	252	216	36
12032	St Mary Magdalen RC	Voluntary Aided (C)	210	214	-4
12033	St Peters CE	Voluntary Aided (CE)	210	199	11
12034	St Stephen's CE	Voluntary Aided (CE)	210	206	4
12035	Stoneyholme	Community	420	413	7
12037	Whittlefield	Community	210	196	14
12039	Casterton	Community	280	288	-8
12040	Wellfield CE Methodist	Voluntary Aided (CE/Methodist)	210	209	1
12041	Rosewood	Community	420	396	24
12042	Cherry Fold	Community	420	363	57

12043	Springfield	Community	311	181	130
12044	St John The Baptist RC	Voluntary Aided (C)	270	271	-1
Burnley Primary Planning Area			6860	6534	326

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Burnley Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Burnley Primary Planning Area	6816	6808	8

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Burnley District – Rural Burnley Primary Planning Area

Rural Burnley Primary Planning Area is within the district of Burnley, covering a large rural area to the east of Burnley, including Worsthorne, Mereclough and Holme Chapel:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
12002	Worsthorne	Community	210	212	-2
12003	Cliviger Holme CE	Voluntary Aided (CE)	210	202	8
Rural Burnley Primary Planning Area			420	414	6

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Rural Burnley Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Rural Burnley Primary Planning Area	420	344	76

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Burnley District – Padiham Primary Planning Area

Padiham Primary Planning Area is within the district of Burnley, covering the town of Padiham but also including Hapton to the south:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
12005	Padiham Green	Voluntary Controlled (CE)	210	210	0
12006	Padiham	Community	315	288	27
12007	St John the Baptist	Voluntary Aided (C)	210	209	1
12008	St Leonard's CE	Voluntary Aided (CE)	315	262	53
12011	Hapton CE/Methodist	Voluntary Controlled (CE)	117	128	-11
Padiham Primary Planning Area			1167	1097	70

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Padiham Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Padiham Primary Planning Area	1167	1066	101

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Pendle District – Barnoldswick Primary Planning Area

Barnoldswick Primary Planning Area is within the district of Pendle, an area to the north of the district covering the town of Barnoldswick, but also Earby, Salterforth and Kelbrook:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
13040	Barnoldswick CE VC	Voluntary Controlled (CE)	420	330	90
13041	Coates Lane	Community	205	210	-5
13042	Gisburn Road Community	Community	252	187	65
13044	St Josephs RC	Voluntary Aided (C)	140	133	7
13046	Kelbrook	Community	105	99	6
13048	Salterforth	Community	105	98	7
13049	Earby Springfield	Community	210	146	64
Barnoldswick Primary Planning Area			1437	1203	234

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Barnoldswick Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Barnoldswick Primary Planning Area	1437	1351	86

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Pendle District – Barrowford and Rural Primary Planning Area

Barrowford and Rural Primary Planning Area is within the district of Pendle, a wide area covering to the north and west of the motorway including Barrowford, Blacko, Roughlee, Newchurch-in-Pendle, Fence, Higham and surrounding rural areas:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
13014	Barrowford St Thomas CoE	Voluntary Aided (CE)	119	123	-4
13016	Barrowford	Community	420	395	25
13019	Blacko	Community	105	104	1
13020	Newchurch-in-Pendle St Mary's CoE	Voluntary Aided (CE)	56	52	4
13022	Wheatley Lane Methodist VA	Voluntary Aided (M)	210	208	2
13023	Roughlee CoE	Voluntary Controlled (CE)	27	39	-12
13024	Higham St John's CoE	Voluntary Controlled (CE)	140	144	-4
Barrowford & Rural Primary Planning Area			1077	1065	12

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Barrowford and Rural Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Barrowford & Rural Primary Planning Area	1077	996	81

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Pendle District – Brierfield Primary Planning Area

Brierfield Primary Planning Area is within the district of Pendle, a small area covering Brierfield and south to the district border:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
13017	Holy Trinity RC	Voluntary Aided (C)	105	103	2
13501	Pendle Primary Academy	Academy	420	415	5
13036	Reedley	Community	420	380	40
Brierfield Primary Planning Area			945	898	47

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Brierfield Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Brierfield Primary Planning Area	945	938	7

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Pendle District – Colne Primary Planning Area

Colne Primary Planning Area is within the district of Pendle, covering the town of Colne but also east towards Foulridge, Laneshaw Bridge, Trawden and to the district border:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
13027	Christ Church CE	Voluntary Aided (CE)	175	185	-10
13028	Laneshawbridge	Community	210	216	-6
13029	Lord Street	Community	420	357	63
13030	Colne Park	Community	408	356	52
13031	Colne Primet	Community	210	197	13
13032	Sacred Heart RC	Voluntary Aided (C)	210	215	-5
13033	West Street Community	Community	243	188	55
13034	Trawden Forest	Community	202	196	6
13035	St Michael & All Angels CoE VA	Voluntary Aided (CE)	210	201	9
Colne Primary Planning Area			2288	2111	177

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Colne Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Colne Primary Planning Area	2288	2317	-29

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Pendle District – Nelson Primary Planning Area

Nelson Primary Planning Area is within the district of Pendle, a concise area covering the town of Nelson only; all surrounding areas are covered by other planning areas:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
13001	Bradley	Community	415	411	4
13503	Great Marsden St John's CoE	Academy	210	209	1
13004	Holy Saviour RC, Nelson	Voluntary Aided (C)	210	208	2
13005	Nelson St Philip's CoE	Voluntary Aided (CE)	148	139	9
13006	Nelson St Paul's CoE	Voluntary Aided (CE)	420	357	63
13011 / 13007	Nelson Whitefield Infant & Lomeshaye Junior	Community	640	623	17
13009	St John Southworth RC	Voluntary Aided (C)	210	209	1
13010	Nelson Walverden	Community	420	415	5
13012	Marsden Community	Community	420	422	-2
13504	Castercliff Primary Academy	Academy	300	300	0
Nelson Primary Planning Area			3393	3293	100

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Nelson Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Nelson Primary Planning Area	3363	3439	-76

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Rossendale District – Bacup Primary Planning Area

Bacup Primary Planning Area is within the district of Rossendale, an area to the east of the district, centred on Bacup from Stacksteads across to Trough Gate and north to Weir on the district border:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
14001	Bacup Britannia Community	Community	225	222	3
14002	Bacup Thorn	Community	315	274	41
14003	Northern	Community	203	189	14
14005	Sharneyford	Community	59	70	-11
14006	St Josephs RC	Voluntary Aided (C)	120	125	-5
14007	Bacup St Marys RC	Voluntary Aided (C)	210	128	82
14008	St Saviours Community	Community	105	91	14
14011	Holy Trinity CE	Voluntary Controlled (CE)	261	259	2
Bacup Primary Planning Area			1498	1358	140

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Bacup Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Bacup Primary Planning Area	1483	1308	175

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Rossendale District – Haslingden Primary Planning Area

Haslingden Primary Planning Area is within the district of Rossendale, an area to the west of the district, centred on Haslingden from Ewood Bridge and Helmcroft, up to Rising Bridge and west to the district border:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
14028	Haslingden St James CE	Voluntary Aided (CE)	200	153	47
14029	Haslingden	Foundation (Trust)	540	416	124
14030	Broadway	Community	210	213	-3
14031	Helmshore	Community	405	408	-3
14032	Haslingden St Marys RC	Voluntary Aided (C)	140	138	2
14033	Stonefold St Johns CE	Voluntary Aided (CE)	140	127	13
14034	St Veronicas RC	Voluntary Aided (C)	175	175	0
Haslingden Primary Planning Area			1810	1630	180

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Haslingden Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Haslingden Primary Planning Area	1756	1611	145

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Rossendale District – Ramsbottom Primary Planning Area

Ramsbottom Primary Planning Area is within the district of Rossendale, a small area covering the villages of Edenfield and Stubbins, but not including Ramsbottom itself which lies outside of Council borders:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
14038	Edenfield CE	Voluntary Controlled (CE)	175	182	-7
14039	Stubbins	Community	210	208	2
Ramsbottom Primary Planning Area			385	390	-5

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Ramsbottom Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Ramsbottom Primary Planning Area	385	425	-40

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Rossendale District – Rawtenstall Primary Planning Area

Rawtenstall Primary Planning Area is within the district of Rossendale, an area in the centre of the district covering Rawtenstall and Waterfoot to the south of the area up to Loveclough and Water in the north of the area:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
14015	St Pauls Constable Lee CE	Voluntary Controlled (CE)	270	278	-8
14016	St James the Less	Voluntary Aided (C)	206	211	-5
14018	St Marys CE	Voluntary Controlled (CE)	199	193	6
14019	Crawshawbooth	Community	315	315	0
14022	Waterfoot	Community	315	313	2
14023	St Peters RC	Voluntary Aided (C)	140	145	-5
14024	Newchurch CE	Voluntary Controlled (CE)	180	120	60
14025	Edgeside St Annes	Voluntary Aided (CE)	204	145	59
14026	Balladen Community	Community	210	205	5
14027	Water	Community	115	117	-2
Rawtenstall Primary Planning Area			2154	2042	112

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Rawtenstall Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Rawtenstall Primary Planning Area	2154	2196	-42

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Rossendale District – Whitworth Primary Planning Area

Whitworth Primary Planning Area is within the district of Rossendale, a concise area covering the town of Whitworth and immediate surrounding area only:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
14040	St Bartholomew CE	Voluntary Controlled (CE)	189	161	28
14042	Tonacliffe	Community	315	315	0
14044	Our Lady & St Anselm RC	Voluntary Aided (C)	163	182	-19
14045	St John with St Michael CoE	Voluntary Aided (CE)	119	114	5
Whitworth Primary Planning Area			786	772	14

* NOR is number on roll for reception year to Year 6 only (excluding nursery aged pupils or early years)

5 Year Forecast Summary for Whitworth Primary Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Whitworth Primary Planning Area	786	770	16

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Appendix 3 – Secondary Planning Areas

Lancaster District

Lancaster District Planning Area is solely within the district boundaries of Lancaster:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
01108	Heysham High School Sports College	Community	1100	736	364
01109	Morecambe Community High School	Community	1300	1235	65
01110	Carnforth High School	Community	660	579	81
01112	Our Lady's Catholic College. Lancaster	Voluntary Aided (C)	980	564	416
01113	Lancaster Central Lancaster High School	Community	750	618	132
01501	Lancaster Girls' Grammar School	Academy	700	602	98
01502	Lancaster Royal Grammar School	Academy	815	727	88
01503	Ripley St Thomas CE Academy	Academy	1280	1343	-63
Lancaster District Planning Area			7585	6404	1181

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Lancaster District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Lancaster District Planning Area	7585	7141	444

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Wyre District

Wyre District Planning Area is solely within the district boundaries of Wyre:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
02101	Millfield Science and Performing Arts College	Community	909	822	87
02103	Baines School Poulton-le-Fylde	Voluntary Aided	930	914	16
02104	Saint Aidan's Church of England High School	Voluntary Aided (CE)	840	790	50
02105	Fleetwood High School	Foundation	1326	720	606
02106	Cardinal Allen Catholic High School. Fleetwood	Voluntary Aided (C)	841	810	31
02502	Hodgson Academy	Academy	1125	1095	30
02503	Garstang Community Academy	Academy	851	732	119
Wyre District Planning Area			6822	5883	939

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Wyre District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Wyre District Planning Area	6822	6654	168

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Ribble Valley District

Ribble Valley District Planning Area is solely within the district boundaries of Ribble Valley:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
06115	Longridge High School - A Maths and Computing College	Community	825	763	62
06116	St Cecilia's Roman Catholic Technology College. Longridge	Voluntary Aided (C)	499	313	186
11109	St Augustine's Roman Catholic High School. Billington	Voluntary Aided (C)	1025	1029	-4
11113	Ribblesdale High School	Community	1275	1206	69
11502	Clitheroe Royal Grammar School	Academy	599	624	-25
11503	Bowland High School	Academy	525	561	-36
Ribble Valley District Planning Area			4748	4496	252

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Ribble Valley District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Ribble Valley District Planning Area	4748	5222	-474

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Fylde District

Fylde District Planning Area is solely within the district boundaries of Fylde:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
04114	Lytham St Anne's Technology and Performing Arts College	Foundation	1515	1340	175
04115	Carr Hill High School & 6th Form Centre	Community	1180	1057	123
04116	St Bede's Catholic High Sch, Lytham	Voluntary Aided (C)	781	807	-26
Fylde District Planning Area			3476	3204	272

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Fylde District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Fylde District Planning Area	3476	3798	-322

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Preston District

Preston District Planning Area is solely within the district boundaries of Preston:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
06112	Archbishop Temple CofE High School & Technology College. Preston	Voluntary Aided (CE)	750	761	-11
06117	Christ the King Catholic High School	Voluntary Aided (C)	628	275	353
06118	Our Lady's Catholic High School. Preston	Voluntary Aided (C)	900	888	12
06121	Corpus Christi Catholic High School	Voluntary Aided (C)	1009	653	356
06122	Preston Muslim Girls' High School	Voluntary Aided (Muslim)	465	432	33
06501	Fulwood Academy	Academy	1000	726	274
06502	Eden Boy's School	Free	500	264	236
Preston District Planning Area			5252	3999	1253

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Preston District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Preston District Planning Area	7662	7187	475

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

South Ribble District

South Ribble District Planning Area is solely within the district boundaries of South Ribble:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
07101	Balshaw's Church of England High School	Voluntary Controlled	925	924	1
07102	St Mary's Catholic High School, Leyland	Voluntary Aided (C)	860	549	311
07104	Wellfield Business and Enterprise College	Community	813	380	433
07105	St Mary's RC High School & Sports College, Brownedge	Voluntary Aided (C)	800	699	101
07106	All Hallows Catholic High School. Penwortham	Voluntary Aided (C)	894	892	2
07107	Walton-le-Dale Arts College and High School	Community	785	710	75
07109	Hutton Church of England Grammar School	Voluntary Aided (CE)	790	726	64
07111	Penwortham Girls' High School	Community	762	721	41
07501	Lostock Hall Academy	Academy	850	550	300
07502	Penwortham Priory Academy	Academy	1152	650	502
07503	Academy@Worden	Academy	590	451	139
South Ribble District Planning Area			9221	7252	1969

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for South Ribble District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
South Ribble District Planning Area	9221	8289	932

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

West Lancashire District

West Lancashire District Planning Area is solely within the district boundaries of West Lancashire:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
08103	St Bede's Catholic High School, Ormskirk - A Spec Arts College	Voluntary Aided (C)	729	693	36
08104	Burscough Priory Science College	Community	770	695	75
08105	Up Holland High School-Specialist Music, Maths & Computing Coll	Community	900	708	192
08113	Lathom High School - A Technology College	Foundation (Trust)	872	633	239
08114	Our Lady Queen of Peace Catholic High Sch_an Engineering Coll	Voluntary Aided (C)	1026	880	146
08115	Ormskirk School	Community	1355	1229	126
08139	Maharishi Free School	Free	75	72	3
08502	Tarleton Academy	Academy	750	545	205
West Lancashire District Planning Area			6477	5455	1022

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for West Lancashire District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
West Lancashire District Planning Area	6477	5932	545

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Chorley District

Chorley District Planning Area is solely within the district boundaries of Chorley:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
09101	Southlands High School a Specialist Technology College	Community	1168	788	380
09103	Holy Cross Catholic High School	Voluntary Aided (C)	825	788	37
09501	St Michael's Church of England High School	Academy	1129	1126	3
09502	Bishop Rawstone Church of England Academy	Academy	930	913	17
09504	Albany Academy	Academy	756	642	114
09505	Parklands Academy	Academy	1116	1070	46
Chorley District Planning Area			5924	5327	597

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Chorley District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Chorley District Planning Area	6074	6324	-250

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Hyndburn District

Hyndburn District Planning Area is solely within the district boundaries of Hyndburn:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
11101	Norden High School And Sports College	Community	728	466	262
11102	The Hollins Technology College	Community	800	797	3
11103	Mount Carmel RC High School A Specialist Science College	Voluntary Aided (C)	810	753	57
11105	Rhyddings Business and Enterprise School	Community	1150	571	579
11501	Accrington Academy	Academy	900	940	-40
11505	Accrington St Christopher's Church of England High School	Academy	1010	1028	-18
Hyndburn District Planning Area			5398	4555	843

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Hyndburn District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Hyndburn District Planning Area	5398	4576	822

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Burnley District

Burnley District Planning Area is solely within the district boundaries of Burnley:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
12110	Shuttleworth College	Foundation	1050	685	365
12111	Hameldon Community College	Community	750	301	449
12112	Unity College	Foundation	1166	1056	110
12113	Sir John Thursby Community College	Foundation	1050	1063	-13
12114	Blessed Trinity RC College	Voluntary Aided (C)	1290	1272	18
12503	Burnley High School	Free	450	228	222
Burnley District Planning Area			5756	4605	1151

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Burnley District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Burnley District Planning Area	5756	5583	173

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Pendle District

Pendle District Planning Area is solely within the district boundaries of Pendle:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
13505	West Craven High School	Academy	845	563	282
13107	Colne Park High School	Community	930	1005	-75
13108	SS John Fisher and Thomas More Roman Catholic High School. Colne	Voluntary Aided (C)	750	750	0
13110	Marsden Heights Community College	Community	1050	974	76
13111	Pendle Vale College	Community	1050	1029	21
13502	Colne Primet Academy	Academy	950	297	653
Pendle District Planning Area			5575	4618	957

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Pendle District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Pendle District Planning Area	5575	5639	-64

* Future Net Capacity takes account of any school expansion works or other schemes which alter the net capacity within 5 years.

Rossendale District

Rossendale District Planning Area is solely within the district boundaries of Rossendale:

LCC No	School	Status	Net Capacity	NOR Oct 16	Surplus / Shortfall
14101	Alder Grange School	Community	725	726	-1
14105	All Saints Catholic High School	Voluntary Aided (C)	588	451	137
14107	Whitworth Community High School	Community	650	609	41
14108	Fearn Community Sports College	Community	1034	318	716
14109	Haslingden High School & Sixth Form	Community	1265	1334	-69
14501	Bacup and Rawtenstall Grammar School	Academy	671	840	-169
Rossendale District Planning Area			4933	4278	655

* NOR is number on roll for Year 7 to Year 11 only (excluding sixth form pupils)

5 Year Forecast Summary for Rossendale District Planning Area

Primary Planning Area	Future Net Capacity* by 2021/22	Forecast NOR in January 2022	Surplus / Shortfall in January 2022
Rossendale District Planning Area	4933	4975	-42

* Future Net Capacity takes account of any school expansion works or other schemes will which alter the net capacity within 5 years.

Section 4

Equality

Analysis Toolkit

**School Place Provision Strategy 2017/18-
2019/20**

For Decision Making Items

June 2017

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

Update of the School Place Provision Strategy for Lancashire 2017/18-2019/20

What in summary is the proposal being considered?

Cabinet is recommended to:

- Approve the School Place Provision Strategy 2017-18 – 2019/20

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.

This strategy will set the parameters for discussions with all mainstream schools in order to meet the authority's statutory obligations around the provision of school places. The provision of additional places under this strategy will seek to provide more access to local education provision, by meeting the increased demand for places as a result of increased births and/ or as a result of new housing development. Any specific projects arising from this strategy will be brought to Cabinet for approval at a later date. Any significant proposals will be subject to statutory consultation processes set out in Education regulations and will, as part of this process, pay due consideration to the effects of the proposal on the local community. They will also require a final decision from Cabinet and will be subject to individual Equality Impact Assessments at this time.

It should be noted that this strategy relates to mainstream, statutory places.

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.

The strategy states that the policy of the council is that all categories of school are of equal value.

Lancashire has a diverse range of schools including academies and maintained schools; single sex and mixed; and community, Voluntary Controlled and Aided.

The nature of School Place Planning Strategy is that it focuses particularly on the age protected characteristic of children and young people of statutory school age, ages 4 to 16. However all schools in a phase are considered equally, therefore no particular age group is impacted differently than another.

The strategy will not have an adverse impact upon any of the other

categories above.

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

No

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.)

The proposal is to adopt the updated Strategy, following a period of consultation on the draft. Lancashire County Council has considered the feedback from this consultation before amendments were made to adopt the final Strategy.

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.

It is not anticipated that this strategy will impact directly on any groups that share two or more of the protected characteristics.

In relation to pupils of a certain age, 4 to 16 years old, we have individual data on those pupils within schools via the School Census, so we are aware of who those pupils are. However all schools in a phase are considered equally, therefore no particular age group is impacted differently than another.

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)

During, the period of consultation which took place during early 2017 to inform the final strategy, groups in the protected category of age, were represented by headteachers and councillors.

The draft strategy has been approved by the School Development Group, which comprises representatives from each education service, including SEND; Early Years; Alternative Provision; Start Well Commissioning; and the 16-19 team.

Please note that any specific statutory project arising from the Strategy, will include a Children's Consultation exercise.

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.

Any specific proposals resulting from the Strategy would be subject to future Equality Impact Analyses and any significant proposals would be subject to statutory consultation and decision making.

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.

Not anticipated at this time.

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

Not at this time.

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.

Due consideration has been given to the feedback from consultation on the proposed Strategy and included for Cabinet approval in the attached version.

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.

This proposal involves updating the Strategy for School Places and Schools' Capital Investment, which is currently in place.

As a result of increasing demand for school places, at the same time as capital funding available to authorities is reduced, the updated Strategy seeks to adopt a number of more pragmatic approaches to the delivery of new school places, in order to make sufficient places available 'in the right place at the right time' for the children and young people of Lancashire.

Such approaches include examples such as: seeking to 'unlock' capacity in existing school buildings, wherever possible, rather than commission new buildings and, where housing contributions may have been secured in an area, optimising the use of these by bringing forward places in a more timely fashion, whilst addressing the 'difficult to manage' admission numbers in local schools.

The ultimate aim of the final strategy will be to ensure that more Lancashire Pupils can access a quality school place.

Question 8 – Final Proposal

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

Cabinet is recommended to:

Approve the School Place Provision Strategy This stage of the process is not anticipated to adversely affect any particular groups with protected characteristics.

Question 9 – Review and Monitoring Arrangements

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

The results of the consultation have been considered by the School Development Group, and minor amendments were made prior to the final version of the Strategy now seeking Cabinet approval.

The Strategy update, once approved, will be subject to regular monitoring via data and the Strategy itself will be reviewed regularly.

Subsequent proposals in connection with specific schemes will, as part of the decision making process, be subject to relevant statutory procedures and/ or will be subject to specific Equality Analysis as part of the decision making process.

Equality Analysis Prepared By Lynn MacDonald

Position/Role School Planning Manager

Equality Analysis Endorsed by Line Manager and/or Service Head Mel Ormesher, Head of Asset Management

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

School Place Provision Strategy Distribution List

Who we will consult

Lancashire county council website via [School Organisation Reviews](#)

Headteacher, governors and Governing Bodies at all schools
via the **schools portal**, with the exception of schools not on the portal who will receive separately: Maharishi Free school

Voluntary and Private Nursery providers and maintained Nursery providers in Lancashire

Lancashire County Council Elected Members (county councillors)

Chief Executive of all district councils:

Other Local Authorities bordering Lancashire:

Parish councils:

City Deal lead officers:

Lancashire Association of School Governing bodies.

Church Authorities and Faith Groups (Dioceses) :

Lancashire Children's Trusts

Local Members of Parliament:

Trade Unions and Associations:

Lancashire Association of School Governing Bodies

Ofsted: Her Majesty's Inspector for the area

Education and Scrutiny Committee:

Clinical Commissioning Groups

Office of the Schools Adjudicator

Department for Education

Education Funding Agency

Regional Schools Commissioner for Lancashire and Yorkshire

Internal: send them via these people to ask their sections / service views:

School Place Provision Strategy Distribution List

Members of SDG, Governor Services, School Improvement Challenge Board, Schools Portal, Director of Children's Services and associated Corporate Directors for Operations and Delivery and Commissioning.

Summary of Feedback from Partners and Subsequent Edits to Proposed Strategy

Introduction

The draft School Place Provision Strategy was circulated amongst partners between 23rd March 2017 and 28th April 2017 seeking feedback and comments. It was also made available to all Lancashire schools and key partners via the schools' portal and Lancashire webpage. (The list of key partners is contained Appendix D). The draft strategy has been updated taking account of these comments and the final draft strategy is attached at Appendix A.

Responses to draft strategy

A total of 19 written responses were received. One comment was received relating to admissions which is not within the remit of this strategy and passed to Pupil Access for response. The 18 relevant responses will be uploaded to Councillor First and are summarised below:.

Comment: There were two comments which related to wording of the Strategy or misunderstanding caused through unclear statements within the Strategy.

Response: Edits have been made to the wording under 'Legislation' in Section 1, and the wording under Section 7 – 'Projects in Progress' to clarify the meaning of the words and context.

Comment: a number of comments make reference to limited finance; for example: 'Much of the draft proposals are a careful response to the legal minimum duty incumbent on the local authority responsible in law for the provision of school places, which is to be expected in times of austerity.'

Response: The County Council will continue to meet the statutory duty to provide a school place for every Lancashire child who wants one and address significant shortfalls in areas of increased demand.

Comment: Firstly, I would like to commend you and your team on an excellent piece of work which I can only partially begin to appreciate the complexities of. Secondly, being involved in one of the schools in one of the districts, I am obviously only concerned with my little bit of the patch, so please do forgive me for that The strategy specifies that Area 1 is a current hotspot for primary places in terms of need, but Area 2 is not. My concern is that, if Area 1 with a shortfall of 13 places is a current hotspot, should not Area 2 also be considered a hotspot with a shortfall of 14 places

Response: Forecasting is a dynamic exercise where pupil projections are ever changing with a wealth of information that sits behind the forecasts. In this case; Area 2 does show a shortfall of 14 places, but this is a deduction from the normal forecast and there is not a sustained need being shown. Whereas Area 1, although currently showing slightly less places on a shortfall, does have more evidence behind it to show a more sustained shortfall which is likely to increase in the future, hence it is identified as a hotspot.

Comment: The Parish Council would ask for consideration to be given to provision of school places in areas of major housing developments prior to the commencement of these developments.

Response: The County Council works with district councils and planning officers, and is involved in the discussions regarding the education impact of each significant development, and where appropriate, will seek education contributions to mitigate the impact of that development. In terms of when the places are delivered in response to demand, additional places must be carefully timed so that they are available when needed and with a yield which is viable to the school.

Comment: (from district council) Lancashire County Council are disposing of a site surplus to requirements. This site is flat and suitable for primary school use and is large enough for a secondary school or extension to an existing secondary school. The site would also qualify to be permitted to change to a state funded school subject to applying for prior approval.

Response: All disposals of any surplus land owned by Lancashire County Council are reviewed and consideration as to future use.

Comment: (From a Diocese) 'We disagree that schools should be ruled out for expansion over assumptions that section 77 precludes expansion. We have a school with little space that has successfully and swiftly obtained approval for a project that the LA believed would be unable to expand. Specific conditions were made, but the school met them and the process was swift. We believe that the LA should explore section 77 approval before dismissing the site for expansion especially in areas where the nearest named school would be some distance away from the logical expansion of school.'

Response: The County Council continues to improve intelligence on school sites and to explore opportunities to enable more sites to become options for expansion. However, there is a need to further understand when approval can be obtained to exempt from section 77 restrictions, as this will be a decision for the Secretary of State in each instance. In response, the Strategy wording has been changed, from

"ruled out" due to Section 77 constraints to now state that we will consider all options such as seeking exemption from section 77 constraints, where appropriate.

Comment: (from district council) Lancashire County Council should consider within their options the approach to expand upwards to reduce the land take at existing primary schools. There are many examples of 2 storey primary schools and raising the roof of existing primary schools to increase floorspace capacity. The remodelling of existing accommodation is supported

Response: The County Council continues to improve intelligence on school sites and to explore opportunities to enable more sites to become options for expansion. Part of this approach is to seek more innovative solutions to overcome site restrictions and consideration will be given to this suggestion in future expansions.

Comment: (From a Diocese) 'We support the principle of expanding existing schools to meet place need. We would also be open to split site expansions where demand is likely to exist before a free school/academy can be procured.'

Response: This will be considered when scoping for additional places in the relevant diocese occurs.

Comment: With 9000 (secondary) places needed in the next five years, how many places can be met by schools growing to capacity? For the remainder, what is the process/criteria for expansion of secondary schools?

Response: While a rise of 9000 pupils in secondary provision is forecast in some areas of the county there is sufficient surplus capacity to accommodate additional pupils, so physical expansion will only be required in those areas where there is not capacity. This varies from school to school and conversations would take place at early stages of scoping with these schools, in a move to try to 'unlock' this spare capacity. However, such projects may require that some suitability elements need to be addressed in order to make the places available and this is reflected in the Strategy.

Comment: Where temporary expansion takes place, the LA should automatically assess the need for the following twelve months and where evidence shows there is demand, go to consultation for permanent expansion.

Response: All demand for all schools is continually assessed. . Temporary expansion can take place for different reasons; the County Council would commission a temporary expansion either as a precursor for a permanent expansion or to deal with a high birth year or "bulge" year, which is not followed by a permanent

need. Schools may also choose to temporarily expand for one year by way of exceeding their admission number, in exceptional circumstances. In all cases future demand is monitored as part of a rolling programme and, should demand be sustained, then a permanent expansion may be explored.

Comment: We are concerned that schools who have lowered their age range and then receive a request to return it to statutory age will refuse. What plans might the LA have in such circumstances to meet this issue?

Response: Where appropriate, the County Council may use its commissioning powers. However, this will be a last resort. The County Council will also work with schools; its partner Church authorities; and local academy trusts to encourage joint working on the provision of additional places.

Comment: The diocese supports the move to federation for small schools but feel that a strategy on combined communication is needed in this area as Governors will be reluctant to federate. How will the LA work with the Diocese to encourage this move with church schools?

Response: Further consideration will be given to this approach.

Comment: What mechanisms does the LA propose to convince Governors to move to become Primary schools? Are there any measures of when this would be appropriate and case studies of effective amalgamations where standards differ between the schools?

Response: *It is assumed that this means for Junior and infant schools to become primary schools.* There is a recent example of this taking place where there were differing Ofsted ratings for each school. However, there is not a move to create Primary schools from all existing infant and junior schools where standards are high.

Comment: (Parish) 'Council deduced from the documents that it was reported that there would be shortfall in both primary and secondary schools despite the actions taken to increase places - is this correct and if not could it be explained why a shortfall is shown on the reports and why it is not clear where the places are coming from. Council did not think the document clearly showed the current situation, where the increased places were clearly coming from and what the full capacity and shortfall would be.'

Response: In some cases, the full capacity of an expansion cannot yet be reported, as the physical building works are not yet complete. In some areas, an expansion

may not fully address a projected shortfall, but will be a significant step in the right direction and may be followed by other action at another school.

Comment: Relating to surplus places; 'Is there a current Lancashire strategy or pressure from central government/DfE to address this issue at present?'

Response: There is a section in the Strategy relating to surplus places.

Comment: it is now the law that students cannot exit education or training until they are 18 and this document washes its hands of this age range. In busy urban areas there is a variety of provision within a short distance but for students in our parish and those around Garstang there is no nearby provision of any kind. Pupils in rural areas face long difficult journeys at adult expense to reach any A level provision, or indeed any other post 16 training. Students following certain vocational courses at colleges are subsidised in some cases but there is no such support for academic courses. I think that the geographical spread of post 16 provision and its quality and continuity of offer all require much more serious attention.

Response: The statutory duty of the County Council is to provide a school place for every child in Lancashire who wants one. This statutory duty relates to school ages 5 to 16. Whilst the Education and Skills Act 2008 adds the duty for all young people in England to continue in education or training until at least their 18th birthday, Post-16 education is planned by individual schools with sixth forms and colleges in Lancashire, with broad duties for the County Council to encourage, enable and assist young people to participate in education and training. The Council also has a duty to facilitate rather than provide places.

With regard to subsidised travel, the local authority is not aware that this is related to the type of course being undertaken. Post 16 institutions receive funding from the Education and Skills Funding Agency in the form of a 16-19 Bursary Fund and there is a discretionary element to this funding which is intended to help remove barriers to learning, such as the cost of books or travel. Young people are able to apply to this discretionary fund to help with the cost of accessing post 16 education, if this is something which would prevent them from participating. Institutions set their own policies in relation to the distribution of their discretionary bursary fund.

The individual comment about the Garstang area will be fed back to the Post-16 team for further consideration and the wording within the Strategy has been updated to reflect this.

Comment: The document includes the information that there will be a shortfall of primary school places in the Adlington & Rivington area of 63 by 2022. The Council is unaware of any plans for extension of any of the primary schools in the local area, despite assurances being given that plans to cope with increased demand were in

place when the Douglas Meadow development of an additional 158 homes was approved two years ago. The Council considers that urgent action is now required and would therefore like to know what provision is being made by Lancashire County Council to avoid this shortfall.

Response: While there are many “hotspot” areas where a shortfall of places is forecast, the Strategy states that inclusion in this list is an indication that an area is being monitored, rather than an intent of future action.

Forecasting is a dynamic exercise where pupil projections are ever changing. Although a small shortfall may be identified at a point in time, it is continually monitored and updated with new information. Hence not all “hotspots” or shortfalls will require action to address.

Forecast shortfalls can also be created for different reasons; rising births in that area, new housing in that area or pupil preferences into that area from a neighbouring area, are just some examples. Lancashire County Council will always look at the bigger picture before taking action. For example, in an area showing a shortfall which has high numbers of pupils travelling into the area for education from another area which has surplus, places may not need to be provided, as those pupils can readily access places in their own area.

Comment: One comment related to there being a surplus of places forecast for 5 years' time, but a single child was unable to enter reception this year. 'How can there be a surplus and a refusal of entry at the same time?' (Confidential details removed from comment)

Response: There is a difference between overall school capacity used for forecasting, and single year entries as defined by the published admission number (PAN). The PAN also relates in some schools to class size restrictions. In the specific school referred, the PAN is 10 and the class size restriction is 10, hence the 11th child to apply for a single year group would not be offered a place. At the same school, the future birth years are low, and other year groups have less than 10 pupils in. Hence while one particular year group is oversubscribed, the other year groups are not, and the collective number in the school will be less than the overall capacity, hence a surplus being shown.

Comment: The Parish Council urge LCC not to recommend that children attend schools which are classed as being nearest but are in fact across county boundaries and in particular those that are Faith Schools not necessarily subscribed to by the family. This should only be undertaken in exceptional circumstances and always with the written permission of the parents concerned.

Response: Parents have free choice of where to apply for school places for their children, whether nearest or across County borders, and this will continue to be the case in the future.

Comment: I was pleased also to note in Section 3 - Projected Demand for Places that housing yield from future housing to be built within the next 5 years is part of the forecast, and that our primary planning area is identified as a hotspot requiring continual monitoring.

Response: The County Council via the forecast methodology will only include housing that has planning permission and that the district informs us will be delivered within the next 5 years. However the County Council works closely with the district councils on their local plans and there are continual discussions relating to land allocations and strategic development, relating to required or likely education provision. In the event of the 230 houses mentioned in the comment (redacted) coming forward as a planning application, Lancashire County Council would conduct an education contribution assessment, which may result in the developer being asked to pay for additional school places in the area of the development.

Comment: I am unclear as to whether you are in a position to help schools that have converted to academy status, and to impose maximum and minimum numbers on them, as they are no longer under Local Authority control. Are these issues perhaps negotiated between yourselves and the Regional Schools Commissioner?

Response: Free schools and Academies are separate organisations under the management of the Department for Education or Education Funding Agency, not the county council. As places are required in an area, all schools are considered of equally and the County Council can request that the academy schools in that area consider expansion to meet the need. Lancashire County Council will work the Regional Schools Commissioner as an agent of the Department for Education and Education Funding Agency to explore expansion options and a need for places. The Regional Schools Commissioner will also have access to Lancashire's SCAP annual return which details where places are needed and which may be used to inform their own strategy.

Comment: Finally, I noted with some astonishment in the 'Promote Diversity' section that 'any new school will be a free school', which gives rise to more questions. Is this a legal requirement? Again, what control do you have over a free school once it is set up?

Response: The Education Act (2011) (Section 6A) states that all new schools must follow the "Free School Presumption" which means that any new school must be a

free school, unless no free school provider wishes to provide such a school (in which case dispensation may be sought for a maintained school to be established). This is a legal requirement. Lancashire County Council will work with all schools and the Regional Schools' Commissioner in order to ensure that sufficient places are made available.

Comment: In Section One of the draft I note that the Education Act puts you under a statutory duty to expand popular and successful schools and also to discontinue maintained schools which, for example, have too many surplus places.

Response: Lancashire County Council will focus resources on expansion of schools to provide places rather than removal of surplus places, unless the level of surplus places is affecting the viability and standards of provision.

Comment: In light of the large number of recently approved planning applications (including those approved at Wyre Council on 22/3/17 which approved about 675 dwellings) in Garstang and the surrounding area, the Town Council would like LCC to ensure that sufficient funds are made for the additional school places that will be required for pupils moving into the area

Response: Lancashire County Council works with district councils to assess the education contribution required from each of the developments in and around areas of growth. Where contributions are not secured, it will become increasingly difficult to provide additional places where parents express a preference.

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

Report of the Corporate Director of Operations and Delivery**Part I**

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

Secondary Education Provision in Burnley

(Appendices 'A' to 'D' refer)

Contact for further information:

Ajay Sethi, 07810 268430, Head of Learning and Skills (Start Well)

ajay.sethi@lancashire.gov.uk**Executive Summary**

The purpose of this report is to seek approval to undertake a formal consultation on the future of Hameldon Community College, Burnley, in order to secure educationally and financially viable high quality provision for the future in the area. The report proposes stage 1 consultation on the possible closure of Hameldon Community College, due to concerns about the quality of current educational standards, the school's financial deficit position and pupil numbers. The report identifies the reasons for the proposal and sets out the process to be followed in undertaking potential closure of a maintained school.

Recommendation

The Cabinet is recommended to:

- (i) Consider the information in this report.
- (ii) Approve the proposal that stage 1 consultation be undertaken, starting in September 2017, on the proposed closure of Hameldon Community College, Burnley with effect from 31 August 2018.

Background and Advice

Hameldon Community College is an 11-16 local authority maintained community school located in Burnley. The most recent inspection of the school was in July 2015 when, overall, the school was judged to require improvement. At this inspection, both leadership and management and pupils' personal development were judged to

be good. As at January 2017, the school had 296 pupils on roll and the number of pupils expressing a first preference for September 2017 admission to the school was just 35. 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.

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 the school's future. Lancashire County Council's 'School Place Provision Strategy 2017/18 to 2019/20', which is currently draft, identifies concerns around educational and financial viability as being reasons for making a closure proposal. The Department for Education's (DfE) 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.'

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 'Requires Improvement' and, as at January 2017, pupil numbers range from below 300 in the smallest school to almost 1,300 in the largest. It should be noted that the free school only has three year groups at present, having only been established in 2014. 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.

Key Factors for Consideration

A number of key factors have been taken into consideration in relation to this proposal and these are: educational standards; inspection outcome; pupil numbers and admissions; and financial viability. Pupils at the school are currently not in receipt of a broad and balanced statutory curriculum and more detail can be found in Appendix 'A'. The key information and findings on the factors outlined above can be found in Appendices 'A' and 'B'. Appendix 'C' sets out a map of the area which shows where all the secondary schools in the area are located and Appendix 'D' is a letter from the Chair of Governors at Hameldon Community College, asking the authority to consider the long term future of the school.

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 5 statutory stages for a proposal as set out below:

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Consultation	Publication	Representation	Decision	Implementation
Likely to be no longer than 12 months and a minimum of 6 weeks during school term time is recommended	This requires publication of the statutory notice in an appropriate local newspaper and on the school premises and at all entrances of the school within 12 months of the consultation. An accompanying proposal is also required	Must be a minimum of 4 weeks, from the date the statutory proposal is published	LA will be the decision-maker and must determine proposals within 2 months. If longer, it must be referred to the schools adjudicator within a week of the end of the 2 month period	No prescribed timescale but proposers must be expected to show good reason if the timescale is longer than 3 years

A broad timetable, which is subject to change, for the overall process to be applied in respect of a proposal to close Hameldon Community College is set out below:

Action	Start
Cabinet approval to consult	10 August 2017
Stage 1 Consultation	During Autumn term 2017
Report back on consultation and Cabinet decision whether to publish Statutory Notice	December 2017
Stage 2 and 3 Publication of Statutory Notice and representation period	January/February 2018
Stage 4 Decision	March/April 2018
Stage 5 Implementation	31 August 2018

Conclusion

As can be seen from the information in Appendix 'A', the status quo position is untenable given the educational standards, financial deficit and pupil numbers. There have been attempts over a number of years to find a suitable academy sponsor for the school which would allow it to become part of a Multi Academy Trust (MAT). It is likely that the nature of the Public Finance Initiative (PFI) funding of the school building has deterred potential sponsors.

Consultations

The Governing Body of Hameldon Community College wrote to the local authority setting out their concerns in relation to the school meeting its statutory responsibilities. The letter can be found at Appendix 'D'. The Governing Body has

asked the local authority to consider the long term future of the school. The report is requesting further statutory consultation in order to determine the proposal.

Implications:

This item has the following implications, as indicated:

Risk management

The 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 DfE and Ofsted to be failing in its statutory responsibilities. Alternative school places can be secured for current pupils affected by the proposed closure.

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 temporary employees and on a daily supply rate.

The latest Ofsted inspection, undertaken in July 2015, judged the school as 'Requires Improvement' and the school will be subject to a further Ofsted inspection shortly. As outlined in Appendix 'A', the inspection history of the school since 2007 has been poor, being placed in a category of concern three times and it has never been judged to be good overall. Despite additional support from the local authority, including financial support, over a significant period from 2008 to date, the school has not found it possible to sustain any improvements made. The local authority considers, should the school be re-inspected, it would be judged as requiring special measures.

Financial

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. As can be seen at Appendix 'A', 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.

When a school is closed by an authority, any balance (whether surplus or deficit) reverts to the authority. The 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 authority. The

Lancashire Schools Forum has an established reserve for some strategic school deficits. The authority will continue to receive Dedicated Schools Grant (DSG) funding for the pupils when they relocate to new schools within the county.

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). This means that there are risks associated with the financing of the current annual PFI contract of £4.1m if the premises do not remain in use.

Equality and Diversity

A full Equality Analysis will be completed and reported at the determination stage of the proposal.

List of Background Papers

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

Hameldon Community College

Key Factors for Consideration

This appendix sets out the key factors which have been taken into consideration in relation to this proposal.

Educational Standards

The educational standards achieved by pupils at Hameldon Community College have been variable over the past 5 years with standards being above the Government's floor standard of 40% of pupils gaining 5 or more good GCSEs, including English and mathematics in two of these years, namely in 2012 and 2014. In 2015, 36% of pupils gained 5 or more good GCSEs, including English and mathematics. In summer 2016, this situation deteriorated further, with only 21% of pupils gaining 5 or more good GCSEs, including English and mathematics. In addition, the school is well below the new 2016 'Progress 8' floor standard of -0.5, with a 2016 score of -0.85, placing the school in the bottom 3% nationally.

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 does not currently compare well against other Lancashire schools with pupils of similar ability.

Inspection Outcome

The most recent inspection of Hameldon Community College was in July 2015. Overall, the school was judged to require improvement but both leadership and management and pupils' personal development were judged to be good. The inspection history of the school since 2007 has been poor, being placed in a category of concern three 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.

The section 8 monitoring guidance for schools that require improvement indicates that the school should be re-inspected by the end of the summer term 2017. The most recent standards achieved by the school in the summer 2016 place the school firmly in the scope of the Regional Schools Commissioner (RSC) and meets the trigger for the school's inspection to be brought forward.

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 our opinion, have the capacity to make the required improvements. The school continues to struggle to recruit and retain good teachers, particularly in shortage subjects such as mathematics, and is currently reliant on a disproportionate number of supply teachers to fill staffing gaps (over half of the teaching staff are employed on a daily supply basis), with an associated negative impact upon the curriculum they are able to offer, quality of teaching, pupil behaviour and, inevitably, upon educational outcomes.

Following the retirement of the Headteacher in August 2016, it is highly unlikely that the school would be able to recruit a sufficiently capable and experienced replacement. Initially, the local authority brokered an Acting Headteacher for the autumn term and have now secured leadership from two recently retired Headteachers sharing the role and paid on a daily consultancy basis until the end of the academic year. We have also had to second support from 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 substantive member of the school's senior leadership team. These colleagues have successfully managed to stabilise behaviour and engage teaching staff, but they have concerns over the quality of teaching from temporary staff and do not expect to see any improvement in the school's poor educational outcomes this summer.

It is the view of the local authority that if the school were to be re-inspected, it would be judged to require special measures.

The Department for Education's (DfE) 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 by will be issued with an academy order. If Hameldon Community College were to be inadequate at the next inspection, due by July 2017, it is unlikely that a sponsor would be found for the school because of the current financial status and longer term viability of the school. Following an academy order being issued, the RSC has the power to revoke the order. This power will only be used in very exceptional cases, for example, should the maintained school not be viable and therefore it is deemed to be most appropriate that the school should close.

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'. The University Technical College in Burnley is also judged to be 'Requires Improvement' but the DfE are closing the school at the end of August 2018.

Pupil Numbers and Admissions

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 May 2017, the pupil numbers at the school stood at 275.

As a consequence of the reductions in pupil numbers, the financial resources available to the school have dropped significantly in recent years. At the end of March 2015, the school had a cumulative deficit of over £1,900,000. Schools are required to set a balanced budget and this would only be achievable in this case through further significant staffing reductions and further reshaping of the curriculum offer. However, following staffing cuts made in the last financial year, we do not believe that it is possible for the school to make further cuts whilst continuing to deliver the statutory curriculum offer.

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.

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. In addition, the 2014 opening of Burnley High School created 90 additional Year 7 places in Burnley, when intake numbers were just starting to recover from their previous levels.

Hameldon Community College is currently 60% empty and the number of pupils expressing a first preference has been falling, from a high of 91 pupils in 2013.

Whilst the number of pupils expressing a first preference for September 2017 admission to the school was just 35, the current situation shows that the school has made actual offers to 66 pupils. If this proposal to consult upon the closure of Hameldon Community College is approved, all parents who have expressed a preference for a place for their child at the school from September 2017 would be asked to put forward a further preference for another school, with the authority providing support for pupils and parents in making the transition to another school.

Although it is anticipated that a number of these pupils may appeal for alternative schools, the only places actually available within Burnley, without over-admission, are at Shuttleworth College, which currently has 90 spare places for September 2017. 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. Therefore, additional places would need to be made available for these additional pupils.

Actual offers for the 2017 intake currently stand at 1,033 pupils overall for Burnley. This exceeds the anticipated forecast intake. If this number are actually admitted to Burnley schools, this will increase the projected position going forward. Further information regarding the projected numbers for the Burnley schools is given in the table below and also in Appendix 'B'.

In summary, this information shows that, if the school were to close, additional spaces in some year groups within existing capacity would be required from immediate effect to accommodate existing pupils. However, the shortfall in 5 years, with the impact of planned housing and current levels of migration, without the capacity at the school is 600 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 exceeds the net capacity of all other secondary schools in Burnley.

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).

Table 1: Burnley Pupil Numbers

School	NOR 11-16 January 2017	Published Admission Number (Capacity)	Expected NOR 11-16 October 2017 with September offers	First Preferences for 2017
Hameldon Community College	296	150 (750)	344	35
Sir John Thursby Community College	1,064	210 (1,050)	1,084	177
Burnley High School	227	90 (450)	318 (Y7-Y9 only)	126
Unity College	1,053	240 (1,200)	1,118	266
Blessed Trinity RC College	1,272	250 (1,000)	1,286	347
Shuttleworth College	673	210 (1,050)	648	87
Total	4585	1150 (5500)	4798	1038

Financial Viability

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 by the local authority. The table below sets out both the cumulative and annual deficit position. It is the conclusion of the School Finance function that this deficit is not recoverable and that the school is no longer financially viable.

Table 2: Financial Position of Hameldon Community College

	2014/15	2015/16	2016/17	2017/18
NOR	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**

*estimate, **forecast

In addition to the table above, based on information supplied by the school, the School Finance function has forecast further annual deficit positions of -£0.56M for 2018/19 and -£0.74M for 2019/2020 and cumulative deficit positions of -£3.1M for 2018/19 and -£3.84M for 2019/2020.

As Hameldon Community College was opened as a part of the Building Schools for the Future Initiative, a contract exists with the PFI partner which would leave the authority with an ongoing financial commitment in the order of £1.7 million per annum towards the total annual cost over the next 19 years if the school were to be closed. This would total £40 million.

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 take ownership of and expand onto the site.

Projected Numbers for Schools in Burnley

Table 1: PAST SITUATION - Numbers on roll

School	Number on Roll						Current PAN	Year 7 Intake					
	NOR Jan 2013	NOR Jan 2014	NOR Jan 2015	NOR Jan 2016	NOR Jan 2017	% increase or decline over the last 5 years		PAN in Sept 2016	Intake - Sept 2012	Intake - Sept 2013	Intake - Sept 2014	Intake - Sept 2015	Intake - Sept 2016
Hameldon Community College	343	324	335	289	296	-14%	150	89	84	76	54	59	-34%
Shuttleworth College	924	861	765	683	673	-27%	210	151	156	116	120	137	-9%
Unity College	955	925	931	977	1053	+10%	240	180	198	201	228	259	+44%
Sir John Thursby Community College	1015	991	975	980	1064	+5%	210	210	198	207	196	228	+9%
Blessed Trinity RC College	1201	1205	1231	1256	1272	6%	250	228	236	264	264	266	+17%
Burnley High School	0	0	34	133	227	--	90	0	0	34	89	93	--
UTC Lancashire*	0	49	89	79	34	--	0	0	0	0	0	0	--
Burnley District	4438	4355	4360	4397	4619	+4%	1150	858	872	898	951	1042	+21%

* For clarification – UTC Lancashire has closed but is maintaining one year group until they leave school in July 2017, future intake is zero in forecasts and table above.

Table 2: CURRENT SITUATION - Pupil Numbers data

School	Type	Number on Roll as at January 2017 School Census						Net Cap (11-16)	NOR vs Net Cap	PAN	Sep 2017 1 st Pref**	Sept 2017 Offers	PAN vs Offers
		Y7	Y8	Y9	Y10	Y11	Total						
Hameldon Community College	C	58	52	64	65	57	296	750	454	150	35	105	45
Shuttleworth College	FT	139	119	109	161	145	673	1050	365	210	87	120	90
Unity College	FT	257	222	203	195	176	1053	1166	110	240	266	241	-1
Sir John Thursby Community College	FT	231	214	213	200	206	1064	1050	-13	210	177	226	-16
Blessed Trinity RC College	VA	268	262	257	249	236	1272	1290	18	250	347	250	0
Burnley High School	F	93	89	45	0	0	227	450	222	90	126	91	-1
<i>UTC Lancashire*</i>	<i>UTC</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>34</i>	<i>34</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Burnley District		1046	958	891	870	854	4619	5756	1156	1150	1038	1033	117

(**Type:** FT = Foundation Trust, C = Community, VA = Voluntary Aided, VC = Voluntary Controlled, A= Academy and F=Free)

Please note: this excludes sixth form data

* For clarification – UTC Lancashire has closed but is maintaining one year group until they leave school in July 2017; net cap is zero in forecasts and table above.

Table 3: FUTURE SITUATION – Projected Pupil Numbers

	Forecast from Births				Primary Numbers							Secondary Numbers (actual)				
Birth year	15/16	14/15	13/14	12/13	11/12	10/11	09/10	08/09	07/08	06/07	05/06	04/05	03/04	02/03	01/02	00/01
Intake year	2027	2026	2025	2024	2023	2022	2021	2020	2019	2018	2017 ***	2016	2015	2014	2013	2012
Projected intake 5yr average intake **	1076	1016	1069	1060	1103	1070	1124	1114	1102	1069	1024	1046	958	891	870	854
PAN (Provisional)	1150	1150	1150	1150	1150	1150	1150	1150	1150	1150	1150	1150	1150	1150	1150	1150
Surplus (Shortfall)	74	134	81	90	47	80	26	36	48	81	126	104	192	259	280	296
PAN without Hameldon	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Surplus (Shortfall)	-76	-16	-69	-60	-103	-70	-124	-114	-102	-69	-24	-46	42	109	130	146

*For this forecast, it is assumed that the school's market share will be absorbed by the other 5 schools.

** Beyond 2021 forecasts are beyond normal scope of forecast.

*** Actual offers for 2017 intake are currently 1033. Therefore, this exceeds the forecast intake anticipated for September. If this number is admitted to Burnley schools, this will increase the projected position going forward. Therefore, this projected position is a conservative estimate.

Table 4: Housing and Migration (5 Year Position)

Housing Trajectory

In the next 5 years, 1257 new houses are expected to be completed across Burnley District. This is expected to yield approximately 113 secondary pupils in addition to the projected numbers in the previous table.

Burnley district has slight inward migration, made up of moderate inward migration in Burnley primary schools and slight outward migration at Burnley secondary schools.

These figures feed into the latest Forecast (Spring 2017) as follows:

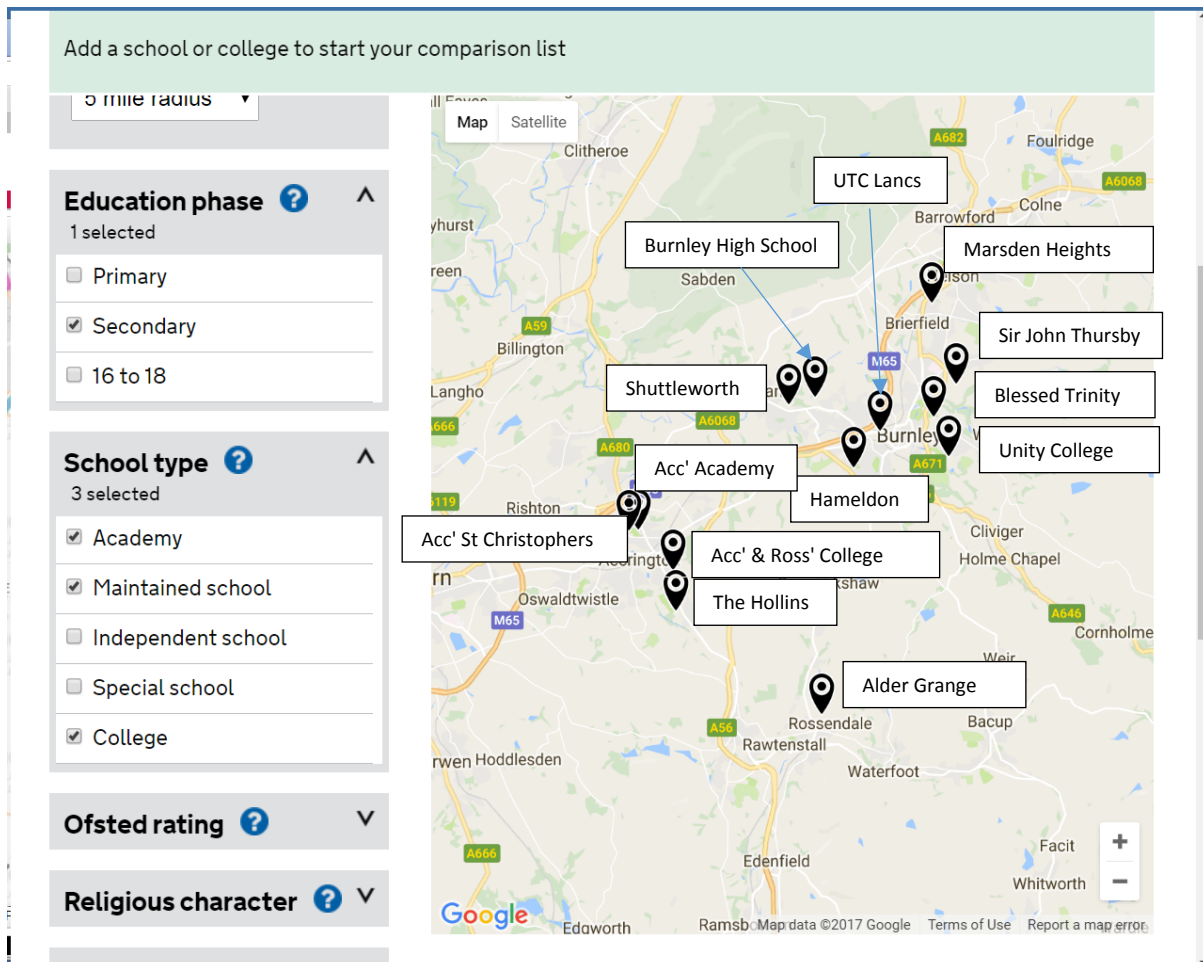
District: Burnley – Autumn 2016 Forecast data and 2016 Housing Land Supply	Figures
Net Capacity of Burnley District secondary school (11-16 Capacity)*	5756
Current number on roll of secondary schools	4619
Projected number on roll in 5 years, excluding housing & migration impact	5434
Projected number on roll in 5 years, including housing & migration	5606
Surplus places in Burnley District in 5 years' time, including housing & migration	150
Surplus places in District in 5 years' time, excluding 750 capacity at Hameldon (school proposing to close)	-600

*Excludes UTC which is closing

Long term housing / Local Plans

Looking at the position beyond 5 years considering the available growth information for the Burnley Local Plan to 2030 there are approximately 900 to 1,500 houses to be built over the plan period. This would be expected to yield approximately **81 to 135** secondary pupils. Given the fact that Burnley have also agreed with Pendle to deliver some of their housing target, this could be seen as a very conservative estimate.

Map and Details of Secondary Schools and Education Providers



Hameldon Community College

Address: Coal Clough Lane, Burnley, BB11 5BT

Phase of education: Secondary

School type: Maintained School

Ofsted rating: Requires Improvement (Last inspection: 17 June 2015)

Distance: 0.04 miles

UTC Lancashire

Address: Trafalgar Street, Burnley, BB11 1RA

Phase of education: Secondary and 16 to 18

School type: Academy

Ofsted rating: No Ofsted assessment published

Distance: 0.91 miles

Burnley High School

Address: Padiham Road, Burnley, BB12 6TG
Phase of education: Secondary and 16 to 18
School type: Academy
Ofsted rating: Good (Last inspection: 23 May 2017)
Distance: 1.63 miles

Shuttleworth College

Address: Burnley Road, Burnley, BB12 8ST
Phase of education: Secondary
School type: Maintained School
Ofsted rating: Requires Improvement (Last inspection: 27 April 2016)
Distance: 1.85 miles

Unity College

Address: Townley Holmes, Burnley, BB11 3DF
Phase of education: Secondary
School type: Maintained School
Ofsted rating: Good (Last inspection: 04 June 2014)
Distance: 1.88 miles

Blessed Trinity RC College

Address: Ormerod Road, Burnley, BB10 3AA
Phase of education: Secondary
School type: Maintained School
Ofsted rating: Good (Last inspection: 12 June 2014)
Distance: 1.88 miles

Sir John Thursby Community College

Address: Eastern Avenue, Burnley, BB10 2AT
Phase of education: Secondary
School type: Maintained School
Ofsted rating: Good (Last inspection: 15 June 2016)
Distance: 2.64 miles

Marsden Heights Community College

Address: Edge End Lane, Nelson, BB9 0PR
Phase of education: Secondary
School type: Maintained School
Ofsted rating: Inadequate (Last inspection: 06 December 2016)
Distance: 3.65 miles

Accrington and Rossendale College

Address: Sandy Lane, Accrington, BB5 2AW
Phase of education: Secondary and 16 to 18
School type: College
Ofsted rating: Requires Improvement (Last inspection: 10 May 2016)
Distance: 4.15 miles

Accrington Academy

Address: Queens Road West, Accrington, BB5 4FF

Phase of education: Secondary and 16 to 18

School type: Academy Sponsor Led Mainstream

Academy sponsor: United Learning

Ofsted rating: Good (Last Inspection: 11 March 2015)

Distance: 4.48 miles

The Hollins Technology College

Address: Hollins Lane, Accrington, BB5 2QY

Phase of education: Secondary

School type: Maintained School

Ofsted rating: Good (Last inspection: 09 October 2013)

Distance: 4.53 miles

Accrington St Christopher's Church of England High School

Address: Queen's Road West, Accrington, BB5 4AY

Phase of education: Secondary and 16 to 18

School type: Academy

Ofsted rating: Good (last inspection: 06 December 2016)

Distance: 4.66 miles

Alder Grange School

Address: Calder Road, Rossendale, BB4 8HW

Phase of education: Secondary and 16 to 18

School type: Maintained School

Ofsted rating: Good (Last inspection: 02 May 2013)

Distance: 4.91 miles



21 March 2017

Mr B Stott
Director of Children's Services
Lancashire County Council
PO BOX 100
County Hall
PRESTON
PR1 0LD

Dear Mr Stott,

Following discussion the governors of Hameldon Community College agreed during their Governing Body meeting on 13 March 2017 that I should write to you on their behalf to express the concern we have in meeting the statutory responsibilities to provide the standard of education pupils are entitled to receive.

As you are aware the school has been in deficit for a long period with a declining roll. The financial viability of the school is further compromised by the ongoing PFI budgetary commitment. The previous inspection judged the school as 'requires improvement'. The reduction of staffing through redundancy and retirement has forced the school to rely on a high number of temporary supply teachers and consultant part time leaders.

The opportunity to successfully appoint to the vacant posts of Head Teacher and Deputy Head in the current circumstance seems highly unlikely. The same is true of many substantive teaching posts, particularly in core subjects of English and Mathematics.

Sadly and despite the support the school has received, one consequence of these circumstances is that standards have fallen. The information on achievement indicates progress is unsatisfactory. As governors, we do not see the school recovering from this position without further significant financial support from the local authority. In light of this we are not confident the school will meet the standards required at its next scheduled inspection during the summer term despite Governors and staff continuing to be committed to making Hameldon Community College a successful school.

Continued

To conclude, the turbulence of staff reductions in the context of a large deficit budget and the decline in pupil numbers has placed the school in a position where we feel its future viability cannot be assured. Therefore, in the interests of the pupils, staff and the local community, the governors have agreed to request that Lancashire Authority consider the long term future of the school.

Yours sincerely

A handwritten signature in black ink that reads "A. Bird". The letters are cursive and slightly slanted to the right.

Mrs Alex Bird
Chair of Governors
Hameldon Community College

Consultant Headteacher: Mr Peter Cunningham
Associate Headteacher: Mr Brendan Conboy

Hameldon Community College, Coal Clough, Lane, Burnley, BB11 5BT
Tel: 01282 683040 E-mail: reception@hameldon.lancs.sch.uk

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

Report of the Head of Schools Improvement Service**Part I**Electoral Divisions affected:
All**Revision of Home to School Transport Policy 2018-19**

(Appendices 'A' to 'C' refer)

Contact for further information:

Debbie Ormerod, (01772) 531878, School Admissions Manager

debbie.ormerod@lancashire.gov.uk**Executive Summary**

There is a legal requirement that the County Council publishes a Home to School Transport Policy, in accordance with the Education School Information Regulations 2008 (Regulation 8.) The regulation requires that local authorities publish all relevant information no later than six weeks before the closing date for secondary school applications which is 31 October each year.

In November 2015, Cabinet agreed to consult on the withdrawal of the current transport subsidy for pupils attending a faith school, where there was a nearer school to their home. The previously agreed policy has therefore been revised to reflect the decision to remove support for denominational transport. The report also provides information on the responses to the consultation the Council has undertaken in this respect for the Cabinet to consider.

Recommendation

The Cabinet is recommended to:

- (i) Consider the responses to the public consultation.
- (ii) Agree that the provision of discretionary denominational transport subsidies will cease from 1 September 2018, for all pupils commencing at primary or secondary school.
- (iii) Agree that the changes are phased-in, so that children who started school under one set of transport arrangements continue to benefit from them, until they either conclude their education at that school, or choose to move to another school.
- (iv) Approve the revised Home to School Transport Policy for the academic year 2018/19.

Background and Advice

The Council is required by law to meet the cost of home to school transport for pupils aged eight years of age or over where they attend their nearest school and this school is over three miles from home. The distance is two miles for pupils under eight, unless it is unreasonable to expect pupils to walk, by reason of their special educational needs or a disability, or the walking route is unsuitable. Prior to September 2011, the Council exercised discretion and granted free transport to those pupils who attended the nearest faith school, provided they met the distance criterion, and had been admitted to the school on denominational grounds. As a result of reductions in Council budgets from September 2011, parents of pupils in these circumstances were required to make a contributory charge. The parental contribution increases annually by RPI plus 5%.

It is not envisaged that the removal of the denominational assistance with travel costs will have a significant financial impact on most parents. The financial contribution that is required from parents for the academic year 2017/18 is £575.00 per child. Season ticket prices for the next academic year are £578.00 for pupils travelling between 3 and 8 miles, and £410 for pupils travelling 3 miles or less. Those most disadvantaged, therefore, are the parents of pupils travelling over 8 miles to school, who will have to purchase a season ticket that will cost £730.00.

For low income families, there is free transport if a pupil attends one of their three nearest schools. For the assistance to be awarded, the school must be between 2 and 6 miles away from the child's home. There also remains a statutory entitlement to transport assistance for families on low income, where the child attends the nearest faith school, if the school is between 2 and 15 miles from home.

Since the financial contribution was introduced in September 2011, the proportion of pupils applying for the assistance, of the total number that are entitled, has dropped significantly. For example, there were 579 Year 7 pupils assessed as eligible from September 2016, but only 265 pupils applied for the denominational travel passes.

The revised Home to School Transport Policy for the academic year 2018/19 is set out at Appendix 'A'.

Consultations

An item was posted via the school portal on 12 June 2017 in relation to the proposal to remove support for denominational transport. Views and comments were sought from all maintained Lancashire schools and academies, parents and any other interested parties. Schools were asked to publicise the consultation and a note was provided, with suggested wording, for schools to use on their web sites, and in any newsletters and bulletins to parents.

Respondents were asked to comment on the following question:

"The County Council is proposing to remove the denominational transport assistance for pupils who attend their nearest faith school but live closer to an alternative non-faith school. How will this impact on you?"

Schools, academies and parents were asked to either respond on line via the Council's website, or for those without access to the internet, a postal address was given.

The consultation closed on 21 July 2017 and the results are set out in Appendix 'B'.

Summary of Consultation Responses.

There are currently 1510 pupils in receipt of denominational transport assistance. There were 264 responses to the online consultation.

A small proportion of the responses supported the removal of the subsidy with comments suggesting that some respondents felt the help with travel costs to faith schools was unfair.

The majority of the comments received expressed concern at the removal of the subsidy and could be broadly categorised under the following areas:

- concerns about additional costs.
- parental rights in respect of accessing faith schools.
- capacity concerns regarding over / under subscription of schools.
- issues with bus services and traffic.

Implications:

This item has the following implications, as indicated:

Risk management

The biggest issue relating to the removal of denominational transport assistance is the possible removal of subsidised bus services to faith schools. Parents seek admission to schools based not only on preference, but also with consideration to accessibility. Where faith schools are situated in urban centres, then they are often well served by public transport, as well as school bus services. Pupils attending the more rural faith schools tend to rely heavily on school transport.

Financial

In November 2015, Cabinet agreed to consult on withdrawing the current transport subsidy for pupils attending a faith school where there is a nearer school to their home. It was reported at the time that the proposal would achieve budget savings of £283,000 in 2016/17 and £141,000 in 2017/18 and it was originally planned to withdraw the subsidy from 1st September 2016. It is now proposed that the provision

of discretionary denominational transport subsidies will cease from 1st September 2018 for all pupils commencing at primary or secondary school, and that the changes are phased-in so that children who started school under one set of transport arrangements continue to benefit from them until they either conclude their education at that school or choose to move to another school. The previously agreed policy has therefore been revised to reflect the decision to remove support for denominational transport. The original savings have not been achieved in the way originally planned because the current transport subsidy will cease from 1st September 2018, however, other net cost reductions have mitigated the impact of this. Savings arising from the revised policy will be monitored as it takes effect.

Equality and Cohesion

There is the potential for the County Council to be challenged either generally under the Equality Act 2010 or specifically the Public Sector Equality Duty which arises from this proposal and its association with the religion or belief protected characteristic. Even though there have been arrangements in place for over 5 years which required a contribution towards travel costs for children attending a denominational school which is not their nearest available school, the proposal to extend this so that no financial assistance would be available to children in this criteria may be challenged as discriminating because of their religion or belief. Although mitigation measures are now proposed which will ensure that the measure is phased in and will not impact on a pupil already at a particular school, the potential for challenge still exists from those considering selecting a faith school for their child to attend from 1 September 2018 onwards. Careful consideration of the Equality Analysis, set out at Appendix 'C', where this concern is explained more fully, may assist in fulfilling the "due regard" requirements of the Public Sector Equality Duty in relation to this proposal.

List of Background Papers

Paper	Date	Contact/Tel
-------	------	-------------

None

Reason for inclusion in Part II, if appropriate

N/A



HOME TO MAINSTREAM SCHOOL TRANSPORT POLICY 2018/19

**Pupil Access Team
Children's Services - School Improvement Team
PO Box 100
County Hall
PRESTON
PR1 0LD**

www.lancashire.gov.uk

Contents for Home to School Transport Policy for 2018/2017

	<i>Page</i>
Section 1 - What do the Council have to provide by law?	6
1a Education Acts	6
1b Walking Distances	6
1c Families who have a low income	6
1d Parental Preference	6
1e Special educational needs	7
1f Future Changes in Transport Policy	7
1g How we assess your claim?	7
Section 2 - What extra help can we provide?	7
2a Introduction	7
2b Help with travel costs if your child goes to a school which is not their nearest school.	7
2c Help with travel costs if your child lives less than the Legal walking distance away from school	7
Section 3 - How do I apply for help with transport to school?	8
3a Renewing travel passes	8
3b Timescales to apply for a travel pass	8
3c What happens if I move house?	8
Section 4 - How will you assess my claim?	9
4a The area your child lives in	9
4b Legal walking distances	9
4c Deciding what is your child's nearest school	9
4d Measuring the shortest suitable walking route	9

4e	Working out whether a place is available	10
4f	Late applications	10
4g	Schools that are not in Lancashire	10
4h	If we do not meet your preferences	10
4j	If your child is nearly eight years old	10
4k	Compulsory school age	11
4l	Independent Schools	11
4m	Unsuitable routes	11
4n	Definition of 'home'	11
4o	Providing free transport to medical or other professional appointments or extracurricular activities	12
4p	If your child moves home while they are in Year 6, 10 or 11	12
4q	Help for younger brothers and sisters	13
4r	Other reasons why your child may not be entitled to help with travel costs to and from school	13
4r1	Brothers and sisters	13
4r2	Family links with a school	13
4r3	Financial circumstances	13
4r4	Single sex or mixed schools	13
4b5	Selection tests	14
Section 5 - Faith schools		14
5a	Mileage restriction	14
5b	Roman Catholic parishes	14
5c	Areas served by Church of England schools	14
5d	Conditions for faith schools	15
5e	How to pay the contributory charge	15

5f	Is there any reduction to the contributory charge?	15
----	--	----

Section 6 - What if I have a low income?	15
---	-----------

6a	Extra help	16
----	------------	----

6b	Secondary schools	16
----	-------------------	----

6c	Faith schools	16
----	---------------	----

6d	Applying for a school place outside normal times	16
----	--	----

6e	Applying for a school place within normal times	16
----	---	----

6f	If you have a low income and your child is nearly eight	16
----	---	----

6g	Checking you are still entitled to help	16
----	---	----

Section 7 - How do we provide free transport?	16
--	-----------

7a	Travel passes	16
----	---------------	----

7b	Travel times	17
----	--------------	----

7c	Pick up points	17
----	----------------	----

7d	Behaviour	17
----	-----------	----

7e	Replacement passes	17
----	--------------------	----

7f	Paying for replacement passes	17
----	-------------------------------	----

7g	Bus Pass Amendments	17
----	---------------------	----

7h	If your child forgets their travel pass	17
----	---	----

7i	If your child does not want a travel pass	17
----	---	----

7j	Bicycles	18
----	----------	----

7k	Motorbike or car allowance	18
----	----------------------------	----

Section 8 - What happens if you allow my child to travel free by mistake?	18
--	-----------

Section 9 - Can I appeal against your decision?	18
Appendix A - Unsuitable Routes Policy	22
Appendix B - Special Pupil Cases	26
Appendix C – Transport to School on the Grounds of Religion or Belief	27

Home-to-School Transport Policy 2018/19

1 What do the council have to provide by law?

1a Education acts

Under section 508 (B) of the Education Act 1996 we must provide free transport to and from school for your child if they are aged 5 to 16 and they live outside the legal walking distance between your home and the nearest qualifying school. We must provide additional assistance for families who have a low income.

The Department for Education published statutory guidance for local Authorities in July 2014; Home to school travel and transport guidance.

1b Walking distances

By law, we must provide free transport to and from school if your child is:

- under eight years old and has to walk more than 2 miles (3.218688 kilometres) to the nearest school; or
- aged eight or over and has to walk more than 3 miles (4.828032 kilometres) to the nearest school.

We measure the distances using the shortest suitable walking route.

1c Families who have a low income

If you have a low income and your child is in Year 7 to 11 in secondary school, we may be able to provide free transport if they go to one of their three nearest schools. For your child to receive free transport, the school must be between 2 and 6 miles away from your home.

Additionally, we will provide free transport for your child if they go to their nearest school of faith, and they were admitted on faith grounds and the school is between 2 and 15 miles from your home.

If you have a low income and your child is at primary school, we must provide free transport to and from school if they have to walk more than 2 miles (3.218688 kilometres) to their nearest school.

1d Parental preference

You have the right to say which school you would prefer your child to go to (under section 86 of the School Standards and Framework Act 1998), but this does not automatically mean that your child has a right to free transport to the school. You are responsible for making sure your child gets to school.

1e Special Educational Needs (SEN)

The Council has a separate SEN Transport policy for children that have an Education and Health Care Plan (EHCP) or have a full Statement of SEN which is due to be converted to an EHCP. The Council must provide transport for your child if they live under the statutory walking distance but because of a special need or disability it would be unreasonable to expect them to walk to school.

1f Suitable Schools.

When assessing eligibility the County Council considers whether the nearest qualifying school has places available and provides education appropriate to the age, ability and aptitudes of your child and any Special Educational Needs your child may have.

1g How do we re-assess your claim?

If your circumstances change, for example there is a change of address, we will re-assess your claim under the policy that is applicable at the time of your application being submitted with your change of circumstances.

2 What extra help can we provide?

2a Section 1 explains what help we have to provide by law. The Education Act 1996 also allows us to provide extra help with travel costs in certain circumstances. These are discretionary elements of the Home to School Transport Policy and can be subject to change in the future.

2b Help with travel costs if your child goes to a school which is not their nearest school

If your child goes to a school which is not their nearest school, we will still provide free transport if they meet the distance criteria and:

- your child moves home while they are in Year 6, 10 or 11, and they previously attended their nearest school and the pupil is from a low income family; or
- there are in the opinion of the County Council exceptional circumstances.

2c Help with travel costs if your child lives less than the legal walking distance away from their nearest suitable school

If your child lives within the legal walking distance, we will still provide free transport if:

- the walking route in the opinion of the local authority is not suitable (see Appendix A) ; or
- your child has special educational needs or a medical condition which means it is unreasonable to expect them to walk to school.

3 How do I apply for help with transport to and from school?

Application form

When your child starts at secondary school their entitlement to receive transport assistance will automatically be assessed. If your child is eligible to receive help an application form will be issued to your home address in June.

3a Renewing travel passes

Once your child has been awarded travelling expenses this will be automatically renewed each year if you are still entitled. The Council will advise you if you are no longer eligible.

3b Timescales to apply for a travel pass

It normally takes us up to 10 working days from the date we receive your application to issue your child's pass. This is subject to us having been provided with the full information to assess your claim (it will usually take longer in busy periods such as August and September). We recommend that you apply for your child's travel pass in plenty of time before the start of the school year. If you don't, you may have to pay your child's travel fares and we may not be able to refund this money. We will only refund any travel fares you have to pay while you are waiting for your child's travel pass if we have caused the delay.

3c What happens if I move house?

If you move house, the Council will need to re-assess your application. If you were previously entitled and still remain entitled and travel to and from school by bus/train then the Council will need to amend your travel pass.

4 How will you assess my claim?

4a The area your child lives in

To be eligible for free transport to and from school under this policy, your child must live in the Lancashire County Council administrative area.

4b Legal walking distances

If your child goes to the nearest qualifying school, we will provide free transport if they are:

- under eight years old and the shortest suitable walking route is more than 2 miles (3.218688 kilometres) from the nearest school; or
- aged eight or over and the shortest suitable walking route is more than 3 miles (4.828032 km) from the nearest school.

4c Assessing your child's eligibility to receive transport assistance is a two part process.

Firstly, your child's nearest school for transport assessment purposes is decided.

The nearest qualifying school for your child will *usually* be the one:

- which is the closest to your home (measured by the shortest walking or road route, as accepted by the Council). For those children living close to the Lancashire boundary the nearest school may be situated in another local authority area;
- where there is a place available or where a place could have been offered at the allocation stage had it been requested.

4d Measuring the shortest route to the determined nearest school

Once the Council has established the nearest school, we will measure the distance to that school using the shortest suitable walking route.

This may include measuring along roads, footpaths and bridleways. We will measure from the nearest boundary entrance of your home (for example, your gate) to the nearest entrance to the school which your child can walk to. We will not include your drive or the drive at the school (if this applies) in this measurement. In most cases, we will take the measurement using computerised map measurements. If these measurements are close to the mileage limits, we will measure them on foot using a trundle wheel.

4e Working out whether a place is available

When we are working out whether places are available at a school nearer to your home, we will consider the position at the time immediately prior to school places being allocated.

However, if your circumstances have changed significantly since that time, we will consider whether places are available on the date of your amended application in relation to transport assessment.

If you move into a new area or your child changes schools, we will work out if places were available at the time of your change in circumstances.

4f Late applications

If you are offered one of your expressed preference schools, and this is over the legal walking distance from home, then free transport will not be offered if there was a place available at a nearer qualifying school at the time of school place allocation.

4g Schools that are not in Lancashire

If your child gets a place at a school which is located within another local authority, we will only provide free transport if it is determined that this is the nearest qualifying school at which a place is available.

4h If we do not meet your preferences and you made an on time secondary school application

If we offer your child a place at a secondary school which is not one of the three schools you listed as your preferences on your application for a school place, we will provide free transport as long as:

- you meet the conditions relating to distance; and
- there is no place available at an alternative school nearer to your home address (including those in neighbouring districts of Lancashire and in other local authority areas).

4j If your child is nearly eight years old

If we provide free transport for your child and you live between 2 and 3 miles from their primary school, we will continue to provide this help until the end of the academic year in which your child turns eight years old.

4k Compulsory school age

By law, only children aged five to 16 are entitled to free transport to and from school. However, if your child is under five years old and at primary school, as part of our discretionary transport arrangements, we will provide free transport as long as they meet all the relevant conditions.

Preschool

We will not provide free transport if your child is at nursery school or in a pre-school class (even if there are agreed deferred entry arrangements in place).

4l Independent (private) schools

We do not provide free transport if your child goes to an independent school.

4m Unsuitable routes

If we think that the shortest walking route to a school is not suitable for children, when walking with an adult, we will look to find a suitable alternative which is less than the legal walking distance to school.

As explained in paragraphs 4c-4e we use the shortest route to decide the nearest school. If we can't find a suitable walking route, we will provide free transport to the nearest school. The council will not consider the suitability of a walking route to a school unless the child goes to their nearest school. In Appendix A we have explained our guidelines for assessing the suitability of walking routes.

4n Definition of 'home'

If your child lives in two different homes, (there is a shared parenting arrangement in place between mother and father or other approved carer's) we will only provide transport from one of those addresses.

To work out whether your child is entitled to transport to and from school, we will use the address which we consider is your child's main home.

To decide which of the homes is your child's main home, we will consider:

- the address which you specifically chose to use when applying for a school place;
- the address at which your child spends most school days; and

- the address you give your child's doctor, dentist etc.

If your child spends an equal amount of the school week at each address, we will usually consider the main address to be the one which you declared on your admission application. This is normally where your child wakes up on the most school days during the school term (Monday to Friday).

You should be aware that entitlement to assistance with home to school transport is assessed separately after the admission process (after school places have been offered)

You cannot use an address to apply for a school place and another to have transport entitlement assessed.

For a new address to be accepted, there must be very exceptional reasons for the change, for example the sale of a property, house fire at one address, bereavement or relocation of the parents/carers to a single property. Parents must provide the necessary evidence for the Council to consider. A change in a child's living arrangements, for example spending more time at the new address, will not generally be considered to equate to exceptional circumstances.

4o Providing free transport to medical or other professional appointments or extra-curricular activities

If your child is entitled to free transport from home to school, their travel pass will not cover any extra journeys during the school day. For example they will not be able to use their travel pass to get to medical or other professional appointments, and we will not refund the cost of fares if your child takes part in extra-curricular activities.

4p If your child moves home while they are in Year 6, 10 or 11

If you move home and your new address is over the statutory walking distance, we will normally provide transport if your child is in their last year at primary school (Year 6) or if they are at secondary school and they have started their GCSE courses (normally Years 10 and 11).

We will consider several things when we make our decision, such as:

- the cost of the transport;
- how easy it is to move your child to another school;
- the distance involved;
- whether your child was at the nearest suitable school to your previous address; and
- whether you chose to move or whether you have been forced to move.

We will also need proof (such as a solicitor's letter or a rental agreement) confirming the date you moved.

This discretion will only apply to pupils from low income families.

4q Help for younger brothers and sisters

If we provide free transport for your child on low income grounds and you move home while they are in Year 6, we will also provide free transport for any of their younger brothers or sisters to go to the same school until the end of that academic year. We will only continue to provide this help after your older child leaves the school if the school your younger children are at, is the nearest school with places available and they meet the distance criteria.

4r Other reasons why your child may not be entitled to help with travel costs to and from school.

We will not consider the following when we decide if your child is entitled to free transport to and from school.

4r1 Brothers and sisters

When you are applying for a school place, you have the right to say if you would prefer your child to go to a particular school. If your child has an older brother or sister at the school which you prefer, this will often be considered in the allocation of places. We will not though take this into account when we assess whether your child is entitled to free transport.

4r2 Family links with a school

When we decide if your child is entitled to free transport, we will not take into account whether your child currently has family members at a school, or whether members of their family have gone to that school in the past.

4b3 Financial circumstances

When we decide if your child is entitled to free transport, we will only consider your financial situation if you are on a low income.

4b4 Single-sex or mixed schools

We will not agree to provide free transport just because you would prefer your child to go to a single-sex school or a mixed school.

4b5 Selection tests

Just because your child passes an entrance exam for a school does not mean that we will provide free transport. This applies to Lancashire's four selective grammar schools/academies.

5 Faith Schools

From September 2018, the County Council will no longer provide any discretionary denominational transport assistance for all pupils commencing at primary or secondary school. The removal of this assistance will be phased-in so that children who started school under one set of transport arrangements will continue to benefit from them until they conclude their education at that school or choose to move to another school.

In the 2017/2018 academic year, if you want your child to go to a school which is not the nearest school to your home, we will provide transport assistance* if the school is the nearest school which meets your faith or religious beliefs, you meet the distance criterion and your child has been admitted to the school on denominational grounds.

New pupils who started at a faith schools where this was not their nearest school from September 2011 onwards have been required to pay a contributory charge. For the academic year 2017/18, this figure is £575 per year per child before an award of travel is made. This figure will increase annually by RPI plus 5%.

Pupils admitted to a faith school where this is their nearest school and who meet the distance criterion, will continue to receive free transport.

We will also take the following into account when we decide if your child is entitled to transport assistance.

5a Mileage restriction

We will only provide transport assistance to and from faith schools which are up to 15 miles from your child's home.

5b Roman Catholic parishes

If your child is Roman Catholic, we will treat the nearest Roman Catholic school as their nearest school, but you will still be required to pay the contributory charge if this is not your nearest school.

5c Areas served by Church of England schools

If you want your child to receive transport assistance to go to a Church of England school:

- your child must have been admitted to the school under the

school's admission criteria relating to denominational admissions;

- the school must be the nearest school of your faith to your home; and
- you must meet the distance criterion.

5d Conditions for faith schools

If you want your child to receive transport assistance to go to a faith school, the head teacher or area education office will want to know why you want your child to go to that school. For example, they will want proof that your child was given a place under the denominational criteria of the school's admissions policy (or would have been given a place under that criterion if the school had been oversubscribed.) Normally, to receive transport assistance to a Roman Catholic school, we expect your child to have been baptised in a Roman Catholic church. If you want your child to go to a Church of England school, you will have to prove that you regularly go to a relevant church.

5e How to pay the contributory charge?

For those new pupils starting faith schools from September 2011, onwards who are subject to the contributory charge, this can be paid in one instalment by cheque, credit or debit card or by ten monthly payments by direct debit. A travelpass will not be issued until the fee is received or the direct debit mandate has been set up.

5f Is there any reduction in the contributory charge?

There will however be no reduction in the contributory charge, if for example your child does not travel to and from school each day by bus/rail. Similarly, there is no reduction in the contributory charge for Year 11 pupils who leave school during the summer term.

The contributory charge will reduce however pro rata for applications received once the Autumn term has started.

6 What if I have a low income?

If your child is entitled to free school meals or you receive the maximum amount of Working Tax Credit, you are defined as being on a low income. We have to provide extra help on top of that set out in sections 4 to low income families.

6a Extra Help

6b Secondary Schools

If your child is at secondary school, we will provide free transport to one of the three nearest schools as long as the school is between 2 and 6 miles from your home.

6c Faith Schools

If your child goes to a faith school, we will provide free transport to the nearest faith school if it is between 2 and 15 miles from your home.

6d Applying for a school place outside normal times

If you apply for a school place for your child outside the normal time for applying for places, the three nearest schools will be those with places available at the time of your change in circumstances.

6e Applying for a school place within normal times

If you apply for a school place within the normal time for applying for places, the three nearest schools will be those that can offer your child a place prior to places being allocated.

6f If you have a low income and your child is nearly eight years old

If you have a low income and your child is at primary school and they reach eight years old, we will continue to provide free transport if you live two miles or more and go to the nearest suitable school. This assistance will remain if you continue to receive the qualifying benefits.

6g Checking you are still entitled to help

Every year we will check that you still meet the low income criteria and that your child is still entitled to free transport. If your child is no longer entitled to free transport, this will end at the end of the academic year in which the check was made.

7 How do we provide free transport?

7a Travel passes

If your child is entitled to free transport to and from school, we will

normally give them a travel pass for a bus service, a contracted vehicle (such as a coach or minibus) or a railway service. Passes are not issued on taxi services.

7b Travel times

When we are arranging transport, we will try to make sure that your child does not have to travel for more than:

- 45 minutes if they are at primary school; or
- 75 minutes if they are at secondary school.

These are one-way journey times and do not apply if your child does not attend their nearest school.

7c Pick-up points

We will arrange transport from a point that is reasonably near to your home and your child's school.

7d Behaviour

We have the right to take away your child's travel pass if they seriously or persistently misbehave on the way to and from school.

7e Replacement passes

If your child loses or damages their travel pass, you will have to pay £20 for a replacement pass.

7f Paying for replacement passes

You will have to pay your child's travel fares while you are waiting for their replacement pass. We will not refund this money unless your child is eligible for free school meals or you receive the maximum amount of Working Tax Credit.

7g Bus Pass Amendments

In those circumstances where you require your child's bus pass to be amended for example where you move house you must request this from the Council. At this point, eligibility to receive transport assistance will be re-assessed and an amended pass will be issued if your child is still entitled.

7h What if your child forgets their travel pass?

If your child forgets their travel pass and has to pay their travel fare, we will not refund this money.

7i If your child does not want a travel pass

If your child does not want a travel pass, here are some other options.

7j Bicycles

If your child is entitled to free transport but wants to use a bicycle to travel the whole or part of the way to school, the council may pay you an allowance to help with these costs.

7k Motorbike or car allowances

If there isn't any suitable public transport or private transport available and you have to drive your child to school, the council may refund you your travel costs for the whole or part of the journey if your child is entitled to free transport.

Please be aware of how this may affect your driving insurance.

8. What happens if you allow my child to travel for free by mistake?

If your child is going to school and we find that we are allowing them to travel for free by mistake, we will let you know that we have made a mistake and we will advise when we will stop providing free transport. Your child will be permitted to travel free of charge for the rest of the term.

9 Can I appeal against your decision?

If the Council have refused your application for free transport it is because you are not eligible under this policy or in law.

If you feel that the Council has applied the law incorrectly or if you consider that you have exceptional circumstances which you have not previously advised us of, you may submit a written appeal.

Your appeal must specify precisely the nature of the error and all exceptional circumstances must be corroborated by appropriate documentation or evidence. If you fail to provide evidence your appeal cannot be considered.

Your eligibility will initially be reconsidered by an officer of the Council who was not involved in the original decision not to award transport for your child. If transport is not awarded your appeal and evidence will be considered by the Student Support Appeal Committee, whose decision is final.

A further appeal will not be considered unless there have been some significant/exceptional change in your circumstances since the last appeal was heard.

You can get appeal forms from your local area education office or they are downloadable from the County Council's website.

If the Student Support Appeals Committee decides that your child is entitled to help with travel costs, we will refund their travel costs from the date we receive your appeal form with the full evidence to support your appeal.

Appendix A

Home to School Transport Policy

UNSUITABLE ROUTES POLICY

In cases where the shortest walking route between home and school is within the statutory mileage distance and a parent believes that the walking route to the school could be considered as unsuitable, the County Council will upon a request from the parent, undertake an assessment of the whole route, or those parts of the route which the parent deems to be unsuitable. Routes will not be considered for their suitability if they do not meet the criteria listed below. When considering walking routes the County Council will take into account footways, verges, walkable roadside strips, footpaths and bridleways. However, the absence of these does not always constitute the route as being unsuitable (See section 5)

The statutory mileage criteria are:

- 2 miles or over for pupils under eight years of age.
- 2 miles or over for pupils over eight years of age if entitled to free school meals or parents receiving maximum amount of Working Tax Credit.
- 3 miles or over for pupils over eight years of age.

The County Council's assessment of the route will consider the following factors:

1. Alternative Routes

If the shortest walking route is felt to be unsuitable, however an alternative walking route or routes are available which may be classed as 'suitable' and which fall within the distance criteria, then assistance with travel costs will not be granted.

2. Accompanied by a suitable adult.

Parents have the primary responsibility for ensuring their child's safe arrival at school. In all cases when assessing the suitability of routes the County Council will assume that the child is accompanied, where necessary, by a parent or other responsible person and is suitably clad.

Therefore the existence of the following factors will not usually make a route unsuitable, although they would be taken into account:

- lonely routes
- moral dangers
- canals, rivers, ditches, dykes, lakes and ponds
- railway crossings
- routes without street lighting.

The responsibility for the child to be accompanied as necessary rests with the parent.

3. Availability of a footway, verge, walkable roadside strip, footpath or bridleway

If these are available then these parts of the route cannot be considered to be unsuitable subject to Clause 4 below.

If the width of the roadside footway/verge/roadside strip falls to less than 1m in width and an alternative footway is not available then traffic counts will be necessary at the points where this happens, in accordance with the width of the road, as shown in the table in Clause 5 below.

Where it is necessary to make road crossings to access an alternative footpath or a footway in excess of 1m width, the volume of traffic on the road at those points will be considered taking into account the 'crossing parameters' outlined in Clause 4 below.

4. Suitable Crossing Points

When undertaking the measuring of walking distances to school the County Council will take into account suitable road crossing points when assessing the suitability of the route.

Where road crossings are necessary it will be assumed that if the half hour two way traffic flow (one way on dual carriageways) is below 240 vehicles per hour, the road should be reasonably able to be crossed.

Conversely, where the half hour two way traffic flow (one way on dual carriageways) is in excess of 700 the road is assessed as being unsuitable to cross, unless there are 'traffic interrupters' (eg traffic lights) which provide suitable crossing gaps at reasonable intervals.

The assessments will not apply if pedestrian crossing facilities are provided.

In cases where central pedestrian islands are provided in the centre of the road to assist pedestrian crossing movements and there are no other pedestrian facilities available (ie pelican/zebra crossing), traffic flows will only be taken in one direction.

For roads where the half hourly traffic flow is between 240 and 700 vehicles, the ability of being able to cross the road comfortably four or more times in each five minute period would normally indicate a road which is reasonably able to be crossed by an accompanied child. In cases where central pedestrian islands are available the number of crossings will be taken from the island to the footway and vice versa.

The County Council will undertake a half hourly traffic count for both the morning and afternoon during school terms to coincide with the times the route would be walked.

When determining the number of vehicles in any time period the following 'passenger car equivalent values' (PCU's) will be used as multiplication factors:

3 pedal cycles	1PCU
2 motor cycles	1PCU
1 car	1PCU
1 LGV (under 3.5tonnes)	1PCU
1 Bus/Coach	2PCU
1 HGV	2PCU

5. Roads without Footways

On roads less than 6.5m in width, where there is no public footpath or walkable verge or refuge points and where the traffic exceeds the maximum vehicle numbers per hour relevant to the width of road shown in the table below, these would be deemed unsuitable routes.

In addition if the proportion of Heavy Goods Vehicles (HGV's) using the route is more than 10% of the highest total traffic volume figure, relative to the road width shown in the table below, the route would be deemed unsuitable.

In undertaking the assessment however, if there are verges which may be 'stepped onto' to avoid vehicles, where there is insufficient road width for the vehicle/s to pass, then these parts of the route are not deemed to be unsuitable, unless the number of vehicles exceeds that which corresponds to the appropriate road width shown in the table below.

A step off or verge is a minimum area that a pedestrian could use as a refuge which is defined as 1.5m in length and 0.5m in depth and relatively level.

Where no 'step-off' exists for any part of the route the number of vehicles using the route will be counted at this point in accordance with the road widths shown in the table below.

Acceptable maximum length of Single sections of road without Verges or refuge before Broken by a verge or refuge	Acceptable number of vehicles per half hour by road width			
	>3.5m road width	3.5>4.5m road width	4.5>5.5m road width	5.5>6.5m road width
10m	201-240	301-360	401-480	501-600
15m	161-200	241-300	321-400	401-500
25m	121-160	181-240	241-320	301-400
35m	81-120	121-180	161-240	201-300
55m	61-80	91-120	121-160	151-200
75m	41-60	61-90	81-120	101-150
120m	31-40	46-60	61-80	76-100
160m	21-30	31-45	41-60	51-75
240m	11-20	16-30	21-40	26-50
300m	6-10	9-15	11-20	13-25
500m	1-5	1-8	1-10	1-12

In order to make the assessment the above table will only compare the number of vehicles at those places on the route where the lack of 'step-off' exists.

Example: 4.5>5.5m road width

There are 3 parts of the route where no verge exists.

Part 1 the gap is 15m there were 200 vehicles counted - Route suitable

Part 2 the gap is 120m there were 27 vehicles counted - Route suitable

Part 3 the gap is 300m there were 21 vehicles - Route unsuitable

Where HGV vehicles (this includes farm vehicles on rural roads) in the hourly two way traffic count on the un-verged portions of the route are more than 10 in number or where this constitutes more than 10% of the total traffic volume, then the route would be classed as unsuitable, irrespective of whether the traffic volume was reached.

6. Pupils not attending their nearest schools

In cases where a pupil chooses not to attend their nearest school, travelling expenses to a more distant school on the grounds that the route to that school is deemed to be unsuitable cannot be considered. .

7. Accident Statistics

If a particular route meets the above criteria as a 'suitable route', the County Council will also take into consideration any significant accident data on the route.

8. Re-imbursments and Unsuitable Routes.

Where the Council determines that a route is unsuitable, any claims for retrospective re-imbursment of travelling expenses will only be backdated to the date the Council determined the route as unsuitable.

Appendix B

HOME TO SCHOOL TRANSPORT POLICY

SPECIAL PUPIL CASES

The County Council will consider all circumstances which are relevant for the purpose of facilitating the attendance of a child at school and assistance with transport/travel costs may be given at the discretion of the Director for Children's Service in exceptional cases.

Additional assistance may be granted in the following circumstances.

1. Medical Needs of the Pupil

1.1 Long Term Cases

Where pupils live within the statutory walking distance between home and their nearest suitable school and where it is apparent that a pupil is physically unable to walk to school, transport provision may be initially considered. Substantial medical evidence will need to be provided. Provision of transport will not usually be offered where a pupil does not attend their nearest school, unless the medical incapacity arises where the pupil is in Year 10 and Year 11 in secondary school or in Year 6 in primary school. The County Council will however consider cases in other year groups where there has been a significant change in circumstances relating to a child's medical condition.

Assistance will normally take the form of public transport provision unless the pupil is physically unable to access public transport. The provision may also vary dependent on the time of the year.

If the County Council determine that discretionary transport support is no longer required, parents can submit an appeal to the Student Support Appeal Committee if they consider it should continue, subject to a further officer review.

1.2 Short Term Cases (Up to 12 weeks)

Short term taxi transport may be considered where a child has a short term medical incapacity. Medical evidence will be sought to confirm that the pupil will not be able to access public transport. In these cases the provision will normally be made for a maximum of 12 weeks. In these circumstances the Council will consider the provision of transport even if the pupil is not attending their nearest school.

If transport is likely to be required in excess of twelve weeks the case will be reviewed by the County Transport Policy Officer. If it is decided not to extend the transport support, the parents have the option of appeal to the Student Support Appeal Committee

2. Looked After Children (LAC)

Pupils who are 'Looked After' by the County Council who are placed in short term foster care and who do not meet the statutory criteria for transport assistance will not be considered for transport assistance under this policy.

A separate policy is administered by the Children's Integrated Services Group to provide short term transport for LAC pupils who are not statutorily entitled to travel assistance.

3. Emergency Transport Arrangements for non LAC children

In cases where children have been temporarily re-housed due to unforeseen emergency circumstances, transport assistance may be considered to a school other than the nearest provided the distance criteria is met. Assistance would be offered on this basis where it was considered that a pupil would be unable to attend school without support from the County Council. Assistance will initially be provided up to a maximum of twelve weeks. Confirmation of the family circumstances will need to be provided by the local council or other agencies.

Transport assistance will normally take the form of provision on public transport unless the journey times exceed the County guidelines. If transport is required beyond twelve weeks then a review of the case by the County Transport Policy Officer will be undertaken.

4. Managed Transfers and In Year Fair Access Protocol Pupils

Pupils who are admitted to schools under these arrangements may receive assistance with public transport costs if the distance criterion is met irrespective of whether they are attending their nearest suitable school. Short term taxi transport pending receipt of a bus pass may also be provided to aid the smooth transition into the new school during the trial period.

Transport assistance will only be provided for pupils subject to a 'managed move', if the pupil meets the criteria as a low income family as stated in Section 6 of this policy.

5. Children whose Parents due to their Medical Condition are unable to accompany their children to school

In exceptional circumstances where it is not possible due to the medical condition of one or both of the parents or carers, for them to accompany a child to school and it is not possible to make suitable arrangements for a family member or friend to accompany a child to school transport assistance will be considered. Assistance may be provided where it is felt by the County Council that some assistance should be given to ensure that the pupil travels

to school safely and attends the school. Any such assistance is subject to satisfactory medical evidence being provided indicating the parental incapacity.

This assistance will only be provided for pupils who meet the low income criteria as outlined in Section 6 of this policy.

This might include instances where the pupil resides within the statutory walking distance or the pupil does not attend their nearest school.

The County Council will not consider assistance where one parent is unable to accompany the child to school due to work commitments nor will it usually consider it necessary to provide assistance to secondary school aged pupils as they will usually be deemed to be capable of walking to school unaccompanied.

In the above cases transport will be provided for up to a maximum of 12 weeks. Any extension of transport will be subject to a central review process by the County Transport Policy Officer.

In circumstances where the pupil does not attend their nearest school and places were available at nearer schools then normally no assistance with travel costs will be given due to temporary incapacity of either parent.

6. Pupils under the jurisdiction of the Traveller Education Service.

Where pupils under this category live within the statutory walking distance from their nearest suitable school, short term transport provision may be made to ease the integration into a new school. This provision will be provided for a maximum of four weeks.

7. Pupils attending Short Stay Schools and pupils with special educational needs.

A separate policy applies to pupils in these categories.

In all other cases the County Council will consider requests from parents who feel that their child requires transport to their nearest school and they are not statutorily entitled to any assistance in cases of significant non-financial exceptional circumstances.

Appendix C

Transport to School on the Grounds of Religion or Belief

Section 509AD of the Education Act 1996 places a duty on local authorities to have regard to a parent's religion or belief, while fulfilling their duties and exercising their powers relating to travel. 'Religion' in this respect means any religion and 'belief' means any religious or philosophical belief.

It is acknowledged that the definitions of 'religion' and 'belief' are ultimately determined by the courts and there is a substantial body of case law which exists with regard to these definitions.

The Department for Education (DFE) offer the following advice in their Home to School Transport Guidance 2007 regarding religion or belief.

- a) The definition of 'religion'; includes those religions widely recognised such as Christianity, Islam, Hinduism, Judaism, Buddhism, Sikhism, Rastafarianism, Baha'is Zoroastrians and Jains.
- b) A religion must have a clear structure and belief system.
- c) Equally denominations or sects within a religion may be considered as religions in this context such as Catholicism or Protestantism within Christianity.
- d) 'Belief' may be understood as equating to 'conviction' and must be more than an opinion or idea. It must be genuinely held and parents/carers bear the burden of showing that it constitutes the reason for placing their child at a given school, or not placing them at a particular school.

The DFE consider that the following examples **do not** meet the requirements for the provision of transport on faith or philosophical grounds:

- the wish to have a child educated at a particular type of school (for example a grammar school)
- the wish for a child to be taught in a particular language
- a belief that a child should be privately educated
- objections to rules requiring that a school uniform must be worn
- the belief that a particular school will provide a better level of education.

When pupils attend particular schools on the grounds of religion or belief, the County Council may, in accordance with its policy, exercise discretion towards transport costs.

Appendix 'B'

Comment categories	Column %	Count
Being penalised/discriminated against because of faith	28%	57
Will struggle to pay the extra/will cost us more	23%	47
Want my child to have a faith school education	19%	38
Will reduce choice of school available to parents	18%	37
Will have large impact on me/my family	14%	28
Will have no impact on me	10%	21
Won't be able to afford the new charge	9%	18
Unhappy/devastated/angry at the proposal	7%	15
Concern over children's safety/safeguarding	7%	14
Agree subsidy should be withdrawn	6%	13
Other comment	6%	13
Will affect children's education/quality of education	6%	12
Have a right to send children to school of choice	6%	12
Misunderstood proposal - think child already receiving subsidy will have it removed	6%	12
Withdrawal of subsidy will widen inequality gap	5%	10
Reconsider cutting the subsidy	5%	10
Will create problems with capacity in local schools (under/oversubscribed)	5%	10
Unequal/unfair for faith schools to receive subsidy	4%	8
Other areas in the council where savings could be made instead	4%	8
What if local school is failing so don't want children to go there?	4%	8
Will increase traffic and related risks on roads	3%	6
Why have feeder schools and then penalise to go to the secondary?	3%	6
General negative comment	2%	5
Current bus service is inadequate/needs improving	2%	5
I am disabled/my child is disabled	2%	4
Already children in faith school but will struggle to send younger siblings	2%	4
Agreement when location of faith schools chosen that free transport would be given?	2%	4
Feel subsidy should be provided for all - not just faith schools	1%	3
Poor survey/should be more questions/fewer demographic questions	1%	3
Distance to nearest school is not walkable/rural area	1%	2
Suggestion	1%	2
Total responses (can multi response)		204

Appendix 'B'

Responding to consultation as...	Column %	Count
A parent of a child currently attending a faith secondary school	73%	193
A parent of a child currently attending a non-faith secondary school	3%	9
A parent of a child currently attending a faith primary school	35%	93
A parent of a child currently attending a non-faith primary school	3%	8
A Lancashire resident	49%	131
An employee of Lancashire County Council	5%	14
An elected member of Lancashire County Council	0%	1
An elected member of a Lancashire district council	0%	0
An elected member of a parish or town council in Lancashire	1%	2
A local business owner	5%	12
A member of a voluntary or community organisation	10%	27
Other	8%	21
Total responses (can multi response)		265

Gender	Column %	Count
Male	21%	54
Female	79%	208
Total		262

Transgender?	Column %	Count
Yes	1%	2
No	95%	245
Prefer not to say	4%	10
Total		257

Age	Column %	Count
Under 16	2%	6
20-34	6%	15
35-49	70%	184
50-64	20%	54
65-74	1%	3
75+	1%	2
Total		264

Appendix 'B'

Disability?	Column %	Count
No	93%	237
Yes	7%	18
Total		255

Any children or young people in household?	Column %	Count
No, but expecting	0%	1
Yes, aged under 5	8%	22
Yes, aged 5-8	17%	46
Yes, aged 9-11	44%	117
Yes, aged 12-16	72%	192
Yes, aged 17-19	18%	48
No children aged under 20	7%	19
Total responses (can multi response)		265

Young people in household with disability?	Column %	Count
No	97%	246
Yes	3%	8
Total		254

Ethnicity	Column %	Count
English/Welsh/Scottish/Northern Irish/British	97%	253
Irish	1%	3
Any other White background	0%	0
Chinese	0%	0
Pakistani	0%	1
Bangladeshi	0%	0
Indian	0%	0
Caribbean	0%	1
African	0%	0
White and Asian	1%	2
White and Black African	0%	1
White and Black Caribbean	0%	0
Arab	0%	0
Gypsy or Irish Traveller	0%	0
Other	0%	1
Total		262

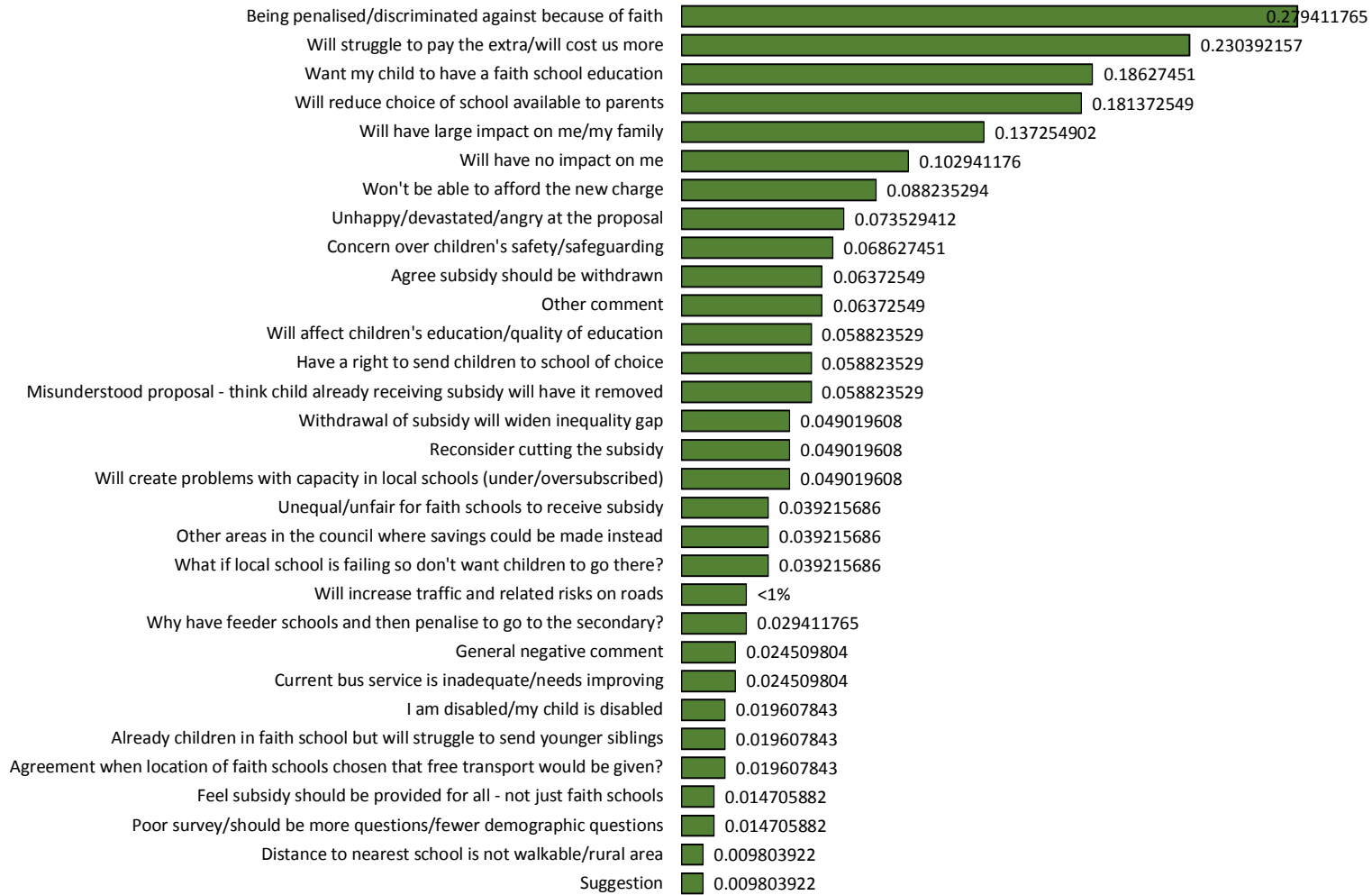
Appendix 'B'

Religion	Column %	Count
No religion	7%	18
Christian (including CofE, Catholic, Protestant and all other denominations)	92%	245
Buddhist	0%	0
Hindu	0%	0
Jewish	0%	0
Muslim	0%	1
Sikh	0%	0
Any other religion	1%	2
Total		266

Married/civil partnership?	Column %	Count
Marriage	76%	201
Civil partnership	2%	5
None of these	14%	38
Prefer not to say	7%	19
Total		263

Sexual orientation	Column %	Count
Straight (heterosexual)	93%	242
Bisexual	0%	0
Gay man	0%	1
Lesbian/gay woman	0%	0
Other	0%	0
Prefer not to say	7%	17
Total		260

Appendix 'B'



Section 4

Equality

Analysis Toolkit

Revision of Home to School Transport
Policy 2018-19

For Decision Making Items

July 2017

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

Changes to the provision of Home to School Transport Services from 1 September 2018.

To cease provision of discretionary denominational transport subsidies for all pupils who do not attend their nearest school but attend their nearest faith school on faith grounds. The decision will be implemented from 1 September 2018 to coincide with the new academic year and will apply to all pupils aged 4-16.

This policy is proposed to be applied so that pupils who do not attend their nearest school but attend their nearest faith school on faith grounds, who are beginning reception class or year 7 (or changing school) would be required to meet the full cost of a school travel season ticket. It is also proposed to be "phased in" so that pupils currently attending a faith school on faith grounds would be unaffected by the change in policy whilst remaining at their current primary or secondary school.

What in summary is the proposal being considered?

To cease provision of discretionary denominational transport subsidies for all pupils who do not attend their nearest school but attend their nearest faith school on faith grounds. The policy will be implemented on a phased basis from 1 September 2018 to coincide with the new academic year and will apply to all pupils aged 4-16, being applied to pupils beginning reception and year 7 from that date onwards. This means that pupils currently included under the existing discretionary denominational transport arrangements will continue to be eligible for them whilst they remain at their current primary or secondary school but will be affected by the new provisions once they start/change school or transfer to secondary school.

£1.1 million is spent providing home to school transport that the County Council has no legal duty to provide. This money is spent subsidising transport for pupils from none- low income families who attend their nearest faith school (which is between 2 and 15 miles

away) but live closer to an available no-faith school. From 1 September 2018 Lancashire County Council is proposing to stop providing this funding, albeit on a phased basis.

The Service will in the future only provide for:

*those eligible for transport in accordance with statutory requirements

*fare payers who purchase season tickets to travel on routes with surplus capacity or where there is no additional net cost in order for them to attend their preferred school.

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

This proposal will affect children and young people and their families in different ways across Lancashire

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.

At a basic level it is clear that this proposal will affect some children and young people and their families which affects the age protected characteristic and because the proposals are for cessation of discretionary subsidised travel to denominational schools, albeit on a phased basis, it will also impact because of their religion or belief.

There is not expected to be a staffing implication at this time but this will be kept under review.

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

Yes

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.

The County Council is only required by law to meet the cost of home to school transport for pupils from none low income families, where they attend their nearest school and this school is over 3 miles away for pupils aged 8 years or over or a distance of over 2 miles where a child is under 8.

Before September 2011 the County Council exercised discretion and granted free transport to those children who attended faith schools, met the distance criterion and had been admitted to the school on denominational grounds. As a result of financial reductions, since September 2011 parents in these circumstances were required to pay

a contributory charge which for the academic year 2017-2018 is £575 per qualifying child. The cost of a season ticket for pupils travelling between 3 and 8 miles will be £578 and £410 miles for those travelling 3 miles or less. Those potentially disadvantaged most will be those travelling over 8 miles where the cost will be £730. It is proposed that pupils currently in receipt of this support will continue to receive it whilst they remain at the same primary or secondary school but from 1 September 2018 a withdrawal of this discretionary support will be phased in for those beginning reception or year 7 where they attend a denominational school on faith grounds which is not their nearest school.

It is not possible to assess the impact on all families who may potentially be affected by this proposal as the distances travelled, availability of bus services and cost of bus services will vary. However, as an example a representative speaking on the local radio during an earlier consultation period in 2016 said there would be a cost per annum per child of over £700 and since two of his children were attending a faith school it would cost their family over £1,400 each year.

Transport assistance will continue to be provided for families on low incomes where the child attends the nearest faith school, if the school is between 2 and 15 miles from home.

There are currently 1510 pupils in receipt of denominational transport assistance. In spring 2016 there were 1688 pupils in receipt of this assistance, of these 836 were female and 848 were male, so the gender distribution is broadly similar. It is expected that this gender information will still be broadly similar.

Since the financial contribution was introduced in September 2011, the proportion of pupils applying for the assistance, of the total number that are entitled, has fallen significantly. Each year the County Council assess the eligibility of all Year 7 pupils to receive transport assistance. Those that qualify for the denominational subsidy are informed in writing. From September 2016 there were 579 Year 7 pupils assessed as eligible but only 265 pupils returned their

application for denominational travel passes.

All pupils affected (and their families) are likely to be covered by the religion or belief protected characteristic given the nature of this proposal. All pupils attend Christian schools with 1012 attending Church of England schools and 676 attending Catholic schools in spring 2016.

It is not possible to anticipate how many pupils might be affected from the phased introduction of the new arrangements from 1 September 2018 in terms of most protected characteristics but they will be affected because of their religion or belief and as this will affect children and young people, their age. The new proposal will, however, allow considerations of the financial impact of choosing to attend a school which is not the child's nearest school but their nearest faith school on faith grounds, to be fully considered alongside other factors when making school selections.

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)

An item advising of the consultation on this proposal was posted via the schools portal on 12 June 2017. Views and comments were sought from all maintained Lancashire schools and academies, parents and any other interested parties. Schools were asked to publicise the consultation and a note was provided, with suggested wording, for schools to use on their websites and in any newsletters or bulletins to parents. Schools, academies and parents were asked to either respond on line via the County Council's website or a postal address was given for those without internet access or who chose to respond in

this way. The consultation closed on 21 July 2017.

Respondents were asked to comment on the following question:

"The County Council is proposing to remove the denominational transport assistance for pupils who attend their nearest faith school but live closer to an alternative non-faith school. How will this impact on you?"

There were 264 responses to the on-line consultation.

The leading responses received were:

- *Being penalised/discriminated against - 28% (57 responses);
- *Will struggle to pay the extra/will cost us more – 23% (47 responses);
- *Want my child to have a faith school education – 19% (38 responses);
- *Will reduce choice of school available to parents – 18% (37 responses);
- *Will have large impact on me/my family – 14% (28 responses);
- *Will have no impact on me – 10% (21 responses).

Other responses which have a particular equality and cohesion reference included:

- *Unequal/unfair for faith schools to receive subsidy – 4% (8 responses);
- *Why have feeder schools then penalise to go to the secondary? – 3% (6 responses)
- *I am disabled/my child is disabled – 2% (4 responses);
- *Already have children in faith schools but will struggle to send younger siblings – 2% (4 responses);
- *Agreement when location of faith schools was chosen that free transport would be given – 2% (4 responses);
- *Feel subsidy should be provided for all, not just faith schools – 1% (3

responses).

The profile of respondents was as follows:

*A parent of a child currently attending a faith secondary school – 73% (193 responses);

*A parent of a child currently attending a non-faith secondary school – 3% (9 responses);

*A parent of a child currently attending a faith primary school – 35% (93 responses);

*A parent of a child currently attending a non-faith primary school – 3% (8 responses);

*A Lancashire resident – 49% (131 responses);

*An employee of Lancashire County Council – 5% (14 responses);

*An Elected Member of Lancashire County Council – 0% (1 response);

*An Elected Member of a Parish or Town Council in Lancashire – 1% (2 responses);

*A local business owner – 5% (12 responses);

*A member of a voluntary or community organisation – 10% (27 responses);

*Other – 8% (21 responses).

It is apparent that many respondents had an interest in this matter as the highest percentages are for those with pupils in faith primary or secondary schools. It is a little surprising that less than half of respondents identified as being Lancashire residents.

The equalities profile of respondents is as follows:

Gender – 79% of respondents were female and 21% were male. Females are more heavily represented amongst respondents than in the Lancashire population where around 51% of the population is female and 49% is male according to the 2011 Census. In many of the recent consultations carried out by the County Council women form the

majority of respondents but this is quite a high response level.

Transgender – 1% of respondents identified as transgender which is consistent with other recent County Council consultations.

Age – 70% of respondents were in the 35-49 age group which is probably to be expected given the nature of this proposal and level of response from parents. 20% of respondents were aged 50-64 with 6% of respondents aged 20-34 and 1% each in age groups 65-74 and 75+. 2% of respondents were aged under 16.

Disability – 7% of respondents identified as having a disability which is a lower figure than their representation amongst Lancashire residents and less than for a number of recent County Council consultations. 3% of respondents had a young person in their household with a disability – in recent consultations this figure has often been around 2% so it is slightly higher for this consultation.

Ethnicity – 97% of respondents identified as being English/Welsh/Scottish/Northern Irish/British which is higher than in the Lancashire population as a whole. 1% identified as Irish and 1% as White and Asian. Whilst BME residents made up 7.7% of Lancashire's population in the 2011 Census, there was 1 respondent from each of the Pakistani, Caribbean, White and Black African and Other ethnicities.

Religion or Belief – 92% of respondents identified as Christian, whilst this is greater than the 69% who identified as Christian in the 2011 Census it is not surprising given the nature of the consultation. 7% of respondents identified as having "no religion", lower than the 19% reported in the 2011 Census and 1% of respondents identified as "Any Other Religion". There was 1 Muslim respondent.

Marriage or Civil Partnerships – 76% of respondents were married while 14% were none of these (which is single, widowed or divorced), 2% were in civil partnerships and 7% preferred not to say.

Sexual orientation – 93% of respondents identified as Heterosexual/Straight which is similar to other recent consultations. 7% of respondents preferred not to say. 1 respondent identified as a

Gay Man. The responses from LGB people was lower than for other recent consultations the County Council have carried out.

Pregnancy and Maternity Leave – the closest question used in County Council consultations to this protected characteristic is the question on the number of children or young people in the household. One category is "no but expecting" which was used by 1 respondent. However, it is likely that women who are pregnant or on maternity leave are represented amongst a number of the other options/categories. Not surprisingly given the nature of this consultation 72% of respondents had children aged 12-16 in their household and 44% had children aged 9-11 in their household. 8% of respondents had children aged under 5, 17% of respondents had children aged 5-8, 18% had young people aged 17-19 in their household and 7% of respondents had no children or young people aged under 20 in their household.

Representatives from the Diocesan Authorities were made aware of the consultation regarding the removal of the denominational subsidy at a Diocesan Liaison meeting. No formal representations have been received from them to date.

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.

Currently 1510 pupils receive denominational transport assistance. The phasing in element of the proposal means that those children/young people will continue to be supported under the arrangements which applied when they began at their present school whilst they remain at the school. However, for those children and families who decide to attend a faith school on faith grounds which is not their nearest school after 1 September 2018, pupils and their families may contend that this proposal discriminates against them because of their religion or belief as it is the factor on which the proposal is based. It may be argued by those affected that the child is attending their nearest appropriate school for them.

It should be noted that 28% of respondents indicated that they felt they

were being penalised/discriminated against because of their faith in the consultation. It is possible that some individuals may feel strongly enough to take further action arising from this proposal. In contrast 4% of respondents indicated that it was unfair that pupils attending a faith school received such a subsidy.

Particularly in relation to pupils who travel more than 8 miles to school, the proposal could have a significant financial impact as the cost may be in the region of £730 for a season ticket which would be £165 at least more than from 1 September 2017. However, this will apply to pupils entering reception and year 7 only during the phasing in period which will allow pupils and families to include this consideration alongside other factors when selecting school options. For those travelling shorter distances the financial difference between current charges and the future season ticket is less, possibly around £3 or less.

Consultation responses have also raised concerns that the equality of opportunity for these pupils to attend a school of their choice is being adversely affected. There may also be impacts on the pupils and families arising from the additional costs which may be incurred or an inability to afford the new charge or send a child to the same school as their older siblings. Some respondents (about 5% of respondents and 10 responses) felt it would widen the inequality gap. Other concerns over safety and safeguarding (7% and 14 responses) or increased traffic and risks on the road (3% - 6 responses) may be seen as affecting health and wellbeing.

In a general sense, some elements of fostering good relations and community cohesion could be adversely affected if groups/people affected come to a more negative perception of the County Council and the importance they believe the Council gives to faith, religion or belief, despite the mitigating elements which have been included within this proposal.

Question 4 –Combined/Cumulative Effect

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

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

If Yes – please identify these.

It is possible that families who are no longer able to receive subsidised home to school travel costs to travel to a faith school may also be affected by the reductions in bus services arising from the withdrawal of subsidies for public bus services as part of the 2016/17 budget proposals, the original proposal for which could have resulted in over 100 services ceasing. Subsequently a £3 million fund to support bus services has resulted in 28 services being retained with support from the County Council on the recommendation of the Cabinet Working Group on Bus Services, several other Services being supported by a combination of the County Council and District Councils, 40 Services being taken over fully by bus operators and approximately 45 Services have ceased. Some morning and evening Services may have stopped or journeys may be more complicated due to changes in routes or service frequency which have occurred from 3 April 2016. Particularly in some rural areas, but also in other parts of the county, use of scheduled bus services may be more difficult or some may be unavailable which may combine to increase difficulties for some pupils/families affected by this proposal.

There may be additional impacts from more general changes to benefits and other financial issues which may impact on families of children and young people affected by this proposal, although it is hoped that arrangements for low income families will mitigate this

effect.

Question 5 – Identifying Initial Results of Your Analysis

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

Please identify how –

For example:

Adjusted the original proposal – briefly outline the adjustments

Continuing with the Original Proposal – briefly explain why

Stopped the Proposal and Revised it - briefly explain

The proposal to introduce the new arrangements will commence from 1 September 2018 and will be phased in for pupils who begin reception class or year 7 from that date. This proposal is unchanged.

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.

Those pupils included under the existing denominational school travel arrangements will continue to be covered by those arrangements whilst they remain at their current primary or secondary school due to the phasing in provisions of this proposal which will provide some mitigation for them. The phasing in element of the proposal is specifically designed to mitigate against families being subject to an

unforeseen cost during their child's time at their current school.

Whilst there will be financial implications for those families affected by the arrangements which are proposed when their children begin or change school, parents will be aware of these at the outset and be able to make a more informed decision about the implications when choosing a faith school on faith grounds which is not the nearest school for their child.

Support for families meeting the low income criteria will continue.

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.

This proposal has emerged following the need for the County council to make unprecedented budget savings, arising from a combination of reducing resources as a result of the Government's extended programme of austerity at the same time as the Council is facing significant increases in both the cost (for example as a result of inflation and the national living wage) and demand for its Services.

The estimated reduction and future savings arising from this proposal will assist in this process.

We acknowledge that potentially children and young people with the age and religion or belief protected characteristic and their families may be negatively affected however we have tried to minimise any

negative impacts on the 1510 pupils currently included within this proposal by developing the phasing in element as a mitigating action.

Question 8 – Final Proposal

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

Changes to the provision of Home to Schools Transport Services from 1 September 2018.

To cease provision of discretionary denominational transport subsidies for all pupils who do not attend their nearest school but attend their nearest faith school on faith grounds. The decision will be implemented from 1 September 2018 to coincide with the new academic year and will apply to all pupils aged 4-16.

This policy is proposed to be applied so that pupils who do not attend their nearest school but attend their nearest faith school on faith grounds, who are beginning reception class or year 7 (or changing school) would be required to meet the full cost of a school travel season ticket. It is also proposed to be "phased in" so that pupils currently attending a faith school on faith grounds would be unaffected by the change in policy whilst remaining at their current primary or secondary school.

Question 9 – Review and Monitoring Arrangements

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

The effects of this proposal will be reviewed on an ongoing basis in terms of the numbers of pupils receiving denominational transport assistance and monitoring changes in applications for admissions to schools, including faith schools.

Equality Analysis Prepared By Jeanette Binns

Position/Role Equality & Cohesion Manager

Equality Analysis Endorsed by Line Manager and/or Service Head

Decision Signed Off By

Cabinet Member or Director

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

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.

Thank you

Report to the Cabinet

Meeting to be held on Thursday, 10 August 2017

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

Electoral Division affected:
West Lancashire East;
Thornton and Hambleton

Proposals relating to Library Buildings

Contact for further information:

Mel Ormesher, (01772) 536966 Head of Asset Management,
mel.ormesher@lancashire.gov.uk

Executive Summary

This report outlines proposals in relation to the provision of library facilities and also considers options in relation to premises where Community Asset Transfer requests have been received.

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

Recommendation

The Cabinet is recommended to agree:

- (i) The phased re-opening and delivery of a full library service at Parbold Library and Thornton Library.
- (ii) To rescind the decision to declare surplus the following buildings: Parbold Library and Thornton Library.

Background and Advice

At the meeting held on 13 July 2017 Cabinet approved a report setting out proposals for the re-opening of Libraries across Lancashire. This report clarifies proposals in relation to a further two library buildings. Two buildings are subject to live proposals for Community Asset Transfer (CAT). The proposal relating to Thornton Library has been accepted in principle whereas the proposal for Parbold Library has not yet been approved. Both of the community groups that have submitted proposals relating to these buildings have subsequently indicated that they would prefer the County Council to operate a Library Service rather than progress an asset transfer.

If the proposals set out in this report are agreed, the library service will deliver through an additional two buildings bringing the total to 56, each of which will be a staffed facility with appropriate opening hours.

Proposals relating to Buildings

The following buildings have previously closed and so it is recommended to agree a phased re-opening and delivery of a full library service at:

District	Property
West Lancashire	Parbold Library
Wyre	Thornton Library

Implementation Timetable:

The timescale for the reopening of facilities that have closed, and in some cases had been prepared for sale/transfer, requires a significant amount of activity including the following considerations: recruitment of additional staff; purchase of furniture; building and equipment safety checks; building condition works; ICT facilities and infrastructure; and the securing of book stock.

Individual building surveys are now underway which will enable a detailed timeline to be produced in relation to individual properties. At this stage it is anticipated that the timeline for re-opening library facilities will be between November 2017 and April 2018 although Cabinet should note that the practicalities of commissioning and programming works to buildings may result in a slightly longer timescale.

The use of re-instated library buildings will also be reviewed to ensure flexible use of buildings and identify opportunities for other service delivery by County Council services and third parties that will both enhance the benefit offered to communities and support their sustainability.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Finance

The costs of re-opening the libraries detailed within this report are made up of recurrent costs (such as staffing and running costs), and non-recurrent costs (one-off costs such as IT, furniture costs and building checks (e.g. PAT testing and risk assessments)).

This report recommends the retaining and reopening of the libraries within recommendation 1. The estimated costs in 2017/18 (based on those libraries that are closed re-opening from November 2017 and 12 month costs for those that are still operational) total £0.157m, comprised of £0.069m part-year recurrent costs and £0.088m one-off costs. The costs are estimated on an assumption that the closed libraries would all re-open in November. Logistically this is unlikely to be the case, with a number of the libraries likely to be re-open later in the year, and actual costs in 2017/18 will be directly impacted by the actual re-opening date for each individual library. In 2018/19 full year recurrent costs will be £0.166m and there will be no further one-off costs of re-opening.

The Government introduced flexibility for capital receipts to be used to fund revenue expenditure that meets certain criteria. As part of the County Council's budget for 2017/18 a value of £12.500m income from capital receipts is budgeted for with a further £5.000m built into the MTFs for 2018/19. It is important to note that the decision to re-open and retain the libraries within this report may impact on the achievement of the required value of capital receipts. This will be monitored closely throughout this financial year.

The library buildings that are to be re-opened and retained are likely to require some repairs and maintenance and capital works due to their condition. Surveys are currently underway to ascertain the value of these works which will be predominantly capital works. An estimated value of £1.571m was included within the "Revisions to the 2017/18 Budget" paper approved by Full Council in July 2017. It is expected that once the surveys are complete a further detailed report to Cabinet will be provided.

Human Resources

Following the transformation process in 2016, the library service currently carries approx. 20 actual vacancies and is stretched over an additional number of libraries some of which are currently open as an interim measure. Adding the current vacancies to the additional vacancies as a consequence of reopening libraries, could equate to approx. 100 actual vacancies in total which include both part-time and full-time posts across a range of grades. As such there will need to be additional recruitment in order to effectively deliver the service across a greater number of premises. The lead in time for recruitment can take upwards of eight weeks to complete following which the induction and training of new employees will also be required prior to operational delivery.

Property Asset Management

In order to facilitate the delivery of library services as set out above, the Cabinet is asked to rescind the decision to declare surplus the following buildings: Parbold Library and Thornton Library.

List of Background Papers

Paper	Date	Contact/Tel
The Property Strategy (Neighbourhood Centres) Response to Consultation	8&26/9/2016	Steve Browne/01772 534121
Community Asset Transfer and Independent Community Libraries	7/12/2016	Mel Ormesher/01772 536966
Community Asset Transfer and Independent Community Libraries	23/1/2017	Mel Ormesher/01772 536966
Community Asset Transfer and Independent Community Libraries	9/3/2017	Mel Ormesher/01772 536966
Property Strategy (Neighbourhood Centres) - Community Asset Transfer and Independent Community Libraries	6/4/2017	Mel Ormesher/01772 536966
Property Strategy - Community Asset Transfer, Independent Community Libraries and vacated Children's Centres on school sites	27/4/2017	Mel Ormesher/01772 536966
Rescinding of the Deputy Leader's Approval to dispose of Fulwood and Barrowford Library and withdraw Fulwood Library, Barrowford Library, Earby Library, Freckleton Library, Whalley Library & Spring Wood Children's Centre & Lostock Hall Library & Children's Centre from the market for Sale	24/5/2017	Gary Pearse/01772 533903
Proposals relating to Library Buildings which were closed/proposed for closure as part of the Property Strategy (Neighbourhood Centres)	13/7/2017	Mike Kirby/01772 533285

Reason for inclusion in Part II, if appropriate

N/A

Report to Cabinet

Meeting to be held on Thursday, 10 August 2017

Report of the Head of Service, Learning Disabilities, Autism & Mental Health**Part I**Electoral Divisions affected:
All**Deprivation of Liberty – Prioritisation of Applications to the Court of Protection**
(Appendices 'A' and 'B' refer)

Contact for further information:

Charlotte Hammond, 07771 338882, Head of Service, Learning Disabilities, Autism & Mental Health

Charlotte.hammond@lancashire.gov.uk**Executive Summary**

This report gives an overview of the position regarding the legal requirements placed on the Council regarding applications to the Court of Protection (COP) in relation to people who may be deprived of their liberty in community settings.

It outlines the pressures on social work and legal resources since the Supreme Court ruling of March 2014 (known as the Cheshire West ruling) which dramatically increased the number of people who come within the remit of Deprivation of Liberty legislation, and the potential risks of not complying fully with the law.

Deprivation of Liberty for those over the age of 16 years in a community settings can only be authorised via an application to the COP. (For people over 18 years in a hospital or care home there is a separate procedure under the Deprivation of Liberty Safeguards (DOLS) which is not covered in this report).

The resource implications on the Council as a result of this ruling are significant and ongoing. Whilst new legislation which could reduce the impact of COP work (as well as DOLS) has been proposed, this is unlikely to be implemented in the foreseeable future.

This report recommends Cabinet to agree to adopt a pragmatic approach to ensure that the most pressing cases are identified and progressed through to the Court as priority. This will ensure that citizens who most need the protective legal framework are dealt with first. Although this means applications for those of lower priority will be delayed, it is considered that it is reasonable to believe that their care has been arranged by social care staff with the best intentions to keep them safe and well.

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

Recommendation

The Cabinet is recommended to:

- (i) Note the legal requirements placed on the Council as a result of the Cheshire West ruling and the consequential financial implications.
- (ii) Agree to the adoption of the Court of Protection Prioritisation Tool as set out at Appendix 'A'.

Background and Advice

The Mental Capacity Act (MCA) 2005 established the Court of Protection (COP) which introduced a duty that required public authorities to place certain matters before the COP. One of these circumstances is to seek an authorisation to lawfully deprive a person of liberty in a community setting.

Prior to March 2014, the number of applications to the COP to lawfully deprive a person of liberty in a community setting were very small, 109 across England and Wales in 2013 and approximately 10 in Lancashire. However, in March 2014, the Supreme Court set out a much wider definition of 'deprivation of liberty' (the 'Cheshire West Test') which brought thousands more people within scope of deprivation of liberty safeguards (DOLS). The impact on the numbers for DOLS (Hospitals and Care Homes) is well documented, but the impact on people requiring a Court of Protection Deprivation of Liberty application has been hidden.

After March 2014, the numbers of people in community settings requiring an application of this type has increased dramatically and by 2016 the actual number of applications made across England and Wales had risen tenfold.

The Commissioning body, which more often than not is the local authority, is responsible for making the application to the COP. The financial risk to the local authority of depriving someone of their liberty without the appropriate authorisation in place may result in a claim for damages. The level of any such claim will depend upon whether the matter is considered to be a substantive or procedural breach and the length of time the individual may have been deprived of their liberty. In addition to this there may also be a claim for costs against the local authority to cover the legal expenses incurred by the individual in seeking such redress.

It is estimated that 3,150 adults in the community in Lancashire will require an application to be made to the COP to seek an authorisation and this will need to be reviewed on an annual basis. This does not take into account service users waiting for a social care review, nor any increase in demand.

Following the Cheshire West case a Judicial Review challenge was brought by four local authorities against the Secretary of State for Health on the grounds that a one-

off Government Grant to address the back log created by the Supreme Court decision was insufficient to implement the ruling. This challenge was however unsuccessful.

A conservative estimate of average Social Work time to complete a COP application is 47 hrs per case; this is the equivalent of 89 x FTE social workers per annum for the estimated 3,150 applications.

Similarly the legal resource per annum for the 3150 applications is estimated to be over 7 hours per application 'on the papers' i.e. with no oral hearing required. This equates to an estimated 4.5 x FTE Solicitors, 8 x FTE Paralegals and application fees of £540,000 (based on £400 fee x 3150 applications). For complex or contested cases the legal resources and costs would be considerably more.

The greatest impact is on the Learning Disabilities & Autism Services, with 85% of people with a Learning Disability in Supported Living potentially meeting the criteria for deprivation of liberty.

The Care Quality Commission (CQC) is directing that Care Providers identify all service users in their care who may be deprived of their liberty, and to make referrals to the local authority for COP applications to be made, and to chase up regularly, which adds to the pressure on the Council.

A COP Prioritisation Tool (Appendix 'A' refers) has been drafted by officers of the council to help manage the pressures and has been successfully piloted with a sample of Adult Social Care Teams and Providers. It has also been accepted in principle by the NHS Commissioning Support Unit (NHS CSU) Clinical Commissioning Groups (CCGs) and Advocacy Services. Improved systems are being developed in collaboration with these organisations to support the management and efficiency of COP activity.

Consideration has also been given to the options available when an urgent move of accommodation is required prior to the Court being able to authorise the present or future deprivation or move in accommodation. Whilst options are limited, an approach is proposed which considers risks when urgent decisions are required. This process has also been piloted with social workers.

1. The COP Prioritisation Tool enables:
 - a. Social Work Managers to identify most at risk cases and deploy social work resource accordingly
 - b. Care Providers to make appropriately 'flagged' referrals

If the NHS and Advocacy Services locally adopt the tool, this will ensure a consistent approach and understanding across partner organisations.

2. The adoption of the Tool impliedly acknowledges that:
 - a. Not all COP applications can be completed imminently within existing social work and legal resources, even those deemed high priority.

- b. Lower priority COP cases may be held in abeyance without limit of time
 - c. Managers will need to prioritise COP work alongside all other statutory social work, and make professional judgements about urgency in the wider context
 - d. The local authority, individual managers and staff members may face a legal challenge if COP work has not been completed
3. If the COP Prioritisation Tool is adopted, it is also intended to approve a written position statement, including an assurance that the Council has the lead responsibility for progressing COP applications if the CQC registered provider has taken reasonable steps to refer the issue to the Council.
4. Senior Management will maintain an overview of the pressures of COP work by receiving regular reports on COP activity and will consider savings targets in light of the potential increasing demands of COP work

Consultations

The following consultations have taken place regarding the proposal to implement the COP Prioritisation Tool:

- NHS Midlands & Lancashire CSU
- Lancashire CCGs
- Merseycare NHS Trust
- The Lancashire Adult Safeguarding Board
- Advocacy Focus (Statutory Advocacy Services)
- Key organisations involved impacted by this work
- LCC Social work staff and their managers faced with these decisions

The estimated numbers for Lancashire and concerns about impact have been shared and discussed with the President of the Court of Protection in person and with other North West local authorities via the ADASS network

Implications:

This item has the following implications, as indicated:

Risk management

The proposal to adopt the COP Prioritisation Tool will mitigate the risks associated with substantive breaches through vetting the cases and prioritising high risk cases.

If it is not adopted then this would mean that the current workforce would be without any guidance to enable them to prioritise applications according to risk; decisions would be made in an ad-hoc inconsistent way, increasing the exposure of the Council to legal challenge and reputational damage.

Social Workers would be exposed to professional challenge as they may be in breach of professional standards to uphold the law, while the use of the prioritisation tool would mean that some applications are not made to the COP, professionals will

feel supported by the organisation and less at risk in respect of their professional reputation and registration.

Social work teams are currently unable to meet the demand associated with the volume of COP cases. Increasing staffing to meet the need would represent a pressure to staffing budgets, management overheads, legal overheads, support functions, accommodation and equipment. If caseloads are not properly prioritised this can lead to staff pressures and dissatisfaction

Social Care providers will submit referrals for applications for all their customers in bulk, without any indication of priority; this will result in a backlog that would be extremely problematic to screen, increasing the risk of a serious breach going unnoticed.

Legal

In accepting the recommendations the Council is acknowledging that there are a number of Lancashire residents who are presently deprived of their liberty and may continue to be until the relevant applications to seek a lawful authorisation can be made. In the majority of cases, when the initial arrangements for care were made for those residents, the legal definition was not as wide as it now is and therefore they would not at that time have been considered to have been 'deprived of liberty'.

The Council's position is therefore that all care arrangements have been made with the best intentions to keep people safe and well. The Council will continue to meet care needs in line with the individuals care and support plans which in some instances may require an authorisation from the Court which will be sought as soon as possible in line with the COP Prioritisation toolkit which will assist in minimising risk to both the service user and the Council.

However, it must be acknowledged that the Council will nevertheless be in a position where it is accepting that it is responsible for some individuals who are being unlawfully deprived of their liberty. This presents an increased risk of legal challenges as any unlawful deprivation of liberty is a breach of an individual's Human Rights under Article 5 (The Right to Liberty and Security of Person) and potentially Article 8 (The Right to Private and Family Life).

Damages for breaches could range from £1 per day for a procedural breach up to £3000 - £4000 per month where there has been a substantive breach. In addition to this there may also be a claim for legal costs of any such application.

The proposals do not place the Council in a risk free position. They do however assist the Council's workforce by introducing a process that should enable prioritisation of the most pressing cases, and while those at least risk will be delayed, this should reduce the risk of challenge.

Those matters which may involve a substantive breach will be identified and addressed at an earlier stage. This will result in an increase in legal work as the social work teams will be able to identify the more complex and pressing applications which will need to be prioritised by Legal Services to ensure authorisations are obtained in a timely manner.

Financial

It is not anticipated that adoption of the protocol listed above will lead to increased costs, however there is a possibility that there could be future additional costs to meet demand levels as highlighted within this report. This area will be closely monitored and any financial pressures may need to be built into the medium term financial strategy (MTFS).

There are indirect positive financial implications of adopting the Tool; by prioritising applications for the highest risk cases, there is less likelihood that the local authority will substantively breach citizens' human rights, and therefore less likelihood of damages and costs being awarded against the local authority.

Equality and Diversity

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

List of Background Papers

Paper	Date	Contact/Tel
'Cheshire West' Supreme Court judgment		Charlotte Hammond /07771338882

Reason for inclusion in Part II, if appropriate

N/A

APPENDIX A: Prioritisation criteria for Community COPDOL & COP Welfare applications (and in exceptional cases High Court applications) Pilot Version

Adapted from Screening Tool provided by ADASS in their Advice Note of November 2014

- **Based on Red, Amber, Green system :- New category Purple is Highest priority**, Red is Higher priority; Amber is Medium priority; Green is Lower priority
- **Community COPDOL applies to any situation that does not meet the criteria for DOLS** (Deprivation of Liberty Safeguards -Hospitals & Care Homes). **Community includes any of the following:** supported living, extra care, shared lives, foster care, non-residential short breaks, day services, residential/hospital (under 18yrs only), educational setting (school, college) own home etc. This is not an exhaustive list and there is no lower age limit for deprivation of liberty, unless within the zone of parental responsibility. COP Welfare applications can occur in any setting.
- **The criteria should be used as an indicative guide only** if it is based on information provided by the Support Provider. Each case must be judged on its own facts using professional judgement
- **The starting point for COPDOL is always that the care arrangements appear to meet the Cheshire West 'Acid Test'** i.e. The person lacks mental capacity in relation to their accommodation for care or treatment, AND is under continuous (or complete) supervision and control AND is not free to leave
- **Attempts to resolve objections** from SU / family / friends / provider/ advocates / professionals should always be made locally in the first instance
- **Please note for consideration:**
 - Safeguarding intervention resulting in increase of staffing and/or restrictions may be a trigger need for a COPDOL or Welfare application
 - Individuals under CTO/Guardianship/s17 Leave/Conditional discharge may also need a COPDOL application
 - People who meet criteria for Transforming Care in terms of discharge from hospital are likely to be 'Purple'

Key to table:

*Psycho tropics Medications- Anti psychotics, Benzodiazepines, Anti Depressants, Hypnotics, ADHD Treatments, Mood Stabilisers, Anti-epileptics

** Physical Interventions- Restraint, Guided Escorts, Breakaway (but not purely physical health support)

***Restrictions- Locked doors, Gates, Mechanical restraints (lapbelt/Houdini harness), Environmental restrictions

**** Article 8- restrictions on lifestyle- Food, activities, freedom of movement, intimate relationships. This is a potential Section 16 Welfare application

***** Minimal evidence of control and supervision- out independently, minimal input around personal care, time alone at home

Purple - Highest	Red – Higher	Amber - Medium	Green – Lower
<p>Sec 16 Welfare applications –</p> <ul style="list-style-type: none"> Restrictions on family / friend contact (Article 8**** issue) Objections from SU / family / friends / provider/ advocates / professionals Attempts to leave /Asking to leave consistently <p>Those subject to high level of support and supervision</p> <ul style="list-style-type: none"> Minimum 1:1 support at all times during day and night (waking watch) or other highly restrictive regime of support Physical Intervention** in the Care Plan and used frequently, or infrequent but intense Those going through internal/independent complaints procedure (in context of deprivation of liberty or welfare matter) Sec 21A Applications (re DOLS) Has been agreed urgent to move with no COPDOL Order in place Safeguarding issues identified i.e. removal from family home Change of accommodation, and a DOLS or COPDOL Order is already in place Mental Health Interface – Conditional discharges CTOs & Guardianship Transforming Care - people on CCG dynamic risk register 	<ul style="list-style-type: none"> Those subject to annual Court Reviews - Need to be prepared 8 weeks prior to expiry of Order Sedation / medication* / PRN in the care plan to control behaviour Covert medication Restrictions*** used Confinement to a particular part of an environment or exclusion from , for considerable period of time New or unstable placement Physical Intervention **in the care plan and used Serious life threatening condition but not on end of life pathway Minimum 1:1 support during day and minimal at night (sleep in) Other Article 8**** issues Family home with 24 - hr 1:1 supervision / family presence, with other high levels of restriction and not free to leave 	<ul style="list-style-type: none"> Occasionally asking to leave but not consistently Not making any active attempts to leave Appears to be unsettled some of the time Physical Intervention** in the care plan and used infrequently Medication */ PRN to control behaviour in the care plan and used infrequently Appears settled but showing signs of withdrawal/depression which demonstrate unhappiness with the support & accommodation Family home with 24 - hr supervision / family presence and not free to leave People who utilise core (shared) support and some 1-1 support People with sleep in or Assistive Technology (staff on site) 	<ul style="list-style-type: none"> Minimal evidence of control and supervision***** No specific Physical Intervention** or restrictions*** in care plan or being used Has been living in the accommodation for some time (at least a year) Settled placement , no evidence of objection etc End of life situations, which may meet the acid test but there will be no benefit to the person from the Safeguards of a CoP Order People who utilise core (shared) support but no 1-1 support No staff on site at night People who spend time alone People who use Assistive Technology for long periods (no staff on site) Family home and not free to leave

Appendix 'B'

Section 4

Equality Analysis Toolkit

Deprivation of Liberty – Prioritisation of
applications to the Court of Protection
For Decision Making Items

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

Deprivation of Liberty – Prioritisation of applications to the Court of Protection

What in summary is the proposal being considered?

Deprivation of liberty for those over the age of 16 years in a community settings can only be authorised via an application to the Court of Protection (COP). The Supreme Court ruling of March 2014 (known as the Cheshire West ruling) dramatically increased the number of people who come within the remit of Deprivation of Liberty legislation, and the potential risks of not complying fully with the law.

The proposal is to adopt a pragmatic approach to ensure that the most pressing cases are identified and progressed through to the Court as priority. This will ensure that citizens who most need the protective legal framework are dealt with first. Although this means applications for those of lower priority will be delayed, it is considered that it is reasonable to believe that their care has been arranged by social care staff with the best intentions to keep them safe and well.

The recommendation is that the Local Authority adopts the Court of Protection Prioritisation Tool. This will enable Adult Social Care Services to prioritise those citizens whose case needs to be put before the Court most urgently.

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

The decision affects all areas of the county equally

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.

- The citizens most affected are people with a disability or health condition which significantly impacts on their cognitive functioning.

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

Yes

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.

The decision impacts most on people with a learning disability and/or autism, older people with dementia and people with mental health problems who lack capacity to make decisions about their care and accommodation arrangements, and may be deprived of liberty to protect them from harm.

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)

Consultation has been carried out with following organisations and professionals who work with or represent the people/groups who are potentially affected by the decision.

- LCC Adult Social Care Senior Managers and Team Managers
- LCC Mental Capacity Act Coordinator
- Social Workers working with people with a Learning Disability &/ or Autism, Mental Health issues and Older People
- Shared Lives Service Managers
- Learning Disability Supported Living Providers
- Advocacy Focus (independent statutory advocacy provider) - managers and IMCAs (Independent Mental Capacity Advocates)
- Mental Capacity Act lead for Merseycare NHS Trust
- Mental Capacity Act leads for NHS Clinical Commissioning Groups

Question 3 – Analysing Impact

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

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

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

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

The proposal does not discriminate in general against particular groups as the citizens affected are potentially all those who come within the scope of the Mental Capacity Act, which the local authority has a statutory duty to apply. The proposal aims to proactively identify those citizens within that cohort who are most at risk of having their Human Rights under Article 5 (The Right to Liberty and Security of Person) and Article 8 (The Right to Private and Family Life) breached, and to ensure that their cases are prioritised for legal oversight and authorisation by the Court of Protection. This promotes equality of opportunity in that it aims to prioritise the human rights of those people living in the most restrictive care regimes and who are least able to exercise these rights for themselves.

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.

Not aware of any other factors

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

As a result of this analysis the decision is to continue with the original proposal. Feedback from the wide -ranging consultation with partners who have significant expertise in this area of work has shown that the proposal to utilise a COP Prioritisation Tool is very welcome. It is seen as a positive step towards managing competing priorities, and ensuring that our most vulnerable citizens' human rights are made highly visible. All the partners consulted are now looking to adopt the

tool within their own organisations

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.

Those citizens within the cohort whose cases are considered lower priority will have their applications to the Court delayed. The following actions will mitigate the risks of these individuals remaining less visible:

- The development of new systems to record and hold all potential COP applications are being looked at, utilising a central database or work tray
- Any central database or worktray will be regularly reviewed by team managers and / or the COP Coordinator
- As an interim measure, the COP Coordinator will maintain a manual record of known cases that have been prioritised
- The COP Coordinator and Assistant COP Coordinator will continue to engage with care providers and adult social care teams to raise awareness of COP work and to pilot the tool
- Social Care Annual Reviews and changes in circumstances will include a consideration of the COP prioritisation level for that individual.

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.

Although the proposal means applications for those of lower priority will be delayed, it is considered reasonable to believe that their care has been arranged by social care staff with the best intentions to keep them safe and well. The current social care and legal resources do not allow the local authority to make all potential applications to the Court without impacting on the needs of other citizens with protected rights. The President of the COP has stated publicly that the Court would not be able to manage all of Lancashire's applications in any case. The proposal is considered to be the best way of managing a very challenging and onerous legal process that has been described by the Law Commission as not fit for purpose

Question 8 – Final Proposal

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

The final proposal is to recommend the adoption of a Court of Protection Prioritisation tool to enable Adult Social Care Services to identify those applications that need to be made to the Court of Protection according to urgency, using an agreed checklist as guidance. The groups most affected are people with a disability or health condition which significantly impacts on their cognitive functioning i.e. people with a learning disability and/or autism, older people with dementia and people with mental health problems, and who are potentially deprived of liberty. This will have a positive impact

on people whose cases are most urgent as the Court will have oversight of their care arrangements in a timely fashion, while there is a risk that less urgent cases will be delayed

Question 9 – Review and Monitoring Arrangements

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

A review of the implementation of the COP Prioritisation Tool would be carried out by the COP Coordinator or other appropriate manager at least annually.

Equality Analysis Prepared By Cate Short

Position/Role Court of Protection (COP) Coordinator

Equality Analysis Endorsed by Line Manager and/or Service Head

Charlotte Hammond:



Decision Signed Off By Ian Crabtree:



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, 10 August 2017

Report of the Director of Corporate Commissioning**Part I**Electoral Divisions affected:
All**Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies and Procedures**

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

Contact for further information:

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

The Care Act 2014 altered the financial, legal, commissioning and operational landscape for local authorities. Reviewing, maintaining and improving the county council's adult social care policies, procedures and guidance (PPG) is essential to the professional and high quality delivery of assessments, support, information and advice for those working with adults who have social care needs, and to ensure legal compliance with the Care Act.

A comprehensive review of the County Council's adult social care policies, procedures and guidance has therefore been undertaken and key policy documents have been identified for review and revision as part of a phased programme, as approved by the Cabinet Member for Adult and Community Services on 9 March 2016.

This phased programme continues with the submission of three policy, procedures and guidance documents: Independent Mental Capacity and Mental Health Advocacy, Assessment of Needs, and Review of Care and Support Plans.

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

Recommendation

The Cabinet is recommended to:

- (i) Approve the following revised Adult Social Care Policies:
 - a. Independent Mental Capacity and Mental Health Advocacy (Appendix 'A').
 - b. Assessment of Needs (Appendix 'B').
 - c. Review of Care and Support Plans (Appendix 'C').

Background and Advice

1. Current arrangements

[A new framework was approved by the Cabinet Member for Adult and Community Services in March 2016 to ensure compliance with the Care Act.](#) All new policy documents will follow the revised procedures for decision making approved by Full Council in May 2017.

2. Summary of Revised Policies and Procedures

Three new policies – Independent Mental Capacity and Mental Health Advocacy, Assessment of Needs and Review of Care and Support Planning – are now ready for approval by Cabinet.

2.1 Independent Mental Capacity and Mental Health Advocacy

This document sets out the county council's response to duties to provide independent advocacy separate to duties under the Care Act and accompanies our separate policy and procedure document on [Independent Care Act Advocacy](#). Please see Appendix 'A' ("Independent Mental Capacity and Mental Health Advocacy") for more information.

2.2 Assessment of Needs

This document sets out the county council's response to duties to conduct social care assessments under Section 13 of the Care Act. Please see Appendix 'B' ("Assessment of Needs") for more information.

2.4 Review of Care and Support Plans

This document sets out the county council's response to duties to undertake Reviews of Care and Support Plans under Section 27 of the Care Act. Please see Appendix 'C' ("Review of Care and Support Plans") for the full policy.

Additional policy and procedure documents will be presented throughout 2017, [pursuant to the arrangements previously agreed by the Cabinet Member for Adult and Community Services in March 2016.](#)

Consultations

Wider public consultation has not been undertaken as the documents in question are revisions to existing policy and guidance to ensure that they fully reflect new duties and requirements placed on the County Council under the Care Act.

Implications:

This item has the following implications, as indicated:

Workforce

Our support for Lancashire residents is guided by the county council's comprehensive range of 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 places a series of new duties and responsibilities on the county council in regard to the care and support for adults. All revised or new documents have been reviewed and cleared by the county council's legal services before being presented to Cabinet for final approval. All documents will be publically accessible as part of this process with the aim of reducing legal challenge or complaints due to lack of understanding or transparency.

Equality and Diversity

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

Financial

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

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

Any financial implications that result from a needs assessment or care and support plan are addressed via the specific commissioning, delegation and funding arrangements governing each individual social care service, if so required. Advocacy services are provided by an external organisation, commissioned by the county council and subject to regular monitoring.

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 risk losing future legal challenges.

List of Background Papers

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

Reason for inclusion in Part II, if appropriate

N/A

Adult Social Care Policies and Procedures

INDEPENDENT MENTAL CAPACITY AND MENTAL HEALTH ADVOCACY

OTHER THAN CARE ACT INDEPENDENT ADVOCACY – PLEASE SEE [SEPARATE CARE ACT INDEPENDENT ADVOCACY 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

INDEPENDENT MENTAL CAPACITY AND MENTAL HEALTH ADVOCACY

POLICY VERSION CONTROL	2
1. POLICY STATEMENT.....	3
2. KEY DEFINITIONS AND PRINCIPLES APPLICABLE TO THIS POLICY	5
3. PROCEDURES.....	8
4. DOCUMENT HISTORY AND FURTHER READING.....	16
5. APPENDIX A: FLOW CHART AND BRIEFING ON ADVOCACY SERVICES IN LANCASHIRE.....	17

POLICY VERSION CONTROL

POLICY NAME	Independent Mental Capacity and Mental Health Advocacy		
Document Description	This document provides information on the county council's duties in relation to the provision of Independent Advocacy under the Mental Capacity Act 2005 and Mental Health Act 1983 (as amended by the 2007 Act) and to assist them in carrying out these duties. A further policy document regarding provision of Independent Care Act Advocacy is also available.		
Document Owner 1) Officer, position and contact details	Kieran Curran, Policy, Information and Commissioning Manager		
Document Authors	David Francis/Kieran Curran	Date	February 2017
Status (Draft/Live/Withdrawn)	Draft	Version	0.4
Last Review Date	n/a	Next Review Due date	n/a
Approved by		Position	
Signed		Date Approved	

DOCUMENT CHANGE HISTORY			
Version No	Date	Issues by	Reason for change
0.2	7 October 2016	Kieran Curran	Added information on new advocacy services.
0.3	13 October 2016	Kieran Curran	Edits for clarity, new links and suggestions for further reading.
0.3	22 November 2016	Legal	Various comments on Section 3.
0.4	February 2017	Various	Various minor changes.

1. POLICY STATEMENT

Independent Mental Capacity Advocate (IMCA)

The right to an Independent Mental Capacity Advocate (IMCA) was introduced by the Mental Capacity Act (MCA) 2005.

Local authorities are responsible for commissioning independent mental capacity advocacy services in England. The county council has a duty to make sure that Independent Mental Capacity Advocates are available to represent people who lack capacity to make specific decisions. Staff will need to know when an independent mental capacity advocate needs to be involved.

Independent advocacy under the Mental Capacity Act has similarities with the independent advocacy duty introduced by the Care Act 2014 and regulations have been designed to enable independent advocates to carry out both roles. However, the duty to provide [Independent Advocacy under the Care Act](#) is broader and applies in a wider set of circumstances

Many of the people who qualify for advocacy under the Care Act will also qualify for advocacy under the Mental Capacity Act 2005. The same advocate can provide support as an advocate under the Care Act and under the Mental Capacity Act. This is to enable the person to receive seamless advocacy and not to have to repeat their story to different advocates. Under whichever legislation the advocate providing support is acting, they should meet the appropriate requirements for an advocate under that legislation.

The county council works with its statutory, voluntary and private sector partners to provide an independent advocacy service.

Independent Mental Health Advocacy (IMHA)

Independent Mental Health Advocate (IMHAs) services were introduced to safeguard the rights of people detained under the Mental Health Act 1983 (MHA) as amended by the 2007 Act. IMHAs aim to enable qualifying users to participate in decisions about their care and treatment. An IMHA is a statutory advocate, granted specific roles and responsibilities under the Mental Health Act. Their role is to assist qualifying patients to understand the legal provisions to which they are subject under the Act and the rights and safeguards to which they are entitled. They also assist qualifying users to exercise their rights by supporting participation in decision making.

People are eligible to use Independent Mental Health Advocacy services in England if they are:

- detained under the Mental Health Act 1983 (excluding people detained under certain short-term sections)
- conditionally discharged restricted patients

- subject to guardianship
- subject to Community Treatment Orders (CTOs).

Under the Mental Health Act 1983 certain people, known as 'qualifying patients', are entitled to help and support from an IMHA. Section 117 of the MHA places a duty on the NHS and local authorities to provide aftercare and this will usually involve a joint assessment (often under the Care Programme Approach) including an assessment of the person's care and support needs, a care and support or support plan and subsequent review (which may reach a decision that a person is no longer in need of aftercare). Those people who do not retain a right to an IMHA, whose care and support needs are being assessed, planned or reviewed should be considered for an advocate under the Care Act, if they have substantial difficulty in being involved and if there is no appropriate person to support their involvement. (Please refer to our policy on [Care Act Independent Advocacy](#)).

Safeguarding

The county council must arrange, where necessary, for an Independent Advocate to support and represent an adult who is the subject of a Safeguarding Enquiry or a Safeguarding Adult Review. Where an Independent Advocate has already been arranged under section 67 of the Care Act or under the MCA 2005 then, unless inappropriate, the same advocate should be used wherever possible.

Health Complaints

Under The Health and Social Care Act 2012, the NHS Complaints Advocacy Service replaced the Independent Complaints Advocacy Service (ICAS), which provided support to people wishing to make a complaint about the NHS. The service aims to provide support to people who want to make a complaint about the NHS, and need some support to do this. The county council's commissioned advocacy provider will also support people to make a health or social care complaint.

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 Mental Health and Mental Capacity Acts 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 independent advocacy decisions, the council's complaints procedures will be made available.

The county council will make all reasonable adjustments to ensure that all disabled people have equal access to its independent advocacy service in line with the Equality Act 2010.

2. KEY DEFINITIONS AND PRINCIPLES APPLICABLE TO THIS POLICY

Legal Context

The 2005 Mental Capacity Act (and associated Regulations – see Related Documents on p. 16) describes the criteria for assessing a lack of capacity and the situations in which an IMCA must or may be provided.

The Act's Deprivation of Liberty Safeguards (DoLS) protect those who may lack the capacity to consent to arrangements for their treatment or care in a hospital or care home and where levels of restriction or restraint used in delivering that care are so extensive as to deprive the person of their liberty. The relevant person and their representative have the right to be represented by an IMCA as part of the MCA DoLS process.

The purpose of the IMCA Service is to help particularly vulnerable people who lack the capacity to make specific important decisions and lack family or friends to represent their best interests; it was created as a safeguard for decision making for particularly vulnerable people. The duty in the Act is targeted at those who have no one to support and/or represent them and for those decisions which have the most far-reaching consequences for the individual. The Act is intended to be enabling and supportive of people who lack capacity. Within this framework the IMCA's role is to support and represent a person in decisions being made by others on their behalf.

Definitions

Within this document, the following definitions apply:

Commissioner	The Local Authority in partnership with NHS organisations.
Decision-makers	The decision-maker is the person who is proposing to take an action in relation to the care or treatment of an adult who lacks capacity, or who is contemplating making a decision on behalf of that person.
Managing Authority	The person or body with management responsibility for the hospital or care home in which a person is, or may become deprived of their liberty.
Management Committee	The management committee of the organisation contracted to provide the IMCA service.
Non-directed advocacy	Acting as advocate when the individual concerned is not capable of choosing or

	appointing an advocate for themselves, and will need assistance to have their preferences and choices heard.
Personal reference number	The unique number allocated to a service user by either health or social care agencies.
Provider	The organisation providing the IMCA service.
Relevant Person	A person who is, or may become, deprived of their liberty in a hospital or care home.
Relevant Person's Representative	A person, independent of the relevant hospital or care home, appointed to maintain contact with the relevant person and to represent and support the relevant Safeguards.
Service user	Recipient of health or social care services.
Standard authorisation	This is the formal agreement to deprive a relevant person of their liberty in the relevant hospital or care home, given by the Supervisory Body after completion of the statutory assessment process.
Un-befriended	Having no friend or family member able and/or willing to represent the service user's best interests or preferences.
Urgent authorisation	This is an authorisation given by a Managing Authority for a maximum of a further seven days by a Supervisory Body. It gives the Managing Authority lawful authority to deprive a person of their liberty in a hospital or care home while the standard deprivation of liberty authorisation process is undertaken.

Abbreviations

ADASS	Association of Directors of Adult Social Services
DBS	Disclosure and Barring Service

DNAR/AND	Do not attempt resuscitation/Allow a natural death
DoLS	Deprivation of Liberty Safeguards
LCC	Lancashire County Council
IMCA	Independent Mental Capacity Advocate
IMHA	Independent Mental Health Advocate
LA	Local Authority
MCA	Mental Capacity Act 2005
MHA	Mental Health Act 1983 as amended by the Mental Health Act 2007
SCIE	Social Care Institute for Excellence

Who is responsible for providing advocacy services?

For Independent Mental Capacity advocacy, providing advocacy services is the responsibility of the local authority in which the person is ordinarily resident. The law states, however, that councils should have local arrangements to cover service users placed "out of area" (for example, for people placed out of area temporarily or for people who move from one area to another following an assessment and care and support planning). The county council's statutory advocacy provider, Advocacy Focus, can provide an "out of area" service for Lancashire residents, dependent on current capacity, and referrers can contact them directly with any queries about this aspect of the service.

For Independent Mental Health Advocacy, responsibility for providing advocacy rests with:

- The local authority for the area in which the hospital where the individual is detained is located (for detained patients);
- The local authority for the area in which the person's responsible hospital is located (for patients subject to a community treatment order (CTO)); and
- The local authority which is acting as the guardian or, if the patient has a private guardian, by the local authority for the area in which the private guardian lives (for people subject to guardianship).

Lancashire County Council residents may be receiving treatment at facilities outside of the county council area e.g. at The Harbour, a mental health facility located in the Blackpool unitary council area. As above, responsibility for providing advocacy to detained patients at The Harbour rests with Blackpool Council. Our provider, Advocacy Focus, operates a drop-in service at **all** mental health facilities in Lancashire (i.e. the county council area and the two unitary council areas) and can

answer any queries about the services available at each facility. See pages 15 and 16 for more information on contacting our providers.

3. PROCEDURES

This section explains the circumstances in which an IMCA or IMHA must or may be provided, the process for appointing one, and the responsibilities of the service provider, the advocates and the staff of relevant statutory health and social care agencies. This procedure applies to all involved in working with people who lack capacity in relation to a particular decision and who are eligible for the support of an advocate. Eligibility is targeted at those without the support of family and friends who can assist in decision making.

INDEPENDENT MENTAL CAPACITY ADVOCATES (IMCA)

There is a statutory duty to appoint an IMCA where the decision involves any of the following:

A. Change of Accommodation: An IMCA must be instructed where a decision is proposed about a move to or a change in accommodation where the person lacks capacity to make the decision and there are no family or friends who are willing and able to support the person. **This includes moving to a care home for 8 weeks or more, or admission to hospital where admission is likely to last 28 days or more, or a move between such accommodations if it is:**

- Provided or arranged by the NHS
- Provided under Section 18 of the Care Act which consolidates provision under Section 21 or 39 of the former National Assistance Act 1948.
- Part of the after-care services provided under Section 117 of the Mental Health Act 1983.

This may be a move for the first time from the community or hospital into residential accommodation, or where a change of accommodation is being considered. It may be as a result of changing care needs or a change in the current provision. People living in a service due to close may require an IMCA to be instructed for accommodation decisions. IMCAs should also be instructed where a person may remain living in accommodation which is deregistering as a care home.

If the placement is initially estimated to be for less than the 8-week/28-day threshold period, but later needs to be extended, an IMCA should be appointed as soon as this becomes clear. IMCAs should be instructed in advance of hospital discharge in order that they have time to make their recommendation and the discharge is not delayed unnecessarily. Decision-makers should not wait until the person has been assessed as ready for discharge. It is good practice for people who may be eligible for an IMCA to be identified upon admission.

If the placement or move is urgent, an IMCA need not be instructed, but the decision-maker must involve an IMCA as soon as possible after making an emergency decision if the person is likely to stay in hospital longer than 28 days, or longer than 8 weeks in other accommodation.

An IMCA may be required to represent a person when they are discharged from hospital. This includes when the accommodation is made under Section 117 (aftercare arrangements – see our policy on Section 117 for more information), if there is no requirement for the person to live in the proposed accommodation – i.e. the person, if they had capacity, would be able to exercise a choice. An IMCA should be instructed if it is proposed that a person will remain in hospital for more than 28 days as an informal patient under the MHA including after being discharged from a section of the MHA 1983.

Please note that ***if the service user at any stage objects to the move then legal advice should be sought.***

INDEPENDENT MENTAL HEALTH ADVOCATES (IMHA)

There is no duty to involve an IMCA if the person is required to stay in the accommodation under the Mental Health Act 1983, since the safeguards available under the MHA will apply and this may include the provision of an Independent Mental Health Advocate (IMHA) where the criteria are met. This includes detention in hospital under Section 2 of the Act (assessment) or Section 3 (treatment). It also includes Guardianship which specifies where a person should live.

If the proposed move is subject to a request for a standard authorisation under DoLS there is no requirement to instruct an IMCA for the accommodation decision. Instructions for IMCAs should also be considered in the following situations:

- The local authority is making or changing support arrangements which may allow a person to remain in their own home, when a move to a care home is a serious consideration.
- Moving a person to a different service on the same site. For example, a different unit within an older people's care service. This is because such a move could have a similar impact for the person as a move to a different location.

B. Safeguarding Adults (Adult protection): Councils and the NHS have powers to instruct and **must** consider an IMCA to support and represent a person who lacks capacity to consent to the proposed measures where it is alleged that: the person is being or has been abused or neglected by another person and or the person is abusing or has abused another person. There also may be cases where a "self-neglect" referral would be appropriate, for example where there is evidence that suggests a third party influence on self-neglect.

In adult safeguarding cases, access to IMCAs is not restricted to people who have no one else to support or represent them. People who lack capacity *who do have family and friends* are still entitled to have an IMCA to support them in safeguarding adult

procedures. The decision-maker must be satisfied that having an IMCA will benefit the person. Responsibility for deciding whether an IMCA should be instructed sits with the professional leading the safeguarding investigation. In most cases where an IMCA has been appointed for safeguarding reasons it will be necessary to involve the IMCA in subsequent safeguarding meetings.

If the person at risk lacks capacity to consent to one or more of the protective measures being considered (or interim measures put in place) the professional leading the safeguarding investigation should ensure that independent support and representation is available to the person at risk if one of the following applies:

- Where there is a serious exposure to:
 - Risk of death
 - Risk of serious physical injury or illness
 - Risk of serious deterioration in physical or mental health
 - Risk of serious emotional distress.
- Where a life-changing decision is involved and consulting family or friends is compromised by the reasonable belief that they would not have the person's best interests at heart.
- Where there is a conflict of views between the decision-makers regarding the best interests of the person.
- Where there is a risk of financial abuse which could have a serious impact on the person-at-risk's welfare, e.g. where the loss of money would mean that they would be unable to live in their current accommodation, or pay for valued opportunities.
- Where the person without mental capacity is alleged to be the perpetrator of abuse.

An IMCA instruction for safeguarding adults is just one way the person at risk may access independent representation. Potentially, the person at risk already has an advocate or an IMCA instructed for another purpose ([see Care Act Independent Advocacy](#)). To decide whether an IMCA should be specifically instructed for safeguarding adult's issues, in addition to, or as an alternative to, other forms of independent representation, the following should be considered:

- Whether the person could benefit from advocacy support for issues other than those related to safeguarding adults. The IMCA instruction would be focused on the safeguarding measures being considered and is likely to end when decisions have been made regarding these.
- Whether the IMCA's right of access to relevant records would make a significant difference for the person.
- Whether the IMCA service or other advocacy service has good availability to support the person during the safeguarding process.
- Whether the decisions regarding safeguarding go beyond or are different to the reason for any existing IMCA instruction.

- If moving the person at risk is being considered as a protective measure there may be a requirement to instruct an IMCA for an accommodation decision if they have no one appropriate to consult.

Where both the alleged perpetrator and alleged victim of abuse could benefit from independent representation, attention should be given to avoiding or minimising a conflict of interest. The same advocate or IMCA must not be expected to represent both people.

C. Care Reviews: A responsible body can instruct and must consider an IMCA to support and represent a person who lacks capacity when:

- they have arranged accommodation for that person
- they aim to review the arrangements (as part of a care plan or otherwise)
- there are no family or friends whom it would be appropriate to consult.

National guidance states that it is good practice for local authorities to undertake a review within three months of a person moving to new accommodation, or where there have been other major changes to the support plan.

Reviews should relate to decisions about accommodation:

- for someone who lacks capacity to make a decision about accommodation
- that will be provided for a continuous period of more than 12 weeks and has been arranged by a local authority/NHS
- that are not the result of an obligation under the Mental Health Act 1983
- that do not relate to circumstances where sections 37 to 39 of the 1983 Act would apply.

Involvement of an IMCA should be considered at each initial care review following a change of accommodation and subsequently if there is still uncertainty within the placement. An IMCA must be involved if an IMCA was involved in the initial placement.

Where the person is to be detained or required to live in accommodation under the MHA 1983, an IMCA will not be needed since the safeguards available under the MHA will apply. This will include the provision of an IMHA where the criteria are met.

D. Deprivation of Liberty Safeguards (DoLS): DoLS provide legal protection for vulnerable people who may be deprived of their liberty within the meaning of Article 5 of the European Convention on Human Rights (ECHR) in a hospital (other than under the Mental Health Act 1983) care home or supported living environment whether placed there under public or private arrangements. The safeguards aim to ensure that those who lack capacity are not subject to overly restrictive measures in their day-to-day lives. In certain circumstances, a person who is subject to DoLS must have an IMCA instructed to support them.

How DoLS legislation may be interpreted is subject to the most recent case law. It is essential that social workers acquaint themselves through on-going training and briefings in regard to changes that have occurred as a result of most recent case law and guidance. The DoLS Code of Practice provides details of when an IMCA should be instructed. The following is a summary of the three key sections of the Act; 39A, 39C, and 39D.

Section 39A: This applies where an urgent authorisation is given or a standard authorisation is requested and there is not an existing authorisation in force. It also applies where an assessment is being undertaken to decide whether there is an unauthorised deprivation of liberty. The Managing Authority must ascertain whether there is anybody, other than people engaged in providing care or treatment in a professional capacity or for remuneration, who it would be appropriate to consult in determining what would be in the best interests of the person to whom the request for the authorisation relates. If there is not, the Managing Authority must notify the Supervisory Body, and the Supervisory Body must instruct an IMCA to represent the person.

Section 39C. This provides for the appointment of an IMCA if a representative's appointment ends and the Managing Authority are satisfied that there is nobody, other than people engaged in providing care or treatment in a professional capacity or for remuneration, who it is appropriate to consult in determining what would be in the person's best interests. Again, the Managing Authority must notify the Supervisory Body that this is the case, and the Supervisory Body must then instruct an IMCA to represent the person. The IMCA's role in this case comes to an end upon the appointment of a new representative for the person.

Section 39D. This provides for the instruction of an IMCA by the Supervisory Body where the relevant person does not have a paid relevant person's representative and:

- the person themselves or their representative requests that an IMCA is instructed, by the Supervisory Body, to help them, or
- a Supervisory Body believes that instructing an IMCA will help to ensure that the person's rights are protected.

The DoLS Code of Practice provides more details of when an IMCA should be instructed (Sec 3.22 – 3.28 and 7.34 – 7.41):

<http://www.justice.gov.uk/protecting-the-vulnerable/mental-capacity-act>

Please also refer to SCIE guidance: <http://www.scie.org.uk/independent-mental-health-advocacy/index.asp>

E. Un-befriended: The most common reasons individuals are ineligible for an IMCA is because they are deemed to be "befriended", i.e. that there was someone who could speak up for them. This is apart from safeguarding cases where this criterion does not apply. Staff need to give due consideration to whether there are family or friends who are **willing and able** to be consulted about the proposed decision. If it is not possible, practical and appropriate to consult anyone, an IMCA should be instructed. The person who lacks capacity may have friends or family, but there may be reasons why the decision-maker feels it is not practical or appropriate to consult

with them. The following are examples where it may be appropriate to instruct an IMCA:

- The family member or friend is not willing to be consulted about the best interests decision.
- The family member or friend is too ill or frail. Ill-health or mental frailty should not preclude consultation unless this means the person is unable to communicate.
- There are reasons which make it impractical to consult with the family or friend, for example they live too far away.
- A family member or friend may refuse to be consulted.
- There is abuse by the family member or friend.

The referrer needs to record explicitly about why family members or friends cannot be consulted. If a person who lacks capacity already has an advocate, such as a Care Act advocate, they may still be entitled to an IMCA whom would consult with their existing advocate or, where qualified, the Care Act Advocate may also act as IMCA.

F. Eligibility

The service user must be assessed as lacking capacity according to the criteria laid down in the Mental Capacity Act 2005, in relation to the specific decision being considered. The service user must lack support, in that they will have no-one who can help them communicate their wishes, or be consulted about their best interests other than those professional health or care staff who may be providing services to them.

When an IMCA would not be instructed and exceptional circumstances when an IMCA should be appointed: In the following circumstances the individual would not be eligible for the provision of an IMCA:

- Where a person who now lacks capacity in relation to a particular matter has previously expressed a wish that a named person should be consulted in matters affecting his/her interests, and that person is available and willing to be consulted;
- Where the person who lacks capacity has appointed an attorney, either under a Lasting Power of Attorney or an Enduring Power of Attorney, and the attorney continues to manage the person's affairs.
- Where the Court of Protection has appointed a Deputy, who continues to act on the person's behalf.

However, the above exclusions only apply if the attorney or deputy is "authorised to make decisions in relation to" the potential reason for IMCA instruction (section 40(1)). Where a person has no family or friends to represent them, but does have an attorney or deputy who has been appointed solely to deal with their property and affairs, they should not be denied access to an IMCA.

There may also be **rare circumstances** where family members or friends who would normally be consulted are not appropriate. The reasons for this may be: distance, a lack of contact, their own ill-health or mental frailty, an unwillingness to be consulted, or concerns about the safeguarding of the service user's best interests. An IMCA may be appointed in these circumstances. Ill-health or mental frailty should not preclude consultation unless this means the person is unable to communicate. Referrers must be explicit about why family members or friends cannot be consulted.

If an IMCA has already been appointed and the service user subsequently becomes subject to the Mental Health Act, it may be appropriate for an IMHA to be appointed in addition. The county council's arrangements with its advocacy provider – Advocacy Focus – allows for these dual roles to be undertaken by the same, fully-trained individual.

Where the person has previously appointed an independent advocate him/herself, and has indicated that s/he wishes the independent advocate to be consulted on all affairs and decisions which the person concerned lacks capacity to make, the person lacking capacity would not be entitled to an IMCA. If however that advocate is unable or unwilling to proceed in the changed circumstances, an IMCA may be appointed.

G. Referral

In any situation where a service user is known or believed to lack relevant capacity and a decision is required where an IMCA may be involved, the decision-maker should assess the individual's capacity according to the Mental Capacity Act guidance in relation to that decision.

Without instruction from an authorised person (referrer) IMCAs have no authority to carry out the role. An authorised person is a person who is 'required or enabled to instruct an IMCA' although an initial referral is acceptable from any source. Local authorities may authorise a wide range of people to instruct IMCAs and may authorise other people than their own employees to instruct IMCAs.

The staff responsible for decision-making may include hospital discharge staff, doctors, nurses, social workers, care managers, managers of care homes and domiciliary care providers.

When the decision-maker has identified the need for an IMCA, they will confirm this with their line manager and then contact the provider by telephone or internet to make the instruction.

Role and responsibilities of the referring individual and information on the county council's IMCA provider

A formal capacity assessment should be undertaken and recorded before the IMCA is instructed. However, there is not a requirement in the MCA for IMCAs to see a written assessment before they start work. It is not the role of the IMCA to assess capacity. A record will be made of the decision to appoint an IMCA and the people involved in that decision.

From May 1 2016, referrers can direct all advocacy queries to a single point of contact and get guidance, information and support on helping clients have their voice heard. Referrers will be offered a triage service on first contact, providing information and guidance on the appropriate support available depending on the situation, and collecting all relevant client information.

If ANY specialist advocacy service (IMCA, IMHA, Care Act, complaints) is deemed necessary, the single point of contact service will then pass all relevant information to our specialist provider. All services are available across the entire Lancashire County Council area.

The number for the new single point of contact is: **033 000 222 00.**

A new website is also available to support referrers and arrange for advocacy services: www.advocacyinlancashire.org.uk

The single point of contact service is provided by:

Ncompass North West.
3 Errigal House, Avroe Crescent,
Blackpool Business Park,
Blackpool, Lancashire,
FY4 2DP
Tel: 0345 0138 208
www.ncompassnorthwest.co.uk/

Referrers should be assured that the single point of contact service exists to ensure that referrers are informed about available options, can gain insight and information into the legal context and their duties around advocacy, and that they are taking the most effective and efficient course of action.

The single point of contact service will arrange preliminary contact with the specialist IMCA service to confirm the basic arrangements and provide more detailed information. Referrers will only have to "tell their story once." It is the responsibility of the single point of contact service to contact the specialist provider who will arrange for the provision of an IMCA and get in touch with the referrer to discuss the case in more detail. The referrer will then be able to maintain contact with the IMCA throughout the process and record any problems and their resolution.

Specialist advocacy, including IMHA and IMCA, is provided in the county council area by:

Advocacy Focus
1st Floor
The Old Tannery
Eastgate
Accrington, Lancashire
BB5 6PW
Tel: 0300 323 0965

The providers will fulfil their obligations as described in the most recent contract between them and the commissioners.

Please see Appendix A for more information on the services provided by the county council's Single Point of Contact service (provided by Ncompass) and Specialist Advocacy service (provided by Advocacy Focus)

4. DOCUMENT HISTORY

RELATED DOCUMENTS	
OTHER RELATED DOCUMENTS	<ul style="list-style-type: none"> • Care Act Independent Advocacy Policy
LEGISLATION OR OTHER STATUTORY REGULATIONS	<p>Safeguarding Vulnerable Adults:</p> <p>"Practice guidance on the involvement of Independent Mental Capacity (IMCAs) in Safeguarding Adults" from the Association of Directors of Adult Social Services (ASASS) and Social Care Institute for Excellence (SCIE) provides detailed practice guidance on the involvement of IMCAs in safeguarding adult situations. Please also refer to LCC Safeguarding Policy [LINK].</p> <p>Change of Accommodation and Reviews:</p> <p>SCIE Guide 39 "Independent Mental Capacity Advocate involvement in accommodation decisions and care reviews". This practice guidance concerns the involvement of IMCAs in accommodation decisions and care reviews. It is published by the Association of Directors of Adult Social Services (ASASS) and Social Care Institute for Excellence (SCIE).</p> <p>MENTAL CAPACITY ACT:</p> <p>http://www.legislation.gov.uk/ukpga/2005/9/contents</p> <p>MENTAL CAPACITY ACT CODE OF PRACTICE:</p> <p>Chapter 4 of the MCA Code of Practice gives detailed guidance on ways of ascertaining the past and present views of people lacking capacity.</p> <p>Chapter 10 is specifically concerned with all aspects of the IMCA service.</p> <p>https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice</p>

	<p>MENTAL HEALTH ADVOCACY:</p> <p>http://www.scie.org.uk/independent-mental-health-advocacy/resources-for-staff/understanding/</p>
--	--

5. APPENDIX A: BRIEFINGS AND FLOW CHART



Briefing on new
advocacy services in



Advocacy Services -
Flow Chart.pdf

Adult Social Care Policies and Procedures

ASSESSMENT OF NEEDS

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

ASSESSMENT OF NEEDS

POLICY VERSION CONTROL	2
1. POLICY STATEMENT.....	3
2. KEY DEFINITIONS AND PRINCIPLES APPLICABLE TO THIS POLICY.....	5
3. PROCEDURES.....	7
3.1 Initial Information Gather and Signposting – first point of contact.....	7
3.2 Role of the Screening and Initial Assessment Service.....	7
3.3 Individual Needs Assessments	9
3.4 Impact on Wellbeing and Fluctuating needs	11
3.5 National Eligibility Criteria	11
3.6 Refusal of assessment.....	11
3.7 Record keeping.....	12
4 FLOW CHARTS/ DIAGRAMS OR EXAMPLES.....	13
5 DOCUMENT HISTORY	14

POLICY VERSION CONTROL

POLICY NAME	Assessment of Needs		
Document Description	This document describes the county council's approach to conducting social care assessments of need in line with the Care Act 2014.		
Document Owner 1) Officer, position and contact details	Sue Knox Policy, Information & Commissioning Manager		
Document Author	Sue Knox	Date	15 June 8 2017
Status (Draft/Live/Withdrawn)	Draft	Version	0.5
Last Review Date	n/a	Next Review Due date	n/a
Approved by		Position	
Signed		Date Approved	

DOCUMENT CHANGE HISTORY			
Version No	Date	Issues by	Reason for change
0.3	17 November 2016	Kieran Curran/Sue Knox/Rachel Meadows	Various comments and edits.
0.4	16 March 2017	Kieran Curran	Edited for clarity and links to other documents.
0.4	23 March	Jaswant Johal	Additional comments on supported self-assessments, based on statutory guidance.
0.5	15 June 2017	Various	Final comments from PPG Strategy Group

1. POLICY STATEMENT

The assessment process is one of the most important elements of the care and support system. The assessment is one of the key interactions between the county council and an individual, whether an adult needing care or a carer. The process must be person-centred throughout, involving the person and supporting them to have choice and control.

The Care Act 2014 assessment process starts when the county council begins collecting information about the person who may require social care support. Assessments are not just a gateway to care and support but a critical intervention in their own right. They can help people to understand their situation and the needs they have, help to reduce or delay the onset of greater needs, promote access to support when required, and help people to understand their strengths and capabilities, and the support available to them in the community from other networks and services.

An assessment should be appropriate, flexible and proportionate. The nature of the assessment will not always be the same for all people, depending on their circumstances, and could range from an initial contact which helps a person with lower needs to access support in their local community, to a more intensive, ongoing process which requires the input of a number of professionals over a longer period of time.

Assessments will differ in breadth and depth depending on an individual's circumstances. This means:

- additional exploration of underlying needs may be required;
- an individual or their carer may have needs which require more consideration only within some aspects of their lives;
- individuals with a clear understanding of those needs and/or the care and support system may require less intensive assessment than someone who has recently developed needs and has less clarity about their needs and the care and support system.

The assessment must be strength-based and person-centred throughout and should not be delayed by any [ordinary residence](#) dispute. The aim of the assessment is to identify what needs the person may have and what outcomes they are looking to achieve to maintain or improve their wellbeing. The assessor should consider the person's strengths and capabilities, and what support might be available from their wider support network or within the community. The outcome of the assessment is to provide a full picture of the individual's needs so that the county council can provide an appropriate response at the right time to meet the level of the person's needs. This response may range from offering guidance and information to arranging for services to meet those needs.

The assessment will determine whether needs are eligible for care and support from the county council, and create an understanding of how care and support may assist the person in achieving their desired outcomes. Eligibility determinations will be made on the basis of a proportionate assessment and cannot be made without that assessment being completed.

The county council will undertake an assessment for any adult with an appearance of need for care and support, *regardless of whether or not the county council thinks the individual has eligible needs and irrespective of their financial situation.*

Putting the person at the heart of the assessment process is crucial to understanding the person's needs, outcomes and wellbeing, and to delivering better care and support. The county council will involve the person being assessed in the process because they are best placed to judge their own wellbeing. In the case of an adult with care and support needs, the county council will also make every effort to involve any informal carer the person has (which may be more than one carer) with the person's permission, and in all cases, the county council will make every effort to involve any other person requested.

During the assessment the county council will consider the impact of the person's needs for care and support on family members or other people the county council may feel appropriate. The county council will, where applicable, offer a carers assessment. The county council will also include anyone who may be part of the person's wider network of care and support with the person's permission.

Some individuals may be unable to request an assessment or may struggle to express their needs due to their circumstances or due to an impairment. In such situations the county council must consider accepting requests from other people such as carers, family or health professionals. The county council will then use the Care Act and Mental Capacity Act to decide whether to accept the request and carry out an assessment.

Where a person appears to have substantial difficulty understanding, retaining and weighing up information and communicating their wishes, the county council will carry out supported decision making, helping the person to be as involved as possible in the assessment, and will undertake a Mental Capacity Assessment where appropriate and refer to local [Independent Advocacy Services](#) if required.

When a person with possible care needs refuses an assessment the county council is not required to carry out an assessment. If there is a question over a person's capacity to make this decision the county council will, if required, use the Mental Capacity Act to determine whether carrying out an assessment would be in their best interests. If a person is experiencing or at risk of abuse or neglect the county council will conduct an assessment as far as is possible and document the risk of abuse or neglect or evidence of such. The county council will carry out an assessment if a person changes their mind after having previously refused an assessment.

The person must be given a record of their assessment.

Therefore to fulfil its duty under section 13 of the Care Act, the county council will, working with its statutory, voluntary and private sector partners, comply with the national threshold in a manner 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 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

Assessment:

An assessment must be an accurate and complete reflection of the person's needs, desired outcomes and the impact of their needs on their independence and wellbeing. The assessment should be flexible and proportionate, as described above and can be undertaken either by telephone, in person or using a self-assessment tool, as appropriate and in response to the needs of the person

Appropriate and proportionate assessments:

This means that the assessment is only as intrusive as it needs to be to establish an accurate picture of the needs of the individual or their carer, regardless of whatever method of assessment is used.

This will have regard to:

- The person's wishes and preferences and desired outcomes.
- The severity and overall extent of the person's needs.
- The potential fluctuation of a person's needs, for both adults and carers.

Supported self-assessment:

A supported self-assessment is an assessment carried out jointly by the adult with care and support needs or carer and the county council. It places the individual in control of the assessment process to a point where they themselves complete their assessment form. But the duty to assess the person's needs, and ensure that they are accurately and completely recorded, remains with the county council. Once the person has completed the assessment, the county council must ensure that it is an accurate and complete reflection of the person's needs, outcomes, and the impact of needs on their wellbeing. Before offering a supported self-assessment local authorities must ensure that the individual has capacity to fully assess and reflect their own needs. Local authorities must establish the individual's mental capacity in accordance with the [Mental Capacity Act](#).

Assessor:

An assessor must be appropriately trained to assess the needs of the person according to their nature and complexity. The assessor may be a county council employee or a health professional involved in a person's care.

Eligibility for care and support:

A person's eligibility for care and support will be determined following a proportionate assessment. The person must have needs arising from a physical or mental impairment or illness and be unable to achieve two or more outcomes, as defined in the Care Act 2014. This is further explained in [our Eligibility Criteria policy](#).

Universal Services:

These are services available to everybody not just individuals with care and support needs and would include non-statutory services such as community-based, third and voluntary sector services. For example this could be a shopping delivery services, social clubs, hobby groups, local church groups, etc.

Preventative Services:

The term “prevention” or “preventative” measures can cover many different types of support, services, facilities or other resources. There is no one definition for what constitutes preventative activity and this can range from wide-scale whole-population measures aimed at promoting health, to more targeted, individual services aimed at improving skills or functioning for one person or group, or lessening the impact of caring on a carer's health and wellbeing and therefore reducing or delaying the need for commissioned support.

Fluctuating Needs:

The county council must consider whether the person's current level of need is likely to fluctuate and what their on-going needs for care and support are likely to be, including short term fluctuations. In establishing the on-going level of need, local authorities must consider the person's care and support history over a suitable period of time. The local authority may also take into account at this point what fluctuations in need can be reasonably expected based on experience of others with a similar condition.

3. PROCEDURES

Introduction

As all assessments must focus on an individual's unique needs and circumstances, not all assessments are the same. Assessments can be initiated by different teams or staff members but must always be centred on personal need and steer the individual through the assessment process, wherever or however that process begins and whichever "type" of assessment is most appropriate. Assessments are not the sole and exclusive duty of a specific team within the council: We all have a duty to ensure that assessments are appropriate and proportionate. Please see the accompanying Flow Chart (p. 13) for more information.

3.1 Initial Information Gather and Signposting – first point of contact

At the initial point of contact, the [Customer Access Service \(CAS\)](#) will gather information from the individual and/or referrer and determine whether: Information, Advice and Guidance is required; further signposting and referrals to either 3rd sector or voluntary organisations is appropriate; whether an onward internal referral is required to resolve the query (i.e. finance, Care Navigation); and whether an Assessment of Needs is required.

If an Assessment of Needs is required, CAS will begin this assessment process, via telephone, with the individual and/ or representative (consent should be gained from the individual with needs, taking account of Mental Capacity and requests from professionals). This will be a proportionate assessment, determined by the information provided and may end with information/advice/guidance/signposting being provided at the initial contact.

If eligibility for support, as determined within the Care Act 2014 is established or where eligibility cannot be established, CAS will transfer the referral to an area-based Screening and Initial Assessment Service (SIAS) for a continuation of the Assessment of Needs.

3.2 Role of the Screening and Initial Assessment Service (SIAS)

The role of SIAS is to undertake a proportionate initial Assessment of Needs (where this has not been undertaken by CAS) or to continue an Assessment of Needs as appropriate in order to identify the eligibility, requirement and urgency for social care support for an individual and/or their carer(s).

Following this assessment (which may be done via telephone if appropriate), SIAS will:

- Signpost/refer to 3rd sector/voluntary organisations to meet identified outcomes as appropriate;
- Refer for/provide low level interventions/equipment ([Telecare](#), minor equipment where a full needs assessment is not required) to meet identified outcomes;

- Refer for support in order to promote wellbeing and independence and further delay the need for ongoing care and support (i.e. Reablement);
- Commission social care support, where the need identified requires urgent intervention in order to maintain or promote wellbeing, safety and independence.
- Identify the requirement for a continuation of the Assessment of Needs by a local Social Care Service Team, establishing the priority and complexity of the Individual.

Urgent Needs

The Care Act provides all local authorities with the powers to meet urgent needs where they have not yet fully completed an assessment of needs. The county council may meet urgent need for care and support regardless of the [person's ordinary residence](#). Where an individual with urgent needs approaches or is referred to the council, then the council should provide an immediate response and meet the individual's care and support needs. Following this initial response, the individual should be informed that a more detailed assessment of needs, and any subsequent processes, will follow. Once the county council has ensured these urgent needs are met, it can then consider details such as the person's ordinary residence and finances.

Refer to preventative services and opportunity to pause the assessment

Early or targeted interventions such as universal services, a period of reablement and providing equipment or minor household adaptations can delay an adult's needs from progressing.

The first contact with the county council, which triggers the requirement to assess, may lead to a pause in the assessment process to allow such interventions to take place and for any benefit to the adult to be determined. The council must ensure that its staff are sufficiently trained and equipped to make the appropriate judgements needed to steer individuals seeking support towards information and advice, preventative services or a more detailed care and support assessment, or all of these.

In parallel with assessing a person's needs, the council must consider the benefits of approaches which delay or prevent the development of needs in individuals. This applies to both people with current needs that may be reduced or met through available universal services in the community, and those without needs who may otherwise require care and support in the future. This could include directing people to services such as community support groups which ensure that people feel supported and provide an opportunity to participate in their local community.

Council Financial Implications

Information will be provided during the assessment period as to the [potential financial implications to the person receiving care and support](#) when the outcome of the assessment has been determined and agreed by both the assessor and the person being assessed and/or a suitable person e.g. family member, advocate and/or Power of attorney. This will detail how a person's contribution to care calculated and — where an assessment determines that future care needs would be best met in a residential

setting – describes the implications to the person if they own a property and the deferred payment options offered by the council.

3.3 Individual Assessments of Needs

Where the individual requires a continued Assessment of Needs by a local Social Care Service Team, this will be undertaken in a timely manner according to the priority and complexity of the individual and their requirement for support. The assessment undertaken will be based on a "Strength Based Approach", taking into account the abilities and strengths of the individual, their informal care/support/networks, their community-based assets and other sources of informal support which are appropriate and able to support them to meet their identified outcomes. The assessment will focus on promoting wellbeing and independence whilst preventing and delaying the need for care and support on an ongoing basis. There are a number of different types of assessment, each of them appropriate to particular individual need and circumstance:

Supported self-assessment

A supported self-assessment is an assessment carried out jointly by the adult with care and support needs or carer and the county council. It places the individual in control of the assessment process to a point where they themselves complete their assessment form. But the duty to assess the person's needs, and ensure that they are accurately and completely recorded, remains with the county council. Once the person has completed the assessment, the county council must ensure that it is an accurate and complete reflection of the person's needs, outcomes, and the impact of needs on their wellbeing. When the county council is assuring itself that a self-assessment is comprehensive the assessor should not look to repeat the full assessment process again. In assuring self-assessments assessors may consider it useful to seek the views of those who are in regular contact with the person self-assessing, such as their carer(s) or other appropriate people from their support network, and any professional involved in providing care.

If the person does not wish to self-assess, then the local authority must undertake an Assessment of Needs (as below).

Assessments of Needs

The county council must undertake an assessment for any adult with an appearance of need for care and support, regardless of their financial situation or whether the authority thinks the individual has eligible needs.

During the assessment, the county council must consider all of the adult's care and support needs, regardless of any support being provided by a carer. Where the adult has a carer, information on the care that they are providing can be captured during assessment, but it **must not** influence the eligibility determination. For example the carer may be undertaking the individual's personal care but this is still to be identified as a care and support need. This ensures that the entirety of the adult's needs are identified and the county council can respond appropriately if the carer feels unable or unwilling to carry out some or all of the caring they were previously providing.

The county council **is not required** to meet any needs which are being met by a carer who is willing and able to do so, but it should record where that is the case.

After the eligibility determination has been reached, if the needs are eligible or the county council otherwise intends to use its power to meet them, the care which a carer is providing can be taken into account during the care and support planning stage.

To help the adult with needs for care and support, or the carer, prepare for the assessment the county council should provide in advance, and in an accessible format, the list of questions to be covered in the assessment. This will help the individual or carer prepare for their assessment and think through what their needs are and the outcomes they want to achieve. This will or can be determined by the assessor in conjunction with the adult/ carer.

The Assessment of Needs will help to collect information about the adult or carer and details their wishes and feelings and their desired outcomes and needs. Where the county council has decided that a person does not need a more detailed assessment, it should consider which elements of the assessment tool it should use and which are not necessary. When carrying out a proportionate assessment the assessor should continue to look for the appearance of further needs which may be the result of an underlying condition. This could be by the use of 'Just Checking' system over a short period of time to assist information gathering. Where the assessor believes that the person's presenting needs may be as a result of, or a part of, wider needs, then the local authority should undertake a more detailed assessment and refer the person to other services such as housing or the NHS if necessary, relevant or appropriate.

Combined Assessments (i.e. individual and carer; also known as a "joint" assessment in some cases)

The county council may combine an assessment of an adult needing care and support or of a carer with any other assessment it is carrying out, either of that person or another where both the individual and carer agree, and the consent condition is met in relation to a child. This will also avoid the authority carrying out two separate assessments when the two assessments are intrinsically linked. If either of the individuals concerned does not agree to a combined assessment, then the assessments must be carried out separately.

Integrated assessments

People may have needs that are met by various bodies. Therefore, a holistic approach to assessment which aims to bring together all of the person's needs may require the input of different professionals such as adult care and support, children's services, housing, experts in the voluntary sector, relevant professionals in the criminal justice system, and health or mental health professionals.

The county council may carry out a needs or carer's assessment jointly with another body carrying out any other assessment in relation to the person concerned, provided that person agrees. Where more than one agency is assessing a person, they should all work closely together to prevent that person having to undergo a number of assessments at different times, which can be distressing and confusing.

Assessments for people who are deafblind

The county council must ensure that an expert is involved in the assessment of adults who are deafblind, including where a deafblind person is carrying out a supported self-assessment jointly with the authority. People are regarded as deafblind “if their combined sight and hearing impairment causes difficulties with communication, access to information and mobility. This includes people with a progressive sight and hearing loss” (Think Dual Sensory, Department of Health, 1995).

During an assessment, if there is the appearance of both sensory impairments, even if – when taken separately – each sensory impairment appears relatively mild, the assessor must consider whether the person is deafblind as defined above. If a person is deafblind, this **must** trigger a specialist assessment. This specialist assessment must be carried out by an assessor or team that has training of at least Qualifications and Credit Framework (QCF) or Open College Network (OCN) level 3, or above where the person has higher or more complex needs.

3.4 Impact on Wellbeing and Fluctuating needs

The assessment of an individual and/or their carer should take into account whether there may be a fluctuation in their need for support (i.e. medical conditions adversely affected by seasonal weather). This should be taken into account during both the assessment and support planning process in order to support the individual to continue to achieve their identified outcomes without the individual being required to request a further assessment or reassessment of their need for support.

3.5 National Eligibility Criteria

See the [Eligibility Criteria PPG](#).

3.6 Refusal of assessment

An adult with possible care and support needs or a carer may choose to refuse to have an assessment. The person may choose not to have an assessment because they do not feel that they need care or they may not want the county council's support. In such circumstances the county council is not required to carry out an assessment. However, where the county council identifies that an adult lacks mental capacity and that carrying out an assessment of needs would be in the adult's best interests, then the county council is required to do so. The same applies where the county council identifies that an adult is experiencing, or is at risk of experiencing, abuse or neglect.

An individual may be unable to request an assessment or may struggle to express their needs. The county council must in these situations carry out supported decision making, helping the person to be as involved as possible in the assessment, and must carry out a capacity assessment. The requirements of the Mental Capacity Act and access to an [Independent Mental Capacity Advocate](#) apply for all those who may lack capacity. Those who may lack capacity will need extra support to identify and communicate their needs and make subsequent decisions, and may need an Independent Mental Capacity Advocate.

In instances where an individual has refused a needs or carer's assessment but at a later time requests that an assessment is carried out, then the county council must do so. Additionally, where an individual previously refused an assessment and the county council establishes that the adult or carer's needs or circumstances have changed, the county council must consider whether it is required to offer an assessment, unless the person continues to refuse.

3.7 Record keeping

Following the assessment, individuals must be given a record of their needs (or carer's) assessment. The record should **at least** be a summary of the eligible needs and outcomes. A summary must also be shared with anybody else that the individual requests the county council to share one with. Where an independent Care Act advocate, an Independent Mental Capacity advocate or an Independent Mental Health advocate is involved in supporting the individual, the county council should keep the advocate informed so that they can support the person to understand the outcome of the assessment and its implications.

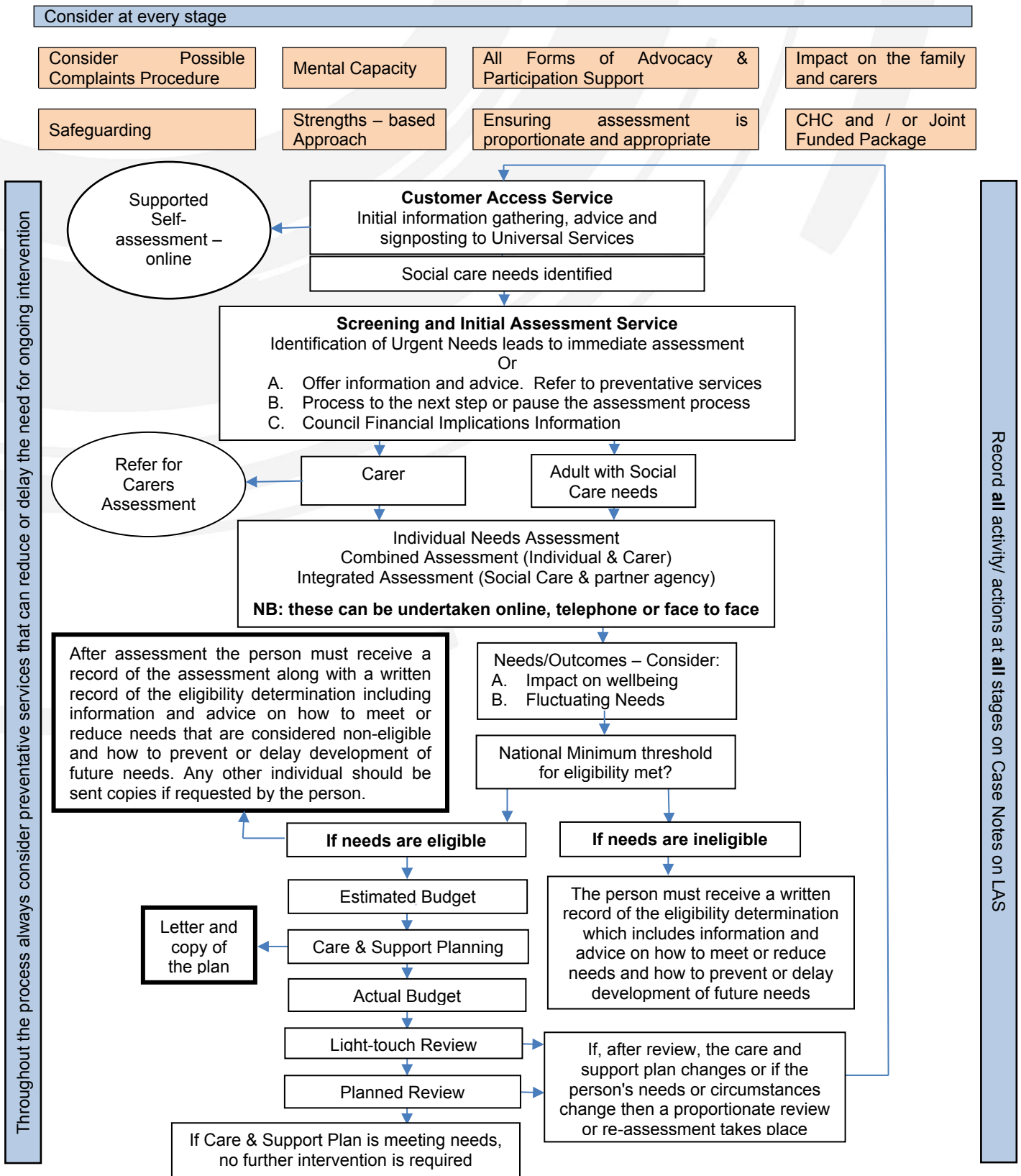
Following the assessment stage, please note that the individual's estimated personal budget must be shared when the care and support plan is being drafted.

The assessor must also complete a [Summary Case Note](#) (excluding CAS) either at the end of their involvement with the individual or at regular points throughout their involvement.

The Summary Case Note should always state the reason for the assessor's involvement, the actions they have taken along with the rationale for any decision-making and the outcome of their involvement, inclusive of next steps or a conclusion of the current and ongoing circumstances.

4. FLOW CHARTS/ DIAGRAMS OR EXAMPLES

A visual representation of the steps in the procedure, showing the sequence of actions within the process in a format that is quick and easy to explain.



5. DOCUMENT HISTORY

RELATED DOCUMENTS	
OTHER RELATED DOCUMENTS	<ul style="list-style-type: none"> • Eligibility Criteria Policy • Wellbeing Principle Policy • Independent Advocacy Policy • Care and Support Planning Policy • Ordinary Residence Policy • Continuity of Care Policy • Review of Care and Support Planning Policy • Support for people who fund their own care policy • Reablement Policy • Continuing Health Care Policy • Carers Assessments Policy • Hospital discharge Policy • Information Sharing Policy
LEGISLATION OR OTHER STATUTORY REGULATIONS	<ul style="list-style-type: none"> • The Care Act 2014 - Part 1 Assessing Needs Sections 9 – 13 • The Care and Support (Assessment) Regulations 2014 • The Care and Support (Eligibility Criteria) Regulations 2014 • Chapter 6 Assessment and eligibility Statutory Guidance

Adult Social Care Policies and Procedures

REVIEW OF CARE AND SUPPORT PLANS

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

REVIEW OF CARE AND SUPPORT PLANS

POLICY VERSION CONTROL	2
1. POLICY STATEMENT	3
2. KEY DEFINITIONS AND PRINCIPLES APPLICABLE TO THIS POLICY	4
2.1. Planned review	4
2.2. Unplanned review	4
2.3. Requested review	4
2.4. Light Touch review	4
3. PROCEDURES	5
3.1 Types of review	6
3.2 How to undertake a review	8
4. FLOW CHARTS/CASE STUDIES	11
5. DOCUMENT HISTORY	12

POLICY VERSION CONTROL

POLICY NAME	Review of Care and Support Plans		
Document Description	This document sets out Lancashire County Council's response to the Care Act duty to ensure that a review of care and support plan occurs and, if required, a revision of the plan or re-assessment following this review process.		
Document Owner 1) Officer, position and contact details	Yvette McGurn		
Document Author	Yvette McGurn/Kieran Curran	Date	15 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
0.1	15 June	All	Final comments from PPG Strategy Group.

1. POLICY STATEMENT

Ensuring all people with a care and support plan, or support plan have the opportunity to reflect on what is working, what is not working and what might need to change is an important part of the planning process.

Without a system of regular reviews, plans could quickly become out of date, meaning that people are not obtaining the care and support required to meet their needs. Plans may also identify outcomes that the person wants to achieve which are progressive or time limited, so a periodic review is vital to ensure that the plan remains relevant to their goals and aspirations.

This review process – just like the original Care and Support Planning process [LINK] – should be person-centred and outcome-focused at all times, as well as accessible and proportionate to the needs to be met. The process **must** involve the person needing care and support (and their carer where feasible) and consideration **must** be given whether to involve an independent advocate [LINK] as specified in the Care Act. Care plans should not be revised without a thorough review to ascertain if a revision is necessary, and in the best interests of the person – although there may some circumstances where a so-called "Light Touch" is appropriate.

Consideration should also be given to authorising others to conduct a review – this could include the person themselves or carer, a third party (such as a provider) or another professional, with the local authority adopting an assurance and sign-off approach.

The review will help to identify if the person's needs have changed and, can in such circumstances, lead to a reassessment. The review must not be used as a mechanism to arbitrarily reduce the level of a person's personal budget. The review should also consider safeguarding principles and ensure that the person is not at risk of abuse or neglect.

In addition to the duty on the county council to keep plans under review generally, the Care Act places a duty on the local authority to conduct a review if a request for one is made by the adult or a person acting on the adult's behalf. The county council should provide information and advice to people at the planning stage about how to make a request for a review. This process should be accessible and include multiple routes to make a request, such as phone or email.

An initial review should be completed 6-8 weeks after agreement and sign-off of a plan and personal budget so as to ensure that the arrangements are accurate and there are no initial issues. **It is the expectation that the next and subsequent reviews of the plan should be conducted no later than every 12 months.** All reviews should be proportionate to the needs to be met, and the process should not contain any surprises for the person concerned.

This PPG applies to people in need of care and support and carers equally, unless specifically stated. As many of the same principles apply to both care and support planning and reviews, this chapter should be read in conjunction with the county

council's PPG on Care and Support Planning. Links are also provided to the relevant chapters of the Care Act statutory guidance. Please see Section 5 for more information and suggestions for further reading.

Therefore to fulfil its duty under section 27 of the Care Act, the county council will, work with its statutory, voluntary and private sector partners, in order to comply with its duties in regard to the review of care and support plans in a manner 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 review process and decision making in line with the Equality Act 2010.

The geography and population of Lancashire is diverse and our Adult Social Care Policies and practice will aim to deliver services and supports that are representative of the communities in which we work.

The county council will follow the Care Act and other relevant legislation, policies and guidance to ensure our practice is of high quality and legally compliant. Where our customers or those we come into contact with wish to challenge or raise concerns in regard to our decisions, regarding eligibility the county council's complaints procedures [LINK] will be made available and accessible.

2. KEY DEFINITIONS AND PRINCIPLES APPLICABLE TO THIS POLICY

In many cases, the review and revision of the plan should be intrinsically linked; it should not be possible to decide whether to revise a plan without a thorough review to ascertain if a revision is necessary, and in the best interests of the person. In addition, where a review is being undertaken where a person has a carer, the county council should consider whether the carer's support plan requires reviewing, too.

2.1. Planned review:

The date set with the person during care and support or support planning, or through general monitoring, when their situation will be re-considered as to how effectively care and support is assisting them.

2.2. Unplanned review:

Results from a change in needs or circumstance that the local authority becomes aware of, e.g. a fall or hospital admission and or emergency.

2.3. Requested review:

Where the person with the care and support or support plan, or their carer, family member, advocate or other interested party makes a request that a review is conducted. This may also be as the result of a change in needs or circumstances.

2.4. Light Touch Review:

The very first planned review can be a "Light Touch" review of the support plan six to

eight weeks after the sign-off of a personal budget.

Sometimes there are small changes, often of a temporary nature, where a full review and revision of a plan are not necessary and a "Light Touch" review is appropriate. "Light Touch" reviews can also be used throughout the review process when a change to a plan is required but there has been no change in the level of need (e.g. a change in provider), or when there are small changes in need, at times temporary, which can be accommodated within the established personal budget (e.g. a carer may change the times when they are available to support). In these circumstances, it may not be appropriate for the person to go through a full review and revision of the plan.

The county council, as always, must ensure that any response to a request or need for a "Light Touch" review is proportionate and reasonable.

3. PROCEDURES

The review should be a positive opportunity to take stock and consider if the plan is enabling the person to meet their needs and achieve their aspirations. The process should not be overly complex or bureaucratic.

Where plans are combined with other plans (for example education, health and care plans which are reviewed annually) the Council should be aware of the review arrangements with these other plans and seek to align reviews together. And whatever the timing of the review, it's important to keep in mind that the county council is obliged to keep the plan under review generally. People can also request a review at any time.

The review should cover the following broad elements, which should be communicated to the person before the review process begins:

- Have the person's circumstances and/or care and support or support needs changed?
- What is working in the plan, what is not working, and what might need to change?
- Have the outcomes identified in the plan been achieved or not?
- Does the person have new outcomes they want to meet?
- Could improvements be made to achieve better outcomes?
- Is the person's personal budget enabling them to meet their needs and the outcomes identified in their plan, and
- Is the current method of managing it still the best one for what they want to achieve, e.g. should direct payments be considered?
- Is the personal budget still meeting the sufficiency test?
- Are there any changes in the person's informal and community support networks which might impact negatively or positively on the plan?
- Has there been any changes to the person's needs or circumstances which might mean they are at risk of abuse or neglect?
- Is the person, carer, independent advocate satisfied with the plan?
- Does the Review follow the principles outlined in the Care and Support Planning PPG? [LINK].

In some cases a complete change of the plan may be required, whereas in others minor adjustments may be needed. In either case, the following aspects of care planning should be followed:

- the person's wishes and feelings should be identified as far as possible and they should be supported to be involved
- the revision should be proportionate to the needs to be met
- where the plan was produced in combination with other plans, this should be considered at the revision stage
- the person, carer or person acting on their behalf should be allowed to self-plan in conjunction with the local authority where appropriate
- the development of the revised plan must be made with the involvement of the adult/carer, and any person the adult asks the authority to involve
- any additional elements that were incorporated into the original plan should be replicated in the revised plan where appropriate and agreed by all parties; and
- there needs to be clarity on the sign-off process, especially where the revised plan is prepared by the person and the Council

3.1 Types of review:

A planned review:

This is set at the time of the original care and planning process.

During the planning process, the person and their social worker, or relevant professional may have discussed and decided when to review the plan. This may be valuable to people so that they can anticipate when the review will take place, rather than the review being an unexpected experience. It also personalises care and support, as the person may have a view as to a suitable time for the review to occur.

The first planned review should be an initial 'light touch' review (see above) of the planning arrangements 6-8 weeks after sign-off of the personal budget and plan. Where relevant, this should also be combined with an initial review of direct payment arrangements. This will provide reassurance to all parties that the plan is working as intended, and will help to identify any teething problems.

There are a range of review options available, which include self-review, reviews conducted remotely, or face-to-face reviews with a Social Care worker or other appropriate person or professional: these should be proportional to the circumstances, the value of the personal budget and any risks identified. In all instances, the method of review should be agreed with the person (and carer if appropriate) and all reasonable measures taken to ensure their involvement and the involvement of other people they may identify, including an independent advocate [LINK] where this is required under the Act.

If a person is recorded as having a mental impairment and lacking capacity to make some decisions, then the Social Care worker, other appropriate person or professional should consider carefully when it will be appropriate for the next review to take place.

Where conditions are progressive, and the person's health is deteriorating, reviews may need to be much more frequent. Similarly, where a person has few or no family members or friends involved in supporting them, the risks are higher, and again reviews or monitoring may need to be more frequent.

An unplanned review:

This results from a change in needs or circumstance that the local authority becomes aware of, e.g. a fall or hospital admission and or emergency.

If there is any information or evidence that suggests that circumstances have changed in a way that may affect the efficacy, appropriateness or content of the plan, then the county council's Social Care worker should immediately conduct a review to ascertain whether the plan requires revision, e.g. where a carer is no longer able to provide the same level of care, there is evidence of a deterioration of the person's physical or mental wellbeing or the local authority receives a safeguarding alert. During the review process, the person the plan is intended for, or the person acting on their behalf, should be kept fully involved and informed of what is occurring, the timescales involved and any likely consequences. This will help to alleviate anxiety at a time where things in the person's life may have changed substantially.

A requested review:

When the person with the care and support or support plan, or their carer, family member, advocate or other interested party makes a request that a review is conducted. This may also be as the result of a change in needs or circumstances.

The right to request a review applies not just to the person receiving the care, but to others supporting them or interested in their wellbeing. The Social Care worker should consider the request even if it is not made by the adult or their carer. The request process should be accessible and streamlined, available online, by phone or in writing.

Upon receipt of a request to conduct a review (the opportunity for which should be made clear during the original planning process), the county council's Screening and Initial Assessment Service (SIAS) must consider this and judge the merits of conducting a review. In most cases, it is the expectation that a review should be performed.

However if SIAS or the Assigned worker is reasonably satisfied that the plan remains sufficient, or the request is frivolous, inaccurate or is a complaint, a review does not have to be undertaken.

Where a decision is made not to conduct a review following a request, the Manager should set out the reasons for not accepting the request, in a format accessible for example in writing or braille, to the person, along with details of how to pursue the matter. If the person remains unsatisfied, it may also be prudent for the Manager to set out when the person can expect a scheduled review of their plan.

There will be occasions when a change to a plan is required but there has been no change in the levels of need (e.g. a change of provider). There may also be small

changes in need, at times temporary, which can be accommodated within the established personal budget (e.g. when a carer changes the times when they are available to support). In these circumstances, it is not appropriate for the person to go through a full review and revision of the plan. The appropriate Team will deal with these 'light-touch' requests in a proportionate and reasonable way.

Where a full revision of needs, outcomes and support is necessary, the Social Care worker must work through the assessment and care planning processes as detailed in Assessment of Needs and Care and Support Planning [LINKS]. The assessment process following a review should not start from the beginning of the process but pick up from what is already known about the person and should be proportionate.

Particular attention should be taken if the revisions to the plan proposes increased restraints or restrictions on a person who has not got the capacity to agree them. This may become a Deprivation of Liberty (DOLS), which requires appropriate safeguards to be in place (see the separate PPG document on Independent Mental Capacity Advocacy which includes information on the DOLS process [LINK]).

3.2 How to undertake a review:

Planned Review

- Prior to the planned review date, the Case owner will discuss and agree with the individual who is the most appropriate person to undertake the review and assign the task to them.
- Consideration should be given to the preferred review style, for example, a remote review or face to face.
- The Care and Support Plan will be reviewed/amended and should be proportionate to the circumstances, value of the budget and any identified risks.
- The review may identify:
 - a significant change of need where the change will exceed the established budget
 - no change of need, or a
 - small change of need or circumstances
- If during the review, it is identified that a re-assessment/ re-calculated budget due to significant changes in need is required, then this task should be re-assigned to the most appropriate person.
- Where a decision has been made following a review that a revision is necessary, the Case owner should inform the person, or a person acting on their behalf of the decision and what this will involve. Where the person has substantial difficulty in being actively involved with the review, and where there are no family or friends to help them being engaged, an independent advocate must be involved.
- The Case owner/manager will need to validate the final review outcomes.
- The Case owner should record the review on the agreed systems, identify when next review is to be undertaken and whether the individual has identified who they would prefer to would undertake this.
- In the case where small changes have been made but with no change to the budget then a 'light tough review' should be planned within 6 – 8 weeks.

- If there are no changes then the next planned review date will apply.
- A copy of the agreed care and support plan should be sent out to the person along with an outcome letter following validation.

Unplanned Review

- SIAS/ Hospital Intake/ Assigned worker – will make a decision as to who is the appropriate person to undertake the review and then assign the task to them.
- Review will then be undertaken, involving the individual, carer and any other person requested by the individual. The review should be proportionate to the circumstances, value of the personal budget and any identified risks. It can be via the various modes available e.g. telephone etc. dependent on the overall circumstances.
- Care and Support plan is amended when it is within the actual budget. Send out copy of agreed care and support plan.
- If the needs exceed the estimated budget, this will result in the need for a re-assessment to generate a possible revised budget.

Requested Review

- SIAS/ Hospital Intake/ Assigned worker will make a decision as to who is the appropriate person to undertake the review and then assign the task to them.
- Review will then be undertaken, involving the individual, carer and any other person requested by the individual. The review should be proportionate to the circumstances, value of the personal budget and any identified risks. It can be via the various modes available e.g. telephone etc. dependent on the overall circumstances.
- Care and Support plan is amended when it is within the estimated budget. Send out a copy of agreed care and support plan.
- If the needs exceed the actual budget, this will result in the need for a re-assessment to generate a possible revised budget.
- **If a review is not considered to be required** the reasons for not accepting the request must be set out in a format accessible to the person, along with details of how to pursue the matter if the person remains unsatisfied. In most cases, it would be helpful for this to set out that the county council will continue to monitor the plan to ensure that it remains fit for purpose, and that the decision does not affect the right to make a future request for review. Although not mandatory, it may also be prudent for the local authority to set out when the person can expect a formal review of the plan and to provide details of the county council's complaints procedure.

4. FLOW CHARTS OR DIAGRAMS

Example: Accepting a renewal request

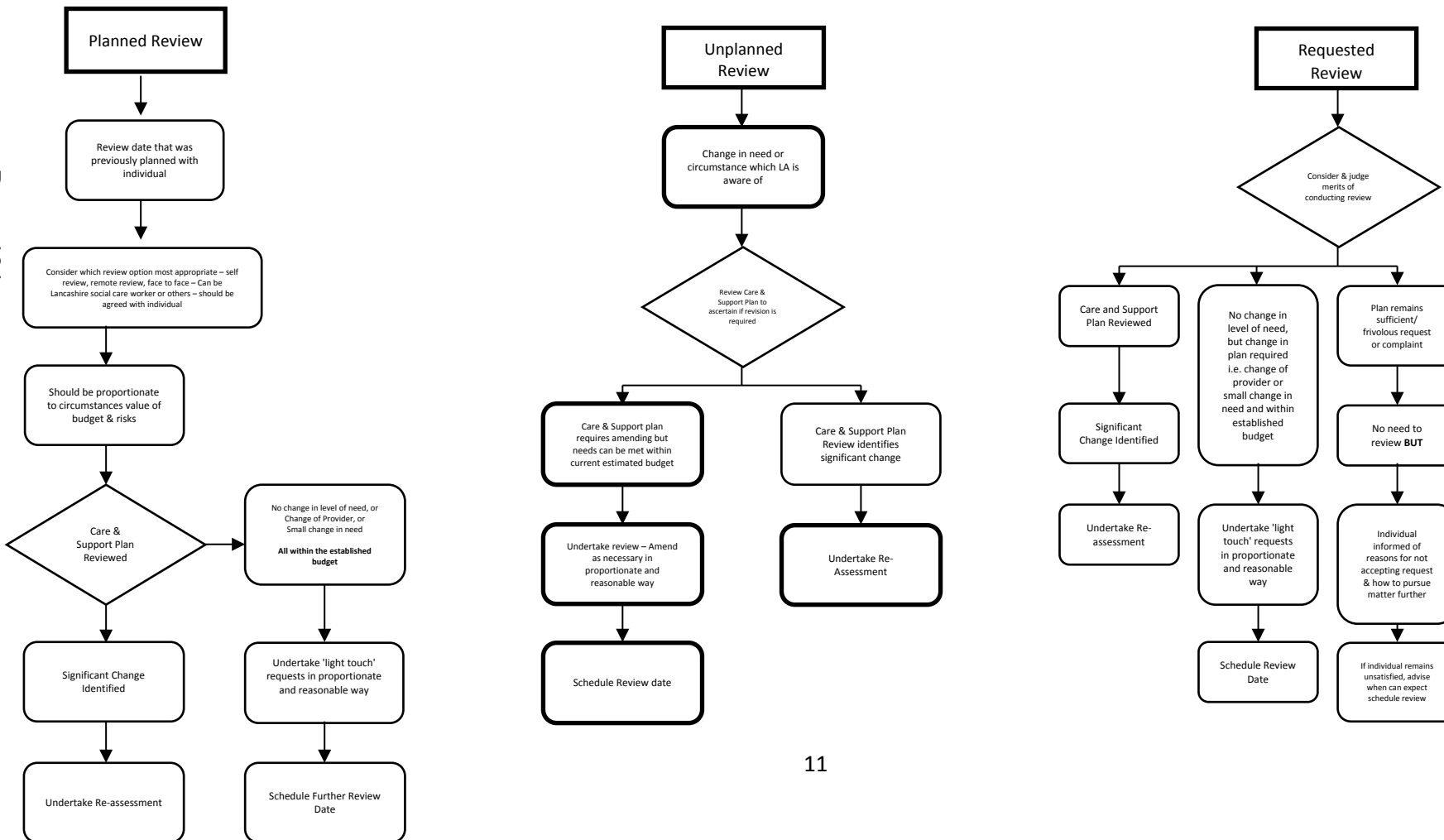
The county council receives an email from a relative of an older person receiving care and support at home. The email provides details that the older person's condition is deteriorating and supplies evidence of recent visits to the GP. The county council therefore decides to review their care and support plan to ensure that it continues to meet the person's needs.

Example: Declining a renewal request

The county council receives a phone call from Mr X. He is angry as he feels that he has needs that have not been identified in his care plan and requests a review of the plan. The county council has on a separate recent occasion reviewed his plan, when it came to the conclusion that no revision was necessary and informed Mr X of the decision and the reasons for it. Therefore, the county council declines the request in this case and provides a written explanation to Mr X, informing him of an anticipated date of when it will be formally reviewing the plan together with information on its complaints procedure.

Consider at EVERY Stage

Consider Possible Complaints Procedure	Mental Capacity	All Forms of Advocacy & Participation Support	Impact on the family and carers
Safeguarding	Strengths – based Approach	Ensuring assessment is proportionate and appropriate	CHC and / or Joint Funded Package



Throughout the process always consider preventative services that can reduce or delay the need for ongoing intervention

Record all activity/ actions at all stages on Case Notes on LAS

5. DOCUMENT HISTORY

RELATED DOCUMENTS	
OTHER RELATED PPG DOCUMENTS	<ul style="list-style-type: none"> • Assessment of Needs • Care and Support Planning • Independent Mental Health Advocacy and Independent Mental Capacity Advocacy • Independent Care Act Advocacy • Information and Advice Policy
LEGISLATION OR OTHER STATUTORY REGULATIONS	<ul style="list-style-type: none"> • Chapter 1 Promoting Wellbeing Statutory Guidance • Chapter 3 Information and advice Statutory Guidance • Chapter 7 Independent advocacy Statutory Guidance • Chapter 10 Care and support planning Statutory Guidance • Chapter 13 Review of Care and support plans Statutory Guidance • Chapters 14 Safeguarding Statutory Guidance • Mental Capacity Act 2005 • Delivering Care and Support Planning Guide • Outcome focused reviews – a practical guide

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

