

Lancashire County Council

Cabinet

Thursday, 17th January, 2019 at 2.00 pm in Committee Room 'B' (The Diamond Jubilee Room) - County Hall, Preston

Agenda

Part I (Open to Press and Public)

No. Item

- 1. Apologies for Absence**
- 2. Minutes of the Meeting held on 3 December 2018** (Pages 1 - 8)
- 3. 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.

Matters for Decision:

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

- 4. Request Approval to Commence Procurement Exercises** (Pages 9 - 16)

The Leader of the County Council - County Councillor Geoff Driver CBE and the Cabinet Member for Economic Development, Environment and Planning - County Councillor Michael Green

- 5. Eden of the North** (Pages 17 - 20)

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

- 6. Irwell Vale Road, Aitken Street, Bowker Street and Milne Street, Edenfield - Proposed Changes to Weight Restrictions** (Pages 21 - 26)

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

7. **Schools Budget 2019/20** (Pages 27 - 46)
8. **Awarding of Small Grants to Third Sector Groups which are Registered with the Children and Family Wellbeing Service, including Grants to Individual Young People** (Pages 47 - 50)

The Cabinet Member for Adult Services - County Councillor Graham Gooch

9. **Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies (Occupational Therapy, including Adaptations and Equipment)** (Pages 51 - 70)

Matters for Information:

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

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

- [Proposed New Tendered Bus Service 113](#)

11. **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.

12. **Date of Next Meeting**

The next meeting of the Cabinet will be held on Thursday 7 February 2019 at 2.00 pm at County Hall, Preston.

13. **Notice of Intention to Conduct Business in Private**

No representations have been received.

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

14. 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

15. Future Provision of ICT Services (Pages 71 - 92)

(Not for Publication - Exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.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

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

16. Review of Mobile and Home Library Services (Pages 93 - 102)

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

Angie Ridgwell
Chief Executive and Director of
Resources

County Hall
Preston

Lancashire County Council

Cabinet

Minutes of the Meeting held on Monday, 3rd December, 2018 at 2.00 pm in Committee Room 'B' (The Diamond Jubilee Room) - County Hall, Preston

Present:

County Councillor Geoff Driver CBE

Leader of the Council
(in the Chair)

Cabinet Members

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

County Councillors Azhar Ali and John Fillis were also in attendance under the provisions of Standing Order No. C14(2).

1. Apologies for Absence

None.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

There were no interests disclosed.

3. Minutes of the Meeting held on 8 November 2018

Resolved: That the minutes of the meeting of Cabinet on 8 November 2018 be agreed as a correct record and signed by the Chair.

4. Money Matters 2018/19 Position - Quarter 2

Cabinet considered a report providing an update to Cabinet on the county council's 2018/19 revenue financial position as at the end of September 2018 and an updated Medium Term Financial Strategy covering the period 2019/20 to 2022/23. It was reported that the Medium Term Financial Strategy included £77.171m of savings proposals and management actions, identified through the service challenge process and aimed at delivering better and sustainable services at a lower cost.

The key savings proposals were summarised by Cabinet members, noting that these were proposals at this stage and would be subject to appropriate consultation.

Following a short adjournment, the recommendation as set out in the report were moved and seconded and it was:

Resolved: That

- i. the current forecast underspend of £1.379m on the revenue budget in 2018/19 be noted.
- ii. the reduced funding gap of £46.090m covering the period 2019/20 to 2022/23 as set out in the revised financial outlook forecast for the council be noted.
- iii. the budget adjustments for 2019/20, and following years' changes, included in the revised Medium Term Financial Strategy be approved
- iv. the contents of the county council's reserves position be noted and the transfers between reserves contained within the report be approved.
- v. the management actions identified totalling £26.841m be noted, with officers to proceed with their implementation.
- vi. the budget proposals set out in Appendix 'C', be approved for consultation, the outcomes of the consultation to be reported back to Cabinet for consideration in due course.
- vii. the budget proposals set out in Appendices 'C' and 'D' be approved, officers be authorised to proceed with their implementation and that the 2019/20 budget be based upon these revenue decisions.

5. Procurement Report - Request Approval to Commence Procurement Exercises

Cabinet considered a report seeking approval to commence the following procurement exercises in accordance with the county council's procurement rules:

- i. Supported Accommodation for Young People
- ii. Outcome based commissioning of Edge of Care Services
- iii. Cleaning and Facilities Services Framework Agreement

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

- i. Supported Accommodation for Young People
- ii. Outcome based commissioning of Edge of Care Services
- iii. Cleaning and Facilities Services Framework Agreement

6. Proposed Parking Controls for Various Roads, Fulwood, Preston - Objections

There was a short adjournment prior to the consideration of this item.

On reconvening, Cabinet considered a report setting out proposals to introduce parking controls on nine streets in the Fulwood area of Preston.

Resolved: That the making of a Traffic Regulation Order as set out in the report be approved.

7. Proposed Zebra Crossing, Lancaster Road, Knott End-on-Sea

Cabinet received a report setting out a proposal to provide a zebra crossing and associated works on B5270 Lancaster Road, Knott End-on-Sea.

Resolved: That the installation of a zebra crossing and associated works on Lancaster Road, Knott End-on-Sea as set out in the report be approved.

8. A601(M) Carnforth Link Revocation of Special Road Scheme

The Cabinet received a report setting out a proposal to revoke the special road designation of only part of the A601(M), between the B6254 Kellet Road and the M6 Junction 35 roundabout, and the Junction 35 roundabout itself.

It was confirmed that the developer has indicated a willingness to cover the costs of a Scheme to revoke this special road designation along with the removal of motorway regulations, and reclassify the road as an all-purpose 'B' road.

Resolved: That

- i. the approach outlined in the report be approved
- ii. Once agreement is reached under S278 Highways Act that the developer meets the costs to make a Scheme under S16 and 326 Highways Act 1980, that the Director of Corporate Services be authorised to revoke the special road designation of the A601(M) between the B6254 Kellet Road and the M6 Junction 35 roundabout, and the Junction 35 roundabout, and to carry out the relevant procedural steps and promote same for confirmation by the Secretary of State.

9. Amendment to Friends of Lancashire Libraries Constitution

Cabinet received a report outlining a proposal to amend the Friends of Lancashire Libraries Constitution and Terms of Reference which were agreed by Cabinet on 18 January 2018, following feedback from friends groups within the county.

Resolved: That the amendment to the Friends of Lancashire Libraries Constitution and Terms of Reference as set out in the report be approved.

10. Better for Children: Lancashire's Children's Services Development Plan

Cabinet considered a report presenting a draft of the Better for Children: Lancashire's Children's Services Development Plan, setting out the actions required to address the 11 recommendations in the report of the Ofsted re-inspection of Children's Services in June, further improving the quality of practice and outcomes for children.

Resolved: That

- i. the draft Better for Children: Lancashire's Children's Services Development Plan be approved, subject to further details being confirmed.
- ii. the Executive Director of Education and Children's Services, in consultation with the Cabinet Member for Children, Young People and Schools, be authorised to approve the final version of the plan.

11. Corporate Parenting Strategy 2018 - 2022

Cabinet considered a report presenting a draft Corporate Parenting Strategy 2018 - 2022, which set out how the county council intends to fulfil its corporate parenting responsibilities to all children in its care and care leavers, putting them at the centre of improvements in the planning, delivery and evaluation of services. The strategy was developed in partnership with the Corporate Parenting Board. Cabinet also considered Lancashire's Promises to Children in Care and Care Leavers which informed the core principles of the Corporate Parenting Strategy.

Cabinet expressed thanks to LINX and the Care Leavers Forum, as well as members of the Corporate Parenting Board, for helping to develop the strategy.

Resolved: That

- i. the draft Corporate Parenting Strategy 2018 - 2022 and Promises to Children in Care and Care Leavers, as set out in the report, be approved.
- ii. the Executive Director of Education and Children's Services, in consultation with the Cabinet Member for Children, Young People and Schools, be authorised to approve the final version of the Corporate Parenting Strategy and Promises to Children in Care and Care Leavers.

12. The Future of Bleasdale Church of England Primary School

Cabinet received a report seeing approval to undertake a formal consultation on the future of Bleasdale Church of England Primary School, following a request from the governing body of the school, supported by the Blackburn Church of England Diocese ask the Local Authority to consult on the future of the school.

The report proposed stage 1 consultation on the possible closure of the school, due to a fall in the numbers on roll at the school making the school educationally and financially unviable.

Resolved: That

- i. the information in the report be noted.
- ii. stage 1 consultation be undertaken, starting on 7 January 2019, on the proposed closure of Bleasdale Church of England Primary School, with effect from 31 August 2019.

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

Cabinet considered a report setting out the recommendations of District Youth Councils in relation to the award of small grants to third sector groups.

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

14. Adult Social Care Fee Uplifts - 2019/20

Cabinet considered a report setting out the county council's proposed fee uplifts for adult social care providers for 2019/20. It was noted that the uplifts proposed in the report represented a weighted average of national living wage, pension auto-enrolment and other inflationary factors, and differed across services and fee levels due to their differing cost bases.

Resolved: That the following uplifts be approved, effective from 1 April 2019:

- i. Residential and nursing care
 - Older Peoples approved residential care rates:
 - Nursing Standard 3.91%
 - Nursing Dementia 3.95%
 - Residential Standard 3.86%
 - Residential Higher 3.98%
 - Residential Dementia 4.01%
- For other client groups, 4.01% and the minimum fee level for new placements increased to £567.33.
- ii. Homecare (all client groups). Where care has been commissioned off-framework, an inflationary uplift of 4.53% is applied; in line with the 2018/19 cost increase associated with the Homecare Framework.
- iii. Supported Living. Increase waking hour rate to £15.17 per hour and change the basis of night time payments to a fixed rate of £47.43 per night, with a top up of £11.73 for the period 1 April 2019 to 30th September 2019, to allow time for service providers to implement new staff terms and conditions.
- iv. Direct Payments – 4.53%.
- v. Carers – Uplift the fixed payments of £210/£315 to £220/£330 respectively.
- vi. Shared Lives – 4.85 %.
- vii. Day Care (Non "Older People" services) – 3.92 %.
- viii. Rolling Respite and Provider Brokerage – Uplift in line with the relevant service (e.g. homecare/residential care).

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

It was noted that no Urgent Decisions had been taken by the Leader and relevant Cabinet Members since the last meeting of Cabinet.

16. Urgent Business

The Chair advised that an item of Urgent Business on the creation of an Urban Development Fund would be considered in the Part II section of the meeting.

17. Date of Next Meeting

It was noted that the next meeting of Cabinet would be held at 2pm on Thursday 17 January 2019 at County Hall, Preston.

18. Notice of Intention to Conduct Business in Private

Cabinet noted the Notice of Intention to Conduct Business in Private and that no representations had been received.

19. Exclusion of Press and Public

Resolved: That under Section 100A(4) of the Local Government Act 1972, the public 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.

20. Request for Waiver of Procurement Rules

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

Cabinet considered a report setting out a request for a waiver of procurement rules in relation to Scientific Services.

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

21. Schools Condition Led Capital Programme

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

Cabinet considered a report on the Schools Condition-led Capital Programme

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

22. Whalley Church of England School - Additional Funding Requirement for Proposed Capital Project to Facilitate School Expansion

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

Cabinet considered a report seeking approval for additional funding for the construction works required to expand Whalley Church of England Primary School.

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

23. St. Mary's Catholic Primary School, Langho

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

Cabinet considered a report seeking approval for additional funding for the construction works required to expand St Mary's Catholic Primary School, Langho.

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

24. Establishment of an Urban Development Fund for Lancashire

(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.)

It was agreed to take this as an item of urgent business due to the impending deadline for submission of proposals to government.

Cabinet considered a report on the creation of an Urban Development Fund in Lancashire.

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

Angie Ridgwell
Chief Executive and
Director of Resources

County Hall
Preston

Report to the Cabinet

Meeting to be held on Thursday, 17 January 2019

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

Electoral Division affected:
(All Divisions);

Request Approval to Commence Procurement Exercises

(Appendix 'A' refers)

Contact for further information:

Rachel Tanner, Tel: (01772) 534904, Head of Service - Procurement,
rachel.tanner@lancashire.gov.uk

Executive Summary

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

- (i) Provision of library stock and other library materials
- (ii) Provision of fresh produce, water and additional food groups
- (iii) Insurance programme for Lancashire Renewables Limited

This is deemed to be a Key Decision and the provisions of Standing Order C19 have been complied with.

Recommendation

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

Background and Advice

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

- The description of the supplies/services being procured
- The procurement route proposed
- The estimated annual contract value
- The proposed basis for the evaluation of the tender submissions.

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

On conclusion of the procurement exercises, the award of the contracts will be made under the county council's scheme of delegation to heads of service, and in accordance with the council's procurement rules.

Consultations

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

Implications:

This item has the following implications, as indicated:

Risk management

Financial

The estimated value of the contracts will be contained within the funding arrangements as set out in Appendix 'A' for each individual procurement exercise. If significant variations should result from this position a further report to Cabinet will be required.

Legal

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

List of Background Papers

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

Procurement Title The provision of library stock and other library materials									
Procurement Option Further Competition via the Eastern Shires Purchasing Organisation (ESPO) Framework 376F_18: Library Stock									
New or Existing Provision Existing									
Estimated Contract Value and Funding Arrangements The estimated annual value for the initial contract term is; Year 1: £1,004,000 Year 2: £905,000 The estimated value over the possible extension period is unconfirmed until service budgets are allocated. Approximately 90% of the contract value will be funded by the County Council's Library Service and 10% by Lancashire School Library Service.									
Contract Duration The framework agreement will be let for an initial period of 24 months from 1 st June 2019 with an option to extend the framework beyond the initial term, by any number of agreed periods, to a maximum of a further 24 months.									
Lotting <table border="1"> <thead> <tr> <th>Lot</th><th>Title</th></tr> </thead> <tbody> <tr> <td>Lot 1</td><td>Adult Stock (Fiction and Non-Fiction) and Reference</td></tr> <tr> <td>Lot 2</td><td>Children's Stock (Fiction and Non-Fiction)</td></tr> <tr> <td>Lot 3</td><td>Audio Visual Stock (CD's and DVD's)</td></tr> </tbody> </table>		Lot	Title	Lot 1	Adult Stock (Fiction and Non-Fiction) and Reference	Lot 2	Children's Stock (Fiction and Non-Fiction)	Lot 3	Audio Visual Stock (CD's and DVD's)
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Evaluation – Applicable to each lot <table border="1"> <thead> <tr> <th>Quality Criteria 45%</th><th>Financial Criteria 55%</th></tr> </thead> <tbody> <tr> <td colspan="2"> Social Value will account for 5 to 10% of the quality criteria focusing on employment opportunities for the people of Lancashire, environmental sustainability and literature promotion schemes for school children. </td></tr> </tbody> </table>		Quality Criteria 45%	Financial Criteria 55%	Social Value will account for 5 to 10% of the quality criteria focusing on employment opportunities for the people of Lancashire, environmental sustainability and literature promotion schemes for school children.					
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Contract Detail

Lancashire Library Service services a population of around 1.2 million via 60 libraries (with a further 3 libraries due to open by the proposed commencement date of 1st June 2019) and 6 mobile libraries.

The existing contracts for library stock are currently provided by Askews and Holts Library Services Ltd (Lots 1 and 3) and Peters Bookselling Services (Lot 2). All library stock is delivered directly to all library units by the suppliers. Both suppliers are responsible for providing a selection service of various relevant titles to the council's requirements and also the servicing of stock.

The current agreements expire on the 31st May 2019. The recommendation therefore is to tender all contracts under one tender procedure, as this will likely achieve economies of scale.

The proposal is to publish a further competition via the ESPO Framework 376F_18: Library Stock to establish a provider for each of the 3 aforementioned Lots. The framework is fully compliant with OJEU regulations and the council's current providers are included on the framework and will therefore be given the opportunity to bid for the contracts as part of the further competition process.

Procurement Title

Provision of fresh produce, water and additional food groups

Procurement Option

OJEU – Open Tender Procedure

The use of an external 3rd party framework has been discounted. A report for the provision of a food distribution network was submitted and approved by Cabinet in September 2018, under which, a strategy was agreed to appoint a main distributor to facilitate the individual tender and subsequent supply of various food groups. It is envisaged that this approach will encourage bids from local SME providers.

The use of a 3rd party framework would not support this strategy as they restrict the number of suppliers who are able to bid for these contracts, and in the majority of cases, are limited to large-scale national suppliers.

New or Existing Provision

Existing

Estimated Annual Contract Value and Funding Arrangements

Approximately £2,000,000 per annum

Estimated Total Contract Value: £8,000,000

Approximately 90% will be funded by Traded Services (Start-Well) 10% across the rest of the county council including but not limited to: Facilities Management Services, Children's and Adult Services.

Contract Duration

Initial period of 24 months with an option to extend the contract beyond the initial term, by any number of agreed periods, to a maximum of a further 24 months.

Lotting

The contract will be separated in to the following Lots:

Lot 1	Cheese
Lot 2	Milk
Lot 3	Eggs
Lot 4	Yoghurt
Lot 5	Bacon
Lot 6	Cooked meats
Lot 7	Sandwich fillings
Lot 8	Organic pasta, rice & flour
Lot 9	Cooking oils
Lot 10	Bottled water for primary schools

Evaluation

Quality Criteria 40%

Financial Criteria 60%

Social Value will account for 10% of the quality criteria focusing on environmental sustainability, supporting themed events in schools, promoting healthy eating in schools, and promoting training and employment opportunities for the people of Lancashire, particularly, those from vulnerable groups i.e. looked after children.

Contract Detail

The current contracts for fresh produce (product groups detailed within the lotting section of this report) have been in place since 1st May 2015 and are due to expire on the 30th April 2019.

In September 2018, Cabinet approved the commencement of a procurement exercise to identify a single provider to operate a food distribution network (including supply of Fresh Fruit and Vegetables). This contract is due to commence on the 1st May 2019. In addition to this, separate report(s) are to be submitted outlining the procurement approach for the supply of individual food contracts into the nominated distributor as and when required. This report details the initial food supply contracts that are due to be tendered in early 2019.

The successful supplier for each individual lot will be responsible for the supply only of the product groups listed within this report, into the council's nominated distributor. These supply contracts will then commence on 1st May 2019. The nominated distributor will deliver these products to over 550 council units, the majority of these being schools and colleges.

The aim of this strategy is to encourage bids from local SME's that do not have the infrastructure to distribute their products to the number of units stated above and at the frequency required, across the entire Lancashire region.

There are no restrictions for the number of lots suppliers can bid for and subsequently no restrictions for the number lots that can be awarded to any individual supplier.

Procurement Title

Supply of insurance programme for Lancashire Renewables Limited

Procurement Option

Given the specialist nature of this procurement exercise the Insurance Broker will perform the procurement exercise and will determine the most appropriate procurement option, either to undertake Open Tender or to access an OJEU compliant framework.

New or Existing Provision

Existing

Estimated Contract Value and Funding Arrangements

£1,600,000 per annum

Estimated total contract value £6,400,000 (for the 4 year term if all options to extend are taken)

Contract Duration

Initial period of 12 months with an option to extend the contract beyond the initial term to a maximum of a further 36 months.

Lotting

The Lancashire Renewables insurance programme is separated into seven lots covering the following policies:

- Property (including material damage and business interruption)
- Terrorism
- Combined liability
- Motor fleet
- Contractor's plant
- Directors & officers liability
- Engineering (including machinery breakdown & loss of profits)
- Environmental impairment

Evaluation

To be determined by the Insurance Broker in conjunction with council officers, with the financial criteria not to be less than 40%

Quality Criteria 40 - 60%	Financial Criteria 60 - 40%
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The final evaluation criteria will be agreed in conjunction with the appointed Broker. Social Value has not been included within the evaluation criteria as the contracts will cover standard insurance policies, the provision of which will have minimal impact on social value in Lancashire.

Contract Detail

Lancashire Renewables Limited operations at Farington and Thornton are the waste facilities currently operated and owned by the county council. Historically, each site was a multifunctional waste management facility including garden and food waste, kerbside sorted recyclables, and residual waste handling; materials recovery, composting and energy generation.

Over previous years the sites have undertaken a transformation process which has altered the use and operation of the facilities and in turn, improved the safety and reduced risk at both sites.

The insurance policies for Lancashire Renewable Limited are currently split over two contracts:

- Property (including material damage and business interruption) and Terrorism; and
- Non-property programme (including combined liability, motor fleet, contractor's plant, directors and officers liability, engineering machinery breakdown and loss of profit and environmental impairment)

The property and terrorism insurance is due to end on 30/06/2019. The non-property programme was due to end on 31/03/2019, however the council is in the process of extending this contract (as allowed for within the original Long Term Agreement (LTA)) for a period of 3 months to align the end dates and allow for one procurement process to be completed.

The sites/services covered by this contract are the two County Council waste facilities as detailed below:

- Farington Waste Recovery Park, Sustainability Way, Leyland
- Thornton Waste Recovery Park, Enterprise Way, Cleveleys

The proposed contract will be let for a period of 12 months, with an option to extend up to a further three years. The extension periods allow the Council to consider alternative provision should renewal prices significantly change within the duration of the contract.

Lancashire Renewables have an insurance broker (JLT Speciality Ltd) who manage the policies and the required procurement process, bringing in depth knowledge of the insurance market and the required information for document development.

The insurance broker will be involved in the production of all documents for the procurement process and will form part of the evaluation panel alongside Lancashire Renewables and council employees where required.

Report to the Cabinet

Meeting to be held on Thursday, 17 January 2019

Report of the Executive Director of Growth, Environment, Transport & Community Services

Part I

Electoral Divisions affected: Morecambe Central; Morecambe North; Morecambe South;

Eden of the North

Contact for further information:

Stephen Young, Tel: (01772) 536260, Executive Director of Growth, Environment, Transport & Community Services,
stephen.young@lancashire.gov.uk

Executive Summary

Lancashire County Council, Lancashire Enterprise Partnership, Lancaster University and Lancaster City Council, as key local stakeholders, are working with Eden International to explore the development of a new visitor facility of national significance in Lancashire. (Eden International is the global arm of Eden's operations which includes the Eden Project in Cornwall). To make progress, the four local stakeholders have been asked to contribute £250,000 each to advance the business case in support of the "Eden of the North" opportunity in Morecambe, with this total sum of £1m fully matched by Eden International.

The purpose of this report is to secure the £250,000 funding contribution from Lancashire County Council, subject to confirmed contributions from the Lancashire Enterprise Partnership, Lancaster University and Lancaster City Council, and match funding from Eden International.

Recommendation

Cabinet is asked to:

- (i) Approve the funding contribution of £250,000 to support business case preparation of Eden of the North, subject to confirmed funding contributions from the Lancashire Enterprise Partnership, Lancaster University and Lancaster City Council, with the total local contribution of £1m matched by Eden International.
- (ii) Request the Executive Director of Growth, Environment, Transport and Community Services to arrange a presentation for Lancashire County Council

- members by Eden International on the Eden of the North proposal; and
- (iii) Request a progress report on the findings of the next phase of business case work and on the next steps in securing the delivery of Eden of the North.

Background and Advice

Eden International has identified Morecambe as the potential location for a new visitor facility of national significance with the working title of Eden of the North. (Eden International is the global operating arm of Eden that includes the Eden Project in Cornwall, which is one of the UK's leading visitor attractions with 1m visitors every year).

Eden of the North would draw on the natural beauty of the area and the unique physical and environmental features of Morecambe Bay. It would seek to re-imagine Morecambe as a seaside resort of the 21st Century and form a catalyst to drive the regeneration and transformation of the local and wider economy of Lancashire. There are also opportunities to link with Lancaster University to leverage its world class reputation in health and environmental sciences. Eden of the North could represent an opportunity to regenerate Morecambe and create an all year visitor attraction capable of receiving up to 1m visitors per year. It would be an attraction that complements and adds value to the visitor offer provided by Blackpool and the Lake District.

Over the last 12 months, key local stakeholders, including the County Council, the Lancashire Enterprise Partnership, Lancaster University and Lancaster City Council have worked with Eden International to develop the Eden of the North concept. Stakeholders and Eden International have now agreed that emerging thinking and concepts, though suggesting transformational potential, need to be progressed to assess the deliverability and viability of Eden of the North proposal.

At this stage, it is envisaged that Eden of the North would be managed and operated on a sustainable and commercial basis by Eden International with capital funding secured from private investors and Government.

The proposed Eden of the North scheme could form part of a portfolio of major growth initiatives and a wider place-making strategy designed to realise the regional growth potential of Lancaster, with major initiatives including the Bay Link growth corridor, new city centre developments, the growth of a world class university and the delivery of a new Garden Village in South Lancaster underpinned by new public transport infrastructure.

To progress the development of Eden of the North, Eden International has asked the four key stakeholders to each contribute £250,000. This combined contribution of £1m would be matched by Eden International who would commission and engage the professional planning, design and finance expertise needed to develop the supporting business case.

Subject to Cabinet approval, it is proposed that Eden International present to County Council members the emerging Eden of the North proposal. If agreed, the Executive

Director of Growth, Environment, Transport and Community Services, in consultation with the Cabinet Member for Economic Development, Planning and the Environment, would make the necessary arrangements to deliver this presentation.

It is also proposed that any funding contribution from the County Council is subject to confirmation of similar funding contributions from the Lancashire Enterprise Partnership, Lancaster University and Lancaster City Council, with confirmed match from Eden International.

The Government indicated in the recent Budget Statement its intention to provide £100,000 to support the development of the supporting business case. Although at the time of writing this report the conditions attached to this funding are unknown, this represents a positive signal of Government's interest in also developing this proposal to the next stage.

Subject to the County Council and local stakeholders confirming their funding support, as outlined above, the next phase of business case development would get underway in early 2019. A further report would be submitted to Cabinet to update on key findings and next steps in securing this potentially transformative initiative.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Financial

The contribution of £250,000 will be funded from the additional funding anticipated as being received from involvement in the 2019/20 Lancashire Business Rate Pilot, with retention by councils of 75%, rather than 50%, of business rate growth. One of the key expectations of the pilot is to target economic growth across Lancashire and investment of some of the additional retained funding in this way will help support this objective.

Risk management

The risks associated with funding are set out in the report.

List of Background Papers

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

Meeting to be held on Thursday, 17 January 2019

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

Electoral Division affected:
Rossendale South;

**Irwell Vale Road, Aitken Street, Bowker Street and Milne Street, Edenfield -
Proposed Changes to Weight Restrictions**
(Appendix 'A' refers)

Contact for further information:

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

Executive Summary

This report sets out a proposal to revoke structural weight limits of 7.5 tonne on two bridges in Irwell Vale and replace them with an 18 tonne environmental weight limit. The structural weight limits are no longer appropriate as the bridges have been strengthened. The 18 tonne weight limit is considered necessary to protect the private roads in Irwell Vale from unsuitable heavy vehicles but allow a reasonable level of access for deliveries to the area.

The proposals have been advertised in the local press and one objection has been received.

Recommendation

Cabinet is asked to approve the making of a Traffic Regulation Order as advertised in the Notice of Proposal attached at Appendix 'A'.

Background and Advice

Two private bridges at Irwell Vale have been strengthened: Ogden bridge and Irwell Vale bridge have been subject to a 7.5 tonne structural weight limit due to their condition. As the bridges are now capable of carrying 40 tonne vehicles the structural weight limits are no longer appropriate and therefore the relevant weight limits require review.

The options considered to replace the structural weight limit are:

- Option 1: An environmental weight limit of 7.5 tonnes with supplementary plate reading 'except for access'
- Option 2: An environmental weight limit of 18 tonnes (no supplementary plate)
- Option 3: No weight limit

Following consultation with Rossendale Borough Council and the Lancashire Constabulary it is considered that an 18 tonne environmental weight limit be introduced. This would have the benefit of limiting the vehicle axle loading on the private roads affected by the current restrictions whilst also being more practical to enforce than an 'except for access' regulation.

Consultations

Prior to the formal consultation, all affected residents were consulted by letter: 4 replies were received (2 in favour and 2 against).

The Irwell Vale Residents Association was consulted and indicated that it is in favour of the changes as advertised.

Formal consultation was undertaken between Friday 8 June and Friday 6 July 2018 when a notice was posted onsite and in the local press. At the same time the divisional county councillor and the borough council were also informed along with the council's usual consultees for traffic regulation orders. This consultation resulted in one objection from residents.

The basis of the objection is that heavy vehicles will cause damage to the private road network and that in the area around their home the road is unmade and in a poor state of repair. For this reason they would want to retain the current 7.5 tonne restriction to prevent any further damage.

Comments on the objection

The present order is a 7.5 tonnes weight limit due to the structural limitations of the bridge prior to the repairs. Now that the bridges are capable of taking 40 tonne loads this is not correct and therefore an environmental weight limit is required. There are two options for an environmental weight limit supported by the Department for Transport: 7.5 tonnes or 18 tonnes.

To implement a 7.5 tonne environmental order for this area it would need a clause that allowed an exception for access, so that larger vehicles can make deliveries of larger bulky items. With such a situation vehicles up to 40 tonnes will be able to enter the area. If such vehicles were to enter the area, as there is no through access, it would be difficult to challenge the usage of the roads and therefore the order would be difficult to enforce.

An 18 tonne limit would not require an exception for access. Under this legislation any vehicle over 18 tonnes would be committing an offence and subject to an automatic penalty. Therefore it is considered that the proposed 18 tonne

environmental weight restriction would be the best compromise between protecting the road from damage by heavy vehicles and allowing residents to have bulky goods delivered.

Implications:

This item has the following implications, as indicated:

Financial

The estimated cost of new signing including advance warning signs at the junction of Irwell Vale Road and Manchester Road is £5,000 which will be funded by the highways revenue signs and lines budget.

Risk management

The existing structural weight limit is no longer valid. Without a weight restriction or with a 7.5 tonnes weight restriction (with an exception in favour of 'access') vehicles up to 40 tonnes could use the private road network which is unsuitable for such loads. The implementation of an 18 tonnes weight restriction will allow the road to be protected by limiting heavy traffic.

List of Background Papers

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

NOTICE OF PROPOSAL

ROAD TRAFFIC REGULATION ACT 1984

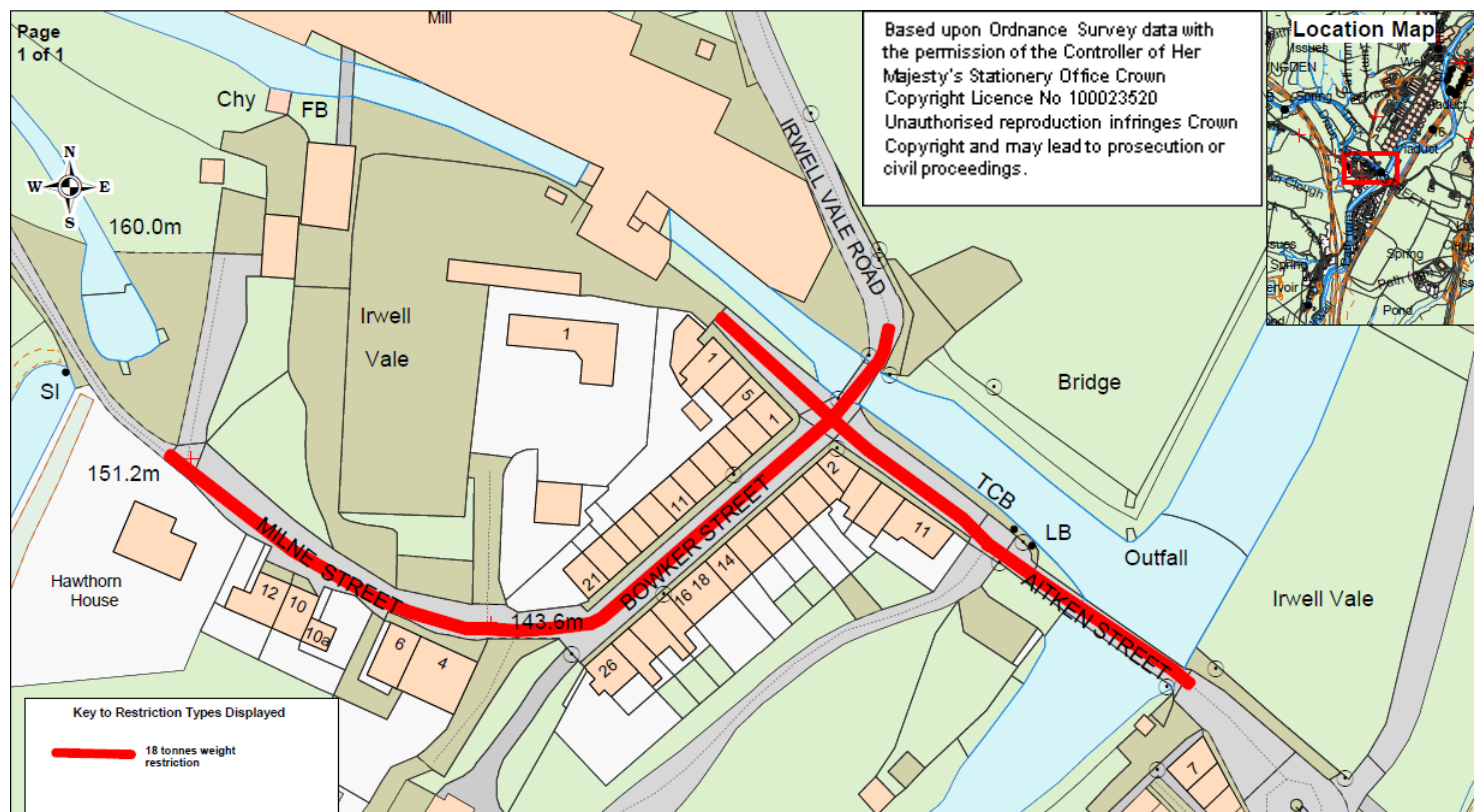
LANCASHIRE COUNTY COUNCIL

(IRWELL VALE ROAD, AITKEN STREET, BOWKER STREET AND MILNE STREET, IRWELL VALE, ROSSENDALE BOROUGH) (PART-REVOCATION AND WEIGHT RESTRICTION) ORDER 201*



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

1. Revoke "The Lancashire County Council (Private Bridges at Irwell Vale, Rossendale Borough) (Weight Restriction) Order 1996" insofar as it relates to:
 - a. The lengths of Irwell Vale Road, Irwell Vale, carried by Ogden Bridge;
 - b. The lengths of Aitken Street, Irwell Vale, carried by Irwell Vale Bridge.
2. Introduce an 18 tonnes weight restriction in the following lengths of road:
 - a. Aitken Street, Irwell Vale, from its north western end to a point 85 metres south east of its junction with the centre line of Ogden Bridge;
 - b. Bowker Street, Irwell Vale, for its entire length;
 - c. Milne Street, Irwell Vale, for its entire length;
 - d. Irwell Vale Road, Irwell Vale, from the centre line of Aitken Street for a distance of 21 metres in a north easterly direction.



Statement of Reasons

Two private bridges at Irwell Vale have been strengthened: Ogden Bridge and Irwell Vale Bridge. They are currently subject to a 7.5t structural weight limit. As the bridges are now capable of carrying 40t vehicles the structural weight limit is no longer appropriate.

An environmental weight limit is appropriate to prevent damage by large vehicles to the privately maintained road network in the village.

Lumb Bridge has not been strengthened and will remain subject to a 7.5t structural weight limit.

It is intended to sign only the entry to the weight restricted area (at the north east side of Ogden Bridge) as there are no other entry points capable of use by vehicles over 18t. This will avoid having unnecessary signs in the conservation area.

A copy of the draft Order and associated documents for proposing to make the Order may be inspected during normal office hours at the offices of Rossendale Borough Council - One Stop Shop, The Business Centre, Futures Park, Newchurch Road, Bacup, Lancashire, OL13 0BB and at the offices of the Director of Corporate Services, Lancashire County Council, Christ Church Precinct, County Hall, Preston, Lancashire, PR1 8XJ, and on Lancashire County Council's website <http://www.lancashire.gov.uk/roads-parking-and-travel/roads/roadworks-and-traffic-regulation-orders/permanent.aspx>. Any representations or objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to the Director of Corporate Services, Lancashire County Council, PO Box 78, County Hall, Preston, Lancashire, PR1 8XJ or by e-mail to tro-consultation@lancashire.gov.uk quoting ref:LSG4\894.6625\ML2 before the 06 July 2018.

Laura Sales, Director of Corporate Services
08 June 2018

Report to the Cabinet

Meeting to be held on Thursday, 17 January 2019

Report of the Head of Financial Management (Development and Schools)**Part I**

Electoral Division affected:
(All Divisions);

Schools Budget 2019/20

(Appendices 'A' and 'B' refer)

(Appendix 'B' will be circulated after the Schools Forum meeting on 15 January 2019)

Contact for further information:

Kevin Smith, Tel: (01772) 535130, Financial Adviser - Schools Forum

kevin.smith@lancashire.gov.uk

Executive Summary

In accordance with the Government's school funding Regulations and Guidance, the Authority is required to submit a final Schools Block budget proforma for 2019/20 to the Education and Skills Funding Agency by 21 January 2019. This report seeks the approval of the Cabinet to submit the Schools Block budget proforma and requests approval for the Early Years, High Needs and Central Schools Services Block budgets for 2019/20.

This is deemed to be a Key Decision and the provisions of Standing Order C19 have been complied with.

Recommendation

Cabinet is asked to:

- (i) Note the report, including the 2019/20 Dedicated Schools Grant allocations, the final budget proposals for each funding block and any comments made by the Lancashire Schools Forum.
- (ii) Authorise the Head of Service Financial Management (Development and Schools) to submit the final Schools Block budget proforma for 2019/20 to the Education and Skills Funding Agency by 21 January 2019, on the basis set out in this report.
- (iii) Approve the 2019/20 budgets for the Early Years, High Needs and Central Schools Services Blocks.
- (iv) Agree that the Dedicated Schools Grant Reserve underwrite the uncertainties around the Early Years and High Needs Blocks.

This decision should be implemented immediately for the purposes of Standing Order C29 as any delay could adversely affect the execution of the County Council's responsibilities. The reason for this is to ensure that the necessary proforma can be submitted to the Education and Skills Funding Agency by the required deadline of 21 January 2019.

Background and Advice

The Dedicated Schools Grant is a ring-fenced specific grant and it must be used in support of the schools budget as defined in the School and Early Years Finance (England) (No 2) Regulations 2018. The Dedicated Schools Grant is allocated to every Local Authority in four funding blocks, each calculated using national funding formulae. The four blocks are:

- Schools Block;
- High Needs Block;
- Early Years Block;
- Central School Services Block.

Further information on each of the blocks is provided below:

Schools Block

The Schools Block funds mainstream primary and secondary schools and academies.

2019/20 is the second year of the 'soft' National School Funding arrangements in the Schools Block. This is where the allocations for each Local Authority are calculated on the aggregated individual school National Funding Formula amounts, but the Local Authority's local formula still applies in making actual allocations to schools. The Education and Skills Funding Agency will also apply the Local Authority's local formula in determining academy allocations in each area.

Following consultation with schools and the Schools Forum, the Cabinet agreed to implement the National Funding Formula methodology from 2018/19 as the local Lancashire funding model. For 2019/20, the National Funding Formula arrangements are largely the same as those that applied in 2018/19, but the Department for Education have confirmed that there are some planned updates and other minor changes for 2019/20, which include:

- **The minimum per pupil funding levels** - the minimum per pupil funding level for secondary schools will increase to £4,800 and the minimum per pupil funding level for primary schools will increase to £3,500 (from the 2018/19 transitional levels of £4,600 and £3,300 respectively);
- **Growth Funding** - The Department for Education will be allocating growth to local authorities on a formulaic basis from April 2019. Funding will be based on the actual growth in pupil numbers experienced the previous year;

- **Primary Low Prior Attainment** - The Department for Education has slightly reduced the Low Prior Attainment factor value in the primary sector from £1,050 in 2018/19, to £1,022 in 2019/20 to balance the increase in the cohort;
- **Minimum Funding Guarantee** - In 2019/20, the Minimum Funding Guarantee can again be set between minus 1.5% and positive 0.5% per pupil.

High Needs Block

The High Needs Block funds:

- Special Schools budgets;
- Alternative Provision budgets (mainly Pupil Referral Units);
- Special Education Resource Provision Units in mainstream schools;
- Individually Assigned Resources for High Needs pupils across all educational establishments;
- Certain Special Education Needs Central Schools Services.

The allocation to Lancashire is calculated using a national High Needs Block formula, but the Local Authority's local funding formulae still apply to distribute High Needs funding to Lancashire providers. The national formula is largely unchanged for 2019/20.

There is considerable financial strain facing this block, as cost and demand led pressures continue to rise. The High Needs Block faces a circa £8.5m shortfall in 2018/19, which was forecast to be £10m+ in 2019/20, without any mitigating actions.

The 2019/20 Department for Education Operational Guide indicates that the Schools Block is ring-fenced in 2019/20, but local authorities are able to transfer up to 0.5% of their Schools Block funding out with the agreement of the Schools Forum, following a consultation with schools.

Lancashire has consulted with schools and the Forum about options to transfer various amounts from the Schools Block to High Needs Block to help mitigate the impact of the High Needs Block overspends. At their meeting on 17 October 2018, the Forum agreed a transfer of circa £3.7m (0.5%) from the Schools Block.

In addition, the local authority has been in discussions with schools, colleges and other High Needs providers about ways to reduce the forecast High Needs Block overspend. Brief information on some developments for 2019/20 budgets are provided below:

- **Special Schools** - Discussions have been ongoing with the special school headteachers association, and a revised place commissioning methodology and school specific funding calculations are being introduced from 2019/20. A dialogue is continuing around possible Needs Based pupil top up options;
- **Pupil Referral Units** - Following meetings and consultations with Pupil Referral Units, revisions to the Pupil Referral Unit formula are proposed for 2019/20, which reviewed how high needs specific funding would be provided whilst keeping core budgets stable and minimising administrative bureaucracy. This revised methodology will be kept under review;

- **Further Education Colleges** - Agreement has been reached with Further Education Colleges to reduce Additional Place Top-Up Funding by 50%, to £3,000 per annum, pro-rata for the number of terms the place is needed and to reduce 'full time' payments hours from 25 hours to 21 hours. Discussions continue about changes to the Weighted Pupil Number or banding structures;
- **Review of intervention provision** - The local authority has projects currently underway to review and propose recommendations for Alternative Provision. One of these relates to the development of Inclusion Hubs, which it is hoped will reduce permanent exclusions in Lancashire. Proposals are being developed in consultation with schools and the Forum.
- **Weighted Pupil Number rates** - Pressure on the High Needs Block requires a reduced Weighted Pupil Number rate to be paid across all types of High Needs provider, to save circa £1m from the £109m High Needs budget in 2019/20 across providers. The reduced funding would take effect from September 2019.

As part of the final Dedicated Schools Grant, announcements for 2019/20, the Education Secretary has announced an additional £250m of funding for high needs nationally, across the two financial years 2018/19, and 2019/20. Further information is provided in the section below on the 'Final Dedicated Schools Grant Allocation 2019/20' and in Appendix 'A'.

The commentary accompanying this announcement indicated that with the additional funding now confirmed for the high needs block, the Department for Education expect local authorities will want to review any proposals to transfer funding from Schools Blocks to High Needs Block. Options are due to be discussed with the Schools Forum on 15 January 2019, and any recommendations will be included in the Forum's letter to the Cabinet, which will be tabled as Appendix 'B' to this report.

Early Years Block

Early Years Block funding is utilised for:

- funding for the universal 15 hours entitlement for three and four year olds;
- funding for the additional 15 hours entitlement for three and four year old children of eligible working parents;
- funding for the 15 hours entitlement for disadvantaged two year olds;
- funding for the Early Years Pupil Premium;
- funding for the Disability Access Fund;
- supplementary funding for Maintained Nursery Schools.

The government introduced an Early Years National Funding Formula from April 2017. This arrangement introduced a formulaic mechanism for distributing early years funding from national Government to each local authority and set a framework that must be used to distribute funding to all types of early education provider, including nursery schools; nursery classes in maintained primary schools; Private, Voluntary and Independent providers and Childminders. The Early Years National Funding Formula introduced a requirement to have a Universal Base Rate for all providers and set out the type and level of supplements that are available. Full

implementation of the new Early Years National Funding Formula arrangements must be achieved by 2019/20.

The Department for Education Early Years Operational Guide for 2019/20 identifies that the main changes from 2018/19 are:

- authorities must use a universal base rate for all types of provider, including Maintained Nursery Schools, in their local three and four year old formula (but will continue to be able to fund Maintained Nursery Schools through additional lump sums).
- clarification of the rules on the use of the quality – system leadership – supplement.

Lancashire has already consulted with providers on introducing a Universal Base Rate in 2019/20, after some transitional protections operated in 2018/19, and does not use the optional quality supplement.

Central School Services Block

This Block is to fund central functions that local authorities carry out on behalf of pupils in state-funded maintained schools and academies in England. This block was first introduced in 2018/19 and effectively replaced the previous Education Services Grant allocations, but the levels of funding have reduced considerably over recent years.

The Central School Services Block is split into funding for historic commitments and funding for ongoing responsibilities.

The historic commitments element of the Block funds certain ongoing obligations funded from the Dedicated Schools Grant. Funding for these historic commitments will be allocated at the same level as in 2018/19, although the Department for Education guidance specifies that the expectation remains that expenditure from Dedicated Schools Grant will reduce over time as contracts and other commitments reach their end points. The historic commitments expenditure will be monitored and Department for Education will seek explanations of expenditure recorded on section 251 returns where this is not reducing as expected.

The ongoing responsibilities element of funding is calculated by the Department for Education on a formulaic methodology based on pupil numbers and deprivation, plus an area cost adjustment.

Final Dedicated Schools Grant Allocation 2019/20

Final Dedicated Schools Grant allocations for 2019/20 were published by the Department for Education on 17 December 2018.

Lancashire's total 2019/20 Dedicated Schools Grant allocation is £947.933m, which includes Lancashire's share of the additional High Needs Block allocation announced by the Education Secretary. This additional allocation equates to circa £2.6m in both

2018/19 and 2019/20. Appendix 'A' sets out a detailed analysis of the Lancashire allocation.

Decisions and recommendations arising from the Schools Forum's consideration of the 2019/20 Schools Budget proposals will be circulated as Appendix 'B' after the Forum meeting on 15 January 2019.

Dedicated Schools Grant Cost Pressures 2019/20

In aggregate terms, the 2019/20 Dedicated Schools Grant allocation is some £28m higher than that received in 2018/19. However, a significant element of this increase is attributable to increased numbers of pupils, which, in financial terms, will also bring with them an additional cost burden.

There is some additional money in the system, relating to the £1.3bn of additional core funding nationally, announced by the Department for Education in 2018, for financial years 2018/19 and 2019/20 and the £250m nationally for the same period for high needs.

However, these increases will not necessarily be sufficient to meet the extra cost pressures facing the sector at individual school or provider level, meaning that in real terms, the sector will continue to face a challenging financial environment.

Some of the key cost pressures are set out below.

Teachers Pay

Government announcements for teachers pay from September 2018 provide for a:

- 3.5% increase for classroom teachers on the main pay range,
- 2% increases for those on the upper pay range;
- 1.5% increases for those in leadership positions.

In July 2018, the Education Secretary confirmed that an investment of £508 million will be made available towards the teachers' pay rises. A new teachers' pay grant will be introduced on top of core funding from the National Funding Formula. Nationally, this will be worth £187 million in 2018/19 and £321 million in 2019/20. Announcements indicate that the grant will cover, in full, the difference between the teachers' pay award and the cost of the 1% award that schools would have anticipated under the previous public sector pay cap.

Support staff

As part of the National Joint Council pay agreement there is a new National Pay Spine being implemented with effect from 1 April 2019.

The new pay arrangements for 2019/20 provide for a general pay increase of 2%, but 'bottom loads' the lower spinal column points up to SCP 19 and also merges some of the existing spinal column points and creates some additional spinal column points.

Percentage increases at these lower spinal column points range from 3.7% to 9.2%.

There is no additional funding to support this pay increase.

Free School Meals Universal Credit

As a result of changes to the benefit system, the number of pupils eligible for free school meals will increase. Part of this increase will be because of the transitional protections, which mean that pupils who were eligible for free school meals on 1 April 2018, and those who become eligible during the Universal Credit rollout, will retain eligibility until the end of the rollout period.

The Government recognised that for some schools this increase in free school meal numbers may be difficult to manage in the short term, because school funding operates on a lagged basis. The Department for Education is therefore introducing a Free School Meals supplementary grant. This grant will provide schools with additional funding to help them meet the higher costs of providing extra meals before the lagged funding system catches up.

High Needs Block Expenditure

Additional high needs allocations for 2018/19 and 2019/20 are welcomed but cost and demand led pressures continue to rise.

The County Council has participated in a Local Government Association sponsored research project to help better understand the high need block pressures. The research report has recently been published and 'seeks to shed light on the reasons behind the increasing expenditure on high needs and to propose some actions that might be taken by both local and national government to alleviate this pressure'. The report will now be considered within a Lancashire context.

Living Wage Increases

Announcements were made by the Chancellor in the Autumn budget 2018 concerning the National Living Wage. From April 2019, the National Living Wage, for workers aged 25 years or older, will rise to £8.21 (4.9% increase) and other National Minimum Wage rates will also be increased.

Whilst increases in these rates are welcomed, they create significant cost pressures for many early years settings in Lancashire, as the higher wage costs created by the increases do not come with any equivalent uplift in the early years funding rates. Recent analysis in Lancashire indicates that many settings have reached a tipping point and are becoming unsustainable.

Early years representatives on the Schools Forum have recently met with the Leader of the County Council and the Cabinet Member for Children, Young People and Schools, and it is intended to provide a more detailed report to a future meeting of the Cabinet around early years funding issues.

Teacher's Pensions Contribution

Provisional announcements indicate that there could be significant rises in employer's pensions contributions for teaching staff from September 2019, although information suggests that the Department for Education expects to provide additional funding in 2019/20 to cover this increase.

Inflation

As of November 2018, UK inflation, using the Consumer Price Index measure was 2.3%.

Dedicated Schools Grant Balances

The Department for Education's Operational Guidance for 2019/20 indicates that there are an increasing number of local authorities that are now incurring a deficit on their overall Dedicated Schools Grant accounts, largely because of overspends on the High Needs Block.

For 2019/20, the Department for Education has therefore tightened up the rules under which local authorities have to explain their plans for bringing the Dedicated Schools Grant account back into balance.

Lancashire currently retains a positive Dedicated Schools Grant reserve, but the level of reserve reduced by over £6m at 31 March 2018, to £14.4m, and significant High Needs Block overspends are again forecast during 2019/20.

This situation will need to be carefully managed in the coming years.

Consultations

Discussions have been held with the Schools Forum throughout the budget setting process and any decision and recommendations arising from the Forum's budget meeting on 15 January 2019 will be reported to Cabinet.

Detailed consultations have been held with the Lancashire schools and academies in connection with the Schools Block funding transfer for 2019/20.

Specific discussions with representative schools headteacher and governor groups and with college representatives have taken place as the Local Authority continues to develop proposals to manage the High Needs Block budget situation.

Implications:

This item has the following implications, as indicated:

Risk management

Financial

There are no financial implications for the County Council budget arising from this report.

The report forecasts a balanced Dedicated Schools Grant funding position in 2019/20, which will be underwritten by the Dedicated Schools Grant reserves.

The initial overspend on the High Needs Block budget is mitigated by a number of factors, including:

- An additional £2.6m allocation for high needs from government;
- A transfer of £3.7m from the Schools Block to the High Needs Block;
- A transfer of £0.3m from the Historic Costs element of the Central School Services Block;
- A proposed reduction of £1m of High Needs expenditure;
- Various ongoing proposals to reduce High Needs Block expenditure.

If the above factors and proposals are not approved there is a risk that the outcome would be a deficit budget that would need to be funded from reserves.

Proposals and options will be developed further during the coming year to ensure that Dedicated Schools Grant expenditure is brought back into line with available resources, whilst attempting to minimise the impact on individual schools and pupils and providing a manageable transition where reductions are required.

List of Background Papers

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

This Appendix to the Schools Budget 2019/20 report has been prepared following receipt of pupil data and Dedicated Schools Grant (DSG) allocation information from the Education and Skills Funding Agency (ESFA) and presents the estimated Schools Budget for 2019/20.

Summary

On 14 December 2018, the Education and Skills Funding Agency (ESFA) provided the final Schools Block data based on the October 2018 School Census to be used in the calculation of the Schools Budget for 2019/20.

On 17 December 2018, the ESFA issued the 2019/20 Dedicated Schools Grant (DSG) allocations for Lancashire.

DEDICATED SCHOOLS GRANT (DSG) ALLOCATIONS 2019/20

The ESFA sub-divide the DSG into 4 funding blocks: the Schools Block, High Needs Block, Early Years Block and the Central Schools Services Block (CSSB). These Blocks are all calculated on a formulaic basis.

Information on the 2019/20 DSG allocations is provided below:

Schools Block allocation (£745.748m)

The Schools Block allocations for 2019/20 are derived on the basis of illustrative individual Schools National Funding Formula (SNFF) allocations calculated by the Government. These calculations translate into primary and secondary units of funding for 2019/20. These units of funding are multiplied by the number of primary and secondary pupils from the October 2018 census and have a LA level allocation for growth, premises and mobility factors added to provide a final Schools Block allocation.

The 2019/20 Schools Block calculations for Lancashire are provided below:

2019-20 schools block primary unit of funding (£s)	2019-20 schools block secondary unit of funding (£s)	2019-20 schools block primary pupils (headcount) *	2019-20 schools block secondary pupils (headcount) *	2019-20 funding through the premises and mobility factors (£millions)	2019-20 growth funding (£millions)
4,063.52	5,096.98	98,035	64,320	15.293	4.255

This provides a total Lancashire Schools Block allocation for 2019/20 of £745.748m.

This allocation is some £17.893m higher than the equivalent figure in 2018/19, which is largely due to almost 1,800 additional pupils and the planned increase in funding levels attributable to the additional £1.3b nationally announced by the DfE in 2018/19 for core school funding.

High Needs Block allocation (£117.735m)

The 2019/20 High Needs Block allocation is calculated under the Government's national High Needs funding formula. Key features of the formula include:

- To recognise historic spending patterns through a lump sum equal to 50% of each local authority's current spending on high needs;
- To provide a flat rate of £4,000 per annum for each pupil in special schools or student in special post-16 institutions, ensuring local authorities receive a broadly equivalent basic level of funding for pupils with high needs in both mainstream schools and outside the mainstream sector;
- To channel the remainder of the funding through a number of proxy factors according to the following weightings:
 - 2-18 population 50%;
 - deprivation 20%;
 - low attainment 15%;
 - health and disability 15%.

The formula also includes an import/export adjustment for high needs.

The 2018/19 High Needs Block calculations for Lancashire are provided below:

Actual 2019-20 high needs NFF allocations, excluding basic entitlement factor and import/export adjustments (£millions)	2019-20 ACA-weighted basic entitlement factor unit rate (£s)	Actual 2019-20 number of pupils in special schools/academies (headcount) *	2019-20 import / export adjustments (based on January 2018 school census and February R06 2017/18 ILR.) (£millions)	Mid-2019 age 2-18 ONS population projection**	2019-20 additional high needs funding (£millions)** *
103.436	4,000.00	3,194	-1.086	237,064	2.608

This provides a total Lancashire High Needs Block allocation for 2019/20 of £117.735m, and includes £2.6m relating to the 2019/20 additional high needs funding.

In total, this figure is almost £7m higher than the equivalent figure in 2018/19, due to factors including:

- The 2019/20 additional high needs funding allocation;
- An increase in the number of pupils in special schools/academies;
- The planned increase in funding levels attributable to the additional £1.3b nationally announced by the DfE in 2018/19 for core school funding;
- A reduction in the level of capping applied to gains as the formula transitions to full implementation.

It should be noted that the High Needs Block allocation is a provisional allocation and the gross total includes allocations attributable to funded places that will be deducted and made directly by the ESFA. These are estimated at circa £8.3m.

Early Years Block allocation (£77.858m)

Allocations for the Early Years Block include:

- funding for the universal 15 hours entitlement for three and four year olds;
- funding for the additional 15 hours entitlement for three and four year old children of eligible working parents;
- funding for the 15 hours entitlement for disadvantaged two year olds;
- funding for the Early Years Pupil Premium (EYPP);
- funding for the Disability Access Fund (DAF);
- supplementary funding for Maintained Nursery Schools (MNS).

The allocations are calculated on a formulaic basis and details of the 2019/20 Early Years Block calculations for Lancashire are provided below:

Funding for the universal 15 hours entitlement for three and four year olds:

2019-20 Early Years National Funding Formula (EYNFF) LA hourly rate for 3 and 4 year olds (£ / hr)	2019-20 Part time equivalent (PTE) 3 and 4 year old child numbers for universal entitlement funding for 2019-20 (PTE)*	2019-20 initial funding allocation for universal entitlement for 3 and 4 year olds (£millions)
4.30	17,881	43.826

Funding for the additional 15 hours entitlement for three and four year old children of eligible working parents:

2019-20 Early Years National Funding Formula (EYNFF) LA hourly rate for 3 and 4 year olds (£ / hr)	2019-20 PTE 3 and 4 year old child numbers for additional 15 hours entitlement for eligible working parents for 2019-20 (PTE)*	2019-20 Initial funding allocation for additional 15 hours entitlement for eligible working parents of 3 and 4 year olds (£millions)
4.30	8,063	19.762

Funding for the 15 hours entitlement for disadvantaged two year olds:

2019-20 LA hourly rate for 2 year old entitlement (£ / hr)	PTE child numbers for 2 year old entitlement funding for 2019-20 (PTE)*	2019-20 initial funding allocation for 2 year old entitlement (£millions)
5.20	3,226	9.562

Allocations are shown below for:

- funding for the Early Years Pupil Premium (EYPP);
- funding for the Disability Access Fund (DAF);
- supplementary funding for Maintained Nursery Schools (MNS).

2019-20 Initial funding allocation for Early Years Pupil Premium (£millions)	2019-20 Initial funding allocation for Disability Access Fund (£millions)	2019-20 Initial allocation for maintained nursery school supplementary funding (£millions)
0.651	0.268	3.789

These allocations provide an aggregate Lancashire Early Years Block allocation for 2019/20 of £77.858m.

This allocation is some £3.7m higher than the equivalent figure in 2018/19. The hourly rates funded in 2019/20 are frozen at the 2018/19 levels. The increased allocation is based on a forecast increase in the number part time equivalent (PTE) children taking up the additional 15 hours entitlement for eligible working parents of 3 and 4 year old children, partly offset by forecast reductions in PTEs for 3 and 4 year old child numbers for the universal entitlement and child numbers for 2 year old entitlement funding.

It should be noted that the 2019/20 early years block allocations are initial, and based on Schools, Early Years and Alternative Provision censuses data from January 2018. These allocations will be updated based on January 2019 and January 2020 census data.

Central Schools Services Block (CSSB) (£6.592m)

The CSSB is to fund central functions that LA's carry out on behalf of pupils in state-funded maintained schools and academies in England.

The CSSB is split into funding for historic commitments and funding for ongoing responsibilities and details of the 2019/20 calculations for Lancashire are provided below:

2019-20 CSSB unit of funding (£s)	2019-20 CSSB pupils (headcount)*	2019-20 CSSB funding for historic commitments (£millions)
30.16	162,354	1.695

The total Lancashire's CSSB allocation for 2019/20 is £6.592m. This is circa £0.15m higher than in 2018/19, largely due to increased pupil numbers.

In Year Adjustments

The DSG allocation notified is prior to in year adjustments for:

- Academies recoupment from the schools block;
- Deductions for high needs places in academies and non-maintained special schools;
- Post 16 places;
- Deduction for national copyright licences;
- Updates to the funding for three and four year olds;
- Updates to the funding two year olds;

- Updates to the early years supplementary funding for maintained nursery school;
- Updates to the early years pupil premium;
- Updates to early years Disability Access Fund.

Forecast total DSG income for 2019/20

The provisional Lancashire DSG allocations for 2019/20 across the 4 funding blocks are shown below:

Forecast DSG Income	£m's
Schools Block	745.748
High Needs Block	117.735
Early Years Block	77.858
Central Schools Services Block	6.592
Gross Total forecast DSG Income	947.933
Total deductions for direct high needs payments made by the ESFA	(8,277)
Net Total forecast DSG Income	939.656

The equivalent DSG income figure for 2018/19 was £919.226m. The 2019/20 figure is some £28m higher than the previous year, for the reasons set out under each funding block above.

Other Funding Stream

In addition to DSG funding, other school funding streams are expected to continue in 2019/20. Information is provided below:

Pupil Premium Grant

The Pupil Premium Grant (PPG) is to support disadvantaged pupils, who continue to underachieve compared with their peers.

The DfE have indicated that the funding rates for 2019/20 will be held at 2018/19 levels, as set out below:

Disadvantaged pupils	Pupil premium per pupil
Pupils in year groups reception to year 6 recorded as Ever 6 free school meals except where the pupil is allocated the LAC or post-LAC Premium	£1,320
Pupils in year groups 7 to 11 recorded as Ever 6 free school meals except where the pupil is allocated the LAC or post-LAC Premium	£935
Looked-after children (LAC) defined in the Children Act 1989 as one who is in the care of, or provided with accommodation by, an English local authority	£2,300
Children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order	£2,300

Service children	Pupil premium per pupil
Pupils in year groups reception to year 11 recorded as Ever 6 service child or in receipt of a child pension from the Ministry of Defence	£300

Actual PPG allocations are based on January census data so no formal allocation has yet been received for 2019/20, but in 2018/19 Lancashire received circa £45m.

Teachers Pay Grant

The Teachers pay grant will continue in the academic year 2019/20.

This grant is to cover the difference between the teachers' pay award and the cost of the 1% award that schools would have anticipated under the previous public sector pay cap.

No 2019/20 allocation has yet been received, but Lancashire received £3.2m in 2018/19. The 2019/20 figure is expected to be higher, as the 2018/19 allocation is calculated on a part year figure from September 2018, which coincides with the implementation of the increased teachers pay rates.

Universal Infant Free School Meals (UIFSM)

The grant for universal infant free school meals (UIFSM) continues at a meal rate of £2.30 for the 2019/20 academic year.

Further details will be available in 2019, but Lancashire received circa £13.8m in 2018/19.

Free School Meals Supplementary Grant

The free school meal supplementary grant will continue in 2019/20. This grant is to support the costs of providing free meals to additional eligible pupils related to the transitional protections associated with the Universal Credit rollout.

The Conditions of Grant document for this grant will be published alongside the allocations in February 2019.

Year 7 Catch-Up Premium

The year 7 catch-up premium continues in financial year 2019/20.

Further details are expected in February 2019.

SCHOOLS BUDGET 2019/20

The latest Individual School Budgets (ISB) across all phases has been constructed using the final datasets made available from the ESFA and our latest local Early Years and High Needs data.

This Schools Budget estimate has been calculated following the outcome of consultations with schools and early years providers and discussions with the Schools Forum.

Budget Summary - Before headroom/shortfall in funding

The table below summarises the budgets to be allocated from each of the DSG funding blocks

	£m's
Schools Block	741.989
Early Years Block	77.858
High Needs Block (HNB)	113.539
Central Schools Services Block (CSSB)	6.270
Total of Allocations	939.656

Further details about each block are provided below.

Schools Block

Following a consultation with schools and the Schools Forum as part of the 2018/19 Schools Budget setting cycle, it was agreed to use the Government's National Funding Formula (NFF) methodology as the local Lancashire funding model.

The NFF methodology will continue to apply in 2019/20 for calculating allocations to Lancashire schools, and will incorporate the minor amendments to the national formula introduced by the DfE for 2019/20, including increased minimum per pupil funding (MPF) levels (£4,800 minimum per pupil funding level for secondary schools and £3,500 minimum per pupil funding level for primary schools).

The calculation reveals a 2019/20 Schools Block expenditure requirement of £741,988,279.

As noted in the main report, the Schools Forum have agreed a transfer of circa £3.7m (0.5%) from the Schools Block to the High Needs Block to help mitigate the impact of pressures on that block. In accordance with the DfE Guidance, this decision will need to be discussed further with the Schools Forum in light of the additional high needs allocations announced by the Education Secretary. The outcomes of these discussions will be included in the Forum's recommendations, which will be tabled as Appendix 'B' to the report.

If the transfer remains as originally agreed, a significant contribution of the £3.7m transfer can be met from the increased growth fund allocation received in 2019/20 which minimises any impact on individual school budgets. It will be possible for all the NFF factors and rates to be applied in full, including updated MPF rates, but some

adjustments will need to be made to the baselines, capping and Minimum Funding Guarantee (MFG) levels to generate the full contribution.

Early Years Block

The County Council has previously consulted on the implementation arrangements for the Early Years National Funding Formula (EYNFF), and, as required by the DfE Operational Guidance, is proposing to introduce a Universal Base Rate in 2019/20.

Ring-fenced supplementary funding for Maintained Nursery Schools (MNS) continues to be available in 2019/20, but no information is available about this funding for subsequent years.

As referred to earlier, the Early Years Block DSG allocation is illustrative and the final allocation will be adjusted based on January 2019 and January 2020 census data.

The LA has forecast the Early Years provision as set out below:

	2 year olds £	3&4 year olds £
Early Years Block 3/4 year olds		66,452,760
Early Years Block 2 year olds	10,131,990	
Early Years Pupil Premium (EYPP)		651,095
Early Years Disability Access Fund (DAF)		267,525
SEN Inclusion Fund		354,656
Total	10,131,990	67,726,036

The calculation of the forecast means that a Universal Base Rate of £4.13 will be allocated in 2019/20.

The overall Early Years Block is estimated to be on budget of £77,858,026.

High Needs Block

The High Needs Block expenditure for 2019/20 is estimated in the table below:

	Place funding £	Top-up funding £
Special Schools	26,072,500	28,360,135
PRU/Alternative Provision	7,400,000	3,964,912
Mainstream HNB top up		7,841,080
FE HNB		6,070,635
DfE High Needs place adjustment	460,106	
Estimated increase in demand		4,837,000
HNB costs on a commissioned basis		28,532,922
Total	33,932,606	79,606,684

The total forecast HNB expenditure in 2019/20 is some £113,539,290.

This figure estimates a circa £4m HNB overspend in 2019/20.

Central Schools Services Block (CSSB)

The estimated CSSB expenditure in 2019/20 is £6.270m.

In order to comply with the DfE's 2019/20 Operational Guidance some reductions are proposed to the Historic Commitments element of this Block, which generates a circa £0.3m surplus in 2019/20, which can be used to contribute to pressures in the High Needs Block.

Going forward, the Historic Commitments allocation within the CSSB is expected to reduce, and careful consideration will be needed around any ongoing commitments that the County Council must meet from the Schools Budget.

Funding Shortfall

Figures discussed above for the forecast DSG income, and the estimated Schools Budget expenditure against each funding block calculate an ongoing budget shortfall for the High Needs block of £4m in 2019/20. This is after taking into account the additional £250m national High Needs funding and after taking reductions to expenditure into account.

As mentioned above, Schools Forum have initially agreed to transfer 0.5% (£3.7m) of the schools block plus the surplus on the Central Schools Services Block (£0.3m) meet this High Needs deficit meaning that the overall budget is in balance.

The table below has taken the aggregate figures discussed above for the forecast DSG income, and the estimated Schools Budget expenditure against each funding block to calculate the overall 2019/20 budget position.

Calculation of the final funding position

	£m's
Net Total forecast DSG Income 2019/20	939.656
Total Forecast DSG Allocations 2019/20	939.656

Recommendations from the Schools Forum meeting to be held on 15 January 2019 will be provided for the Cabinet as Appendix 'B'.

Report to the Cabinet

Meeting to be held on Thursday, 17 January 2019

Report of the Head of Service - Children and Family Wellbeing Service**Part I**

Electoral Division affected:
(All Divisions);

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

Contact for further information:

Sue Parkinson, Tel: 07876844656, Business Support Officer,
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Executive Summary

This report outlines the work of the District Youth Councils in their role in recommending grant monies to third sector organisations which are registered with the Children and Family Wellbeing Service.

Recommendation

Cabinet is asked to consider and approve the recommendations of the District Youth Councils on the applications for grants from third sector groups which are registered with the Children and Family Wellbeing Service, as set out in the report, and determine the awards it wishes to make.

Background and Advice

In Lancashire, there is already a process for third sector groups which are registered with the Children and Family Wellbeing Service, to apply for small grants for the development of the organisation, and for the young people within those organisations who may need help to fund a specific project, i.e. funding for a trip or group activity.

Individual young people can also apply for funding, if they are in need of financial support, which will aid their development and learning, i.e. attendance on an educational course and equipment needed. If these grants are £250 or less, the District Youth Council has the authority to approve these. Should any applications be received from individual young people which are for more than £250 then currently the Cabinet is asked to consider these, taking into account the views of the District Youth Council.

The details of recent applications received by the registered third sector groups are as follows:

Organisation	District	Summary of Purpose	Amount applied for (£)	Amount recommended by District Youth Council (£)
The AFC Fylde Community Foundations	Fylde	Festival of Fun Project to run from 18th February – 22 February – this will be a comprehensive community outreach and detached youth work programme.	£2,000	£2,000
Leyland St Mary's Youth Group	South Ribble	A weekend residential for 25 young people to Smelt Mill Residential Centre in either December 2018 or January 2019. The cost per person is £104.	£1,850	£1,850
Inclusion Activity Club	Wyre	Fleetwood Town Community Trust deliver the popular National Citizen Service, where young people aged 15-17 years old can complete a residential experience that targets social inclusion and development.	£1,982.40	£1,982.40
Whittle and Clayton Scout Troop	Chorley	An additional winter camping tent and insulated thermal ground sheet to allow an extension of the camping season and to increase the number of people that camping opportunities can be offered to.	£1,270.25	£550.25
		Total		£6,382.65

The District Youth Councils have met to consider these applications and have recommended approval of the amounts above based on their assessment. The reasons for the reduced grant offer to Whittle and Clayton Scout Troop is the young people of the Youth Council felt the 3 x Task Force 4 tent extensions were luxury items, but were happy to fund the other items requested.

The final decision on the amount to be approved lies with Cabinet.

Grants can be made under Section 2 of the Local Government Act 2000, which states that "Every local authority is to have the power to do anything which they consider is likely to achieve any one or more of the following objectives:

- The promotion or improvement of the economic well-being of their area
- The promotion or improvement of the social well-being of their area, and
- The promotion or improvement of the environmental well-being of their area.

Section 2 (4) (b) of the 2000 Act includes a specific power to give financial assistance to any person under the well-being provisions.

A sum of grant funding is made available for registered third sector groups. This is to support individual groups or units not supported financially by the county council, and to support individual young people's learning and development. It is currently administered through the Children and Family Wellbeing Service and the 2018/19 annual amount is £111,000. The funding is divided between 12 districts, and 25% of each District's allocation is ring fenced for individual young people's applications. Of the total funding available of (£111,000), £83,250 is available to third sector organisations and £27,750 to individual young people.

The total amounts of awards recommended in this report are as follows:

Grants to Third Sector Organisations: £6,382.65.

Grants to support individual young people: £729 (There are no grants to individual young people above £250 in this period).

If these awards are approved by Cabinet, the total allocation of awards and the balance of funding available will be as follows:

	Total available for 2018-19	Grants Approved to date	Balance available
Grants to Third Sector organisations	£83,250	£23,171	£60,079
Grants to support individual young people	£27,750	£2,406	£25,344

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

If these grants are not approved then work to positively engage young people by the voluntary organisations may be at risk.

Financial

The full amount of the grant money made available by the Children and Family Wellbeing Service in this financial year 2018/2019 is £111,000. This is divided between the 12 districts, and 25% of each of the districts' allocation is ring fenced for individual young people's applications.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 17 January 2019

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

Electoral Division affected:
(All Divisions);

Implementation of the Care Act 2014 - Approval of Revised Adult Social Care Policies (Occupational Therapy, including Adaptations and Equipment)
(Appendix 'A' refers)

Contact for further information:

Kieran Curran, Tel: (01772) 536068, Policy, Information and Commissioning Manager (Live Well),
kieran.curran@lancashire.gov.uk

Executive Summary

Following the introduction of the Care Act 2014, the county council has undertaken to review all adult social care policies, practice and guidance to ensure compliance. A new policy is now presented for approval:

- Occupational Therapy, including Adaptations and Equipment

This is deemed to be a Key Decision and the provisions of Standing Order C19 have been complied with.

Recommendation

Cabinet is asked to approve the implementation of the Occupational Therapy including Adaptations and Equipment policy as set out at Appendix 'A'.

Background and Advice

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

This phased programme continues with the submission of a new policy, procedures and guidance document:

- Occupational Therapy, including Adaptations and Equipment

Current arrangements

[A new framework was approved in March 2016 to ensure compliance with the Care Act.](#)

Summary of Revised Policies and Procedures and Guidance documents

A new document, Occupational Therapy, including Adaptations and Equipment, is now ready for approval by Cabinet.

Occupational Therapy, including Adaptations and Equipment

This document sets out the county council's relevant duties under Sections 2, 8, 9 and 13 the Care Act 2014 and how Occupational Therapy and the provision of Adaptations and Equipment can support the Act's intentions to prevent, delay, or reduce care and support needs.

This is a revised policy whose main changes include:

- Information on improvements in practice within the service, including prioritisation and allocation of referrals, new approaches to promote and enable single-handed care, and assessments of need around low-level equipment.
- Updating practice in line with the requirements of the Care Act 2014.
- Consolidating a number of documents into one format.

A copy of the policy is set out at Appendix 'A'.

Consultations

Wider public consultation has not been necessary as the document in question reflects new duties and requirements placed on the county council under the Care Act 2014.

Implications:

This item has the following implications, as indicated:

Workforce

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

The Care Act and related guidance place a series of new duties and responsibilities on the county council in regard to care and support for adults. All revised or new

documents have been reviewed and cleared by the county council's legal team before being presented to Cabinet for final approval. All documents will be publically accessible as part of this process, with the aim of reducing legal challenge and complaints due to a lack of understanding or transparency.

Equality and Diversity

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

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

Financial

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

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

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

Risk management

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

List of Background Papers

Paper	Date	Contact/Tel
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None		
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Reason for inclusion in Part II, if appropriate		
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N/A		
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Adult Social Care Policies and Procedures

OCCUPATIONAL THERAPY including ADAPTATIONS and EQUIPMENT

WARNING! Please note if the review date shown below has passed this procedure may no longer be current and you should check the PPG Intranet site for the latest version.



POLICY VERSION CONTROL

POLICY NAME	Occupational Therapy, including Adaptations and Equipment		
Document Description	This document sets out the county council's relevant duties under the Care Act 2014 and how Occupational Therapy and the provision of Adaptations and Equipment can support the Act's intentions to prevent, delay, or reduce care and support needs.		
Document Owner	Val Knight		
Document Author	Janette Daley/Kieran Curran	Date	January 2019
Status	DRAFT	Version	0.1
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

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1. POLICY STATEMENT

Occupational Therapy plays a critical role in ensuring that care and support actively promotes people's wellbeing and independence and does not simply wait to respond when people reach a crisis point.

This focus on promoting independence and reducing, delaying or preventing need is also at the heart of the Care Act.

The county council **must** provide or arrange for services, facilities or resources which would prevent, delay or reduce people's needs for care and support, or the needs for support of carers. This includes the provision of aids, adaptations and equipment – often known collectively as "community equipment" – to people living at home. Adaptations help people to maintain and improve their independence or regain their skills and confidence. They can prevent and delay deterioration of a condition and should be part of a proactive response that intervenes before people reach crisis point.

[The Care Act statutory guidance](#) lists "minor" adaptations as one of the interventions that can be used to help people regain their skills and reduce their needs. A minor adaptation is one costing £1,000 or less.

Minor adaptations are one of many council services that have similar aims: to keep people healthy and as independent as possible. You may also wish to view the county council's [Reablement PPG](#).

Section 9 of the Care Act 2014 introduces a duty on the county council to assess adults who appear to have needs for care and support, either in their own right or because they are caring for another adult. Assessments can be carried out by a range of professionals, including Occupational Therapists.

The county council **must** undertake an assessment for any adult with an appearance of need for care and support, regardless of their financial situation and regardless of whether or not the council thinks the individual has eligible needs. The county council employs Occupational Therapists with relevant training and experience to undertake an [Assessment of Needs](#) and make recommendations for equipment and minor adaptations in order to meet its statutory duties.

This policy should be read in conjunction with the [Assessment of Needs PPG](#).

Eligibility for community equipment and minor adaptations will be determined by the county council's [Eligibility Criteria PPG](#). The national eligibility guidance is issued under paragraph 13 of the Care Act. The detail of the new criteria is contained in The Care and Support (Eligibility Criteria) Regulations 2014. The regulations relate to the allocation of social care support, including equipment and minor adaptations.

Please note that the Care Act allows the county council to consider its own financial resources in making decisions about how best to meet people's needs:

In determining how to meet needs, the local authority may also take into reasonable consideration its own finances and budgetary position, and must comply with its related public

law duties. This includes the importance of ensuring that the funding available to the local authority is sufficient to meet the needs of the entire local population. The local authority may reasonably consider how to balance that requirement with the duty to meet the eligible needs of an individual in determining how an individual's needs should be met (but not whether those needs are met). The authority may take decisions on a case-by-case basis which weigh up the total costs of different potential options for meeting needs, and include the cost as a relevant factor in deciding between suitable alternative options for meeting needs. This does not mean choosing the cheapest option; but the one which delivers the outcomes desired for the best value.

Paragraph 10.27 of the Care Act Statutory Guidance

"Best value" in this context includes the implementation of single-handed care where it is identified through risk assessment by a qualified Occupational Therapist that this can be carried out safely and effectively.

Therefore to fulfil its duty under Sections 2, 8, 9 and 13 of the Care Act 2014 the county council will, working with its statutory, voluntary and private sector partners, comply with the national threshold relating to care and support 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 council's complaints procedures will be made available and accessible.

2. KEY DEFINITIONS AND PRINCIPLES

2.1 Assessment of Need

An [Assessment of Need](#) is one of the key interactions between the county council and an individual. The process must be person-centred throughout, involving the person and supporting them to have choice and control. It starts from when the county council begins to collect information about the person and will be an integral part of the person's involvement in the care and support system. An assessment **must** seek to establish the total extent of needs before the county council considers the person's eligibility for care and support and what types of care and support can help to meet those needs. [A carer can also have an assessment.](#)

2.2 Proportionate

Proportionate means that the Assessment of Need 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 means:

- Listening to and understanding the initial presenting problem;
- Not taking this at 'face value';
- Ensuring any underlying needs are also explored and understood.

2.3 Fluctuating Needs

The condition(s) of an individual at the time of their assessment may not be entirely indicative of their needs more generally. The county council must consider whether the individual's current level of need is likely to fluctuate and what their on-going needs for care and support are likely to be. This is the case both for short-term fluctuations, which may be over the course of the day, and longer term changes in the level of the person's needs. In establishing the on-going level of need the county council must consider the person's care and support history over a suitable period of time, including both the frequency and degree of fluctuation. The county council may also take into account what fluctuations in need can be reasonably expected based on experience of others with a similar condition.

2.4 Occupational Therapy (OT)

Occupational Therapy (OT) enables people to participate in the activities of everyday life. Often referred to as OT, it is a healthcare profession that focuses on developing, recovering, or maintaining the daily living and working skills of people with physical, mental, or cognitive impairments.

Occupational Therapy is a science and degree-based health and social care profession, regulated by the [Health and Care Professions Council](#).

Occupational Therapists work with adults and children of all ages with a wide range of conditions – most commonly those who have difficulties due to a mental health illness, physical or learning disabilities. It takes a "whole-person approach" to both mental and physical health and wellbeing and enables people to achieve their full potential.

2.5 Aids and Adaptations

Occupational Therapists help people to choose and use special equipment like wheelchairs and aids for mobility, eating, dressing or any other activity. They also help to adapt people's homes and workplaces to accommodate their individual needs.

Even simple household aids and gadgets can mean the difference between living independently and needing someone to look after the person. There is a wide range of household equipment that can help people live more independently including:

- wheeled trolleys for moving items that are too heavy to carry
- perch seats for the kitchen and bathroom

Home adaptations can give people extra confidence when they are negotiating steps or stairs, or when they get in or out of the bath. They can also make the person's home safer for them so they are less likely to fall. Home adaptations include:

- grab rails attached to baths, stairs or beds
- raised toilet seats or a toilet frame including fixed or moveable armrests
- bed raisers and hoists in the bedroom
- a second banister that runs the full length of the stairs
- stair lifts

2.6 Principles of Good Practice

Occupational Therapy practice must be guided by wellbeing and prevention principles:

- OTs will need to consider the prevention of *potential* need as well as the reduction of *present* need.
- OTs must be aware of and be ready to provide or direct people to suitable and accessible information and advice.
- The county council must always assess for need and not for want and consider the wellbeing principles behind the Care Act.
- OTs must consider the current and/or possible future needs of any carers and how they may be prevented, reduced or delayed. The Customer Access Service can arrange for a carer's assessment to be carried out by the relevant provider.

2.7 Implications of the Care Act for Occupational Therapists

For Occupational Therapists the Care Act presents an opportunity to re-establish many of the central tenets of the profession: the wholeness of the individual, being led by the person's goals; the use of the person's strengths to achieve their goals; and the importance of occupation to wellbeing.

OTs will need to purposefully and actively consider the totality of the person's wellbeing. Find out what is important to the person. What are their priorities? What do they want to be able to achieve?

An assessment of the person's needs must consider how their needs impact upon all aspects of their wellbeing. OTs will need to consider whether the outcome of the proposed intervention has addressed all aspects of wellbeing and has helped the individual achieve the outcomes that matter most to them.

OTs should think creatively and flexibly and work with other services to ensure that any interventions, activities or services that are recommended are affordable and cost-effective, especially when an individual is self-funding or has a personal budget. The identified needs of the individual may be better met by themselves or their community, without recourse to social care funds. OTs may require a greater awareness of what services are available locally (sometimes known as "community assets") which can help and support people (e.g. services run by local voluntary and charitable organisations or by Home Improvement Agencies).

Remember, the law allows the county council to take into "reasonable consideration its own finances and budgetary position". The county council may take decisions on a case-by-case basis which "weigh up the total costs of different potential options for meeting needs, and include the cost as a relevant factor in deciding between suitable alternative options for meeting needs."

This will include the implementation of single-handed care where it is identified through risk assessment by a qualified occupational therapist that this can be carried out safely and effectively

However, the initial assessment of the individual and the identification of their immediate needs and goals should not be influenced by any possible budgetary constraints.

OT practice will be helped by using an asset-based approach. This recognises and builds upon the strengths, values and resources already of the person themselves and their wider social and physical environment and community. By using the capabilities already available to the individual, an asset-based approach empowers them to make changes and improvements to meet their own needs and reach their own goals.

2.8 Home Improvement Agencies (HIAs)

The main purpose of [Home Improvement Agencies \(HIAs\)](#) is to help people continue to live as independently as possible.

HIAs help elderly, disabled and other vulnerable people make adaptations to the homes they own. HIAs are supported by government and local authorities, and are not-for-profit organisations. A Home Improvement Agency will give information, advice and support to older homeowners who need repairs or improvements to their homes, or the assistance of a handyperson for decorating or gardening. The HIA will assess an elderly home owner's needs and advise on practical, financial and legal matters related to adapting the home, repairing or insulating it.

3. PROCEDURES

3.1 Information and Advice

Anyone who contacts the county council with a potential need for Occupational Therapy or adaptations should always be given Information and Advice about available support.

If someone is not eligible for support but still has needs within their home environment, it is worth contacting a [Home Improvement Agency \(HIA\)](#) to see what support is available.

Information and advice on privately available support and help from charities and other community-based groups should also be given at this stage.

Connecting people at an early stage with other agencies or support available in their local community makes prevention more effective and can reduce or delay people's needs. HIAs, for example, may be able to support people with Handy Person services, advice on housing, benefits and debt and lists of reliable local builders, and can support people to arrange adaptation work.

3.2 Initial Enquiries

Enquiries that come via the county council's Customer Access Service (CAS) are screened and triaged for any potential need for Occupational Therapy (using a series of questions on the person's mobility, functional transfers, ease of access etc.) and once an Occupational Therapy need has been identified CAS will send the case to the relevant OT Referral Tray (i.e., North/Central/East) via [LAS](#) for initial screening and further information gathering.

The Duty OT regularly checks the team work tray. The Duty OT provides a vital role in screening referrals and ensuring only appropriate and correct referrals are accepted.

The Duty OT must be based in an office in order to complete their duty day.

All staff must consider the role of lower-level interventions at all times.

3.3 Community OT Screening and Information Gathering: Inappropriate or Incorrect referrals

Inappropriate or incorrect referrals should be dealt with at the screening stage by the Duty OT.

Inappropriate referrals may lead to more information gathering. Referrals from district nurses, for ramping for ambulant individuals or for mobility scooter access may potentially be closed at the screening stage if they are not appropriate. The referrer should be informed and signposted to relevant services (e.g. referrals for

mobility/mobility aids/wheelchairs only should be signposted to GP for physio/Specialist Mobility and Rehabilitation Centre referral).

All requests from social care staff for OT input should be made on [LAS](#) via an action plan or linked to an existing referral. Referrals submitted in any other way will be returned to the referrer with a request to complete a formal Action Plan or Contact Link to an Existing Referral.

When there is **insufficient information on the referral to make a decision**, it should be returned to the referrer with a request for a correctly formatted referral via [LAS](#).

3.4 Community OT Screening and Information Gathering: Referrals that should be actioned at the screening stage by the Duty OT

Under certain conditions, some referrals can be actioned by the Duty OT at the screening stage, these include:

Equipment for hospital discharge (out of area hospitals only).

Ramping for ambulant persons or for mobility scooters: The county council does not ordinarily provide ramping for ambulant persons (a person would not be eligible for ramping just to house their scooter for security purposes, for example). However, it is still important to screen the referral and take into account the person's individual circumstances.

Replacements for broken equipment should be ordered by the Duty OT via prescription or a repair/replacement should be organised via [TCES](#) where possible. If a new assessment is required it should be prioritised accordingly or reassigned to a Social Care Support Officer (SCSO) (see 3.6 below).

Unable to complete functional transfers: Telephone screening should be completed to ascertain if equipment can be provided immediately via a prescription and then the referral should be screened and prioritised accordingly.

(East only) Section 75 and Health referrals are to be screened as per Section 75 agreement and action plan completed for relevant integrated therapy team.

3.5 Fast Track process for bathing/level access shower facilities

Following a request for help with bathing the Duty OT will ask an SCSO to conduct an initial assessment.

An initial low-level equipment assessment can identify whether the person's bathing needs can be met with low-level equipment and/or minor adaptations. If the person's needs cannot be met this way then consideration should be given to fast-tracking the referral via the Duty OT to the relevant district council for provision of a level access shower. See Fast-Track Guidance [[LINK](#)] for more information.

If a service user has declined low-level equipment despite the initial assessment by the SCSO having identified that it would meet their needs, then a face-to-face OT assessment should not be offered because the county council has fulfilled its statutory obligations under the Care Act.

3.6 SCSO Assessment for low-level equipment and/or minor adaptations

All staff **must first consider** whether low-level equipment can meet needs. Alternative interventions – such as half-steps, rails, or a platform to facilitate a walking frame – **must always be considered** in the first instance before allocating a referral for assessment. Information and advice can also be given at this stage.

If the Duty OT identifies that a person's needs may be met with low-level equipment and/or a minor adaptation, the Duty OT will allocate the case to the SCSO Allocation Tray via [LAS](#).

The Care Act's statutory guidance (paragraph 10.27) states that the county council may take "into reasonable consideration its own finances and budgetary position" and "may take decisions on a case-by-case basis which weigh up the total costs of different potential options for meeting needs, and include the cost as a relevant factor in deciding between suitable alternative options for meeting needs".

If it is determined following assessment by an SCSO that low-level equipment and/or a minor adaptation meets the person's needs then the county council will have fulfilled its legal obligations.

The county council will not provide a Qualified Occupational Therapy assessment or an assessment for a major adaptation if the SCSO has determined that minor adaptations or low-level equipment can meet the person's needs.

However, the SCSO may also identify other potential needs that may require a Qualified OT assessment in addition to the provision of low-level equipment and/or minor adaptations. Professional and clinical judgement and an awareness of the person's fluctuating needs are highly relevant in these circumstances.

3.7 If a Qualified OT assessment may be required but the person also has low-level equipment needs.

In these cases, the need for low-level equipment and/or minor adaptations can be assessed and actioned by an SCSO via the SCSO Allocation Tray on [LAS](#). Action will not be taken until a response has been received from the assessing SCSO.

If the SCSO determines that there are no further OT needs and a Qualified OT Assessment is not required, the case can be closed.

However, if – following feedback from the SCSO – it is determined that a Qualified OT Assessment is still required, then the Duty OT must complete the Prioritisation Tool (see paragraph 3.9 and Section 4 below) and add the case to the relevant OT Allocation Tray.

Staff must document the associated Risk Rating in the comments box on LAS as follows:

Date of referral (e.g. 31/12/2019)
Risk Rating (e.g. H14)
Reason for Assessment (e.g. M&H)

Staff must also document the Risk Rating in the case notes.

3.8 If a Qualified OT Assessment is required and low-level equipment has been previously provided but is no longer appropriate (i.e. needs have changed)

In these cases, staff must complete the Prioritisation Tool (see paragraph 3.9 and Section 4 below) and add the case to the relevant OT Allocation Tray.

Staff must document the associated Risk Rating in the comments box on LAS as follows:

Date of referral (e.g. 31/12/2019)
Risk Rating (e.g. H14)
Reason for Assessment (e.g. M&H)

Staff must also document the Risk Rating in the case notes.

3.9 Using the Prioritisation Tool

Priorities are determined using the Prioritisation Tool (see Section 4) which identifies needs based on changes to the person's functional ability and the impact of their condition on the person or their carer. The tool allows staff to prioritise the most urgent cases and get help to the most vulnerable as soon as possible. Generally speaking, lower priority needs will have already been met earlier in the process and only higher priority cases will have reached this stage.

3.10 Qualified OT Assessments for Equipment and Major Adaptations

Once a case has been prioritised and allocated appropriately a Qualified OT Assessment will be conducted. Specialist equipment will only be provided following completion of an appropriate and proportionate Qualified OT Assessment.

Staff should be aware that low-level equipment and/or minor adaptations could still be appropriate, even at this stage. If, following the Qualified OT Assessment, a need for low-level equipment is identified as appropriate, the assessing OT can provide the low-level equipment.

Assessments must be carried out in a manner that has regard to the person's wishes, preferences and outcomes, the complexity of a person's needs and any potential

fluctuation of those needs. An assessment **must** go as far as necessary to establish a complete picture of the person's needs.

If a person has substantial difficulty in understanding or communicating their needs the person can agree for relatives or their carer to be contacted or involved on their behalf, or there may be a need for a referral to an [independent advocate](#). An advocate may also be appropriate if the [person lacks mental capacity](#).

The Care Act says that the focus of assessment should be:

- The person's needs.
- The impact of those needs on the person's wellbeing.
- What is available to meet their needs – including their own strengths and capability and their informal network.
- The outcome the person needs and wants to achieve.

Value for money

When deciding how to meet needs the county council is entitled to take into account the council's finances and budgetary position, including the importance of ensuring that the funding available to the county council is sufficient to meet the needs of the entire local population. In relation to the provision of community equipment this means ensuring decisions demonstrate value for money.

The Care Act statutory guidance defines "value for money" as the optimal use of resources to achieve intended outcomes and is clear that it must reference the quality of service delivered and the outcomes achieved for people's wellbeing and should not be solely based on achieving the lowest cost.

Therefore all recommendations for specialist equipment and/or major adaptations should take into account the solution which offers the best value for money. Decisions around recommendations should be made on a case-by-case basis and weigh up the total costs of different potential options for meeting needs, and include the cost as a relevant factor in deciding between suitable alternative options for meeting needs. This does not mean choosing the cheapest option but the one which delivers the desired outcomes for the best value.

This will include the implementation of single-handed care where it is identified through risk assessment by a qualified Occupational Therapist that this can be carried out safely and effectively.

3.11 Completing the Assessment

A Qualified OT Assessment is an opportunity to put OT principles into practice.

When conducting the assessment, OTs should apply their professional expertise to identify the specific type of intervention(s) that is most likely to address the person's need. Equipment or adaptations should not be provided routinely or reflexively.

For example, Occupational Therapists can teach people the best physical techniques for improving their mobility and functionality around the home without recourse to equipment. Occupational Therapists can also use their judgement to identify the progression of the person's condition and the person's potential and suitability for other services, like rehabilitation or reablement. Or they could identify equipment or adaptations that are likely to help prevent, delay or reduce the person's needs or future needs.

The full range of skills used by Occupational Therapists can be deployed to identify and manage risk appropriately. OTs can therefore play a big role in helping to manage the cost of the person's package of care and support, or in avoiding the need for ongoing formal care and support, where appropriate. This will include the implementation of single-handed care where it is identified through risk assessment by a qualified Occupational Therapist that this can be carried out safely and effectively

3.12 Outcomes and Recommendations

Following a Qualified OT Assessment the following outcomes may be recommended:

Retail equipment: Low-level equipment is issued via a prescription and can be collected from or delivered by a local, approved provider. Once this equipment has been provided it becomes the property of the person using it and, therefore, when no longer needed, should be disposed of by that person. Grab rail provision and fitting is also included in retail equipment. Other examples include: Commodes, chair-raisers, bed levers, shower chairs, perching stools, and trolleys.

Equipment on Loan: This is currently provided by [Medequip](#) who will deliver and fit items as requested by the person assessing the individual. This type of equipment tends to be larger, bulkier items or items that require regular maintenance ([Medequip](#) will carry out the maintenance and repair of the equipment they provide. Examples include: Hoists and slings, profiling beds, electric bath-lifts, bed management systems, and specialist seating).

Specialist equipment: Ordering equipment which is not held in stock at [Medequip](#) or on the retailer catalogue requires manager approval. A Qualified OT Assessment should be carried out and **stock equipment should always be the first consideration.**

Where stock equipment cannot meet the needs of the person the equipment being recommended must be trialled with the person to ensure that it is suitable. Following the trial, a special equipment clinical reasoning form [LINK] must be completed and sent to the OT specials mailbox. 'Specials' requests are considered for funding on a weekly basis by an OT manager. If funding is approved an order should then be placed on [Medequip](#) via the special equipment tab. If funding is declined then the person should be advised and alternative funding streams should be explored (e.g. charitable funding or self-purchase).

Minor adaptations (under £1,000): Lancashire County Council will fund minor adaptations up to a cost of £1,000. For adaptations costing more than £1,000, a

request can be made to the minor adaptations mailbox for consideration for funding by an OT manager. Ordinarily, however, adaptations that exceed £1,000 will be forwarded to the relevant City, District or Borough council for a Disabled Facilities Grant (DFG) to fund the works. Examples of minor adaptations include external rails and step adaptations, additional banister rails, and semi-permanent ramping.

Major adaptations: (over £1000.00): When the cost of an adaptation exceeds £1,000 a request will be made to the local City, District or Borough council for a Disabled Facilities Grant to fund the works. A financial means test may be carried out by the council to determine eligibility for the grant. When assessing for major adaptations the Occupational Therapist must identify the most appropriate adaptation to meet the person's long-term needs, taking into account well-being principles.

Different policies between city and borough councils regarding DFG funding should not affect the outcome of the assessment and recommendations by the Occupational Therapist. This ensures that a fair and equitable service is offered across the county.

It is the responsibility of the assessing Occupational Therapist to determine that an adaptation is necessary and appropriate. It is for the local city or borough council who are issuing the grant to decide whether the adaptation is reasonable and practicable. In some cases rehousing may be recommended as the most appropriate option.

The Occupational Therapist may also make recommendations based on preventative principles to enable people to remain in their own homes – for example by reducing the risk of falls or reducing the need for care.

Examples of major adaptations: Stair-lifts, level access showers, ramps, ceiling track hoists, through-floor lifts.

Other referrals may also be appropriate and OTs and SCSOs should be aware of other services or referral pathways that can help people to stay healthy for longer and living at home, for example:

If a Carer's Assessment required: Contact the Customer Access Centre

If a Physio is required: Signpost the person to their GP

If you have identified that Telecare can meet some or all of the person's eligible needs, make a referral using the [dedicated Intranet page](#).

4. FLOW CHARTS/DIAGRAMS OR EXAMPLES

[Insert Prioritisation Tool]

5. RELATED DOCUMENTS

POLICY, PROCEDURE AND GUIDANCE (PPG) DOCUMENTS	Adult Policies, Procedures and Guidance (PPG) Intranet site
LEGISLATION AND REGULATIONS	<ul style="list-style-type: none"> • The Care Act 2014 and the related Care and Support Statutory Guidance • The Disability Discrimination Act 1995 • Housing Grants, Construction and Regeneration Act 1996

6. EQUALITY IMPACT ASSESSMENT

The Equality Act 2010 requires the county council to have "due regard" to the needs of groups with protected characteristics when carrying out all its functions, as a service provider and an employer. The protected characteristics are: age, disability, gender identity/gender reassignment, gender, race/ethnicity/nationality, religion or belief, pregnancy or maternity, sexual orientation and marriage or civil partnership status.

The main aims of the Public Sector Equality Duty are:

- To eliminate discrimination, harassment or victimisation of a person because of protected characteristics;
- To advance equality of opportunity between groups who share protected characteristics and those who do not share them. This includes encouraging participation in public life of those with protected characteristics and taking steps to ensure that disabled people in particular can participate in activities/processes;
- Fostering good relations between groups who share protected characteristics and those who do not share them/community cohesion.

It is anticipated that the guidance on Occupational Therapy in this document will support the county council in meeting the above aims when applied in a person-centred, objective and fair way which includes, where appropriate, ensuring that relevant factors relating to a person's protected characteristics are included as part of the process.

More information can be found on the Equality and Cohesion intranet site on

<http://lccintranet2/corporate/web/?siteid=5580&pageid=30516>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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