

Lancashire County Council

Cabinet

Thursday, 7th February, 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. **Disclosure of Pecuniary and Non-Pecuniary Interests**
Members are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.
3. **Minutes of the Meeting held on 17 January 2019** (Pages 1 - 4)

Matters for Decision:

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

4. **Money Matters 2018/19 Position - Quarter 3** (Pages 5 - 74)
5. **Lancashire County Council Corporate Strategy** (Pages 75 - 106)
6. **Procurement Report - Request Approval to Commence Procurement Exercises** (Pages 107 - 112)

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

7. **Lancashire Bus Station Departure Charges** (Pages 113 - 118)
8. **Proposed Sustainable Travel Improvements in Brierfield** (Pages 119 - 124)
9. **Vehicle Restraint Systems Code of Practice** (Pages 125 - 142)

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

10. **Determination of Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools and Sixth Forms for the School Year 2020/2021** (Pages 143 - 188)
11. **Co-ordinated Admissions Scheme 2020/21 - Determination of the Qualifying Scheme** (Pages 189 - 202)
12. **Determination of Home to School Transport Policy - Academic Year 2020/2021** (Pages 203 - 232)

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

13. **Libraries, Museums and Archives Fees and Charges Review 2018/19** (Pages 233 - 240)

The Cabinet Member for Adult Services - County Councillor Graham Gooch

14. **Multi-Agency Self-Neglect Framework** (Pages 241 - 292)
15. **Extra Care Sheltered Services** (Pages 293 - 320)

Matters for Information:

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

No urgent decisions have been taken since the last meeting of Cabinet.

17. **Urgent Business**

An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.

18. **Date of Next Meeting**

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

19. Notice of Intention to Conduct Business in Private

No representations have been received.

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

20. Exclusion of Press and Public

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

Part II (Not Open to Press and Public)

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

- 21. Request for Waiver of Procurement Rules - Independent Advisor Pension Fund** (Pages 321 - 324)

Angie Ridgwell
Chief Executive and Director of
Resources

County Hall
Preston

- 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

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

- 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

5. Eden of the North

Cabinet received a report requesting a contribution of £250,000 to advance the business case in support of the "Eden of the North" opportunity in Morecambe, subject to confirmed contributions of the same amount from the Lancashire Enterprise Partnership, Lancaster University and Lancaster City Council, with this total sum of £1m fully matched by Eden International.

Resolved: That

- i. the funding contribution of £250,000 to support business case preparation of Eden of the North be approved, 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. the Executive Director of Growth, Environment, Transport and Community Services arrange a presentation for Lancashire County Council members by Eden International on the Eden of the North proposal
- iii. a progress report be made to Cabinet 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 at an appropriate point.

6. Irwell Vale Road, Aitken Street, Bowker Street and Milne Street, Edenfield - Proposed Changes to Weight Restrictions

Cabinet received a report setting 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.

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

7. Schools Budget 2019/20

Cabinet considered a report seeking approval to submit the Schools Block budget proforma and requesting approval for the Early Years, High Needs and Central Schools Services Block budgets for 2019/20, in accordance with the Government's school funding Regulations and Guidance.

Cabinet additionally noted the comments of the Lancashire Schools Forum from its meeting on 15 January 2019.

Resolved: That:

- i. the report, including the 2019/20 Dedicated Schools Grant allocations, the final budget proposals for each funding block and comments made by the Lancashire Schools Forum be noted.
- ii. the Head of Service Financial Management (Development and Schools) be authorised to submit the final Schools Block budget proforma for 2019/20 to the Education and Skills Funding Agency by 21 January 2019, on the basis set out in the report.
- iii. the 2019/20 budgets for the Early Years, High Needs and Central Schools Services Blocks be approved.
- iv. the Dedicated Schools Grant Reserve underwrite the uncertainties around the Early Years and High Needs Blocks
- v. The decision 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 was to ensure that the necessary proforma could be submitted to the Education and Skills Funding Agency by the required deadline of 21 January 2019.

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

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.

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

As part of the ongoing review of review all adult social care policies, practice and guidance to ensure compliance following the introduction of the Care Act 2014, Cabinet were asked to approve a new policy on Occupational Therapy, including Adaptations and Equipment

Resolved: That the implementation of the Occupational Therapy including Adaptations and Equipment policy as set out in the report be approved.

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

The Urgent Decision taken by the Leader and relevant Cabinet Member was noted.

11. Urgent Business

There was no urgent business.

12. Date of Next Meeting

It was noted that the next meeting of Cabinet would be held at 2pm on Thursday 7 February 2019 at County Hall, Preston.

13. 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.

14. 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.

15. Future Provision of ICT Services

(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 future provision of ICT services.

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

16. Review of Mobile and Home Library Services

(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.)

Cabinet considered a report on a review of the operation and delivery of mobile and home library services.

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, 7 February 2019

Report of the Chief Executive and Director of Resources**Part I**Electoral Divisions affected:
(All Divisions);**Money Matters 2018/19 Position – Quarter 3**

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

Contact for further information:

Angie Ridgwell, Tel: (01772) 536260, Chief Executive and Director of Resources,
angie.ridgwell@lancashire.gov.uk**Executive Summary**

This report provides an update to Cabinet on the county council's 2018/19 revenue financial position as at the end of December 2018 and an updated Medium Term Financial Strategy (MTFS) covering the period 2019/20 to 2022/23. The MTFS reflects the final financial settlement for 2019/20 announced on 29 January 2019 and also includes c£77m of savings proposals and management actions, identified through the service challenge process and aimed at delivering better and sustainable services at a lower cost that were agreed at Cabinet in December.

The reduction in the forecast funding gap continues to represent a significantly improved position compared to that at the start of the financial year, however a structural funding gap remains and work continues on phase two of the service challenge process to identify further proposals to enable the council to achieve a financially sustainable position over the strategy period.

In summary:

- (i) The 2018/19 revenue forecast outturn is £756.178m, representing a projected underspend of £8.462m (1.11%) of the agreed budget.
- (ii) The MTFS has been updated and revised slightly upwards and now indicates a financial deficit of £47.209m in 2022/23.
- (iii) The Council is forecast to hold a General Reserve against unforeseen issues of £23.437m representing c3% of net budget.
- (iv) The Council is forecast to hold £138.640m of uncommitted transitional reserve which is sufficient to meet the deficit in 2019/20.

Recommendations

The Cabinet is asked to:

- (i) **Note** the current forecast underspend of £8.462m on the revenue budget in 2018/19.
- (ii) **Note** the increased funding gap of £47.209m covering the period 2019/20 to 2022/23 as set out in the revised financial outlook forecast for the Council.
- (iii) **Approve** the budget adjustments for 2019/20, and following years' changes, included in the revised MTFS.
- (iv) **Note** the contents of the county council's reserves position and approve the transfers between reserves contained within the report.
- (v) **Agree to make recommendations to Full Council** on 14 February 2019 a Band D Council Tax for 2019/20 reflecting a 3.99% increase including 1% to be used for social care as per the new flexibilities.
- (vi) **Note** the in-year agreed capital programme is £120.903m with a forecast spend of £131.030m and therefore a delivery variance of £10.127m due to earlier than planned delivery of the multi-year programme.
- (vii) **Approve** a 2019/20 capital delivery programme estimated at £130.289m as presented within the body of the report.
- (viii) **Approve** additional prudential borrowing of £34.924m for 2019/20 as identified within the Capital Programme report.
- (ix) **To note and have regard** to the advice of the Chief Executive and Director of Resources in relation to the robustness of the budget and the adequacy of reserves.

1. Background and Advice

The detailed reports at Appendices 'A' to 'D' present the following:

- County council's 2018/19 forecast revenue position as at Quarter 3 (Appendix 'A').
- Revised Medium Term Financial Strategy for the period 2019/20 to 2022/23 as at Quarter 3, including reserves position (Appendix 'B').
- County council's 2018/19 capital monitoring position as at Quarter 3 and delivery programme for 2019/20 (Appendix 'C')
- Consultation start dates (Appendix 'D')

2018/19 Revenue Position as at 31st December 2018 (Appendix 'A')

A revenue underspend is currently forecast for the county council of £8.462m and represents a variance of 1.11% against the overall revenue budget of £764.640m. The forecast outturn position is subject to a number of assumptions around the anticipated profile of expenditure for the rest of the year which is difficult to predict in some demand led budget areas, although this is less so as this report reflects 9 months of the financial year. The report identifies those areas where forecast pressures exist and will be subject to ongoing detailed review. There are also a number of underspending service areas and where these have been validated as reflecting a level of recurrent underspend these have been picked up as management action savings within the MTFS. The focus will remain on continuing to tightly control and drive down costs wherever possible.

As part of monthly monitoring the savings that have been agreed to date are monitored by finance monitoring boards (FMBs). The position at the end of Quarter 3 was that 93% of the financial value of savings were rated as on track, albeit some potentially having to undertake work to avoid any potential delays. The remaining 7% are the most challenging to deliver currently, but services are working hard to deliver those savings and are regularly reporting progress to FMBs.

The Medium Term Financial Strategy (MTFS) and Reserves Position (Appendix 'B')

At Cabinet in December 2018 the medium term financial strategy (MTFS) set out a forecast funding gap of £46.090m by the end of the 4 year period (2019/20 – 2022/23). The updated funding gap contained within the report has slightly increased to £47.209m by 2022/23, however a reduced budget gap is forecast for 2019/20 of £13.446m. This position includes additional costs relating to transport that are offset by some additional income and reduced demand requirements within the waste services budget. The position in 2019/20 is improved by one-off additional business rates levy income of £2.860m. The financial gap includes the impact of service challenge savings that were agreed at December Cabinet totalling c£77m.

The value of the uncommitted Transitional Reserve is currently forecast to be £138.640m by the end of March 2021 if there was no requirement for structural funding support from reserves to the 2019/20 or 2020/21 budgets. The value of the uncommitted transitional reserve is currently forecast to be sufficient to meet the identified funding gaps through to 2022/23, but the intention is to identify further savings and thereby reducing the gap and call on the transitional reserve, for 2020/21 and beyond.

Capital Monitoring as at 31st December 2018 and Delivery Programme for 2019/20 (Appendix 'C')

Cabinet on 13 September 2018 agreed a 2018/19 delivery programme of £114.817m which followed a detailed review of the multi-year capital programme and a prudent assessment of deliverability during the financial year. The in-year delivery programme has subsequently been increased to £120.903m to reflect approved changes. The forecast outturn for 2018/19 based on the position at the end of quarter 3 is £131.030m against the agreed 2018/19 capital delivery programme of £120.903m, a variance of £10.130m or c8.4%. The variance is not the result of net overspending on schemes

and is due to forecast earlier than planned delivery of programme activity which had been profiled into 2019/20 and later years.

The proposed 2019/20 delivery programme of £130.289m includes the completion of previously agreed works already in the programme and the addition of projects identified for utilising the additional grant monies received for specific service blocks. The proposed delivery programme is broadly in line with the forecast outturn position for 2018/19 and will need to be updated for any profiling changes once the actual outturn position is confirmed.

2. The Robustness of the Budget and the Adequacy of Reserves

Section 25 of the Local Government Act 2003 requires that, in giving consideration to budget proposals, Members must have regard to the advice of the Council's Chief Finance Officer (in the case of the county council the Chief Executive and Director of Resources) on the robustness of the estimates and the adequacy of the council's reserves.

Robustness of the Estimates

This section is concerned with the scale of financial risks faced by the council as a result of the estimates and assumptions which support any budget. The basis of the estimates on which the budget has been prepared, as in previous years, relies on the forecast of activity and the impact of changes in policy previously agreed by the council. These forecasts are kept under review as part of the budget monitoring process and actions identified to address financial risks arising from changes in the forecast as they occur.

The table below demonstrates the scale of just a small variance in the assumptions made, showing the potential impact of both a positive and negative movement of 1% across the main areas within the MTFS and the potential impact of a further 0.25% variation on interest rates:

	Potential Full-Year Impact (£m)
Funding (1%)	+/- 4.955
Pay (1%)	+/- 2.551
Price Inflation (1%)	+/- 5.574
Demand (1%)	+/- 5.969
Interest Rates (0.25%)	+/- 1.250

A number of specific risks remain within the budget as follows:

- **Government Funding**

The council did not take up the offer in 2016 of a multi-year finance settlement covering Revenue Support Grant, Rural Services Delivery Grant and Transitional Grant. However, there were very minor changes to the 2019/20 allocations, announced in the Local Government Settlement on 6th December 2018, previously reported to cabinet. Revenue Support Grant is expected to formally end in 2019/20 and the impact on the

council of the Business Rate Retention Scheme and Fair Funding Review from 2020/21 is not yet known. For the purpose of the budget and MTFS a neutral position has been assumed including no Revenue Support Grant from 2019/20 and will be updated when further information is known. Following the successful bid by Lancashire to be a 75% business rates pilot for 2019/20 the county council will no longer receive RSG and the equivalent amount that is expected has been built into the business rates pilot workings.

Additional funding was announced for both adult social care and children's services, with the county council receiving an additional £15m. This was however announced as one-off funding, although as part of the MTFS it has been assumed that this funding will continue due to demand pressures that councils are facing. There was no additional funding announced to support the new pay spine for local government workers and these additional cost pressures have been included in the strategy.

The final settlement has confirmed the Council scope to increase council tax by an additional 1% in 2019/20 on the grounds that it keeps pace with inflation, CPI is currently running at 3%. Adult social care precept arrangements also remain unchanged for Councils with adult social care responsibilities able to add up to a 3% increase in council tax up to a maximum of 6% over the period 2017/18 to 2019/20. These flexibilities are included in the strategy as part of this report.

- **Service Demand**

This is a key risk facing the council in both preparing future budgets and managing budgets during the year. As reported in the budget monitoring reports presented to cabinet over the year, demand for both adult and children's social care services and waste services continue to see increases despite the impact of demand management measures and additional funds being built into the budget to reflect forecast pressures.

Over the period 2019/20 to 2022/23 £75m has been provided in the MTFS for demand pressures of which £50.5m relates to adult social care and £14.0m children's social care. These have been identified based on current and historical trends and population projections where appropriate (particularly linked to the ageing population in respect of adult social care). Whilst for adult social care the estimates are based on assumptions that have previously been a reasonable prediction of demand, during the current financial year significant and unanticipated increased costs in relation to children's social care have occurred and have been reported to cabinet in revenue monitoring reports.

Detailed work continues to be undertaken focused on a better understanding of the causes of increasing demand and what steps can be taken to mitigate the financial impact, which along with grant funding reductions, is a major contributing factor towards the funding gap reported in the MTFS.

- **Pay**

The majority of the pay bill is driven by the national pay agreement and the announcement of a new pay spine represents a significant additional cost pressure reflected in the updated MTFS. The county council also remains committed to paying

its employees as an accredited member of the Living Wage Foundation who have announced a 2.86% increase in the living wage. The impact of this initial increase and further 3.00% (2020/21) and 2.90% (2021/22 & 2022/23) increases in subsequent years for those staff directly impacted has been factored into the MTFs.

- **Inflation**

The Monetary Policy Committee (MPC) of the Bank of England has been set an inflation target by the Government of 2% as measured by Consumer Prices Index (CPI). The CPI has been above this level since early 2017 increasing to 3.1% in November 2017. However, the rate has fallen since then with the November 2018 rate being 2.3%. The Bank of England anticipate that inflation will be within target in the medium term.

Provision made within the budget is limited to areas where the council has no choice but to pay increased prices e.g. due to contractual terms. The inflation forecasts used in recent years are based on the future level of inflation implied by yields on interest linked gilts. Historically, this has tended to give a more accurate forecast than the methodology previously used. It is anticipated that the continued use of this methodology will reduce the risk of needing to make catch up additions to the budget for "missed" inflation or the need to absorb additional inflationary costs in year.

A particularly significant area is the care market, primarily residential, nursing and homecare, the funding of which is recognised as a significant issue regionally and nationally. A significant amount of resource has been included within the MTFs to fund price increases and the estimated impact of the national living wage on care providers.

- **Interest Rates**

In August 2018 the MPC raised the base rate by 0.25% to 0.75%. This followed a previous increase in November 2017 which was the first increase in a decade.

Despite these increase the base rate continues to be at historically low levels and the Bank of England has maintained expectations for slow and steady rate rises in line with the performance of the economy. The county council's treasury advisors predict two more 0.25% rises during 2019 to take official UK interest rates to 1.25%.

- **Savings Programme Delivery**

The council is committed to the delivery of a significant savings programme (c£111m over the period 2019/20 to 2021/22) including c£77m of new savings already agreed by cabinet in December. There are inherent risks with saving plans of this scale and scope and any significant under-delivery of agreed savings will further increase the funding gap. This has been identified as one of the highest level risks in the council's Risk and Opportunity Register and there are comprehensive arrangements in place to track delivery of financial savings and take corrective actions as required.

Adequacy of Reserves

The council holds reserves for a number of reasons:

- to enable the council to deal with unexpected events such as flooding or the destruction of a major asset through fire,
- to enable the council to manage variations in the demand for services which cause in year budget pressures, and
- to fund specific projects or identified demands on the budget.

There is no 'right' answer to the question of the appropriate level of reserves for a local authority; this is a matter of judgement taking into account:

- the level of risk evident within the budget as set out above,
- a judgement on the effectiveness of budgetary control within the organisation, and
- the degree to which funds have already been set aside for specific purposes which will reduce the need for general reserves.

In relation to the council's general reserve (County Fund Balance), the forecast level at 31 March 2019 is £23.437m. In addition the council continues to hold £10m as a formal treasury management reserve to reflect that, whilst the council's treasury management performance (covering both investment activity and financing costs) has been positive over an extended period, the outlook post-Brexit is particularly uncertain and volatile. The reserve is there hedge against that volatility, including interest rate changes and associated risks over the short-term without directly impacting the revenue account.

The revenue budget has been heavily supported in recent years by the reserves that have been available to the county council and their value has therefore reduced significantly. The value of the council's uncommitted transitional reserve by the end of the financial year is currently forecast to be £139.271m, including the 2018/19 forecast underspend.

The level of risk evident within the budget has been significant in recent years and remains so at a time when it is clear that the revenue budget for 2019/20 will also need to be supported by reserves. The council acknowledges that it needs to move to a sustainable financial position and also that this will take time to implement. The transitional reserve allows decisions to be made in a more measured and considered way but does not of itself negate the need for a sustainable budget to be achieved. While the council's budgetary control procedures are strong in terms of managing in year expenditure, the effectiveness of budgetary control is a combination of systems and processes as well as the risk environment within which the council is operating. It therefore remains an essential requirement that the council continues to ensure that processes are effective in maintaining a grip on in year expenditure and also that there is a clear focus on delivering a balanced and sustainable budget.

As part of the MTFS report, scenario analysis and stress tests of the current financial gap and reserves position have been undertaken. A key scenario that has been tested relates to the savings that require consultation prior to implementation which total £7.529m (£2.150m 2019/20, £5.329m 2020/21 and £0.050m 2021/22). Should cabinet

ultimately not agree to any of these savings being implemented post consultation, then there would be sufficient reserves to support the budget until part way through 2022/23.

Overall, the council has an appropriate level of reserves available to manage the financial risks it is facing from 2019/20 to 2022/23. However, despite the identification of further savings through the service challenge process of c£77m it is necessary that additional savings are identified to be delivered to bring the council to a financially sustainable position. Any utilisation of remaining reserves should support, wherever possible, activities which reduce ongoing revenue costs.

Conclusion

There has been a significant focus nationally on the financial resilience of councils and one of the key areas of concern has been the utilisation of reserves in supporting budgets and the levels of reserves remaining. A key indicator identified by Chartered Institute of Public Finance and Accountancy (CIPFA) in flagging up potential issues is the level of reserves used by a council to meet any funding shortfall in setting the budget compared to the average level of reserves used to fund any structural deficit over the previous 3 financial years. The average over the last 3 years in Lancashire has been c£40m and the proposed use of £13.446m for 2019/20 represents a significant improvement in this regard. This follows strong financial control during the current financial year as evidenced by the forecast revenue underspend which will enable a transfer into reserves and c£77m of further budget proposals being identified. However, this is clearly dependent on all the agreed service challenge savings being agreed and delivered fully within the timeframes identified, along with the other savings agreed in previous budget cycles. Should any of these budget options ultimately not be taken forward they will need to be replaced with alternative savings to avoid increasing the size of the financial gap.

Consultations

Proposals will be subject to appropriate consultation where required and specific legal advice is set out below.

Implications

This item has the following implications, as indicated:

Equality and Cohesion

Cabinet must ensure that they comply with the requirements of the Public Sector Equality Duty as set out in s.149 of the Equality Act 2010.

The budget proposals are set out in this report. In some cases they may have a negative impact on persons with protected characteristics and initial Equality Analysis reports are included where required. These must be taken into account as part of the decision making process.

Risk management and Financial Implications

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

The financial risks that could affect the position outlined in the report primarily cover the following:

- *Level of Future Resources from Central Government*
Risks remain in relation to the level of resources the Council receives from the government in terms of Revenue Support Grant, business rates and the fairer funding settlement yet to be announced. At this point in time there is insufficient detailed information regarding the changes to amend the funding assumptions within the MTFs and they have been maintained at a prudent level. Future funding levels could therefore be higher or lower than currently forecast.
- *Demand*
There is continued pressure on the Council's budget, particularly around Adults and Children's Social Care, and the most up to date demand forecasts have been included. Any increase in demand above the current forecast will add additional pressure to future years and conversely reductions in demand will create underspends.
- *Inflation*
A significant level of additional resource has been included in the MTFs, primarily on contractual price increases and particularly on social care where there are nationally recognised funding issues in the residential and domiciliary care markets. In addition, the MTFs includes estimates of the cost of increases that would enable independent sector providers to meet the additional costs of the new national living wage.
- *Delivery*
The MTFs assumes that agreed savings will be delivered in the period 2019/20 to 2022/23. There are also a significant number of other factors, both internal and external, which may impact upon delivery and these will need to be clearly identified and either minimised or optimised as appropriate.

Legal

A number of the proposals set out in the Appendices in the report to cabinet in December (and are included within the MTFs) will require the council to carry out a consultation exercise in accordance with general public law principles. The form of such consultation is not prescribed and the nature and scope of consultation will be determined on a case by case basis.

Cabinet will be aware that the purpose of the Money Matters reports is to assist the county council to set an annual budget. Items included in these reports are diverse and at different stages of planning/implementation.

Public consultation and engagement occurs at the formative stage of a decision and where engagement is a requirement no decision can be taken until this has been completed, the responses analysed and presented as part of the decision-making process. The approach is designed specifically for each consultation exercise, taking into account the proposal being consulted on, those who could be affected, the information they will need to make an informed decision, and the most appropriate ways for them to be aware of the consultation and to respond. This ensures the county council meets its public consultation duty.

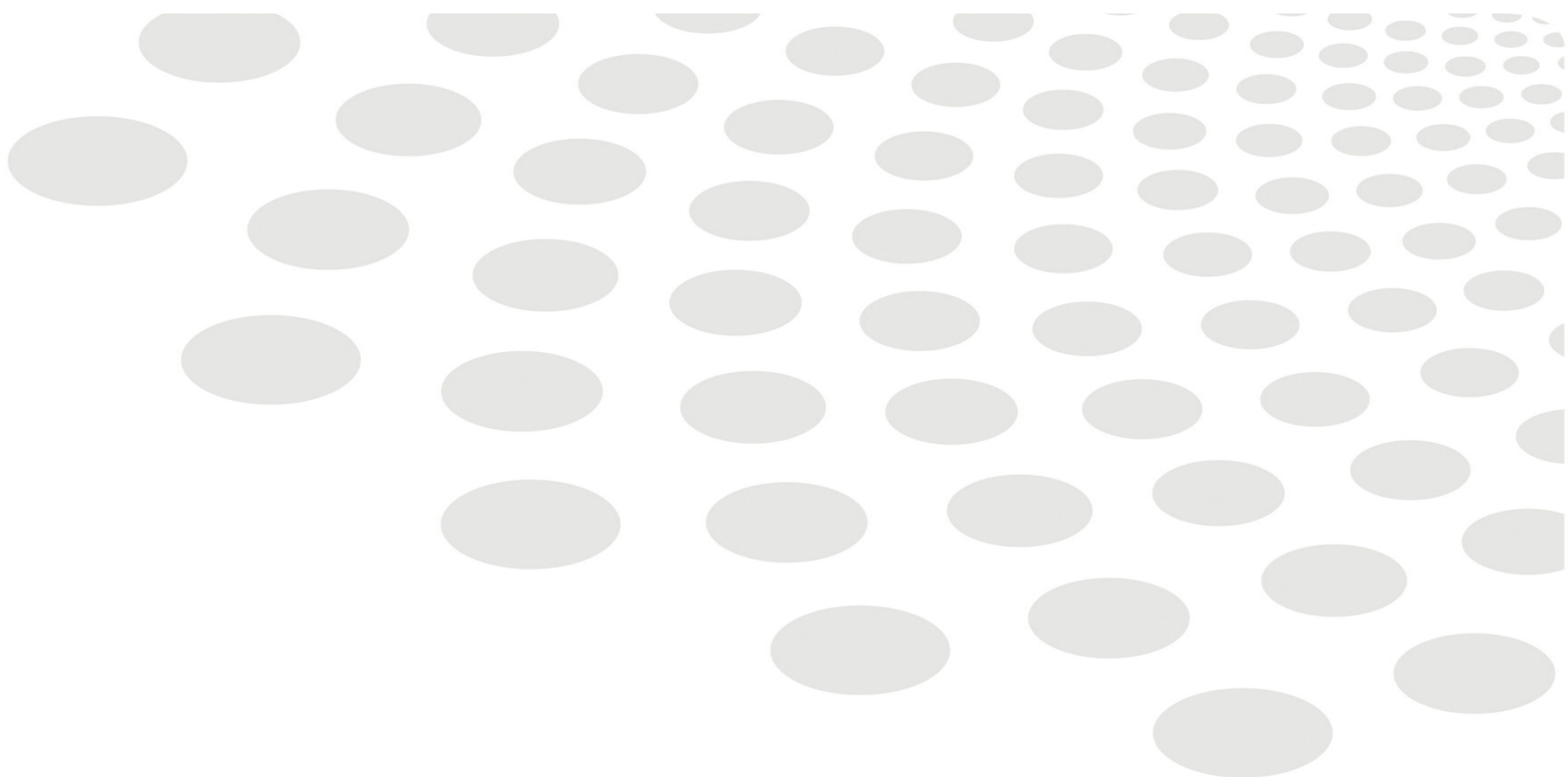
Attached at Appendix 'D' is a timetable for those proposals which require full public consultation exercises as a result of the decisions taken at December's Cabinet meeting.

Some proposals requiring engagement are not included in Appendix 'D' because for example, they have not yet reached a stage where consultation is appropriate or because consultation takes place through a different mechanism.

The county council will consult with staff and the recognised trade unions, as appropriate, and where proposals require statutory consultation, this will be conducted in accordance with legal requirements.

List of Background Papers

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



Money Matters
The County Council's Revenue Financial
Position
2018/19 Quarter 3

1. Summary Revenue Budget Monitoring Position as at 31st December 2018

Service Area	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Forecast Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
Adult Services	555.639	567.123	11.484	-209.702	-220.030	-10.328	345.937	347.093	1.156	0.33%	0.717
Public Health & Wellbeing	97.525	95.164	-2.361	-77.379	-77.931	-0.552	20.146	17.233	-2.913	-14.46%	-2.433
Education & Childrens Services	231.830	232.591	0.761	-71.741	-70.119	1.622	160.089	162.472	2.383	1.49%	2.013
Community Services	220.699	225.993	5.294	-87.736	-93.564	-5.828	132.963	132.429	-0.534	-0.40%	-0.919
Economic Development & Planning	10.572	11.052	0.480	-6.948	-8.040	-1.092	3.624	3.012	-0.612	-16.89%	-0.224
Programmes & Project Management and Customer Access	34.705	33.536	-1.169	-30.253	-28.372	1.881	4.452	5.164	0.712	15.99%	0.933
Finance, Corporate & Property Services	158.493	157.414	-1.079	-80.161	-77.975	2.186	78.332	79.439	1.107	1.41%	0.663
Chief Executive Services	72.311	72.206	-0.105	-53.214	-62.870	-9.656	19.097	9.336	-9.761	-51.11%	-2.129
TOTAL	1,381.774	1,395.079	13.305	-617.134	-638.901	-21.767	764.640	756.178	-8.462	-1.11%	-1.379

2. Executive Summary

This report provides an update to cabinet on the county council's 2018/19 revenue financial position as at the end of December 2018. The forecast outturn for 2018/19 is outlined in the table above, with a £8.462m underspend, which by way of context is 1.11% of the county council's net budget.

The narrative within this report provides details of key variances and the progress towards the achievement of savings. The revenue position includes significant levels of support from reserves that have previously been agreed. In 2018/19 the structural reserve funding totals £44.987m, primarily covering the funding gap, and if this support had not been available then forecast expenditure would have exceeded forecast income by £36.525m.

In order to complete the forecast position at the end of Quarter 3 a detailed analysis of year to date income and expenditure has taken place for each service area in conjunction with a review of activity data and comparing this to trends in previous years and the position that is reported currently reflects our most robust forecast at this stage. However, there are some volatile, primarily demand led, service areas that could see their forecast fluctuate both positively and negatively during the final quarter of the financial year. Areas such as recycle income, concessionary travel, treasury management, adult social care and children's social care are areas that are particularly closely monitored as fluctuation across these areas are most likely to materially impact the forecast position. For example a 1% change in children's social care placements demand over that currently forecast would have a £2.7m impact on the current forecast position.

As part of the forecast above, analysis is also completed of some key cross cutting areas within service budgets, particular analysis undertaken on staffing budgets (as they are approximately half of the net budget of the county council). These budgets are forecast to underspend by c£2.8m. Services such as Mental Health and the Children, Family and Wellbeing Service currently have relatively high levels of vacancies but have undertaken successful recruitment campaigns during 2018/19 and therefore their underspends will not be recurrent. The staffing budgets this year contain savings relating to a vacancy factor and also terms and conditions. The information available at Quarter 3 indicates that the vacancy factor saving is being achieved, however the terms and conditions saving which relates to unpaid annual leave, sickness levels and agency spend is not. Whilst this saving is not being met, this is manageable in 2018/19 as staff vacancy levels are higher than the 2% vacancy factor that has been built into the budget, this will be kept under close review.

The savings that have been agreed to date are also closely monitored. The financial position at the end of quarter 3 has maintained the position of 93% of savings rated as on track, but some potentially with issues to work through such as delays. The remaining 7% are the most challenging to deliver currently, but services are working hard to deliver those savings and are regularly reporting progress.

3. Adult Services

	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Forecast Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
DISABILITY (adults)	29.939	29.281	-0.658	-31.955	-31.927	0.028	-2.016	-2.646	-0.630	-31.25%	-0.475
OLDER PEOPLE	25.571	25.998	0.427	-23.149	-22.731	0.418	2.422	3.267	0.845	34.89%	0.636
Learning Disabilities, Autism & Mental Health	198.107	197.413	-0.694	-23.409	-24.402	-0.993	174.698	173.011	-1.687	-0.97%	-2.082
SOCIAL CARE SERVICES (adults)	300.837	313.277	12.440	-131.050	-140.865	-9.815	169.787	172.412	2.625	1.55%	2.638
POLICY INFO & COMMISSION AGE WELL	0.449	0.451	0.002	0.000	0.000	0.000	0.449	0.451	0.002	0.45%	0.000
POLICY INFO & COMMISSION LIVE WELL	0.736	0.703	-0.033	-0.139	-0.105	0.034	0.597	0.598	0.001	0.17%	0.000
TOTAL ADULT SERVICES	555.639	567.123	11.484	-209.702	-220.030	-10.328	345.937	347.093	1.156	0.33%	0.717

Adult Services – forecast overspend £1.156m

The overall forecast overspend shows little change compared with Quarter 2, with the position being a slightly higher overspend. This is mainly due to increased costs on commissioned services offset by additional income. The position at quarter 3 reflects the additional winter pressures funding for 2018/19 which provides monies to pay for additional capacity including, for example, more care provision and staff support to alleviate pressures in hospitals and support effective discharges.

There is an overall underspend across our Learning Disability, Autism and Mental Health services including social work and in-house care support teams. A number of factors are contributing to this position such as staff turnover and delays in recruitment, however this has not impacted on quality ratings with all provision rated good or outstanding. Lower than forecast placement numbers are suppressing costs overall in social work teams although the service is having to manage the unexpected costs for individuals/service users who live outside of Lancashire but who may have originated from the county and the authority is now required to cover these costs which are significant. Legislation has since changed to minimise future financial risks.

In contrast the older people and physical disability services, including social work teams and in house care provision, has an overall overspend although it is supporting significantly higher numbers of people. The financial challenge in the in house service concerns occupancy levels which are below target and the necessity of covering staff absences and work is underway to improve attendance levels and establish a casual pool of employees. However, demand for residential and nursing placements is lower than 2017/18 levels, with a continuing increase in placement costs are putting some pressure on the budget. It must be noted that the level of residential and nursing placements are more costly when compared to other care packages such as domiciliary care, in addition alternative placements to residential care often provide better outcomes for the service user.

Domiciliary care and direct payments are the greatest area of demand pressure, which had started to emerge during the final quarter of the 2017/18 financial year and have continued during 2018/19. Direct Payments service user numbers continue to increase significantly (10.73%) compared to the number of people that were supported through these packages of care in 2017/18. These demand levels are much higher than budgeted for within the 2018/19 funding envelope and therefore results in a pressure within the budget. However, offsetting this pressure is additional income which is higher than budgeted.

4. Public Health and Wellbeing

PUBLIC HEALTH & WELLBEING	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Forecast Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
PUBLIC HEALTH & WELLBEING	0.431	0.773	0.342	-68.367	-68.675	-0.308	-67.936	-67.902	0.034	0.05%	0.035
PATIENT SAFETY & QUALITY IMPROVEMENT	5.825	6.104	0.279	-0.587	-0.641	-0.054	5.238	5.463	0.225	4.30%	0.353
HEALTH EQUITY WELFARE & PARTNERSHIPS	66.308	65.530	-0.778	-1.259	-1.394	-0.135	65.049	64.136	-0.913	-1.40%	-0.831
CHILDREN AND FAMILY WELLBEING SERVICE	18.626	16.227	-2.399	-4.500	-4.519	-0.019	14.126	11.708	-2.418	-17.12%	-2.085
Health, Safety & Resilience	1.785	1.826	0.041	-1.203	-1.389	-0.186	0.582	0.437	-0.145	-24.91%	-0.127
TRADING STANDARDS & SCIENTIFIC SERVICES	4.550	4.704	0.154	-1.463	-1.313	0.150	3.087	3.391	0.304	9.85%	0.222
TOTAL PUBLIC HEALTH & WELLBEING	97.525	95.164	-2.361	-77.379	-77.931	-0.552	20.146	17.233	-2.913	-14.46%	-2.433

Public Health and Wellbeing – forecast underspend £2.913m

The overall forecast overspend shows little change compared with quarter 2, with the position being a slightly higher underspend. This is mainly due to an increased underspend within the children and family wellbeing service due to a reduced forecast staffing and operational costs.

Areas of overspend include patient safety and quality improvement which is due to an increased volume of referrals into the safeguarding enquiry service via Multi Agency Safeguarding Hub (MASH) which resulted in some additional temporary resource costs to clear the backlog whilst more fundamental changes are made to service processes.

An additional area of overspend within the health equity, welfare and partnerships service relates to the sexual health contracts (c£1.3m) This service is funded on the basis of activity which has significantly increased to a level within the original scope of the contract but considerably higher than in previous years, with work underway to review and revise arrangements. This overspend is offset by underspends on other contract costs and staffing budgets.

Trading Standards and Scientific Services is also forecast to overspend predominantly due to costs within scientific services of £0.264m, in particular equipment renewal and repairs and under achievement of income in trading standards.

The majority of the overall underspend relates to staffing underspends in the children and family wellbeing service (£1.878m) due to vacancies and delays in recruitment and additional underspends across operational costs. In addition the health, safety and resilience service are forecast to underspend due to one-off over achievement of income.

5. Education and Children's Services

EDUCATION AND CHILDRENS SERVICES	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Forecast Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
EDUCATION & CHILDREN'S SERVICES CENTRAL COSTS	2.998	2.757	-0.241	-4.376	-4.376	0.000	-1.378	-1.619	-0.241	-17.49%	-0.138
SAFEGUARDING INSPEC & AUDIT	12.466	12.681	0.215	-0.568	-1.060	-0.492	11.898	11.621	-0.277	-2.33%	-0.275
POLICY INFO & COMMISSION START WELL	1.421	2.499	1.078	-0.545	-1.593	-1.048	0.876	0.906	0.030	3.42%	0.020
CONCLUSION	23.033	22.622	-0.411	-6.603	-6.005	0.598	16.430	16.617	0.187	1.14%	0.145
ADOPTION & FOSTERING RESIDENTIAL AND YOT	32.382	32.999	0.617	-2.848	-3.430	-0.582	29.534	29.569	0.035	0.12%	-0.076
CHILDREN SOCIAL CARE LOCALITIES	103.364	105.835	2.471	-2.010	-2.228	-0.218	101.354	103.607	2.253	2.22%	2.072
EDUCATION QUALITY & PERFORMANCE	15.234	14.959	-0.275	-8.434	-8.726	-0.292	6.800	6.233	-0.567	-8.34%	-0.608
LEARNING SERVICES & SKILLS	40.932	38.239	-2.693	-46.357	-42.701	3.656	-5.425	-4.462	0.963	17.75%	0.873
TOTAL EDUCATION AND CHILDRENS SERVICES	231.830	232.591	0.761	-71.741	-70.119	1.622	160.089	162.472	2.383	1.49%	2.013

Education & Children's Services Central Costs – forecast underspend £0.241m

This is due to underspends forecast across Premature Retirement Costs (PRC) budgets and central costs.

Safeguarding, Inspection and Audit - forecast underspend £0.277m

The service is forecasting underspends on staffing as a result of vacant posts. In addition, an over recovery of income is forecast for safeguarding services which is anticipated will be similar to 2017/18. These underspends are offset by overspends forecasted in operational costs.

Inclusion - forecast overspend by £0.187m

The most significant overspends relate to family support costs, which are forecast to overspend by £0.833m, and direct payments, which are forecast to overspend by £0.100m. In addition, an under recovery of income is forecast in SEN Traded Services and a further pressure of £0.107m due to a delay in the achievement of savings. Offsetting these overspends are forecast underspends within Lancashire Break Time and underspends across a number of teams due to staff vacancies.

Adoption, Fostering Residential and YOT - forecast overspend £0.035m

An overspend is forecast within the residential service of £0.613m due to an increase in staffing costs and operational costs across the service. An offsetting underspend is forecast within the Adoption Service of £0.318m due to staff vacancies and lower than budgeted expenditure on adoption allowances. In addition foster care allowances are forecasting underspends of £0.200m. The forecast position compared to quarter 2 has deteriorated by £0.111. The increase in forecast spend is mainly due to additional staff costs in in-house residential units.

Children's Social Care Localities - forecast overspend £2.253m

The forecast variance includes an anticipated overspend of £2.113m related to staffing due to a number of vacant posts being covered by agency staff.

The most significant overspends relate to both agency residential and fostering placements which are forecast to overspend by £2.332m. Placements increased from 206 in March 2017 to 265 in March 2018 and increased again to 302 in November 2018.

An underspend of £1.128m is forecast within family support payments (which covers Special Guardianship Orders (SGO's), Child Arrangement Orders (CAO's), assistance to families and other payments) as a result of the forecasted growth not materialising.

In addition, further underspends are forecast within leaving care allowances and agency remand placements. There is also a forecast underspend on staying put placements due to the receipt of a grant that was not expected in 2018/19.

It is important to note that there is no budget for agency staff to respond to growth in demand and the staffing establishment has not been reviewed for some time. This will be addressed as a matter of priority to ensure that staff have the time to do all the work they need to do to visit the children in their care.

Education Quality & Performance - forecast underspend £0.567m

The most significant underspends are in relation to children looked after (CLA) work placements (£0.384m) and staffing (£0.196m) due to the delay of the implementation of the restructure.

It is of the upmost importance that the service for children looked after is sustainable and consistent . This review and possible restructure will be looked at alongside the expected Ofsted inspection on this topic which may be as early as July.

Learning Services & Skills - forecast overspend £0.963m

This service makes c£5m contribution to corporate overheads, however the service is not currently achieving the targeted contribution. The forecast position is predominantly due to an undeliverable saving of c£0.500m within the Schools Catering Service which has been adjusted for within the MTFs for 2019/20. The main areas of pressure are Schools Catering Service, Outdoor Education and Learning Excellence.

6. Community Services

COMMUNITY SERVICES	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Forecast Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
HIGHWAYS	48.665	51.042	2.377	-36.549	-38.231	-1.682	12.116	12.811	0.695	5.74%	-0.648
LIBRARIES MUSEUMS CULTURE & REGISTRARS	15.625	14.669	-0.956	-6.388	-5.566	0.822	9.237	9.103	-0.134	-1.45%	-0.013
PUBLIC & INTEGRATED TRANSPORT	75.306	76.818	1.512	-31.090	-29.714	1.376	44.216	47.104	2.888	6.53%	1.369
WASTE MGT	81.103	83.464	2.361	-13.709	-20.053	-6.344	67.394	63.411	-3.983	-5.91%	-1.627
TOTAL COMMUNITY SERVICES	220.699	225.993	5.294	-87.736	-93.564	-5.828	132.963	132.429	-0.534	-0.40%	-0.919

Highways – forecast overspend £0.695m

The forecast overspend is due to a combination of factors, the most significant of which are lower than budgeted utilisation of plant on capital work, less staff supervising capital works delivery (meaning lower than budgeted income charged to capital), costs relating to grounds maintenance being higher than the income received for this type of work and an income pressure on pay and display at Preston Bus Station.

This overspend is partly offset due to additional income that the service is forecasting relating to charges for utility companies working in the network. It is a combination of permit scheme income, inspection fees, defect inspections and also penalty charges when work overruns.

Libraries Museums Culture & Registrars – forecast underspend £0.134m

No significant variance is forecast overall within the service, however it is projected that within individual services there will be some variances, but the budget will be managed overall. The most significant being pressures relating to museums and the conservation and collections team but the expectation is that these will be covered by additional income from the registration service.

Public & Integrated Transport – forecast overspend £2.888m

There are a number of variances across the service with the significant areas detailed below:

- The most significant overspend relates to transport costs for pupils with special educational needs and disabilities (SEND) and excluded pupils. This is due to a combination of factors, there are additional school days falling within the 2018/19 financial year as opposed to 2017/18 largely relating to when schools have taken Easter holidays. In addition a combination of higher than assumed passenger numbers and greater taxi price increases is resulting in further pressures on the budget. These factors combined are resulting in a pressure of c£1.500m.
- An additional pressure of c£0.600m relates to transport costs for taking pupils to non-maintained independent schools that previously has been paid for from schools budgets but upon review should be paid for from LCC transport budgets. The full costs for an academic year is c£0.900m and will be built into the MTFS from 2019/20.

- Savings on special educational needs and disabilities (SEND) transport largely relating to a scheme enabling children to have the skills to travel independently. Due to delays in the scheme being implemented it is envisaged there will be a delayed delivery of achieving these savings of c£0.400m. Work is ongoing to review the delivery of these savings.
- An overspend of £0.222m relates to bus station running costs. The budget saving relating to this area was re-profiled for 2018/19 onwards, however it is forecast that the actual net running costs will exceed this budget provision.
- A 2018/19 budget saving relating to the closure of 4 transport information centres was agreed. Expressions of interest to run these sites have been received and have been agreed to be explored which will result in delayed delivery of savings whilst the sites remain operational.
- Forecast overspends of £0.498m relate to tendered public bus services. The budget for this service was increased to £3.000m in 2018/19 with additional routes are being delivered, however, fare income to date is lower than originally anticipated.
- Offsetting some of the budget pressures outlined above is a forecast underspend of £0.429m on concessionary travel. The costs in 2017/18 were particularly low due to the poor winter weather and a reduction was made in the MTFs for 2018/19, however the reduced trend in demand has continued in 2018/19 at a higher level than the adjustment that was made.

The forecast overspend has increased by £1.519m compared to that reported to cabinet at quarter 2 largely due to further increases on transport costs for SEND and excluded pupils and the transport costs relating to transport to independent schools.

Waste Management – forecast underspend £3.983m

The most significant underspend of £3.923m relates to the costs of waste disposal. The reasons for this are that there are lower than budgeted waste arisings, more waste is being diverted away from landfill which is the most expensive method of disposal and a higher than assumed level of evaporation of waste is being achieved at Thornton waste recovery park.

Partly offsetting this underspend is a pressure relating to income received for recycled waste, particularly paper and card which is resulting in forecast overspends of £0.635m. These markets are volatile so the position is subject to change throughout the year.

Other underspends are forecast relating to the operating costs of the waste company of £0.200m and the costs of green waste due to lower tonnages of £0.245m.

The forecast position has improved by £2.356m compared to what was reported to cabinet at quarter 2 mainly due to further reductions in waste arisings and achieving significantly more evaporation of waste at Thornton resulting in reduced landfill costs.

7. Economic Development and Planning

ECONOMIC DEVELOPMENT & PLANNING	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Forecast Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
ECONOMIC DEVELOPMENT	0.129	0.061	-0.068	0.000	0.000	0.000	0.129	0.061	-0.068	-52.71%	0.008
BUSINESS GROWTH	4.416	4.377	-0.039	-2.786	-2.877	-0.091	1.630	1.500	-0.130	-7.98%	0.060
LEP COORDINATION	1.019	1.768	0.749	-0.773	-1.518	-0.745	0.246	0.250	0.004	1.63%	0.004
STRATEGIC ECONOMIC DEVELOPMENT	0.503	0.347	-0.156	-0.509	-0.504	0.005	-0.006	-0.157	-0.151	-2516.67%	-0.129
PLANNING AND ENVIRONMENT	4.505	4.499	-0.006	-2.880	-3.141	-0.261	1.625	1.358	-0.267	-16.43%	-0.167
TOTAL ECONOMIC DEVELOPMENT & PLANNING	10.572	11.052	0.480	-6.948	-8.040	-1.092	3.624	3.012	-0.612	-16.89%	-0.224

Business Growth – forecast underspend £0.130m

The forecast underspend relates to additional income and an underspend on staffing.

Strategic Economic Development – forecast underspend £0.151m

The forecast underspend is as a result of additional income received by the service.

Planning and Environment – forecast underspend £0.267m

The forecast underspend relates to additional income and a small underspend on staffing.

8. Programmes and Project Management

PROGRAMMES & PROJECT MANAGEMENT AND CUSTOMER ACCESS	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Forecast Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
CORE BUSINESS SYSTEMS	4.052	3.997	-0.055	-0.302	-0.302	0.000	3.750	3.695	-0.055	-1.47%	-0.025
DESIGN and CONSTRUCTION	23.051	22.071	-0.980	-25.894	-24.631	1.263	-2.843	-2.560	0.283	9.95%	0.415
PROGRAMME OFFICE	2.305	2.020	-0.285	-1.852	-1.021	0.831	0.453	0.999	0.546	120.53%	0.541
CUSTOMER ACCESS	5.297	5.448	0.151	-2.205	-2.418	-0.213	3.092	3.030	-0.062	-2.01%	0.002
TOTAL PROGRAMMES & PROJECT MANAGEMENT AND CUSTOMER ACCESS	34.705	33.536	-1.169	-30.253	-28.372	1.881	4.452	5.164	0.712	15.99%	0.933

Design and Construction – forecast overspend £0.283m

- A lower than forecast income recovery of £0.713m is expected largely due to the service working on a larger number of smaller projects which tend to require a proportionately greater amount of staffing resource. Partly offsetting this are forecast underspends of £0.598m on staffing and agency costs. Depending on levels of work the service flexes staffing resource, particularly their reliance on agency staff, however the mix of projects that are being delivered in 2018/19 means the staffing underspend is significantly lower than the reduced income levels.
- Design and Construction highways is forecast to overspend by £0.168m. There are currently several vacancies so whilst there is a significant staffing underspend there is a greater under recovery on income as the service is income generating.

Programme Office – forecast overspend £0.546m

This forecast overspend is due to project work being undertaken not generating the level of income required within the budget. This recurring pressure is offset by underspends on staffing and non-staffing costs. The forecast position includes the support of £0.861m reserves funding in 2018/19.

9. Finance, Corporate and Property Services

FINANCE, CORPORATE AND PROPERTY SERVICES	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	P06 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
BTLS	24.526	24.661	0.135	-2.832	-2.074	0.758	21.694	22.587	0.893	4.12%	0.873
LANCASHIRE PENSION FUND	0.184	0.217	0.033	-0.184	-0.217	-0.033	0.000	0.000	0.000	0.00%	-0.001
EXCHEQUER SERVICES	4.520	4.481	-0.039	-1.944	-2.020	-0.076	2.576	2.461	-0.115	-4.46%	-0.068
FINANCIAL MGT (DEVELOPMENT AND SCHOOLS)	2.337	2.323	-0.014	-2.148	-2.290	-0.142	0.189	0.033	-0.156	-82.54%	-0.139
FINANCIAL MGT (OPERATIONAL)	1.929	1.882	-0.047	-0.192	-0.171	0.021	1.737	1.711	-0.026	-1.50%	-0.029
OFFICE OF THE POLICE AND CRIME COMMISSIONER TRES	0.086	0.090	0.004	-0.097	-0.097	0.000	-0.011	-0.007	0.004	36.36%	0.004
CORPORATE FINANCE	17.840	17.414	-0.426	-14.221	-13.804	0.417	3.619	3.610	-0.009	-0.25%	-0.012
INTERNAL AUDIT	0.889	0.864	-0.025	-0.193	-0.172	0.021	0.696	0.692	-0.004	-0.57%	0.020

FINANCE, CORPORATE AND PROPERTY SERVICES	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	P06 Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
PROCUREMENT	3.149	2.754	-0.395	-1.626	-1.231	0.395	1.523	1.523	0.000	0.00%	-0.001
LEGAL AND DEMOCRATIC SERVICES	14.173	16.379	2.206	-2.237	-2.255	-0.018	11.936	14.124	2.188	18.33%	1.707
CORONER'S SERVICE	2.948	2.606	-0.342	-0.260	-0.258	0.002	2.688	2.348	-0.340	-12.65%	-0.107
HUMAN RESOURCES	9.734	10.111	0.377	-8.859	-9.463	-0.604	0.875	0.648	-0.227	-25.94%	-0.256
BUSINESS INTELLIGENCE	1.302	1.285	-0.017	-0.405	-0.406	-0.001	0.897	0.879	-0.018	-2.01%	0.013
SKILLS LEARNING & DEVELOPMENT	4.722	4.260	-0.462	-2.140	-1.996	0.144	2.582	2.264	-0.318	-12.32%	-0.221
FACILITIES MGT	28.932	28.329	-0.603	-9.396	-8.146	1.250	19.536	20.183	0.647	3.31%	0.593
ASSET MGT	39.537	38.138	-1.399	-32.320	-32.281	0.039	7.217	5.857	-1.360	-18.84%	-1.658
ESTATES	1.685	1.620	-0.065	-1.107	-1.094	0.013	0.578	0.526	-0.052	-9.00%	-0.055
TOTAL FINANCE, CORPORATE AND PROPERTY SERVICES	158.493	157.414	-1.079	-80.161	-77.975	2.186	78.332	79.439	1.107	1.41%	0.663

BTLS – forecast overspend £0.893m

The forecast overspend is due to delayed delivery of savings, income and inflationary pressures.

Legal and Democratic Services – forecast overspend £2.188m

The forecast overspend is predominantly due to legal fees budget pressures. The increase in legal fees spend can be attributed to a significant increase in referrals to the child protection team over the year and costs associated with some procurement court cases and large capital schemes.

Coroner's Service – forecast underspend £0.340m

The forecast underspend principally is due to further ongoing reductions in pathologists fees and mortuary storage costs following the introduction of electronic scanning.

Human Resources – forecast underspend £0.227m

The forecast underspend largely relates an increase in income and underspends on staffing and operational costs.

Skills, Learning and Development – forecast underspend £0.318m

The forecast underspend largely relates to reduced costs within operational budgets.

Facilities Management – forecast overspend £0.647m

The forecast overspend is partly the result of a non-recurring overspend due to some delayed charges that relate to 2017/18 that the service have incurred in addition to this year's costs.

The budget for repairs and maintenance in 2018/19 was reduced for agreed savings of £0.750m. Work is underway to carry out condition surveys and develop a programme of planned works to reduce future reactive repair and maintenance costs, however, it is not anticipated the saving will be fully achieved this year and an overspend of £0.384m is anticipated.

Following a full review and centralisation of property running costs in 2017/18 savings of £1.002m are forecast to be delivered in year, reducing the call on reserves previously agreed.

Asset Management – forecast underspend £1.360m

The forecast underspend is mainly due to a non-recurrent underspend of £0.651m which relates to the timing of recharging schools for utility costs relating to 2017/18 and an underspend of c£900k relating to taxation for carbon emissions that has been paid in earlier years.

Financial Management (Development and Schools) – forecast underspend £0.156m

The forecast underspend of £0.156m is due to additional income.

10. Chief Executive Services

CHIEF EXECUTIVE SERVICES	Approved Expenditure Budget	Current Period Expenditure Forecast Outturn	Current Period Expenditure Forecast Variance	Approved Income Budget	Current Period Income Forecast Outturn	Current Period Income Forecast Variance	Approved Net Budget	Current Period Net Forecast Outturn	Current Period Net Forecast Variance	Current Period Net Forecast Variance	Q2 Forecast Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	%	£m
CHIEF EXECUTIVE	2.142	2.482	0.340	-0.116	-0.493	-0.377	2.026	1.989	-0.037	-1.83%	-0.037
SERVICE COMMUNICATIONS	1.317	1.236	-0.081	-0.521	-0.439	0.082	0.796	0.797	0.001	0.13%	0.001
CORPORATE BUDGETS (FUNDING AND GRANTS)	0.000	11.025	11.025	-44.637	-44.637	0.000	-44.637	-33.612	11.025	24.70%	11.025
CORPORATE BUDGETS (PENSIONS & APPRENTICESHIP LEVY)	21.874	22.124	0.250	0.000	0.000	0.000	21.874	22.124	0.250	1.14%	0.250
CORPORATE BUDGETS (TREASURY MANAGEMENT)	46.978	35.339	-11.639	-7.940	-17.301	-9.361	39.038	18.038	-21.000	-53.79%	-13.368
TOTAL CHIEF EXECUTIVE SERVICES	72.311	72.206	-0.105	-53.214	-62.870	-9.656	19.097	9.336	-9.761	-51.11%	-2.129

Corporate Budgets – forecast underspend £9.725m

A significant underspend is forecast following approval of a change to the Minimum Revenue Provision policy. This has enabled a £9m reduction in costs in 2018/19. However, this is offset by a £11m pressure relating to a forecast shortfall in capital receipts relating to the Cuerden site.

Additionally, there is a forecast underspend of over £11m within the Treasury Management budget as a result of extra income received, which is forecast to be far higher than initially anticipated. With the markets responding to economic and political events there has been volatility in the price of Gilts and other bonds. The subsequent increase in the price has enabled sales to be made which has generated a significant surplus. Also, further savings have been made following the repayment of LOBO loans which has resulted in reduced interest costs.

Finally, there is an estimated overspend of £0.250m due to a saving relating to the apprenticeship levy not yet being delivered.

Money Matters
Financial Outlook for the County Council
Medium Term Financial Strategy &
Reserves as at 31st December 2018

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1. Executive Summary

At cabinet in December 2018 the medium term financial strategy (MTFS) set out a forecast funding gap of £46.090m by the end of the 4 year period (2019/20 – 2022/23). This report provides an updated position for the 4 year period covering 2019/20 - 2022/23 and a review of assumptions to reflect the most current information available.

The updated funding gap contained within the report has slightly increased to £47.209m by 2022/23, however a reduced budget gap is forecast for 2019/20 of £13.446m. This position includes additional costs relating to transport that are offset by some additional income and reduced demand requirements within the waste services budget. The position in 2019/20 is improved by one-off additional business rates levy income of £2.860m.

The financial gap includes the impact of service challenge savings that were agreed at December cabinet totalling c£77m. £7.566m of the savings proposals are subject to the outcome of specific consultations that are needing to be undertaken. Following the cabinet decision detailed project planning has been completed by services with regard to those consultations, including when the outcome of them will be reported back to cabinet to make a final decision with regard to their implementation.

As a result of the review and project planning, SC023 – Highways Countywide Services – Streetlighting (Part Night Lighting) is now no longer being considered. The value of proposals now subject to specific consultation has been revised to £7.529m, £2.150m of which would need to be covered by reserves in 2019/20 if not ultimately agreed by cabinet.

Although the forecast funding gap has reduced during 2018/19, the position is still a shortfall, and despite savings being agreed these do not fully address the structural deficit which varies over each of the 4 years shown in Table 1. The shortfall is at its highest in the first 2 years of the MTFS reflecting the implementation period required for many of the proposals. Phase two of the service challenge process will seek to address the ongoing deficit and will focus on a number of cross-cutting work streams and areas for investigation and review identified in the initial phase but where further work is required to evidence a proposal. These further saving proposals will come forward for consideration at future Cabinet meetings.

The revised funding gap also makes assumptions about future funding levels and there remains significant uncertainty about this post 2019/20 with changes to be made in respect of business rates retention, the overall funding formula and the anticipated green paper on adult social care. As part of the 2019/20 financial settlement Lancashire was successful in securing a business rates pilot which enables a greater amount of business rates growth to be invested in the local area. This is reflected in the revised funding tables contained within the report.

The value of the uncommitted transitional reserve is currently forecast to be sufficient to meet the identified funding gaps through to 2022/23. However the intention is to identify further savings and thereby reduce the call on the transitional reserve, for 2020/21 and beyond.

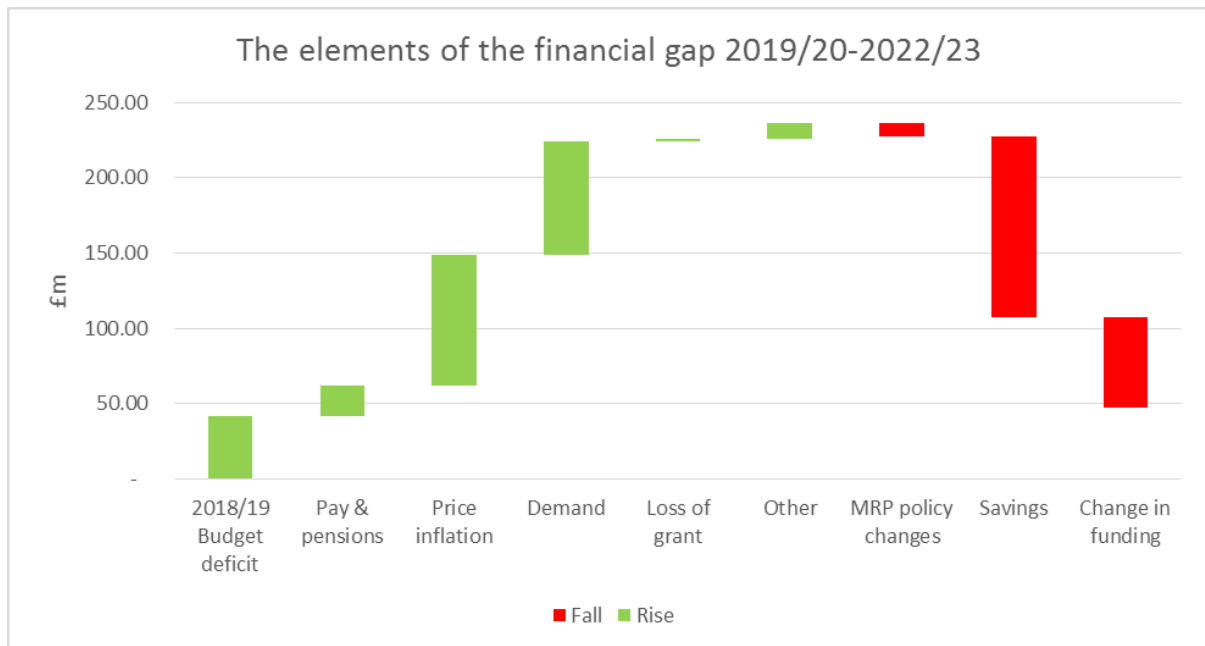
The table on page 4 provides a detailed analysis of movements between the previously reported financial gap and the revised financial gap:

Table 1

	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Forecast net budget requirement	807.332	795.111	804.130	835.636	3,242.208
Funding	792.722	780.931	798.502	823.963	3,196.118
Spending Gap as reported to Cabinet	14.610	14.180	5.628	11.673	46.090
Add change to forecast of spending:					
Pay & Pensions	0.473	0.238	0.044	0.259	1.014
Inflation and Cost Changes	2.968	0.555	-0.037	0.047	3.533
Service Demand and Volume Pressures	0.329	-0.684	-0.178	-0.603	-1.136
Other	0.135	-1.958	0.000	0.000	-1.823
Savings Adjustments	0.357	-0.320	0.000	0.000	0.037
Total Change to Forecast of Spending	4.262	-2.169	-0.171	-0.297	1.625
Change to forecast of resources:					
Funding	-5.426	4.919	0.000	0.000	-0.507
Total Change to Forecast of Resources	-5.426	4.919	0.000	0.000	-0.507
Funding Gap	13.446	16.930	5.457	11.376	47.209

Aggregated Funding Gap				
2019/20 (£m)	13.446	13.446	13.446	13.446
2020/21 (£m)		16.930	16.930	16.930
2021/22 (£m)			5.457	5.457
2022/23 (£m)				11.376
Total	13.446	30.376	35.833	47.209
Previous position (£m)	14.610	28.790	34.418	46.090
Variance (£m)	-1.164	1.586	1.415	1.118

The graph below demonstrates the drivers that make up the changes in the financial gap from £42m carried forward from 2018/19 to the cumulative position of £47m in the financial year 2022/23 as shown in the table above:



2. Funding

The funding included within this report reflects the final settlement for 2019/20 that was announced on 29th January 2019, with no changes to funding announced in the provisional settlement. As there will be new models of funding from 2020/21 due to the implementation of business rates retention and a new funding formula there is no information available in relation to funding levels post 2019/20. Assumptions have therefore been made for funding levels from 2020/21 – 2022/23 that are detailed within this report.

Provisional Settlement & Final Settlement

As part of the settlement the Secretary of State confirmed that the referendum limit for the core element of council tax is to remain at 3%. This was already assumed within the MTFs that has been presented at earlier Cabinet meetings, therefore there is no financial impact as a result of this confirmation.

In addition, some unexpected one-off funding was received as nationally there was a surplus on the business rates levy account which the Government have chosen to allocate out to all authorities based on need. Lancashire will receive £2.860m in a one off payment.

It is currently anticipated that a new system of local government finance, the "fair funding formula", will be in place in 2020/21 which involves local government retaining 75% of the business rates and a review of the funding formula. However, details of the scheme and the impact on Lancashire are not known at this time, although further proposals and consultations are anticipated in coming weeks. Without any insight into the outcomes of this work, the MTFs assumes that the funding proposals will match the current business rates and grants structure in future years, with the exception that the revenue support grant will cease from 2020/21, in line with previous government announcements.

As part of the provisional settlement the Chancellor announced several new 75% business rates pilot schemes, with Lancashire being successful in its bid. Further detail is included within the specific section in this report, however when reviewing the funding table below it is important to note that in order to secure the additional growth from business rates authorities agree to forgo their revenue support grant, therefore this will now show as a nil value in the table.

The table below reflects the updated funding position for the county council, including the provisional financial settlement.

Table 2

	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m
Revenue Support Grant	0.000	0.000	0.000	0.000
Business Rates	228.288	199.496	204.938	210.550
Business Rates – Additional Levy	2.860	0.000	0.000	0.000
Business Rates – Pilot growth	1.958	0.000	0.000	0.000
Council Tax	495.510	513.964	533.102	552.951
New Homes Bonus	3.573	3.019	3.010	3.010
Better Care Fund	45.532	45.532	45.532	45.532
Capital receipts	8.000	7.000	0.000	0.000
Social Care Grant	9.427	9.427	9.427	9.427
Collection Fund Surplus	3.000	3.000	3.000	3.000
Total	798.148	781.438	799.009	824.470
Funding - Previous MTFS	792.722	780.931	798.502	823.963
Variance	5.426	0.507	0.507	0.507
Impact on financial gap	-5.426	4.919	0.000	0.000

2.1 Council Tax and Business Rates

2.11 Council Tax

The MTFS currently reflects the following assumptions in relation to the county council's council tax increases as previously reported to cabinet, however this is a decision for full council to make each year when setting the budget.

Table 3

	Council Tax increase (no referendum required)	Additional council tax flexibility	Adult Social Care Precept	Total council tax increase
2019/20	1.99%	1.00%	1.00%	3.99%
2020/21	1.99%			1.99%
2021/22	1.99%			1.99%
2022/23	1.99%			1.99%

From 2020/21 onwards, it is assumed the maximum increase that the county council is able to apply to council tax, without a referendum, is 1.99%, as the option to raise an adult social care precept will no longer be available, and the additional 1% flexibility ceases after 2019/20. Any decisions not to increase council tax in line with the assumptions above would increase the financial gap; every 1% in council tax yields c£5m.

Analysis of Lancashire's tax base over recent years indicates an average annual council tax base increase of 1.7%, and this is included within the MTFS.

Council tax collection rates vary across Lancashire's district councils and are relatively low compared to other councils nationally. The county council is working with some district councils to look at how collection levels can be improved, as an improvement of just 1% overall would increase funding to the county council by c£5m each year and also yield a proportionate benefit to the district council.

2.12 Business Rates

Business rates income is a significant portion of funding to local authorities. The baseline is an assessment of the business rate income required to meet service needs. For the county council, the amount anticipated to be received from the business rates collected in the area is less than its assessed need and therefore we receive a top up grant.

Business rates income for the county council is heavily dependent on cooperation from the district councils, and much will depend on the general economic performance of local areas. The collection rates across Lancashire present a mixed performance when compared nationally, and the county council is working with districts to improve this performance. In addition, a number of businesses have valuation appeals outstanding, some of which are on large value properties. If successful these will have a negative impact on the ability to generate business rates. With this in mind a minimal amount of growth has been built into our local share at 0.5%.

As part of the provisional settlement the Secretary of State announced that the Lancashire bid to become a pilot of 75% business rates retention had been successful. This bid contained Lancashire county council, along with 11 district councils, Lancashire fire and rescue authority and the two unitary authorities of Blackburn and Blackpool which could see potentially a one off extra c£10m retained across Lancashire based on current growth estimates.

2.2 Capital Receipts

In April 2016 the government introduced the flexibility for capital receipts to be used to fund revenue expenditure that is designed to generate ongoing revenue savings or service improvements. This flexibility is currently available until 2020/21.

Capital receipts of £8m and £7m are estimated to be received over the next two years and are included within the MTFS. As part of the service challenge process additional resources were identified to support the transformation of services and delivery of the savings. The assumption within the MTFS that there will be sufficient capital receipts to meet these transformation costs over the next 2 years and therefore they will not be a draw on reserves or increase the funding gap.

3. Net Budget Requirement

The MTFS covers spending pressures including pay increases, contractual inflation, increased demand for services and the impact of previously agreed and new savings measures.

3.1 Pay and Pensions

In December 2017 it was announced by the National Employers for Local Government Services that following negotiations a new pay offer covering the period 1 April 2018 and 31 March 2020 had been agreed. In 2019/20 the new pay offer proposes that local government organisations move to a new pay spine and this is reflected within the pay budget in the MTFS. A 2% increase has therefore been included in 2019/20 and an assumption of 1% included in later years until further information is known in relation to the pay spine and subsequent increases. A 1% pay award equates to an additional net annual cost of c£3m. The new pay spine was agreed by Employment Committee on 14th January 2019.

The table below presents the amounts built into the MTFS for pay and pensions:

Table 4

	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Employee Costs	9.682	4.495	4.043	4.100	22.320
Pensions Costs	0.374	-6.026	0.374	0.374	-4.904
Pension Prepayment Saving	-0.319	2.299	0.000	0.000	1.980
Other pay related costs	1.332	0.029	0.028	0.028	1.417
Revised Pay and Pension requirements	11.069	0.797	4.445	4.502	20.813
Pay and Pensions - previous MTFS	10.596	0.556	4.401	4.243	19.796
Impact on Financial Gap	0.473	0.241	0.044	0.259	1.017

3.2 Price Inflation and Cost Changes

Contractual price increases represent a significant cost pressure to the county council. The assumptions have been subject to regular review by services, with an incremental increase of £3.533m from the position at quarter 2 being forecast primarily relating to the final year of the current MTFS. The updated position is shown in table 5 below.

Table 5

	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Adults Services	15.260	16.360	12.380	13.147	57.147
Children's Services	1.288	1.141	1.173	1.657	5.259
Waste Services	2.514	2.286	2.347	2.578	9.725
Other Services	4.029	3.506	3.452	3.489	14.476
Revised price inflation requirements	23.091	23.293	19.352	20.871	86.607
Price inflation – previous MTFS	20.129	22.738	19.389	20.824	83.080
Impact on Financial Gap	2.968	0.555	-0.037	0.047	3.533

A significant change in the budget required for price increases relates to waste disposal with a requirement of £9.725m over the next 4 years. This largely relates to landfill tax, gate fees and increased prices charged by companies who are taking waste to turn into refuse derived fuel or organic growth material. This represents an increase of £2.055m compared to quarter 2 as the prices companies are charging to divert waste from landfill has increased but is still less expensive than landfill.

The other service area that has resulted in increased inflationary pressures is transport particularly relating to transport costs of children with special educational needs and excluded pupils due to higher than projected price increases for taxi contracts.

3.3 Demand Pressures

All services have reviewed the demand pressures they face in future years and whilst they have reduced overall, increasing demand still remains a significant element of the funding gap. The MTFS at quarter 3 forecasts decreased requirement of £1.136m when comparing those years contained within the previous MTFS.

Table 6

	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Adults Services	15.049	15.831	9.473	10.163	50.516
Children's Services	7.276	3.365	1.854	1.518	14.013
Waste Services	-2.198	0.936	0.983	1.048	0.769
Other Services	8.577	0.131	0.855	0.351	7.022
Revised Demand Requirements	28.704	20.263	13.165	13.080	75.212
Demand – previous MTFS	28.375	20.953	13.343	13.683	76.354
Impact on Financial Gap	0.329	-0.684	-0.178	-0.603	-1.136

Adult social care represents a large proportion of the demand pressures. Adult Social Care has long seen annual increases in the demand for services and the MTFS attempts to predict growth in future years largely based on reviewing current and past activity trends and also taking into account future population changes. From a social care perspective demand covers both increasing numbers of people eligible for support and the increasing complexity of those cases. All demand assumptions contained within this revised MTFS regarding adult social care have been reviewed based on the most up-to-date trend analysis.

Children's social care continues to experience demand pressures across the service, particularly in relation to placement demand due to the number of looked after children in Lancashire. The funding requirement for children's social care has increased by £0.735m over the 4 year period to reflect increased demand across family support for children with disabilities.

The budget for waste services has seen a significant reduction in previously forecast demand over the next 4 years compared to quarter 2 relating to waste disposal. The reduction is due to waste arising increases being projected to be significantly lower than previously forecast supported by investment in waste minimisation. In addition, evaporation of waste at Thornton waste recovery park is currently running at 45% as opposed to 25% which was originally assumed. Both of these developments result in significant reductions on the costs of waste disposal that have been reflected in the MFTS at quarter 3.

In addition there are smaller demand increases across other areas such as legal fees, street lighting energy, BTLS and transport budgets. This largely reflects the continuation of pressures that can be seen in the 2018/19 monitoring position.

Most significant of these is the pressure on transport budgets. Included at quarter 3 is c£2m primarily reflecting additional demand relating to transport costs for children with special educational needs which is a trend that is being seen nationwide. A further £0.9m relates to transport costs taking children to independent non-maintained schools that has previously been funded by education budgets but upon review should be funded by transport budgets. These pressures have been offset by £1.9m of additional grant funding that the county council will receive recurrently that is shown within section 3.4.

3.4 Other

An additional grant relating to school improvement of £1.9m has been included as it is assumed the county council will receive recurrently (although this is subject to annual confirmation, as is the case with many grants). This will be used to offset pressures on transport as outlined in section 3.3.

Additional expenditure of £1.958m has also been added into the MFTS at quarter 3 to reflect additional expenditure that will be incurred following the receipt of additional income from the successful application to be a business rates pilot.

3.5 Savings Adjustments

Following agreement of service challenge savings at Cabinet in December a review of implementation plans has been taking place. The saving that relates to the ceasing of the Lancashire Breaktime Service (SC119) has been reprofiled to reflect the consultation period that is required.

In addition, following a review of the proposed saving relating to street lighting (SC023) it has been built back into the MFTS (£0.037m 2019/20) as further analysis has identified that the level of capital investment required does not enable the proposal to be financially viable.

4. Reserves

Table 7

Reserve Name	Opening Balance 2018/19	2018/19 Expenditure	2018/19 transfers to / from other reserves	2018-19 Transfers from revenue budget	2018/19 Forecast Closing Balance	2019/20 Forecast Spend	2020/21 Forecast Spend	Total as at 31 March 2021
	£m	£m	£m		£m	£m	£m	£m
County Fund	-23.437	0.000	0.000	0.000	-23.437	0.000	0.000	-23.437
SUB TOTAL - COUNTY FUND	-23.437	0.000	0.000	0.000	-23.437	0.000	0.000	-23.437
Strategic Investment Reserve	-3.765	0.740	1.679	0.000	-1.346	0.350	0.850	-0.146
Downsizing Reserve	-13.891	3.346	5.941	0.000	-4.604	4.605	0.000	0.000
Risk Management Reserve	-5.402	3.267	-0.688	0.000	-2.823	1.224	0.800	-0.800
Transitional Reserve	-155.066	41.555	-14.735	-11.025	-139.271	0.437	0.194	-138.640
Service Reserves	-19.118	6.563	7.804	0.000	-4.752	3.057	0.762	-0.932
Treasury Management Reserve	-10.000	0.000	0.000	0.000	-10.000	0.000	0.000	-10.000
SUB TOTAL - LCC RESERVES	-207.243	55.471	0.000	-11.025	-162.796	9.672	2.606	-150.518
Schools/Non-LCC Service Reserves	-16.521	1.647	0.000	0.000	-14.874	-0.823	-0.823	-16.520
SUB TOTAL SCHOOLS/NON LCC RESERVES	-16.521	1.647	0.000	0.000	-14.874	-0.823	-0.823	-16.520
GRAND TOTAL	-247.201	57.118	0.000	-11.025	-201.108	8.849	1.783	-190.475

The county fund shown at the top of Table 7 is the balance set aside to cover the authority against a serious emergency situation (e.g. widespread flooding); a critical and unexpected loss of income to the authority and for general cash flow purposes. In considering these various factors the county council is forecast to maintain its County Fund balance at £23.437m.

The value of the uncommitted transitional reserve is currently forecast to be £138.640m by the end of March 2021 if there was no requirement for structural funding support from reserves to the 2019/20 or 2020/21 budgets. This represents an improved position from the £127.755m that was previously reported to cabinet in December; this is mainly due to the inclusion of the 2018/19 forecast revenue underspend of £8.462m and some higher than previously forecast income.

The transitional reserve is forecast to be sufficient to meet the identified funding gaps through to 2022/23 as set out in table 8 below. However, the intention is to identify further savings to reduce the gap, and hence the call on reserves, for 2020/21 and beyond.

Table 8

	2019/20	2020/21	2021/22	2022/23
Opening Balance (£m)	139.271	125.388	94.818	58.985
Gap funding (£m)	13.446	30.376	35.833	47.209
Commitments (£m)	0.437	0.194	0.000	0.000
Closing balance (£m)	125.388	94.818	58.985	11.776

5. Future Risks and Opportunities

The following are key future risks, the full impact of which is not known at this stage:

5.1 Savings Delivery

The scale of additional savings agreed is significant on top of over £40m of previously agreed savings still to be delivered in 2019/20 and future years. There are inherent risks in the delivery of any savings programme of this scale, particularly where they are directly linked to reducing the future demand for services. However, there is a strong track record of delivery of the vast majority of previous savings plans. Furthermore, a number of services have properly identified the need to invest in both temporary and recurrent resources to provide additional capacity needed to deliver the savings proposed.

Any significant under-delivery or slippage to delivery timeframes will create an additional funding pressure and impact on the ongoing and longer-term financial health of the council. This has been identified as one of the highest risks in the risk and opportunity register. There are comprehensive arrangements in place to track delivery of financial savings and take corrective actions where required. Where services are experiencing a potential negative variance in their savings plans, managers are actively seeking to meet any shortfalls through other activities within their service area.

The financial gap includes the impact of service challenge savings that were agreed at December Cabinet totalling c£77m. £7.566m of the savings proposals are subject to the outcome of specific consultations that are needing to be undertaken. Following the Cabinet decision detailed project planning has been completed by services with regard to those consultations, including when the outcome of them will be reported back to Cabinet to make a final decision with regard to their implementation.

As a result of the review and project planning, SC023 – Highways Countywide Services – Streetlighting (Part Night Lighting) is now no longer being considered. The value of proposals now subject to specific consultation has been revised to £7.529m, £2.150m of which would need to be covered by reserves in 2019/20 if not ultimately agreed by Cabinet.

As part of section 5.6 of this report a scenario is presented showing the impact if the savings in Appendix C were not agreed post consultation.

5.2 Further Savings Opportunities – Service Challenge

The report to Cabinet in December 2018 presented and agreed the conclusion of the initial service challenge process, with each service across the county council presenting opportunities for further savings. A benchmarking exercise across all county councils (and other councils where appropriate) identified that there are some service areas where Lancashire is high cost. The service challenge process was targeted at understanding the reasons for this and designing the delivery of better services at lower (median county council) cost. This process resulted in the identification of c£77m from 42 individual service challenge reviews. There remain a number of areas where further, more detailed analysis and investigation is required and phase two of the service challenge process will progress this work as well as look

more strategically at some cross-cutting issues that could provide the potential for additional savings proposals to come forward to future cabinet meetings for consideration.

As noted in section 5.1 this is a significant additional programme of savings and is therefore subject to the same risks and mitigations. As part of the identification of the savings a significant validation and project management exercise has been undertaken for each proposal and detailed monitoring and review will take place on all proposals agreed for implementation.

5.3 Business Rates Retention / Changes to Funding Formula

As previously explained, the future funding arrangements to be established by government pose a risk to the council as they may reduce funding below that assumed in the MTFS. Conversely there is equally an opportunity that additional resources are made available through this process. The successful outcome of the Lancashire business rate pilot bid presents one-off additional funding for Lancashire and gives the county council an opportunity to pilot increased business rates retention. This should enable the county council, districts, unitaries and fire authority to be well prepared for the implementation of the business rates retention scheme from 2020/21, although the final details are not known at this stage.

5.4 Children's Social Care

Children's social care demand levels are forecast to continue to increase, particularly within agency residential placements, agency fostering placements and also special guardianship orders. Although the rate of growth is quite volatile, over recent months it has slowed down slightly.

Significant additional budget was allocated to children's social support improvements and demand pressures over the past 3 years. An assumption within this MTFS is made that demand will plateau in future years, and a reducing demand increase has been built into future year's budget.

5.5 Troubled Families Funding

The county council currently receives funding towards working with troubled families. Where we have received written confirmation of troubled families funding this has been included in the MTFS. Post 2019/20 however, there is no information available as to whether this funding will continue. It is assumed that funding levels will remain at 2019/20 levels. If the funding does cease this will result in a pressure on the budget of £2.1m. Given the lack of clarity we have discussed this with other Local Authorities in a similar position, as to the approach they are taking, and they have confirmed that they are also forecasting the funding to continue, but this will be closely monitored as announcements relating to funding are to be made imminently and outcomes will be reflected in future MTFS reports.

5.6 MTFS Assumptions and Scenario Analysis

In preparing the MTFS a range of assumptions are made and to assess the level of risk inherent in the decisions being taken some of these have been stress tested against alternative scenarios.

The key assumption that has been analysed and tested relate to maintaining the additional social care funding announced by the Chancellor over the full period of the MTFS.

Alternative scenarios reflect the impact of this funding being removed;

- option "a" shows the best case scenario assuming an additional £2m reduction on employer pension contributions
- option "b" shows the position if the winter pressures funding was removed post 2019/20, and
- option "c" presents the position if all the additional social care monies were removed post 2019/20.
- option "d" presents the position if all of the savings that are subject to consultation (December Cabinet – Appendix C) are not ultimately agreed for implementation by Cabinet.

Option "a" demonstrates an improved position from the MTFS presented in this report and show that the council would have sufficient reserves to manage through to 2023/24 when further saving would need to be made. Options "b" and "c" show a less favourable position than the MTFS and would see reserves running out during 2022/23. Option "d" presents a less favourable position to the MTFS presented in this report and option "a", however it shows that there are sufficient reserves to support the projected budget gap in future years, with reserves running out during 2022/23.

This stress testing gives confidence that the council can continue to live within its means for a number of years even in adverse circumstances. This does not however diminish or negate the need to make further savings but does demonstrate that the council continues to have sufficient resilience to deliver them in a measured and structured way.

Option a)

Aggregated Funding Gap				
2019/20 (£m)	13.446	13.446	13.446	13.446
2020/21 (£m)		14.930	14.930	14.930
2021/22 (£m)			5.457	5.457
2022/23 (£m)				11.376
Total (£m)	13.446	28.376	33.833	45.209
Previous position (£m)	14.610	28.790	34.418	46.090
Variance (£m)	-1.164	-0.414	-0.585	-0.882

Transitional Reserve Funding:

	2019/20	2020/21	2021/22	2022/23
Opening Balance (£m)	139.271	125.388	96.818	62.985
Gap funding (£m)	13.446	28.376	33.833	45.209
Commitments (£m)	0.437	0.194	0.000	0.000
Closing balance (£m)	125.388	96.818	62.985	17.776

Option b)

Aggregated Funding Gap				
2019/20 (£m)	13.446	13.446	13.446	13.446
2020/21 (£m)		22.448	22.448	22.448
2021/22 (£m)			5.457	5.457
2022/23 (£m)				11.376
Total (£m)	13.446	35.894	41.351	52.727
Previous position (£m)	14.610	28.790	34.418	46.090
Variance (£m)	-1.164	7.104	6.933	6.636

Transitional Reserve funding:

	2019/20	2020/21	2021/22	2022/23
Opening Balance (£m)	139.271	125.388	89.300	47.949
Gap funding (£m)	13.446	35.894	41.351	52.727
Commitments (£m)	0.437	0.194	0.000	0.000
Closing balance (£m)	125.388	89.300	47.949	-4.778

Option c)

Aggregated Funding Gap				
2019/20 (£m)	13.446	13.446	13.446	13.446
2020/21 (£m)		31.875	31.875	31.875
2021/22 (£m)			5.457	5.457
2022/23 (£m)				11.376
Total (£m)	13.446	45.321	50.778	62.154
Previous position (£m)	14.610	28.790	34.418	46.090
Variance (£m)	-1.164	16.531	16.360	16.063

Transitional Reserve funding:

	2019/20	2020/21	2021/22	2022/23
Opening Balance (£m)	139.271	125.388	79.873	29.095
Gap funding (£m)	13.446	45.321	50.778	62.154
Commitments (£m)	0.437	0.194	0.000	0.000
Closing balance (£m)	125.388	79.873	29.095	-33.059

Option d)

Aggregated Funding Gap				
2019/20 (£m)	15.596	15.596	15.596	15.596
2020/21 (£m)		22.259	22.259	22.259
2021/22 (£m)			5.507	5.507
2022/23 (£m)				11.376
Total	15.596	37.855	43.362	54.738
Previous position (£m)	14.610	28.790	34.418	46.090
Variance (£m)	0.986	9.065	8.945	8.648

Transitional Reserve funding:

	2019/20	2020/21	2021/22	2022/23
Opening Balance	139.271	123.238	85.189	41.827
Gap funding	15.596	37.855	43.362	54.738
Commitments	0.437	0.194	0.000	0.000
Closing balance	123.238	85.189	41.827	-12.911

Money Matters
The County Council's Capital Financial Position
2018/19 Quarter 3 and 2019/20 Programme

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Capital Programme Monitoring - December 2018

1. Summary

Cabinet on 13 September 2018 agreed a 2018/19 delivery programme of £114.817m which followed a detailed review of the multi-year capital programme and a prudent assessment of deliverability during the financial year. The in-year delivery programme has subsequently been increased to £120.903m to reflect approved changes. The forecast outturn for 2018/19 based on the position at the end of quarter 3 is £131.030m against the agreed 2018/19 capital delivery programme of £120.903m, a variance of £10.127m or c8.4%. The variance is not the result of net overspending on schemes and is due to forecast earlier than planned delivery of programme activity which had been prudently profiled into 2019/20 and later years.

2. 2018/19 Delivery Programme

The 2018/19 delivery programme of £114.817m agreed by Cabinet in September 2018 has increased to £120.903m reflect agreed additions and reprofiling as set out in Table 1 below.

Table 1 – 2018/19 Delivery Programme

Service Area	Total delivery programme 2018/19 at Q1	Agreed budget changes and reprofiling	Total delivery programme 2018/19 at Q3
	£m	£m	£m
Schools (Excluding DFC)	22.827	-0.760	22.067
Schools DFC	2.767	0.000	2.767
Children and Young People	0.644	0.000	0.644
Highways	45.484	2.858	48.342
Transport	13.912	-0.098	13.817
Externally Funded Schemes	0.600	1.338	1.938
Waste and Other	0.677	0.000	0.677
Adult Social Care	13.687	0.000	13.687
Corporate	10.499	2.745	13.244
Vehicles	3.720	0.000	3.720
Grand Total	114.817	6.086	120.903

3. Variance Analysis

The forecast variance as at December 2018 is £10.127m as detailed by service block in Table 2 below along with a split of the proportion of the variance resulting from both forecast net under or overspending on schemes and the net impact of early delivery and slippage on schemes within the blocks.

Table 2 – Forecast Outturn and Variance Analysis

Service Area	2018/19 Delivery Programme	Forecast Outturn	Forecast Variance	Forecast Variance due to net under or overspending on schemes	Forecast Variance due to net slippage / early delivery
	£m	£m	£m	£m	£m
Schools (excl DFC)	22.067	20.000	-2.067	-0.911	-1.156
Schools DFC	2.767	2.767	0.000	0.000	0.000
Children and Young People	0.644	0.562	-0.083	-0.001	-0.082
Highways	48.342	51.303	2.962	0.045	2.917
Transport	13.817	15.815	1.998	-0.190	2.188
Externally Funded	1.938	1.974	0.036	0.036	0.000
Waste and Other	0.677	1.619	0.942	0.000	0.942
Adults Social Care	13.687	13.817	0.130	0.000	0.130
Corporate	13.244	19.153	5.909	0.580	5.329
Vehicles	3.720	4.020	0.300	0.000	0.300
Totals	120.903	131.030	10.127	-0.441	10.568

Of the forecast £131.030m spend, it is estimated that £39.308m will be funded by Borrowing, £85.312m will be funded by Grants and £6.410m will be funded by Developer and other 3rd Party Contributions.

4. Narrative on Variances

Schools

The Schools capital delivery programme for 2018/19 is £24.834m with forecast outturn of £22.767m, a variance of £2.067m resulting from net underspending on projects in their final stages including, most significantly Holy Cross (£0.681m underspend) and St. George's (£0.159m underspend). There is also net slippage on schemes of £1.156m, most significantly covering Whalley CE Primary School (£0.427m slippage due to undertaking value engineering work in response to budget pressures) and Langho St Marys (0.480m slippage due to redesign work).

Children and Young People

The Children and Young People capital delivery programme for 2018/19 is £0.644m with forecast outturn of £0.562m, a variance of £0.083m resulting primarily from slippage on the Residential Redesign programme with some of the budget not yet allocated to a specific scheme.

Highways

The Highways capital delivery programme for 2018/19 is £48.342m with forecast outturn of £51.303m, a variance of £2.962m. The variance is primarily the result of earlier than profiled delivery across a number of schemes including, most significantly, Inlay schemes (£0.709m), Street Lighting (£0.768m), Drainage (£0.550m), Footways £0.737m and small levels of early delivery across a number of other schemes.

Transport

The Transport capital delivery programme for 2018/19 is £13.817m with forecast outturn of £15.815m, a variance of £1.998m. The variance is a combination of net underspends totalling £0.190m on schemes in their final stages and net earlier than profiled delivery of £2.188m. The underspends primarily relate to the Skelmersdale rail link clearance of the Glenburn site (£0.106m) and small underspends on a number of road safety schemes.

The net earlier than profiled delivery of £2.188m primarily covers forecast expenditure of £1.096m on the Burnley Pendle Growth Corridor, £1.255m on Townscape Heritage Initiative programmes, £0.983m on The East Lancashire Cycle network programme with some offsetting slippage in relation to the NPIF programme, Skelmersdale Rail link and on Road Safety projects.

Waste and Other

The Waste and Other capital delivery programme for 2018/19 is £0.677m with forecast outturn of £1.619m, a variance of £0.942m. The variance is all the result of earlier

than profiled delivery primarily covering fire suppression systems at Farrington Waste plant and Thornton Waste plant (£0.446m), Household Waste Recycling Centres (£0.372m), ISSIS Replacement/Resolution ICT system upgrades (£0.095m) along with other low levels of expenditure across a number of 2019/20 profiled schemes.

Adult Social Care

The Adult Social Care capital delivery programme for 2018/19 is £13.687m, with forecast outturn of £13.817m, a variance of £0.130m due to earlier than profiled delivery on Social Care Reform LpRes system (£0.094m) and the Preston Chapel Yard Changing Places project (£0.036m).

Corporate

The Corporate capital delivery programme for 2018/19 is £13.244m, with forecast outturn of £19.153m, a variance of £5.909m. Outturn spend against this budget is forecast at £19.153m giving a variance of £5.909m against the delivery programme and primarily covers earlier than profiled delivery across a number of schemes:

- Brierfield Mill commitment of £0.547m to support the redevelopment of the old Northlight Mill in conjunction with Growth Deal funding to provide economic benefit in Pendle.
- Additional works on Cuerden Strategic site costing £0.687m to safeguard the initial road preparation works awaiting future plans for the site.
- Additional works to reopen libraries in areas where service had ceased of £0.802m
- £0.244m of spend to terminate leases and consolidate the amount of building stock used by the council
- £0.904m on the councils stock of residential care homes to create additional capacity and to facilitate the use of greener heating systems
- £4.489m on reactive maintenance projects to repair and maintain council's building assets and to adapt for the needs of disabled people totalling

The earlier than profiled delivery is offset by slipped delivery on various projects including

- £0.670m relating to Highways Infrastructure Fund Support bids due to delays in appointing consultants and agreeing scope with partners.
- £1.181m relating to Lomeshaye Industrial Estate due to delays in delivery partner contracting and proving defrayed expenditure.

Vehicles

The Vehicles capital delivery programme for 2018/19 is £3.720m, with forecast outturn of £4.020m giving a variance of £0.300m against the delivery programme due to:

- Slipped Delivery of -£0.300m on Mobile Libraries as it is anticipated that only one vehicle will be delivered this financial year.
- Additional delivery of £0.600m due to service requirements resulting in more orders being placed this year than originally expected.

5. 2019/20 Capital Delivery Programme

A summary of the proposed capital delivery programme for 2019/20 of £130.289m is shown below. The proposed 2019/20 delivery programme will include the provision to complete works already in the programme and the addition of projects identified for utilising the updated capital grant funding for 2019/20.

The proposed delivery programme is broadly similar in scale to the forecast outturn for 2018/19 covered earlier in the report and may need to be updated when the actual outturn position is confirmed to reflect any reprofiling impact on 2019/20 that may be required. Table 3 below provides an analysis of the proposed delivery programme for 2019/20 by service block.

Table 3 – 2019/20 Capital Delivery Programme

Programme	Existing commitments 2019/20	Additional monies received	2019/20 Grants profiled for future years spend	Initial indicative programme subject to profiling
	£m	£m	£m	£m
Schools (excl DFC)	20.925	22.005	-21.072	21.859
Schools DFC	2.527	2.527	-2.527	2.527
Children & Young People	0.027	0.000	0.000	0.027
Highways	15.613	31.163	0.000	46.776
Transport	24.434	12.192	-6.499	30.128
Externally Funded schemes	0.111	0.000	0.000	0.111
Waste & Other	0.090	0.100	0.000	0.190
Adult Social Care	0.003	13.651	0.000	13.654
Corporate	6.297	5.000	0.000	11.297
Vehicles	2.040	1.680	0.000	3.720
Total	72.068	88.319	-30.098	130.289

Table 4 below shows how the 2019/20 Capital Delivery Programme is expected to be funded with a forecasted borrowing level for 2019/20 of £34.924m and the financing costs have been reflected in the medium term financial strategy.

Table 4 – 2019/20 Capital Delivery Programme Funding Sources

Programme	Initial indicative programme subject to profiling	Funded by borrowing	Funded by Grant	Funded by Contributions / Other funding sources
	£m	£m	£m	£m
Schools (excl DFC)	21.859	0.000	21.859	0.000
Schools DFC	2.527	0.000	2.527	0.000
Children & Young People	0.027	0.027	0.000	0.000
Highways	46.776	16.190	26.037	4.549
Transport	30.128	3.500	23.907	2.721
Externally Funded schemes	0.111	0.000	0.000	0.111
Waste & Other	0.190	0.190	0.000	0.000
Adult Social Care	13.654	0.000	13.654	0.000
Corporate	11.297	11.297	0.000	0.000
Vehicles	3.720	3.720	0.000	0.000
Total	130.289	34.924	87.984	7.381

Highways

The additional money available for development of the 2019/20 programme is £31.163m this is made up of £10.229m of Additional Maintenance allocation less £1.500 already allocated to the 2018/19 programme, plus £3.867m of Highways Incentive funds and £18.567m of Highways Maintenance grant.

There are also existing annual commitments of £15.613m. These include £6.155m from previous decisions to capitalise certain works which are funded from borrowing - split £2.700m structural defects, £1.461m drainage dig downs, £0.150m traffic signals, and £1.844 street lighting defects. There is also a commitment of £4.549m to replace energy inefficient lanterns which is funded from a loan and the remaining £4.909m is made up of slippage forecast from the 2018/19 programme. Table 5 below details the make-up of the Highways delivery programme.

Table 5 – Highways 2019/20 Delivery Programme

Programme	Existing commitments 2019/20	Additional monies received	2019/20 Grants profiled for future years spend	Total Programme Cost
	£m	£m	£m	£m
Moss Roads	0.400	0.800	0.000	1.200
Risk based condition assessments	0.000	1.150	0.000	1.150
In year priorities	0.000	0.119	0.000	0.119
Surface dressing & prepatching	0.364	2.000	0.000	2.364
Emerging priorities	0.000	0.265	0.000	0.265
Safety camera maintenance	0.000	0.110	0.000	0.110
Derby street Bridge Ormskirk	0.162	0.501	0.000	0.663
Salter Fell	0.225	0.000	0.000	0.225
Greyhound viaduct	0.142	0.000	0.000	0.142
Altham Road	0.090	0.000	0.000	0.090
ABC Roads	0.000	9.800	0.000	9.800
Rural Unclassified Roads	0.000	1.508	0.000	1.508
Urban Unclassified Roads	0.000	2.875	0.000	2.875
Footways	0.050	2.900	0.000	2.950
Surveys & Coring	0.000	0.610	0.000	0.610
Street Lighting	6.393	1.000	0.000	7.393
Bridges	1.376	3.000	0.000	4.376
Drainage	2.061	1.000	0.000	3.061
Structural Defects	2.700	2.000	0.000	4.700
Traffic Signals	0.150	0.300	0.000	0.450
Geotechnical and other surveys	0.000	0.100	0.000	0.100
Jet Spray Patching	0.000	1.000	0.000	1.000
Project & Resources	0.500	0.000	0.000	0.500
Dft Pothole Action Fund	1.000	0.000	0.000	1.000
Fishergate Public Realm Improvements	0.000	0.125	0.000	0.125
Total	15.613	31.163	0.000	46.776

Transport

The additional monies available for development of the 2019/20 delivery programme is £12.192m comprised of Integrated Transport Block funding of £6.054m, safer roads fund totalling £3.038m and National Productivity Investment Fund of £3.100m. The profiling of these amounts will be re-evaluated once the outturn position is finalised. Table 6 below details the proposed Transport Delivery Programme.

Table 6 – Transport 2019/20 Delivery Programme

Programme	Existing commitments 2019/20	Additional monies received	2019/20 Grants profiled for future years spend	Initial indicative programme subject to profiling
	£m	£m	£m	£m
City Deal	5.242	2.500	-1.742	6.000
Other transport schemes	5.674	2.774	-3.137	5.312
Safer roads	0.067	3.038	-0.050	3.055
M55 Heyhouses (NPIF)	0.800	3.100	0.000	3.900
Bus Stop Equality Act	0.015	0.000	0.000	0.015
Cycling Safety	0.560	0.000	0.000	0.560
Burnley Pendle & Hyndburn Growth Corridor	2.690	0.000	0.000	2.690
East Lancs Cycle Network	2.248	0.000	0.000	2.248
Hala Road Junction	0.099	0.000	0.000	0.099
Skelmersdale Rail Link	0.792	0.000	0.000	0.792
Ormskirk Town Centre	0.087	0.000	0.000	0.087
Heysham Link	2.483	0.780	-0.780	2.483
LTP - Sustainable Transport	1.508	0.000	0.000	1.508
South Ribble Park & Ride	0.000	0.000	0.000	0.000
Quality Bus Routes	0.990	0.000	-0.790	0.200
Road Safety	0.785	0.000	0.000	0.785
Public rights of way	0.395	0.000	0.000	0.395
Total	24.434	12.192	-6.499	30.128

Schools

The Basic Needs capital funding for 2019-20 is £12.005m however due to the level of commitments and planned delivery in 2019/20 being funded by 2018/19 grant all this money is currently estimated to be profiled for spending in the 2020/21 year.

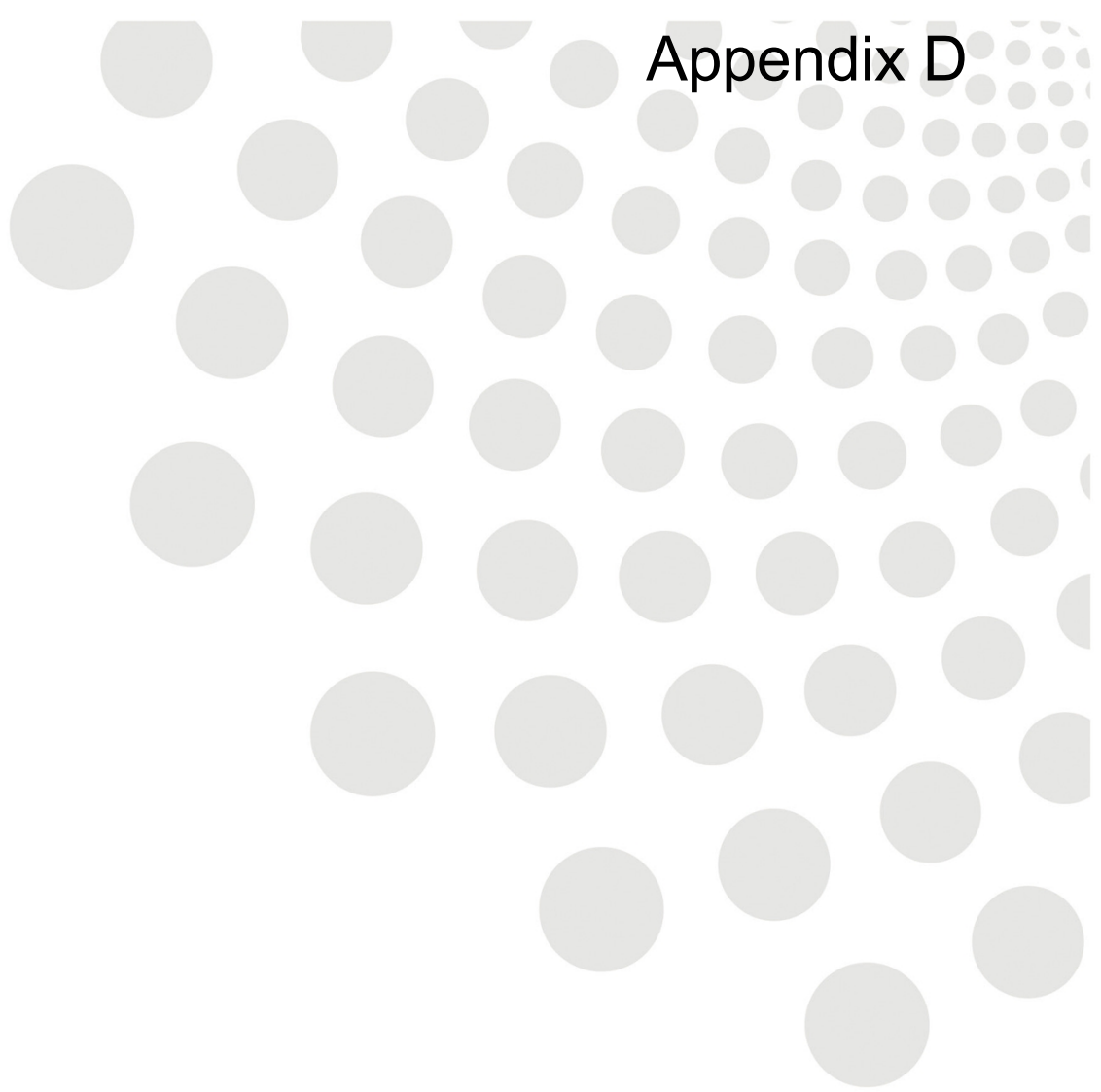
Corporate

Along with the existing commitments of £6.297m to complete ongoing projects it is estimated that there will be a requirement for spend on the Corporate property stock. The expected spend in 2019/20 is estimated to be £3.000m funded from borrowing with individual projects under £0.300m being approved for commencement by capital board and projects over £0.300m requiring cabinet approval before commencement.

As has been the case over the last few years it is expected that there will be requests through the year for spend on economic development projects, either gap funding of projects or case building appraisal work. It is requested that a pot of £2.000m funded from additional borrowing is created, and for projects requiring this funding due to their significance regionally, or potential commitment to future capital asks should be approved by cabinet before commencement.

Adult Social Care

£13.652m of the Adult Social Care capital delivery programme is an estimated amount for the Disabled Facilities Grant which is received in and then passported out to district councils to deliver.



Money Matters

Specific Consultation Start Dates

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Specific Consultation Start Dates

28 January

- Special Educational Needs and Disability Service (SEND) – Lancashire Breaktime
- Waste – Household waste recycling centres service provision
- Changes in night time support rate for commissioned services
- Lancashire Wellbeing Service (LWS)

February

- Further consultation on buildings for Children and Family Wellbeing Service
- Home Improvement Services
- Health Improvement Services
- Public transport – school transport

March

- Older People Care Services – day services

April

- Welfare Rights Service

May

- Estates – traveller sites

Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

Report of the Chief Executive and Director of Resources**Part I**

Electoral Division affected:
(All Divisions);

Lancashire County Council Corporate Strategy

(Appendices 'A' and 'B' refer)

Contact for further information:

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Executive Summary

A corporate strategy for the county council has been developed. It is entitled 'Our Vision for Lancashire' and is attached at Appendix 'A' for Cabinet's consideration and recommendation to Full Council for approval.

The strategy clearly and concisely sets out the key objectives and ambitions for Lancashire, highlights what success looks like, and shows how the county council, its partners and the residents of Lancashire can all work together to make Lancashire the best it can be.

The key objectives of the strategy will be measured by a set of high level, key performance metrics, which will enable the overall success and progress of the strategy to be demonstrated. A proposed set of high level metrics is included at Appendix 'B'.

Recommendation

Cabinet is asked to recommend to Full Council for approval on 14 February 2019:

- (i) The adoption of the county council's corporate strategy entitled 'Our Vision for Lancashire' attached at Appendix 'A', and;
- (ii) A set of accompanying high level key performance metrics attached at Appendix 'B', noting the intention to engage scrutiny in their ongoing development.

Background and Advice

During 2018 county council staff were consulted on the council's vision and values. Feedback from the consultation was gathered over a period of six months and resulted in the development of a new set of values and proposed new vision statement for the council.

Based on the consultation feedback, the council's proposed vision statement is 'Here at Lancashire County Council we are helping you to make Lancashire the best place to live, work, visit and prosper.' The council's proposed values are supportive, innovative, respectful and collaborative.

Following on from this work a more detailed corporate strategy document has been developed. A small task and finish working group consisting of representatives from each of the county council's directorates was established in September 2018, with a remit of producing a corporate strategy which:

- County Councillors and staff can be proud of and aspire to;
- encompasses what Lancashire wants to be famous for;
- is punchy, clear and to the point;
- incorporates no more than 5/6 key objectives;
- will still be meaningful in 5 years' time;
- is measurable.

The working group has produced the strategy document attached at Appendix 'A'. It has been produced by reviewing best practice examples from other organisations and from discussions with Corporate Management Team, Executive Director management teams, Heads of Service, and ongoing dialogue with Cabinet Members. To ensure that the document clearly encapsulates the county council's overarching objectives and ambitions it has been through a number of iterations, each time reviewed and tested to ensure it meets the original brief as set.

The document contains 5 high level objectives, some key facts and figures about Lancashire, sets out what success looks like, and shows how the county council, its partners, stakeholders and residents can all work together to make Lancashire the best it can be. It is written in a clear and concise way, with no jargon, and contains visual images which encapsulate the beauty, diversity and vibrancy of Lancashire.

It outlines how the county council and its key partners can support individuals, families and communities to help them maintain their own good health, wellbeing and independence, with access to advice, support and care when needed.

The strategy enables staff to understand how their roles and responsibilities contribute to the county council's key objectives and ambitions, and it will enable teams to develop service plans and work programmes with a clear focus on delivering the county council's key objectives.

The document also enables the county council's key partners, stakeholders, business and industry associates to be clear about the county council's longer term

ambitions, which will enable them to understand how this aligns to their own aims and facilitate collaborative work with the county council to deliver high quality, best value services to meet the needs of Lancashire residents.

Following the approval of the strategy by Full Council the document will be shared with staff, and with our key partners and stakeholders. There will be staff briefings to ensure that the key messages of the vision are understood and owned by staff. Service managers will play a key role in ensuring that teams have a sense of ownership of the vision. It will feature strongly in the induction of new staff.

The strategy will be accessible in an on-line format and a hard copy document, and will form the cornerstone of county council internal and external promotional material and branding, for example posters, leaflets and web pages. It will provide a 'golden thread' for our internal and external communications, and the on-line version will include links to other key strategies and documents.

One of the key elements of the brief was for the vision to be measurable. Appendix 'B' contains some high level key performance metrics and measures which will enable members to monitor progress against the 5 key objectives over a number of years, and establish plans for corrective action where necessary. Some of the metrics reflect the county council's enabling and influencing role, rather than its direct responsibility.

Following the approval of the proposed high level key metrics by Full Council, targets, both short and longer term, will be set, and these will be monitored on a regular basis by members through the Cabinet Committee on Performance Improvement. Scrutiny Committee will play a key role in year 1 in ensuring that the high level metrics are the right ones, or if more need to be added, and that the targets set are appropriate.

In addition to the high level key metrics relating to the vision, the Cabinet Committee on Performance Improvement will continue to regularly receive the more detailed, service specific key performance metrics which enable members to monitor ongoing service delivery and performance.

Both the strategy document and the accompanying high level key performance metrics will be kept under regular review and will be updated to ensure they remain current and relevant in a fast moving world. It is anticipated that the vision will have a lifespan of at least 5 years, with an annual review and refresh.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

The county council's strategy document is a key document, containing clear objectives which enables services to plan for the future, staff to understand how their role fits in to the bigger picture, and external partners to engage with the county council. It focusses on how individuals, families and communities can maintain their own health, wellbeing and independence, and how they can access advice, support and care when needed.

If the strategy is not approved there is a risk that services will not be delivered in a way that contributes most effectively to the county council's overall aims and objectives.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Our vision for Lancashire



Our Vision

Here at Lancashire County Council we are helping you to make Lancashire the best place to live, work, visit and prosper.

We want Lancashire to be the county people choose to create a home, raise their children, develop a career and grow old in. We are committed to developing and celebrating our diverse communities, heritage and landscape to create a strong sense of place we can all be proud of.

In Lancashire we listen to what our people want which puts them at the heart of everything we do, and while we celebrate our successes we take the time to learn from the past so our county continues to thrive.

The role of the county council in delivering our vision will change over the next few years. We will work more closely with partners to help people to anticipate their own needs and take greater responsibility for themselves and their communities.

The financial challenges we have faced over recent years mean that we must be focussed on the most vital services.

We now seek out innovative ways to identify opportunities, such as digital and online technology, to deliver real benefits for everybody at a lower cost.

Lancashire will be the place to live

Lancashire is a county of diverse communities. It is a place where people are valued and will feel able to have their say. It will be a county where housing meets the needs of all ages, where people are safe and feel safe, surrounded by clean, green spaces where everyone can enjoy a good quality of life and be happy.

It will be a county where:

- Children of all abilities do well in our first class schools, colleges and universities, gaining skills for life
- People have good housing
- People live healthier lives for longer
- People can travel on good quality, reliable public transport

- People get on well together and are connected to their local community
- Our most vulnerable people are protected and supported
- People make use of technology to access services, support and information.



People will have a better quality of life

Lancashire will be a place where people of all ages and backgrounds can access first class education and learning opportunities. We are proud of our high quality nurseries, schools, colleges and universities where children and young people can gain skills for life and where people can continue to learn throughout their lifetime. It will be a place where people of any age or ability can live safely, in healthy homes and in a clean environment, giving children the best start in life.

We will work with Government, our partners and housing developers to enable a supply of good quality, affordable, flexible housing across the county, close to employment opportunities and transport networks, and in places where people and families can create their own sense of community.

We will protect the county's environment and climate by investing in flood defence, energy efficiency and waste recycling. We will continue to dispose household and commercial waste in a way that meets the latest environmental standards, and we will work with businesses to reduce the amount of packaging they use.

Lancashire is a county where community safety is important. We want Lancashire residents and visitors to be safe, and feel safe and secure. We will safeguard and protect vulnerable people, young and old, keep our roads safe to use, and work with other partners to reduce crime and the fear of crime.

Success looks like:

- More people live in good quality housing
- Our roads and pavements will be safe to use, and maintained to a good standard
- All schools are rated good or better
- People feel safe and secure
- People feel happy
- Recycling rates are high
- Continued investment in energy efficiency and flood prevention.

42%

of household waste is reused, recycled or composted.

(2017/18)

90%

of schools rated good or better by Ofsted.

(December 2018)

85%

of respondents to a 'Living in Lancashire' survey felt safe in their local area.

(February 2018)

People and families will live healthier lifestyles

Lancashire will be a place where as many people as possible live longer and healthier lives. Our focus is on helping people to help themselves, by working with partners and our communities to provide support that is accessible for people of all ages and abilities across the county.

We will promote ways that people can keep themselves healthy as they grow older and make sure we work closely with local health services to deliver joined up services for those who need them the most.

We will support people and families to keep themselves healthy and well by choosing healthy lifestyles. We will provide information about healthy eating, the benefits of an active lifestyle and helping people to adopt healthy behaviours. We will support parents to make the right lifestyle choices for themselves and their children, to help children to get the best start in life.

Success looks like:

- People living longer and in better health
- People will make healthy choices
- More babies having the best start in life
- More people having active lifestyles.

People will be connected through communities

We will work with communities to understand their needs and help them make use of the support available to them. We will encourage communities to take responsibility for their own wellbeing and work with our partners such as the voluntary, faith and community sectors to tackle loneliness and help people to be more connected in their communities.

We will work with partners to support and encourage community cohesion and will value and champion the diversity that exists within Lancashire.

We understand the importance of maintaining and improving the

public transport network throughout Lancashire and we will enable the provision of reliable and sustainable public transport, cycle routes, bridleways and public footpaths throughout the county.

We will use existing and new technology to enable people to access advice, support and information about our services and local services provided by others. We will use technology to make services easier to access.

Success looks like:

- People travel on good quality, reliable public transport and have access to well-maintained cycle routes, bridleways and public footpaths
- People will get on well together and be connected to their local community
- People will make use of technology to access advice, support and information.

64%

of adults are overweight or obese.

(2016/17)

15.5m

rail passenger
journeys are
made each year.

45.5m

bus and tram
passenger journeys
are made each year.

22,635

adults and older people received long term support.

11,500

carers were supported in their caring role.

(2017/18)

In 2018 the fostering and adoption service was rated

Good

by Ofsted.

Lancashire is a place where vulnerable people are supported and protected

The county council and its partners will prioritise the care and support of Lancashire's most vulnerable residents, both young and old.

We take our role as corporate parent for children and young people in our care very seriously. We will ensure they are safe and healthy, can positively participate in and make choices about the care and support they receive, and will thrive and go on to achieve their ambitions.

We will provide responsive and effective safeguarding services for people of any age and for people with learning difficulties or mental health conditions. We will step in when necessary to keep people safe from harm.

Lancashire will be a place where victims of domestic abuse will be supported, and where children in particular will be protected and receive ongoing support.

Lancashire's trading standards service will protect all residents and advise business. They will continue to protect vulnerable people, especially older people, from scammers and rogue traders.

Lancashire's care homes will continue to improve, and people who need residential or nursing care to keep them safe will be supported to find a suitable place in circumstances when home based services are no longer appropriate.

We value the care and support provided to people through families, friends and support groups and we will support carers. We will ensure that people are supported in the decisions and choices they make in circumstances where they need someone to help them.

Success looks like:

- Our most vulnerable people will receive the support they need
- People will be protected from harm and will feel safe
- Care services will be good or outstanding
- Carers are supported
- People get the help of an advocate when they need one
- People are protected from scammers and rogue traders
- People who have been or who are at risk of abuse can access support.

Lancashire will be the place to work

Lancashire will be a county that supports a flexible and inclusive labour market, where skills development is championed and where talented individuals choose to live and work.

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It will be a county where:

- We support people of all ages and abilities to learn and develop their skills
- Significant new, good job opportunities are created
- We support and encourage business investment, innovation and growth
- We aim to increase the earning power of our residents and communities
- We build and develop effective infrastructure and transport links.



People can learn and develop skills

We want every person in Lancashire to be able to access the most appropriate education and learning opportunities, so they can achieve their potential regardless of age, ability and background.

We will support our children, young people and adults with special educational needs and disabilities, and mental health conditions, so they can meet their potential. We will work collaboratively with families, schools and partners across Lancashire to enable people to access information and support to make the right choices.

We will work with our nurseries, schools, colleges, universities and training providers to ensure that people have a range of education and learning opportunities which match their talents, ambitions and aims in life so that they have options to choose the right employment, retirement, volunteering and leisure time activities for them.

We will maximise the learning opportunities available for all ages and abilities through Lancashire's much loved cultural offer including libraries and museums.

Success looks like:

- People leave education better prepared for work and life with better qualifications and skills
- Educational outcomes for vulnerable children improve
- More young people are in education, employment or training after leaving school
- People continue to use the facilities on offer in Lancashire's libraries and museums, including digital.



© Edge Hill University

75,870
 apprenticeships were started
 in the 12 months to July 2018.

89%
 of 16-17 year
 olds were in
 employment,
 education or training.

(March 2018)

Over
600,000
 sessions were
 undertaken on
 our public library
 computers.

(2017/18)

Lancashire will retain and attract skilled and talented individuals

Lancashire needs talented and skilled individuals. We value the people who have chosen to stay in Lancashire as they have progressed through their life and their chosen career, and we will encourage them to stay in our county to make it their home and bring up their family.

We also want to encourage skilled and talented people from outside of Lancashire to move to our county and build their life here.

Success looks like:

- A greater number of graduates choosing to work in Lancashire
- Fewer reported vacancies/skills shortages in key sectors.

48,000
students studying at
UCLAN, Lancaster University
and Edge Hill University.

Over a **third**
of students studying in Lancashire,
stay in Lancashire on completion
of their studies.

Lancashire is a place where job opportunities are good

We will work with partners, colleges, universities, industry and businesses to widen the employment opportunities available to all ages and abilities.

We recognise that there are many ways of getting into good employment and will promote volunteering and vocational routes such as apprenticeships.

We will work with the universities and colleges to find ways to retain local talent and encourage people from Lancashire who may have studied elsewhere to come, or return to Lancashire.

Success looks like:

- More volunteering opportunities
- Better access to skills development
- More apprenticeships available for people of all ages
- More good quality jobs are available in a variety of sectors
- More people are in higher paid and skilled jobs
- More people with learning disabilities are supported to be in work.

£22,226

is the annual median gross income.

(2018)

1,460

volunteers supported the council's services.

(2017/18)

76.5%

is the employment rate for the working-age population.

(June 2018)

40%

of Lancashire's working population are in managerial or higher skilled jobs.

(June 2018)

Lancashire will be the place to prosper

Lancashire will be a county that promotes strong economic growth in both urban and rural economies. It will be a county that actively boosts productivity and prosperity for everyone.

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It will be a county where:

- We invest in industry, and promote innovation to secure Lancashire's growth potential
- Businesses are supported to start up, to thrive and to grow
- We build on the strengths and resilience of local industry
- Our residents, businesses and places are enabled to be more productive
- We promote Lancashire as a national and globally connected destination and a well performing place to do business.



Lancashire is a great place to do business and invest

We will create the best conditions possible for business investment. We will maximise our existing transport infrastructure and connectivity and take every opportunity to draw in further investment to improve it. We will promote the potential of Lancashire as a place where new jobs can be created.

This, combined with our ambition to develop and retain talent, will make Lancashire a very attractive place for business investment and improved productivity.

Lancashire has a strong industrial and small business heritage which has provided the foundations for a county

where businesses are confident to invest. We also have a wide and varied talent pool from which to draw hard working and knowledgeable people, making our county a great place to start a new business or build on existing success.

We will work with neighbouring councils and business partners from within and outside the county to engage in the development of the North West of England. We will actively promote all that Lancashire has to offer.

Success looks like:

- More new businesses will be starting up
- More existing businesses will be growing
- More new jobs will be created
- Lancashire will have research and development centres which encourage innovation and development of cutting edge technology
- There will be more investment in Lancashire to support business growth.

43,530

VAT-registered enterprises in Lancashire.

5,642

new registered businesses in 2017.

61%

of businesses survived 3 years after start up.

£26.1 bn

workplace-based gross value added.

'Boost' is Lancashire's Business Growth Hub.

**This is a public/private sector partnership led by the Local Enterprise Partnership.
Its purpose is to help Lancashire's businesses grow.**

**Boost gives
businesses in
Lancashire access
to a**

£7.8m
programme of top
quality business
support.

**It has helped
more than**

2,400

**businesses and
created more than**

1,200
jobs

**Boost has
increased economic
growth by**

£50m



Lancashire has the best conditions to help businesses to grow

Successful businesses need the right conditions to be able to grow. We will work with partners to support businesses to be creative and in particular encourage entrepreneurs to develop and invest in their ideas in our county.

We will help businesses to access the best support available and encourage them to grow and explore export opportunities. We will help new and existing businesses to access funding and loans, to help them expand and become sustainable and competitive.

Lancashire offers great opportunities for businesses to access high quality accommodation to support growth and productivity.

We will continue to develop the county's transport network, to enable producers and manufacturers to receive supplies and distribute goods, to allow commuters easy access to places of work, and public transport to operate on key routes.

Success looks like:

- Increase in the number of Lancashire businesses helped to grow
- Increase in the number of Rosebud micro and business finance loans given to new and existing businesses
- Increase in the number of high growth businesses supported by Boost
- A range of high quality business accommodation
- Continued investment in transport infrastructure.

Rosebud has been helping businesses grow for over

31 years

Rosebud Micro Finance helps businesses to fund growth ideas and provides locally based sector specialist advisors including hands-on support.

Rosebud Business Finance helps aspiring companies to develop technology and innovation, acquire plant and equipment and complete mergers and acquisitions.

44,140

rateable commercial properties with an average value of

£21,000

Lancashire will be the place to visit

Lancashire is a beautiful county with a wealth of culture. From green fields and rolling hills to coastal towns and country villages – Lancashire really does have it all as a place for people to enjoy.

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It will be a county where:

- We celebrate our beautiful, clean landscapes
- We encourage the visitor economy and the opportunities for growth
- People enjoy our culture and heritage, diverse communities and local attractions
- We promote our wonderful sporting attractions and hidden gems.



Lancashire will be the destination of choice for leisure, sporting and cultural activities, and for access to the countryside, the North West coastline and heritage towns.

Lancashire offers a wealth of diverse and high quality leisure, sporting and cultural activities. It is a place of beautiful landscapes, green and open spaces and areas of outstanding natural beauty. It has stunning beaches, waterways, rolling hills, coastal and heritage towns and rural villages. We will make Lancashire a place where people want to spend their free time.

Our county has a long and proud history of sporting activities such as football, cricket, cycling, golf and horse riding and has a number of high quality sporting venues. There are a wealth of cycle routes,

bridleways, public rights of way and country parks, with something to offer everyone.

We will encourage and support people and their families to use, celebrate and be proud of our amazing county. They can enjoy the latest cinema, theatre and arts experiences, shopping destinations and established café culture. They can visit our high quality museums, libraries, castles and country houses; all of which attract a large number of local, national and international visitors year on year.

We will work with the providers of leisure, sporting, entertainment and cultural activities and venues across Lancashire to encourage them to continue to provide the high quality offer that currently exists and support the growth of this vital market.

Success looks like:

- People enjoy a wide range of leisure, sporting and cultural activities
- Leisure, sporting, entertainment and cultural activities and venues continue to flourish
- People celebrate and feel proud of Lancashire as a place to visit
- Continued use and enjoyment of our country parks, public rights of way, cycle routes, bridleways and areas of outstanding natural beauty.

Over
900,000
people visited our
visitor attractions.

(2017)

More than
3.5m
visits made to
our libraries.

(2017/18)

Nearly
250,000
people visited
our museums.

(2017/18)

Lancashire will be the place of choice for businesses to invest in the visitor economy

We will work with and develop strong relationships with the business community in Lancashire, to enable them to provide and develop the wide range of high quality attractions, venues and activities on offer across the county.

Lancashire will be the place of choice for businesses to invest in the visitor economy. We will continue to promote Lancashire as a visitor destination and we will raise the profile of our county, both nationally and internationally.

Lancashire will continue to attract local, national and foreign visitors leading to the expansion and growth of the visitor offer in the future.

Success looks like:

- Businesses continue to invest in the visitor economy in Lancashire
- People choose to spend their leisure time in the county.



32,715
full time equivalent jobs
supported by tourism.

(2017)

The visitor economy is worth
£2.56bn

45.5m
visitors

(2017)

Lancashire will be the place where everyone acts responsibly

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The county council will work closely with our partners to enable people in Lancashire to develop and thrive. We will listen to the needs of people and work with our partners and communities to empower them to meet their own needs. We will help people to look after themselves and help them to provide care and support to their families, friends, neighbours and colleagues.

It will be a county where:

- We will equip our most vulnerable people with the support and skills they need to do more for themselves
- We commission, procure and provide services that provide maximum benefit to Lancashire residents
- We recruit and retain a workforce that meets service needs
- We prevent waste and use money wisely
- We learn from others.

15,400

people were helped to stay independent at home with home care or other support.

(2017)

Almost

50,000

people provided care to another person for 20 hours or more a week.

(2011 census)

Over

3,500

charities operate in the county.

(2018)

Everyone in Lancashire will be able to do as much as they can to look after their own and their family's health, care and support needs

We all have a role in supporting and helping ourselves and each other. Public services can support people when they are unable to take care of themselves, but families and communities also have a key role to play.

Our commitment is to support people and their families when they need help, and we will support communities to help themselves whenever possible. We will focus less on doing things to and for the people of Lancashire, and more on creating the opportunities, environments, expertise and desire for individuals and communities to improve their own wellbeing and independence.

Just like in many other countries where family, friends and neighbours play a much bigger role in supporting and caring for each other, we will work to ensure individuals and families are placed at the heart of our communities.

Lancashire is a place with a great sense of community and we will help to build support networks, so that in times of need there are people, groups or services that are available. We will do this by working with partners, communities and individuals, to create the types of help and support that will be of most benefit.

This will be different for everyone, and could include things like easy to access information and advice, appropriate community based support, support for families to live healthy and informed lifestyles, and community activities that enable people to be independent, happy, healthy and safe in Lancashire.

Success looks like:

- People take responsibility for their own health and wellbeing
- People look out for and support each other
- When people need our help, our staff and partners will focus on people's strengths and what they can do, rather than being limited by what they can't do
- People receive more care and support in their home and local community instead of in a residential placement or hospital.

Lancashire County Council spends its money wisely

The county council, like many other public services, is facing significant financial challenges and the needs of Lancashire residents are increasingly complex.

The council's funding is increasingly reliant on business rates collected from businesses and council tax paid by householders.

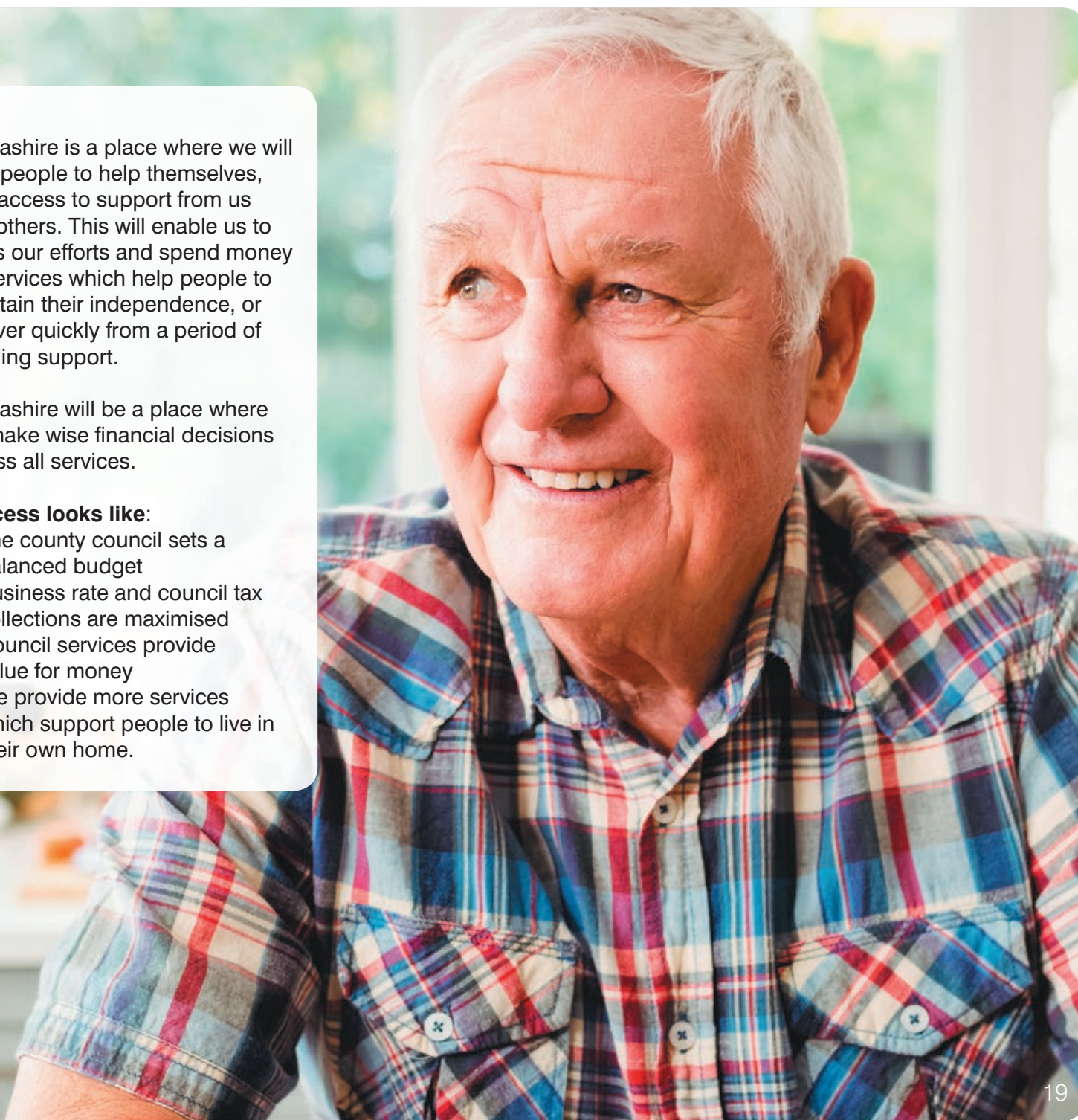
Ensuring value for money in everything we do is paramount.

Lancashire is a place where we will help people to help themselves, with access to support from us and others. This will enable us to focus our efforts and spend money on services which help people to maintain their independence, or recover quickly from a period of needing support.

Lancashire will be a place where we make wise financial decisions across all services.

Success looks like:

- The county council sets a balanced budget
- Business rate and council tax collections are maximised
- Council services provide value for money
- We provide more services which support people to live in their own home.





The workforce of Lancashire is valued

The county council provides employment, both directly and indirectly, for thousands of people across Lancashire. From front line social care workers to library and museum staff, highways operatives, public health professionals, school crossing patrollers, personal travel assistants, office based support staff and a large number of volunteers.

It is vital that Lancashire County Council attracts and retains high calibre staff and that our valued staff across all sectors are supported to maintain their professional skills and standards, use the correct processes and procedures, and continue to learn new skills and gain wider experience.

We will continue to invest in our apprentice and graduate programmes, our work based learning and development programmes and most importantly we will value the workforce of Lancashire for the hard work and diligence they show every day.

We will support employees who undertake caring roles for family and others, and will continue to offer flexible working to enable people to have a reasonable work life balance.

We will support and encourage employers across Lancashire to take the same approach, especially those who are fulfilling contracts on our behalf.

Success looks like:

- Lancashire's workforce continues to learn and develop
- Lancashire's workforce, including volunteers and staff fulfilling contracts on our behalf, feel valued
- Fewer vacant positions.

Lancashire is a place that learns from and shares with others

The world is changing and we need to keep up with it. Technology is being used to help people access information and services quicker and easier by offering alternatives to traditional service delivery.

Lancashire will look at what others are doing and how they are doing it and will seek to provide best in class, future proof, lowest cost services for the people of Lancashire.

Lancashire will share its best practice with others.

Many councils are embracing new ways of working, working closer with health partners, accessing the great skills and local knowledge of the voluntary and community and faith sectors, and working closer with developers, district councils and other service providers to develop new housing models for the future.

Success looks like:

- We learn from other best in class organisations
- We use existing and new technology to its best advantage
- Other organisations learn from us.



Our values

Supportive

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

Innovative

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

Respectful

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

Collaborative

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Our Vision for Lancashire forms part of the county council's planning and performance framework. It sets out our priorities in an open and transparent way. It will be subject to regular monitoring in terms of how we are progressing against our objectives, and it will be kept under review to make sure it is kept up to date in a fast-changing world. It is supported by all council departments and was formally agreed by Full Council in February 2019.



Corporate Strategy: proposed high level key performance metrics

1 Lancashire will be the place to live

People will have a better quality of life, people and families will live healthier lifestyles and vulnerable people are supported and protected

- Percentage of highways defects repaired within published timescales
- Percentage of recycling, reuse and composting of waste
- Number of NHS health checks offered to eligible population and take up of health checks
- Percentage of families who received targeted early help support from Children and Families Wellbeing service which successfully met their identified needs
- Percentage of adults and older people whose desired safeguarding outcomes are met

2. Lancashire will be the place to work

People can learn and develop skills, job opportunities are good and skilled and talented individuals are attracted and retained

- Number of visits to libraries
- Percentage of children achieving a good level of development at the Early Years Foundation Stage
- Percentage of pupils reaching the expected standard in reading, writing and mathematics at KS2
- Average Attainment 8 score at GCSE
- Number of graduates choosing to work in Lancashire

3. Lancashire will be the place to prosper

A great place to do business and invest, and has the best conditions to help businesses grow

- Number of Rosebud loans provided to new or existing businesses
- Number of jobs created by Boost

4. Lancashire will be the place to visit

Destination of choice for cultural and leisure activities and for businesses to invest in the visitor economy

- Number of visitors to Lancashire

5. Lancashire will be the place where everyone acts responsibly

People are enabled to take responsibility for themselves and their families

- Percentage of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services

Lancashire County Council spends its money wisely

- Revenue forecast outturn % variance to budget

Report to the Cabinet

Meeting to be held on Thursday, 7 February 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 fresh bread and morning goods and;
- (ii) Carriageway Recycling.

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:

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
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None

Reason for inclusion in Part II, if appropriate

N/A

<p>Procurement Title Provision of Fresh Bread and Morning Goods</p>			
<p>Procurement Option OJEU – Open tender</p> <p>The use of an external third party framework has been discounted as an independent tender allows for the council to set the terms and conditions of the contract in its entirety including stringent specifications in terms of product and service quality, flexible price reviews and full share of retrospective rebates. Furthermore, the third party frameworks available require the use of a further competition and therefore, do not provide resource efficiencies in terms of process.</p> <p>In addition the strategy will place a high emphasis on social value promoting the benefits of localised supply, healthy eating and supporting local employment. A third party framework restricts the potential number of suppliers who are able to bid for these contracts and in the majority of cases, are limited to large-scale national suppliers.</p>			
<p>New or Existing Provision Existing – current contract end date is 31/05/2019</p>			
<p>Estimated Contract Value and Funding Arrangements £1,000,000 per annum</p> <p>Estimated total contract value (for the 4 year term if all options to extend are taken) £4,000,000.</p>			
<p>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, providing the contract duration does not exceed a total of 48 months.</p>			
<p>Lotting Lotting has been discounted for the provision of this contract as there is a requirement for consistency of service and pricing across the school and college network.</p>			
<p>Evaluation</p> <table border="1" data-bbox="193 1621 1046 1675"> <tr> <td>Quality Criteria 50%</td> <td>Financial Criteria 50%</td> </tr> </table> <p>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.</p>		Quality Criteria 50%	Financial Criteria 50%
Quality Criteria 50%	Financial Criteria 50%		

Contract Detail

The current contract for fresh bread and morning goods has been in place since 1 June 2015 and is due to expire on 31 May 2019.

The procurement will provide a renewal of existing provisions.

The successful supplier will be responsible for the supply and distribution of fresh bread and morning goods into over 550 council establishments, the majority of these being schools and colleges.

The evaluation procedure will place emphasis on quality in terms of contract service and product offering, which aims to support the county council's catering services key developments and priorities, including:

- Positively influence the Obesity and Health Agenda
- Continuous growth of secondary school take up across Lancashire and subsequent growth of the School and Residential Care Catering Service
- Continual development of product range and
- Promotion of local businesses, suppliers and employees where feasible and
- Maintaining the silver standard catering mark for the School and Residential Care Catering Service.

Procurement Title

Carriageway Recycling

Procurement Option

OJEU – Open tender

New or Existing Provision

New Requirement

Estimated Annual Contract Value and Funding Arrangements

The estimated annual value is £1,000,000. The estimated total value over the duration of the contract period is £4,000,000.

The work will be funded by the capital budget.

Contract Duration

The Contract will be awarded for a period of four years.

Lotting

The contract will not be lotted as there is a need for consistent quality of works, design, efficiency in planning and supervision and standardisation of pricing across the county.

Evaluation

The industry standard PAS91 Selection Questionnaire will be issued to all suppliers who express an interest.

Part 1 will gather basic information about the supplier,

Part 2 will establish if there are grounds for exclusion and

Part 3 will determine that the supplier meets the selection criteria in respect of its financial standing, technical capacity and capability.

The weighting for the project specific questions is:

Quality Criteria 20%	Financial Criteria 80%
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The reason for a higher weighting being applied against the financial criteria is due to quality aspects being evaluated as part of the PAS91 Selection Questionnaire. The primary focus on quality is to evaluate the technical capability of the bidding contractors, which is undertaken as part of the selection questionnaire, and as such a greater focus is placed on the price element at the final evaluation stage.

In compliance with the Social Value policy 5% of the quality criteria weighting will be allocated to evaluate social value covering the promotion of training and employment opportunities, including apprenticeships and environmental factors.

Contract Detail

The scope of the Carriageway Recycling contract will include services for re-profiling roads to remove irregularities both longitudinally and transversely by pulverising the existing carriageway to depths in excess of 150mm. The carriageway is then resurfaced with road planings where necessary and stabilised with a hydraulic binder, often cement and water. The final stage involves surface dressing of the carriageway, following reshaping and compacting.

A single contractor will be appointed and the contract will be issued using the industry standard National Engineering and Construction (NEC) terms and conditions which will include clauses to terminate through convenience or poor performance. Commitment to use the contract is subject to available funding.

The contract will be reviewed annually. The Price Adjustment Formulae Indices Series 4 – Highways Maintenance issued by the Building Cost Information Service (BCIS), part of the Royal Institution of Chartered Surveyors (RICS) will be used to cap the maximum increase, there will be no cap on decrease. Benchmarking with other Authorities will also be undertaken.

Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

Report of the Head of Service - Public and Integrated Transport**Part I**Electoral Division affected:
(All Divisions);**Lancashire Bus Station Departure Charges**

Contact for further information:

Chris Smith, Tel: (01772) 534309, Bus Station and Interchange Manager,
chris.smith@lancashire.gov.uk**Executive Summary**

Currently Lancashire has different bus station usage charging schemes. The bay rental arrangement at Preston Bus Station is unique and is not directly associated with number of departures. Changing the charging arrangements will align all our bus stations and can be expected to deliver a budget saving. Currently the bay rental charge is £5,620 per bay at Preston and departure charge is £0.75 per departure at other sites.

Recommendation

Cabinet is asked to approve the new charging regime and charges for departures at all Lancashire owned and operated bus stations from 1 April 2019 as set out in this report.

Background and Advice

Lancashire County Council currently operates four bus stations; Accrington, Nelson, Chorley and Preston. Since 1 July 2016 the departure charge for registered local bus services and school services has been 75p at Accrington, Nelson and Chorley. Preston Bus Station has historically operated on a bay rental basis. Charges here are based on a fee per bay which increases annually in line with the Retail Price Index.

Initially proposed as a budget saving option, it was intended to cease the bay rental arrangements at Preston in August 2016 and have all county council bus stations operating on a departure charge basis. The charge per departure was scheduled to rise to £1 in April 2017 and then subsequently to full cost recovery from April 2018. The main operators at Preston Bus Station were concerned by the proposals because of significant increases to their operating costs. In March 2017 the Cabinet

Member for Highways and Transport approved the retention of the bay rental arrangement at Preston until the completion of the refurbishment project and froze departure charges at 75p until at least April 2018 at Accrington, Nelson and Chorley. This followed objections from operators to the ending of the bay rental agreements, a lack of clarity on the actual costs involved in running bus stations and the feasibility of a full cost recovery model.

Any proposal to move away from bay rental arrangements at Preston would be expected to impact on operators' costs to varying degrees. The current arrangements could be seen to favour larger operators which could be construed as anti-competitive, it could be a disincentive or barrier to a new or small operator who wanted to run a small number of services from this bus station. The current charging structure does not suitably correlate to actual use of the station and from research across other local authority areas, where charges are imposed, these are mostly associated with actual departure numbers.

Proposal

A fair funding model for Lancashire bus stations has been identified and discussed with operators. It is a calculated departure charge based on The Competition Commission's Local bus services market investigation report of December 2011. Costs for the bus stations have been based on the most recent information available for each site. Based on actual costs and recovery of a proportion based on usage, the council takes the risk if the facility is under occupied and contributes towards the costs of operating each site. The model would not favour nor unfairly penalise local or national operators, is not anti-competitive and is able to withstand scrutiny from operators, the Traffic Commissioner or the Competition and Markets Authority. It is proposed that this funding model is introduced and applied across all Lancashire owned and operated bus stations.

To allow operators using Preston Bus Station time to prepare for this change, which is expected to increase their costs as set out below, it is proposed that the new pricing structure will be introduced in stages over a two year period. The bay licence agreements would be terminated as of 31 March 2019. From 1 April 2019 the departure charge for registered local services, approved by the county council in accordance with the Joint Concessionary Travel Scheme, departing from Preston Bus Station should be set at 55p per departure. It is anticipated that this would increase to 70p per departure from 1 April 2020 and on 1 April 2021 to 85p per departure. The departure charges for registered local services, approved by the county council in accordance with the Joint Concessionary Travel Scheme, at Accrington, Chorley and Nelson bus stations would remain at 75p until 1 April 2021 when charges at all four sites should align at 85p per departure. This compares locally with a departure charge of 75p at Blackburn bus station, 80.65p at Burnley bus station and 67p at Greater Manchester's Grade 1 facilities.

It is intended to continue the dialogue with operators and to review the charges prior to future increases in April 2020 and April 2021 to verify that the calculations and costs still represent the current position.

All registered local bus services approved by Lancashire County Council in accordance with the Joint Concessionary Travel Scheme and any school service i.e. where the origin or destination of the service is a school within Lancashire.	Preston	Accrington	Chorley	Nelson
	£ per departure/vehicle			
1 April 2019	£0.55	£0.75	£0.75	£0.75
1 April 2020	£0.70	£0.75	£0.75	£0.75
1 April 2021	£0.85	£0.85	£0.85	£0.85

Charges for any service which is not a registered local bus service approved in accordance with the Joint Concessionary Travel Scheme are also proposed which uses the same calculation model as outlined above. It is proposed that from 1 April 2019 new charges for other classifications of station usage should be:

Category	Fee per departure/vehicle
Registered local services which aren't approved by Lancashire County Council in accordance with the Joint Concessionary Travel Scheme such as express/tourist type services	£1.50
Rail replacement bus service	£1.50
Non-local services, excursions, private hires and any other service not falling into one of the above classifications	£3.00 – where notified in advance
Unscheduled, ad-hoc or any service where advance notification is not received	£25

The following apply where arrangements are agreed in advance and allow for the appropriate departure fee.

Parking/layover exceeding local agreed limits up to max 4 hours	£10
Parking in excess of 4 hours up to 8 hours	£15
Parking in excess of 8 hours up to 24 hours or overnight	£25

Impact on operators

This new proposed departure charge will impact on all operators using any of the bus stations. The effect on costs will vary but the greatest impact will be on those operators using Preston Bus Station. At Preston Bus Station the change in the first year will vary between operators from -4% up to 80%. With the average impact being 53% across all operators. In years 2 and 3 the increase in charges to operators would be 27% and 21% respectively. The impact of the departure charge of £0.85 at bus stations outside Preston would be 13% across all operators.

Implementation

With the refurbishment of Preston Bus Station having now been completed with improved facilities for passengers and operators it is reasonable to review the charging mechanism and charges. All operators should be given sufficient notice to enable them to make any necessary changes before new charges are introduced. The existing bay rental agreements require a minimum of 1 months' notice to be cancelled and a similar notice period applies to increasing departure charges at other sites. In addition the Traffic Commissioner requires 70 days' notice for any

amendments or deregistering of services. New Terms and Conditions documents would need to be produced for each site and time allowed for these to be distributed to all operators using any of the stations. It is therefore recommended that the revised charging structure should be introduced from 1 April 2019. To ensure some market stability it is recommended to review the costs regularly using the same methodology every 3 years.

Consultations

Discussions have been held with operators to explain the model being applied to calculate the departure charges proposed, discuss how the costs have been derived, the apportionment of costs to operations and the adjustments calculated. The model used is that included within The Competition Commissions Local Bus Services Market Investigation. The county council will continue to engage with operators and review departure charge increases from 2020/21 prior to their introduction.

Implications:

This item has the following implications, as indicated:

Risk management

A number of operators have suggested that they may review their services operating out of Preston Bus Station. Some services, which are currently marginal may cease to be viable which would lead to service deregistrations. This could impact negatively on the county council as it may be held responsible for any service reductions. Additional pressure may be placed on the county council to financially support deregistered routes, particularly if it leads to communities becoming isolated.

It is reasonable to expect that this move will attract interest in the local press and operators will use the opportunity to deflect the impacts onto the council. An increase in bus operator costs may lead to an increase in fares for bus passengers. Bus operators are likely to use this to highlight that the county council is responsible for any fares increases. There may be a reputational risk to the authority in relation to potential service deregistrations and increases in congestion and fares.

Financial

The proposal to change the charging mechanism at Preston bus station and increase the charges at other sites will generate additional income.

Bus stations are expected to cost the county council c£0.864m in 2018/19 resulting in a forecast overspend of c£0.283m after the application of a one-off contribution from reserves of £0.065m. These costs cover the majority of direct costs and income associated with the operation of bus stations, however some costs are met from other county council budgets, for example, repairs and maintenance costs which are met from the county council's central repairs and maintenance budget.

The revenue consequences of the phased introduction of, and increase in departure charges in 2019/20, 2020/21 and 2021/22, is shown in the table below. These

figures are based on 2018/19 prices and assume no changes in the number of departures over this period.

Financial Year	Budget £	Net Expenditure £	Bay Rental/ Departure Income £	Net Expenditure (After Bay Rental/ Departure Income) £	Forecast Variance £
2018/19	516,000	1,302,000	438,000	864,000	348,000
2019/20	516,000	1,302,000	534,000	768,000	252,000
2020/21	516,000	1,302,000	609,000	693,000	177,000
2021/22	516,000	1,302,000	717,000	585,000	69,000

Should any deregistrations or diversion of services to bypass the facilities take place then this will reduce the projected income levels and result in an increased forecast variance from those shown above. Additionally the cost of all current and future tendered bus services, which make use of one or more bus stations, may see a cost increase to reflect the increased charges.

The table above demonstrates a continued budget pressure for the service, however work is underway to ensure the budget achieves a break even position with officers exploring all costs related to the bus station and opportunities to recover these via commercial opportunities. Progress and delivery timescales for this activity will be reviewed as part of finance monitoring boards that take place monthly for each service area.

Legal

Operators may look to avoid using the bus stations, particularly Preston and commence some of their services at on street bus stops or from alternative origin points such as on street stops or their depots although this might cause the operators some logistical problems. An increase in services stopping for longer periods on street as opposed to the bus station, would lead to congestion in the town and city centres. It would be possible to control this to a degree with Traffic Regulation Orders although there would be some impact on congestion and it would still lead to a reduction in use of the bus station.

List of Background Papers

Paper	Date	Contact/Tel
Bus Station Funding	13 March 2017	Oliver Starkey, (01772) 534619

Reason for inclusion in Part II, if appropriate

N/A

Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

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

Electoral Division affected:
Brierfield & Nelson West;

Proposed Sustainable Travel Improvements in Brierfield

(Appendix 'A' refers)

Contact for further information:

Martin Porter, Tel: (01772) 534630, Principal Network Planning Officer,
martin.porter@lancashire.gov.uk

Executive Summary

Approval is sought to revise a funding allocation approved in July 2015 in relation to the Burnley Pendle Growth Corridor programme in order to fund and implement a highway improvement scheme at the junction of Colne Road and Halifax Road in the centre of Brierfield.

Recommendation

Cabinet is asked to:

- (i) Approve a funding allocation, within Hyndburn Burnley Pendle Growth Corridor, of £440,000 to a scheme proposal in Brierfield, Pendle.
- (ii) Note that a further report will be presented to Cabinet in due course outlining proposals to deliver the sustainable transport improvements in Burnley with a contribution of £250,000.
- (iii) Approve, subject to local consultation, the implementation of the Brierfield town centre scheme as outlined at Appendix 'A'.
- (iv) Approve, subject to approval of the above, that the sustainable transport element within the Hyndburn Burnley Pendle Growth Corridor be treated as fully committed.

Background and Advice

The Hyndburn Burnley Pendle Growth Corridor Investment Programme is a key priority for the East Lancashire Highways and Transport Masterplan and a major project in the Lancashire Enterprise Partnership's Strategic Economic Plan with funding secured by the Lancashire Enterprise Partnership through the Lancashire Growth Deal.

The programme comprises of localised interventions, originally estimated at a cost of £12million which was approved by the Cabinet Member for Highways and Transport in July 2014 and which would be funded by a specific bid for an £8m contribution from the Local Growth Fund through the Lancashire Growth Deal and a £4m local contribution. District contributions from Burnley, Pendle and Hyndburn totalling £1.317m plus some European Regional Development Fund monies were subsequently agreed resulting in a total programme allocation of £13.8m.

In July 2015 the Cabinet Member for Highways and Transport approved that any revisions to the approved programme be subject to consultation with the Cabinet Member. Within that report a scheme is identified as the Sustainable Transport links, Burnley Bridge to town centre and Burnley railway stations and town centre at a cost of £500,000.

During 2015 assessment work was undertaken to identify the definitive scheme proposals for the Sustainable Transport links including options to improve sustainable links between Burnley Bridge, the railway station and the town centre. A long list of possible schemes were developed. This also included a potential scheme in the Pendle district which was not originally envisaged to be in the scope of improvement. However, the Programme Board supported the view that the Pendle proposal should be included in the list of options for consideration. At the time Hyndburn Borough Council was not a member of the Growth Corridor Programme Board.

To help identify a priority order of the long list of sustainable transport scheme options, an evaluation scoring methodology was developed based on 4 objectives;

- Improvement to sustainable travel connectivity to strategic development sites.
- Complements and adds value to other schemes in the Burnley Pendle Growth Corridor programme.
- The level of impact based on the number of users it would benefit.
- The level of road safety benefits derived.

The resulting two highest scoring schemes were;

- Brierfield, Pendle centred on the junction of Colne Road and Halifax Road. The outline of this scheme is shown at Appendix 'A'.
- St. James Street, Burnley between Hammerton Street and Active Way.

Both schemes would aim to widen footways, improve pedestrian crossing points, and provide cycle facilities which in the main would be new cycle parking. The schemes would look to improve bus priority and therefore achieve the original funding objective of improving sustainable transport. The use of higher quality footway materials are proposed to complement nearby development sites. In the case of Brierfield the development site is the Brierfield Mill (North Light) development and for Burnley, the Weavers Triangle plus the town centre public realm scheme.

A proposed scheme for St. James Street has not yet been finalised however a contribution of £250,000 from the Growth Corridor programme towards the costs of this work is recommended for approval.

Approval is therefore sought to revise the previously approved "Burnley Bridge to town centre and Burnley Railway stations and town centre scheme" and fund the Brierfield town centre scheme within the Hyndburn Burnley Pendle Growth Corridor programme giving a total allocation of £440,000. The estimated cost of the Brierfield scheme is £432,000. This will not affect the benefit to cost ratio of the overall Hyndburn Burnley Pendle Growth Corridor Business Case. A local consultation on the scheme proposals will be undertaken if the recommendations are approved.

Consultations

Local consultation on the highway proposals will be undertaken if the recommendation is approved.

Implications:

This item has the following implications, as indicated:

Risk management

The risk of not undertaking the changes is that the highway safety and economic benefits associated with the scheme will not be realised.

Legal

The scheme will be subject to a local consultation.

Financial

The cost has been carefully developed and is considered a robust estimate with the required optimism bias and allowance for contingencies within the overall programme. The scheme can be delivered with an allocation of £440,000 within the overall Hyndburn Burnley Pendle Growth Corridor programme.

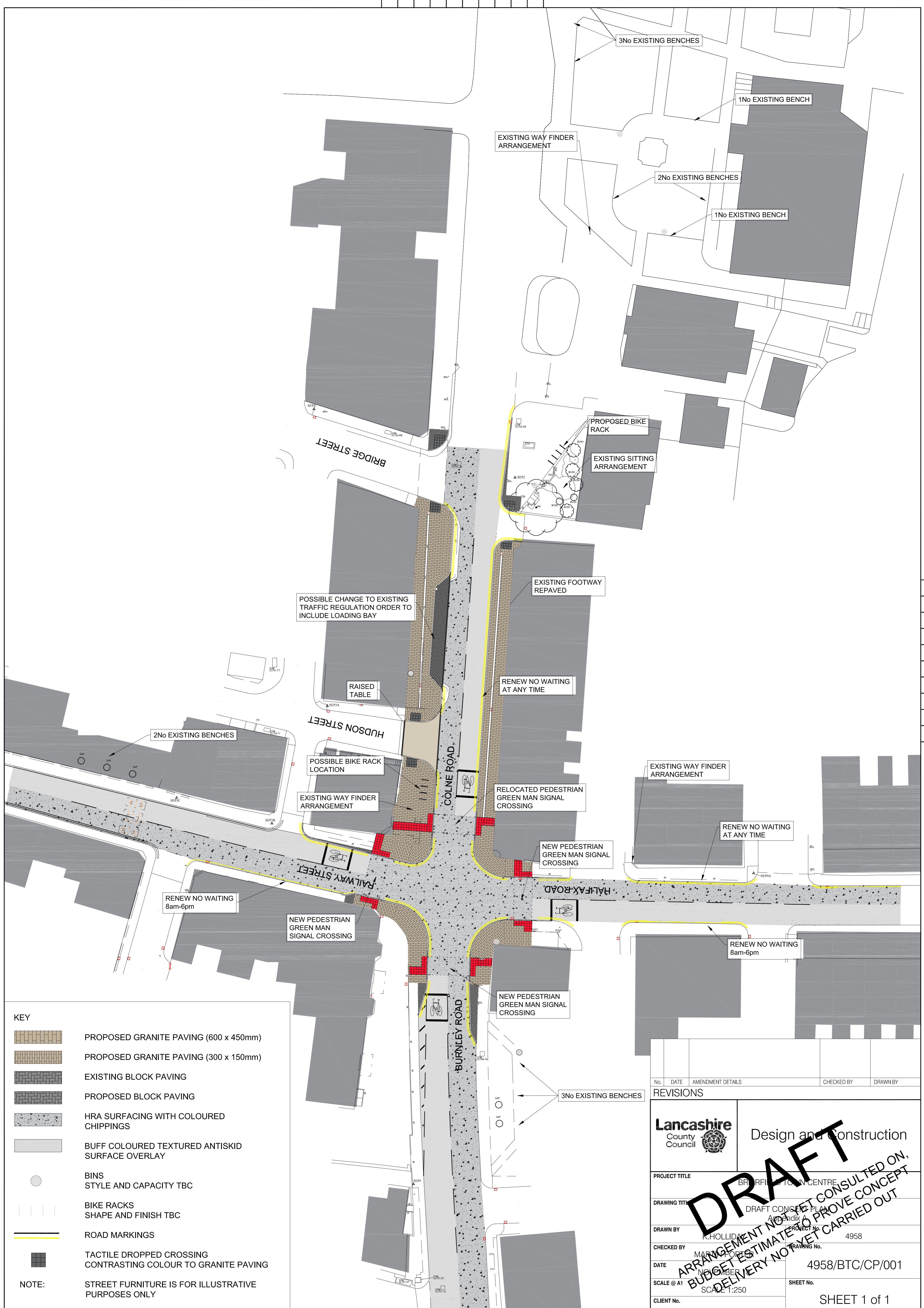
The sustainable transport element within the Growth Corridor programme should now be treated as fully committed to schemes.

List of Background Papers

None

Reason for inclusion in Part II, if appropriate

N/A



- KEY**
- PROPOSED GRANITE PAVING (600 x 450mm)
 - PROPOSED GRANITE PAVING (300 x 150mm)
 - EXISTING BLOCK PAVING
 - PROPOSED BLOCK PAVING
 - HRA SURFACING WITH COLOURED CHIPPINGS
 - BUFF COLOURED TEXTURED ANTISKID SURFACE OVERLAY
 - BINS
STYLE AND CAPACITY TBC
 - BIKE RACKS
SHAPE AND FINISH TBC
 - ROAD MARKINGS
 - TACTILE DROPPED CROSSING
CONTRASTING COLOUR TO GRANITE PAVING
- NOTE:** STREET FURNITURE IS FOR ILLUSTRATIVE PURPOSES ONLY

No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				
		Design and Construction		
PROJECT TITLE BRIDFORD TOWN CENTRE				
DRAWING TITLE DRAFT CONCEPT PLAN Appendix A				
DRAWN BY K.HOLLIDAY		PROJECT No. 4958		
CHECKED BY MARTIN COOPER		DRAWING No.		
DATE NOVEMBER 2018		4958/BTC/CP/001		
SCALE @ A1 SCALE 1:250		SHEET No.		
CLIENT No.		SHEET 1 of 1		

DRAFT

ARRANGEMENT NOT CONSULTED ON, BUDGET ESTIMATE TO PROVE CONCEPT DELIVERY NOT YET CARRIED OUT

Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

Report of the Head of Service - Asset Management**Part I**Electoral Division affected:
(All Divisions);**Vehicle Restraint Systems Code of Practice**
(Appendix 'A' refers)

Contact for further information:

Paul Binks, Tel: (01772) 532210, Highway Asset Manager,
paul.binks@lancashire.gov.uk**Executive Summary**

The Vehicle Restraint Systems Code of Practice at Appendix 'A' outlines the guidance to be followed in respect of the installation and maintenance of vehicle restraint systems on the adopted vehicular highway in Lancashire.

In accordance with the UK Roads Liaison Group's national guidance publication 'Well Managed Highway Infrastructure Code of Practice' the Vehicle Restraint Systems Code of Practice also outlines the methodology to be used to risk assess and prioritise the inspection of vehicle restraint installations.

Recommendation

Cabinet is asked to approve the Vehicle Restraint Systems Code of Practice set out at Appendix 'A'.

Background and Advice

Vehicle restraint systems are intended to reduce the number and severity of injuries in the event that a vehicle leaves the carriageway and would otherwise encounter a hazardous feature (e.g. on-coming vehicles, an embankment, a lighting column, trees, etc). They do not stop accidents from occurring and they should only be used when other measures are considered inappropriate or ineffective.

Lancashire County Council currently maintains approximately 130 km of vehicle restraint systems comprising of high containment concrete barriers, steel/wire fences, tensioned/un-tensioned safety fences or bridge/structure parapets which are distributed across a wide range of locations on the vehicular road network with varying road speeds and traffic flows.

This code of practice promotes the use of a risk based approach, in line with the UK Roads Liaison Group's national guidance publication, 'Well Managed Highway Infrastructure Code of Practice' for the installation of new vehicle restraint systems, as well as the management and maintenance of existing installations to ensure a consistent and optimum performance across Lancashire. The implementation of this code of practice will ensure that:

- New vehicle restraint systems are only installed after all other measures have been considered.
- New vehicle restraint systems are installed to the appropriate standard.
- Vehicle restraint systems are recorded on the Highway Asset Management System.
- Maintenance of vehicle restraint systems will be prioritised following a risk based approach.
- Where a departure is proposed from national standards or guidance this decision be fully risk assessed and signed off by appropriate personnel.

As national guidance on vehicle restraint systems is not collated in one place and is complex, this document is intended to be a reference document to support design and highway maintenance engineers when considering vehicle restraint systems and to set the risk based method by which the council prioritises detailed inspection and minor maintenance; in order to optimise the funds whilst reducing the risk.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk Management

The Vehicle Restraint System Code of Practice outlines a methodology to be used to risk assess existing vehicle restraint systems so that these can be inspected on a priority basis. Without this code of practice there will be no mechanism for prioritising inspection programmes which could prejudice the county council should there be a legal challenge; for instance following a complaint or claim.

Financial

The new Risk-Based Inspection and Minor Maintenance Programme proposed by this code of practice will be funded from the Capital Programme as set each year after full consideration of all priority works and the level of all funding available in terms of grants available. Initial prioritisation will be given using the Department of Transport Incentive Fund and then the wider programme of funding. If this code of practice is not approved there will be no mechanism for providing a prioritised programme.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



Highways Asset Management Plan

Vehicle Restraint Systems Code of Practice - February 2019

www.lancashire.gov.uk



Contents

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3	Inspection and maintenance regime	6
4	Record-Keeping	8
Appendix A	Summary of key guidance	9
Appendix B	Vehicle restraint system appraisals	11
Appendix C	Design and installation of vehicle restraint systems	13

Date of next review - December 2022

1 - Introduction

Background

Vehicle restraint systems are intended to reduce the number and severity of injuries in the event that a vehicle leaves the carriageway and would otherwise encounter a hazardous feature (e.g. on-coming vehicles, an embankment, a lighting column, trees, etc.).

Vehicle restraint systems, which are also referred to as road restraint systems in this code of practice, do not stop accidents from occurring and they should only be used when other measures are considered inappropriate or ineffective.

Lancashire County Council currently maintains approximately 130 km of vehicle restraint systems comprising of high containment concrete barriers, steel/wire fences, tensioned/un-tensioned safety fences or bridge/structure parapets. They are distributed across a wide range of locations on our highway network with varying road speeds and traffic flows.

Scope of this Document

This code of practice promotes the use of a risk based approach to the installation of new vehicle restraint systems, as well as the management and maintenance of existing VRS to ensure a consistent and optimum performance across Lancashire.

The implementation of this code of practice will ensure that:

- new vehicle restraint systems are only installed after all other measures have been considered
- new vehicle restraint systems are installed to the appropriate standard
- vehicle restraint systems are recorded on the Highway Asset Management System
- maintenance of vehicle restraint systems will be prioritised following a risk based approach
- where we propose a departure from national standards or guidance this decision is fully risk assessed and signed off by appropriate personnel

As national guidance on vehicle restraint systems is not collated in one place and is complex, this document is intended to be a reference document to support design and highway maintenance engineers when considering vehicle restraint systems and to set the risk based method by which the council prioritises detailed inspection and minor maintenance; in order to optimise the funds whilst reducing the risk.

Guidance and Departure from National Standards

This code of practice has been developed with reference to:

- TD19/06 Requirement for Road Restraint Systems (**TD19/06**)
- Design & Maintenance Guidance for Local Authority Roads Provision of Road Restraint Systems on Local Authority Roads (**DMG-RRS**)
- Well Managed Highway Infrastructure: A Code of Practice (**WMHCoP**)
- TAL 06/03 Managing accidental rail obstructions by road vehicles (**TAL 06/03**)
- IAN 97/07 Assessment and Upgrading of Existing Vehicle Parapets (**IAN 97/07**)
- British Standards documents - BSEN1317 and BS7669-3
- Highways Act 1980

We will use the above guidance wherever it is applicable and practicable to do so. The contents and scope for each of the vehicle restraint systems guidance notes listed above is included at Appendix A

Where we propose a departure from national standards or guidance, this decision will only be taken after carrying out the appropriate road safety audit and/or risk assessment and will be signed off in accordance with the Lancashire County Council Design and Construction 'General Procedure GP008 Departure from Design Standards' Form (**GP008**). Further information about record keeping is provided in **Section 4 – Record Keeping**.

2 - Assessment of Need for the Provision of Vehicle Restraint Systems

It is expected that all practical attempts should be made to prevent new hazards being created or to design them out, thus avoiding the need to consider vehicle restraint system provision. Where this is not possible this guidance is applicable.

Different guidance is available, depending on the location, speed limit, traffic flow and type of hazard, for the risk appraisal process of a vehicle restraint system site. Table 1 at Appendix B provides a guide to selecting the most appropriate risk appraisal guidance and associated risk assessment based on these criteria.

The relevant guidance gives examples of the circumstances and hazard types which justify the need to undertake the appraisal process to determine the need to provide a vehicle restraint system are provided in both TD19/06 and DMG-RRS. Such examples include roadside obstructions such as structures, trees and lighting columns, hazards that road users may fall off or into such as embankments and water sources and hazards where others may be affected such as recreational areas and railways or flammable material storage

In order to give a consistency of approach for the interpretation of the results of the chosen risk assessment, Table 2 at Appendix B converts the results of the different risk assessment methods into the risk / priority bands of 'higher', 'medium' and 'lower'.

The risk assessment process is only part of the appraisal process and, regardless of the risk assessment band achieved by a vehicle restraint system site, consideration should be given to suitable, cost-effective and practicable alternative options which will reduce the level of risk to a level which will avoid the need to install / continue to provide a vehicle restraint system. DMG-RRS provides examples of alternative solutions for consideration of sites on local roads. Such solutions include the removal or relocation of hazard, speed control or the installation of chevrons and signs etc.

TD19/06 requires that road safety audits must be undertaken on all highway schemes involving removal, provision or improvement of vehicle restraint system.

Comprehensive records of the processes followed and the decisions made should be kept and stored in line with the relevant guidance and the requirements outlined in **Section 4 – Record Keeping**.

Where, as a result of the above procedure, a decision is made to install vehicle restraint system, Appendix C provides guidance on the design and installation of vehicle restraint system.

3 - Inspection and Maintenance Regime

Highway Safety Inspections (HSI)

All our vehicle restraint system installations are subject to a regular basic visual inspection as part of the Highway Safety Inspection policy which prescribes the frequency of inspection, the method of assessment, recording and repairing of highway defects. Only those defects which are obvious, clearly visible and pose a threat to safety are picked up, recorded and actioned by this process.

General / Principal Bridge Inspections

A large proportion of our vehicle restraint systems installations are associated with structures. In accordance with the Well Managed Highway Code of Practice, vehicle restraint systems will be inspected as part of the highway asset, as well as part of general and principal inspections for structures, where it is practical to do so.

Risk-based Inspection and Minor Maintenance Programmes

We will develop risk-based inspection and minor maintenance programmes primarily using the existing highway maintenance hierarchy to categorise sites into one of the following priority bands:

Priority Band	Network Hierarchy
Higher Priority Sites	Strategic Route / Main Distributor
Medium Priority Sites	Secondary Distributor / Link Road
Lower Priority Sites	Local Access Road

Having prioritised road types into bands, further prioritisation within the bands will take place using the nature of the hazard being protected. Highest priority will be given to vehicle restraint system sites with hazards where third parties could be affected e.g. a vehicle crossing a central reserve into on-coming traffic.

Having selected an appropriate route to inspect, we may for efficiency purposes, inspect all vehicle restraint systems on that route, which may include lower priority vehicle restraint system installations, as this will avoid the contractor having to make multiple trips to inspect isolated installations.

As part of the risk-based inspection and minor maintenance programme the contractor will be required to carry out minor repairs such as replacing and/or tightening bolts, etc. Where defects cannot be repaired as part of the initial inspection, the contractor will be asked to report such defects to the Highway Asset Manager so that appropriate action can be taken. This may lead to a vehicle restraint system installation being assessed and included in a

future years Capital Programme or works being undertaken using the Department for Transport's Incentive Fund.

If insufficient funds are available to address vehicle restraint system defects action will be taken to make such sites safe by carrying out a range of actions which may include complete removal of the vehicle restraint system, temporarily reducing road speeds, signing and coning, imposing lane closures or closing roads.

Should the risk-based inspection and minor maintenance programme highlight a major issue with our vehicle restraint system assets, action will be incorporated into these within the Transport Asset Management Plan when it is next revised.

Upgrade or Repair of VRS

TD 19/06 provides guidance on when consideration should be given to upgrading existing vehicle restraint systems which does not meet current standards and exceptions to this. TD 19/06 also provides guidance on when like for like repairs are permitted on VRS which does not meet current standards. We will follow this guidance, particularly in the case of our 'Higher Priority Sites', wherever it is practicable to do so.

Where practicable every effort will be made to recover all costs incurred in repairing sections of accident damaged fencing or barrier in line with countywide services procedures. This will include the costs of traffic management, making safe, administration and repair.

In accordance with the with National Highways Quality Management Sector Scheme 2B and 5B only suitability qualified personnel should be employed to install, upgrade or repair vehicle restraint systems on our road network. Prior to starting works, contractors will be required to confirm that the personnel who will be engaged on such are suitably qualified.

Comprehensive records of the processes followed and the decisions made should be kept and stored in line with the relevant guidance and the requirements outlined in **Section 4 – Record Keeping**.

4 - Record Keeping

In addition to complying with all the appropriate guidance in this respect, the designer must also enter all the required information into the Highway Asset Management System, or make it available to the relevant team for entry.

The Highway Asset Management System was introduced in 2017 and is still being developed in respect of certain assets, including vehicle restraint systems; a limited number of fields are currently available for use, but they will be expanded over time, as required.

Where the information contained in any of the available fields is affected by actions arising from any of the processes described in this guidance, the Highway Asset Management System should be updated accordingly. All other information/documents relating to the assessment, design, installation, inspection and repair processes should be attached as documents to the relevant record.

Appendix A: Summary of Key Guidance

TD 19/06 Requirement for Road Restraint Systems (DMRB 2.2.8)

This document was published by the Highway Agency (HA) in August 2006. It gives guidance for the provision, design and layout of VRS and was developed using accident data for routes with over 5000 Annual Average Daily Traffic (**AADT**) and a speed limit of 50mph or greater. It is not a statutory or regulatory document and the mandatory sections are relevant only to Trunk Roads

The 'Road Restraint Risk Assessment Process (RRRAP)' which forms part of TD19/06 is an Excel spreadsheet that enables the designer to determine at each specific site, the need for a vehicle restraint systems and its performance requirements. It also enables identified risks to be categorised as 'broadly acceptable', 'tolerable', or 'unacceptable' and enables the impact of mitigation measures on risk to be assessed and recorded. Guidance on the use of the RRRAP associated with TD19/06 is available online.

Design & Maintenance Guidance for Local Authority Roads Provision of Road Restraint Systems on Local Authority Roads (DMG-RRS)

This United Kingdom Roads Liaison Group (UKRLG) Guidance Document is intended for use by highway authorities and their designers considering the introduction or replacement of vehicle restraint systems on roads with low traffic flows and/or low traffic speeds. It describes a process to assist highway authority decision making with regards to investing in a vehicle restraint systems at a particular site. It includes the necessary supporting information to assist this process and takes account of risk, risk assessment methods, costs, benefits as well as further advice on performance specification and outline design. It is applicable to:

- New roads (and the adoption of roads)
- Road improvements e.g. widening, junction improvements
- Where a new hazard is introduced or an existing roadside feature is altered e.g. the addition of roadside features
- Where the upgrade or replacement of a parapet is being considered.
- Maintenance schemes where a significant length of vehicle restraint systems is being replaced
- When the safety performance of a particular site has been questioned and risk reduction options are being assessed.

TAL 06/03 Managing Accidental Rail Obstructions by Road Vehicles (TAL 06/03)

In line with this guidance all roads that cross or run alongside railways need to be risk assessed to consider how the risk of a vehicle leaving the vehicular highway can be reduced. The scoring system in the guidance provides a methodology to compare the relative risk and highlights any potential high risk areas and a record of risk assessment is made using

a consistent scoring sheet for each site and road type. The spreadsheet then provides a record of the audit results.

Appendix B – VRS Risk Appraisal

Different guidance is available for the risk appraisal process of a vehicle restraint system site. The most appropriate methodology is determined by a number of factors including type of road, traffic speed, traffic flows and location.

The table below provides a guide to the scheme designer for the selection of the most appropriate risk appraisal process guidance and risk assessment type, based on this criteria.

Table 1	Traffic Speed Limit		
	AADT	<40 mph	40 mph
<5000	VRS generally not required. (In exceptional circumstances apply DMG-RRS with Method A, B* or C)	DMG-RRS with Method A, B* or C	DMG-RRS with Method A, B* or C
>=5000			TD19/06 with RRRAP
All sites near railway lines – regardless of traffic speed / AADT: TAL 06/03 - 'Managing Accidental Obstruction Railway Approaches'			

(* Method B of DMG-RRS is based on the risk estimation tool which forms part of TAL 06/03)

Key to Abbreviations	
AADT	Annual Average Daily Traffic
DMG-RRS	Design & Maintenance Guidance for Local Authority Roads Provision of Road Restraint Systems on Local Authority Roads
TAL 06/03	Managing Accidental Obstruction Railway Approaches
TD19/06	Requirement for Road Restraint Systems

In order to give a consistency of approach for the interpretation of the results of the chosen risk assessment, the table below converts the results of the different risk assessment methods into the risk / priority bands of 'higher', 'medium' and 'lower'.

Table 2	Risk Assessment Method			
Risk / Priority Band	DMG-RRS - Method A	TAL 06/03 or DMG-RRS - Method B	DMG-RRS - Method C	TD19/06 - RRRAP
Higher	Above the KSI return period in Table 3.1 in DMG-RRS*	Score of ≥ 100	Score of 14 or more	'Unacceptable'
Medium		Score of ≥ 70	Score of 9-13	'Tolerable'
Lower	Below the KSI return period in Table 3.1 in DMG-RRS	Score of < 70	Score of 0-8	'Broadly Acceptable'

(*DMG-RRS acknowledges that determining the upper bound of a Medium Priority Site category is difficult and needs to be determined by the individual highway authority)

Appendix C: Design and Installation of VRS

Whether designing a vehicle restraint system for a new motorway or an existing low speed road the fundamentals of design process remain the same. Therefore, wherever practicable, the layout of vehicle restraint systems, including those on low speed and low flow roads, should be in accordance with the layouts and design guidance given in TD19/06, which recommends that vehicle restraint system provision is considered at an early stage in a scheme's development (i.e. before the land footprint or land take is decided) and design processes to:

- ensure that all factors that are under our control including land take, road and cross-section geometry, and location of hazards are considered in determining the overall optimum solution
- minimise the need for 'departures from standard'
- eliminate or mitigate, as far as reasonably practicable, factors that might be detrimental to the safety of those who use and work on the road, and of others that might be affected by use of the road. For example, consideration should be given to prevent grass from growth in front of VRS so that grass cutting operations do not require operatives to be positioned in front of safety barriers

The RRRAP is an integral part of the design process in TD 19/06; where reference is made to the results of the RRRAP the designer should refer instead to the results of the relevant DMG-RRS risk assessment where this is applicable. A summary of some of the key information in TD19/06 relating to design and installation is also provided in DMG-RRS.

All vehicle restraint systems are to be designed and drawn by suitably qualified civil engineers with a working knowledge and experience of the design of these systems to current standards.

In addition to complying with all appropriate standards and guidance the designer must also consider the whole of life costs of the vehicle restraint systems, including the future repair and maintenance needs.

Only vehicle restraint systems conforming to EN1317 standards and CE marked will be permitted. Only personnel qualified in accordance with National Highways Quality Management Sector Scheme 2B and 5B should be employed to install, upgrade or repair VRS on our road network.

Where we propose a departure from national standards or guidance, this decision will only be taken after carrying out the appropriate road safety audit and/or risk assessment and will be signed off in accordance with the Lancashire County Council Design and Construction 'General Procedure GP008 Departure from Design Standards' Form (**GP008**).

Comprehensive records of the processes followed and the decisions made should be kept and stored in line with the relevant guidance and the requirements outlined in **Section 4 – Record Keeping**.

Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

Report of the Head of Service - School Improvement

Part I

Electoral Division affected: All

Determination of Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools and Sixth Forms for the School Year 2020/2021

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

Contact for further information:

Debbie Ormerod, Tel: (01772) 531878, School Admissions Manager

debbie.ormerod@lancashire.gov.uk;

Executive Summary

To determine the admission arrangements for community and voluntary controlled primary and secondary schools and sixth forms schools for the school year 2020/2021.

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) Approve the admission numbers and admission arrangements for community and voluntary controlled primary schools, secondary schools and sixth forms for 2020/2021 as listed at Appendices 'A' and 'B'.
- (ii) Note the issues raised by Community and Voluntary Controlled Governing Bodies and approve the recommendations set out in response, as set out in Appendix 'C'.
- (iii) Approve the admission numbers and criteria for admission set out at Appendices 'A' and 'B', to constitute the Authority's admission arrangements for 2020/2021.

Background and Advice

The county council is the admissions authority for community and voluntary controlled schools. In accordance with Sections 88A-Q of the School Standards and Framework Act 1998, as amended by the Education and Skills Act 2008 and regulations, the

county council is required to consult widely about the proposed admission arrangements for schools where it is the admissions authority.

During Autumn Term 2018, the county council consulted with the governors of community and voluntary controlled schools on the proposed arrangements for admission to those schools for the 2020/2021 school year. The governors were invited to comment on the proposed admissions policy and admission number for their school. Further parties, including other admission authorities within the relevant area for each community and voluntary controlled school, were also consulted about these proposals. A full list of those consulted is included within this report.

The proposed admission numbers for community and voluntary controlled secondary schools, primary schools and sixth forms for the school year 2020/2021 are set out at Appendices 'A' and 'B'.

The responses from governors and comments from officers to the proposed admission arrangements and numbers for community and voluntary controlled secondary, sixth form and primary schools are set out at Appendix 'C'. This Appendix also summarises the recommendations of the Executive Director of Education and Children's Services.

Consultations

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

Implications:

This item has the following implications, as indicated:

Risk management

If the admission arrangements are not determined by 28 February 2019, the Authority would not be complying with its statutory obligations.

List of Background Papers

Paper	Date	Contact/Directorate/Tel
None		

Reason for inclusion in Part II, if appropriate

N/A

PROPOSED ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR 2020/2021

ALL DISTRICTS

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

PROPOSED ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS - 2020/2021

The determined policy for admission to community and voluntary controlled primary schools for 2020/2021 is listed below:-

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2020. Parents are given the opportunity to express three preferences for a primary school. Published criteria are used to decide which children should be offered the available places. In primary schools, an equal preference scheme is operated to comply with the Schools Admission Code, whereby three parental preferences are given equal status and are considered equally against the admissions criteria. If a school is oversubscribed, the following criteria will be applied in priority order:

Primary Schools

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

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

Notes

- (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.

- (ii) As required by law, all children with a Statement of Special Educational Needs/Education, Health and Care Plan naming a school will be admitted before the application of the over-subscription criteria. Children who have a statement for special needs have their applications considered separately.
- (iii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses).
- (iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.

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

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

- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admissions process, (including after a child has accessed a school place).
- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2020. These are kept in priority order using the school's published admission criteria. From 1 September 2020, for one school term only, waiting lists will be retained by individual admission authorities (the Local Authority for community and voluntary controlled schools and individual voluntary aided and trust schools will each retain their own list).
- (vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (viii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

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

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

These may include:

- (a) parents moving into the County after the closing date;
 - (b) parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.
- (ix) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday).

- (x) the highest priority **must** be given to looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

Shared Care Arrangements

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

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

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

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

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

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

Further evidence can include:~

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

Moving House

If you are about to move house, please contact the Area Education Office with your new address so that letters which are sent to you do not go astray. If you have already exchanged contracts on a house or have evidence of a confirmed offer of tenancy, you can ask for your child's application to be considered from the new address. It is required that a

family does not just own a property, in a particular location, but that they are actually resident in the property. Evidence of your/the child's residency in the new property will be required.

We can't accept a temporary address if you still possess a property that was previously used as a home address.

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

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

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

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

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

Applications from abroad (and other areas of the UK)

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

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

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

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

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

Geographical Priority Areas – Primary Schools

Geographical Priority Area for the North Area of Lancashire:~

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

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

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

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

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

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

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

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

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

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

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

Geographical Priority Areas (GPAs) for South Lancashire Primary Schools

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

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

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

MOSS SIDE PRIMARY SCHOOL - REVISED

The area bounded by Southport Road (A581), Moor Road (B5249), the Preston to Ormskirk railway line, Dunkirk Lane, Longmeanygate, Schleswig Way (B5253) and Leyland Lane

Geographical Priority Areas (GPAs) for East Lancashire Primary Schools

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

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

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

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

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

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

CRAWSHAWBOOTH COMMUNITY PRIMARY SCHOOL

Crawshawbooth Community Primary School

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

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

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

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

The confirmation, this GPA includes Higher Nutshaw Farm, Dunnockshaw.

WATERFOOT COMMUNITY PRIMARY SCHOOL

Waterfoot Community Primary School

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

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

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

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

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

Transfer between Lancashire Infant and Junior Schools

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

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

These are:-

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

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

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

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

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

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

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

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

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

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

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

Summer born children - Deferring or delaying school entry

Background

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

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

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

When will my child reach statutory school age?

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

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

Delayed admission to Reception

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

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

Deferred admission to Reception

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

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

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

All summer born requests for deferred admission will be considered by the individual admissions authority of each preferred school. Where requests are made for differing admission authorities, the request must be sent to the local

authority that will co-ordinate the request and the decisions made. If a joint agreement cannot be reached then the decision to defer admission will only stand for any named school that agreed the request.

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

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

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

Making a decision in the child's best interests

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

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

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

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

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

Additional factors for consideration

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

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

For any child not being educated in the year group in which their chronological age falls there may be complications if a change of school is required or a move to another local authority. It will be for the admission authority of any receiving school to decide whether to admit the child out of their normal age group. This also applies at the time of transfer from primary to secondary school.

Any child who remains a year below their chronological age group will no longer be of compulsory school age during Year 11 of secondary school and therefore will be able to leave school before completing examinations. There is no formal right to appeal a decision made by the admission authority. However, for schools where the LA is admission authority, a parent may request a review of the decision made.

LANCASHIRE COUNTY COUNCIL

**PROPOSED ADMISSION ARRANGEMENTS FOR
COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR
2020/2021**



IMPORTANT NOTE

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

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

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2020/2021
01001	Bowerham Community Primary and Nursery School	60
01002	Dallas Road Community Primary School	60
01003	Willow Lane Community Primary School	30
01011	Ridge Community Primary School	30
01012	Ryelands Primary & Nursery School	60
01015	Moorside Primary School	90
01018	Nether Kellet Community Primary School	15
01022	Quernmore Church of England Vol. Cont Primary School	15
01023	Tatham Fells Church of England Vol. Cont Primary School	8
01025	Caton Community Primary School	10
01027	Wray with Botton Primary School	7
01032	Warton Archbishop Hutton's Primary School	26
01044	Carnforth North Road Community Primary School	30
01049	Great Wood Primary School	60
01050	Torrisholme Community Primary School	60
01051	Morecambe Bay Community Primary School	45
01052	West End Primary School	30
01053	Sandylands Community Primary School	60
01054	Lancaster Road Primary School	90
01058	Trumacar Nursery and Community Primary School	45
01060	Westgate Primary School	90
01061	Morecambe and Heysham Grosvenor Park Primary School	45
01062	Mossgate Primary School	30
02001	Carr Head Primary School	30

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2020/2021
02002	The Breck Primary School [Poulton-le-Fylde]	35
02003	Carleton Green Community Primary School	45
02008	Fleetwood Chaucer Community Primary School	45
02013	Larkholme Primary School	45
02014	Fleetwood Charles Saer Community Primary School	45
02016	Shakespeare Primary School	60
02018	Fleetwood Flakefleet Primary School	60
02019	Preesall Carter's Charity (VC) Primary School	30
02027	Stalmine Primary School	15
02030	Stanah Primary School	60
02031	Thornton Cleveleys Northfold Community Primary School	30
02033	Thornton Cleveleys Baines Endowed [Vol. Cont] Prim School	30
02035	Thornton Primary School	20
02036	Thornton Cleveleys Royles Brook Primary School	45
02038	Nateby Primary School	13
02039	Forton Primary School	15
02049	Garstang Community Primary School	30
02051	Staining Church of England VC Primary School	35
02052	Thornton Cleveleys Manor Beach Primary School	45
04036	Freckleton Strike Lane Primary School	30
04039	Kirkham and Wesham Primary School	30
04043	Weeton Primary School	30
04044	Lytham St Anne's Mayfield Primary School	60
04045	Clifton Primary School	35
04046	Lytham St Anne's Ansdell Primary School	35
04052	Lytham Hall Park Primary School	60
06002	Brookfield Community Primary School	27
06604	Deepdale Community Primary School	90
06005	Eldon Primary School	30
06008	Brockholes Wood Community Primary School	35
06009	Frenchwood Community Primary School	45
06010	Preston Grange Primary School	30
06011	Preston Greenlands Community Primary School	30
06012	Holme Slack Community Primary School	30
06014	Ingol Community Primary School	30
06016	Moor Nook Community Primary School	30
06019	Ribbleton Avenue Infant School	70
06020	Ribbleton Avenue Methodist Junior School	70
06021	The Roebuck School	45
06031	Preston St Stephen's Church of England Primary School [VC]	45
06033	Ashton Primary School	30

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2020/2021
06035	Preston Fishwick Primary School	17
06037	Lea Community Primary School	30
06040	Catforth Primary School	10
06041	Sherwood Primary School	60
06042	Cottam Primary School	30
06050	Goosnargh Whitechapel Primary School	15
06055	Kennington Primary School	35
06057	Fulwood and Cadley Primary School	45
06058	Harris Primary School	30
06060	Queen's Drive Primary School	60
06062	Pool House Community Primary School	25
06064	Brabin's Endowed School [VC]	15
06071	Longsands Community Primary School	30
07005	Higher Walton Church of England Primary School [VC]	17
07007	Bamber Bridge St Aidan's Church of England Primary School [VC]	24
07009	Lostock Hall Community Primary School	60
07012	Walton-le-Dale Primary School	60
07013	Coupe Green Primary School	20
07015	Leyland St Andrew's Church of England Infant School [VC]	65
07016I	Leyland Methodist Infant School	70
07016J	Leyland Methodist Junior School	70
07019	Woodlea Junior School	65
07020	Lever House Primary School	45
07024	Northbrook Primary School	30
07025	Seven Stars Primary School	30
07026	Moss Side Primary School	37
07029	Farington Primary School	30
07030	Longton Primary School	30
07037	Little Hoole Primary School	30
07040	Penwortham Middleforth Church of England Primary School [VC]	30
07041	Howick Church of England Primary School [VC]	15
07043	Penwortham Primary School	30
07044	Whitefield Primary School	60
07046	Kingsfold Primary School	30
07047	Penwortham Broad Oak Primary School	30
08001	Burscough Bridge St John's Church of England Prim School [VC]	30
08002	Burscough Bridge Methodist [Voluntary Controlled] Prim School	12
08004	Ormskirk Lathom Park Church of England Primary School [VC]	10
08006	Westhead Lathom St James' Church of England Primary School [VC]	13
08009	Ormskirk Asmall Primary School	20

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2020/2021
08011	Ormskirk Church of England Primary School [VC]	60
08014	Ormskirk West End Primary School	30
08016	Burscough Village Primary School	30
08018	Bickerstaffe [Voluntary Controlled] Church of England School	15
08019	Aughton Town Green Primary School	50
08020	Aughton Christ Church C/E Vol Controlled Primary School	30
08021	Aughton St Michael's Church of England Primary School	30
08023	Holmeswood Methodist School	6
08024	Richard Durnings Endowed Primary School Bispham	15
08027	Scarisbrick St Mark's Church of England Primary School [VC]	15
08029	Pinfold Primary School, Scarisbrick	7
08033	Holland Moor Primary School, Skelmersdale	60
08034	Cobbs Brow School	40
08038	Skelmersdale Trinity C/E/Methodist Primary School [VC]	30
08040	Skelmersdale Crow Orchard Primary School	26
08043	Little Digmaor Primary School	20
08046	Hillside Community Primary School	30
08054	Delph Side Community Primary School	30
08063	Crawford Village Primary School	10
08064	Wrightington Mossy Lea Primary School	7
08071	Tarleton Community Primary School	45
08076	Banks Methodist Primary School [VC]	10
08077	Banks St Stephen's Church of England Primary School [VC]	30
08078	Brookfield Park Primary School	30
08079	Woodland Community Primary School	50
09002	Duke Street Primary School	50
09003	Highfield Primary School	45
09010	Gillibrand Primary School	30
09015	Buckshaw Primary School	30
09022	Adlington Primary School	20
09024	Lancaster Lane Community Primary School	30
09025	Clayton-le-Woods Manor Road Primary School	36
09026	Clayton-le-Woods Westwood Primary School	30
09028	Anderton Primary School	30
09031	Brindle Gregson Lane Primary School	30
09039	Coppull Primary School	45
09045	Euxton Primrose Hill Primary School	60
09050	Balshaw Lane Community Primary School	60
09052	Eccleston Primary School	30
09053	Clayton Brook Primary School	30
09062	Abbey Village Primary School	15
09063	Withnell Fold Primary School	14

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2020/2021
11004	Accrington Huncoat Primary School	30
11005	Accrington Hyndburn Park Primary School	75
11013	Accrington St Peter's Church of England Primary School [VC]	30
11014	Accrington Spring Hill Primary School	60
11015	Accrington Woodnook Primary School	40
11018	Oswaldtwistle Hippings Methodist Primary School [VC]	30
11020	Oswaldtwistle St Andrew's Church of England Primary School [VC]	45
11024	Oswaldtwistle West End Primary School	30
11025	Oswaldtwistle Moor End Community Primary School	30
11029	Clayton-le-Moors Mount Pleasant Primary School	60
11042	Great Harwood Primary School	45
11045	Rishton Methodist School [VC]	30
11055	Clitheroe Brookside Primary School	30
11056	Clitheroe Edisford Primary School	30
11057	Clitheroe Pendle Primary School	50
11061	Gisburn Primary School	20
11064	Read St John's Church of England Primary School [VC]	30
11065	Sabden Primary School	15
11070	Barrow Primary School [VC]	30
12001	Briercliffe Primary School	45
12002	Worsthorne Primary School	30
12005	Padiham Green Church of England Primary School [VC]	30
12006	Padiham Primary School	45
12011	Hapton Church of England/Methodist Primary School [VC]	18
12012	Barden Primary School	60
12013	Burnley Brunshaw Primary School	60
12020	Burnley Heasandford Primary School	90
12022	Burnley Ightenhill Primary School	60
12023	Burnley Lowerhouse Junior School	60
12025	Rosegrove Infant School	60
12035	Burnley Stoneyholme Community Primary School	60
12037	Burnley Whittlefield Primary School	30
12041	Rosewood Primary School	60
12042	Cherry Fold Community Primary School	60
12043	Burnley Springfield Community Primary School	30
13001	Bradley Primary School	60
13007	Lomeshaye Junior School	90
13010	Nelson Walverden Primary School	60
13011	Nelson Whitefield Infant School and Nursery Unit	90
13012	Marsden Community Primary School	60

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2020/2021
13016	Barrowford School	60
13023	Roughlee Church of England Primary School [VC]	7
13024	Higham St John's Church of England Primary School [VC]	20
13030	Colne Park Primary School	60
13031	Colne Primet Primary School	30
13033	West Street Community Primary School	30
13034	Trawden Forest Primary School	30
13036	Reedley Primary School	60
13040	Barnoldswick Church of England VC Primary School	60
13041	Barnoldswick Coates Lane Primary School	30
13042	Barnoldswick Gisburn Road Community Primary School	30
13046	Kelbrook Primary School	15
13048	Salterforth Primary School	15
13049	Earby Springfield Primary School	30
14001	Bacup Britannia Community Primary School	30
14002	Bacup Thorn Primary School	45
14003	Northern Primary School	30
14005	Sharneyford Primary School	10
14008	Bacup St Saviours Community Primary School	15
14011	Bacup Holy Trinity Stacksteads C/E Primary School [VC]	35
14015	St Paul's Church of England Primary School, Rawtenstall [VC]	40
14018	St Mary's Rawtenstall Church of England Primary School [VC]	30
14019	Crawshawbooth Primary School	45
14022	Waterfoot Primary School	45
14024	Newchurch St Nicholas Church of England Primary School [VC]	30
14026	Balladen Community Primary School	30
14027	Water Primary School	20
14030	Broadway Primary School	30
14031	Helmshore Primary School	60
14038	Edenfield Church of England Primary School [VC]	25
14039	Stubbins Primary School, Ramsbottom	30
14040	St Bartholomew's Church of England Primary School [VC]	25
14042	Whitworth Tonacliffe Primary School	45

IMPORTANT NOTE

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

LANCASHIRE COUNTY COUNCIL



PROPOSED ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS FOR 2020/2021

ALL DISTRICTS

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

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

SECONDARY

An admission number will be published showing the maximum number of pupils that the school will admit in the Autumn Term 2020. Parents are given the opportunity to express three preferences for a secondary school. Published criteria are used to decide which children should be offered the available places. In secondary schools an equal preference system operates, whereby the three parental preferences are given equal status. Each preference will be considered equally against the admissions criteria.

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

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

5. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start (See note (iii) below) then
6. Children living outside the school's Geographical Priority Area (see note (iv) below).

Notes

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

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

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

- (v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place).
- (vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2020. These are kept in priority order using the school's published admission criteria.
- (vii) From 1 September 2020, for one school term only, waiting lists will be retained by individual admission authorities (the Local authority for community and voluntary controlled schools and individual voluntary aided and trust schools will each retain their own list).

- (viii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.
- (ix) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

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

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

These may include:

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

Shared Care Arrangements

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

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

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

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

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

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

Further evidence can include:~

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

Moving House

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

In most circumstances, we cannot accept a temporary address if you still possess an empty property that was previously used as a home address.

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

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

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

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

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

Applications from abroad (and other areas of the UK)

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

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

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

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then there will be consideration of accepting a late application. Appropriate evidence must be provided of

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

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

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

Geographical Priority Areas - Secondary

North Lancashire Schools

GEOGRAPHICAL PRIORITY AREAS NORTH LANCASHIRE AREA

(For clarity - where reference is made to parishes, these refer to civil parishes not ecclesiastical parishes.)

Lancaster Secondary Schools

Morecambe Community High School (01/109)

Parishes of Slyne with Hest, Lancaster (part*) Morecambe and Heysham, Heaton with Oxcliffe, Middleton, Overton and Skerton. The boundary goes from the Halton with Aughton parish border, down the river to the boundary with Heaton with Oxcliffe.

* a small area of the Lancaster Parish to be shared with Central Lancaster High School. This is the area north of the River Lune [Scale Hall, Ryelands; Hare Runs; Beaumont and Skerton].

Central Lancaster High School (01/113)

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

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

*** Up to the railway and river boundaries between Slyne with Hest and Oxcliffe parishes.**
[amended for 2016/17] Also a small area of the Lancaster Parish to be shared with Morecambe High School. This is the area north of the River Lune [Scale Hall, Ryelands; Hare Runs; Beaumont and Skerton].

Wyre Secondary Schools

Millfield Science and Performing Arts College (02/101) - REVISED

Fleetwood, Thornton Cleveleys (part*) and the Parish of Hambleton (shared with Hodgson and Baines).

*** The cut off point being the Blackpool Borough boundary.**

Fylde Secondary Schools

Statutory Scheme to Co-ordinate Secondary School Admissions

Geographical Priority Area (GPA)

Carr Hill High School

The Geographical Priority Area is situated in Little Marton, bordering the A583 and adjacent to junction 4 of the M55. Although the majority of this site is within Lancashire the timetable for approval and development of housing is not within Lancashire County Council's control.

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

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

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

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

SOUTH LANCASHIRE SCHOOLS

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

DISTRICT 6 - Preston

ASHTON COMMUNITY SCIENCE COLLEGE - REVISED

Parishes of Ingol & Tanterton, Lea and Preston*

*The Broadgate area bounded by the Preston dock branch railway line, the West Coast Main Line (railway Line), the Penwortham Parish boundary (River Ribble) and Guild Way is not included.

BROUGHTON HIGH SCHOOL - REVISED

Parishes of Barton, Broughton, Inskip with Sowerby, Lea (part of*), Preston (part of**) and Woodplumpton

Inskip with Sowerby is in both Broughton and Garstang Community Academy's Geographical Priority Areas.

*The area bounded by Lea Lane, Sidgreaves Lane, Hoyles Lane and the Woodplumpton parish boundary. *This area is shared with Ashton Community Science College's Geographical Priority Area.*

**The area bounded by the Woodplumpton parish boundary, the West Coast Main Line (railway line), and the B6241 (Lightfoot Lane/Tom Benson Way) in a westerly direction back to the Woodplumpton parish boundary. *This area is shared with Ashton Community Science College's Geographical Priority Area.*

LONGRIDGE HIGH SCHOOL

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

Ribchester is in both Longridge and Ribblesdale High School's Geographical Priority Areas.

DISTRICT 7 – SOUTH RIBBLE

BALSHAW'S CE HIGH SCHOOL - REVISED

Parishes of Brindle (part of*), Clayton-le-Woods, Cuerden, Euxton (part of**) and Leyland (part of***)

*The part of the parish to the south of the M65 motorway

**The part of the parish to the north of the Chorley to Manchester railway line

***The area to the east of Worden Lane, St Andrews Way and Towngate. The area to the south of King Street and Leyland Way

PENWORTHAM GIRLS' HIGH SCHOOL - REVISED

Parishes of Hutton, Little Hoole, Longton, Much Hoole, Penwortham and Preston (part of*)

*The Broadgate area bounded by the Preston dock branch railway line, the West Coast Main Line (railway Line), the Penwortham Parish boundary (River Ribble) and Guild Way.

WALTON LE DALE HIGH SCHOOL- REVISED

The Borough of South Ribble comprising the areas and parishes of Bamber Bridge (part of*), Cuerdale, Samlesbury and Walton-le-Dale (part of*)

The Borough of Chorley comprising the parishes of Brindle (part of**) and Hoghton

*The area of Bamber Bridge and Walton-le-Dale to the east of London Way

**The part of the parish to the north of the M65 motorway

WELLFIELD HIGH SCHOOL - REVISED

Parishes of Farington (part of*), Leyland (part of**) and Ulnes Walton

*The area to the east of Wheelton Lane, Centurion Way and Stanifield Lane

**The area to the west of Worden Lane, St Andrews Way and Towngate. The area to the north of King Street and Leyland Way

DISTRICT 8 – WEST LANCASHIRE

LATHOM HIGH SCHOOL - REVISED

Parishes of Lathom South (part of*) and Skelmersdale

*The part of the parish to the north of Spa Lane and Vale Lane

ORMSKIRK SCHOOL - REVISED

Parishes of Aughton, Bickerstaffe, Downholland, Great Altcar, Halsall, Lathom South (part of*), Ormskirk, Scarisbrick and Simonswood

*The part of the parish to the south of Spa Lane and to the west of Hall Lane

UP HOLLAND HIGH SCHOOL

Parishes of Dalton, Up Holland and Wrightington

DISTRICT 9 - CHORLEY

No Community or Voluntary Controlled schools

East Lancashire Schools

GEOGRAPHICAL PRIORITY AREAS

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

HYNDBURN COMMUNITY HIGH SCHOOLS

The Hollins Technology College - (11/102)

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

Rhyddings Business and Enterprise School – (11/105)

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

RIBBLE VALLEY COMMUNITY HIGH SCHOOL

Ribblesdale High School - (11/113) - REVISED

The above school's priority area is Clitheroe, Worston, Pendleton, Mearley, Whalley, Wiswell, Mitton, Read, Sabden, Simonstone, Aighton, Bailey and Chaigley, Billington, Dinckley, Balderstone, Clayton-le-Dale, Mellor, Osbaldeston, Ramsgreave, Salesbury, Wilpshire, Barrow, Stoneyhurst, Brockhall Village, Hurst Green, Langho, Ribchester, Higham, Goldshaw Booth and Barley with Wheatley, [West of Barley Lane], Fence and Old Laund Booth.

PENDLE COMMUNITY HIGH SCHOOLS

Marsden Heights Community College – (13/110) - REVISED

This area includes Brierfield, South Nelson and Southfield.

The southern perimeter of the priority area is the border with Burnley. The perimeter follows the M65 north/north west until Junction 13 then crosses to the Brierfield side of the motorway at Scotland Bank Road, and then turns up the A56, Leeds Road. It then turns east to follow the length of the centre of Barkerhouse Road, crosses Southfield Lane and follows the centre of Delves Lane to Float Bridge. All residential addresses under Barkerhouse Road

and Delves Lane and within the defined area are included in this priority area. The perimeter line then heads south down the centre of Back Lane until it meets the border with Burnley.

Pendle Vale College – (13/111) - REVISED

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

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

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

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

The perimeter then follows the south east side of the railway line towards the Walton site as far as the north side of Bott House Lane. It then follows the centre of Bott House Lane west to the A56, Leeds Road north east to the Whitewalls Roundabout North to Junction 14 of the M65 Motorway. Following the M65 border past Junction 13 towards Scotland Road to join Leeds Road [A56] , continuing to Barkerhouse Lane. It then turns north west across Colne Water and up the centre of Carr Hall Lane to the junction with Wheatley Lane Road.

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

ROSSENDALE COMMUNITY HIGH SCHOOLS

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

This school mainly services the area of RAWTENSTALL - Crawshawbooth, Constable Lee, Oakley, Hall Carr, Loveclough and Rawtenstall town centre, Goodshaw, Balladen, and Townsend Fold, together with the Hamlets of Dunnockshaw and Clowbridge. This includes the area known as Higher Nutshaw Farm.

Fearns Community Sports College – (14/108)

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

Whitworth Community High School – (14/107)

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

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

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

LANCASHIRE COUNTY COUNCIL

**PROPOSED ADMISSION NUMBERS FOR
COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY
SCHOOLS & YEAR 12 PLACES - 2020/2021**



IMPORTANT NOTE

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

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2020/21
01109	Morecambe Community High School	260
01113	Central Lancaster High School	150
02101	Millfield Science and Performing Arts College	175
04115	Carr Hill High School	250
06103	Broughton High School	180
06104	Ashton Community Science College	160
06115	Longridge High School – A Maths and Computing College	165
07101	Balshaw's Church of England High School	185
07104	Wellfield High School	166
07107	Walton-le-Dale Arts College and High School	157
07111	Penwortham Girls' High School	155
08105	Up Holland High School – A Specialist Music, Mathematics and Computing College	180
08115	Ormskirk School	250
11102	The Hollins Technology College	158

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2020/21
11105	Rhyddings Business and Enterprise School	130
11113	Ribblesdale High School	285
13110	Marsden Heights Community College	210
13111	Pendle Vale College	210
14101	Alder Grange Community and Technology School and Sixth Form	135
14107	Whitworth Community High School	130
14108	Fearns Community Sports College	210
14109	Haslingden High School & Sixth Form	270

**PROPOSED ADMISSION NUMBERS FOR COMMUNITY AND VOLUNTARY CONTROLLED
LANCASHIRE SIXTH FORM PLACES 2020/21**

SCHOOL No.	NAME OF SCHOOL	PROPOSED ADMISSION No. 2020/21
01109	Morecambe Community High School, Specialist College for Maths and Computing	175
08115	The Sixth Form College At Ormskirk School	160
12115	Thomas Whitham Sixth Form	300
14101	Alder Grange Community and Technology School and Sixth Form	150
14109	Haslingden High School & Sixth Form	150

COMMUNITY & VOLUNTARY CONTROLLED SIXTH FORM 2020/21

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

01109 – Morecambe Community High School

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

08115 – The Sixth Form College at Ormskirk School

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

12115 – Thomas Whitham Sixth Form

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

14101 – Alder Grange School Sixth Form

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

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

Course	Requirement Basic
Level 2	Level 1 passes in appropriate subjects.
Level 3 BTEC	At least a grade 4 or equivalent in any related subject.
Level 3 AS	At least a grade 5 or equivalent in any subject studied (with the exception of Maths requiring a grade 6 and further Maths a grade 8).

14109 – Haslingden High School Sixth Form

General entry requirement for Level 3 courses: 5 GCSE subjects at grade 4 or higher, including English and Maths. Requirements vary from course to course and can be found on our website in the Course Information Booklet.

We also offer a Level 2 Post-16 Foundation Course in Business Administration and IT for students who do not achieve the Level 3 entry requirements. Successful completion of this course in Year 12 will allow students to move onto some of our Level 3 courses and spend a further two years with us.

RESPONSES TO THE CONSULTATION ON ADMISSION NUMBERS

Consultation also takes place with Community and Voluntary Controlled Governing Bodies, which were consulted on the Proposed Admission Numbers for their schools for 2020/21 school year. The requests of the governors and background information are provided below.

The PANs are set by reference to the school's net capacity. The net capacity assessment is a national measuring tool provided by the Department for Education.

In primary schools, the net capacity is calculated on the basis of the number and size of teaching spaces designated as 'class-bases'.

In secondary schools, it is based on the number, size and type of teaching spaces and the age range of the school.

The net capacity formula provides a maximum and minimum number of workplaces, to guide the setting of the admission number. The formula produces an indicated admission number [IAN]. It is permitted to set an admission number higher or lower than the indicated admission number.

DRAFT

a) **SECONDARY**

The Rhyddings Business & Enterprise School - 11105

Current Admission Number	=	240
Indicated Admission Number	=	230
Proposed Admission Number	=	240
Governors' Proposal	=	130

Comments made by the School

The historic admission number has been 240 but falling roll over a number of years has now stabilised at a 4 or 5 form entry school with approx. 590 pupils currently on roll.

Current year 9 is the largest year group at 143 with the others averaging 109. Recent and extensive problems with 2 four storey blocks also means that over the next 2-3yrs there will be an anticipated programme of building demolition, design and re-build. During this time I believe our capacity (awaiting the full report) cannot exceed approx. an admission of 140, and is likely to be lower based on current estimates. Therefore, continuing with the PAN of 240 is both illogical and misleading.

The amount of temporary accommodation and how the building operates is also a limiting factor, as we are operating at capacity with the facilities we currently have and foresee having for some time to come.

Whatever the final PAN is to be, it still needs further discussion in light of the buildings situation, temporary accommodation and facilities, future requirements and subsequent building design solution (discussions with Asset Management are ongoing). However, we believe 130 to be a reasonable and indicative figure for the immediate future of the school (next 2-3yrs), rising in a phased approach to a maximum of 150 as the area forecasts requires and the final buildings solution is completed.

Officer Comments:~

School Planning Team forecasts for school places, shows that the minimum PAN to ensure that there are sufficient places in the Hyndburn area should be 150 in cohort years of 2020 and 2022. Therefore we cannot remove a greater number of places at this time. However there may be a mechanism to allow a lower PAN, but with an over-admission or a bulge in 2020 and 2022 to a PAN of 150 to meet the need for places.

Recommendation:~

There is written agreement from the head teacher at Rhyddings Business and Enterprise School that 150 places can be offered for the September 2020 intake, if needed, to ensure all pupils within the locality receive a reasonable offer (ie within 3 miles of their home address). It is therefore recommended that the Published Admission Number is reduced to 130, with the proviso that this will be exceeded if there is the demand.

b) PRIMARY

District 2 – Wyre

The Breck Primary School 02002

Current Admission Number	=	35
Indicated Admission Number	=	35
Proposed Admission Number	=	35
Governors' Proposal	=	60

Comments made by the School:~

In 2014 Lancashire expanded the school with 25 places as part of their Mainstream School Provision:

Section 7 of the School Place Provision Strategy Document published by Lancashire County Council.

Wyre In Wyre, 25 additional places were provided at The Breck Primary School in Poulton-le-Fylde in 2014. However there is significant housing development across Fylde and the Council are seeking housing developer contributions to mitigate the impact of these developments and there is likely to be expansion planned in Wyre as a result of these developments

In addition the school meets the criteria stated in:

Strategy to meet demand Commissioning New Places In areas which have been assessed as requiring additional places, the commissioned school places will be selected according to the following criteria:

Pupil attainment levels as determined by: o Latest judgement by Ofsted is Outstanding or Good* o Pupil attainment and progress scores at Key Stages 2 and 4 The School is Outstanding and Pupil Attainment and Progress scores at Key Stage 2 are above national and local levels.

High levels of parental first preferences ** (in particular, oversubscribed schools) Pupil Access were able to provide data in relation to preferences for Sept. 2017 and 2018.

As at offer day in 2017 there were 206 total preferences – 58 1st preferences; 74 2nd preferences; and 74 3rd preferences. This will also include late applications.

As at offer day in 2018 there were 173 total preferences – 58 1st preferences; 66 2nd preferences; and 49 3rd preferences. This will also include late applications.

Data for the 2019 intake is not available as the closing date has just been passed and information has not been exchanged with neighbouring authorities. .

In addition they advised the following regarding appeals for places:

There were 66 appeals for places at The Breck Primary School between 1/12/2013 and 1/12/2018. 26 of these were unsuccessful and 23 were successful. The remaining were deferred/withdrawn.

We are aware that there are currently 156 parental choices for September 2019 on the School Portal System

Breck is currently oversubscribed with high levels of parental preferences.

The current size of the school

The school currently has the following children on roll:

Nursery – FTE 30

Reception – 38

Year 1 – 35

Year 2 – 41

Year 3 – 36

Year 4 – 39

Year 5 – 60

Year 6 – 35

There are 10 classrooms for the 8 cohorts

In 2020 there will be 10 classrooms for 7 cohorts if the alternative numbers are unallocated

Location of the school relative to population

The school is becoming more closely located to its population as housing development proceeds – the geographical catchment of the school has reduced each year with most children now being allocated places geographically within .65 of a mile.

Officer Comments

The school has additional capacity as a result of a 'bulge year' which the school accommodated in 2013/14, which resulted in one of its cohorts being 60 pupils. This cohort will leave the school at the end of 2019/20 admission year, resulting in additional capacity becoming available and one additional classroom being spare within the school.

However the School Planning Team would object to this proposal for 2020/21 for the following reasons:

- The birth year for 2020 is not extraordinary, it is low by comparison to the previous year (150 vs 167) so additional places are not required
- Additional places provided in a cohort that does not require additional places could lead to destabilisation of other schools.
- Collective PAN in this area exceeds births, it is an importing area (pupils migrate in from other areas).
- Catchment of this school is wide, taking pupils from Blackpool, Thornton Cleveleys, Over Wyre and Staining – therefore, these additional places would not be for local children, but simply take the pupils out of neighbouring schools and the wider area.
- The school currently maintains a PAN of 35; in an ideal world this would be either a full FE or half FE, hence 30 or 45. The additional classroom could be used as part of a fuller expansion to enlarge the PAN from 35 to 45 should evidence of need for additional places be forthcoming, but if this classroom was brought back into use for the next 7 years, this may be a barrier to future expansion.

The School Planning Team would recommend that the PAN is maintained at 35 for 2020 and 2021, with the additional classroom being reserved until needed – either to accommodate a future bulge or to form part of a full expansion using housing contributions, if and when the need arises. The scale of housing development in Wyre would suggest that this could occur in the foreseeable future and therefore the School Planning Team will continue to closely monitor delivery of housing in the area.

Recommendation

The School Planning team would recommend that the PAN is maintained at 35 for 2020 and 2021, with the additional classroom being reserved until needed – either to accommodate a future bulge or to form part of a full expansion using any available housing contributions if and when the need arises. The School Planning Team will closely monitor emerging need and liaise with the school if places are required.

Nateby Primary School 02038

Current Admission Number	=	13
Indicated Admission Number	=	12
Proposed Admission Number	=	13
Governors' Proposal	=	12

Comments made by school:

We have always had an admissions number of 13 as numbers had, historically, sometimes been low. The ability to accept more pupils then made up the shortfall from low in-take years. We currently have a school role that has doubled in the last few years and can no-longer sustain these high numbers. Our net capacity assessment has given an admissions number of 12. This would help us to manage our pupil role and ensure our pupils and staff are safe. At the moment we have 83 pupils on role an admissions number of 12 per year group would generate 84 pupils. Some of our year groups are at 13 or higher even now. Higher numbers are putting a strain on classes and class teachers with one class consisting of 29 year 4-6 pupils. This is only just manageable at the moment. There would not be enough space anywhere in the school to teach children if the role were to rise further. An admissions number of 12 would help reduce this problem and it is indicated by the net capacity assessment.

Officer Comment:

School Planning team: Nateby Primary School lies within Garstang & Surrounding Primary Planning Area in which a significant shortfall of places is forecast within 5 years, therefore we must object to any reduction in Published Admission Numbers for the area at this time.

Recommendation:

Due to an anticipated shortfall of places it is recommended that the Published Admission Number remains at 13.

District 8 – West Lancashire**Banks Methodist Primary School 08076**

Current Admission Number	=	10
Indicated Admission Number	=	10
Proposed Admission Number	=	10
Governors' Proposal	=	12

Comments made by school:

Due to the increasing numbers in our Nursery setting, with children now on a waiting list we believe there will be a need for extra places in Reception from 2019/20. Also due to increasing numbers and demand for nursery places in the area we are looking at increasing the number of sessions we offer 2 year olds which again will increase our numbers – we are currently the only provider for 2 year olds in the village.

As well as the increasing numbers in nursery there are currently 2 building projects in the village, adding over 100 houses. This will bring young families into the area and we want to capitalise on this by increasing our admission to 12.

With the school increasing and moving in the right direction we have now moved from three to four classes in the morning. The aim is from September 2019/20 have four classes permanently – a Y5/6, Y3/4, Y1/2 and EYFS/Nursery.

Officer Comment:

The school is currently Infant class size compliant with an admission number of 10. Is there sufficient capacity to increase to 12. Future appeals would be on an ordinary prejudice basis and therefore if there is housing development, unless there is a very strong case, the pupil numbers are likely to rise and this as you know will be binding on the school. Are they able to accommodate the additional pupils across all age ranges? If the school capacity measurement can accommodate more pupils - why not increase to 15 as this will be ICS Compliant and the case will be strong for the appeals? The 4 class organisation will still work.

Banks Methodist Primary School lies within Tarleton, Banks and Rufford Planning Area in which there are currently surplus places, with a forecast low birth rate in

2020. Therefore, we would object to any increase in Published Admission Numbers for the area. The proposal to increase the nursery places lies outside of this process and will be responded to separately.

Recommendation:

As forecasts suggest there are surplus places within the Planning Area and there is a low birth rate forecast for the September 2020 intake it is recommended that the Published Admission Number remain at 10.

District 9 – Chorley

Duke Street Primary School – 09002

Current Admission Number	=	50
Indicated Admission Number	=	52
Proposed Admission Number	=	50
Governors' Proposal	=	60

Comments made by school:

THIS IS THE NEW CONSULTATION DETAIL:~

As you may be aware, the school made an application for this increase to take place for 2019/20.

If, for 3 years, we can use just part of the area which was originally our KS1 area and which then became the Children's Centre, to use as a staff area and one small room for group work with children, we will have sufficient room to begin the process of becoming a 2 form entry school, starting incrementally with our reception intake rising to 60 from September 2020 and feeding through the school over the following 6 years.

I discussed the capacity issue with officers previously to this end. For the two out of the last here years we have had waiting lists for reception places and have had to turn people away from the school who wanted places further up the school. With the exception of our present Reception year we are currently full up to year 4, with one spare place in year 5. As you may be aware, the school made an application for this increase to take place for 2019/20.

If, for 3 years, we can use just part of the area which was originally our KS1 area and which then became the Children's Centre, to use as a staff area and one small room for group work with children, we will have sufficient room to begin the process of becoming a 2 form entry school, starting incrementally with our reception intake rising to 60 from September 2020 and feeding through the school over the following 6 years.

Officer Comment:

THIS WAS THE COMMENT LAST TIME

The Authority is unable to support this at the present time.

Query Does the school have 14 classrooms available to be able to accommodate a 60 ad no across the whole age range? If not I would recommend that the ad no remains at 50 which is ICS complaint.

The SPT would object to the increase in PAN as there is not a need for permanent additional places in the planning area that Duke Street resides within and could destabilise other schools in the area. However, the LA would not object if the school wished to exceed their PAN from 50 to 60 **for one year only in 2020**, as there is a one year bulge year in numbers forecast. This would be on the proviso that the school could accommodate the temporary increase within the existing accommodation and without capital monies.

Recommendation:

It is recommended that the PAN remains at 50 until there is more certainty about the available accommodation.

Highfield Primary School – 09003

Current Admission Number	=	45
Indicated Admission Number	=	40
Proposed Admission Number	=	45
Governors' Proposal	=	30

Comments made by school:

The building lacks the physical space for 315 pupils. This inhibits the implementation of a modern curriculum. When the school was built, pupils did not have iPads, lap tops, keyboards, etc.. The school also lacks storage facilities as every spare space is used for teaching. This has been highlighted as a concern on health and safety inspections.

We are not full in certain year groups. As a result, a lot of children who move to Chorley end up having to send their children to Highfield, even if we are not their first choice or their nearest school. We become a 'holding school' until places become available in closer schools. Children moving schools go back six months in their education so this has a detrimental impact on their attainment. The high levels of pupil mobility also have an impact on the emotional well being of pupils. Given that a significant proportion of pupils at Highfield rely upon the school for emotional stability (as identified in a recent OfSTED

Inspection) the disruption of friendship groups caused by the movement of pupils in and out of the school as places come available elsewhere is particularly damaging.

Inward mobility is high (22 children since September). This causes a massive amount of work for admin. Staff and teachers and interrupts with learning of other children in the class.

Mixed aged classes are becoming more and more difficult to accommodate with the current curriculum and the move towards a 'mastery' approach.

Officer Comment:

Query: Can it be confirmed that the school has a lower teaching space capacity or be able to take at least 3 classrooms out of the equation? It may be preferable on a pupil planning basis to take down to 40 initially with a review of the position next year.

The School Planning Team would object to the decrease in PAN as the current forecasts show there would not be sufficient school places in the planning area the school resides within for 2020.

Recommendation:

PAN to remain at 45, as any reduction in PAN would lead to a shortfall of places in the Chorley Central area.

Sabden Primary School – 11/65

Current Admission Number	=	15
Indicated Admission Number	=	15
Proposed Admission Number	=	15
Governors' Proposal	=	20

Comments made by school:

Sabden is a small rural school with low numbers. We have mixed age classes which are able to accommodate more pupils. We have classrooms which can also accommodate more pupils. We wish to increase pupil numbers in order to keep the school viable and are willing to adapt as necessary.

Officer Comment:

The School Planning Team have to object to this proposal as there is not a need for additional places and it would create further surplus places in the area. There is also a risk that provision of additional places at a time when they are not required, would undermine neighbouring schools in the area.

Recommendation:

PAN to remain at 15, as there is no need for additional places in the area at this time.

CONSULTATION ON ADMISSION ARRANGEMENTS – 2020/21

There has been one response by a Community and Voluntary Controlled [C&VC] Governing Body in relation to the Admission Arrangements [school admission criteria].

For the 2020/21 Admissions round, the Authority had suggested a number of amendments to the School Geographical Priority Areas; the priority area relates to each C&VC Secondary School, indicating a likely offer school to local residents.

Ribblesdale High School – 11/113

We have received one comment from the Governing Body of Ribblesdale High School. The Local Authority proposed the inclusion of Ribchester, Higham, Goldshaw Booth and Barley with Wheatley [West of Barley Lane], Fence and Old Laund Booth.

The Governing Body of the School disagrees with the proposed change and wishes the Cabinet to be aware of its comments:~

Ribchester is in the priority area for Longridge High School, it seems illogical to be also included in Ribblesdale's.

The Wards now included outside the Ribble Valley will/could cause issues for parents in area, such as Mellor, as due to the geographical proximity of Fence, etc. these pupils could gain geographical priority over those in the Ribble Valley.

Officer Comment:~

The expansion of Ribblesdale High School provided an additional 30 places in year 7 and expansions in the short term typically widen the catchment area of a school. The GPA expansion is expected to impact on as little as 5 pupils per year 7 cohort, therefore the expansion still provides for all Ribble Valley pupils.

For the quoted example of pupils residing in Mellor: Ribblesdale High School took 200 pupils from within the GPA against 255 PAN in 2018. The expansion of the PAN to 285 should ensure that all pupils within the wider GPA can be accommodated within the school.

Due to significant housing development near Longridge, there is expected to be a rise in pupils attending Longridge schools. The addition of Ribchester to Ribblesdale utilises the expansion at Ribblesdale to provide an alternative priority to Ribchester pupils who may be a risk of not being placed at Longridge as numbers increase. Ribchester pupils will also remain in GPA catchment of Longridge benefitting from an overlapping GPA.

Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

Report of the Head of Service - School Improvement**Part I**

Electoral Divisions affected:
(All Divisions);

Co-ordinated Admissions Scheme 2020/21 - Determination of the Qualifying Scheme

(Appendices 'A' and 'B' refer)

Contact for further information:

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Executive Summary

This report concerns the determination of the statutory scheme and the mandatory timetable for co-ordinating admissions for Lancashire's primary and secondary schools and academies for 2020/21.

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) Approve that the scheme listed at Appendix 'A', and its accompanying timetable in Appendix 'B', be adopted as the qualifying scheme for admissions to Lancashire primary and secondary schools and academies for 2020/21; and
- (ii) Approve that the Executive Director of Education and Children's Services seeks to secure the adoption of the scheme by the governing body of each Lancashire voluntary aided and foundation school and academy, in order to inform the Secretary of State for Education that a scheme has been introduced in Lancashire.

Background and Advice

Every local authority is under a duty to formulate a scheme to co-ordinate the admission process for every state funded school in their area. The requirements for such a 'qualifying scheme' for the co-ordination of admission arrangements for the academic year 2013/14 onwards are set out in The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations

2012. New free schools may be exempt from this scheme during the first year of their establishment.

A draft scheme and timetable for Lancashire schools and academies/free schools was circulated for consultation with schools and academies, governors, diocesan representatives and neighbouring authorities during Autumn Term 2018. These are attached at Appendices 'A' and 'B'.

The scheme for 2020/21 maintains the focus on on-line applications being the principle means of applying for school places.

Every voluntary aided and foundation school and academy governing body in Lancashire will be asked to adopt the scheme during spring term 2019. Any participating free schools will also be asked to adopt the scheme.

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

Consultations

Consultations have been held with the governing bodies of all schools and academies in Lancashire, representatives of the local Diocesan Education Authorities and neighbouring authorities. No responses were received to this consultation.

Implications:

This item has the following implications, as indicated:

Risk Management

Financial

The adoption of this scheme has no financial implications.

Legal

If a qualifying scheme is not adopted by the authority before 28 February 2019, a scheme will be imposed by the Secretary of State for Education.



CO-ORDINATED ADMISSION SCHEME FOR LANCASHIRE SCHOOLS AND ACADEMIES 2020/2021 SEPTEMBER 2020 INTAKES

1. Introduction

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

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

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

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

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

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

2. Applying for School Places

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

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

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

3. The Offer of a Place

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

Processing of Preference Forms

3.1 Stage 1 - Expression of preferences

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

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

Admission information for parents will include:-

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

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

Some schools and academies have a supplementary information form (SIF) which parents may complete. This allows that school or academy to apply particular criteria within its own published admission arrangements. The Lancashire County Council website www.lancashire.gov.uk/schools will provide standard downloadable SIFs for Lancashire's voluntary aided schools and academies. Information will also point all parents towards individual schools and academies which will issue their own SIF.

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

Lancashire resident parents must also fill in Lancashire's online (or paper) application for their children to be considered for Reception and year 7 places for each September. **Completion of only a SIF does not constitute registration within the annual admission process for primary or secondary intakes.**

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

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

All applications must be returned by the national statutory closing dates

(See timetable.)

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

3.2 Stage 2 – Circulating Preferences

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

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

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

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

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

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

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

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

information with neighbouring local authorities (information exchanges will continue throughout the process as required).

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

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

Stage 3 – First Sort

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

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

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

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

The Local Authority will:-

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

Stage 4 – Notification of Offers

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

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

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

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

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

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

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

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

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

4. Late Applications

Applications received after the statutory closing dates (see timetable) may be made via the 'late' online admissions system or a paper form may be requested.

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

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

These may include:

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

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

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

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

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

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

The eform will be in place until the end of August of that admissions round.

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

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

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

Late allocation changes (each year)

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

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

Waiting Lists (Reserve Lists)

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

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

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

The only legal offers up to 31st August will be from the LA. All parents may place children on school / academy waiting lists in the priority order of the relevant admission arrangements (irrespective of

whether they originally applied for that school or academy or if they are new to area). Lists must not be held on a first come first served basis and neither must places be offered on this basis.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Pupil Access Team
February 2019

PROPOSED

CO-ORDINATED ADMISSION SCHEME FOR
LANCASHIRE SCHOOLS AND ACADEMIES 2020/2021

SEPTEMBER 2020 INTAKES



SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION
1st September 2019	Online application system goes live and requests for paper forms / booklets accepted and considered	1st September 2019	Online application system goes live and requests for paper forms / booklets accepted and considered
31st October 2019	Closing date for applications (statutory)	15th January 2020	Closing date for applications (statutory)
4th November 2019	Primary schools / academies to forward any paper applications to Area Pupil Access Teams		
22 November 2019	Preferences information exchange with other Local Authorities	31 January 2020	Preferences information exchange with other Local Authorities
2 December 2019	Information to be exchanged with Own Admission Authority Schools	7th February 2020	Information to be exchanged with Own Admission Authority Schools
13th December 2019	Admission authority to confirm intention to exceed PAN with the LA	14th February 2020	Admission authority to confirm intention to exceed PAN with the LA

27 December 2019	Prioritised (ranked) lists back to the Local Authority	22th March 2020	Prioritised (ranked) lists back to the Local Authority
20 January 2020	Further exchange of lists with other admission authorities		
10th February 2020	No changes at all can be made to offer letters after this date	1st April 2020	No changes at all can be made to offer letters after this date
25th February 2020	Issue finalised offer lists to secondary schools / academies	14th April 2020	Issue finalised offer lists to primary schools / academies
Monday 2 March 2020	Issue offer letters/emails. (statutory date is 1st March or the next working day)	16th April 2020	Issue offer letters/emails (statutory dates)

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

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

Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

Report of the Head of Service - School Improvement**Part I**

Electoral Division affected:
(All Divisions);

Determination of Home to School Transport Policy - Academic Year 2020/2021

(Appendix 'A' refers)

Contact for further information:

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Executive Summary

Lancashire County Council reviews the Home to School Transport policy on an annual basis. As there have been significant changes to the Home to School Transport Policy in recent years, the amendments to the policy for the academic year 2020/2021 are minimal. There are no changes in respect of parents' entitlement to receive home to school transport assistance. Some minor changes have been made to the wording of the policy to provide clarification for parents.

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 Home to School Transport Policy for the academic year 2020/2021 as set out at Appendix 'A'.

Background and Advice

In accordance with the Education School Information Regulations 2008 (Regulation 8.), the county council has a duty to publish all relevant information that may inform parental decision making when applying for a secondary school, no later than six weeks before the closing date for secondary school applications which is 31 October each year.

Additionally, the county council is required to publish general arrangements and policies in respect of home to school travel for children of compulsory school age. The county council informs parents of entitlement to receive transport assistance by

publishing a Home to School Transport Policy on the Lancashire County Council website and it is reviewed annually.

Statutory Entitlement

The Department for Education issued statutory guidance in July 2014 that reaffirmed that Local Authorities had a duty to provide free transport for all pupils of compulsory school age (5-16) if their nearest suitable school is:

- beyond 2 miles (if below the age of 8); or
- beyond 3 miles (if aged between 8 and 16)

Pupils attending secondary schools whose parents are on the qualifying benefits for free school meals, or in receipt of the maximum amount of Working Tax Credit, also receive assistance with travel costs if they attend one of their three nearest schools, provided the distance to school is between 2 and 6 miles. For low income families there is also denominational transport assistance if a pupil is attending a particular school on the grounds of faith and the school is between 2 and 15 miles from home.

Changes in the county council's Home to School Transport Policy

In light of the current financial climate, there has been careful examination and review of all areas of expenditure, including home to school transport.

It is parental preferences for schools and academies and the application of admission arrangements linked to these which informs and drives the subsequent application of the Local Authority's home to school transport policy. The council has no statutory duty to provide transport assistance in circumstances where pupils do not attend their nearest school or academy. In the past, Lancashire was able to exercise discretion to provide transport assistance over and above that which the authority was legally obliged to offer.

To make budget savings there have been three consultations, followed by significant changes to the home to school transport policy in recent years:

- In September 2011, the county council introduced a parental contribution towards the costs of providing transport assistance for any new pupils attending denominational schools, where the school was not the nearest geographically to the home address. To qualify for the denominational subsidy pupils have to meet the faith criteria for admission and live over the statutory walking distances. The parental contribution is not required from low income families. The contribution in 2011 was set at £380.00 and each year this has been increased by 5% + RPI. From September 2018, the contribution is £615.00.
- In September 2015, the county council removed further discretionary elements of the policy. All new pupils starting at secondary schools – or over the age of eight - are only given paid transport assistance if they attend their nearest school and live more than three miles away. When undertaking assessments, there is no longer any consideration of which Geographical

Priority Area a pupil lives within and schools in neighbouring districts and local authorities are also considered.

- From September 2018, the county council has removed subsidised discretionary denominational transport assistance for pupils attending faith schools.

Department for Education guidance suggests that any changes to policies should be phased-in, so that children who start under one set of transport arrangements continue to benefit from them until they conclude their education at that school or move to another school. In light of the policy changes, there are now some families where older children are receiving free travel, but younger siblings do not qualify. Similarly, situations arise where older pupils travelling from a bus stop have a bus pass to school whilst younger pupils boarding at the stop do not qualify.

Information about the availability of transport assistance

The admission information which is available for all parents from each September (online and paper where requested) provides a summary transport policy. Parents are advised to check the policy carefully if getting their child from home to school and back is a consideration. Parents are directed to a full copy of the Home to School Transport Policy on the Lancashire County Council website and to seek advice from the area education office if they have any queries. The county council also has officers in attendance at most secondary school open evenings to give advice on transport eligibility and admission queries.

It is hoped that minimal changes to the Home to School Transport Policy for the academic year 2020/2021 will assist parents understanding of transport entitlement.

Consultations

It has not been necessary to consult on the Home to School Transport Policy 2020/2021 as there have been no significant changes.

Implications:

This item has the following implications, as indicated:

Risk management

There are no suggested changes to parental entitlement to receive transport assistance.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



**HOME TO MAINSTREAM SCHOOL
TRANSPORT POLICY 2020/2021**

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Home-to-School Transport Policy 2020/21

1 What do the council have to provide by law?

1a Education acts

Under section 508 (B) of the Education Act 1996 we must provide free transport to and from school for your child if they are aged 5 to 16 and they live outside the legal walking distance between your home and the nearest qualifying school. We must provide additional assistance for families who have a low income.

The Department for Education published statutory guidance for local Authorities in July 2014; Home to school travel and transport guidance.

1b Walking distances

By law, we must provide free transport to and from school if your child is:

- under eight years old and has to walk more than 2 miles (3.218688 kilometres) to the nearest qualifying school; or
- aged eight or over and has to walk more than 3 miles (4.828032 kilometres) to the nearest qualifying school.

We measure the distances using the shortest suitable walking route.

1c Families who have a low income

If you have a low income and your child is in Year 7 to 11 in secondary school, we may be able to provide free transport if they go to one of their three nearest schools. For your child to receive free transport, the school must be between 2 and 6 miles away from your home.

Additionally, we will provide free transport for your child if they go to their nearest school of faith, and they were admitted on faith grounds and the school is between 2 and 15 miles from your home.

If you have a low income and your child is at primary school, we must provide free transport to and from school if they have to walk more than 2 miles (3.218688 kilometres) to their nearest school.

Families qualify for low income, free transport if you are in receipt of one of the qualifying benefits for free school meals or the maximum amount of Working Tax Credit.

1d Parental preference

You have the right to say which school you would prefer your child to go to (under section 86 of the School Standards and Framework Act 1998), but this does not automatically mean that your child has a right to free transport to the school. You are responsible for making sure your child gets to school.

1e Special Educational Needs (SEN)

The Council has a separate SEN Transport policy for children that have an Education and Health Care Plan (EHCP) or have a full Statement of SEN which is due to be converted to an EHCP. The Council must provide transport for your child if they, attend their nearest qualifying school, live under the statutory walking distance but because of a special need or disability it would be unreasonable to expect them to walk to school.

If there are spaces available on contract transporting pupils with SEN to school, it is possible to purchase a season ticket for the duration of the contract.

1f Suitable Schools.

When assessing eligibility the County Council considers whether the nearest qualifying school has places available and provides education appropriate to the age, ability and aptitudes of your child and any Special Educational Needs your child may have.

1g How do we re-assess your claim?

If your circumstances change, for example there is a change of address, we will re-assess your claim under the policy that is applicable at the time of your application being submitted with your change of circumstances.

2 What extra help can we provide?

2a Section 1 explains what help we have to provide by law. The Education Act 1996 also allows us to provide extra help with travel costs in certain circumstances. These are discretionary elements of the Home to School Transport Policy and can be subject to change in the future.

2b Help with travel costs if your child goes to a school which is not their nearest school

If your child goes to a school which is not their nearest school, we will still provide free transport if they meet the distance criteria and:

- your child moves home while they are in Year 6, 10 or 11, and they previously attended their nearest school and the pupil is from a low income family; or
- there are in the opinion of County Council officers exceptional circumstances.

2c Help with travel costs if your child lives less than the legal walking distance away from their nearest qualifying school

If your child lives within the legal walking distance, we will still provide free transport if:

- the walking route in the opinion of the local authority is not suitable (see Appendix A) ; or
- your child has special educational needs or a medical condition which means it is unreasonable to expect them to walk to school.

3 How do I apply for help with transport to and from school?

Application form

When your child starts at secondary school their entitlement to receive transport assistance will automatically be assessed. If your child is eligible to receive help an application form will be issued to your home address in June.

3a Renewing travel passes

Once your child has been granted transport assistance this will be automatically renewed each year if you are still entitled. The Council will advise you if you are no longer eligible.

If your child's entitlement does not need to be re-assessed annually then a travel pass for 5 years will be issued.

3b Timescales to apply for a travel pass

It normally takes us up to 10 working days from the date we receive your application to issue your child's pass. This is subject to us having been provided with the full information to assess your claim (it may take longer in busy periods, such as August and September). We recommend that you apply for your child's travel pass in plenty of time before the start of the school year. If you don't, you may have to pay your child's travel fares and we may not be able to refund this money. We will only refund any travel fares you have to pay while you are waiting for your child's travel pass if we have caused the delay.

3c What happens if I move house?

If you move house, you need to notify the County Council as there will be a need to re-assess your application. If you were previously entitled and still remain entitled and the Council may need to amend your travel pass.

4 How will you assess my claim?

4a The area your child lives in

To be eligible for free transport to and from school under this policy, your child must live in the Lancashire County Council administrative area.

4b Legal walking distances

If your child goes to the nearest qualifying school, we will provide free transport if they are:

- under eight years old and the shortest suitable walking route is more than 2 miles (3.218688 kilometres) from the nearest school; or
- aged eight or over and the shortest suitable walking route is more than 3 miles (4.828032 km) from the nearest school.

4c Assessing your child's eligibility to receive transport assistance is a two part process.

Firstly, your child's nearest school for transport assessment purposes is determined.

The nearest qualifying school for your child will **usually** be the one:

- which is the closest to your home (measured by the shortest walking or road route, as accepted by the Council). For those children living close to the Lancashire boundary the nearest school may be situated in another local authority area;
- where there is a place available or where a place could have been offered at the allocation stage of school admissions had it been requested.

4d Measuring the shortest route to the determined nearest school

Once the Council has established the nearest school, we will measure the distance to that school using the shortest suitable walking route.

This may include measuring along roads, footpaths and bridleways. We will measure from the nearest boundary entrance of your home

(for example, your gate) to the nearest entrance to the school which your child can walk to. We will not include your drive or the drive at the school (if this applies) in this measurement. In most cases, we will take the measurement using computerised map measurements. If these measurements are close to the mileage limits, we will measure them on foot using a trundle wheel.

4e Working out whether a place is available

When we are working out whether places are available at a school nearer to your home, this will be during the normal admissions round when places are being allocated.

Additionally, If you move into a new area or your child changes schools, we will work out if places were available at the time of your change in circumstances.

4f Late applications

If you are offered one of your expressed preference schools, and this is over the legal walking distance from home, then free transport will not be offered if there was a place available at a nearer qualifying school at the time of school place allocation.

4g Schools that are not in Lancashire

If your child gets a place at a school which is located within another local authority, we will only provide free transport if it is determined that this is the nearest qualifying school at which a place is available.

4h If we do not meet your preferences and you made an on time secondary school application

If we offer your child a place at a secondary school which is not one of the three schools you listed as your preferences on your application for a school place, we will provide free transport as long as:

- you meet the conditions relating to distance; and
- there is no place available at an alternative school nearer to your home address(including those in neighbouring districts of Lancashire and in other local authority areas).

4i If your child is nearly eight years old

If we provide free transport for your child and you live between 2 and 3 miles from their primary school, we will continue to provide this help until the end of the academic year in which your child turns eight years old.

4j Compulsory school age

By law, only children aged 5 to 16 are entitled to free transport to and from school. However, if your child is under five years old and at primary school, as part of our discretionary transport arrangements, we will provide free transport as long as they meet all the relevant conditions.

Preschool

We will not provide free transport if your child is at nursery school or in a pre-school class (even if there are agreed deferred entry arrangements in place).

4k Independent (private) schools

We do not provide free transport if your child goes to an independent school.

4l Unsuitable routes

If we think that the shortest walking route to a school is not suitable for children, when walking with an adult, we will look to find a suitable alternative which is less than the legal walking distance to school.

As explained in paragraphs 4c-4e we use the shortest route to decide the nearest school. If we can't find a suitable walking route, we will provide free transport to the nearest school. The council will not consider the suitability of a walking route to a school unless the child goes to their nearest school. In Appendix A we have explained our guidelines for assessing the suitability of walking routes.

4m Definition of 'home'

If your child lives in two different homes, (there is a shared parenting arrangement in place between mother and father or other approved carer's) we will only provide transport from one of the addresses.

To work out whether your child is entitled to transport to and from school, we will use the address which we consider is your child's main home.

To decide which of the homes is your child's main home, we will consider:

- the address which you specifically chose to use when applying for a school place;
- the address at which your child spends most school days; and
- the address you give your child's doctor, dentist etc.

If your child spends an equal amount of the school week at each address, we will usually consider the main address to be the one which you declared on your admission application. This is normally where your child wakes up on the most school days during the school term (Monday to Friday).

You should be aware that entitlement to assistance with home to school transport is assessed separately after the admission process (after school places have been offered)

You cannot use an address to apply for a school place and another to have transport entitlement assessed.

For a new address to be accepted, there must be very exceptional reasons for the change, for example the sale of a property, house fire at one address, bereavement or relocation of the parents/carers to a single property. Parents must provide the necessary evidence for the Council to consider. A change in a child's living arrangements, for example spending more time at the new address, will not generally be considered to equate to exceptional circumstances.

4n Providing free transport to medical or other professional appointments or extra-curricular activities

If your child is entitled to free transport from home to school, their travel pass will not cover any extra journeys during the school day. For example they will not be able to use their travel pass to get to medical or other professional appointments, and we will not refund the cost of fares if your child takes part in extra-curricular activities.

4o If your child moves home while they are in Year 6, 10 or 11

If you move home and your new address is over the statutory walking distance, we will normally provide transport if your child is in their last year at primary school (Year 6) or if they are at secondary school and they have started their GCSE courses (normally Years 10 and 11).

We will consider several things when we make our decision, such as:

- the cost of the transport;
- how easy it is to move your child to another school;
- the distance involved;
- whether your child was at the nearest suitable school to your previous address; and
- whether you chose to move or whether you have been forced to move.

We will also need proof (such as a solicitor's letter or a rental agreement) confirming the date you moved.

This discretion will only apply to pupils from low income families.

4p Help for younger brothers and sisters

If we provide free transport for your child on low income grounds and you move home while they are in Year 6, we will also provide free transport for any of their younger brothers or sisters to go to the same school until the end of that academic year. We will only continue to provide this help after your older child leaves the school if the school your younger children are at, is the nearest school with places available and they meet the distance criteria.

4q Other reasons why your child may not be entitled to help with travel costs to and from school.

We will not consider the following when we decide if your child is entitled to free transport to and from school.

4q1 Brothers and sisters

When you are applying for a school place, you have the right to say if you would prefer your child to go to a particular school. If your child has an older brother or sister at the school which you prefer, this will often be considered in the allocation of places. We will not though take this into account when we assess whether your child is entitled to free transport.

4q2 Family links with a school

When we decide if your child is entitled to free transport, we will not take into account whether your child currently has family members at a school, or whether members of their family have gone to that school in the past.

4q3 Financial circumstances

When we decide if your child is entitled to free transport, we will only consider your financial situation if you are on the qualifying benefits for free school meals or the maximum amount of Working tax Credit. .

4q4 Single-sex or mixed schools

We will not agree to provide free transport just because you would prefer your child to go to a single-sex school or a mixed school.

4q5 Selection tests

Just because your child passes an entrance exam for a school does not mean that we will provide free transport. This applies to Lancashire's four selective grammar schools/academies.

5 Faith Schools

From September 2018, the County Council will no longer provide any discretionary denominational transport assistance for all pupils commencing at primary or secondary school. The removal of this assistance will be phased-in so that children who started school under one set of transport arrangements will continue to benefit from them until they conclude their education at that school, choose to move school or change address.

New pupils who started at a faith schools, where this was not their nearest school, from September 2011 onwards have been required to pay a contributory charge. For the academic year 2019/2020, this figure is £655 per year per child before an award of travel is made. The contributory charge will increase annually by RPI plus 5%.

The contribution is a fixed fee for the year and will not be discounted or refunded.

Pupils admitted to a faith school where this is their nearest school and who meet the distance criterion, will continue to receive free transport.

There is no consideration of which parish a school serves..

If your child was awarded denominational transport assistance before September 2018 then you should note the following.

5a How to pay the contributory charge?

The contributory charge can be paid in one instalment by cheque, credit or debit card or by ten monthly payments by direct debit. A travelpass will not be issued until the fee is received or the direct debit mandate has been set up.

5b Is there any reduction in the contributory charge?

There will however be no reduction in the contributory charge, if for example your child does not travel to and from school each day by bus/rail. Similarly, there is no reduction in the contributory charge for Year 11 pupils who leave school during the summer term.

The contributory charge will reduce however pro rata for applications received once the Autumn term has started.

6 What if I have a low income?

If your child is entitled to free school meals or you receive the maximum amount of Working Tax Credit, you are defined as being on a low income. We have to provide extra help on top of that set out in sections 4 to low income families.

6a Secondary Schools

If your child is at secondary school, we will provide free transport to one of the three nearest schools as long as the school is between 2 and 6 miles from your home.

6b Faith Schools

If you have expressed a wish based on your religion or belief for your child to attend your nearest qualifying school child, we will provide free transport to the nearest faith school if it is between 2 and 15 miles from your home.

6c Applying for a school place outside normal times

If you apply for a school place for your child outside the normal time for applying for places, the three nearest schools will be those with places available at the time of your change in circumstances.

6d Applying for a school place within normal times

If you apply for a school place within the normal time for applying for places, the three nearest schools will be those that can offer your child a place prior to places being allocated.

6e If you have a low income and your child is nearly eight years old

If you have a low income and your child is at primary school and they reach eight years old, we will continue to provide free transport if you live two miles or more and go to the nearest suitable school. This assistance will remain if you continue to receive the qualifying benefits.

7 How do we provide free transport?

7a Travel passes

If your child is entitled to free transport to and from school, we will normally give them a travel pass for a bus service, a contracted

vehicle (such as a coach or minibus) or a railway service. Passes are not issued on taxi services as approved lists of pupils are provided to the operator.

7b Travel times

When we are arranging transport, we will try to make sure that your child does not have to travel for more than:

- 45 minutes if they are at primary school; or
- 75 minutes if they are at secondary school.

These are one-way journey times and do not apply if your child does not attend their nearest school.

7c Pick-up points

We will arrange transport from a point that is reasonably near to your home and your child's school.

7d Behaviour

We have the right to take away your child's travel pass if they seriously or persistently misbehave on the way to and from school.

7e Replacement passes

If your child loses or damages their travel pass, you will have to pay £20 for a replacement pass.

If you have a low income the cost of a replacement pass is £15.

If you wish to amend your child's travel pass to an alternative service there may be a replacement charge.

7f Paying for replacement passes

You will have to pay your child's travel fares while you are waiting for their replacement pass. We will not refund this money unless your child is eligible for free school meals or you receive the maximum amount of Working Tax Credit.

7g Bus Pass Amendments

In those circumstances where you require your child's bus pass to be amended for example where you move house you must request this from the Council. At this point, eligibility to receive transport assistance will be re-assessed and an amended pass will be issued if your child is still entitled.

7h What if your child forgets their travel pass?

If your child forgets their travel pass they will have to pay their bus fare. We will not refund this money.

7i Bicycles

If your child is entitled to free transport but wants to use a bicycle to travel the whole or part of the way to school, the council may pay you an allowance to help with these costs.

7j Motorbike or car allowances

If there isn't any suitable public transport or private transport available and you have to drive your child to school, the council may refund you your travel costs for the whole or part of the journey if your child is entitled to free transport.

Please be aware of how this may affect your driving insurance.

7k If your child is not entitled but wishes to use a LCC School Bus Services

The Council provides school bus services to transport children that have an entitlement to transport assistance. However, if there is a suitable bus service to your child's school, and if there is a seat available, your child may be able to travel by buying a season ticket or by paying a bus fare.

It is important to note that we cannot guarantee that a suitable school bus service will always be in operation. Additionally, we cannot guarantee that a school bus service will be available if your child is not eligible for free travel.

8. What happens if you allow my child to travel for free by mistake?

If your child is going to school and we find that we are allowing them to travel for free by mistake, we will let you know that we have made a mistake and we will advise when we will stop providing free transport. Your child will be permitted to travel free of charge for the rest of the term.

9 Can I appeal against your decision?

If the Council have refused your application for free transport it is because you are not eligible under this policy or in law.

If you feel that the Council has applied the law incorrectly or if you consider that you have exceptional circumstances which you have not previously advised us of, you may submit a written appeal.

Your appeal must specify precisely the nature of the error and all exceptional circumstances must be corroborated by appropriate documentation or evidence. If you fail to provide evidence your appeal cannot be considered.

Your eligibility will initially be reconsidered by an officer of the Council who was not involved in the original decision not to award transport for your child. The officer will review the original decision and any personal and/ or family circumstances you believe should be considered. If transport is not awarded your appeal and evidence will then be considered by the Student Support Appeal Committee, whose decision is final.

A further appeal will not be considered unless there have been some significant/exceptional change in your circumstances since the last appeal was heard.

You can get appeal forms from your local area education office or they are downloadable from the County Council's website.

If the Student Support Appeals Committee decides that your child is entitled to help with travel costs, we will refund their travel costs from the date we receive your appeal form with the full evidence to support your appeal.

Annex A

Home to School Transport Policy

UNSUITABLE ROUTES POLICY

In cases where the shortest walking route between home and school is within the statutory mileage distance and a parent believes that the walking route to the school could be considered as unsuitable, the County Council will upon a request from the parent, undertake an assessment of the whole route, or those parts of the route which the parent deems to be unsuitable. Routes will not be considered for their suitability if they do not meet the criteria listed below. When considering walking routes the County Council will take into account footways, verges, walkable roadside strips, footpaths and bridleways. However, the absence of these does not always constitute the route as being unsuitable (See section 5)

The statutory mileage criteria are:

- 2 miles or over for pupils under eight years of age.
- 2 miles or over for pupils over eight years of age if entitled to free school meals or parents receiving maximum amount of Working Tax Credit.
- 3 miles or over for pupils over eight years of age.

The County Council's assessment of the route will consider the following factors:

1. Alternative Routes

If the shortest walking route is felt to be unsuitable, however an alternative walking route or routes are available which may be classed as 'suitable' and which fall within the distance criteria, then assistance with travel costs will not be granted.

2. Accompanied by a suitable adult

Parents have the primary responsibility for ensuring their child's safe arrival at school. In all cases when assessing the suitability of routes the County Council will assume that the child is accompanied, where necessary, by a parent or other responsible person and is suitably clad.

Therefore the existence of the following factors will not usually make a route unsuitable, although they would be taken into account:

- lonely routes
- moral dangers
- canals, rivers, ditches, dykes, lakes and ponds
- railway crossings
- routes without street lighting.

The responsibility for the child to be accompanied as necessary rests with the parent.

3. Availability of a footway, verge, walkable roadside strip, footpath or bridleway

If these are available then these parts of the route cannot be considered to be unsuitable subject to Clause 4 below.

If the width of the roadside footway/verge/roadside strip falls to less than 1m in width and an alternative footway is not available then traffic counts will be necessary at the points where this happens, in accordance with the width of the road, as shown in the table in Clause 5 below.

Where it is necessary to make road crossings to access an alternative footpath or a footway in excess of 1m width, the volume of traffic on the road at those points will be considered taking into account the 'crossing parameters' outlined in Clause 4 below.

4. Suitable Crossing Points

When undertaking the measuring of walking distances to school the County Council will take into account suitable road crossing points when assessing the suitability of the route.

Where road crossings are necessary it will be assumed that if the half hour two way traffic flow (one way on dual carriageways) is below 240 vehicles per hour, the road should be reasonably able to be crossed.

Conversely, where the half hour two way traffic flow (one way on dual carriageways) is in excess of 700 the road is assessed as being unsuitable to cross, unless there are 'traffic interrupters' (eg traffic lights) which provide suitable crossing gaps at reasonable intervals.

The assessments will not apply if pedestrian crossing facilities are provided.

In cases where central pedestrian islands are provided in the centre of the road to assist pedestrian crossing movements and there are no other pedestrian facilities available (ie pelican/zebra crossing), traffic flows will only be taken in one direction.

For roads where the half hourly traffic flow is between 240 and 700 vehicles, the ability of being able to cross the road comfortably four or more times in each five minute period would normally indicate a road which is reasonably able to be crossed by an accompanied child. In cases where central pedestrian islands are available the number of crossings will be taken from the island to the footway and vice versa.

The County Council will undertake a half hourly traffic count for both the morning and afternoon during school terms to coincide with the times the route would be walked.

When determining the number of vehicles in any time period the following 'passenger car equivalent values' (PCU's) will be used as multiplication factors:

3 pedal cycles	1PCU
2 motor cycles	1PCU
1 car	1PCU
1 LGV (under 3.5tonnes)	1PCU
1 Bus/Coach	2PCU
1 HGV	2PCU

5. Roads without Footways

On roads less than 6.5m in width, where there is no public footpath or walkable verge or refuge points and where the traffic exceeds the maximum vehicle numbers per hour relevant to the width of road shown in the table below, these would be deemed unsuitable routes.

In addition if the proportion of Heavy Goods Vehicles (HGV's) using the route is more than 10% of the highest total traffic volume figure, relative to the road width shown in the table below, the route would be deemed unsuitable.

In undertaking the assessment however, if there are verges which may be 'stepped onto' to avoid vehicles, where there is insufficient road width for the vehicle/s to pass, then these parts of the route are not deemed to be unsuitable, unless the number of vehicles exceeds that which corresponds to the appropriate road width shown in the table below.

A step off or verge is a minimum area that a pedestrian could use as a refuge which is defined as 1.5m in length and 0.5m in depth and relatively level.

Where no 'step-off' exists for any part of the route the number of vehicles using the route will be counted at this point in accordance with the road widths shown in the table below.

Acceptable maximum length of Single sections of road without Verges or refuge before Broken by a verge or refuge	Acceptable number of vehicles per half hour by road width			
	>3.5m road width	3.5>4.5m road width	4.5>5.5m road width	5.5>6.5m road width
10m	201-240	301-360	401-480	501-600
15m	161-200	241-300	321-400	401-500
25m	121-160	181-240	241-320	301-400
35m	81-120	121-180	161-240	201-300
55m	61-80	91-120	121-160	151-200
75m	41-60	61-90	81-120	101-150
120m	31-40	46-60	61-80	76-100
160m	21-30	31-45	41-60	51-75
240m	11-20	16-30	21-40	26-50
300m	6-10	9-15	11-20	13-25
500m	1-5	1-8	1-10	1-12

In order to make the assessment the above table will only compare the number of vehicles at those places on the route where the lack of 'step-off' exists.

Example: 4.5>5.5m road width

There are 3 parts of the route where no verge exists.

Part 1 the gap is 15m there were 200 vehicles counted - Route suitable

Part 2 the gap is 120m there were 27 vehicles counted - Route suitable

Part 3 the gap is 300m there were 21 vehicles - Route unsuitable

Where HGV vehicles (this includes farm vehicles on rural roads) in the hourly two way traffic count on the un-verged portions of the route are more than 10 in number or where this constitutes more than 10% of the total traffic volume, then the route would be classed as unsuitable, irrespective of whether the traffic volume was reached.

6. Pupils not attending their nearest schools

In cases where a pupil chooses not to attend their nearest school, travelling expenses to a more distant school on the grounds that the route to that school is deemed to be unsuitable cannot be considered. .

7. Accident Statistics

If a particular route meets the above criteria as a 'suitable route', the County Council will also take into consideration any significant accident data on the route.

8. Re-imbursments and Unsuitable Routes

Where the Council determines that a route is unsuitable, any claims for retrospective re-imbursment of travelling expenses will only be backdated to the date the Council determined the route as unsuitable.

Annex B

HOME TO SCHOOL TRANSPORT POLICY

SPECIAL PUPIL CASES

The County Council will consider all circumstances which are relevant for the purpose of facilitating the attendance of a child at school and assistance with transport/travel costs may be given at the discretion of the Director for Children's Service in exceptional cases.

Additional assistance may be granted in the following circumstances.

1. Medical Needs of the Pupil

1.1 Long Term Cases

Where pupils live within the statutory walking distance between home and their nearest suitable school and where it is apparent that a pupil is physically unable to walk to school, transport provision may be initially considered. Substantial medical evidence will need to be provided. Provision of transport will not usually be offered where a pupil does not attend their nearest school, unless the medical incapacity arises where the pupil is in Year 10 and Year 11 in secondary school or in Year 6 in primary school. The County Council will however consider cases in other year groups where there has been a significant change in circumstances relating to a child's medical condition.

Assistance will normally take the form of public transport provision unless the pupil is physically unable to access public transport. The provision may also vary dependent on the time of the year.

If the County Council determine that discretionary transport support is no longer required, parents can submit an appeal to the Student Support Appeal Committee if they consider it should continue, subject to a further officer review.

1.2 Short Term Cases (Up to 12 weeks)

Short term taxi transport may be considered where a child has a short term medical incapacity. Medical evidence will be sought to confirm that the pupil will not be able to access public transport. In these cases the provision will normally be made for a maximum of 12 weeks. In these circumstances the Council will consider the provision of transport even if the pupil is not attending their nearest school.

If transport is likely to be required in excess of twelve weeks the case will be reviewed by the County Transport Policy Officer. If it is decided not to extend the transport support, the parents have the option of appeal to the Student Support Appeal Committee

2. Looked After Children (LAC)

Pupils who are 'Looked After' by the County Council who are placed in short term foster care and who do not meet the statutory criteria for transport assistance will not be considered for transport assistance under this policy.

A separate policy is administered by the Children's Integrated Services Group to provide short term transport for LAC pupils who are not statutorily entitled to travel assistance.

3. Emergency Transport Arrangements for non LAC children

In cases where children have been temporarily re-housed due to unforeseen emergency circumstances, transport assistance may be considered to a school other than the nearest provided the distance criteria is met. Assistance would be offered on this basis where it was considered that a pupil would be unable to attend school without support from the County Council. Assistance will initially be provided up to a maximum of twelve weeks. Confirmation of the family circumstances will need to be provided by the local council or other agencies.

Transport assistance will normally take the form of provision on public transport unless the journey times exceed the County guidelines. If transport is required beyond twelve weeks then a review of the case by the County Transport Policy Officer will be undertaken.

4. Managed Transfers and In Year Fair Access Protocol Pupils

Pupils who are admitted to schools under these arrangements may receive assistance with public transport costs if the distance criterion is met irrespective of whether they are attending their nearest suitable school. Short term taxi transport pending receipt of a bus pass may also be provided to aid the smooth transition into the new school during the trial period.

Transport assistance will only be provided for pupils subject to a 'managed move', if the pupil meets the criteria as a low income family as stated in Section 6 of this policy.

5. Children whose Parents due to their Medical Condition are unable to accompany their children to school

In exceptional circumstances where it is not possible due to the medical condition of one or both of the parents or carers, for them to accompany a child to school and it is not possible to make suitable arrangements for a family member or friend to accompany a child to school transport assistance will be considered. Assistance may be provided where it is felt by the County Council that some assistance should be given to ensure that the pupil travels

to school safely and attends the school. Any such assistance is subject to satisfactory medical evidence being provided indicating the parental incapacity.

This assistance will only be provided for pupils who meet the low income criteria as outlined in Section 6 of this policy.

This might include instances where the pupil resides within the statutory walking distance or the pupil does not attend their nearest school.

The County Council will not consider assistance where one parent is unable to accompany the child to school due to work commitments nor will it usually consider it necessary to provide assistance to secondary school aged pupils as they will usually be deemed to be capable of walking to school unaccompanied.

In the above cases transport will be provided for up to a maximum of 12 weeks. Any extension of transport will be subject to a central review process by the County Transport Policy Officer.

In circumstances where the pupil does not attend their nearest school and places were available at nearer schools then normally no assistance with travel costs will be given due to temporary incapacity of either parent.

6. Pupils under the jurisdiction of the Traveller Education Service.

Where pupils under this category live within the statutory walking distance from their nearest suitable school, short term transport provision may be made to ease the integration into a new school. This provision will be provided for a maximum of four weeks.

7. Pupils attending Short Stay Schools and pupils with special educational needs.

A separate policy applies to pupils in these categories.

In all other cases the County Council will consider requests from parents who feel that their child requires transport to their nearest school and they are not statutorily entitled to any assistance in cases of significant non-financial exceptional circumstances.

Annex C

Transport to School on the Grounds of Religion or Belief

Section 509AD of the Education Act 1996 places a duty on local authorities to have regard to a parent's religion or belief, while fulfilling their duties and exercising their powers relating to travel. 'Religion' in this respect means any religion and 'belief' means any religious or philosophical belief.

It is acknowledged that the definitions of 'religion' and 'belief' are ultimately determined by the courts and there is a substantial body of case law which exists with regard to these definitions.

The Department for Education (DFE) offer the following advice in their Home to School Transport Guidance 2007 regarding religion or belief.

- a) The definition of 'religion'; includes those religions widely recognised such as Christianity, Islam, Hinduism, Judaism, Buddhism, Sikhism, Rastafarianism, Baha'is Zoroastrians and Jains.
- b) A religion must have a clear structure and belief system.
- c) Equally denominations or sects within a religion may be considered as religions in this context such as Catholicism or Protestantism within Christianity.
- d) 'Belief' may be understood as equating to 'conviction' and must be more than an opinion or idea. It must be genuinely held and parents/carers bear the burden of showing that it constitutes the reason for placing their child at a given school, or not placing them at a particular school.

The DFE consider that the following examples **do not** meet the requirements for the provision of transport on faith or philosophical grounds:

- the wish to have a child educated at a particular type of school (for example a grammar school)
- the wish for a child to be taught in a particular language
- a belief that a child should be privately educated
- objections to rules requiring that a school uniform must be worn
- the belief that a particular school will provide a better level of education.

When pupils attend particular schools on the grounds of religion or belief, the County Council may, in accordance with its policy, exercise discretion towards transport costs.

Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

Report of the Head of Service - Libraries, Museums, Culture and Registrars**Part I**

Electoral Division affected:
(All Divisions);

Libraries, Museums and Archives Fees and Charges Review 2018/19

(Appendix 'A' refers)

Contact for further information:

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Executive Summary

This report presents proposals relating to fees and charges in the Libraries, Museums, Culture and Registrars Service following an annual review of charges to ensure that they support service efficiency and effectiveness, recover costs where this is appropriate and achievable, and as far as possible ensure consistency across the service.

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 changes to library and archive fees and charges with effect from 1 April 2019 as set out below:

- (i) To increase the maximum fine limit on an individual library item from £6 to £7.
- (ii) To increase library photocopying charges for A4 black and white from 10p to 15p; for A4 colour from 25p to 50p; for A3 black and white from 10p to 25p and for A3 colour from 25p to 75p.
- (iii) To reduce the cost of borrowing DVDs from £2 to £1 for adults and to reduce the cost of children's DVD rental ('U' rated titles) from £1 to 50p.
- (iv) To introduce a reservation charge of 75p for CDs but to maintain the rental charge of 50p per week to bring into line with the reservation charge for printed books.
- (v) To introduce fines of 20p per day for the late return of spoken word items (audio books) to bring into line with fines imposed for the late return of printed books.
- (vi) To make a number of changes to hire charges and loan periods for materials borrowed from the music and drama collection as detailed in Appendix 'A'.

- (vii) To increase the cost of tokens for self-service prints from archive microfilm/fiche from 75p to 80p.
- (viii) To increase the archive record agent administrative charge from £50 per annum to £55 per annum.

Background and Advice

The recommendations listed above have been proposed following the annual review of all fees and charges across the Libraries, Museums and Archives services by a group of staff which has included senior managers, operational managers, front line and technical support staff. The service will monitor the proposed changes, should they be approved, and any findings will be considered during the annual review in 2019/20.

The reduction in DVD loan charges seeks to maximise the use of existing stock in recognition that this is fast becoming an obsolete format and that issues of this format are in sharp decline. The reductions in loan charges for orchestral sets and vocal scores have been proposed as a result of analysis of customer feedback following consultation. The revised proposals also seek to encourage greater use of these collections while ensuring, through reduced loan periods, that the most popular titles are more readily available to other users who may wish to borrow them.

Consultations

All proposed changes have been benchmarked against the Chartered Institute of Public Finance and Accounting recognised comparator group of local authorities. These are Nottinghamshire, Staffordshire, Derbyshire, Cumbria, Kent, Northamptonshire, Warwickshire, Worcestershire, Lincolnshire, Gloucestershire, Suffolk, Essex, Norfolk, North Yorkshire and Devon.

The recommended changes to fees and loan periods for materials in the music and drama collections have been proposed following extensive consultation with music and drama societies. The feedback from this consultation has been used to develop the revised proposals for music and drama set hire listed in Appendix 'A'.

Archive service users have been consulted about the recommended changes to the archive fees and charges.

Implications:

No significant adverse implications are anticipated from these proposals. The reduction in loan charges for DVDs and orchestral sets and vocal scores should mean that more items are borrowed from the Library service.

Financial

The projected income from the proposed changes to fees and charges set out in Appendix 'A' is an anticipated increase of c£0.050m for both library and archive

services but there is a risk that this overall target might not be achieved. Income from fines is generally reducing because of greater use of online and telephone renewals. Improvements to the county council website have made it easier for borrowers to renew online.

The income budget relating to the fees and charges detailed within this report is currently under pressure, with the current level of budgeted income not achieved. This proposed increase will assist in moving towards achieving the income target, although there is still a risk that this may not be achieved and this will need to be closely reviewed as part of the budget monitoring process.

Equality and Cohesion

Some of these proposals will be applied to people with protected characteristics and advice has been sought on the impact that these proposals might have.

The proposal to increase the daily fine rate may have an adverse impact on people with disabilities such as dementia, learning disabilities or mental health conditions who may have difficulty remembering when to return a book. There are, however, a number of ways in which customers can avoid having to pay fines as the service provides several options for renewing books including online, in person and by telephone. Library customers can also make use of the Library Elf system, a third party, free to use service, which helps members manage their loans and reservations through text and email alerts before an item is due for return. The Library Elf system will also alert customers about overdue books to minimise the risk of fines building up.

In addition to assistance with fines avoidance the library service provides mobile library services and home library services for people who are not able to visit their local library. All materials borrowed through these services have no late return charges. The library service has seen a reduction in fines income over the last year which appears to demonstrate the effectiveness of the systems which we have in place. This reduction in income is also likely to have been influenced by the increase in the daily fine rate from 15p to 20p which was implemented on 1 April 2018.

The impact of any fines for late return of spoken word hire will be mitigated as described above. The fines will not apply to people who are unable to read print including for example those who have a visual impairment, dyslexia or learning disability.

Charges for library printing and copying have not been increased for many years and still represent excellent value for money in comparison with charges made by the Chartered Institute of Public Finance and Accounting recognised comparator group of local authorities.

Advice from colleagues in the equality and cohesion team has been that a full equality analysis is not required for this limited set of proposals for the library and archive services.

Given the financial position of Lancashire County Council, the limited levels of increases proposed and the fact that these increases are not necessarily regularly incurred by members of groups with protected characteristics, we believe there would be no disproportionate impact on people with protected characteristics.

Risk Management

The proposed increases have been benchmarked against charges made by Local Authorities using the Chartered Institute of Public Finance and Accounting recognised comparator group and do not represent excessive increases which might provide a significant barrier to users. The proposals are based on basic principles of service efficiency and effectiveness, cost recovery and value for money.

The service will communicate with customers to explain the reasons for the changes and, in addition, will ensure that the Library Elf service is promoted to members to minimise the impact of the changes.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Review of Libraries, Museums and Archives Fees and Charges 2018/19

Libraries					
Service or product	Current charge	Proposed charge	Forecast Income 2018/19	Increase/Decrease in Expected Income based on proposed charge	Reason for no change
Book loan	nil	No change	£0	£0	Statutory service
Reservation fee and fee for subject requests (implemented 1 Apr 2005)	75p per item	No change	£42,785	£0	Charges increased from 1 April 2018
Book fines for late return (implemented 1 Apr 2012)	20p per item per day up to a maximum of £6	20p per item per day to remain, but maximum charge per item to increase to £7	£111,538	£10,000	
DVD loans (from 2005)	Ordinary DVD: £2 per week; 35p daily re-hire charge 'U' classification £1 per week; 17p daily re-hire charge	Ordinary DVD: £1 per week; 'U' classification: 50p per week daily re-hire charges to remain the same	£16,929	-£6,929	
Music CD loans (implemented 1 Apr 2005)	50p per week; 9p daily re-hire charge if late	No change to hire charge. Introduce a reservation charge of 75p	£10,370	£2,249	
Spoken word recordings loans	£1 per 3-week loan; 5p daily re-hire charge if late	Introduce fine of 20p per day up to a maximum of £7 per item to bring in line with book fines.	£10,580	£4,000	
Drama and Music performance sets	Drama £10 per set for 9 months	Drama £10 per set for 6 months £5 renewal fee for up to 3 months	£7,924	£0	
	Music Vocal scores: £30 for 40 copies for 12 months Orchestral sets: £60 for 12 months	Music Vocal scores: £30 for 40 copies for 6 months and £1 per additional copy £15 renewal fee for up to 3 months Orchestral sets: Introduce charge based on performance length: over 40 minutes: £40 and £20 renewal; between 20 and 40 minutes: £30 and £15 renewal; under 20 minutes: £20 and £10 renewal All renewal periods are for up to 3 months All loan periods reduced from 12 to 6 months			
Printing and Copying (implemented 1 Apr 2005)	Black and white: 10p per sheet Colour: 25p per sheet	A4 Black and white: 15p per sheet A3 Black and white: 25p per sheet A4 Colour: 50p per sheet A3 Colour: 75p per sheet	£37,224	£18,612	

	From microform - 20p per sheet				
Internet consumables	PNet printing, USB sticks, headphones etc	Change on printing only, and as above	£98,751	£19,750	
Bus Ticket Sales	7 % commission on each bus ticket sold at £104 each. These are sold at Accrington and Rawtenstall Libraries only	No change	£23,763	£0	This service is likely to cease during the 2019/20 financial year as the bus company moves to a ticketless system
Exhibition Sales	Various	No change	£4,792	£0	Applied in April 2018
Compensation for lost books	According to value of book	No change	£5,398	£0	Customer pays for replacement of stock at cost
Total Fees & Charges Income			£370,054	£47,682	
Lettings	Agreed LCC rates	Income to LMCR ceased in 2017/18		£0	all lettings income transferred to Facilities Management
Sales			£46,310	£0	sales of workbooks, posters, old stock etc.
Total Sales Income			£46,310	£0	
TOTAL LIBRARIES INCOME			£416,364	£47,682	

*forecast taking into account re-opened libraries

Museums					
Service or product	Current charge	Proposed charge	Forecast Income 2018/19	Increase in Expected Income based on Proposed Charge	Reason for no change
Gawthorpe Hall Admission charge (implemented pre-2007)	Adults £6 Concessions £5 Children Free National Trust members Free	No change	£16,800 £8,200		Charges increased from 1 April 2018
Sale of goods including guidebooks and souvenirs	Items individually priced	No change	£9,000	£0	already achieves cost recovery; income dependent on visitor spend
Other fees & charges and miscellaneous income	various	No change	£9,000	£0	This includes donations and <i>ad hoc</i> funding for projects etc. It has no allocated budget as it is uncertain and unpredictable
Total income – Gawthorpe Hall			£43,000	£0	
Lancaster Castle	Adults £8	No change	£129,000	£0	already achieves cost recovery; admission charges high for Lancaster; need to remain competitive and minimise adverse impact on low income families
Admission charge (implemented 1 Apr 2013)	Concessions £6.50 Family £20 Children Free	No change	£69,000 £90,000	£0 £0 £0	
Sale of goods including guidebooks, souvenirs and cafe income	Items individually priced	No change	£39,700	£0	already achieves cost recovery; income dependent on visitor spend

Other Income including Events	Various charges according to event	No change	£15,000	£0	To be reviewed in 2019
Courts Service	set by lease agreement	No change		£0	charge for use of Shire Hall linked to LCC lease from the Duchy of Lancaster
Total Income – Lancaster Castle			£342,700	£0	
TOTAL MUSEUMS INCOME			£385,700		

Archives					
Service or product	Current charge	Proposed charge	Forecast Income 2018/19	Increase in expected annual income based on proposed charge	Reason for no change
Access to archives in person	nil	No change	£0	£0	Statutory right of free access to many of the records; cost of collecting fees likely to exceed potential revenue.
Copying services including copies of sound recordings (All archive charges increased significantly in 2016; further increases in 2017)	Copying services individually priced PNET printing in line with Library charges 10p	No change except to self-service printing.	£22,450	£0	Last year's increases and online ordering and payment facility introduced in summer 2017 has generated more orders and is likely to increase revenue by around 30% in the current year
	Tokens for self service prints from microfilm/fiche 75p	15p	£250	£125	
		80p	£300	£20	Online delivery through <i>Egress</i> , which is not yet available, has the potential to generate increased income without increasing costs to the service, or charges
Other fees and charges including: certification; photography permits; professional fees and charges	Individually priced Record agent admin charge £50 per annum	No change except to record agent fee £55	£13,000	£100	All archive fees and charges increased significantly in 2016; comparable with other archive services. Risk of greater increase losing record agents.
Sales	Goods individually priced	No change	£3,000	£0	Cost recovery achieved; income dependent on customer spend
Income from Joint Archive Agreement (reduced in 2016)	£10,000 per annum paid by Blackburn with Darwen for storage of borough archives	Increase in line with inflation – 3% predicted for 2019/20	£10,225	£309	Blackpool withdrew from the Joint Archive Agreement in July 2016.
Total income			£49,225	£554	

Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

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

Electoral Division affected:
(All Divisions);

Multi-Agency Self-Neglect Framework

(Appendices 'A' and 'B' refer)

Contact for further information:

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Executive Summary

The Multi-Agency Self-Neglect Framework has been developed by members of the Lancashire Safeguarding Adults Board in order to ensure that all partners, including the county council, meet their statutory responsibilities. Self-neglect under this Framework relates to instances where self-neglect poses a significant risk of serious harm, injury or death and the individual is not willing to engage with services. However, a formal safeguarding enquiry for people who self-neglect is not, in the majority of cases, an appropriate or proportionate response.

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 Multi-Agency Self Neglect Framework as set out at Appendix 'A'.

Background and Advice

Self-neglect is identified under the Care Act 2014 as a category of abuse or neglect. Self-neglect is a complex issue and statutory agencies with a duty to protect vulnerable people from harm and abuse must balance those responsibilities with respect for the person's legal right to privacy.

Self-neglect covers a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours like hoarding. The Care and Support Statutory Guidance identifies self-neglect as one of the types of abuse and neglect that local authorities have a duty to respond to by making enquiries and taking action as appropriate. There have been a number of

Safeguarding Adult Reviews where individuals who have self-neglected have suffered serious injury or death as a result of their behaviours.

If a person lacks mental capacity to understand the risks their behaviour poses to themselves or others, a mental capacity assessment and Best Interest process will identify the relevant intervention, if necessary. However, a different approach is required when an individual is deemed to have capacity to make decisions about their behaviour (and any risks posed by that behaviour) or where it has not proved possible to undertake a mental capacity assessment because the individual declines to engage with public services.

In these circumstances, there is a risk that, where an individual has capacity and is making an 'unwise decision', statutory agencies could contravene the person's rights under Article 8 of the Human Rights Act 1998 (the right to private and family life) if they do not respect the person's decision.

The statutory guidance states that any assessment of self-neglect "should be made on a case by case basis" (paragraph 14.17).

The Multi-Agency Self-Neglect Framework set out at Appendix 'A' has therefore been developed by members of the Lancashire Safeguarding Adults Board and has been subject to the Board's approval processes.

Self-neglect under this Framework relates to instances where the self-neglect poses a significant risk of serious harm, injury or death and the individual is not willing to engage with services. However, a formal safeguarding enquiry under section 42 of the Care Act for people who self-neglect is not, in the majority of cases, an appropriate or proportionate response. Formal safeguarding enquiries refer to any action that is taken (or instigated) by a local authority under Section 42 of the Care Act 2014 in response to indications of abuse or neglect in relation to an adult with care and support needs, who is at risk and is unable to protect themselves because of those needs.

Lancashire County Council's approach is to respond in a more proportionate way, and to try to engage with the individual to work at identifying with the individual what they believe to be an ideal outcome for them, which may require a longer-term piece of work. In such cases, the individual partner agency would be required to follow the Framework, which aims to support vulnerable people in a more consistent manner and provide a mechanism to ensure joint working with other organisations and a collective approach to risk management.

While partner agencies operating through the Lancashire Safeguarding Adults Board have always sought to protect vulnerable people from abuse and neglect, the Framework provides a formal process for statutory agencies with safeguarding responsibilities to work more effectively with each other on this specific issue. The Framework sets out expectations around the need to continue to attempt to engage with individuals who decline to engage with public services and for joined-up, multi-agency working in order to reduce the risks for the individual and for partner organisations. It will ensure that all partners are aware of specific cases or

circumstances where self-neglect may be an issue so that no agency or institution is left to engage with the vulnerable person in isolation.

Implementation of the Framework may result in a slight increase in referrals into Adult Social Care as a result of awareness raising around the issues of self-neglect. The Framework will be trialled for a 12-month period, with quarterly reviews conducted by the Lancashire Safeguarding Adults Board to monitor the situation and ensure that the Framework is effective in supporting individuals at the significant end of self-neglect. Guidance has been produced for county council staff, which will ensure that the county council only accepts referrals when individuals meet the relevant criteria.

The Framework is intended to be used when:

- There are significant concerns by agencies about an individual's safety and/or wellbeing as a result of self-neglect and/or significant concerns about the safety and /or wellbeing of others (risk of serious harm, injury or death).

And

- Existing agency involvement and appropriate multi agency working has been attempted and been unable to resolve the issue(s).

And

- Where the adult appears to have capacity to make decisions regarding their environment and lifestyle choices pertaining to issues of self-neglect.

All partner agencies will refer to this Framework when the criteria is met.

Each partner agency on the Lancashire Safeguarding Adults Board will be responsible for ensuring that their staff are able to understand and apply the statutory principles of the Mental Capacity Act 2005 and their responsibilities within it in order to determine whether the individual has the mental capacity to make specific decisions. It is acknowledged that all agencies will have their own policy regarding Mental Capacity Act and it is for each agency to ensure that they are compliant with their own policy.

The Framework is compliant with the General Data Protection Regulations 2018.

A copy of the Lancashire Safeguarding Adults Board's Multi-Agency Hoarding Guidance (an appendix of the Board's Multi-Agency Self-Neglect Framework) is also included for information at Appendix 'B'.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Staff will undertake the appropriate risk assessments where possible and work with the individual to identify any mitigation that the individual will accept. If this is not possible, exploration of the use of legal powers will need to be made, with the individual and other organisations, dependent upon the level and severity of risk.

Financial

Implementation of the Framework may result in a slight increase in referrals into Adult Social Care as a result of awareness raising around the issues of self-neglect. The Framework will be trialled for a 12-month period, with quarterly reviews conducted by the Lancashire Safeguarding Adults Board to monitor the situation and ensure that the Framework is effective in supporting individuals at the significant end of self-neglect. Guidance has been produced for county council staff which will ensure that the county council only accepts referrals when individuals meet the relevant criteria.

Legal

Work with individuals who may self-neglect is not always recorded on the county council's electronic systems as a care package. This can be because a formal commissioned service may not be required to meet the need. In order to demonstrate that the county council is meeting its duties under the relevant legislation, good practice would require careful recording of interactions and offers of support, including the recording of any potential risks and the agreed approach to how this can be mitigated (if possible). Ongoing monitoring and attempts at engagement may be required.

List of Background Papers

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



Multi-Agency Self-Neglect Framework

Date: December 2018

Review date: March 2020

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Introduction

The purpose of this framework is to provide a process guide for all Lancashire Safeguarding Adults Board (LSAB) partner agencies on how to respond when concerns of self-neglect have been identified.

Self-Neglect

This is identified in Chapter 14 of the Care and Support Statutory Guidance (October 2018) as covering a "wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding". In a recent article in the Journal of Adult Protection, the authors define self-neglect as:

- Lack of self-care – neglect of personal hygiene, nutrition, hydration and health; and/or
- Lack of care of one's environment – squalor and hoarding; and/or
- Refusal of services that would mitigate risk of harm to safety and well-being. (Braye et al., 2015)

Paragraph 14.17 of the Guidance goes on to state that *"It should be noted that self-neglect **may not** prompt a section 42 enquiry. An assessment should be made on a case by case basis."* In Lancashire, the LSAB has agreed that in most cases it would not be a proportionate response to raise a section 42 enquiry for people who self-neglect (including hoarding) and therefore the individual LSAB partner agency would be required to follow the LSAB Multi-agency Self-Neglect Framework.

Therefore this framework is intended to be used when:

- There are **significant** concerns by agencies about an individual's safety and/or /wellbeing as a result of self-neglect and /or significant concerns about the safety and /or wellbeing of others (**risk of serious harm, injury or death**).

And

- Existing agency involvement and appropriate multi agency working has been tried and been unable to resolve the issues.

And

- Where the adult appears to have capacity to make decisions regarding their environment and lifestyle choices pertaining to issues of self-neglect.

All partner agencies must take all reasonable steps to work with the individual and address the concerns when they have been made aware themselves. When this approach has proved to be unsuccessful, the LSAB partners should follow this framework. There should be operational procedures within each organisation which provide internal governance mechanisms and are compliant with this procedure; each organisation could develop their own operational guidance outlining the responsibilities of their own staff. Each LSAB partner agency will be responsible for ensuring that their staff are able to understand and apply the statutory principles of the Mental Capacity Act 2005 and their responsibilities within it, to determine whether the individual has the mental capacity to make specific decisions relevant to the situation/risk. Mental

capacity assessments are both time and decision specific and should therefore be considered and/or repeated as risk increases and in relation to each individual risk.

All partner agencies will refer to this framework when the criteria is met. It is acknowledged that all agencies will have their own policy regarding Mental Capacity Act and it is for each agency to ensure that they are compliant with their own policy.

Mental Capacity

The Mental Capacity Act (MCA) 2005 provides a statutory framework for people who lack the capacity to make decisions by themselves. Professionals are required to pay regard to the MCA. The Act has five statutory principles which underpin, and are legal requirements of, the Act:

1. A person must be assumed to have capacity unless it is established that he lacks capacity. A person is not to be treated as unable to make a decision unless all practicable steps to help him to do so have been taken without success. A person is not to be treated as unable to make a decision merely because he makes an unwise decision. An act done, or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in his best interests. Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

A person may lack capacity if at the time they are unable to make a decision for themselves in relation to the matter, because of an impairment or disturbance that is permanent or temporary.

When a person's self-neglecting behaviour poses a serious risk to their health and safety, professional intervention may be required. Emergency first responders will need to make time-specific decisions, based upon the facts presented and the urgency of the risks to individuals, in line with legislation and their organisation's own protocols. On the occasion that officers are called to incidents of an individual requiring support and where high risk self-neglect is identified, they will make decisions as to the immediate safeguarding requirements, based upon the vulnerability of the individual presented at that time. They will respond appropriately in that moment and refer to other agencies for support and further assistance, as required, which may include formal assessments in relation to whether an individual has capacity to make specific decisions regarding their self-neglecting behaviour.

With the exception of statutory requirements, the intervention or action proposed must be with the individual's consent. In extreme cases, taking statutory principle 3 (above) into account, the very nature of the self-neglect may lead the professional to question whether the adult has capacity to consent to the proposed action or intervention and trigger a decision-specific capacity assessment, which should be recorded appropriately. All interventions must be undertaken in accordance with the 5 statutory principles and using the 'two stage' test of capacity (see MCA Code of Practice 4.11 – 4.25).

Care must also be taken to ensure that Article 8 of the European Convention on Human Rights (The right to respect for private and family life) is engaged. Interference with a person's life must be lawful, necessary and pursue a legitimate aim.

Capacity assessment is time and decision specific and each decision must be considered separately. Capacity to consent to or refuse intervention or treatment must refer to a particular decision. If, when discussing with someone your concerns around issues of Self-neglect the individual doesn't seem to understand what your concerns are or the risks involved, then they **may** lack capacity to make decisions about this and consideration would then need to be given as to whether to refer to other agencies, so that a formal Mental Capacity Assessment and Best Interest process could be undertaken. Individuals should receive support to help them make decisions and it is important to take all reasonable steps to help them make a decision. **If the person lacks capacity, this framework may not apply – see section on MCA.**

Where the intervention of a single organisation has not been successful in addressing the concern, nor the management of the risk itself, then the next step will be to consider multi-agency involvement. Initially this may be involvement of the local Early Action/Integrated Neighbourhood/Neighbourhood Team meeting for discussion/support/further action, if low to medium levels of risk concerned. Identify who the best person from your agency needs to be involved/progress work and attend the meeting. If this action does not enable engagement/work with the individual to be undertaken to mitigate the risks identified, or the risk is considered to be such that severe injury and/or death is an issue, then this framework should be followed.

This will enable the relevant LSAB agencies to address the concerns directly within a multi-disciplinary framework.

This framework should be referred to for the management of cases where an adult is at **high risk of severe injury and/or death due** to lifestyle/self-neglect/refusal to engage with services (see 'Escalation Tool' in supporting information, page 10) and the criteria contained within this framework applies. It is designed to ensure effective multi-agency working and decision making.

Please note: This framework should be referred to where there are **significant self-neglect concerns, there is no perpetrator and the adult at risk has mental capacity to make choices about their care and support.** We would envisage this framework only therefore being used for a small number of individuals, where the risk cannot be resolved by local multi-agency working. This will respect the person's right to make unwise choices where they have capacity, in relation to the specific decision.

It is recognised that some people who self-neglect regularly use emergency services inappropriately and can make high demand on services on a day to day basis. This high usage or inappropriate use of services can be an indicator of vulnerability, which should be collated by agencies and the appropriate intervention considered.

Exclusions

This framework does not include:

- Situations where people do not have the mental capacity to make decisions about their care and support, in which case the Mental Capacity Act and associated Best Interests processes should be followed.
- Situations where people have significant mental health issues and should more appropriately be assisted by mental health teams and use of the Mental Health Act.
- Situations where self-neglect is associated with the action of, neglect by, or influence of, a third party; in which case a referral should be made under the safeguarding adult procedures.
- Situations associated with deliberate self-harm
- Situations where children at risk or in need should be referred to Children's Services

Information Sharing

Information sharing within these procedures should be in line with the principle of information sharing within Lancashire Safeguarding Adults Procedures, the Care Act 2014, the Care and Support Statutory Guidance 2018 and General Data Protection Regulations 2018. Practitioners must **always** seek the consent of the adult at the heart of the concern before taking action or sharing information. However, it should be explained that consent could be overridden if the risk is significant (serious harm, injury or death).

If there is any doubt about whether to share information, advice should be obtained from your organisation's information governance lead. Things to consider are:

- Adequate recording; has the consent of the adult been obtained and if not why not
- What information was shared and with whom, how was the request received and recorded, and how was the decision made to share the information
- If third party information is involved, was consent obtained and if not, which exemptions are applied
- All agencies involved must follow the appropriate statutes and guidance.

Under the General Data Protection Regulations, organisations have the responsibility to ensure that personal information is processed lawfully and fairly. All adults have a right to view any information held about them. Practitioners should consider this when they are recording information about the adult.

Consent

Wherever possible the person should be informed by the referring agency that this process is being followed and invite the person to the meeting. However, it is recognised that they may not wish, or be able, to attend; in which case the referring agency and/or advocate should ensure that the person's views are captured.

It is recognised that refusal to engage with services may be a concern and therefore referrals to relevant organisations should not be delayed because it is impossible or difficult to engage with the individual. Consent should be sought, but a decision to follow the framework without consent may be justified where the person

and/or others are at **risk of serious harm, injury or death**. This decision should be recorded on the person's records. Referrals to LSAB partner agencies of high risk cases should not be delayed because it has not been possible to effectively engage with the individual.

Multi-Disciplinary Team (MDT) Meeting

This arrangement would be undertaken if no resolution from previous multi-agency working - Early Action Team/Integrated Neighbourhood/Neighbourhood Team involvement **for example** – or there are significant concerns about the individual's risk of serious harm, injury or death. The organisation who is best placed to lead on organising this (i.e. one with a statutory responsibility: CCG, Environmental Health, Housing, Local Authority) and is currently involved, would be the most appropriate for organising the MDT meeting. This could be identified at the Early Action/Integrated Neighbourhood/Neighbourhood Team meeting.

Note: this is the initial meeting, to ensure the relevant organisations are involved; further meetings may have a different Chair, as lead organisations may change, depending on the need/circumstances of the individual/situation. This would have to be a mutual agreement between current and proposed Chair/organisation.

The role of that organisation is:

- Ensure the relevant partners are invited to address the concern
- Chair the meeting
- Provide a clear summary prior to the meeting for the attendees
- Clarify the roles and responsibilities
- To identify whether an independent advocate is required and to make the necessary referral

The responsibility of the MDT meeting is to:

- Provide expertise to effectively review the case
- Ensure there is full multi-agency sign up and engagement
- Consider risk assessments and risk management
- Look at strategies which may reduce risk and improve outcomes for the person and services
- Consider the support needs of the individual as well as the needs of the organisations involved to be accountable
- Consider whether there is a requirement to undertake further assessments and identify which LSAB partner agency would need to undertake these and identify who will be responsible for making the relevant referral, with identified timescales agreed to prevent case drift
- Consider whether legal advice is required (each organisation would be responsible for sourcing/funding this following their own procedures)
- Agree a plan of action for the person, including the consideration of alternative or creative options to enable professionals and/or others to encourage engagement with the person at risk
- Agree timescales for actions
- Record the agreed outcome

- Agree a review period where necessary
- Share information with the adult concerned and organisations involved in the meeting
- Monitor and review the agreed plan of action where necessary
- Arrange for any further meeting(s) as required
- Escalate the risks within the agencies involved to support a shared approach to risk assessment.

It is recognised that the dilemma of managing the balance between protecting adults at risk from the potential consequences of serious self-neglect, against their right to self-determination, is a challenge for all services.

It should be agreed at the MDT meeting who will feedback the outcome and any proposed plan of action with the person and seek their consent to the plan, as well as a timescale for this discussion.

Actions following the MDT meeting

As outlined above, the identified agency/ professionals/person should discuss the proposed plan of action with the individual in order to try to engage the person with services.

The plan of action will have incorporated the next steps to be taken, in the event that the individual does not engage with the proposed actions. A review of the case will be required – process to be agreed in the plan of action.

It would be good practice for the agency leading on trying to engage the individual to record refusal to accept the plan of action, document ongoing risks and to ask the individual to sign to agree that they understand the risks involved.

Notes/actions from the MDT meeting will be circulated to attendees and each agency will take responsibility for the secure storage of these minutes on their relevant databases.

Disagreements between Agencies

Where there are disagreements between agencies that cannot be resolved at the MDT meeting or concerns about the participation of any agency in the process these will be escalated as appropriate. The senior leads of the relevant organisations should liaise with each other; if this does not resolve the issue, then an approach should be made to the relevant member of LSAB for advice.

Stage 1: If professionals are unable to reach agreement about the way forward regarding an individual issue then their disagreement must be addressed by more senior staff. In most cases this will mean the first line managers of the agencies involved discussing the issue of dispute and seeking to reach a resolution;

Stage 2: If the issue cannot be resolved at this level then the matter must be referred up through each agencies line management structure without delay to a Head of Service or equivalent (e.g. designated safeguarding officer);

Stage 3: If the issue cannot be resolved at Head of Service (or equivalent) level then consideration should be given to progressing the dispute through the further layers of more senior management up to, for example, Strategic Head of Service or Director Level.

In situations where such senior officers have become involved in resolving disagreements between agencies and those disputes relate to the safeguarding needs of vulnerable adults, the LSAB Team must be made aware of this. The purpose of such notification is to help monitor interagency safeguarding activity, and to identify issues which may benefit from an LSAB Quality Assurance scrutiny. The agency which found it necessary to escalate an issue to such a high level in another organisation should advise the other organisation of their intention to do so

Exiting the Framework

Cases will exit the framework when either:

- a) The desired outcomes are achieved and/or risks are reduced as far as possible, so that the individual no longer meets the threshold for this framework

Or

- b) All options have been exhausted and there are no further interventions available to agencies.

If the reason for the exit is due to b) and has been agreed by MDT members and recorded as appropriate in the individual's and agency's record, this should be communicated in writing to the SU, with assurances that there is an open offer of support should they wish to take this up at any time. The agency's records should include a rationale of the decision-making process and actions (including current mental capacity assessment).

Supporting Information

Escalation Tool

Please note: these examples are to help guide professional decision-making. For someone to be at high risk of severe injury and/or death, a combination of issues and a significant impact on an individual's safety, with a refusal to engage with services in order to mitigate risks, would be required in order for it to meet the standards expected for the framework to apply.

Level of Risk	Minimal Risk	Moderate	High / Critical
Self-Neglect	<p>Access to support services is limited.</p> <p>Health care and attendance at appointments sporadic.</p> <p>Person is not currently losing weight (but may have done in past 6 months).</p> <p>Person has limited access to social and community activities.</p> <p>Person is able to contribute to some daily living activities.</p> <p>Personal hygiene is relatively good.</p> <p>Low risk of harm.</p>	<p>Access to support services have been identified but declined.</p> <p>Health care is poor, but no current deterioration in health and person is of low weight.</p> <p>Limited ability to maintain nutrition even with support.</p> <p>Person's wellbeing is significantly affected:</p> <p>Person does not access social or community activities.</p> <p>Person's is unable to contribute toward daily living activities and does not recognise this/declines necessary intervention.</p> <p>Personal hygiene is an issue and is impacting on health.</p> <p>Loss to independence and declining relevant support.</p> <p>Some level of self-neglect/non-compliance, i.e. inconsistent engagement with medical staff or medication management and this is having a detrimental impact on health.</p>	<p>The person refuses to engage with necessary services and there are significant concerns with regard to the level of risk of significant harm/injury/death.</p> <p>Health care is very poor and there is a recent significant deterioration in health.</p> <p>Essential care is refused.</p> <p>Wellbeing is significantly affected on a daily basis: Person is isolated from family and friends (or does not have any).</p> <p>The person does not engage with any social or community activities and this is affecting their mental health.</p> <p>The person does not manage any daily living activities, they are declining support and this is impacting on their health.</p> <p>Hygiene is extremely poor and causing significant skin problems.</p> <p>Aids and adaptations refused or not accessed and significant risk of harm identified.</p>

		Medium risk of harm or injury.	Limited or no financial viability which is impacting on their health and declining support with this. High risk of severe injury and/or death as a result of the above
Hoarding (see Hoarding guidance at appendix 1) (To be hyperlinked on go-live date)	Moderate-severe collections of items; not rubbish and not causing obstructions. At least one room is severely impaired by level of clutter. Several animals present that are currently well cared for. Responds to relationship building and rapport with professionals. Residents and communal areas unaffected. Low risk of harm.	More than one room unusable, or use severely impaired by level of clutter over several rooms; this may include rubbish. Some items present that may increase risk of severity of fire – such as hoarded paper. Lack of essential utilities. Environment causing illness/ hospitalisation. Several animals present; some signs of neglect and/or animal faeces in property. Signs of infestation that could spread. Strong odour. Non-fatal fire in last 6 months. May be some items in communal area, but not constantly. Light odour in communal areas. Medium risk of harm or injury.	Hoarding significant number of items which severely limits free movement, including entry/exit. Imminent fire risks (Consider: Flammable materials, working smoke alarms, evidence of previous fire/smoke damage anywhere). Unstable piles/avalanche risk, leading to severe injury, permanent disability. Disconnection of essential utilities and declining support to rectify this. Numerous animals present; with obvious signs of neglect, faeces present in property. Eviction/ legal enforcement by Environmental health and/ or housing. Severe infestation that could spread, causing infection or injury. Severe infestation to neighbours and surrounding properties. Inability to safely access and use communal areas due to clutter impinging on these areas from affected property.

			<p>Clutter spreading to the garden and surrounding areas.</p> <p>High risk of severe injury and/or death as a result of the above.</p>
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Contact information

FOR STAFF WHO HAVE CONCERNS AROUND SELF-NEGLECT (INCLUDING HOARDING)

Details correct as of December 2018

CONTENT TO BE ADVISED BY BOARD MEMBERS

Organisation	North	Central	East
Integrated/ Neighbourhood Teams	<p><i>Fylde:</i></p> <p><i>Lancaster:</i> lancasterdistrictintegratedteam@lancashire.gov.uk</p> <p><i>Wyre:</i></p>	<p><i>Chorley (PIVOT Team):</i> Hayley Hughes (Chorley Borough Council) 01257 515570 hayley.hughes@chorley.gov.uk</p> <p><i>Preston:</i> prestonearlyaction@lancashire.gov.uk</p> <p><i>South Ribble:</i> srintegratedteam@lancashire.gov.uk</p> <p><i>West Lancs:</i> WLintegratedteam@lancashire.gov.uk</p>	<p><i>Burnley:</i></p> <p><i>Hyndburn:</i></p> <p><i>Pendle:</i></p> <p><i>Ribble Valley:</i></p> <p><i>Rossendale:</i></p>
Police			
Fire			
Health			
District Councils (Environmental Health and Housing)	<p><i>Fylde:</i> 01253 658658</p> <p><i>Lancaster:</i> 01524 582000</p> <p><i>Wyre:</i> 01253 891000</p>	<p><i>Chorley:</i> 01257 515151</p> <p><i>Preston:</i> 01772 906900</p> <p><i>South Ribble:</i> 01772 421491</p> <p><i>West Lancashire:</i> 01695 577177</p>	<p><i>Burnley:</i> 01282 425011</p> <p><i>Hyndburn:</i> 01254 388111</p> <p><i>Pendle:</i> 01282 661661</p> <p><i>Ribble Valley:</i> 01200 425111</p> <p><i>Rossendale:</i> 01706 217777</p>
Lancashire County Council	0300 123 6720		



Multi-Agency Hoarding Guidance

Appendix 1 to Self-Neglect Framework

Date: December 2018

Information Sheet

Title	Lancashire Safeguarding Adults Board (LSAB) Multi-agency Hoarding Guidance
Ratified By	LSAB Board
Ratification/Publication Date	Date approved – to be added following formal agreement
Review Date	In line with Self Neglect Guidance
Version Updates	Version 1
Responsible Group	Lancashire Safeguarding Adults Board, Policies & Procedures Sub-Group
Acknowledgement	Liverpool City Council Safeguarding Team

Please note that the website version of this document is the only version that is maintained. Any printed versions should therefore be viewed as 'uncontrollable' and may not be the most up-to-date.

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1. Introduction

The purpose of this document is to set out the protocol and process for organisations which may come across a resident in Lancashire who hoards. It sets out a framework for collaborative multi-agency working using a person centred approach in order to fully achieve the best outcome for the individual whilst meeting the requirements and duties of the Care Act 2014.

2. Aims of this Guidance

The aims of this Guidance are to:

- Create a safer and healthier environment for the individual and others affected by the hoarding behaviour, e.g. family and neighbours
- Develop a multi-agency pathway which will maximise the use of existing services and resources which may reduce the need for compulsory solutions
- Ensure that when solutions are required, there is a process for planning solutions tailored to meet the needs of the individual and utilising a person centred approach. Possible solutions should include professional support and monitoring, property repairs and permanent or temporary re-housing
- Develop creative ways of engaging individuals in the process
- Establish best practice and improve knowledge of legislation that relates to hoarding behaviour

3. Types of Hoarding

There are typically three types of hoarding:

- Inanimate objects: This is the most common. This could consist of one type of object or collection of a mixture of objects, such as old clothes, newspapers, food, containers or papers
- Animal hoarding: This is on the increase and often accompanied with the inability to provide minimal standards of care. The hoarder is unable to recognise that the animals are at risk because they feel they are saving them. The homes of animal hoarders are often eventually destroyed by the accumulation of animal faeces and infestation by insects
- Data Hoarding: This is a relatively new phenomenon. It could present with the storage of data collection equipment such as computers, electronic storage devices or paper. A need to store copies of emails, and other information in an electronic format

4. General Characteristics of Hoarding

- *Fear and anxiety*: compulsive hoarding may have started as a learnt behaviour or following a significant event such as bereavement. The person who is hoarding believes buying or saving things will relieve the anxiety and fear they feel. The hoarding effectively becomes their comfort blanket
- Any attempt to discard the hoarded items can induce feelings varying from mild anxiety to a full panic attack with sweats and palpitations
- *Long term behaviour pattern*: possibly developed over many years or decades of 'buy and drop'. Collecting and saving with an inability to throw away items without experiencing fear and anxiety
- *Excessive attachment to possessions*: people who hoard may hold an inappropriate emotional attachment to items
- *Indecisiveness*: people who hoard may struggle with the decision to discard items that are no longer necessary, including rubbish
- *Unrelenting standards*: people who hoard will often find faults with others; requiring others to perform to excellence while struggling to organise themselves and complete daily living tasks
- *Socially isolated*: people who hoard will typically alienate family and friends and may be embarrassed to have visitors. They may refuse home visits from professionals, in favour of office based appointments
- *Large number of pets*: people who hoard may have a large number of animals that can be a source of complaints by neighbours. They may be a self-confessed 'rescuer of strays'
- *Mentally competent*: people who hoard are typically able to make decisions that are not related to hoarding
- *Extreme Clutter*: hoarding behaviour may be in a few or all rooms and prevent them from being used for their intended purpose
- *Churning*: hoarding behaviour can involve moving items from one part of the property to another, without ever discarding them
- *Self-care*: a person who hoards may appear unkempt and dishevelled, due to lack of bathroom or washing facilities in their home. However, some people who hoard will use public facilities in order to maintain their personal hygiene and appearance
- *Poor insight*: a person who hoards will typically see nothing wrong with their behaviours and the impact it has on them and others
- *Avoidance*: a person will avoid many tasks, avoid people, avoid scenarios that may make them feel extremely anxious – Avoidance is the main area that stops hoarding making changes

However many hoarders may be well-presented to the outside world, appearing to cope with other aspects of their life quite well, and giving no indications of what is going on behind closed doors.

Health implications can include:

- Living in squalid conditions, infestations and associated diseases
- Limited cooking, bathing, heating, sometimes without connected utilities
- Self-neglect, leading to other medical complications
- Lack of mental capacity leading to unwise decisions making
- Anxiety and depression
- Serious risk to life, for example risk of fire and contamination

5. Detection and Associated Issues

Some issues may be identified by:

Access Issues

- Gaining access – as this is generally not welcomed
- Repairs or debt issues triggered by reactive visit
- Gas checks and necessary repairs – e.g. leaks into neighbouring properties – do contactors know when appropriate to report an issue

Neighbours, friends and relatives

- Smell or obvious pest problem – usually when it comes noticeable in neighbouring properties
- Concerned neighbours or complaint
- Items creeping into communal areas or outdoor space, overgrown gardens, and
- Concerned friends and family may make a report to partners

Un-scheduled/scheduled Visits

- Welcome visits/tenancy checks (indicates early on if potential problem)
- Periodic occupancy checks (home visit not by phone)
- GP, Fire or ambulance service –tends to be crisis point such as hospitalisation
- Meals on wheels or other domestic/carer/safety/occupational therapist visits
- Social worker/housing support worker
- Responsive visit e.g. repairs

General

- Information from previous landlord
- Case notes/handover between teams and sometimes between landlords

6. Mental Capacity

The Mental Capacity Act (MCA) 2005 provides a statutory framework for people who lack the capacity to make decisions by themselves. Professionals are required to pay regard to the MCA. The Act has five statutory principles and these are legal requirements of the Act:

1. A person must be assumed to have capacity unless it is established that they lack capacity
2. A person is not to be treated as unable to make a decision unless all practicable steps have been taken without success
3. A person is not to be treated as unable to make a decision merely because he/she makes an unwise decision
4. An act done, or decision made, under this act for, or on behalf of, a person who lacks capacity must be done, or made in his or her best interests
5. Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action

A person may lack capacity if at the time they are unable to make a decision for themselves in relation to the matter, because of an impairment or disturbance that is permanent or temporary.

When a person's hoarding behaviour poses a serious risk to their health and safety, professional intervention will be required. Emergency first responders will need to make time-specific decisions, based upon the facts presented and the urgency of the risks to individuals, in line with legislation and their organisation's own protocols. On the occasion that officers are called to incidents of an individual requiring support and where high risk hoarding is identified, they will make decisions as to the immediate safeguarding requirements, based upon the vulnerability of the individual presented at that time. They will respond appropriately in that moment and refer to other agencies for support and further assistance, as required, which may include formal assessments in relation to whether an individual has capacity to make specific decisions regarding their hoarding behaviour.

With the exception of statutory requirements, the intervention or action proposed must be with the individual's consent. Article 8 of the European Convention on Human Rights (The right to respect for private and family life) - is engaged. Interference with a person's life must be lawful, necessary and pursue a legitimate aim.

In extreme cases, taking statutory principle 3 (above) into account, the very nature of the environment may lead the professional to question whether the adult has capacity to consent to the proposed action or intervention and trigger a capacity decision-specific assessment, which should be recorded appropriately. All interventions must be undertaken in accordance with the 5 statutory principles and using the 'two stage' test of capacity (see MCA Code of Practice 4.11 – 4.25).

The MCA Code of Practice states that one of the reasons why people may question a person's capacity to make a specific decision is that "the person's behaviour or circumstances cause doubt as to whether they have capacity to make a decision" (MCA Code of Practice, 4.35). Extreme hoarding behaviour may therefore in the specific circumstances of the case, prompt an assessment of capacity.

If it is decided that action needs to be taken without the consent of the adult, a full exploration of the legal options should be explored (See appendix A), identifying the risks and benefits of each option. Given the complex and diverse nature of self-neglect and hoarding, responses by a range of organisations are likely to be more effective than a single agency response.

7. Mental Health Disorder

Hoarding Disorder is recognised as a mental health condition in the Diagnostic & Statistical Manual (DSM-V), and it should be included as a mental health condition in its own right in the next edition of ICD-11 (International Classification of Diseases) published by the World Health Organisation, this next edition is due out in 2018.

8. Information Sharing

Practitioners must always seek the consent of the adult at the heart of the concern before taking action or sharing information. However there may be circumstances when consent cannot be obtained because the adult lacks the capacity to give it but the best interests of the individual or others at risk of harm demand action. In these cases Mental Capacity Act guidance should be followed.

In some cases, where an adult refuses consent, information can still lawfully be shared if it is in the public interest to do so. This may include protecting someone from serious harm or preventing crime and disorder. The key factors in deciding whether or not to share confidential information are:

- Necessity – sharing is likely to make an effective contribution to preventing the risk, and;
- Proportionality – the public interest in sharing outweighs the interest in maintaining confidentiality

If there is any doubt about whether to share information, advice should be obtained from your organisations governance lead. Things to consider are:

- Adequate recording if the consent of the adult was obtained and if not why not
- What information was shared and with whom and how the request was received and recorded, and how the decision was made to share the information
- If third party information is involved if consent was obtained and if not which exemptions applied
- All agencies involved must follow the appropriate statutes and guidance

Under the General Data Protection Regulation (GDPR), organisations have the responsibility to ensure that personal information is processed lawfully and fairly. All adults have a right to view any information held about them. Practitioners should consider this when they are recording information about the adult.

9. Fire Safety

Hoarding increases the risk of a fire occurring and makes it more difficult for people living within the property to evacuate safely. Fire can also spread to neighbouring properties if the level of hoarding is severe or if flammable items such as gas containers are being stored. It also poses a high risk to fire fighters when attending the scene.

The sharing of information is extremely important for operational firefighter crew safety. Lancashire Fire and Rescue Service is required to be compliant with the Fire Services Act, 2004, Regulation 7.2d to make arrangements for obtaining information needed for the purpose of extinguishing fires and protecting life and property in their area. The multi-agency approach to sharing information about hoarding enables compliance with the Act and also strengthens the operational risk assessment when dealing with incidents and fires where hoarding is present.

10. Housing Support

Lancashire housing associations and registered landlords can and do play an important role in supporting people who hoard. Tenancy support and housing officers can help build up a relationship with their tenants in an effort to support people who are in need to avoid them losing their tenancy and becoming homeless. Tenancy support and housing officers have worked persistently and persuasively with some tenants to help them clear up their homes, often in combination with other services. Where a person may be hoarding and lives with a housing association property, the landlord should be contacted as soon as possible for a multi-agency response.

11. Safeguarding Children

Safeguarding Children refers to protecting children from maltreatment, preventing the impairment of their health or development and ensuring that they are growing up in circumstances consistent with the provision

of safe and effective care. Growing up in a hoarding property can put a child at risk by affecting their development and, in some cases, leading to the neglect of a child, which is a safeguarding issue.

The needs of the child at risk must come first and any actions we take must reflect this. Where children live in the property, a Safeguarding Children alert should always be raised. Please refer to the following link for guidance or complete the Lancashire CSC referral form:

<http://www.lancshiresafeguarding.org.uk/resources/assessment-and-referral.aspx>

12. Safeguarding Adults

Safeguarding Adults means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent, and stop, both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

Hoarding may become a reason to make safeguarding enquiries when:

- The level of hoard poses a serious health risk to the person or neighbours
- There is a high risk of fire or infestations by insects or animals
- Hoarding is connected with other concerns of self-neglect, such as neglect, physical health, lack of adequate nutrition
- Hoarding may be linked to serious cognitive decline and lack of capacity to self-care and care for the environment
- Hoarding is threatening a person's tenancy and they are at risk of being made homeless through closure orders or possession orders

If in doubt, discuss the issue with a manager or complete the Lancashire Safeguarding Adults Alert Form <http://www.lancshiresafeguarding.org.uk/lancashire-safeguarding-adults/>

13. Assessment and Reporting Hoarding

The organisation who identifies the concerns about an adult hoarding should consider their role in supporting the individual and what immediate action is required. Using the Clutter Image Ratings, knowledge of the case and professional judgement should help you to gauge the seriousness of the hoarding and actions to be considered by the agency who has identified the concerns. Discuss your concerns with the individual and with their consent and where appropriate make the necessary referral. Where you are unable to obtain consent information can still lawfully be shared if it is in the public interest to do so and where it may protect someone from serious harm.

Level 1 Minimal risk (Clutter Pictures 1-3)

- Lancashire Fire and Rescue Service for their home fire safety check service
- Consider referral to the GP if the adult appears to have low mood or is presenting with a physical condition that is affecting how they care for themselves and their home
- If the adult has care support needs that is having a significant effect on their wellbeing refer to Adult Social Care 0300 123 6720 for an assessment of their needs
- Liaise with landlord if resident is a tenant
- Liaise with Environmental Health

Level 2 Moderate risk (Clutter Pictures 4-6)

- Refer to landlord if resident is a tenant
- Refer to Environmental Health
- Raise a request to Lancashire Fire and Rescue for their Home Fire Safety Check service
- Provide details of garden services
- If the adult has care and supports needs that is having a significant effect on their wellbeing refer to adult social care for a care and support assessment
- Referral to GP to request a review of medical/psychological needs and impact of hoarding
- Referral to debt advice if appropriate
- Refer to animal welfare if there are animals at the property
- Ensure information sharing with all necessary statutory agencies

Level 3 High/Critical Risk (Clutter Pictures 7-9)

- Raise safeguarding concern within 24 hours if there are care and support needs
- If the individual does not meet the safeguarding thresholds for a referral, consider contacting Adult Social Care 0300 123 6720 regarding possible care and support needs assessment
- Raise a request to Lancashire Fire and Rescue Service within 24 hours to provide a Home Fire Safety Check
- Refer to Environmental Health

13.1 Example questions to ask as part of an assessment

Listed below are examples of questions you may wish to ask where you are concerned about someone's safety in their own home, where you suspect a risk of self-neglect and/or hoarding. Most adults with a hoarding problem will be embarrassed about their surroundings so try to ascertain information whilst being as sensitive as possible

- How do you get in and out of your property?

- Do you feel safe living here?
- Have you ever had an accident, slipped, tripped up or fallen? How did it happen?
- How do you move safely around your home? (Where floor is uneven or covered or there are exposed wires, damp, rot or other hazards)
- Has a fire ever started by accident? Is the property at risk from fire?
- How do you get hot water, lighting and heating in the property? Do these services work properly? Have they ever been tested
- Do you ever use candles or an open flame to heat and light here or cook with camping gas?
- How do you manage to keep yourself warm? Especially in winter?
- When did you last go out in your garden? Do you feel safe to go out there?
- Are you worried about other people getting in to your garden to try and break-in? Has this ever happened?
- Are you worried about mice, rats or foxes, or other pests? Do you leave food out for them? Have you ever seen mice or rats in your home? Have they eaten any of your food? Or got upstairs and be nesting anywhere?
- Can you prepare food, cook and wash up in your kitchen?
- Do you use your fridge? Can I have look in it? How do you keep things cold in the hot weather?
- How do you keep yourself clean? Can I see your bathroom? Are you able to use your bathroom and use the toilet ok? Have a wash, bath? Shower?
- Can you show me where you sleep and let me see your upstairs rooms? Are the stairs safe to walk up? (if there are any)
- What do you do with your dirty washing?
- Where do you sleep? Are you able to change your bed linen regularly? When did you last change them?
- How do you keep yourself warm at night? Have you got extra coverings to put on your bed if you are cold?
- Are there any broken windows in your home? Any repairs that need to be done?
- Because of the number of possessions you have, do you find it difficult to use some of your rooms? If so which ones?
- Do you struggle with discarding things or to what extent do you have difficulty discarding (or recycling, selling, giving away) ordinary things that other people would get rid of?

13.2 A multi-agency response to hoarding

It is recognised that hoarding is a complex condition and it has become increasingly evident that a short term case management approach to people who hoard to a critical level is unlikely to be successful. It requires practitioners to build up trust with the adult in order for the adult to acknowledge there is an issue with their hoarding and the associated risks.

A multi-agency approach may be needed to explore options for encouraging engagement. Various agencies may have information about the adult and some may have established a relationship with them. A multi-agency meeting to share information and decisions about how best to intervene may need to be called. The meeting should consider the level and aspects of risk and ways in which agencies can contribute to managing the risk alongside the adult.

13.3 Responses to hoarding may include:

- If the person has capacity to make decisions about seeking help, then a referral, with their agreement, for psychological therapy or CBT would be indicated
- Working with the person over time to support them in clearing their hoard. It may involve targeted work with the person on a plan to gradually clear the hoard and supporting them to do this
- If the person lives in rented accommodation, they may need support in liaising with the landlord if they are threatened with eviction
- The person may need support in liaising with environmental or pest control departments
- With their agreement referral to the Fire Service for a preventative fire risk assessment
- If the person lacks capacity with regard to managing their environment, then they may need ongoing support with self-care and managing their domestic routine
- Careful assessment of capacity and a needs assessment is therefore important to establish how best and on what basis to intervene
- When a person has capacity then it is important to work with them and to understand their wishes and feelings. If the person lacks capacity to make relevant decisions best interest decision making may be necessary whilst still taking into account the person's wishes as far as these can be ascertained
- The lead agency involved with the adult may consider calling a multi-agency meeting to discuss a plan for intervention

The agencies who may be best placed to support people who self-neglect may be one or a combination of:

- Mental health services accessed via the GP
- Voluntary services to provide advocacy and practical support
- Housing tenancy support officers

- Environmental services
- Fire services
- Social work safeguarding enquiries, needs assessment and care planning, ongoing support and intervention
- Advocacy services

13.4 Working with adults who hoard and are at risk of harm

Practitioners should not automatically accept an initial refusal to engage with services as an unwise decision where it involves an adult at risk of harm due to hoarding. Contact should be maintained to build up trust and undertake an assessment of capacity over several visits. Sometimes an adult may present really well initially but further assessment of their capacity reveal that the person has no insight into the risk of harm to themselves or others.

When faced with constant refusal where the adult is at risk of serious harm the practitioner should consider calling a safeguarding strategy meeting and consider inviting the following agencies:

- Local Authority Legal Services
- GP or named GP for safeguarding adults if adult not registered with a GP
- Mental Health Professional or if not known to services Lancashire NHS Safeguarding Lead
- Registered Social Landlord if relevant
- Environment Health
- Family Member
- Independent Mental Capacity Advocate/Care Act Advocate

The purpose of the safeguarding strategy meeting is to assess the risk to the adult, decide if any further action is required, establish roles and responsibilities, decide which agency should take the lead and develop safeguard plans.

All information must recorded in the adult's case notes for each agency, ensuring appropriate information that can be shared is done so at the strategy meeting.

13.5 Adult with capacity refuses to engage with services

If it is deemed that the person has capacity and does not have a mental disorder, as defined under The Mental Health Act, that requires assessment or treatment and the adult continues to refuse services, the practitioner should complete their organisation's own risk assessment and agree who is best placed to monitor the individual and periodically offer support for an agreed period of time. The case must not be closed without the approval of their manager and all information must be recorded in the adult's case notes.

Appendix A. Legal Intervention and Enforcement Measures

Care Act 2014

The Care Act 2014 builds on recent reviews and reforms, replacing numerous previous laws, to provide a coherent approach to adult social care in England. Local authorities (and their partners, housing, welfare and employment services) must now take steps to prevent, reduce or delay the need for care and support for all local people.

Section 42 Care Act

The Care Act 2014 sets a clear framework for how local authorities should protect adults at risk of abuse or neglect. The Act places a duty on local authorities to make enquiries, or cause others to do so, if it believes that an adult:

- has needs for care and support (whether or not the authority is meeting those needs) and;
- is experiencing, or is at risk of, abuse or neglect, and;
- as a result of those needs is unable to protect himself or herself against the abuse or the neglect or the risk of it

Care Act 2014 Statutory Guidance

The Care Act statutory guidance was revised in March 2016 Chapter 14.17 states that self-neglect covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Mental Capacity Act 2005

If the person has been assessed as lacking capacity in relation to a matter relating to their welfare the Court of Protection has the power to make an order under Section 16(2) of the Mental Capacity Act, which makes the decision on the person's behalf to allow access to an adult lacking capacity. The court can also appoint a deputy to make welfare decisions for that person.

Mental Health Act 1983

If a mentally ill person is not receiving proper care, Section 115 of the Mental Health Act 1983 allows an approved mental health professional (AMHP) to enter and inspect any premises where the person is living. Entry of force is not permitted and there is no power to remove the person.

Under Section 135 (1) of the Act an AMHP can make an application to a Magistrate for a warrant authorising a police officer to enter, if necessary by force, any premises specified in the warrant if he/she believes that a person with a mental disorder is being ill-treated, neglected or otherwise being kept under proper control or, if living alone is unable to care for themselves. The patient may be moved to place of safety for up to 72 hours with a view to making an application for detention under the Act.

Environmental Health Powers

Environmental Health has certain powers which can be used in hoarding cases. Some are mentioned below. There is also a link to the Chartered Institute of Environmental Health which notes the growing list of statutory powers available to address hoarding and by means of a case study and the results of a survey, reviews the incidence and diversity of cases coming to the attention of environmental health authorities in the hope that, eventually, that may lead to better ways to resolve them.

Public Health Act 1936

Section 79: Power to require removal of noxious matter by occupier of premises

The Local Authority (LA) will always try and work with a householder to identify a solution to a hoarded property, however in cases where the resident is not willing to co-operate the LA can serve notice on the owner or occupier to "remove accumulations of noxious matter". Noxious not defined, but usually is "harmful, unwholesome". No appeal available. If not complied with in 24 hours, The LA can do works in default and recover expenses.

Section 83: Cleansing of filthy or verminous premises where any premises, tent, van, shed, ship or boat is either:

(a) Filthy or unwholesome so as to be prejudicial to health; or

(b) Verminous (relating to rats, mice other pests including insects, their eggs and larvae).

LA serves notice requiring clearance of materials and objects that are filthy, cleansing of surfaces, carpets etc. within 24 hours or more. If not complied with, Environmental Health can carry out works in default and charge. No appeal against notice but an appeal can be made against the cost and reasonableness of the works on the notice. Section 84: Cleansing or destruction of filthy or verminous articles.

Any article that is so filthy as to need cleansing or destruction to prevent injury to persons in the premises, or is verminous, the LA can serve notice and remove, cleanse, purify, disinfect or destroy any such article at their expense.

Prevention of Damage by Pests Act 1949

Section 4: Power of LA to require action to prevent or treat Rats and Mice

Notice may be served on owner or occupier of land/premises where rats and/or mice are or may be present due to the conditions at the time. The notice may be served on the owner or occupier and provide a

reasonable period of time to carry out reasonable works to treat for rats and/or mice, remove materials that may feed or harbour them and carry out structural works.

Environmental Protection Act 1990 Section 80: Dealing with Statutory Nuisances (SNs)

SNs are defined in section 79 of the Act and include any act or omission at premises that prevents the normal activities and use of another premises, including the following:

Section 79 (1)

- (a) Any premises in such a state as to be prejudicial to health or a nuisance
- (c) Fumes or gases emitted from [private dwellings] premises so as to be prejudicial to health or a nuisance
- (e) Any accumulation or deposit which is prejudicial to health or a nuisance
- (f) Any animal kept in such a place or manner as to be prejudicial to health or a nuisance.

The LA serves an Abatement Notice made under section 80 to abate the nuisance if it exists at the time or to prevent its occurrence or recurrence

Town and Country Planning Act 1990 Section 215: Power to require proper maintenance of land

- (1) If it appears to the local planning authority that the amenity of a part of their area, or of an adjoining area, is adversely affected by the condition of land in their area, they may serve on the owner and occupier of the land a notice under this section
- (2) The notice shall require such steps for remedying the condition of the land as may be specified in the notice to be taken within such period as may be so specified
- (3) Subject to the following provisions of this Chapter, the notice shall take effect at the end of such period as may be specified in the notice
- (4) That period shall not be less than 28 days after the service of the notice

For further guidance and information please refer to the Chartered Institute of Environmental Health Officers Professional Practice Note: Hoarding and How to Approach it

http://www.cieh.org/uploadedfiles/core/policy/publications_and_information_services/policy_publications/publications/hoarding_ppn_may09.pdf

Anti-Social Behaviour, Crime and Policing Act 2014

For landlords, hoarding is typically dealt with as anti-social behaviour, so actions taken by landlords are governed by the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act"), whose powers are currently being phased in. The advantage for landlords is that 2(1)(c) of the Act introduces the concept of "housing related nuisance", so that a direct or indirect interference with housing management functions of a provider or local authority, such as preventing gas inspections, will be considered as anti-social behaviour. Where the hoarder does have capacity, then the main sanctions include injunctions and possession orders.

Housing Act 1985

Where injunctions are not successful or appropriate, a landlord may wish to seek possession of the property. Severe hoarding will inevitably represent a clear breach of the tenancy agreement to either keep the property in a good state of repair, or to allow access for required works. Landlords will therefore be entitled to seek possession and evict the tenant under either Ground 1, Schedule 2 of the Housing Act 1985 (secure tenancies) or Ground 12, Schedule 2 of the Housing Act 1988 (assured tenancies). As a result of this action, the hoarder would be evicted and the landlord would usually need to clear the property at their own expense.

Appendix B. Clutter Image Rating Tool Guidance

Clutter Image Rating (CIR) – BEDROOM

Please select the CIR which closely relates to the amount of clutter



1



2



3



4



5



6



7



8



9

Clutter Image Rating (CIR) – LOUNGE

Please select the CIR which closely relates to the amount of clutter



1



2



3



4



5



6



7



8



9

Clutter Image Rating (CIR) – KITCHEN

Please select the CIR which closely relates to the amount of clutter



1



2



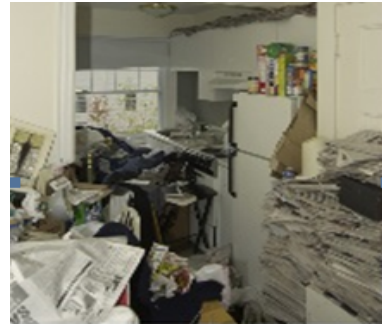
3



4



5



6



7



8



9

Appendix C. Assessment Tool Guidance

<p>1. Property structure, services & garden area</p>	<ul style="list-style-type: none"> • Assess the access to all entrances and exits for the property. (Note impact on any communal entrances & exits). Include access to roof space • Does the property have a smoke alarm? • Visual assessment (non-professional) of the condition of the services within the property e.g. plumbing, electrics, gas, air conditioning, heating, this will help inform your next course of action • Are the services connected? • Assess the garden. Size, access and condition
<p>2. Household functions</p>	<ul style="list-style-type: none"> • Assess the current functionality of the rooms and the safety for their proposed use. E.g. can the kitchen be safely used for cooking or does the level of clutter within the room prevent it • Select the appropriate rating on the clutter scale • Please estimate the % of floor space covered by clutter • Please estimate the height of the clutter in each room
<p>3. Public health and safety</p>	<ul style="list-style-type: none"> • Assess the level of sanitation in the property • What are the floors like? • What are the work surfaces like? • Are you aware of any odours in the property? • Is there rotting food? • Does the adult use candles? • Did you witness a higher than expected number of flies? • Are household members struggling with personal care? • Is there random or chaotic writing on the walls on the property? • Are there unreasonable amounts of medication collected? Prescribed or over the counter? • Is the adult aware of any fire risk associated to the clutter in the property?
<p>4. Safeguarding children & family members</p>	<ul style="list-style-type: none"> • Do any rooms rate 7 or above on the clutter rating scale? • Does the household contain young people or children?

	<ul style="list-style-type: none"> • Does the household contact elderly or disabled adults?
5. Animals and pests	<ul style="list-style-type: none"> • Are there any pets at the property? • Are the pets well cared for; are you concerned about their health? • Is there evidence of any infestation? E.g. bed bugs, rats, mice, etc • Are animals being hoarded at the property? • Are outside areas seen by the adult as a wildlife area? • Does the adult leave food out in the garden to feed foxes etc? • Are animals cared for in preference to other household members?
6. Personal protective equipment (PPE)	<ul style="list-style-type: none"> • Following your assessment do you recommend the use of Personal Protective Equipment (PPE) at future visits? This should be considered for appropriateness for person centred working. Please detail • Following your assessment do you recommend the adult is visited in pairs? Please detail

Level One Actions

Level One: Clutter image rating 1 – 3	<i>Household environment is considered standard. No specialised assistance is needed. If the resident would like some assistance with general housework or feels they are declining towards a higher clutter scale, appropriate referrals can be made subject to age and circumstances</i>
1. Property structure, services & garden area	<ul style="list-style-type: none"> • All entrances and exits, stairways, roof space and windows accessible • Smoke alarms fitted and functional or referrals made to Lancashire Fire and Rescue Service to visit and install if criteria met • All services functional and maintained in good working order • Garden is accessible, tidy and maintained
2. Household Functions	<ul style="list-style-type: none"> • No excessive clutter, all rooms can be safely used for their intended purpose • All rooms are rated 0-3 on the Clutter Rating Scale • No additional unused household appliances appear in unusual locations around the property • Property is maintained within terms of any lease or tenancy agreements where appropriate • Property is not at risk of action by Environmental Health
3. Health and Safety	<ul style="list-style-type: none"> • Property is clean with no odours, (pet or other) • No rotting food • No concerning use of candles • No concern over flies • Residents managing personal care • No writing on the walls • Quantities of medication are within appropriate limits, in date and stored appropriately
4. Safeguard of Children & Family members	<ul style="list-style-type: none"> • No concerns for household members
5. Animals and Pests	<ul style="list-style-type: none"> • Any pets at the property are well cared for • No pests or infestations at the property
6. Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • No PPE required • No visit in pairs required

Level One: Multi-Agency Actions

Level One	Multi-agency actions
Referring Agency	<ul style="list-style-type: none"> • Discuss concerns with the Individual • Raise a request to Lancashire Fire and Rescue Service for a Home Safety Check and to provide fire safety advice • Refer to Social Care for a care and support assessment • Refer to GP if appropriate
Environmental Health	<ul style="list-style-type: none"> • No action
Social Landlords	<ul style="list-style-type: none"> • Provide details on debt advice if appropriate to circumstances • Refer to GP if appropriate • Refer to Social Care for a care and support assessment if appropriate • Provide details of support streams open to the resident via charities and self-help groups • Ensure residents are maintaining all tenancy conditions • Refer for tenancy support if appropriate • Ensure that all utilities are maintained and serviceable
Practitioners	<ul style="list-style-type: none"> • Complete Hoarding Assessment form • Make appropriate referrals for support to other agencies • Refer to social landlord if the client is their tenant or leaseholder
Emergency Services	<ul style="list-style-type: none"> • Lancashire Fire and Rescue Service- Carry out a Home Safety Check if it fulfils Service criteria and share with statutory agencies • Lancashire Police and North West Ambulance Service; <p>Ensure information is shared with statutory agencies & feedback is provided to referring agency on completion of home visits</p>
Animal Welfare	<ul style="list-style-type: none"> • No action unless advice requested
Safeguarding of Adults and Children	<ul style="list-style-type: none"> • Properties with adults presenting care and support needs should be referred to the appropriate Social Care referral point

Level Two Actions

Level Two: Clutter Image Rating 4 – 6	<i>Household environment requires professional assistance to resolve the clutter and the maintenance issues in the property</i>
1. Property structure, services & garden area	<ul style="list-style-type: none"> • Only major exit is blocked • Concern that services are not well maintained • Smoke alarms are not installed or not functioning • Garden is not accessible due to clutter, or is not maintained • Evidence of indoor items stored outside • Evidence of light structural damage including damp • Interior doors missing or blocked open
2. Household Functions	<ul style="list-style-type: none"> • Clutter is causing congestion in the living spaces and is impacting on the use of the rooms for their intended purpose • Clutter is causing congestion between the rooms and entrances • Room(s) score between 4 and 5 on the clutter scale • Inconsistent levels of housekeeping throughout the property • Some household appliances are not functioning properly and there may be additional units in unusual places • Property is not maintained within terms of lease or tenancy agreement where applicable • Evidence of outdoor items being stored inside
3. Health and Safety	<ul style="list-style-type: none"> • Kitchen and bathroom are difficult to utilise and access • Offensive odour in the property • Resident is not maintaining safe cooking environment • Some concern with the quantity of medication, or its storage or expiry dates • Has good fire safety awareness with little or no risk of ignition • Resident trying to manage personal care but struggling • No risk to the structure of the property
4. Safeguard of Children & Family members	<ul style="list-style-type: none"> • Hoarding on clutter scale 4 -7. Consider a Safeguarding Assessment • Properties with adults presenting care and support needs should be referred to the appropriate Social Care referral point • Please note all additional concerns for householders
6. Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Latex gloves, boots or needle stick safe shoes, face mask, hand sanitizer, insect repellent. • Is PPE required?

Level Two: Multi-Agency Actions

Level Two	<i>In addition to actions listed below these cases need to be monitored regularly in the future due to RISK OF ESCALATION or REOCURRENCE</i>
Referring Agency	<ul style="list-style-type: none"> • Refer to landlord if resident is a tenant • Refer to Environmental Health if resident is a freeholder • Raise a request to Lancashire Fire and Rescue Service for their Home Fire Safety Check service • Provide details of garden services • Refer to Social Care for a care and support assessment • Referral to GP • Referral to debt advice if appropriate • Refer to animal welfare if there are animals at the property • Ensure information sharing with all necessary statutory agencies
Environmental Health	<ul style="list-style-type: none"> • Carry out an inspection of the property utilising the referral form • At the time of inspection, Environmental Health Officer decides on appropriate course of action • Consider serving notices under Environmental Protection Act 1990, Prevention of Damage by Pests Act 1949 or Housing Act 2004 • Consider Works in Default if notices not complied by occupier
Social Landlord	<ul style="list-style-type: none"> • Visit resident to inspect the property and assess support needs • Refer internally to assist in the restoration of services to the property where appropriate • Ensure residents are maintaining all tenancy conditions • Enforce tenancy conditions relating to residents responsibilities • Ensure information sharing with all necessary statutory agencies
Practitioners	<ul style="list-style-type: none"> • Carry out an assessment of the property utilising the referral form • Ensure information sharing with all agencies involved to ensure a collaborative approach and a sustainable resolution
Emergency Services	<ul style="list-style-type: none"> • Lancashire Fire and Rescue Service; Carry out a Home Fire Safety Check, share risk information with statutory agencies and consider assistive technology • Lancashire Police and North West Ambulance Service; Ensure information is shared with statutory agencies and feedback is provided to referring agency on completion of home visits via the referral form
Animal Welfare	<ul style="list-style-type: none"> • Visit property to undertake a wellbeing check on animals at the property • Educate client regarding animal welfare if appropriate • Provide advice/assistance with re-homing animals
Safeguarding Adults and Children	<ul style="list-style-type: none"> • Properties with adults presenting care and support needs should be referred to Adult Social Care referral point

Level Three Actions

<p>Level Three: Clutter image rating 7 - 9</p>	<p><i>Household environment will require intervention with a collaborative multi-agency approach with the involvement from a wide range of professionals. This level of hoarding constitutes a Safeguarding alert due to the significant risk to health of the householders, surrounding properties and residents. Residents are often unaware of the implication of their hoarding actions and oblivious to the risk it poses</i></p>
<p>1. Property structure, services & garden area</p>	<ul style="list-style-type: none"> • Limited access to the property due to extreme clutter • Extreme clutter may be seen at windows • Extreme clutter may be seen outside the property • Garden not accessible and extensively overgrown • Services not connected or not functioning properly • Smoke alarms not fitted or not functioning • Property lacks ventilation due to clutter • Evidence of structural damage or outstanding repairs including damp • Interior doors missing or blocked open • Evidence of indoor items stored outside
<p>2. Household Functions</p>	<ul style="list-style-type: none"> • Clutter is obstructing the living spaces and is preventing the use of the rooms for their intended purpose • Room(s) scores 7 - 9 on the clutter image scale. Rooms are not used for intended purposes or very limited • Beds inaccessible or unusable due to clutter or infestation • Entrances, hallways and stairs blocked or difficult to pass • Toilets, sinks not functioning or not in use • Resident at risk due to living environment • Household appliances are not functioning or inaccessible • Resident has no safe cooking environment • Resident is using candles • Evidence of outdoor clutter being stored indoors • No evidence of housekeeping being undertaken • Broken household items not discarded e.g. broken glass or plates • Property is not maintained within terms of lease or tenancy agreement where applicable • Property is at risk of notice being served by Environmental Health
<p>3. Health and Safety</p>	<ul style="list-style-type: none"> • Human urine and excrement may be present • Excessive odour in the property may also be evident from the outside • Rotting food may be present • Evidence may be seen of unclean, unused and or buried plates and dishes

	<ul style="list-style-type: none"> • Broken household items not discarded e.g. broken glass or plates • Inappropriate quantities or storage of medication • Pungent odour can be smelt inside the property and possibly from outside • Concern with the integrity of the electrics • Inappropriate use of electrical extension cords or evidence of unqualified work to the electrics • Concern for declining mental health
4. Safeguard of Children & Family members	<ul style="list-style-type: none"> • Properties with adults presenting care and support needs should be referred to the appropriate Social Care referral point • Please note all additional concerns for householders
5. Animals and Pests	<ul style="list-style-type: none"> • Animals at the property at risk due the level of clutter in the property • Resident may not able to control the animals at the property • Animals' living area is not maintained and smells • Animals appear to be under nourished or over fed • Hoarding of animals at the property • Heavy insect infestation (bed bugs, lice, fleas, cockroaches, ants, silverfish, etc.) • Visible rodent infestation
6. Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Latex gloves, boots or needle stick safe shoes, face mask, hand sanitizer, insect repellent • Visit in pairs required

Level Three: Multi-Agency Actions

Level Three	Multi-agency Actions
Referring Agency	<ul style="list-style-type: none"> • Raise Safeguarding Alert within 24 hours if there are care and support needs • If the individual does not meet the safeguarding thresholds for a referral, consider contacting Social Care regarding possible care and support needs assessment • Raise a request to Lancashire Fire and Rescue within 24 hours to provide their Home Fire Safety Check service • Refer to Environmental Health
Environmental Health	<ul style="list-style-type: none"> • Carry out an inspection • At time of inspection, EHO decides on appropriate course of action • Consider serving notices under Environmental Protection Act 1990, Prevention of Damage by Pests Act 1949 or Housing Act 2004 • Consider Works in Default if notices not complied by occupier
Landlord	<ul style="list-style-type: none"> • Visit resident to inspect the property and assess support needs • Attend multi agency hoarding meeting or VPP/ CPP • Enforce tenancy conditions relating to residents responsibilities
Practitioners	<ul style="list-style-type: none"> • Refer to “Hoarding Guidance Questions for practitioners” • Complete Practitioners Assessment Tool • Ensure information sharing with all agencies involved to ensure a collaborative approach and a sustainable resolution
Emergency Services	<ul style="list-style-type: none"> • Lancashire Fire and Rescue Service – Carry out a Home Fire Safety Check, share risk information with statutory agencies • Lancashire Police and North West Ambulance Service; Ensure information is shared with statutory agencies and feedback is provided to referring agency on completion of home visits • Attend any strategy meetings on request • Ensure information sharing with all agencies involved to ensure a collaborative approach and a sustainable resolution • Provide feedback to referring agency on completion of home visits
Animal Welfare	<ul style="list-style-type: none"> • Visit property to undertake a wellbeing check on animals at the property • Remove animals to a safe environment • Educate client regarding animal welfare if appropriate • Take legal action for animal cruelty if appropriate • Provide advice/assistance with re-homing animals

Appendix D. Practitioner's Hoarding Assessment

This assessment should be completed using the information you have gained using the Practitioner's Guidance Questions. Complete this review away from the client's property and in conjunction with the Multi-Agency Hoarding Protocol Assessment Tool. ***This is for individual agencies to consider for adoption to record their assessments. It is not intended to be used as a referral into other agencies.***

Date of Home Assessment			
Client's Name			
Client's Date of Birth			
Address			
Client's Contact Details			
Type of Dwelling	Yes/No	Tenant – Name & Address of Landlord	
Household Members	Name	Relationship	DOB
Pets – Indicate what pets and any concerns			
Agencies Currently Involved			
Non-Agency Support Currently in Place			
Client's Attitude Toward Hoarding			

<i>Please Indicate if Present at the Property</i>							
Structural Damage to Property		Insect or Rodent Infestation		Large Number of Animals		Clutter Outside	
Rotten Food		Animal Waste in House		Concerns Over the Cleanliness of Property		Visible Human Faeces	
Concerns of Self Neglect		Concerns for Children at Property		Concerns for Other Adults at Property			

Using the Clutter Image Scale Please Score Each of the Rooms Below

Bedroom 1		Bedroom 4		Separate Toilet	
Bedroom 2		Kitchen		Lounge	
Bedroom 3		Bathroom		Dining Room	

Provide a Description of the Hoarding Problem: (presence of human or animal waste, rodents or insects, rotting food, are utilities operational, structural damage, problems with blocked exits, are there combustibles, is there a fire risk? etc.)

Please refer to the Multi Agency Hoarding Protocol Tool, based on the information provided above, what level is your case graded?

Level 1 – Green	Level 2 – Orange	Level 3 – Red
Name of the Practitioner undertaking Assessment		
Name of Organisation		
Contact Details		
Next Action to be Taken		
List Agencies Referred to with Dates & Contact Names		

Appendix E. Useful Contacts and References

Hoarding UK
Welcome. Before the television shows... before the clinical criteria... when there seemed to be no support... we've been here to help! Established in 2008, as a not-for profit organisation, Hoarding UK is now the UK National Charity supporting people impacted by hoarding behaviour. Hoarding UK is the only UK-wide charity ... https://hoardinguk.org
Help For Hoarders: Help for Compulsive Hoarders and their families
I have been compelled to set up this site because of my Mum's chronic hoarding problems and because of my own experiences as a child growing up feeling ashamed and isolated because of our messy and cluttered home. I want to provide information, support and advice ... www.helpforhoarders.co.uk
Hoarding – Declutter your home Help to clear clutter Decluttering ...
Compulsive hoarding is a psychological and medical condition that requires medical help. We recommend treatment for this serious and debilitating disorder. We will then help you to declutter, organise ... www.cluttergone.co.uk/Hoarding.html
Hoarding Disorders UK Community interest website
Based in West Berkshire, Hoarding Disorders UK – Community Interest Company was set up by Jo Cooke and Amanda Peet. MISSION ... We support both the individuals and their families throughout this process which helps them to reconnect with each other as a family unit and the wider local community. We have a ... https://hoardingdisordersuk.org/
Compulsive Hoarding - Clearing Out A Hoarder's House - Hoarder ...
After many years of providing help for hoarder's Avery Associates are specialists and the most experienced company in the UK when dealing with the clearance of properties, including gardens and outside areas which have become unusually full of hoarders collections and clutter, to the point that significant additional ... https://www.averyassociates.co.uk/compulsive-hoarding.php
Clutterers Anonymous UK To help Clutterers worldwide recover from ...
Clutterers Anonymous UK. To help Clutterers worldwide recover from cluttering http://cla-uk.org/
Online Hoarding Support Group (Evening) OCD Action The UK's ...
Information. The Online Hoarding Support Group is supported by OCD Actions 'Even Better Together project' and runs using Skype (audio only) but we are also able to add participants using a landline or mobile and because we send the call out then there is no cost to join in with a group session. Full support can be given ... www.ocdaction.org.uk/support-group/online-hoarding-support-group-evening
Support - Compulsive Hoarding OCD Depression & anxiety ...
www.compulsive-hoarding.org/Support.html

ONLINE SUPPORT GROUPS

For hoarders

- Yahoo H-C – For hoarders with OCD and a strong desire to improve their living spaces. To remain an active member you must post actions and responses
- Yahoo Messiness and hoarding – A group of over 2000 members for whom hoarding is a significant problem and who want to change
 - Yahoo Declutter support – Friendly on-line support for clutterers
 - Stepping out of squalor

Their families and friends

- Children of Hoarders – A support group for adult children of hoarders and their spouses
 - Yahoo Friends – Family of hoarders and clutterers. Small anonymous group
 - Yahoo Friends of hoarders

Blogs

- The Stuff Project – Blog detailing the clearing of a hoard. A MUST READ!
- Stella's Story – How Cluttergone have worked with one of their decluttering clients

General information on the web

There are a number of websites on the internet that provide information and support for hoarders and their families

- Children of Hoarders – Contains a wealth of information and videos
 - Obsessive Compulsive Foundation
 - Institute of Living
 - Squalor Survivors
- Possessed – This is a short documentary film by Martin Hampton which is about four people with compulsive hoarding disorder
 - Hoardhouse – Compulsive clutter in New York, by a team of young journalists
 - Understanding compulsive hoarding

You might also be interested in

- Test yourself. Checklists, tests and surveys
 - Making a decision to change
- The Three Cs. Clutter, clots and clogs



Report to the Cabinet

Meeting to be held on Thursday, 7 February 2019

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

Electoral Division affected:
(All Divisions);

Extra Care Sheltered Services

(Appendix 'A' refers)

Contact for further information:

Sarah McCarthy, Tel: (01772) 531482, Policy, Information and Commissioning
Manager,
sarah.mccarthy@lancashire.gov.uk

Executive Summary

Cabinet endorsed the draft Housing with Care and Support Strategy 2018 - 2025 in September 2018, which outlined the County Council's commitment to work with statutory agencies and providers to support development of Extra Care schemes across the county. These schemes would typically be in the region of 60 units or more, include a range of communal facilities and would have space standards which better meet the expectations of older people and younger adults with disabilities.

This report informs Cabinet of the outcomes of the consultation undertaken in relation to the proposed savings of £644,000 to the Adult Social Care budget which funds 24 hour care services in 14 sheltered accommodation schemes across the county.

An assessment was undertaken of the long term suitability, in terms of size and design, of these 14 schemes to deliver an extra care service. Consultation has been undertaken in 5 schemes identified as being the least sustainable and cost effective in the future.

These 5 schemes were built decades ago and do not meet current requirements as outlined within the Housing with Care and Support Strategy 2018 - 2025. Consultation is still being undertaken in one additional service (Molyneux Court, Preston).

The recommendations below are in response to service legacy issues, and do not impact on the council's proposal to develop new purpose built Extra Care schemes.

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) Approve the cessation of the background care service (staff on site 24 hours per day) within 5 extra care schemes namely Beck View (Lancaster), Parkside Court (Morecambe), Plessington (Longridge) Torrentum (Thornton) and Croft (Freckleton).
- (ii) Authorise the Executive Director of Adult Services and Health & Wellbeing, in consultation with the Cabinet Member for Adult Services, to determine the future provision of care in Molyneux Court, Preston.
- (iii) Approve the extension of contracts, initially until the end of May 2019, with the option to extend for a further 3 months where circumstances within individual schemes require a longer implementation period.

Background and Advice

This report informs Cabinet of the outcomes of the consultation undertaken in relation to the proposed savings to the Adult Social Care budget, in respect of the care services that are currently provided at 14 sheltered accommodation schemes across the county. It describes how the public consultation was designed and delivered and how it has informed this recommendation.

In January 2018, Cabinet agreed to consult on making a saving of £644,000 to the overall extra care in sheltered accommodation budget of £2.6m per annum. It proposed to cease the background care services in the "lower usage and lower risk 6 - 8 schemes" but to continue to meet statutory eligible social care needs as defined in the Care Act 2014. An Equality Analysis which was completed at the time has been updated and is set out at Appendix 'A'.

The focus of the consultation was on the nature of the current services being provided and the impact of the proposal to withdraw the 24 hour staff service, especially in relation to night time when there will be no staff on site.

The proposal in this report is only in relation to the care element of the service. It does not impact on the right of tenants to continue to live in their accommodation, unless the individual or the landlord are concerned that the withdrawal of the 24 hour care staff presence could impact on the ability of the individual to continue to live safely in the accommodation.

Molyneux Court in Preston was not included in the original savings proposals as it currently does not have a 24 hour service, as the contract has already been amended to provide an 8.00am until 10.00pm staff presence. However, as it is a sheltered based extra care scheme, the proposal is to provide care packages as required and not guaranteed staff presence during any specified hours. As

consultation has not been undertaken, the proposal is to consult with tenants, the care provider, the landlord and the district council, and to authorise the Executive Director of Adult Services and Health & Wellbeing, in consultation with the Cabinet Member for Adult Services, to determine future provision.

Extra Care Delivered within Sheltered Housing Setting

What is sheltered housing?

- There is a substantial amount of sheltered accommodation for older people across the county, delivered by a variety of registered social landlords and, in the case of West Lancashire and Lancaster City, by the district council themselves.
- Sheltered accommodation tends to be flat/apartment type complexes for the over 55's, with shared community space and a visiting or onsite scheme/housing manager employed by the landlord.
- The residents are tenants of the landlords, have tenancy rights, pay rent and utility bills. They also pay a fee for emergency alarm monitoring equipment.

What is the Extra Care element?

- The extra care part of the service provides a social care worker on site 24 hours x 7 days, who will respond to social care emergencies (not blue light or housing tasks), arrange community engagement events to address social isolation and provide planned social care visits to meet social care needs. This is funded by the Council's Adult Social Care budget and not the landlord.
- Landlords of 14 schemes agreed a number of years ago that a third of the tenants in the schemes could receive an extra care service. Some landlords have agreed to increase the proportion at their own discretion.
- No charge was levied on tenants to cover the 24 hour service/background care. Tenants who had social care needs only contribute to the cost of their planned care visits in line with the social care charging policy.
- To be a user of the service, tenants will have to be assessed as having eligible social care needs under the Care Act 2014.

How many people receive an Extra Care service?

- Around 451 people live in the 14 schemes and 169 of those people are users of the extra care service.

Lancashire Housing with Care and Support Strategy

Cabinet endorsed the draft Housing with Care and Support Strategy 2018 - 2025 in September 2018, and agreed to consultation on the Strategy being undertaken.

The ambition outlined in the Strategy is to work with our key partners to develop a range of high quality Housing with Care and Support schemes across Lancashire by 2025, for both older adults and younger adults with disabilities. This will enable many

more people to remain safe and independent in a suitable home environment that connects them to other people, their community and services they need or might need in the future.

The report states that we are aiming to have at least one Extra Care scheme for older adults in each district and about 1,000 homes by 2025.

The Strategy reflects the principles and vision outlined in Lancashire's Extra Care Strategy 2014, but seeks to provide a summarised document which will be accessible to and used for engaging a wider audience as part of a collaborative approach in developing Housing with Care and Support.

Removal of 24 hour staffing - Criteria Adopted

There are currently 14 sheltered housing based extra care schemes and 2 purpose built extra care schemes in the County. The key differences between the sheltered housing based extra care and the purpose built schemes are the size of the flats and the nature of the communal facilities.

Owing to Lancashire's strategic commitment to developing extra care, the savings proposals are seeking to reflect the wider strategic approach adopted by the county council in relation to extra care.

Consequently, the potential of the 14 sheltered based extra care schemes to function **fully** as extra care schemes has been assessed. In other words, what is the potential for the number of people with care needs to be maximised, rather than limiting to a third of the scheme as was originally agreed with landlords?

The focus has been on potential usage, as it is widely recognised that currently the extra care service offer is not fully understood by older people, their families or staff. Therefore, it would be inappropriate to focus solely on current usage.

Consequently, we have considered the size of an individual scheme or the overall number of units within extra care schemes which are located in close proximity, the design and accessibility of the building especially in relation to fire safety, the size of the flats, location of scheme, communal facilities and the availability of purpose built services in the area.

This has led to the proposal that the 24 hour staff presence should be withdrawn from the following 5 schemes:

- Beck, Lancaster, owned by Lancaster City Council, 36 flats, currently 8 service users receiving care.
- Parkside, owned by Lancaster City Council, Morecambe, 36 flats, currently 8 service users receiving care.
- Torrentum, owned by Regenda, Thornton, 33 flats, currently 9 service users receiving care.

- Croft, owned by Progress, Freckleton, 22 flats, currently 10 service users receiving care.
- Plessington, owned by Mosscares St Vincents, Longridge, 39 flats, currently 13 service users receiving care.

In addition, we have reviewed provision at other sites, with a view to negotiating changes to services, if appropriate, and hence reduce costs. These include:

- Kirk House and Hynd Brook in Accrington (0.6 miles apart)
- Greenwood Court and Bannister Brook, Leyland (next door to each other)
- Ainscough Brook, Ribblesdale
- St Ann's Court, Clitheroe
- Marlborough Court, Skelmersdale
- Stanner Lodge, Lytham St Anne's

Consultation Findings

(i) Original Proposals

To cease the background care services in the lower usage and lower risk 6-8 schemes but continue to meet statutory eligible social care needs as defined in the Care Act 2014.

(ii) Consultation Process

- All tenants and service users in the 5 schemes identified as not having the potential to become fully functioning extra care schemes received questionnaires to their homes (198), which asked questions about the services currently received; their views on the proposals and the likely impact of the proposals on them.
- The landlords, district councils and the care providers at the 5 schemes also received an email questionnaire.
- 129 questionnaires from tenants and service users were returned.
- 4 electronic questionnaires and 1 email were returned from the landlords, district councils and care providers (care and housing providers have been involved and engaged with the process via meetings, email and telephone).
- One MP wrote to enquire about the decision.

(iii) Consultation Feedback

Service user & tenant

Outlined below is a summary of the consultation responses from service users and tenants. Feedback shown by individual scheme can be accessed [here](#):

- Of the 125 people who responded, 23 were receiving social care services from the onsite provider as a result of a social care assessment: 13 were paying privately and 89 did not receive care.
- 39 people responded that they received care from the onsite provider: 10 for more than 5 years, 19 for more than one year but less than 5, and 10 for less than 1 year.
- 74 (60%) people either tend to disagree or strongly disagree with the proposal, 24 (20%) people neither agree nor disagree and 25 (20%) tend to agree or strongly agree. The proportion of people who tend to disagree or strongly disagree with the proposals range from 47% at Beck View to 70% at Plessington Court. An additional 2 people in Plessington Court who had ticked that they agreed with the proposal appear from their comments to in fact strongly disagree.
- The reasons most often given for why people agree or disagree with the proposals include:-
 - Reassurance in case of emergency (35%)
 - A care worker is important for elderly and vulnerable people (23%)
 - May need the service in the future (17%)
 - Reduction in quality of life (11%)
 - Some residents need 24 hour care (10%)
 - A high risk falls/accidents (7%)
- In response to the question about how this proposal will affect you, the reasons most often given include:-
 - No impact at this current time (39%)
 - People feel reassured and less anxious (31%)
 - Without onsite care it would not be a safe place (19%)
 - It would have a negative impact on me (15%)
 -
- 27% of respondents thought that it is important to have planned visits at night.
- 50% thought it was very or fairly important to have access to social events.

Support Provider, Landlord & district council feedback

- A short electronic questionnaire was sent to support providers, landlords and district councils. Only 4 responses and 1 email have been received (from three landlords and 2 district).
- The questionnaire asks the extent to which the organisation agrees with the proposals, the reason for their answer and how the proposals will impact on the scheme and its residents plus any other comments.
- Two of the landlords understood the rationale for the proposal: it isn't cost effective and night time care is not required. One of the landlords strongly disagreed with the proposal. One district agreed whilst the other did not agree or disagree.

- The following comments have been received about the impact of the proposal:
 - The weekly luncheon club will fold without the carer workers on site. Also those extra care clients that attend day trips/lunches out may not be able to attend if they have no care worker support.
 - If our Scheme Manager is called out to an emergency in the middle of the night which impacts on their ability to carry out their normal hours of work during the day, may lead to looking at whether particular service users are still adequately housed or whether they need to be moved on to care where there is someone around at night.
 - Plessington Is the only facility to provide an extra care scheme in the Longridge area which is very highly utilized by local people who can remain living independently with the back up support required. This proposal is very upsetting to all the tenants and family members who rely on this service and is affecting enquiries regarding the scheme and whom we can support if accommodation was offered to them.

(iv) Care Needs of Current Tenants

As outlined in the report considered by Cabinet in January 2018, there is the requirement to understand the care and support needs of people living within the service, so that there is an understanding of the impact of the proposal on current and future tenants.

Information collected through social care reviews undertaken in March and April 2018, along with the monthly returns from the care providers and the feedback from the Housing Providers (December 2018) have been used to assess the potential impact of withdrawing the 24 hour service.

However, given that people's needs will change over time, the initial analysis can only give a broad indication of the likely impact in order to assist the strategic decision making.

Scheme	Evidence suggests
Beck View	No night time needs
Parkside	1 person with planned night time needs
Plessington Court	Housing provider reports concerns about how needs will be met but care provider reports no night time planned needs, but there are some late evening planned visits
Croft Court	No night time needs
Torrentum	2 people with planned night time needs

It is understood that the statutory care needs of all service users can be met by visiting care workers. Adult Social Care will undertake further reviews to ensure that appropriate care packages are put in place for all tenants with eligible care needs.

A range of services are available to support people who live at home who have care needs. People living in the scheme will have access to the same range of services. These services include:

- Provision of a home care package to meet eligible care needs.
- A roving night service which can meet individuals' planned night time social care needs.
- Crisis support service which is a countywide service.
- All tenants will have community alarms. An enhanced telecare service can be offered to any tenant who has an eligible care needs under the Care Act, This may include a lifting service.

Recommendation

Whilst it is recognised that many tenants value the current 24 hour service, it is not considered cost effective to carry on providing a 24 hour care service in all schemes. Consequently, Cabinet is recommended to agree that the 24 hour staff presence will be removed from the following schemes:

- Beck View (Lancaster);
- Parkside Court (Morecambe);
- Croft (Freckleton);
- Torrentum (Wyre);
- Plessington (Longridge).

The county council will ensure that the eligible care needs of all service users are met, consequently individual care packages will be put in place which can include, where appropriate, the roving night service, crisis support and telecare.

Given that consultation is still required in relation to Molyneux Court, Preston, it is recommended that the Executive Director of Adult Services and Health & Wellbeing, in consultation with the Cabinet Member for Adult Services, be authorised to determine the future provision of care in Molyneux Court, Preston.

As there are 14 sheltered housing schemes with 24 hour care, service provision within the remaining 8 schemes, which appear to be more suitable for delivering extra care in the future, has been reviewed and savings negotiated of around £118,000.

- Kirk House and Hynd Brook in Accrington (0.6 miles apart)
- Greenwood Court and Bannister Brook, Leyland (next door to each other)
- Ainscough Brook, Ribbleton St Ann's Court, Clitheroe
- Marlborough Court, Skelmersdale
- Stanner Lodge, Lytham St Anne's

Implications

Legal

As outlined within the report, the county council will meet its statutory duties under the Care Act 2014, through the provision of care packages to those individuals living within the scheme who have assessed care needs.

Owing to the county council's commitment to ensuring that the assessed needs of all service users are met, it is recommended that current contracts are initially extended until the end of May 2019, with the option to extend for a further 3 months, where circumstances within individual schemes require a longer implementation period. All proposed contract extensions are within the periods permitted by the contracts, however the county council will not have complied with the contractual three month notice period required in order to extend. If contracts are to be extended, a variation to the contracts must be agreed with each provider to permit the county council to extend at shorter notice.

Financial

The saving agreed by Full Council in February 2018 (subject to consultation) outlined that the saving would be achieved partly in 2018/19 and the remaining amount in 2019/20. The in-year pressure in 2018/19 due to delays in the achievement of the saving has been managed within the overall county council budget. There has been a delay in the implementation of the proposal owing to the time taken to assess suitability of services and the requirement to consult. If the removal of the 24 hour service is undertaken as detailed in this report, this will result in savings of £0.644m being achieved. Due to implementation timescales it is likely that the full saving will not be achieved until 2020/21, although the majority (£0.579m) will be realised in 2019/20. The funding pressure as a result of the delayed saving of £0.065m will be managed across adult services budgets during 2019/20.

Equality and Diversity

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

List of Background Papers

Paper	Date	Contact/Directorate/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Section 4

Equality Analysis Toolkit

Extra Sheltered Care Services

For Decision Making Items

January 2019

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

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

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

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

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

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

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed) or EHRC guidance at

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/public-sector-providers/public-sector-equality-duty>

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

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

Specific advice on completing the Equality Analysis and advice, support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting

Jeanette Binns (Equality and Cohesion Manager) at

Jeanette.binns@lancashire.gov.uk

Name/Nature of the Decision

This report informs Cabinet of the outcomes of the consultation on the proposed savings to the extra care budget (delivered in a sheltered housing setting) which was considered by Cabinet in January 2018, and makes recommendations in relation to the ceasing of the background care (24 hour staff presence) within specified sheltered housing based extra care schemes namely Beck View (Lancaster), Parkside Court (Morecambe), Plessington (Longridge) Torrentum (Thornton) and Croft (Freckleton)

Molyneux Court is not included in the analysis as consultation has still to be undertaken.

What in summary is the proposal being considered?

Owing to Lancashire's strategic commitment to developing extra care, the savings proposals outlined are seeking to reflect the wider strategic approach adopted by the County Council in relation to extra care.

Consequently, the potential of the 14 sheltered based extra care schemes to function fully as extra care schemes has been assessed. In other words, what is the potential for the number of people with care needs to be maximised, rather than limiting to a third of the scheme as was originally agreed with landlords?

The focus has been on potential usage, as it is widely recognised that currently the extra care service offer is not fully understood by older people, their families or staff. Therefore, it would be inappropriate to focus solely on current usage.

Consequently, we have considered the size of an individual scheme or the overall number of units within extra care schemes which are located in close proximity, the design and accessibility of the building especially in relation to fire safety, the size of the flats, location of scheme, communal facilities and the availability of purpose built services in the area.

This has led to the proposal that the 24 hour staff presence should be withdrawn from the following services:

- Beck, Lancaster, 36 flats, currently 8 service users receiving care
- Parkside, Morecambe, 36 flats, currently 8 service users receiving care
- Torrentum, Thornton, 33 flats, currently 9 service users receiving care
- Croft, Freckleton, 22 flats, currently 10 service users receiving care
- Plessington, Longridge, 39 flats, currently 13 service users receiving care

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

As outlined above, the proposal is to withdraw the 24 hour staff presence from the following services:

- Beck, Lancaster, 36 flats, currently 8 service users receiving care
- Parkside, Morecambe, 36 flats, currently 8 service users receiving care
- Torrentum, Thornton, 33 flats, currently 9 service users receiving care
- Croft, Freckleton, 22 flats, currently 10 service users receiving care
- Plessington, Longridge, 39 flats, currently 13 service users receiving care

As was outlined in the January 2018 Equality Analysis, there are many sheltered accommodation schemes across the county owned and managed by various Registered Social Landlords and District or City Councils. The schemes are typically 30-50 individual rented flats, they have a visiting scheme manager and are aimed at the over 55's.

For the last 15+ years the county council has commissioned 24 x 7 onsite background (at least 1 x care worker onsite 24 x 7) and planned care for a small number of residents that live within 13 specific schemes located across Lancashire.

Over the years the number of residents using the service has fallen as people stay in their homes for longer or choose not to move to this style of accommodation. Residents have to have eligible social care needs identified through a social care assessment under the Care Act to access this service and pay for their planned care visits out of their personal budgets. The schemes, their location and the number of flats and number of residents using the service is as follows :-

Scheme Name	Location	Number of extra care users with eligible care needs	Number of flats in the scheme not using service
Ainscough Brook House,	Ribbleton	10	25
Bannister Brook House	Leyland	10	24
Greenwood Court	Leyland	13	37
Marlborough Court	Skelmersdale	12	38
Kirk House,	Accrington	15	33
HyndBrook House	Accrington	12	17
Plessington Court	Longridge	14	25
St Ann's Court,	Clitheroe	14	21
Stanner Lodge	Lytham St Ann's	6	48
Croft Court	Freckleton	6	16
Torrentum Court ,	Thornton Cleveleys	7	32
Parkside Court	Lancaster	10	26
Beck View	Lancaster	9	27
	Total	130	369

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

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

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

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

Yes. Older People, particularly those with disabilities or poor health

By the very nature of the accommodation being specifically for over the 55 years of age, this decision would impact disproportionately on those with the protected characteristic of disability and age.

This decision would not affect the majority of residents in most of the schemes because they do not use the service.

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

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the

decision-making papers. (It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)

Question 1 – Background Evidence

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

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

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

By the very nature of the accommodation being specifically for over the 55 years of age, this decision would impact disproportionately on those with the protected characteristic of disability, age. This decision would not affect the majority of residents in the accommodation because they do not use the service.

Question 2 – Engagement/Consultation

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

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

Consultation Findings

Consultation Process

- All tenants and service users in the 5 schemes identified as not having the potential to become fully functioning extra care schemes received questionnaires to their home (198) which asked questions about the services currently received; their views on the proposals and the likely impact of the proposals on them.
- The landlords, district councils and the care providers at the 5 schemes also received an email questionnaire.
- 129 questionnaires from tenants and service users were returned
- 4 electronic questionnaires and an email were returned from the landlords, district councils and care providers (but both care and housing providers have been involved and engaged with the process via meetings, email and telephone)
- One MP wrote to enquire about the decision.

Protected characteristics

Of the people responding,

- 50% are male and 50% female
- 17% are between 50 and 64 years old, 32% were between 65 and 74 years old and 52% were 75+
- 58% are deaf or have a disability
- 100% are of a white ethnic background

A breakdown by individual scheme can be found by following the link below:

Consultation Feedback

A breakdown by individual scheme can be found by following the link below including details in relation the protected characteristics outlined above

Service user & tenant

- 39 people responded that they received care from the onsite provider: 10 for more than 5 years, 19 for more than one year but less than 5, and 10 for less than 1 year.
- Of the 125 people who responded, 23 were receiving social care service from the onsite provider as a result of a social care assessment, 13 were paying privately and 89 did not receive care.
- 74 (60%) people either tend to disagree or strongly disagree with the proposal, 24 (20%) people neither agree or disagree and 25 (20%) tend to agree or strongly agree. The proportion of people who tend to disagree or strongly disagree with the proposals range from 47% at Beck View to 70% at Plessington Court. An additional 2 people in Plessington Court who have ticked that they agree with the proposal appear from their comments to in fact strongly disagree.
- The reasons most often given include:-
 - Reassurance in case of emergency (35%)
 - A care worker is important for elderly and vulnerable people (23%)
 - May need the service in the future (17%)
 - Reduction in quality of life (11%)
 - Some residents need 24 hour care (10%)
 - A high risk falls/accidents (7%)
- In response to the question about how this proposal will affect you, the reasons most often given include:-
 - No impact at this current time (39%)
 - People feel reassured and less anxious (31%)
 - Without onsite care it would not be a safe place (19%)
 - It would have a negative impact on me (15%)
- 27% of respondents thought that it important to have planned visits at night
- 50% thought it was very or fairly important to have access to social events

Support Provider, Landlord & district council feedback

- A short electronic questionnaire was sent to support providers, landlords and district councils. Only 4 responses have so far been received (from three landlords and 1 district)
(closing date 8th January so more responses may still be received)
- The questionnaire asks the extent to which the organisation agrees with the proposals, the reason for their answer and how the proposals will impact on the scheme and its residents plus any other comments
- Two of the landlords understood the rationale for the proposal: it isn't cost effective and night time care is not required. One of the landlords strongly disagreed with the proposal. The district didn't agree or disagree

- The following comments have been received about the impact of the proposal:
 - The weekly luncheon club will fold without the carer workers on site. Also those extra care clients that attend day trips/lunches out may not be able to attend if they have no care worker support.
 - If our Scheme Manager is called out to an emergency in the middle of the night which impacts on their ability to carry out their normal hours of work during the day, may lead to looking at whether particular service users are still adequately housed or whether they need to be moved on to care where there is someone around at night.
 - Plessington is the only facility to provide an extra care scheme in the Longridge area which is very highly utilized by local people who can remain living independently with the back up support required. This proposal is very upsetting to all the tenants and family members who rely on this service and is affecting enquiries regarding the scheme and whom we can support if accommodation was offered to them

Question 3 – Analysing Impact

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

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

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

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities
- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?

- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?
- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

As outlined above, we have consulted with residents of 5 schemes.

Information collected through social care reviews undertaken in March and April 2018, along with the monthly returns from the care providers and the feedback from the Housing Providers (Dec 2018) have been used to assess the potential impact of withdrawing the 24 hour service.

However, given that people's needs will change over time, the initial analysis can only give a broad indication of the likely impact in order to assist the strategic decision making

Scheme	Evidence suggests
Beck View	No night time needs
Parkside	1 person with planned night time needs
Plessington Court	Housing provider reports concerns about how needs will be met but care provider reports no night time planned needs, but there are some late evening planned visits
Croft Court	No night time needs
Torrentum	2 people with planned night time needs

It is understood that the statutory care needs of all service users can be met by visiting care workers; however given the time that has elapsed since the last reviews were undertaken there is the need to confirm that this is still the case. Consequently, Adult Social Care will undertake further reviews to ensure that appropriate care packages are put in place for all tenants with eligible care needs.

A range of services are available to support people who live at home who have care needs. People living in the scheme will have access to the same range of services.

These services include:

- Provision of a home care package to meet eligible care needs
- A roving night service which can meet individuals' planned night time social care needs
- Crisis support service which is a countywide service
- All tenants will have community alarms. An enhanced telecare service can be offered to any tenant who has an eligible care needs under the Care Act, This may include a lifting service

As shown in the consultation finding, concerns have been expressed that individuals may need to move in the future if the 24 hour service is withdrawn and there could be reduced access to social activities

There could also be a potential impact on the staff employed by the care organisation owing to a reduction in the number of hours of care being delivered.

Question 4 –Combined/Cumulative Effect

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

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

If Yes – please identify these.

This proposal may add to the cumulative effect of reducing the amount of accessible social housing that is available to people with protected characteristics that need support over 24 x 7. It may also increase the exposure of people to the financial impact of possible future changes to the charging policy for non-residential care.

Question 5 – Identifying Initial Results of Your Analysis

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

Please identify how –

For example:

Adjusted the original proposal – briefly outline the adjustments

Continuing with the Original Proposal – briefly explain why

Stopped the Proposal and Revised it - briefly explain

Whilst it is recognised that many tenants value the current 24 hour service, it is not considered cost effective to carry on providing a 24 hour care service in all schemes.

Consequently, Cabinet is recommended to agree that the 24 hour staff presence will be removed from the following schemes

- Beck View (Lancaster), Parkside Court (Morecambe), Croft (Freckleton), Torrentum (Wyre), Plessington (Longridge)

The County Council will ensure that the eligible care needs of all service users are met, consequently individual care packages will be put in place which can include, where appropriate, the roving night service, crisis support and telecare

Question 6 - Mitigation

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated. Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

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

There are a number of services that can be used to try and mitigate the impact on the tenants that will be affected. There is visiting domiciliary home care service, possibly employing the same care workers who currently work at the schemes, there are various rehabilitation and reablement services that can be used, there are telecare and technology solutions and statutory social care needs will always be met.

Service users at these locations would require a reassessment of their needs and be subject to the same judgement as any community based service user: Most are likely to require a continuation of service organised via home care, roving nights service or reablement or greater use of telecare.

Whilst it currently appears that service users should be able to continue to live in the sheltered housing with a care package, in the event that updated reviews show that service users might be better supported in residential care, the wishes of the individual will be considered carefully as part of the assessment and subsequent decision.

As previously discussed there is an opportunity for people to pool resources together to collectively purchase care to replace this service, but this is not something that any agency or group could insist upon and therefore is judged unlikely to proceed

Question 7 – Balancing the Proposal/Countervailing Factors

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

An assessment was undertaken of the long term suitability, in terms of size and design, of these schemes to deliver an extra care service. Consultation has been undertaken in 5 services identified as being the least sustainable and cost effective in the future.

In other words, the potential of the 14 sheltered based extra care schemes to function fully as extra care schemes has been assessed. In other words, what is the potential for the number of people with care needs to be maximised, rather than limiting to a third of the scheme as was originally agreed with landlords?

The focus has been on potential usage, as it is widely recognised that currently the extra care service offer is not fully understood by older people, their families or staff. Therefore, it would be inappropriate to focus solely on current usage.

Consequently, we have considered the size of an individual scheme or the overall number of units within extra care schemes which are located in close proximity, the design and accessibility of the building especially in relation to fire safety, the size of the flats, location of scheme, communal facilities and the availability of purpose built services in the area.

This has led to the proposal that the 24 hour staff presence should be withdrawn from the following services:

- Beck, Lancaster, 36 flats, currently 8 service users receiving care
- Parkside, Morecambe, 36 flats, currently 8 service users receiving care
- Torrentum, Thornton, 33 flats, currently 9 service users receiving care
- Croft, Freckleton, 22 flats, currently 10 service users receiving care
- Plessington, Longridge, 39 flats, currently 13 service users receiving care

In addition, we have agreed a reduction to the contract price within the schemes in which we are proposing to retain a 24 hour staff service.

It is understood that the statutory care needs of all service users can be met by visiting care workers; however given the time that has elapsed since the last reviews were undertaken there is the need to confirm that this is still the case. Consequently, Adult Social Care will undertake further reviews to ensure that appropriate care packages are put in place for all tenants with eligible care needs.

It is acknowledged that service users living in the scheme will be disadvantaged in that there will no longer be a 24 hour staff presence. However a range of services are available to support people who live at home who have care needs. People living in the schemes with eligible care needs will have access to the same range of services. These services include:

- Provision of a home care package to meet eligible care needs
- A roving night service which can meet individuals' planned night time social care needs
- Crisis support service which is a countywide service

- All tenants will have community alarms. An enhanced telecare service can be offered to any tenant who has an eligible care needs under the Care Act, This may include a lifting service
- There could be a potential impact on the staff employed by the care organisation owing to a reduction in the number of hours of care being delivered.

Question 8 – Final Proposal

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

This report informs Cabinet of the outcomes of the consultation on the proposed savings to the extra care budget (delivered in a sheltered housing setting) which was considered by Cabinet in January 2018, and makes recommendations in relation to the ceasing of the background care (24 hour staff presence) within specified sheltered housing based extra care schemes: Beck View(Lancaster), Parkside Court(Morecambe), Pleasington (Longridge) Torrentum (Thornton) and Croft (Freckleton)

Owing to the nature of the service, older people and people with disabilities living in the scheme will be disproportionately disadvantaged.

Question 9 – Review and Monitoring Arrangements

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

Will monitor the admissions to residential care placements, any increase in calls to the telecare, any increase in admissions to hospital from the people affected.

Will monitor the admissions to residential care placements, any increase in calls to the telecare, any increase in admissions to hospital from the people affected.

Equality Analysis Prepared By Policy, Information & Commissioning Manager – Age Well

Position/Role Policy, Information & Commissioning Manager – Age Well

Equality Analysis Endorsed by Line Manager and/or Service Head Dave Carr, Head of Service: Policy, Information and Commissioning (Start Well)

Decision Signed Off By

Cabinet Member or Director

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

For further information please contact

Jeanette Binns – Equality & Cohesion Manager

Jeanette.binns@lancashire.gov.uk

Thank you

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
It is considered that all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

