

Lancashire County Council

Cabinet

Thursday, 11th April, 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 7 March 2019 (Pages 1 - 6)

Matters for Decision:

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

4. Procurement Report - Request Approval to Commence Procurement Exercises (Pages 7 - 14)

5. Works to Operational Premises - Condition Led Programme (Pages 15 - 18)

Please note that Appendix A to this report is in Part II and appears as item No. 19 on the Agenda.

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

6. Proposed 2019/20 Road Safety and Cycling Safety Programmes (Pages 19 - 26)

7. Booth Street, Vale Street and Station Road, Haslingden Cycle Track and Waiting Restrictions (Pages 27 - 34)

8. St Crispin Way, Flip Road and Grane Road, Haslingden Cycle Track and Waiting Restrictions (Pages 35 - 42)

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

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| 9. | Awarding of Small Grants to Third Sector Groups which are Registered with the Children and Family Wellbeing Service, including Grants to Individual Young People | (Pages 43 - 46) |
| 10. | Future of Bleasdale Church of England Primary School | (Pages 47 - 70) |
| 11. | Lancashire Children's Social Care Staying Put Policy 2019-2020 - A Review of Policy, Procedure and Financial Support | (Pages 71 - 150) |
| 12. | Lancashire's Financial Procedures for Care Leavers | (Pages 151 - 194) |

The Cabinet Member for Health and Wellbeing - County Councillor Shaun Turner

- 13. Children and Family Wellbeing Service - Outcome of Second Phase Consultation** (Pages 195 - 276)

Matters for Information:

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

The following urgent decisions have been taken by the Leader of the County Council and the relevant Cabinet Member(s) in accordance with Standing Order C17 since the last meeting of Cabinet, and can be viewed by clicking on the relevant link(s):

- Protocol for Grants to the Community and Voluntary Sector
- North West Rural Community Energy Fund
- Lancashire Enterprise Partnership Limited - Appointment of an Interim Chief Executive Officer
- Lancashire Enterprise Partnership - Appointment of Blackpool Council as a Company Member

Miscellaneous Matters:

15. 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.

16. Date of Next Meeting

The next meeting of the Cabinet will be held on Thursday 16 May 2019 at 2.00 pm at County Hall, Preston.

17. 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.

18. Exclusion of Press and Public

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

Part II (Not Open to Press and Public)

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

19. Appendix A of Item 5 - Works to Operational Premises - Condition Led Programme (Pages 277 - 280)

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

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

20. Civil Parking Enforcement (Pages 281 - 284)

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

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

21. An Update on the Lancashire Central - Cuerden Site (Pages 285 - 298)

(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)

22. An Update on the Samlesbury Aerospace Enterprise Zone (Pages 299 - 312)

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

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

23. Educational Provision in Burnley (Pages 313 - 316)

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

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

24. Proposals Relating to Libraries - Chatburn

(Pages 317 - 320)

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

Angie Ridgwell
Chief Executive and Director of
Resources

County Hall
Preston

Lancashire County Council

Cabinet

Minutes of the Meeting held on Thursday, 7th March, 2019 at 2.00 pm in Committee Room 'B' (The Diamond Jubilee Room) - County Hall, Preston

Present:

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

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

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

1. Apologies for Absence

There were no apologies.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

None.

3. Minutes of the Meeting held on 7 February 2019

Resolved: That the minutes of the meeting of Cabinet held on 7 February 2019 be agreed as a correct record and signed by the Chair.

4. Procurement Report - Request Approval to Commence Procurement Exercises

Cabinet considered a report seeking approval to commence the procurement exercise for the Provision of Transport Services – Dynamic Purchasing System, in accordance with the county council's procurement rules:

Resolved: That the commencement of procurement exercise for the Provision of Transport Services – Dynamic Purchasing System be approved.

5. Community Asset Transfer of Lancashire County Council Minibuses

Cabinet received a report on a request to gift a number of minibuses no longer required by the Public Health service to charitable organisations which had previously made use of the vehicles.

Resolved: That:

- i. the gift of surplus minibuses to those charitable organisations that have previously made use of them, be approved as a one off exercise.
- ii. the Executive Director for Growth, Environment and Transport, in consultation with the Leader of the County Council, be authorised to approve which charities the minibuses are allocated to, following the exercise to evaluate and prioritise the requests.

6. Proposed 2019/20 Highway Maintenance and Transport New Starts Capital Programmes

Cabinet received a report seeking approval of a detailed apportionment and programmes of work following the approval of Full Council on 14 February 2019 of the high level apportionment of anticipated 2019/20 highway maintenance and transport grant funding from the Department for Transport (DfT).

Resolved: That:

- i. the proposed revisions to the approved apportionment of the 2019/20 New Start Highway Maintenance programme as detailed in the report be approved.
- ii. the proposed 2019/20 New Start Highway Maintenance programmes set out as projects in the report be approved;
- iii. approval be given for additional schemes to be identified for funding from the ABC, Urban Unclassified, Rural Unclassified, and footways allocations up to the value of the approved allocation, subject to consultation with the Cabinet Member for Highways and Transport.
- iv. a further report be brought forward in relation to the Moss Roads programme.
- v. the detailed apportionment of the £2.774m allocation for 'Other Transport Schemes as detailed in the report be approved.
- vi. the proposed 2019/20 New Start Public Rights of Way programme set out in the report be approved.
- vii. a further report be brought forward in relation to the 2019/20 New Start Road Safety and Cycling safety programmes
- viii. the thanks of Cabinet be given to officers who have developed the programme.

7. Lune Street, Preston Link Moving and Parking Provisions Experimental Orders 2017

Cabinet received a report proposing that two experimental Traffic Regulation Orders on Lune Street, Preston, be made permanent, following an assessment of their success.

Resolved: That the making permanent of the two Experimental Traffic Regulation Orders in Lune Street Preston, as set out in the report, be approved.

8. Lancashire Bus Station Departure Charges

Cabinet considered a report setting out proposed changes to bus station usage charging schemes, including the bay rental arrangement at Preston Bus Station.

Resolved: That the new charging regime and charges for departures at all Lancashire owned and operated bus stations, as set out in the report, be approved from 1 July 2019.

9. Replacement of the Local Safeguarding Children Board with the New Area Safeguarding Arrangements

Cabinet considered a report setting out options for the replacement of the Local Safeguarding Children's Board to comply with the new area children's safeguarding arrangements. It was noted that the report was being presented to the three Lancashire Councils and where necessary, the Executive bodies of the Clinical Commissioning Groups and the Police. It was reported that Options 1 set out in the report had been agreed in principle with safeguarding partner agencies.

Resolved: That Option 1, as set out in the report, be approved as the revised area children's safeguarding arrangements in Lancashire

10. 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.

11. Capital Strategy for Schools – Condition Led Capital Investment Programme 2019/20

Cabinet considered a report setting out the proposals for the allocation of schools capital funding to address a further phase of high priority building condition repairs on Community, Voluntary Controlled and Maintained Schools in Lancashire.

It was noted that additional information had been included in the Part II section of the papers for the meeting, and that this was exempt information as defined in Paragraphs 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It was considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Resolved: That the proposed list of maintenance schemes in Lancashire Schools set out in the report totalling £8.346m as a further phase of high priority school repairs, be approved

12. West Lancashire Integrated Community Partnership

Cabinet received a report setting out the emerging proposals and priorities for integrating health and social care across West Lancashire via the establishment of an Integrated Community Partnership.

Resolved: That:

- i. the county council's membership and continued active participation in developing the West Lancashire Integrated Community Partnership be approved.
- ii. West Lancashire Integrated Community Partnership's overall approach to health and care integration in West Lancashire be endorsed on the basis that it will also take into account and ensure delivery of the emerging priorities of the Lancashire and South Cumbria Integrated Care System.

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

There were no urgent decisions taken since the last meeting of Cabinet.

14. Urgent Business

There was no urgent business

15. Date of Next Meeting

It was noted that the next meeting of Cabinet would be held at 2pm on Thursday 11 April 2019 at County Hall, Preston.

16. 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.

17. 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.

18. Preston Western Distributor

(Not for Publication – Exempt information as defined in Paragraphs 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 Preston Western Distributor.

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

19. Replacement of Computers and other ICT Equipment in Libraries

(Not for Publication – Exempt information as defined in Paragraphs 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 replacement of computers and other ICT equipment in Libraries.

Resolved: That the recommendation 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, 11 April 2019

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

Electoral Division affected:
(All Divisions);

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

Contact for further information:

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

Executive Summary

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

- (i) The provision of mental health employment support, resilience and social recovery services.
- (ii) An approved provider list for the supply of care services in supported housing.
- (iii) Planned and reactive vehicle parts and repair 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 the commencement of the procurement exercises as set out in Appendix 'A'.

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/works being procured
- The procurement route proposed
- The estimated 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'. 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 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		
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Reason for inclusion in Part II, if appropriate		
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N/A		
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Procurement Title The Provision of a Mental Health Employment Support, Resilience and Social Recovery Services			
Procurement Option OJEU – Open Tender			
New or Existing Provision Existing – current contracts end on 31/08/2019 The services are currently delivered within the Mental Health Community Restart contracts, and the North Lancashire Community Inclusion service contract.			
Estimated Contract Value and Funding Arrangements The value of contracts awarded will be: £3,400,000 The value of the contracts per annum will be: £850,000 Discussions have been held with Clinical Commissioning Groups (CCGs) with a view to undertaking a collaborative procurement. However, CCGs are not presently in a position to commit to a joint procurement. There will be flexibility to allow funding to increase at a later date – this could take the form of investment from CCGs.			
Contract Duration Initial period of two years with an option to extend the contract beyond the initial term to a maximum of a two years.			
Lotting There will be three service Lots: 1. Employment Support (£300,000) 2. Resilience and Social Recovery (£550,000) 3. Employment Support & Resilience and Social Recovery (£850,000) The Council will award to either Lots 1 and 2 or Lot 3. There will be no restriction on the number of Lots a Tenderer can bid for. The Council has decided to include 3 Lots; consortia bids are welcome for all Lots. Lot 3 may allow organisations to derive service efficiencies.			
Evaluation <table border="1" data-bbox="193 1335 1002 1388"> <tr> <td>Quality Criteria 60%</td><td>Financial Criteria 40%</td></tr> </table> Social Value will account for 10% of the quality criteria and the objective will be focused on promoting equity and fairness e.g. helping service users to improve their employability and life management skills to enable them to live more independently.		Quality Criteria 60%	Financial Criteria 40%
Quality Criteria 60%	Financial Criteria 40%		
Contract Detail The new services will promote individual well-being, underpinned by the Wellbeing Principle (Care Act 2014). The primary client group will be all people with a mental health condition aged 18 years and above who are Lancashire residents or who are registered with a Lancashire General Practitioner. The services will aim to meet the needs of people who have a variety of mental health needs, ranging from mild mental health difficulties to those with more complex and longer term needs. Services can be accessed by people who have mental health needs to support them to develop their individual resilience, independence and skills to self-manage and safely maintain their place in their community. The services will be underpinned by partnership working approaches across public services to support individuals to manage their health conditions through accessing a variety of interventions and initiatives.			

The new services will work with individuals through a range of methods, including face to face, telephone, online and group settings to support them to achieve their individual aspirations and desired outcomes in respect of:

Lot 1. Employment-like opportunities; this may include supporting individuals:

- To develop employability skills and engage with employment services to regain or return to employment.
- To set themselves up as self-employed or to set up social enterprises.
- With in-work negotiations with current employers to enable individuals to sustain their employment during, or return to work following a period of mental ill health.

Lot 2. Resilience and Social Recovery: Lifestyle management/skills development; this may support individuals:

- To develop their confidence and resilience in managing their day to day lifestyle challenges through adopting a strengths-based approach to problem solving and developing coping strategies.
- To reduce the impact of any limited capability in managing their own finances by developing strategies to address their personal budgeting skills and to minimise/reduce debt arising.
- To remain in the community and prevent, reduce or delay the need for more intensive care and support, e.g. through accessing meaningful activities to promote well-being and a connection with their community and self-managing their physical and mental health.

The Council expects around 2,550 referrals per year for the services. It is estimated around 350 people per year will access employment services and 2,200 will access lifestyle management services, based on current demand for these services.

There is variety of service provision in the current contracts which has resulted in an inconsistent approach across the county. The redesigned service will enable a consistent approach through a standardised service specification across the county.

The contract is intended to go live in September 2019.

Procurement Title

Approved Provider List for the Supply of Care Services in Supported Housing for:

- People with learning disabilities/autism
- People with mental health needs
- People with a physical disability or sensory impairment

Procurement Option

The proposal is to develop an Approved Provider List (APL) based on appropriately robust selection criteria. From this approved list of providers existing services will be delivered and new services will be commissioned. There will be consideration to award new service contracts via mini-competition, service user choice or direct award. The APL will remain open to new applications to join.

New or Existing Provision

Existing – current contracts do not include an expiration date. Current contracts are outdated and do not provide for effective contract management.

Estimated Contract Value and Funding Arrangements

The current annual spend on these care services is £73m funded from the Adult Social Care budget. Services for people with a learning disability account for the majority of the spend.

Contract Duration

It is intended that the APL will remain in effect for 7 years with the option to extend for up to a further 3 years. Service contracts awarded as call-off contracts from the APL will be up to 10 years in length, with initial periods, break points and potential extensions configured to balance the stability of care for service users and manage service provider performance.

Lotting

Whilst the services will not be lotted, this will be an open, multiple provider list with new services commissioned in discrete service contracts, many of which could have their requirements met by small or medium size organisations.

Evaluation

Acceptance onto the APL will be based on selection criteria focussing upon CQC registration & rating, insurance, policies and service delivery experience.

Service Contracts awarded by mini-competition will be awarded on a price/quality weighting within the range published prior to commencing the APL.

For new business awarded by mini-competition it is the intention for providers to compete on weightings for quality and price. The Council may though apply a ceiling price or a set price at its discretion. For the majority of existing services commissioned the Council would maintain the current standard rate. The sustainability of this rate will be reviewed under the existing process on an annual basis. Savings will be achieved through implementing new ways to support people, reducing the volume of support commissioned, and not by reducing the price paid for the support delivered.

Contract Detail

Presently approximately 1,500 Adults are receiving care and support in over 700 supported housing settings predominately in shared households. Services are currently delivered by around 50 service providers. The current service contracts are no longer fit for purpose and does not provide appropriate means for effective performance management. The services have supported some people for decades, with some contracts having been in place for up to 20 years.

The Council proposes an inclusive and flexible approach to procurement that will seek to minimise disruption to service users care and support arrangements, whilst providing a vehicle for the delivery of the Housing with Care and Support Strategy 2018 – 2025, Our Vision for the Care, Support and Wellbeing of Adults in Lancashire and the Service Challenge requirements.

The Council will adopt the 'Progression Model' to improve outcomes for younger adults with disabilities and lower support costs across Social Care & Contract Management. The approach must support the wider system of care and support a focus upon enabling each individual with disabilities to progress to higher levels of independence over time.

There will be consideration to award new business via mini-competition, service user choice or direct award. Existing business is anticipated to be retained by providers successful in applying to the APL, largely on the basis of service user choice.

Existing business remaining with the current providers is contingent upon each provider being successful in applying to be on the APL, agreeing to the revised contractual terms and conditions and Annual Service Development Proposal.

This will enable organisations to transfer their business to a new APL Service Contract, subject to the Council approving a Service Development Proposal which reflects the Council's strategic vision for adults and addresses desired service improvements for delivering more affordable care and support arrangements.

The APL is expected to commence in July 2019.

Procurement Title Planned & Reactive Vehicle Parts & Repair Service
Procurement Option OJEU – Open Tender
New or Existing Provision New provision
Estimated Total Contract Value and Funding Arrangements The Framework Agreement value over the next four years is estimated at £2,000,000 which will be funded from the Council's revenue budget The new Framework Agreement value has been set to provide flexibility over the four-year term of the Agreement. There is no commitment or guarantee of value of work or number of orders to be placed with any suppliers on the Framework Agreement.
Contract Duration The Framework Agreement will be let for an initial period of two years (01/07/2019 to 30/06/2021) with an option to extend for a further two years until 30/06/2023, making the total Framework period four years.
Lotting The Framework Agreement will be divided into 18 Lots as follows: Lot 1 – Passenger Cars Lot 2 – Multi-purpose vehicles (up to 8 seats) Lot 3 – Car Derived Vans Lot 4 – Minibuses (9-16 seats) Lot 5 – Panel Vans (up to 3,500 kgs) Lot 6 – Panel Vans (over 3,500 kgs) Lot 7 – Goods Vehicles (up to 3,500 kgs) Lot 8 – Goods Vehicles (3501 kgs – 7,500 kgs) Lot 9 – Goods Vehicles (7501 kgs – 18,000 kgs) Lot 10 – Goods Vehicles (over 18,000 kgs) Lot 11 - Gritter Bodywork & Ancillary equipment Lot 12 - Mobile Libraries Lot 13 - Tipper Bodywork Lot 14 - Mechanically Elevated Working Platforms (MEWP) Lot 15 – Passenger Vehicles as follows: Lot 16 – Construction Machinery & Equipment as follows: Lot 17 - Specialist Construction Machinery Lot 18 – Grounds Maintenance Equipment

Evaluation

The Crown Commercial Services standard Selection Questionnaire will be used to evaluate potential supplier information. The evaluation will consist of:

Stage 1 and 2 mandatory and discretionary grounds to ascertain suppliers' financial status, technical capability, experience, and references, with particular reference to their ability to demonstrate their experience in operating to comply with Industry Standards. Each tenderer must pass the first two stages in order to proceed in the final tender evaluation.

Stage 3 The tender bids will be evaluated on:

Quality: 20%

Price: 80%

Social value will account for 5% of the quality criteria focussing on environmental issues.

Contract Detail

Fleet Services maintains and repairs the Council's vehicle fleet and grounds maintenance equipment. Maintenance and repair services are also provided to external partners such as Lancashire Fire and Rescue Service.

The Council and its partners have a mixed fleet of vehicles, which include Citroen, Chevrolet, Daf, Man ERF Ltd, Mercedes, Ford, Iveco, Fiat, Renault, Seat, Landrover, Vauxhall and Volkswagen vehicles and a range of grounds maintenance equipment including tractors, mowers and chainsaws.

The new Framework Agreement will enable Fleet Services to place maintenance and repair requirements with framework providers to ensure the operational efficiency of the Council's vehicle fleet.

Report to the Cabinet

Meeting to be held on Thursday, 11 April 2019

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

Electoral Division affected:
(All Divisions);

Works to Operational Premises - Condition Led Programme

(Appendix 'A' refers)

Contact for further information:

Simon Smith, Tel: (01772) 535467, Capital Programme Principal,
simon.smith@lancashire.gov.uk

Executive Summary

This report sets out the proposals for the allocation of capital funding to address a phase of high priority building condition repairs and statutory programmes of remedial works to the operational premises portfolio.

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 proposed list of maintenance and statutory compliance schemes across operational premises, detailed at Appendix 'A', totalling £9.88m.

Background and Advice

This is the first phase of a capital condition programme for operational buildings. The aim of the programme is to begin to address essential repair and maintenance works, fire risk assessment and statutory compliance remedial works across the operational buildings portfolio. It is anticipated that there will be further programmes of work as the cycle of condition surveys and statutory compliance testing continues across the portfolio identifying further priorities.

The works have been identified through undertaking condition surveys and compliance testing regimes to develop a schedule of Priority 1 and Priority 2 repairs plus statutory compliance remedial works. These are set out at Appendix 'A'.

The programme has been formulated using the most current information available, but from experience on earlier programmes, and the complexities of assessing the condition of existing buildings, there is a risk that further issues may become apparent across other areas of the portfolio. With this in mind, a significant contingency is recommended, which will be available to capture any additional works or justifiable projects which come to light during the delivery of already identified works and which meet the criteria. These will be added to the programme as per the financial regulations.

Priority 1 repairs are defined as:

Priority 1. *Urgent work that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.*

Priority 2 repairs are defined as:

Priority 2. *Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of occupants and/or remedy a less serious breach of legislation.*

Fire Risk Assessment works:

Fire Risk Assessments are currently being undertaken across the operational portfolio. Actions from these risk assessments will be prioritised and evaluated before a technical solution is identified. In some cases work will be required to address the risk, in other cases the risk can be managed out through a non-technical solution. It is not expected that all of the identified remedial works will be addressed in this programme. Premises deemed to be at the highest risk will be identified and prioritised with future reports requesting further funding to continue to address the highest need on a phased approach.

Statutory Compliance:

Legionella Risk Assessments, electrical installation, lift installation and gas safety testing are carried out across the operational portfolio to ensure the buildings remain safe and the authority meets its requirements through statutory compliance. The testing and inspection regime produces remedial actions that are then prioritised and technical solutions identified to ensure buildings remain safe and compliant. Due to the differing testing frequency for each statutory element it is not expected that all of the identified remedial works will be addressed in this programme. Premises deemed to be at the highest risk will be identified and prioritised with future reports requesting further funding to continue to address the highest need on a phased approach.

It will not be possible to address all high priority issues in all buildings. Any remaining Priority 1 issues and any Priority 2 issues will be reviewed, prioritised and considered for any future condition led programmes. In addition there is also an allowance in the programme to undertake further investigations and specialist surveys on buildings where there is deemed to be a potential risk due to the age, type of construction or condition. This will assist in managing risk and determining priorities in future programmes of work. As part of the strategic asset management process each

project will be reviewed prior to commencement to ensure that the need for the work remains.

All schemes will be delivered through Lancashire County Council's Design and Construction Service. The delivery timescales will be dependent on several factors linked to the practicalities of undertaking the work in occupied premises which would have an impact on service delivery. It is anticipated therefore that the programme will be delivered when possible and this will likely be over the next two financial years. It is anticipated that 50% of the proposed programme will be delivered in 2019/20 with the remainder of the programme being delivered the following financial year.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

If the recommended work is not undertaken, the risk would be managed by further regular reactive maintenance to 'patch' the problems. However, in some cases, further deterioration of the building fabric or discontinued components would result in closure of parts of, or the whole premises, until significant emergency repairs could be undertaken. Due to the nature of building maintenance works, the full extent of repairs required may not be apparent until the building infrastructure is exposed, which may result in the need to undertake additional work and therefore increased project costs.

Statutory remedial works are required to prevent possible breaches in legislation and address health and safety issues. In some cases this can be managed through more frequent testing and monitoring but this approach would only delay and not address the identified issues. Furthermore, there may also be genuine severe condition need projects that come to light, and it is recommended therefore that a risk contingency is included to be approved and managed by the Asset Management Service. This contingency figure is included in the overall programme value.

Financial

The approval of these schemes is requested as part of a programme of works within the property element of the Capital Programme. The proposed programme is set out at Appendix 'A' totalling £9.88m.

There is a balance of approved borrowing within Property Portfolio of £9.36m currently in the Property Review Programme. It is proposed that these proposals are funded using this approved borrowing and they are managed within the work to operational premises programme of the Property Portfolio. This means that the funding needs to transfer between the programmes.

The £3m additional borrowing approved in February 2019 to be added to the property section of the capital programme may not be sufficient for the scope of works required to the remainder of the county's property assets in the near future. Additional requests for a specific funding programme will form part of the asset management strategy, currently being developed, which will be presented to future cabinet and full council meetings for approval. These will document any future capital investments that are needed to maintain the fabric of all our assets, including building stock, to achieve the outcomes of the corporate plan and will set a strategy of funded investment over the longer term. There may be short term requests to meet high priority suitability and condition led demand while the long term plan is being developed. .

Procurement

The selection of contractors to undertake the capital works will be carried out in full compliance with the Public Contracts Regulations 2015, either through the use of an established framework such as the rotational list for building works, the Partnering Framework, or through undertaking a compliant procurement exercise where appropriate.

The proposed programme is set out at Appendix 'A' and is deemed to be **Part II** for the reasons set out below.

List of Background Papers

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

Appendix 'A' contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972. It contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Report to the Cabinet

Meeting to be held on Thursday, 11 April 2019

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

Electoral Division affected:
(All Divisions);

Proposed 2019/20 Road Safety and Cycling Safety Programmes

(Appendices 'A' and 'B' refer)

Contact for further information:

Janet Wilson, Tel: (01772) 538647, Commissioning Manager (Live Well),
janet.wilson@lancashire.gov.uk

Executive Summary

On 14 February 2019, Full Council approved the high level apportionment of the anticipated 2019/20 Integrated Transport grant funding from the Department for Transport. Following this, on 7 March 2019, Cabinet approved that a further report be presented to detail the proposed projects for the Road Safety and Cycling Safety programmes. Subsequently, this report recommends approval of the detailed programmes of work relating to the programmes given above as set out at Appendices 'A' and 'B'.

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 proposed 2019/20 New Start Road Safety and Cycling Safety programme funded by the anticipated 2019/20 Integrated Transport Block set out in Appendices 'A' and 'B'.

Background and Advice**Proposed 2019/20 New Start Highway Maintenance Capital Projects**

On 14 February 2019 Full Council approved the high level apportionment of the anticipated 2019/20 Integrated Transport grant funding from the Department for Transport. Following this, on 7 March 2019, Cabinet approved that a further report be presented setting out the proposed projects for the Road Safety and Cycling Safety programmes.

The approved apportionments are:

Road Safety - £0.500m

Cycling Safety - £0.500m

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Final confirmation of the Department for Transport 2019/20 grant awards is expected imminently. However, the approval of the proposed detailed programmes, subject to this confirmation, is required at this stage in order to allow development to commence in April 2019. Any implications of a change to the anticipated allocations will be reported to Cabinet.

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

Also, the delivery of the proposed programmes/projects is dependent on the 2018/19 Road Safety and Cycling Safety outturn positions which will not be known until spring 2019. The programmes may be subject to change after this date.

Due to the fact that these programmes will require design and consultation it is likely that these programmes will be delivered over two years, 2019/20 and 2020/21, as profiled below.

Financial

It is proposed that programmes detailed at Appendices 'A' and 'B' be funded from the anticipated Integrated Transport grant funding received for 2019/20 from the Department for Transport.

With specific reference to the development of road safety and cycling safety projects the funding will be phased over two years as below:

Road Safety

- 2019/20 - £0.100 million
- 2020/21 - £0.400 million

Cycling Safety

- 2019/20 - £0.100 million

- 2020/21 - £0.400 million

The detail of the delivery in 2019/20 will be confirmed once 2018/19 outturn is known and the capacity to deliver is assessed. The delivery of the full programme set out in the appendices is subject to the grant funding being received as indicated, and the works to be delivered in 2020/21 may be reduced to fit within the grant envelope available at that time.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Draft Road Safety 2019/20 Capital Programme

Programme: Road Safety				
Project Name	Division	District	Project Description	Estimate
Countywide Capital Allocation:				£500,000
Sandylands, Morecambe	Morecambe Central	Lancaster	TRIAL Road closures to vehicles, this will prevent driver cut through and create cycle and pedestrian friendly streets. Point closures at Westminster Road junction with Alexandra Road and Westminster Road junction with Albert Road as part of area-wide mitigation.	£100,000
Great House Barn, Rivington	Chorley Rural East	Chorley	Enhanced signing and lining at Rivington Lane Junction with Great House Barn, Rivington	£20,000
Simonstone Crossroads, Simonstone	Ribble Valley North East	Ribble Valley	SLOW markings and junction warning signage. Relocate existing junction warning sign on Whalley Road westbound approach and provide new junction warning sign on Whalley Road eastbound approach. SLOW marking to be provided on Whalley Road Eastbound and Westbound approach.	£10,000
B6254 Kirkby Lonsdale Road from junction with C478 to Storrs Hall	Lancaster Rural North and Lancaster Rural East	Lancaster	Bend and junction warning enhancements, high visibility, profiled edge of carriageway markings, that provides an audible warning when drivers stray onto the edge of carriageway, along the B6254 Kirkby Lonsdale Road from the junction with the C478 to Storrs Hall.	£20,000
B6245 Spade Mill Reservoir	Longridge With Bowland	Ribble Valley	Bend improvements across the route length including signing, lining and changes to the junction at Fleet Street Lane / Ward Green Lane. High visibility, profiled edge of carriageway markings that provides an audible warning when drivers stray onto the edge of	£80,000

Programme: Road Safety				
Project Name	Division	District	Project Description	Estimate
			carriageway, along the B6245 Spade Mill Reservoir from Longridge to Ribchester.	
Whittingham Lane and Cumeragh Lane, Longridge	Preston Rural	Preston	Bend warning and junction warning enhancements	£30,000
Brown Street/ Ormerod Street Roundabout, Accrington	Accrington West and Oswaldtwistle Central	Hyndburn	Increase conspicuity of roundabout via signing and lining	£15,000
Bellflower Junction, Garstang	Wyre Rural East	Wyre	Provide traffic islands and reduce exit lanes on side roads at Moss Lane/Longmoor Lane/Garstang Bypass junction	£45,000
A584 Warton to Lytham	Fylde South	Fylde	Warning signs, verge markers and centre lining along the A584 Lytham Road between Saltcotes and Warton.	£50,000
B6236 from Rams Clough to A680	Oswaldtwistle Accrington South and Rossendale West	Rossendale/ Hyndburn	Hazard markers, improved signing and bar markings, and rumble strips on the B6236 from Rams Clough to junction with A680 Hud Hey	£30,000
Pressall Village Gateway	Wyre Rural Central	Wyre	Reduce speed limit, prohibit right turn, traffic calming and improved signing at the Hallgate Lane/Park Lane/Cemetery Lane/ Burned House Lane junction, Preesall	£70,000
A6, Cockerham Road Crossroad, Forton	Wyre Rural Central	Wyre	High visibility profiled edge of carriageway markings, that provides an audible warning when drivers stray onto the edge of carriageway, a thicker centreline, high friction surfacing and cyclist warning signs on the A6 Preston Lancaster Road at the junction with Cockerham Road, Forton	£30,000
Forecast Outturn Capital Expenditure:				£500,000

Draft Cycling Safety 2019/20 Capital Programme

Programme: Cycling Safety				
Project Name	Division	District	Project Description	Estimate
Countywide Capital Allocation:				£500,000
Freckleton cycle lanes	Fylde South	Fylde	1.5m mandatory cycle lanes on westbound approach and exit to A584 Preston New Road, Freckleton Roundabout using high visibility profiled markings that will provide an audible warning when drivers stray onto the edge of the carriageway, from the entry / exit of Freckleton Roundabout to Greenfield Park.	£32,000
Fleetwood to Thornton Cycle Connection	Fleetwood East/ Cleveleys East	Wyre	Shared use footway linking A585 to Bourne Way along the western side of Fleetwood Road, including a proposed Toucan to with the existing public right of way.	£150,000
Scotforth Road Cycle Lane, Lancaster	Lancaster South East	Lancaster	Install green coloured surface treatment for the cycle lane on the A6 Scotforth Road south of Junction with Barton Road and tighten the radius into the petrol station and ensure there's a kerb upstand where possible in this location	£27,000
Bridge Street Cycle Lane, Lancaster	Lancaster East/ Lancaster Central	Lancaster	Remarking of cycle lane from Bridge Lane to Damside Street	£15,000
East Cliff Cycle Link, Preston	Preston City	Preston	CONTRIBUTION Contribution to the proposed link from the park to the railway station. Connect the South Ribble and Avenham Park cycle network to the railway station and city centre	£30,000
Queens Road Victoria Road Cycle Route, Preston	Preston Central East and Preston Central West	Preston	Installation of a New Toucan Crossing, removal of no entries for cyclists signs and road markings and some minor civils on the A6 at Woodplumpton Road, Lytham Road, Queens Road and Victoria	£147,000

Programme: Cycling Safety				
Project Name	Division	District	Project Description	Estimate
			Road to create a Quiet route From NCR6 to NCR62	
Strand Road Crossing, Preston	Preston City	Preston	CONTRIBUTION Contribution to a Network Rail scheme - Coloured cycle lane, hatched area and warning / direction signs.	£10,000
Guild Wheel Eastway Improvements , Preston	Preston North	Preston	Provide 2 Parallel Crossings on the Guild Wheel network. Crossing No.1 - Guild Wheel / Olivers' Place Crossing No.2 - Guild Wheel / Pitman Way	£70,000
Pipeline project planning	N/A	Countywide	Pipeline Development Work	£19,000
Forecast Outturn Capital Expenditure:				£500,000

Report to the Cabinet

Meeting to be held on Thursday, 11 April 2019

Report of the Head of Service - Design and Construction**Part I**

Electoral Division affected:
Rossendale West;

Booth Street, Vale Street and Station Road, Haslingden Cycle Track and Waiting Restrictions

(Appendices 'A' and 'B' refer)

Contact for further information:

Zamir Ukadia, Tel: (01772) 534478, Design and Construction

zamir.ukadia@lancashire.gov.uk

Executive Summary

This report outlines proposals to provide a cycle track with right of way on foot along a length of Booth Street, Vale Street and Station Road, Haslingden, which is part of National Cycle Route 6. Proposals for waiting restrictions required in conjunction with the cycle track are also described.

Consultation and formal advertising of the proposals has been undertaken with a number of objections received.

Recommendation

Cabinet is asked to approve the proposed creation of a cycle track with right of way on foot and the implementation of No Waiting at Any Time Restrictions as shown in Appendices 'A' and 'B'.

Background and Advice

The East Lancashire Highways and Transport Masterplan includes creation of an East Lancashire Strategic Cycleway Network. National Cycle Route 6 forms part of this network, providing a cycle route between Accrington to the north and the Lancashire boundary near Stubbins to the south.

As part of the scheme, Booth Street, Vale Street and Station Road, Haslingden, require the following measures as shown in Appendices 'A' and 'B', in order to provide a safe purposefully provided route for cyclists;

- (a) Cycle Track Length A – An existing footway will be widened into the carriageway and then removed and a cycle track with right of way on foot constructed. The minimum width of this cycle track will be 3.0 m. This is considered wide enough to be safely shared by pedestrians and cyclists. The change to carriageway width is not considered to impact on carriageway use or safety
- (b) No Waiting at Any Time Restrictions - Two lengths of 'No Waiting at Any Time' parking restrictions are required to prohibit motor vehicles from restricting use of the cycle track to its intended users. This will also improve visibility to and of cyclists crossing and joining the carriageway.

A review of current parking habits was undertaken prior to the proposed measures being developed. This indicated that Booth Street in particular was being used for on-street parking for the benefit of nearby commercial premises. The cycle track and waiting restrictions proposed have therefore been designed to minimise any loss of on-street parking in this area.

Consultations

Formal advertising of the proposed waiting restrictions was undertaken during December 2018, resulting in a number of objections regarding the loss of on street parking on Booth Street.

The objections are summarised below:-

- Parking will be restricted for the adjacent businesses. The nearest alternative parking will be a 5 minute walk away, on an incline and not well gritted this will cause personnel safety issues during the dark winter months.
- Booth Street is a through road from Haslingden bypass to nearby industrial areas and not for people walking or cycling to work. It is typically used by one cyclist per week and a small number of pedestrians.
- There have been no complaints previously regarding parked vehicles.

In response:

The proposals have been designed to minimise loss of existing on street parking, whilst providing a safe route for cyclists, the additional length of No Waiting at Any Time proposed is equivalent to approximately two car parking spaces.

Alternative on-street parking is available nearby where street lighting is provided.

Whilst existing numbers of pedestrians and cyclists are low, the proposals are designed to increase the number of cyclists using Booth Street for leisure and commuting purposes.

It should be noted that during the advertising process, a short length of Booth Street was incorrectly identified as Vale Street. This error is not considered to have

prejudiced the outcome of the consultation and should Cabinet approve the proposals the correct designation will be applied when the necessary traffic order is sealed.

Implications:

This item has the following implications, as indicated:

Risk management

Should the cycle track and waiting restrictions identified in this report not be implemented, cyclists using National Cycle Route 6 will not have a safer alternative and may use the more hazardous route with greater potential for conflict with vehicles exiting A56 Haslingden bypass.

Financial

The estimated cost of the proposals detailed in this report is £30,000. This will be funded as part of the East Lancashire Strategic Cycleway Project and is covered in the existing budget for the programme. This report is to commence the works as programmed not to request additional funding or a change to the programme.

Legal

A decision to change the width of carriageway within the overall width of a vehicular highway is provided for in s75 Highways act 1980 which says that where a highway comprises both a footway and carriageway the highway authority may vary the relative widths of the carriageway and any footway.

The legal procedures to convert a footway to a cycle track are under Section 66 of the Highways Act to remove the footway and under Section 65 to construct a cycle track, although this may involve little actual physical work.

Under Section 66, the Highway Authority is under a duty to provide proper and sufficient footways by the made-up carriageways where it is considered necessary or desirable for the safety or accommodation of pedestrians. It is considered that discrete footways for pedestrians only are no longer necessary as the proposed cycle tracks will include a right of way for pedestrians wide enough for cyclists and pedestrians to safely share.

A decision to remove footways and replace them with cycle tracks with a right of way on foot should be made with proper consideration of the implications for the safety and accommodation of pedestrians. This report sets out these considerations.

No Waiting at Any Time restrictions are provided under the Road Traffic Regulation Act 1984.

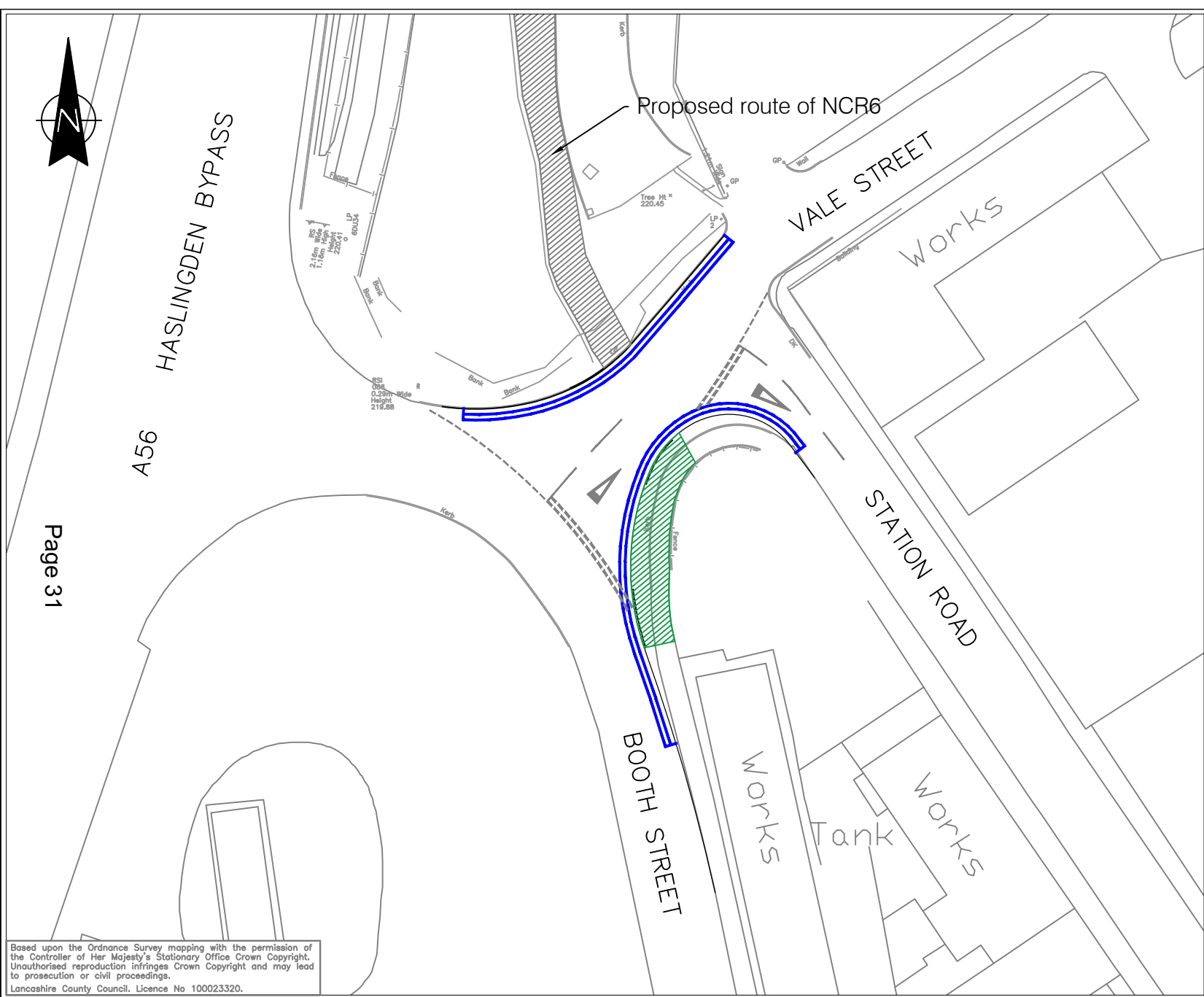
List of Background Papers

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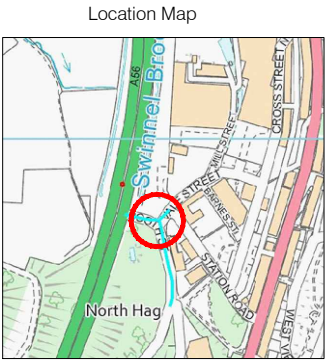
N/A		
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Key:

Proposed 'No Waiting at Any Time' parking restrictions

Cycle Track Length A



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<div><div>Lancashire</div><div>County Council</div><div></div></div>	Design and Construction	PROJECT TITLE	National Cycle Route 6 Booth Street	DRAWN BY	Z UKADIA	CLIENT No.	CLIENT_NO	<div></div> <div></div> <div></div> <div></div> <div></div>					
				CHECKED BY	D DAVIES	SCHEME NO.	CHM2MW226						
				DATE	MARCH 2019	DRAWING No.	CHM2MW226_NCR6_06_002		NO	Date	Amendment Details	Drawn by:	Checked by:
				DRAWING TITLE	Cabinet Report Appendix A	SCALE @ A4	1:500		SHEET No.	1	REVISIONS		

BOOTH ST, STATION RD AND VALE ST, HASLINGDEN, ROSSENDALE BOROUGH PROHIBITION OF WAITING

- a) Booth Street, Haslingden, the east side, from its junction with centreline of Station Road for a distance of 35 metres in a general southerly direction;

Booth Street, Haslingden, the north east side with its junction with Vale Street for a distance of 22 metres in a generally north westerly direction.

- b) Station Road, Haslingden, the south west side, from its junction with Booth Street for a distance of 11 metres in a generally southerly direction;
- c) Vale Street, Haslingden, the north west side, from its junction with the centreline of Booth Street for a distance of 8 metres in a generally north easterly direction;

Report to the Cabinet

Meeting to be held on Thursday, 11 April 2019

Report of the Head of Service - Design and Construction**Part I**

Electoral Division affected:
Rossendale West;

St Crispin Way, Flip Road and Grane Road, Haslingden Cycle Track and Waiting Restrictions

(Appendices 'A' and 'B' refer)

Contact for further information:

Zamir Ukadia, Tel: (01772) 534478, Design and Construction

zamir.ukadia@lancashire.gov.uk

Executive Summary

This report outlines proposals to provide a cycle track with right of way on foot along lengths of St Crispin Way, Flip Road and Grane Road Haslingden, which is part of National Cycle Route 6. Proposals for waiting restrictions required in conjunction with the cycle track are also described.

Consultation and formal advertising of the proposals has been undertaken with one objection being received.

Recommendation

Cabinet is asked to approve the proposed provision of three cycle track lengths with right of way on foot and the implementation of No Waiting At Any Time Restrictions as shown in Appendices 'A' and 'B'.

Background and Advice

The East Lancashire Highways and Transport Masterplan includes creation of an East Lancashire Strategic Cycleway Network. National Cycle Route 6 forms part of this network, providing a cycle route between Accrington to the north and the Lancashire boundary near Stubbins to the south.

As part of the scheme, it is proposed that St Crispin Way, Flip Road and Grane Road, Haslingden, require the following measures as shown in Appendices 'A' and 'B', in order to provide an improved route for cyclists;

- (a) Cycle Track Length A - An existing footway will be widened into the carriageway and then removed and cycletrack constructed being the old footway width and this cycle track will be for cycles with right of way on foot. The minimum width of this cycle track will be 3.0 m, this is considered wide enough to be safely shared by pedestrians and cyclists. The change to carriageway width is not considered to impact on carriageway use or safety
- (b) Cycle Track Length B – That subject to the dedication of extra highway width from Highways England, remove the verge and construct a cycle track over which the public have a right of way on foot. The minimum width of this cycle track will be 3.0 m, this is considered wide enough to be safely shared by pedestrians and cyclists.
- (c) Cycle Track Length C – An existing footway will be removed and cycletrack constructed being the old footway width. This will be a cycle track with right of way on foot, the minimum width of this cycle track will be 3.0 m, and this is considered wide enough to be safely shared by pedestrians and cyclists.
- (d) Cycle Track Length D – An existing footway will be widened into the carriageway then removed and cycletrack constructed being the old footway width and this cycletrack will be for cycles with right of way on foot. The minimum width of this cycle track will be 2.8 m, this is considered wide enough to be safely shared by pedestrians and cyclists. The change to carriageway width is not considered to impact on carriageway use or safety.
- (e) No Waiting at Any Time Restrictions - Various lengths of 'No Waiting at Any Time' parking restrictions are required to prohibit motor vehicles from restricting use of the cycle track to its intended users. This will also improve visibility to and of cyclists crossing and joining the carriageway.

Consultations

Formal advertising of the proposed waiting restrictions was undertaken during December 2018 resulting in one objection regarding the loss of on street parking.

- Insufficient parking currently available for local business in St Crispin Way with no alternatives available together with inadequate transport connections, there is a potential threat of a loss of jobs if the proposal is enforced.

In response:

The proposals have been designed to minimise loss of on-street parking. Site observations show that the north-western side of St Crispin Way is most heavily used by parked vehicles. The existing on street parking will remain available in this area as the proposed Cycle Track Length B and associated No Waiting at Any Time only affect the eastern side of the St Crispin Way where vehicles do not currently park.

Alternative on-street parking locations are available within a reasonable distance.

The proposed cycle tracks are intended to provide additional opportunities for sustainable travel to work.

It is not believed that the proposals will impact on the viability of local businesses.

Implications:

This item has the following implications, as indicated:

Risk management

Should the cycle track and waiting restrictions identified in this report not be implemented, cyclists using National Cycle Route 6 would be required to cycle in the carriageway rather than be provided with an "off-road" facility.

Financial

The estimated cost of the proposals detailed in this report is £80,000. This will be funded as part of the approved East Lancashire Strategic Cycleway Programme. This report is requesting permission to start the works already included in the programme and not to request additional funding or a change to the programme.

Legal

A decision to change the width of carriageway within the overall width of a vehicular highway is provided for in s75 Highways act 1980 which says that where a highway comprises both a footway and carriageway the highway authority may vary the relative widths of the carriageway and any footway.

The legal procedures to convert a footway to a cycle track are under Section 66 of the Highways Act to remove the footway and under Section 65 to construct a cycle track, although this may involve little actual physical work.

Under Section 66, the Highway Authority is under a duty to provide proper and sufficient footways by the made-up carriageways where it is considered necessary or desirable for the safety or accommodation of pedestrians. It is considered that discrete footways for pedestrians only are no longer necessary at the locations in this report as the proposed cycle tracks will include a right of way for pedestrians wide enough for cyclists and pedestrians to safely share.

A decision to remove footways and replace them with cycle tracks with a right of way on foot should be made with proper consideration of the implications for the safety an accommodation of pedestrians. This report sets out these considerations one of which is the available width.

In this matter some dedication of extra highway width is needed from Highways England before Cycle Track Length B could be constructed. As partners in the project Highways England have informally indicated that the required dedication of land is forthcoming.

No Waiting at Any Time restrictions are provided under the Road Traffic Regulation Act 1984.

List of Background Papers

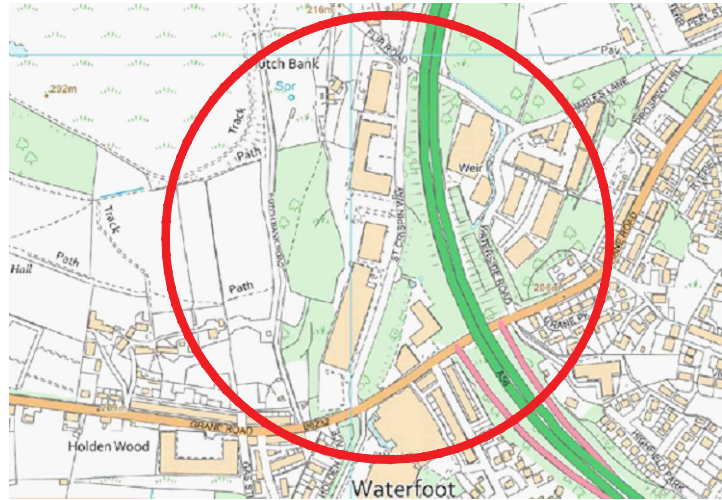
Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		



INSET A

INSET B

- Key:
- Proposed 'No Waiting at Any Time' restriction
 - Cycle Track Length A
 - Cycle Track Length B - Land to be dedicated
 - Cycle Track Length C
 - Cycle Track Length D

Location Plan



No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				
<div><div>Lancashire</div><div>County Council</div><div></div></div>		Design and Construction		
<div><div></div><div>05102030405060708090100</div><div>SCALE BAR (PLOTTED mm)</div></div>				
PROJECT TITLE		<div>NATIONAL CYCLE ROUTE 6</div> <div>St Crispin Way, Haslingden</div>		
DRAWING TITLE		Cabinet Report Appendix A		
DRAWN BY		Z UKADIA	CHECKED BY	
			D DAVIES	
APPROVED BY		Appendix A	DATE	
			MARCH 2019	
PROJECT No.		CHM2MW226	DRAWING No.	
			CHM2MW226_NCR6_08_003	
SCALE @ A3		1:1000	SHEET No.	REVISION
			1	A
CLIENT No.		ISSUE PURPOSE		

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ST CRISPIN WAY, HASLINGDEN, ROSSENDALE BOROUGH PROHIBITION OF WAITING

- a) St Crispin Way, Haslingden, the east side, from its junction with the centreline of Flip Road for a distance of 207 metres in a southerley dirction;
- b) St Crispin Way, Haslingden, the west side, from its junction with the centreline of Grane Road for a distance of 280 metres in a generally northerly direction.

Report to the Cabinet

Meeting to be held on Thursday, 11 April 2019

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

Electoral Division affected:
(All Divisions);

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

Contact for further information:

Sue Parkinson, Tel: 07876844656, Business Support Officer,
sue.parkinson@lancashire.gov.uk

Executive Summary

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

Recommendation

Cabinet is asked to consider and approve the recommendations of the District Youth Councils on the applications for grants from third sector groups which are registered with the Children and Family Wellbeing Service, and one individual grant to a young person which exceeds the £250 threshold that the District Youth Councils are authorised to approve, and determine the awards it wishes to make.

Background and Advice

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

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

currently the Cabinet is asked to consider these, taking into account the views of the District Youth Council.

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

Organisation	District	Summary of Purpose	Amount applied for (£)	Amount recommended by District Youth Council (£)
Normandy Company Lancashire Army Cadet Force	Lancaster	Skills Training Day 2019 – Outdoor adventure training facility for a day	£1,500	£1,500
Inspiring Grace	Pendle	Purchase gym mats and 2 volunteers from StreetGames Youth Volunteering Workshops for a weekly martial arts jiu-jitsu project	£1,938	£1,400
Accrington Sea Cadets	Hyndburn	Sports clothing for waterborne activities/sailing club fees/outboard engine service and safe box	£1,802	£1,802
Brookfield Spaceplace/ Soundskills	Preston	Music workshops project for young people to write, produce and record their own tracks	£2,000	£2,000
		Total		£6,702

The District Youth Councils have met to consider these applications and have recommended approval of the amounts above based on their assessment.

The reason for the reduced grant offer to Inspiring Grace is that the young people of the Youth Council felt there were cheaper alternatives for the gym mats.

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

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

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

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

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

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

Grants to Third Sector Organisations: £6,702

Grants to support individual young people: £666

Included in this total is one grant application which exceeds the £250 threshold the District Youth Council is authorised to approve. The grant is for £468 to purchase clothing and equipment the young person will need for an overseas school trip.

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

	Total available for 2018-19	Grants Approved to date	Balance available
Grants to Third Sector organisations	£83,250	£39,157	£44,093
Grants to support individual young people	£27,750	£6,343	£21,407

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

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

Financial

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

List of Background Papers

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

Meeting to be held on Thursday, 11 April 2019

Report of the Head of Service - Education, Quality and Performance**Part I**

Electoral Division affected:
Wyre Rural East;

Future of Bleasdale Church of England Primary School

(Appendix 'A' refers)

Contact for further information:

Paul Duckworth, Tel: (01772) 516166, Head of Service – Education, Quality and Performance (Acting)

paul.duckworth@lancashire.gov.uk

Executive Summary

Between 7 January and 15 February 2019, at the request of the governing board and in partnership with the Diocese of Blackburn, the authority consulted on a proposal to close Bleasdale Church of England Primary School, with implementation commencing from 31 August 2019. Under the statutory process, the authority is now required to consider the responses to the stage 1 consultation and decide whether to publish a Statutory Notice on the proposal.

The purpose of this report is to provide the information necessary for that decision to be considered.

Recommendation

Cabinet is asked to:

- (i) Note the consultation arrangements that were undertaken and the responses that were received in respect of the authority's proposal.
- (ii) Approve that the authority publishes a Statutory Notice of its proposal to close Bleasdale Church of England Primary School, with implementation commencing from 31 August 2019.

Background and Advice

On 3 December 2018, Cabinet approved that a stage 1 consultation be undertaken on the proposed closure of Bleasdale Church of England Primary School due to a fall in the numbers on roll at the school making the school educationally and financially unviable.

Bleasdale Church of England Primary School is a local authority maintained Church of England voluntary aided school, for children aged 4 to 11 years, located in Wyre Rural East and is deemed by Department for Education categorisation to be a rural school.

As at September 2018, the school had 2 pupils on roll, one in Year 4 and one in Year 6.

With regard to their financial position, the school has sufficient funding to continue to operate in 2018/19, but with only 2 pupils would go into an irrecoverable deficit from 1 September 2019.

The Department for Education's statutory guidance, 'Opening and Closing Maintained Schools' (April 2016) gives a reason for closing a maintained school as 'it is surplus to requirements'. It should be noted that... 'there is a presumption against the closure of rural schools. This does not mean that rural schools will never close, but the case for closure should be strong and a proposal clearly in the best interests of education provision in the area.'

Careful consideration has been given to the statutory guidance on the closure of rural schools, and given the fact that there will only be one child on roll in September 2019, there would be no adverse effect of a closure on the local community, standards in neighbouring schools or travel/transport.

The next nearest school of any denomination is Calder Vale St John's Church of England Primary School which is 3.5 miles away by car, which had 23 pupils (plus 5 in Nursery) on roll in October 2018, with a net capacity of 70.

Closing a Maintained Mainstream School: Guidance and Process

There is a defined statutory process in the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 which must be followed before making a decision on the closure of a maintained school. This is supplemented by further guidance on the process published by the Department for Education.

A broad timetable, which is subject to change, for the overall process to be applied in respect of a proposal to close Bleasdale Church of England Primary School is set out below:

Action	Start
Cabinet approval to consult	3 December 2018
Stage 1 Consultation	7 January 2019 – 15 February 2019
Report back on consultation and Cabinet decision whether to publish Statutory Notice CURRENT STAGE	11 April 2019
Stage 2 and 3 Publication of Statutory Notice and representation period	April/May 2019
Stage 4 Decision	July 2019
Stage 5 Implementation	August 2019

Consultations

The Department for Education's statutory guidance, 'Opening and Closing Maintained Schools' (November 2018), states that proposers, in this case the local authority, must consult organisations, groups and individuals they feel to be appropriate.

In line with the statutory guidance, a consultation document was produced (set out at Appendix 'A') which was available on Lancashire County Council's website and was widely circulated to interested parties, such as parents, staff and governors at the school, Wyre Borough Council, parish councils, other local schools and stakeholders.

A public consultation has been held during the Stage 1 consultation process. This report is requesting the publication of a Statutory Notice (Stage 2), which will lead to a further statutory consultation (Stage 3), in order to determine the proposal.

For the consultation, paper questionnaires were made available at the school and online questionnaires could be accessed from www.lancashire.gov.uk. Paper questionnaires were also given to parents and staff at the school.

One of the questions in the consultation document asked respondents to say whether they agreed or disagreed with the option of closing the school. The responses received were as follows:

Number of responses	Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree
7	14% (1/7)	57% (4/7)	14% (1/7)	14% (1/7)	0%

During the consultation period, a consultation event was held at the school between 3pm and 8pm on 28 January 2019 for parents, staff, governors and any other interested parties to ask questions and make comments on the proposal. At the event, 9 appointments took place. Two staff, a representative from the National Education Union, the landowner and five governors attended. Local Authority staff in attendance were as follows: Senior Adviser for Primary (North), School Adviser, Human Resources Business Partner, Area Pupil Access Officer (North), School Provision Planning Principal, School Statutory and Trading Support Manager (Finance). The Diocesan Director of Education was also in attendance.

At the appointment, people were asked whether they would be in support of the school closing. Eight of the nine attendees, whilst expressing their sadness acknowledged what they described as the 'reality' that the school was no longer financially viable with such low pupil numbers.

The responses to the questionnaire were similar to the views expressed at the consultation event. There was a sadness expressed that the closure of the school may be necessary, along with an acceptance that the financial position of the school

would become untenable. One questionnaire raised a question about why local parents were not choosing Bleasdale Church of England Primary School as their school of choice, and a number expressed concern that once the school was closed there would be no provision in the area should new families arrive. One questionnaire made the point that the number of families in the area fluctuated from time to time.

The Local Authority response to these concerns is as follows:

If Bleasdale Church of England Primary School were to close, there is sufficient capacity in the other two local schools to accommodate the pupil who will remain on roll at the end of this academic year. In addition, the housing forecasts over the next five years are only expected to yield approximately three pupils across the Bleasdale, Calder Vale and Claughton planning area of the Wyre District and there is sufficient capacity to accommodate these pupils in other schools. The fluctuation in the number of families means that there is not a sustainable level of intake for the school.

A formal consultation was not conducted with the pupils as there will only be one pupil on roll in September 2019.

Implications:

This item has the following implications, as indicated:

Risk Management

The authority has a statutory duty to secure high quality school places for its residents. Alternative school places can be secured for current pupils affected by the proposed closure.

There are implications for staff employed in the school but the authority has experience in staff redeployment and retraining and a good record in avoiding compulsory redundancies. The Human Resources Service at Lancashire County Council is already supporting the school with staffing reduction procedures necessitated by the fall in pupil numbers.

Financial Implications

The current small budget surplus should see the school to September 2019 without falling into a significant budget deficit. However, with only two children on roll, the budget position from April 2019 will be poor and unsustainable going forward.

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

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

Equality and Cohesion

A full Equality Analysis will be completed and reported at the determination stage of the proposal.

List of Background Papers

Paper	Date	Contact/Tel
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None		
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Reason for inclusion in Part II, if appropriate		
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N/A		
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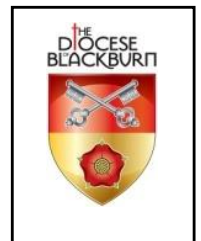
Consultation on the proposed closure of Bleasdale Church of England Primary School, Bleasdale, Preston, PR3 1UY



January 2019

A consultation event in connection with this proposal will be held on Monday 28 January 2019 at the school. Further information is provided inside.

Produced by
Lancashire County Council



Consultation Document

What are we proposing to do?

This consultation document is about the future of Bleasdale Church of England Primary School, Bleasdale, Preston, PR3 1UY, including its proposed closure, with effect from 31 August 2019.

This document outlines the main reasons for proposing the closure. This is due to the low number of pupils on roll and concerns around financial viability.

This document also identifies the opportunities available in the area for children currently attending Bleasdale Church of England Primary School to continue their education.



Foreword

Lancashire County Council has a statutory duty to provide primary and secondary school places to every child of school age living in Lancashire who request one. In achieving this, Lancashire, like many other authorities, faces challenges. Changing demographic factors mean that we must constantly review the number and location of the school places we provide and ensure that schools remain educationally and financially viable. We must also respond to national policy change and to the voices of our communities.

Lancashire is a large, diverse authority served by some superb schools and we are committed to improving this excellence by continuing to raise standards and opportunities

The county council, dioceses and schools work together with parents and other service providers to help our children to be safe, to enjoy and achieve, to be listened to, to belong to the community, and to achieve economic well-being. We want all children and their parents to have pride in their local school and cultivate an appetite for lifelong learning.

Whilst Lancashire County Council and Blackburn Church of England Diocese aim to provide schools that meet the needs of our communities wherever possible, on occasion this must be balanced with the educational and financial viability of maintaining a very small school. Unfortunately, this sometimes means we must propose a school closure.

We hope that you will take a little time during this consultation period to let us know your views on what the diocese and Lancashire County Council are proposing to do. We will not make a decision until we have carefully considered all responses to this consultation.

Please help us to improve educational provision for Lancashire children.

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

Director of Education Stephen Whittaker
Church of England Blackburn Diocese

PART ONE

Our vision and what we would like to achieve

Education is a powerful means of transforming and enriching lives and communities. Future success and well-being depends on strong creative partnerships, new ways of working, high expectations and a belief that we all have a part to play and can make a difference together.

Lancashire County Council is committed to improving the quality of educational provision to help raise standards for all learners.

We know that schools can face challenges in meeting pupils' needs, particularly where pupil numbers are falling and that in some cases changes to the pattern of school organisation in an area can help secure the viability of schools, improve opportunities and raise standards.

On the 3 December 2018, Cabinet gave their approval for a public consultation to take place on the proposal to close Bleasdale Church of England Primary School with effect from 31 August 2019.

If the proposal is approved, existing pupils will be assisted to find places at alternative schools.

PART TWO

Proposal

The proposal is to close Bleasdale Church of England Primary School in Wyre, with effect from 31 August 2019.

Pupil numbers and forecasts

Bleasdale Church of England Primary School is a small, voluntary aided rural primary school within the Diocese of Blackburn. The school has seen a reduction in the number of pupils on roll from 16 in January 2014 to two in September 2018. There are no pupils in Reception, Year 1, Year 2 or Year 3 and there were no admissions to the school in September 2018.

September 2018 Pupil Number on Roll:

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
0	0	0	0	1	0	1	2

Current numbers

Whilst the pupil numbers have declined in this rural area, the school's numbers have fallen to a greater extent than those in the other schools. With only two pupils currently on roll and one of these pupils set to leave at the end of 2018/19 academic year and no significant housing planned for the area, this position is unsustainable.

Alternative provision

A vitally important feature of any consultation on the possible closure of a maintained school is the availability of alternative provision for the pupils. Consideration must be given to the types of schools available, the distances that pupils will need to travel and the standards of provision offered by any receiving schools.

Whilst pupil numbers in the area have declined over recent years, the capacity within the other two schools in the planning area would provide sufficient capacity for the Bleasdale Church of England Primary School pupils (one of whom will leave at the end of the 2018/19 academic year). The combined

capacity of the other two schools is 119, compared against total number on roll of 58 pupils. Based on current and projected pupil numbers, there should be sufficient places in all cohorts of the other two schools to accommodate the pupils if Bleasdale Church of England Primary School were to close. One of the alternative schools is also a Church of England school. The nearest school is over two miles away so there may be a transport impact for future pupils in the area.

The admission numbers and numbers on roll for the two closest schools are as follows:

	Admission No	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Calder Vale St. John CE	10	3	5	0	5	5	0	5	23
St. Mary's Catholic Primary, Cloughton- on-Brock	7	6	4	7	4	5	3	6	35
Totals	17	9	9	7	9	10	3	11	58
Available places		8	8	10	8	7	14	6	61

There are sufficient places in all of the year groups at neighbouring schools to admit pupils from Bleasdale Church of England Primary School. Calder Vale St John is a voluntary aided Church of England school and places are currently available in each of its year groups for any children that wish to continue with a Church of England education.

Should Bleasdale Church of England Primary School close, Lancashire County Council will work with parents to identify preferred alternative school provision.

The standards of education offered by neighbouring schools, as judged by the most recent Ofsted reports are as follows:

St. Mary's Catholic Primary, Cloughton-on-Brock – Outstanding
Calder Vale St. John CE - Good

Financial viability

The school has sufficient funding to continue to operate in 2018/19 but, with only two pupils, would go into an irrecoverable deficit from 1 September 2019. Staff numbers are already at floor levels and minimal non-staffing costs are already at the lowest practicable level.

Without adequate funding, the educational provision in the school would decline.

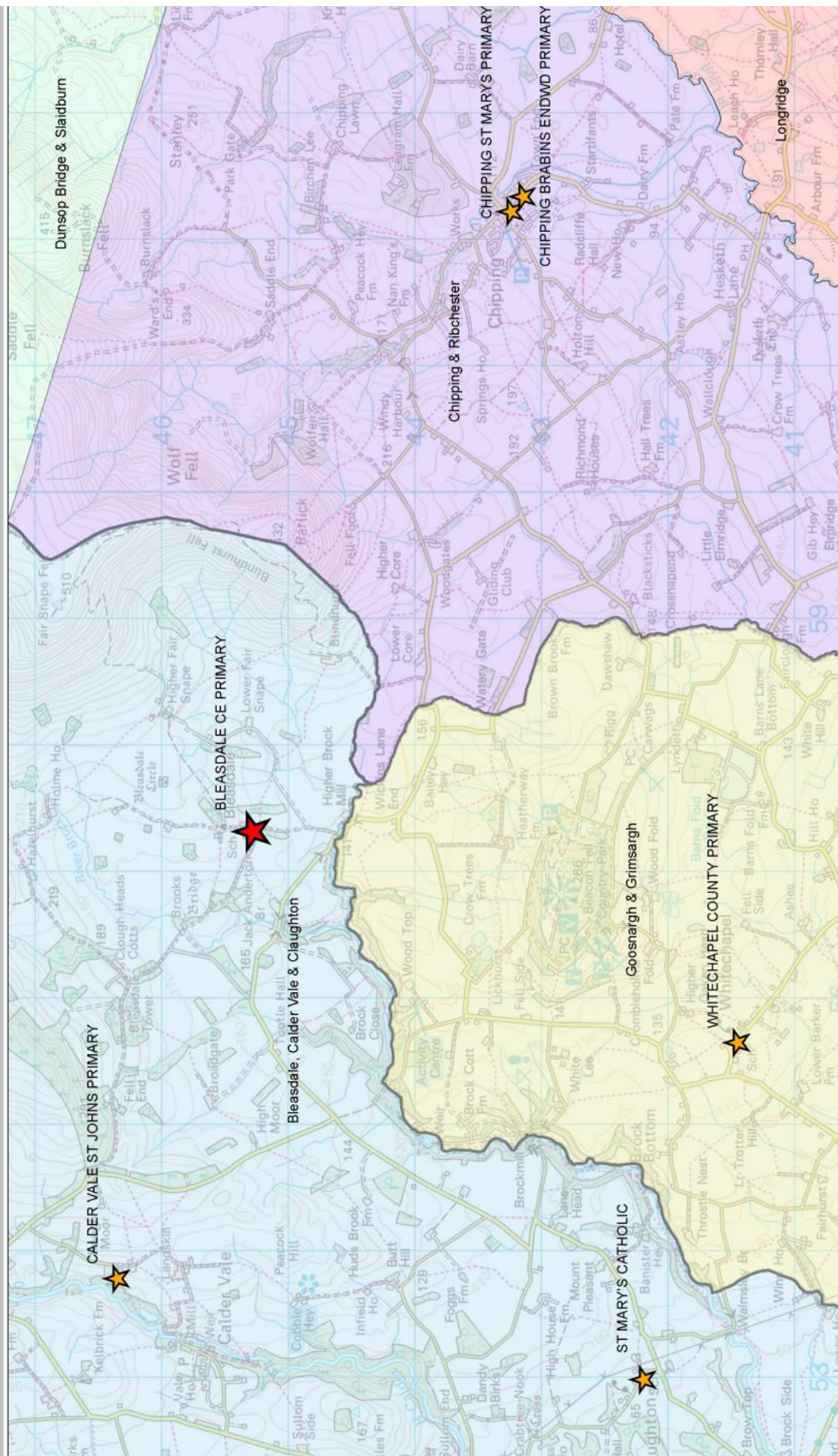
School governors and Blackburn Diocese

In recent months, local authority officers and officers representing Blackburn Diocese have been in discussion with school governors over the future of the school. After considering all options, the governors agreed to proceed with a proposal to close the school. Federation and collaboration with other schools was also considered but this is not considered to be a viable option with so few pupils on roll.

Bleasdale Church of England Primary School

Map created : 30/10/2018

Map scale : 1:40,000



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Closure of Schools and the School Organisation and Governance Regulations

There is a defined statutory process in the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 which must be followed before making a decision on the closure of a maintained school. This is supplemented by further guidance on the process published by the Department for Education.

There are five stages to the statutory process which must be followed:

Consultation

The issue of this document marks a period of consultation during which the views of any interested parties are sought and which will be considered before any move to the more formal stages of the process.

Publication

Dependent upon the outcome of the consultation, a decision to proceed to issue a statutory notice must be made by Cabinet.

Representation

Statutory notices for school closure define a minimum four week period for anyone to submit their written comments on the proposal. This enables people to express their views in the form of objections or comments on the proposal.

Decision

Within two months after the statutory notice period ends, the local authority must make a decision on the proposal.

Implementation

If the proposal is approved, Bleasdale Church of England Primary School will close with effect from 31 August 2019.

PART THREE

The consultation and decision making process

Timescales

7 January 2019 to
15 February 2019

Stage one – Consultation

April 2019

Cabinet meeting to consider the results of the consultation and decide whether to publish a Statutory Notice on a proposal to close the school or not

IF REQUIRED:

April/May 2019

Stage two – Publication of Statutory Notice

April/May 2019

Stage three – Statutory Representation Period (four weeks during term time)

July 2019

Stage four – Final decision by Cabinet

31 August 2019

Stage five – Implementation (if approved)

Consultation event

You are invited to express your views on the proposal at an event organised at Bleasdale Church of England Primary School on:

Monday 28 January 2019 from 3pm to 8pm.

Please note that this will be an appointment-led event, requiring interested parties to make a booking prior to the event. This will allow us to manage the process effectively, minimise waiting times and ensure that appropriate officers are available to offer advice and guidance relating to specific matters of interest. You can attend the event without an appointment but those with one will have priority. This could mean that you wait longer if you don't have an appointment.

Bookings can be made by telephone or email by contacting the School Improvement Service on 01772 531853 or email:

Heather.Warburton@lancashire.gov.uk

The closing date for booking an appointment is Wednesday 23 January at 5pm.

Who we will consult

This consultation document will be provided to people and organisations who may have an interest in these proposals. These include the following:

- Staff, parents/guardians, governors, trustees and pupils of Bleasdale Church of England Primary School. The views of the pupils at the school will be sought through the school
- Headteachers and chairs of governors of other Wyre schools within a five mile radius of the school
- Voluntary and private nursery providers in Wyre within a five mile radius of the school
- Chief Executive, Leader and members of Wyre Borough Council
- Local church authorities and faith groups
- Members of the Education Scrutiny Committee at Lancashire County Council
- Lancashire County Councillors for Wyre
- Bleasdale Parish Council
- Local Members of Parliament for Wyre
- Trade Unions and Associations
- Lancashire Association of School Governing Bodies
- The Secretary of State
- Regional Schools Commissioner
- Ofsted: Her Majesty's Inspector for the area
- The wider community – through Wyre libraries and Wyre Borough Council.

This document is available on the county website at www.lancashire.gov.uk/schoolorganisationreviews but we can also provide copies of the consultation document to members of the local community on request.

How to share your views

We welcome your views on this proposal and all comments and objections will be considered very carefully before any decision is made to progress any further with this proposal.

The consultation runs until 5pm on 15 February 2019 and you can respond by completing the questionnaire in this document or writing separately.

Post to
Business Intelligence, Lancashire County Council, PO Box 100, County Hall,
Preston PR1 0LD

Email to
haveyoursay@lancashire.gov.uk

Online at:
(Use the link below to complete the questionnaire contained in this document online)
www.lancashire.gov.uk/schoolorganisationreviews

A hard copy can be returned to the general office at Bleasdale Church of England Primary School. This will be returned to Lancashire County Council on your behalf.

This document can also be accessed through:

www.lancashire.gov.uk/schoolorganisationreviews

Please submit one response per person to this consultation

This consultation forms stage 1 of the process required when a school closure is being considered. The information provided in this booklet and at the consultation session is intended to be sufficient in order for people to form a view on the proposal. Lancashire County Council will consider views and concerns arising from the consultation process to contribute to the detailed proposal supplied later in the process.

We are sorry that, due to the volume of responses we receive when consulting on proposals for schools, we will not be able to acknowledge written responses nor enter into correspondence with interested parties during or after the consultation period. It is important to attend the relevant consultation event if you require clarification or more information on the proposal.

Thank you

Who should complete this questionnaire?

- Staff, governors, current or prospective parents/guardians of pupils at Bleasdale Church of England Primary School.
- Any other interested member of the community.

Please complete one form per person

You can complete and submit your questionnaire online by following the link provided on page 12

Alternatively send written responses to:

Business Intelligence, Lancashire County Council, PO Box 100, County Hall, Preston PR1 0LD or to the general office at Bleasdale Church of England Primary School. This will be returned to Lancashire County Council on your behalf.

To arrive no later than 15 February 2019



**We are proposing to close Bleasdale Church of England Primary School.
How strongly do you agree or disagree with this proposal?**

Please tick one option only

☐

Strongly agree

☐

Tend to agree

☐

Neither agree nor disagree

☐

Tend to disagree

☐

Strongly disagree

Why do you say this?

Please write in below

And if Bleasdale Church of England Primary School was to close, how would this affect you?

Please write in below

Is there anything else you would like to tell us?

Please write in below

About you

This final section is about you. It's a little more personal, but is really useful to us. By answering these questions you will help us to understand the views of different groups of people. If there are any questions that you'd rather not answer, please tick 'prefer not to say', or leave it blank and go on to the next question.

Are you responding to this proposal as...?

Please tick as many as apply and where appropriate write in the name of the school

- ☐ A parent/carer of a pupil currently at: _____
- ☐ A parent/carer of a future pupil at: _____
- ☐ A member of staff at: _____
- ☐ A school governor at: _____
- ☐ Other: _____



What was your age on your last birthday?

Please tick one option only

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Under 16 | <input type="checkbox"/> 50-64 |
| <input type="checkbox"/> 16-19 | <input type="checkbox"/> 65+ |
| <input type="checkbox"/> 20-34 | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> 35-49 | |

Are you...?

Please tick one option only

- | | |
|---------------------------------|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Other |
| <input type="checkbox"/> Female | <input type="checkbox"/> Prefer not to say |

Are you a deaf person or do you have a disability?

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities.

Please tick as many as apply

- | | |
|---|--|
| <input type="checkbox"/> Yes, learning disability | <input type="checkbox"/> Yes, other disability |
| <input type="checkbox"/> Yes, physical disability | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes, sensory disability | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Yes, mental health condition | |

Are there any children or young people in your household aged under 18?

Please tick as many as apply

☐ No, but expecting

☐ Yes, aged under 5

☐ Yes, aged 5-11

☐ Yes, aged 12-15

☐ Yes, aged 16-17

☐ No children aged under 18

☐ Prefer not to say

Which of the following best describes your ethnic background?

Please tick one option only

☐ White

☐ Black or black British

☐ Asian or Asian British

☐ Mixed ethnic background

☐ Any other ethnic background

☐ Prefer not to say

What is your home postcode?

Please write in below

Important Information

Lancashire County Council may be required to publish consultation responses as part of the reports for consideration by its cabinet either as appendices to those reports or as part of the background papers referred to in those reports and available on request. Please be aware that your responses to this consultation may be made available on the county council's website as part of this process.

Report to the Cabinet

Meeting to be held on Thursday, 11 April 2019

Report of the Acting Director of Children's Social Care**Part I**

Electoral Division affected:
(All Divisions);

Lancashire Children's Social Care Staying Put Policy 2019-2020 - A Review of Policy, Procedure and Financial Support

(Appendix 'A' refers)

Contacts for further information:

Sally Allen, Tel: (01772) 531754, Acting Director of Children's Social Care,
sally.allen@lancashire.gov.uk

Rachel Blundell, Tel: (01772) 538105, Policy, Information & Commissioning,
rachel.blundell@lancashire.gov.uk

Executive Summary

Following a review of the current Staying Put policy which came into effect from 1 June 2014, Appendix 'A' sets out a revised policy and procedure guide that provides comprehensive information and guidance for young people, foster carers and for staff and reflects the proposed changes to the existing financial arrangements.

Recommendation

Cabinet is asked to approve the updated Lancashire Children's Social Care Staying Put Policy 2019-2020, and the revised funding arrangements, as set out at Appendix 'A'.

Background and Advice

"Staying Put" is the name that the government has given to arrangements whereby a young person aged 18 and above remains living with their former foster carer. The aim of "Staying Put" is to promote gradual transition to independence and adulthood, with on-going support being provided from their foster carer, in accordance with the young person's needs.

The statutory duty under Section 98 of the Children and Families Act 2014, (the "Act" for local authorities to introduce a Staying Put Policy) was implemented in May 2014. The county council's current policy, approved by the former Cabinet Member for Children, Young People and Schools in May 2014, took effect from 1 June 2014.

The Act sets out a clear duty on the local authority to offer Staying Put to all 'Eligible' children in foster care and sets out the broad 'Staying Put Offer' framework. The framework has significant implications for a) practice (managing young adults in foster carer households), and b) placement planning (recruiting replacement foster carers, commissioning fostering agency carers and residential beds, potentially out of area).

Local authorities should provide clear information about their 'Staying Put Offer' in order that foster carers and young people can make an informed choice about the viability of a Staying Put arrangement and planning should commence when a young person reaches the age of 16. The information should include: a) the level of financial support provided to the carer and young person, b) the practical requirements for managing a young adult in a foster care household and the support provided by the fostering service; c) the impact of the arrangement on the carers welfare benefit and income tax situation.

The policy, as set out in Appendix 'A', has been revised to more closely align with the Department for Education requirements, and provides the information and guidance essential for young people, foster carers and for staff.

Staying Put also has significant financial implications in terms of the funding arrangements and the replacement cost of foster care provision. Section 23CZA (4) of the Children Act 1989 states that local authorities "should pay former foster carers an allowance that will cover all reasonable costs of supporting the care leaver to remain living with them" acknowledging that financial support will always be based on individual need.

The current Staying Put allowance of £222.00 per week took effect from December 2016 and generally combines contributions from both the local authority and from the young person. This rate has been considered as part of the policy review.

A variety of financial models adopted by other local authorities have been explored which, given the discretion that authorities have in setting an allowance rate, highlighted the very individual approaches being adopted. Examples include a single payment rate; a reducing rate over two and sometimes the three years. Many authorities subsidise the cost of Staying Put and assist with preparing young people for independence, by deducting an amount akin to the welfare benefit rate from the fostering maintenance allowance (to cover pocket money, clothing and a personal allowance element), which young people are required to cover/make-up from earnings or a benefit, and also by setting a requirement that they pay rent again from earnings or welfare benefits.

Having considered the alternative models, it is recommended that the county council moves from a single payment rate to a rate set on the following basis:

- 16+ foster care allowance less £57.90 deduction (akin to welfare benefit rate);
- Foster carers who are in receipt of a skill fee regardless of the level of skill fee will receive the full tier 2 fee (£115.00) in year 1, and 50% (£57.50) in years 2 and 3;

- Where a young person is eligible to claim housing benefit or the housing element of Universal Credit equivalent, the assessed amount is deducted from the amount funded by the Council, with the young person paying the carer directly.

This proposal will have the following impact compared to the current rate of £222.00 per week:

Year 1: an increase of £26.10/week

Years 2 and 3: a reduction of £31.40/week

Staying Put carers, under existing arrangements, will have the option to adopt the revised arrangements or to continue with the financial arrangements of the existing policy.

The local authority is committed to regularly reviewing its policy and procedures, including its financial arrangements, to ensure that legislative requirements are met and that alternative practices adopted locally and nationally are considered.

The financial implications of the recommended proposal are set out under the Risk Management section below.

Consultations

Foster carers have been informed that a new policy is being introduced and welcome this, particularly the financial information contained in the policy. The December 2018 County Foster Carer Forum discussed the proposed approach to Staying Put, and this was shared at the 9 area Foster Carer Support groups in January 2019. The financial implications for carers was subsequently discussed at the Foster Carer Forum in February 2019. The feedback from the foster carer representatives was that they were pleased that it has now recognised that Staying Put carers need/can access support, and that there is more information on how being a landlord affects them. They did not feedback any comments in respect of the proposed payments.

Feedback from early training sessions with carers highlighted some initial concern that the drop in fee level from year 2 may discourage Staying Put arrangements for some.

Implications:

This item has the following implications, as indicated:

Risk management

A key challenge for local authorities in terms of implementing Staying Put, is setting a payment scale that is reasonable for Staying Put carers, at the same time within a very challenging funding climate. However, if the level of financial remuneration to the Staying Put carer is substantially below the level of payment they received when the young person was a foster child, there is a risk that the carer may not wish to provide a Staying Put arrangement. This would impact poorly on the number of

young people taking up Staying Put and their outcomes, and will pose an inspection risk when Children's Services are re-inspected by Ofsted. The Department for Education and Ofsted have placed a significant focus on Staying Put and have introduced a data requirement regarding the numbers of care leavers living in Staying Put arrangements.

Staying Put arrangements will absorb a proportion of the existing in-house foster carers which could create an increased demand for externally commissioned placements, creating an additional cost pressure.

Staying Put creates a dis-incentive for connected person carers to transfer at an earlier stage to a Special Guardianship Order.

Financial

The county council has a gross budget of £0.742m for Staying Put, which is partly funded from a specific grant provided by the Department for Education and has been confirmed for 2019/20. The changes outlined in this report could result in some additional costs but is dependent upon on demand. This will be closely monitored during the financial year, although it is anticipated that this will be contained within the existing budget for the service, as this element of the budget is forecast to underspend in 2018/19.

The longer term financial implications will need to be closely monitored, once the new policy is in place, taking account of variables including: actual and projected number of arrangements and their duration; the assessed needs of each individual young person; the carer's entitlement to welfare benefits, the young person's education/employment status, and their entitlement to claim housing or disability-related benefits. This will need to be reflected in future medium term financial strategies as required, although it is anticipated that this will be able to be contained within the existing budget envelope.

Equality and Cohesion

As this proposal affects those young people in Staying Put arrangements, the age (young person) protected characteristic is impacted, with potentially other protected characteristics of disability, sex/gender, ethnicity and others also. Those providing Staying Put placements will also have protected characteristics – e.g. sex/gender, ethnicity.

As at 31 December 2018, 66 young people were in Staying Put placements and these young people, along with their carers, will be the most significantly impacted by this proposal. This proposal has emerged to closer align with Department for Education requirements, alongside the fact that central government contributes less than half the cost of running the Staying Put scheme and take up of this scheme has increased between March and December 2018, so that the potential contribution needed from the county council is likely to increase. However, it is acknowledged that, whilst the proposal could lead to an increase in financial support for Year 1, it does include a reduction of support for the following two years. This would have an immediate and increased adverse impact if it were applied to existing arrangements

as these will have been entered into with an expectation of what support would be provided. Conversely, the current financial support would initially be less for the first year than proposed under the new arrangements. For this reason, it is proposed that, as a form of mitigation, a choice is offered to those currently providing Staying Put placements as to whether they would prefer to continue under existing arrangements or adopt the new financial arrangements, as both current and proposed arrangements would have some level of adverse financial impact. This, it is hoped, will avoid any arrangements ending early and disrupting the young people concerned.

It is also acknowledged that there will be a reduction in the financial support offered for future Staying Put arrangements, and that this may adversely impact the numbers of Staying Put arrangements agreed. Should this happen there would be potential disruption for those young people affected who would have a range of protected characteristics. It is impossible to anticipate what levels this might be at this time.

List of Background Papers

Paper	Date	Contact/Tel
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None		
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Reason for inclusion in Part II, if appropriate		
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N/A		
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LANCASHIRE CHILDREN'S SOCIAL CARE

STAYING PUT POLICY 2019 – 2020

“Arrangements for Care Leavers aged eighteen and above to stay on with their former foster carers”

Note:

Whilst the policy sets out the 2019-2020 “Staying Put” approach, the payment rates are those for 2018-2019 and will be updated as soon as the 2019-2020 fostering rates are issued.

AUTHOR:	JOHN SHORT
DRAFT:	One
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Introduction

The Care Matters White Paper contained a significant focus on improving the support for children preparing for adulthood, including a pilot programme enabling young people to remain with their foster carers beyond the age of 18. To meet the commitments in the White Paper and the duties towards care leavers in the Children and Young Persons Act 2008, the Care Planning, Placement and Case Review Regulations and Guidance 2010 (revised 2015) and the Planning Transition to Adulthood for Care Leavers Regulations and Guidance 2010 (revised 2015) an emphasis was placed on a more gradual approach to planning transition to adulthood. The average age of leaving home is rising and the transition to adulthood is increasingly becoming more complex and elongated. The “Staying Put” policy framework requires local authorities to set out local protocols and procedures for extending foster placements as “Staying Put” arrangements in order to support children/young people’s transition to adulthood within a family and household supported environment. The intention being to ensure young people can remain with their former foster carers until they are prepared for adulthood, can experience a transition akin to their peers, avoid social exclusion and be more likely to avert a subsequent housing and tenancy breakdown.

The implementation of Section 98 of the Children and Families Act 2014 in May 2014 set out a specific duty on local authorities to enable and support “Staying Put” arrangements.

Lancashire Council is committed to preventing social exclusion amongst care leavers and has developed the following “Staying Put” policy in order to ensure that young people can continue to live with their former foster carers after their 18th birthday and make the transition to independent living at a pace that suits their needs.

The policy sets out:

1. The process for extending a foster care placement beyond a young person’s 18th birthday into a “Staying Put” arrangement;
2. The financial requirements and welfare benefit or Universal Credit issues for young people;
3. The financial rates and payment implications for foster carers and “Staying Put” carers;
4. The welfare benefit or Universal Credit issues for foster carers and “Staying Put” carers;

5. The income tax and national insurance implications and issues for foster carers and “Staying Put” carers;
6. The social care requirements and practical issues associated with extending fostering arrangements as “Staying Put” arrangements.

This “Staying Put” policy has been developed to address the requirements of the:

- Children and Families Act 2014;
- Care Planning, Placement and Case Review (England) Regulations and Guidance 2010, (revised 2015);
- Planning Transition to Adulthood for Care Leavers (England) Regulations and Guidance 2010, (revised 2015);
- Fostering Service (England) Regulations 2011 and related Guidance, (revised 2013);
- National Minimum Standards (NMS) for Fostering Services (2011).

Chapter 7, Para 7.19 to 7.59 - Page 63 to 69 of the Planning Transition to Adulthood for Care Leavers Regulations and Guidance 2010 (revised 2014 and 2015) and Chapter 3, Para 3.125, Page 34 of the Fostering Service (England) Regulations 2011 (revised 2013) set out a requirement that each local authority has a “Staying Put” policy and Standard 12.4, Page 26 of the National Minimum Standards sets out the service standard relating to the local authorities’ “Staying Put” policy.

“Staying Put” Definitions

Department for Education Definitions

The term “Staying Put” is used to define the following arrangements where:

1. A young person who was looked after immediately prior to their 18th birthday (as an eligible child) continues to reside with their former foster carer/s;
2. The carer/s were acting as foster carers to the child immediately prior to the young person’s 18th birthday (that is, the carers were approved as foster carers in accordance with the Fostering Service (England) Regulations 2011 and the child had been placed with them by the local authority, or via an Independent Fostering Agency);

3. A young person is deemed an eligible child, within the meaning of paragraph 19B(2) of Schedule 2 to the Children Act 1989, immediately before he/she reached 18;
4. The “Staying Put” arrangement is set out in the young person’s Pathway Plan;
5. A proportion of the allowance paid to the “Staying Put” carer/s is paid by the Local Authority Children’s Services under section 23C of the Children Act 1989;
6. The “Staying Put” arrangement can extend until:
 - the young person first leaves the “Staying Put” arrangement;or
 - the young person reaches their 21st birthday, if continuously, and still living in the arrangement;or
 - the young person completes the agreed programme of education or training being undertaken on their 21st birthday, if continuously living in the arrangement since their 18th birthday.

Department for Work and Pensions Definitions

The specific DWP legislation covering “Staying Put” arrangements highlights that (1) where a young person continues to reside with their former foster carer after their 18th birthday, and (2) where the child was looked after immediately prior to their 18th birthday, and (3) where the payments are made by the local authority to the carer under section 23C of the Children Act 1989, the payments are disregarded in calculating the carers entitlement to means tested benefits.

When a commercial arrangement is made, i.e. any element of the cost of the arrangement comes from a source other than section 23C; the non-section 23C element will be taken into account in the calculation of the “Staying Put” carers own means tested benefit claim if a “Staying Put” carer is in receipt of a legacy benefit (Income Support, income based Jobseekers Allowance, income based Employment and Support Allowance and/or Housing Benefit). Where a “Staying Put” carer is in receipt of Universal Credit all income from a ‘Boarder Arrangement’ is disregarded.

Therefore, where part of the payment for the “Staying Put” arrangement comes from a contribution from the young person (as a payment for rent, either directly or from housing benefit) the non-section 23C element will be taken into account in the calculation of the “Staying Put” carers own means tested benefit claim (legacy benefit only). For guidance on how this is addressed within Lancashire see pages 29 to 31.

Additionally, the section 23C disregard is lost on the whole payment (section 23C and non-section 23C elements) when the young person first leaves the “Staying Put” arrangement, should the young person return to their former foster/“Staying Put” carer or, move to another carer after their 18th birthday (impacts on legacy benefit claims).

HM Revenue and Customs Definitions

The term “Staying Put” (HMRC) is used to define arrangements where:

1. A young person was looked after immediately prior to their 18th birthday;
2. The young person has a Pathway Plan;
3. A proportion of the allowance paid to the “Staying Put” carer/s is paid by the Local Authority;
4. “Staying Put” arrangements can extend until:
 - the young person reaches their 21st birthday;or
 - the young person completes the agreed programme of education or training being undertaken on their 21st birthday.

Definitions Overview

Where possible; DfE, DWP and HMRC definitions and frameworks relating to “Staying Put” have been harmonised. However, given the complexity of the three different legislative frameworks relating to “Staying Put” arrangements, and the fact that some of the legislation does not cover all four countries within the United Kingdom, this has not been wholly possible.

Lancashire - “Staying Put” Scheme

The primary aim of “Staying Put” is to promote a gradual transition from care to adulthood and independent living that recognises that many young people in care often experience delayed maturity, and that their 18th birthday is likely to be an inappropriate point to leave a familial and foster care household. Therefore, the Lancashire “Staying Put” scheme is designed to ensure young people do not experience a sudden disruption to their living arrangements, that educational and training achievement and continuity is promoted and that all young people can make a gradual transition from care to independence or to an Adult Service.

The Lancashire “Staying Put” scheme has also been designed to ensure that young people, foster carers, and “Staying Put” carers are provided with information, practical support and financial support to enable care leavers to make a successful transition to adulthood.

The Lancashire “Staying Put” Scheme enables a foster care placement to be extended as a “Staying Put” arrangement from the young person’s 18 birthday until:

1. he or she first leaves the “Staying Put” arrangement, if before the age of 21;
2. he or she reaches the age of 21;
3. he or she completes the programme of education/training being undertaken on his or her 21st birthday.

The information provided in this document sets out:

1. The process of setting up a “Staying Put” arrangement;
 2. The payment rates applied to Lancashire Council “Staying Put” carers;
 3. The welfare benefit/Universal Credit and tax rules that apply to “Staying Put” carers;
 4. The welfare benefit/Universal Credit rules that apply to “Staying Put” young people;
 5. The practical arrangements that apply to young people in “Staying Put”;
- and
6. Provides a set of templates (appendices) that should be used by “Staying Put” carers, young people and staff when establishing a “Staying Put” arrangement.

Whilst this document provides a set of standards that applies to Lancashire Council “Staying Put” carers, it is expected that Independent Foster Care Agencies would have similar standards. IFA “Staying Put” policies will be monitored via the Commissioning Team and the North West England, Fostering Contract Framework and should set out how the IFA applies the requirements of the “Staying Put” framework to its own carers.

The Lancashire “Staying Put” scheme has two phases:

1. **“Staying Put” – Year One** - A foster care placement can be extended from the young person’s 18th birthday as a “Staying Put” Universal arrangement for up to one year for all young people; during this period the “Staying Put” carers Fostering Maintenance Allowance will continue, minus £57.90 (pocket money, clothing allowance and a personal element) and they will receive a Staying Put Fee of £115.00 per week (if receiving a fee) - 2019-2020. The “Staying Put” carer is no longer expected to provide the above allowances (pocket money, clothing allowance and a personal element) to the young person, as they are expected to cover these items and replace this amount (£57.90) from their earnings and/or by claiming a means tested benefit. In addition, the young person is expected to pay rent, (either from earnings or housing benefit or a combination) which is paid directly to the “Staying Put” carer. Where the housing costs are met in full or part by Universal Credit instead of housing benefit, the young person’s personal adviser should apply for an ‘Alternative Payment Arrangement’ (APA) to have the housing costs paid directly to the “Staying Put” carer/s. - Period - 18th to 19th birthday.
2. **“Staying Put” – Year Two** – From the young person’s 19th birthday the above expectations and principles continue with the exception that the Staying Put Fee of £115.00 is reduced by 50% to £57.50. - Period - 19th to 20th birthday.
2. **“Staying Put” – Year Three** – From the young person’s 20th birthday the above expectations and principles continue with the exception that the Staying Put Fee of £115.00 is reduced by 50% to £57.50. - Period - 20th to 21st birthday (or until the education/training course being undertaken on the young person’s 21st birthday is completed).

The Fostering Maintenance Allowance reduction of £57.90 is applied five weeks after the young person’s 18th birthday in order to provide a transitional period and to ensure any benefit/Universal Credit claim is in payment.

Where young people are claiming housing benefit or the housing element of Universal Credit, this should be paid directly to the “Staying Put” carer, the “Staying Put” carers’ allowance will only be reduced by the rent amount, once the rent/housing benefit/housing element of Universal Credit is in payment to the carer. As such a balancing payment/adjustment will be required at the end of the “Staying Put” arrangement.

Where a young person has a disability that meets an Adult Services, Care Act 2014 eligibility criteria, the foster care placement should be converted to a Shared Lives/Adult Placement arrangement by the young person’s 18th birthday. “Staying Put” arrangements for a disabled young person are therefore a temporary arrangement and will continue until the foster/”Staying Put” carers are approved as Shared Lives/Adult Placement carers. “Staying Put” carers for disabled young people, who meet the Care Act 2014 eligibility criteria, will continue to be paid the same Fostering Maintenance Allowance (minus £57.90) and the same Accreditation & Skills Fee (Tier Level) that they were paid when the young person was aged 17 (as above) during the transition to the Shared Lives Placement. From the young person’s 18th birthday they are expected to claim Employment & Support Allowance/Universal Credit (if not claimed at age 16) which should be used to cover items previously provided by the foster carer (pocket money, clothing and personal element) and also pay rent/claim housing benefit/Universal Credit (from age 18).

“Staying Put” - University & University Vacation Arrangements

- Where a young person remains in “Staying Put” whilst attending university the “Staying Put” arrangement can extend until the young person completes their university course where the course extends beyond a young person’s 21st birthday. The expectations and principles set out above continue to apply, with the exception that the rent of £51.50 per week will be paid by the young person from their Student Loans and Bursaries during term time (30 weeks) and by Lancashire Children’s Services during the vacations (up to 22 weeks).
- The following information provides guidance on the preparations required should a young person remain in a “Staying Put” arrangement whilst attending university, or where a young person wishes to return to a “Staying Put” arrangement at weekends or during the vacations whilst attending university.
- Where a young person remains within a “Staying Put” arrangement to attend university, the young person will be expected to cover the rent of £51.50 per week from their Student Loans and Bursaries during term time (30 weeks) with Lancashire Children’s Services covering the rent during the three main vacation periods (up to 22 weeks).

- Where a young person remains in a “Staying Put” arrangement whilst attending university the “Staying Put” provision can be extended until the young person completes their university course where the course extends beyond a young person’s 21st birthday. The “Staying Put” arrangement comes within the “Staying Put” year one, year two and year three framework and is funded accordingly; the rent element of £51.50 per week remains the responsibility of the young person (paid directly by the young person during term time and paid by Lancashire Children’s Service on behalf of the young person during the three main vacations).
- Where a young person leaves a “Staying Put” arrangement to attend university and would like to return to a “Staying Put” household during vacations, the following guidance applies:
 - I. All arrangements must be organised and agreed prior to the young person commencing the university course and first leaving the placement.
 - II. All arrangements must be agreed and set out in the young person’s pathway plan.
 - III. All final arrangements and plans must be made at least two months ahead of the vacation return i.e. (1, mid-October; 2, mid-February; 3, mid-April/May).
 - IV. The following parties must be in agreement to the young person returning to the “Staying Put” arrangement in the vacation; young person, “Staying Put”/foster carer, leaving care personal adviser, fostering supervising social worker and the social worker for any foster child living in the household.
 - V. Lancashire Children’s Services will only contribute to and/or fund one accommodation arrangement when a young person attends university, either 1) “Staying Put”, or 2) University Accommodation, or 3) Private Sector Accommodation, or 4) Social Sector Accommodation, this includes the vacation period.
 - VI. Where Lancashire Children’s Services is contributing to, or funding 52 week University Accommodation, Private Sector Accommodation and a young person wishes to return to a former “Staying Put” arrangement (weekends/vacations) the young person will need to agree any contributions with the carer. If foster children are living in the former “Staying Put” arrangement the young person will need an up to date DBS check and visitor arrangements will need to be in place.

- VII. Lancashire Children's Services is unable to provide retainers to carers for the following reasons;
- i. Retainers and any payment that is provided where there are no children/young people in placement (fostering and "Staying Put") are counted as income by the DWP when calculating entitlement to means tested benefits and will result in the majority of any means tested benefit being stopped or reduced to the level of the retainer (legacy benefits, under Universal Credit there is an 8 week 'run-on' period). As such, it would not be equitable to provide retainers to carers who are not in receipt of means tested benefits/Universal Credit where a retainer would not have any impact. And then not provide retainers to carers who are in receipt of a means tested benefit/Universal Credit (as such retainers are not provided);
 - ii. Whilst a young person may intend to return to a "Staying Put" arrangement in the vacations, their circumstances may change and that of the carers may also change and therefore either party may decide that it is not appropriate for the young person to return, in such circumstances an overpayment would have result.
- VIII. The arrangements for returning during the vacation will need to consider the following points. The number of rooms the carer has available, any commitments to foster children in the household, the needs of the young person returning in the vacations to have a DBS check, the allowance to be paid to the carer.
- IX. Where it is decided that it is appropriate for a young person to return in the vacations and at other times, the following expectations apply. Where carers remain registered as foster carers all young people who return to a foster placement will require a DBS check and where necessary a risk assessment. Consideration will also need to be given to the impact of the returning young person on any foster child in placement. This will be particularly important where a child has been placed since the young person commenced university; as such, the social worker for the newly placed child should be consulted.
- X. Young people who return to previous "Staying Put" arrangements for weekends and/or periods of 6 days or less should cover any costs from their Student Finance Loans and University Bursaries and should agree the level of the payment with the carer.

- XI. Where a young person returns to a “Staying Put” arrangement for a period of 6 days or less and then, due to a specific requirement, needs to remain for longer than 6 days, payment can only be initiated following a pathway planning meeting (see section IV for those who should attend the meeting) to endorse the “Staying Put” arrangement. Where agreement is given, payment can be backdated to the initial date that the young person returned.
- XII. Where a “Staying Put” carer has a spare room that the young person can use during the Christmas, Easter or summer vacation, their stay is intended to be over 6 days, the arrangement is agreed in advance and set out the pathway plan the rate paid would be the “Staying Put” year one), year two, year three rate depending on the age of the young person; the rent element of £51.50 per week will be paid via the young person or on behalf of the young person by Lancashire Children’s Services.
- XIII. Agreement to the “Staying Put” arrangement would also be dependent on the young person’s DBS check, risk assessment and the needs of any foster children in placement.
- XIV. The young person’s £51.50 per week rent payment will be paid via the young person or on behalf of the young person by Lancashire Children’s Services.
- XV. Payments to “Staying Put” carers will be made alongside fostering payments as part of the fortnightly cycle (part in advance and part in arrears). Where necessary, “Staying Put” carers can request that the payment is made at the point the young person returns to the “Staying Put” arrangements. Payments are made pro-rata.
- XVI. Where a “Staying Put”/foster carer does not have a spare room that the young person can use during the Christmas, Easter or summer vacation the following principles apply. As above, the young person will need a current DBS check and risk assessment in terms of the impact of the returning young person (adult in foster care household) on any foster children in the household, particularly children/young people who have been placed since the young person left to attend university. Consideration of the accommodation that the young person can use, if the young person is staying in the living room, office or other room, an assessment will be required regarding the suitability of this arrangement and if it will have a negative impact on the foster children in the household. The supervising social worker will need to liaise with the social worker/s of

the foster children in the household regarding the assessment and risk assessment.

- XVII. Should it be agreed that the young person can stay within the household over the vacation periods (where there is no spare room available), a contribution to food and utilities should be made by the young person. The suggested contribution is £38.33 per week; this amount has been set to align with the rate used for all other “Staying Put” arrangements (100% food rate and 33.33% of the utility rate). If the young person does not have the use of their own room, a rent charge should not be applied. The payment should be made directly to the carer by the young person. The arrangement will need to be organised well in advance of the young person’s return and should be set out in their pathway plan.
- XVIII. All arrangements must be agreed as far as possible in advance and should be set out in the young person’s pathway plan and the living together agreement.

“Staying Put” - Forces Arrangements

Where a young person leaves a “Staying Put” arrangement to undertake military forces induction, or a further education training programme and would like to return to a “Staying Put” household during leave/vacations, this should be organised based on the University Arrangements set out above. DBS checks, risk assessments and payment arrangements – over/under 6 days, room availability and advanced planning.

“Staying Put” - Asylum Seeker Arrangements

Asylum seeking young people with no recourse to public funds can access “Staying Put” in the same manner as young people who have a positive asylum decision or, who are British Citizens.

All Lancashire “Staying Put” arrangements come within the DfE, DWP and HMRC “Staying Put” definitional criteria. In situations where a young person leaves the “Staying Put” arrangement and returns in the vacation/forces training period, these arrangements are excluded from the DWP definition and therefore a Section 23C disregard does not apply to any element of the payment (legacy benefit claims).

Terminology

From the age of 18 young people are no longer legally 'in care' or 'looked after' and therefore fostering arrangements and legislation relating to children placed with foster carers no longer applies. In circumstances where a young person remains with their former foster carer/s after their 18th birthday, the arrangement should therefore be deemed an 'age eighteen and older arrangement' or "Staying Put" arrangement. The term 'arrangement' should be used rather than placement; the term 'placement' denotes a situation where the local authority arranged and placed the child with a foster carer. Once the child reaches the age of 18 and legal adulthood, the local authority is no longer making a placement, but facilitating a "Staying Put" arrangement for the young person.

Changing Status - Foster Care Placement to "Staying Put" Arrangement

Following a young person's 18th birthday, the legal basis on which they occupy the property (former foster care home) changes and they become an 'excluded licensee' who is affectively lodging in the "Staying Put" carer/s home. Whilst the term 'excluded licensee' is a legal one, it should not denote that the young person will be treated differently than they were as a fostered child. In addition, the carer may also become, and be deemed the young person's licensor (landlord).

The associated change from foster child to adult member of the household, and for the carer from foster carer to "Staying Put" carer, (technically the young person's licensor/landlord) should be carefully and sensitively planned in order to ensure that both young people and their carer/s understand the nature of the arrangement and that the positive aspects of being in foster care are not diminished by the new legal and financial arrangements and terminology.

An excluded licensee can be asked to leave the property by the "Staying Put" carer, who must give 'reasonable notice' (wherever possible 28 days). In extreme circumstances it may be considered reasonable for the "Staying Put" carer to give very short notice and ask the young person to leave on the same day. In such circumstances Lancashire Children's Social Care may provide short term emergency accommodation that will be provided via the Lancashire Housing Pathway.

In situations where a young person meets the Care Act 2014 eligibility criteria, the foster care placement should be converted to a Shared Lives placement by the young person's 18th birthday. Where a young person is deemed to meet an adult service criterion (Care Act 2014), it is important that their primary case worker and the young person's placement are regulated within the adult service frameworks. "Staying Put" should only be used in exceptional circumstances when a transfer to a Shared Lives placement has not been achieved by the young person's 18th birthday.

Procedure for Extending a Foster Care Placement into a “Staying Put” Arrangement

The Long Term Fostering Plan/Permanence Plan and/or the Leaving Care Assessment of Need begun at the age of 15¾ (Children In Our Care Social Worker) should identify the timescale required for young people to move to independence and should be used as the framework for beginning to explore “Staying Put” and the following questions and issues:

1. Is it likely that the young person would benefit from a “Staying Put” arrangement when they reach their 18th birthday;
2. Is the young person and their foster carer/s in agreement to a “Staying Put” arrangement;
3. Does the young person and their foster carer/s understand the procedures and requirements for extending a foster care placement into a “Staying Put” arrangement;
4. Does the young person understand their financial and benefit/Universal Credit responsibilities associated with remaining in a “Staying Put” arrangement;
5. Does the foster carer/s understand the changes in their funding arrangements associated with a “Staying Put” arrangement;
6. Does the foster carer/s understand the impact of a “Staying Put” arrangement on their welfare benefit/Universal Credit income and on their Income Tax and National Insurance responsibilities and liabilities;
7. What is the parallel plan for the young person should the “Staying Put” arrangement not be viable;
8. Does the foster carer/s understand that they need to inform their mortgage provider/landlord and their household/buildings insurer that the foster child has become a “Staying Put” adult;
9. What are the preparation for independence tasks, goals and targets to be achieved during the last two years of foster care and when the placement becomes a “Staying Put” arrangement (this will be linked to the use of the ASDAN life skills program);

10. What is the plan for converting the “Staying Put” arrangement into an Adult Placement (Shared Lives) where the young person has a disability and meets the Adult Services, Care Act 2014 eligibility criteria.

To ensure sufficient time is available to make the necessary planning arrangements for extending a placement beyond a young person’s 18th birthday, a “Staying Put” professionals/viability meeting should take place as part of the Leaving Care Assessment of Need; this meeting should take place immediately prior to the young person’s 16th birthday.

The child’s IRO should instigate and set the timescale for the “Staying Put” planning and viability meeting process at the statutory review closest to the reaching the age of 15½.

The “Staying Put” professionals meeting should include the foster carer/s, the foster carer/s supervising social worker, the young person’s children in our care social worker and a representative of the leaving care team and should establish the viability and likelihood of a “Staying Put” arrangement occurring. The meeting should identify all tasks that are required to extending the fostering placement into a “Staying Put” arrangement; apportion tasks and roles and responsibilities. The meeting should also explore the impact on the foster carers’ financial circumstances should the placement/arrangement continue after the young person’s 18th birthday. The professionals/viability meeting and pre-meeting process should follow the three step sequence as set out below:

1. Young person’s children in our care social worker, a representative from the leaving care team and the carer’s supervising social worker meet to discuss “Staying Put” issues with the foster carer.
2. Young person’s children in our care social worker and a representative of the leaving care team to discuss “Staying Put” issues with the young person.
3. Following separate discussions with the young person and foster carer, and when “Staying Put” by the two parties (and local authority) is agreed in principle, formal and joint planning begins.

Note: Young people should not be included in the initial viability meeting and planning process, and should only be included after their foster carer/s have confirmed that they are able to retain the young person under a “Staying Put” arrangement once the young person reaches the age of 18 (in principle decision). This is required in order to ensure the stability of the placement and to avoid unsettling the young person should the foster carers be unable to provide a “Staying Put” arrangement.

The responsibility for co-ordinating the initial “Staying Put” professionals meeting, rests with the young person’s children in our care social worker.

The outcome of the meeting should be presented at the statutory review immediately following the young person’s 16th birthday.

The Area Senior Manager should be notified (for monitoring oversight) of all children/young people where a “Staying Put” (‘in principle’) agreement has been reached, this should occur immediately after the “Staying Put” viability meeting (by 16¼) and for inclusion on the “Staying Put” Monitor). The “Staying Put” professionals (viability) meeting should be repeated when the young person reaches the age of 17¼ - 17½ and should ensure that any final arrangements and requirements are in place by the young person’s 18th birthday. The outcome of all meetings should be discussed at the young person’s subsequent statutory reviews and the decision ratified by their Independent Reviewing Officer. The outcome and tasks of the age 17¼ - 17½ viability meeting and the decision of the subsequent Statutory Review should then form the basis of the work undertaken to ensure that all actions are completed when the “Staying Put” arrangement commences on the young person’s 18th birthday.

See appendix six and seven for information and relevant checklists.

All meetings should make reference to the primary purpose of the “Staying Put” arrangement, the practical requirements associated with “Staying Put” and also the National Insurance, Income Tax and Welfare Benefits (Universal Credit) issues for the foster carer/s/”Staying Put” carer/s and the Welfare Benefit (Universal Credit) issues for the young person. This information should be included in the young person’s pathway plan and living together agreement.

All requests to extending a fostering placement (including Independent Fostering Agency “Staying Put” arrangements) from a young person’s 18th birthday must be presented to the Area Senior Manager who will ratify and agree the “Staying Put” plan.

- The formal monitoring/request for “Staying Put” should be presented when the young person reaches the age of 17½.
- The request/monitoring arrangements should be returned to the Area Senior Manager when the young person reaches the age of 18¼ to clarify and monitor that all tasks have been completed.

All information/reports presented to Area Senior Manager should set out the tasks, roles and responsibilities of all those involved in the “Staying Put” arrangement, i.e.

“Staying Put” Carer, Supervising Social Worker, Young Person’s Children in our Care Social Worker, Young Person’s Leaving Care Personal Adviser.

The Managers of the Leaving Care Teams and the Managers of the Fostering Teams are responsible for monitoring “Staying Put” arrangements once the young person reaches the age of 18¼.

Information to be presented to the Area Senior Manager

The following information should be presented to the Area Senior Manager when the child reaches the age of 17½ - 17¾ setting out the background, purpose and aims of the “Staying Put” arrangement and any particular milestones, targets and outcomes.

- The overall purpose and aims should be set out in the young person’s Pathway Plan and the day to day arrangements for supporting the young person should be set out in their Living Together Agreement, which is an extension of the Placement Plan and ‘Delegated Authority’ principles.
- Information on tasks, roles and responsibilities should include:
 - Arrangements for supporting the young person to claim any benefits (Universal Credit) they are entitled to and who will assist them with this task;
 - Arrangements for supporting and promoting education and training;
 - Transition arrangements to an Adult Service and a Shared Lives Scheme;
 - The anticipated length of the “Staying Put” arrangement and the anticipated move-on arrangements;
 - What preparation for independence tasks are to be undertaken and what improved life skills are anticipated by extending foster care as a “Staying Put” arrangement (using the ASDAN life skills program);
 - What are the safeguarding arrangements for the young person, any foster children in placement and the children of the foster carers, has a DBS check been started or completed, is it anticipated that a risk assessment will be required;
 - What are the arrangements for visitors and regular visitors of the “Staying Put” young person and their possible contact with, or

impact on foster children, are the arrangements covered by the delegated authority/safer caring plan;

- Where a young person is “Staying Put” in an arrangement outside of the Lancashire area, what will happen if they return to Lancashire or move to the private sector where they live or have a ‘local Connection’ where they live;
- Any specific vulnerabilities and needs of the young person;
- Information should include the views of the foster carer, young person and IRO and any specific financial issues related to the carer.

Financial Requirements and Personal Benefits (Universal Credit) for Young People

Young people remaining in a “Staying Put” arrangement are expected to be in employment and have earnings, or claim a means tested benefit/Universal Credit for their personal needs from their 18th birthday (from the age of 16, if responsible for a child or claiming on the basis of being unable to work). These earnings or benefits replace the A) Pocket Money, B) Clothing Allowance and C) Personal Allowance Element previously contained in the foster carers – Fostering Maintenance Allowance.

All of the following benefits/allowances (1 to 8 below) do not have any impact on the “Staying Put” carer’s welfare benefits, should they be claiming a means tested benefit. Young people commencing Higher Education courses at any age are not eligible to claim a means tested benefit/Universal Credit, with the exception of certain lone parents and certain sick and disabled young people.

Pocket money, clothing and the personal allowance will continue to be paid for 5 weeks after the young person’s 18th birthday in order to allow them sufficient time to establish their benefit/Universal Credit claim.

1. Disabled young people are able to claim Employment and Support Allowance (Universal Credit) from their 18th birthday therefore the pocket money, clothing and personal allowance of £57.90 (2018-2019) will cease to be paid (from the Fostering Maintenance Allowance) to the foster carer when the young person receives their first ESA/Universal Credit payment (in certain circumstances ESA/UC can be claimed from the young person’s 16th birthday).
2. Disabled young people can claim Disability Living Allowance (if under 16) or Personal Independence Payment (if 16 or over and not already claiming DLA).

This is a non-means tested benefit and therefore has no impact on other benefits or the contribution that the young person or the local authority makes towards their rent. If the disability benefit is claimed (DLA/PIP), the “Staying Put” carer may be able to claim Carer’s Allowance.

3. Lone Parents can claim Income Support/Universal Credit until their child is 5 years old, Healthy Start Vouchers and a Sure Start Maternity Grant, from 11 weeks before their due birth date. The Sure Start Maternity Grant is only provided once for the oldest or first child. From the birth of their baby they will also be eligible to claim Child Tax Credits and Child Benefit. (Eligible and Relevant lone parents aged 16 & 17 can also claim the above benefits, but only from the birth of their baby). (Approximately £160.00 in total per week – 2018-2019). If they live in a Universal Credit Full Service Area, they will claim Universal Credit instead of Income Support and Tax Credits. The Healthy Start Vouchers and Maternity Grant are available to legacy benefit and Universal Credit claimants.
4. Young people can claim Income Support under the ‘Relevant Education’ rules if they remain ‘estranged’ from their family and are undertaking a full time (over 12 hours) education or training course which is under the higher education level. Young people can claim Income Support (Universal Credit) at any point prior to their 21st birthday and will continue to receive a payment until the end of the academic year following their 21st birthday, i.e. generally until July following their 21st birthday. (Income Support rate - £57.90 - 2018-2019). If the young person is living in a Universal Credit Full Service Area, they will claim Universal Credit instead of Income Support, on the same basis as above if they are ‘without parental support’ [Estranged]. The Universal Credit payment is per calendar month (£251.77) – which is the equivalent of £57.90 per week.
5. Young people undertaking full time education or training courses may also be eligible to claim the 16-19 year old Bursary, care leavers have an automatic and priority entitlement – see www.gov.uk/1619-bursary-fund.
6. Care leavers aged 16 to 24 who are undertaking an apprenticeship are entitled to a one-off ‘Apprenticeship Bursary’ of £1000.00 paid via the apprenticeship provider to assist with costs associated with undertaking the apprenticeship. – see www.gov.uk/government/news/new-support-for-young-care-leavers-starting-an-apprenticeship
7. Jobseekers Allowance can be claimed where young people are registered as unemployed and are actively seeking employment. (£57.90 – per week 2018-

2019). If the young person is living in a Universal Credit Full Service Area, they will claim Universal Credit instead of Jobseekers Allowance. The Universal Credit payment is per calendar month (£251.77) – which is the equivalent of £57.90 per week.

8. A disabled young person in education who gets both Employment and Support Allowance/Universal Credit and Disability Living Allowance or a Personal Independence Payment may also be eligible to claim the 16-19 year old Bursary – see www.gov.uk/1619-bursary-fund.
9. IS, JSA, ESA and HB, UC are means-tested. The capital limit for these benefits is normally £16,000, with savings over £6,000 meaning a reduction in benefits. However, money held in a trust fund (including Court of Protection) arising from personal injury (e.g. Criminal Injury Compensation Awards) does not count as capital. Criminal Injuries Compensation Awards are only disregarded for the first 52 weeks following receipt of the award.

Universal Credit – Young People

During 2018 all Jobcentre Plus areas in Lancashire will become Universal Credit Full Service Areas and therefore all new claims in these areas will be for

Universal Credit. Once all areas commence Universal Credit Full Service, there will be a transitional phase between 2018 and 2023 where-by existing claimants of legacy benefits will be migrated to Universal Credit when their circumstances change or at a transfer point chosen by the DWP.

Under Universal Credit, the majority of eligibility and conditionality rules that apply to existing care leaver legacy benefit claims will be transfer to Universal Credit.

- Under Universal Credit claimants will receive a single (4 weekly) payment covering both their housing needs (housing element) and personal needs (personal element).
- Claimants will receive their first payment after five weeks (as long as they have complied with all Universal Credit requirements and submitted the appropriate documentation within timescale).
- Care Leavers are deemed to be a vulnerable group within Universal Credit and as such can request an Alternative Payment Arrangement (APA) / Managed Payment (MP). As a 'Tier One' APA group, care leavers can request the housing element of the Universal Credit payment is made to their landlord or a third party (Lancashire Children's Services). Care leavers should be supported to do this to ensure the rent element of the "Staying Put" arrangement is paid to their carer.

Liability for Rent

All young people living in a "Staying Put" arrangement in Lancashire have a liability for rent of £51.50 per week which is set on a commercial basis. Young people are expected to pay the rent of £51.50 per week from their earnings or housing benefit (Universal Credit), or a combination of both. The rent liability of £51.50 is set as an indicative rate; as a result of rent variations by geographical area and as the level of housing benefit/housing element of Universal Credit is assessed using the 1996 Housing Benefit rules by the local rent officers assessment, the actual amount of housing benefit/housing element of Universal Credit payable may therefore vary. The figure set by the local rent officer will be the figure used. Therefore the young person may pay less or more than £51.50 depending on the local assessed figure. The overall payment to the Staying Put carer will remain the same, the percentage element of rent varying.

The level of the rent liability for young people living outside of the Lancashire area will be set based on the local market rents and the prevailing Local Housing Allowance rates. The liability for rent is set out in the young person's licence agreement see:

- Appendix Two - Standard “Staying Put” Arrangement - Housing Benefit / Universal Credit Claim Letter - Licence to Occupy – Licence Agreement.

Failure of the young person to pay rent and/or claim housing benefit/Universal Credit may result in a young person being evicted from a “Staying Put” arrangement. See appendix one for non-payment of rent issues.

Housing Benefit/Universal Credit for Young People

1. All young people are expected to pay rent of £51.50 per week (see above), from their 18th birthday, either from earnings or housing benefit/Universal Credit or a combination of both. The rent/housing benefit/Universal Credit should be paid directly to their “Staying Put” carer to cover the rent/accommodation element of the “Staying Put” arrangement.
2. Where young people are claiming housing benefit or the housing element of Universal Credit, this should be paid directly to the “Staying Put” carer, the “Staying Put” carers’ allowance will only be reduced by the rent amount, once the rent/housing benefit/housing element of Universal Credit is in payment to the carer. At the end of the “Staying Put” arrangement a balancing payment adjustment may be required.
3. Young people living in kinship “Staying Put” placements with sisters, brothers and certain extended family members who are formally approved as foster carers may experience difficulties claiming housing benefit/Universal Credit on reaching the age of 18. In exceptional situations where a young person is not eligible to claim housing benefit/Universal Credit, Lancashire Children’s Social Care will pay the rent/accommodation element (or the housing benefit/Universal Credit portion) of the “Staying Put” arrangement (subject to a claim having been rejected). The claim for housing benefit/Universal Credit should be made, based on the fact that the carer is a former foster carer/”Staying Put” carer rather than a relative. Young people who are working remain liable for rent; Lancashire Children’s Services will assess the young person’s contribution based on the housing benefit/Universal Credit rules and would only pay the housing benefits/Universal Credit contribution/element.
4. The rent level and housing benefit or Universal Credit element claim rate in Lancashire for 2018-2019 is £51.50 per week (see above).
5. Where the rent is assessed by the rent officer at a level above or below £51.50 per week (possibly due to being outside of the Lancashire area, the actual figure set by the rent officer will be the amount required of the young person.

Housing Benefit/Universal Credit for Young People - Guidance

From the age of 18 young people can claim help from Housing Benefit/Universal Credit towards their rent where there is a liability to pay rent on a commercial basis.

Where meals are provided within the “Staying Put” arrangement, the method used to calculate the level of Housing Benefit is the 1996 Housing Benefit maximum rent rules relating to ‘Boarder’ arrangements. The amount payable will be set by the Local Rent Officer who will provide a Local Reference Rent or a Claim Related Rent. The lowest of these will be used to work out the amount of help given with their rent, less an amount for meals.

Young People are able to claim Housing Benefit or Universal Credit in situations where their “Staying Put” carer/s are in receipt of Housing Benefit or Universal Credit themselves. However, where carers are in receipt of legacy benefits themselves, the non-section 23C element of the overall allowance will be counted as income from the “Staying Put” arrangement, i.e. the rent element paid by the young person. The rent/non-section 23C element will be treated as income from a ‘Boarder’ (legacy benefit claims). Section 23C money is the element of the payment paid from the local authority fostering service; the non-section 23C portion (rent) is all of the other elements, some of these other elements may still be paid through the local authority fostering service, for example, where housing benefit or their rent contribution for the young person is paid directly to the local authority. See section – ‘Section 23C Payments and Benefit Issues for “Staying Put” Carers’.

Under Universal Credit, income from a ‘Boarder’ is fully disregarded on the carers Universal Credit claim whether paid by the local authority or the young person. In social sector housing however, a ‘Boarder’ will incur an under occupancy penalty of 25% or 14% (depending on the number of ‘empty’ bedrooms) as ‘Boarder’s’ are deemed not part of the household. If the carer is living in private sector housing, the under-occupation penalty will mean that the family will only receive help through housing benefit or Universal Credit up to the level of the local housing allowance for properties that are one bedroom less than is actually being occupied. In such circumstances Children’s Services will provide a Section 23C payment equivalent to the shortfall.

In circumstances where Housing Benefit or Universal Credit is based on the maximum rent rules, it is possible to request a Pre-Tenancy Determination in advance of the Housing Benefit or Universal Credit claim being submitted, in order to determine the level of Housing Benefit or Universal Credit that will be paid on a given property. Pre-Tenancy Determinations are carried out by the Local Rent Officer.

Where Housing Benefit is paid under the 1996 Housing Benefit rules Children's Services "Staying Put" Schemes can request that the Housing Benefit payments are paid directly to the Staying Put carer/s. Under Universal Credit, claimants can request an Alternative Payment Arrangement/Managed Payment and have the housing element of Universal Credit paid to their Staying Put carer/s. Care Leavers are deemed a Tier 1 priority group for an APA, but will need to formally request an APA.

As fostering regulations cease when a child reaches the age of 18 the primary framework governing these arrangements is tenure law. Young people are deemed excluded occupiers on a licence.

The standard housing benefit/Universal Credit claim letter/licence agreement (Appendix Two) should be issued and signed by the "Staying Put" carer and young person as evidence of the young person's liability to pay rent and is used as the licence agreement in circumstances where a young person is expected to claim housing benefit/Universal Credit. The letter sets out the full costs of the arrangement broken down into:

- Rent;
- Support;
- Utilities/Services;
- Meals/Food.

The rent liability for young people living in a "Staying Put" arrangement in Lancashire is £51.50 per week, excluding food, utilities and support. The £51.50 rent figure is based on the Local Housing Allowance rate for a room in a shared house (see section above regarding where the payment made by the young person may vary).

NOTE:

In circumstances where a young person claims housing benefit and their "Staying Put" carer/s are in receipt of a means tested benefit, the young person's benefit claim will result in the "Staying Put" carers benefit being reduced (carer claiming a legacy benefit). This reduction will be off-set by the local authority (Lancashire) paying an amount equivalent to the level of the legacy benefit reduction as a section 23C compensatory payment.

See Section on - Section 23C Payments and Benefit Issues for "Staying Put" Carers.

Payment Rates to Lancashire “Staying Put” Carers

“Staying Put” Year One (2019 - 2020)

Lancashire Children’s Social Care is committed to ensuring foster carers do not experience a sudden reduction in their income by supporting a former foster child under a “Staying Put” year one arrangement. Whilst the “Staying Put” carer will retain a similar level of income as they did when the young person was a foster child (as they will no longer be providing some parts of the allowance to the young person), some of the income under the “Staying Put” year one arrangement (and subsequent years) will come from the young person in the form of a payment for their rent, which may then come via Housing Benefit from one of the thirteen Lancashire Housing Benefit Departments or the housing element of Universal Credit. In addition, “Staying Put” carers will have their Fostering Maintenance Allowance reduced by £57.90 (2018-2019), but will no longer be expected to provide this level of financial support to the young person. From four weeks after their 18th birthday, young people will be expected to use their earnings from employment to cover these costs (five weeks for those claiming Universal Credit). Alternatively from the age of 18 (16 in certain circumstances) young people are eligible to claim a welfare benefit of £57.90 which will replace the amount previously provided by their foster carer.

In addition, “Staying Put” carers who were in receipt of an Accreditation & Skills Fee will receive a Staying Put Fee of £115.00 per week.

- The “Staying Put” former fostering arrangement – Lancashire Carers rate (applied from five weeks after the young person’s 18th birthday is:
 - a. (Staying Put Maintenance Allowance) £191.00 per week - fostering maintenance allowance - minus £57.90 = 16 & 17 year old pocket money, clothing and a personal allowance (an element of this amount, up to £51.50 per week, will be paid by the young person via rent/housing benefit)
Allowance Paid £133.10
 - b. Staying Put Fee Carers -
Staying Put Fee £115.00
Total Paid £248.10
- The amount set out above is paid for each “Staying Put” young person.

“Staying Put” Year Two Allowances (2019 – 2020)

- The “Staying Put” former fostering arrangement – Lancashire Carers rate (applied from the young person’s 19th birthday) is:

- a. (Staying Put Maintenance Allowance) £191.00 per week -
Allowance Paid £133.10
- b. Plus 50% of the Staying Put Fee -
Staying Put Fee £57.50
Total Paid £190.60

"Staying Put" Year Three Allowances (2019 – 2020)

- The "Staying Put" former fostering arrangement – Lancashire Carers rate (applied from the young person's 20th birthday) is:
 - a. (Staying Put Maintenance Allowance) £191.00 per week -
Allowance Paid £133.10
 - b. Plus 50% of the Staying Put Fee -
Staying Put Fee £57.50
Total Paid £190.60

"Staying Put" General Allowances (2019 – 2020)

1. From five weeks after the young person's 18th birthday "Staying Put" carers are no longer expected to provide pocket money, a clothing allowance or a personal allowance. Young people are expected to replace these via earnings, education allowances or a means tested benefit (Universal Credit).
2. With the exception of the pocket money, clothing and personal allowance carers should continue to provide the same level of financial support and practical support as they did when the young person was aged 17.
3. In order to create parity with other care leavers fostering birthday and Christmas/festival allowances cease once a young person reaches the age of 18 (the 18th birthday allowance is covered by the fostering policy). Following the young person's 18th birthday the level of the birthday and Christmas/festival allowances is as set out in the Lancashire Transition to Adulthood (Leaving Care) Finance Policy.
4. From the young person's 18th birthday, holiday allowances are provided at 50% of the age 17 rate, this is undertaken in order to promote independence and money management skills. The young person is required to contribute 50% of the holiday allowance. 2019-2020 Holiday Allowance Rate – up to £541.00 per year. Young person's contribution £270.50 and local authority contribution £270.50.
5. Any additional funding or requirements relating to family contact, specific activities and health needs for individual young people and "Staying Put" arrangements

should be agreed from the Lancashire Transition to Adulthood (Leaving Care) Finance Policy and should be set out in the young person's pathway plan.

6. From the young person's 18th birthday a rent charge of £51.50 per week is applied, this can be paid from earnings or housing benefit/Universal Credit or a combination.
7. In situations where young people are working, and do not claim a means tested personal benefit they will be expected to use their earnings to replace the pocket money allowance, clothing allowance and personal allowance element and also pay rent. Earnings over £62.90 (2019-2020) will result in a reduction of housing benefit which will need to be made up by a contribution by the young person. If the young person is getting Universal Credit, any earnings they receive will result in a reduced amount of Universal Credit (unless it is less than £198.00 per DWP Universal Credit Assessment Period and they are a parent or unfit for full time work).
8. Young people living in certain former connected person's fostering placements that become "Staying Put" arrangements with carers who are sisters, brothers and certain extended family members but who are formally approved as foster carers may experience difficulties claiming help with housing costs. This is because they may be seen as 'close relatives first instead of former foster carers. In exceptional situations where a young person is not eligible to help with housing costs, Lancashire Children's Services will pay the rent/accommodation element (or the housing benefit/Universal Credit portion) of the "Staying Put" arrangement (subject to a claim having been rejected). The claim for housing benefit/Universal Credit housing costs should be made, based on the fact that the carer is a former foster carer/"Staying Put" carer rather than a relative. Young people who are working remain liable for rent; Lancashire Children's Services will assess the young person's contribution based on the housing benefit/Universal Credit rules and would only pay the housing benefit/Universal Credit contribution/element.
9. All Rent and/or Housing Benefit/Universal Credit Housing Element should be paid directly to the "Staying Put" carer.

Section 23C Payments and Benefit Issues for "Staying Put" Carers

This section covers the rules regarding payments to "Staying Put" carer/s that are in receipt of a means tested benefit/s. National Insurance benefits are not affected by this income.

Payments made to the “Staying Put” carers from the Local Authority Children’s Services under section 23C of the Children Act 1989 via the young person, or directly to the carer/s on behalf of the young person are disregarded when calculating the carer’s entitlement to means tested welfare benefits. The section 23C payment is disregarded in its entirety in circumstances where young people continue to live as a member of their former foster carer’s family. Where young people contribute to the arrangement through a rent liability and pay this directly, or via a claim for housing benefit (which requires a commercial arrangement), the element of the payment from a source other than the section 23C element is taken into account when calculating the impact on the “Staying Put” carers own welfare benefit claim.

The section 23C element will always be disregarded when calculating the “Staying Put” carer’s welfare benefit entitlement.

Where the “Staying Put” carer is in receipt of legacy benefits any help with housing costs that is paid to the young person to pass on to the carer, or they pay the rent element paid from their earnings is counted as the “Staying Put” carers income (all other non-section 23C payments regardless of their source will be counted as income under the ‘Boarder’ rules and disregarded). Under these rules the first £20.00 and 50% of the remainder of these earnings are disregarded. For example, if a carer receives £133.10 per week in total for the “Staying Put” arrangement of which £81.60 is paid by the local authority under section 23C and £51.50 rent is paid by the young person (whether from wages or housing benefit), the amount taken into account by the DWP will be £51.50. Of the £51.50, £20.00 and a further £15.75 (50% of the £35.50) is disregarded, therefore the carer will be deemed to have a 15.75 per week income from the ‘Boarder’ (“Staying Put”) arrangement and they will lose £15.75 of their Income Support, income based Jobseekers Allowance or income-related Employment and Support Allowance.

In circumstances where the “Staying Put” carer is in receipt of Housing Benefit along with the above-mentioned benefits, the Housing Benefit is not affected. If the “Staying Put” carer is getting Housing Benefit but not getting another means-tested benefit, the £15.75 will count as income, and this will lead to a £10.24 per week reduction in Housing Benefit (a 65p per week reduction for every £1.00 of extra income).

This arrangement would apply to each young person if two or more young people aged eighteen or over remain in the placement.

In situations where the “Staying Put” carer is in receipt of a means tested benefit the young person should still claim Housing Benefit and an amount equivalent to the carers DWP benefit reduction will be paid to them from section 23C. The section

23C compensatory payment will be disregarded in full by the DWP. In the above example a £15.75 or £10.24 per week compensatory section 23C payment will be made.

Where the “Staying Put” carer is getting Universal Credit, the income from a ‘Boarder’ has no effect on the “Staying Put” carer’s Universal Credit if the young person is under 21; or is getting DLA/PIP or where the ‘Staying Put’ carer is getting DLA/PIP. Where the boarder is aged 21 or over; the carers Universal Credit is reduced by a standard £76.12 per month (2018-2019), no matter what benefits or earnings the ‘Boarder’ has.

Where the “Staying Put” carer is over the pension credit age (the pension credit entitlement age is rising from 60 to 65 between 2010-2020) and is in receipt of Pension Credit more generous disregard rules regarding income from ‘Boarder Arrangements’ apply and should be explored.

In situations where a “Staying Put” carer is getting child tax credit or working tax credit, they should declare their ‘profit’ from providing a “Staying Put” arrangement, as calculated on pages 35 to 38. That profit may well be nil.

Foster carers/”Staying Put” carers who are in receipt of a means tested benefit may find it helpful to undertake a ‘Better Off’ assessment when their foster child reaches 16 or becomes a “Staying Put” young person at 18, or when their own youngest child reaches the age of 5. A ‘Better Off’ assessment (usually undertaken by a welfare rights worker or the Citizens Advice Bureau) will calculate whether the foster carer/”Staying Put” carer is ‘better off’ claiming a means tested benefit or Tax Credits.

Early planning for, and identification of, the benefits and financial circumstances of individual carers is critical to ensuring that appropriate plans and arrangements are in place for both the carers and young person. Given the complexity of making these arrangements, commencing planning these from the child’s 16th birthday should provide sufficient time to ensure the necessary arrangements and support are in place by their 18th birthday.

As noted above under Universal Credit, income from a ‘Boarder’ is fully disregarded in terms of the impact on the carers Universal Credit claim. However, a ‘Boarder’ will incur an under occupancy penalty for the “Staying Put” carer. In such circumstances Lancashire Children’s Services will provide a Section 23C payment equivalent to the 25% or 14% under occupancy penalty (if one is applied), depending on whether it is a social sector or private tenancy.

Payment Adjustments/Compensation Table (Applies to “Staying Put” carers claiming ‘Legacy Benefits’)

All situations	Carer in receipt of benefit
Adjustment to foster carer’s / “Staying Put” carer’s payment when young person claims Income Support, or Employment and Support Allowance or Jobseekers Allowance or has earnings from employment.	Adjustment to foster carer’s / “Staying Put” carer’s payment when young person claims Income Support, or Employment and Support Allowance or Jobseekers Allowance or has earnings from employment.

Young person pays rent/claims housing benefit/housing element of Universal Credit - £51.50.	Young person pays rent/claims housing benefit/housing element of Universal Credit - £51.50).
<ul style="list-style-type: none"> • Allowance reduces by £57.90 per week (pocket money and clothing allowance and personal element). <p>Rent/housing benefit/housing element of Universal Credit is paid to the “Staying Put” carer.</p>	<ul style="list-style-type: none"> • Allowance reduces by £57.90 per week (pocket money and clothing allowance and personal element). • A Section 23C Compensation Payment of £15.75 or £10.24 per week is made in order to compensate for the £15.75 or £10.24 of weekly benefit being lost as a result of the young person’s rent/housing benefit/housing element of Universal Credit payment. • Actual reduction of £47.66 (HB) or £42.15 (IS, JSA, E&SA and HB) for the pocket money, clothing allowance and personal element, which incorporates the section 23C Compensation Payment. <p>Rent/housing benefit/housing element of Universal Credit paid to “Staying Put” carer.</p>
Carer no longer provides pocket money, clothing or a personal allowance element of £57.90 per week.	Carer no longer provides pocket money, clothing or personal allowance element of £57.90 per week.

Council Tax, Council Tax Support and Non-Dependent Deductions

1. From April 2013 Council Tax Benefit has been replaced by local Council Tax Support schemes that reflect individual local authority priorities and are administered through local rules.
2. A claim for Council Tax Support is administered by the local district/borough council and will need to be made separately to a Universal Credit claim
3. The impact of the “Staying Put” arrangement on “Staying Put” carers Council Tax and Council Tax Support will depend on both the circumstances of the

“Staying Put” carer and the young person. For example, full time students are ‘invisible’ for Council Tax purposes and will not have any impact on the “Staying Put” carers Council Tax or Council Tax Support.

4. In circumstances where a “Staying Put” carer is working and in receipt of the 25% single person Council Tax reduction, this discount may continue when a “Staying Put” young person is living in the arrangement. The continuation of the 25% discount will depend on the circumstances of the young person.
5. Where “Staying Put” young people are claiming a means tested benefit (legacy benefit), a Non-dependent Deduction should not be applied to the “Staying Put” carers own means tested benefit claim (legacy benefit).
6. When planning for a “Staying Put” arrangement, consideration should be given to the impact of the arrangement on the “Staying Put” carers Council Tax, Council Tax Support and whether a Non-dependent Deduction will be applied. In circumstances where an increase in Council Tax occurs; a reduction in Council Tax Support applies, or a Non-dependent Deduction is applied an application should be made as part of the “Staying Put” request to the relevant Area Senior Manager for a payment from section 23C equivalent to the carers financial loss.
7. “Staying Put” young people will not incur an ‘Under Occupancy’ or ‘bedroom tax’ charge on the “Staying Put” carers under a legacy benefit claim, but will incur an ‘Under Occupancy’ penalty 25% first room, 14% second room if the carer is claiming Universal Credit, a section 23C compensation payment equivalent to the reduction will be applied in such cases.
8. How any changes to the “Staying Put” carers Council Tax or Council Tax discount will be address should be set out in their “Staying Put” Carer Financial Statement (Appendix six). The “Staying Put” Carer Financial Statement should be completed when the young person reaches the age of 17¾. A copy should be given to the carer and a copy should be presented to the Area Senior Manager with the “Staying Put” request/monitoring report.
9. As Lancashire County Council is supporting The Children’s Society - Council Tax Exemption Campaign – Care Leavers up to the age of 21 (and until they leave Staying Put if after 21) will have any Council Tax liability paid on their behalf.

The Treatment of Benefits/Universal Credit

Payments from Children's Services to young people under section 17, section 20, section 23, section 24 and section 31 (Children Act 1989) do not count as income for benefit purposes. Payments made to young people and passed to former foster carer/s from section 23C (Children Act 1989) are disregarded in the assessment of the former foster carer/s' income for benefit purposes, if the young person was formerly in the claimant's care, is aged 18 or over and continues to live with the claimant within a part non-commercial family type arrangement. If the arrangement is a commercial one (i.e. if the young person contributes to the arrangement by paying rent) the section 23C disregard ceases on any non-section 23C element of the payment.

Under Universal Credit, income from a 'Boarder' is fully disregarded in terms of the impact on the carers Universal Credit claim, however, a 'Boarder' will incur an under occupancy penalty as 'Boarder's' are deemed not part of the household. In such circumstances Children's Services will provide a Section 23C payment equivalent to the under-occupancy penalty (which varies between the social and private sector).

Universal Credit for Foster Carers & "Staying Put Carers

Under Universal Credit many of the rules governing eligibility and conditionality for means tested benefits for foster carers and "Staying Put" carers have changed. In addition, foster carers and "Staying Put" carers were able to choose between claiming Working Tax Credits or Means Tested Benefits; under the new system they will claim Universal Credit. During 2019 all Jobcentre Plus areas within Lancashire will become Universal Credit Full Service areas. Once Universal Credit Full Service applies, all new claims will be for Universal Credit. Between the end of 2019 and

2023 existing claims will be migrated to Universal Credit, either when circumstances change or at a predetermined transfer point.

- Under Universal Credit single foster carers (or the lead carer in a foster care couple) are exempt from the work search and availability requirements until their foster child reaches the age of 16 (18 in specific circumstances). Where a child requires the care of two adults, both foster carers can be given that exemption. Foster carers who are not the lead carers will still need to attend 'work focussed interviews' if unemployed.
- When a foster child leaves a placement, single and lead foster carers will be eligible to continue to claim Universal Credit and be exempt from the work search and availability requirements for up to 8 weeks. After that, they may be required to look for work; depending on other circumstances (e.g. disability or children aged under 3).
- Foster carers have one bedroom 'allowed' for foster children when the under-occupancy penalty is calculated, regardless of the number of foster children they have, or are approved for.
- Income from 'Boarder' Arrangements is fully disregarded for Universal Credit entitlement.

Income Tax and National Insurance Issues for “Staying Put” Arrangements

Where young people remain living with their former foster carer/s under a “Staying Put” arrangement, the Income Tax and National Insurance rules that apply are set out in the ‘Shared Lives Carers’ – ‘Qualifying Care Relief’ Guidance.

The ‘Shared Lives Carers’ – ‘Qualifying Care Relief Guidance’ sets out that “Staying Put” carers receive tax exemptions up to a given ‘qualifying amount’ for each “Staying Put” young person living with them. The “Staying Put” qualifying rate mirrors the system and amounts that applied when the placement was previously a foster care placement.

“Staying Put” carers will be covered by the Qualifying Care Relief system where they provide a “Staying Put” arrangement for a young person who was looked after immediately prior to the young person’s 18th birthday. Qualifying Care Relief can continue until the young person reaches the age of 21, or, until they complete a programme of education or training being undertaken on their 21st birthday.

The Qualifying Care Relief system provides for foster carer/s and/or “Staying Put” carer/s to earn up to a given amount without paying Income Tax or Class 4 National Insurance Contributions on their caring income. The Income Tax free allowance

consists of two elements. Firstly, a fixed amount per foster care or “Staying Put” household per year (for 2019 - 2020 this is set at £10,000). Secondly, an additional amount per week per child (£200 per week under the age of eleven [0-10], £250 per week age eleven to their eighteenth birthday [11-17] 2019 - 2020) and £250 per week per adult aged eighteen to the twenty-first birthday [18-20] or until the end of the programme of education or training, as defined as “Staying Put” by HMRC (see terminology section).

The £10,000 per year applies once per household regardless of how many foster children or “Staying Put” young people are placed. The additional amount applies per child/young person per week. Where there is more than one paid “Staying Put” carer in the household, the allowance is shared equally by both carers.

The tax free allowance is only available to households with three or fewer placements. However, foster care placements are excluded for this purpose, and sibling groups are counted as one placement.

The tax free allowance only applies to the “Staying Put” carer’s income from caring. If they have income from other sources, they will pay tax on that income in the normal manner.

If the “Staying Put” carer/s exceed the allowance they will have a choice of using the ‘simplified’ method or the standard profit and loss method to calculate their taxable profits. The carer/s will also be liable to pay Class 4 National Insurance Contributions on their taxable profit. Under the simplified method, a carer’s taxable profit is the income they receive from caring which exceeds their tax free allowance. Where foster carer/s or “Staying Put” carer/s do incur an Income Tax and Class 4 National Insurance liability and they have not used their personal allowance this can be used to off-set this liability.

Individual carers can consult their local HMRC office for guidance on their circumstances and liabilities.

In practice HMRC will treat the taxable profit from foster care or “Staying Put” care as earnings from self-employment for National Insurance Contributions purposes.

“Staying Put” carer/s as well as foster carer/s should note that they may be able to claim Working Tax Credits which are administered by HMRC. Fostering/“Staying Put” care is counted as work for Working Tax Credit purposes. The carer’s taxable income is included in the total household income that is used to assess the amount of tax credits that they are entitled to. So, where the carer is paid less than their tax free allowance, their income from caring for tax credits purposes is also nil.

Once the Universal Credit Full Service is implemented all new claims for Foster carers and “Staying Put” carers will come within the Universal Credit system, and carers will not have a choice of claiming Working Tax Credits or Means Tested Benefits. Existing Working Tax Credit and Means Tested Benefit claimants will be migrated to Universal Credit if they have a relevant change of circumstances or by 2023.

HMRC is aware that a number of foster carers and “Staying Put” carers may not have registered for Class 2 National Insurance Contributions because they make little or no taxable profit. Foster care and “Staying Put” care is deemed as self-employment and as such carer/s should register as self-employed. All self-employed people aged 16 and over who are below State Pension age are liable and must register to pay Class 2 National Insurance Contributions. Failure to do this may affect their entitlement to Employment and Support Allowance, Maternity Benefit, State Pension and Bereavement Benefit. However, self-employed carers may be able to apply for Carers Credits which have replaced Home Responsibilities Protection, and those with low taxable profits may be able to apply for a Small Earnings Exemption.

To claim a carers credit, foster carers/”Staying Put” carers must complete form CF411A available from HMRC (www.hmrc.gov.uk).

If carers have not previously registered as self-employed they can obtain further information by calling the Newly Self-employed Helpline on **0300 200 3504**.

If they are currently registered to pay Class 2 National Insurance Contributions they can obtain further information by calling the Self-employed Helpline on **0845 915 4655** instead.

HMRC Helpsheet (hs) 236 sets out information about the ‘Shared Lives Carers’ – ‘Qualifying Care Relief Guidance’ - Fostering and “Staying Put” Income Tax and National Insurance framework. <http://www.hmrc.gov.uk/helpsheet/hs236.pdf>

Foster carers and “Staying Put” carers should always inform the DWP, Housing Benefit Department and HMRC if their circumstances change and should always check with the DWP, Housing Benefit Department and HMRC regarding their personal circumstances and how payments for foster care or “Staying Put” care may affect their means tested benefits, Universal Credit or any Income Tax or National Insurance liability.

The following short HMRC films provide information for foster carers, “Staying Put” carers and Shared Lives carer about their income tax and national insurance responsibilities.

HMRC Webinars:

- <http://www.hmrc.gov.uk/webinars/self-employed.htm> HMRC Site
- <http://www.youtube.com/watch?v=MjtJaQ4x8HM> Foster Care
- <http://www.youtube.com/watch?v=IP7jcNGRbqE> Shared Lives

“Staying Put” - Social Care and Regulatory Frameworks

Where a Fostered Child/Children are also Living in the “Staying Put” Arrangement, or where a Future Foster Child/Children will be Placed

Where a young person reaches the age of 18 and fostered children are also living in the placement (or will be placed in the future), all aspects of the legislation relating to fostering continue to apply and govern the regulation of the household.

The major change being that the previously fostered child (from age 18) becomes a “Staying Put” young person and therefore an adult member of the household. As such the young person will require:

- A Disclosure and Baring Service (DBS) check (and a risk assessment if the DBS check highlights a ‘trace’ [potential risk]);
- In Lancashire a DBS check (and risk assessment if required) should be undertaken and completed:
 - on all fostered children (“Staying Put” young people) prior to reaching the age of 18 (where foster children are in placement or future foster children will be placed), as they will become adult members of the foster care household;
 - on all children of foster carers or “Staying Put” carers prior to the child reaching the age of 16 (where foster children are in placement or future foster children will be placed), as they will become adult members of the foster care household;
 - in order to ensure DBS checks have been completed by the young person’s 16th birthday (and any risk assessment), these will need to be planned in advance (planning for a DBS check should commence when the child reaches the age of 15½).

Consideration will be given to the impact of the “Staying Put” young person on any foster children in the placement and any potential safeguarding risks.

In situations where a DBS check highlights a ‘trace’ [potential risk], the decision to approve the “Staying Put” arrangement and the risk mitigation approach must be ratified by the nominated officer, the report to foster carer review should set out the arrangements for safeguarding foster children in the placement and should be signed by the supervising social worker and approved by the fostering practice manager.

From the age of 18 the requirement for a young person to have a Placement Plan that sets out the day to day arrangements for the placement ceases; the Placement Plan should be converted to a ‘Living Together Agreement’ (conversion meeting to take place when the young person is 17¾) which sets out the practical “Staying Put” arrangements. See section - “Staying Put” Practical Arrangements – Living Together Agreements.

The foster carer/s’ annual review that takes place in the year prior to a young person reaching the age of 18 and becoming a “Staying Put” young person should consider the impact of this change on the foster carer/s’ household. The report presented by the supervising social worker for the foster carer, to the review should address the household’s change of circumstances given that the young person will become a new adult member of the household – “Staying Put” young person.

The report should address any future/anticipated issues arising from the DBS check and associated ‘risk assessment’; how any foster children, or children of the foster carer/s living in the household will be safeguarded and the safer caring plan/arrangements regarding the impact of any adult visitors of the “Staying Put” young person on any foster children.

Foster Carers Approved for a Sole Placement and Wanting to Continue Fostering When the “Staying Put” Arrangement Ends

In situations where a “Staying Put” carer is to remain approved as a foster carer; but is unable to provide a placement (due to limited space), the report for the foster carer review should set out the requirements for the foster carer to maintain their training and capacity to foster during their period of fostering inactivity.

Where it is anticipated that a young person will leave a “Staying Put” arrangement by their 19th birthday the “Staying Put” carer should remain registered as a foster carer.

Where it is anticipated that a young person will remain in the “Staying Put” arrangement beyond the age of 19, consideration should be given to the carer resigning their foster care status for the young person’s “Staying Put” period, and then being re-approved as a foster carer in the months leading up to the young person leaving the “Staying Put” arrangement.

Where it is anticipated that a young person will remain in the “Staying Put” arrangement beyond the age of 19, the foster carer should not submit their resignation until at least 6 months after the young person’s 18th birthday to ensure the “Staying Put” arrangement is settled, stable and long term.

The supervising social worker should submit a report to the foster carer review regarding the individual circumstances of the carer and the young person and the rationale for resigning or remaining registered as a foster carer during the “Staying Put” period.

In situations where a carer (approved for one placement) remains registered as a foster carer whilst providing a “Staying Put” arrangement, the supervising social worker will identify the training and development needs of the “Staying Put” carer, in anticipation of their return to fostering.

Where a carer resigns their foster care status in order to support a “Staying Put” arrangement and wishes to resume fostering when the young person leaves, the supervising social worker will complete a fast track fostering assessment shortly before the “Staying Put” young person leaves the household in order that the carer can resume fostering as soon as space becomes available.

Where no Fostered Child/Children are Living in the “Staying Put” Arrangement and no Further Foster Child/Children will be Placed

Whilst fostering regulations no longer formally apply when a young person reaches the age of 18 the following requirements and standards will continue to govern the Lancashire “Staying Put” arrangements in circumstances where no fostered child/children are living in the household and no further foster children will be placed (for the duration of the “Staying Put” arrangement):

The responsibility for, and the oversight of “Staying Put” carers and “Staying Put” arrangements that cease to be approved foster carers and fostering households will become the remit of the Leaving Care Team (the responsibility for the oversight of “Staying Put” carers who are no longer approved as foster carers is currently under review (2019)).

- The Placement Plan should be converted into a 'Living Together Agreement' when the young person reaches the age of 17¾, in preparation for their 18th birthday (the Placement Plan remains in place until their 18th birthday);
- The foster carer review prior to the commencement of the "Staying Put" arrangement will discuss the changes in the household arrangements and the plans for fostering deregistration;
- A yearly review of the "Staying Put" carer and the overall arrangement in line with the fostering review and oversight framework.
- Safeguarding and risk assessment checks on household members and regular visitors;
- Health and safety checks in line with the standards applied to foster care placements;
- Regular support from the Leaving Care Team (the responsibility for the oversight of "Staying Put" carers who are no longer approved as foster carers is currently under review (2019)).
- Regular support and supervision, at a frequency of no less than every 3 months;
- The opportunity to attending appropriate training and support groups.

The Leaving Care Team (support for the "Staying Put" carer) will work closely with the fostering service and will assess individual circumstances and consider the level of the above checks, based on the needs of the young person and the needs/situation of the "Staying Put" household.

Support for "Staying Put" Carers

All "Staying Put" Carers will be allocated a named supervising social worker or be supported by the Leaving Care Team (the responsibility for the oversight of "Staying Put" carers who are no longer approved as foster carers is currently under review (2019)).

1. In situations where foster children are placed in the household, or may be placed in the future and the "Staying Put" carer will remain registered as a foster carer,

their existing supervising social worker will continue to support the overall arrangement (Fostering and “Staying Put”).

2. In situations where there are no foster children in the household and it is not planned that any further foster children will be placed, the arrangements for support will transfer to the Leaving Care Team (the responsibility for the oversight of “Staying Put” carers who are no longer approved as foster carers is currently under review (2019)).
 - The frequency of supervising social worker visits to “Staying Put” carers who remain registered as foster carers will continue at the foster carer level, or more frequently, as required.
 - The frequency of support visits to “Staying Put” carers who cease to be approved as foster carers will continue at the foster carer level if the needs of the young person or the “Staying Put” carer remain the same. In circumstances where the needs of the young person and the “Staying Put” carer reduce, the frequency of visits will be reassessed and may reduce to three monthly. Visits will be no less than 3 monthly.
 - In circumstances where an IFA “Staying Put” carer withdraws/resigns from the IFA as they have no foster children placed with them and they will not continue to foster; they will be supported by the Leaving Care Team (the responsibility for the oversight of “Staying Put” carers who are no longer approved as foster carers is currently under review (2019)).

Recording Information - “Staying Put” Carers

“Staying Put” carer’s should keep a brief log/diary of significant events with dates and times in case a situation arises with a “Staying Put” young person where information needs to be shared. Information being recorded should be shared with the young person. Young people should also be informed that the log/diary/information will only be shared with other professionals on a ‘need to know’ basis.

- In situations where a “Staying Put” carer remains registered as a foster carer, the supervising social workers will record any issues arising at the regular supervision sessions. Supervising social workers should record any information about the “Staying Put” arrangement on the foster carers’ review record under the section headed ‘other’.
- In situations where a “Staying Put” carer ceases to remain registered as a foster carer the Leaving Care Team will set up a supervision file akin to the system used

by foster to record any issues arising from the “Staying Put” arrangement (the responsibility for the oversight of “Staying Put” carers who are no longer approved as foster carers is currently under review (2019)).

Safeguarding and “Staying Put”

All “Staying Put” arrangement should continue to have safer caring plans in respect of:

- The “Staying Put” young person;
- Foster children;
- Children of the foster carer/”Staying Put” carer;
- Visitors.

The safer caring arrangements for each household will depend on the make-up of the household and whether there are foster children and/or children of the foster/”Staying Put” carer living there and also the level of ‘vulnerability’ of the children and “Staying Put” young person. Foster carers/”Staying Put” carers should be fully involved in formulating safer caring arrangements, which in part will depend on any risk and ‘vulnerability’ issues associated with children and adults in the household.

Arrangements for ‘delegated authority’ to the carers should continue once a foster child becomes a “Staying Put” young person, particularly regarding the agreement for, oversight of, and management of any of their visitors and their impact on foster children in the household, which should also be set out in the safer caring plan and the Living Together Agreement.

Whilst ‘delegated authority’ would not apply to the “Staying Put” young person, it would apply to ensuring foster children in the household are ‘safe’, therefore the “Staying Put” carer may need to make decisions regarding the “Staying Put” young person’s activities to ensure the foster child/children are ‘safe’.

Minimum Standards and Practical Requirements

In situations where no foster children live in the placement and a decision is taken to terminate/deregister the “Staying Put” carers fostering registration, the overall arrangement comes within the ‘Suitable Accommodation’ framework as set out in the Planning Transition to Adulthood Guidance, which includes the Care Leavers (England) Regulations 2010 (revised 2015) and must comply with Regulation 6, 7 & 9 and Schedule 2.

“Staying Put” carers should ensure they inform their mortgage provider or landlord and their buildings and contents insurance provider that they will continue to be supporting a former foster child as a young adult under a “Staying Put” arrangement. Failure to inform the above may cause a breach of mortgage/tenancy requirements and may result in their insurance cover being void due to a ‘failure to disclose material facts’.

“Staying Put” carers who transport young people are required to apply the same level of standards, safety equipment and care when transporting “Staying Put” young people as they did when they were transporting a foster child, i.e. comprehensive business insurance, a valid MOT, a valid Road Vehicle Licence and a road worthy vehicle.

“Staying Put” carers need to ensure they continue be covered under their own household insurances in the same way as Foster Carers.

“Staying Put” carers continue be covered under Lancashire Council’s Insurance Policy in the same way as Foster Carers.

All “Staying Put” expectations should be incorporated into the ‘Fostering Agreement’ (“Staying Put”) section that foster carers sign on initial approval, and then on a yearly basis following a successful review of their terms of approval.

All “Staying Put” expectations should be incorporated into a “Staying Put” Agreement carers sign prior to commencing a Staying Put arrangement.

“Staying Put” Practical Arrangements – Living Together Agreements

All young people (who are looked after) living in foster care should have a Placement Plan that sets out the day to day arrangements governing the placement; this is then incorporated into their Care Plan/Pathway Plan. The requirement to have a Placement Plan ceases when a child reaches the age of 18 and is replaced in Lancashire by the requirement that all young people remaining with their former foster carers under a “Staying Put” arrangement have a ‘Living Together Agreement’. The ‘Living Together Agreement’ replaces the Placement Plan and should cover the same range of issues and include a focus on the young person’s needs associated with the reason for the “Staying Put” arrangement being agreed.

Young people, “Staying Put” carer/s, the young person’s children in our care social worker and leaving care personal adviser and the carer’s supervising social worker should meet to convert the Placement Plan into a ‘Living Together Agreement’ prior to a young person’s 18th birthday.

A Placement Plan – Living Together Agreement meeting should take place when the young person reaches the age of 17¾ to establish the initial Living Together Agreement. The responsibility for organising the initial Placement Plan conversion to a Living Together Agreement meeting rests with the young person's children in our care social worker, with support from the young person's leaving care personal adviser. Where appropriate, consideration should be given to including birth parents in the conversion meeting.

Depending on the circumstances of the prospective "Staying Put" young person and any other foster children in the household, the young person's children in our care social worker and leaving care personal adviser should consult with the social workers of the other foster children.

The Living Together Agreement should set out the expectation of all parties and clarify roles and responsibilities. The Living Together Agreement should also be incorporated into the young person's pathway plan and reviewed alongside the Pathway Plan.

The Living Together Agreement should cover:

1. Preparation for independence tasks, expectations, goals and targets;
2. Finance, including young people having credit cards, loan agreement and mobile phone contracts registered at the address;
3. Ensuring the young person has a key;
4. Income and benefit claims;
5. Friends, girlfriends/boyfriends and partners visiting and staying overnight;
6. Staying away for nights/weekends and informing carers of travel arrangements and movements;
7. Education, training and employment activities;
8. Health arrangements;
9. Move-on arrangements;
10. Issues related to younger foster care children in the placement, safeguarding, role modelling and time keeping;
11. Specific issues to do with the needs of the young person.

See Lancashire's Living Together Agreement.

Conclusion and Universal Credit

The information in this guidance sheet is correct as of 1st March 2019 and will apply to "Staying Put" arrangements during 2019-2020. The introduction of the Universal Credit system will create changes to the benefit and tax credit system for foster carers, "Staying Put" carers and young people in, and leaving care. The introduction of Universal Credit Full Service is being introduced nationally and between the end of 2018 and 2023 existing benefit claimants will be migrated to Universal Credit. During the transitional; and transfer phase there will be four possible "Staying Put" arrangements, all of which will have different impacts on the "Staying Put" carer and young person's claim:

1. "Staying Put" carer on the legacy benefit system and the young person also on the legacy benefit system;
2. "Staying Put" carer on the legacy benefit system and the young person on Universal Credit system;
3. "Staying Put" carer on Universal Credit system and the young person on the legacy benefit system;
4. "Staying Put" carer on Universal Credit system, young person on Universal Credit system.

Foster carers and "Staying Put" carers must ensure that they inform the Department for Work and Pensions, the Housing Benefit Department and HM Customs and Revenue of any change of circumstance in their family, with their foster children, or with their "Staying Put" young people.

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APPENDIX ONE

Staying Put - Move-On Arrangements – Planned and Un-Planned Endings and Evictions

All young people reaching the age of 18 should have a pathway plan that sets out the arrangements for them moving to semi-independent or independent living. Young people reaching the age of 18 and commencing a “Staying Put” arrangement should also have a pathway plan that sets out the provisional arrangements for moving-on from “Staying Put”. The majority of young people will leave “Staying Put” in a planned manner and move to a Lancashire district/borough council housing authority or housing association tenancy in the same way that other care leavers do. Individual arrangements should be set out the young person’s pathway plan.

Planned Move-On

Where young people decide that they would like to leave the “Staying Put” arrangement, or the “Staying Put” carers decide that they would like the arrangement to come to an end, each party should give at least 28 days ‘notice of termination’. The children in our care social worker / leaving care personal adviser will arrange for the young person to access suitable accommodation via a Lancashire district/borough council housing department or partner housing association.

Staying Put Stability Meeting

Where a young person displays unacceptable behaviour or participates in activities that are deemed inappropriate, a “Staying Put” Stability Meeting will take place. Any new or changed requirements or house rules will be set out in an up-dated Living Together Agreement.

Emergency and Unplanned Move-On and Evictions

Where a young person displays extreme behaviour, commits an offence against a person within the household they may be required to leave the “Staying Put” arrangement on the same day or within a short period of time. Wherever possible, a “Staying Put” Stability Meeting will take place and will set out where the young person will move to. Lancashire Children’s Social Care will arrange emergency accommodation for a short period whilst an accommodation pathway for the young person is developed.

The circumstances leading to the young person being required to leave may result in the young person being deemed ‘intentionally homeless’. Additionally, leaving the “Staying Put” arrangement in an emergency and in an un-planned manner may limit

the young person's accommodation choices, and in the short term they may need to live in a range of temporary accommodation.

Non-Payment of Rent

In situations where young people do not pay their rent, either by not making the required payment or by not claiming housing benefit/housing element of Universal Credit they may be subject to an eviction process. In all situations where a young person owes four weeks rent (£206.00) a "Staying Put" Stability Meeting will be held. The "Staying Put" Stability Meeting will decide on the action required by the young person to address the rent arrears. Young people will be given every opportunity to repay any arrears and eviction will only take place as a last resort in situations of rent arrears.

Tenancy Status – Excluded Licence

The tenancy status of young people living in "Staying Put" arrangements is that of an 'Excluded Licensee'. Being on a 'Licence' and living in a household with the 'landlord' means that the licensee has very few tenancy rights and can be asked to leave the property with 'reasonable notice'. Reasonable notice could be construed as having to leave immediately, where a person has acted in an extremely inappropriate manner, for example, violence towards members of the household, property damage, abusive/racist behaviour, theft from the property. Wherever possible, 28 days notice should be given by any party wishing to end the "Staying Put" arrangement.

APPENDIX TWO (A) (liaise with DWP/HB regarding which Licence they require)

Standard “Staying Put” Arrangement - Housing Benefit/Universal Credit Claim Letter

Licence to Occupy – Licence Agreement

“Staying Put” Carers Address

HOUSING BENEFIT/UNIVERSAL CREDIT
DEPARTMENT/ADDRESS

Name of Young Person (Licensee):

D.O.B.

N.I. NUMBER

“Staying Put” Address:

TYPE OF ACCOMMODATION AND TENANCY:

Previous Foster Care Placement (“Staying Put” Arrangement) – Excluded Licence

The “Staying Put” carer is deemed the landlord

Name of Landlord:

Foster Carer/“Staying Put” Carer

Agent for the Landlord:

Lancashire Children’s Services

Dear Sir/Madam,

This letter is provided to confirm that **[add full name of young person]** was previously a foster child placed in my household by Lancashire Children’s Services. **[Add full name]** has now reached the age of eighteen and will be remaining as an “independent adult” in my household under a “Staying Put” arrangement. **[Add full name]** is liable for rent costs of £51.50 per week excluding meals/food, utility/service and support charges. Lancashire Children’s Services will continue to provide an allowance (to the carer) to meet the meal/food, utility/service and support costs of **[add amount]**.

As **[add full name]** is provided with meals and is a care leaver, I understand **[he/she]** is eligible to claim Housing Benefit/Universal Credit under the 1996 Housing Benefit rent rules relating to “Boarder” arrangements.

As **[add full name]** was previously “Looked After” and remains vulnerable I would request that the Housing Benefit is paid directly to the landlord/“Staying Put” carer. Lancashire Children’s Services will continue to pay the “Staying Put” carer/s the combined meals/food, utility/services and support cost to avoid any disruption to the “Staying Put” carer/s payments.

If you require any further information please do not hesitate to contact me.

Yours faithfully,

[Signed by “Staying Put” Carer/s]

[Signed by the “Staying Put” young person]

“Staying Put” Carer/Landlord – Rent Payment Details

Contact Details:

“Staying Put” Carer/Landlord Details

Please make payments via BACS
“Staying Put” Carer/Landlord Details:
Bank Account for BACS – ADD
Sort Code ADD
Account Code ADD

EXAMPLES

<u>SERVICES</u>	<u>WEEKLY PAYMENTS</u>
NET RENT – ACCOMMODATION ONLY	£51.50
SUPPORT	£26.60
UTILITIES/SERVICES	£25.00
MEALS/FOOD	£30.00
TOTAL	<u>£133.10</u>

Staying Put Fee (£115.00)

<u>SERVICES</u>	<u>WEEKLY PAYMENTS</u>
NET RENT – ACCOMMODATION ONLY	£51.50
SUPPORT	£141.60
UTILITIES/SERVICES	£25.00
MEALS/FOOD	£30.00
TOTAL	<u>£248.10</u>

Staying Put Fee - Reduced by 50% (£57.50)

<u>SERVICES</u>	<u>WEEKLY PAYMENTS</u>
NET RENT – ACCOMMODATION ONLY	£51.50
SUPPORT	£84.10
UTILITIES/SERVICES	£25.00
MEALS/FOOD	£30.00
TOTAL	<u>£190.60</u>

APPENDIX TWO (B) (liaise with DWP/HB regarding which Licence they require)

“Staying Put” Arrangement – Licence Agreement

“Staying Put” & Property Licence Address

Name of Young Person (**LICENSEE**):

Date of Birth:

Name of Landlord (**LICENSOR**):

Licence to Occupy – Licence Agreement - Board and Lodgings Arrangement

This Agreement is made on (ADD DATE)

This Agreement is made between (ADD NAME OF YOUNG PERSON) and (ADD NAME OF FOSTER CARER/STAYING PUT CARER/LANDLORD)

This agreement places a commercial liability on (ADD NAME OF YOUNG PERSON) for the provision of £51.50 per week rent for the provision of accommodation. The Local Authority will also provide £55.00 per week for meals and fuel (services) on behalf of the young person. **Total - £106.50.**

1. The young person will be provided with a 'room' in a shared house and the provision of a range of practical support services.
2. The landlord will provide a 'room' in a shared house and the provision of a range of practical and emotional services.

Services Provided within the Overall Staying Put Arrangement (Board & Lodgings Arrangement)

1. Accommodation - £51.50 per week to be paid by the young person/Licensee
2. Meals and Food provided to the young person by the Licensor and paid for by Children's Services on behalf of the young person - £30.00 per week
3. Utilities and Fuel provided to the young person by the Licensor and paid for by Children's Services on behalf of the young person - £25.00 per week
4. Support provided to the young person by the Licensor and paid for by Children's Services on behalf of the young person – A) £26.60, B) £84.10, C) £141.60 per week, depending on the needs of the young person and skills of the carer

The information provided below is to confirm that **[add full name of young person]** was previously a child placed in my foster care household by Lancashire Children's Services. **[Add full name]** has now reached the age of eighteen and will be remaining as an "independent adult" in my household under a "Staying Put" arrangement. **[Add full name]** is liable for net rent costs of £51.50. Lancashire Children's Services will continue to provide an allowance (on behalf of the young person) to meet meal/food costs, utility/fuel/service costs and support costs of **[add amount]**.

As **[add full name]** is provided with meals and is a care leaver I understand **[he/she]** is eligible to claim Housing Benefit under the 1996 Housing Benefit rent rules relating to "Boarder" arrangements.

As **[add full name]** was previously "Looked After" and remains vulnerable (Tier One – UC Claimant) I would request that the Housing Benefit (Housing Element of Universal Credit) is paid directly to the "Staying Put" carer/s/landlord on behalf of the young person. Lancashire Children's Services will continue to pay the "Staying Put" carer/s the combined meals/food, utility/fuel/services and support cost to avoid any disruption to the "Staying Put" carer/s payments on behalf of the young person rather than pay these to the young person to be passed to the "Staying Put" carer/s/landlord.

If you require any further information please do not hesitate to contact me.
Yours faithfully,

[Signed by "Staying Put" Carer/s/Landlord]

[Signed by the "Staying Put" Young Person/Licensee]

"Staying Put" Carer/Landlord – Rent Payment Details

Contact Details:

"Staying Put" Carer/Landlord Details

Please make payments via BACS
"Staying Put" Carer/Landlord Details:
Bank Account for BACS – ADD
Sort Code ADD
Account Code ADD

APPENDIX THREE

Standard Benefit/Universal Credit Claim Letter - Young Person in “Staying Put”

ADD LANCASHIRE COUNCIL LOGO

Lancashire Children’s Services
ADD ADDRESS

Name of Young Person (LICENSEE):

Date of Birth:

National Insurance Number:

“Staying Put” Address:

TYPE OF ACCOMMODATION:

- Previous Foster Care Placement - “Staying Put” Arrangement – Excluded Licence
- The “Staying Put” carer is deemed the landlord

Name of Landlord: (“Staying Put” Carer)
Agent for the Landlord: Lancashire Children’s Services

Dear Sir/Madam,

This letter is provided to verify the identity of the above named young person and to confirm and clarify **(his/her)** circumstances.

The above named young person was previously placed in foster care at the above address. The young person has now reached the age of eighteen and is no longer in foster care; **(he/she)** will be remaining with **(his/her)** previous foster carer/s under a “Staying Put” arrangement. The young person is now deemed ‘independent in **(his/her)** own right’ and is liable for rent/accommodation costs of £51.50 per week, excluding meals, utility and support charges. The information provided below sets out **(his/her)** legal status and financial circumstances.

I can confirm that **(Add Full Name)** was previously an ‘Eligible’ child or an ‘Eligible’ and ‘Relevant’ child and became a ‘Former Relevant’ child on **(Add Date)** as defined by the Care Planning, Placement and Case Review Regulations and Guidance 2010 (revised 2015) and Care Leavers (England) Regulations 2010 (revised 2015).

- A. I can also confirm that **(Add Full Name)** was previously ‘Looked After’ by Lancashire Children’s Services and was ‘Accommodated’ under Section 20 of the Children Act 1989.
- B. I can also confirm that **(Add Full Name)** was previously ‘Looked After’ by Lancashire Children’s Services and was subject to a Section 31 Care Order under the terms of the Children Act 1989.

(**Add Full Name**) ceased to be 'Looked After' on (**Add Date**) and will continue to receive practical support and, in specific circumstances, financial help from Lancashire Children's Services under Section 23C of the Care Leavers (England) Regulations 2010 (Children Act 1989). Section 23C payments must be declared when claiming benefits/Universal Credit but are not to be counted as income for welfare benefit purposes. Whilst (**Add Full Name**) is establishing **his/her** welfare benefit claim **he/she** will be provided with a £57.90 per week allowance under these powers for a maximum of 5 weeks.

1. As (**Add Full Name**) has now become a 'Former Relevant' child and ceased to be 'Looked After', I believe **he/she** will be entitled to claim Jobseekers Allowance (Universal Credit) at the rate of £57.90 per week and full Housing Benefit (Universal Credit) and Council Tax Support.
2. As (**Add Full Name**) has now become a 'Former Relevant' child, has ceased to be 'Looked After' and is engaged on a traineeship at the rate of £57.90 per week, I believe **he/she** will be entitled to claim full Housing Benefit (Universal Credit) and Council Tax Support.
3. As (**Add Full Name**) has now become a 'Former Relevant' child, has ceased to be 'Looked After', remains estranged from his/her parents and is covered by the relevant education criteria, I believe **he/she** will be entitled to claim Income Support (Universal Credit) at the rate of £57.90 per week and full Housing Benefit (Universal Credit) and Council Tax Support.
4. As (**Add Full Name**) has now become a 'Former Relevant' child, has ceased to be 'Looked After', remains estranged from his/her parents and has been given a 'Fit Note' by **his/her** Doctor, I believe **he/she** will be entitled to claim Employment & Support Allowance (Universal Credit) and full Housing Benefit (Universal Credit) and Council Tax Support.
5. As (**Add Full Name**) has now become a 'Former Relevant' child, has ceased to be 'Looked After' and is earning a low income, I believe **he/she** will be entitled to claim Housing Benefit (Universal Credit) and Council Tax Support. Please find attached relevant wage slips/prove of income.
6. As (**Add Full Name**) has now become a 'Former Relevant' child, has ceased to be 'Looked After' and is temporarily unable to submit a claim for means tested benefits, Lancashire Children's Services will provide a £5.00 allowance under Section 23C of the Care Leavers (England) Regulations 2010. As this payment will constitute a low income, I believe **he/she** will be entitled to claim Housing Benefit (Universal Credit) and Council Tax Support.

As (**Full Name**) was 'Looked After' on/or after **his/her** sixteenth birthday **he/she** is exempt from the single room rent restriction.

As **(Add Full Name)** was previously 'Looked After' and remains vulnerable I would request that the Housing Benefit/Housing Element of Universal Credit is paid directly to the "Staying Put" carer. Lancashire Children's Services will continue to pay the landlord ("Staying Put" carer) the combined food/meals, utility/services and support costs to avoid any disruption to the landlord's payments.

ADD BANK DETAILS

(Add specific information)

If you require any further information please do not hesitate to contact me.

Yours faithfully

Approved Signatures

Team Manager

*** Please complete, or delete, either section A or B, complete the bold text sections and the relevant sections 1 to 6. All other sections must be completed.**

Information about disregarding Social Services payments to care leavers.

Welfare Benefits and Tax Credits Handbook; Child Poverty Action Group: 2018/2019

Part 3 General rules for means tested benefits

Chapter 20 Income under pension credit age

4: Income other than earnings

Page 439

Payments by Social Services

The Following payments are ignored:

A payment from a social services department under ss17, 23B, 23C or 24A of the Children Act 1989 or, in Scotland, a payment from a social work department under s12 of the Social Work (Scotland) Act 1968 or under ss29 or 30 Children (Scotland) Act 1995 – i.e., payments from social services to assist children in need or young people who have been in care or who have been looked after. For IS and income-based JSA, such payments are not ignored if you or your partner are involved in or, for IS only, have returned to work after a trade dispute. 208

208 **IS** Sch 9 para 28 IS Regs
JSA Sch 7 para 29 JSA Regs
ESA Sch 8 para 30 ESA Regs
HB Sch 5 para 28 HB Regs
CTB Sch 4 para 29 CTB Regs

APPENDIX FOUR

Lancashire Authorisation to Disclose Information Form

Agencies and individuals I agree to share information with

I agree to my Children in our Care Social Worker or Leaving Care Personal Adviser sharing my information and relevant sections of my pathway plan and discussing my situation with the following agencies:

Tick each agency or person as relevant:

- ☐ Connexions Service
- ☐ Jobcentre Plus
- ☐ Housing Benefit Department
- ☐ Housing Department and Partner Housing Associations
- ☐ Local College and Employment and Training Providers
- ☐ Health Services
- ☐ Other Agency or Individuals (Specify)
- ☐ Permission to assist with bidding on properties through Choice Based Lettings

I understand that my Social Worker or Leaving Care Personal Adviser will only share my personal information and my pathway plan with these agencies on a 'need to know' basis and in situations relevant to each particular agency. If a situation arises where my information needs to be shared as a result of safeguarding issues (where I, or others, are at imminent risk of serious harm, or if there is a legal requirement to share information) I will be consulted and informed beforehand.

Full Name.....

Signed..... Date of Birth.....

Address.....

National Insurance Number.....

My Children in our Care Social Worker and/or Leaving Care Personal Adviser will review this consent to share information on a yearly basis.

Date agreement made.....

Date agreement to be reviewed.....(not more than one year after the agreement is made)

APPENDIX FIVE

“Staying Put” Financial Structure and Rates (2019 – 2020)

The following information should be used when making an application for housing benefit to show the breakdown of the whole payment. The applicable table below should be applied to the Lancashire ‘Standard “Staying Put” Arrangement - Housing Benefit/Universal Credit Claim Letter’ – Appendix Two. The rent, utilities/services and meals/food are fixed costs; the rate of support to be paid depends on the needs and age of the young person and the Staying Put Fee.

“Staying Put” Year One Allowances

(Level One) Fostering Maintenance Allowance Only Carers

SERVICES	WEEKLY PAYMENTS
NET RENT – ACCOMMODATION ONLY	£51.50
SUPPORT	£26.60
UTILITIES/SERVICES	£25.00
MEALS/FOOD	£30.00
TOTAL	£133.10

Staying Put Fee (£115.00)

SERVICES	WEEKLY PAYMENTS
NET RENT – ACCOMMODATION ONLY	£51.50
SUPPORT	£141.60
UTILITIES/SERVICES	£25.00
MEALS/FOOD	£30.00
TOTAL	£248.10

“Staying Put” Year Two and Year Three Allowances (50% of Staying Put Fee)

(Level One) Fostering Maintenance Allowance Only Carers

SERVICES	WEEKLY PAYMENTS
NET RENT – ACCOMMODATION ONLY	£51.50
SUPPORT	£26.60
UTILITIES/SERVICES	£25.00
MEALS/FOOD	£30.00
TOTAL	£133.10

Staying Put Fee - Reduced by 50% (£57.50)

SERVICES	WEEKLY PAYMENTS
NET RENT – ACCOMMODATION ONLY	£51.50
SUPPORT	£84.10
UTILITIES/SERVICES	£25.00
MEALS/FOOD	£30.00
TOTAL	£190.60

APPENDIX SIX

Foster Carer/"Staying Put" Carer Financial Allowances Statement (completed when the young person reaches age 17¾) to be presented to the Area Senior Manager

"Staying Put" Carer Financial Statement

1. Level of Fostering Maintenance Allowance to be paid:

.....

2. Level of Staying Put Fee (if receiving one):

.....

3. What benefits will the young person apply for:

.....

4. What is the level of the benefits that it is anticipated the young person will receive:

.....

5. Level of Rent/Housing Benefit/Universal Credit and where paid:

.....

6. If the young person is working, will they be making a rent contribution, if so, how much will they contribute to their rent and how will the contribution be made:

.....

7. Will the "Staying Put" carer's Council Tax discount or level of Council Tax payment change (if so what is the change/level of shortfall):

.....

8. Is the foster carer / "Staying Put" carer in receipt of any means tested benefits (IS, JSA, ESA and/or HB or UC):

.....

9. If the foster carer / "Staying Put" carer is in receipt of a means tested benefit what is the level of the section 23c compensatory payment:

.....

Total to be paid to the "Staying Put" carer - £.....

Date "Staying Put" arrangement/payment to be reviewed.....

“Staying Put” – Young Person Task Checklist

“Staying Put” and Benefit Task Checklist (completed when the young person reaches age 17¾) (Also to be presented to the Area Senior Manager)

Task	Responsibility for Task Completion – (Name and Service)	Completed Yes/No or Date to be completed
Report/Information for the Area Senior Manager		
Does the young person have their National Insurance Number		
Does the young person have proof of citizenship or immigration status		
Does the young person have proof of identity x 2		
Does the young person have proof of address x 1		
Does the young person have a letter from college as proof of study		
Does the young person have a 'Fit Note' from their GP as proof of sickness		
Personal benefit/Universal Credit claim		
Housing benefit/Universal Credit claim		
Council tax support claim and LA payment organised		
If the young person is earning, will they be making a rent contribution, if so how much and how will the payment be made		
DBS check		
Developing the Living Together Agreement		
ADD AS REQUIRED		

APPENDIX SEVEN

“Staying Put” Professionals/Viability Meeting - Agenda

To be used at the age 16 professionals/viability meeting and again at the age 17¼ to 17½ meeting

Date of Meeting:

Name of Young Person:

Name of Foster Carer:

Attendees:

1. Is it likely that the young person will remain under a “Staying Put” arrangement when they reach their 18th birthday;

Action:

2. Does the young person and the foster carer/s understand the procedures and tasks associated with extending a foster placement into a “Staying Put” arrangement;

Action:

3. Does the young person understand their financial and benefit responsibilities associated with remaining in a “Staying Put” arrangement;

Action:

4. Does the foster carer/s understand the changes in their funding arrangements associated with a “Staying Put” arrangement (and the Staying Put Fee if they receive one);

Action:

5. Does the foster carer/s understand the impact of a “Staying Put” arrangement on their welfare benefit/Universal Credit income and on their Income Tax and National Insurance responsibilities and liabilities;

Action:

6. What is the parallel plan for the young person should the “Staying Put” arrangement not be viable;

Action:

7. What is the plan for converting the “Staying Put” arrangement into an Adult Placement (Shared Lives) where the young person has a disability and meets the Adult Services ‘Eligibility’ criteria.

Action:

8. What is the anticipated “Staying Put” payment rate: TOTAL
- | | |
|---|-------|
| a. Maintenance allowance – minus £57.90 | |
| b. Staying Put Fee | |
| c. Level of section 23C compensation payment | |
| (carer/s receiving benefit/s) | |
| d. Council Tax compensation payment (from authority) | |
| e. Other adjustment – explain | |
| f. TOTAL PAYMENT | _____ |
| | |
| g. Young person rent/housing benefit/Universal Credit contribution (where paid) | |
9. Agreed Actions and Roles and Responsibilities.

Signed:

Foster Carer

Young Person’s Social Worker.....

Young Person’s Personal Adviser.....

Supervising Social Worker

APPENDIX EIGHT

Lancashire Rent & Housing Benefit Contributions Table 2019 - 2020

Rent Liability – Earnings/Income and Housing Benefit Eligibility – Contribution Table
The table below sets out the level of contribution that the young person will need to make towards their rent and the amount of housing benefit they will receive for a given level of income/earnings.

Rent Liability and Earnings/Income – Housing Benefit Contributions Table - Staying Put - 2019 – 2020			
Rent Liability = £51.50 per week - 2019 – 2020			
Earnings/Income £ per week	Disregard £ per week (Single person £57.90 element plus £5.00)	Housing Benefit contribution - £51.50 per week paid to the “Staying Put” Carer	Rent contribution - £ per week paid to the “Staying Put” Carer
62.90	62.90	51.50	0
72.90	62.90	45.00	6.50
82.90	62.90	38.50	13.00
92.90	62.90	32.00	19.50
102.90	62.90	25.50	26.00
112.90	62.90	19.00	32.50
122.90	62.90	12.50	39.00
132.90	62.90	6.00	45.50
142.90	62.90	0	51.50

Lancashire Children's Services

"Staying Put" – Living Together Agreement

(Young People Aged 18-21 living in "Staying Put")

This Living Together Agreement provides a framework that sets out the house rules and expectations of young people and their carer/s where young people remain living with their former foster carer/s after their 18th birthday and under a "Staying Put" arrangement.

The Living Together Agreement should be based on the information set out in the preceding Placement Plan and the agreements set out in any 'Delegated Authority' framework. Whilst the Living Together Agreement is a formal document setting out everyone's expectations the majority of house rules and expectations will be the same as those in place prior to the young person's 18th birthday; so most of the requirements will remain broadly the same. However, reaching the age of 18 and adulthood is a good opportunity to revisit all of this and see what needs to change.

The Living Together Agreement is a flexible document and should be used to set out tasks, expectations and house rules which help the "Staying Put" arrangement to run smoothly.

In order to ensure everyone knows what is expected of them, the first Living Together Agreement should be completed prior to a young person's 18th birthday and be signed and linked to the young person's Pathway Plan.

The Living Together Agreement contains three main areas:

- 1 responsibilities of everyone who signs the agreement;
- 2 house rules and expectations;
- 3 support to be provided to the young person.

The information in this document should cover all of the day to day arrangements that are needed to ensure that the positive aspects of fostering transfer to the "Staying Put" arrangement.

Please sign the Living Together Agreement after discussing and agreeing everyone's expectations.

Signed copies of this document should be given to each person to keep.

Name of Young Person:

Date:

Name of Staying Put Carer:

Address: Postcode:

Young Person's date of birth:

Next of Kin:

Primary Language:

Young persons mobile number:

Carers mobile/telephone number(s):

Supervising Social Worker:

Contact details:

Children in our Care Social Worker:

Contact details:

Leaving Care Personal Adviser:

Contact details:

Team Manager/Duty Worker:

Contact details:

Emergency duty number (Out of Hours)

Missing Person's Police reporting number:

GP details:

Are there any plans to change GP/Opticians/Dentist. If so, by when?

Who will assist young person?

1. Responsibilities of the Young Person:

- Engage in the support detailed in the 'House Rules and Support' Section (below) and the Pathway Plan in order to develop/improve independence skills.
- Behave in a responsible way, showing respect for my carer(s), their property, neighbours, other children/young people in the placement and the local community.
- Avoid behaving in a manner that is discriminatory, inflammatory (to others) or that would be deemed to be anti-social.
- Keep to any house rules set out in this Living Together Agreement.
- Be responsible for paying rent of £51.50 per week, either from earnings or by claiming housing benefit or Universal Credit or a combination of earnings and housing benefit/Universal Credit and ensuring all changes of circumstances including an end of placement are notified to the housing benefit or Universal Credit department.
- Ensure any house keys are kept safe and not duplicated.
- Let my leaving care personal adviser and the "Staying Put" carer(s) know in advance if I wish to end the "Staying Put" arrangement (giving at least 28 days' notice).
- Maintain my room, furnishings and fittings in good order.
- Contact my leaving care personal adviser if I would like to change this Living Together Agreement and/or raise any concerns.
- Inform the "Staying Put" carer regarding any visitors and regular visitors.
- Inform my leaving care personal adviser if I am arrested, investigated, cautioned or convicted of any offence.
- On leaving the "Staying Put" arrangement ensure the room is cleaned and all belongings are moved / removed within an agreed timescale (belongings must be moved within one week to ensure the room is available for other young people).
- NOTE: if belongings haven't been moved within two weeks, they will be removed from the room; it cannot be guaranteed that belongings will be stored.
- Add specific detail as required.

.....

.....

.....

.....

2. Responsibilities of the Staying Put Carer(s):

- Provide a fully furnished bedroom (for rent of £51.50 per week) to be paid for by the young person via earnings and/or housing benefit (UC) or a combination.
- Provide heating, hot water, lighting, food, a house key, support and WiFi connexion.
- Inform the young person's leaving care personal adviser, fostering supervising social worker and (the housing benefit or Universal Credit department in conjunction with the young person's personal adviser) if the young person ceases to reside at the accommodation in order to prevent an overpayment of housing benefit or Universal Credit (or inform them if there are any change of circumstances).
- Inform the young person's leaving care personal adviser and the fostering supervising social worker if you wish to end the "Staying Put" arrangement (giving at least 28 days' notice). [The 28 days' notice can be waived in exceptional situations where it would be deemed inappropriate or unsafe for the young person to remain for the full 28 day notice period].
- Respect confidentiality (within agreed parameters) at all times regarding personal details of the young person.

- Ensure the accommodation is of a good standard and allow annual household health and safety checks to be carried out and ensure adequate insurance is in place.
- Inform the young person's leaving care personal adviser as soon as possible of any significant incidents and if the arrangement is likely to be disrupted/end prematurely.
- Ensure relevant staff /agencies are made aware if the young person is absent or missing.
- Ensure (in conjunction with local authority staff) an appropriate 'Safer Caring' /'Safeguarding Plan' is in place to manage any impact on other / younger children in the household.
- Provide support (as detailed below in the 'House Rules and Support' Section) to prepare the young person for independent living and adulthood.
- Detail any specific agreements (for example, how are any other younger children to be safeguarded/regular adult visitors managed?).

.....

.....

.....

.....

3. Responsibilities of the Fostering Service & Leaving Care Service

- Inform the "Staying Put" carer(s) of any likely risks and advise on risk management, safeguarding and safer care.
- Carry out a DBS check on the young person and other household members prior to them reaching the age of 18 (if household continues to be registered as 'fostering').
- Advise and assist the young person with paying rent and claiming housing benefit (UC).
- Advise and assist the young person with any other benefits/Universal Credit claims and financial matters in order to maximize income; set out who will assist with any benefit claims.
- Advise and assist the young person with any applications for move-on accommodation.
- Advise and suggest house rules (in addition or variance to below).
- Visit at regular intervals until the end of this "Staying Put" arrangement in order to provide support.
- Advise on the management of visitors.
- Review this Living Together Agreement and the 'House Rules and Support' Section (below) at least every six months and as part of the Pathway Plan review.
- Please detail any specific arrangements, for example, will the young person require a DBS check, if so, who will complete this?
- Clarify any changes in the "Staying Put" carers Council Tax liability?
- Leaving care personal advisers should support the young person to ensure their room is clean and tidy when vacated and ensure young people have moved all belongings within one week, so that the room can be available and used by another young person.
- NOTE: if belongings haven't been moved within two weeks, they will be removed from the room; it cannot be guaranteed that belongings will be stored.

.....

.....

.....

.....

4. House Rules and Support:

The points and headings set out below are not intended to be a definitive list; they provide a broad set of topics which should be discussed, clarified and expectations set out, it will be important to add other topics relevant to the individual “Staying Put” household.

Each household will have different rules and expectations, some of these will depend on who else lives in the household, for example, where younger foster children are living in the house, it may not be appropriate to have a friend or boyfriend or girlfriend stay over.

Suggested Topics for discussion:

Issues regarding privacy, for example, when it is acceptable to enter the young person’s bedroom, which parts of the house are private, shared etc.

What are the arrangements for the young person having their own key and accessing their home?

What time is the young person expected to return in the evening, what are the arrangements if the young person is going to be late, or wants to stay out overnight etc? (are the arrangement different at weekends)

What are the arrangements for ascertaining the young person’s whereabouts if they do not return on time?

What are the arrangements for reporting the young person missing if they cannot be located, how long would you continue to try to contact them before reporting them missing? (This should be linked to the young person’s vulnerabilities and risk and how these may change over time)

What are the arrangements for the young person having visitors and/or for friends staying overnight and/or boyfriends/girlfriends staying overnight, what is deemed acceptable?

What are the arrangements if the young person smokes, what are the rules on consuming alcohol?

What are the rules and arrangements regarding the young person having a mobile phone contract, credit arrangements, catalogue/store cards etc?

Arrangements for helping with the development of life skills:

Cooking and food preparation

Laundry, ironing household chores

Budgeting and money management

Arrangements for dealing with administrative tasks and officialdom:

Renewing housing benefit/Universal Credit claims

Returning official forms

Arrangements for helping with any health needs:

Setting up and attending appointments

Any specific health needs

Arrangements for education, training or employment activities:

Support with homework/assignments

Attending school, college or university open days etc.

Arrangements for support with maintaining contact with family and friends:

Support with maintaining contact with family and extended family members

Support in maintaining appropriate friendships

Arrangements for hobbies, leisure interests and sports activities:

Support with maintaining activities

Support with identifying and trying new activities

What are the appropriate behaviour codes and the safer caring arrangements:

Is the young person registered on a local authority housing needs register (HNR)?

What is the proposed move-on plan from "Staying Put"?

What are the arrangements for ending "Staying Put"?

Arrangements for holidays and when the "Staying Put" carer will be away:

Other issues to be added:

6. Living Together Agreement Signatures:

Signed:(Young Person)

Date:

Signed:(Staying Put Carer)

Date:

Signed:(Social Worker and Personal Adviser)

Date:

Signed:(Supervising Social Worker)

Date:

ADD LANCASHIRE COUNCIL LOGO

Lancashire Children's Services
ADD ADDRESS

NOTICE TO QUIT – STAYING PUT ACCOMMODATION

Reference ADD NAME – DATE OF BIRTH – ADD ADDRESS

Dear ADD NAME,

I am writing to give you 28 days' 'Notice' to leave your staying put accommodation due to ongoing and persistent non-payment of rent.

This has not been paid since ADD DATE and now amounts to ADD AMOUNT.

PROVIDE INFORMATION AS TO THE STEPS TAKEN TO SUPPORT THE YOUNG PERSON TO PAY RENT/CLAIM BENEFITS/UNIVERSAL CREDIT.

If you start to pay your rent or complete a Housing Benefit/Universal Credit claim within the next 7 days and make an agreement to start to pay off your rent arrears, consideration will be given to deferring you notice to leave the property.

If we have not heard from you within 7 days, you will need to leave your Staying Put accommodation on ADD DATE (35 DAYS FROM THE DATE OF THIS LETTER 7 + 28) and make alternative accommodation arrangements.

Yours sincerely

IRO – Staying Put Checklist

Planning for Staying Put

Age 15/16

Has a Staying Put viability meeting taken place (by the young person's 16th birthday), the meeting should include:

the child's social worker;
a representative from the leaving care team;
supervising social worker;
foster carer.

The young person should not be included in the formal staying put planning process until it is agreed in principle by the foster carer and social worker that Staying Put is viable.

Has the social worker and a representative of the leaving care team discussed the requirements of staying put with the young person?

Does the foster carer understand the funding framework for staying put:

Stepped Fee approach (universal/year one, year two, year three;

The approach taken if the young person goes to university and returns at weekends in the vacation;

Pocket money, clothing allowance and a personal allowance ceasing 5 weeks after the young person's 18th birthday;

Rent/housing benefit being paid to the carer.

Does the young person understand the requirements of Staying Put?

Need for a DBS check (if the household will remain a fostering household);

Requirement to meet personal costs at 18 from employment/benefits;

Requirement to pay rent from employment/benefits;

Requirement to have a Living Together Agreement;

To maintain the housing rules and staying in touch requirements.

Where the young person has additional needs/disabilities and meets the Care Act 2014 eligibility criteria, planning for Shared Lives rather than Staying Put should take place.

Has a formal request for Staying Put been presented to the Area Senior Manager?

Is the young person registered with a housing authority - Housing Needs Register as part of the planning for after Staying Put?

What life skills work had been done and what work will continue in order to support the young person's transition to adulthood work?

Age 17

Has a formal request for Staying Put been presented to the Area Senior Manager?

Has the young person got all the necessary identity and benefit claim documents?

National Insurance Number;

Verify.Gov.Uk - registration number;

Passport;

Birth certificate;

Biometric card;

Driving license;

Proof of address;

Proof of care leaver status;

Proof of college/education course.

Age 17½

What benefits will the young person apply for when they reach the age of 18 and what is the anticipated level they will receive?

If the young person is working, will they be making a rent contribution, if so, how much will they contribute to their rent and how will the contribution be made:

Is the foster carer/"Staying Put" carer in receipt of any means tested benefits? If so the young person payment rent may impact on the carers benefit and require a section 23C compensation payment, has this been organised?

Will the household remain registered as a fostering household?

If yes are there any issues that will need to be considered at the fostering review;

If no what are the arrangements for transfer of the support of the carer;

What are the arrangements for ensuring the young person has a DBS check on reaching age 18 if the staying put household will also remain registered as a fostering household.

Has a Living Together Agreement been developed and approved?

What are the arrangements for the young person having a key;

Understanding the house rules;

Having friends visit;

Safer caring plans for any remaining foster children;

Returning home time (weekdays and weekends).

Report to the Cabinet

Meeting to be held on Thursday, 11 April 2019

Report of the Acting Director of Children's Social Care**Part I**

Electoral Division affected:
(All Divisions);

Lancashire's Financial Procedures for Care Leavers

(Appendix 'A' refers)

Contact for further information:

Sally Allen, Tel: (01772) 531754, Acting Director of Children's Social Care,
sally.allen@lancashire.gov.uk

Executive Summary

Following a review of the Care Leavers Financial Entitlements, Appendix 'A' sets out a revised policy reflecting proposed changes to the existing financial arrangements.

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 updated Lancashire's Financial Procedures for Care Leavers and the increase in allowances as set out at Appendix 'A'.

Background and Advice

The Children (Leaving Care) Act 2000, stipulates that all local authorities must provide a range of statutory entitlements for young people leaving care. These entitlements are linked to accommodation, education, employment, training and financial support.

A review has been completed of current entitlements for care leavers in Lancashire, to provide a better and fairer service to them, and to support our aspirations for them as a corporate parent. This follows feedback from young people regarding the financial challenges they face and is aligned to the objectives in the Corporate Parenting Strategy 2018-2022, approved by Cabinet in December 2018. Objective 7 of the strategy outlines our commitment in ensuring that children and young people receive appropriate financial support.

The Setting up Home Allowance is based on assessed need. The allowance enables the young person to furnish their accommodation, once they have left care and are living independently. Young people live in a range of accommodation including supported accommodation, privately rented and social housing. The review of the Setting Up Home Allowance has factored in this range of accommodation and the additional purchases that the young person may need to consider, such as carpeting, curtain poles, curtains and blinds which are often not provided in social housing accommodation.

An increase in the allowance would give the young person flexibility in terms of where to purchase items and quality of goods. It is recommended that the Setting Up Home Allowance is increased to reflect inflation and increased consumer prices for household furniture and essential items. As there will be an expectation that local authorities will continue to support care leavers up to the age of 25 years regardless of their situation, this one off payment will in effect have to be spread over 8 years. The increase would therefore benefit the young person within changing legislation.

All local authorities also have a duty to support care leavers with Employment, Education and Training. Lancashire currently provides a Leaving Care Enhancement of £21 per week for young people who undertake part-time work or training opportunities as an incentive to continue in their work and education. It is proposed that the Leaving Care Enhancement is increased from the original amount set in 2011, to £25 per week to reflect increasing living costs.

It is proposed to introduce a Local Housing Allowance 20% rent top-up. This would enable some young people to secure suitable accommodation within their local community, where higher rent charges have been prohibitive in them being able to afford to live in the area. This would be available to those young people who have demonstrated an ability to maintain and manage a tenancy, and will be based on a thorough needs assessment.

The current financial procedures include Birthday Allowances for eligible young people (16 and 17 years of age) and Former Relevant Care Leavers (18th and 21st Birthday) but not for Former Relevant Care Leavers' 19th and 20th Birthdays. Also absent from the current financial procedures is a Christmas or religious festival allowance for Former Relevant Care Leavers. Although this is not a legal requirement within the leaving care regulations, this is recognised as good practice in other local authorities and sets the standard for good corporate parenting in Lancashire.

Details of the above are set out at Appendix 'A'.

Consultations

Consultation has taken place with young people, some of whom are members of the Corporate Parenting Board. They have outlined the financial challenges that they are encountered with and this feedback has been incorporated into the revised policy that is being presented.

Implications:

This item has the following implications, as indicated:

Risk management

As a Corporate Parent, the Council has responsibility to ensure that care leavers are supported to achieve financial stability, and this is a priority within our Corporate Parenting Strategy. The progress made in implementing the strategy will be subject to scrutiny and challenge by Ofsted during future inspections of children's services. The next Focus Visit by Ofsted, (due this year) will be on Permanence. It is likely that this will include care leavers.

Financial

The estimated cost of the proposals are as follows:

Element	Current Cost	Proposed Cost	Additional cost per year
Setting Up Home Allowance (a)	280,594	135,506	-
Setting Up Home Allowance (b)	-	187,793	42,705
Leaving Care Allowance Enhancement	18,837	22,425	3,588
Rent Top Up	-	111,552	111,552
Birthday Allowances	17,715	29,525	11,810
Total	317,146	486,801	169,655

The current Setting Up Home Allowance is a £2,050 one-off payment. The proposal is to introduce two rates dependent upon the accommodation type:

- a) £2,250 for a young person entering privately rented accommodation.
- b) £2,450 for a young person entering social housing accommodation which will potentially incur additional costs.

The projected figure would be an estimated increase of £42,705 a year based on the current cohort.

The current Leaving Care Enhancement for young people who commence Further Education from the age of 19+ is currently £21 per week. The recommendation is to increase this to £25 per week which would be an estimated increase of £3,588 a year based on the current cohort.

The Birthday Allowances for 19 and 20 year olds will be paid at £25. This proposal would be an estimated increase in cost of £11,810 per year.

The proposal to provide a Rent Top-Up, capped at 20% to enable a young person to remain in their current community. Based on the current cohort this could be an additional cost of £111,552 per year. This assumes that all young people meeting

the criteria would apply for this top-up. It is not proposed that all young people would require this allowance, which would be based on a thorough needs assessment.

The approved 2019/20 budget for financial assistance to care leavers is £0.910m. The estimated cost of these proposals is £0.169m. The financial assistance to care leavers budget is forecasting an underspend position of £0.115m in 2018/19. Assuming the similar level of spend and demand occur in 2019/20, then the above proposals would potentially add a pressure of £0.055m. This assumes that all recommended financial entitlements as stated within this report are granted. If this was to occur then this additional cost would have to be managed within the service's overall budget and will be closely monitored throughout 2019/20.

List of Background Papers

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

Lancashire's Financial Procedures for Care Leavers

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**Financial Provision for 'Eligible' and 'Relevant' Young People
Living Independently**

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Section 2	Income <ul style="list-style-type: none"> • Income / Benefits • Emergency Payments
Section 3	Accommodation <ul style="list-style-type: none"> • Rent / Accommodation Costs • Removal Expenses • Rent deposit / Bond / Administration fees • Utility Bills • Support / Care Component • Transportation of Clothing and Possessions • Setting Up Home Allowance • Starter Pack for Setting Up Home
Section 4	Education / Training / Employment <ul style="list-style-type: none"> • Further Education • Course Equipment • Part-Time Education / Part-Time Employment / Voluntary Work • Full-Time Employment • Higher Education

Section 5	Leisure and Wellbeing <ul style="list-style-type: none">• Celebrations• Hobbies / Leisure Activities / Talents / Skills• Driving Lessons• Driving Licence• Passport• Clothing Allowance• Cold Weather Fuel Payments• Transport Costs• Health Costs
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Section 1: Definitions

This document relates to financial provision for young people who are considered 'eligible' and 'relevant' under:

- The Children (Leaving Care) Act 2000
- The Children Act 1989 Guidance and Regulations 2010 Volume 2: Care Planning, Placement and Case Review Regulations
- The Children Act 1989 Guidance and Regulations 2015 Volume 3: Planning Transitions to Adulthood
- The Care Leavers (England) Regulations 2010
- The Children and Social Work Act 2017
- The Lancashire Corporate Parenting Strategy

These may be defined as:

Eligible young people

- 16 and 17 year olds who have been looked after for at least a total of 13 weeks since the age of 14 and are still looked after (the 13 weeks may be continuous or include separate episodes of care but exclude short-term placements made as respite care; but must include a period of time after the age of 16).
- There is a duty to support these young people up to the age of 18, wherever they are living.
- A young person over the age of 16 who is subject to a Care Order and is living with a parent (or someone with parental responsibility) under the Care Planning, Placement and Case Review (England) Regulations 2010 (Part 4) remains an eligible young person while the Care Order remains in force. Following the discharge of the Care Order the young person is then considered a relevant young person (up to the point where the decision is made by a review of the Pathway Plan that the placement has been successful for 6 months or more at which point the young person is considered a qualifying young person under Section 24, Children Act 1989).
- Unaccompanied asylum seeking young people under the age of 18 may be considered eligible or relevant dependant on their legal status and whether or not they are living independently. They also have an asylum and immigration status which needs to be taken into account as part of the Pathway Planning process.

Relevant young people

- 16 and 17 year olds who have been looked after under Section 20, Children Act 1989 for at least a total of 13 weeks since the age of 14 and who are no longer looked after.
- There is a duty to support relevant young people up to the age of 18, wherever they are living.
- A young person aged 16 and 17 who was previously subject to a Care Order and is living with a parent (or someone who is not their parent but has parental responsibility for them or to whom a Residence Order was granted immediately before a Care Order was granted) under Care Planning, Placement and Case Review (England) Regulations 2010 (Part 4) is considered an eligible young person up to the point where their Care Order is discharged or revoked and after a period of 6 months. At that point they become relevant up to the point where the decision is made by a review of the Pathway Plan that the placement has been successful for 6 months or more (the 6 months can include time prior to the Care Order being revoked / discharged) at which point the young person is considered a qualifying young person under Section 24, Children Act 1989. Should the living arrangements break down before the young person is 18 and they cease to live with the person concerned, they should be considered a relevant young person again.
- A young person who was looked after under Section 20, Children Act 1989 and returns home to live with a parent (or someone with parental responsibility) is considered relevant for the first 6 months of their return home and up to the point where the decision is made by a review of the Pathway Plan that the placement has been successful for 6 months or more at which point the young person is considered a qualifying young person under Section 24, Children Act 1989.
- Unaccompanied asylum seeking young people under the age of 18 may be considered eligible or relevant dependant on their legal status and whether or not they are living independently. They also have an asylum and immigration status which needs to be taken into account as part of the Pathway Planning process.
- A young person is also considered relevant if, having been looked after for at least a period of 13 weeks, they are then detained after their 16th birthday either in hospital, a remand centre, young offenders' institution or secure training centre and this detention changes their status of being a looked after young person (e.g. a young person who is looked after under Section 20, Children Act 1989).

Living independently

- Being placed in independent, supported or unsupported accommodation
- Residing with a family member or friend who does not have parental responsibility and is not their parent irrespective of parental responsibility; the arrangement has been assessed by Children's Social Care and is supported as part of the young person's Pathway Plan.

Section 2: Income	
Funding Area	Lancashire Commitment
Income / Benefits <i>(Eligible and Relevant young people living independently up to 18th birthday)</i>	<ul style="list-style-type: none"> • A Leaving Care Allowance of up to £57.90 (Job Seekers Allowance / Income Support level 2015) may be paid to young people up to the age of 18 living independently per week. This allowance will continue to be paid regardless of any other income the young person has, such as a Further Education grant, training allowance or wages from employment. • A Leaving Care Allowance is paid to a young person to cover the costs of day to day living including food, utility bills, general travel, social life and entertainment and toiletries. • Where a young person is in full-time employment with a net income above the Leaving Care Allowance level (see section on Education, Employment and Training) they will be expected to cover the cost of all utility bills associated with their accommodation. • Where an eligible or relevant young person is a lone parent caring for their child they may be entitled to claim benefits for themselves. • Any benefits the young person receives for themselves will be in place of the Leaving Care Allowance unless the level of benefits received is below the Leaving Care Allowance level in which case a Leaving Care Allowance would be paid to top-up the benefit rate to the standard rate. • Pregnant relevant or eligible young people are unable to receive the Sure Start Maternity Grant until their child is born. Based on assessed needs a one off sum of up to £200 will be provided to enable a young person to purchase necessary basic items prior to the birth of the child. • Where a pregnant eligible or relevant young person living independently is unable to claim benefits prior to the child's

	<p>birth, support under section 17 should be considered in respect of the unborn child.</p> <ul style="list-style-type: none">• Where an eligible or relevant young person is in custody they will not receive the full Leaving Care Allowance. The Local Authority will provide 'pocket money' to the young person at a maximum of £10 per month.• Where a young person receives Disability Living Allowance this is an additional payment on top of any Leaving Care Allowance received to reflect the additional needs and associated costs of that young person.• Where a young person living independently has an illness or disability that affects their ability to work they may be entitled to receive an Employment and Support Allowance.• Young people under the age of 18 are not expected to pay Council Tax and therefore cannot claim any benefits related to this.
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Section 3: Accommodation	
Funding Area	Lancashire Commitment
Rent / Accommodation Costs	<ul style="list-style-type: none"> Full rent costs paid based on assessed need to include a range of independent, supported and unsupported accommodation up to the age of 18. If a young person wishes to live with their partner only half the rent will be paid (if this plan is supported by the Local Authority as part of the Pathway Plan) with the young person's partner paying the remaining half of the rent.
Removal Expenses	<ul style="list-style-type: none"> Removal expenses for up to 2 changes of address will be funded. <p>Where the young person is moving home with a partner only half the removal expenses will be paid.</p>
Rent Deposit / Bond / Administration Fees	<ul style="list-style-type: none"> Based on assessed need and outlined in the Pathway Plan, the Local Authority will fund one rent deposit (4 weeks rent in advance) / bond / accommodation administrative fees for an eligible, Relevant or Former Relevant young person. The sum paid for administrative fees is not a set rate. Where a young person wishes to move address and is due to have their bond returned then this bond can be carried forward to the new property and increased if there is a need. The Local Authority may fund a further rent deposit (4 weeks rent in advance) and/or bond and/or accommodation administrative fees in exceptional circumstances to enable a young person to move from their initial accommodation or where they have had to leave in an unplanned way. If a young person wishes to live with their partner only half the rent deposit / bond / administrative fees will be paid (if this plan is supported by the Local Authority as part of the Pathway Plan). 6 Months Assured Rent to facilitate access to Private Rental Properties– See Former Relevant for details.
Utility Bills (water, electric, gas)	<ul style="list-style-type: none"> Young people will be expected to pay for utility bills from any Leaving Care Allowance and/or wage received. Where a young person's utility bills are paid by the Local Authority as part of accommodation costs (e.g. in supported lodgings placements) then dependant on cost, the cost of the

	utility bills or a contribution towards the cost will be deducted from the Leaving Care Allowance received by the young person.
Support	<ul style="list-style-type: none"> The Local Authority will fund or provide the support the young person needs up to their 18th birthday based on assessed needs.
Transportation of Clothing and Possessions	<ul style="list-style-type: none"> Appropriate means of transporting / moving a young person's clothing and possessions will be provided (e.g. suitcase / holdall / rucksack).
Setting Up Home Allowance	<ul style="list-style-type: none"> Setting up Home Allowance (Rates a & b) up to £2,450 up to 25 years old. a) where a young person moves into a privately rented accommodation and b) refers to social housing accommodation where additional costs may be incurred such as carpets etc. All based on assessed need. Rate A: £2,250 Rate B: £2,450 Accessible by young people aged 16 – 25 (up to age 25 as a maximum age) for setting up home items identified as needed in the Pathway Plan and based on 'need', not 'want'. The first TV licence will be funded by the LA and any subsequent TV licence up to the age of 18. A TV will not be purchased for a young person without a TV licence being funded. When a young person moves into accommodation where they need their own contents insurance this will be funded for the first year (and any subsequent years, up to the age of 18). This is a mandatory payment to protect the young person's belongings and is none transferable.
Starter Pack for Setting Up Home	<ul style="list-style-type: none"> When a young person moves into their own independent accommodation for the first time, as a one-off payment the Local Authority will fund a £70 one off payment directly to the young person which covers the following: £30 towards utilities, £10 towards cleaning, £30 towards food as a 'starter pack' for a young person. The Pathway Plan expenditure can also cover the purchase of a Carbon Monoxide monitor (where relevant), Fire Blanket, First Aid Kit and Smoke Alarm (where not a legal requirement as part of the tenancy). In exceptional circumstances a second starter pack may be provided for a young person moving on to other independent accommodation.

Section 4: Education / Training / Employment	
Funding Area	Lancashire Commitment
Further Education <i>(A-Levels / AS Levels / Further Education College)</i>	<ul style="list-style-type: none"> Funding will be available for re-sitting GCSE's / A Levels / AS Levels if the young person requests and is committed to this. Young people commencing a course of Further Education from the age of 16 and before the age of 19 may be entitled to access the 16-19 Bursary Fund and receive a bursary of up to £1,200 a year from their school, college or training provider to fund transport costs or equipment. Schools / colleges / training providers will set out the conditions students should meet to receive a bursary (e.g. attendance or behaviour) and when it will be paid. If a young person cannot access the Bursary Fund during college / school holidays then the Leaving Care Allowance Enhancement can be paid to the young person to replace the Bursary Fund amount up to a maximum of £25 a week. This is conditional on the young person planning to continue the course after the college / school holidays. If a young person cannot access the Bursary Fund at all then the Leaving Care Allowance Enhancement can be paid to the young person to cover the cost of public transport costs or equipment up to a maximum amount of £25 a week. Receipt of the Leaving Care Allowance Enhancement is based on satisfactory attendance levels at college / school. If an eligible or relevant young person is a parent and wishes to continue with a Further Education course of study they may be entitled to access a Care to Learn Grant for funding towards childcare and travel costs. <p>https://www.gov.uk/care-to-learn/how-to-claim</p>
Course Equipment <i>(books, stationary, trips linked to course of study, computer etc)</i>	<ul style="list-style-type: none"> Young people can access the Bursary Fund (up to £1200) via the college to fund public transport costs or equipment. An application for a Personal Education Plan Support Allowance (PEPSA) application is to be made to cover the cost of one-off course equipment or educational trips. Where a Personal Education Plan Support Allowance application has been received up to the maximum amount or applied for and refused and the young person is unable to access the Bursary Fund then necessary course equipment

	<p>may be funded from the Leaving Care budget, based on assessed need</p> <ul style="list-style-type: none"> Eligible and relevant young people who are parents may be able to access a Care to Learn Grant to cover costs of transport towards attending their course
Part-Time Education / Training / Voluntary Work	<ul style="list-style-type: none"> A Leaving Care Allowance Enhancement of up to £25 a week may be paid on top of any Leaving Care Allowance to young people undertaking part-time education / training and/or a minimum of 5 hours voluntary work per week as an incentive to continue this if they cannot access a Bursary Fund. Where a Leaving Care Allowance Enhancement is paid to a young person for attending part-time training, education or undertaking voluntary work it may be paid to them as a regular payment at the same time as the Leaving Care Allowance, in advance or retrospectively, based on attendance and commitment. Payment of any Leaving Care Allowance Enhancement may be time-limited <p>Where a young person receiving a Leaving Care Allowance is undertaking part-time employment then their income will not be deducted from any Leaving Care Allowance received as an incentive to encourage them to continue to work.</p>
Higher Education	<i>Explained in the Procedures and Policy relating to Former Relevant and Qualifying care leavers</i>

Section 5: Leisure and wellbeing	
Funding Area	Lancashire Commitment
Celebrations	<ul style="list-style-type: none"> A £50 allowance will be provided for eligible and relevant young people in recognition of their 17th and 18th Birthdays On two occasions 1 weeks' extra full Leaving Care Allowance at the rate of £57.90 will be provided to support a young person to celebrate one recognised religious/cultural celebration a year at age 17 and at 18. An example might be Christmas.
Hobbies / Leisure Activities / Talents / Skills	<ul style="list-style-type: none"> Funding may be agreed to support young people to be involved in hobbies or structured leisure activities, or to support a talent or skill; based on assessed need and benefit to the young person. Funding may be provided for a regular activity or equipment costs.
Driving Lessons	<ul style="list-style-type: none"> Driving lessons will be funded if linked to a future career or employment where the young person has demonstrated a commitment to this plan up to their 18th birthday. These may start before they are 18 but end afterwards. The young person will be expected to contribute 10% towards the cost of each driving lesson. Driving lessons will not be funded if there are concerns regarding a young person's substance or alcohol misuse or offending behaviour related to motor vehicles. The number of lessons provided will be based on assessed need and not exceed a total of 20 lessons. For eligible and relevant young people supported by Transitions/SEND additional lessons may be funded based on assessed need. Where driving lessons are agreed, funding will be made available for the cost of lessons up to the theory test and if this is passed successfully, to the practical test. Funding for one theory test and one practical test will be provided by the Local Authority.
Driving Licence	<ul style="list-style-type: none"> Provisional licence will be funded up to the YP's 25th birthday. Any loss to the driving licence is the responsibility of the young person and replacement costs met by them.

Passport	<ul style="list-style-type: none"> Funding of a passport will be provided up to the age of 25. Any loss to the passport is the responsibility of the young person and replacement costs met by them.
Clothing Allowance (Day-to-day, interview and work wear / maternity)	<ul style="list-style-type: none"> A £150 clothing allowance will be provided twice a year for relevant and eligible young people living independently up to their 18th birthday. Up to £100 Interview clothing or work wear clothing allowance may be paid to young people living independently to assist them in obtaining a job or a college/ university place or undertake a specific job up to their 18th birthday. Up to £100 Maternity Clothing allowance for those care leavers living independently up to their 18th birthday. Where a young person is in custody the full day-to-day clothing allowance will not be provided. Clothing will be provided during the period of custody based on assessed need (e.g. underwear). On release from custody, additional items of clothing may be funded dependant on length of custodial sentence and need and dependant on cooperation with Pathway Planning.
Cold Weather Fuel Payments	<ul style="list-style-type: none"> Additional financial support may be offered in extreme conditions and may include a contribution to heating costs or additional blankets / heaters being provided equipment.
Transport Costs	<ul style="list-style-type: none"> Transport to voluntary work, education or training: Where costs for this cannot be covered by the Bursary Fund or training provider this will be funded based on attendance. Most transport costs are expected to be covered by the Leaving Care Allowance Enhancement. Transport to full or part-time employment will be funded by the LA as an incentive to continue in employment. For contact: Funding will be provided to enable a young person to maintain contact with significant family and friends at public transport rate (cheapest viable option) based on assessed need and where family / friends do not live in the local area.
Health Costs	<ul style="list-style-type: none"> Young people aged 16-18 may be able to get help towards health costs relating to NHS prescription charges, NHS dental treatment including check-ups, sight tests, vouchers towards the cost of glasses or contact lenses, travel costs to and from hospital for treatment under a consultant or on referral by a doctor or dentist, wigs and fabric supports.

Financial Provision for 'Former Relevant' Young People	
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Section 4	Education / Training / Employment <ul style="list-style-type: none"> • Higher Education • Income in Higher Education • Higher Education Vacation Accommodation

	<ul style="list-style-type: none"> • Course Equipment • Further Education • Part-Time Education, Part-Time Employment, Voluntary Work
Section 5	Leisure and Wellbeing <ul style="list-style-type: none"> • Celebrations • Hobbies / Leisure Activities / Talents / Skills • Driving Lessons • Driving Licence • Passport • Clothing Allowance • Cold Weather Fuel Payments • Transport Costs • Health Costs

Section 1: Definitions

This document relates to financial provision for young people who are considered 'Former Relevant' under:

- The Children (Leaving Care) Act 2000
- The Children Act 1989 Guidance and Regulations 2010 Volume 2: Care Planning, Placement and Case Review Regulations
- The Children Act 1989 Guidance and Regulations 2015 Volume 3: Planning Transitions to Adulthood
- The Care Leavers (England) Regulations 2010
- The Children and Social Work Act 2017
- The Lancashire Corporate Parenting Strategy

These may be defined as:

Former Relevant Young People

- 18 - 25 year olds who have been eligible and/or relevant before the age of 18.
- The upper age limit is extended up to 25 years where the young person is being supported to the end of a Further/Higher Education or training programme which commenced before the young person was 21 years old.
- Extending existing entitlements so that all care leavers will be able to access support from a local authority Personal Adviser to age 25.
- Unaccompanied asylum seeking young people who were eligible or relevant prior to reaching the age of 18 years are considered Former Relevant young people under the Children (Leaving Care) Act 2000. However, they also have an asylum and immigration status which may affect the support provided to them as a care leaver, including financial support (see Policy and Procedures relating to Unaccompanied Asylum Seeking Children).

[Unaccompanied Asylum Seeking Children](#)

Former Relevant young people pursuing further education or training

- There is also an additional category of Former Relevant young people who are over the age of 21 but before the age of 25 and have advised the responsible local authority that they are pursuing or wish to pursue a course of training or education (see Policy and Procedures for duties of the Local Authority towards and support that may be provided to this category of young people).

[Children Act 1989: transition to adulthood for care leavers - Publications - GOV.UK](#)

Section 2: Income	
Funding Area	Lancashire Commitment
Income / Benefits	<ul style="list-style-type: none"> For Former Relevant Care Leavers their income will usually be from employment, benefits (e.g. Universal Credit, Jobseekers Allowance / Income Support / Employment Support Allowance/Universal Credit or a combination of both. It is expected that claims for benefits will be made in a timely way and young people are expected to co-operate with arrangements to submit a claim. The LA will fund up to 5 weeks Leaving Care Allowance to ensure the young person does not start with a deficit due to advanced payments. This will be for the first benefit claim <u>ONLY</u>. Where a pregnant Former Relevant young person's benefits are stopped due to changing from Job Seekers Allowance to Income Support/Universal Credit, the Local Authority may provide a Leaving Care Allowance in place of benefit income, until they receive Income Support. Any financial support paid to an eligible or relevant young person in custody ceases when the young person reaches the age of 18. One-off payments may be made in exceptional circumstances. However, if a young adult who is released from custody after 18 and is considered to be in need, provision can be made as part of the Pathway Plan to fund essential clothing items.
Emergency Payments	<ul style="list-style-type: none"> In exceptional and emergency circumstances the Local Authority may make an additional one-off payment up to the Leaving Care Allowance to a young person at an amount based on assessed need. Payment of any additional Leaving Care Allowance may be in kind (e.g. food, utility card top up) rather than cash.
Income in Higher Education	<i>See section on Training / Employment / Education</i>

Income in Further Education	<i>See section on Training / Employment / Education</i>
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Section 3: Accommodation	
Funding Area	Lancashire Commitment
Rent / Accommodation Costs	<ul style="list-style-type: none"> Beyond the age of 18, rent / accommodation costs are the responsibility of the young person via income, Housing Benefit or Local Housing Allowance (LHA). There may be occasions when a young person will need an additional 20% Rent Top-Up to enable them to remain in the community where they are currently living. A LHA Top-Up will be based on assessed need and where the young person has demonstrated their ability to maintain their tenancy.
Removal Expenses	<ul style="list-style-type: none"> Removal expenses for up to 2 changes of address will be funded by the Local Authority if these have not already been utilised. <p>Where the young person is moving home with a partner only half the removal expenses will be paid.</p>
Rent deposit / Bond / Administration Fees	<ul style="list-style-type: none"> Based on assessed need and outlined in the Pathway Plan, the Local Authority will fund <u>one</u> rent deposit (4 weeks rent in advance) / bond / accommodation administrative fees for an eligible, Relevant or Former Relevant young person. The sum paid for administrative fees is not a set rate. Where a young person wishes to move address and is due to have their bond returned then this bond can be carried forward to the new property and increased if there is a need. The Local Authority may fund a further rent deposit (4 weeks rent in advance) and/or bond and/or accommodation administrative fees in exceptional circumstances to enable a young person to move from their initial accommodation or where they have had to leave in an unplanned way. If a young person wishes to live with their partner only half the rent deposit / bond / administrative fees will be paid (if this plan is supported by the Local Authority as part of the Pathway Plan). Where the young person has not received a rent deposit / bond / administration costs prior to their 21st birthday this financial assistance remains available to the young person up to their 25th birthday. There may be occasions when a young person will need an additional 20% Rent Top-Up to enable them to remain in the

	community where they are currently living. A Local Housing Allowance Rent Top-Up will be based on assessed need and where the young person has demonstrated their ability to maintain their tenancy.
Utility Bills (Water, Electric, Gas, Council Tax etc.)	<ul style="list-style-type: none"> • Young person is responsible from income or benefits. • Former Relevant care leavers can access the Council Tax Grant to ensure their council tax is being paid by the Local Authority up to their 25th birthday. • Council tax will be paid to the amount that the young person is liable for, up to the age of 25. • If the young person is entitled to any council tax exemptions due to their income and/or benefits, LCC will pay the remainder. • If a young person resides with someone, who is not a care leaver and both parties are liable for council tax payments for the full amount will be paid. • Young people in Staying Put arrangements will not receive a Council Tax Grant as this is the responsibility of their previous foster carers. (See <i>Staying Put Procedure on Tri-X</i>).

Support	<ul style="list-style-type: none"> • A young person's support needs should be assessed through the Pathway Plan Needs Assessment and outlined in the Pathway Plan. Support may be provided by a range of resources and services. • Where a looked after young person is in their final year of a course of education or training when they reach the age of 18, as part of their Pathway Plan it may be agreed for them to remain in their placement, (e.g. foster placement, residential placement, supported lodgings placement) until they finish their course. Dependant on the circumstances, funding for the placement and support by the Local Authority may continue under the same arrangement as it did prior to the young person becoming looked after or may be under a different arrangement. However, prior to this being agreed, entitlement to alternative sources of funding will need to be considered before continuation of funding is agreed. • Young people with a physical and/or mental disability may be entitled to claim Disability Living Allowance which can be used to provide additional support they may need. • Any payments related to Staying Put please see separate Staying Put Policy. • Where a young person's needs mean they are entitled to a service from Health or Adult and Community Services then any support and care needs will be funded as part of their Care Plan under these services.
Transportation of Clothing and Possessions	<ul style="list-style-type: none"> • Appropriate means of transporting / moving a young person's clothing and possessions will be provided (e.g. suitcase / holdall / rucksack).
Setting Up Home Allowance (SUHA)	<ul style="list-style-type: none"> • Setting up Home Allowance (Rates a & b) up to £2,450 up to 25 years old. a) where a young person moves into a privately rented accommodation and b) refers to social housing accommodation where additional costs may be incurred such as carpets etc. All based on assessed need. • Rate A: £2,250 • Rate B: £2,450 • Accessible by young people aged 16 - 25 for setting up home items identified as needed in the Pathway Plan and based on 'need', not 'want'. • The first TV licence will be funded by the Local Authority. A TV will not be purchased for a young person without a TV licence being funded. Where the first TV licence is funded after the

	<p>young person is 18, further TV licences are to be purchased by the young person from their income.</p> <ul style="list-style-type: none"> When a young person moves into accommodation where they need their own contents insurance after the age of 18, this will be funded for the first year by the Local Authority. This is a mandatory payment to protect the young persons belongings and is none transferable.
Starter Pack for Setting Up Home	<ul style="list-style-type: none"> When a young person moves into their own independent accommodation for the first time, as a one-off payment the Local Authority will fund up to the following: £30 utilities, £10 cleaning pack, £30 food starter pack. The Pathway Plan expenditure can also cover the purchase of a Carbon Monoxide monitor (where relevant), Fire Blanket, First Aid Kit and Smoke Alarm (where not a legal requirement as part of the tenancy). In exceptional circumstances a second starter pack may be provided for a young person moving on to other independent accommodation.

Section 4: Education / Training / Employment	
Funding Area	Lancashire Commitment
Higher Education	<ul style="list-style-type: none"> • Young people wishing to undertake an undergraduate degree will need to fund their course fees, accommodation costs and day to day living costs themselves. Young people can apply for loans and grants to cover these costs. • The Local Authority in principle will fund vacation accommodation costs for a young person to undertake an undergraduate degree. • If after commencing an undergraduate course of study a young person wants to change course or higher education institution attended, the young person needs to discuss this immediately with their Personal Advisor and prior to changing course / institution to confirm whether funding for accommodation will be approved for this. • Any Former Relevant or young person over the age of 21 and up to the age of 25 who wishes to re-engage with Children's Social Care and pursue a part-time or full-time course of Further or Higher Education may contact the Local Authority and request an assessment of their needs.
Income in Higher Education	<ul style="list-style-type: none"> • Former Relevant young people undertaking a recognised course of Higher Education are eligible to access a Tuition Fee Loan, Maintenance Loan, Maintenance Grant and an Accommodation Loan provided by the Government. • Former Relevant young people undertaking a recognised course of Higher Education are also eligible to claim a Higher Education Bursary from their Local Authority. • Young people commencing a course before their 25th birthday are entitled to access the Higher Education Bursary if they have not received this previously. • A young person who is also an unaccompanied asylum seeker is entitled to the Higher Education Bursary provided he or she are not appeals rights exhausted. • Young people will be expected to apply for any grants or loans they are entitled to in order to provide them with an income during the academic year and holiday time. Hardship funds and crisis loans may also be available to provide additional financial support if needed. • Young people successfully completing their degree course will receive a one-off Graduation Bursary from Lancashire County

	<p>Council following graduation. This amount of £3,500 is to provide financial support immediately following graduation (this only applies to young people starting a degree from 2014 onwards).</p>
<p>Higher Education Vacation Accommodation (for Former Relevant Care Leavers)</p>	<ul style="list-style-type: none"> • The Local Authority will fund vacation accommodation costs for the Christmas, Easter and summer break up to 15 weeks per year. • The funding level will depend on assessed need but will be no more than at Local Housing Allowance rate for the geographical area the young person is living in (unless the young person is remaining in university accommodation). • However where the young person is staying with friends, family or partner during the holiday period then the funding provided will reflect the actual situation rather than the single-room exemption rate. • Where vacation accommodation includes utility bills and meals, the young person may be expected to make a contribution to this.
<p>Course Equipment (books, stationary, computer etc)</p>	<ul style="list-style-type: none"> • Based on assessed need, up to £400 will be provided towards the cost of IT equipment / course equipment at the start of the first year of a higher education course. • This payment may be deferred by the young person and paid at the start of subsequent years of the course if the young person has appropriate IT / course equipment at the start of the first year.
<p>Further Education</p>	<ul style="list-style-type: none"> • If a Former Relevant young person is excluded from claiming Income Support due to being accepted, enrolled on or starting a Further Education course of study after the age of 19 then the Local Authority will provide the young person with a Leaving Care Allowance at Income Support level up to the age of 21 or completion of the course if they are 21 before this. • A Leaving Care Allowance Enhancement of up to £25 a week during term time may be paid to a Former Relevant young person undertaking full-time education up to aged 21 years if they cannot access a Bursary Fund.
<p>Part-Time Education, Training, Voluntary Work</p>	<ul style="list-style-type: none"> • A Leaving Care Allowance Enhancement of up to £25 a week may be paid to a Former Relevant young person undertaking part-time education or training or a minimum of 5 hours voluntary work per week as an incentive to continue this if they cannot access a Bursary Fund up to aged 21 years.

	<ul style="list-style-type: none"> Where a Leaving Care Allowance Enhancement is paid to a young person for attending part-time training, education or undertaking voluntary work it may be paid to them as a regular payment, in advance or retrospectively based on attendance and commitment.
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Section 5: Leisure and Wellbeing	
Funding Area	Lancashire Commitment
Celebrations	<ul style="list-style-type: none"> A £50 allowance will be provided for Former Relevant young people in recognition of their 21st Birthday. For the 19th and 20th Birthday the care leaver will receive £25. For one recognised religious/cultural celebration a year the care leaver will receive a gift of £25, this includes Christmas. An amount of up to £50 will be provided to contribute towards a Former Relevant young person at university attending their graduation ceremony in recognition of the importance of this. (This applies to young people who commenced their university course prior to the age of 21 only).
Hobbies / Leisure Activities / Talents / Skills	<ul style="list-style-type: none"> Funding for Former Relevant Care Leavers may be agreed to support young people to be involved in hobbies or structured leisure activities, or to support a talent or skill; based on assessed need and the benefit to the young person if this were to be financially supported. Funding may be provided for a regular activity or equipment costs.
Driving Lessons (Former Relevant Care Leavers only)	<ul style="list-style-type: none"> Driving lessons will be funded if the young person is in education, training or employment as this could open up opportunities for future employment up to the age of 25. The young person will be expected to contribute 10% towards the cost of each driving lesson. Driving lessons will not be funded if there are concerns regarding a young person's substance or alcohol misuse or offending behaviour related to motor vehicles. The number of lessons provided will be based on assessed need and not exceed a total of 20 lessons. For Former Relevant

	<p>young people supported by Transitions/SEND/ASC additional lessons may be funded based on assessed need.</p> <ul style="list-style-type: none"> • Funding for one theory test and one practical test will be provided by the Local Authority. (Included in previous procedure). • Where driving lessons are agreed, funding will be made available for the cost of lessons up to the theory test and if this is passed successfully, to the practical test.
Driving licence <i>(Former Relevant Care Leavers)</i>	<ul style="list-style-type: none"> • Provisional licence will be funded up to the age of 25 and a driving licence will be funded as a form of photo ID.
Passport	<ul style="list-style-type: none"> • Renewal of a Former Relevant young person's passport which expires will be funded based on need and if a passport is needed for a course of training, study or a young person's employment. • Where a young person was formerly an unaccompanied asylum seeker and receives British Citizenship, the first passport will be funded.
Clothing Allowance <i>(Former Relevant young people only)</i>	<ul style="list-style-type: none"> • Day-to-day clothing is the responsibility of the young person, as is maternity clothing the responsibility of the young person to fund. • Interview clothing allowance based on assessed need up to £100 in total. Payment will be based on need. • Work wear clothing allowance based on assessed need if funding cannot be provided from the 16-19 Bursary Fund for this. • Where a Former Relevant young person is in custody a clothing allowance will not be provided. However, on release from custody, additional items of clothing may be funded dependant on length of custodial sentence and need. This will be dependent on cooperation with Pathway Planning and funding up to £100 as a one-off payment may be agreed.
Cold Weather Fuel Payments	<ul style="list-style-type: none"> • Additional financial support may be offered in extreme conditions and may include a contribution to heating costs or additional blankets / heaters being provided.
Transport Costs <i>(Former Relevant young people only)</i>	<ul style="list-style-type: none"> • Transport to education or training: Where costs for this cannot be covered by the Bursary Fund or training provider this will be funded based on attendance.

	<ul style="list-style-type: none">• Transport to full-time employment/part-time employment will be funded for four weeks.• For contact: Funding for Former Relevant young people will be provided to enable a young person to maintain contact with significant family and friends at public transport rate, (cheapest viable option) based on assessed need and where family / friends do not live in the local area.
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Financial Provision for 'Qualifying' Young People

Contents	
Section 1	Definitions <ul style="list-style-type: none"> • Qualifying Young People
Section 2	Income / Benefits <ul style="list-style-type: none"> • Income / Benefits • Emergency Payments • Income in Higher Education • Income in Further Education
Section 3	Accommodation <ul style="list-style-type: none"> • Rent / Accommodation Costs • Removal Expenses • Rent Deposit / Bond / Administration Fees • Utility Bills • Support • Transportation of Clothing and Possessions • Setting Up Home Allowance • Starter Pack for Setting Up Home
Section 4	Education / Training / Employment <ul style="list-style-type: none"> • Higher Education • Income in Higher Education • Higher Education Vacation Accommodation • Course Equipment

	<ul style="list-style-type: none"> • Further Education • Part-Time Education, Part-Time Employment, Voluntary Work
Section 5	Leisure and Wellbeing <ul style="list-style-type: none"> • Celebrations • Hobbies / Leisure Activities / Talents / Skills • Driving Lessons • Driving Licence • Passport • Clothing Allowance • Cold Weather Fuel Payments • Transport Costs • Health Costs

Section 1: Definitions

This document relates to financial provision for young people who are considered 'qualifying' under:

- The Children (Leaving Care) Act 2000
- The Children and Young Persons Act 2008
- Section 24, Children Act 1989
- The Children Act 1989 Guidance and Regulations 2010 Volume 3: Planning Transitions to Adulthood.

These may be defined as:

Qualifying Young People

- A young person who is aged at least 16 but under the age of 21 and was, at any time after reaching the age of 16 but while still under the age of 18:
 - 'looked after' after reaching 16 years of age, but does not qualify as eligible, Relevant or Former Relevant.
 - or has been up to age 18 years, or is still subject to, a Special Guardianship Order and was looked after immediately before the making of a Special Guardianship Order.
 - Privately Fostered
 - Young people who successfully returned home for 6 months (aged 16 to 17) and were previously 'Relevant' and/or 'Former Relevant' Care Leavers.
 - Young people who were looked after for less than 13 weeks between the ages of 14 to 18, but were looked after for at least 24 hours aged 16 and 17.
 - Young people aged 16, and under 21 who were looked after in a series of pre-planned short breaks.

- The main statutory obligations the relevant Local Authority has to qualifying young people is to consider whether the young person needs help of a kind the Local Authority can give:
 - To advise, assist and befriend (Section 24A Children Act 1989).
 - To give financial assistance to enable the young person to pursue education or training if their welfare and educational needs require it (Section 24B Children Act 1989).
 - Where a young person under the age of 25 who qualifies for advice and assistance (or would have done if they were under the age of 21) and is in full-time Further or Higher Education , assistance in securing vacation accommodation (Sections 24A and 24B Children Act 1989).
- The relevant Local Authority is:
 - For a former looked after young person, the Authority which last looked after them.
 - For any other qualifying young person, the Authority in whose area the young person has asked for help.
- Where a qualifying young person has been previously looked after the Local Authority must assess their needs to establish whether they require advice and assistance. After an assessment if the Local Authority concludes that support will be necessary over a period of time, including financial support, they should draw up a plan with the young person to determine the extent of the support required including financial support.

Section 2: Income	
Funding Area	Lancashire Commitment
Income / Benefits	<ul style="list-style-type: none"> For qualifying young people, their income will usually be from employment, benefits (e.g. Jobseekers Allowance / Income Support / Employment Support Allowance) or a combination of both. Where a young person is provided with financial support in place of Income Support and receives an income from part-time employment this will be taken into account in calculating the amount of financial support provided by Children's Social Care. Where a qualifying young person is a lone parent caring for their child they will be entitled to claim benefits for themselves (Jobseekers Allowance / Employment Support Allowance / Income Support) and their child (Child Benefit / Child Tax Credits / Sure Start Maternity Grant / Healthy Start Vouchers). Where a qualifying young person's benefits are stopped due to changing from Job Seekers Allowance to Income Support due to commencing a course of training or education, the Local Authority may provide financial support in place of benefit income, until they receive Income Support. Where a young person living independently has an illness or disability that affects their ability to work they may be entitled to receive an Employment and Support Allowance. Qualifying young people claiming benefits may be entitled to Council Tax Benefit.
Emergency Payments	<ul style="list-style-type: none"> In exceptional and emergency circumstances the Local Authority may provide additional one-off amounts of financial support to a young person at an amount based on assessed need. Provision of any additional financial support may be in kind (e.g. food, utility card top up) rather than cash.
Income in Higher Education	<i>See section on Training / Employment / Education</i>
Income in Further Education	<i>See section on Training / Employment / Education</i>

Section 3: Accommodation	
Funding Area	Lancashire Commitment
Rent / Accommodation Costs	<ul style="list-style-type: none"> Beyond the age of 18, rent / accommodation costs are the responsibility of the young person via income, Housing Benefit or Local Housing Allowance
Removal Expenses	<ul style="list-style-type: none"> Young person is responsible from income or benefits.
Rent Deposit / Bond / Administration Fees	<ul style="list-style-type: none"> Young person is responsible from income or benefits.
Utility bills (water, electric, gas, council tax etc)	<ul style="list-style-type: none"> Young person is responsible from income or benefits.
Support	
Transportation of Clothing and Possessions	<ul style="list-style-type: none"> Based on assessed need, Children's Social Care will assist a young person in the transportation of their clothing and possessions where this is relevant.
Setting Up Home Allowance (SUHA)	<ul style="list-style-type: none"> Not provided to qualifying young people unless they have started to access this prior to becoming a qualifying young person (e.g. when they were an eligible, relevant or Former Relevant young person).
Starter Pack for Setting Up Home	<ul style="list-style-type: none"> Not provided to qualifying young people.

Section 4: Education / Training / Employment	
Funding Area	Lancashire Commitment
Higher Education	<ul style="list-style-type: none"> Course fees, term-time accommodation and a young person's maintenance whilst at university will not be funded for a qualifying young person attending or planning to attend university.
Income in Higher Education	<ul style="list-style-type: none"> Qualifying young people are not eligible to claim a Higher Education Bursary from their Local Authority. Qualifying young people undertaking a recognised course of Higher Education are eligible to access a Tuition Fee Loan, Maintenance Loan and / or Maintenance Grant provided by the Government. Young people will be expected to apply for any grants or loans they are entitled to in order to provide them with an income during the academic year and holiday time. Hardship funds and crisis loans may also be available to provide additional financial support if needed. Qualifying young people are not eligible to receive a Graduation Bursary.
Higher Education Vacation Accommodation (for Former Relevant Care Leavers)	<ul style="list-style-type: none"> Based on an assessment of the young person's needs, the Local Authority in principle will fund vacation accommodation costs for a young person to undertake an undergraduate course of study. Funding will be agreed in principle for the full length of the course but is dependent on the young person passing each semester / year and on satisfactory attendance levels. Funding for vacation accommodation will not be agreed on a retrospective basis (e.g. for vacation accommodation funded by the young person prior to the request being made). 35 working days' notice needs to be given for a request to fund vacation accommodation for a young person who prior to the request, is not actively being supported by the Leaving Care Service. This is to allow a reasonable amount of time for all necessary information to be gathered to inform an assessment and plan to enable a decision regarding funding vacation accommodation to be made. Any Former Relevant or qualifying young person over the age of 21 and up to the age of 25 who wishes to re-engage with Children's Social Care and pursue a part-time or full-time

	<p>course of Further or Higher Education may contact the Local Authority and request an assessment of their needs.</p> <ul style="list-style-type: none"> • A young person's vacation accommodation costs will be funded on the understanding that the young person will apply for a loan to cover their course fees, term-time accommodation costs and living costs. • Funding level will depend on assessed need but will be no more than at Local Housing Allowance rate for the geographical area the young person is living in (unless the young person is remaining in university accommodation). • Care leavers are exempt from the single-room restriction applied by the Benefits Agency up to the age of 22. • However, where the young person is staying with friends, family or partner during the holiday period then the funding provided will reflect the actual situation rather than the single-room exemption rate. • Where holiday accommodation includes utility bills and meals, the young person may be expected to make a contribution to this. • If after commencing an undergraduate course of study a young person wants to change course or higher education institution attended, the young person needs to discuss this immediately with the worker supporting them and prior to changing course / institution to confirm whether funding will be approved for this.
Course Equipment <i>(books, stationary, computer etc.)</i>	<ul style="list-style-type: none"> • The young person is responsible for this from their Maintenance Loan or any other grants, bursaries or income. • In exceptional circumstances and based on assessed need the Local Authority may consider requests to fund one-off items of course equipment.
Further Education	<ul style="list-style-type: none"> • Young people commencing a course of Further Education from the age of 16 and before the age of 19 may be entitled to access the 16-19 Bursary Fund and receive a Bursary of up to £1,200 a year from their school, college or training provider to fund transport costs or equipment. • Schools / colleges / training providers will set out the conditions students should meet to receive a bursary (e.g. attendance or behaviour) and when it will be paid.
Part-Time Education, Part-Time	<ul style="list-style-type: none"> • In exceptional circumstances and based on assessed need, the Local Authority may provide financial support in relation to

Employment, Voluntary Work	<p>a qualifying young person pursuing part-time education or training if their welfare and educational needs require it.</p> <ul style="list-style-type: none">• In relation to a qualifying young person wishing to commence part-time employment or voluntary work the Local Authority will provide advice and assistance in relation to this identified need which may include directing or referring the young person to other services or agencies in the local area who are able to provide support, advice or assistance.
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Section 5: Leisure and wellbeing	
Funding Area	Lancashire Commitment
Celebrations	<ul style="list-style-type: none"> Financial support towards these is not provided to qualifying young people.
Hobbies / Leisure Activities / Talents / Skills	<ul style="list-style-type: none"> A young person is responsible for funding these from income or benefits.
Driving lessons	<ul style="list-style-type: none"> A young person is responsible for funding these from income or benefits.
Driving licence (Former Relevant Care Leavers only)	<ul style="list-style-type: none"> A young person is responsible for funding these from income or benefits.
Passport	<ul style="list-style-type: none"> A young person is responsible for funding these from income or benefits.
Clothing Allowance	<ul style="list-style-type: none"> In exceptional circumstances and based on assessed needs, financial support may be provided to a young person towards the costs of interview clothing in relation or clothing necessary to commence a course of training.
Cold Weather Fuel Payments	<ul style="list-style-type: none"> Additional financial support may be offered in extreme conditions if a young person's welfare requires it.
Transport Costs	<ul style="list-style-type: none"> Transport to education or training: Where costs for this cannot be covered by the Bursary Fund or training provider this may be funded based on assessed needs and based on attendance.
Health Costs	<ul style="list-style-type: none"> Young people aged under 19 in full-time education, receiving Income Support, Jobseekers Allowance or Employment and Support Allowance may be able to get help towards health costs relating to NHS prescription charges, NHS dental treatment including check-ups, sight tests, vouchers towards the cost of glasses or contact lenses, travel costs to and from hospital for treatment under a consultant or on referral by a doctor or dentist, wigs and fabric supports. This may be full or partial help. There is also an NHS Low Income Scheme for young people to whom the above doesn't apply but are in a low income.

Useful References for further advice	
Official Government Website for the UK:	www.directgov.co.uk
Become:	http://www.becomecharity.org.uk/care-the-facts/ Website for information for care leavers.
Propel:	http://propel.org.uk/ Advice and information for care leavers attending university.
The Buttle Trust:	http://www.buttleuk.org/ The trust has a fund that provides additional financial support to young people which can only be accessed once a student loan and the University Access Fund has been applied for.
The Prince's Trust:	www.princes-trust.org.uk/need_help/grants/development_awards.aspx The Prince's Trust Development Award provides practical help - including financial support. It can also buy equipment for courses.
Educational Grants Advisory Service:	www.family-action.org.uk/section.aspx?id=1924 The Educational Grants Services (EGS) specialises in identifying funding from charitable trusts for educational purposes, and maintains a database of trusts and charities that assist students.
Advice regarding Health costs:	Health cost advice line: 0845 850 1166 www.directgov.co.uk www.nhsbsa.nhs.uk/112t5.aspx
Young People's Learning Agency:	www.ypla.gov.uk Website containing advice and information about education and training for young people aged 16-19.
Office for the Children's Rights Director for England:	www.rights4me.org
A National Voice:	www.anationalvoice.org An organisation run by and for young people who are in or leaving care.
Care Leavers Association:	www.careleavers.com A user-led charity run by care leavers for care leavers.
UCAS:	http://www.ucas.ac.uk/students/studentfinance/

GOV.UK: <https://www.gov.uk/student-finance>

Student Finance England: <http://www.studentfinanceengland.co.uk/>

Information about and how to apply for financial support for care leavers applying for university.

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Report to the Cabinet

Meeting to be held on Thursday, 11 April 2019

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

Electoral Divisions affected:
(All Divisions);

Children and Family Wellbeing Service - Outcome of Second Phase Consultation
(Appendices 'A', 'B' and 'C' refer)

Contact for further information:

Debbie Duffell, Tel: (01772) 532173, Head of Children and Family Wellbeing Service
debbie.duffell@lancashire.gov.uk

Executive Summary

At its meeting on 8 November 2018, Cabinet approved the recommendations from the Children and Family Wellbeing Service to implement decisions for maintaining or withdrawing service delivery from their current 76 service delivery buildings as detailed below:

- 50 to continue to provide Children and Family Wellbeing Service delivery.
- 12 to no longer provide Children and Family Wellbeing Service delivery, as proposed in the June 2018 consultation and the November Cabinet report.
- 14 buildings to be subject to further consideration taking into account the cost of building adaptations required to accommodate future Children and Family Wellbeing Service delivery and further budget option decisions, following which 7 of the 14 settings will be identified to continue to provide Children and Family Wellbeing service delivery.

This report presents the outcomes for the settings that were subject to further consideration.

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

Recommendation

Cabinet is asked to:

- (i) Note the findings of the further consideration and consultation as set out in the consultation report at Appendix 'A'.
- (ii) Approve that the revised proposals for the Children and Family Wellbeing Service, as detailed in this report, are implemented with effect from May 2019.

Background and Advice

At its meeting on 8 November 2018, Cabinet approved that the Children and Family Wellbeing Service implement a number of proposals for maintaining or withdrawing service delivery from the current 76 buildings from which it delivers services.

This decision followed a full public consultation on a set of proposals which had been conducted during summer 2018.

Cabinet agreed to:

- Continue delivering Children and Family Wellbeing Service from 50 of the existing buildings.
- No longer provide Children and Family Wellbeing Service delivery in 12 identified buildings.
- Further consider the remaining 14 identified buildings.

This report presents options for this last category, following completion of further work, including consultation.

Review Criteria

Further consideration of the remaining centres included consideration of a range of factors including but not limited to:

- The local level of need in the areas where these centres were situated.
- The building locations and their accessibility along with time taken to travel to the centre from within the wider catchment areas.
- Their suitability to deliver services, including the whole Children and Family Wellbeing Service offer for 0-19yrs+.
- The type and scale of current service delivery and usage patterns.
- The operating costs of the buildings.
- What other services are provided there.
- Issues identified for wider community impact.
- The cost of building adaptations required to accommodate future Children and Family Wellbeing Service delivery and further budget option decisions and emerging priorities.
- Site specific issues raised during initial phase of consultation.

Wherever possible, options which allowed for consolidation of services at single sites were prioritised to both ensure seamless service delivery and reduce costs.

Estimated cost appraisals for any required adaptations/amendments to the accommodation to make the buildings suitable for Children and Family Wellbeing Service delivery were also taken into account.

Proposals

Following the completion of the further assessment and analysis, the following proposals were agreed for consultation:

Children and Family Wellbeing Service delivery is delivered from the following seven buildings:

- Bradley Children and Family Wellbeing Services (The Zone, Pendle).
- Preston Central Neighbourhood Centre (Riverbank Children's Centre, Preston).
- Clitheroe Family and Wellbeing Services (The Zone, Ribble Valley).
- The Chai Centre (Burnley).
- Whitegate Children and Family Wellbeing Services (Whitegate Children's Centre, Padiham).
- Longridge Young People's Centre (Ribble Valley). (The county council does not own this building so this proposal is pending further discussions with stakeholders).
- Willow's Park Children's Centre, Longridge (Ribble Valley). (The County Council does not own this building so this proposal is pending further discussions with stakeholders).

Children and Family Wellbeing Service delivery is withdrawn from the following seven buildings:

- Marsden Children and Family Wellbeing Services (Walton Lane Children's Centre, Pendle).
- Ashton Children and Family Wellbeing Services (Ashton Young People's Centre, Preston).
- Ribblesdale Children and Family Wellbeing Service (Ribblesdale Children's Centre Ribble Valley).
- Stoneyholme and Daneshouse Children and Family Wellbeing Services (Stoneyholme and Daneshouse Young People's Centre, Burnley).
- Padiham Young People's Centre (Padiham).
- Whitworth Young People's Centre (Rossendale).
- Whitworth Children and Family Wellbeing Services (Whitworth Children's Centre, Rossendale).

Consultation

In the case of the following locations, no change was proposed from the original options subject to consultation in 2018. They were therefore excluded from the new consultation:

Retain Children and Family Wellbeing Service delivery:

- Bradley Children and Family Wellbeing Services (The Zone, Pendle)
- Preston Central Neighbourhood Centre (Riverbank Children's Centre, Pendle)
- Clitheroe Family and Wellbeing Services (The Zone, Ribble Valley)

Withdraw Children and Family Wellbeing Service delivery:

- Marsden Children and Family Wellbeing Services (Walton Lane Children's Centre, Pendle)
- Ashton Children and Family Wellbeing Services (Ashton Young People's Centre, Preston)
- Ribblesdale Children and Family Wellbeing Service (Ribblesdale Children's Centre, Ribble Valley)

The second stage of consultation went live on 4 February 2019 and ran for six weeks, closing on 8 March 2019. An additional week was included to accommodate schools half term in February and ensure sufficient time for access.

Views were sought on the following buildings, where proposals had changed since the original consultation in 2018.

Retain Children and Family Wellbeing Service delivery:

- The Chai Centre (Burnley)
- Whitegate Children and Family Wellbeing Services (Whitegate Children's Centre, Padiham)

Withdraw Children and Family Wellbeing Service delivery:

- Stoneyholme and Daneshouse Children and Family Wellbeing Services (Stoneyholme and Daneshouse Young People's Centre, Burnley)
- Padiham Young People's Centre (Padiham)
- Whitworth Young People's Centre (Rossendale)
- Whitworth Children and Family Wellbeing Services (Whitworth Children's Centre, Rossendale)

In relation to the service in Whitworth, during the assessment and analysis phase, it was identified that Whitworth Library presented a viable alternative for delivery of the service. The consultation therefore also included the proposal to deliver the service from this building.

The second phase of consultation was promoted to service users at the affected buildings and in the local communities, all of which were contained within the Burnley and Rossendale areas.

The opportunity was provided to complete consultation questionnaires and provide viewpoints. Questionnaires could be completed on-line or paper copies were made available at the affected buildings.

77 questionnaires were completed and the outcome of the second phase consultation is detailed in Appendix 'A'. A further analysis of Equalities Impact has been completed in regard to the proposals in the second phase of consultation and this is included at Appendix 'B', alongside the original Equalities Impact Assessment undertaken in the original phase of consultation around all buildings, which is included again as Appendix 'C'.

In regards to the feedback provided through the consultation process, a detailed analysis of the responses and commentary provided by respondents is included in both Appendices 'A' and 'B'. Over half of the responses were from service users who attended for Child and Family Wellbeing support/services at the nominated centres at least once a week. The majority of respondents agreed with the proposals (41 of 77 where 27 specified that they disagreed) and 44 of 73 indicated that if the proposals were to be approved, they would go to a Children and Family Wellbeing Service provision at least the same or more often than they do at present.

As may be expected, in providing commentary responses to the questions raised in the consultation, many respondents provided feedback that is unique to them, which is difficult to group and classify. Commentary was provided across all the buildings that were subject to a proposed change of recommendation in the second phase of consultation. The most common shared response was that service users would continue to access services in their area. Some of the particular concerns that emerged from the feedback were as follows;

- Particular concerns were raised about the Whitegate property in Padiham in that it was viewed as unsuitable to provide a base for work with young people 12-19 years currently delivered from Padiham young people's centre, which was recommended for withdrawal.
- Whilst it should be noted that Children and Family Wellbeing Service is also commissioning the Voluntary Community and Faith Sector to deliver an element of our 12-19 years youth offer to support our delivery of services to young people across Lancashire, it is currently the case that an alternative venue for 12-19 years' work has not as yet been identified in the Padiham area. The service is working with the Asset Management Service to seek alternative venues in Padiham that could accommodate the 12-19 sessions. Feedback was provided concerning Padiham young people centre being regarded as a long established and well embedded access point in the community. There were concerns expressed about the general loss of services in the Padiham area.
- Concern about the loss of services based on the high volume of usage of Padiham young people's centre with descriptions of 40-50 young people being observed as accessing provision. Similar concerns were raised in regard to provision for young people at Stoneholme and Daneshouse young people's centre, also proposed for withdrawal.
- Expressed concerns about a rise in anti-social behaviour.

Final proposals:

Taking into account the assessment and analysis, and the consultation responses, it is proposed that:

Children and Family Wellbeing Service delivery is delivered from the following seven buildings:

- Bradley Children and Family Wellbeing Services (The Zone, Pendle).
- Preston Central Neighbourhood Centre (Riverbank Children's Centre, Preston).
- Clitheroe Family and Wellbeing Services (The Zone, Ribble Valley).
- The Chai Centre (Burnley).

- Whitegate Children and Family Wellbeing Services (Whitegate Children's Centre, Padiham).
- Longridge Young People's Centre (Ribble Valley).*
- Willow's Park Children's Centre, Longridge (Ribble Valley).*

(*subject to discussion with the building owners)

Additionally, that Children and Family Wellbeing Service delivery is delivered from Whitworth Library

Children and Family Wellbeing Service delivery is withdrawn from the following seven buildings:

- Marsden Children and Family Wellbeing Services (Walton Lane Children's Centre, Pendle).
- Ashton Children and Family Wellbeing Services (Ashton Young People's Centre, Preston).
- Ribblesdale Children and Family Wellbeing Service (Ribblesdale Children's Centre Ribble Valley).
- Stoneyholme and Daneshouse Children and Family Wellbeing Services (Stoneyholme and Daneshouse Young People's Centre, Burnley).
- Padiham Young People's Centre (Padiham).
- Whitworth Young People's Centre (Rossendale).
- Whitworth Children and Family Wellbeing Services (Whitworth Children's Centre, Rossendale)

Consultations

As detailed in the report.

Implications

The Children and Family Wellbeing Service will cease delivery at the following buildings between 1 May and 31 August 2019, as appropriate and agreed on a site by site basis.

A range of accommodation, including that within school based settings, will become vacant if these proposals are approved, and consideration will be given to alternate use by county council services. Where this is not possible or appropriate the premises will either be considered for disposal, surrendering of the property interest or be transferred across to schools along with the associated premises costs subject to agreement.

Depending upon the Council's objectives, surplus property may also be considered for Community Asset Transfer. If the asset is appropriate for asset transfer, this will be advertised and expressions of interest will be considered in line with the asset transfer policy. The policy is currently under review and will form the subject of a future report to Cabinet in due course.

The Financial Management (Development and Schools) service will continue to assess the financial impact on any affected schools and working with and supporting them to

ensure that they address any financial issues resulting from withdrawal of these services.

Risk management

Changes to service provision are key to the delivery of significant elements of the Council's medium term financial strategy. One of the key mitigation factors is to carry out an effective consultation exercise.

Legal

In making a decision on the proposals Cabinet must take into consideration the responses to the consultation exercise as set out in Appendix 'A' and the findings of the Equality Impact Assessment as updated (Appendices 'B' and 'C').

Financial

This report describes the implementation proposals of the Full Council decision made in February 2018 contributing to reducing the service budget by £1.250m. It includes detail of the future service delivery model within the revised financial envelope.

These proposals could have an impact on service delivery from a wide range of settings, including those currently within schools. This could have a financial impact upon the maintained nursery and primary schools and will need to be managed. Consideration will need to be given to alternate use by other county council services. Where this is not possible or appropriate the premises will either be considered for disposal or be transferred across to schools along with the associated premises costs subject to agreement. The Financial Management (Development and Schools) service is working with affected schools to ensure that any financial impact is managed as far as possible.

In order to accommodate the change in service delivery, adaptations will be required in a small number of buildings, detailed estimates of these works will be submitted for separate Cabinet approval and will be funded from the previously approved property review programme.

Possible clawback

A number of buildings identified within this report as no longer being required to deliver the Children and Family Wellbeing pattern of service delivery are former registered children's centres. If this proposal is agreed by Cabinet, there is a potential risk of financial clawback in respect of government funding used to develop these premises when they were first established. The maximum risk of clawback for these premises where it is recommended services are no longer delivered is estimated at £0.8m (2019/20), being calculated on a sliding scale over a period of 25 years. It should be noted that we have not been able to identify any other Local Authority who have had to pay back clawback as a result of them reducing their number of designated children centres.

The basis of the clawback provisions is that where local authorities dispose of or change the use of buildings funded wholly or partly through capital grants then they

must be re-paid. However, if the Department for Education is satisfied that the funding for the asset will continue to be used for purposes consistent with the grant, then repayment may be deferred.

However, in the event that clawback does arise, the decision to close former children's centres would need to be considered against the ongoing revenue savings in respect of the Children and Family Wellbeing Service referred to above and may need to be funded from the Transitional Reserve.

List of Background Papers

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

N/A

Children and Family Wellbeing Service

Consultation report – 2019

www.lancashire.gov.uk





Mick Edwardson, Mike Walker and Stephanie Windross

March 2019

For further information on the work of Business Intelligence please contact us at
Business Intelligence
Lancashire County Council
County Hall
Preston
PR1 8XJ
Tel: 0808 1443536
www.lancashire.gov.uk/lancashire-insight

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1. Executive summary

This report summarises the response to Lancashire County Council's consultation on the Children and Family Wellbeing Service.

The fieldwork ran for five weeks between 4 February 2019 and 8 March 2019. In total, 77 completed questionnaires were returned (44 paper questionnaire responses and 33 online questionnaire responses).

1.1 Key findings

1.1.1 Use of the Children and Family Wellbeing Service

- More than half of respondents (44 out of 73) said that they go to a building to use a Children and Family Wellbeing service about once a week or more. 19 respondents said that they never go to a building to use a Children and Family Wellbeing service.
- Respondents who said that they have been to a building to use a Children and Family Wellbeing service were most likely to say that the Children and Family Wellbeing services they had used in the last 12 months were activities and groups for their baby, toddler or child (40), information, advice and support services (17), groups and activities for young people (15) and family and parenting support (15).
- 47 respondents said that in the last 12 months they had used a building or buildings that we are proposing to keep delivering children and family wellbeing services from. However, nine respondents said that they had not used the one of these buildings in the last 12 months.
- 25 respondents said that in the last 12 months they had used a building or buildings that we are proposing to no longer deliver children and family wellbeing services from. 28 respondents said that they had not used the one of these buildings in the last 12 months.

1.1.2 The proposal for the Children and Family Wellbeing Service

- 31 respondents said that they would like to comment on Whitegate Children and Family Wellbeing Services and Padiham Young People's Centre.
- 25 respondents said that they would like to comment on The Chai Centre and Stoneyholme and Daneshouse Children and Family Wellbeing Services.
- 14 respondents said that they would like to comment on Whitworth Library, Whitworth Children and Family Wellbeing Services and Whitworth Young People's Centre.
- 31 respondents said that if the proposal happened they would go to a building to use a Children and Family Wellbeing service more often than they do now and 15 respondents said that they would go about as often as they do now. 4 respondents said that if the proposal happened they would go to a building to use a Children and Family Wellbeing service less often than they do now and 14 respondents said that they would not go at all.
- Respondents were then asked how strongly they agree or disagree with the proposal. 40 respondents said that they agree with the proposal. However, 27 respondents said that they disagree with the proposal.
- Respondents were asked why they agree or disagree with the proposal. 59 out of 77 respondents gave an answer to this question. Respondents most commonly responded with something that was unique to them, these responses couldn't be categorised and in Chart 8 have been group as 'other'. The most common responses that could be grouped up were, The Chai Centre is great (10), no other facilities in the area (9) and CYP services are important and more are needed not less (8).
- Respondents were asked if the proposal happened how it would affect them. 43 out of 77 respondents gave an answer to this question. Respondents most commonly responded with something that was unique to them, these responses couldn't be categorised and in Chart 8 have been group as 'other'. The most common responses that could be grouped up were, I could continue to access services in my area (11), there would be a rise in anti-social behaviour in young people (7) and it would be hard/impossible to access the resources I need.
- Respondents were asked if they think there is anything else that we need to consider or that could be done differently. 27 out of 77 respondents gave an answer to this question. Respondents most commonly responded with something that was unique to them, these responses couldn't be categorised and in Chart 9 have been group as 'other'. The most common responses that could be grouped up were, the service needs to put on more classes/sessions/groups (5) and keep the service in the building (5).

2.Introduction

The service supports children, young people, parents and families. It prioritises those most in need, particularly where it thinks that early help will make the biggest difference.

It does this in different ways and places like:

- one-to-one support between a worker and a family
- group-based sessions held in different community buildings, like a village hall
- outreach in places like homes, at school or a local café
- our work with young people can even be on the streets

We are also commissioning the Voluntary Community and Faith Sector to deliver an element of our 12-19 years youth offer to support our delivery of services to young people across Lancashire.

Following an initial consultation in summer 2018, the county council's Cabinet approved recommendations to withdraw from 12 buildings (as proposed in the consultation) and identified 14 buildings for further consideration. These 14 included seven initially proposed for withdrawal, along with seven which had initially been identified to continue to provide services. This was because we needed to take into account the cost of building adaptations required to accommodate future service delivery, further budget option decisions and emerging priorities.

We have looked again at the changes we would need to make for future service delivery at each of the 14 buildings. We have considered many different factors in order to identify which locations are best suited and sustainable to consolidate the full range of CFW services in one location in each of the neighbourhoods where the 14 buildings are. We have been able to confirm the original proposal to retain CFW service delivery from:

- Bradley Children and Family Wellbeing Services (The Zone in Pendle)
- Preston Central Neighbourhood Centre (Riverbank Children's Centre)
- Clitheroe Family and Wellbeing Services (The Zone in Ribble Valley)

We have also been able to confirm the original proposal to withdraw service delivery from the following three buildings:

- Marsden Children and Family Wellbeing Services (Walton Lane Children's Centre)
- Ashton Children and Family Wellbeing Services (Ashton Young People's Centre)
- Ribblesdale Children and Family Wellbeing Service (Ribblesdale Children's Centre)

There are an additional two buildings where service delivery is planned to continue pending further discussions with stakeholders:

- Longridge Young People's Centre
- Willow's Park Children's Centre

For the remaining six buildings, we need to carry out this further consultation because we now have a different proposal as below:

Proposed to retain service delivery from

- The Chai Centre
- Whitegate Children and Family Wellbeing Services (Whitegate Children's Centre)
- Whitworth Library (please note - this building is additional to the 14 indicated buildings, and was not included in the original consultation proposals)

Proposed to withdraw service delivery from

- Stoneyholme and Daneshouse Children and Family Wellbeing Services (Stoneyholme and Daneshouse Young People's Centre)
- Padiham Young People's Centre
- Whitworth Young People's Centre
- Whitworth Children and Family Wellbeing Services (Whitworth Children's Centre)

To deliver our services more efficiently, we need to reduce the number of buildings that make up our network of centres in each area/district from where we carry out the formal delivery of the service.

Our overall pattern of delivery will remain flexible according to need and we will continue to deliver sessions at buildings and locations that suit the children and families we support best.

As before, we have looked at what is good about the buildings we use now and what could be better about them, things like:

- how easy it is to get to the buildings
- how much need there is for our services in different places
- how much each building is used and what it is used for
- how suitable the buildings are for delivering our services
- each buildings' running costs and condition
- what other services are provided in the building
- the likely impact on the local community

Using this information, we have selected the buildings we think we should continue to deliver Children and Family Wellbeing services from and which buildings we think we should no longer deliver services from.

We know that many people value our service to children and families and we must emphasise that what we do and how we support people is not changing and that we will continue to find the best ways to bring the service to the children and families we support.

3. Methodology

For this consultation, paper questionnaires were made available in the buildings affected by the proposal. An electronic version of the consultation questionnaire was available online at www.lancashire.gov.uk.

The fieldwork ran for five weeks between 4 February 2019 and 8 March 2019. In total, 77 completed questionnaires were returned (44 paper questionnaire responses and 33 online questionnaire responses).

The main section of the questionnaire included nine questions. The first four questions asked respondents about their use of children and family wellbeing services and the buildings these services are delivered from. This section of the questionnaire included the questions, 'Generally, how often do you go to a building to use a Children and Family Wellbeing service?', 'Which of the following Children and Family Wellbeing services have you used in the last 12 months?', 'In the last 12 months, have you used any of the buildings we are proposing to keep delivering Children and Family Wellbeing services from?' and 'In the last 12 months, have you used any of the buildings we are proposing to no longer deliver Children and Family Wellbeing services from?'. The next five questions asked respondents about their views on the proposal and how it would affect them. This section of the questionnaire included the questions, 'If the proposal happened would you go to a building to use a Children and Family Wellbeing service more often, about the same as now, less often or not at all?', 'How strongly do you agree or disagree with the proposal?', 'Why do you say this?', 'If the proposal happened, how would this affect you?', and 'Thinking about this proposal, please tell us if you think there is anything else that we need to consider or that could be done differently.'

The remaining questions asked respondents for information about themselves; for example, if they are male or female. This information is presented in appendix 1.

In this report respondents' responses to the open questions have been classified against a coding frame to quantify the qualitative data. Coding is the process of combining the issues, themes and ideas in qualitative open responses into a set of codes. The codes are given meaningful names that relate to the issue, so that during close reading of responses it can be seen when similar issues relate to a similar code. As the analysis process continues the coding frame is added to and refined as new issues are raised by respondents. All responses to open questions are then coded against the coding frame, and can be subsequently analysed as quantitative data.

3.1 Limitations

Due to the consultation receiving less than 100 responses all the figures presented are counts and not percentages.

4. Main findings

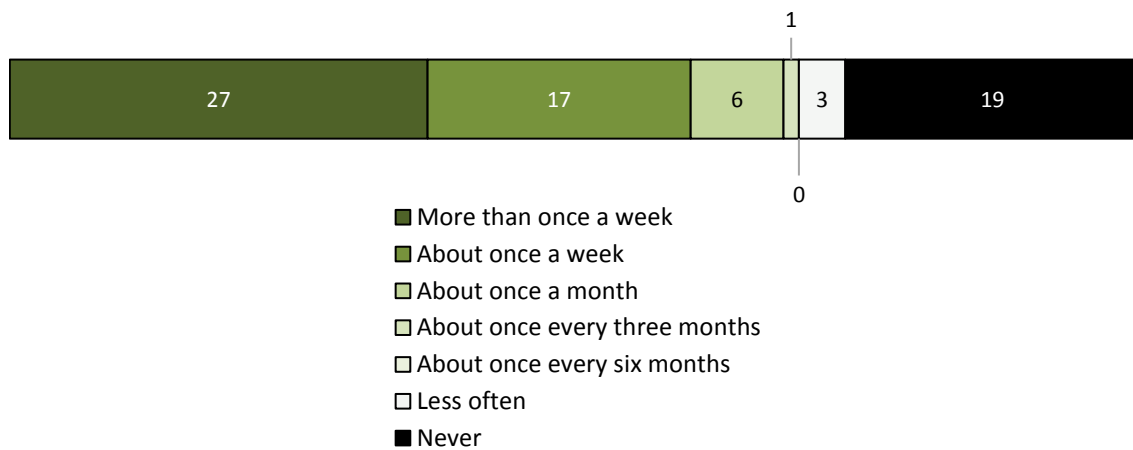
4.1 Use of the Children and Family Wellbeing Service

Respondents were first asked how often they go to a building to use a Children and Family Wellbeing service.

More than half of respondents (44 out of 73) said that they go to a building to use a Children and Family Wellbeing service about once a week or more.

19 respondents said that they never go to a building to use a Children and Family Wellbeing service.

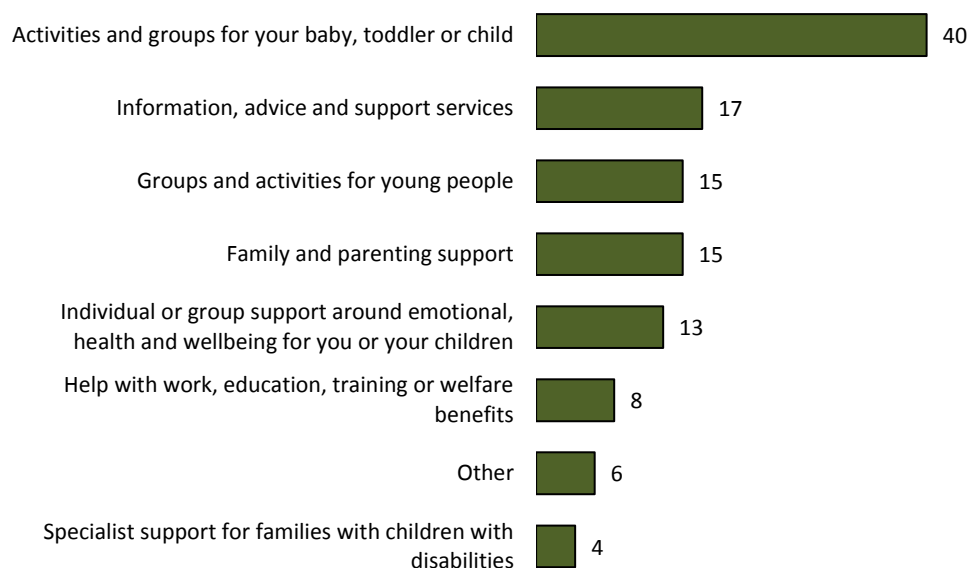
Chart 1 - Generally, how often do you go to a building to use a Children and Family Wellbeing service?



Base: all respondents (73)

Respondents who said that they have been to a building to use a Children and Family Wellbeing service were then asked which services they used in the last 12 months. These respondents were most likely to say that the Children and Family Wellbeing services they had used in the last 12 months were activities and groups for their baby, toddler or child (40), information, advice and support services (17), groups and activities for young people (15) and family and parenting support (15).

Chart 2 - Which of the following Children and Family Wellbeing services have you used in the last 12 months?



Base: respondents who have been to a building to use a Children and Family Wellbeing service (56)

Respondents who said that they have been to a building to use a Children and Family Wellbeing service were then asked if they had used, in the last 12 months, any of the buildings we are proposing to keep delivering Children and Family Wellbeing services from.

47 respondents said that in the last 12 months they had used a building or buildings that we are proposing to keep delivering children and family wellbeing services from. However, nine respondents said that they had not used the one of these buildings in the last 12 months.

Chart 3 - In the last 12 months, have you used any of the buildings we are proposing to keep delivering Children and Family Wellbeing services from?

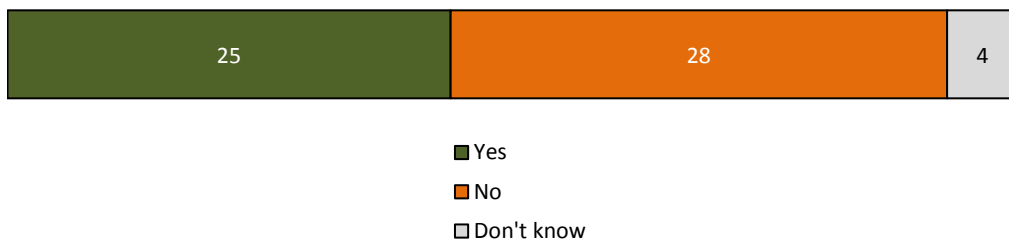


Base: respondents who have been to a building to use a Children and Family Wellbeing service (56)

Respondents who said that they have been to a building to use a Children and Family Wellbeing service were then asked if they had used, in the last 12 months, any of the buildings we are proposing to no longer deliver Children and Family Wellbeing services from.

25 respondents said that in the last 12 months they had used a building or buildings that we are proposing to no longer deliver children and family wellbeing services from. 28 respondents said that they had not used the one of these buildings in the last 12 months.

Chart 4 - In the last 12 months, have you used any of the buildings we are proposing to no longer deliver Children and Family Wellbeing services from?



Base: respondents who have been to a building to use a Children and Family Wellbeing service (57)

4.2 The proposal for the Children and Family Wellbeing Service

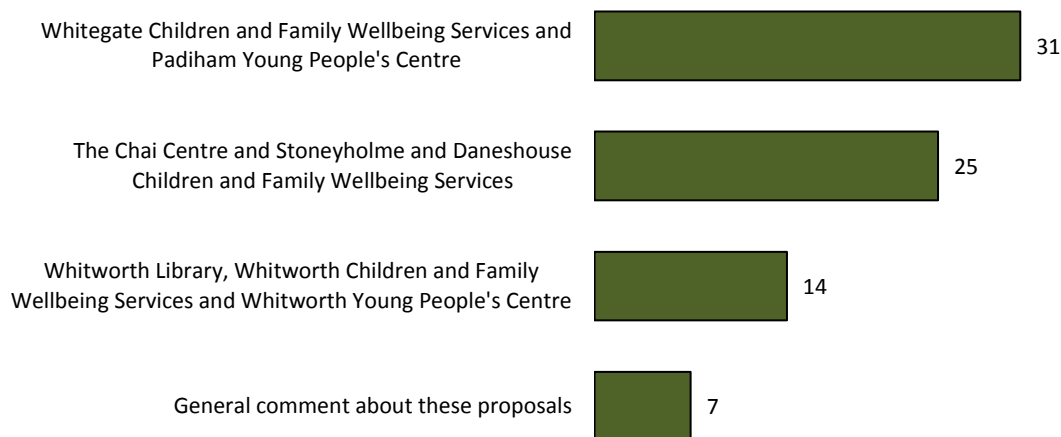
Respondents were asked which of our Children and Family Wellbeing services proposals they would like to comment on.

31 respondents said that they would like to comment on Whitegate Children and Family Wellbeing Services and Padiham Young People's Centre.

25 respondents said that they would like to comment on The Chai Centre and Stoneyholme and Daneshouse Children and Family Wellbeing Services.

14 respondents said that they would like to comment on Whitworth Library, Whitworth Children and Family Wellbeing Services and Whitworth Young People's Centre.

Chart 5 - Which of our Children and Family Wellbeing services proposals would you like to comment on?



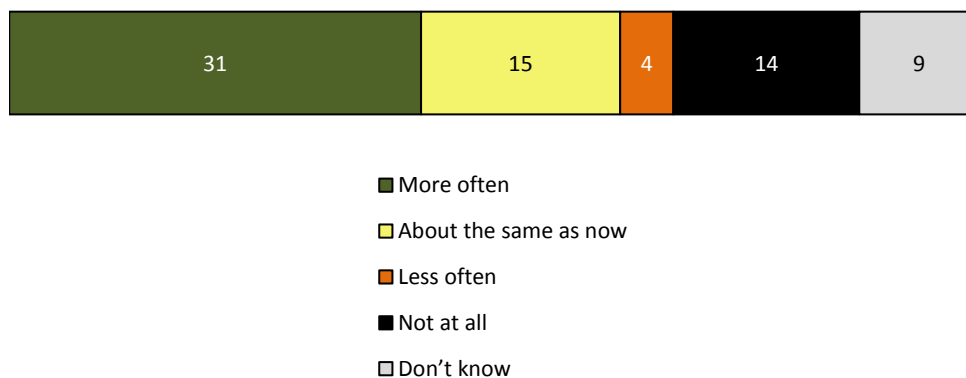
Base: all respondents (73)

All respondents were then asked if the proposal happened would they go to a building to use a Children and Family Wellbeing service more often, about the same, less often, or not at all.

31 respondents said that if the proposal happened they would go to a building to use a Children and Family Wellbeing service more often than they do now and 15 respondents said that they would go about as often as they do now.

4 respondents said that if the proposal happened they would go to a building to use a Children and Family Wellbeing service less often than they do now and 14 respondents said that they would not go at all.

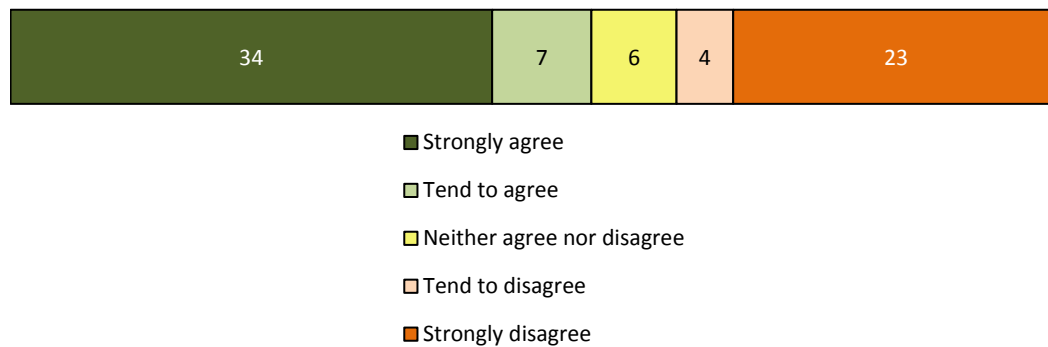
Chart 5 - If the proposal happened would you go to a building to use a Children and Family Wellbeing service more often, about the same as now, less often or not at all?



Base: all respondents (73)

Respondents were then asked how strongly they agree or disagree with the proposal. 40 respondents said that they agree with the proposal. However, 27 respondents said that they disagree with the proposal.

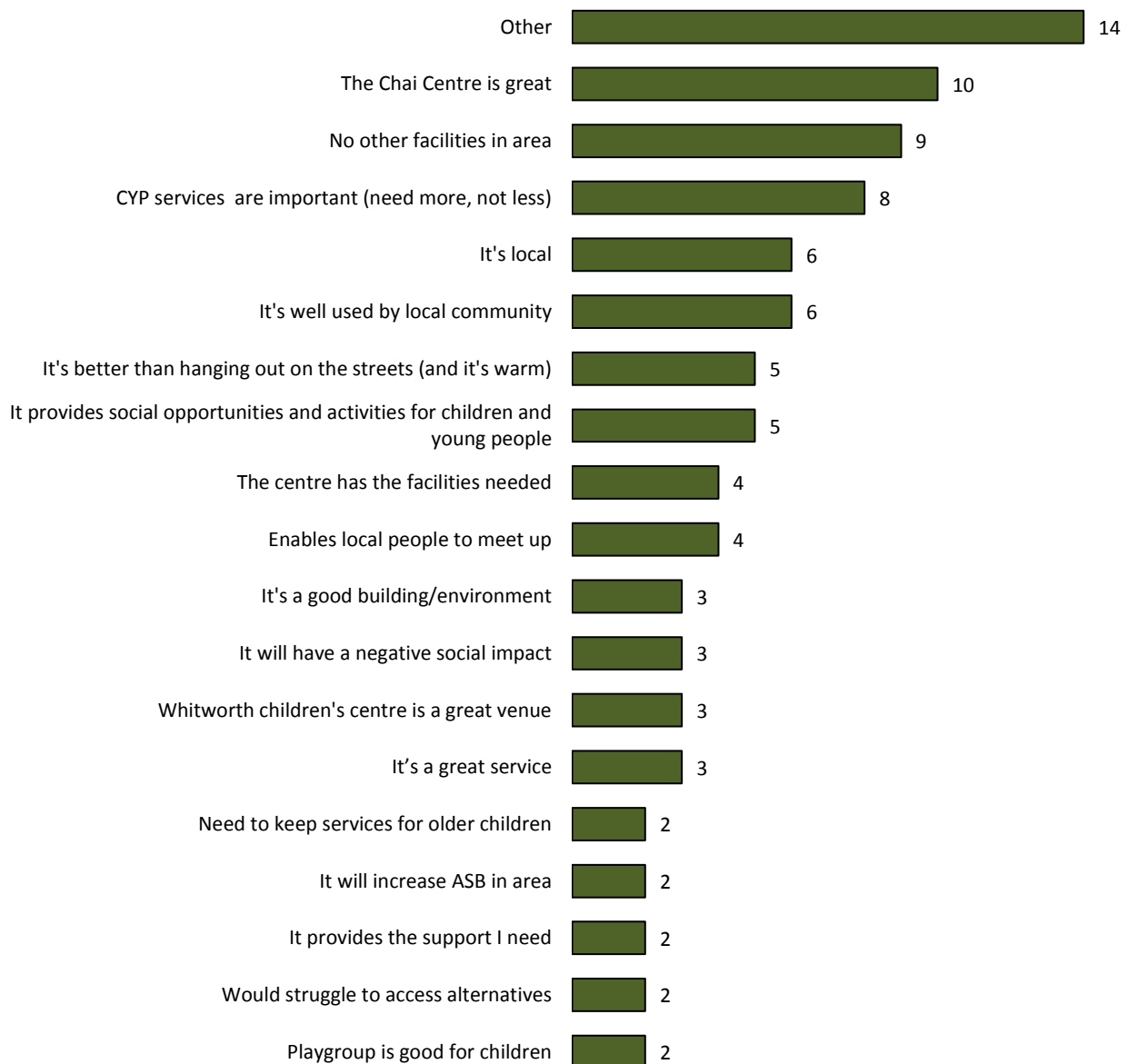
Chart 6 - How strongly do you agree or disagree with the proposal?



Base: all respondents (74)

Respondents were then asked why they agree or disagree with the proposal. 59 out of 77 respondents gave an answer to this question. Respondents most commonly responded with something that was unique to them, these responses couldn't be categorised and in Chart 8 have been group as 'other'. The most common responses that could be grouped up were, The Chai Centre is great (10), no other facilities in the area (9) and CYP services are important and more are needed not less (8).

Chart 7 - Why do you say this?

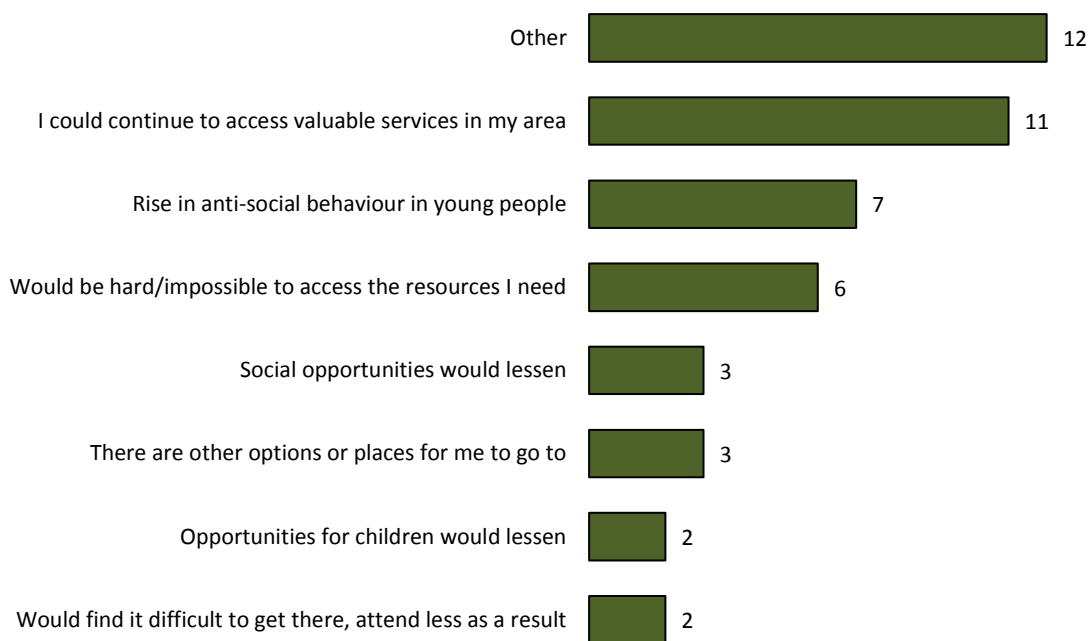


Base: all respondents (59)

Respondents were then asked if the proposal happened how it would affect them. 43 out of 77 respondents gave an answer to this question. Respondents most commonly responded with something that was unique to them, these responses couldn't be categorised and in Chart 8 have been group as 'other'. The most common responses that could be grouped up were, I could continue to access services in my area (11), there would be a rise in anti-social behaviour in young people (7) and it would be hard/impossible to access the resources I need.

The comments concerned that there would be a rise in anti-social behaviour in young people were mostly from people responding about Whitegate Children and Family Wellbeing Services and Padiham Young People's Centre.

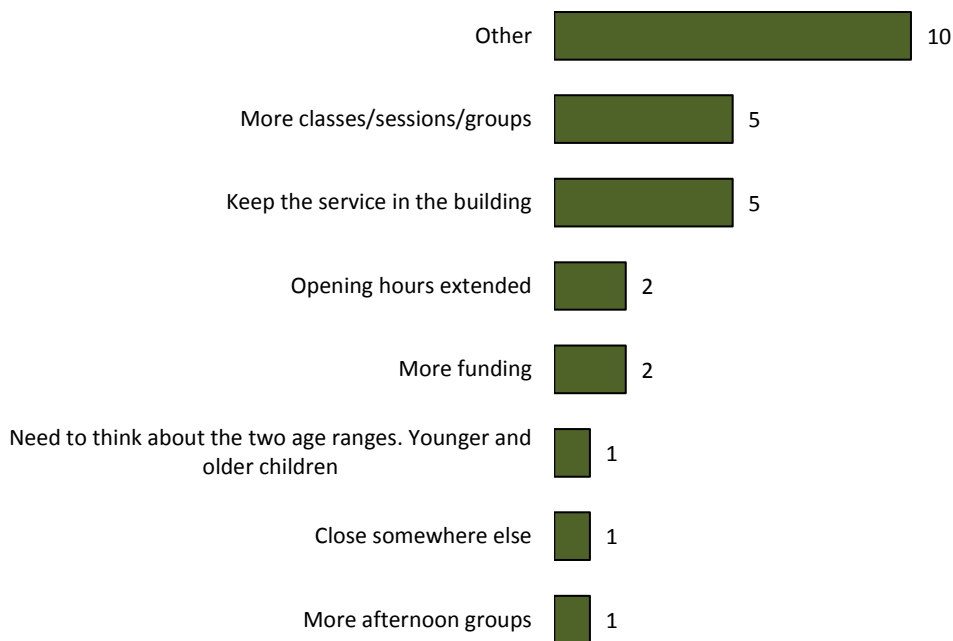
Chart 8 - If the proposal happened, how would this affect you?



Base: all respondents (43)

Respondents were then asked if they think there is anything else that we need to consider or that could be done differently. 27 out of 77 respondents gave an answer to this question. Respondents most commonly responded with something that was unique to them, these responses couldn't be categorised and in Chart 9 have been group as 'other'. The most common responses that could be grouped up were, the service needs to put on more classes/sessions/groups (5) and keep the service in the building (5).

Chart 9 - Thinking about this proposal, please tell us if you think there is anything else that we need to consider or that could be done differently.



Base: all respondents (27)

Appendix 1 - Demographic breakdown

Table 1 - Are you...?

	Count
A Lancashire resident	67
A member of a voluntary or community organisation	8
An employee of Lancashire County Council	8
Other	3
An elected member of a parish or town council in Lancashire	1
An elected member of a Lancashire district council	1

Base: all respondents (70)

Table 2 - Are you...?

	Count
Male	10
Female	63
Prefer not to say	2

Base: all respondents (75)

Table 3 - Have you ever identified as transgender?

	Count
Yes	3
No	69
Prefer not to say	1

Base: all respondents (73)

Table 4 - What was your age on your last birthday?

	Count
Under 16	4
16-19	1
20-34	30
35-64	37
65-74	1
75+	0
Prefer not to say	2

Base: all respondents (75)

Table 5 - Are you a deaf person or do you have a disability?

	Count
Yes	6
No	68
Prefer not to say	1

Base: all respondents (75)

Table 6 - What is your religion?

	Count
No religion	20
Christian	34
Muslim	18
Any other religion	1
Prefer not to say	2

Base: all respondents (75)

Table 7 - Which best describes your ethnic background?

	Count
English/Welsh/Scottish/Northern Irish/British	56
Pakistani	13
Bangladeshi	5
Any other ethnic group	2

Base: all respondents (75)

Table 8 - What is your sexual orientation?

	Count
Straight	63
Bisexual	2
Other	1
Prefer not to say	6

Base: all respondents (72)

Table 9 - Are there any children or young people in your household aged under 20?

	Count
Yes, aged under 5	42
Yes, aged 5-8	20
Yes, aged 12-16	16
Yes, aged 9-11	16
No children aged under 20	14
Yes, aged 17-19	7
Prefer not to say	4
No, but expecting	1

Base: all respondents (76)

Table 10 - Are there any disabled young people aged under 25 in your household?

	Count
Yes	9
No	65
Prefer not to say	2

Base: all respondents (76)

Table 11 - Does your household have access to the internet (dial-up, broadband or mobile internet)?

	Count
Yes	73
No	2
Don't know	0
Prefer not to say	1

Base: all respondents (76)

Section 4

Equality Analysis Toolkit

Children & Family Wellbeing Service
Outcome of Second Phase Consultation v1
For Decision Making Items

April 2019

Question 1 - What is the nature of and are the key components of the proposal being presented?

At its meeting on 8 November 2018 Cabinet approved proposals on the future delivery of the Children and Family Wellbeing Service which included an element that there would be further consideration of the future of 14 buildings. These buildings were identified as Whitegate Children Centre, Burnley; The Chair Centre, Burnley; Stoneyholme and Daneshouse Centre, Burnley; Padiham Young Peoples Centre; Willows Park Children Centre, Longridge, Ribble Valley; Longridge Young Peoples Centre, Ribble Valley; Ribblesdale Children Centre, Ribble Valley; The Zone in Ribble Valley; Star/Ashton Young Peoples Centre, Preston; Riverbank Children Centre, Preston; Walton Lane Children Centre, Pendle; The Zone in Pendle; Whitworth Children Centre, Rossendale and Whitworth Young Peoples Centre, Rossendale

Further careful consideration of the 14 settings included factors such as the local level of need for the service, its location, the accessibility , suitability to deliver services, the type and scale of service delivery, running costs, the building's condition, the time taken to travel there, what other services are provided there, the wider community impact of any proposal, the cost of building adaptations required to accommodate future service delivery, further budget option decisions and emerging priorities. The possibility of further specific and targeted consultation as to which buildings in the area should no longer be used to deliver the service was also included, if this was felt to be needed.

This Equality Analysis reflects the outcome of these further considerations.

Question 2 - Scope of the Proposal

Is the proposal 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?

The proposal will affect people who use Children and Family Wellbeing

Services in Burnley, Ribble Valley, Preston, Rossendale and Pendle as these are the Districts where the future of locations currently used for service delivery are being considered.

The Children and Family Wellbeing Service supports children, young people, parents and families, it priorities those most in need, particularly where it thinks early help will make the most difference. It does this in different ways and places like:

- One to one support between a worker and a family;
- Group based sessions held in different community buildings, like a village hall;
- Outreach in places like homes, at schools or in a local café;
- Its work with young people can even be on the street.

In proposing which settings/buildings the Service will continue to use for its service delivery further consideration has been given to:

- The local level of need in areas where these centres were situated;
- The building locations and their accessibility along with the time taken to travel to the centre from within the wider catchment area;
- Their suitability to deliver services, including the whole CFW Service offer, 0-19+;
- The type and scale of current service delivery and usage patterns;
- The operating costs of the buildings;
- Issues identified for wider community impact;
- The cost of building adaptations required to accommodate future CFW service delivery and further budget option decisions and emerging priorities;
- Site specific issues raised during the initial phase of consultation (summer 2018)

It was important to further consider these different factors to identify which locations would be best suited and sustainable to consolidate the full range of CFW service delivery, wherever possible, in a single location in the neighbourhoods where the buildings are located.

Further consideration in relation to the group of buildings also included, where necessary, detailed cost appraisals for any required adaptations/amendments to the accommodation.

Following further consideration in December 2018-January 2019 and using the above criteria the proposal identified the buildings which should continue to be used to deliver the Children and Family Wellbeing Service from and which should no longer be used. The initial outcome was to confirm the original proposals to retain CFW service delivery from:

- The Zone in Pendle (Bradley Children & Family Wellbeing service);
- Riverbank Children Centre, Preston (Preston Central Neighbourhood Centre);
- The Zone in Ribble Valley (Clitheroe Family and Wellbeing Service)

It also confirmed the original proposal to withdraw service delivery from:

- Walton Lane Children Centre, Pendle (Marsden Children & Family Wellbeing Service);
- The Star/Ashton Young Peoples Centre, Preston (Ashton Children & Family Wellbeing Service);
- Ribblesdale Children Centre, Ribble Valley (Ribblesdale Children & Family Wellbeing Service).

There are an additional two buildings where service delivery is planned to continue pending further discussions with stakeholders:

- Longridge Young People's Centre;
- Willows Park Children Centre, Longridge.

For the remaining buildings a further consultation was held because the proposal suggested had changed. It was now proposed to continue service delivery from:

- The Chai Centre, Burnley;
- Whitegate Children Centre, Burnley (Whitegate Children &

Family Wellbeing Service):

- * Whitworth Library which is additional to the 14 buildings indicated and was not included in original consultation proposals (summer 2018)

And to withdraw service delivery from:

- Stoneyholme and Daneshouse Young Peoples Centre, Burnley (Stoneyholme and Daneshouse Children and Family Wellbeing Service);
- Padiham Young Peoples Centre;
- Whitworth Young Peoples Centre;
- Whitworth Children Centre (Whitworth Children and Family Wellbeing Service).

Question 3 – Protected Characteristics Potentially Affected

Could the proposal 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

And what information is available about these groups in the County's population or as service users/customers?

In broad terms the protected characteristics most likely to be affected by this proposal are:

Age: particularly children and young people given the scope of the service. The proposals are that the service will no longer use 3

buildings currently designated as children centres and four buildings described as Young Peoples Centres. Of those proposed to continue to be used for service delivery most are described as Neighbourhood Centres, Zones or a Library with others sharing the title of Children Centre/Children and Family Wellbeing Service. It is possible that the greatest impact could be for users of buildings described as Young Peoples Centres as alternative provision could be in a different environment/setting.

Pregnancy/Maternity: children centres provide support services for women who are pregnant or on maternity leave so the proposal will affect some women from this protected characteristics group. The Service also provides a range of "parent to be" sessions/support for targeted pregnant mums, particularly teenage parents to be, and a range of services for parents/carers of babies and toddlers. As some children centres will no longer be used for service delivery there could be an impact on some people from this protected characteristics group.

Disability: disabled young people can use the Young Peoples service until their 25th birthday so there is the potential for a greater impact on disabled young people than young people from other protected groups. Of the buildings where it is proposed to withdraw services from the Star Centre in Ashton/Ashton Young Peoples Centre hosts a disabled young peoples' session currently

Race/Ethnicity: some centres are located in areas where there may be larger concentrations of people from different ethnic minority communities/backgrounds. Stoneyholme and Daneshouse Young Peoples Centre has particularly high usage from BME young people which is reflective of its location and withdrawal from this building may therefore have a disproportionate impact on BME young people. In contrast, the Chai Centre has developed its service by providing 1 to 1 support at home to remove barriers to service use for some members of the community, particularly BME women. More widely changes in the buildings which are used for service delivery may result in changes to the ethnicity profile of service users which may, at least initially, lead to some uncertainty about using different buildings.

The Children and Family Wellbeing Service has a long tradition of being inclusive and of supporting young people – e.g. who are LGBTQ – and of raising awareness and understanding of equality and cohesion issues across its service delivery and workforce. The Service also provides some boys only and girls only sessions for the 12-19 (25) age group which focus on health and relationships and culturally sensitive single sex groups are welcomed by some sections of the community, although it is not anticipated that these sessions will be directly affected by these proposals.

Question 4 – Engagement/Consultation

How have people/groups been involved in or engaged with in developing this proposal?

A consultation was held from 4 February until 8 March 2019 which detailed the proposal and specifically sought views about the buildings to be used for service delivery in Burnley and Rossendale in the future. As alternative options had emerged for buildings in these areas, it was considered appropriate to ensure that local stakeholders had an opportunity to comment on these new proposed changes to help inform the final outcome.

This second phase of consultation was promoted to service users at the affected buildings and in the local communities, all of which were contained in the Burnley and Rossendale areas. Consultation questionnaires could be completed on-line or in hard copy formats available from the affected buildings. 77 responses were returned of which 44 were paper questionnaire responses and 33 were on-line questionnaire responses.

As the number of responses was below 100, percentages are not used and a count of responses is used instead.

The demographic profile of respondents is summarised below based on responses to the About You questions

67 respondents identified as being Lancashire residents out of 70 responses to this question so overwhelmingly the consultation was

completed by residents of the county.

75 respondents answered the question about their gender of whom 63 were female, 10 were male and 2 preferred not to say. The proportion of females responding to the consultation is far higher than their representation in the county population. Women are often in the majority of respondents to County Council consultations but this high number also reflects the nature of the service being considered.

3 respondents identified as having identified as being transgender which given the number of responses is a higher number than might have been expected although authoritative figures for people from this protected characteristic group are not available. It does appear that potentially there was a greater proportion of respondents who have identified as transgender than is usual amongst County Council consultations responses.

The age profile of respondents was that 4 were aged under 16, 1 was aged 16-19, 30 were aged between 20-34, 37 aged between 35-64 and 1 was aged 65-74 with no respondents aged over 75 and 2 who preferred not to say. Whilst this is a different demographic than many consultations it is not surprising given the nature of this Service.

6 respondents indicated that they were Deaf people or had a disability with one respondent who preferred not to say and 68 who did not have a disability. This is probably a lower proportion than in the county population but in keeping with some other consultations' demographic profiles.

75 respondents answered the question about ethnicity of whom 56 identified as being English/Welsh/Scottish/Northern Irish/British, 13 identified as being Asian or Asian British Pakistani, 5 respondents identified as being Asian or Asian British Bangladeshi and 2 as being from Any Other Ethnic Group. It appears about a fifth to a quarter of respondents could be identified as being from BME groups which is in line with information for Burnley and Rossendale contained in the 2011 Census but a higher proportion than for most County Council consultations.

75 respondents completed the religion or belief question of whom 34

were Christian, 20 had no religion, 18 were Muslim, 1 indicated "Any Other Religion" and 2 preferred not to say. When compared to the Census information for Burnley and Rossendale it appears that a greater number of responses came from Muslims and people with no religion than might have been anticipated with a slightly lower level of response from those identifying as Christian.

72 respondents completed the sexual orientation question of whom 2 identified as being bisexual, 1 put "other", 2 preferred not to say and 63 identified as Heterosexual/Straight. There are no authoritative figures available from the 2011 Census for this protected characteristic but the response rate seems in line with some County Council consultations but lower than some others where there have been respondents identifying as being Gay and/or Lesbian.

The consultation also asked about the number of children in the household of respondents. Over half of respondents had children under 5 in their household which is not unexpected given the nature of the Service. 14 respondents had no children under 20 in their household, 4 respondents preferred not to say, 1 respondent was expecting whilst others had children in various age ranges between 5 and 19.

9 respondents had a disabled child or young person aged under 25 in their household, 65 did not and 2 preferred not to say, when set against other consultations this indicates a higher proportion of respondents who had a disabled child or young person in their household as this response rate is often around 2 to 6% of respondents.

The main findings of the consultation were:

More than half of respondents (44 out of 77) use a Children and Family Wellbeing Service building at least once a week, whilst 19 respondents never use a building to use the Service.

Of those respondents who had used a Children and Family Wellbeing Service building 40 had used it for activities and groups for their baby, toddler or child: 17 had used it for information, advice and support services; 15 used them for activities/groups for young people; 15

respondents had also used them for family and parenting support and 13 respondents identified using it for individual or group support around emotional, health and wellbeing for them or their child. Of the remaining responses those with a particular significance to this analysis included 8 respondents who identified help with work, education, training or welfare benefits and 4 who referenced specialist support for families with children with disabilities.

47 respondents had used buildings within the last 12 months which the County Council propose to continue to deliver CFW services from in the last 12 months and 9 respondents had not used these buildings.

25 respondents had used buildings in the last 12 months which it is proposed to no longer deliver CFW Services from and 28 had not used them.

31 respondents wished to comment about Whitegate Children and Family Wellbeing Service and Padiham Young Peoples Centre. A number of these raised specific concerns that Whitegate would not be suitable for delivering services to young people or older children and questioned what provision there would be for this group and expressed concern about the consequences of there being no alternative provision. Some spoke of 20 or 50 young people using Padiham Young Peoples Centre at present.

25 respondents commented on the Chai Centre and Stoneyhome and Daneshouse Young Peoples Centre proposal. 10 comments were coded as "the Chai Centre is great".

14 respondents commented on the proposals relating to Whitworth Library, Whitworth Children and Family Wellbeing Services and Whitworth Young Peoples centre.

Respondents were asked if the proposal happened would they go to a building more or less often to use the Service. 31 respondents said they would go more often, 15 said they would go about the same, 4 said they would go less often and 14 said they would not go at all.

When asked if they agreed with the proposal or not, 34 respondents strongly agreed with the proposals and 7 tended to agree. Conversely

23 respondents strongly disagreed with the proposal and 6 tended to disagree. Reasons for these views of significance to this analysis included 9 respondents who said there are no other facilities in the area; 8 who said CYP services are important and more not less are needed; 6 said it was local; 6 said facilities were well used; 5 said it was better than hanging around on the street and its warm; 5 said the service provides social opportunities and activities for children and young people; 4 said it enables people to meet up; 3 said the proposal would have a negative social impact; 2 said services for older children needed to be kept; 2 said the proposal will increase anti-social behaviour in the area; 2 said they would struggle to access alternatives and 2 said playgroup is good for children.

Respondents were asked if the proposal happened how would this affect them and the responses of relevance to this analysis included: "I could continue to access valuable services in my area" from 11 respondents; 7 respondents said there would be a rise in anti-social behaviour in young people; 6 respondents said it would be hard/impossible to access the resources they needed; 3 said social opportunities would lessen; 3 said there were other options or places for them to go to; 2 said opportunities for children would lessen and 2 said they would find it difficult to get to alternative provision and would attend less often.

Finally respondents were asked if there was anything else that should be considered or that could be done differently. 5 respondents suggested more classes/sessions/groups, 5 said keep the services in the buildings, 2 suggested extending opening hours, 2 suggested more funding, 1 said there needed to be thought given to the two age ranges/younger and older children and 1 said more afternoon groups were needed.

It is not anticipated that staff will be adversely affected by this proposal and therefore formal staff consultations have not been carried out. Many of the buildings affected by this proposal are used on a sessional basis with staff often based elsewhere whilst those in buildings which the Service will withdraw from will stay in the same team and be re-allocated to a base in an alternative Centre in the District.

Question 5 – Analysing Impact

Could this proposal potentially disadvantage particular groups sharing protected characteristics and if so which groups and in what way? This pays particular attention to the general aims of the Public Sector Equality Duty:

- To eliminate unlawful discrimination, harassment or victimisation because of protected characteristics;
- To advance equality of opportunity for those who share protected characteristics;
- To encourage people who share a relevant protected characteristic to participate in public life;
- To contribute to fostering good relations between those who share a relevant protected characteristic and those who do not/community cohesion;

The Service has emphasised throughout that it will continue to deliver services in areas where buildings are proposed to no longer be used, although the service may be delivered in a different way or at a different venue or time. It remains the view of the Service that there is no suggestion of, and there is no intention to, close the majority of the buildings concerned. Only a small number of the buildings are solely used by the Children and Family Wellbeing Service – e.g. Ashton Young Peoples Centre, Padiham Young Peoples Centre and Stoneyholme and Daneshouse Young Peoples Centre – and these may close if alternative uses cannot be found.

In many cases other services also use the buildings concerned. It is the Service's view that any other County Council, VCFS, or other partner services delivered in these buildings will not be unduly affected by the withdrawal of CFW service delivery.

It should also be recognised that the Service already delivers its services through outreach work in places like individuals' homes, at schools or in local cafes, etc. as alternative venues. This may allay some concerns

about having to travel to alternative settings.

However, the range of options available for delivery of young peoples' services in other locations may be less flexible as these are more likely to be provided during evenings when alternative venues could be more difficult to source. Some comments relating to Padiham Young Peoples Services and, to a lesser extent, Stoneyholme and Daneshouse Young Peoples Centre have specifically made this point.

The Service will continue to deliver 1 to 1 support, often at home, for those who live in the areas affected by this proposal who need it. In a number of cases this benefits some individuals particularly in some communities - e.g. those of Pakistani or Bangladeshi heritage in the east of Lancashire – this has been a positive way of removing barriers to accessing the service and has contributed to advancing equality of opportunity for these people. More widely the vast majority of casework for individuals is carried out on a one to one basis in the person's own home.

Potentially the greatest impact of the proposal may be on the group work element of service delivery. Although there will be an outreach service delivery offer, some parents/families, children and young people the service supports may face increased travel time to use building based group work sessions and some may be unable to use them because of the time it takes or cost of getting to an alternative venue. The Service has calculated that the maximum journey to any alternative building providing group work sessions is under 3 miles. However, it is recognised that this could present increased difficulties for some people who are heavily pregnant or have young babies, those with disabilities and some young people where they need to travel independently.

This travel difficulty could be increased where young peoples' sessions are held during the evening as there may be additional safety concerns around walking or cycling as a means of travelling to these sessions, particularly in winter when it is darker earlier in the evening. One comment relating to Padiham Young Peoples Centre illustrates this point "there is nowhere else for the youth of Padiham to attend unless you travel and have to spend money that a lot of families don't have". Another comment said that the Padiham building is ideal for "connecting

young people on very easy bus routes to a central point".

There were also concerns that a rise in anti-social behaviour could take place and this was referenced in some of the open question responses – e.g. "the closure of Padiham and Stoneyholme would increase less interests for youths in the evening and could cause potential anti-social behaviour in the area", "It's something to do. It keeps me out of trouble", "It's better than being out on the street causing trouble".

Some group work sessions are already over-subscribed so potentially increased demand on a smaller number of centres or other resources may exacerbate this difficulty and impact on some people's ability to participate in some activities. As parts of the Service assist in developing skills for parenting, employability, etc this could impact some people's equality of opportunity and ability to participate in public life adversely. A significant number of respondents did use the Service for activities/groups for their baby, toddler or child.

A reduction in the number of buildings used by the Service and any subsequent impact on access to group work sessions or similar group activity, may increase social isolation particularly for the more vulnerable service users. If there is a loss of access to peer support and reduced opportunities for mixing with people from different backgrounds, this could adversely affect community cohesion/fostering good relations between people from different backgrounds and communities or from different protected characteristics groups more widely.

Outreach sessions may assist people to access services in small numbers or individually but potentially this may not fully replace the larger group or peer support sessions currently available locally. Some comments in the consultation expressed concern about reduced social opportunities or chances to meet up arising from the proposal.

Where people now need to access services at a different location there may, at least initially, be concerns about building up relationships/rapport with people from different parts of the town/district, or from different ethnicities/social backgrounds. This could make some people reluctant to go to an alternative venue or feel anxious about doing so. It is also possible that staff people have worked with might also change and it

may take time to build up rapport, relationships and confidence with them. Groups being larger may also be a cause of anxiety for some service users.

Some concerns have been raised about the possible use of buildings by people from different age groups and the possible issues this might create in terms of safeguarding, etc. One specific example raised was the proposal to use Whitworth Library to deliver children centre services. The Service have confirmed that there should be no difficulties as the children centre service will be delivered when the library is closed whilst other venues will have clear distinctions between groups who use them at different times/on different days. Others felt that the alternative premises – e.g. Whitegate Children and Family Wellbeing Service – was not a suitable environment to accommodate the 12-19+ service and this was mentioned in specific comments from a number of respondents.

There was a wider concern mentioned in terms of facilities generally reducing in Padiham which was mentioned in a number of responses. Whilst this often related to the proposed withdrawal from the Padiham Young Peoples Centre, this was connected by some to a closure of the local bank and that there is a sense the town is losing its services when it has a population of over 10,000. This particular Centre was also seen as a long-established part of the community.

Question 6 –Combined/Cumulative Effect

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

Over recent years the support given by the County Council to subsidise non-commercial bus services has changed and is focussed more towards retaining support for weekday services. The reduced support for evening services which are not commercially viable could affect the ability of young people to attend alternative buildings where they are reliant on buses to travel there – e.g. if young people needed to travel from Padiham to Burnley.

This proposal could potentially be impacted by proposals emerging regarding a partnership between the Service and VCFS sector to provide a 12-19+ service offer.

Question 7 – Identifying Initial Results of Your Analysis

As a result of the analysis has the original proposal been changed/amended, if so please describe.

At this stage the proposal remains unchanged.

Question 8 - Mitigation

Will any steps be taken to mitigate/reduce any potential adverse effects of the proposal?

The Children and Family Wellbeing Service will continue to be delivered through sessions at buildings and locations which best suits the children, young people and families it supports. This includes:

- The availability of detached, mobile and outreach services as a part of the Children and Family Wellbeing Service Offer. The outreach work the service offers takes place at individuals' homes, schools, local cafes or other venues which should mitigate concerns about travelling to alternative settings.. The vast majority of 1 to 1 casework support is already delivered in peoples' homes and for some communities the availability of this option has removed potential barriers to accessing the service.
- Group work sessions will be available at remaining buildings and, where required, the service will support individuals to attend them, such as by supporting them to travel to the new location, learning the route or helping them integrate into the new group for an agreed time, where these issues present a barrier to individuals.
- Ensuring services are accommodated in a way that meets the diverse needs of children, young people and their families which includes implementing safeguarding arrangements as

appropriate – e.g. operating the children centre at Whitworth Library on a day when the library is closed.

- Centres will be equipped to meet the needs of the service provided and will offer, where necessary, meeting rooms, areas for group work and private rooms for interviews and consultations. The feasibility and practicalities of this have been examined as part of the further considerations process which has informed the final proposals. Where alterations are required to buildings which will be used in the future, as an interim arrangement the service will seek to continue service delivery from their current venue until work is completed or where this is not possible will find a "work around" to ensure services are available.
- Any other County Council, VCFS, or other partner services delivered in these buildings will not be unduly affected by the withdrawal of CFW service delivery. Buildings where the CFW Service is the sole occupier will be considered for alternative county council service occupancy or may be considered for disposal or for surrendering of the property interest.
- In order to accommodate the change in service delivery, adaptations will be required in a small number of buildings. Detailed estimates of these works will be submitted for separate Cabinet approval and will be funded from the previously approved property review programme.

Question 9 – Balancing the Proposal/Countervailing Factors

This weighs 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 the analysis.

This proposal has emerged in response to the County Council's extremely challenging financial position arising from reductions in funding and increasing demand and costs of delivering services. This has required that consideration is given to how we can do things differently whilst still providing support to those who need the County Council's help.

It is acknowledged that the proposal will have an adverse impact on some people with protected characteristics including children and young people (age protected characteristic) with potentially young people more affected, some disabled children and young people, people with the pregnancy and maternity protected characteristic, women who are more likely to use baby, toddler and children's groups and members of the BME community particularly in respect of the Stoneyholme and Daneshouse and Chai Centre proposal.

Mitigation arrangements include:

- The availability of detached, mobile and outreach services as a part of the Children and Family Wellbeing Service Offer. The outreach work the service offers takes place at individuals' homes, schools, local cafes or other venues which should mitigate concerns about travelling to alternative settings.. The vast majority of 1 to 1 casework support is already delivered in peoples' homes and for some communities the availability of this option has removed potential barriers to accessing the service.
- Group work sessions will be available at remaining buildings and where required the service will support individuals to attend them, such as by supporting them to travel to the new location, learning the route or helping them integrate into the new group for an agreed time, where these issues present a barrier to individuals.
- Ensuring services are accommodated in a way that meets the diverse needs of children, young people and their families which includes implementing safeguarding arrangements as appropriate.
- Centres will be equipped to meet the needs of the service provided and will offer, where necessary, meeting rooms, areas for group work and private rooms for interviews and consultations. The feasibility and practicalities of this have been examined as part of the further considerations process which has informed the final proposals. Where alterations are required to buildings which will be used in the future, as an interim arrangement the service will seek to continue service delivery from their current venue until work is completed or where this is

not possible will find a "work around" to ensure services are available.

- Any other County Council, VCFS or other partner services delivered in these buildings will not be unduly affected by the withdrawal of CFW service delivery. Buildings where the CFW Service is the sole occupier will be considered for alternative county council service occupancy or may be considered for disposal or for surrendering of the property interest.
- In order to accommodate the change in service delivery, adaptations will be required in a small number of buildings. Detailed estimates of these works will be submitted for separate Cabinet approval and will be funded from the previously approved property review programme.

Question 10 – Final Proposal

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

It is proposed to retain Children and Family Wellbeing service delivery from:

- Bradley Children and Family Wellbeing Services (The Zone in Pendle)
- Preston Central Neighbourhood Centre (Riverbank Children Centre)
- Clitheroe Children and Family Wellbeing Services (The Zone in Ribble Valley)
- The Chai Centre, Burnley
- Whitegate Children and Family Wellbeing Services (Whitegate Children Centre)
- And to deliver Children and Family Wellbeing Services from Whitworth Library.

It is proposed to no longer deliver Children and Family Wellbeing

Services from:

- Marsden Children and Family Wellbeing Services (Walton Lane Children Centre)
- Ashton Children and Family Wellbeing Services (Ashton/Star Young Peoples Centre)
- Ribblesdale Children and Family Wellbeing Services (Ribblesdale Children's Centre)
- Stoneyholme and Daneshouse Children and Family Wellbeing Services (Stoneyholme and Daneshouse Young Peoples Centre)
- Padiham Young Peoples Centre
- Whitworth Young Peoples Centre
- Whitworth Children and Family Wellbeing Services (Whitworth Children Centre)

It is anticipated that, if approved, the proposals would be implemented on a site by site basis from 1 May 2019 until around the end of August 2019.

Consideration of the future of Longridge Young Peoples Centre and Willows Park Children Centre is still ongoing and service delivery remains unchanged there

Question 11 – Review and Monitoring Arrangements

What arrangements will be put in place to review and monitor the effects of this proposal?

The Children and Family Wellbeing Service has an extensive range of review and monitoring arrangements already in place which can be used to measure the impact of the changes which are implemented.

Equality Analysis Prepared By Jeanette Binns (Equality and Cohesion Manager) and Kathy Ashworth (Senior Manager, Public Health and Wellbeing: East)

Equality Analysis Endorsed by Line Manager and/or Service Head
Debbie Duffell (Children and Family Wellbeing Service Head)

Decision Signed Off By

Cabinet Member or Director

For further information please contact

Jeanette Binns – Equality & Cohesion Manager

Jeanette.binns@lancashire.gov.uk

Section 4

Equality Analysis Toolkit

Children and Family Wellbeing Service v5
For Decision Making Items

November 2018

Question 1 - What is the nature of and are the key components of the proposal being presented?

To make savings of £1.25m to the Children and Family Wellbeing Service by ceasing service delivery from a number of settings, including some school based settings.

The proposal follows on from a Cabinet Report submitted in January 2018 where it was agreed that £1.25 million savings would be made from the Service's budget.

The Children and Family Wellbeing Service in Lancashire identifies as early as possible when a child, young person or their family needs support, helping them to access services to meet their needs, preventing any problems getting worse and reducing the demand for specialist support services. Working together with key partners, they make sure that they have maximum impact on achieving positive outcomes for families. The Children and Family Wellbeing Service prioritises vulnerable groups, individuals and communities, based on assessed levels of need under the following themes:

- Safeguarding and supporting the vulnerable;
- Supporting family life;
- Enabling learning;
- Preparing for work;
- Improving community safety;
- Promoting health and wellbeing;
- Developing healthier places.

The Service works with the people they support in different ways and places like:

- One to one support between a worker and a family
- Group based sessions held in different community buildings, like a village hall
- Outreach in places like homes, at school or a local café
- Their work with young people can even be on the streets.

The Service needs to identify the most effective and efficient use of

buildings to support their service delivery.

In developing this proposal, the Service has looked at evidence of how it has made a difference to children, young people and families and how the service could become more effective. The Service have focussed on how they could provide support direct to people in their home settings where possible and delivering in community settings where best. This would enable them to become more people focussed rather than buildings based. By doing this, the Service plans to reduce the number of buildings where they are based and work more flexibly in the community.

As part of this proposal the Service also intend to commission a 12-19 years youth offer through the voluntary, community and faith sector to support our delivery of services to young people across Lancashire.

Question 2 - Scope of the Proposal

Is the proposal 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?

It is proposed that going forward the Service will retain service delivery at 57 settings. It is proposed to cease delivering the service from 19 buildings, although this includes putting into effect decisions to no longer use premises taken in the 2016 Property Strategy alongside proposals to no longer use other identified buildings to deliver the children and Family Wellbeing Service.

The proposal will affect each District of the county but specific buildings have been proposed to no longer be used for delivering the Children and Family Wellbeing service. These settings/buildings have been identified after consideration of a range of criteria including:

- How easy it is to get to the buildings;
- How much need there is for our services in different places;
- How much each buildings is used and what it is used for;
- How suitable the buildings are for delivering our services;
- Each building's running costs and condition;

- What other Services are provided in the building;
- The likely impact on the local community.

The advantages and disadvantages of not using each building have also been considered in light of this.

The buildings proposed to cease delivering the Children and Family Wellbeing service at the beginning of the consultation and any possible nearest alternative provision identified are:

- Lancaster - Halton Children Centre (alternatives Lune Park Centre approx. 2.8 miles or White Cross approx. 3.3 miles away);
- Lancaster - Appletree Children Centre (alternatives White Cross approx. 1.9 miles or Lune Park Centre approx. 2.2. miles away);
- Wyre - West View Children Centre - The Anchorage, Fleetwood (alternatives Flakefleet approx. 0.8 or The Zone, Milton Street approx. 1.5 miles away);
- Wyre - Kemp Street Children Centre, Fleetwood (alternatives Flakefleet approx. 0.8 miles or The Zone, Milton Street approx. 0.4 miles away);
- Preston - Star Young Peoples Centre, Ashton, (currently no realistic alternatives as Moor Nook is approx. 4.1 miles away and building alterations would be needed for 12-19+ provision at Riverbank Children Centre 0.5 miles away);
- Preston - Cherry Tree Children Centre, (alternative Preston East Children Centre approx. 1.7 miles away);
- Preston - Sunshine satellite Children Centre, New Hall Lane, (alternative Stoneygate Children Centre approx. 1 mile away);
- West Lancashire - St Johns Children Centre, (alternative The Zone, West Lancashire approx. 2 miles away);
- Hyndburn - Fairfield Children Centre, (alternative The Zone in Accrington approx. 1.2 miles away);
- Ribble Valley - Ribblesdale Children Centre, Ribble Valley (alternative The Zone in Clitheroe approx. 0.5 miles away);
- Ribble Valley - Willows Park Children Centre, Ribble Valley (alternative Longridge Young Peoples Centre approx. 0.3 miles away);

- Rossendale - Whitworth Children Centre, (alternative Whitworth Young Peoples Centre approx. 0.3 miles away);
- Burnley - Whitegate Children Centre, Burnley (alternatives Padiham Young Peoples Centre approx. 0.7 miles or Ightenhill Children Centre approx. 1.6 miles away);
- Burnley - Chai Children Centre, (alternatives Reedley Hallows Children Centre approx. 0.6 miles or Stoneyholme and Daneshouse Centre approx. 0.5 miles away);
- Pendle - Earby Community Centre, Pendle (alternative at Barnoldswick Young People Centre approx. 2.7 miles away is unlikely to be realistic due to public transport availability);
- Pendle - Walton Lane Children Centre. (alternative The Zone, Nelson approx. 0.7 miles away).

In the assessment process, consideration was also given to alternative settings which could potentially be available to people, young people and children we support and those identified/prioritised are listed above, along with opportunities for mobile and outreach service delivery.

Question 3 – Protected Characteristics Potentially Affected

Could the proposal 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

And what information is available about these groups in the County's population or as service users/customers?

In broad terms, the protected characteristics most likely to be affected by the proposal are:

Age – particularly children and young people given the scope of the service. Specifically 16 of the settings proposed to cease delivering service include provision for 0-11 year old children and four premises include provision for 12-19+ young people (Earby Community Centre has 0-19+ provision).

Pregnancy and Maternity – Children Centres provide support services for women who are pregnant or on maternity leave so the proposal will affect people from this protected characteristic group. The service provides a range of "parent to be" courses for targeted pregnant mums, particularly teenage parents to be and a range of support services for parents/carers of babies and toddlers.

Disability – disabled young people can potentially use the Young Peoples service until their 25th birthday so may be more adversely impacted than other groups. The service has a specific service offer for children with special educational needs and disabilities providing **at minimum** two group based opportunities per week dedicated to children and young people with SEND, in each District area, once focussed around children (0-11 years) and a second focussed on young people (over 11 years and to 25 years). Of those premises specified in the proposal, Ashton Young People's Centre (Star Centre in Ashton) hosts a young disabled persons' session at present.

As part of the services' targeted early help offer each district will also deliver a parenting programme opportunity (lasting 10-12 weeks) dedicated to parents and carers of children and young people with SEND at least once a year, in addition to the one to one targeted family support and group based programmes which are accessible to all parents and carers.

Sexual Orientation and Gender Reassignment – the service provides a range of support to LGBT young people. The focus group element of consultation/engagement has identified that the POUT group for LGBT young people is, however, the only local authority provision for their community across Lancashire and it is running at full

capacity and couldn't accommodate any new members, though they felt with support they could set up more local groups. They were also concerned that there is no provision for 11-12 year olds who were increasingly vocal in questioning their sexuality.

Sex/Gender – the service provides some boys only and girls only sessions for the 12-19 (25) age group which focus on issues such as health and relationships. Culturally, single sex groups can be welcomed by some communities.

The service also provide Dad's Only groups where fathers and children can engage in activities together, particularly where the fathers are the primary carers.

Race/Ethnicity – English for Speakers of Other Languages (ESOL) courses are run from a number of centres with this element being commented on in relation to the proposal for Fairfield Children Centre in Hyndburn. However, for some communities the availability of 1 to 1 support at home is seen as removing a potential barrier to use of the service – e.g. for communities close to the Chai Centre. In Preston there is a Polish Group supported by the Service, where members of the Polish community can come together socially for help, support and advice.

The Children and Family Wellbeing service also has a long tradition of being inclusive and of supporting young people – e.g. who are LGBT - and of raising awareness and understanding of equality and cohesion issues across its service delivery and workforce.

Question 4 – Engagement/Consultation

How have people/groups been involved in or engaged with in developing this proposal?

The proposal was subject to an 8-week public consultation which ran from 6 June to 3 August 2018.

For this consultation paper copies of the questionnaire were made available in buildings where Children and Family Wellbeing services

are delivered. An electronic version of the consultation questionnaire was available at www.lancashire.gov.uk. In addition a series of focus groups/consultation workshops with people and young people we support took place in July 2018 facilitated by the organisation Creative Exchange. 569 stakeholders with an interest in the Children and Family Wellbeing service were alerted to the consultation and how they could participate in it by email at the start of the consultation period.

The consultation questionnaire outlined the proposal for the Children and Family Wellbeing service and then identified by district the 57 buildings proposed to continue delivering Children and Family Wellbeing services and the 19 buildings proposed to no longer deliver Children and Family Wellbeing services.

In total 729 completed questionnaires were received, 271 paper questionnaires and 458 on-line.

In terms of the demographic breakdown of respondents who responded to these questions:

- 89% of respondents were residents of Lancashire;
- 78% of respondents were female and 19% were male. Although county council consultations often have more women respondents this is a comparatively high response and significantly higher than the county's gender profile. This probably reflects the nature of the service and of the facilities at some premises included in the consultation.
- 1% of respondents identified as being Transgender, which is a slightly higher response rate than for many other consultations where this protected characteristic is included in demographic questions.
- In terms of age: 3% of respondents were aged under 16, 2% were aged 16-19. 40% were aged 20-34 and 47% were aged 35-64. 5% of respondents were aged 65-74 and 1% were aged over 75. Given the nature of the service, the age profile of consultation respondents is not unexpected.
- 6% of respondents identified as having a disability or being a Deaf person which is a little lower than for other consultations

and might have been expected to be higher given the nature of the service offer. However, 11% of consultation respondents said they had disabled children or young people in their household which is higher than the 2% figure recorded in many other service consultations.

- 3% of respondents had no children but were expecting, a slightly higher level of response than for many other service consultations. 50% of respondents had children aged under 5 in their household which is higher than in many consultations but reflective of the children centre element of the service. 24% had children aged 5-8, 19% had young people aged 12-16 in their household, 17% had children aged 9-11, 9% had young people aged 17-19 in their household and 16% of respondents had no young people in their household.
- 85% of respondents to the consultation were White, 9% identified as Asian or Asian British, 1% identified as Black or Black British, 1% identified as Mixed Race/Ethnicity and 1% as Other. The percentage of respondents who are Asian or Asian British is higher than for many other service consultations whilst the percentage of White respondents is lower. The response rate is also slightly different from the Lancashire population where in the 2011 Census 92% of the population was identified as White and 7.8% as from BME communities.
- 9% of respondents also identified as being Muslim in the religion or belief protected characteristic question, a higher figure than in many service consultations and as recorded in the 2011 Census. The percentage of Christian consultation participants was lower than in many other service consultations and the percentage who had no religion was slightly higher, other religions were represented in broadly similar terms to other service consultations where this question is included.
- 2% of consultation respondents identified as being bisexual which is slightly higher than in many other service consultations. Other response rates for this question were broadly in keeping with many other service consultations where the sexual orientation question is included.
- 20% of respondents identified as being from Pendle, 15% from

Burnley, 14% from Lancaster and 12% from Preston of those who answered this question. The lowest percentages of respondents were from South Ribble (2%), Wyre and Fylde at both 3% and Chorley at 4%.

About 55% of respondents said that they go to a building to use a Children and Family Wellbeing service about once a week or more. 21% of respondents never go to a building to use a Children and Family Wellbeing service.

Of those who had used a building, 62% of those who had used a service in the last 12 months had used baby, toddler or child activities or groups, 43% had used information, advice or support and 34% had used family and parenting support. Other items of relevance to this analysis include 22% of respondents had used groups and activities for young people, 21% had accessed individual or group support around emotional health and wellbeing for a parent or their children, 13% had accessed specialist support for families with children with disabilities and 11% accessed help with work, education, training or welfare benefits.

Respondents were asked if they had used any of the buildings in the last 12 months which the service proposes to continue using. 55% of respondents had used these buildings and 40% had not used any of these buildings.

Similarly respondents were asked if they had used any of the buildings in the past 12 months which the service proposed to no longer deliver its services from. 51% of respondents had used these buildings and 46% of respondents had not.

About 14% of respondents said that if the proposal happened they would go to a Children and Family Wellbeing service building less often than they do now and 22% said that they would not go at all. About 14% of respondents said they would go to a building to use a Children and Family Wellbeing service more often than they do now if the proposal happened, and 39% of respondents said they would go about as often as they do now.

When asked how the proposal would affect them, if it happened, 50%

of respondents said it would be more difficult/impossible for people in the local area to access Children and Family Wellbeing services and get the support they need and 29% said that the centre is important for the local community. 14% of respondents said the proposal would have no effect on them, 11% of respondents said they would lose their jobs whilst 10% said it would free up space in the building to be used in other ways.

About 27% of respondents agree with the proposal and 54% said that they disagree with it.

When asked why they agree or disagree with the proposal 47% of respondents said that centres provide valuable support to local communities and their family, 16% supported the merging or consolidating of centres to improve the utilisation of facilities, 15% said the proposed changes will make it difficult/impossible to access these facilities, 15% said it will negatively impact on the most vulnerable families and 14% felt it would have a negative impact on other services provided within the building (e.g. nursery) possibly leading to their closure and job losses. Other responses with a particular equalities reference included 8% of respondents who said the proposals will reduce access to services supporting young childrens' education and development, 6% said SEND children are well supported currently/will lose access to support/change will be difficult, 5% said that budgets should not be cut for services to children and young people, 4% of respondents said that the proposal will mean that children will not get their free early years entitlement and 3% said that closures will lead to more anti-social behaviour and other negative impacts.

Finally respondents were asked if there was anything else we needed to consider or that could be done differently. 22% of respondents said that money should be found from elsewhere in the county council's budget to keep the centres open/invest in them, 18% said people may miss out on the support they need, 17% said that the future impact of the closures should be considered, 17% said stop closing centres as we need more of them and 16% said find alternative uses/options for the buildings rather than merging/closing them. Other responses with a specific protected characteristics element included 12% of respondents who said the centres/service provides a support network

for single parents/new mums; 7% said the existence of these centres helps prevent anti-social behaviour, 5% said the local centre is easily accessible especially for those without their own transport or with mobility issues and 2% who said consider the impact on those that require help/support (vulnerable/disadvantaged, etc).

A number of responses mentioned some centres specifically but this analysis must exercise some caution in using this information as although, for example, 92 respondents mentioned Walton Lane Children Centre and 38 mentioned Willows Park Children Centre, the numbers of specific mentions alone may not fully reflect the value placed on any individual centre. However, comments included in the consultation report referring to a specific building which have a specific relevance to protected characteristics are summarised below:

Walton Lane Children Centre – many respondents felt that removing the service may leave the nursery at risk of closure, that the centre supported a high number of children with special educational needs and disabilities and that other centres/providers in the area may not be able to meet the needs of children using the centre.

The Chai Centre Children Centre – this is felt to be positioned in the heart of the community and to be easily accessible by those without their own transport. Respondents noted that the centre supports minorities and those with disabilities.

Sharoe Green Library and Cherry Tree Children Centre – respondents noted the good parking facilities and that the combination of a library and children centre in one building works well.

Fairfield Children Centre – respondents were concerned that removing services from this centre might leave the nursery and other services at risk of closure. There was also a feeling that other services in the area may not be able to meet the needs of the children using this centre with children with disabilities and those who speak little English given as examples. Many people who use the centre walk to it and the alternatives are not a comfortable walking distance away so people may not be able to use them.

Appletree Children Centre – respondents commented that the

alternative suggestion of White Cross is in the centre of a business park that isn't easily accessible for any part of the community and isn't close to the retail centre whereas there is an "abundance" of parking near the Appletree centre and a number of other services can be accessed at the building.

Willows Park Children Centre – a number of respondents, though not all, supported the proposal to move services to Longridge Young Peoples Centre.

Other responses have been received from borough and parish councils, an MP, Lancashire Care Foundation Trust which provides services in a number of the Children and Family Wellbeing service's buildings, and other organisations and individuals. Many expressed concerns about the potential impact on services of withdrawing from the buildings listed in the consultation or other service buildings which respondents also identified. A number of the individual email responses identified the importance of support for "new mums" from the centres and peer support from meeting people at "stay and play" or other sessions. The ability to access locally health provision and clinics was also identified, along with breastfeeding support, access to dads' groups and the help such groups can be to the mental health of some of those attending. Others mentioned that it brought parents together from all backgrounds who were experiencing similar situations/concerns or anxieties and the centres helped new parents and others feel less isolated.

The focus group element of the consultation sessions were held in each of the 12 Districts and additional sessions were held for specific targeted groups, e.g. young people, LGBT young people and parents of families of children and young adults using the SEND service. All were held in accessible premises and at times when service users were more likely to be able to attend. Attendance did vary, it was suggested this was possibly because some areas may be more affected by the proposals than others. The report identified that those who attended were passionate about and very interested in the service.

Some of the themes of most relevance to this analysis are:

Positive Outcomes from services – people mentioned a growth in confidence, self-esteem and the ability to communicate with others for both parents and children; improved mental health and support in coping with stress – making a huge difference to families; help in identifying health and mental health problems such as depression; information and advice about parenting; creating and strengthening bonds between parents and young children; the opportunity to share problems in a non-judgemental setting and to help each other find solutions, particularly for parents of children with special educational needs and disabilities; access to skills for employment such as interview and CV skills; referrals and signposting to other services such as debt and benefits advice, cooking and healthy eating, health clinics, foodbanks, housing and eviction advice, sleep challenges, etc; the ability to take up employment opportunities; breaking down social isolation, providing opportunities to socialise and making long-lasting friendships that continue beyond the centre for parents and children; building trust through friendships and communities, between parents and amongst children and young people; increasing educational attainment at school; preparing children for school and spotting educational development needs at an early stage of a child's life; facilitating access to further and higher education opportunities; access to physical resources and facilities such as messy play, sensory rooms, IT equipment, safe outside play space, etc; safe space for children to develop including in holiday periods and respite and time to breathe for parents.

Negative Aspects of the service – many of these were specific to individual buildings but some of the more general themes which have an equalities element included the lack of fit for purpose baby changing facilities and disabled young people's changing facilities; lack of clarity about opening hours of buildings and what services are on offer across all locations and opening hours that sometimes didn't match users' needs particularly for young people who were in full time education.

The impact of the planned closures – comments on the impact of the proposed withdrawal of service delivery in the proposed settings

with an equalities theme/relevance included: increased isolation and deteriorating communities; declining mental health and increased strain on already overstretched mental health services; an increase in health problems in parents and children, particularly relevant to Lancashire which has one of the highest infant mortality rates in England it was said; a drop in the number of people using the service because of transport difficulties; a lack of diagnoses and early interventions to address problems such as speech and language development; a knock on effect on employment with some parents having to give up work or find new jobs to fit around pick up and drop off times/patterns; reducing use of other services such as neighbouring nursery schools which could in turn endanger their sustainability; reduced educational attainment by the children whose parents can't adapt to the service changes and a knock on effect on schools and other pupils; loss of supportive relationships;

Mitigating the negative impacts – suggestions made included providing transport for groups, including possibly the loan of car seats (although the limitations of group travel were also acknowledged); subsidising transport costs, for example by providing free day tickets for the bus; identifying other local venues that are more convenient for existing users; or offering outreach sessions in communities where buildings might be closing.

It is not anticipated that formal staff consultation will be required as many of the premises identified provide sessional services delivered by staff who are based elsewhere.

Question 5 – Analysing Impact

Could this proposal potentially disadvantage particular groups sharing protected characteristics and if so which groups and in what way? This pays particular attention to the general aims of the Public Sector Equality Duty:

- To eliminate unlawful discrimination, harassment or victimisation because of protected characteristics;

- To advance equality of opportunity for those who share protected characteristics;
- To encourage people who share a relevant protected characteristic to participate in public life;
- To contribute to fostering good relations between those who share a relevant protected characteristic and those who do not/community cohesion;

The Service has emphasised throughout that it will continue to deliver services in areas where buildings are proposed to no longer be used, although the service may be delivered in a different way or at a different location or time. It is the view of the Service that there was no suggestion of, and there was no intention to, close the majority of these buildings. Only a small number of the buildings included are solely used by the Children and Family Wellbeing Service – e.g. Ashton/Star Young Peoples Centre, – and these buildings may close.

In the majority of cases other services also use the buildings. It is the service's view that any other services delivered in these buildings should not be unduly affected by this proposal. Some consultation responses and consultation workshop feedback may not have fully appreciated this or fully reflected this position and have perceived that services will cease and buildings will close entirely in all cases.

It also appeared that some respondents had not recognised that the service already delivers services through outreach work in places like individual's homes, at schools or in local cafes, etc as alternative venues. This may allay some concerns about having to travel to or other barriers to using alternative settings.

There will remain a level of universal service available to those assessed as at Level 1 on the Lancashire Continuum of Need in the form of information, advice, and guidance and signposting only. This will include libraries and other venues, some of which are adjacent to or near buildings which the service proposes to no longer use for its service delivery.

Other recent budget decisions concerning staffing have meant the

service stretching to maintain reach and statutory universal commitments as part of the children centre core offer becoming extremely difficult with this level of capacity reduction. Therefore suggestions for promoting the Children and Family Wellbeing service more widely in order to increase usage, cannot be taken forward. The service targets and prioritises children, young people, parents and families most in need, particularly where it thinks that early help will make the biggest difference, so wider promotion to the public would not be appropriate. The new structure of the service in terms of its buildings delivery will allow the service to function more efficiently with teams no longer being split between different buildings.

Those assessed as being on Level 2 of the Lancashire Continuum of Need, are prioritised with a greater level of support being available to them. Included amongst the prioritised groups are those with disabilities or SEND, those affected by domestic abuse, groups such as Travellers, asylum seekers or refugees – these groups represent those with the disability, ethnicity and sex/gender protected characteristics.

The service will deliver 1 to 1 support, often at home, for those who live in areas affected by the proposal who require it. In a number of cases this will benefit individuals, and particularly in some communities – e.g. those of Pakistani or Bangladeshi heritage in the east of Lancashire – this has been a positive way to remove barriers to accessing the service and so contributes to advancing equality of opportunity for those individuals. More widely, the vast majority of casework for individuals is carried out on a one to one basis in the person's own home.

Potentially the greatest impact of the proposals may be on the group work element of service delivery. Although there will be an outreach service delivery offer, some parents/families, children and young people the service supports may face increased travel time to use building based group work services and some may be unable to use them due to the time or cost of reaching an alternative venue. The service has noted that the maximum journey to an alternative building to access group work services (of those building proposed for cessation of CFW services) is less than 3 miles, with the majority being less than 1 mile. Those who are heavily pregnant or with very young babies may be particularly affected by this, as could young people and those who have

disabilities where travelling independently may present increased difficulties.

Some group work sessions are already over-subscribed and potentially increased demand on a smaller number of children centres or other resources may exacerbate this difficulty and impact on some people's ability to participate in some activities. As parts of the service assist with developing skills for parenting, employability, etc this may impact people's equality of opportunity and ability to participate in public life adversely. A number of consultation responses and comments within the focus groups referred to this concern.

There were also comments that the service contributes to a range of education related activities such as identifying some developmental issues for young children, helping children become school ready and encouraging parents to access further or higher education and other types of training. Employment related help such as CV writing or interview skills training are also available. Should this become less easily available to individuals, this may also impact adversely on the advancing of opportunity PSED general aim and its related aim of encouraging participation in public life.

A reduction in buildings used by the service and any subsequent impact on access to group work sessions, may increase social isolation particularly for the more vulnerable service users, coupled with the loss of peer support, mixing with people from different backgrounds and social status and the value of resources and support/help/advice. Outreach sessions may assist people to access services in small numbers but potentially it may not fully replace the larger group or peer support sessions currently available locally. Mixing with people from different backgrounds and/or social status contributes towards community cohesion and fostering good relations between communities. Some consultation respondents, focus group members and email comments received have referenced this point and spoke of how trust had developed between individuals and different communities in some areas.

Conversely, where people now need to access services at a different location there may, at least initially, be concerns about building up

relationships with people from different parts of a town/district, or from different ethnic or social backgrounds which may make some people reluctant to use or anxious about using alternative provision. There may also be possibilities that staff people work with might also change and it may take time to build up rapport, relationships and confidence with them. If groups are larger because there are fewer buildings offering these sessions, this might also create anxiety for some people.

The possibility of increased anti social behaviour resulting from the proposed changes, was raised by a small number of consultation respondents. However, any rise in anti social behaviour can have an adverse effect on fostering good relations or community cohesion particularly if there is a perception that a particular protected characteristics group or part of a group is responsible for these activities.

Consultation respondents and consultation workshop respondents highlighted the importance of some facilities such as centres having sensory rooms or other activities and that services such as ESOL classes were available. These have particular significance for some protected characteristics groups – e.g. children and young people with disabilities, people from ethnic minority communities – and can contribute to advancing equality of opportunity and assist in improving participation in public life.

A number of respondents referred to concerns about reductions in or the loss of service for SEND children and young people, their parents and families. The service believes that in most cases the proposals will not affect the current SEND offer delivered by the service. 1 to 1 family support for families of children and young people who are SEND is often delivered at the family home. The proposal would also not affect the linked SEND offer (FEE) to children aged 2-4 which some educational establishments provide. The proposal would mean that the SEND group currently meeting at Ashton Young Peoples Centre would no longer be able to meet there, currently the proposal is to transfer this group to Riverbank Children Centre. This group may be adversely impacted as although travel and the ability to respond to change may vary amongst its members, all will need to become used to a different building where facilities might also be different from those they have

been used to.

Whilst a number of potential alternative service buildings have been proposed and identified as being in pram pushing or walking distance of those which will no longer be used, some building adaptations may be required to the alternative venues. This may, at least initially, have an impact on use of the buildings and the range of services on offer within them.

Question 6 –Combined/Cumulative Effect

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

This proposal comes within 2 years of the Property Strategy which resulted in the ceassation of similar facilities from other service centres. Some users of Children Centres and Young Peoples Centres may have already had to travel further to use the service following on from the Property Strategy's implementation and may now need to use different buildings at different times. Whilst it cannot be said that this will adversely impact all parents, children and young people we support and will require them all to travel further, it may affect some who use the service. This proposal would also see the Property Strategy's proposals to no longer use Great Harwood Young Peoples Centre, Colne Young Peoples Centre and Coppull Children Centre put into effect.

Over recent years the support given by the county council to subsidise non-commercial bus services has changed and has been focussed on retaining support for weekday services. The reduced support for evening bus services which are not commercially viable could affect the ability of young people to attend alternative buildings where they are reliant on buses to travel there.

The Children and Family Wellbeing service are also currently looking to commission a 12-19 years youth offer through the voluntary community and faith sector to support our delivery of services to young

people across Lancashire.

In regards to proposals to no longer use Ashton Young Peoples Centre in particular, this should be viewed alongside the recent decision not to go ahead with the Preston Youth Zone project. This may increase the impact for young people and young disabled people in Preston as the Youth Zone project was proposed to offer a very accessible and inclusive venue.

Lancashire Care Foundation Trust in its consultation response had highlighted the potential impact on the delivery of some of its services which may result from these proposals. Other health service providers may have similar concerns as the children centres were identified as hosting a range of health related support and services or as services which were signposting people to other health related services. There was also a concern that the future viability of some premises – e.g. the Chai Centre – could be in doubt as a result of the proposals. Although it is not anticipated that this should be the outcome of the proposal, the possibility of an impact on other services cannot be entirely dismissed.

Question 7 – Identifying Initial Results of Your Analysis

As a result of the analysis has the original proposal been changed/amended, if so please describe.

A Task and Finish Officer Group was established to review comments made about specific buildings and the proposal overall. In relation to specific buildings the following responses have been provided:

Walton Lane – there are other SEND services provided by Children and Family Wellbeing Service, e.g. Colourful Voices – and 12-19 SEND support and other support services for SEND children and young people provided by other agencies – e.g. charities;

Willows Park – responses are broadly supportive of the proposal to move services to Longridge Young Peoples Centre;

The Chai Centre – there are currently 3 centres within a mile of each

other. Both the remaining buildings are within walking distance of the Chai. Many services are already delivered to people in their own homes rather than using the Chai Centre in response to addressing cultural barriers to service use. The Chai centre will not close as it provides other services and will continue to serve the community.

Sharoe Green library will remain open and offers a universal children's offer. There is a regular bus service/bus route from Sharoe Green library to the alternative facility at Preston East.

Fairfield Children Centre – services will be available at the Park in Accrington and at New Era in the town centre, which are both on bus routes. There are also 0-11 and 12-19 SEND group provision delivered by Children & Family Wellbeing service at New Era and there are other SEND services available in the area provided by other organisations.

Appletree Children Centre - alternative centres are available within walking distance at Lune Park and White Cross Education Centre, White Cross is within walking distance of Lancaster Town Hall. There have also been issues with parking at Appletree Children Centre.

It has been emphasised that the county council does not anticipate any other services withdrawing from the identified buildings or them closing as a result of this proposal in most cases.

Arising from these considerations for 76 buildings it is now proposed that:

- The service will continue to be delivered from 50 buildings.
- The Children and Family Wellbeing Service will no longer be delivered from 12 buildings. These are: Coppull Children Centre, Colne Young Peoples Centre, Great Harwood Young Peoples Centre, Fairfield Children Centre in Accrington, Appletree Children Centre in Lancaster, Halton Children Centre, Earby Children and Family Wellbeing Centre, Sunshine Children Centre in Preston, Cherry Tree Children Centre in Sharoe Green, Preston, St John's Children Centre in Skelmersdale, The Anchorage Children Centre in Fleetwood and Kemp Street/Fleetwood Children Centre in Fleetwood.

- The proposals are clear on the future of 62 buildings
- There will be further consideration of the future of 14 buildings. Of these the following were included in the original proposal: Whitegate Children Centre, Burnley; The Chai Centre, Burnley; Willows Park Children Centre, Longridge, Ribble Valley; Ribblesdale Children Centre, Ribble Valley; Star/Ashton Young Peoples Centre, Preston; Walton Lane Children Centre, Pendle and Whitworth Children Centre, Rossendale. Their futures will be considered alongside neighbouring buildings which are: Stoneyhome and Daneshouse Centre, Burnley; Padiham Young Peoples Centre; The Zone in Pendle; Riverbank Childrens Centre, Preston; The Zone in Ribble Valley; Longridge Young Peoples Centre; and Whitworth Young Peoples Centre with the possibility of further specific and targeted consultation as to which buildings in the area should no longer be used to deliver the service.

Question 8 - Mitigation

Will any steps be taken to mitigate/reduce any potential adverse effects of the proposal?

The county council does not anticipate any other services withdrawing from the identified buildings as a result of this proposal. There was no suggestion of, and there is no intention to, close most of the buildings which will no longer deliver the Children and Family Wellbeing service. It is also the view of the service that any other services delivered in these buildings should not be unduly affected by these proposals. Where appropriate, alternative uses will also be sought for the space currently used by the service. It is accepted, however, that a small number of the buildings – e.g. Ashton Young Peoples Centre – do not have other services within them and may close.

The service will continue to be delivered through sessions at buildings and locations which suit best the children, young people and families it supports. This includes:

- The availability of detached, mobile and outreach services as part of the Children and Family Wellbeing Service Offer. The outreach work the service offers takes place at individuals' homes, schools, local cafes or other alternative venues, which should mitigate for many concerns about having to travel to or barriers to using alternative settings. The vast majority of 1 to 1 casework is already delivered in peoples' homes and for some communities the availability of this option has removed potential barriers to accessing the service.
- Group work sessions will be available at remaining buildings and where required the service will support individuals to attend them such as by supporting them to travel to the new location, learning the route or helping them integrate into the new group for an agreed time, where these issues are a barrier to individuals.
- Ensuring services are accommodated in a way that meets the diverse needs of children, young people, and their families which includes implementing safeguarding arrangements as appropriate;
- Centres will continue to be equipped to meet the needs of the service provided in them and some will offer increased flexibility wherever possible such as extended opening hours, meeting rooms, areas for group work and private rooms for interviews and consultations. In some cases these facilities are not available at the buildings identified for closure and this has informed the proposal. In other cases this will involve some minor alterations to existing premises but these will be carried out and the feasibility of doing this has been included in considerations.
- The use of alternative community venues or outreach services is actively being considered for those areas where it is proposed to no longer deliver services from a current centre. This could include finding an alternative venue for the SEND group which meets at Ashton Young People's Centre, where transferring the group to Riverbank Children Centre is being considered.
- Where alterations are required to alternative venues, the service will either seek to continue delivery from existing venues until work is completed where this is practicable or to find an

alternative "work around" to ensure services are available.

- Funding for SEND places in nurseries is separate and should not be affected by the outcome of this proposal. The proposal will not affect the linked SEND offer (FEE) to children aged 2-4 which some educational establishments provide.

There should be no substantial changes to staff arising from this proposal as most work across their district area and should continue to work from their current location or one which is close by.

Question 9 – Balancing the Proposal/Countervailing Factors

This weighs 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 the analysis.

The budget option to reduce £1.25million from the Children Family and Wellbeing service budget must be seen in the context of the Medium Term Financial Strategy which has forecast a shortfall of £135.3 million by 2022/23 in the county council's revenue budget, based on expected reductions in government funding, increased costs and increased demand for statutory and other services.

The Service is firmly of the view that it will continue to deliver services in the areas where buildings currently used will cease to deliver it and that overall the service will be delivered more efficiently. Use of other buildings or using different methods of service delivery such as outreach or one to one work will deliver the service more effectively. It is also of the view that any other service delivered in those buildings should not be unduly affected by this proposal.

It is acknowledged, however, that the proposal could adversely impact some members of various protected characteristics groups. Children and young people, disabled young people and those who are pregnant or on maternity leave and other protected characteristics groups who access services at those buildings/settings which will cease to deliver the Children Family and Wellbeing service offer may be the most

disadvantaged as they may need to travel to new locations to use services or may find it is no longer practical to access the service in the same way. This is most likely to impact on those who access group work or peer support activities

There may also be an impact on users of other Children and Family Wellbeing service buildings where there may be "knock on" effects of larger groups for group sessions, changes in the composition of groups or those attending sessions and a need to build up rapport with different staff.

It is anticipated that those who have one to one support in their own home will be largely unaffected.

Mitigation measures will be put in place including:

- The availability of detached, mobile and outreach services as part of the Children and Family Wellbeing Service Offer. The outreach work the service offers takes place at individuals' homes, schools, local cafes or other alternative venues, which should mitigate for many concerns about having to travel to or barriers to using alternative settings.
- Group work sessions will be available at remaining buildings and where required the service will support individuals to attend them such as by supporting them to travel to the new location, learning the route or helping them integrate into the new group for an agreed time, where these issues are a barrier to individuals.
- Ensuring services are accommodated in a way that meets the diverse needs of children, young people, and their families which includes implementing safeguarding arrangements as appropriate;
- Centres will continue to be equipped to meet the needs of the service provided in them and some will offer increased flexibility such as extended opening hours, meeting rooms, areas for group work and private rooms for interviews and consultations. In some cases these facilities are not available at the buildings identified to no longer be used, and this has informed the proposal. In other cases this will involve some alterations to existing premises but these will be carried out and the feasibility

of doing this has been included in considerations.

- The use of alternative community venues or outreach services is actively being considered for those areas where it is proposed to no longer deliver services from a current centre. This could include finding an alternative venue for the SEND group which meets at Ashton Young People's Centre, where transferring the group to Riverbank Children Centre is being considered.
- Where alterations are required to alternative venues, the service will either seek to continue delivery from existing venues until work is completed where this is practicable or to find an alternative "work around" to ensure services are available.
- Funding for SEND places in nurseries is separate and should not be affected by the outcome of this proposal. The proposal will not affect the linked SEND offer (FEE) to children aged 2-4 which some educational establishments provide.

However, these may not eliminate or reduce the impact for all users with protected characteristics – e.g. children and young people, disabled young people and those from the pregnancy and maternity protected characteristic groups in particular.

There should be no substantial changes to staff arising from this proposal as most should continue to work from their current location or one which is close by.

Question 10 – Final Proposal

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

For 76 buildings it is now proposed that:

- The service will continue to be delivered from 50 buildings.
- The Children and Family Wellbeing Service will no longer be delivered from 12 buildings. These are: Coppull Children Centre, Colne Young Peoples Centre, Great Harwood Young Peoples Centre, Fairfield Children Centre in Accrington, Appletree

Children Centre in Lancaster, Halton Children Centre, Earby Children and Family Wellbeing Centre, Sunshine Children Centre in Preston, Cherry Tree Children Centre in Sharoe Green, Preston, St John's Children Centre in Skelmersdale, The Anchorage Children Centre in Fleetwood and Kemp Street/Fleetwood Children Centre in Fleetwood.

- The proposals are clear on the future of 62 buildings
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Question 11 – Review and Monitoring Arrangements

What arrangements will be put in place to review and monitor the effects of this proposal?

The Children and Family Wellbeing Service has an extensive range of review and monitoring arrangements already in place which can be used to measure the impact of the changes which are implemented.

Equality Analysis Prepared By Jeanette Binns

Position/Role Equality and Cohesion Manager

Equality Analysis Endorsed by Line Manager and/or Service Head

Debbie Duffell (Service Head: Childrens Family and Wellbeing Service)

Decision Signed Off By

Cabinet Member or Director

For further information please contact

Jeanette Binns – Equality & Cohesion Manager

Jeanette.binns@lancashire.gov.uk

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

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