

Lancashire County Council

Cabinet

Thursday, 7th July, 2022 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 9 June 2022** (Pages 1 - 6)

4. **Questions for Cabinet**

To answer any verbal questions and supplementary questions from a county councillor, about any matter which relates to any item under Part I on the agenda for this meeting under Standing Order C35(7).

To submit a question to Cabinet, click [here](#).

There will be a maximum of 30 minutes for the questions to be asked and answered.

Matters for Decision:

The Leader of the County Council - County Councillor Phillippa Williamson

5. **Report of the Lead Members** (Pages 7 - 16)

The Cabinet Member for Resources, HR and Property (Deputy Leader) - County Councillor Alan Vincent

6. **Procurement Report** (Pages 17 - 26)

7. **Works to Operational Premises - Condition Led Programme** (Pages 27 - 32)

Please note that Appendix 'A' to this report is in Part II and appears as Item No. 20 on the Agenda.

The Cabinet Member for Highways and Transport - County Councillor Charles Edwards

8. **Lancashire County Council (Various Locations, Burnley, Chorley, Fylde, Hyndburn, Lancaster, Pendle, South Ribble and West Lancashire) (Revocation, 30mph, 40mph, 50mph, 60mph and Derestricted Speed Limits (21/22 No1)) Order 202*** (Pages 33 - 86)

The Cabinet Member for Children and Families - County Councillor Cosima Towneley

9. **Allowances to Fostering and Adoption Panel Chairs and Members** (Pages 87 - 94)

The Cabinet Member for Education and Skills - County Councillor Jayne Rear

10. **Expansion of Morecambe Road School, Lancaster** (Pages 95 - 108)
11. **Permanent Raising of the Age Range at Brunshaw Primary School, Burnley** (Pages 109 - 180)
12. **Review of Lancashire County Council's Educational/Off Site Visits Policy and Guidelines September 2022-September 2025** (Pages 181 - 222)

The Cabinet Member for Children and Families - County Councillor Cosima Towneley and The Cabinet Member for Community and Cultural Services - County Councillor Peter Buckley

13. **Recommendation of the Edward Stocks Massey Bequest Fund Joint Advisory Committee** (Pages 223 - 228)

The Cabinet Member for Health and Wellbeing - County Councillor Michael Green

14. **Development of Lancashire and South Cumbria Health and Care Partnership** (Pages 229 - 240)

Matters for Information:

15. 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.

16. 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.

17. Date of Next Meeting

The next meeting of Cabinet will be held on Thursday 8 September 2022 at 2.00pm at County Hall, Preston.

18. 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.

19. Exclusion of Press and Public

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

Part II (Not Open to Press and Public)

The Cabinet Member for Resources, HR and Property (Deputy Leader) - County Councillor Alan Vincent

20. Appendix 'A' of Item 7 - Works to Operational Premises - Condition Led Programme (Pages 241 - 244)

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.

The Cabinet Member for Health and Wellbeing - County Councillor Michael Green

21. Public Health and Wellbeing Transformation- Future Procurement Approach (Pages 245 - 252)

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.

Angie Ridgwell
Chief Executive and Director of
Resources

County Hall
Preston

Lancashire County Council

Cabinet

Minutes of the Meeting held on Thursday, 9th June, 2022 at 2.00 pm in Committee Room 'B' - The Diamond Jubilee Room, County Hall, Preston

Present:

County Councillor Phillippa Williamson Leader of the Council
(in the Chair)

Cabinet Members

County Councillor Alan Vincent
County Councillor Peter Buckley
County Councillor Charles Edwards
County Councillor Graham Gooch
County Councillor Michael Green
County Councillor Jayne Rear
County Councillor Aidy Riggott
County Councillor Cosima Towneley
County Councillor Shaun Turner

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

1. Apologies for Absence

No apologies were received.

2. Disclosure of Pecuniary and Non-Pecuniary Interests

None.

3. Minutes of the Meeting held on 5 May 2022

Resolved: That the minutes of the meeting held on 5 May 2022 be confirmed as a correct record and signed by the Chair.

4. Questions for Cabinet

There was one question for Cabinet. A copy of the question and the response is attached to the minutes.

5. Champion for Disabled People Appointment

Cabinet considered a report proposing to appoint County Councillor Carole Haythornthwaite as Champion for Disabled People in place of County Councillor Rupert Swarbrick.

Resolved: That, the appointment of County Councillor Carole Haythornthwaite as Champion for Disabled People in place of County Councillor Rupert Swarbrick with immediate effect, be approved.

6. Report on Corporate Performance Management 2021/22 Quarter 4

Cabinet considered a report providing an overview of the key performance indicators to enable monitoring of performance against the four priorities of the corporate strategy:

- Delivering better services
- Protecting our environment
- Supporting economic growth
- Caring for the vulnerable

It was noted that previously, the quarterly monitoring reports were presented to the Cabinet Committee on Performance Improvement. However, this committee was disestablished by Cabinet on 5 May 2022.

Following consideration of the report, it was requested that the next quarterly report contain data on gullies cleaning, specifically on the time it takes for gullies to be cleaned throughout Lancashire.

Resolved: That, following consideration of the report and the additional information set out in Appendices 'A' and 'B', the report be noted and that data on gullies cleaning be provided in the next quarterly report to Cabinet.

7. The County Council's Financial Position - 2021/22 Outturn

Cabinet considered a report providing details on the county council's 2021/22 revenue and capital outturn position.

It was noted that the 2021/22 revenue position at the end of the year was net expenditure of £851.490m, against an approved budget of £881.413m. This represented an in-year underspend of £29.923m or 3.39% of the revenue budget.

Resolved: That;

- i. The council's final revenue and capital outturn position for 2021/22 be noted; and
- ii. Approval be given for the transfer of the 2021/22 revenue underspend to the transitional reserve.

8. Procurement Report

Cabinet considered a report seeking approval to commence the procurement exercise for the construction of Cottam Parkway Railway Station, Preston in accordance with the county council's procurement rules.

Resolved: That, the commencement of the procurement exercise for the construction of Cottam Parkway Railway Station, Preston be approved.

9. Broadgate Cycle Optimised Protected Signals Junction Upgrade

Cabinet considered a report outlining proposals to upgrade the junction of Broadgate, Fishergate Hill, Strand Road and Liverpool Road in Preston to improve walking and cycling facilities through the introduction of Cycle Optimised Protected Signals design with associated measures.

It was noted that public engagement, consultation and formal advertising of the proposals had been undertaken with a small number of objections being received.

Resolved: That, the following be approved:

- i. Junction improvements for cycling and walking at the Broadgate junction with Liverpool Road (Appendices 'A' and 'C' refer);
- ii. Construction of a cycle track for cycle use only in and around the junction, and of a footway which was for on foot only around the junction, together with construction of shared use cycletrack, the removal of existing carriageway and footway at the junction and areas of planting to introduce the Cycle Optimised Protected Signals design (Appendices 'A' and 'C' refer);
- iii. The making of associated Orders for reconfigured parking, waiting and loading arrangements on Fishergate Hill, introduction of a 20mph speed limit and a one-way restriction on Fishergate Hill filter lane -U4369 (Appendix 'A' refers);
- iv. Rumble Strips, road humps (40mm high) and parallel crossing on Fishergate Hill filter lane (Appendix 'A' refers); and
- v. Bus stop clearways on Broadgate and Fishergate Hill (Appendix 'A' refers).

10. Developing Provision for Children and Young People with Special Educational Needs and Disabilities

Cabinet considered a report that provided the outcomes of the formal consultations that were carried out in relation to proposals to create Special Educational Needs (SEN) units attached to two primary schools and one secondary school.

It was noted that the results of the feasibility studies and informal consultations to expand and increase the number of school places in two special schools were also provided and Cabinet was being asked to approve the publication of statutory notices and the initiation of formal consultation needed to make changes to the two schools.

Additionally, the report included information in relation to a proposal to create a free special school for primary aged pupils presenting with social, emotional and mental health needs in a partially occupied building on the same site as Castle View Primary School in

Lancaster. Cabinet was being asked to approve the initiation of the process required to establish the new school.

Resolved: That;

- i. Following consideration of the results of the formal consultations, and the creation of a Special Educational Needs unit at Fleetwood Chaucer Primary School, St Francis of Assisi Roman Catholic Primary School, Skelmersdale and St Augustine's Roman Catholic High School, Billington, near Clitheroe be approved, and it be noted that the development of a Special Educational Needs unit at St Augustine's Roman Catholic High School was part of a larger school expansion that received Cabinet approval in April 2022;
- ii. Following consideration of the results of the informal consultation to expand and increase the number of school places at Thornton Cleveleys Red Marsh School and Lostock Hall Moor Hey School, approval be given to initiate the formal consultation process; and
- iii. The undertaking of the process to establish a new school in Lancaster for primary aged pupils presenting with social, emotional and mental health needs, in accordance with the updated Department for Education 'Establishing a New School: Free School Presumption' guidance and associated framework, be approved.

11. Multiply Funding to Improve Adult Numeracy Skills

Cabinet considered a report that outlined the opportunity from the government to develop and deliver a new skills programme, 'Multiply', aimed at boosting adult numeracy as part of the UK Shared Prosperity Fund, the successor programme to European Structural and Investment Funds.

The report also described the priorities for the Multiply programme and confirmed that £5.9m had been allocated to Lancashire County Council for a three-year period from April 2022. Additionally, the paper outlined the short-term requirement for an Investment Plan, which was needed to be submitted to the Department for Education by the end of June 2022.

Resolved: That;

- i. Authorisation be given to develop the Investment Plan and the Executive Director of Growth, Environment, Transport and Community Services and the Executive Director of Education and Children Services be authorised, in consultation with the Cabinet Member for Economic Development and Growth and the Cabinet Member for Education and Skills to approve the plan; and
- ii. The Executive Director of Growth, Environment, Transport and Community Services and the Executive Director of Education and Children Services be authorised to finalise the programme and award funding to projects, in consultation with the Cabinet Member for Economic Development and Growth and the Cabinet Member for Education and Skills, Director of Corporate Services and Director of Finance. This would enable the commissioning and procurement of numeracy provision, including entering into legal/funding arrangements as required up to the indicative budget limit of £5.9m.

12. Approval for Submission to the Government's Levelling Up Fund

Cabinet considered a report that provided an update on the progress towards preparing for a submission to Round 2 of the Government's Levelling Up Fund by 6 July 2022, including specifying the details of the emerging submission and confirmation of the financial implications to the county council.

Resolved: That;

- i. The details of the emerging submission to the Fund, be noted;
- ii. The development funding of up to £400,000 (as previously approved by Cabinet in July 2021) be confirmed and be continued towards the design activity following the submission and in advance of the Government's formal announcement of successful applications anticipated in late 2022;
- iii. The underwriting of a capital contribution be made as local match funding to support a funding bid, estimated at up to £5 million (as previously approved by Cabinet in July 2021); and
- iv. The Executive Director of Growth, Environment and Transport, be authorised in consultation with the Cabinet Member for Economic Development and Growth, to submit the county council's funding application by 6 July 2022.

13. Parish and Town Council Biodiversity Small Grant Scheme

Cabinet considered a report on the Parish and Town Council Biodiversity Small Grant Scheme. It was noted that Full Council on 17 February 2022 approved the allocation of an annual budget of £58,000 for a small grants scheme to support local nature and biodiversity projects. This report set out the grant details and the process for Parish and Town Councils to access the funding through the Public Rights of Way Local Delivery Scheme.

County Councillor Graham Gooch declared a Non-Pecuniary interest as he was the Chairman of Longton Parish Council.

County Councillor Phillippa Williamson also declared a non-Pecuniary Interest as she was a member of Arkholme Parish Council.

Resolved: That, support be given to the Parish and Town Council Biodiversity Small Grant Scheme and to the promotion of the scheme.

14. Capital Redevelopment of the Harris Museum, Art Gallery and Library

Cabinet considered a report on the Capital Redevelopment of the Harris Museum, Art Gallery and Library. It was noted that the Re-Imagining the Harris project was a partnership between Lancashire County Council and Preston City Council that was established in 2015 with the aim of transforming the Harris Museum, Art Gallery and Library (the Harris). A bid to the National Heritage Lottery Fund for the redevelopment of the Harris worth £4.5m was successful and the release of funds were previously agreed at Cabinet on the 9 August 2018.

Resolved: That, the release of the remaining £750,000 of the £1m funding previously agreed by Cabinet on the 9 August 2018 with £250,000 having been paid towards the support of the bid as agreed in November 2017, be approved.

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

Resolved: That the urgent decision taken by the Leader of the County Council and the relevant Cabinet Member, since the last meeting of Cabinet, be noted.

16. Urgent Business

There were no items of Urgent Business.

17. Date of Next Meeting

It was noted that the next meeting of Cabinet would be held at 2pm on Thursday, 7 July 2022 at County Hall, Preston.

Angie Ridgwell
Chief Executive and
Director of Resources

County Hall
Preston

Report to the Cabinet

Meeting to be held on Thursday, 7 July 2022

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

Electoral Division affected:
None;

Corporate Priorities:

Delivering better services;
Supporting economic growth;
Protecting our environment;
Caring for the vulnerable;

Report of the Lead Members

(Appendix 'A' refers)

Contact for further information:

Josh Mynott, Tel: (01772) 534580, Democratic and Member Services Manager,
josh.mynott@lancashire.gov.uk

Brief Summary

The annual reports of the Lead Members are presented at Appendix 'A'.

Recommendation

Cabinet is asked to consider and comment on the annual reports of the Lead Members.

Detail

Cabinet has appointed five Lead Members to support the work of individual Cabinet Members:

- Highways and Active Travel
- Health
- Resources, HR and Property
- Education and Skills/Children and Families
- Community and Cultural Services

The annual reports of the Lead Members are presented at Appendix 'A'.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

There are no significant implications arising from this report.

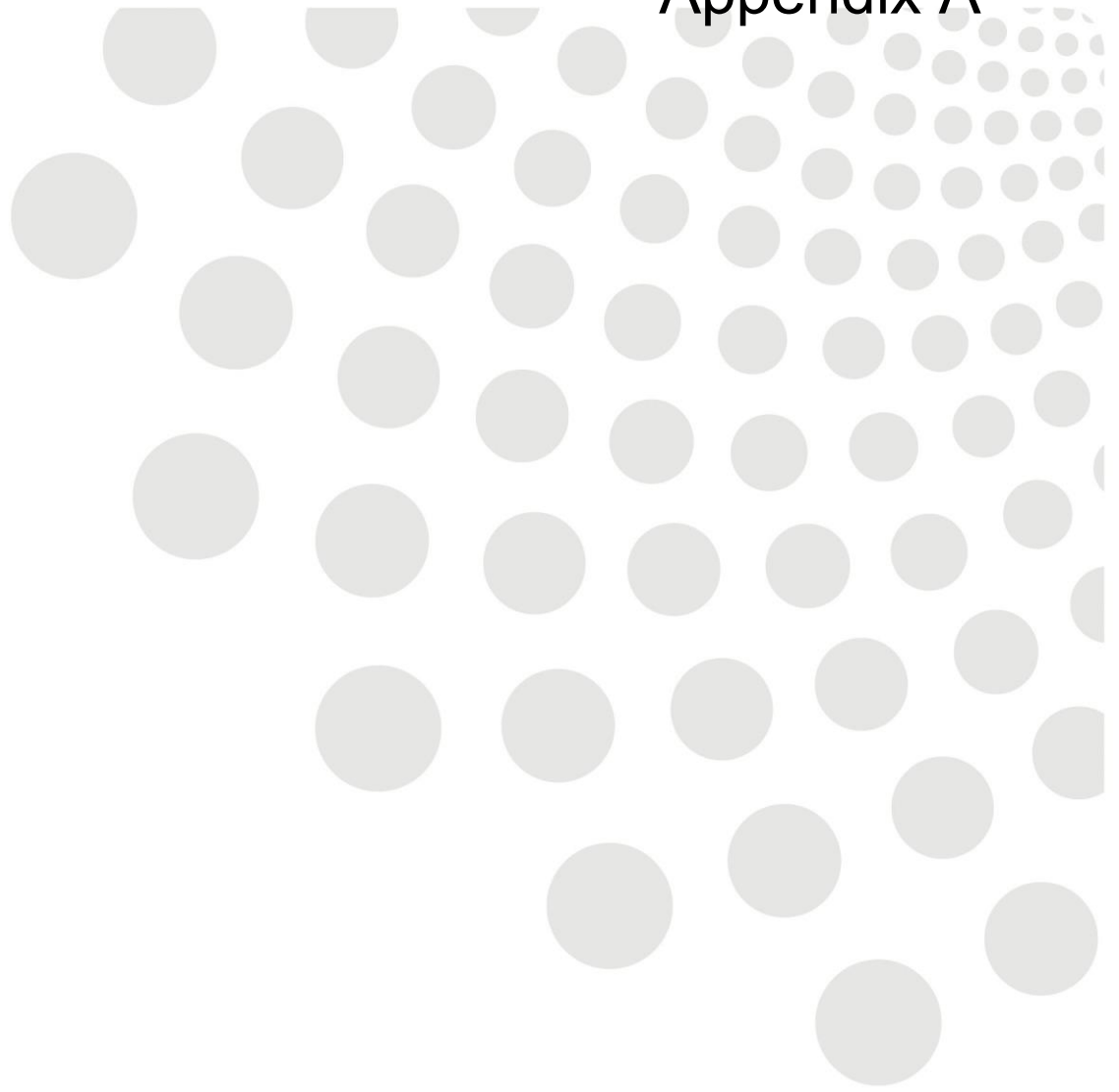
List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



Lead Member Annual Reports 2021-22

Lancashire County Council

Lead Member Annual Reports

2021 - 2022

Introduction

The role of the Lead Members at Lancashire County Council is to work with and support the Cabinet in delivery of their vision for the council and corporate priorities.

Each Lead Member is assigned to work with specific Cabinet members and the County Council's constitution provides a summary of their responsibilities as follows:

- To lead on specific areas to be determined by the cabinet member
- To focus on information gathering and understanding key policy/service delivery areas
- To assist with the development of options and policies for consideration by the cabinet member
- To brief and make recommendations to cabinet members and others on the relevant issues that affect the decision making; and
- To represent or deputise for the cabinet member as necessary.

In May 2021, Cabinet appointed five Lead Members to support their work:

- Community and Cultural Services – Councillor Alan Cullens BEM
- Education and Skills / Children and Families – Councillor Mike Goulthorp
- Highways and Active Travel – Councillor Rob Bailey
- Health – Councillor Sue Whittam
- Resources, HR, and Property – Councillor Jeff Couperthwaite

In order to increase awareness of the Lead Member role and ensure that there is effective transparency and accountability, Cabinet determined in May 2022 that Lead Members should provide an annual report to Cabinet and Full Council on their activities.

The Annual Reports for each of the five Lead Members are included in this report. These reports provide an overview of their priorities and key activities during 2021-22 along with their priorities for 2022-23.

Lead Member for Children and Education

Mike Goulthorp



Priorities for 2021-22

- To support the work of the Cabinet Members for Children & Families and Education and Skills, including deputising at Cabinet and Full Council as required.
- To lead on behalf of the Cabinet Members priorities on Children's Services and Education and Skills budget planning and management.
- To work with Cabinet Members to ensure a smooth transition from the Covid pandemic to endemic takes place across both portfolios.
- Play an active role as a Director and Vice-Chair of Marketing Lancashire to help develop Lancashire as a great place to visit, work, study, and invest in, with a focus on increasing engagement and commitment of the education sector.
- To work with and contribute to the work of the whole cabinet to ensure effective introduction of measures for decision at Cabinet and Full Council.

Key activities	Delivering Better Services Caring for the Vulnerable
<p>Working with the Cabinet Member for Children and Families I attended regular briefings with the Executive Director for Education and Children on Children's Services developments and plans to ensure progress is maintained and issues addressed. In addition, I was responsible for working with the Youth Justice Management Board and the Young Offenders' Team.</p> <p>Working with the Cabinet Member for Education and Skills, I attended regular briefings on Education and Skills matters with the Executive Director for Education and Children's Services, to monitor progress against plans and ensure that any issues are addressed in a timely way. I also attended the SEND Partnership Board and Schools Forum (including working Groups such as the Schools Block, the High Needs Block and Early Years) to ensure appropriate oversight of the work of these bodies.</p>	

Priorities for 2022-23

- To lead on behalf of the Cabinet Members priorities on Children's Services and Education and Skills budget planning and management.
- To lead a review on the School Place Planning processes and the delivery of the new supporting IT system.
- To maximise opportunities for effective provision for Young People and Families.
- To maximise opportunities for care leavers to enter the workplace and receive further education and skills.
- To ensure that promotion of education and skills opportunities remain at the centre of Marketing Lancashire's business plans
- To lead, in conjunction with the Cabinet Member, a review to identify commercial opportunities for the County Council from our education support services.

Lead Member for Community and Cultural Services

Alan Cullens BEM

Priorities for 2021-22

- To support the work the Cabinet Member for Community and Cultural Services, including deputising at Cabinet and Full Council as required.
- Lead on behalf of the Cabinet Member on the promotion and development of Lancashire Libraries and Archive Friends Groups
- Play an active role in supporting the reopening of the Libraires as the country emerged from the pandemic and we move back to business as usual.
- To support The Friends of The Lancashire Archive and promote their service through Libraries and schools.
- To work with and contribute to the work of the whole cabinet to ensure effective introduction of measures for decision at Cabinet and Full Council.



Key activities	Delivering Better Services Caring for the Vulnerable
<p>Working with the Cabinet Member, I attend regular briefings with the Head of Cultural Services and Head of Archives, to oversee delivery of plans, develop a cultural services budget and help shape future services.</p> <p>Working with the Cabinet Member, I collaborated with several Parish Clerks to develop a Parish Council survey. This was used to form a renewal of the Parish / Lancashire County Council Charter.</p> <p>I supported the rebirth of Lancashire County Council / Parish Council Conferences and supported the design, delivery, and facilitation of the two conferences held in 2021-22.</p> <p>I have visited 14 libraries across the county, sometimes with the local County Councillor, to talk with staff and customers to ascertain how we can best move back to business as usual and widen our offer. This has included a wide variety of skills including joining in with Baby Bounce and Rhyme and learning to Knit and Natter! I have also attended 7 Friends Group events to help promote their work and share ideas and best practice from other groups.</p>	

Priorities for 2022-23

- To develop a plan to further promote libraries as both cultural and community hub and relaunch the Friends of Lancashire Libraries network conference
- To complete visits to all libraries to meet staff and members of the public to inform further development of the library service.
- To further develop relationships with the Community and Faith Sector and Volunteer Partnerships in line with our corporate priorities especially Public Health.
- To play an active role as member of the Youth Justice Management Board.

Lead Member for Resources, HR, and Property

Jeff Couperthwaite



Priorities for 2021-22

- To support the work of the Cabinet Member for Resources, HR, and Property, including deputising at Cabinet and Full Council, and representing the Council on outside bodies such as the North West Regional Leaders body, when required.
- Lead on behalf of the Cabinet Member on specified finance projects including collaboration with other Cabinet Members.
- Play an active role as a Director of both Lancashire County Developments Ltd and Growth Lancashire Ltd.
- To work with and contribute to the work of the whole cabinet to ensure effective introduction of measures for decision at Cabinet and Full Council.

Key activities

Delivering Better Services, Protecting the Environment Supporting Economic Growth, Caring for the Vulnerable

Working with the Cabinet Member, I attend regular briefings on Finance, HR, Treasury Management, and Asset Management, reviewing performance against plans and dealing with any issues as they arise. In addition, I supported production of the Annual Budget for presentation to the Council in February 2022.

I led a project to clarify the County Councils funding to support victims of Domestic Abuse working with partners from the Police and Crime Commissioners Office and Public Health. This enabled the service to maximise the impact of the available funding to tackle domestic abuse across Lancashire.

Working with the Lead Member for Children and Education, I am contributing to an ongoing review of Education funding.

As a Director of the Council's property company, LCDL Limited, I am involved in delivering exciting new economic initiatives such as the Samlesbury Enterprise Zone and Lancashire Central strategic employment site as well as helping to increase the Council's income from existing assets. Working with other Directors of Growth Lancashire Ltd, I am actively involved in developing plans to support the County's small and medium sized businesses.

Priorities for 2022-23

- To lead on behalf of the Cabinet Member on projects to improve the Councils approach to commercialisation.
- To work with the Lead Member for Children's Services and Education, to help identify areas for financial efficiencies in our schools.
- To lead on behalf of the Cabinet Member on emergency preparedness, health and safety, and resilience.
- To support the Cabinet Member in ensuring delivery of a balanced budget for the year and to oversee efficiency initiatives and expediting our property disposal processes.

Lead Member for Health

Sue Whittam



Priorities for 2021-22

- To support the work of both the Cabinet Members for Adult Social Care and Health and Wellbeing, including deputising at Cabinet and Full Council as required.
- To lead on behalf of the Cabinet Member for Adult Social Care on all aspects of Adult Safeguarding.
- Play an active role as a member of the Health and Wellbeing Board; the Lancashire Safeguarding Adults Board and Integrated Care Partnerships.
- To work with and contribute to the work of the whole cabinet to ensure effective introduction of measures for decision at Cabinet and Full Council.

Key activities	Delivering Better Services Caring for the Vulnerable
<p>I represented the County Council on the Health and Wellbeing Board, alongside key partners from the NHS; Public Health; Health Watch; other local authorities and voluntary sector organisations.</p>	
<p>Working with the Cabinet Member, I attend regular briefings on Public Health issues. In addition, we lead the re-positioning and re-focussing of the Health and Wellbeing Board to improve governance and outcomes. In addition, working with the Director of Public Health we influenced and developed the priorities for the forthcoming year which focussed on a Better Start in Life, Healthy Hearts and Healthy Minds.</p>	
<p>As lead of Adult Safeguarding, I attend weekly Officer briefings to keep up to date with current issues and service developments. I am a member of the Lancashire Safeguarding Adults Board where alongside partners from NHS; Public Health; Health Watch; other local authorities and voluntary and faith sector organisations we oversee and seek to improve adult safeguarding across Lancashire.</p>	
<p>I researched, prepared, and delivered two bite-size briefings to all councillors on Living Better Lives and Adult Social Care Funding Reform 2021. This enabled all councillors to have a better understanding of key developments in adult social care and therefore enable them to support their residents more effectively with better information and advice.</p>	

Priorities for 2022-23

- To lead on behalf of the Cabinet Member for Health and Wellbeing on Mental Health issues working with the Champion for Mental Health and the Director of Public Health. This will also involve working closely with the Lancashire & South Cumbria NHS Foundation Trust to influence the priorities of the Trust and the availability of appropriate mental health facilities.
- To influence and support the work of the Lancashire Disability Partnership Board (LDPB) to help them refocus on positive outcomes and give the Board a strong voice.
- To help shape the changes in the integrated care system in particular relating to “place based” partnerships to ensure the best outcomes for residents.

- To work closely with the Independent Chair for Safeguarding Adults to protect and support vulnerable adults and ensure that lessons are learned from Safeguarding reviews.
- To support and influence the Market Shaping & Commissioning Group for Adult Social Care to ensure the development of appropriate externally purchased care and support services meet the present and anticipated needs of the people of Lancashire.

Lead Member for Highways and Active Travel

Rob Bailey

Priorities for 2021-22

- To support the work of the Cabinet Member for Highways and Transport, including deputising at Cabinet and Full Council as required.
- To lead on behalf of the Cabinet Member on active travel and development of a new App for reporting highways faults.
- To investigate the numerous interfaces between the Council and Public, Councillors and other stakeholders and assist in delivering training sessions by district to ensure Councillors were aware of how to access the correct Highways support.
- To challenge the current vehicle procurement plans to ensure a prudent transition to alternative fuels.
- To work with and contribute to the work of the whole cabinet to ensure effective introduction of measures for decision at Cabinet and Full Council.



Key activities	Delivering Better Services Protecting the Environment
<p>I have championed the introduction of a new App to make the process of reporting Highways issues easier for residents and to provide feedback. The App launched 4 April 2022 to include Highways, street lighting and blocked gullies in first phase and I am overseeing the implementation and expansion of the scope of the App.</p> <p>I shared a panel at a national seminar with Chris Boardman on 30 March 2022, National Commissioner of the government's new cycling and walking body, Active Travel England (ATE), promoting Lancashire's support of Active Travel and how we can develop this further.</p> <p>I brought the Active Travel team together including Active Lancashire to present an update to all councillors on our work and how we intend to develop this further.</p> <p>I championed the design of a County Council channel to allow Electric Vehicle charging for homes without off street parking. The prototype is now being piloted with a view to further roll out with support from funding from government.</p> <p>I have worked with the Cabinet Member to define the key Highways & Transport issues. The immediate issue was poor communications with councillors and the public and a reporting system that provides no feedback. This has been addressed through the additional Highways District Leads and development of the 'Love My Street App.' In addition, there is now regular reporting of performance to Highway's briefings informed by data from the National Highways Survey and internal benchmarking.</p>	

Priorities for 2022-23

- To improve the Public & Member Interface - including looking at all aspects of the call centre, VIP Mail, District Lead Officers support and the 101 service, with the intention of producing a simplified and unified service.
- To improve Efficiency within the Highways Service - including consideration of a “Catalogue of Services”; reviewing the TAMP policy; increasing carbon reduction within Highways and Transport and assisting in defining a revised Gully Cleansing regime.
- To deal with all Active Travel VIP enquiries
- To lead on Lancashire’s Local Cycling and Walking Investment Plan (creating the plan and ensuring member engagement)
- To actively contribute to the Board of Active Lancashire.

Report to the Cabinet

Meeting to be held on Thursday, 7 July 2022

Report of the Head of Service - Procurement**Part I**Electoral Division affected:
(All Divisions);**Corporate Priorities:**
Delivering better services;**Procurement Report**
(Appendix 'A' refers)

Contact for further information:

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

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

- (i) Delivery of Skills Bootcamp
- (ii) Provision of an Adult Numeracy Programme
- (iii) Permanent Cold Lay Surfacing Material
- (iv) Colne Primet Academy Expansion

This is deemed to be a Key Decision and the requirements 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'.

Detail

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

- The description of the service/goods/works
- The procurement route proposed
- The estimated contract value

- The proposed basis for the evaluation of the tender submissions

Where approval has been received from 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 to be a Key Decision and can be approved by the relevant head of service or director.

On conclusion of the procurement exercise, the award of the contract shall 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 contained 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.

List of Background Papers

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

<p>Procurement Title Multiply – Provision of an Adult Numeracy Programme</p>			
<p>Procurement Option Above Threshold - Open Tender Procedure compliant with the Public Contract Regulations 2015.</p> <p>To Note; When the full grant funding Terms and Conditions are received from the Department for Education and further consideration is given to the legal position, there is a possibility that LCC may be able to distribute some or all of that funding to delivery organisations via grant funding agreements (as opposed to the awarding of contracts). This may, depending on the value of any contracts to be procured, negate the need for a formal procurement exercise to be conducted.</p>			
<p>New or Existing Provision This contract is an opportunity which has arisen from government funding, to develop and deliver a new skills programme, Multiply, aimed at boosting adult numeracy as part of the UK Shared Prosperity Fund (UKSPF).</p>			
<p>Estimated Annual Contract Value and Funding Arrangements £5.9m has been allocated to LCC for a three-year period from April 2022.</p> <p>The European Structural and Investment Fund (ESIF) programme is due to cease delivery in 2023. The government is replacing the programme with the UK Shared Prosperity Fund (UKSPF). The programme is made up of core UKSPF funds, which have been allocated at a unitary and district level and Multiply, which has been allocated to the three top tier Lancashire authorities. The programme will span three financial years, starting from April 2022.</p> <p>All the funding has been allocated to LCC and is available for this project.</p>			
<p>Contract Duration Where it is not possible to allocate funding to delivery organisations via grant funding agreements, the Contract(s) for Multiply will be awarded for a period of up to 3 years (April 2022 – March 2025)</p>			
<p>Lotting No lotting.</p>			
<p>Evaluation</p> <table border="1" data-bbox="209 1778 1386 1827"> <tr> <td>Quality: 90%</td> <td>Financial Criteria: 10%</td> </tr> </table> <p>The Contract(s) will be established by evaluating suppliers against the following criteria:</p> <p>Stage 1: The Standard Selection Questionnaire that will evaluate suppliers against the following criteria: mandatory and discretionary grounds, economic and financial</p>		Quality: 90%	Financial Criteria: 10%
Quality: 90%	Financial Criteria: 10%		

standing, technical capability questions, relevant experience, Health and Safety and Quality Assurance. Each tenderer must pass this stage in order to proceed to Stage 2.

Stage 2: The tender bids will be evaluated on

- 90% Quality (includes evaluation on quality, technical, and social value)
- 10% Financial Criteria

Background

The European Structural and Investment Fund (ESIF) programme is due to cease delivery in 2023. The government is replacing the programme with the UK Shared Prosperity Fund (UKSPF). The programme will span three financial years, starting from April 2022.

The government have confirmed that the UKSPF will be made up of two strands: a general fund to be prioritised locally and the 'Multiply' programme, which will be led by the Department for Education (DfE). A funding formula has been used to allocate funds to local areas, with the former being devolved to unitary and district level in Lancashire and the latter to the three Upper Tier Authorities.

Funding for Multiply was announced in the Autumn Spending Review, with further information in the Levelling Up White Paper, followed by a prospectus which was published towards the end of April. The programme is targeted at 19+ adults who do not have a GCSE at Grade 4 (or equivalent) and aims to help people improve their ability to understand and use maths in daily life, home, and work – from household finances, to helping children with homework, to making more sense of the facts in the media and improving employability / job prospects.

It is intended that Multiply will offer a range of options such as free personal tutoring, digital training and flexible courses that fit around people's lives and are tailored to specific needs, circumstances, sectors and industries. Locally devolved funds will be complemented by a digital on-line learning platform that is being developed by the DfE.

Contract Detail

Discussions are currently taking place with the service area (Economic Development) and the Council's Legal Services to establish whether some or all of the grant funding can be allocated directly to delivery organisations via individual grant funding agreements. Funding decisions will be made, in due course, taking into account matters such as the terms and conditions of the DfE funding, the contracting process, timescales and confidence around delivery. It is possible that delivery will be achieved through a mix of grant funding agreements and the awarding of contracts. Where it is not possible to allocate funding by way of a grant funding agreement, the appointment of providers will take place by way of an above threshold open tender and awarded via a service contract(s).

Procurement Title

Lancashire Skills Bootcamp Project

Procurement Option

Above Threshold - Open Tender Procedure compliant with the Public Contract Regulations 2015.

New or Existing Provision

This contract is an opportunity which has arisen from government funding, to develop and deliver Skills Bootcamp provision.

Estimated Annual Contract Value and Funding Arrangements

Initial funding of £1,250,542.50 has been awarded by the Department for Education and contract(s) to cover the initial funding are in the process of being procured using an Open Tender Procedure. The awarded contract(s) will include provision for contract extensions in line with potential additional funding which has yet to be awarded. This report seeks approval for future possible expenditure and subsequent contract extensions which would take the total contractual spend over the key decision threshold.

The total, potential, 2022/23 grant is £2,501,085.00. This comprises of the initial £1,250,542.50 funding already awarded and additional funding of £1,250,542.50, subject to award by the DfE.

Further grants are anticipated in 2023/24 and 2024/25, bringing total potential expenditure under this Project to approximately £10,000,000.

Contract Duration

The contract will commence on or shortly after the 4 July 2022. The contract will expire on the 1 September 2023 – all delivery needs to be planned to be completed by 31 March 2023.

The council reserves the right to extend the contract in a number of scenarios for period(s) of up to 24 months until the 1 September 2025 (all delivery to be completed by 31 March in each year) for Service Providers who are satisfactorily meeting the KPIs and objectives of the project.

Lotting

No lotting.

Evaluation

Quality: 90%	Financial Criteria: 10%
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The contract(s) will be established by evaluating tenderers against the following criteria:

Stage 1: The Standard Selection Questionnaire that will evaluate suppliers against the following criteria: mandatory and discretionary grounds, economic and financial standing, technical capability questions, relevant experience, Health and Safety and Quality Assurance. Each tenderer must pass this stage in order to proceed to Stage 2.

Stage 2: The tender bids will be evaluated on

- 90% Quality (includes evaluation on quality, technical, and social value)
- 10% Financial Criteria

Background

This procurement will seek applications for Lancashire Skills Bootcamps which will support Lancashire and its employers to fill skills shortages, by bringing participating individuals closer to better jobs through training which meets the skills needs of local employers and providing guaranteed interviews.

The overall aim is to procure a programme of Skills Bootcamps across Lancashire in the priority areas to fill the hard-to-fill vacancies business are experiencing and to give Lancashire residents the opportunity to upskill and access new career paths.

The council is inviting quotes for the delivery of Skills Bootcamp provision for the following priority areas:

- Digital, Creative and Technology – specifically looking for: Data Analyst, Project Management – Agile/Scrum, Tech Service Desk, Software Development, Cyber Security, Digital Marketing, Additive Manufacturing
- Green Skills – specifically looking for: Green Power, Retrofit, Hybrid and Electrical Vehicle Maintenance
- Electronics – ElecTech Power Electronics machine and Drives (PEMD), ElecTech – Cyber, ElecTech -General, IoT Technician
- Construction – Digital Process Control, BIM
- Health Care – Medical Engineering, Pathway to accelerated Apprenticeship in Care

<p>Procurement Title Permanent Cold Lay Surfacing Material</p>
<p>Procurement Option Open Procedure compliant with the Public Contract Regulations 2015</p>
<p>New or Existing Provision A new provision.</p>
<p>Estimated Annual Contract Value and Funding Arrangements The total estimated spend of the Framework over a four-year period is £3,000,000 Funded from the existing Highways Capital budget</p>
<p>Contract Duration A Framework Agreement will be awarded to multiple contractors for a four-year period.</p>
<p>Lots No lotting.</p>
<p>Evaluation The agreement will be established by evaluating Contractors against the following criteria:</p> <p>Stage 1: Mandatory and discretionary grounds to ascertain suppliers' financial, technical capability and ability to demonstrate their experience in operating in compliance with Industry standards. Each tenderer must pass this stage in order to proceed to stage 2.</p> <p>Stage 2: Tender bids will be evaluated on a Technical and Sustainable questionnaire which will cover compliance of the material to the specification and sustainability which will cover environmental and social value. Tenders will also complete a price schedule.</p> <p>The expected evaluation methodology for this project will be:</p> <p><u>Technical and Sustainability - Pass/ Fail.</u> The technical and sustainability questions will be marked as pass or fail which reflects the importance of appointing a quality supplier that can provide a product that meets the Authority's technical specification and provide clear response to the sustainability section which will cover carbon emissions, waste disposal and social value (the positive benefits that can be obtained for the community).</p> <p><u>Price 100% weighted:</u> Potential providers will submit prices schedules which will be weighted and ranked. Note Price schedules will only be evaluated if the Technical and Sustainability section is passed.</p>
<p>Background The Authority has a requirement for a supply of rapid curing permanent cold lay surfacing material (PCSM) for use in carriageway and footway defects.</p> <p>Cold lay surfacing material represents a method of repairing footway and carriageway defects which reduces the challenges of traditional hot asphalt repairs which are difficult to lay in winter conditions and can require in some cases large equipment and traffic management to complete the repair.</p>

Cold lay surfacing material remains usable in below freezing conditions and can be used to repair flooded potholes, damages areas compacted by traffic or on a skid resistance surface.

Cold Lay Surfacing material is to be used by the Authority as part of a toolbox of solutions for carriageway and footway repairs. This material will assist in repairing the highway volume of 10-day repairs which often require complex or expensive traffic management if using hot material. The use of this material for higher priority repairs will ensure that a permanent repair is carried out within the required timescales cost effectively.

Cold Lay material permanent repairs can be carried out quickly, require minimal compaction and can be instantly trafficked, reducing disruption on the network. This material also provides an effective permanent repair where the carriageway is significantly deteriorated and straight cut edges cannot be achieved.

Use of Cold Lay material will assist in reducing costs as the required traffic managements can be minimised. This material has a high performance specification in all types of road condition and weather condition which will ensure that permanent first time repairs are delivered with no requirement for return or remedial works.

Call-offs from the framework will be made on the basis of the rankings applied to suppliers at tender stage.

The contract will be based on the Authority's standard framework agreement with appropriate call-off terms for the supply of goods.

Procurement Title

Colne Primet Academy Expansion

Procurement Option

Mini-competition via third party framework, hosted by the North West Construction Hub, that has been established in compliance with the Public Contract Regulations 2015.

New or Existing Provision

New one-off project to expand Colne Primet Academy School (creating a standalone two storey classroom block) situated in Colne, Lancashire.

Estimated Annual Contract Value and Funding Arrangements

Estimated project value is circa £7m and will be funded via Basic Need Grant allocation/Basic Need Capital Fund.

Contract Duration

The contractual agreement will be for a twelve month design and build (phased approach) and a further twelve-month rectification period (two years in total). The new block school is to be open and available from the commencement of the 2023/24 school year.

Lots

Single contract under a multi-lot framework through the North West Construction Hub.

Evaluation

The contractual agreement will be established by evaluating framework providers against the following criteria:

Stage 1: Expression of Interest to be received from interested parties

Stage 2: A mini-competition shall be undertaken, and bids will be evaluated on

- 70% technical, quality, and social value
- 30% preliminary costs, schedule of rates, overhead and profit percentages

Stage 3: the successful tenderer from stage 2 will then work with all stakeholders to prepare and agree an Agreed Maximum Price (AMP) for this project within the available budget.

Contract Detail

As a result of a rising secondary school population and increasing primary school population moving through to secondary schools, additional secondary school places are required in Pendle for the 2022/23 academic year and beyond.

Colne Primet Academy is proposed to expand from an intake of 165 to 210, raising the capacity of the academy from 825 to 1050 pupils. The Academy requires an additional 12-15 classroom building to standalone from the rest of the building, with increased dining facilities, internal remodelling and associated works. The Academy

also requires additional works to create a 2 classroom Special Educational Needs unit within the existing buildings.

Temporary Accommodation will be in place from September 2022 consisting of rented teaching units that are compliant with BB103. The Authority intends to construct the new block and deliver this project in approx. 12 months (phased approach); in time for the school opening in September 2023.

The principal contractor will provide early contractor engagement insights and help design the build within the available budget and timeframe. The principal contractor will be engaged using the partnering ethos principles. The Authority will develop a contract specifically for this project.

Report to the Cabinet

Meeting to be held on Thursday, 7 July 2022

Report of the Director of Strategy and Performance**Part I**Electoral Division affected:
(All Divisions);**Corporate Priorities:**
Delivering better services,
Protecting our environment.**Works to Operational Premises - Condition Led Programme**

(Appendix 'A' refers)

Contacts for further information:

Simon Smith, Tel: (01772) 535467, Property Asset Manager - Capital,
simon.smith@lancashire.gov.ukMichael Peppin, Tel: 07974 590019, Property Asset Principal,
michael.peppin@lancashire.gov.uk**Brief 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 No. C19 have been complied with.

Recommendation

Cabinet is asked to approve the proposed list of condition and statutory compliance schemes across operational premises, detailed at Appendix 'A'.

Detail

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

The works have been identified through undertaking condition surveys and compliance testing regimes, through a process of cross-referencing asset management building condition and statutory compliance data held by the county council.

Analysis of the operational buildings condition indicates there is approximately £36m of outstanding Priority 1 works required to address essential condition and statutory compliance works across the portfolio. This is the first year of a three-year programme to address these Priority 1 works. Additionally, there are Priority 2, 3 and 4 works which will need to be considered and included where appropriate to prevent further deterioration.

Officers have formulated a schedule of year one Priority 1 works, and the recommended approach to managing this backlog, which are set out at Appendix 'A'.

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.*

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 could be 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 become evident during the delivery of already identified works and which meet the criteria, and these will be added to the programme in accordance with the financial regulations.

It is accepted that it will not be possible to address all high priority issues in all buildings and a three-year programme aims to address the Priority 1 works. 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. In particular, there is a need to review existing concrete and/or steel frame system building construction across the property portfolio. These investigations 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. In some instances, the cost of works may be prohibitive, and proposals put forward to identify more cost-effective accommodation solutions.

Carbon Reduction Strategy

Working with the North West Energy Hub, a review of the energy use and carbon emissions of the county council's property assets is underway and will identify which buildings may be suitable for intensive decarbonisation measures that in turn will form the basis of a strategic approach to carbon reduction. With regard to addressing building condition, where heating systems require wholesale replacement each project will be considered individually for suitability for a low carbon heating solution. Consideration will be given to the building fabric, heat load of the building, occupant

needs, local electricity infrastructure and projected running costs as part of the initial feasibility. There may be additional costs associated with consequential improvements to a building as a result of this approach, a contingency amount has been allowed for in the programme.

In the past the Operational Buildings Condition Led Programmes were based predominantly on the condition of the building structure, fabric and services; with the highest priorities being ranked according to risk of building closure or Health and Safety risks. These condition priorities will still form the basis of the programme; however, it is proposed to incorporate a focus on carbon reduction, taking a more holistic approach to the building and its operational use.

It is recognised that due to the wide range of construction types and age of the Lancashire County Council property portfolio, there cannot be one approach for all buildings. Some will not be suitable for a low carbon heating option without significant enabling works and consideration will need to be given to the operational needs of each building. However, by replacing heating systems or upgrading building fabric to meet current building regulations, such works can have a beneficial impact on the level of emissions.

As part of the strategy to reduce carbon emissions, all relevant projects will be supported by a low carbon consultant who will formulate a bespoke plan to help identify and minimise energy consumption. As well as providing guidance on good energy management to reduce waste, each property will be issued with a recommendations report to highlight areas for future improvement.

By taking a long-term view, improvement works can be phased to ensure carbon reductions are achieved without placing an unmanageable burden of increased operating costs on the premises budget that can be associated with the change from gas to electricity.

Delivery

All schemes will be commissioned with, and delivered by, 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 that year one of the programme will be delivered when possible and this will likely be over the next two financial years, with approximately 40% of the proposed programme being delivered in 2022/23 and the remainder of the year one programme being delivered in 2023/24.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Buildings have been maintained on a minimal wind and weather tight basis for a number of years with a backlog of remedial works. This programme sets out a managed approach to address this backlog however if the recommended work is not undertaken the risk would be managed by further regular reactive maintenance to 'patch' the problems. In some cases, further deterioration of the building fabric or discontinued components would result in partial or full closure of the property 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.

Furthermore, there may also be genuine severe condition need projects that come to light, and it is recommended therefore that a contingency is included to be approved and managed by the Asset Management Service. The contingency will also be available to support any inflationary pressures which this programme may be subject to. 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'. Provision was made in February 2022 for this anticipated work as part of the 2022/23 Capital Programme for this work acknowledging that this is one third of the costs relating to one fifth of the property portfolio that has been surveyed. There is a need to reduce the portfolio of buildings where possible to reduce the potential future ask to a more sustainable annual amount. The revenue implications of the borrowing to fund this year's allocation is £801,000 per year for 20 years.

Procurement

The selection of contractors to undertake the capital works will be carried out in full compliance with the Public Contract Regulations 2015, either through the use of an established framework or through undertaking a compliant procurement exercise where appropriate.

List of Background Papers

Paper	Date	Contact/Tel
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None

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, 7 July 2022

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

Electoral Divisions affected:
 Accrington North; Burnley
 Central West; Burscough &
 Rufford; Chorley Central;
 Chorley Rural West; Euxton,
 Buckshaw & Astley; Fylde East
 Fylde South; Great Harwood,
 Rishton & Clayton-le-Moors;
 Heysham; Moss Side &
 Farrington; Oswaldtwistle,
 Padiham and Burnley West;
 Pendle Rural; South Ribble
 West; West Lancashire East;
 West Lancashire North; West
 Lancashire West;

Corporate Priorities:

Delivering better services;

Lancashire County Council (Various Locations, Burnley, Chorley, Fylde, Hyndburn, Lancaster, Pendle, South Ribble and West Lancashire) (Revocation, 30mph, 40mph, 50mph, 60mph and Derestricted Speed Limits (21/22 No1)) Order 202*

(Appendices 'A' - 'J' refer)

Contact for further information:

Tracey Price, Tel: (01772) 538098, Highway Regulation - Highways and Transportation
tracey.price@lancashire.gov.uk**Brief Summary**

Following investigations and a public consultation, it is proposed to make a Speed Limit Order to reduce a number of speed restrictions on various roads within Burnley, Chorley, South Ribble and West Lancashire to improve the safety and operation of the public highway network.

The order further formalises the current signed Speed Limits on various roads within Chorley, Pendle, Preston, South Ribble, West Lancashire and Wyre along with correcting anomalies within existing orders in the districts of Burnley, Fylde, Lancaster, and Pendle which have been highlighted by Lancashire Constabulary as requiring amendment to allow for effective enforcement.

In addition, this proposal revokes duplicate orders and orders that are no longer required due to being 30mph by virtue of street lighting.

This is deemed to be a Key Decision and the provisions of Standing Order No. C19 have been complied with.

Recommendation

Cabinet is asked to approve the Speed Limit proposals on the various lengths of road within Burnley, Chorley, Fylde, Hyndburn, Lancaster, Pendle, South Ribble and West Lancashire as detailed within this report and as set out in the Draft Order at Appendix 'A'.

Detail

The purpose of the proposed Order is to reduce speed limits where they have been identified as necessary for improvements in road safety and to correct errors that have been identified in existing Orders that would cause problems with the enforcement of the signed speed limits.

- Reduced Speed Limits are proposed in the districts of Burnley, South Ribble, Chorley and West Lancashire.
- Formalisation of current Signed Speed limits are proposed in the districts of Burnley, Chorley, and West Lancashire.
- Correction of anomalies within existing Orders are proposed in the districts of Burnley, Fylde, Lancaster, and Pendle.

In addition, this proposal revokes duplicate orders and orders that are no longer required due to being 30 mph by virtue of street lighting.

Consultations

Formal consultation was carried out between 29 March 2022 and 29 April 2022, this was advertised in the local press and notices were displayed on site. Divisional county councillors were consulted along with the council's usual consultees and the consultation documents posted on the council's website.

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

Objections

As a result of the consultation, a number of responses were received to the proposals along the A59 and in the districts of Chorley, Fylde, and South Ribble.

The comments were regarding the items in the proposed order as follows along with the engineer's comments as they are relevant.

CHORLEY

Black Moor Road, Mawdesley – Appendix 'C' – Drawing No.SLO21-22(1)-HD-CH2

"The purpose of this proposal is to introduce a 40mph Speed Restriction to reduce vehicle speed on the approach to the existing 30mph section and align the section with surrounding 30mph access roads which lead to areas of increased residential habitation".

Responses with Comments

Correspondence was received from Lancashire County Councils Road Safety Team raising concerns that as the Road Safety Team's speed data map already shows an 85th percentile speed of above 44mph on a section of the road for speed limit reduction and other 85th percentile speed of above 40mph on sections of the speed reduction area reducing the speed limit without changing the character of the road further may see an increase in complaints of speeding.

Correspondence Supporting the Proposals

A response was received from Mawdesley Parish Council confirming that following a recent parish council meeting the parish Councillors were pleased to note the new speed limit measures on Black Moor Road, Mawdesley.

Officers Comments

As a result of the level of concern regarding speeding vehicles along Back Moor Road the proposal was put forward to facilitate the passage of vehicles on the road and improve overall road safety by introducing a 40mph Limit on this length of Derestricted (60mph) Road. This has also been supported by the police.

Officers recommend the proposed measures are implemented as advertised

FYLDE

A584 Preston New Road, Freckleton and Newton with Clifton – Appendix 'D' – Drawing No.SLO21-22(1)-CN-FY1A, B and C

"The length of A584 from its junction with A583 Blackpool Road to the western end of A583 Freckleton Bypass is signed as a 50mph restriction. The Orders covering this length of A584 dual carriageway are fragmented and difficult to interpret. The nature of the current Orders makes enforcement of the Speed Limit difficult.

The purpose of the proposed 50mph restriction will revoke all previous Orders covering the length of A584 and re-introduce them into one singular Order to cover the full length with no material change to what is signed on site. The work is necessary to ensure successful enforcement of the restriction".

Responses with Comments

Correspondence was received from Lancashire County Council's Road Safety Team raising concerns that although the road is already signed as a 50mph Speed Limit, there has been five collisions involving cyclists in the last 5 years within the section shown on Drawing No. SLO21-22(1)-CN-FY1A.

Officers Comments

Whereas a poor accident record has been noted in this area the present proposals are to correct the orders that are in place, without changing established speed limits, with a view to better enforcement of the speed restrictions.

It is considered that by making the Order this will in turn enable the efficient and effective enforcement of the speed restriction and consequently create a reduction in the danger of vulnerable road users. If this does not prove to be the case, a full review following the correct democratic process should follow.

Officers recommend the proposed measures are implemented as advertised and the comments from the Road Safety Team are passed to the Local Traffic Teams to monitor once the current signed speed limit is fully enforceable.

SOUTH RIBBLE AND WEST LANCASHIRE

A59 Liverpool Road and A59 Longton Bypass

South Ribble District - Appendix 'H' – Drawing Nos.SLO21-22(1)-MC-SR1A, B, C, D and E

West Lancashire District - Appendix 'I' – Drawing Nos.SLO21-22(1)-KP-WL2A, B, C and D

Concerns were expressed regarding the speeds of traffic on the length of A59 from Longton Bypass to Liverpool Road Bretherton. Checking the orders, it became apparent that the illuminated length of road signed as derestricted did not have the necessary order. Due to the concerns regarding speeding traffic and development in the area and following speed checks it was apparent that rather than introducing a derestricted order it would be suitable to reduce the speed limit in order to improve road safety.

It is proposed to reduce the speed limit to 50mph as the 85th percentile speed indicated that a 50mph speed limit was appropriate this change is supported by the Police.

Objections

Three Objections were received in response to the 50mph proposals along A59 Liverpool Road and Longton Bypass.

Objection 1

This objector opposes the proposal for the 50mph on A59 between Penwortham and Tarleton as they believe this will only serve to increase journey times, create long queues of slow-moving traffic with drivers half asleep, increase air pollution and fuel consumption and do nothing for road safety.

Although the objector acknowledges that accidents can be made more serious by higher speeds, they believe that most accidents are caused by mistakes by drivers who lose concentration and not because of excessive speeds. They consider this suggests most Speed restrictions in Lancashire need increasing not decreasing.

Objection 2

This objector opposes the proposal for the 50mph Speed Limit on A59 Longton Bypass as the Bypass has a good safety record and is designed as a derestricted road. They believe that by reducing the speed limit will lead to frustration and more infringement of the law.

Objection 3

The third objection was received from Little Hoole Parish Council and the Parish Councillor opposing the 50mph Speed Limit on A59 Liverpool Road, Much Hoole, A59 Longton Bypass, Little Hoole and A59 Longton Bypass, Longton.

Little Hoole Parish Council and Parish Councillor feel that the proposal to reduce these speed limits are unnecessary and will have no positive impact.

Objection 4

A late objection was received from a regular user of A59 Longton Bypass opposing the proposal to lower the speed limit from derestricted to 50mph as they believe that as the bypass is a wide D2 dual carriageway with good visibility with a central crash barrier all the way down the centreline and hardly any houses either side that the road could constitute a country road. It is believed by the objector that on a regular basis 9 out of 10 cars on this road are already doing less than the derestricted speed limit, however if the speed limit is reduced to 50mph 3 or 4 out of 10, possibly more may do above 50mph either forgetting or creeping up due to the driver feeling the limits are too low which will result in a problem of speeding that didn't exist before.

Responses with Comments

Correspondence was received from Lancashire County Council's Road Safety Team raising the following concerns:

- The Road Safety Team's Speed Data Map is already showing an 85th percentile speed of 64mph along some sections of A59 Longton Bypass where it is proposed to reduce the speed limit to 50mph and is concerned of what additional measures are being implemented to assist in slowing motorist speeds.

Correspondence Supporting the Proposals

Two items of correspondence supporting the proposals were received from local residents.

The first correspondence of support was in relation to the section of A59 Longton Bypass from Hoole roundabout to Bretherton roundabout. Although the objector primarily opposed the reduction to the speed limit, due to the number of junctions along this stretch they stated that they would support this element of the proposal.

The second correspondence of support was in relation to the section of A59 Longton Bypass at the junction of Drumacre Lane. The corresponded stated:

- The road is often extremely busy, with 4 lanes of traffic travelling at 70mph+.

- There is a small pedestrian island in the middle which they refuse to use as it is unsuitable and dangerous standing with a pram or bicycle as traffic hurtles by at high speed within a few feet.

Along with the lowering of the speed limit to 50mph the correspondent also suggest the possibility of significantly widening the island, adding traffic lights and/or building a pedestrian bridge.

Officers Comments

Following customer requests to reduce the speed limit along the section primarily from Gill Lane to Liverpool Old Road at the roundabout, it was found that there was no speed limit order in place allowing the police to carry out enforcement., as such, a speed limit Order must be put in place.

The nature of the area is changing with nearby developments bringing properties close to A59 and a likelihood of increased pedestrian movements over it.

The average speeds in this location have been analysed and it was deemed appropriate to reduce the speed limit from derestricted to 50mph. The police have agreed to the proposed speed limit of 50mph in principle.

Officers recommend the proposed measures are implemented as advertised.

Gill Lane, Little Hoole, Gill Lane, Longton and Midge Hall Lane, Moss Side – Appendix 'H' – Drawing No. SLO21-22(1)-MC-SR3 and SLO21-22(1)-MC-SR4

"As Gill Lane and its connecting Midge Hall Lane has changed in nature from a rural lane to a more residential lane, it was seen as appropriate to consider the speed limits on these roads.

The purpose of this proposal is, with the support of the police to reduce the Speed Limit along these roads to 40mph as is the limit on adjacent roads with similar Characteristics".

Objections

Objections were received from two local residents regarding the proposal to reduce the speed limit to 40mph on Gill Lane and Midge Hall Lane.

Objection 1

This objector opposes the proposal for the 40mph on Midge Hall Lane as this section has limited entrances and visibility is very good. The Objector has stated that they are not convinced that the reduction to 40mph is justified and would be respected by most drivers.

Objection 2

This objector opposes the proposal for the 40mph on both Gill Lane and Midge Hall Lane as believes the current 50mph is an ideal limit for these roads and in general terms is a limit which most people respect.

It is believed by the objector that to lower the limit to 40mph is a misjudgement and that it will be ignored as an unnecessary imposition by many, leading to frustration and overtaking leading to unnecessary accidents.

Responses with Comments

Correspondence was received from Lancashire County Council's Road Safety Team raising concerns that as the Road Safety Team's speed data map already shows an 85th percentile speed of above 44mph on a section of the road for speed limit reduction and that it is likely that the 85th percentile speed for this section of road will be higher than the proposed 40mph speed limit that may see an increase in complaints of speeding.

Correspondence Supporting the Proposals

Two items of correspondence supporting the proposals were received. One from the Local Parish Councillor and one from a local resident.

The reasons given for supporting the proposals are as follows:

- Supports Gill Lane (east of A59) as there are a lot of domestic and business entrances on the section with sight lines being limited and there has been a lot of accidents, mainly in winter when ice seems to be a surprise.
- Supports the proposals to reduce the speed limit to 40mph along Gill Lane, Little Hoole and Gill Lane, Longton – Feels that these speed limit reductions are long overdue and that they will help motorists to comply with the adjacent 20mph speed limits and will have little negative impact.
- The Parish Council would also welcome proposals to reduce the weight limit on these roads as there appears to have been a significant increase in the HGV and articulated HGV traffic using these roads in recent years and these roads are not suitable for such vehicles.

Officers Comments

We have received a number of requests from members of the public to reduce the speed limit in this location that we have historically refused given the relatively good injury collision record. However, a discovery that A59 had no Speed Limit Order in place and thus requiring an Order to be made, also allowed us the opportunity to consider actual speed limits on Gill Lane and Longmeanygate.

Speed limits should in the main be self-enforcing, that is set to a speed at which most drivers travel at and under a limit where Police are required to take enforcement action.

The 85th percentile speed in this location show that the majority of people are travelling under the speed of police intervention. Therefore, the only drivers who would see an increase in travel times are the 15% who regularly travel over this proposed speed limit.

The nature of the area is changing with nearby developments likely to increase vehicle use of these roads and the police have agreed to the proposed speed limit of 40mph in principle.

The comments from the Parish Council regarding the increase in HGV and articulated HGV traffic using these roads has been noted, however, weight limits are

made under separate sections of the Road Traffic Regulation Act 1984 and therefore are not considered within this Speed Limit Proposal.

Any consideration of reducing weight limits will be considered as part of regulations in connection with new developments within the area.

Officers recommend the proposed measures are implemented as advertised.

Implications:

This item has the following implications, as indicated:

Financial

The costs of the Traffic Regulation Order will be funded from the 2022/23 highways budget for new signs and lines at an estimated cost of £10,000.

Risk management

Road safety may be compromised should the proposed restrictions not be approved.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL

(VARIOUS LOCATIONS, BURNLEY, CHORLEY, FYLDE, HYNDBURN, LANCASTER, PENDLE, SOUTH RIBBLE AND WEST LANCASHIRE) (REVOCATION, 30MPH, 40MPH, 50MPH, 60MPH AND DERESTRICTED SPEED LIMITS (21/22 NO1)) ORDER 202*

The County Council of Lancashire, in exercise of its powers under Sections 82(2), 83(2) and 84 of and Part IV of Schedule 9 to the **Road Traffic Regulation Act 1984**, as amended, ("the Act") and of all other enabling powers, after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby makes the following Order: -

1. Revocation

- a) The "Lancashire County Council (A584 Preston New Road, Freckleton, Fylde Borough) (50mph Speed Limit) Order 2008" is hereby revoked in full.
- b) The "Lancashire County Council (Lancaster Morecambe By Pass, Heaton with Oxcliffe, Lancaster City) (Part Revocation and De-Restriction) Order 2013" is hereby revoked in full.
- c) The "Lancashire County Council (A682 Manchester Road, Habergham Eaves, Burnley Borough) (Revocation and Restricted Road) Order 2000" is hereby revoked in full.
- d) Those parts of the "The Borough of Pendle (Restricted Road) (No.2) Order 1994", as set out in Schedule 1a to this Order, are hereby revoked.
- e) Those parts of the "SI1965 No1543 The Classified Roads (50m.p.h Speed Limit) (England) Order 1965", as set out in Schedule 1b to this Order, are hereby revoked.
- f) Those parts of the "Lancashire County Council (Various Roads, Chorley, Fylde, Hyndburn, Preston, Ribble Valley, Rossendale and West Lancashire) (Revocation, 20mph, 30mph, 40mph, 50mph Speed Limits December (No1)) Order 2019", as set out in Schedule 1c to this Order, are hereby revoked.
- g) Those parts of the "Lancashire County Council (A678 and A679, Blackburn Road, Rishton, Oswaldtwistle, Hyndburn Borough) (Revocation, Restricted Road Status, 40mph and 50mph Speed Limit) Order 2017", as set out in Schedule 1d to this Order, are hereby revoked.
- h) Those parts of the "The Lancashire County Council ((A584 Freckleton Bypass and Preston New Road, Fylde Borough) (Speed De-Restriction and 50mph Speed Limit) Order 1994", as set out in Schedule 1e to this Order, are hereby revoked
- i) Those parts of the "Lancashire County Council (Speed Limit Management) (Various Roads, Lancaster City Area) (Part Revocation, 30, 40, 50 and 60 MPH Speed Limit) (No1) Order 2010", as set out in Schedule 1f to this Order, are hereby revoked.
- j) Those parts of the "Lancashire County Council (Various Roads, Chorley, Fylde, Pendle, Preston, Rossendale, South Ribble, West Lancashire and Wyre Boroughs) (Revocation, 30mph, 40mph, 50mph and De-restricted Road (August No1) Speed Limits) Order 2018", as set out in Schedule 1g to this Order, are hereby revoked.

2. 30mph Speed Limit

No person shall drive any motor vehicle at a speed exceeding 30mph on any of the lengths of road as set out in Schedule 2 to this Order.

3. 40mph Speed Limit

No person shall drive any motor vehicle at a speed exceeding 40mph on any of the lengths of road as set out in Schedule 3 to this Order.

4. 50mph Speed Limit

No person shall drive any motor vehicle at a speed exceeding 50mph on any of the lengths of road as set out in Schedule 4 to this Order.

5. 60mph Speed Limit

No person shall drive any motor vehicle at a speed exceeding 60mph on the length of road as set out in Schedule 5 to this Order.

6. De-Restriction

The lengths of road as set out in the Schedule 6 to this Order shall cease to be restricted roads for the purposes of Section 81 of the Act.

7. Exemption

No speed limit imposed by this order applies to vehicles falling within regulation 3 (4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011 when used in accordance with regulation 3 (5) of those Regulations.

8. Commencement of Order

This Order shall come into force on the ** day of ** 202* and shall be cited as the "Lancashire County Council (Various Locations, Burnley, Chorley, Fylde, Hyndburn, Lancaster, Pendle, South Ribble And West Lancashire) (Revocation, 30mph, 40mph, 50mph, 60mph And Derestricted Speed Limits (21/22 No1)) Order 202*".

Dated this ** day of ***.

THE COMMON SEAL of the Lancashire County Council was hereunto affixed pursuant to the Scheme of Delegation to Chief Officers **OR** following a decision made on the ** day of ** 20** by The Cabinet

Authorised Signatory

Schedule 1a – Revocation

30mph speed limit on Skipton Road, Barnoldswick, from near its junction with Coates Lane to a point 45 metres north east of its junction with Valley Drive.

Schedule 1b – Revocation

Item (i) of the Schedule

Schedule 1c – Revocation

Items d) and e) of Schedule 4.

Schedule 1d – Revocation

- a) Schedule 2.
- b) Item b) of Schedule 4.

Schedule 1e – Revocation

Article 2.

Schedule 1f – Revocation.

Schedule 4 - A683 Lancaster/Morecambe By-pass Road, from a point 35 metres south east of its junction with Middleton Road to a point 843 metres south east of its junction with Middleton Road.

Schedule 1g – Revocation

Item b) of Schedule 4.

Schedule 2 - 30mph Speed Limit

- a) Ightenhill Park Lane, Burnley, from a point 53 metres north of its junction with Helvellyn Drive for a distance of 759 metres in a northerly direction.
- b) Skipton road, Barnoldswick, from a point 31.5 metres north east of its junction with Ghyll Lane, for a distance of 88 metres in a north easterly direction.

Schedule 3 - 40mph Speed Limit

- a) Midge Hall Lane, Midge Hall, Leyland, from its junction with Gill Lane, to a point 617 metres north west of its junction with Longmeanygate;
- b) A565 Southport New Road, Tarleton, from its junction with Windgate to a point 76.5 metres west of its junction with A59 Liverpool Road, Tarleton;
- c) A59 Bank Bridge, Tarleton, from its junction with A59 Liverpool Road, Bretherton, to its junction with A59 Windgate;
- d) A59 Liverpool Road, Bretherton, from a point 320 metres south of its junction with Carr House Lane (B5247) to its junction with A59 Bank Bridge;
- e) A59 Liverpool Road, Tarleton, from its junction with Windgate to a point 62.5 metres south east of its junction with Doctors Lane (U328);
- f) A59 Windgate, Tarleton, from its junction with A59 Bank Bridge, to its junction with A565 Southport New Road, Tarleton;
- g) A59 Liverpool Road, Rufford, from its junction with A59 Liverpool Road, Tarleton, to a point 590 metres south of its junction with Croston Road;
- h) A59 Liverpool Road, Tarleton, from a point 175 metres north west of its junction with Croston Road, to its junction with Liverpool Road, Rufford;
- i) Black Moor Road, Mawdesley, from a point 60 metres west of its junction with Gales Lane to a point 60 metres west of its junction with Black Moor Lane;
- j) Buckshaw Avenue, Buckshaw Village, from its junction with A6 Preston Road, to its junction with Central Avenue, including roundabout junctions;
- k) Gill Lane, Little Hoole, from its junction with A59 to a point 74.5 metres east of its junction with Rockburgh Crescent;
Gill Lane, Longton, from its junction with A59 Longton Bypass to its junction with Midge Hall Lane.

Schedule 4 - 50mph Speed Limit

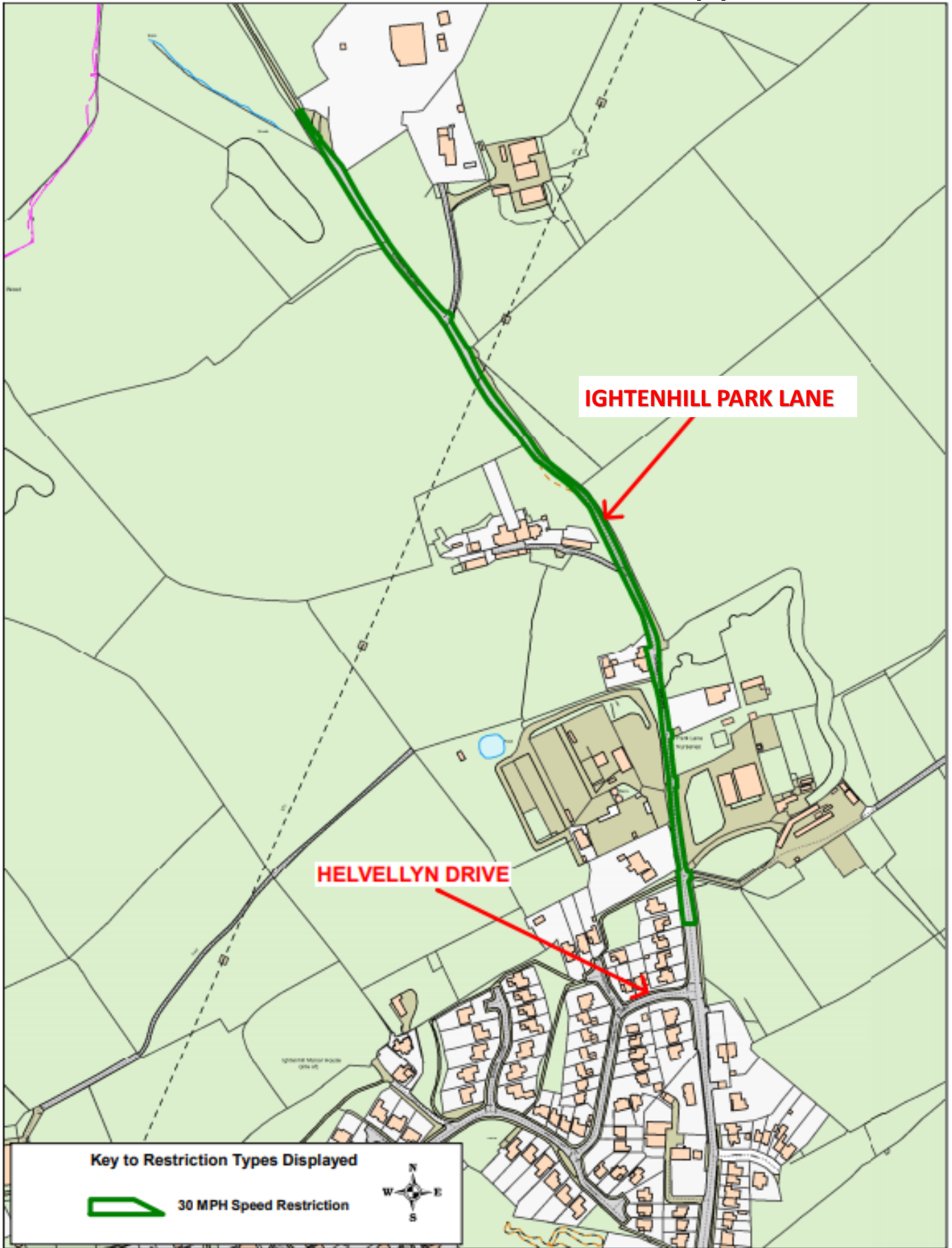
- a) Freckleton Bypass, Freckleton, from its roundabout junction with Freckleton Bypass, Bryning with Warton, to its junction with Preston New Road, including the roundabout;
- b) Preston New Road, Freckleton, from its roundabout junction with Freckleton Bypass, Freckleton, to its junction with Preston New Road; Newton with Clifton;
- c) Preston New Road, Newton with Clifton, from its junction with Preston New Road, Freckleton, to its junction with A583 Blackpool Road;
- d) A59 Liverpool Road, Bretherton, from its roundabout junction with Carr House Lane (B5247) for a distance of 320 metres in a southerly direction;
- e) A59 Liverpool Road, Much Hoole, from its roundabout junction with Knoll Lane including the roundabout, to its roundabout junction with Carr House Lane (B5247);
- f) A59 Longton Bypass, Hutton, from a point 496 metres north of its junction with Chapel Lane (U9063) to its junction with A59 Liverpool Road;
- g) A59 Longton Bypass, Little Hoole, from its roundabout junction with Knoll Lane to its roundabout junction with Gill Lane;
- h) A59 Longton Bypass, Longton, from its roundabout junction with Gill Lane to a point 496 metres north of Chapel Lane (U9063);
- i) A683 Bay Gateway, Heaton with Oxcliffe, from a point 35 metres east of its roundabout junction with Middleton Road, to a point 843 metres east of its roundabout junction with Middleton Road.


Schedule 5 - 60mph Speed Limit

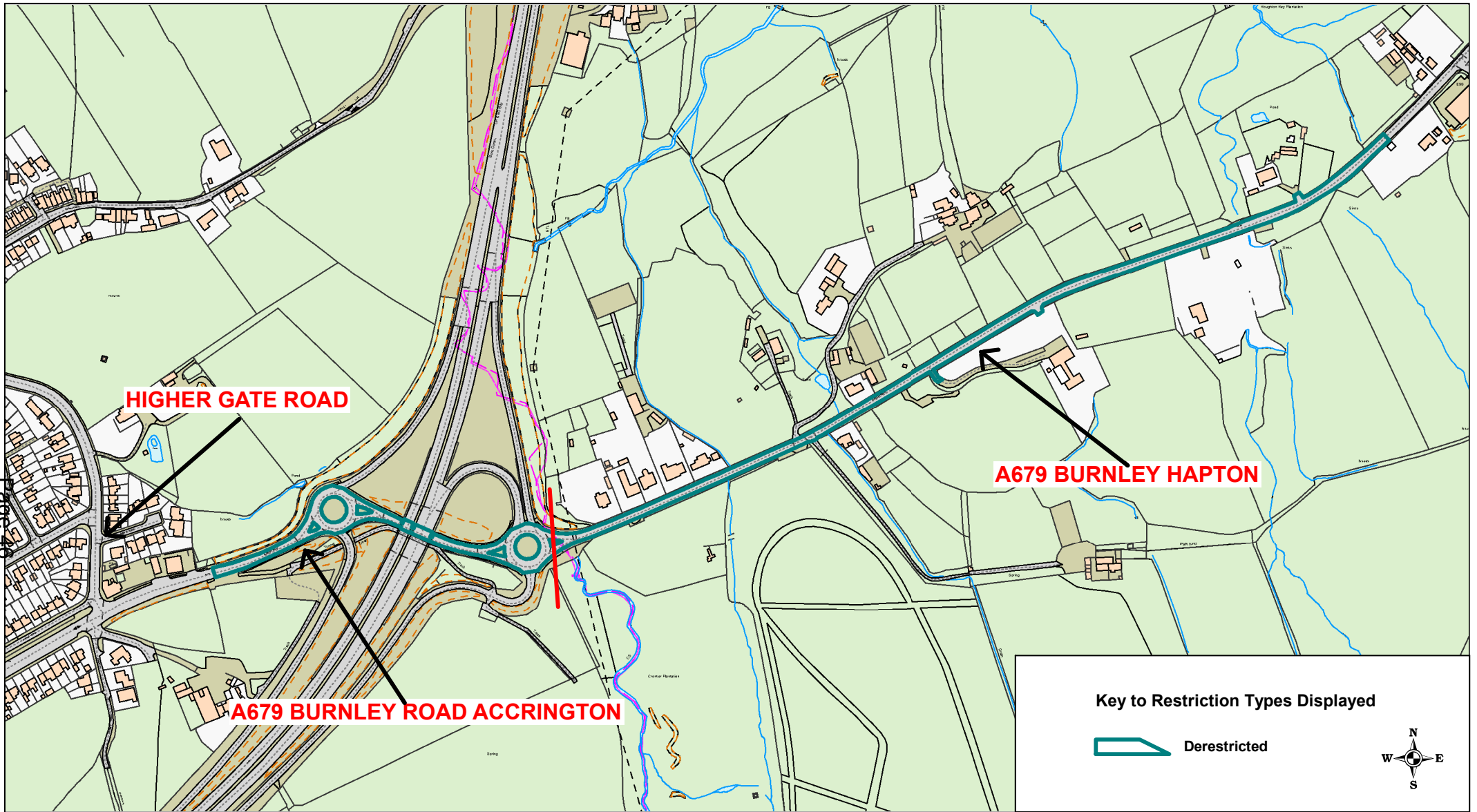
A59 Northway, Aughton, from a point 47 metres south of its junction with Turnpike Road (B5195) to the boundary with the Metropolitan Borough of Sefton.

Schedule 6 – De-Restriction


- a) Burnley Road, Accrington, from a point 115 metres east of its junction with Higher Gate Road, to its junction with Burnley Road, Hapton;
- b) A59 Liverpool Road, Tarleton, from a point 62.5 metres south of its junction with Doctors Lane (U328) to a point 175 metres north west of its junction with A581 Croston Road;
- c) A683 Bay Gateway, Heaton with Oxcliffe, from a point 843 metres east of its roundabout junction with Middleton Road (A589) to its roundabout junction with Mellishaw Lane;
- d) Burnley Road, Hapton, from its junction with Burnley Road, Accrington, to a point 400 metres south west of its junction with Manchester Road.




	Ightenhill Park Lane -30mph Ightenhill Park Lane, Burnley	© Crown copyright. All rights reserved Lancashire County Council Licence No. 100019820 2022	SCALE 1 : 4000
		Phil Durnell Director of Highways and Transportation	DATE 18/01/2022
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			DRAWN BY Chris Nolan Scale with care as distortion may occur



Key to Restriction Types Displayed

 Derestricted




**A679 Burnley Road
Derestricted Road
(With Street Lighting)**

A679 Burnley Road Accrington
A679 Burnley Road Hapton

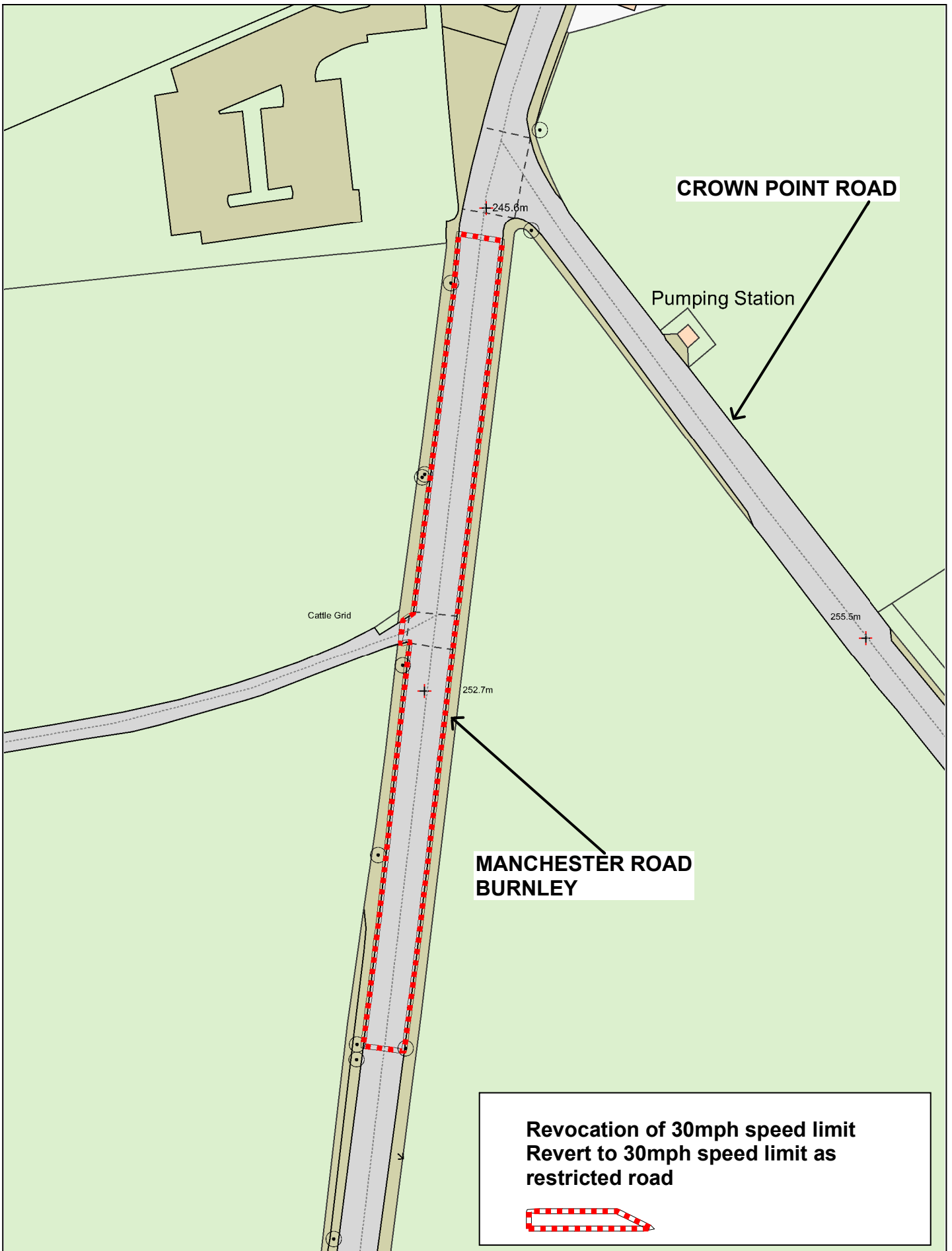
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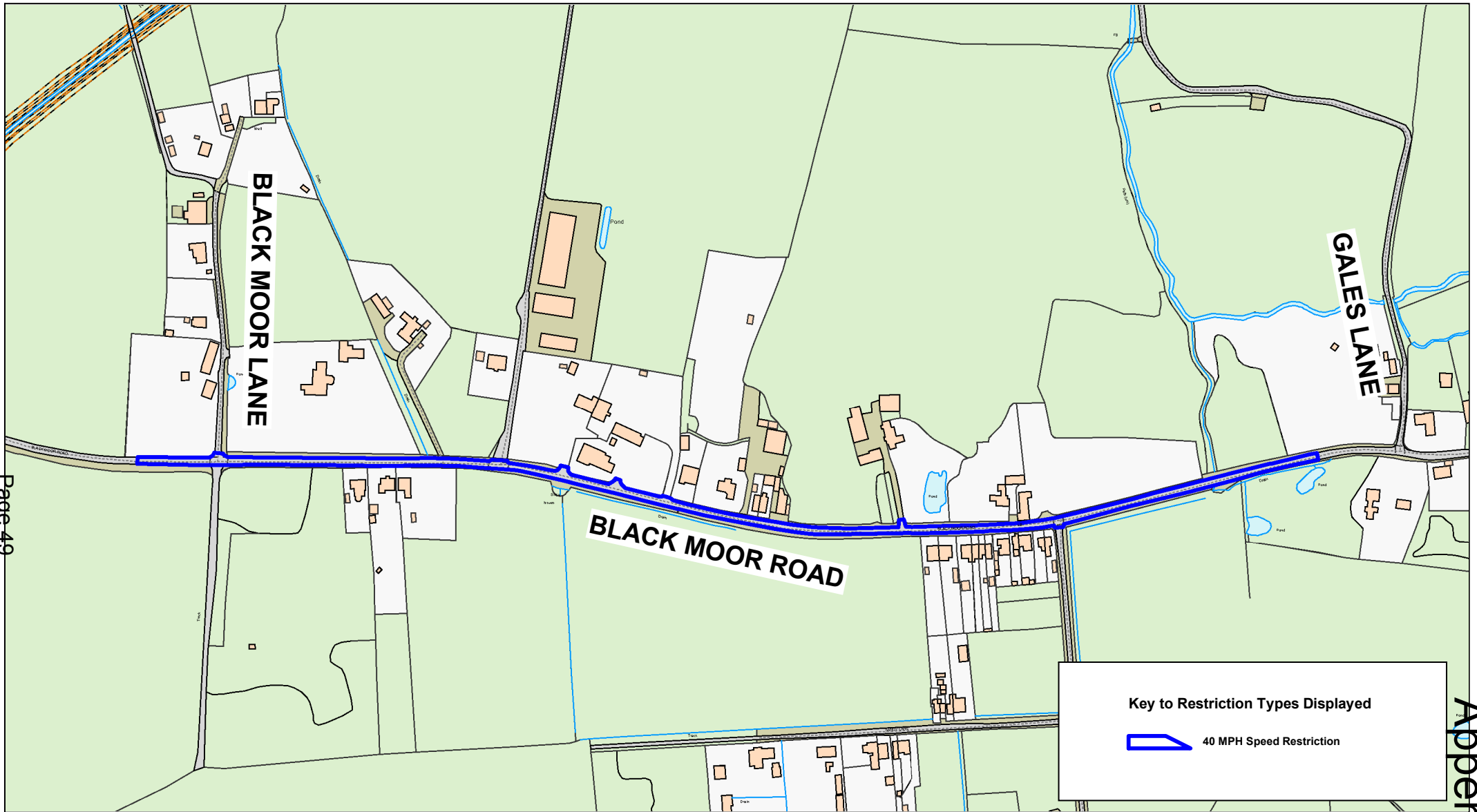
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Key to Restriction Types Displayed


 40 MPH Speed Restriction



Lancashire
County Council

Black Moor Road 40mph

Black Moor Road
Mawdesley

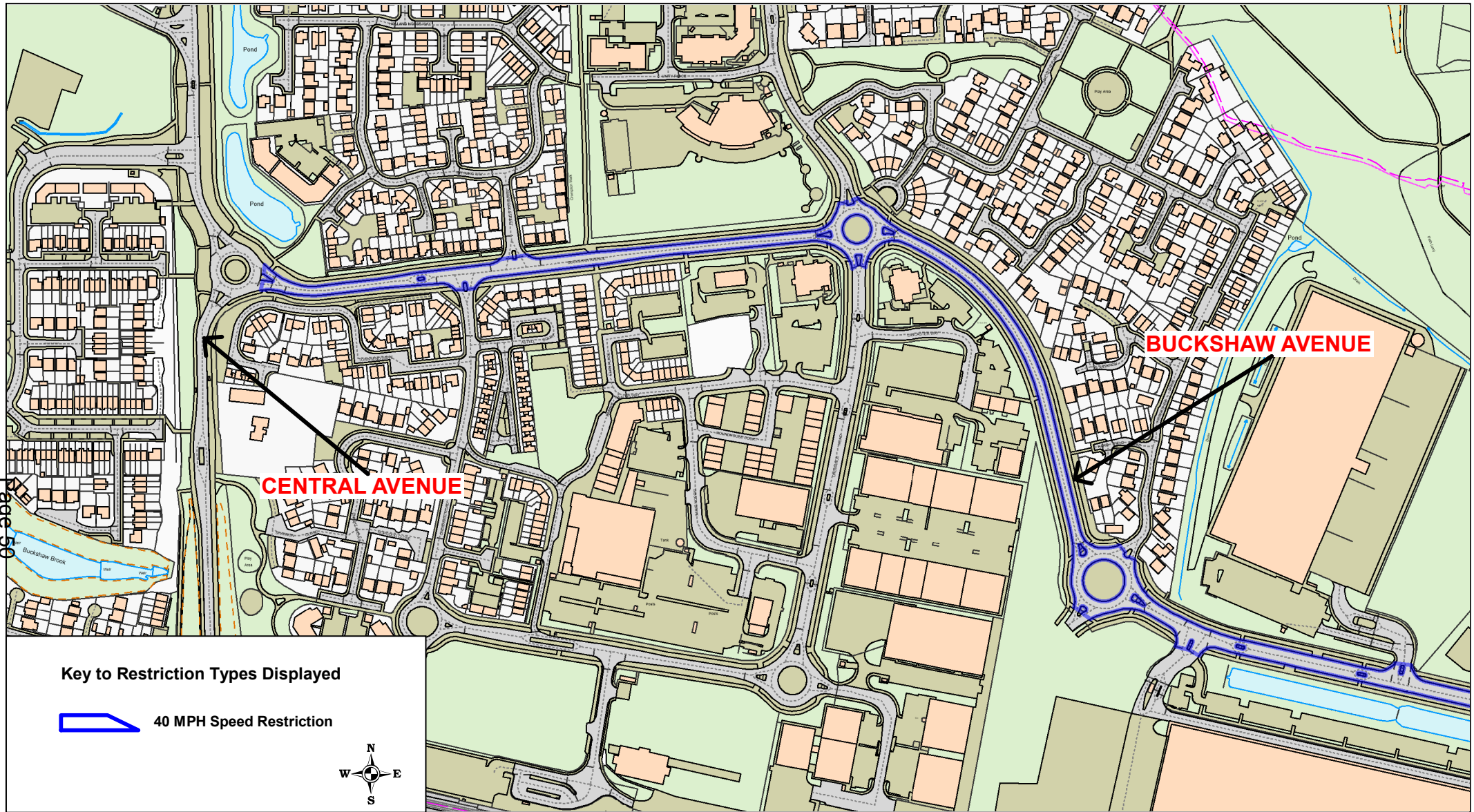


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Key to Restriction Types Displayed

 40 MPH Speed Restriction



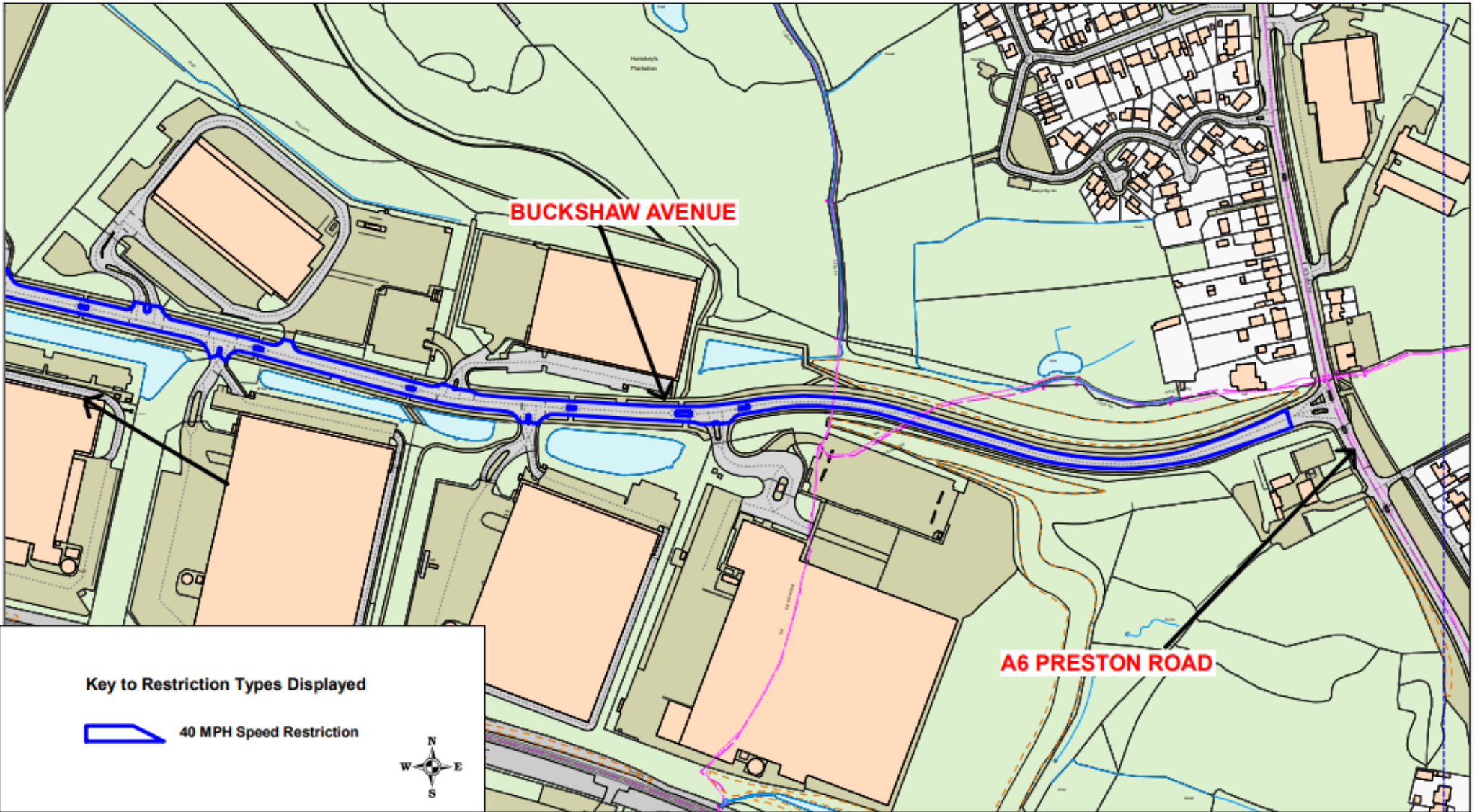
Buckshaw Avenue
Buckshaw Village 40 mph limit

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BUCKSHAW AVENUE

A6 PRESTON ROAD

Key to Restriction Types Displayed

 40 MPH Speed Restriction



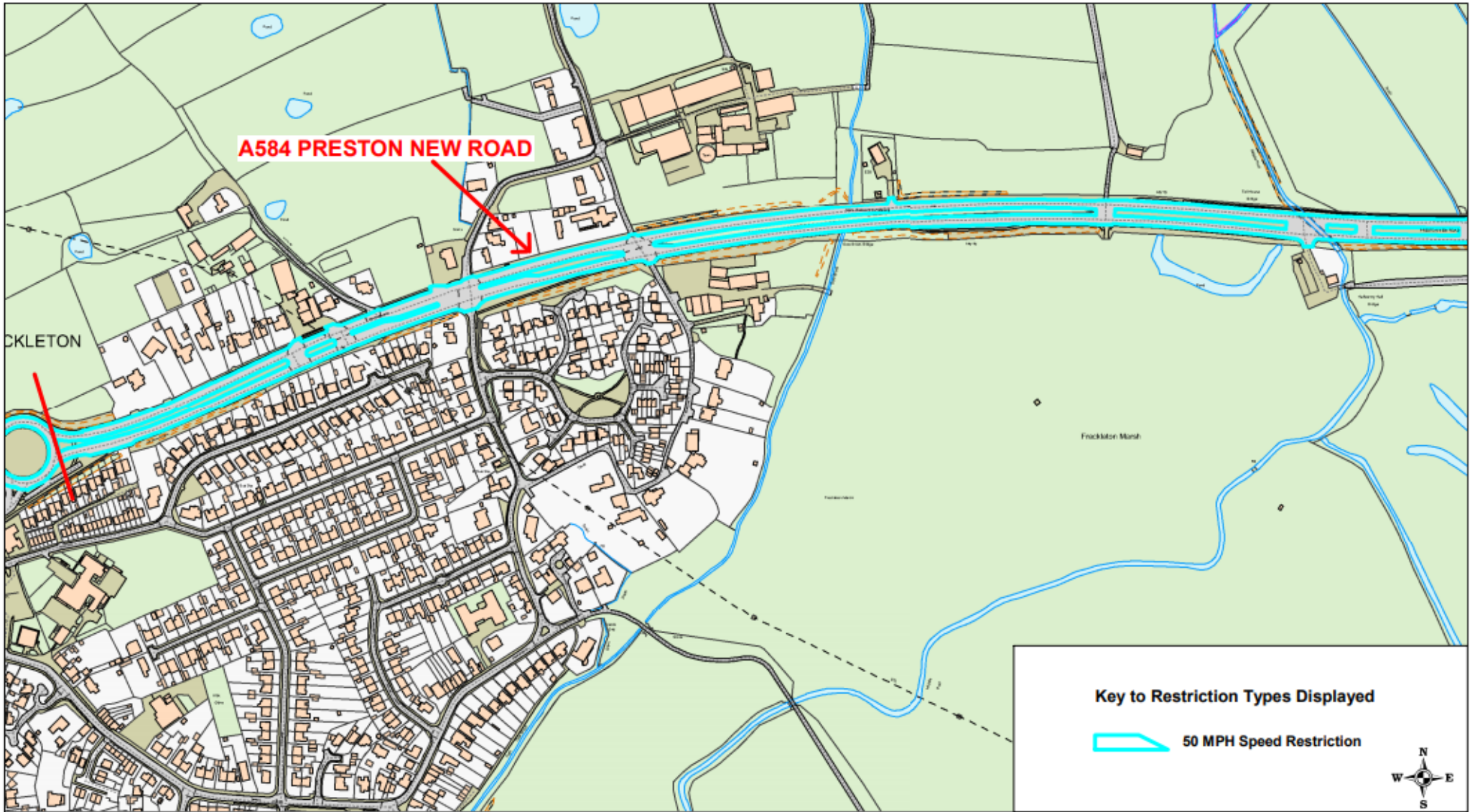
**Buckshaw Avenue
Buckshaw Village 40 mph limit
Buckshaw Avenue**

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A584 Preston New Road, 50mph


**A584 Preston New Road, Freckleton
Correction of existing orders**

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Key to Restriction Types Displayed

 50 MPH Speed Restriction



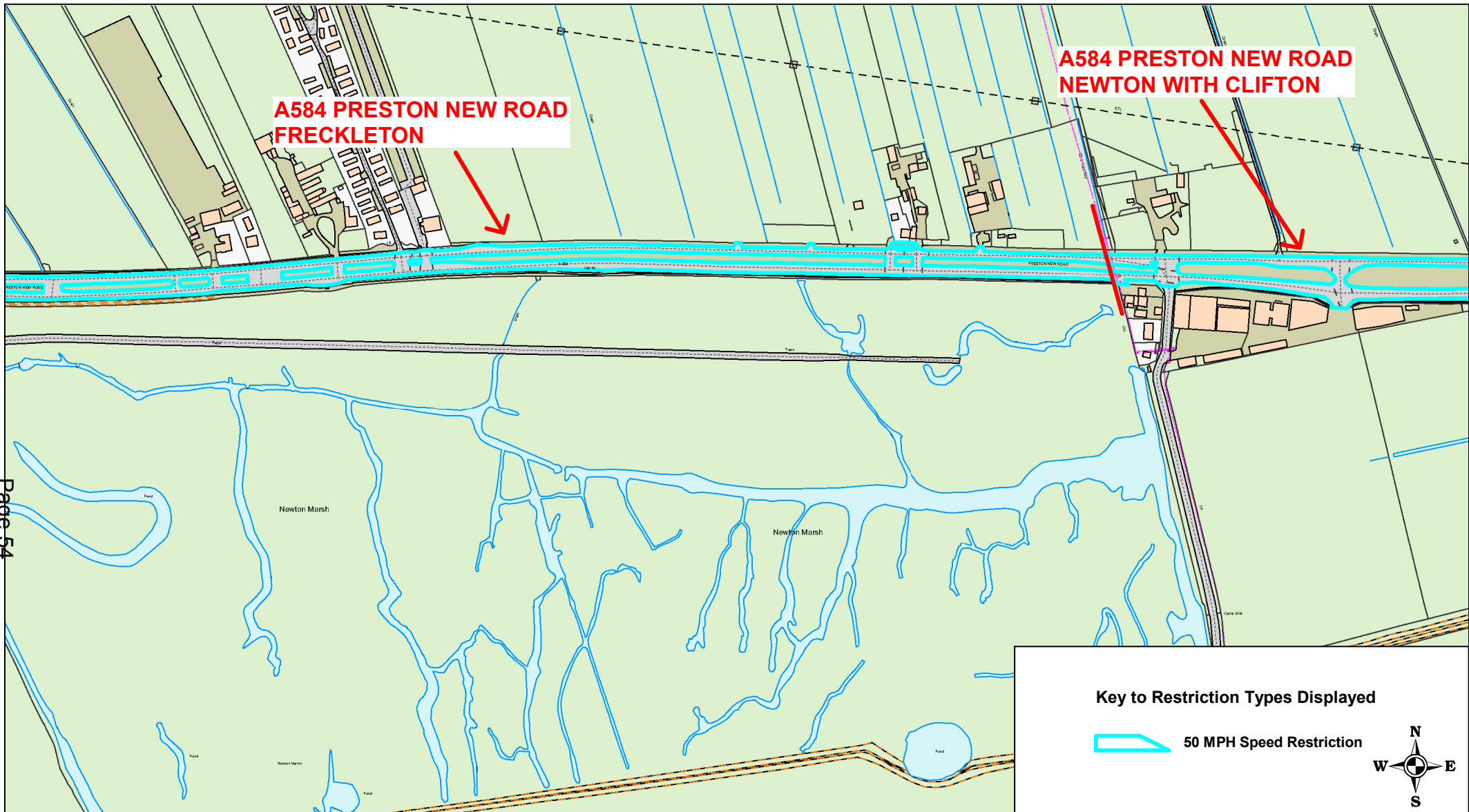
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A584 Preston New Road, 50mph

A584 Preston New Road, Freckleton
 A584 Preston New Road, Newton with Clifton
 Correction of existing orders

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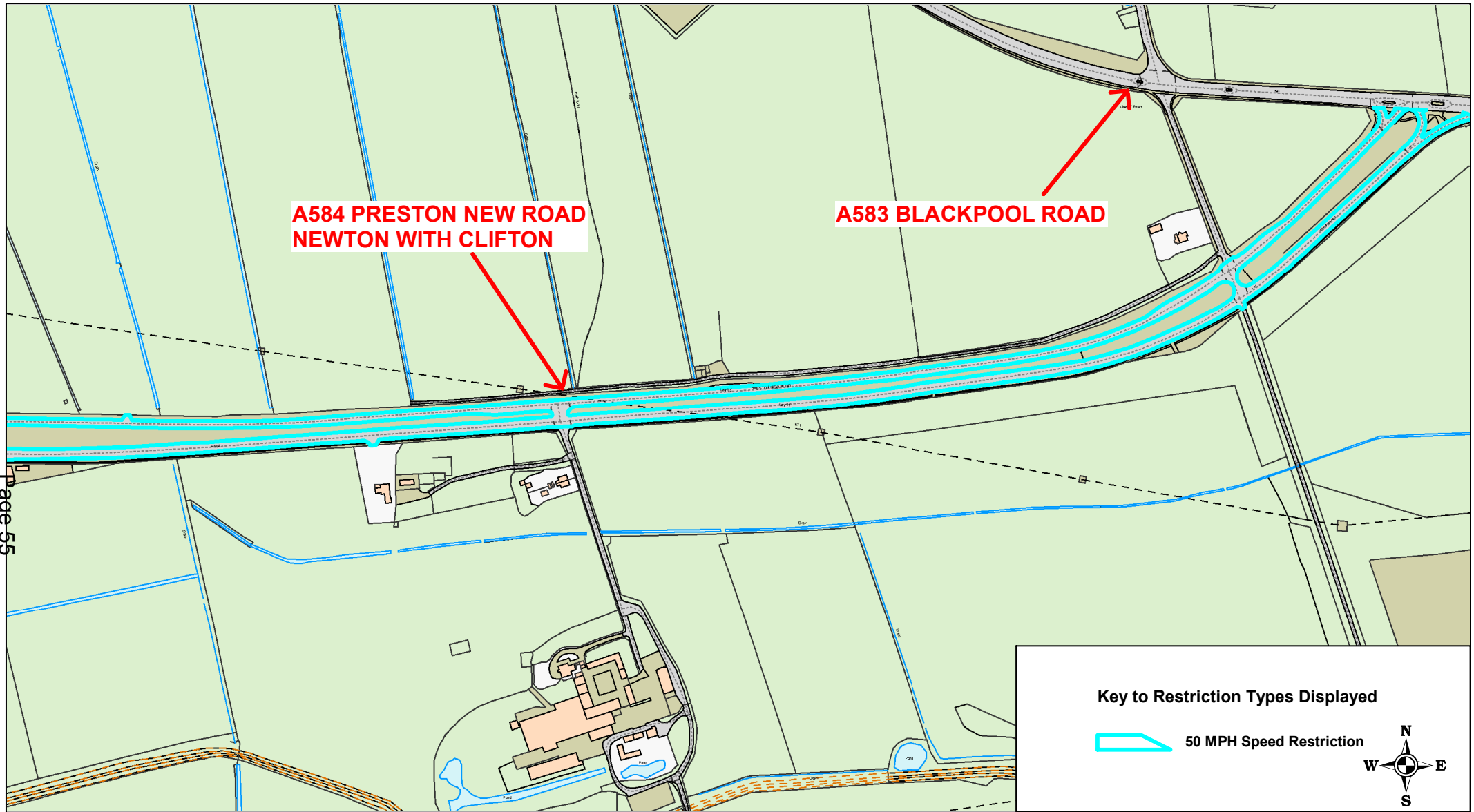
 50 MPH Speed Restriction



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**A584 PRESTON NEW ROAD
NEWTON WITH CLIFTON**

A583 BLACKPOOL ROAD



Key to Restriction Types Displayed

 50 MPH Speed Restriction



A584 Preston New Road, 50mph

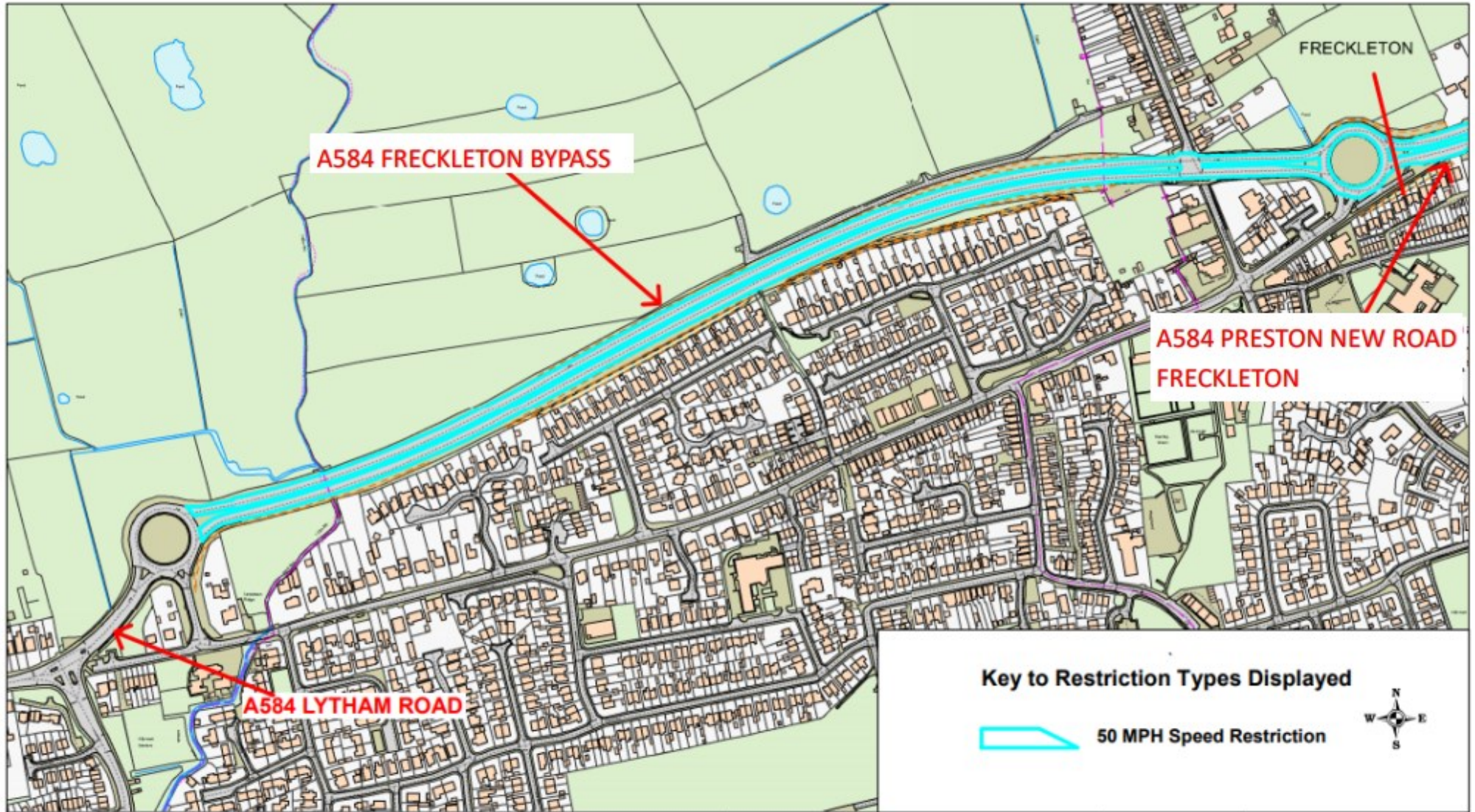
**A584 Preston New Road, Newton with Clifton
Correction of existing orders**

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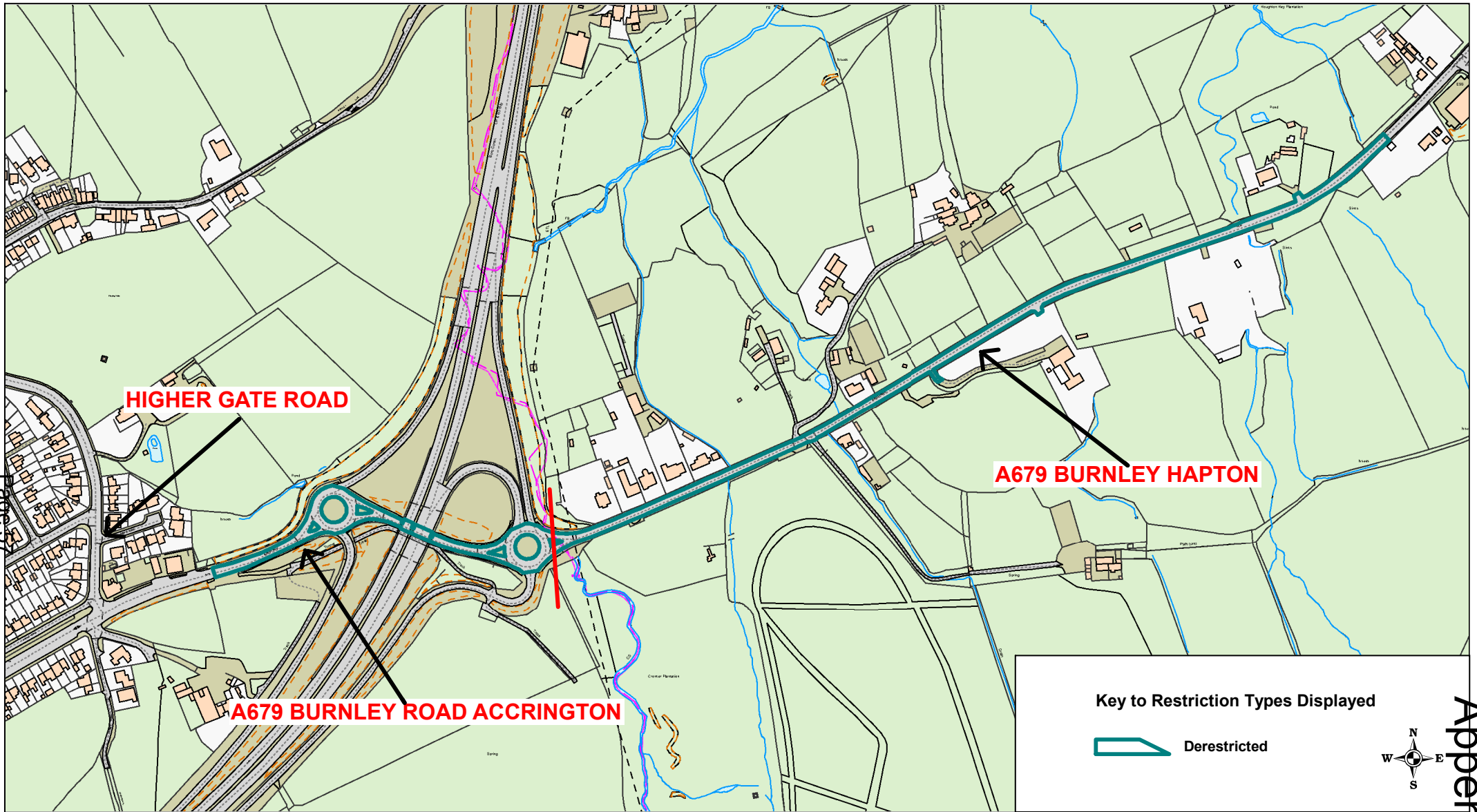
A584 Freckleton Bypass 50mph
 A584 Freckleton Bypass, Freckleton
 Correction

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**A679 Burnley Road
Derestricted Road
(With Street Lighting)**

A679 Burnley Road Accrington
A679 Burnley Road Hapton

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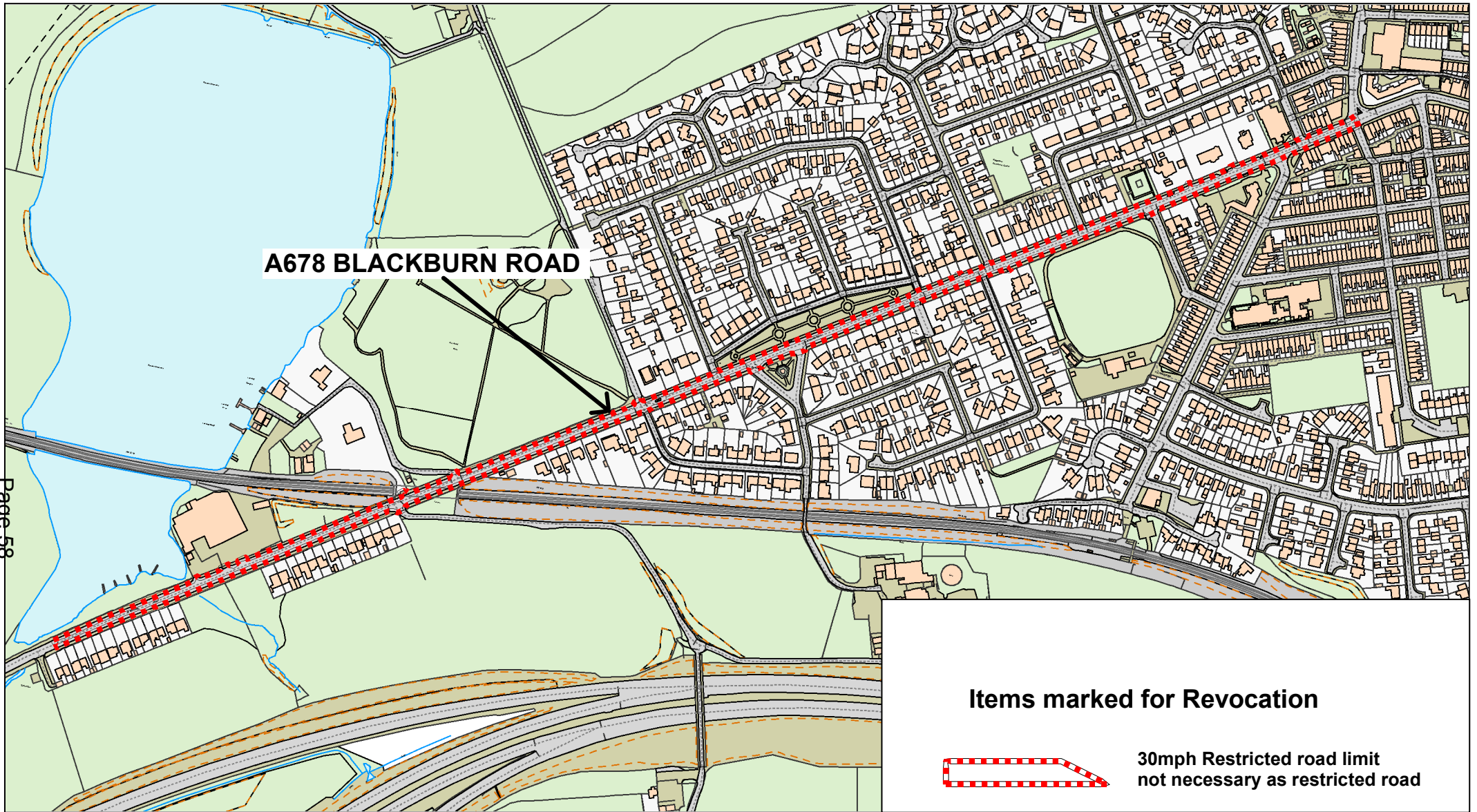
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Appendix E



A678 Blackburn Road Rishton

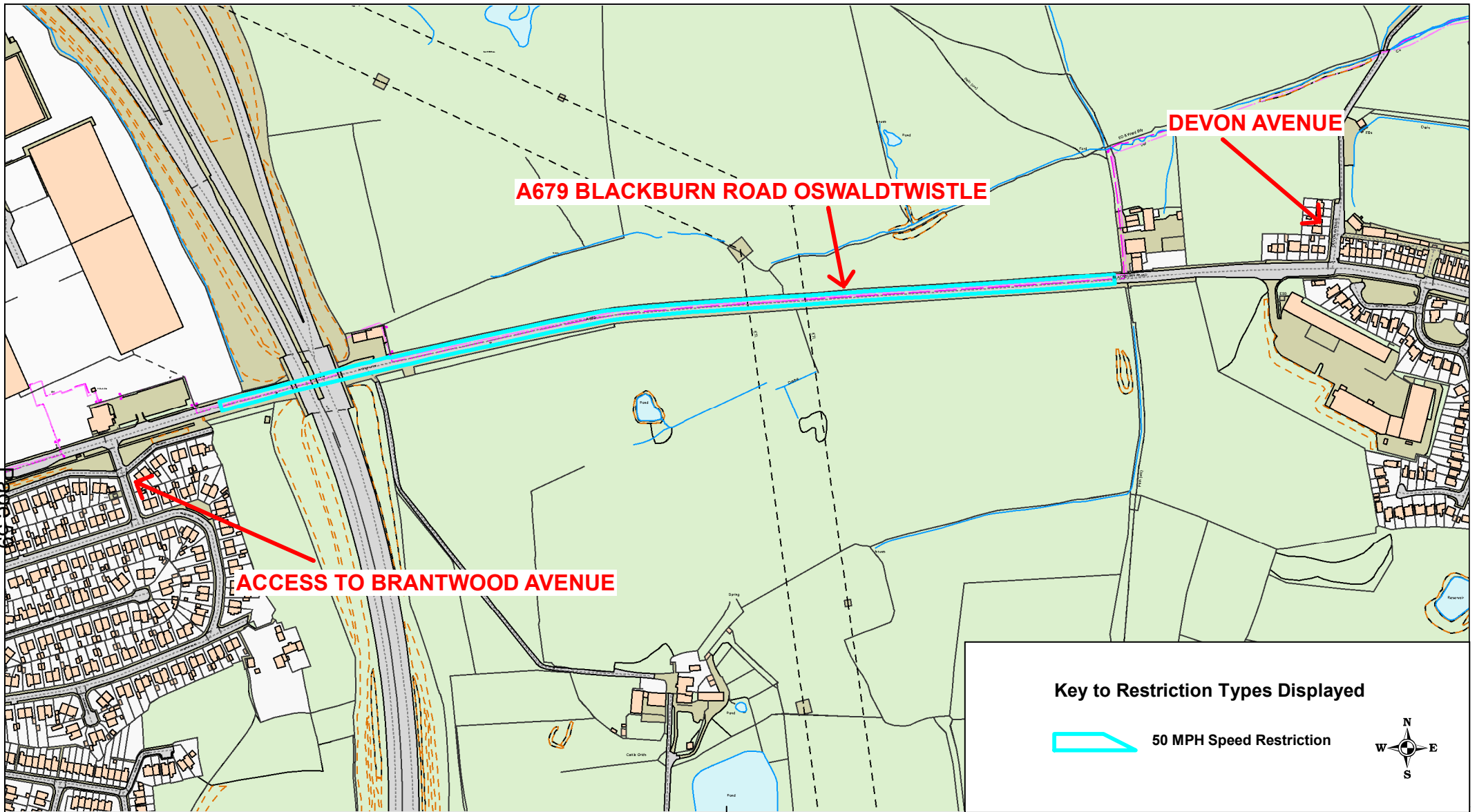


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A679 Blackburn Road, 50mph

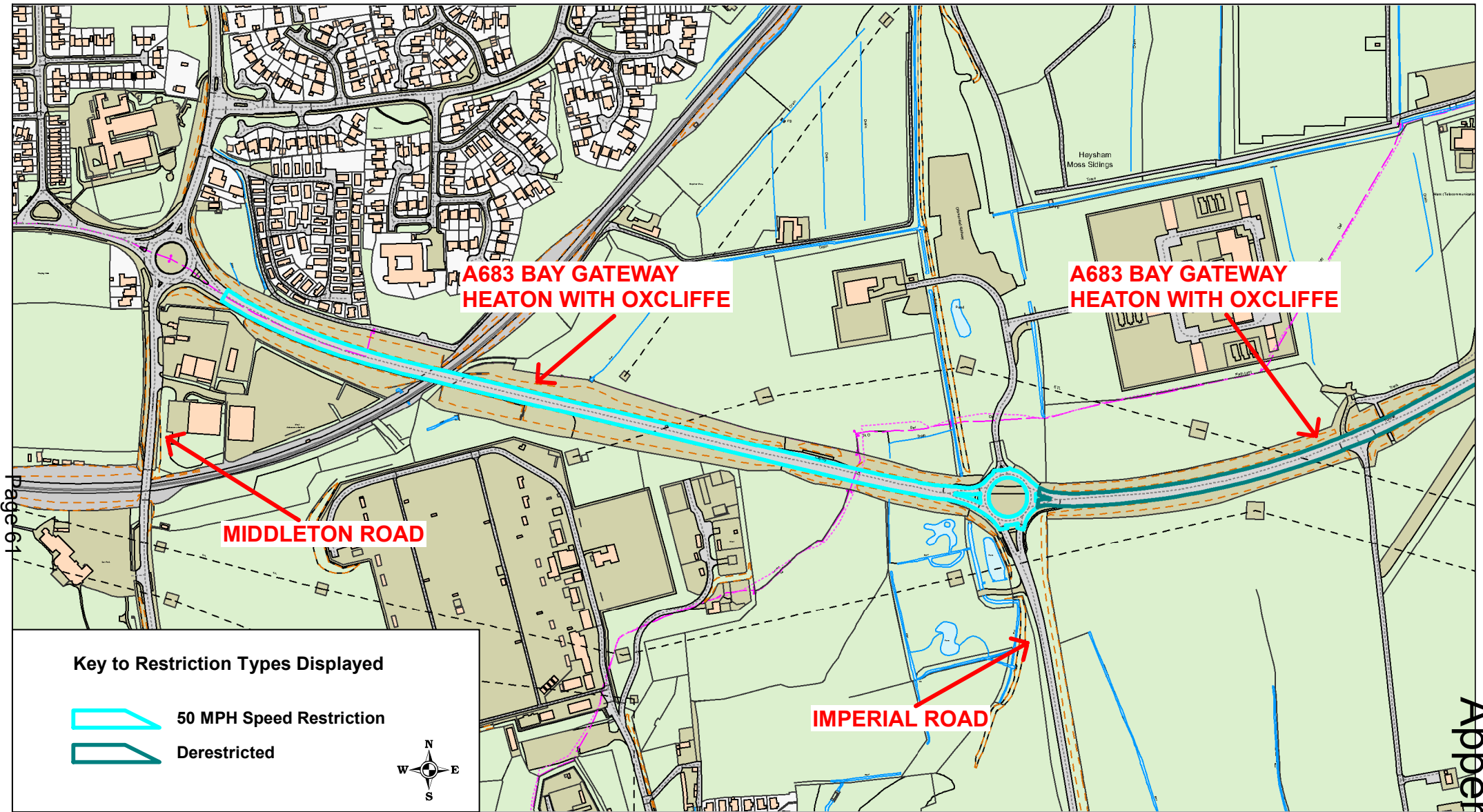
A679 Blackburn Road, Oswaldtwistle

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Page 61

Key to Restriction Types Displayed

-  50 MPH Speed Restriction
-  Derestricted



**A683 Bay Gateway
Heaton with Oxcliffe
Road Renaming**

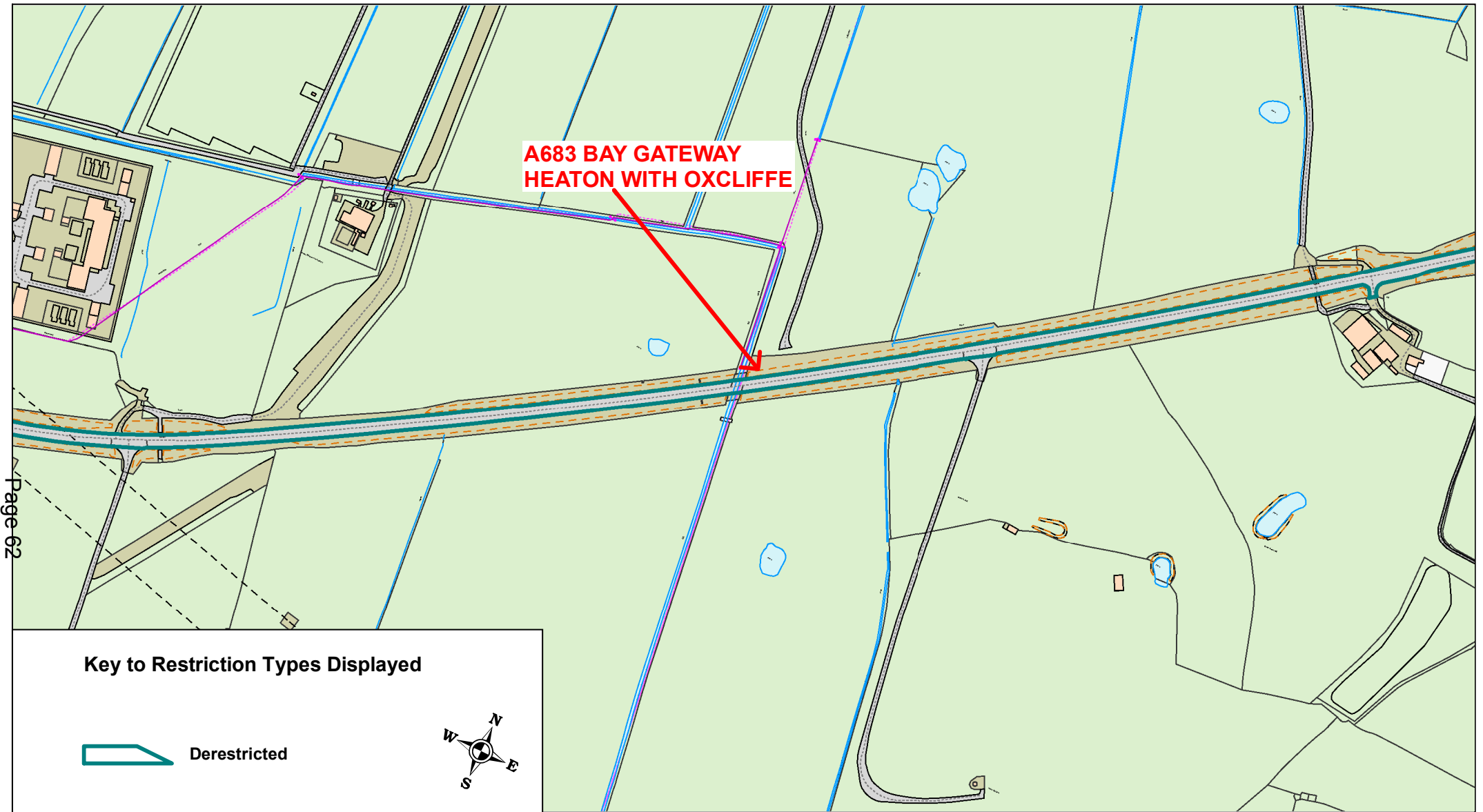
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Appendix F



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Key to Restriction Types Displayed

 Derestricted



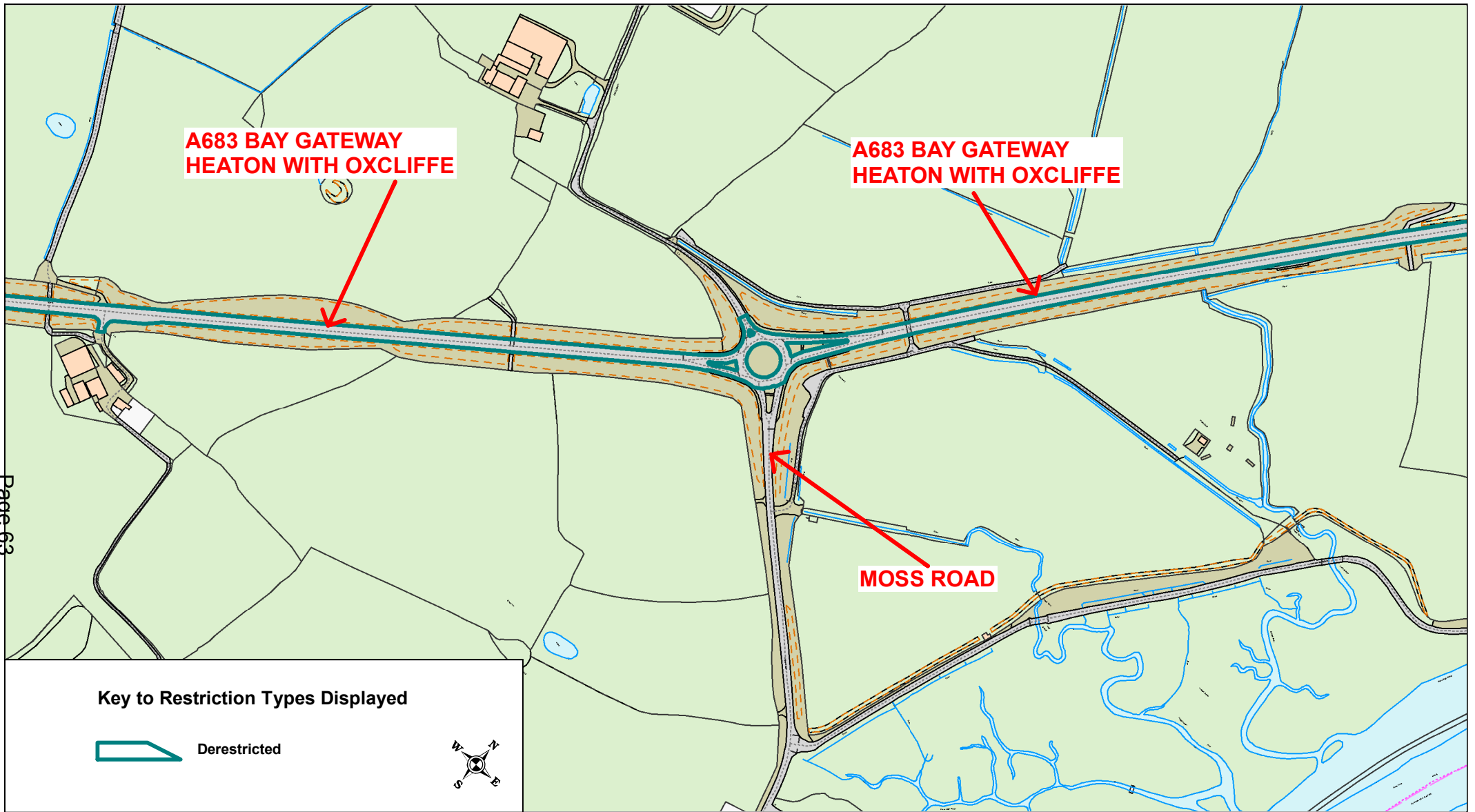
**A683 Bay Gateway
Heaton with Oxcliffe
Road Renaming**

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SCALE	1 : 5000
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Key to Restriction Types Displayed

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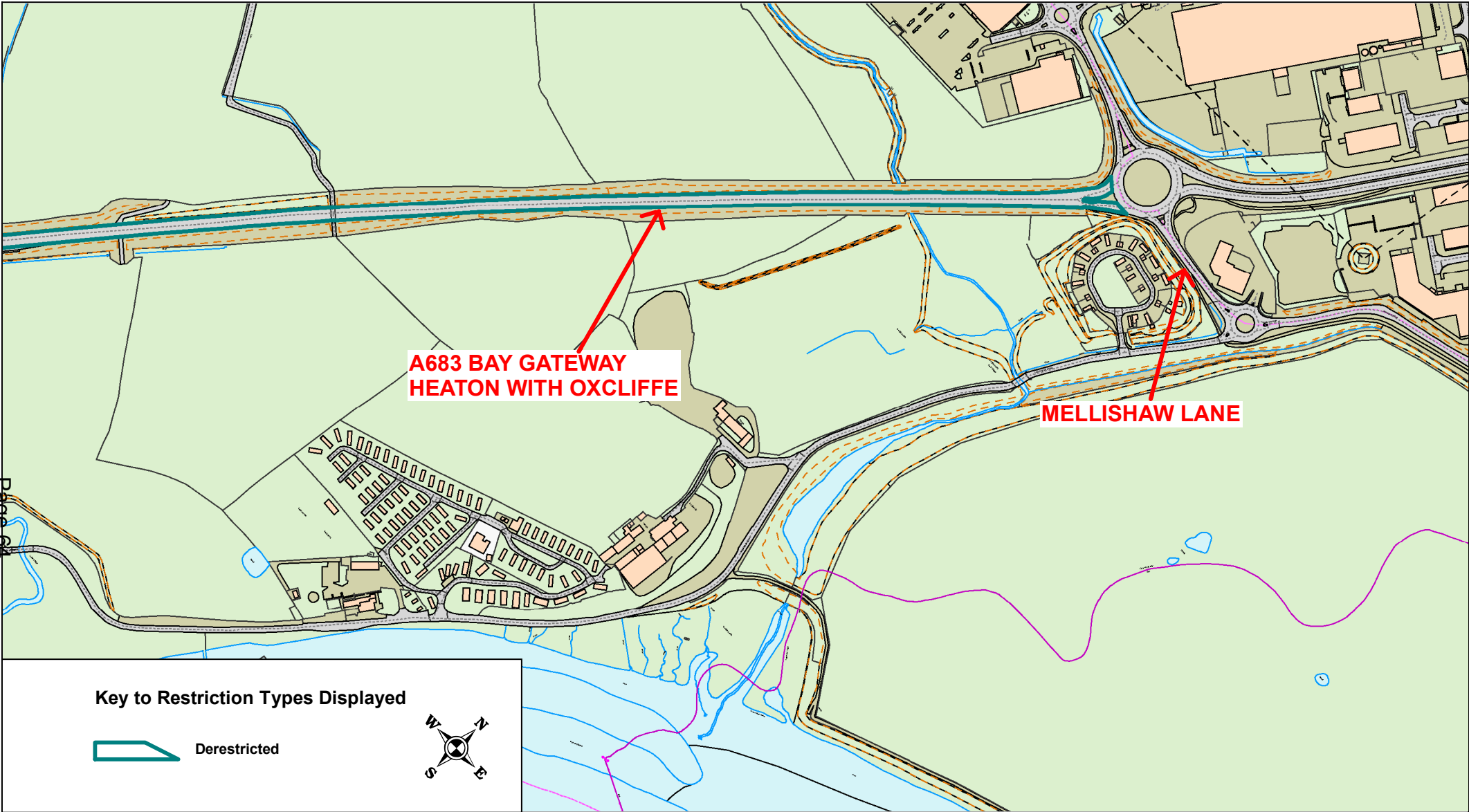
**A683 Bay Gateway
Heaton with Oxcliffe
Road Renaming**

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Page 04

Key to Restriction Types Displayed

 Derestricted



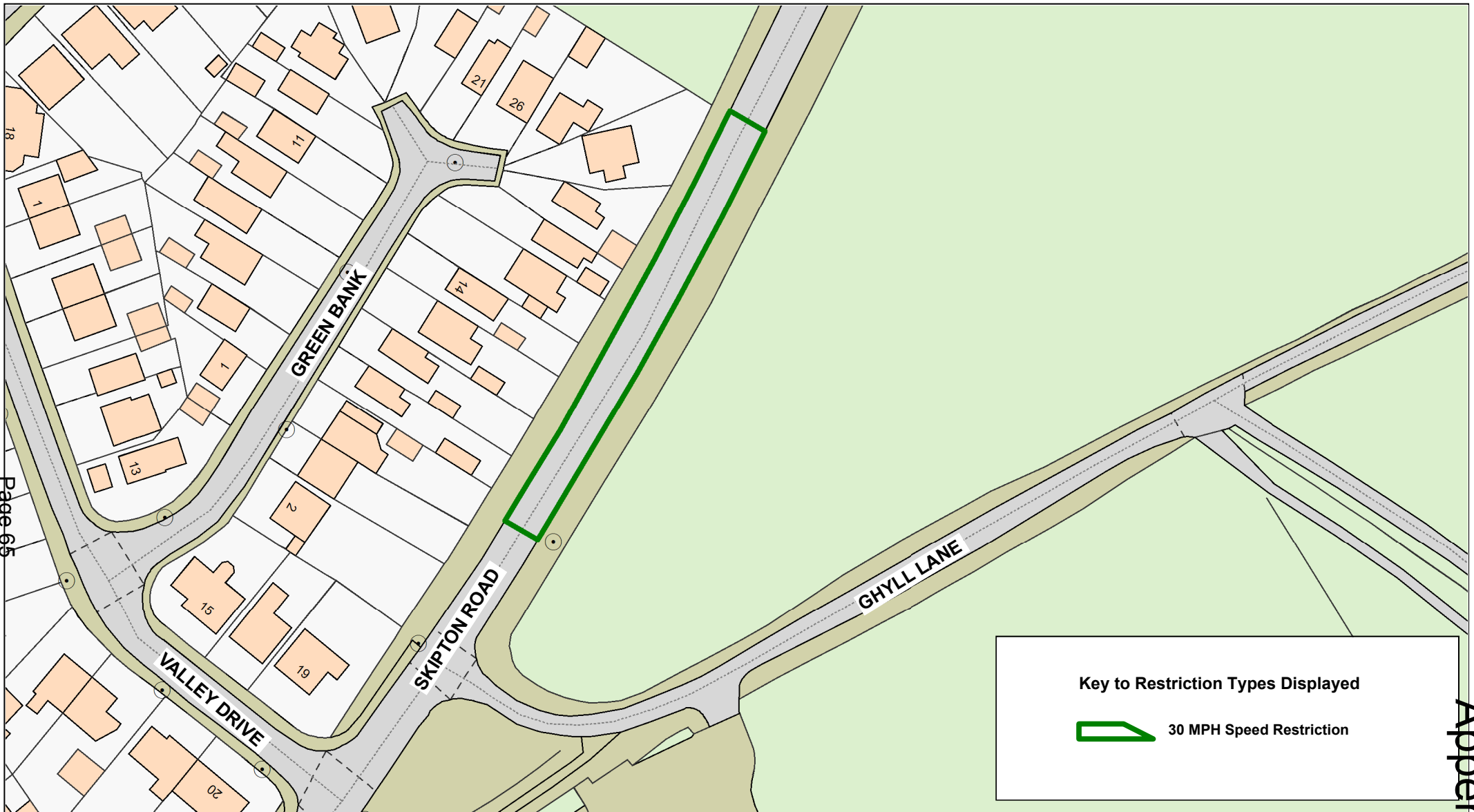
**A683 Bay Gateway
Heaton with Oxcliffe
Road Renaming**

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Key to Restriction Types Displayed

 30 MPH Speed Restriction



Lancashire
County Council

**B 6252 Skipton Road
Barnoldswick**

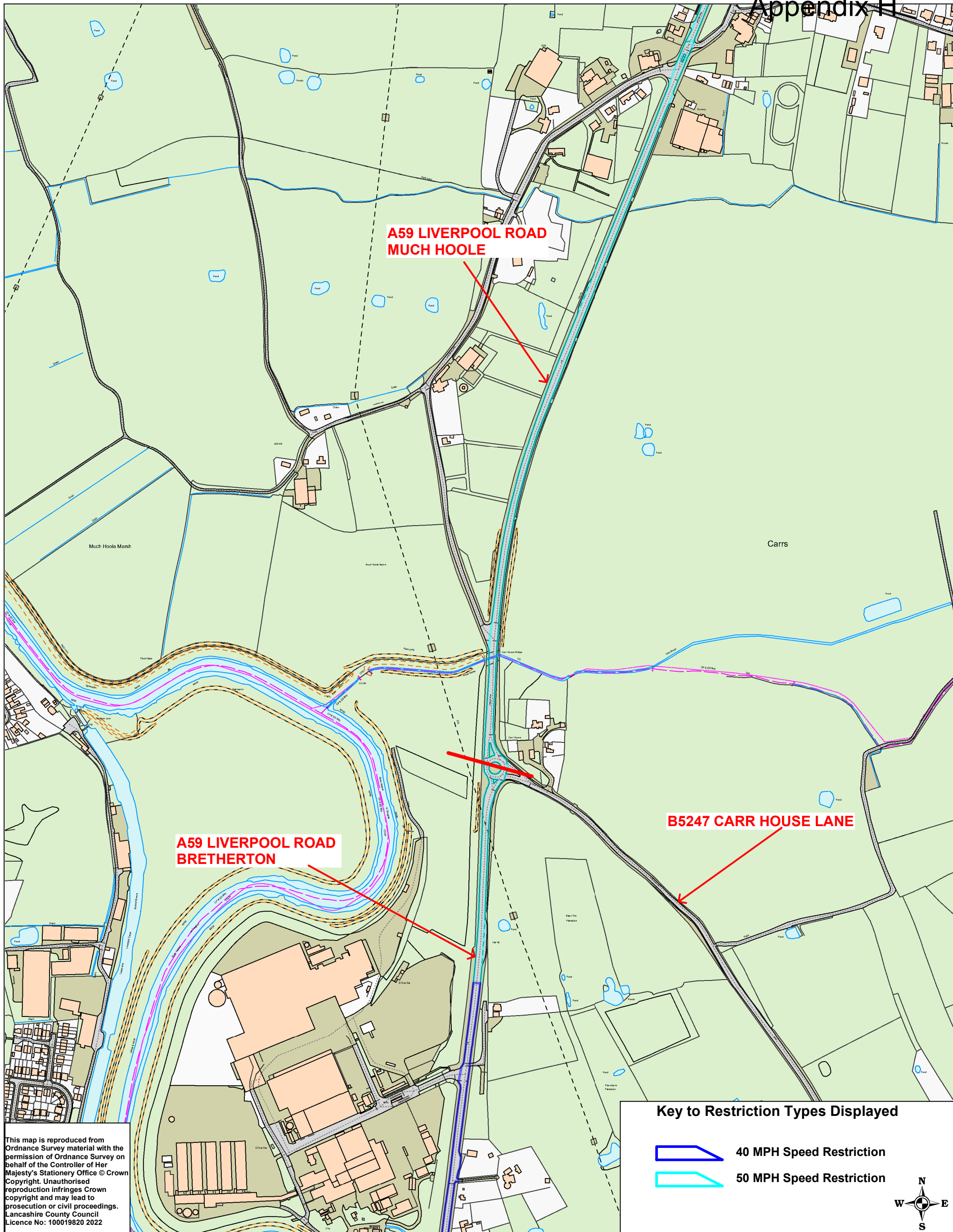


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Key to Restriction Types Displayed

-  40 MPH Speed Restriction
-  50 MPH Speed Restriction

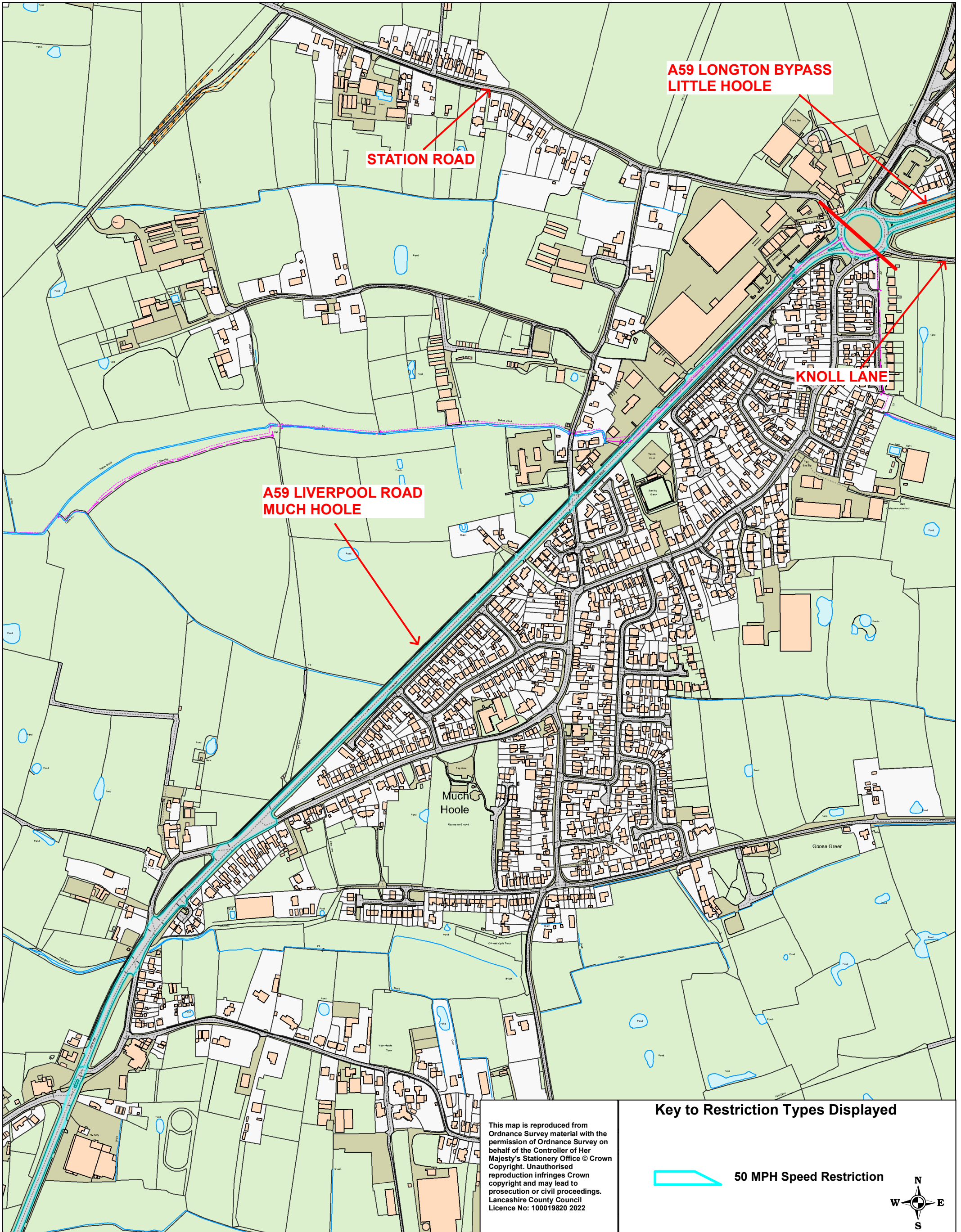



A59 Liverpool Road Bretherton
A59 Liverpool Road Much Hoole

Phil Durnell
 Director of Highways
 and Transportation

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 PRESTON PR1 0LD

SCALE	1 : 5000
DATE	10/03/2022
DRAWING No.	SLO21-22(1)-MC-SR1A
DRAWN BY	Chris Nolan
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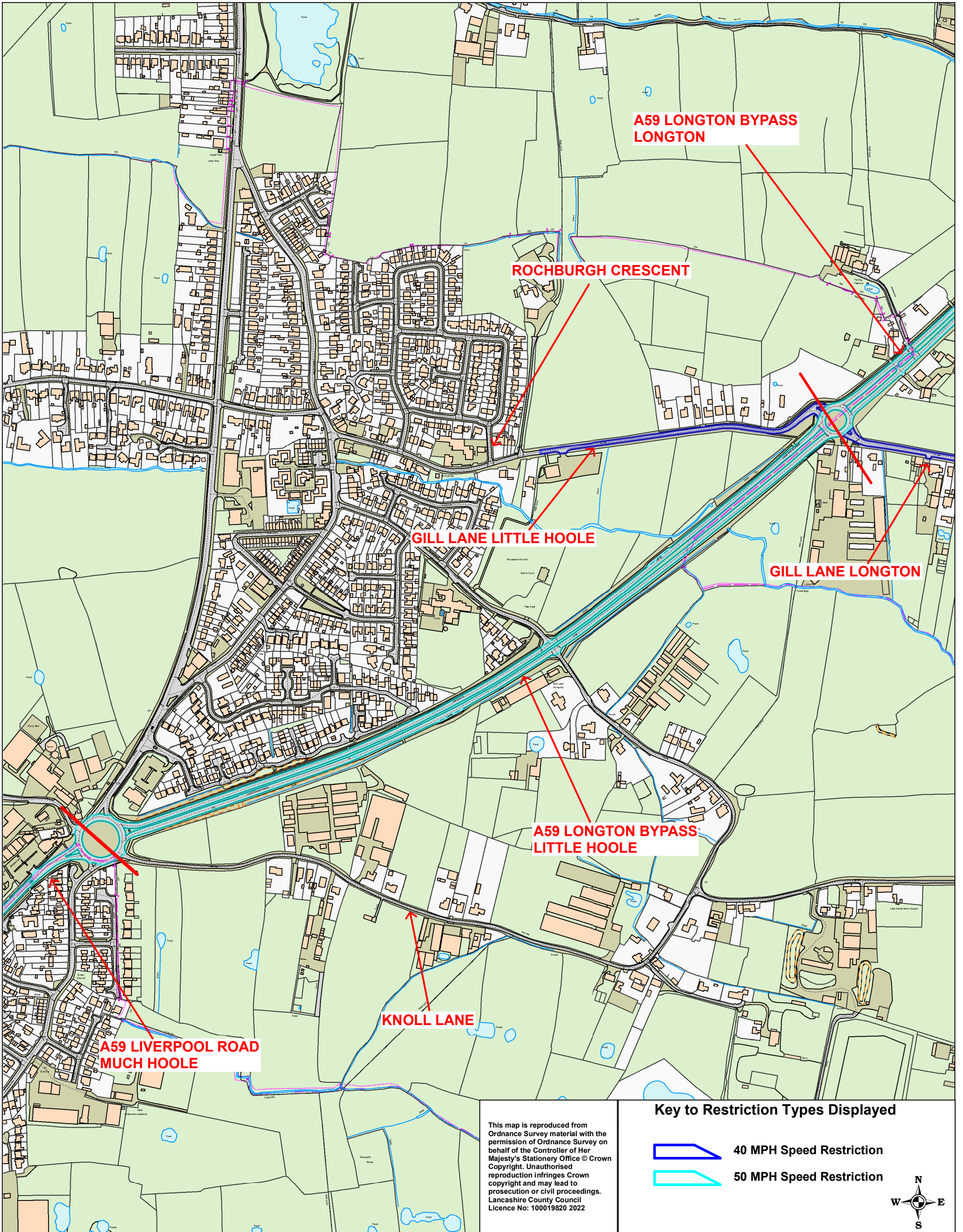


A59 Liverpool Road Much Hoole
A59 Longton Bypass Little Hoole

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A59 Liverpool Road Much Hoole
A59 Longton Bypass Little Hoole
A59 Longton Bypass Longton

Gill Lane Little Hoole
Gill Lane Longton

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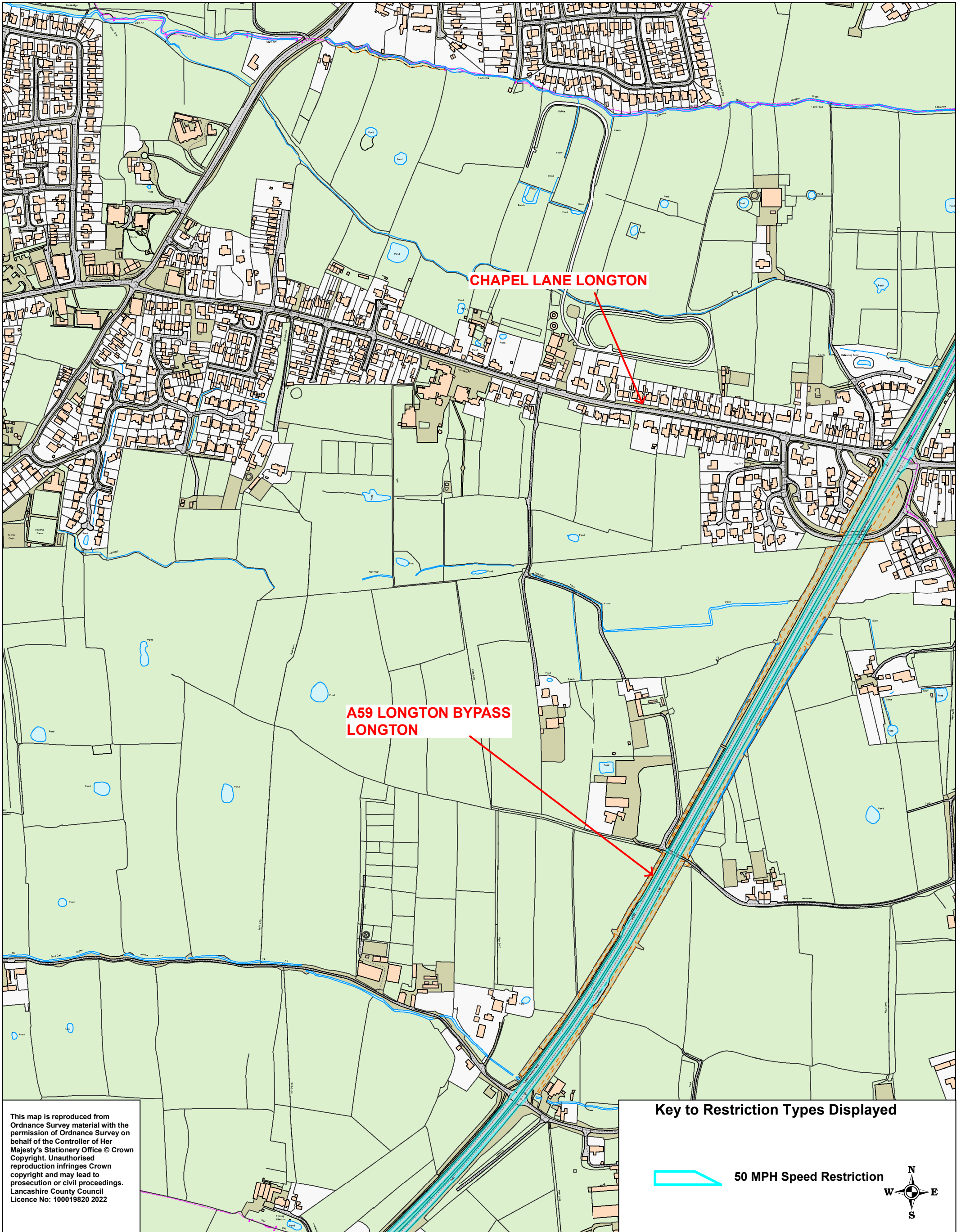
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- 40 MPH Speed Restriction
- 50 MPH Speed Restriction



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Key to Restriction Types Displayed

 **50 MPH Speed Restriction**

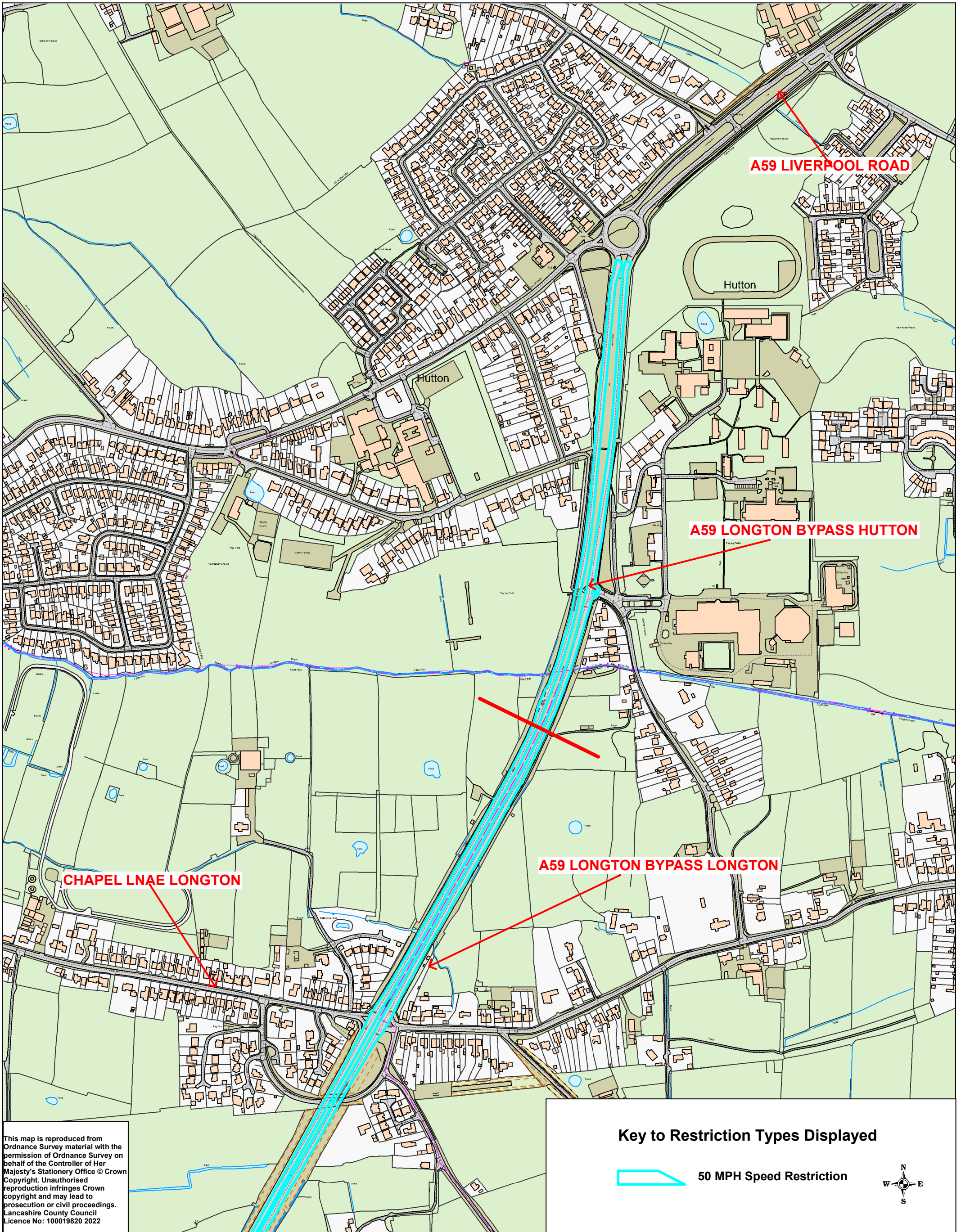


A59 Longton Bypass Longton

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Key to Restriction Types Displayed

 50 MPH Speed Restriction

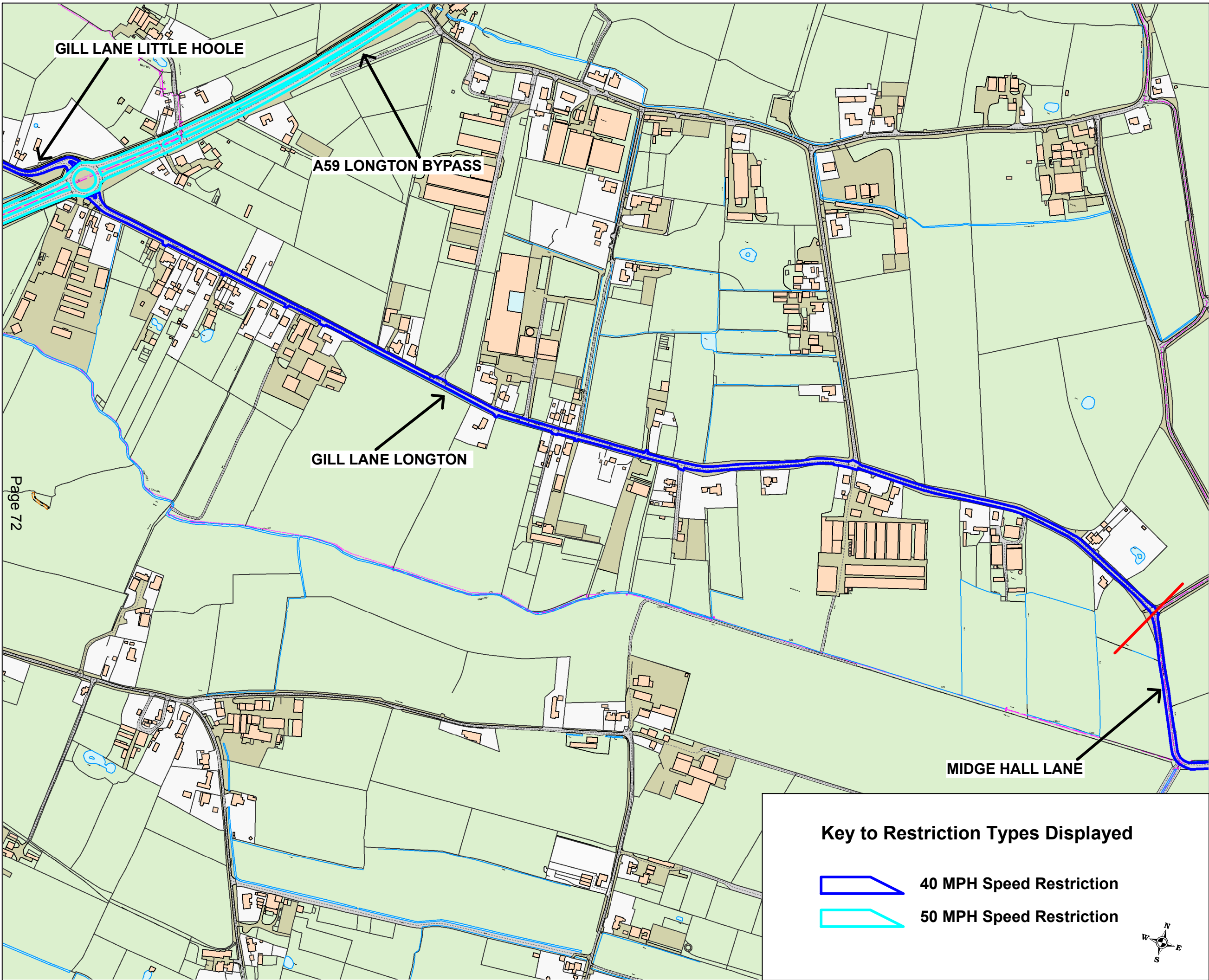



**A59 Longton Bypass Longton
A59 Longton Bypass Hutton**

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GILL LANE LITTLE HOOLE

A59 LONGTON BYPASS

GILL LANE LONGTON

MIDGE HALL LANE

Key to Restriction Types Displayed

-  40 MPH Speed Restriction
-  50 MPH Speed Restriction



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Gill Lane, Longton

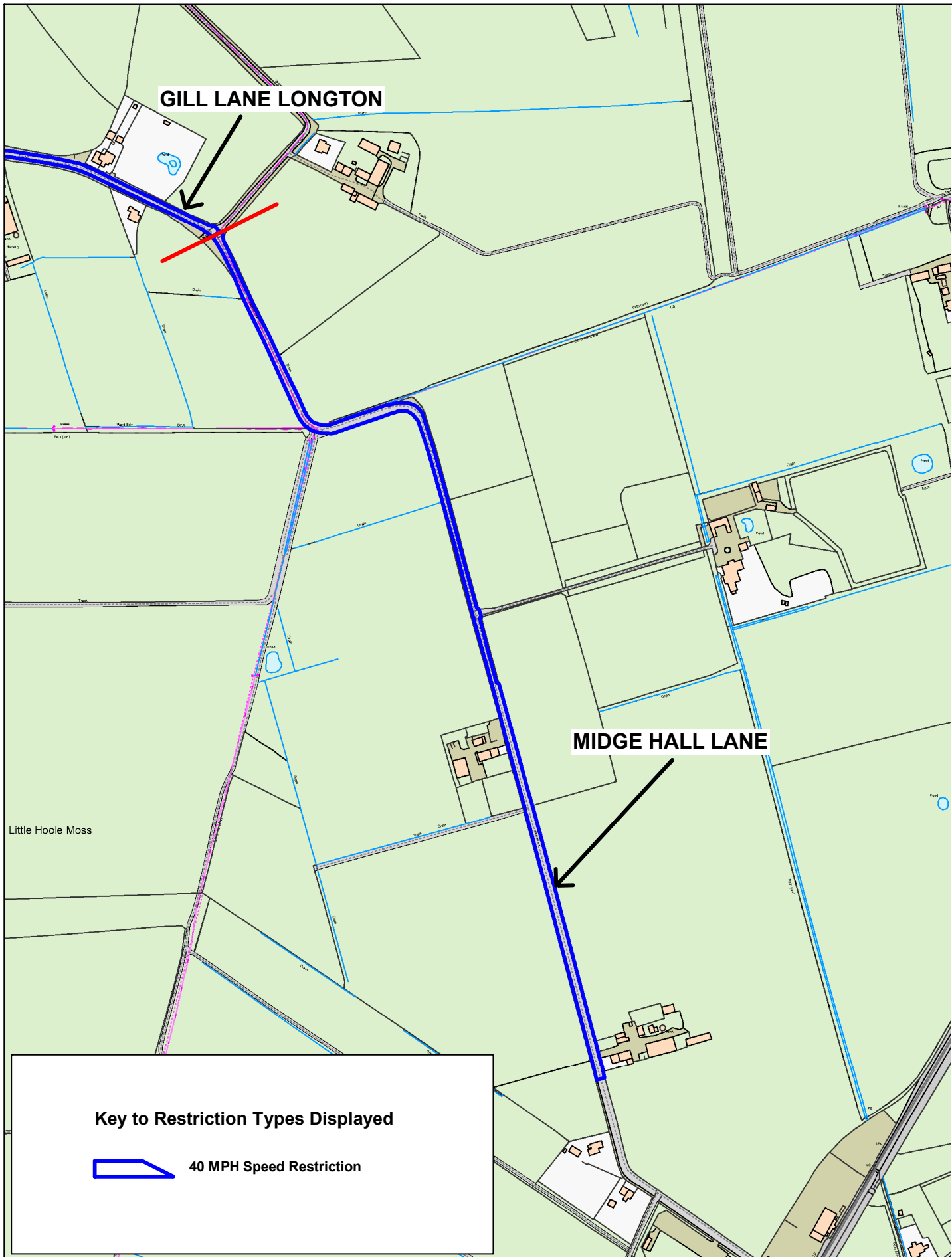
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Key to Restriction Types Displayed

 40 MPH Speed Restriction



40 MPH Speed limit
Midge Hall Lane
Moss Side

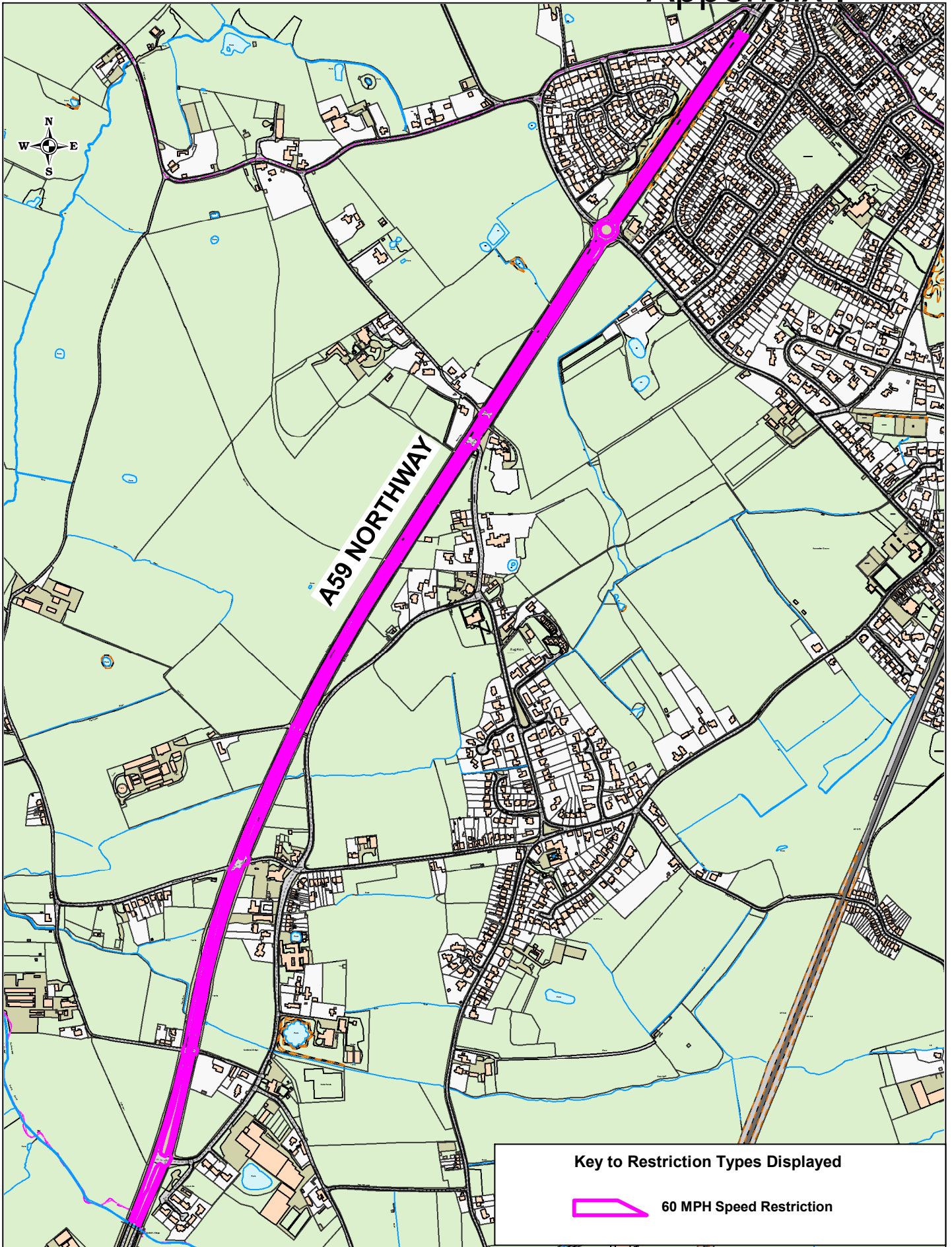


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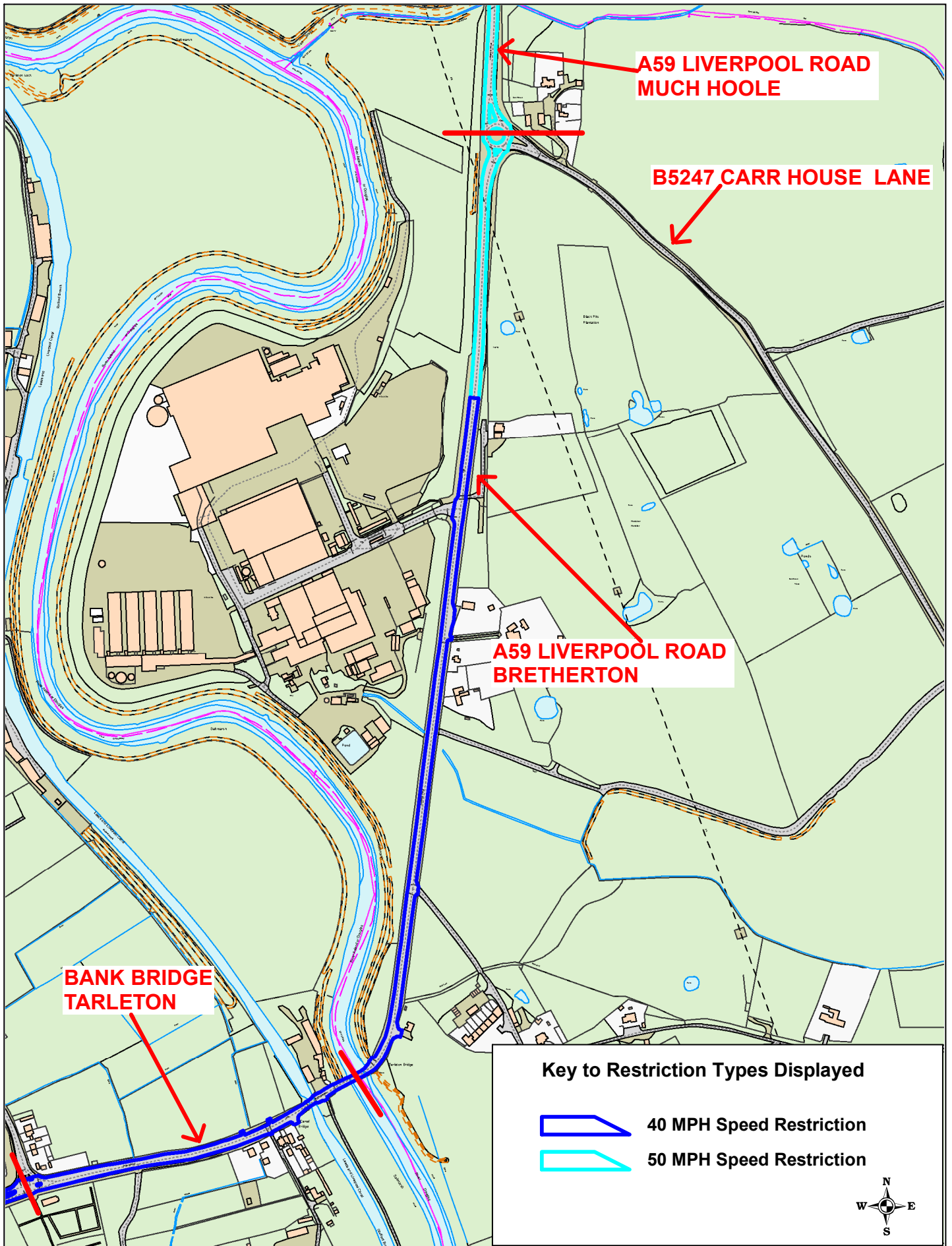
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Northway 60MPH
A59 Northway, Aughton

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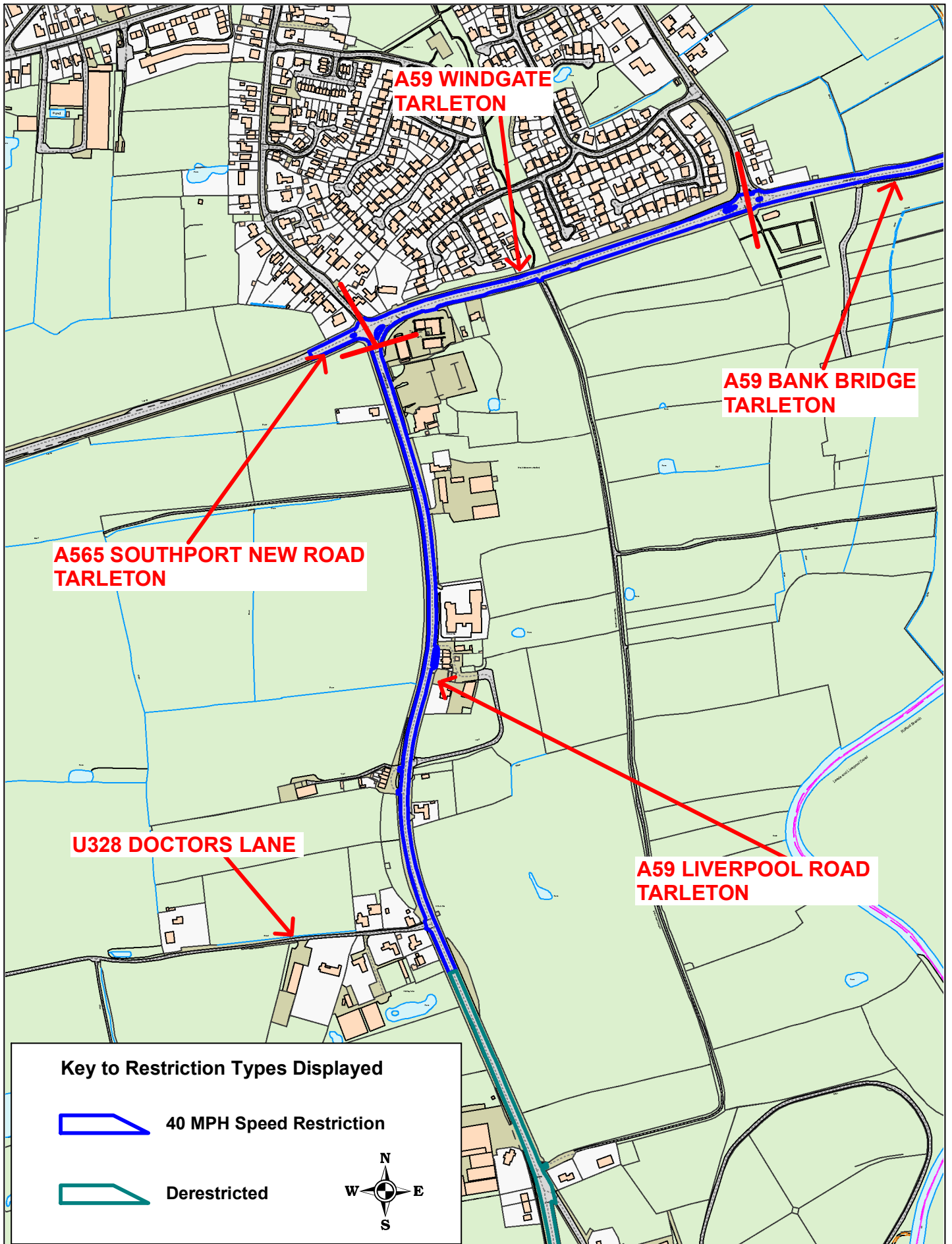
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**A59 Liverpool Road
Much Hoole
A59 Liverpool Road
Bretherton
A59 Bank Bridge Tarleton**


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DATE	04/02/2022
DRAWING No.	SLO21-22(1)-KP-WL2A
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Key to Restriction Types Displayed

 40 MPH Speed Restriction

 Derestricted

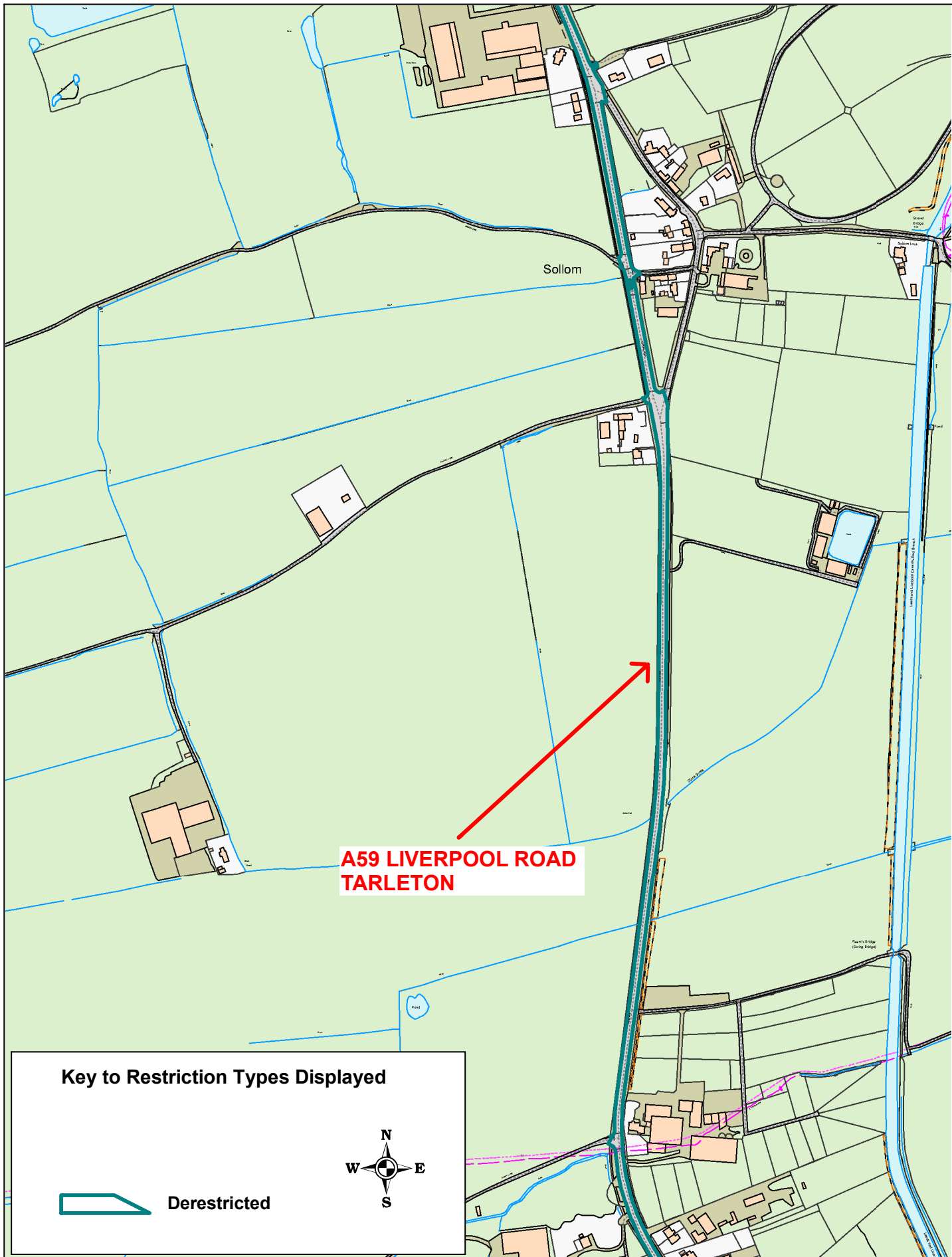
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S



A59 Bank Bridge Tarleton
A59 Windgate Tarleton
A59 Liverpool Road Tarleton
A565 Southport New Road Tarleton

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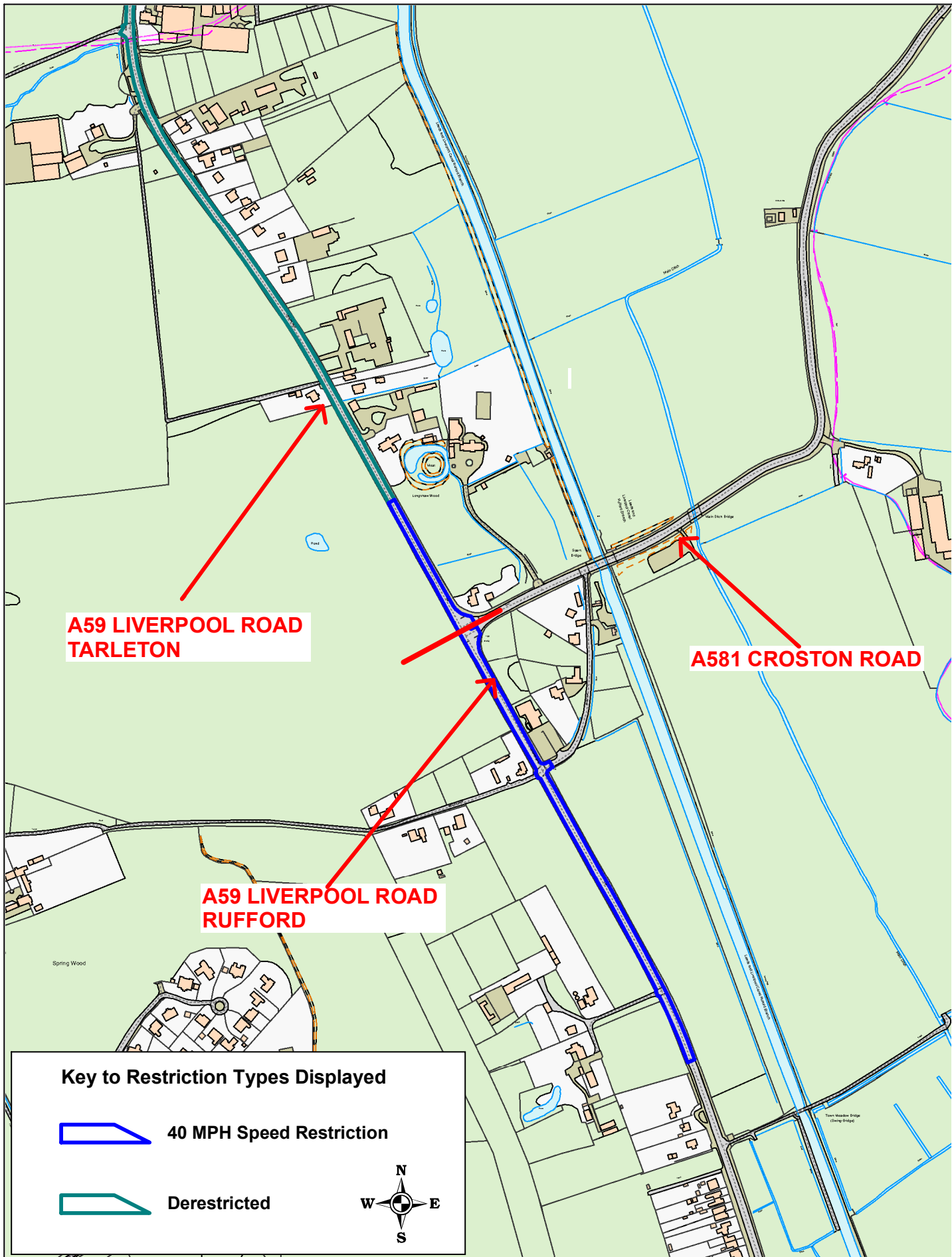
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A59 Liverpool Road Tarleton

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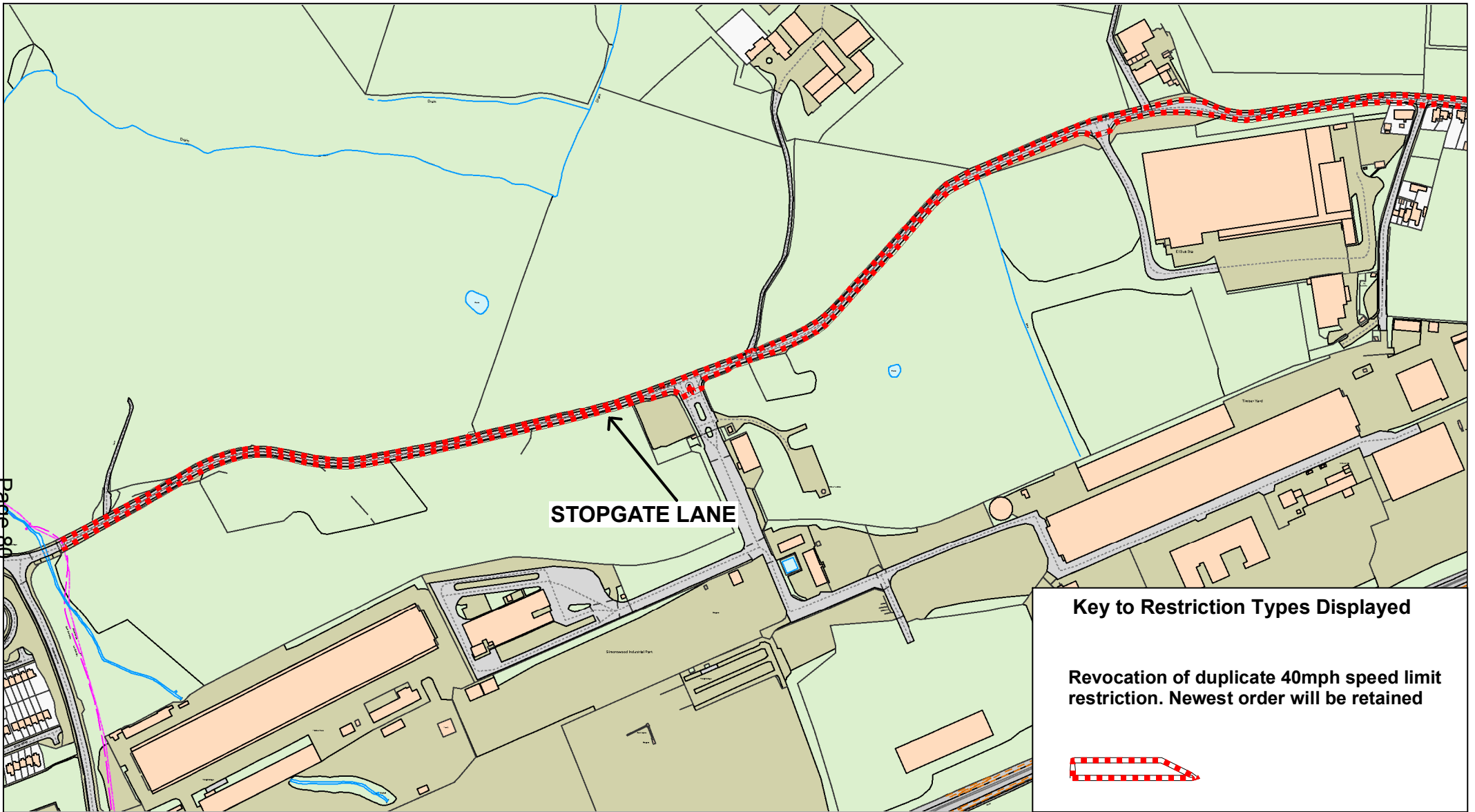
A59 Liverpool Road Tarleton
A59 Liverpool Road Rufford

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STOPGATE LANE

Key to Restriction Types Displayed

Revocation of duplicate 40mph speed limit restriction. Newest order will be retained



Stopgate Lane and Sineacre Lane

Revoke of Duplicate Order (40mph)

Stopgate Lane, Simonswood

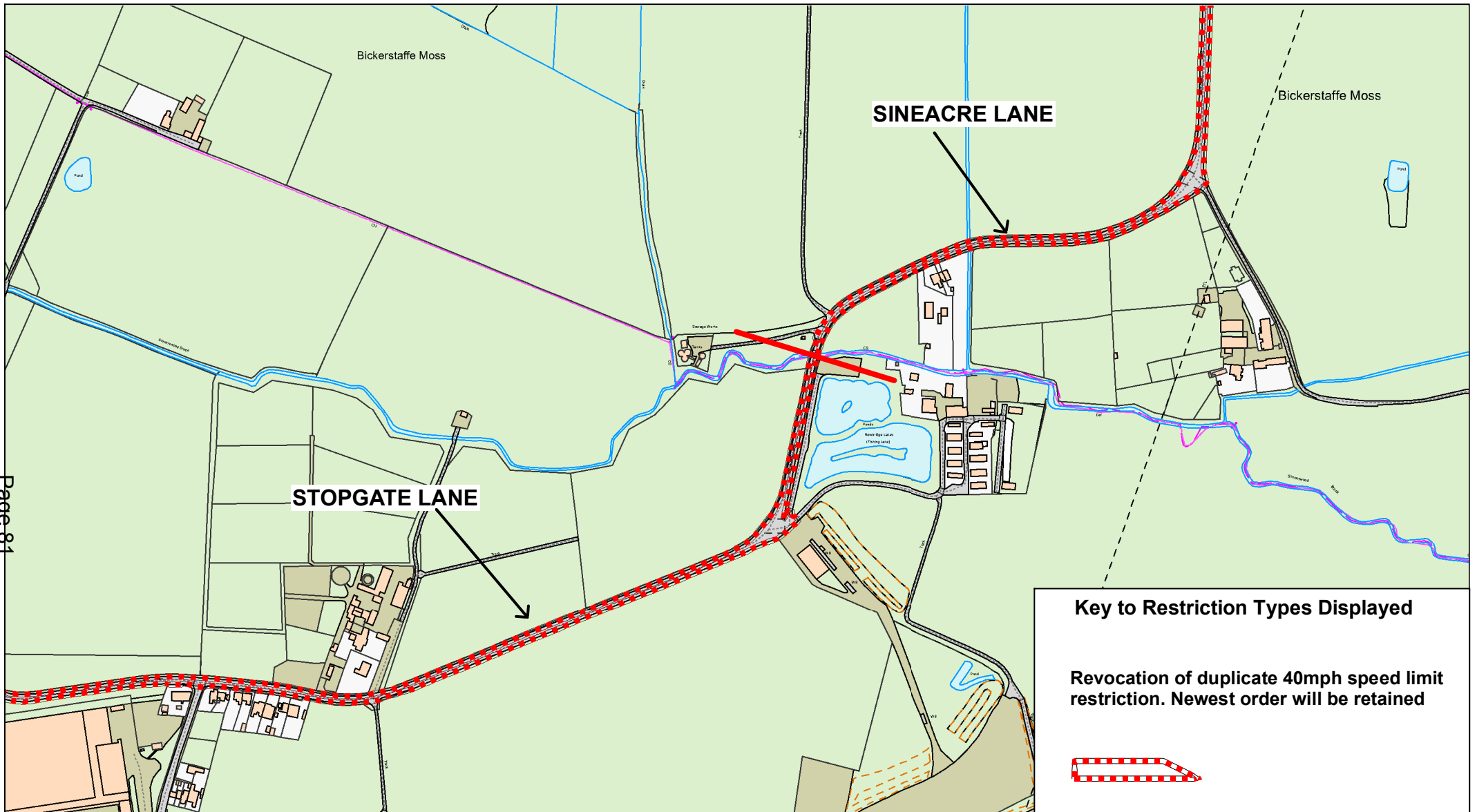


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Stopgate Lane and Sineacre Lane

Revoke of Duplicate Order (40mph)

Stopgate Lane, Simonswood
Sineacre Lane Bickerstaffe

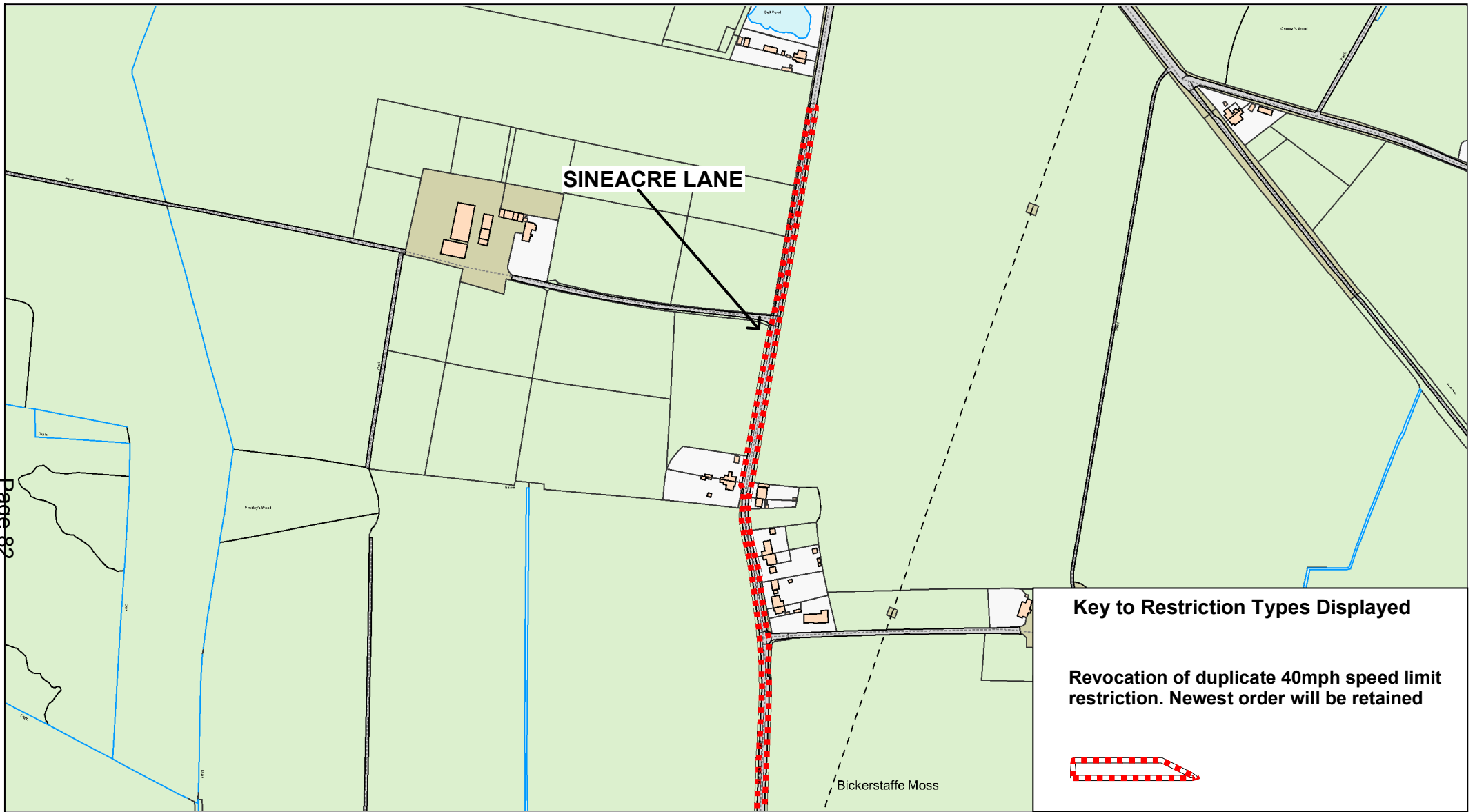


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Key to Restriction Types Displayed

Revocation of duplicate 40mph speed limit restriction. Newest order will be retained



Stopgate Lane and Sineacre Lane

Revoke of Duplicate Order (40mph)
Sineacre Lane Bickerstaffe



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Countywide – 21/22 Speed Limit Order No.1 Order

Statement of Reasons

This order covers Burnley, Chorley, Fylde, Hyndburn, Lancaster, Pendle, South Ribble and West Lancashire

The purpose of the order is to reduce speed limits where they have been identified as necessary for improvements in road safety and to correct errors that have been identified in existing orders that would cause problems with the enforcement of the signed speed limits.

- Reduced Speed Limits are proposed in the districts of Burnley, South Ribble, Chorley and West Lancashire
- Formalisation of current Signed Speed limits are proposed in the districts of Burnley, Chorley, West Lancashire
- Correction of anomalies within existing orders are proposed in the districts of Burnley, Fylde, Lancaster, Pendle,

In addition, this proposal revokes duplicate orders and orders that are no longer required due to being 30 mph by virtue of street lighting.

1) Reduced Speed Limits

Road Name	Engineers Statement of Reason
Burnley	
Ightenhill Park Lane, Burnley	Currently this lane has no speed restriction and concerns have been raised over the speed of vehicles causing a danger to both cyclists and pedestrians that use this road for recreation. It is proposed to introduce a 30mph speed limit order to improve safety for vulnerable road users
Chorley	
Black Moor Road, Mawdsley	The introduction of a 40 MPH Speed Restriction on Black Moor Road, Mawdsley is to reduce vehicle speed on the approach to the existing 30 MPH section and align the section with surrounding 30mph access roads which lead to areas of increased residential habitation.
A59 Chorley and South Ribble	
A59 Liverpool Road Bretherton A59 Liverpool Road Much Hoole A59 Longton Bypass Little Hoole A59 Longton Bypass Longton	Concerns were expressed regarding the speeds of traffic on the length of A59 From the Longton Bypass to Liverpool Road Bretherton. Checking the orders, it became apparent that the illuminated length of road signed as derestricted did not have the necessary order. Due to the concerns regarding speeding traffic and development in the area and following speed checks it was apparent that rather than introducing a derestricted order it would be suitable to reduce the speed limit in order to improve road safety. It is proposed to reduce the speed limit to 50mph as the 85%tiles indicated that a 50mph speed limit was appropriate this change is supported by the Police.

South Ribble	
Gill Lane, Little Hoole Gill Lane, Longton Midge Hall Lane, Moss Side	As Gill Lane and its connecting Midge Hall Lane has changed in nature from a rural lane to more residential lane it was seen as appropriate to consider the speed limits on these roads. It is proposed that the speed limit should be reduced to 40mph as is the limit on adjacent roads with similar Characteristics. The proposal has the support of Police
West Lancashire	
A59 Liverpool Road, Tarleton A59 Windgate, Tarleton A565 Southport New Road, Tarleton	It was identified as part of a Planning application that the speed limit in the vicinity of a new supermarket should be reduced to 40mph. The proposal to introduce a 40mph speed limit on these lengths of road have been assessed and it is considered that the conditions of the planning application are appropriate.

2) Formalisation of current Signed Speed limits without orders

Road Name	Engineers Statement of Reason
A679 Burnley/ Hyndburn	
A679 Burnley Road Hapton	Following a request by the Police the proposal is to introduce a derestricted order on the Illuminated length of A679.
A679 Burnley Road Accrington	The order is necessary to allow enforcement of the speed limit.
Chorley	
Buckshaw Avenue, Buckshaw Village	It was brought to the attention of the traffic team that this length of road is signed as a 40mph speed limit but no order is in place. The proposal is to introduce a 40mph order to allow enforcement of the speed limit on this road with no material change on site.
A59 Chorley - West Lancashire	
A59 Liverpool Road, Bretherton A59 Bank Bridge, Tarleton A59 Windgate, Tarleton	A 40mph limit was signed on these roads to support measures to protect the Bank Bridge that is identified as weak and where there is a sever bend in the road. The signage was not supported by a formal order. It is proposed to introduce a 40mph with no material change on site to enable effective enforcement.
A59 Liverpool Road, Tarleton	The Police have identified this length of the A59 that is signed as a Derestricted Road that is illuminated by a system of street lights without the necessary legal order. The Proposed Derestricted order is necessary to allow enforcement of the speed limit. The order will make no material changes to that signed on site.
A59 Liverpool Road, Tarleton A59 Liverpool Road, Rufford	The Police have identified this length of A59 that is signed as having a 40mph restriction but no order can be identified for the length of road. It is proposed to introduce a 40mph with no material change on site to enable effective enforcement.

A59 Northway, Aughton	<p>The Police have brought to our attention that for a temporary 60mph speed limit was introduced on the road in 1994 with full signage. The signs were not removed when the temporary order lapsed. The Police have requested an order to allow enforcement of the limit that has now become established.</p> <p>It is considered that 60mph is still appropriate for this length of road and that a 60mph order is necessary with no material change on site to allow enforcement of the now established restriction.</p>
-----------------------	---

3) Correction of anomalies within existing orders

Road Name	Engineers Statement of Reason
Fylde	
<p>A584 Freckleton Bypass, Freckleton</p> <p>A584 Preston New Road, Freckleton</p> <p>A584 Preston New Road, Newton with Clifton</p>	<p>The length of the A584 from its junction with A583 Blackpool Road to the western end of A583 Freckleton Bypass is signed as a 50mph restriction. The orders covering this length of the A584 dual carriageway are fragmented and difficult to interpretate. The nature of the orders will make enforcement of the speed limit difficult.</p> <p>The proposed 50mph restriction will revoke all previous work covering the length and introduce one order to cover the full length with no material change to what is signed on site. The work is necessary to ensure successful enforcement of the restriction.</p>
Hyndburn	
<p>A679 Blackburn Road Oswaldtwistle</p>	<p>The Police have identified that there is a problem with the existing 50mph order that fails to identify the length of road correctly.</p> <p>The proposal is to reintroduce the 50mph speed limit with a correct road name and description to allow enforcement of the speed limit. There will be no material change to the speed limit or lengths as currently signed on site.</p>
Lancaster	
<p>A683 Bay Gateway, Heaton with Oxcliffe</p>	<p>The police have requested that the orders covering this length of road are corrected to reflect the change of road name. The road was renamed following completion of the Bay Gateway, the length of road formally called the Lancaster /Morecambe bypass.</p> <p>The proposal is to reintroduce the current speed limits with a correct road name and description to allow enforcement of the speed limit. There will be no material change to the speed limit or lengths as currently signed on site.</p>
Pendle	
<p>Skipton Road, Barnoldswick</p>	<p>It has been identified that the description of the length of road is incorrect.</p> <p>The proposed length of 30mph speed limit is to correct the description of the length to allow enforcement of the speed limit with no material changes on site.</p>

4) Revocations due to duplicated orders on the same length of road

Road Name	Engineers Statement of Reason
West Lancashire	
Stopgate Lane, Simonswood Sineacre Lane, Bickerstaffe	Duplicated 40mph speed limit order to be revoked. Failure to revoke the order could cause problems when enforcing the 40mph restriction on these roads.

5) Revocation of 30mph restricted road orders

Road Name	Engineers Statement of Reason
Burnley	
Manchester Road, Haergham Eaves	Length of illuminated road with 30mph order. This is unnecessary as the road becomes 30mph restricted road by default. Such orders can cause difficulties with enforcement due to differing legislation.
Hyndburn	
Blackburn Road, Rishton	Length of illuminated road with 30mph order. This is unnecessary as the road becomes 30mph restricted road by default. Such orders can cause difficulties with enforcement due to differing legislation.

C. Nolan

Signature:

Date:3rd February 2022.....

Print Name: ...Christopher Nolan.....

Report to the Cabinet

Meeting to be held on Thursday, 7 July 2022

Report of the Head of Service Fostering, Adoption Lancashire & Blackpool and Residential Services**Part I**Electoral Division affected:
(All Divisions);**Corporate Priorities:**
Delivering better services;**Allowances to Fostering and Adoption Panel Chairs and Members**

(Appendix 'A' refers)

Contact for further information:

Megan Astley, Tel: (01772) 531792, Agency Decision Maker, Lancashire Fostering and Adoption Service, megan.astley@lancashire.gov.uk**Brief Summary**

The report proposes an increase in the fees paid for Fostering and Adoption Panel membership. The proposals put forward are informed by analysis of the financial arrangements that exist in comparative Local Authorities and Independent Fostering Agencies.

The Fostering Panel is an independent body that fulfils the county council's statutory function in making recommendations to an Agency Decision Maker, in respect of the approval of foster carers in Lancashire. The Adoption Panel fulfils a parallel function in respect of the approval of adoptive parents, and the matching of children who require an adoptive family.

The proposed changes will provide increased fees for independent members of the Fostering and Adoption Panel central list, that is comparable to the allowances and fees received by panel members and chairs for other local authorities and Independent Fostering Agencies.

The overriding aim of the proposal is to support the recruitment and retention of a suitably skilled, experienced, and diverse panel pool, that is able to provide high quality decision making that reflects the county council's commitment to children in care and those requiring adoptive families. This report also updates members on the interim arrangements for ensuring no financial detriment in the first year of young people 'Staying Put' with their foster carers.

Recommendation

Cabinet is asked to:

- (i) Approve the payment increase for Fostering and Adoption Panel members and chairs as follows:
 - a. To increase the payments for chairs from £450 to £500 per meeting
 - b. To increase the payments for members from £90 to £120 per meeting
- (ii) Endorse the approach set out in the report to "Staying Put" payments to ensure no financial detriment in the first year.

Detail

Fostering and Adoption Panels have a crucial role to play in the provision and monitoring of foster care and adoption of children. The Fostering and Adoption Panels make timely, quality, and appropriate recommendations/decisions, in line with the overriding objective to promote the welfare of children in the care of the county council throughout their lives.

Making decisions about approval of foster carers and adopters, and assessing the continued ability of carers to meet the complex needs of children and the matching of children to adoptive families, are critical tasks.

Fostering and Adoption Panels are intended as multi-disciplinary bodies with a considerable element of independence from fostering and adoption services. Panels play an important quality assurance role, providing objectivity and have the ability to challenge practice. They are also required to give regular feedback to services.

Panels should have members with experience of fostering or adoption, education, family and friends care, and should be gender balanced and reflect the diversity of the local communities. The education and health of children in the county council's care features in panel discussions, and panels benefit from the contribution of people with expertise in different areas, including expertise by direct experience.

Lancashire County Council currently has 40 members on the central Fostering and Adoption Panel list, and it is recognised that there is competition with not only neighbouring authorities, but also nationally, to recruit members, as many panels are currently held virtually, or with hybrid attendance.

Recruiting and retaining members from a wide range of people is key to having a diverse set of people on the Fostering and Adoption Panel's memberships, and for the panels to run effectively and efficiently. It is vital that the panels reflect and understand the community, and that foster carers and adopters from all backgrounds have confidence in panel representation. Lancashire panel membership for both the Fostering and Adoption Panels has under-representation from some parts of the community, and to launch a recruitment campaign and retain existing members, the county council needs to be able to compete in the job market by offering a fair and competitive fee for panel members' services.

The current payment fees for Fostering and Adoption Panel members and chairs are not in line with the average for other fostering providers in England. Comparisons to other local authorities and Independent Fostering Agencies are set out at Appendix 'A'.

Regulation 23 (6) of the Fostering Network Survey December 2021 states that panel members are paid a fee of a reasonable amount as the service provider determines. Guidance 5.18 adds that fees should take account of preparation time.

Fostering and Adoption Panel members are required to read all of the submitted paperwork for each item and prepare before their attendance at the panel meeting. Panels run from 9am - 4.30pm; taking the preparation and attendance into account, this equates to 2 days work for the payment fee.

The proposed changes are recommended to ensure Lancashire County Council recognises and values the current panel members and chairs, by offering a competitive payment fee that reflects both the amount of reading and preparation required prior to panels, and their contribution at panel meetings.

The increased fees will allow the county council to retain existing panel members and support the recruitment of greater diversity to panel membership. The plan is to advertise for additional panel members and one additional chair, to create more flexibility for panel dates, and ensure the panels are quorate and reflect the community they serve. There is also a focus to recruit internal social workers to attend the panels for their own learning and professional development, and to increase panel membership, which will have no financial cost.

The current payment fees and proposal are as follows:

Type of panel and current arrangements	Current costs	Proposed costs
ADOPTION 3 panels per month 36 panels per year 1 Chair / 4 panel members to be quorate (Medical advisor not included)	Chair £450 Member £90 Total £810 per panel Total £29,160 per year	Chair £500 Member £120 Total £980 per panel Total £35,280 per year Additional £6120 per year
FOSTERING 4 panels per month 48 planned panels per year 6 additional/ emergency panels held per year 1 Chair / 4 panel members to be quorate	Chair £450 Member £90 £810 per panel £38,880 per year £4860 per year Total £43,740 per year	Chair £500 Member £120 £980 per panel £47,040 per year £5880 per year Total £52,920 per year Additional £9,180 per year

It should be noted that Adoption Panel members will receive £90 per panel for half day meetings. Vice Chairs will receive £300 per panel when they Chair the Panel in the absence of the Chair. These amounts are unchanged.

'Staying Put' Arrangements

At the meeting on 3 March 2022, Cabinet approved proposals to invest in enhanced allowances to our Lancashire Foster Carers. The Cabinet report acknowledged the need to come back with proposals in respect of Staying Put allowances, to ensure the county council continues to support these arrangements. 'Staying Put' is where young people who are of an age to leave care, wish to stay with their existing foster carers. That review is ongoing, and, in the interim, Cabinet is asked to endorse the approach being taken by officers under the Scheme of Delegation to uphold the principle of no financial detriment in the first year of Staying Put.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Financial

These proposals will cost a maximum additional £15,300 per year, on top of existing expenditure if all additional fostering panels are utilised. It is proposed that this cost will be met from within the existing resource allocation.

Risk management

Should the proposal not be agreed, this would result in reduced panel membership if the county council is unable to recruit and retain panel members creating a negative impact of the key functions of Fostering and Adoption Panels.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A



NW Panel chair forum: Foster panel payments – December 2021

Summary: **INDEPENDENT PANEL MEMBER RATES**

- LA panel member day rates £80 to £100 (one pays additional £15 p hr if over 4 hrs). Rates include reading time
LA panel member hourly rate £14 p hr plus £85 for reading time – some don't pay for training and/or appraisal
- IFP panel member day rates £120 to £250 – may have half day rate. Rates include reading time, but some pay additional for training/appraisals
- IFP panel member hourly rates £21 to £40 – paid for panel attendance *and* reading

NB Vice chairs should be paid as chairs when taking that role but some IFPs pay vice chair more than panel members for sitting as a panel member when not chairing

Page 91

Are panel members paid a day or an hourly rate	How much per day?	How much per 1/2 day?	How much per hour?	Reading time (per hour or per panel)	Travel time (per hour)	Mileage rate per mile	Additional comments (on expectations, change over time, anything else to help comparison – eg no of items on panel, additional meetings, payment for appraisals/training/etc)
Local Authorities							
		Paid £90 for 4 hrs plus £15 for every additional hour	Please see ½ day column	Included in rate	Not paid	Not paid	Same fees ie £15 ph for training and appraisal
£100	£100	same	N/a	Included in rate	Not paid	Some are paid mileage at 45p per mile	Panels are variable in length. Training – panel rate. Appraisals not paid additionally
Per Panel	100.00	100.00	-	Inc.		45p mile	Can also charge for parking
	£80						
	£80					49p mile	

Hourly rate			£14ph for panel attendance and minutes	85.00 total reading time	Train fare covered		No fee for appraisals or attending annual training
Independent fostering agencies							
	£250 full day	£125 half day					No fee for attending annual training. Uncertain re whether there's a fee for annual appraisal as I've been on the panel for under 12 months
Day rate	£200	£100				45p	£30 annual appraisal and £75 annual training
Day rate	£125					45p	No fee for appraisals or attending annual training
Day rate	£150					45p	No fee for appraisals £75 for attending annual training
Day rate (London)	£150				Train fare and any other travel costs reimbursed		New panel – when queried they noted this... for those tasks which are over and above the panel itself, such as additional training or liaison with other panel members, the agency do have an additional hourly rate which you will be paid. Unclear exactly what this rate is.
Day	£250	same		All included	NA		No additional payments for appraisal or training
Day	£150 (£175 for vice chair)			none	none	none	
Day	£150 (£175 for vice chair)			none	none	none	
Daily rate £200	£200	Same	n/a	Included in rate	Not paid	45p per mile	Panels are generally half a day – note little differential between chair and panel members fees. Paid panel rate for training and nothing for appraisals.
Per panel	230.00	150.00		inc		45p	Observing panel – new members £ 150
Per panel (Vice chair payments)	350.00	175.00		inc		45p	Training 120.00 per day
Day Rate	£120	£60	N/A	N/A	N/A	45p	Length of panels changes for week to week. Panel members are paid their usual rates for panel business meetings.
Day Rate	£150	£150	N/A	N/A	N/A	45p	Panel is usually half a day. 2-3 items. Half daily rate for panel business meetings.
Day Rate	£200	£200	£20	N/A	N/A	45p	Panel is usually half a day. 2-3 items. Panel members are paid an hourly rate for any additional meetings/training/appraisal.
Day rate	£200 (£250 vicechair)			Included in the fees	no	40 p I think	
Per panel	£200 (full day >4 hrs)	£100	£20				Full/half day training paid at full/half day panel rate Hourly Rate

							<p>We will often ask Chairs and panel members to undertake additional tasks outside of panel meetings and training– for example</p> <ul style="list-style-type: none"> • undertaking or attending appraisals, • taking part in interview panels <p>For such activities, an hourly rate will be paid, capped at the panel rates listed above. This means that either the hourly rate or the panel rate will be paid, depending on which is the lower. In practical terms, any activity less than 10 hours will be paid at the hourly rate.</p>
			£31	£31			
Day rate		£100					Fee extended if more than half a day. No travel or reading time and no mileage. A small fee paid for attending training events
Hourly rate			£40	£40 reading		40p	£80 development day and ? annual appraisal fee (approx. £30)
Hourly			£40 (£55 for vice chair) plus an extra hour			40 pence	£40 (£55 vice chair) an hour for the agenda and an extra hour e.g., if panel is 10-2 you can claim 10-3.
Hourly			£21	£21 p hr reading time		30 pence a mile	Reading time: you can claim 2 hours for an assessment and 1 hour for a review and up to 1.5 for a practice issue review in addition to the £21 per hour for the panel agenda.

Report to the Cabinet

Meeting to be held on Thursday, 7 July 2022

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

Electoral Divisions affected:
 Lancaster Central; Lancaster East;
 Lancaster Rural East; Lancaster
 Rural North; Lancaster South East;
 Morecambe Central; Morecambe
 North; Morecambe South;

Corporate Priorities:
 Delivering better services;

Expansion of Morecambe Road School, Lancaster

Contact for further information:

Dr Sally Richardson, Tel: 07920086432, Head of Inclusion

sally.richardson@lancashire.gov.uk**Brief Summary**

This report provides the outcome of the formal consultation which has been carried out in relation to a proposal to expand Morecambe Road School, Lancaster.

Morecambe Road School is a co-educational special school for children and young people with moderate learning difficulties. Final approval is being sought to increase pupil numbers by 34, to create a school population of 189, and to redesignate Morecambe Road School as a school which meets the needs of children and young people with generic learning difficulties.

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

Recommendation

Cabinet is asked to consider the results of the formal consultation and:

- (i) Approve an increase in the number of special school places at Morecambe Road School by 22 places to 177, to be created through the building of additional teaching space on the main school site.
- (ii) Subject to approval to (i) above, approve the creation of an additional 12

special school places at Morecambe Road School, increasing the overall number of places to 189. These 12 places will be created through the development of satellite provision on the site of Lancaster and Morecambe College.

- (iii) Approve a change to the designation of Morecambe Road School from one for pupils with moderate learning difficulties to one for pupils with generic learning difficulties.

Detail

This report provides the results of the formal consultation following Cabinet approval in May 2022, to initiate the statutory proposal and formal consultation process to make the following changes at Morecambe Road School:

- 1) Increase the number of special school places by 22, which would be achieved through building work to increase the amount of teaching space available on the existing school site.
- 2) A further increase in the number of special school places by 12, which would be achieved through the development of satellite provision on the site of Lancaster and Morecambe College.

The above two proposals would result in an overall increase in pupil numbers of 34, to create a school population of 189.

- 3) Change the designation of the school from one for pupils with moderate learning difficulties to a school for pupils with generic learning difficulties.

All three proposals are classed as significant changes to the school and are therefore subject to a statutory process.

Morecambe Road School is a school for children and young people between the ages of three and 16 years with moderate learning difficulties. It has been identified as a good school by Ofsted since 2003. The school is over-subscribed.

School expansion

There is ongoing building work within the school site for expansion of the school to create an additional 22 places. This building work is being funded from within the resources available to the school and no additional capital funding is being sought for these works.

Development of satellite provision

The creation of a further 12 special school places would be achieved through the development of a key stage 4 satellite provision at Lancaster and Morecambe College. It is anticipated the development of this satellite provision would build on and formalise existing arrangements between the school and college, and would

better equip pupils with the knowledge, skills and experiences they need to prepare themselves for adulthood.

The satellite provision on the site of Lancaster and Morecambe College would be used to increase the number of special school places within Morecambe Road School. Pupils attending this provision would be able to use the facilities and accommodation available on the college site. Any pupil placed in the satellite provision would be on the roll of Morecambe Road School, and the school would be responsible for the education of all children attending the satellite provision, including, for example, the curriculum, staffing and all resources.

The Governing bodies of both settings are supportive of the proposals. The Headteacher of Morecambe Road School, the Director for Personal Development and Welfare and the Principal at Lancaster and Morecambe College have discussed and agreed the proposal for the satellite provision. All policies and procedures are aligned with existing policies at Morecambe Road School. All pastoral and safeguarding responsibilities for the young people attending the satellite provision remain with Morecambe Road School.

Change in school designation

Morecambe Road School is currently designated as a school for children and young people with moderate learning difficulties. The type and level of severity of special needs which Morecambe Road School currently provides is no longer reflected in the current designation. It is therefore proposed that Morecambe Road School is redesignated as a school for children and young people with generic learning difficulties.

Consultations

The formal consultation was conducted in accordance with the statutory guidance for making prescribed alterations to schools that has been provided by the Department for Education.

The consultation was publicised in the Lancashire Evening Post. The consultation booklet and questionnaire were posted on the Morecambe Road School and Lancaster and Morecambe College websites, and on the Lancashire County Council 'Have your Say' website. It should be noted that only two responses were received to the consultation via the Lancashire County Council website. While these responses were supportive of the proposal, any decision based on these results would need to be heavily caveated, due to the very low response rate.

The formal consultation period included a meeting at Morecambe Road School for all interested parties on 9 June 2022. Six parents/carers of children and young people who currently attended Morecambe Road School were present, together with three members of staff from Lancaster and Morecambe College and two from Morecambe Road School. A representative from Lancashire Council also attended the event. All attendees provided positive feedback about the proposals. One parent sought reassurance that all the safeguarding policies and procedures were aligned between

the school and college. Reassurance was given by the Head teacher at the school and the Learner Support staff at the College.

Cabinet is asked to give final approval to expand Morecambe Road School by 34 additional places. 22 of these places would be based within the existing school site. 12 places would be based in a satellite provision at Lancaster and Morecambe College, which is located 0.3 miles away from Morecambe Road School. The separate 'satellite' provision would be operated as part of Morecambe Road School.

Cabinet is also asked to give final approval to redesignate Morecambe Road School as a school which meets the needs of children and young people with generic learning difficulties.

Implications:

This item has the following implications, as indicated:

Risk management

The county council and partners across education, health and care are required to work together, to plan for and meet the needs of children and young people who have special educational needs and disabilities, in line with the Special Educational Needs and Disabilities Code of Practice 2014.

If the decision was not to proceed with the proposals contained within the report, the risk would be insufficient special school places and increased costs for out of area provision. This proposal mitigates the risk of this and the county council failing in its duty to provide sufficient school places.

Financial

High needs funding within the dedicated schools grant supports provision for children and young people with special educational needs and disabilities. This revenue funding enables local authorities and education providers to meet their statutory duties under the Children and Families Act 2014.

The expansion of Morecambe Road School requires no capital commitment from the capital programme.

The provisional allocation of high needs provision capital allowance from the Department for Education has been announced at £12.1m for 2022/23, together with the £400,000 capital funding approved by Cabinet in February 2022. This gives a funding programme of £12.5m, from which a programme can be developed following the consultations for suitable projects. The approval of the projects within the programme will be the subject of future reports to Cabinet.

Human Resources

If the expansion of Morecambe Road School is approved and the satellite opens on the site of Lancaster and Morecambe College, staff may be required to move

between the school site and the satellite. The distance between the two sites is 0.3 miles. It is not envisaged that this would be problematic for staff affected. Staff will be/have been consulted on the proposal so that any concerns raised can be addressed.

Equality and Cohesion

The Equality Impact Assessment for Morecambe Road School is set out in Appendix 'A'.

This proposal impacts on both the age (young people) and disability protected characteristics of the Equality Act 2010 and is designed to contribute positively to the Public Sector Equality Duty's general aim of advancing equality of opportunity and its related aim of increasing participation in public life for these children and young people, their families and carers.

The initial review of provision in Lancashire that informed the SEND Sufficiency Strategy and the further review in June 2021, indicated that there are fewer children and young people educated in mainstream schools in Lancashire than nationally. There are also more children educated in specialist provision and secondary alternative provision than nationally, therefore, the demands on the high needs block funding are significant.

The lack of access to supported provision in mainstream schools and to local specialist provision of particular designations and for those with the most complex needs is resulting in some children and young people travelling to schools outside their community.

Property Asset Management

Planning permission has been obtained by Morecambe Road School and all building works are being funded from within the school's own resources and managed by the school.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Equality Analysis Toolkit

Morecambe Road School, Lancaster

For Decision Making Items

July 2022

Question 1 - What is the nature of and are the key components of the proposal being presented?

The proposal relates to the expansion of Morecambe Road School to create 34 additional places, 22 of these places would be based within the existing school site and 12 places would be based in a satellite provision at Lancaster and Morecambe College, which is located 0.3 miles away from Morecambe Road School. The separate 'satellite' provision would be operated as part of Morecambe Road School.

Morecambe Road School is a co-educational special school for pupils with moderate learning difficulties. It is also being proposed to redesignate Morecambe Road School as a school which meets the needs of children and young people with generic learning difficulties.

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 may affect children and young people who currently attend Morecambe Road School as the proposal means there will be an increased number of pupils attending the school.

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?

This proposal will have a particular impact on children and young people with disabilities and their families. Pupils will be within the age (younger people) protected characteristics group and are likely to meet the definition for the disability protected characteristics group.

Question 4 – Engagement/Consultation

How have people/groups been involved in or engaged with in developing this proposal?

This proposal is an element of the SEND Sufficiency Strategy 2019 to 2024. Final approval for this strategy was provided by Cabinet in October 2020 following a public consultation during the summer of that year. Lancashire residents were made aware of this through notifications on Lancashire County Council website, Twitter and Facebook websites, the Local Offer website and Facebook page and via the Parent Carer Forum. In addition, a letter was sent directly to each of the following stakeholders advising them of the consultation:

- POWAR
- Lancashire Parent Carer Forum chair
- Governing bodies, proprietors and principals of a range of educational providers including pre-school, school age and post-sixteen settings
- Children, Family and Well-being Service who have responsibility for children's centres
- Youth offending team
- Local Members of Parliament
- Diocesan/Church Authorities
- The Regional Schools Commissioner

The information relating to SEND provision, presented as part of this public consultation, was updated in June 2021. The updated information was shared with various stakeholders, including families and a range of education providers during a series of meetings that took place during the summer term 2021 and which included Local Area Partnership, head teacher update and Schools' Forum meetings.

In September 2021, Cabinet gave approval to seek expressions of interest for the initiation of feasibility studies and an informal consultation process, to expand and increase the numbers of school places in satellite provision, at both primary and secondary level for children and young people with learning difficulties in the north area of Lancashire.

Separate consultations were undertaken in relation to this specific proposal regarding the expansion of Morecambe Road School. Informal consultation was completed on 1 April 2022. This included an online survey and a public consultation meeting held in school on 31 March 2022. The proposed changes were raised at a meeting with special school heads in the local area on 25 March 2022.

The views of pupils have been collected separately within the school.

Approval was given by Cabinet on 5 May 2022 to undertake the formal consultation required to make prescribed alteration/significant change to the school, that is to expand the school to create 34 additional places.

The formal consultation included an online survey on the Council's 'Have your say' website. Statutory notices were published in the Lancashire Evening Post on 13 May 2022. A public consultation meeting was held at Morecambe Road School on 9 June 2022.

Only 2 responses were received to the invitation to provide feedback to proposal. While these responses were supportive of the proposal, any decision based on these results would need to be heavily caveated because of the very low response rate.

The formal consultation period included a meeting at Morecambe Road School for all interested parties on 9 June 2022, to which six parents/carers of children and young people who currently attend Morecambe Road School attended, together with three members of staff

from Lancaster and Morecambe College and two from Morecambe Road School. A representative from Lancashire Council also attended the event. All attendees provided positive feedback about the proposals. One parent sought reassurance that all the safeguarding policies and procedures were aligned between the school and college. Reassurance was given by the Head teacher at school and the Learner Support staff at College.

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;

It is anticipated that for the children and young people who are able to access the additional places at Morecambe Road School and the satellite provision at Lancaster and Morecambe College, if this is approved, the impact will be positive and their equality of opportunity will be advanced.

If this proposal is approved the ability for the children and young people to have links in their local community is likely to increase contributing both to advancing equality of opportunity and fostering good relations between communities and between the communities at Morecambe Road School and Lancaster and Morecambe College.

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?

Other factors and decisions that might have a combined and/or cumulative effect include the redesign of the short breaks offer that is currently underway. This is a service that is provided for children and young people with disabilities, some of whom may attend the Morecambe Road School. The COVID-19 pandemic has also affected the short breaks offer as it has not been possible to provide all of the short break activities and day time and overnight breaks that are usually available. It is also not possible to foresee how provision in schools and in relation to short breaks will develop over time in the light of any changes that will need to be made in response to the pandemic.

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.

The proposal has not been changed or amended.

Question 8 - Mitigation

Will any steps be taken to mitigate/reduce any potential adverse effects of the proposal?

Steps will be taken to minimise any disruption due to the young people and school staff moving between the two sites.

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 proposal is designed to have a positive overall impact on children and young people with special educational needs and disabilities as it reflects the overall objectives of the reforms that were introduced with the Children and Families Act 2014. Nationally there was 21.6% increase in demand for places in maintained special schools between 2015/16 and 2019/20; in Lancashire there was a 22.9% increase in demand over the same time period. In addition, there are on average 300 fewer SEN unit places in Lancashire in comparison with other authorities in England if they were the same size.

Families seek placements in private and independent special schools where specialist provision is not available within the maintained sector. This increases the demand on high needs block funding because for the main part special school places within the private and independent sector are more expensive. This proposal will increase the number of places available to children and young people within the north area of the county. It will support a more efficient use of the resources available to children and young people with special educational needs.

The number of pupils attending the school will increase although class size should not be affected.

Question 10 – Final Proposal

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

The proposal remains to create 34 additional places, 22 of these places would be based within the existing school site and 12 places would be based in a satellite provision at Lancaster and Morecambe College, which is located 0.3 miles away from Morecambe Road School. The separate 'satellite' provision would be operated as part of Morecambe Road School.

The proposal also remains to redesignate Morecambe Road School as a school which meets the needs of children and young people with generic learning difficulties.

This proposal will enable the council to fulfil its statutory duties in relation to making the provision needed for a greater number of children and young people with special educational needs in the north area of the county.

Question 11 – Review and Monitoring Arrangements

What arrangements will be put in place to review and monitor the effects of this proposal?

The local authority is required to review the special educational provision and across the local area for children and young people who have special educational needs or disabilities as part of its statutory duties. This can only be achieved by monitoring the changing needs of the local population of children and young people with special educational needs and disabilities and making sure the outcomes in education, health and care are being improved as a result of the provision being made. This is one of the primary functions of the SEND Partnership Board, which is a multi-agency group with representatives from across the local area including young people, parents and carers as well as commissioners and providers of education, health and care services. The SEND Partnership Board meets every two months. It is led by senior post holders from within the council and NHS, including the Executive Director of Education and Children's Service and the Joint Chief Officer within the NHS and reports directly to the Health and Wellbeing Board.

Equality Analysis Prepared By Janette Hastings/Jeanette Binns

Position/Role Inclusion Policy & Practice Development Officer/Equality & Cohesion Manager

Equality Analysis Endorsed by Line Manager and/or 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

Report to the Cabinet

Meeting to be held on Thursday, 7 July 2022

Report of the Head of Education Improvement**Part I**Electoral Division affected:
Burnley Central East**Corporate Priorities:**
Caring for the vulnerable;**Permanent Raising of the Age Range at Brunshaw Primary School, Burnley**
(Appendices 'A' to 'E' refer)

Contact for further information:

Debbie Ormerod, 01772 531878, Access and Entitlement Lead,
debbie.ormerod@lancashire.gov.uk**Brief Summary**

On 3 March 2022, Cabinet agreed to a statutory notice being published to begin a representation period on the future of the nursery provision currently delivered by Brunshaw Primary School, Burnley. A statutory proposal document was published in relation to the school discontinuing the nursery provision by permanently raising its age range from 3-11 years to 4-11 years, with effect from 31 August 2022. The representation period took place from 10 March 2022 to 23 May 2022.

As part of the statutory process, a decision should now be taken about the proposal and this will be done by Lancashire County Council, i.e., the decision maker. If the Authority fails to decide the proposal within two months from the end of the consultation period, the proposal and any representations about the proposal must be passed to the Schools Adjudicator for a decision.

Recommendation

Cabinet is asked to:

- (i) Approve the proposal as detailed in the statutory notice to discontinue the nursery provision at Brunshaw Primary School, Burnley by permanently raising its age range from 3-11 years to 4-11 years, with effect from 31 August 2022.
- (ii) Approve that an appropriate statutory decision letter be sent out, as specified under legal requirements, to give the reasons for the decision to the parties that have been consulted.

Detail

Following the publication of the statutory notice in relation to the discontinuation of nursery provision at Brunshaw Primary School, Burnley on 10 March 2022, and the ensuing representation period which ran from 10 March to 23 May 2022, the local authority is now at stage 3 of the statutory process, as defined by The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, as set out in the table below:

Stage	Description	Timescale
Stage 1	Publication of Statutory Notice and Proposal	10 March 2022
Stage 2	Representation (formal consultation)	10 March to 23 May 2022
Stage 3	Decision	7 July 2022
Stage 4	Implementation	31 August 2022

The statutory notice, the Lancashire County Council Childcare Sufficiency Assessment, accompanying proposal, factors for consideration and the Equality Impact Assessment are set out at Appendices 'A' to 'E' respectively.

Factors Relevant to all Types of Proposal

The Department for Education's statutory guidance for decision-makers deciding prescribed alteration and establishment and discontinuance proposals was published in October 2018. The guidance sets out several factors which must be taken into consideration for all types of proposal. These factors and supporting comments, are set out at Appendix 'D'.

Response to the consultation

Nil responses were received during the consultation period in relation to the proposal to discontinue nursery provision at Brunshaw Primary School.

No issues or concerns were raised by the families who may be adversely affected by this proposal.

Implications:

This item has the following implications, as indicated:

Risk management

Local authorities have a statutory duty to secure sufficient childcare places to enable parents to work. These childcare places need to be accessible, affordable, and delivered flexibly in high quality settings. Local authorities must ensure that the needs of children and families in each district are met, by influencing and shaping provision through local partnerships, and by identifying gaps and developing the market.

As evidenced in the annual Lancashire County Council Childcare Sufficiency Assessment as set out at Appendix 'B', there are more than sufficient good quality

providers in the Burnley area. There are a significant number of surplus places in the Burnley area and in the Burnley Central East division.

Prior to seeking a decision to close the nursery, the school governors verbally consulted with parents on how the school could increase the uptake in places. There was a lot of competition between early years providers in the area and parents were seeking provision that was available both before and after school and during the school holidays.

A number of parents responded, explaining that a proposed closure would not affect them as their child/children would be in the Reception class when the possible closure might happen – numbers had already dropped and morning sessions only were available.

Families felt that the nursery provision on offer no longer met the need of working parents, based on 15 hours per week and the lack of 'wrap around care'. Alternative nurseries in the area were accessed due to increased hours available.

The nursery at Brunshaw Primary School offers morning only sessions and there are 26 places available. There are currently only 10 pupils attending the nursery and these children will start the reception year in the Autumn Term. The closing date for nursery applications was 21 January 2022 and only 4 applications have been received for nursery places at the school for September 2022.

The number of 3-year-olds attending the school is low and reducing and there are many other early years providers in the local area. As such, the local authority and governing body do not believe that there will be an adverse local impact should the school permanently reduce its age range from 3-11 years old to 4-11 years old.

The Governing Body at Brunshaw Primary School has made staffing adjustments from September 2021 and no permanent roles are vulnerable.

Financial

The governing body has clarified that the impact on the school budget will be minimal. Consideration has also been given to how the vacated space will be used for the good of the pupil population.

Should the outcome of the consultation be to remove the nursery at the school, there would not be an adverse financial impact on the local authority.

List of Background Papers

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

Burnley Brunshaw Primary School

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Lancashire County Council intends to make a prescribed alteration to Burnley Brunshaw Primary School, Morse Street, Burnley, Lancashire, BB10 4PB from 31 August 2022.

It is proposed that the school will permanently raise its age range from 3-11 years to 4-11 years with effect from 31 August 2022, through the closure of the Nursery.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be inspected at Brunshaw Primary School at the address above; at Burnley Borough Council offices; at Lancashire County Council's County Hall office and Burnley library. Copies can be obtained from The County Pupil Access Team in the Education Improvement Service, PO Box 100, County Hall, Preston, PR1 0LD.

Copies can also be accessed through www.lancashire.gov.uk – Have Your Say Consultation page.

Any person may object to or make comments on the proposal by posting them to The County Pupil Access Team at the above address. Responses can also be emailed to brunshaw@lancashire.gov.uk

To be considered as part of the decision-making process to determine the proposal, responses must be received no later than 23 May 2022.

Signed: Laura Sales, Director of Corporate Services
Publication Date: 10 March 2022

Explanatory Notes

Under the provisions of the Freedom of Information Act 2000, information about representations to the published proposal may be accessed by members of the public.

The proposal arises because of concerns about financial and educational viability of the nursery. The nursery has low and reducing pupil numbers which is impacting on the financial viability of the school.

The Authority will need to decide whether to implement the proposal before 24th July 2022, otherwise it must be referred to the Adjudicator for a final decision.



**Lancashire County Council
Childcare Sufficiency Assessment
April 2020– April 2021**

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Introduction

Local Authorities are required by legislation to secure sufficient childcare places to enable parents to work. These childcare places need to be, accessible, affordable and delivered flexibly in high quality settings. This report is Lancashire's Childcare Sufficiency Assessment for April 2020 – April 2021 and includes the take up of Early Education Funded (EEF) provision for 2, 3 and 4-year olds and the availability and quality of places to meet the needs of working parents.

Due to the COVID-19 pandemic, national restrictions were imposed by the Government on 23rd March 2020. The information contained in this report is the most accurate based on the information currently available and was correct up until the 30th April 2021. It should be seen as a guide to provision rather than conclusive and figures provided represent a snapshot in time.

Methodology

At the start of the national lockdown the Department for Education (DfE) requested that all local authorities submit a weekly data return to identify any childcare sufficiency issues during the pandemic. In April 2020 an online survey was developed, and providers have been completing this weekly. This has provided a variety of data both at district level and at a more localised geographical level to understand the childcare market during the last year. Data from the termly census and headcount claims is used to map the take up of funded childcare places and Ofsted data is used to identify the quality of childcare in Lancashire.

Types of Childcare

Childcare includes Childminders, Day Nurseries, Pre-School Playgroups, Nursery Units of Independent Schools, AM/PM Clubs (refers to out of school provision) and Holiday Schemes, Maintained Nursery Classes, Maintained Nursery Schools and Governor Led Provision (S27).

Registered Childcare

Ofsted is the Office for Standards in Education, Children Services and Skills. It regulates childcare for children from birth to 18 years of age. Ofsted operates two registers:

The Early Years Register

All childcare providers must register with Ofsted on the Early Years Register and meet the requirements of the Early Years Foundation Stage (EYFS) if they are providing care from birth to 5 years for more than 2 hours per day on more than 14 days per year.

The Childcare Register

A childcare provider must register on the compulsory part of the register if they provide care for children aged 5-8 years old for more than 2 hours per day on more than 14 days per year. A childcare provider will be on both the Early Years Register and the Childcare Register if they care for children under and over the age of 5. Some childcare providers who care for children over the age of 8, who are activity based, for example provide sports coaching, homework clubs or for very short periods of time can join the voluntary part of the childcare register.

Schools

Maintained Nursery Classes and Governor Led Provision (S27) are included within an overall school inspection and are not required to have a separate Early Years Ofsted registration, however they must still follow the Early Years Foundation Stage (EYFS) Statutory Framework.

Executive Summary 2020

To understand the childcare market in 2020-21 a different approach has been required than in our previous childcare sufficiency assessments. The COVID-19 pandemic has placed challenges upon our day to day lives and the impact on families and the economy is on a scale never experienced before. Families have adapted to changes in work routines, some have been key workers, others have been furloughed or facing job losses and longer-term uncertainty. The full extent of the COVID-19 pandemic to businesses across Lancashire and implications of employment is yet to be fully seen.

Over the past year children have experienced a number of changes to their childcare, some who would normally attend childcare have remained at home, other children have had to adapt to childcare in COVID-19 secure premises and bubbles. The majority of school age children have undertaken some home schooling rather than attending in person and vulnerable children and children of key workers have also attended school in their 'bubbles'.

The pandemic has been a difficult experience for staff, parents and children. Settings have had to operate COVID-19 secure premises and the many adaptations needed in childcare provision have sometimes been overwhelming. Childcare staff, childminders and parents have been anxious about their own health and financial stability, along with the health and well-being of their children and others.

The Early Years Team has provided a great deal of support, advice and guidance to the childcare providers of Lancashire. Below summarises the key areas provided by the team.

Website and Weekly Bulletin

Our website provided guidance and updates to the sector and a weekly bulletin has been sent to childcare providers during the last year. This has included, but was not limited to, communications from our Executive Director of Education and Children's Services, Public Health, Ofsted, the Department for Education (DfE) and a variety of information and updates from our Early Years Team.

Monitoring of Childcare Places

In April 2020 during the first national lockdown an online weekly survey was developed to capture information for the DfE about the availability of childcare for children of keyworkers and vulnerable children. After the government announced childcare could re-open in June 2020, questions were added to understand any sustainability concerns and to establish if the demand for childcare had changed. The survey was then further developed to gather data for our general childcare sufficiency assessment.

Additionally, an on-line brokerage request form was developed for parents who required support in finding early years places. The number of requests coming through each week was very low, and comparable with those prior to COVID-19 pandemic levels.

Business Support & Sustainability

Tools and guidance were developed around business support, sustainability, social media, marketing and where to find sources of external funding, these are available on our webpage. To support settings for re-opening in June, guidance was developed which included how to review and promote some current business practices, reassure staff and

parents, establish demand and look at ways to remain sustainable. Over the year childcare providers with specific sustainability concerns were contacted by the Childcare Sufficiency Team to offer individual support.

A number of measures were put in place to support settings who offered Early Education Funding with cashflow and sustainability over the course of the pandemic. This included:

- Settings received 90% of the Summer term funding up front at the end of March 2020.
- Settings received 50% of the Autumn term funding up front at the end of August 2020.
- Final balance payments for Summer 2020, Autumn 2020 and Spring term 2021 were processed almost a month ahead of when they were due.
- Funding for the Autumn term 2020 was based on the previous year's Autumn term occupancy levels, in line with Government guidance, totalling just over £4.2m.
- A transfer of £2m from schools Designated Schools Grant (DSG) to the Early Years DSG in 2020-21 enabled an increase to the EEF 3&4 year funding rate by £0.08 per hour, with a further £2m being transferred in 2021-22 to allow for the £0.08p raise to continue for another year.

In January 2021 a one off COVID-19 lump sum payment to childcare providers was agreed by school's forum. These were made up of £250 for EEF registered childminders and £1000 for all other EEF registered providers totalling £607.5k. COVID-19 one-off lump sum payments were also agreed of £250 for all non-EEF registered providers to support their business viability totalling £105k.

Promotion of Childcare/Funded Places

Specific social media campaigns have run throughout the year encouraging families to access their early education and childcare places. It was important to promote reassurance to parents through the campaign to help overcome any anxieties they may have had. Letters were sent to approximately 20,000 families in Lancashire at the beginning of July 2020 to encourage them to take up their early education funding entitlements.

Early Years Quality Team

Childcare providers were given a named contact from Early Years Quality Team to offer emotional and practical support, which strengthened relationships, peer to peer support and improved access to training and networks. Training and events have been adapted to allow virtual participation and a focus for training has been well-being and personal resilience for staff. This support has helped staff to keep themselves, their peers and the children happy and safe.

All Private Voluntary and Independent (PVI) settings, Childminders and Out of School Clubs have been provided with additional templates, guidance and support, including COVID-19 safe risk assessments and a wealth of additional supporting tools such as an early years planning toolkit.

Closer liaison with Early Years and SEND colleagues, shared training days and senior leader input has also been established across teams.

Early Years Safeguarding

Regular emails, messages, key updates including information from Lancashire Children's Safeguarding Assurance Partnership (LCSAP) were distributed.

All of the safeguarding training was adapted in light of the pandemic, particularly the first period of lockdown, to strengthen the role of the DLP (Designated Lead Practitioner). In addition to the training, a series of briefing sessions have also been running to build a DLP network.

Lancashire Demographics

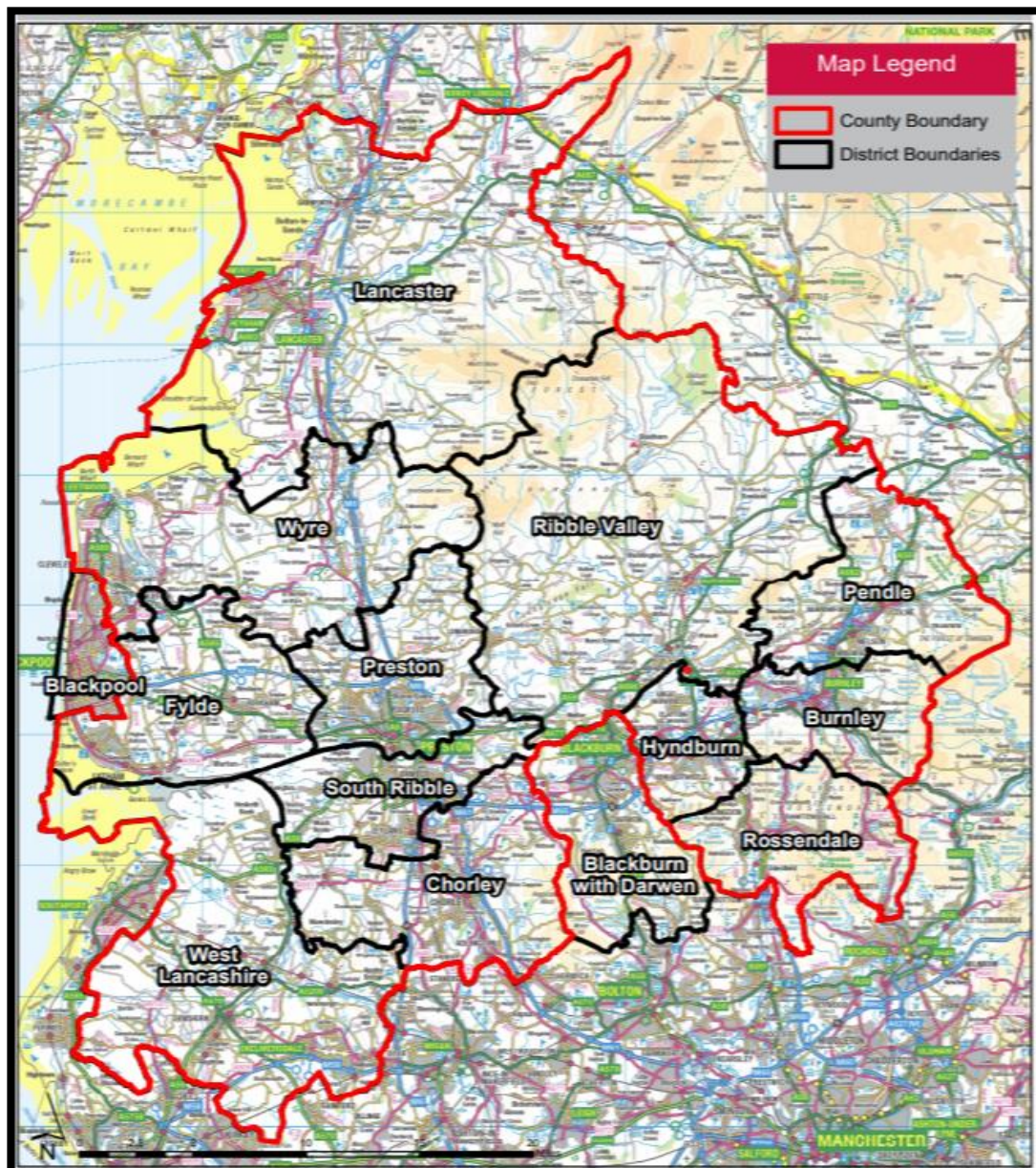
Lancashire County Council is a large, diverse local authority covering an area of 2,903 square kilometres. It is the fourth largest local authority in the country with a population of 1.18 million people within its boundaries. There are an estimated 277,000 children and young people aged up to 19 years living in the county (2011 Census data).

Lancashire's defining characteristics are its size and diversity. Each district has its own unique demography and geography. It is an area of vast contrasts with busy urban centres, coastal regions and large agricultural areas. Lancashire has 12 districts within its borders and for the purposes of this report these districts are broken down further into geographical areas. The maps on the following pages show how the geographical areas fit into our 12 districts and highlights the levels of deprivation.

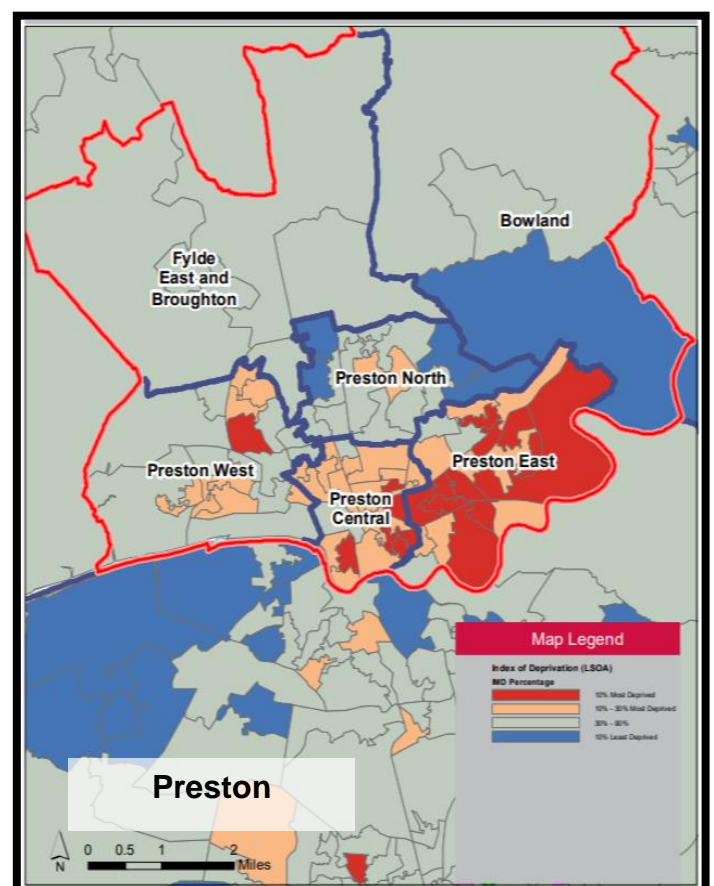
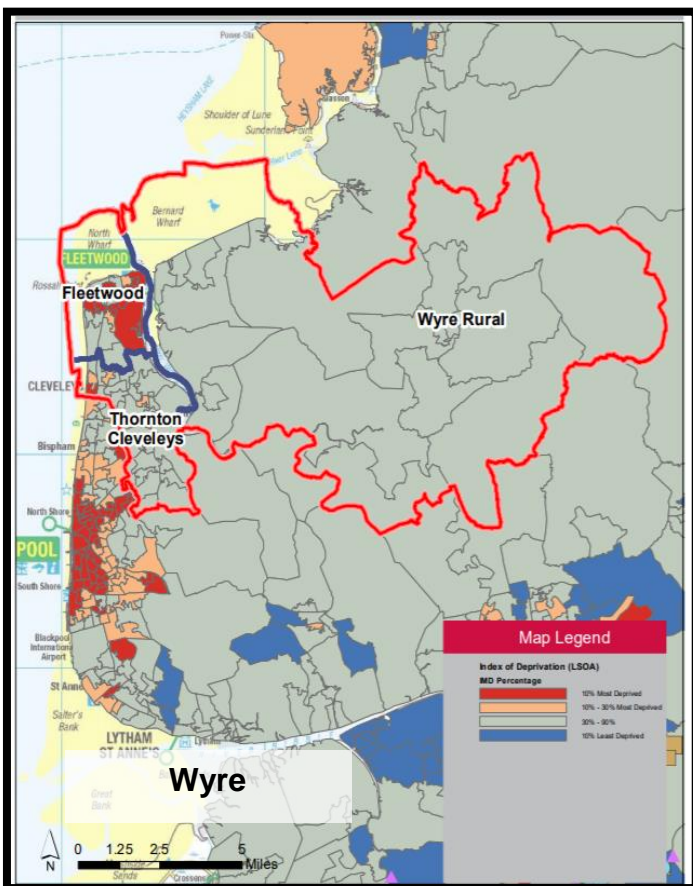
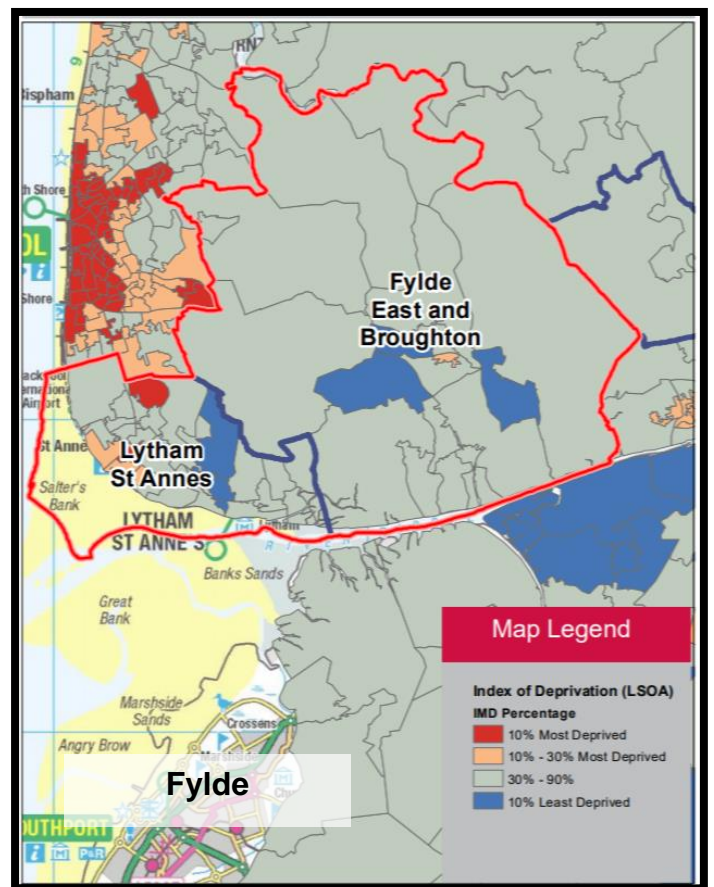
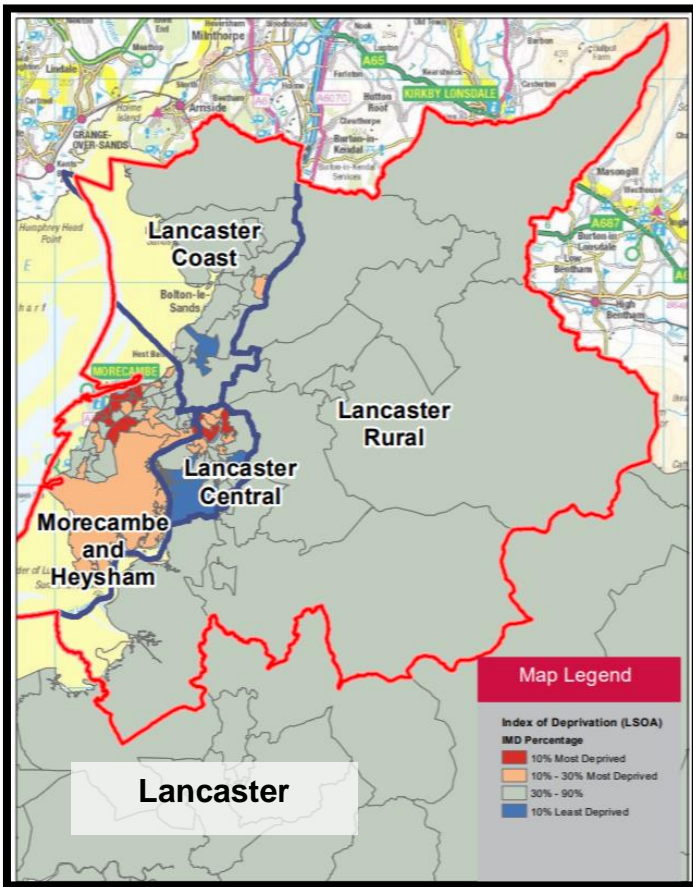
Deprivation

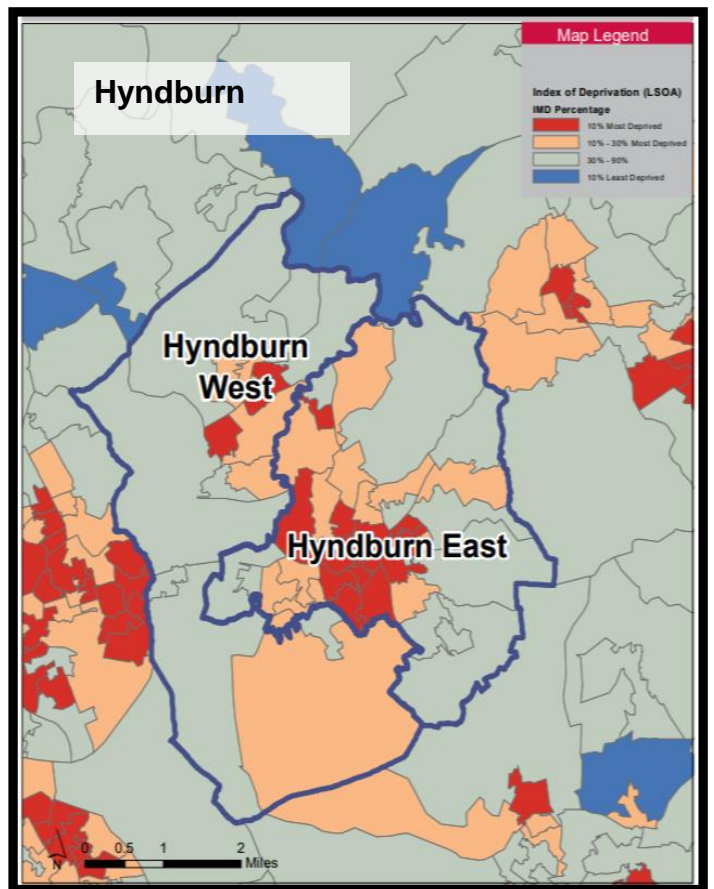
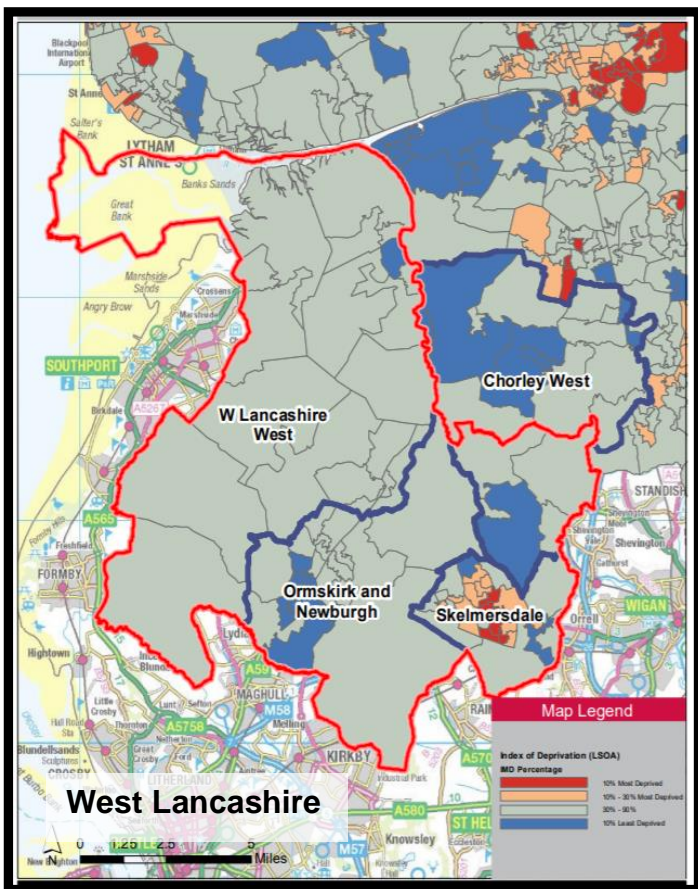
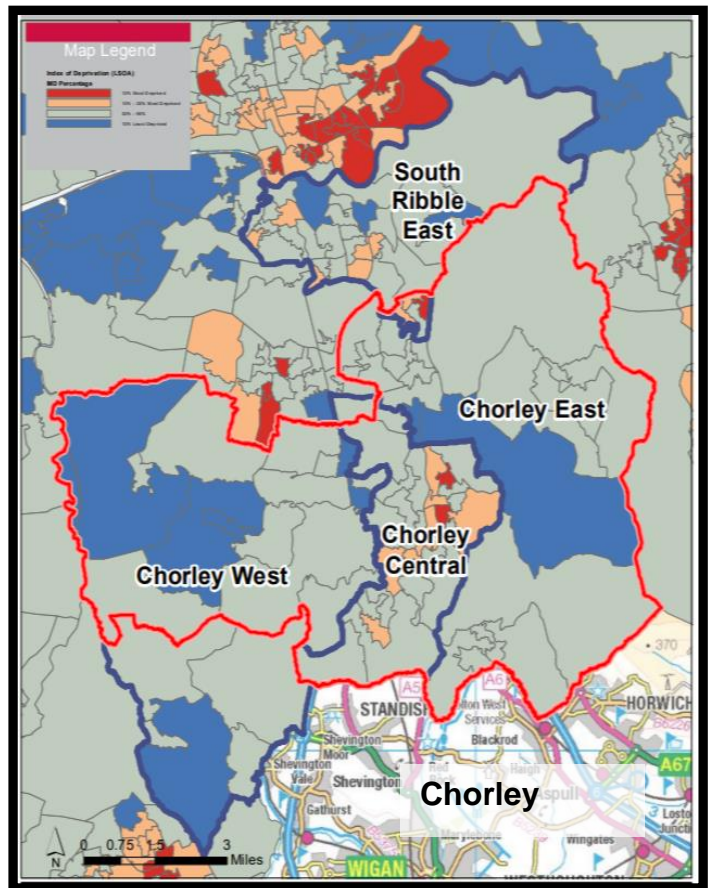
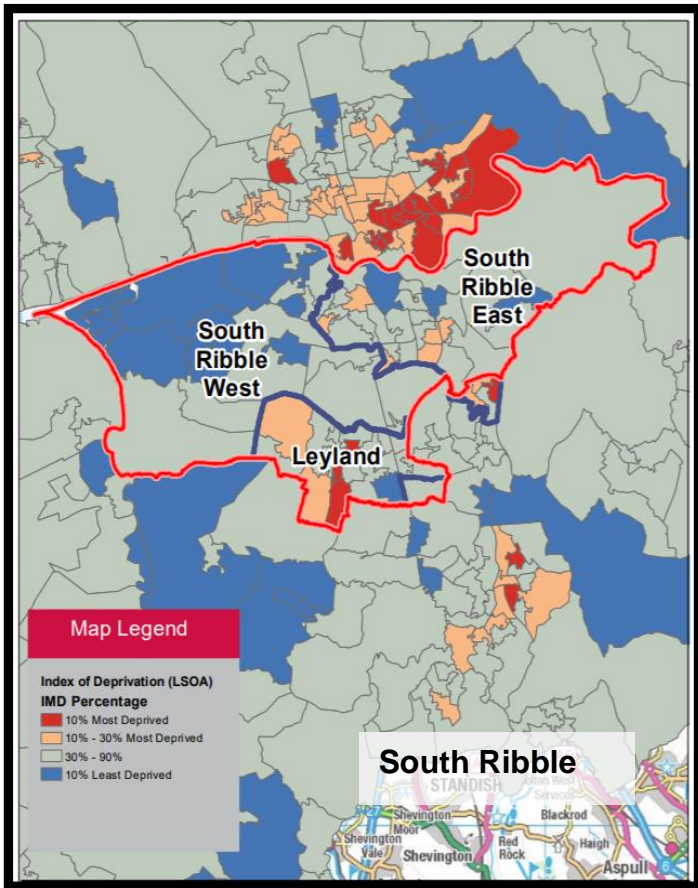
As well as some of England's most prosperous communities, Lancashire also has pockets of very severe deprivation. The 2015 Index of Multiple Deprivation indicates that Burnley falls into the 10% most deprived areas of England. The districts of Pendle and Hyndburn are within the top 20% of most deprived authority areas in the country. In contrast, Ribble Valley is in the top 20% least deprived authorities in the country.

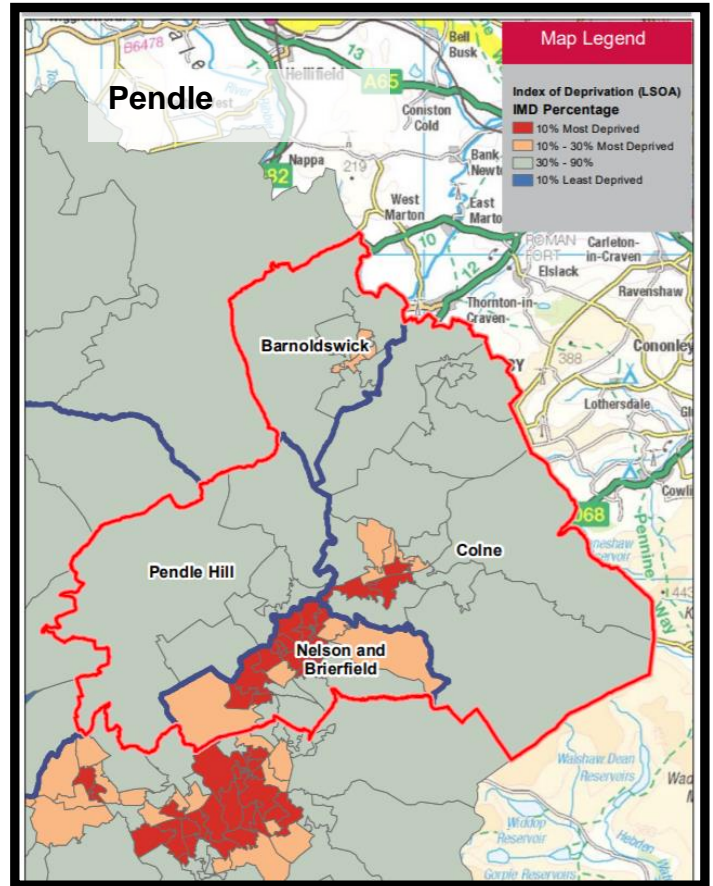
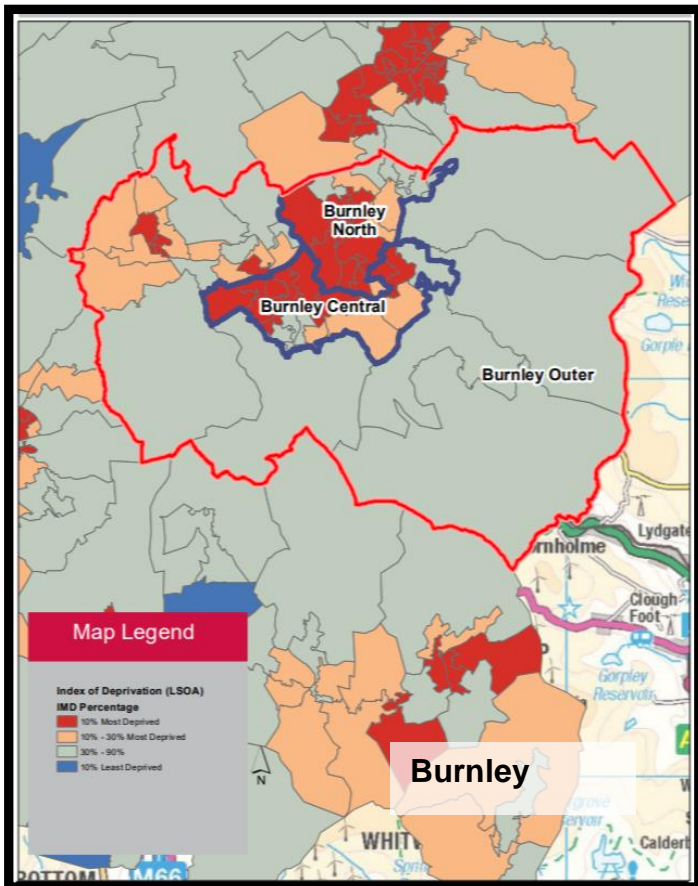
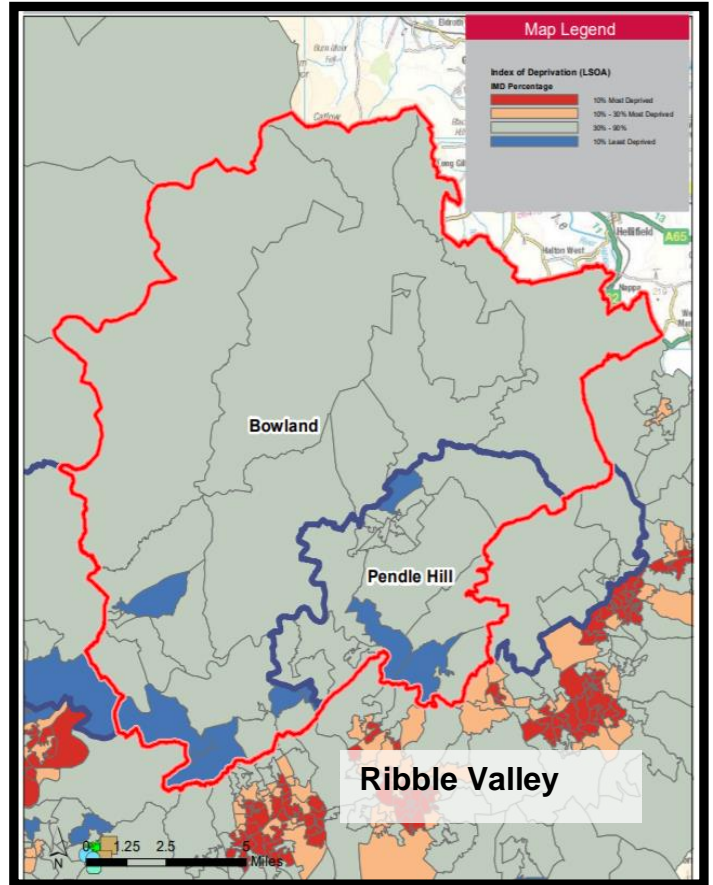
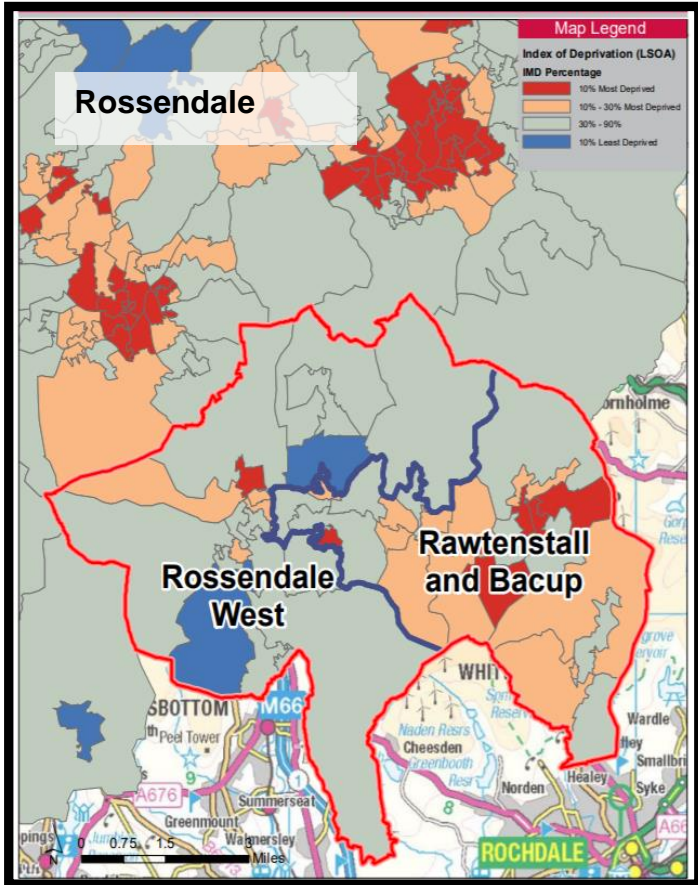
Map of Lancashire with district boundaries



Index of Multiple Deprivation Maps by District and Geographical Area







Housing Projections

Household numbers in Lancashire are projected to grow from an estimated 507,980 in 2016, to 551,312 by 2041, an increase of 8.5%. This is significantly lower than the England growth rate of 17.3%.

Within Lancashire, Chorley (+23.2%), Fylde (+15.5%) and Wyre (+11.4%) are estimated to see the largest housing increases in the area, although Ribble Valley (+12.3%) and Rossendale (+11.5%) are also projected to see percentage increases above 10.0%. Locally, only Chorley's percentage rise is estimated to be greater than the England average of 17.3%. Hyndburn (+2.0%) and Preston (+2.3%) are projected to see the lowest percentage growth in the Lancashire.

Population

In Lancashire, the percentage increase in general population over the 25 year period of 2016 - 2041 is projected to be 3.5%, with the number expected to reach 1.23 million. The estimated increases are lower than the average for the North West, and well below the expected increase for England of 12.1%.

Burnley, Hyndburn, Pendle and Preston, are predicted to see small general population decreases between 2016 and 2041. Chorley is the only Lancashire district with a projected increase higher than the North West or England average.

Births and Deaths

Births and deaths have an impact on the national and local populations. The latest births and deaths figures from the Office for National Statistics (released July 2020), show that on a basic count level Lancashire continues to register more deaths than live births in 2019. Burnley, Pendle, Hyndburn, Preston and Rossendale have recorded more live births than deaths. The table below shows live births by district.

Live births, 2020			Difference between 2019 and 2020 live births	
District	Count of live births	As a % of Lancashire	No.	%
Burnley	1,080	9.2%	-85	-7.3%
Chorley	1,072	9.2%	-20	-1.8%
Fylde	533	4.6%	-84	-13.6%
Hyndburn	922	7.9%	-108	-10.5%
Lancaster	1,281	11.0%	-52	-3.9%
Pendle	1,095	9.4%	-91	-7.7%
Preston	1,745	14.9%	1	0.1%
Ribble Valley	462	4.0%	-19	-4.0%
Rossendale	695	6.0%	-29	-4.0%
South Ribble	971	8.3%	-49	-4.8%
West Lancashire	941	8.1%	-60	-6.0%
Wyre	881	7.5%	-32	-3.5%
Lancashire	11,678	8.3%	-628	-5.1%

The tables below show population of children aged 0–11yrs, the information is broken down into geographical areas for closer analysis.

District	Geographical Area	Total Population	0-1 year olds	1 year olds	2 year olds	3&4 year olds	4-11 year olds
Lancaster	Lancaster Coast	17026	108	111	125	169	1368
	Lancaster Rural	23905	144	158	157	221	1641
	Lancaster Central	47597	491	439	448	689	3720
	Morecambe & Heysham	57510	664	676	668	1072	5554
Wyre	Thornton Cleveleys	51343	393	387	428	663	3715
	Fleetwood	27768	257	283	306	401	2518
	Wyre Rural	32980	219	271	249	394	2346
Fylde	Lytham St Annes	45469	310	293	319	487	3269
	Fylde East Broughton	35311	319	320	341	459	3059
Preston	Preston North	23345	212	230	243	337	2226
	Preston East	38420	619	615	609	987	4905
	Preston Central	37841	430	403	404	671	2836
	Preston West	29799	392	369	427	551	2897
	Bowland	6419	68	76	75	113	621
	Fylde East Broughton	7311	97	90	79	122	742
TOTAL	North Lancashire	482044	4723	4721	4878	7336	41417

District	Geographical Area	Total Population	0-1 year olds	1 year olds	2 year olds	3&4 year olds	4-11 year olds
South Ribble	Leyland	33040	325	347	371	617	3276
	South Ribble East	44486	423	445	477	715	4015
	South Ribble West	33262	287	299	300	433	2742
Chorley	Chorley East	34801	329	302	369	546	3000
	Chorley West	24101	156	155	209	238	1874
	Chorley Central	53721	621	612	661	958	5446
	South Ribble East	5593	41	61	70	78	589
West Lancashire	Skelmersdale	42556	512	516	512	791	4470
	West Lancashire West	32855	280	262	296	422	2599
	Chorley West	6711	41	44	51	114	525
	Ormskirk & Newburgh	32184	224	197	244	369	2168
TOTAL	South Lancashire	343310	3239	3240	3560	5281	30704

District	Geographical Area	Total Population	0-1 year olds	1 year olds	2 year olds	3&4 year olds	4-11 year olds
Hyndburn	Hyndburn East	57563	786	771	809	1127	6263
	Hyndburn West	23480	241	239	254	376	1981
Rossendale	Rawtenstall & Bacup	40409	464	468	474	678	4076
	Rossendale West	31073	289	325	312	494	2969
Ribble Valley	Bowland	27585	185	218	221	332	2099
	Pendle Hill	33303	251	288	308	400	2984
Burnley	Burnley Outer	32900	319	357	390	508	2973
	Burnley Central	24974	329	325	345	450	2574
	Burnley North	31046	458	451	493	679	3659
Pendle	Barnoldswick	10894	110	127	122	191	976
	Colne	29134	321	325	329	578	2635
	Nelson & Brierfield	42413	627	636	689	1020	5226
	Pendle Hill	9671	112	82	93	150	709
TOTAL	East Lancashire	394445	4492	4612	4839	6983	39124

Area	Total Population	0-1 year olds	1 year olds	2 year olds	3&4 year olds	4-11 year olds
North Lancashire	482044	4723	4721	4878	7336	41417
South Lancashire	343310	3239	3240	3560	5281	30704
East Lancashire	394445	4492	4612	4839	6983	39124
Lancashire	1219799	12454	12573	13277	19600	111245

Childcare Provision in Lancashire

Over the last year childcare providers have completed a weekly survey so we could establish settings that were open and closed during the COVID-19 pandemic. The information provided in the tables below was captured in the Spring term 2021.

District	Geographical Area	Total number of providers	Total of responses	% Total responses	Total open	% Open	Total closed	% Closed	Non responders	% Non responders
Lancaster	Lancaster Coast	25	18	72%	18	72%	0	0%	7	28%
	Lancaster Rural	37	23	62%	22	59%	1	3%	14	38%
	Lancaster Central	46	32	70%	31	67%	1	2%	14	30%
	Morecambe & Heysham	78	56	72%	54	69%	2	3%	22	28%
Wyre	Thornton Cleveleys	56	40	71%	39	70%	1	2%	16	29%
	Fleetwood	21	15	71%	15	71%	0	0%	6	28%
	Wyre Rural	47	32	68%	31	66%	1	2%	15	32%
Fylde	Lytham St Annes	40	27	68%	25	63%	2	5%	13	33%
	Fylde East Broughton	63	39	62%	36	57%	3	5%	24	38%
Preston	Preston North	36	23	64%	22	61%	1	3%	13	36%
	Preston East	49	30	61%	26	53%	4	8%	19	39%
	Preston Central	34	25	74%	24	71%	1	3%	9	26%
	Preston West	53	32	60%	30	57%	2	4%	21	40%
	Bowland	15	13	87%	13	87%	0	0%	2	13%
	Fylde East Broughton	21	15	71%	15	71%	0	0%	6	29%
TOTAL	North Lancashire	621	420	69%	401	66%	19	3%	201	31%

District	Geographical Area	Total number of providers	Total of responses	% Total responses	Total open	% Open	Total closed	% Closed	Non responders	% Non responders
South Ribble	Leyland	54	26	48%	25	46%	1	2%	28	52%
	South Ribble East	67	44	66%	41	61%	3	4%	23	34%
	South Ribble West	51	33	65%	32	63%	1	2%	18	35%
Chorley	Chorley East	47	30	64%	28	60%	2	4%	17	36%
	Chorley West	39	24	62%	23	59%	1	3%	15	38%
	Chorley Central	66	34	52%	34	52%	0	0%	32	48%
	South Ribble East	3	2	67%	2	67%	0	0%	1	33%
West Lancashire	Skelmersdale	67	41	61%	40	60%	1	1%	26	39%
	West Lancashire West	36	24	67%	24	67%	0	0%	12	33%
	Chorley West	13	10	77%	9	69%	1	8%	3	23%
	Ormskirk & Newburgh	37	27	73%	25	68%	2	5%	10	27%
TOTAL	South Lancashire	480	295	64%	283	61%	12	3%	185	36%

District	Geographical Area	Total number of providers	Total of responses	% Total responses	Total open	% Open	Total closed	% Closed	Non responders	% Non responders
Hyndburn	Hyndburn East	110	65	59%	64	58%	1	1%	45	41%
	Hyndburn West	37	25	68%	25	68%	0	0%	12	32%
Rossendale	Rawtenstall & Bacup	75	47	63%	44	59%	3	4%	28	37%
	Rossendale West	35	23	66%	23	66%	0	0%	12	34%
Ribble Valley	Bowland	42	30	71%	30	71%	0	0%	12	29%
	Pendle Hill	41	25	61%	25	61%	0	0%	16	39%
Burnley	Burnley Outer	57	35	61%	31	54%	4	7%	22	39%
	Burnley Central	25	15	60%	15	60%	0	0%	10	40%
	Burnley North	27	18	67%	18	67%	0	0%	9	33%
Pendle	Barnoldswick	6	4	67%	4	67%	0	0%	2	33%
	Colne	30	20	67%	20	67%	0	0%	10	33%
	Nelson & Brierfield	33	21	64%	21	64%	0	0%	12	36%
	Pendle Hill	11	7	64%	7	64%	0	0%	4	36%
TOTAL	East Lancashire	529	335	65%	327	63%	8	1%	194	36%

Area	Total number of providers	Total of responses	% Total responses	Total open	% Open	Total closed	% Closed	Non responders	% Non responders
North Lancashire	621	420	69%	401	66%	19	3%	201	31%
South Lancashire	480	295	64%	283	61%	12	3%	185	36%
East Lancashire	529	335	65%	327	63%	8	1%	194	36%
Lancashire	1631	1050	66%	1012	64%	39	2%	580	34%

Temporary Closure

Some providers temporarily closed during the year, the main reasons for these closures were:

- No demand from parents due to change in working hours or circumstances.
- The childcare provider was shielding or had vulnerable staff or family members.
- The provision operated out of a shared community building which may have closed.
- Providers with multiple sites chose to amalgamate, closing one site and operating for all their children at their other site.

The other factors for deciding on a temporary closure related to the viability of the business and included:

- The numbers of children in attendance
- The number of keyworker children, vulnerable children and fee-paying families.
- The running costs and overheads for the business.
- Staffing costs.

Provider Type Breakdown

Provider Type	Total	Responses	Total Response Rate
AM/PM School Club	298	139	47%
Childminder	650	401	62%
Day Nursery	364	259	71%
Holiday Scheme	26	3	12%
Nursery Units of Independent Schools	16	13	81%
Pre School Playgroup	90	70	78%
Maintained Nursery School	24	18	75%
Maintained Nursery Class	134	120	90%
Governor Led Provision (S27)	28	27	96%
TOTAL	1631	1050	66%

Movement in the Childcare Market

The tables below show the numbers of new Ofsted childcare registrations across Lancashire alongside the number of providers who have permanently closed.

Whilst there have been some permanent closures during the past 12 months, overall, we have seen 172 providers join the childcare market and 144 leave. North Lancashire saw the biggest net change.

Area	Total number of providers	New provider registrations	Closed providers	Net change	% Change
North Lancashire	621	66	40	26	4%
South Lancashire	480	42	42	0	0%
East Lancashire	529	66	62	4	1%
Lancashire	1630	174	144	30	2%

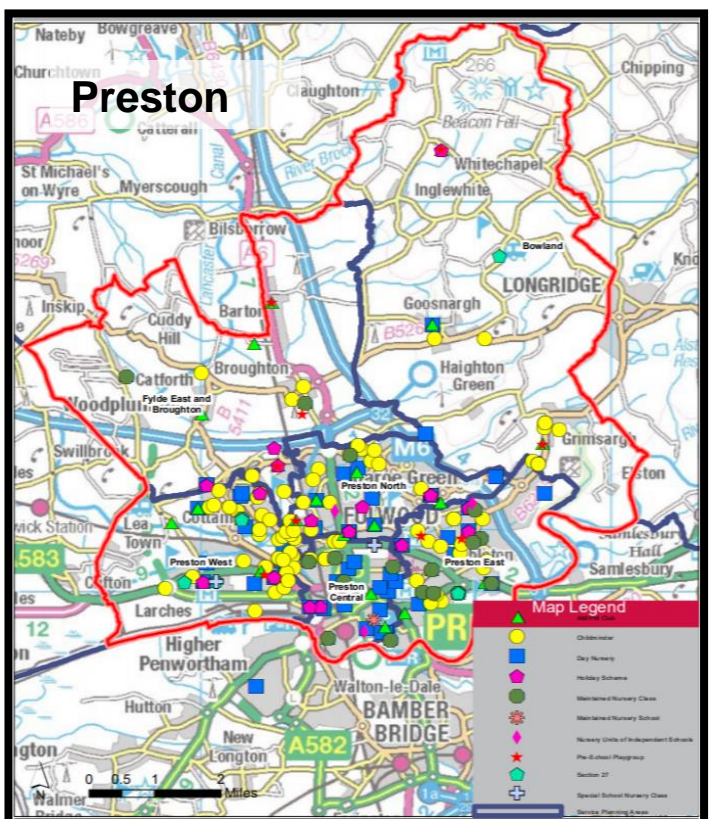
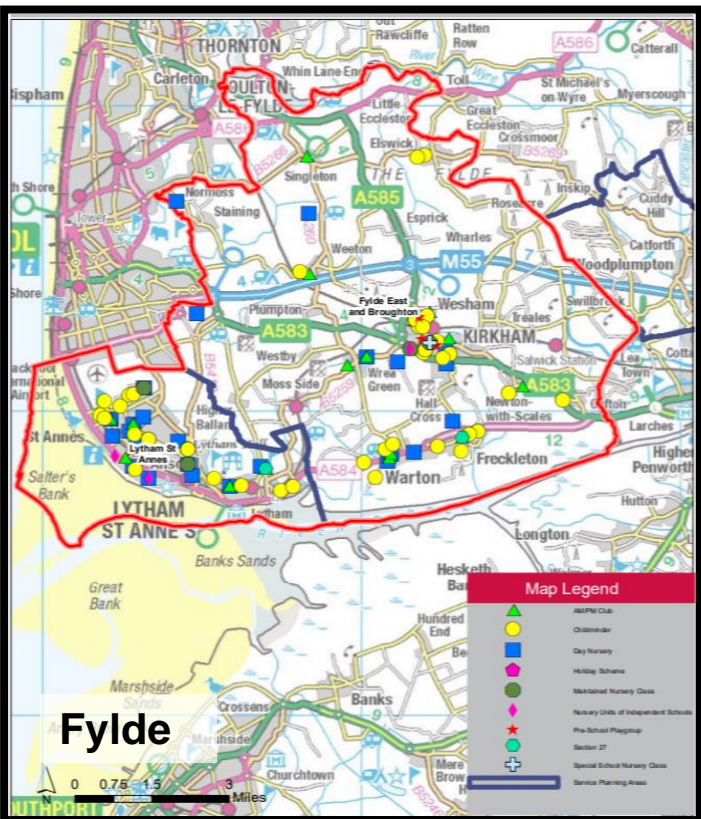
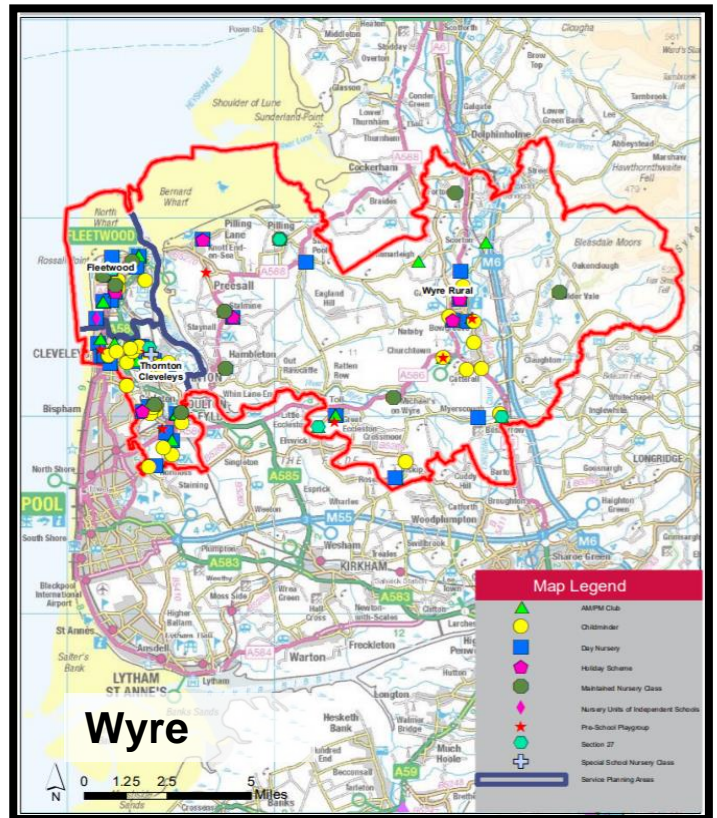
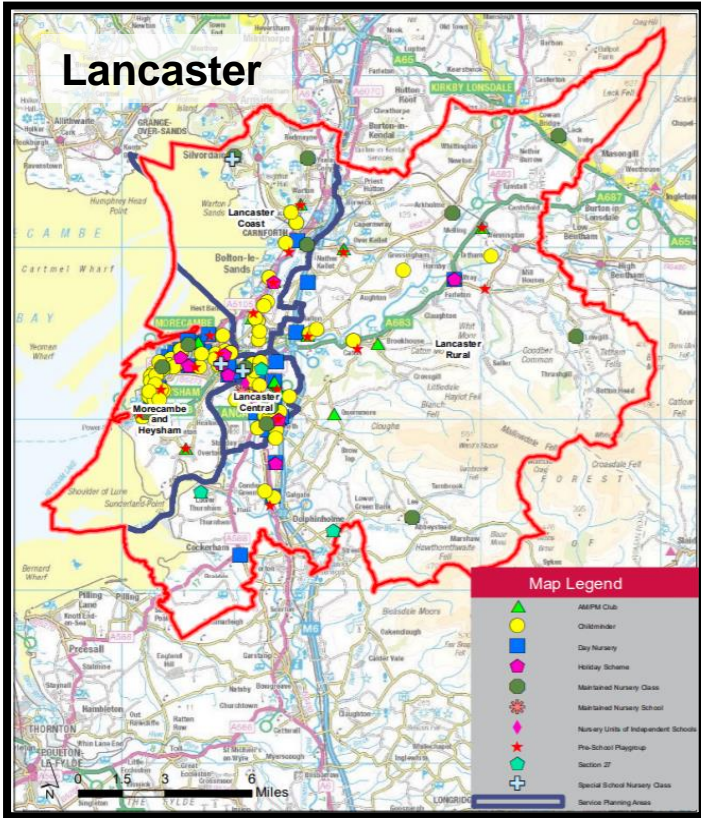
District	Geographical Area	Total number of providers	New provider registrations	Closed providers	Net change	% Change
Lancaster	Lancaster Coast	25	4	2	2	8%
	Lancaster Rural	37	6	2	4	11%
	Lancaster Central	46	4	2	2	4%
	Morecambe & Heysham	78	2	2	0	0%
Wyre	Thornton Cleveleys	56	7	6	1	2%
	Fleetwood	21	2	2	0	0%
	Wyre Rural	47	11	4	7	15%
Fylde	Lytham St Annes	40	3	3	0	0%
	Fylde East Broughton	63	8	4	4	6%
Preston	Preston North	36	3	3	0	0%
	Preston East	49	5	2	3	6%
	Preston Central	34	5	3	2	6%
	Preston West	53	3	4	-1	-2%
	Bowland	15	1	1	0	0%
	Fylde East Broughton	21	2	0	2	10%
North Lancashire		621	66	40	26	4%

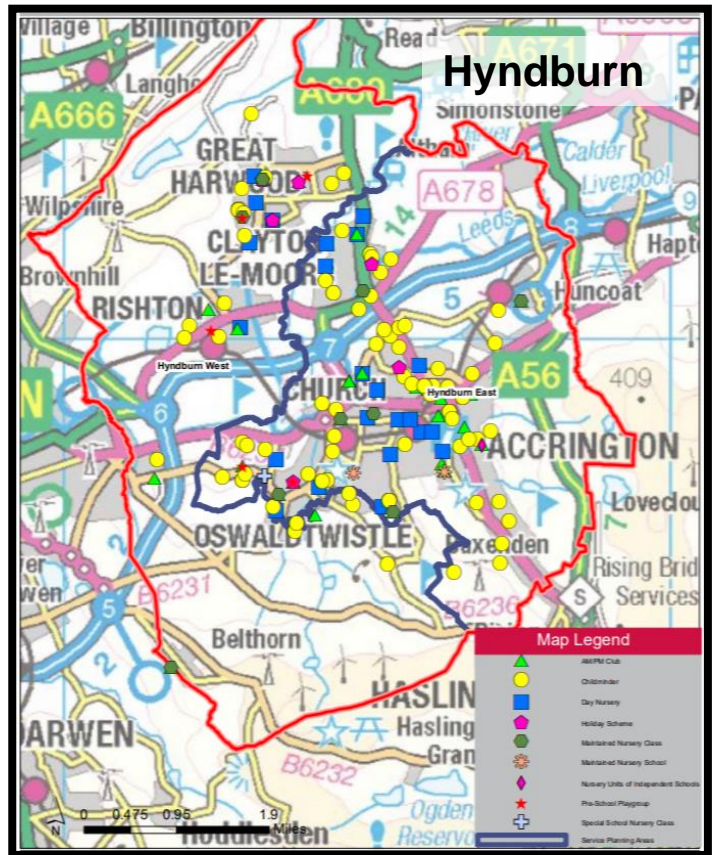
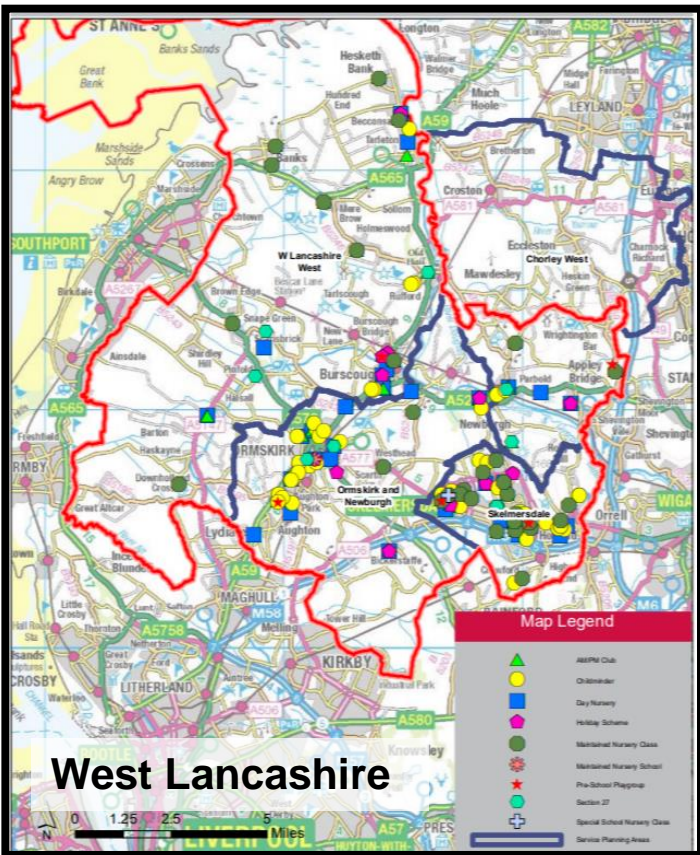
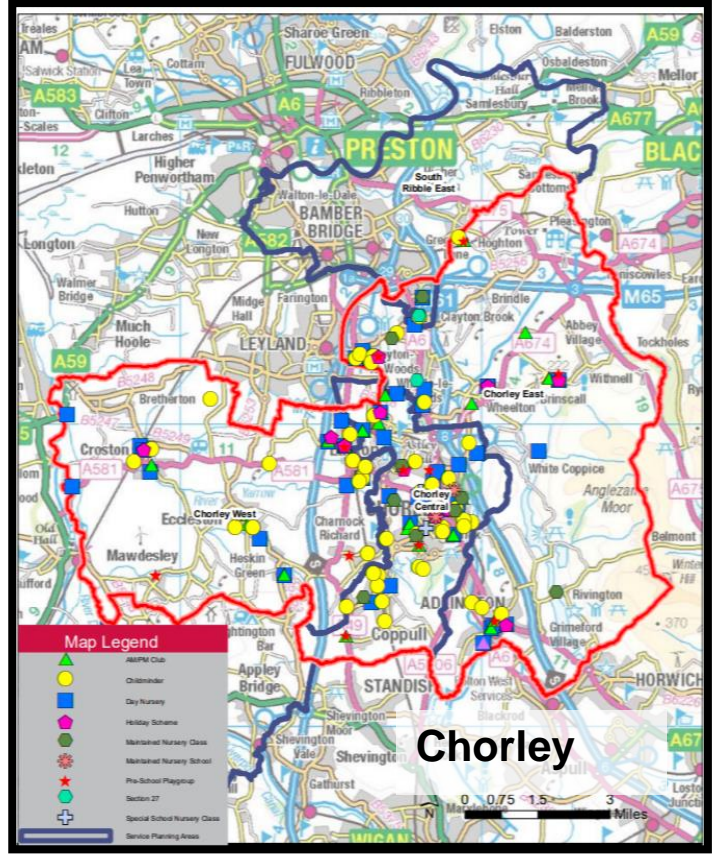
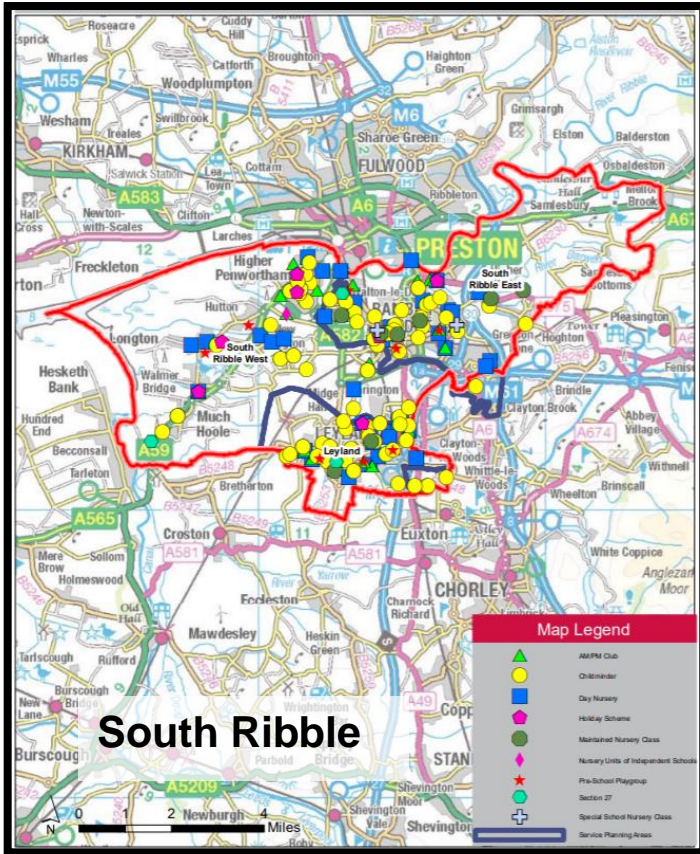
District	Geographical Area	Total number of providers	New provider registrations	Closed providers	Net change	% Change
South Ribble	Leyland	54	6	5	1	2%
	South Ribble East	67	6	8	-2	-3%
	South Ribble West	51	7	4	3	6%
Chorley	Chorley East	47	5	4	1	2%
	Chorley West	39	7	2	5	13%
	Chorley Central	66	4	3	1	2%
	South Ribble East	3	0	0	0	0%
West Lancashire	Skelmersdale	67	1	8	-7	-10%
	West Lancashire West	36	4	7	-3	-8%
	Chorley West	13	0	0	0	0%
	Ormskirk & Newburgh	37	2	1	1	3%
South Lancashire		480	42	42	0	0%

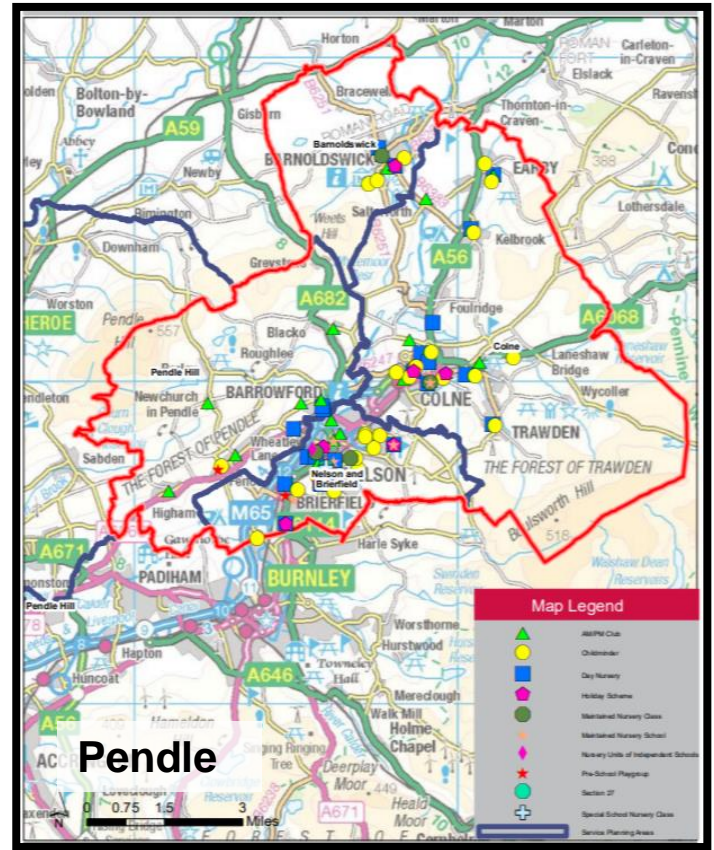
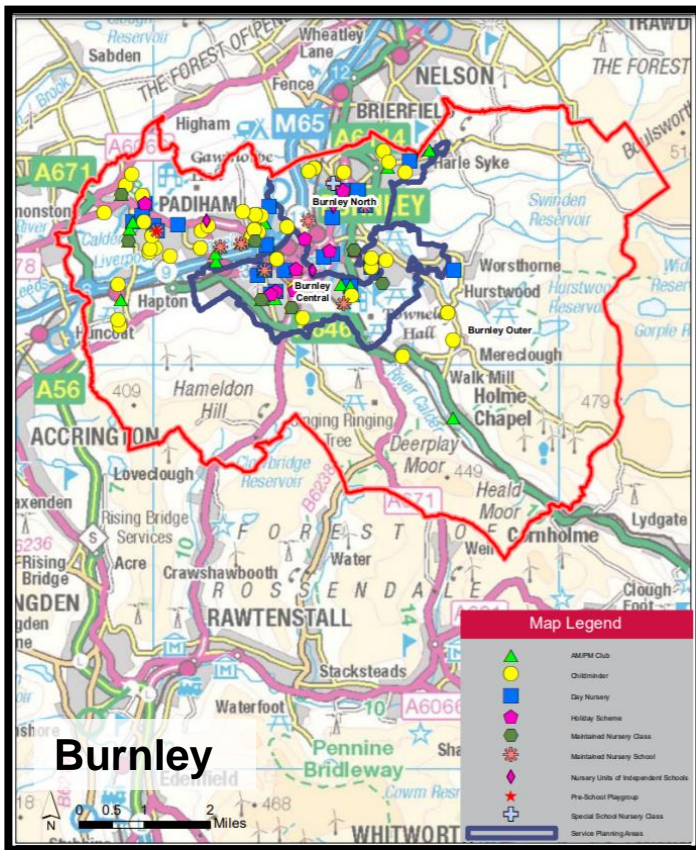
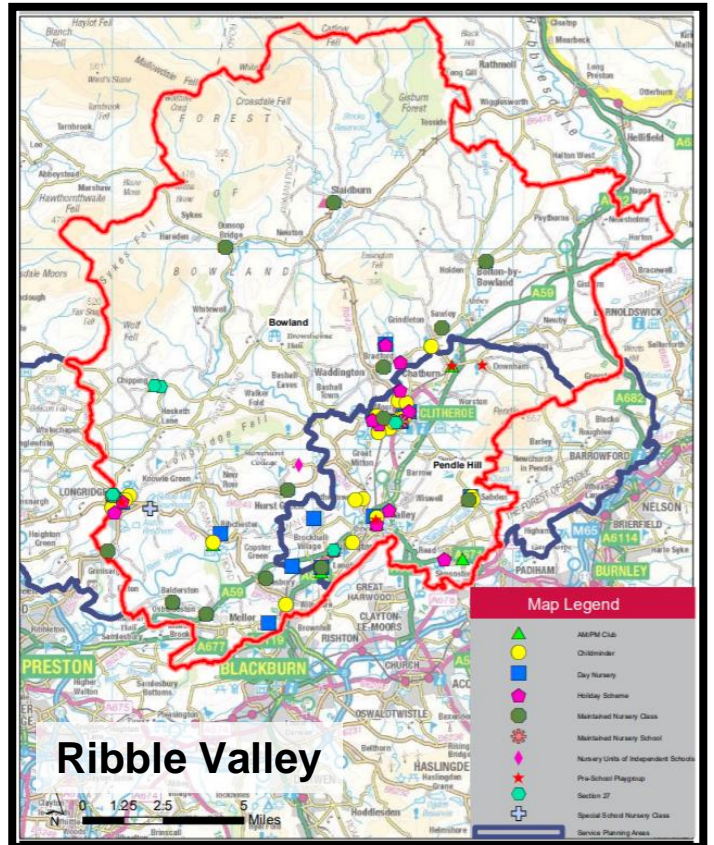
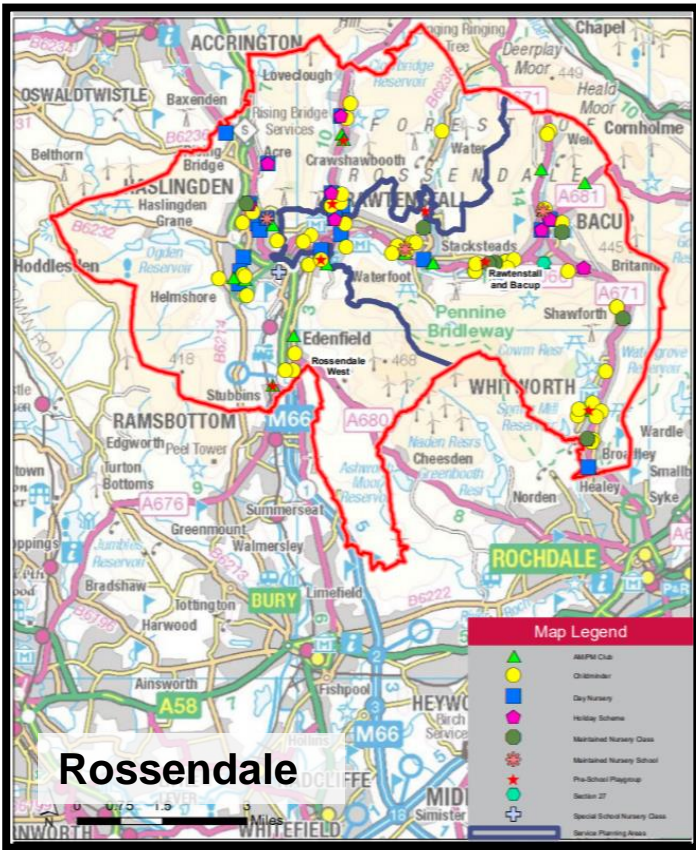
District	Geographical Area	Total number of providers	New provider registrations	Closed providers	Net change	% Change
Hyndburn	Hyndburn East	110	13	7	6	5%
	Hyndburn West	37	2	2	0	0%
Rossendale	Rawtenstall & Bacup	75	9	8	1	1%
	Rossendale West	35	3	5	-2	-6%
Ribble Valley	Bowland	42	3	5	-2	-5%
	Pendle Hill	41	8	10	-2	-5%
Burnley	Burnley Outer	57	5	9	-4	-7%
	Burnley Central	25	1	1	0	0%
	Burnley North	27	1	2	-1	-4%
Pendle	Barnoldswick	6	3	0	3	50%
	Colne	30	5	7	-2	-7%
	Nelson & Brierfield	33	6	6	0	0%
	Pendle Hill	11	7	0	7	64%
East Lancashire		529	66	62	4	1%

Childcare Providers by District

The maps below show the location and types of childcare provision available across the districts and geographical areas.







Childcare Places 0-4 Year Olds

The weekly survey has provided a wealth of information that has enabled us to analyse the sufficiency of childcare places at a district and more localised geographical level. With full national lockdowns, local lockdowns and tiers the impact to the childcare market has been vast. To understand the demand for childcare places during the past year and moving forward is a challenge as families are facing very different scenarios with their childcare needs.

The 12 tables below look at three options to allow us to support each area dependent upon potential demand and the supply of places. **Option 1** is prior to COVID-19 and this shows we had sufficient places across all districts in Lancashire. **Option 2** and **Option 3** are hypothetical scenarios assuming 75% and 50% potential demand and includes the number of places providers are working to during COVID-19.

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/ deficit places
Lancaster	Lancaster Coast	287	542	47%	215	422	49%	143	422	66%
	Lancaster Rural	359	1039	65%	269	763	65%	180	763	76%
	Morecambe & Heysham	1882	2810	33%	1412	2488	43%	941	2488	62%
	Lancaster Central	1220	1871	35%	915	1408	35%	610	1408	57%
District Total		3748	6262	40%	2811	5081	45%	1874	5081	63%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/ deficit places
Wyre	Thornton Cleveleys	1083	2448	56%	812	1892	57%	541	1892	71%
	Fleetwood	804	1274	37%	603	1014	41%	402	1014	60%
	Wyre Rural	646	1188	46%	484	1070	55%	323	1070	70%
District Total		2533	4910	48%	1900	3976	52%	1266	3976	68%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/ deficit places
Fylde	Lytham St Annes	825	1570	47%	619	1616	62%	413	1616	74%
	Fylde East & Broughton	817	1733	53%	613	1232	50%	408	1232	67%
District Total		1642	3303	50%	1232	2848	57%	821	2848	71%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/ deficit places
Preston	Preston North	559	1698	67%	420	1574	73%	280	1574	82%
	Preston East	1795	2114	15%	1347	1774	24%	898	1774	49%
	Preston Central	1192	1774	33%	894	1264	29%	596	1264	53%
	Preston West	1004	1643	39%	753	1240	39%	502	1240	60%
	Bowland	178	300	41%	134	238	44%	89	238	63%
	Fylde & East Broughton	203	834	76%	152	926	84%	102	926	89%
District Total		4932	8363	41%	3699	7016	47%	2466	7016	65%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/ deficit places
	Leyland	1020	1642	38%	765	1538	50%	510	1538	67%
South Ribble	South Ribble East	1194	2644	55%	895	2690	67%	597	2690	78%
	South Ribble West	728	1755	59%	546	1622	66%	364	1622	78%
District Total		2941	6041	51%	2206	5850	62%	1471	5850	75%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/ deficit places
Chorley	Chorley East	871	1926	55%	653	1460	55%	435	1460	70%
	Chorley West	412	1532	73%	309	1042	70%	206	1042	80%
	Chorley Central	1674	2744	39%	1255	2518	50%	837	2518	67%
	South Ribble East	147	210	30%	110	154	28%	74	154	52%
District Total		3104	6412	52%	2328	5174	55%	1552	5174	70%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/ deficit places
West Lancashire	Skelmersdale	1433	2106	32%	1074	1894	43%	716	1894	62%
	West Lancashire West	722	1486	51%	541	892	39%	361	892	60%
	Chorley West	154	370	59%	115	358	68%	77	358	79%
	Ormskirk & Newburgh	596	1420	58%	447	1164	62%	298	1164	74%
District Total		2904	5382	46%	2178	4308	49%	1452	4308	66%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/ deficit places
Hyndburn	Hyndburn East	2131	3260	35%	1598	3300	52%	1066	3300	68%
	Hyndburn West	674	965	30%	505	817	38%	337	817	59%
District Total		2805	4225	34%	2104	4117	49%	1402	4117	66%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/ deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/ deficit places
Rossendale	Rawtenstall & Bacup	1252	2086	40%	939	2064	55%	626	2064	70%
	Rossendale West	828	1448	43%	621	1304	52%	414	1304	68%
District Total		2080	3534	41%	1560	3368	54%	1040	3368	69%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/deficit places
Ribble Valley	Bowland	536	949	44%	402	854	53%	268	854	69%
	Pendle Hill	674	2098	68%	505	1836	72%	337	1836	82%
District Total		1210	3047	60%	907	2690	66%	605	2690	78%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/deficit places
Burnley	Burnley Outer	943	1956	52%	707	1432	51%	471	1432	67%
	Burnley Central	905	1527	41%	679	1392	51%	452	1392	68%
	Burnley North	1294	1426	9%	971	1054	8%	647	1054	39%
District Total		3142	4909	36%	2356	3878	39%	1571	3878	59%

Area		Option 1			Option 2			Option 3		
District	Geographical Area	Population requiring childcare 0-4 year olds normal demand	Working to places prior to COVID-19 year	% of Surplus/deficit places	Population requiring childcare 0-4 year olds 75% demand	Working to places COVID-19 year	% of Surplus/deficit places	Population requiring childcare 0-4 year olds 50% demand	Working to places COVID-19 year	% of Surplus/deficit places
Pendle	Barnoldswick	324	384	16%	243	362	33%	162	362	55%
	Colne	950	1330	29%	712	1060	33%	475	1060	55%
	Nelson & Brierfield	1869	2136	13%	1402	2110	34%	934	2110	56%
	Pendle Hill	243	476	49%	182	436	58%	122	436	72%
District Total		3385	4326	22%	2539	3968	36%	1693	3968	57%

Summary of Childcare Places 0-4 Year Olds

From the data available we have sufficient childcare available in all geographical areas. This information is a snapshot in time and should be seen as a guide to current places available. We closely monitor the childcare market as any localised closures will have an impact on parental choice and provider type availability. We will continue to monitor the demand for childcare places across the county. If demand is identified as remaining low in geographical areas, we could see providers with potential sustainability issues.

Childcare Places 4 -11 Year Olds

Childcare for children of school age is more complex to report on due to the different requirements for Ofsted registration. Some schools in Lancashire operate childcare, this type of provision is exempt from Ofsted registration as they are inspected as part of the school inspection.

Across the county we have 298 Out of School Clubs and have sufficient childcare places for school age children across all geographical areas of Lancashire. However, during the COVID-19 pandemic demand for places has been low. Although childcare settings were allowed to open in order to provide care for vulnerable children and the children of key workers, in practice this was not possible for many of our wraparound childcare settings. This meant a large number of our clubs closed or offered a reduced or a limited service.

In preparation for schools and childcare re opening in June 2020, there was a period of uncertainty for the out of school childcare sector. This was due to a lack of clarity about how bubbles could be managed safely alongside schools. Providers were able to access support and guidance from the Early Years Quality Team to ensure robust risk assessments were put in place.

Based on the responses to our weekly survey over a quarter of Out of School Clubs were open. When schools opened again to all children in the Autumn term, 39% of clubs were showing as open, by Spring term 2021 over half of clubs are now open. We anticipate more clubs are open but have not responded to the survey.

Lockdowns and restrictions throughout the year have resulted in parental demand for before, after school and holiday childcare to decrease. Sustainability has been a concern for many providers, who have been concerned about cash flow. Some providers have had to alter staff hours, some staff have remained furloughed, and in some cases, providers have made staff redundant.

To summarise, whilst we have sufficient places for 4-11 year olds, we will continue to monitor the market closely. It is unclear at this stage how demand for 4-11 year old places will level out and if they will return to levels seen prior to COVID-19. Some parents working patterns have changed and others are now working more flexibly or still working from home which may mean they no longer require the childcare places.

Changes in Demand for Childcare

In November we asked childcare providers about the impact of COVID-19 on demand for childcare places. 50% said demand was lower than the same point in Autumn term 2019. 6% said it had increased and 44% said it was the same as Autumn term 2019. Childcare providers were asked again in Spring term when the country was in full lockdown, and again when lockdown started to ease at the start of the Summer term to see if this had an impact on the demand for childcare places.

The tables below show occupancy levels reported by childcare providers across Lancashire.

District	Geographical Area	Autumn Term 2020			Spring Term 2021 (lock down)			Summer Term 2021 (as restriction start to lift)		
		Lower occupancy	Normal occupancy	Higher than last year	Lower occupancy	Normal occupancy	Higher than last year	Lower occupancy	Normal occupancy	Higher than last year
Lancaster	Lancaster Coast	55%	45%	0%	54%	46%	5%	10%	80%	10%
	Lancaster Rural	43%	50%	7%	50%	36%	14%	42%	33%	25%
	Lancaster Central	54%	27%	19%	65%	26%	9%	26%	58%	16%
	Morecambe & Heysham	62%	33%	5%	73%	27%	0%	54%	35%	11%
Wyre	Thornton Cleveleys	57%	36%	7%	82%	0%	18%	59%	26%	15%
	Fleetwood	50%	50%	0%	56%	38%	6%	44%	23%	33%
	Wyre Rural	44%	56%	0%	58%	38%	4%	23%	54%	23%
Fylde	Lytham St Annes	63%	33%	4%	64%	27%	9%	43%	52%	5%
	Fylde East Broughton	37%	63%	0%	57%	43%	0%	38%	52%	5%
Preston	Preston North	40%	60%	0%	69%	31%	0%	33%	54%	13%
	Preston East	35%	53%	12%	53%	40%	7%	40%	60%	0%
	Preston Central	73%	27%	0%	73%	20%	7%	50%	42%	8%
	Preston West	46%	54%	0%	43%	53%	4%	36%	46%	18%
	Bowland	23%	69%	8%	77%	15%	8%	9%	82%	9%
	Fylde East Broughton	44%	34%	22%	36%	64%	0%	20%	70%	10%
TOTAL	North Lancashire	48%	46%	6%	60%	34%	6%	35%	52%	13%

District	Geographical Area	Autumn Term 2020			Spring Term 2021 (lock down)			Summer Term 2021 (as restriction start to lift)		
		Lower occupancy	Normal occupancy	Higher than last year	Lower occupancy	Normal occupancy	Higher than last year	Lower occupancy	Normal occupancy	Higher than last year
South Ribble	Leyland	55%	32%	13%	56%	40%	4%	48%	35%	17%
	South Ribble East	48%	49%	3%	58%	35%	7%	40%	48%	12%
	South Ribble West	62%	34%	4%	70%	30%	0%	46%	42%	12%
Chorley	Chorley East	54%	38%	8%	67%	33%	0%	69%	25%	6%
	Chorley West	45%	45%	10%	48%	43%	9%	33%	47%	20%
	Chorley Central	64%	32%	4%	60%	40%	0%	35%	60%	5%
	South Ribble East	0%	100%	0%	0%	100%	0%	0%	100%	0%
West Lancashire	Skelmersdale	63%	37%	0%	69%	25%	6%	67%	20%	13%
	West Lancashire West	57%	43%	0%	37%	63%	0%	22%	78%	0%
	Chorley West	0%	75%	25%	100%	0%	0%	0%	75%	25%
	Ormskirk & Newburgh	87%	13%	0%	70%	25%	5%	25%	63%	12%
TOTAL	South Lancashire	49%	45%	6%	58%	39%	3%	35%	54%	11%

District	Geographical Area	Autumn Term 2020			Spring Term 2021 (lock down)			Summer Term 2021 (as restriction start to lift)		
		Lower occupancy	Normal occupancy	Higher than last year	Lower occupancy	Normal occupancy	Higher than last year	Lower occupancy	Normal occupancy	Higher than last year
Hyndburn	Hyndburn East	57%	38%	5%	74%	23%	3%	45%	47%	8%
	Hyndburn West	33%	67%	0%	50%	50%	0%	50%	50%	0%
Rossendale	Rawtenstall & Bacup	55%	42%	3%	57%	40%	3%	45%	49%	6%
	Rossendale West	58%	42%	0%	72%	24%	4%	33%	51%	16%
Ribble Valley	Bowland	50%	38%	12%	58%	42%	0%	29%	43%	28%
	Pendle Hill	57%	29%	14%	76%	19%	5%	36%	57%	7%
Burnley	Burnley Outer	58%	34%	8%	62%	38%	0%	44%	56%	0%
	Burnley Central	56%	33%	11%	67%	33%	0%	20%	80%	0%
	Burnley North	43%	57%	0%	73%	27%	0%	20%	60%	20%
Pendle	Barnoldswick	50%	50%	0%	50%	50%	0%	0%	100%	0%
	Colne	53%	41%	6%	59%	29%	12%	40%	33%	27%
	Nelson & Brierfield	84%	8%	8%	77%	23%	0%	56%	36%	9%
	Pendle Hill	33%	67%	0%	33%	34%	33%	25%	50%	25%
TOTAL	East Lancashire	53%	42%	5%	62%	33%	5%	34%	55%	11%

Summary of the changes in demand for childcare

While demand was low in Autumn and Spring term (lockdown) as restrictions started to lift providers have indicated that the demand is starting to show signs of returning to pre COVID-19 levels.

Early Education Funding

3 and 4 year olds Early Education Funding – Universal Entitlement (EEF3&4)

Every 3 and 4 year old is eligible for 15 hours funded childcare the term after their third birthday until they start school. Parents can choose to access this provision flexibly and use more than one provider to meet their childcare needs. The funding is available for 15 hours per week for 38 weeks per year. Some parents may choose more flexibility and use less hours per week, over more than 38 weeks of the year, a total of 570 hours is available.

30 hours Extended Entitlement

September 2017 saw the introduction of the extended entitlement 30 hours childcare for 3 and 4 year olds. This funding is targeted at working families who can access a total of 1,140 hours per year either 30 hours a week for 38 weeks of the year, or it can also be used more flexibly over the year and with one or more childcare providers.

2 year old Early Education Funding (EEF2)

Some 2 year old children are eligible to access up to 15 hours of Early Education Funding (EEF2). A child is eligible to access a place the term after their 2nd birthday, 570 hours are available, either 15 hours for 38 weeks per year or parents may choose more flexibility and use the funding throughout the year.

Eligibility to access a 2 year old funded place requires one of the following benefits:

- Income Support
- Income based job seekers allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit
- Tax Credit and an annual income under (£16,190)
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The working tax credit 4 week run on (the payment you get when you stop qualifying for Working Tax Credit)

Other ways a family may be eligible are

Children looked after by the council; Children who have left care under a special guardianship order, child arrangement order or adoption order, children who get disability living allowance, children who have a current education health care plan (EHC), children in need, children with a child protection plan, children of Gypsy Roma Heritage living in Lancashire, children of serving armed forces personnel residing in Lancashire and children who meet the criteria for Portage.

For more information about the criteria for 30 hours and 2 year olds funding please visit:

<https://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-for-childcare/funded-childcare-for-2-year-olds>

Early Education Funding (EEF) Take Up for 2 Year Olds

District	Geographical Area	Summer term 2020			Autumn Term 2020			Spring Term 2021		
		Eligible Population	No of children	% take up	Eligible Population	No of children	% take up	Eligible population	No of children	% take up
Lancaster	Lancaster Coast	19	12	63%	24	17	71%	24	18	75%
	Lancaster Rural	17	14	82%	15	11	73%	13	12	92%
	Lancaster Central	123	107	87%	120	116	97%	155	132	85%
	Morecambe & Heysham	269	213	79%	299	207	69%	266	198	74%
District Total		428	345	81%	458	351	77%	458	360	79%
Wyre	Thornton Cleveleys	128	92	72%	108	79	73%	92	62	67%
	Fleetwood	164	117	71%	179	140	78%	170	135	79%
	Wyre Rural	62	44	71%	57	39	68%	52	34	65%
District Total		354	253	71%	344	258	75%	313	230	73%
Fylde	Lytham St Annes	88	51	58%	83	49	59%	88	46	52%
	Fylde East Broughton	100	75	75%	72	58	81%	89	64	72%
District Total		188	126	67%	155	107	69%	176	109	62%
Preston	Preston North	40	31	78%	46	32	70%	37	21	57%
	Preston East	305	184	60%	296	189	64%	305	182	60%
	Preston Central	201	114	57%	216	123	57%	183	114	62%
	Preston West	122	93	76%	143	100	70%	123	93	76%
	Bowland	6	6	100%	4	2	50%	5	5	100%
	Fylde East Broughton	13	8	62%	10	8	80%	9	3	33%
District Total		687	436	63%	715	454	63%	661	417	63%
TOTAL	North Lancashire	1657	1160	71%	1672	1170	71%	1608	1116	70%

District	Geographical Area	Summer term 2020			Autumn Term 2020			Spring Term 2021		
		Eligible Population	No of children	% take up	Eligible Population	No of children	% take up	Eligible population	No of children	% take up
South Ribble	Leyland	104	75	72%	121	89	74%	121	86	71%
	South Ribble East	115	77	67%	133	92	69%	112	86	77%
	South Ribble West	38	27	71%	42	36	86%	54	33	61%
District Total		257	179	70%	296	217	73%	287	204	71%
Chorley	Chorley East	41	35	85%	47	37	79%	53	41	77%
	Chorley West	27	17	63%	36	17	47%	29	21	72%
	Chorley Central	185	126	68%	174	136	78%	200	134	67%
	South Ribble East	25	21	84%	18	17	94%	22	18	82%
District Total		278	199	72%	275	207	75%	304	214	70%
West Lancashire	Skelmersdale	251	187	75%	231	161	70%	220	152	69%
	West Lancashire West	58	27	47%	69	30	43%	69	33	48%
	Chorley West	1	3	300%	3	2	67%	4	2	50%
	Ormskirk & Newburgh	41	21	51%	42	28	67%	47	30	64%
District Total		351	238	68%	345	221	64%	340	213	63%
TOTAL	South Lancashire	886	616	70%	916	645	71%	931	631	68%

District	Geographical Area	Summer term 2020			Autumn Term 2020			Spring Term 2021		
		Eligible Population	No of children	% take up	Eligible Population	No of children	% take up	Eligible population	No of children	% take up
Hyndburn	Hyndburn East	388	243	63%	357	228	64%	350	205	59%
	Hyndburn West	109	67	61%	88	58	66%	97	68	70%
District Total		497	309	62%	445	286	64%	447	273	61%
Rossendale	Rawtenstall & Bacup	179	114	64%	199	131	66%	186	114	61%
	Rossendale West	71	49	69%	87	67	77%	84	56	67%
District Total		250	163	65%	286	198	69%	271	170	63%
Ribble Valley	Bowland	35	21	60%	36	21	58%	34	20	59%
	Pendle Hill	56	50	89%	56	47	84%	42	31	74%
District Total		91	71	78%	92	68	74%	76	50	66%
Burnley	Burnley Outer	151	112	74%	147	120	82%	140	120	86%
	Burnley Central	165	122	74%	154	124	81%	180	124	69%
	Burnley North	268	166	62%	243	145	60%	227	134	59%
District Total		584	398	68%	544	389	72%	547	378	69%
Pendle	Barnoldswick	38	22	58%	32	21	66%	35	24	69%
	Colne	117	73	62%	109	83	76%	106	81	76%
	Nelson & Brierfield	344	184	53%	330	192	58%	312	158	51%
	Pendle Hill	7	7	100%	17	10	59%	14	13	93%
District Total		506	286	57%	488	306	63%	467	276	59%
TOTAL	East Lancashire	1928	1227	75%	1855	1247	68%	1808	1147	64%

Area	Summer term 2020			Autumn Term 2020			Spring Term 2021		
	Eligible Population	No of children	% take up	Eligible Population	No of children	% take up	Eligible population	No of children	% take up
North Lancashire	1657	1160	71%	1672	1170	71%	1608	1116	70%
South Lancashire	886	616	70%	916	645	71%	931	631	68%
East Lancashire	1928	1227	75%	1855	1247	68%	1808	1147	64%
Lancashire	4471	3003	72%	4443	3062	70%	4347	2894	67%

Early Education Funding (EEF) Take Up for 3&4 Year Olds

*The data in the EEF 3&4 year old tables excludes those children aged 4 who are in reception.

District	Geographical Area	Autumn Term 2020			Spring Term 2021		
		Eligible Population	No of children	% take up	Eligible population	No of children	% take up
Lancaster	Lancaster Coast	113	108	96%	169	162	96%
	Lancaster Rural	172	144	84%	221	189	86%
	Lancaster Central	531	427	80%	689	557	81%
	Morecambe & Heysham	849	619	73%	1072	820	76%
District Total		1665	1298	78%	2151	1728	80%
Wyre	Thornton Cleveleys	516	418	81%	663	528	80%
	Fleetwood	300	310	103%	401	384	96%
	Wyre Rural	278	235	85%	394	350	89%
District Total		1094	963	88%	1458	1231	84%
Fylde	Lytham St Annes	386	307	80%	487	399	82%
	Fylde East Broughton	353	323	92%	459	444	97%
District Total		739	630	85%	946	843	89%
Preston	Preston North	231	257	111%	337	340	101%
	Preston East	751	584	78%	987	749	76%
	Preston Central	517	367	71%	671	433	65%
	Preston West	417	375	90%	551	486	88%
	Bowland	88	93	106%	113	115	102%
	Fylde East Broughton	82	98	120%	122	136	111%
District Total		2086	1774	85%	2781	2259	81%
TOTAL	North Lancashire	5584	4665	84%	7336	6061	83%

District	Geographical Area	Autumn Term 2020			Spring Term 2021		
		Eligible Population	No of children	% take up	Eligible population	No of children	% take up
South Ribble	Leyland	467	370	79%	617	468	76%
	South Ribble East	568	471	83%	715	609	85%
	South Ribble West	305	309	101%	433	422	97%
District Total		1340	1150	86%	1765	1499	85%
Chorley	Chorley East	394	331	84%	546	448	82%
	Chorley West	166	227	137%	238	297	125%
	Chorley Central	726	614	85%	958	803	84%
	South Ribble East	59	70	119%	78	99	127%
District Total		1345	1242	92%	1820	1647	90%
West Lancashire	Skelmersdale	620	491	79%	791	662	84%
	West Lancashire West	322	274	85%	422	350	83%
	Chorley West	88	40	45%	114	53	46%
	Ormskirk & Newburgh	281	231	82%	369	290	79%
District Total		1311	1036	79%	1696	1355	80%
TOTAL	South Lancashire	3996	3428	86%	5281	4501	85%

District	Geographical Area	Autumn Term 2020			Spring Term 2021		
		Eligible Population	No of children	% take up	Eligible population	No of children	% take up
Hyndburn	Hyndburn East	834	730	88%	1127	941	83%
	Hyndburn West	283	219	77%	376	280	74%
District Total		1117	949	85%	1503	1221	81%
Rossendale	Rawtenstall & Bacup	502	438	87%	678	585	86%
	Rossendale West	393	291	74%	494	377	76%
District Total		895	729	81%	1172	962	82%
Ribble Valley	Bowland	263	215	82%	332	290	87%
	Pendle Hill	303	297	98%	400	402	101%
District Total		566	512	90%	732	692	95%
Burnley	Burnley Outer	366	387	106%	508	496	98%
	Burnley Central	324	309	95%	450	396	88%
	Burnley North	468	445	95%	679	590	87%
District Total		1158	1141	99%	1637	1482	91%
Pendle	Barnoldswick	141	125	89%	191	167	87%
	Colne	408	295	72%	578	380	66%
	Nelson & Brierfield	680	684	101%	1020	859	84%
	Pendle Hill	101	90	89%	150	112	75%
District Total		1330	1194	90%	1939	1518	78%
TOTAL	East Lancashire	5066	4525	89%	6983	5875	84%

Area	Autumn Term 2020			Spring Term 2021		
	Eligible Population	No of children	% take up	Eligible population	No of children	% take up
North Lancashire	5584	4665	84%	7336	6061	83%
South Lancashire	3996	3428	86%	5281	4501	85%
East Lancashire	5066	4525	89%	6983	5875	84%
Lancashire	14646	12618	86%	19600	16437	84%

Summary of Early Education Funding (EEF) take up for 2, 3&4 Year Olds

The take up for Early Education Funding for 2 year olds is lower than we would like at 67% (Spring term 2021). Take up for Early Education Funding for 3&4 year olds is 84% (Spring term 2021).

An action plan is in place to promote the take up of Early Education Funding entitlements. We are working closely with partners and family facing services to promote awareness and increase take up of this funding, particularly within the localities where take up is lower than the Lancashire average. We will continue to promote the take up of Early Education Funding through our social media marketing campaign.

Changes in the number of funded hours claimed

The tables below show the percentage change in the number of hours claimed prior to COVID-19 compared with the COVID-19 year.

District	Geographical Area	% change EEf 2 Spring 2021-2020	% change EEf 2 Autumn 2020-2019	% change EEf 3&4 Spring 2021-2020	% change EEf 3&4 Autumn 2020- 2019
Lancaster	Lancaster Coast	7%	-13%	-11%	-16%
	Lancaster Rural	-39%	-56%	-7%	-1%
	Lancaster Central	20%	7%	-10%	-11%
	Morecambe & Heysham	-20%	-22%	-9%	-8%
Wyre	Thornton Cleveleys	-38%	-27%	-3%	5%
	Fleetwood	16%	-10%	-5%	3%
	Wyre Rural	-43%	-20%	-12%	-17%
Fylde	Lytham St Annes	-26%	-25%	-8%	-4%
	Fylde East Broughton	-21%	-41%	-4%	-10%
Preston	Preston North	-29%	12%	-11%	-15%
	Preston East	-21%	-25%	-6%	-3%
	Preston Central	-20%	-26%	-21%	-13%
	Preston West	-13%	-4%	-8%	-8%
	Bowland	-41%	-76%	19%	49%
	Fylde East Broughton	-61%	32%	-2%	-2%
TOTAL	North Lancashire	-22%	-20%	-6%	-3%

District	Geographical Area	% change EEf 2 Spring 2021-2020	% change EEf 2 Autumn 2020-2019	% change EEf 3&4 Spring 2021-2020	% change EEf 3&4 Autumn 2020- 2019
South Ribble	Leyland	3%	-13%	-9%	-5%
	South Ribble East	-17%	-20%	-2%	3%
	South Ribble West	12%	-10%	-6%	-9%
Chorley	Chorley East	-11%	-23%	-7%	-7%
	Chorley West	-23%	-37%	20%	33%
	Chorley Central	1%	-20%	-11%	-12%
	South Ribble East	-19%	-30%	6%	-4%
West Lancashire	Skelmersdale	-30%	-24%	6%	1%
	West Lancashire West	-3%	-22%	-2%	20%
	Chorley West	0%	-50%	6%	8%
	Ormskirk & Newburgh	23%	-11%	-8%	-15%
TOTAL	South Lancashire	-6%	-24%	0%	1%

District	Geographical Area	% change EEf 2 Spring 2021-2020	% change EEf 2 Autumn 2020-2019	% change EEf 3&4 Spring 2021-2020	% change EEf 3&4 Autumn 2020- 2019
Hyndburn	Hyndburn East	-28%	-27%	-2%	0%
	Hyndburn West	0%	-16%	-9%	-9%
Rossendale	Rawtenstall & Bacup	-11%	-4%	5%	6%
	Rossendale West	1%	10%	-3%	-1%
Ribble Valley	Bowland	-16%	-25%	8%	6%
	Pendle Hill	-43%	8%	-2%	-10%
Burnley	Burnley Outer	-5%	-16%	-4%	-1%
	Burnley Central	-9%	-23%	-15%	-17%
	Burnley North	-31%	-37%	-14%	-19%
Pendle	Barnoldswick	-9%	-36%	1%	2%
	Colne	-12%	-28%	-4%	-6%
	Nelson & Brierfield	-33%	-30%	-12%	-10%
	Pendle Hill	-22%	-44%	-17%	-4%
TOTAL	East Lancashire	-17%	-21%	-5%	-5%

Area	% change EEf 2 Spring 2021-2020	% change EEf 2 Autumn 2020-2019	% change EEf 3&4 Spring 2021-2020	% change EEf 3&4 Autumn 2020- 2019
North Lancashire	-22%	-20%	-6%	-3%
South Lancashire	-6%	-24%	0%	1%
East Lancashire	-17%	-21%	-5%	-5%
Lancashire	-15%	-21%	-4%	-2%

Sustainability

Sustainability has been one of the main challenges for childcare providers over the past year. Throughout the pandemic many parents have been working from home, have had to manage changes in hours or work patterns or some may have been made redundant. Parents have also been concerned about their children's health and safety. The fall in demand for childcare, has placed financial pressure on the sector with increased costs and loss of income.

To support providers who offer Early Education Funding and to provide stability with cashflow and viability, a one off COVID-19 payment has been made, along with increases to the funding rate and assistance with advertisement and marketing. However, the true impact will depend on if demand for childcare increases and how quickly this happens.

The government provided a variety of financial support packages to support businesses throughout the COVID-19 pandemic. Some of these included:

- Coronavirus Job Retention Scheme (CJRS)
- Business rates relief
- Support for the Self-employed
- Bounce back loans
- Support for businesses affected by coronavirus restrictions

We will continue to monitor changes to the childcare market across Lancashire. As wider lockdown restriction ease we will see how families access childcare provision and the wider impact this has on the sector.

Childcare providers were asked about the impact on their business viability and what changes, if any, they are needing to make. The tables below summarise their responses.

Area		Has the last 12 months had an impact on the sustainability of your business		Impact of the last 12 months
District	Geographical Area	YES (%)	No (%)	Summary
Lancaster	Lancaster Coast	95%	5%	All areas identified low demand, management of childcare bubbles, in Lancaster Central the majority furloughed staff, in Lancaster Rural and Morecambe & Heysham cash flow and business viability was a concern.
	Lancaster Rural	86%	14%	
	Lancaster Central	95%	5%	
	Morecambe & Heysham	91%	9%	
Wyre	Thornton Cleveleys	78%	22%	All areas identified low demand, management of childcare bubbles, in Wyre Rural a number of providers reduced opening hours and in Fleetwood providers were concerned about cash flow and business viability.
	Fleetwood	73%	27%	
	Wyre Rural	77%	23%	
Fylde	Lytham St Anne's	82%	18%	All areas identified low demand. Some providers reduced their opening hours and others found ensuring the premises were COVID-19 secure a challenge. In Lytham St Anne's a high number of providers furloughed staff and management of childcare bubbles was a challenge.
	Fylde East Broughton	72%	28%	
Preston	Preston North	88%	12%	All areas identified low demand, the majority of areas raised cash flow concerns. Bowland, Preston Central & Preston East had concerns with the management of childcare bubbles. Preston North had furloughed a greater number of staff than some of the other areas.
	Preston East	87%	13%	
	Preston Central	87%	13%	
	Preston West	92%	8%	
	Bowland	82%	18%	
Total	North Lancashire	85%	15%	

Area		Has the last 12 months had an impact on the sustainability of your business		Impact of the last 12 months
District	Geographical Area	YES (%)	No (%)	Summary
South Ribble	Leyland	90%	10%	All areas identified low demand, Leyland & South Ribble West had a large number of providers who had reduced opening hours, South Ribble East and West identified bubble management as an impact.
	South Ribble East	93%	7%	
	South Ribble West	88%	12%	
Chorley	Chorley East	95%	5%	All areas identified low demand and business viability. Chorley Central & Chorley East identified the impact of bubble management. Chorley East & Chorley West raised the impact of ensuring premises were COVID-19 secure.
	Chorley West	79%	21%	
	Chorley Central	92%	8%	
	South Ribble East	100%	0%	
West Lancashire	Skelmersdale	95%	5%	All areas identified low demand. Skelmersdale and Chorley West identified reduced opening hours and staff furloughed. While Ormskirk and Newburgh and West Lancashire West identified management of childcare bubbles.
	West Lancashire West	86%	14%	
	Chorley West	75%	25%	
	Ormskirk & Newburgh	95%	5%	
Total	South Lancashire	90%	10%	

Area		Has the last 12 months had an impact on the sustainability of your business		Impact of the last 12 months
District	Geographical Area	YES (%)	No (%)	Summary
Hyndburn	Hyndburn East	95%	5%	Both areas identified low demand, while Hyndburn East have seen a staff reduction and Hyndburn West have found bubble management has impacted on them.
	Hyndburn West	89%	11%	
Rossendale	Rawtenstall & Bacup	85%	15%	Both areas identified low demand and ensuring the premises were COVID-19 secure. Rossendale West identified management of childcare bubbles. Rawtenstall and Bacup identified business viability and cash flow had an impact on them.
	Rossendale West	95%	5%	
Ribble Valley	Bowland	100%	0%	Both areas said they have been impacted by low demand. Pendle Hill had concerns around ensuring premises were COVID-19 secure, business viability and cash flow.
	Pendle Hill	89%	11%	
Burnley	Burnley Outer	88%	12%	All areas identified managing childcare bubbles and low demand as a concern. While Burnley North and Burnley Outer had experienced ensuring their premises were COVID-19 secure and business viability as areas that have impacted on their provision.
	Burnley Central	82%	18%	
	Burnley North	88%	12%	
Pendle	Barnoldswick	67%	33%	The majority of areas identified low demand as a concern. Barnoldswick, Colne and Pendle Hill indicated the management of childcare bubbles, business viability and cash flow have been impacted over the last twelve months.
	Colne	89%	11%	
	Nelson & Brierfield	82%	18%	
	Pendle Hill	100%	0%	
TOTAL	East Lancashire	88%	12%	

The following three tables show potential changes providers are looking to make.

Area		Settings have to make changes to existing childcare business		Summary of changes to childcare businesses
District	Geographical Area	YES %	No%	Summary
Lancaster	Lancaster Coast	9%	91%	In nearly all areas providers were looking to make changes to opening hours and increase fees. In Lancaster Central a number of providers were looking at staff hours. In Morecambe & Heysham some providers were looking at altering business models.
	Lancaster Rural	36%	64%	
	Lancaster Central	55%	45%	
	Morecambe & Heysham	36%	64%	
Wyre	Thornton Cleveleys	52%	48%	In all areas a number of providers are looking at staff hours and some providers were looking to make changes to their business models. In Fleetwood some providers are looking to increase fees.
	Fleetwood	55%	45%	
	Rural Wyre	8%	92%	
Fylde	Lytham St Annes	17%	83%	In both areas providers are looking at staff hours, in Fylde East & Broughton some providers are looking at increasing fees and altering their business models.
	Fylde East Broughton	14%	86%	
Preston	Preston North	38%	62%	In all areas of Preston a number of providers are looking to increase their fees. In the majority of areas some providers are looking at changes to staff hours. Bowland and Preston East some providers are looking at altering business models.
	Preston East	47%	53%	
	Preston Central	60%	40%	
	Preston West	42%	58%	
	Bowland	36%	64%	
	Fylde East Broughton	36%	64%	
TOTAL	North Lancashire	36%	64%	

Area		Settings have to make changes to existing childcare business		Summary of changes to childcare businesses
District	Geographical Area	YES %	No%	Summary
South Ribble	Leyland	50%	50%	In all areas of South Ribble some providers are looking at increasing fees. In Leyland and South Ribble West some providers are looking to reorganise staff hours and in South Ribble East some providers are looking to change opening hours.
	South Ribble East	46%	54%	
	South Ribble West	46%	54%	
Chorley	Chorley East	58%	42%	In all areas of Chorley providers are looking at increasing fees. In nearly all areas some providers are looking to reorganise staff hours, in Chorley West some providers are looking to change opening hours and in Chorley Central some are looking at business models.
	Chorley West	30%	70%	
	Chorley Central	44%	56%	
	South Ribble East	50%	50%	
West Lancashire	Skelmersdale	67%	33%	In all areas some providers are looking to alter their business model and change opening times. Ormskirk and Newburgh and Skelmersdale are looking to recruit additional staff and increase fees.
	West Lancashire West	86%	14%	
	Chorley West	75%	25%	
	Ormskirk & Newburgh	37%	63%	
TOTAL	South Lancashire	54%	46%	

Area		Settings have to make changes to existing childcare business		Summary of changes to childcare businesses
District	Geographical Area	YES %	No%	Summary
Hyndburn	Hyndburn East	43%	57%	The majority of providers who responded in both areas are proposing to increase fees and make changes to their business models. Hyndburn East providers are looking to re organise staff hours.
	Hyndburn West	58%	42%	
Rossendale	Rawtenstall & Bacup	44%	56%	In both areas providers are looking to make changes to their business models, changes to opening times and increased fees. Some Rossendale West providers have said they are looking to recruit additional staff.
	Rossendale West	38%	62%	
Ribble Valley	Bowland	63%	37%	In both areas providers have altered their business model and made changes to opening times. Pendle Hill providers are looking to increase fees and reorganise staff.
	Pendle Hill	33%	66%	
Burnley	Burnley Outer	40%	60%	All areas are proposing to increase fees. The majority of providers who responded in Burnley North and Burnley Central are looking at reorganising staff. Providers are looking to alter their business models and opening hours in Burnley Central and Burnley Outer.
	Burnley Central	56%	44%	
	Burnley North	20%	80%	
Pendle	Barnoldswick	100%	0%	The majority of providers in Pendle are looking to reorganise their staff hours and increase their fees. Some are also altering their business models and opening times.
	Colne	38%	62%	
	Nelson & Brierfield	47%	53%	
	Pendle Hill	40%	60%	
TOTAL	East Lancashire	48%	52%	

Providers were asked about the longer-term viability of their business, the tables that follow summarise their responses.

Area		Timescale of providers being concerned about longer term viability				
District	Geographical Area	3 months	6 months	12 months	24 months	No concerns
Lancaster	Lancaster Coast	9%	9%	18%	0%	64%
	Lancaster Rural	0%	14%	29%	0%	57%
	Lancaster Central	0%	0%	10%	10%	80%
	Morecambe & Heysham	4%	11%	12%	9%	64%
Wyre	Thornton Cleveleys	3%	7%	30%	4%	56%
	Fleetwood	0%	27%	0%	9%	64%
	Wyre Rural	0%	0%	15%	0%	85%
Fylde	Lytham St Annes	5%	4%	14%	0%	77%
	Fylde East Broughton	0%	3%	4%	3%	90%
Preston	Preston North	6%	6%	13%	0%	75%
	Preston East	0%	13%	0%	7%	80%
	Preston Central	7%	13%	20%	0%	60%
	Preston West	8%	21%	9%	4%	58%
	Bowland	9%	10%	8%	0%	73%
	Fylde East Broughton	9%	0%	27%	0%	64%
TOTAL	North Lancashire	4%	9%	14%	3%	70%

Area		Timescale of providers being concerned about longer term viability				
District	Geographical Area	3 months	6 months	12 months	24 months	No concerns
South Ribble	Leyland	5%	25%	10%	5%	55%
	South Ribble East	4%	21%	7%	11%	57%
	South Ribble West	8%	20%	16%	12%	44%
Chorley	Chorley East	16%	10%	21%	0%	53%
	Chorley West	0%	0%	21%	5%	74%
	Chorley Central	4%	12%	16%	8%	60%
	South Ribble East	0%	0%	0%	0%	100%
West Lancashire	Skelmersdale	6%	22%	28%	0%	44%
	West Lancashire West	0%	0%	15%	14%	71%
	Chorley West	0%	0%	0%	0%	100%
	Ormskirk & Newburgh	0%	16%	10%	0%	74%
TOTAL	South Lancashire	4%	11%	13%	5%	67%

Area		Timescale of providers being concerned about longer term viability				
District	Geographical Area	3 months	6 months	12 months	24 months	No concerns
Hyndburn	Hyndburn East	0%	9%	22%	10%	59%
	Hyndburn West	11%	26%	25%	0%	38%
Rossendale	Rawtenstall & Bacup	3%	5%	12%	15%	65%
	Rossendale West	5%	19%	18%	10%	48%
Ribble Valley	Bowland	0%	0%	37%	0%	63%
	Pendle Hill	11%	6%	5%	0%	78%
Burnley	Burnley Outer	0%	16%	12%	8%	64%
	Burnley Central	0%	11%	22%	0	67%
	Burnley North	0%	7%	0%	6%	87%
Pendle	Barnoldswick	0%	0%	0%	0%	100%
	Colne	0%	6%	25%	19%	50%
	Nelson & Brierfield	7%	6%	13%	14%	60%
	Pendle Hill	0%	40%	20%	0%	40%
TOTAL	East Lancashire	3%	12%	16%	6%	63%

Overall, 67% of providers have no concerns about their longer-term viability. We will monitor those providers who have raised concerns and provide support if required.

Childcare Fees

Cost remains a deciding factor when parents are looking for childcare. We asked our providers whether their fees had changed over the last year. Their responses are summarised below, with 72% of providers fees remaining the same over the year.

Area		The change in childcare costs over the year			
District	Geographical Area	Remained the same %	Increased %	Reduced %	Partly changed %
Lancaster	Lancaster Coast	82%	9%	9%	0%
	Lancaster Rural	64%	29%	7%	0%
	Lancaster Central	65%	20%	5%	10%
	Morecambe & Heysham	87%	9%	0%	4%
Wyre	Thornton Cleveleys	77%	15%	0%	8%
	Fleetwood	91%	0%	0%	9%
	Wyre Rural	69%	23%	0%	8%
Fylde	Lytham St Annes	70%	14%	3%	13%
	Fylde East Broughton	77%	18%	0%	5%
Preston	Preston North	75%	19%	0%	6%
	Preston East	87%	7%	0%	6%
	Preston Central	80%	20%	0%	0%
	Preston West	67%	17%	8%	8%
	Bowland	73%	0%	27%	0%
	Fylde East Broughton	64%	36%	0%	0%
TOTAL	North Lancashire	75%	16%	4%	5%

Area		The change in childcare costs over the year			
District	Geographical Area	Remained the same %	Increased %	Reduced %	Partly changed %
South Ribble	Leyland	85%	5%	0%	10%
	South Ribble East	75%	11%	3%	11%
	South Ribble West	75%	11%	3%	11%
Chorley	Chorley East	90%	5%	0%	5%
	Chorley West	95%	0%	0%	5%
	Chorley Central	72%	12%	0%	16%
	South Ribble East	0%	0%	0%	100%
West Lancashire	Skelmersdale	78%	22%	0%	0%
	West Lancashire West	57%	29%	0%	14%
	Chorley West	50%	0%	0%	50%
	Ormskirk & Newburgh	74%	0	5%	21%
TOTAL	South Lancashire	68%	9%	1%	22%

Area		The change in childcare costs over the year			
District	Geographical Area	Remained the same %	Increased %	Reduced %	Partly changed %
Hyndburn	Hyndburn East	66%	14%	10%	10%
	Hyndburn West	58%	5%	5%	32%
Rossendale	Rawtenstall & Bacup	85%	3%	3%	9%
	Rossendale West	81%	5%	0%	14%
Ribble Valley	Bowland	63%	25%	0%	12%
	Pendle Hill	84%	6%	5%	5%
Burnley	Burnley Outer	76%	0%	8%	16%
	Burnley Central	45%	22%	0%	33%
	Burnley North	67%	20%	0%	13%
Pendle	Barnoldswick	50%	0%	0%	50%
	Colne	63%	37%	0%	0%
	Nelson & Brierfield	86%	7%	7%	0%
	Pendle Hill	60%	40%	0%	0%
TOTAL	East Lancashire	72%	14%	3%	11%

Quality of Childcare Provision

Quality of care and education is one of the most important aspects when a parent is choosing childcare for their children. Access to high quality childcare has long term benefits to children, particularly those from disadvantaged families. The tables below show an overview of Ofsted inspection outcomes for Outstanding, Good, Requires Improvement and Inadequate providers. The tables also include providers who have yet to be inspected and those providers on the childcare register who received a met or not met outcome. The majority of children in Lancashire will have access to good high quality childcare.

On March 17th 2020, all routine inspections of schools and childcare providers were suspended. Shortly afterwards lockdown measures were introduced, and childcare settings closed (apart from those of key workers and vulnerable children). Urgent inspections where specific concerns had been raised still went ahead. The last published Ofsted inspection in Lancashire was dated 16th March 2020, therefore the figures in this table are based on the latest information for our childcare providers. Routine graded inspections are due to resume in the Summer term of 2021. At this point 97.86% of all Ofsted registered providers in Lancashire are rated Good or Outstanding.

Ofsted Inspection Results – Childminders

Area		Childcare on domestic premises - childminders						
District	Geographical Area	Outstanding	Good	Requires Improvement	Inadequate	Met	Not Met	Not Yet Inspection
Lancaster	Lancaster Coast	1	8	1	0	0	0	2
	Lancaster Rural	1	6	0	0	0	0	3
	Lancaster Central	4	8	0	0	1	0	3
	Morecambe & Heysham	7	22	1	0	2	1	6
Wyre	Thornton Cleveleys	3	16	0	0	1	0	0
	Fleetwood	0	2	0	0	0	0	0
	Wyre Rural	0	8	0	0	1	0	3
Fylde	Lytham St Annes	2	5	0	0	3	0	7
	Fylde East Broughton	4	22	0	0	2	0	6
Preston	Preston North	2	9	0	0	1	0	1
	Preston East	0	9	0	0	3	1	3
	Preston Central	0	4	0	0	1	0	2
	Preston West	3	22	0	0	1	0	7
	Bowland	0	3	2	0	0	0	5
	Fylde East Broughton	1	2	0	0	0	0	4
TOTAL	North Lancashire	28	146	4	0	16	2	52
Percentage of graded inspection outcomes		16%	82%	2%	0%	N/A	N/A	N/A

Area		Childcare on domestic premises - childminders						
District	Geographical Area	Outstanding	Good	Requires Improvement	Inadequate	Met	Not Met	Not Yet Inspection
South Ribble	Leyland	2	17	0	0	1	1	7
	South Ribble East	3	17	0	0	4	0	2
	South Ribble West	0	18	0	0	0	0	9
Chorley	Chorley East	1	8	0	0	0	0	3
	Chorley West	1	10	0	0	0	1	3
	Chorley Central	5	10	1	0	2	0	6
	South Ribble East	0	1	0	0	0	0	0
West Lancashire	Skelmersdale	3	9	1	0	2	0	5
	West Lancashire West	0	4	0	0	1	0	0
	Chorley West	0	2	0	0	0	0	0
	Ormskirk & Newburgh	1	13	0	0	0	0	3
TOTAL	South Lancashire	16	109	2	0	10	2	38
Percentage of graded inspection outcomes		12%	86%	2%	0%	N/A	N/A	N/A

Area		Childcare on domestic premises - childminders						
District	Geographical Area	Outstanding	Good	Requires Improvement	Inadequate	Met	Not Met	Not Yet Inspected
Hyndburn	Hyndburn East	7	41	0	1	4	0	7
	Hyndburn West	1	16	0	0	2	0	2
Rossendale	Rawtenstall & Bacup	7	17	0	0	2	2	7
	Rossendale West	1	10	0	0	2	0	4
Ribbles Valley	Bowland	0	5	0	0	0	1	1
	Pendle Hill	1	10	0	1	2	0	2
Burnley	Burnley Outer	7	17	0	0	3	1	2
	Burnley Central	0	6	0	0	0	0	2
	Burnley North	0	5	0	0	1	0	2
Pendle	Barnoldswick	0	1	0	0	0	0	0
	Colne	5	5	0	0	1	0	1
	Nelson & Brierfield	0	9	0	0	1	0	0
	Pendle Hill	0	1	0	0	0	0	0
TOTAL	East Lancashire	29	143	0	2	18	4	30
Percentage of graded inspection outcomes		17%	82%	0%	1%	N/A	N/A	N/A

Ofsted Inspection Results – Childcare on Non-Domestic Premises

Area		Childcare on non-domestic premises – including Day Nurseries, Pre-School Playgroups, Nursery Unit of Independent Schools, Maintained Nursery Classes, Maintained Nursery Schools, Governor Led Provision (S27), Out of School Clubs and Holiday Clubs						
District	Geographical Area	Outstanding	Good	Requires Improvement	Inadequate	Met	Not Met	Not Yet Inspected
Lancaster	Lancaster Coast	2	7	0	0	0	0	2
	Lancaster Rural	6	10	0	0	0	0	7
	Lancaster Central	5	16	2	0	3	0	4
	Morecambe & Heysham	6	22	0	0	1	0	5
Wyre	Thornton Cleveleys	9	17	1	0	1	0	7
	Fleetwood	6	7	1	0	0	0	2
	Wyre Rural	6	12	0	0	0	0	11
Fylde	Lytham St Annes	6	10	0	0	1	0	5
	Fylde East Broughton	7	15	0	0	1	0	5
Preston	Preston North	5	7	0	1	0	0	10
	Preston East	4	15	4	0	0	0	5
	Preston Central	3	14	2	0	0	0	5
	Preston West	0	14	1	0	0	0	4
	Bowland	1	3	0	0	1	0	0
	Fylde East Broughton	3	5	0	0	0	0	3
TOTAL	North Lancashire	69	174	11	1	8	0	75
Percentage of graded inspection outcomes		27%	68%	4%	1%	N/A	N/A	N/A

Area		Childcare on non-domestic premises – including Day Nurseries, Pre-School Playgroups, Nursery Unit of Independent Schools, Maintained Nursery Classes, Maintained Nursery Schools, Governor Led Provision (S27), Out of School Clubs and Holiday Clubs						
District	Geographical Area	Outstanding	Good	Requires Improvement	Inadequate	Met	Not Met	Not Yet Inspected
South Ribble	Leyland	4	14	1	0	0	0	5
	South Ribble East	5	25	0	0	1	0	6
	South Ribble West	3	13	0	0	0	0	8
Chorley	Chorley East	4	20	0	0	1	0	7
	Chorley West	1	16	0	0	1	0	7
	Chorley Central	7	17	0	0	1	0	13
	South Ribble East	0	2	0	0	0	0	0
West Lancashire	Skelmersdale	10	19	0	0	1	0	3
	West Lancashire West	1	16	1	0	1	0	6
	Chorley West	1	6	0	0	0	0	2
	Ormskirk & Newburgh	7	6	0	0	0	0	7
TOTAL	South Lancashire	43	154	2	0	6	0	64
Percentage of graded inspection outcomes		22%	77%	1%	0%	N/A	N/A	N/A

Area		Childcare on non-domestic premises – including Day Nurseries, Pre-School Playgroups, Nursery Unit of Independent Schools, Maintained Nursery Classes, Maintained Nursery Schools, Governor Led Provision (S27), Out of School Clubs and Holiday Clubs						
District	Geographical Area	Outstanding	Good	Requires Improvement	Inadequate	Met	Not Met	Not Yet Inspected
Hyndburn	Hyndburn East	9	18	1	0	2	0	15
	Hyndburn West	2	11	0	0	1	0	3
Rossendale	Rawtenstall & Bacup	5	14	1	1	1	0	12
	Rossendale West	5	9	0	0	0	1	6
Ribble Valley	Bowland	2	20	0	0	1	0	5
	Pendle Hill	5	16	0	0	3	0	9
Burnley	Burnley Outer	4	15	0	0	2	0	5
	Burnley Central	5	4	2	0	1	0	4
	Burnley North	5	8	1	0	2	0	3
Pendle	Barnoldswick	1	1	0	0	0	0	2
	Colne	2	10	0	0	0	0	5
	Nelson & Brierfield	5	10	1	0	0	1	5
	Pendle Hill	1	4	0	0	0	0	5
TOTAL	East Lancashire	51	140	6	1	13	2	79
Percentage of graded inspection outcomes		26%	71%	2%	1%	N/A	N/A	N/A

Lancashire Totals	Percentage of graded inspection outcomes						
	Outstanding	Good	Requires Improvement	Inadequate	Met	Not Met	Not Yet Inspected
Childcare on domestic premises - childminders	15%	83%	1%	1%	N/A	N/A	N/A
Childcare on non-domestic premises	25%	72%	3%	0.3%	N/A	N/A	N/A

Special Educational Needs and Disabilities (SEND)

It is vital for children with SEND to be supported within high quality provision with practitioners who have an excellent understanding and are able to carry out effective observation, assessment and planning. Inclusion should be embedded as part of everyday practice where staff are flexible and make adjustments to ensure individual needs are met. All staff should have a shared understanding of inclusive practice and have a consistent approach to implementing advice and strategies.

During the pandemic children with SEND were offered suitable childcare provision although many parents chose to keep their children at home. This was largely due to health and safety concerns for their children.

Childcare providers supplied their weekly numbers of children accessing a place with an Education, Health and Care Plan. This was to provide us and the Department for Education with information about whether vulnerable children were able to access childcare provision during the COVID-19 pandemic. The tables below show providers offering places for children with SEND and if demand for places had changed.

Area		Providers offering places for children with SEND		
District	Geographical Area	YES (%)	No (%)	Number of children accessing with SEND
Lancaster	Lancaster Coast	78%	22%	6
	Lancaster Rural	83%	17%	7
	Lancaster Central	72%	28%	50
	Morecambe & Heysham	91%	9%	64
Wyre	Thornton Cleveleys	73%	27%	21
	Fleetwood	100%	0%	12
	Wyre Rural	87%	13%	17
Fylde	Lytham St Annes	95%	5%	16
	Fylde East Broughton	84%	16%	11
Preston	Preston North	77%	23%	19
	Preston East	73%	27%	42
	Preston Central	100%	0%	7
	Preston West	70%	30%	30
	Bowland	100%	0%	1
	Fylde East Broughton	92%	8%	19
TOTAL	North Lancashire	85%	15%	322

Area		Providers offering places for children with SEND		
District	Geographical Area	YES (%)	No (%)	Number of children accessing with SEND
South Ribble	Leyland	84%	16%	25
	South Ribble East	84%	16%	31
	South Ribble West	82%	18%	10
Chorley	Chorley East	95%	5%	12
	Chorley West	91%	9%	5
	Chorley Central	80%	20%	33
	South Ribble East	100%	0%	1
West Lancashire	Skelmersdale	83%	17%	26
	West Lancashire West	88%	12%	7
	Chorley West	80%	20%	2
	Ormskirk & Newburgh	83%	17%	8
TOTAL	South Lancashire	86%	14%	159

Area		Providers offering places for children with SEND		
District	Geographical Area	YES (%)	No (%)	Number of children accessing with SEND
Hyndburn	Hyndburn East	82%	18%	21
	Hyndburn West	68%	32%	12
Rossendale	Rawtenstall & Bacup	73%	27%	33
	Rossendale West	76%	24%	31
Ribble Valley	Bowland	86%	14%	9
	Pendle Hill	60%	40%	22
Burnley	Burnley Outer	86%	14%	7
	Burnley Central	67%	33%	23
	Burnley North	71%	29%	17
Pendle	Barnoldswick	50%	50%	8
	Colne	88%	12%	43
	Nelson & Brierfield	86%	14%	25
	Pendle Hill	100%	0%	9
TOTAL	East Lancashire	76%	24%	260

We also asked childcare providers if parents of children with SEND had altered how they accessed their childcare over the year.

Area		Access to SEND places during COVID-19		
District	Geographical Area	Remained the same	Decreased	Increased
Lancaster	Lancaster Coast	78%	11%	12%
	Lancaster Rural	67%	16%	17%
	Lancaster Central	56%	5%	39%
	Morecambe & Heysham	58%	29%	13%
Wyre	Thornton Cleveleys	44%	34%	22%
	Fleetwood	59%	31%	10%
	Wyre Rural	67%	13%	20%
Fylde	Lytham St Annes	68%	27%	5%
	Fylde East Broughton	65%	19%	16%
Preston	Preston North	62%	15%	23%
	Preston East	40%	40%	20%
	Preston Central	64%	29%	7%
	Preston West	67%	22%	11%
	Bowland	89%	0%	11%
	Fylde East Broughton	59%	33%	8%
TOTAL	North Lancashire	63%	22%	16%

Area		Access to SEND places during COVID-19		
District	Geographical Area	Remained the same	Decreased	Increased
South Ribble	Leyland	79%	21%	0%
	South Ribble East	66%	25%	9%
	South Ribble West	50%	45%	5%
Chorley	Chorley East	75%	15%	10%
	Chorley West	77%	18%	5%
	Chorley Central	60%	24%	16%
	South Ribble East	100%	0%	0%
West Lancashire	Skelmersdale	61%	28%	11%
	West Lancashire West	50%	38%	12%
	Chorley West	80%	20%	0%
	Ormskirk & Newburgh	78%	22%	0%
TOTAL	South Lancashire	71%	23%	6%

Area		Access to SEND places during COVID-19		
District	Geographical Area	Remained the same	Decreased	Increased
Hyndburn	Hyndburn East	63%	32%	5%
	Hyndburn West	65%	31%	4%
Rossendale	Rawtenstall & Bacup	79%	6%	15%
	Rossendale West	59%	23%	18%
Ribble Valley	Bowland	29%	28%	43%
	Pendle Hill	73%	20%	7%
Burnley	Burnley Outer	81%	19%	0%
	Burnley Central	67%	11%	22%
	Burnley North	72%	21%	7%
Pendle	Barnoldswick	50%	50%	0%
	Colne	41%	30%	29%
	Nelson & Brierfield	43%	50%	7%
	Pendle Hill	50%	50%	0%
TOTAL	East Lancashire	59%	29%	12%

Summary of SEND provision

The numbers of children accessing a SEND place were highest in Morecambe and Heysham, Lancaster Central, Colne and Preston East,

64% of providers in Lancashire said that demand for SEND places remained the same. Access to SEND places during the COVID-19 pandemic decreased by 25%. Access to SEND places has decreased the most in East Lancashire.

We will continue to monitor the take up of childcare places for children with SEND over the coming year.

Key Findings and Actions

In the tables below we have summarised the common key findings by district so we can identify any specific areas of concern.

District	Geographical Area	Summary of Key Findings	Actions for North Lancashire
Lancaster	Lancaster Coast	Demand has been low across all areas of Lancaster, although it is starting to recover now lockdown has started to ease. Some providers are concerned about cash flow and business viability. To adapt to the impact of COVID-19 a number of providers are proposing increases in childcare fees and changes to opening hours. In Lancaster 97% of providers are Good or Outstanding. EEF 2 year old take up is 79% which is above the Lancashire average of 67%. EEF 3&4 year old take up is 79% which is below the Lancashire average of 84%.	1. Monitor take up of places across all age groups to understand the impact of demand on sustainability and business viability. 2. Develop a business and financial forecasting support offer.
	Lancaster Rural		
	Lancaster Central		
	Morecambe & Heysham		
Wyre	Thornton Cleveleys	Low demand has been identified in all areas of Wyre. Business viability and cash flow are some of the concerns in the area. Providers are looking to make changes to business models and staff hours to adapt to the impact of COVID-19. In Wyre 98% of providers are Good or Outstanding. EEF 2 year old take up 73% which is above the Lancashire average of 67%. EEF3&4 year old take up is 85% which is above the Lancashire average of 84%	3. Monitor net closures in the area.
	Fleetwood		
	Wyre Rural		
Fylde	Lytham St Annes	In Fylde low demand has been identified in all areas this is now starting to improve with lockdown measures lifting. To adapt to the impact of COVID-19 providers are considering reducing hours, increasing fees and altering business models. In Fylde 100% of providers are Good or Outstanding. EEF 2 year old take up is 66% which is just below the Lancashire average of 67%. EEF 3&4 year old take up is 87% which is above the Lancashire average of 84%.	4. Promote the take up of Early Education Funding for 2, 3 and 4 year olds.
	Fylde East Broughton		
Preston	Preston North	Low demand has been identified in all areas of Preston. Providers have raised concerns about cash flow and business viability. Some providers are also looking at making changes to business models and staff hours. In Preston 93% of providers are Good or Outstanding. EEF 2 year old take up is 63% which is below the Lancashire average of 67%. EEF3&4 year old take up is 83% which is also below the Lancashire average of 84%.	4. Promote the take up of Early Education Funding for 2, 3 and 4 year olds.
	Preston East		
	Preston Central		
	Preston West		
	Bowland		
	Fylde East Broughton		
North Lancashire			

District	Geographical Area	Summary of Key Findings	Actions for South Lancashire
South Ribble	Leyland	Low demand over the year has been a concern in South Ribble. Some providers are considering a reduction in opening hours, increasing fees and re-organising staff hours to account for the impact of COVID-19. In South Ribble 99% of providers are Good or Outstanding. EEF 2 year old take up is 71% which is above the Lancashire average of 67%. EEF3&4 year old take up is 86% is also above the Lancashire average of 84%.	1. Monitor the take up of places across all provider types and age groups to understand the impact of lower demand will have on longer term sustainability of childcare. 2. Develop business and financial forecasting support offer.
	South Ribble East		
	South Ribble West		
Chorley	Chorley East	In Chorley low demand has been a concern although with wider re-opening this is starting to improve. Providers found bubble management and ensuing premises were COVID-19 secure a challenge. Some providers are increasing fees, re-organising staff hours and making changes to business models moving forwards. In Chorley 99% of providers are Good or Outstanding. EEF 2 year old take up is 72% which is above the Lancashire average of 67%. EEF 3&4 year old take up is 91% which is above the Lancashire average of 84%.	3. Monitor net closures in the area. 4. Promote the take up of Early Education Funding for 2, 3 and 4 year olds.
	Chorley West		
	Chorley Central		
	South Ribble East		
West Lancashire	Skelmersdale	In West Lancashire low demand was a concern in all areas. Providers found bubble management and ensuring premises were COVID-19 secure a challenge. Some providers are looking to reduce opening hours, make changes to business models, recruit additional staff and increase fees to adapt to the impact of COVID-19. In West Lancashire 98% of providers are Good or Outstanding. EEF 2 year old take up is 65% which is below the Lancashire average of 67%. EEF 3&4 year old take up is 80% which is below the Lancashire average of 84%.	4. Promote the take up of Early Education Funding for 2, 3 and 4 year olds.
	West Lancashire West		
	Chorley West		
	Ormskirk & Newburgh		
South Lancashire			

District	Geographical Area	Summary of Key Findings	Actions for East Lancashire
Hyndburn	Hyndburn East	In Hyndburn low demand has been identified across all areas. Providers are looking at some staff reductions, making changes to business models, changes to staffing hours and increasing fees are the key areas of change to adapt to the impact of COVID-19. In Hyndburn 98% of providers are Good or Outstanding. EEF 2 year old take up is 63% which is below the Lancashire average of 67%. EEF3&4 year old take up is 83% is also below the Lancashire average of 84%.	1. Monitor the take up of places across all provider types and age groups to understand the impact of lower demand will have on longer term sustainability of childcare. 2. Develop business and financial tools for the sector 3. Promote the take up of Early Education Funding for 2, 3 and 4 year olds 4. Monitor net closure in the area.
	Hyndburn West		
Rossendale	Rawtenstall & Bacup	In Rossendale low demand has been identified across all areas. Some providers have raised concerns about business viability. The main area providers are considering to adapt to the impact of COVID-19 is to alter opening hours. In Rossendale 97% of providers are Good or Outstanding. EEF2 year old take up is 66% which is just below the Lancashire average of 67%. EEF 3&4 year old take up is 82% which is also below the Lancashire average of 84%.	
	Rossendale West		
Ribble Valley	Bowland	In Ribble Valley low demand has been identified across all areas with wider re-opening this is starting to improve. Some providers were concerned about business viability. Changes to opening times, altering business models and re-organising staff hours are factors providers are considering to adapt to the impact of COVID-19. In Ribble Valley 98% of providers are Good or Outstanding. EEF2 year old take up is 73% which is above the Lancashire average of 67%. EEF 3&4 year old take up is 93% which is above the Lancashire average of 84%.	
	Pendle Hill		
Burnley	Burnley Outer	In Burnley low demand has been identified across the area. Managing childcare bubbles has been a challenge for providers. To adapt to the impact of COVID-19 some providers are considering changing business models, re-organising staff hours and increasing fees. In Burnley 96% of childcare providers are Good or Outstanding. EEF2 year old take up is 70% is above the Lancashire average of 67%. EEF 3&4 year old take up is 95% which is above the Lancashire average of 84%.	
	Burnley Central		
	Burnley North		
Pendle	Barnoldswick	In Pendle low demand has been identified in all areas with lockdown starting to lift this is starting to improve. Some providers have raised concerns about business viability. To adapt to the impact of COVID-19 some providers are looking to re-organise staff hours, increase fees, adapt business models and alter opening hours. In Pendle 98% of providers are Good and Outstanding. EEF2 year old take up is 60% which is below the Lancashire average of 67%. EEF 3&4 year old take up is 84% which is in line with the Lancashire average of 84%.	
	Colne		
	Nelson & Brierfield		
	Pendle Hill		
East Lancashire			

Conclusion

To summarise, Lancashire has sufficient childcare places to meet the needs of working parents. Our latest assessment shows we have childcare places available across all age ranges and all provider types.

However, the COVID-19 pandemic has placed considerable strain on the childcare sector when sustainability was already being raised as a concern by some of the sector before the start of the pandemic. Low demand for places, ensuring premises were COVID-19 secure and maintaining childcare bubbles are challenges providers have faced over the last year. Opening hours, changes to business models and increased fees are key areas childcare providers are looking to potentially change in the coming months.

Monitoring of childcare places across all areas of Lancashire is going to continue as lockdown measures are starting to ease. We will continue to monitor and respond to areas where either demand remains low or providers may close.

Acknowledgements

Acknowledgements should go to the childcare providers of Lancashire for completing our weekly survey and dedication especially throughout the COVID-19 pandemic.

Thanks to the Data Team, Early Education Funding Team, Early Years Quality Team, Business Support Team and the Childcare Sufficiency Team for their contributions to this report.

MATTERS TO BE SPECIFIED IN SECTION 18 PROPOSALS FOR ALTERATIONS TO SCHOOLS

Extract of Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2013 (as amended)

1. Contact details

The proposal to discontinue the nursery provision delivered by Burnley Brunshaw Primary School, Morse Street, Burnley, Lancashire, BB10 4PB, by permanently raising its age range from 3-11 years to 4-11 years with effect from 31 August 2022, is published by Lancashire County Council, the relevant local authority. Burnley Brunshaw Primary School is a community school. The local authority can be contacted at the following address: County Pupil Access Team, Education Improvement Service, PO Box 100, County Hall, Preston, Lancashire, PR1 0LD.

2. Description of alteration and evidence

This proposal is for the closure of Burnley Brunshaw Primary School (the school) nursery by permanently raising its age range from 3 to 11 years to 4-11 years. The school will remain open and unchanged for primary school provision.

Participation in Education or Training

When the school approached the local authority to discuss the future of its nursery provision, it was proposed that overall financial position of the school would be improved by permanently raising the age range from 3 - 11 years old to 4 - 11 years old. At present, the 4 -11 part of the school is providing financial subsidy to the maintained nursery class as the retention of the nursery class is having a significant impact on the school budget.

Should the outcome of the consultation be to remove the nursery at the school, there would not be an adverse financial impact on the local authority.

The overall financial position of the school would be improved by permanently raising the age range from 3 - 11 years old to 4 - 11 years old. At present, the 4 -11 part of the school is providing financial subsidy to the maintained nursery class as the retention of the nursery class is having a significant impact on the school budget.

As evidenced in the annual LCC Childcare Sufficiency Assessment report there is more than sufficient good quality providers in the Burnley area. There has been a drop in the live birth rate and there are a significant number of surplus places in this administrative area.

Prior to seeking a decision to close the nursery, the governors verbally consulted with parents on how the school could increase the uptake in places. There is a lot of competition between early years providers in the area and parents are seeking provision that is available before and after school and during the school holidays.

The nursery at Brunshaw Primary is offering morning only sessions and there are 26 places available. There are currently only 10 pupils attending and these children will start

the reception year in the Autumn Term. There are only 4 applications for September 2022. The closing date for nursery applications was 21 January 2022

The number of 3-year-olds attending the school is low and reducing and there are many other early years providers in the local area. As such, the local authority does not believe that there will be an adverse impact on participation should the school permanently reduce its age range from 3-11 years old to 4-11 years old.

3. Objectives

The objective of this proposal is to permanently raise the age range of the school from 3 to 11 years to 4-11 years with effect from 31 August 2022, through the closure of the nursery.

There is limited interest from families in attending the nursery, which has 9am to 3pm provision, term time only.

The primary element of the school is unaffected by this proposal.

As the number of pupils accessing the nursery is reducing and there is a wide range of alternative providers in the district, the closure of the nursery is not expected to have an adverse impact on the community.

4. Effect on other local education institutions

As the proposal is to close the nursery provision at the school, there is not expected to be any adverse impact on other local providers.

5. Project Costs and Value for Money

The overall financial position of the school would be improved by permanently raising the age range from 3 - 11 years old to 4 - 11 years old. At present, the 4 -11 part of the school is providing financial subsidy to the maintained nursery class, which is having a significant impact on the school budget.

6. Implementation

It is proposed to close the school's nursery on 31 August 2022.

When the school approached the local authority to discuss the future of its nursery provision, it was proposed that overall financial position of the school would be improved by permanently raising the age range from 3 - 11 years old to 4 - 11 years old. At present, the 4 -11 part of the school is providing financial subsidy to the maintained nursery class which is having a significant impact on the school budget.

Should the outcome of the consultation be to remove the nursery at the school, there would not be an adverse financial impact on the local authority.

The overall financial position of the school would be improved by permanently raising the

age range from 3 - 11 years old to 4 - 11 years old.

7. Procedure for responding to the consultation

Following publication of this proposal on 10 March 2022, any person may respond, support, object to or make comments on the proposal by posting them to County Pupil Access Team, Education Improvement Service, PO Box 100, County Hall, Preston, Lancashire, PR1 0LD.

Responses can also be emailed to brunshaw@lancashire.gov.uk or

Have your say! Consultation page - www.lancashire.gov.uk

To be considered as part of the decision making process to determine the proposal, responses must be received no later than 23 May 2022.

Burnley Brunshaw Primary School, Maintained Nursery

Factors to be considered by decision-makers when deciding prescribed alteration, establishment and discontinuance proposals

The Department for Education's (DfE) statutory guidance for decision-makers deciding prescribed alteration and establishment and discontinuance proposals, published in October 2018, sets out several factors which must be taken into consideration for all types of proposal. These factors are set out below, along with an explanatory comment:

Related proposals

DfE guidance: Any proposal that is 'related' to another proposal must be considered together. A proposal should be regarded as 'related' if its implementation (or non-implementation) would prevent or undermine the effective implementation of another proposal.

Comment: This is a stand-alone proposal and is not reliant on the outcome or implementation of another proposal.

Conditional approval

DfE guidance: Decision-makers may give conditional approval for a proposal subject to certain prescribed events.

Comment: It is not anticipated that the decision-maker will set any conditions in relation to the approval of this proposal.

Publishing decisions

DfE guidance: All decisions (rejected and approved – with or without modification) must give reasons for such a decision being made. **Within one week** of making a decision, the decision-maker should arrange (via the proposer where necessary) for the decision and the reasons behind it to be published on the website where the original proposal was published. The decision-maker must also arrange for the organisations listed to be notified of the decision and reasons: the governing body/proposers (as appropriate); the trustees of the school (if any); the local Church of England diocese; the local Roman Catholic diocese; any other organisation that they think is appropriate; and the Secretary of State (in school opening and closure cases only).

Comment: Arrangements are in place to ensure that the decision will be communicated to interested parties within one week of the decision being made. This will be done via the school organisation website, where the original proposal was published, and also by sending a letter to specific individuals or organisations, such as those stated in the guidance, local councillors and OfSTED.

Consideration of consultation and representation period

DfE guidance: The decision-maker will need to be satisfied that the appropriate fair and open local consultation and/or representation period has been carried out and that the proposer has given full consideration to all the responses received. If the proposer has failed to meet the statutory requirements, a proposal may be deemed invalid and therefore should be rejected. The decision-maker must consider **ALL** the views submitted, including all support for, objections to and comments on the proposal.

Comment: The consultation document proposed to discontinue the maintained nursery at Burnley Brunshaw Primary School by permanently raising its age range from 3 to 11 years to 4 to 11 years, with effect from 31 August 2022 and asked for views on the proposal. Full details of the consultation process are set out in Appendix 'A'.

The consultation ran for longer than the minimum 4-week period to account for the Christmas holiday period, ensuring that anyone wishing to respond had adequate time to do so. By the close of the consultation period on 23 May 2022, nil responses were received.

Support	Neither agree nor disagree	Object
nil	nil	nil

Education standards and diversity of provision

DfE guidance: Decision-makers should consider the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the needs of parents; raise local standards and narrow attainment gaps.

Comment: As evidenced in the annual LCC Childcare Sufficiency Assessment report there is more than sufficient good quality providers in the Burnley area. There has been a drop in the live birth rate and there are a significant number of surplus places in this administrative area.

A school-led system with every school an academy

DfE guidance: The 2016 White Paper, Education Excellence Everywhere, sets out the department's aim that by the end of 2020, all schools will be academies or in the process of becoming academies. The decision-maker should, therefore, take into account the extent to which the proposal is consistent with this policy.

Comment: Whilst alignment with the Education Excellence Everywhere has been considered, the creation of/conversion to an academy is not appropriate as this proposal is not related to the establishment of a new school or nursery.

Demand v need

DfE guidance: The decision-maker should take into account the quality and popularity of the schools in which spare capacity exists and evidence of parents' aspirations for

a new school or for places in a school proposed for expansion. The existence of surplus capacity in neighbouring less popular schools should not in itself prevent the addition of new places.

Comment: As evidenced in the annual LCC Childcare Sufficiency Assessment report there is more than sufficient good quality providers in the Burnley area.

Proposed admission arrangements

DfE guidance: In assessing demand, the decision-maker should consider all expected admission applications, not only from the area of the LA in which the school is situated.

Before approving a proposal that is likely to affect admissions to the school the decision-maker should confirm that the admission arrangements of the school are compliant with the School Admissions Code.

Comment: Should this proposal be approved, the school will no longer admit nursery pupils and the admission policy will be amended to reflect this. The Family Information Service within Lancashire County Council will be made aware of this outcome to ensure that the correct information is available on the Authority website.

National curriculum

DfE guidance: All maintained schools must follow the National Curriculum unless they have secured an exemption for groups of pupils or the school community.

Comment: As this proposal relates to the nursery element of the school, there is no link to the national curriculum. The Early Years Foundation Stage [EYFS] informs a nursery setting.

Equal opportunity issues

DfE guidance: The decision-maker must have regard to the Public Sector Equality Duty (PSED) of LAs/governing bodies, which requires them to have 'due regard' to the need to: eliminate discrimination; advance equality of opportunity; and foster good relations.

The decision-maker should consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example that where there is a proposed change to single sex provision in the area, there is equal access to single sex provision for the other sex to meet parental demand. Similarly, there should be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.

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

As there were no responses to this consultation, no equal opportunities issues have arisen during the representation period and this proposal does not discriminate against any specific groups of the community.

Community cohesion

DfE guidance: Schools have a part to play in providing opportunities for young people from different backgrounds to learn with, from and about each other; by encouraging, through their teaching, an understanding of, and respect for, other cultures, faiths and communities. When considering a proposal, the decision-maker must consider its impact on community cohesion. This will need to be considered on a case-by-case basis, taking account of the community served by the school and the views of different sections within the community.

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

No responses were received during the consultation period. Therefore, no reference to an adverse impact on the community or on community cohesion was raised.

Travel and accessibility

DfE guidance: Decision-makers should satisfy themselves that accessibility planning has been properly considered and the proposed changes should not adversely impact on disadvantaged groups.

The decision-maker should bear in mind that a proposal should not unreasonably extend journey times or increase transport costs or result in too many children being prevented from travelling sustainably due to unsuitable walking or cycling routes.

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

Funding

DfE guidance: The decision-maker should be satisfied that any land, premises or necessary funding required to implement the proposal will be available and that all relevant local parties (e.g. trustees or religious authority) have given their agreement. A proposal **cannot** be approved conditionally upon funding being made available.

Comment: No land, premises or funding are required to implement this proposal.

School premises and playing fields

DfE guidance: Under the School Premises Regulations all schools are required to provide suitable outdoor space to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely.

Comment: If approved, this proposal will mean that the school no longer needs to accommodate nursery pupils, thereby creating additional capacity for the 4 to 11 year old provision. Should this be the case, LCC officers will discuss with the school how this additional capacity could be utilised in future years.

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

Conclusion

As can be seen from the information outlined above, the consultation received a low number of responses, and the process has not highlighted any issues or concerns for specific groups of children and their families who may be adversely affected by this proposal. As evidenced in the annual LCC Childcare Sufficiency Assessment report there is more than sufficient good quality providers in the Burnley area. There has been a drop in the live birth rate and there are a significant number of surplus places in this administrative area and in the Burnley Central East ward.

Equality Analysis Toolkit

**Raising of the School Age at
Burnley Brunshaw Primary School
For Decision Making Items**

7 July 2022

Question 1 - What is the nature of and are the key components of the proposal being presented?

The increasing of the school age at Burnley Brunshaw Primary School from 3 to 11 years to 4 to 11 years with effect from 31 August 2022.

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?

This relates to the Burnley Central East Ward, Burnley area only.

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?

No. The proposal is focused on provision for 3 to 4 year olds.

As evidenced in the annual LCC Childcare Sufficiency Assessment report there is more than sufficient good quality providers in the Burnley area. There has been a drop in the live birth rate and there are a significant number of surplus places in this administrative area.

Question 4 – Engagement/Consultation

How have people/groups been involved in or engaged with in developing this proposal?

On 3 March 2022, Cabinet gave approval for the local authority to publish a statutory notice to consult on the proposal to permanently raise the school's age range from 3 to 11 years to 4 to 11 years, with effect from 31 August 2022.

The statutory representation period took place from 10 March 2022 to 23 May 2022, which is longer than the minimum four week period suggested within DfE guidance 'School Organisation: Maintained Schools: Guidance for Proposers and Decision Makers', to account for the Easter holiday period. This consisted of a statutory public notice being issued in the local newspaper and copies of the public notice being displayed at the school and also in local libraries and in the Burnley Borough Council's office.

The public notice and the statutory proposal were sent to a wide range of stakeholders, including County Councillors, parish councils and union representatives. LCC also published the information on the website. In addition to this, the school wrote to all parents and carers to inform them of this process and included all the relevant information on their website.

Nil responses were received to the consultation.

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;
-

If this proposal is approved, the nursery provision at the school will be discontinued, through the permanent raising of the age range from 3 to 11 years old to 4 to 11 years old. This will mean that families wishing to participate in nursery education will need to access an alternative provider.

If the decision is taken to permanently raise the age range of the school from 3 to 11 years to 4 to 11 years, the school will work with all families to provide them with

high quality, impartial advice and guidance on the different options available to them via the Family Information Service.

The school has confirmed that no children will be disadvantaged or required to attend another setting, as those who are currently using the nursery will be admitted to reception class in September 2022.

The work force will not be disadvantaged after it was clarified that no redundancies will occur. Staff will be redeployed within school.

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?

None anticipated.

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.

No, the original proposal has not been changed or amended.

Question 8 - Mitigation

Will any steps be taken to mitigate/reduce any potential adverse effects of the proposal?

Mitigations against the potential adverse effects of the decision to permanently raise the age range at the school are as follows:

- As evidenced in the annual LCC Childcare Sufficiency Assessment report there is more than sufficient good quality providers in the Burnley area. There are a significant number of surplus places in this administrative area.
- Prior to seeking a decision to close the nursery, the governors verbally consulted with parents on how the school could increase the uptake in places.
- The school will signpost families to the Family Information System, where necessary.

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.

Local authorities have a statutory duty to secure sufficient and suitable early years provision to meet the needs of children and families in each district by influencing and shaping provision through local partnerships and by identifying gaps, enabling new provision and developing the market.

As evidenced in the annual LCC Childcare Sufficiency Assessment report there is more than sufficient good quality providers in the Burnley area. There are a significant number of surplus places in this administrative area.

Prior to seeking a decision to close the nursery, the governors verbally consulted with parents on how the school could increase the uptake in places.

Question 10 – Final Proposal

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

The proposal is to permanently raise the school's age range from 3 to 11 years to 4 to 11 years, with effect from 31 August 2022.

The particular group affected by this are families who may have wished to access nursery provision at the school in the future.

Question 11 – Review and Monitoring Arrangements

What arrangements will be put in place to review and monitor the effects of this proposal?

Once a decision has been taken to permanently raise the school's age range from 3 to 11 years to 4 to 11 years, with effect from 31 August 2022, the Authority is legally obliged to implement the proposal.

Equality Analysis Prepared By Debbie Ormerod

Position/Role Lead Officer for Access and Entitlement.

Equality Analysis Endorsed by Line Manager and/or Service Head Delyth Mathieson

Decision Signed Off By

Cabinet Member or Director

For further information please contact

Jeanette Binns – Equality & Cohesion Manager

Jeanette.binns@lancashire.gov.uk

Report to the Cabinet

Meeting to be held on Thursday, 7 July 2022

Report of the Head of Health, Safety and Resilience**Part I**Electoral Division affected:
(All Divisions);**Corporate Priorities:**
Delivering better services;
Caring for the vulnerable;**Review of Lancashire County Council's Educational/Off Site Visits Policy and Guidelines September 2022-September 2025**

(Appendix 'A' refers)

Contact for further information:

Nicky Scott, Tel: 01772 531519, Service Delivery Manager Educational Off Site Visits,
nicky.scott@lancashire.gov.uk**Brief Summary**

This report contains revisions to Lancashire County Council's Educational/Off Site Visits Policy and Guidelines September 2022 – September 2025.

Recommendation

Cabinet is asked to approve the revised Educational/Off Site Visits Policy and Guidelines September 2022 – September 2025, as set out at Appendix 'A'.

Detail

The Lancashire Educational/Off Site Visits Policy and Guidelines apply to:

- Schools where Lancashire County Council is the employer;
- All schools that are covered by the county council's insurance arrangements;
- All Education Services; and
- Academies, Free and Independent schools that have purchased the Educational Visits Packages and adopted the Policy.

The development of the Policy and timeline is as follows:

2003 The Lancashire Educational Visits Policy and Guidelines were initially approved.

- 2005 Substantially reviewed and revised, following the recommendations of the Health and Safety Executive report on the Glenridding Tragedy and the operational experience.
- 2007 Further minor revisions were undertaken to the Policy and Guidelines, pending the publication of updated guidance from the Department for Children, Schools and Families. The Department for Children, Schools and Families published a draft document 'Health and Safety of Learners Outside the Classroom' for consultation in November 2009, but following concerns set out in responses from Local Authorities and other organisations, no final guidance was released by the Department for Education until 2011.
- 2011 (and updated in February 2012 and December 2012) the Department for Education published 'Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies'. The Department for Education document was supported by the Health and Safety Executive publication 'School Trips and Outdoor Learning Activities: Tackling the Health and Safety myths'.
- 2016 An updated, more accessible Policy for Educational/Off Site Visits was launched, to form the focus for all training opportunities for Educational Visits Co-ordinators and all staff associated with educational off site visits.
- 2019 The subsequent review of this policy for the launch of the 2019 edition of the Policy and Guidelines included for Type B Visits (higher risk) the inclusion of London day visits and other multi venue city visits, an expanded and improved guidance on good practice essentials, covering; Informed Parental Consent, Special Educational Needs and Disabilities, Off Site Visit Emergencies, Visit Closed Procedures, the Post Visit Evaluation process for all types of visit.
- A new section 'Accompanying adults and the supervision of Educational Off Site Visits' was added, to provide greater clarity on related persons on visits.

2022 Revision

During the 2021/22 academic year, an Officer Review Group had undertaken a full and comprehensive appraisal of the Lancashire Educational/Off Site Visits Policy and Guidelines in the light of:

- A commitment by Lancashire County Council to review the 2019 edition of the Policy and Guidelines in 2022. (The Educational /Off Site Visits Policy and Guidelines being a controlled document.)
- Improvements to the on-line service approval and vetting process for visits called 'EVOLVE'.

- Feedback on the procedural and operational arrangements in schools and services from the Educational Visits Co-ordinators at Networks, Educational Visits Co-ordinators Refresher and Update training courses, and from the monitoring of visits by the Authority's Professional Support Team.
- The lessons learned from reviewing accidents/incidents nationally and locally.

The main changes in the revised Policy and Guidelines are:

- a) The category of a Local Learning Area has been introduced to support routine Type A visits covered by a school's current policies and procedures. These are specified visits/activities within a designated geographical area that are part of the normal curriculum and take place during the school day.
- b) An amendment to London City Visits and other multi venue city visits will remain as Type B where the school is not also located in the city.
- c) For all type A and B visits which have been processed on EVOLVE, the Post Visit Evaluation section must now be completed within 28 days of the visit, rather than 14 days as stated in the previous policy. This aligns with the EVOLVE system, which has always allowed a visit to be closed by the school up to 28 days.
- d) A new section 'establishment led walks' outlines the three pathways available to be recognised as competent to lead a walk. This is further supported by a further detailed framework of criteria for walks permitted to be led by an individual without a recognised qualification or a statement of competence. This has been embedded in the planning and approval process for Educational Off Site Visits section.
- e) Enhanced detail on the Duke of Edinburgh Award Scheme and the explicit signposting of the Instructor Pack for schools. This is alongside specific guidance for schools using external specialist companies to deliver their Duke of Edinburgh programme. This section also includes a clear operating ratio for school led Duke of Edinburgh expeditions.
- f) New guidance and an expanded First Aid Provision section. There is now a specific policy requirement for visits operating in rural and remote settings to evidence competence through an Outdoor First Aid Qualification. Types of visits where Outdoor First Aid cover will be required include Geography field trips involved in data collection in rural or remote settings, often involving water; Duke of Edinburgh Award expeditions and establishment led walks. The two available courses are detailed in the policy.
- g) Working with Providers of activities. This section has been expanded to include clear definitions and the differences between registered providers and registered instructors and the processes involved to achieve registration with Lancashire County Council status. This section again signposts the revised Instructor Pack.

- h) Additional guidance in the duties and responsibilities section under the Visit Leader function. There has been a new insert 'competence to lead'. This is recognition that the competence of the Visit Leader is the single most important contributory factor in the safety of participants.

Consultations for 2022 Revision

The Educational/Off Site Visits Advisory Board has overseen the review of the Policy and Guidelines. The Board consists of the following representatives:

- Service Delivery Manager, Educational Off-Site Visits;
- Technical Lead for the Outdoor Education Service/ Off Site Visits;
- Solicitor, Legal and Democratic Services;
- Health, Safety and Quality Service Delivery Manager;
- Quality Review Officer, Children and Family Wellbeing Service;
- External Independent Representatives: the retired investigating Officer for the Health and Safety Executive and Glenridding Beck Investigation and a Special School Headteacher.

As part of the review process, drafts of the Policy and Guidelines have also been shared with the following for comment/agreement:

- Representative Educational Visits Co-ordinators from all phases of schools, academies and services.
- Head of Health, Safety and Resilience Service.

There has been an overwhelmingly positive and supportive response from the consultees.

Since the adoption of the current Policy and Guidelines in 2019, there has been an improvement in the engagement of children/young people and the need for them to be 'risk aware', by engaging them in thinking about risk. The Educational Visits Co-ordinator training sessions have been updated, particularly following any local or national incident. The Educational Visits Co-ordinator annual networks, which have moved to a webinar format and Refresher and Update training opportunities provide excellent ongoing professional learning for Educational Visits Co-ordinators, typically accessed every 3-5 years, where and they are encouraged to share the information to school staff and governors.

The revised Policy and Guidelines for Educational/Off Site Visits will be presented to the Autumn Term 2022 series of two Educational Visits Co-ordinator Network webinar meetings. These sessions will be recorded and available to all school staff with EVOLVE access until January 2023.

At these events, the main changes to the 2019 edition (encapsulated in the 2022 edition) will be highlighted, alongside other key messages from a review of all visit activity 2021/22.

Implications:

This item has the following implications, as indicated:

Risk management

The revised Lancashire County Council Educational/Off Site Visits Policy and Guidelines September 2022-September 2025 provides that best practice has been observed when planning and undertaking such activities involving children and young people for whom the county council is responsible.

It is essential to review Health and Safety Policies and procedures on a regular basis, to ensure that they meet national guidance and operational needs. All Educational Visits Co-ordinators have been trained in the use of the Policy and Guidelines and they will receive appropriate continuing professional development. It is a requirement that no off site visit can take place without a trained Educational Visits Co-ordinator. In the absence of a trained Educational Visits Co-ordinator, the Educational Visits Team will fulfil this role until a new Co-ordinator is appointed.

List of Background Papers

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



Educational Off Site Visits

Policy & Guidelines

September 2022 to August 2025

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1. Introduction

This document is written to comply with health and safety at work law. As an employer, Lancashire County Council has a statutory responsibility for health and safety. Employees also have responsibilities. This document, and the accompanying forms and appendices, sets out the County Council's safety policy for off-site educational visits and adventurous outdoor activities, and the arrangements for the implementation of the policy.

In addition to the policy document there are 13 appendices to support practice and provide further operational guidance. These can be accessed via the EVOLVE system.

Evidence shows that educational/off site visits provide learning opportunities and benefits that are rarely realised in other educational contexts or settings.

The County Council is committed to supporting all user groups to achieve a rich and broad offer. Our vision is for all young people to enjoy appropriately planned off site visits and the life changing experiences they provide.

The impact is generally greater when visit experiences are fully integrated with a school's curriculum/planning and ethos. The overwhelming evidence outlines numerous positive impacts educational visits can have on learning, behaviours, attitudes and personal development.

The revised Educational/Off Site Visits Policy and Guidelines document is applicable from September 2022.

It is a controlled document and will be reviewed in three years' time subject to legislative changes or other advice that may require an earlier review. For the purpose of this policy, the term 'schools' refers to schools and all Lancashire County Council internal services

The most up to date information will be available on the EVOLVE website.

What is an Educational/Off Site Visit?

Educational/off site visits are planned discrete off site educational experiences designed to enrich and enhance the curriculum. The policy does not apply to activities undertaken by establishments on their site. These activities should be conducted in accordance with the establishment's own policy and procedures. Included in the policy are field study visits, and any visit with an adventurous element to it, and overnight stays on the school site.

For the purpose of this policy, curriculum swimming, sports fixtures and area school events are not educational/off site visits. For guidance on these areas of the curriculum, please refer to the separate advice including:

- National Governing Body Advice -Swim England:
<https://www.swimming.org/swimengland/>
- Association for Physical for Physical Education (AfPE) - Safe Practice in Physical Education, School Sport and Physical Activity 2020 edition.

<https://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport-physical-activity-2020/>

This book will be updated in September 2024 with a new edition of the publication:

1.1 Identifying the Employer

Overall legal responsibility and accountability for all health and safety lies with the employer, and staff **must** follow the policy and guidance set by their employer. For this reason, it is essential to be clear who your employer is.

The local authority (LA) is the employer in:
<ul style="list-style-type: none"> • community schools • community special schools • voluntary controlled schools • maintained nursery schools • pupil referral units • Local Authority Services
The governing body:
<ul style="list-style-type: none"> • foundation schools • foundation special schools • voluntary aided schools
The proprietor, or the Academy Trust is the employer in:
<ul style="list-style-type: none"> • independent schools • academies • free schools

Failure to follow policy can have a detrimental effect on the ability of Legal Services to defend any claim that may arise in relation to the schools' activities. In such circumstances the costs of defending claims may be deducted from the school budget.

It is a mandatory requirement that academies and free schools which have purchased the Educational/Off Site Visits package adopt the Lancashire Educational/Off Site Visits Policy and Guidelines.

This Policy document should be read in conjunction with the current editions of the following electronic documents which are recommended reading for any school/service involved in the planning, organisation and supervision of educational/off site visits and adventurous activities and to which various references are made:

- Glenridding Investigation and Case Study:
<http://www.hse.gov.uk/aala/glenridding-beck.htm>
- 'Health and Safety: Advice on legal duties and powers':

(DfE)<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

- Health and Safety Executive (HSE) School Trips:
<http://www.hse.gov.uk/services/education/school-trips.htm>

1.1 Risk Management

All activities involving young people learning outside the classroom are associated with the possibility of misadventure. Safety for educational/off site visits and for outdoor adventurous activities is critically dependent on the quality of leadership. This policy aims to minimise the potential for misadventure, but it **must** be recognised that risk cannot be totally eliminated. Challenge **must** always be appropriate and risk reduced to an acceptable level.

1.2 Monitoring

1.3.1 Responsibilities of the County Council

The County Council has a duty to safeguard its employees in the course of their employment, and to ensure the safety of others who may be affected by the actions of its employees.

This includes a responsibility for the safety and well-being of all adults and young people participating in Educational/Off Site Visits. To ensure that these responsibilities are met, the County Council will:

- Maintain a policy and procedures governing educational/off site visits
- Provide guidance and competent advice for educational/off site visits
- Provide training and professional learning opportunities for EVCs and other staff
- Monitor Type A and Type B Educational/Off Site Visits on a sample basis
- Reserve the right to monitor the venues/providers on a sample basis
- Review the Educational/Off Site Visits Policy and Guidelines at least every three years

1.3.2 Professional Support Visits

The Professional Support Team will join groups on Type A and B visits on a sample basis. This is in the interest of quality assurance and support for the school and provider. For this purpose, the Professional Support Team will use the 'Visit Observation Form' (VOF),

which is located in the Resources section on the EVOLVE website. All members of this team have appropriate DBS checks as part of our recruitment process. The

school will receive a report following the visit. and will have an opportunity to contribute to 'View our Visit' on the EVOLVE website.

Any member of the Professional Support Team has the power to intervene where unsafe practice is observed or it is felt likely to occur.

2. The Planning and Approval Process for Educational / Off Site Visits

Before planning and undertaking educational/off site visits all schools **must** ensure that a member of staff has been nominated to the role of Educational Visits Co-ordinator (EVC) and is registered with the County Council. It is a mandatory requirement that all newly appointed EVCs attend the Lancashire Educational Visits Co-ordinator Training Course ('Educational /Off Site Visits Role, EVC 101). Delegates **must** attend the full session to receive the accreditation. The course is fully discounted under the Service Level Agreement (See Appendix 1). The appointment, training and continuing professional development of EVCs is tracked and the school **must** inform the Educational Visits Team of any changes to the appointment of the EVC.

2.1 Types of Visits

2.1.1 Type 'A' Visits (approval by the school/service)

Educational low risk off-site visits, up to one-day duration, for example:

- Theatre visits
- Zoo visits
- Museum visits
- River and Lake Cruises/Ferry visits

2.1.2 Local Learning Area

These are routine Type A visits. These are typically close to the school in the local area and require only a small amount of extra planning beyond the educational aspect of the visit. These are specified visits/activities within a designated geographical area that are part of the normal curriculum and take place during the normal school day. If the school has designated a Local Learning Area, then these activities should follow the Standard Operating Procedures set out and should not normally need additional risk assessments or Notes added. A 'Signing Out' sheet containing relevant information should be left with the base contact/office before departure.

2.1.3 Informed Parental/ Carer Consent for Type A visits

Unless consent has been obtained, a child/young person **must** not take part in the educational/off site visit. For all Type A visits, consent can be sought using a general consent form at the beginning of a year, or even upon registration of a young person with the school/service (Sample Form 3A). It is, however, still a requirement that parents/carers **must** be informed of individual off-site visits in advance, and advised where their young person will be, and of any extra safety measures or clothing required. Schools **must**, however, be aware of the need for up to date medical information and **must** build in a way to obtain this and incorporate it into their process.

2.1.4 Approval of Type A Visits

Approval for Type A visits **must** be obtained within the school. Responsibility for the approval of Type A educational/off site visits rests with the Management (Governing Body/ Management Committee/Manager).

All Type A visits, unless they fit the criteria above outlined in the section 'Local Learning Area Visits' **must** be managed using the EVOLVE database and this approval process

The Management arrangements for the approval of visits **must** be established and reviewed annually. Within these arrangements, authorisation to approve visits may be delegated, e.g. to the Headteacher/ Manager/EVC.

Any delegation of authority **must** be recorded in writing. In the case of schools, Governing Bodies and Management Committees, this **must** be included in the annual return to the County Council in the Summer Term.

2.1.5 Type 'B' Visits (require approval by the County Council)

Educational/Off Site Visits:

- Involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment*. Travel on a ferry is regarded as a form of public transport and is therefore not necessarily a hazard
- Involving adventurous activities**
- To farms
- To theme parks
- To trampoline parks and non- curriculum one off sessions
- Involving overnight stay or residential accommodation or overseas visits including foreign exchange visits
- London day visits and other multi venue city visits, where the school is not also located in the city.
- Lasertag or Paintballing
- Escape Rooms or Mazes

* If the visit involves swimming as a planned activity, please refer to Appendix 10.

** The following are examples (not an exhaustive list of such activities):

- Paddle sports; canoeing, kayaking, stand up paddle boarding
- Mountain sports; climbing, hillwalking, scrambling, gorge walks, 'river' walks
- Caving; including show caves/ tourist mines
- Motorsports; karting, MX riding, quad biking, BMX riding
- Artificial climbing structures; walls, high/ low ropes
- Snow sports; skiing, boarding
- Water sports; sailing, power boating, SCUBA diving, kite surfing, wild swimming
- Horse riding
- Ice skating
- Archery
- Activities with armed forces
- Establishment led walks

Further clarification and advice should be sought from the Educational Visits Team if there is any doubt about the classification of an activity

2.1.6 Informed Parental/ Carer Consent for Type B visits

For every Type B visit specific written consent and full medical information **must** be obtained (Form 3B). In order that parental/carer consent can be fully informed, it is important that the school provides full information regarding all activities to be undertaken on the visit (Sample activity sheets are available in the Resources section of EVOLVE). Unless consent has been obtained, a child/young person **must** not take part in the educational/off site visit.

If there is to be a linked programme of such visits, it may be appropriate from the outset to obtain parental/carer consent for the linked programme.

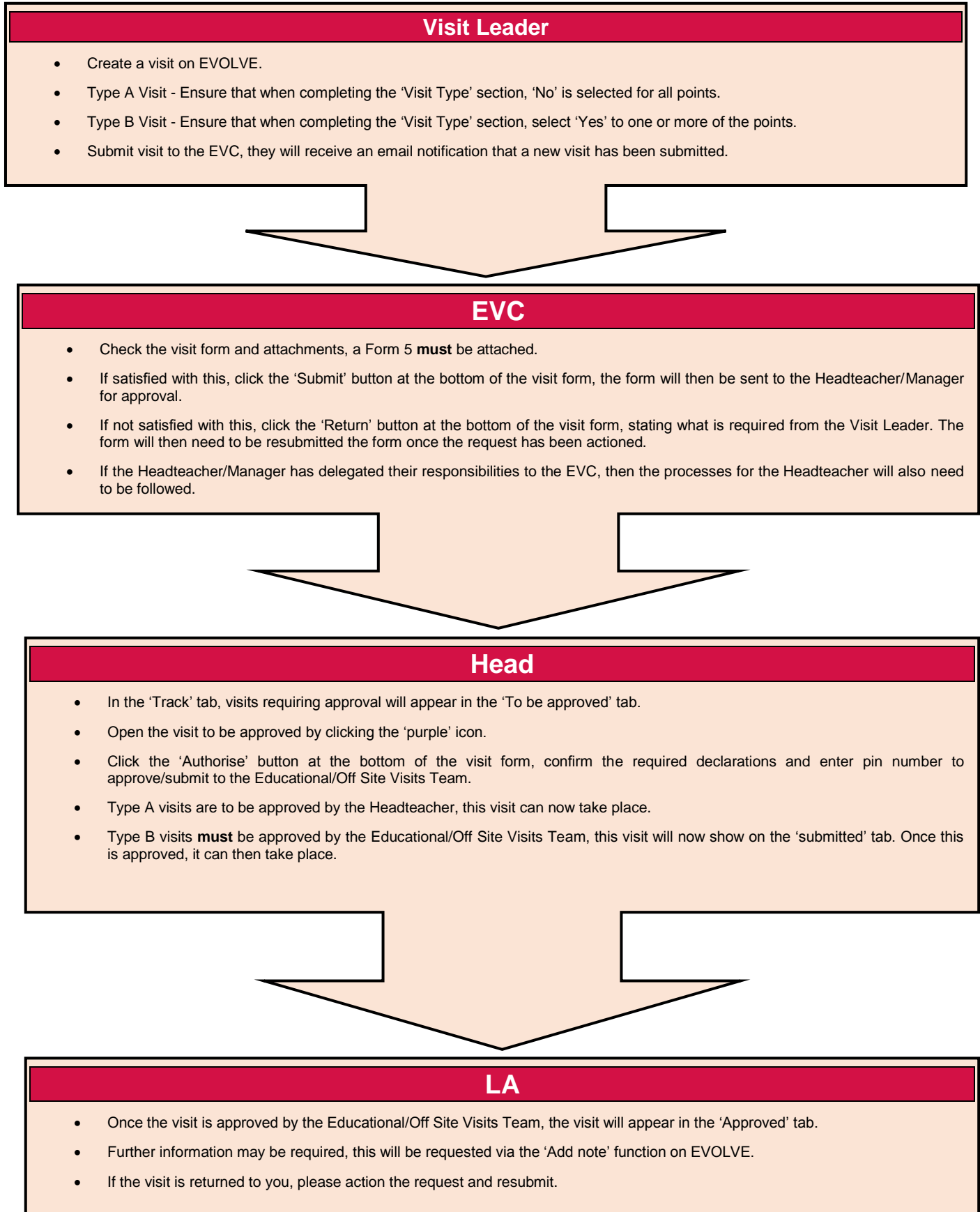
2.1.7 Approval of Type B Visits

It is the responsibility of the Management to ensure that approval is obtained from the County Council for all Type B visits.

In seeking approval for an educational/off site visit, submission **must** be made to the Educational Visits Team, via EVOLVE, at least 4 weeks prior to the visit taking place.

The chain of approval for both Type A and Type B Visits on EVOLVE is illustrated on the 'Approval of Visits' flow chart

2.1.8 Approval of Visits



2.2 Risk Assessments

The risk assessment should be seen as fundamental to the overall planning process and should be considered from the outset of any visit planning. Risk assessment recording should not be unduly onerous, but supportive and helpful for the visit leadership team.

A proportionate approach to risk management, which, in the context of outdoor learning and off-site visits, is a two-stage process:

- The identification of the potential benefits to be gained from an activity, along with any risks to the health and safety of those involved
- The implementation of a plan to best realise these benefits, using professional judgement to ensure that the level of risk does not exceed that which can be justified by the benefits

The Risk Assessment process **must** be seen as 'on-going' and 'dynamic'. Professional judgements and decisions regarding safety will need to be made regularly during the activity. If the control measures are not sufficient, the activity **must** not proceed.

2.2.1 A Planned Alternative Programme

Always prepare a 'Plan B'. This is in place in the event of unforeseen circumstances for both Type A and B visits. The more complex the visit, the more detailed the Plan B **must** be. Ensure all accompanying adults are aware of the Plan B.

If the alternative is that the visit is cancelled and the party returns to base, then this should be stated.

2.3 Good Practice Visit Essentials

2.3.1 Special Educational Needs and Disabilities (SEND)

Your school should adhere to the following principles:

- A presumption of entitlement to participate for all young people
- Ensure accessibility through direct or realistic adaptation or modification
- Integration through participation with peers

It is unlawful to:

- Treat a young person less favourably because they are disabled

- To apply a policy, practice or procedure that has the effect of disadvantaging young people with disabilities without justification
- To treat a young person unfavourably due to something arising from their disability without justification or to fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification

2.3.2 Off Site Visit Emergencies

The Base Contact and the Visit Leader **must** have:

- The establishment's emergency response procedures and be familiar with them
- Form 9 (Base Contact), Form 10 (Visit Leader)
- Telephone numbers (both in and out of hours) of two designated senior members of staff
- Mobile numbers of all accompanying adults on the visit. Together with names, addresses and telephone numbers of parents/carers of all of the young people and the same details for the next of kin of all accompanying adults involved in the visit
- Consideration of communication issues to ensure alternative effective communication is maintained.
- Copies of the medical information for every young person taking part in the visit/activity (and parental/carer consent for Type B visits)
- Copies of route plans, venues and alternative activities (Plan B)
- Appropriate vehicle registration numbers and passenger lists for each vehicle
- Copies of the Risk Assessment (Form 5)
- For critical incidents, the telephone numbers of the Lancashire Emergency Duty Team (Appendix 6)

2.3.3 Visit Closed Procedure

The Visit Leader **must** ensure that there is a clearly defined and agreed arrangement with the Base Contact to confirm the closure of the visit. These arrangements should clearly state what action **must** be taken by the Base Contact if the party has failed to return or make contact by the agreed time.

The Visit Leader **must** communicate any delays or incidents that may cause late arrivals at destinations or return journeys to the Base Contact.

2.3.4 Post Visit Evaluation (PVE) for all Type A and Type B visits

A Post Visit Evaluation **must** be completed on EVOLVE once a visit is closed. Schools should keep records of individual visits including what worked well, what didn't and any accident/ incident reports.

For all type A and B visits which have been processed on EVOLVE, the Post Visit Evaluation section on EVOLVE should be completed within 28 days of the visit

An evaluation report of all educational/ off site visits should be made to the management as part of the monitoring procedures.

There may be an incident or situation that could be classified as a 'near miss' or 'close call'. It is important to discuss this with experienced colleagues enabling all parties to learn from the experience and inform future actions. This should be recorded on EVOLVE as a note to the LA.

Failure to complete the Post Visit Evaluation may leave the school vulnerable to legal action

2.4 First Aid

First aid which is appropriate to the activity being undertaken should be available and accessible at all times.

The level of first aid cover and the number of qualified first aiders required will be identified by the risk assessment (Form 5).

For most type A visits, it will be sufficient that the Visit Leader has a good working knowledge of first aid and a suitably stocked first aid kit is carried. For type B visits, it is generally a requirement that a suitably qualified first aider is present at all times when the group is off site. On any visit, all adults in the group should know the emergency arrangements (Form 10) and how to contact the emergency services.

It is good practice that records are kept of staff first aid qualifications. There should be regular checks that these qualifications are current.

If any member of staff regularly undertakes Educational/Off Site Visits, it is strongly recommended that they attend appropriate first aid training.

2.5 Operational Arrangements of Internal LCC Services

Please refer to Appendix 13 for more detail on the relevant approval arrangements for Children Residential Services and Child and Youth Justice Service

3. Supervision

Every person has a duty of care for the welfare and safety of all young people taking part in an educational/off site visit to ensure the safe return of the party.

Every Person has a duty to intervene where unsafe practice is observed or where it is likely to occur.

Every adult accompanying the visit must have a role.

Effective Supervision is about fulfilling your duty of care. School staff should ensure that young people are supervised effectively.

When planning supervision they should take into account:

- The planned learning outcomes or benefits of the activity/visit
- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place
- The age, maturity and gender of the young people to be supervised
- The attitudes and behaviours of the young people (including their medical, emotional and educational or additional needs)
- Staff competence and experience

Any supervision plan should reflect the group's uniqueness. It is, therefore, important that when planning a repeat or on-going series of activities, the previous plan (no matter how well it worked) is reviewed to ensure that it meets the current group's needs.

Higher levels of responsibility will normally be assigned to teachers/young people's workers than to volunteers, and a higher standard of care is expected of them.

3.1 Important Notes for Supervision

- **Residential visits and any visit abroad.** It is strongly recommended that the ratio should never be less than 1:10
- **Visits to remote areas or involving hazardous activities.** The risks may be greater and supervision levels should be set accordingly
- **Normal practice is that there are a minimum of two competent adults accompanying any visit or activity.** For schools, one **must** be a teacher. For the Children, Families and Wellbeing Service (CFW) one **must** be a young people's worker/children's centre worker. In the case of children's

residential establishments for Type B visits, this should never be less than two Residential Child Care Workers

- **An exception to a teacher always accompanying a group** would be for Type A small group visits, such as intervention activities. This is common practice in Short Stay and Special Schools. Visits such as these may be led by experienced and competent school staff but **must** be under the supervision and direction of a qualified teacher.
- **Mixed groups.** There should be adults from each gender. In circumstances where this is not possible, it should be explicit in the Risk Assessment as to how the issue will be addressed and parents/carers should be informed of the measures taken
- **Disclosure and Barring Service (DBS) checks,** and safeguarding requirements must be fulfilled. This includes UK hosting families as part of homestays on exchange visits. DBS checks must be undertaken in respect of any additional adult accompanying the visit. If this is not done, arrangements must be made to ensure that there is no possibility of that person having unsupervised contact with the children/young people
- **Using an external provider to deliver an aspect of your visit.** If you are using an external provider or instructor for an activity the duty of care throughout must always be maintained by the school/service. The school/service also retain the responsibility for:
 - Travel to and from the Centre (Appendix 5 Planning Transport)
 - The downtime/ evening programme
 - Overnight supervision
 - Supervision at mealtimes
- **Related adults (See Section 3.2) and related children.** If any member of staff is accompanied by either an adult or child with whom they have a close connection or related to, this adult must be discounted for the purpose of calculating the adult:pupil ratio. It is recommended that they **should not be the Visit Leader.**
- **Visit Leader accompanied by their own child or related adult.** In this exceptional circumstance a suitably experienced assistant leader should be identified to take over in case of emergency.
- **Only one of the accompanying adults** is required to be discounted from the ratios, regardless of how many supervising adults are related to a child or adults on the visit.
- **Adult without a role.** An adult who does not have a role on the visit must be discounted for the purpose of calculating the adult:pupil ratio. Lancashire County Council's insurance arrangements will not provide cover of any sort in respect of '**additional persons or children**'.
- **Additional children/young people.** Schools are therefore advised not to offer places to pupils from other schools, including former pupils.

3.2 Accompanying adults

Accompanying Adults refers to adults accompanying the visit, this could be Lancashire County Council staff, workers, teachers, teaching assistants, parent volunteers and adult volunteers. In some cases it may be that related adults, adults with a close personal relationship or close family members form part of the accompanying adults assigned to support the visit.

This situation must be carefully considered as part of the risk assessment process.

Examples of this would be where married staff/staff in a relationship, or both in attendance, or where a teacher and their parent (adult volunteer) forming part of the accompanying adult team leading the visit.

These two examples are not exhaustive, and it must be clearly recognised by visit leaders the potential impact of planning a visit involving related adults. The full implications on staffing are often only considered when an incident or accident affecting one of the related individuals takes place.

With any educational/ off site visit where there is a recognised close relationship involving any of the accompanying adults, there is an expectation that the submitted risk assessment would consider how any injury or illness to one of these people could impact on the visit.

3.2.1 Staff Qualifications

Where the accompanying adults who have a recognised close relationship are the qualified people present on the visit, an incident involving one of these individuals could result in the visit being abandoned due to lack of appropriately qualified staff being available. This is likely to be the case for some outdoor adventurous activities and Duke of Edinburgh expeditions. Staffing in these contexts needs to be considered early in the planning stage, and when identifying staff to gain accreditation to lead activities.

3.2.2 Safeguarding

Appropriate DBS checks must be undertaken in respect of any additional adult accompanying a visit.

If this is not done, arrangements must be made to ensure there is no possibility of that person having unsupervised contact with the children/ young people.

3.3 Ratios

The staffing required to run the visit safely needs to be identified through the Risk Assessment process (Form 5) rather than a simple numerical calculation of ratios. It is important to have a high enough ratio of adult supervisors to children/young people for any visit.

The factors to take into consideration include:

- Gender, age and ability of group
- The nature of the activities to be undertaken
- Duration and nature of the journey
- Competencies of individual staff and volunteers
- Competence and behaviour of children/ young people
- Any disabilities, special educational or medical needs
- Experience of adults in off-site supervision
- Type of any accommodation
- Ability to respond to emergencies, including first aid cover
- The requirements of the organisation/ location to be visited

3.3.1 Minimum Ratios Acceptable on Any Visit

Pre-school/ Reception/ Foundation:
Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that all children are adequately supervised and decide how to deploy staff to ensure that children's needs are met.
Years 1 to 3:
1 adult for every 6 children
Years 4 to 6:
1 adult for every 10 children
Post 16 years:
The risk assessment process should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the students.

High risk activities and residential visits and any visit abroad. It is strongly recommended that the ratio should never be less than 1:10

3.4 Remote Supervision / Unaccompanied Activities

Remote supervision (as opposed to direct or close supervision) usually occurs when, as part of planned activities, a group works away from the supervising staff but is subject to stated controls. Staff, even though not physically present, remain fully responsible for the safe management of the young people and this is a reasonable practice based on a rigorous assessment of risk.

This preparation may include involving them in a simple risk assessment exercise such as:

- What could prevent us from all arriving back at the coach on time?
- What do we need to do to ensure that we all arrive at the coach on time?

All participants (both young people and staff) should be sufficiently and appropriately prepared for the task/ activity being undertaken and their performance regularly monitored when using remote supervision as a group management strategy. There should be fully informed consent obtained from the parents/ carers, and clear expectations understood by all.

Examples of type of visit where remote supervision takes place include:

- Theme parks
- Duke of Edinburgh Expeditions
- Town/village studies
- Orienteering events
- Foreign exchange visits

Stated controls identified by the risk assessment may include:

- Establishing effective lines of communication which allow any necessary required assistance to be rendered in a timely manner
- Identifying a meeting point constantly staffed (often on a rota system)
- Regular 'check-ins' by young people
- Staff visibly patrolling the venue
- Buddy systems. (It is suggested that groups are at a minimum of three)

4. Self-led Adventurous Activities and Duke of Edinburgh Award Scheme

4.1 Registered Instructor

This is an activity instructor commissioned by the school. They are the person with the qualification, skill and experience to lead the adventurous activity. They could be a volunteer, member of staff, or an adult not connected to the school.

The school deploying the registered instructor takes responsibility for the procedures and organisation relating to the adventurous activity in conjunction with the registered activity instructor and supported by the Educational Visits Service.

Before an instructor leads any adventurous activity, and in order for them to be registered with Lancashire County Council a completed LCC form 6, instructor log book, and evidence of appropriate first aid needs to be submitted to the LA. We must have evidence that the following safety measures are in place:

- The activity instructor has the necessary training, insurance cover and safety qualifications, as described in LCC's instructor pack.
- The registered activity instructor has completed and shared with you a risk assessment specific to your activity.

Staff must be approved and registered by the County Council prior to leading or instructing their own groups in Adventurous Activities. Applicants are required to hold the relevant National Governing Body Award qualifications or have site-specific approval for those activities (assessed by a Technical Adviser). See the Instructor Pack for guidance (EVOLVE Home page).

4.2 Duke of Edinburgh's Award Scheme

Additional information regarding qualifications specific to activities is provided in the Instructor Pack, this is located in the Resources section on EVOLVE for schools involved in this programme.

4.2.1 Operating Ratio for-school led Duke of Edinburgh Expeditions

- For Hillwalking activities groups must be supervised at a ratio of **1:7 (adult:pupil)**
- **An LCC registered instructor with Lowland Leader or equivalent** can oversee up to **14** students with the assistance of **1 directed adult**
- In Bronze or Silver terrain an **LCC registered instructor with Mountain Leader qualifications** can oversee up to **21** students with the assistance of **2 directed adults**

- For wild country expeditions (typically Gold terrain) an **LCC registered instructor with Mountain Leader** qualifications can oversee up to **14** students with the assistance of **1 directed adult**
- There are instances where variation to this may occur. For example 33 participants would need 3 registered instructors but not necessarily more than 2 assisting adults. (i.e. 1+1:14, 1+1:14 and 1:5)

As with all educational/ off site experiences the staffing required to run the visit safely needs to be identified through the risk assessment process, rather than a simple numerical calculation of ratios. It is important to have a high enough ratio of adult supervisors to young people for any visit. If you need any further guidance, it is important you contact the Educational Visits Team during the planning stages of your DoE visit.

4.2.2 DoE Approved Activity Providers and Other External Providers or Instructors

Where specialist staff (such as those from an external DoE provider) are responsible for the technical aspects of the experience school staff maintain overall duty of care for the pupils and clarity of roles and responsibilities in such situations is essential.

For these activities, the school is providing experiences that it believes to be a necessary aspect of school life and 'assumes the duty' to provide such experiences, albeit optional, as part of the DoE experience. School staff cannot delegate their duty of care to their own pupils to a third party.

On all visits the following should be adhered to:

- Normal practice is that a minimum of two competent adults must accompany any visit, one of whom must be a teacher.
- It is strongly recommended for residential visits that the ratio should never be less than 1:10
- When using outside providers consideration must be given to overnight supervision. Some providers may only supply instructors during the day so the risk assessment should address issues such as appropriate first aid cover, group management in a campsite setting, use of Trangias/ stoves, etc.
- Do not enter third party adults on to the EVOLVE form, only school staff and school associated volunteers should be added.

4.3 Establishment led walks

There are **three** pathways to being recognised as competent to lead a walk

- Hold a nationally recognised qualification
- Hold a Statement of Competence (SOC)
- Lead a walk in an area not requiring a qualification or Statement of Competence

In addition to the above all walk leaders will need to hold a suitable first aid qualification.

4.3.1 A Nationally Recognised Award

In the first instance please refer to the Instructor Pack in the resources section of the EVOLVE site. This document also provides links to the relevant awarding body for qualifications.

4.3.2 Requirements of a Statement of Competence

- Undertaken by a qualified Technical Expert/Advisor (as defined by Adventurous Activities Licensing Authority AALA)
- Define permitted activity including - locations, conditions and restrictions
- Outline candidates experience and currency in activity
- State the syllabus of assessment criteria
- Cover a period limited to 1 year before reassessment.
- Hold a current Outdoor First Aid qualification

4.3.3 Criteria for walks permitted to be led by an individual without qualification or SOC

- Leaders must be familiar with the chosen route and have conducted a pre-visit inspection
- The terrain underfoot must be of a well-maintained surface, where it would be possible to access with a buggy or wheelchair (e.g. forest roads, canal towpaths).
- The route is well defined and/or waymarked with no navigational or map skills required
- The route has no possible deviations leading to complex or consequential terrain.
- Access to a public road within 5-minute brisk walk (approx. 500m) is maintained throughout the route
- The walk must not be conducted in adverse/unfavourable weather conditions

Sufficient information must be submitted to the Educational Visits Team to demonstrate adequate planning and risk assessment for the proposed visit.

The ability to assess the planned walks regarding the above criteria falls to the school/leaders and is considered indicative of an appropriate understanding of the planned activity.

Meeting of these criteria does not imply any walk is suitable for any/all participants nor does it indicate that no other measures are necessary to enable the activity.

4.4 Visits that require Outdoor First Aid Qualifications

There is a policy requirement for visits to rural locations where staff are leading the activities, they will need to provide evidence of an appropriate current first aid qualification. This includes Geography field trips involved in data collection in rural or remote settings (often involving water), Duke of Edinburgh Award expeditions and establishment led walks.

There are two available courses outlined below:

One day duration course will ensure delegates have the basic knowledge and expertise as a first aider in remote outdoor conditions. It will provide delegates with the skills and knowledge to respond to a range of emergency situations and will enable individuals to lead some activities such as Geography GCSE data collection in rural settings and assist walking leaders, climbing instructors, Duke of Edinburgh expedition qualified staff and ski instructors.

Two-day duration course will ensure delegates have the knowledge and expertise as a first aider in remote outdoor conditions. This course is suitable for delegates such as walking leaders, climbing instructors, Duke of Edinburgh expedition qualified staff, ski instructors.

The main difference between the courses is the focus of the one day course on treating life threatening emergencies, whilst the two day course enables greater depth and includes time spent on longer term incident management.

4.4.1 One Day Emergency Outdoor First Aid Course (Level 3)

This one-day emergency outdoor first aid qualification is designed for people who are involved in activities or work in rural (not remote) locations.

The course covers a wide range of first aid emergencies, enabling all participants to deal with emergency situations with confidence in a prompt, safe and effective way, particularly where professional medical help is not immediately available.

It will provide learners with the skills and knowledge to respond to a range of outdoor emergency situations including summoning assistance, responding to changes in vital signs, administering CPR and blood loss. The qualification meets the requirements of the Institute for Outdoor Learning Band 2 training.

4.4.2 Two Day Outdoor First Aid Course (Level 3)

If your assessment of First Aid needs highlights the need for qualified First Aiders in outdoor activity, then this Level 3 qualification will provide you with suitable and highly trained personnel.

This comprehensive two-day course is a requirement for the majority of registered instructors, who by the nature of the activities are working independently and/ or in a

remote environment. It covers a wide range of First Aid emergencies, enabling all participants to deal with outdoor emergency situations with confidence.

This course fulfils the requirements of the First Aid element of the expedition syllabus and it is suitable for the Bronze, Silver and Gold Duke of Edinburgh awards.

Schools can use any outdoor first aid provider they wish as Lancashire County Council does not have an approved provider for this training. An internet search will bring up a list of providers, however if you prefer, please see below a list of providers we have identified. Please note that while we may have general experience of these organisations, we have not carried out any quality assurance processes on their outdoor first aid course provision. Please ensure you are satisfied with the content and course offer before arranging courses for school staff.

- <https://www.lakesfirstaid.co.uk/>
- <https://www.firstresponsefirstaid.co.uk/>
- <https://firstaidcumbria.co.uk/>
- <https://www.basp.org.uk/first-aid-training-courses/outdoor-emergency-first-aid/>

5. Working with Providers of Activities

5.1 Registered Centres and Providers

This is an external activity provider - the organisation or company that makes the adventurous activity available. The registered provider has responsibility for the procedures and organisation relating to the adventurous activity.

To become registered, the provider must complete an LCC form 7, this enables them to make a considered judgement on staff competences and a submit a signed declaration to the LA. As part of this process, the provider will also evidence sufficient and current Public Liability insurance cover to the LA.

If your school participate in an educational visit offering in scope activities, the venue provider must hold an AALA License It is principally local authority outdoor centres and those run by commercial companies and charities for young people of school age who need this.

5.1.1 Centres and Providers of Activities

- Where schools use an outdoor activity provider with a current **Adventure Activities Licensing Authority (AALA) license**, they can be assured that staff delivering activities will be appropriately managed and qualified.
- **Current Registered Centres and providers of activities** are held by Lancashire County Council. This includes all Lancashire Outdoor Education Centres. The list is posted in the Resources section on EVOLVE and all centres/providers are re-registered every two years. Activities at all registered centres/providers have been fully risk assessed by the centre.
- **Public Liability Insurance.** All centres/ providers are required to have adequate insurance cover. This is checked annually by Lancashire County Council to ensure all registered centres/providers on our list have current valid insurance.
- **Provider Risk Assessments.** If it is proposed to undertake activities at a registered centre/provider, it will not be necessary to carry out a Risk Assessment in relation to the activities undertaken at the centre/provider subject to:
 - Centre staff being responsible for leading the activities
 - The activity forming part of the centre's/provider's registration
 - Compliance with all terms, conditions and requirements as notified by the centre/provider in its booking and contract documentation, and with any directions given by the centre staff

- **Duty of care.** The duty of care throughout an Educational Off-Site Visit is always maintained by the school/service and they retain the responsibility for parts of the visit programme that are not managed by the centre/provider.
- **Ensure that the accompanying risk assessment (Form 5)** covers the transport arrangements, non-centre- programmed activities, downtime and information on behaviour management and group needs.
- **Using a centre/provider which is not yet registered with Lancashire County Council.** If it is proposed to use a centre and/or provider not registered with Lancashire County Council, the school must contact the Educational Visits Team early in the planning stage so that the registration process can be initiated.

Lancashire County Council will send a Form 7 to the new centre/provider. This must be completed and submitted to the Educational Visits Team. Centres and providers offering 'in scope' activities (AALS) must be licensed.

5.1.2 Important notes for using external providers and venues

- When a provider is used, ensure that there is a clear contract/ agreement in place about what they are responsible for (supervision/ activities). This must be clearly established for each stage of the day
- Providers are not responsible for producing a risk-benefit assessment for individual visiting groups – this is the responsibility of school/services and the visit leaders who will know the needs of their groups
- What is useful to a visit leader is information from the provider that helps the visit leadership team to make best use of the facilities or venue, and to plan appropriate supervision for their particular group
- Any equipment or resources provided by the centre/provider must be used in accordance with any instructions given
- Consider making a preliminary visit. It is useful for a visit leader to take pictures on a pre-visit, as photographs can be a great aid to briefing both colleagues and the participants. Where a pre-visit is not reasonably practicable, you should consider how you will gather sufficient information to make an adequate assessment of the venue, facilities, or provider
- Lancashire Outdoor Education (LOE) members of staff cannot be included in your staff minimum ratios.

6 Emergency Procedures

6.1 Developing Your Off-Site Visits Emergency Procedures

Your visit plan should be comprehensive, clarifying the roles and responsibilities of all visit staff in the management of

an emergency. It will be a pre-planned response which is set in motion, at given triggers and is fully understood by all visit leaders and their staff.

When developing your plan, it is good practice to do the following:

- **Staff training**
This should happen in the initial stages and again once the plan is complete.
- **Identify key staff**
Being involved in an emergency can be extremely demanding. It is important to ensure that the staff selected for specific roles are competent.
- **Plan Actions**
Outline actions to be taken by the Base Contact and designated senior members of staff.

Having been informed by the Visit Leader that an incident, accident or emergency has occurred and that the emergency procedures are in operation, the Base Contact should refer to Form 9 and inform one of the two designated senior members of staff.

The senior members of staff should alert the Manager, and for major incidents the Lancashire Emergency Duty Team (Appendix 6), giving details of the critical incident.

The Manager or County Council Officers may identify further actions or help required e.g. media communication, alternative and additional telephone lines, emergency feeding, transport and further support from the Authority as identified.

6.2 Contact lists

Keep up-to-date lists of contact telephone numbers and addresses securely, but readily accessible, in more than one place and keep them in hard copy as well as electronically. A copy of the list should be kept at school and at least one copy should be taken on the visit.

This is not a breach of GDPR regulations

These must include contact details (including next of kin) of members of staff who have specific functions within the plan, as well as of young people's parents. Staff need to be aware of where the lists are kept and an identified member of staff should be specifically responsible for keeping the lists up to date and ensuring any changes are made to all copies.

6.2.1 Outside organisations

Consider whether there are outside organisations/agencies which you may need to contact (e.g. insurance, legal advice, counselling, corporate communications to support the emergency response) and include their contact numbers on your list.

6.2.2 Communication issues

Consider the possibility that you will need alternative/additional telephone lines during an Emergency.

An alternative to the main school line should be available to ensure on-going communication is possible

6.3 Responsibilities of the Base Contact

It is strongly recommended that training be provided for any member of staff who may act as the Base Contact during a visit. This is a challenging role requiring specific competencies.

The Base Contact must not accompany the Educational/Off-Site Visit.

The Base Contact must:

- Make arrangements to be accessible throughout the duration of the visit
- Ensure compliance with the emergency procedures (Section 2.3.2)
- Clearly understand the 'visit closed procedure' (Section 2.3.3)

6.3.1 Reviewing the emergency plan

Once the plan is operational, the Visit Leader and the Base Contact need to regularly review and update its details.

The purpose is to ensure that staff move automatically into emergency mode when an incident occurs.

6.4 Important Notes regarding the Media

Corporate Communications Team must be contacted as soon as possible. (Appendix 6). Direct all media requests to this team.

Visit Leaders, accompanying adults or any group members should not discuss any matter relating to an incident, accident or emergency with the media until contact has been made with Base Contact.

Under no circumstances should the name of any casualty be divulged to the media. For the planned telephone communications to remain effective, it is essential these telephone numbers are not made available to parents who will over-burden and compromise the system.

7. Duties and Responsibilities

7.1 Responsibilities of the 'Management' (i.e. the Governing Body, leadership team for LCC Internal Services)

The 'Management' must have a written policy for the effective and safe management of educational/off site visits

This policy should include:

- The adoption of procedures for the management of educational/off site visits, consistent with Lancashire County Council's requirements
- The nomination of the Headteacher or senior member of staff to undertake the duties listed in Section 7.2
- A requirement that all educational/ off site visits have specific stated objectives which are appropriate for the participants
- Clear arrangements for the approval of educational/off site visits. This may allow for approval by Headteacher/ Manager/Educational Visits Co- ordinator (EVC)
- A charging and remissions policy (Schools only)
- To ensure that under the school's duty of care, a clear decision on the consumption of alcohol by any person during the visit
- To ensure that smoking does not take place (including electronic cigarettes)
- Procedures for responding to a critical incident/emergency, consistent with Lancashire County Council's requirements (in section 5 of this policy and Appendix 3)
- To ensure that there are arrangements for the monitoring and evaluation procedures of visits/activities and compliance with Lancashire County Council's procedures

Within schools, the Governing Body may wish to nominate a governor, preferably with relevant experience in this area, to assist the Headteacher or EVC in monitoring the school's procedures.

7.2 Responsibilities of the 'Manager' (Headteacher/ Manager/ EVC)

The 'Manager' is responsible for ensuring that all activities are properly planned and appropriately supervised and that Lancashire County Council's policies are implemented. The Manager is also responsible for ensuring compliance with the Management's operational procedures.

Managers, with the approval of the management, may delegate some or all of their tasks and functions to a senior member of staff, nominated as the EVC. This person should ideally have experience as a Visit Leader over a number of years, and experience of participating in the range of different types of visit organised by the school/ service.

The 'Manager' (Headteacher/ Manager/EVC) retains the overall responsibility for the following:

- Ensuring that the planning of visits complies with the County Council's Educational/Off Site Visits Policy and Guidelines and with the Management's operational procedures
- Providing a varied programme of opportunities which are structured and progressive
- Ensuring that the risk assessments (Form 5) are undertaken by the Visit Leader. The risk assessment should identify any children/young people with cultural requirements, disabilities, special educational or medical needs and, so far as possible, ensure these needs will be met
- If there is any swimming during the activity, this must be specifically addressed in the risk assessment and will require the presence of a qualified life-saver. (Appendix 9)
- Ensuring that visits are planned in such a way as to provide adequate supervision at all times. In the case of a residential visit, this will mean that supervision is managed by the school/ service 24 hours a day
- Making sufficient time and resources available for the EVC to arrange induction and training of staff and accompanying adult. This should include opportunities for staff to develop competence in dynamic risk management by assisting more experienced colleagues on a range of educational visits and by attending relevant training courses
- Verifying the competence and suitability of the Visit Leader and accompanying adults, taking account of the planned arrangements for the visit and the number and nature of the group involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications
- Ensuring that appropriate Disclosure Barring Service (DBS) checks and safeguarding requirements are fulfilled
- Ensure the EVC is competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment
- Ensure the EVC is supported to enable policy is implementation for educational and off-site visits, and that updates are shared with staff. All staff should know where to access the latest Educational Visits Policy on the EVOLVE system.

- The EVC should support the headteacher/manager in verifying the competence and suitability of the Visit Leader and accompanying adults, taking account of the planned arrangements for the visit and the number and nature of the group involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications
- Ensuring that the EVC/Visit Leader is allowed sufficient time to organise the visit
- Ensuring that transport arrangements are appropriate and that risk assessments also take account of traffic hazards where the visit involves crossing roads (Appendix 5)
- Organising and monitoring the induction and ongoing training of Visit Leaders and accompanying adults to ensure that proper support systems are in place to cope with incidents, emergencies and critical incidents (Section 6)
- Organising emergency planning for Educational/Off Site Visits and ensuring that Base Contact arrangements are made (Forms 9 and 10)

The Base Contact must not accompany the Educational/Off Site Visit (Section 6.3).

- Ensuring that a senior member of staff on the visit is nominated to co-ordinate any child protection duties (Appendix 2)
- Monitoring visits, including accident and near miss reporting, and review and re-evaluate visit arrangements and outcomes. This evaluation will inform future visits and staff training needs. (Section 2.3.4)
- Ensuring the Post Visit Evaluation is completed and submitted as required. (Section 2.3.4)
- Ensuring the governing body are included in the monitoring process for visit planning and outcomes achieved for completed visits

7.3 Responsibilities of the Visit Leader

7.3.1 Competence to Lead

The competence of the visit leader is the single most important contributory factor in the safety of participants.

The EVC and/or Head of Establishment must therefore consider the following when assessing the competence of a member of staff to lead a visit:

- What experience has the leader in leading or accompanying similar or other visits? (check 'Staff History' on EVOLVE).
- Is the leader competent in planning and managing visits?
- What are the leader's reasons for undertaking the visit?

- Is the leader an employee of the school?
- Does the leader have the ability to manage the pastoral welfare of participants?
- Is the leader a decision maker?
- What experience has the leader of the participants he/she intends to supervise?
- What experience has the leader of the environment and geographical area chosen?
- Does the leader possess appropriate qualifications?
- If leading Type B Criteria activities, has this been 'approved' by the LA?
- Is the leader aware of all relevant guidelines and able to act on these?

The Visit Leader must recognise that whilst leading the visit s/he is in effect representing the Management. The Visit Leader must:

- Obtain the Manager's approval for the visit/activity, according to Lancashire County Council's and the establishment's procedures.
- Ensure that that the ratio of staff to children/young people is appropriate for the environment /activities and needs of the group
- Ensure that adequate arrangements are implemented for the safety and well-being of all participants, including accompanying adults, whilst on the visit. In respect of residential visits, adequate supervision must be provided 24 hours a day
- Ensure the overall maintenance of good order and discipline during the visit
- Ensure compliance with the emergency procedures (as set out in Section 6) and ensure that all accompanying staff are familiar with this procedure
- Ensure that all members of staff and accompanying adults are fully briefed as to their roles and responsibilities
- Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them
- Undertake the completion of the risk assessment (Form 5).

The risk assessment should:

- Identify young people with cultural requirements, disabilities, special educational or medical needs
- Identify and record significant hazards and the safety measures required to reduce risk to tolerable level
- Make known to parents/carers, the Manager /Management the level of residual risk that needs to be managed

- If there is any swimming during the activity, this must be specifically addressed in the risk assessment and will require the presence of a qualified lifesaver. (Appendix 10)
- Ensure that parents/carers are fully briefed about the arrangements for the visit. This includes Plan B. Ensure that a signed parental/carer consent form has been obtained, together with all the relevant medical information for all young people participating in the educational/off site visit. (Form 3, 3A or Form 3B)
- Seek appropriate assurances from the provider/centre and ensure that there is a clear contract/agreement in place about who responds to what
- In respect of all visits organised by Children, Family and Wellbeing Service the Visit Leader must contact the Base Contact to confirm staff and young people numbers before any visit can commence
- Support Completion of the Post Visit Evaluation on EVOLVE

7.4 Responsibilities when Arranging Transport

Further guidance is found in Appendix 5 which is located in the Resources section on EVOLVE

7.4.1 Minibuses

- Any member of staff or volunteer driving a minibus must hold a Category D1 entitlement on their driving licence
- Where a driver passed their driving test after 1st January 1997 and have since gained a full D1 or D licence they must also have a Driver Certificate of professional Competence (DCPC) and keep it up to date. DCPC's are valid for five years
- All seats must be forward-facing and fitted with seat belts
- Trailer use must comply with national licence requirements
- Where a trailer is in use the rear door over the tow bar will not be accepted as an emergency exit and an alternative emergency exit must be available
- Vehicles with all age seat belts are recommended

7.4.2 Bus/Coach Hire

- The operator must hold a PSV Operator's licence, appropriate to the type of vehicle and/or nature of the journey being undertaken
- The vehicle must display the operator's license disk in the front window of the vehicle

- Every passenger must have their own seat. All coach seats must be fitted with seat belts

7.4.3 Children/Young People being transported by Staff/ Accompanying Adults or Young People in their own vehicle

- Drivers must hold a current valid driving licence (Form 8A)
- It must be confirmed that there is appropriate insurance cover for the driver's use of the vehicle
- Parents/carers must have consented to their child/ren being transported in this way (Form 8B)
- Vehicles must be fitted with seatbelts, which must be used
- Booster seats must be used as required by law
- Any driver has DBS clearance that has been checked and approved by the school
- No adult travels alone in any vehicle with an individual pupil other than their own children, unless required to do so in an emergency.

Report to the Cabinet

Meeting to be held on Thursday, 7 July 2022

Report of the Head of Legal, Governance and Registration Services**Part I**

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

Corporate Priorities:
 Delivering better services;
 Caring for the vulnerable;
 Supporting economic growth;
 Protecting our environment;

Recommendation of the Edward Stocks Massey Bequest Fund Joint Advisory Committee

(Appendix 'A' refers)

Contact for further information:

Samantha Gorton, Tel: 01772 532471, Democratic Services Officer,
 sam.gorton@lancashire.gov.uk

Brief Summary

Consideration of the recommendations of the Edward Stocks Massey Bequest Fund Joint Advisory Committee.

Recommendation

Cabinet is asked to:

- (i) Approve the allocation of funds as recommended by the Joint Advisory Committee at its meeting on 17 June 2022 as set out at Appendix 'A'.
- (ii) In respect of the Higher Education Student Scholarship Awards, approve that the interview panel of the Joint Advisory Committee be authorised to award the scholarships at its meeting on 16 December 2022.

Detail

The Edward Stocks Massey Bequest Fund was established by the will of the late Edward Stocks Massey in 1910, in order to fund the provision of education (whether mental, physical, technical or artistic) and the advancements of science, learning, music or other arts for the inhabitants of Burnley.

The objectives of the Charity are the provision of Education (whether mental, physical, technical, or artistic) and the advancement of science, learning, music or other arts for the inhabitants of Burnley. Funding for the relief of rates is not allowed.

The fund awards approximately £43,150 each year to projects, individuals and organisations in the Burnley area. There are five categories of award:

- Projects proposed by Lancashire County Council £12,500
- Projects proposed by Burnley Borough Council £12,500
- Burnley Mechanics Institute £ 4,000
- Individuals and Voluntary Organisations £ 9,150
- University Scholarships for two students £ 5,000

For the first four categories, applications are first assessed by officers to ensure they meet the criteria and are then considered by a Joint Advisory Committee made up of three county councillors, representing electoral divisions in Burnley, and two Burnley Borough Councillors in the presence of the Trustees. The Joint Advisory Committee's recommendations are then presented to the county council's Cabinet for final approval.

The proposed awards for 2022/23 are set out at Appendix 'A'.

For the student scholarship awards, a panel of the committee meets in December and conducts interviews of the candidates. It is proposed that Cabinet approves that the interview panel be authorised to approve these awards.

Consultations

The Joint Advisory Committee at its meeting on 17 June 2022.

Implications:

This item has the following implications, as indicated:

Risk management

Failure to agree the recommendations of this report will delay the allocation of monies to individuals and organisations.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Appendix A

EDWARD STOCKS MASSEY BEQUEST FUND

SCHEME OF ALLOCATION 2022/2023

Lancashire County Council
Amount of Funding Available - £12,500

	BIDS 2022/2023 £	ALLOCATION 2022/2023 £
APPLICANT		
Burnley Music Centre	£7,500	£7,500
Lancashire County Library Service – Burnley District	£5,000	£5,000
TOTAL	£12,500	£12,500

Burnley Borough Council
Amount of Funding Available - £12,500

	BIDS 2022/2023 £	ALLOCATION 2022/2023 £
APPLICANT		
Burnley Schools Mental Wellbeing Project	£6,500	£6,500
Towneley Hall Museum and Heasandford Primary School	£6,000	£6,000
TOTAL	£12,500	£12,500

Burnley Mechanics Trust Allocation
Amount of Funding Available - £4,000

	BIDS 2022/2023 £	ALLOCATION 2022/2023 £
APPLICANT		
Mechanics Theatre – Engage – Community Cultural Activity Programme	£4,000	£4,000
TOTAL	£4,000	£4,000

Individuals and Voluntary Organisations
Amount of Funding Available - £9,150

	BIDS 2022/2023 £	ALLOCATION 2022/2023 £
APPLICANT		
Budding Burnley Community Interest Company (CIC)	£10,100	Nil
Burnley Film Makers	£500	£500
Burnley Orchestra	£1,000	£1,000
Burnley Youth Theatre (BYT)	£2,000	£2,000
Burnley Garrick Theatre Group	£2,500	£2,500
Burnley Municipal Choir	£1,500	£1,000
St Mary's School, Burnley	£2,975	£1,000
St Peter's Parish Church, Burnley	£750	£750
St Peter's Young Singers, Burnley	£400	£400
TOTAL	£21,725	£9,150

Report to the Cabinet

Meeting to be held on Thursday, 7 July 2022

Report of the Director of Public Health**Part I**Electoral Division affected:
(All Divisions);**Corporate Priorities:**
Delivering better services;**Development of Lancashire and South Cumbria Health and Care Partnership**
(Appendix 'A' refers)

Contact for further information:

Dr Sakthi Karunanithi, Tel: (01772) 537065, Director of Public Health,
sakthi.karunanithi@lancashire.gov.uk**Brief Summary**

From 1 July 2022, the Lancashire and South Cumbria Integrated Care System is required to establish an Integrated Care Partnership as a key component of the Health and Care Act 2022.

Lancashire County Council is a core member of this partnership.

The development of this partnership is planned to happen in two phases between May and December 2022. The set-up phase (May and June 2022) includes establishing the terms of reference and confirmation of membership by each partner organisation. This will be followed by a development phase (July to December 2022) that includes establishing priorities for integrated care strategy and confirming how this partnership interfaces other partnerships in the system, (e.g. Health and Wellbeing Boards, etc).

Recommendation

Cabinet is asked to:

- (i) Support the development of Lancashire and South Cumbria Integrated Care Partnership as set out in the report.
- (ii) Approve the addition of the Lancashire and South Cumbria Integrated Care Partnership to the county council's list of appointments to outside bodies and authorise the Director of Corporate Services, in consultation with the Leader of the Council, to approve the county council's representative on the Care Partnership until the next county council elections.

Detail

The Upper Tier Local Authorities in Lancashire and South Cumbria and the Integrated Care Board have a requirement to ensure appropriate arrangements are in place to establish a Lancashire and South Cumbria Health and Care Partnership (known nationally as the Integrated Care Partnership) from 1 July 2022.

National guidance indicates that the partnership will operate as a forum to bring partners, local government, NHS and others, together across the Integrated Care System area to align purpose and ambitions with plans to integrate care and improve health and wellbeing outcomes for their population.

The partnership will have a specific responsibility to develop an 'integrated care strategy' for its whole population using best available evidence and data, covering health and social care (both children's and adult's social care), and addressing the wider determinants of health and wellbeing. This should be built bottom-up from local assessments of needs and assets identified at place level, based on Joint Strategic Needs Assessments undertaken by the Health and Wellbeing Boards in the area.

Members must include local authorities that are responsible for social care services in the Integrated Care System area, as well as the local NHS (represented at least by the Integrated Care System NHS body). Beyond this, members may be from Health and Wellbeing Boards, other statutory organisations, voluntary, community, faith and social enterprise sector partners, social care providers and organisations with a relevant wider interest, such as employers, housing and education providers and the criminal justice system (including courts, probation, and prison services).

The partnership is expected to draw on experience and expertise from across the wide range of partners working to improve health and care in their communities, including ensuring that the views and needs of patients, carers and the social care sector are built into their ways of working.

It is proposed that the Lancashire and South Cumbria Health and Care Partnership develops in two phases between May and December 2022. The set-up phase (May and June 2022) includes establishing the terms of reference and confirmation of membership by each of the statutory partners. This will be followed by a development phase (July to December 2022) that includes establishing priorities for integrated care strategy and confirming how this partnership interfaces other partnerships in the system, (e.g. Health and Wellbeing Boards, etc).

The focus of this report is mainly on the set-up phase. It is proposed that the Integrated Care Partnership will be chaired by an elected member from one of the four upper tier local authorities within Lancashire and South Cumbria, and the deputy chair will be identified by the voluntary, community and faith sector. The draft terms of reference, to be confirmed at the first meeting of the partnership, are set out at Appendix 'A'.

Further work is planned to enable the partnership to identify the focus for this partnership. This will happen during phase 2 and based on the following proposed principles:

- Tackling the most complex issues that cannot be solved by individual organisations, and/or where the potential achievements of working together are greater than the sum of the constituent parts.
- Staying strategic and avoiding being drawn into operational detail.
- A small number of key priorities.
- Tackling the most complex issues that cannot be solved by existing partnerships.

The priorities proposed to be the basis for the county council to engage in the development phase include:

- Delivering safe and effective joined up care at home for our residents in order to prevent or delay the escalation of more complex needs.
- Developing the care sector, particularly recruitment and retention of the workforce.
- Shifting the focus to better joined up community-based care across all ages in partnership with district councils, education settings and primary care networks, and
- Adopting best practice in information sharing and use of technology enabled care.

Consultations

The proposals have been developed through the design oversight group attended by senior executive officers across the system, and in partnership with officers across the NHS and Blackpool, Blackburn with Darwen and Cumbria councils.

Implications:

This item has the following implications, as indicated:

Risk management

The establishment of an Integrated Care Partnership is a statutory requirement. The arrangements set out in the report will ensure that the county council meets this obligation.

Lack of a well-functioning Integrated Care Partnership is likely to lead to missed opportunities for influencing the NHS's refreshed five-year plan, and for delivering joined up services for our residents.

Lack of clarity of the role of the Integrated Care Partnership vis-à-vis Health and Wellbeing Boards as well as other partnership forums. This is planned to be addressed during the development phase of the partnership on the basis set out in the report.

List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A

Lancashire and South Cumbria Integrated Care System

Lancashire and South Cumbria Health and Care Partnership Terms of Reference

Approved: *date*

Next Review due: *January 2023*

1. Background and Context

- 1.1. Lancashire and South Cumbria Integrated Care Board (ICB) and Blackburn with Darwen Borough Council, Blackpool Council, Cumbria County Council, Lancashire County Council and North Yorkshire County Council have resolved to establish a committee known locally as the Lancashire and South Cumbria Health and Care Partnership (referred to nationally as the Integrated Care Partnership), in accordance with Schedule 1A of the National Health Service Act 2006 (as amended) ("the NHS Act").

2. Purpose

- 2.1. An Integrated Care Partnership (ICP), is a broad alliance of organisations and representatives concerned with improving the care, health and wellbeing of the population, jointly convened by local authorities and the NHS. Locally, we are describing this as the **Lancashire and South Cumbria Health and Care Partnership (LSC HCP)** referred to as the Partnership.
- 2.2. National guidance outlines the following core purposes of an ICP;
 - Achieve the four common aims of ICS's;
 1. Improve outcomes in population health and healthcare
 2. Tackle inequalities in outcomes, experience and access
 3. Enhance productivity and value for money
 4. Help the NHS support broader social and economic development
 - Build shared purpose and common aspiration across the whole-system to help people live healthier and more independent lives for longer, set out in an Integrated Care Strategy. The strategy will be informed by both Health and

Wellbeing Boards (HWB) and Joint Strategic Needs Assessments (JSNA) and is a statutory requirement.

- 2.3. The Partnership will focus on setting short, medium, and long-term priorities and agreeing intended outcomes that are aligned to our strategic aims (as above). It will seek assurance on delivery of these outcomes from the relevant organisations/sectors/partnerships across the system to be certain that the Partnership is adding value and moving towards delivery of its ambitions.

3. Scope

- 3.1. The Partnership will be a statutory component of the Lancashire and South Cumbria system and will provide a strategic, multi-sectoral perspective to the strategy and ways of working of the health and care system, built upon existing partnerships, without duplicating.
- 3.2. It is important that the scope and function of the Partnership is well-defined, both in its own right and within the context of the wider landscape. The Partnership will therefore focus on:
 - Tackling the most complex issues that cannot be solved by individual organisations, and/or where the potential achievements of working together are greater than the sum of the constituent parts.
 - Staying strategic and avoid being drawn into operational detail.
 - A small number of key priorities

4. Role and Functions

- 4.1. Developing an Integrated Care Strategy to address the broad physical health, mental health and social care needs of the population (both children and adults), including determinants of health such as employment, environment, and housing issues.
- 4.2. To plan for the future and develop strategies for using available resources creatively in order to address the longer-term challenges which cannot be addressed by a single sector or organisation alone.
- 4.3. Ensuring the right partnerships, policies, incentives, and processes are in place to support practitioners and local organisations to work together to help people live healthier and more independent lives for longer.
- 4.4. Complementing place-based working and partnerships, developing relationships and tackling issues that are better addressed within a larger geographical area.
- 4.5. Supporting broad and inclusive integration across places and driving meaningful improvements in cross-cutting health and care outcomes and experiences. The Partnership will provide a forum for agreeing collective objectives, enabling place-based partnerships to thrive alongside opportunities for connected scaled activity to address population health challenges. This can be achieved through:

- a) highlighting where coordination is needed on health and care issues and challenging partners to deliver the action required. These include, but are not limited to:
 - i. helping people live more independent, healthier lives for longer.
 - ii. taking a holistic view of people's interactions with services across the system and the different pathways within it.
 - iii. Taking a whole-system view of workforce requirements and identifying opportunities to deliver different workforce models to improve outcomes.
 - iv. addressing inequalities in health and wellbeing outcomes, experiences and access to health services.
 - v. improving the wider social determinants that drive these inequalities, including employment.
 - vi. housing, education, environment, and reducing offending.
 - vii. improving the life chances and health outcomes of babies, children and young people.
 - viii. improving people's overall wellbeing and preventing ill-health.
- 4.6. The Partnership will need to evolve, and therefore we will use 2022/23 to develop its role and remit, along with optimising ways of working with Place-based Partnerships, Health and Wellbeing Boards and other existing partnerships such as the Lancashire and South Cumbria Provider Collaborative and the Lancashire Enterprise Partnership. Health and Wellbeing Boards will also use this period to review their ways of working in the context of the new, wider system architecture. The Partnership will also need to adapt as the local government reorganisation progresses in Cumbria, as the new authorities operate from 1st April 2023.
- 4.7. It is important to note that there is a highly permissive approach to the development of ICP's and we will maximise this opportunity and be bold and ambitious in identifying shared priorities, in setting out our desired outcomes, and in delivering these through truly integrated ways of working. This will require a new level of commitment to partnership working and will need us to focus on the culture and behaviours necessary to enable us to see a difference from what has gone before.

5. Key Principles

- 5.1. Come together under a distributed leadership model and commit to working together equally.
- 5.2. Use a collective model of decision-making that seeks to find consensus between system partners and make decisions based on unanimity as the norm, including working through difficult issues where appropriate.
- 5.3. Operate a collective model of accountability, where partners hold each other mutually accountable for their shared and individual organisational contributions to shared objectives.

- 5.4. Agree arrangements for transparency and local accountability, including meeting in public with minutes and papers available online.
- 5.5. Focus on improving outcomes for people, including improved health and wellbeing, supporting people to live more independent lives, and reduced health inequalities.
- 5.6. Champion co-production with our residents and inclusiveness throughout the ICS.
- 5.7. Support the triple aim (better health for everyone, better care for all and efficient use of NHS resources), the legal duties on statutory bodies to co-operate and the principle of subsidiarity (that decision-making should happen at the most local appropriate level).
- 5.8. Ensure place-based partnership arrangements are respected and supported, and have appropriate resource, capacity and autonomy to address community priorities, in line with the principle of subsidiarity.
- 5.9. Draw on the experience and expertise of professional, clinical, political and community leaders and promote strong clinical and professional system leadership.
- 5.10. Create a learning system, sharing evidence and insight across and beyond the ICS, crossing organisational and professional boundaries.

6. Membership and Chair

6.1. The membership of the partnership will consist of:

Sector	Organisation	Position	Notes
Local Government	Upper Tier Local Authority (TBC)	Chair	Elected Member*
Voluntary, Community, Faith and Social Enterprise Sector	Voluntary, Community, Faith and Social Enterprise Sector	Deputy Chair	VCFSE reps to be determined by the sector, but proposal is to include three representatives that include a range of perspectives from larger service provider organisations, community groups and Hospices
Local Government	Blackpool Council	Elected Member	*Four UTLA Elected Members, from Blackpool, Blackburn, Cumbria, Lancashire in total, one of which will take the Chair on an annual basis **For our fifth UTLA, we will have a separate process for ensuring engagement with North Yorkshire County Council, which will be formally documented in the revision to this TOR in January 2023 (2 rep for the Districts, one from an urban area and one from a rural area)
Local Government	Blackburn with Darwen Borough Council	Elected Member	
Local Government	Cumbria County Council (until April 2023)	Elected Member	
Local Government	Lancashire County Council	Elected Member	
Local Government	District Council (TBC)	Elected Member	
Local Government	District Council (TBC)	Elected Member	
NHS ICB	LSC ICB	ICB Chief Executive	
Providers (Primary Care)	LSC ICB	Partner Member for Provider of Primary Medical Services	
Providers (Mental Health)	Provider Collaborative	Clinical Representative for Mental Health Services	

Providers (Acute and Community)	Provider Collaborative	Clinical Representative for Acute and Community Services	
Place-based Partnerships	LSC ICB / Local Authority	Director of Health and Care Integration	(1 rep on behalf of the places)
Place-based Partnerships	Place-based Partnerships	Chair	(1 rep on behalf of the places)
Voluntary, Community, Faith and Social Enterprise Sector	VCFSE**	Representative	VCFSE to be determined by the sector, but proposal is to include three representatives that include a range of perspectives from larger service provider organisations, community groups and Hospices
Voluntary, Community, Faith and Social Enterprise Sector	VCFSE**	Representative	
Public, Patients and Communities	Healthwatch***	Representative	Healthwatch has a specific statutory role within ICPs. The legislation will require ICPs to involve their local Healthwatch organisations on the preparation of their strategies.
Public, Patients and Communities	LSC ICB Public and Patient Involvement Committee	Chair	
Public, Patients and Communities	The Independent Race and Equality Panel (I-REP) for Lancashire	Representative	
Business	Lancashire Enterprise Partnership Health Sector Board ****	Chair	To be noted that this covers Lancashire, Blackpool and Blackburn, but not Cumbria or North Yorkshire
Higher Education	University (TBC)	Vice Chancellor	
			Total – 20

- 6.2. The members of the Partnership shall be jointly appointed with approval from the ICB and the upper tier Local Authorities
- 6.3. Members of the Partnership should aim to attend all scheduled meetings. The Chair of the Partnership will review any circumstances in which a member's attendance falls below 75% attendance.
- 6.4. The Partnership may co-opt additional members subject to the following terms:
- They have subject matter expertise required to support the Partnership in meeting its responsibilities
 - They represent a community, place, or organisation required to support the Partnership in meeting its responsibilities.
- 6.5. Partnership members may nominate a suitable deputy when necessary and subject to the approval of the Chair. All deputies should be fully briefed, and the secretariat informed of any agreement to deputise so that quoracy can be maintained.
- 6.6. No person attending the meeting in one role can additionally act on behalf of another person as their deputy
- 6.7. The ICB and local authorities will jointly select a Partnership Chair, appointed on an annual rotational basis, from each of the upper tier local authorities. The first authority taking the role for 2022/23 will be (tbc).

- 6.8. The Deputy Chair will be a representative from the VCFSE sector, which will also rotate on an annual basis.
- 6.9. Membership may change as the priorities of the Partnership evolve and whilst the Partnership must engage with a wide range of stakeholders and understand the different viewpoints across the system and communities, membership should be kept to a productive level.

7. Quorum

- 7.1. Quoracy - A quorum shall be XXX [Number or percentage] [TBC Once the Partnership has met] Partnership members, which must include:
 - TBC once the Partnership has met
- 7.2. At the start of the meeting, the Chair will confirm that the Partnership is quorate, after any actions have been taken to manage any declared conflicts of interest.
- 7.3. Nominated deputies attending ICP meetings, on behalf of substantive members, will count towards quorum.
- 7.4. If a meeting is not quorate, the Chair may adjourn the meeting to permit the appointment or co-option of additional members if necessary. The Chair will have the final decision as to their suitability.
- 7.5. Any decisions put to a vote at a ICP meeting shall be determined by a majority of the votes of members present. (For clarity: members may be physically attending the meeting or participating by an agreed telecommunications link).
- 7.6. In the case of an equal vote, the Chair shall have a second and casting vote. The Chair will declare the result of the vote.

8. Meetings

- 8.1. The Partnership will meet on a regular basis, meeting at least four times per year, and have an annual rolling programme of meeting dates and agenda items. The frequency of the meetings will be determined in the development phase (July-December 2022), and the terms of reference updated.
- 8.2. There will be administrative support required for the meetings which will include:
 - Giving notice of meetings (including, when the Chair of the ICP deems it necessary in light of the urgent circumstances, calling a meeting at short notice)
 - Issuing an agenda and supporting papers to each member and attendee no later than 5 days before the date of the meeting; and
 - Ensuring an accurate record (minutes) of the meeting.
- 8.3. The responsibility for this administrative support will be determined during the development phase (July-December 2022).
- 8.4. Meetings of the Partnership will be held in public and agendas and papers will be published at least seven working days in advance of the meeting except where confidential or sensitive information is likely to be disclosed. This may include:

- information given to any of the partners in confidence,
- information about an individual that it would be a breach of the Data Protection Act to disclose, or
- information the disclosure of which could prejudice the commercial interests of any of the partners or third parties

9. Decision-making

- 9.1. The aim of the Partnership is to achieve consensus decision-making wherever possible.
- 9.2. Each voting member of the Partnership shall have one vote.
- 9.3. If the Chair determines that there is no consensus or one member disputes that consensus has been achieved, a vote will be taken by the Partnership members. The vote will be passed with a simple majority the votes of members present. In the case of an equal vote, the Chair shall have a second and casting vote.
- 9.4. The result of the vote will be recorded in the minutes and a record will also be made of the outcome of the voting for the other ICB committees.
- 9.5. All decisions taken in good faith at a meeting of the Partnership shall be valid even if there is any vacancy in its membership or, it is discovered subsequently, that there was a defect in the calling of the meeting, or the appointment of a member attending the meeting

10. Governance

- 10.1. The Partnership will agree a number of minimum requirements that demonstrate full commitment to delivery of agreed system priorities, along with an accompanying development programme that sees 2022/23 as a year of evolution.
- 10.2. A key priority is understanding the interface – i.e. the role of, and relationships between this Partnership and other fora (including but not limited to) the Health and Wellbeing Boards, and the Place-based Partnerships. This work will be concluded in the development phase and inform the evolution of the Partnership.

11. Sub Committees & Delegation

- 11.1. The Partnership may delegate tasks to such individuals, sub-committees or individual members as it shall see fit, provided that any such delegations are consistent with the parties' relevant governance arrangements, are governed by Terms of Reference as appropriate, and reflect appropriate arrangements for the management of conflicts of interest.

12. Accountability/relationships/assurance/authority

- 12.1. National guidance provides the following detail on the status and establishment of an ICP:

- Will be established in law as a statutory committee of the ICS.
- Not a statutory body; therefore, members come together to take decisions on an integrated care strategy, but the committee does not take on functions from other parts of the system.
- Must be established locally and jointly by the relevant local authorities and the ICB as equal partners.
- Local authorities and designated ICB chairs and Boards should meet in the Partnership as co-owners and equal partners of that committee.
- Should evolve from existing arrangements, with mutual agreement on terms of reference, membership, ways of operating and administration.
- To facilitate broad membership and stakeholder participation, Partnerships may use a range of sub-groups, networks and other methods to convene parties to agree and deliver the priorities set out in the shared strategy.

13. Code of conduct/managing conflicts of interest

**To be developed, including resolution, values, standards and behaviours during the development phase from July – December 2022*

DRAFT

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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